CITY OF WEST SACRAMENTO
REGULAR MEETING OF THE WEST SACRAMENTO CITY COUNCIL AND
WEST SACRAMENTO REDEVELOPMENT SUCCESSOR AGENCY & WEST SACRAMENTO FINANCING AUTHORITY
JULY 26, 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**
Arts, Culture & Historic Preservation Commission; 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.

CONSENT AGENDA

2. **ADMINISTRATIVE SERVICES/FINANCE**
CONSIDERATION OF RESOLUTION 17-32 AUTHORIZING THE COLLECTION OF SPECIAL TAX ON THE SECURED TAX ROLL IN THE SAME MANNER AS THE ORDINARY AD VALOREM PROPERTY TAXES IN ORDER TO PAY FOR CERTAIN MAINTENANCE SERVICES. (WRIGHT)

Comment: Resolution 17-32 seeks to authorize the collection of a special tax to pay for certain community facilities district maintenance services on the Yolo County secured property tax bill.

3. **ADMINISTRATIVE SERVICES/FINANCE**
CONSIDERATION OF RESOLUTION 17-30 AUTHORIZING THE COLLECTION OF SPECIAL TAX ON THE SECURED TAX ROLL IN THE SAME MANNER AS THE ORDINARY AD VALOREM PROPERTY TAXES FOR EXISTING COMMUNITY FACILITY DISTRICTS FOR AUTHORIZED CAPITAL FACILITY CONSTRUCTION PURPOSES. (WRIGHT)

Comment: In the past, the City has formed a number of Community Facility Districts in order to finance the acquisition of public improvements, and has issued bond debt secured by "special tax assessments" placed on properties within these financing districts. Resolution 17-30 seeks to authorize the collection of a special tax to pay for certain community facilitiy districts debt service on the Yolo County secured property tax bill.

4. **ADMINISTRATIVE SERVICES/FINANCE**
CONSIDERATION OF THE TREASURER'S QUARTERLY FINANCIAL REPORT ON THE CITY'S INVESTMENT PORTFOLIO FOR THE PERIOD ENDING JUNE 30, 2017. (WRIGHT)

Comment: It is the 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 a quarterly report on the City's investment portfolio as of June 30, 2017.

5. **COMMUNITY DEVELOPMENT/CODE ENFORCEMENT**
SUMMARY AND RESULTS CONCERNING THE HOTEL INSPECTION PROGRAM. (HAMILTON)

Comment: Staff completed the first round of hotel and motel inspections pursuant to the recently enacted Hotel Operating Standards ordinance identified as West Sacramento Municipal Code Chapter 8.03.070. This agenda item summarizes the results and makes comparisons to the inspections previously conducted in the fall of 2016.

6. **COMMUNITY DEVELOPMENT/CODE ENFORCEMENT**
INTRODUCTION OF THE LIGHTS/CAMERA/ACTION CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED) COMMUNITY GUIDELINES. (HAMILTON)

Comment: Staff developed a community CPTED guide, entitled *Lights Camera Action*. The manual is intended as a user-friendly introduction to CPTED principles and a strategy guide for how they may be applied to existing neighborhoods and businesses through the use of comprehensive, but simple evaluations and checklists.

7. **COMMUNITY DEVELOPMENT/DEVELOPMENT ENGINEERING**
CONSIDERATION OF RESOLUTION 17-56 ACCEPTING PUBLIC IMPROVEMENTS FOR SUBDIVISION NO. 5079 LOCATED IN THE BRIDGE DISTRICT. (HAMILTON)

Comment: This item seeks acceptance of public improvements, including roadway, water, sewer and storm drain infrastructure, which were constructed by the project developer to serve Subdivision 5079, "Bridge District Phase 2 Homes," which is located in the Bridge District.

8. **COMMUNITY DEVELOPMENT/FLOOD**
CONSIDERATION OF GRANT OF LEVEE AND FLOWAGE EASEMENT TO THE SACRAMENTO SAN JOAQUIN DRAINAGE DISTRICT AND APPROVAL OF RESOLUTION 17-53 GRANTING AUTHORITY TO THE CITY MANAGER TO SIGN THE EASEMENTS. (HAMILTON)

Comment: This item requests that the City Council grant a levee easement and slope control easement on City-owned property on River Crest Drive and authorize the City Manager to execute the easements.

9. **PARKS & RECREATION**
CONSIDERATION AND AWARD OF CONTRACT TO PURCHASE AND INSTALL SHADE STRUCTURES FOR BRYTE PARK PLAY EQUIPMENT. (C. TUTTLE)

Comment: Staff is seeking approval for the purchase and installation of pre-engineered shade structures to cover the new play equipment at Bryte Park. A request for proposals for the shade structures was delivered to designers and manufacturers. USA Shade & Fabric Structures is recommended because of cost savings and meeting the Department of State Architects design criteria.

10. **PARKS & RECREATION**
CONSIDERATION AND AWARD OF CONTRACT FOR THE CONSTRUCTION OF BRYTE PARK PHASE 2 IMPROVEMENTS AND RELATED ACTIONS. (C. TUTTLE)

Comments: Staff is seeking approval for a construction bid for Bryte Park Phase 2. Design features include a parking lot, restroom, covered picnic area, and sports court. This project contributes to the implementation of the Bryte Park Master Plan.

11. **PARKS & RECREATION**
CONSIDERATION OF AGREEMENT WITH PROS CONSULTING TO COMPLETE THE PARKS & OPEN SPACE MASTER PLAN UPDATE AND RELATED RECREATION PLANNING AND DESIGN SERVICES. (C. TUTTLE)

Comments: Staff is seeking Council approval for a contract with PROS Consulting for the Parks and Open Space Master Plan Update, including recreation planning and design services for the Pioneer and Stone Lock Reuse Master Plan.

12. **POLICE**
CONSIDERATION OF THE 2017 SECOND 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's input regarding the current and future direction of these efforts.

13. **PUBLIC WORKS/ADMINISTRATION**
CONSIDERATION AND APPROVAL OF A LIST OF PRE-QUALIFIED VENDORS TO PROVIDE JANITORIAL SERVICES TO THE CITY OF WEST SACRAMENTO. (ANBIAH)

Comment: Staff is proposing to create a pre-qualified list of vendors to perform janitorial services for City facilities. A Request for Qualifications was issued and seven vendors responded. A panel reviewed the submissions and, if approved, contracts will be issued to three vendors.

14. **PUBLIC WORKS/TRANSPORTATION**
STATUS REPORT ON THE DOWNTOWN/RIVERFRONT STREETCAR PROJECT. (ANBIAH)

Comment: The Downtown/Riverfront Streetcar Project has secured $97 million in state and local funds and received federal appropriation of $50 million in matching funds under FY2017. With a majority of funding dollars secured, 70% engineering design completed, and governance documentation nearly complete, staff has prepared a report to update the City Council and public on the status of the streetcar project.

15. **PUBLIC WORKS/TRANSPORTATION**
CONSIDERATION OF APPROVAL OF A CONTRACT FOR PROFESSIONAL SERVICES WITH WALKSACRAMENTO FOR THE SAFE ROUTES TO SCHOOL PROJECT. (ANBIAH)

Comment: This $100,000 contract will provide education, encouragement, engineering, and evaluation services for K-8 schools in West Sacramento.

16. **PUBLIC WORKS/TRANSPORTATION**
CONSIDERATION OF RESPONSE TO YOLO COUNTY GRAND JURY REPORT OF BICYCLE SAFETY. (ANBIAH)

Comment: The Yolo County Grand Jury released a report on bicycle safety and bicycle facilities that requires a response from the Public Works Director.

17. **PUBLIC WORKS/TRANSPORTATION**
CONSIDERATION OF APPROVAL OF A CONTRACT FOR PROFESSIONAL SERVICES WITH WSP FOR THE I STREET DECK CONVERSION FEASIBILITY STUDY. (ANBIAH)

Comment: This $225,000 contract is the first step in converting the existing I Street Bridge to a pedestrian crossing.

18. **CITY MANAGER/CITY CLERK**
CONSIDERATION OF APPROVAL OF THE MINUTES OF THE JUNE 28, 2017 REGULAR CITY COUNCIL MEETING. (RANKIN)

TIME-SET (approximately 7:30 pm)

19. **ADMINISTRATIVE SERVICES/FINANCE**
PUBLIC HEARING AND CONSIDERATION OF RESOLUTION 17-48 CERTIFYING INCLUSION OF DELINQUENT CHARGES AND PENALTIES FOR WATER, SEWER AND REFUSE SERVICES ON THE SECURED TAX ROLL IN THE SAME MANNER AS THE GENERAL TAXES AND DIRECTING THAT A LIEN ALSO BE PLACED ON THE SUBJECT PROPERTIES. (WRIGHT)

Comment: Staff is seeking a public hearing to adopt Resolution 17-48, which will include delinquent utility charges on the tax roll and direct that a lien is placed on the indicated properties with outstanding balances.

Recommendation: It is respectfully recommended that the Council: 1) Conduct a public hearing; and 2) Close the public hearing and adopt Resolution 17-48 certifying inclusion of delinquent charges and penalties for water, sewer and refuse services on the secured tax roll in the same manner as the general taxes and directing that a lien also be placed on the subject properties.

20. **COMMUNITY DEVELOPMENT/CODE ENFORCEMENT**
PUBLIC HEARING AND CONSIDERATION OF RESOLUTION 17-50 CERTIFYING THE LIST OF PAST DUE CODE ENFORCEMENT CHARGES, DIRECTING THAT A LIEN BE PLACED ON THE SUBJECT PROPERTIES, AND REQUESTING INCLUSION OF THESE CHARGES ON THE SECURED TAX ROLL IN ORDER THAT THEY MAY BE COLLECTED IN THE SAME MANNER AS GENERAL TAXES. (HAMILTON)

Comment: Resolution 17-50 is a request for a public hearing regarding properties having past due Code Enforcement charges and to certify these properties as having been duly noticed. The report seeks Council approval to direct the placement of a lien on these properties and request the overdue charges be included on property tax rolls so they may be collected in the same manner as general taxes.

Recommendation: It is respectfully recommended that Council open the public hearing and take testimony on any objections to the charges, and upon consideration close the public hearing and adopt Resolution 17-50.

21. **FIRE**
PUBLIC HEARING AND CONSIDERATION OF RESOLUTION 17-37 CERTIFYING THE LIST OF WEED ABATEMENT CHARGES, DIRECTING THAT A LIEN BE PLACED ON THE SUBJECT PROPERTIES AND REQUESTING INCLUSION OF THESE CHARGES ON THE SECURED TAX ROLL IN ORDER THAT THEY MAY BE COLLECTED IN THE SAME MANNER AS GENERAL TAXES. (HEILMANN)

Comment: In order for the City to be reimbursed for the cost of abating weeds, an approved list of parcels needs to be submitted to the Yolo County Tax Assessor's office by August of each year. Council's approval of the submitted list will allow for the timely payment of these costs during the next property tax season.

Recommendation: It is respectfully recommended that the City Council: open the public hearing to receive objections to the charges for mandatory weed abatement services initiated by the City; and approve Resolution 17-37 certifying the list of weed abatement charges and direct the Yolo County Auditor to add the expenses to the individual tax rolls.

22. **ECONOMIC DEVELOPMENT & HOUSING**
PUBLIC HEARING AND CONSIDERATION OF RESOLUTION 17-54 VACATING A PUBLIC UTILITY EASEMENT RESERVED DURING ABANDONMENT OF TOWER COURT. (LAUREL)

Comment: The City is realigning roadways in the Grand Gateway area to reconnect the existing underlying roadway grid system. Council adoption of Resolution 17-54 will vacate a public utility easement that is in conflict with the approved 7th Street being constructed within the Washington Infrastructure Project. The PUE was reserved by the City during the vacation of Tower Court right of way.

Recommendation: It is respectfully recommended that the City Council: Conduct the public hearing and Adopt Resolution 17-54 vacating a public utility easement ("PUE") which was reserved by the City in Resolution 98-82 vacating Tower Court right of way.

23. **ECONOMIC DEVELOPMENT & HOUSING**
PUBLIC HEARING AND CONSIDERATION OF RESOLUTION 17-52 ADOPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ANNUAL ACTION PLAN FOR 2017/2018. (LAUREL)

Comment: The City is eligible to receive $446,077 in Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) for fiscal year 2017/2018; and, approximately $100,000 in CDBG program income is projected for the year. The City is required to adopt an Annual Action Plan outlining how funds will be used to assist low- and moderate-income residents and neighborhoods.

Recommendation: It is respectfully recommended that the City Council conduct the public hearing and adopt Resolution 17-52 approving the 2017/2018 CDBG Annual Action Plan and authorizing submission to HUD.

REGULAR AGENDA

24. **COMMUNITY DEVELOPMENT**
CONSIDERATION OF RESOLUTION 17-55 AUTHORIZING THE APPLICATION TO CALIFORNIA DEPARTMENT OF PARKS & RECREATION – DIVISION OF BOATING & WATERWAYS FOR BOATING INFRASTRUCTURE GRANT TIER II FUNDS FOR THE RALEY'S DOCK PROJECT. (HAMILTON)

Comment: The Sport Fishing and Boating Safety Act of 1998 established the Boating Infrastructure Grants (BIG) Program to provide funding for construction and renovation of boating facilities for transient recreational vessels at least 26 feet long. California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures. The City is contemplating submitting an application to the Division of Boating and Waterways for Boating Infrastructure Tier II Grant Funds for the Raley's Dock Project.

Recommendation: It is respectfully recommended that the City Council approve Resolution 17-55 authorizing the Application to California Parks and Recreation - Division of Boating and Waterways for Boating Infrastructure Tier II Grant Funds for the Raley's Dock Project.

25. **PUBLIC WORKS/ENGINEERING**
PRESENTATION AND DISCUSSION OF THE WEST CAPITOL AVENUE AND JEFFERSON BOULEVARD IMPROVEMENTS PROJECT. (ANBIAH)

Comment: The federal grant funded West Capitol Avenue and Jefferson Boulevard Improvements Project proposes to improve pavement, bicycle, pedestrian, and safety along West Capitol Avenue (Jefferson Boulevard to Interstate 80), and along Jefferson Boulevard (West Capitol Avenue to Park Boulevard).

Recommendation: It is respectfully recommended that the City Council hear the presentation and provide direction on the components of the Project.

26. **PUBLIC WORKS/TRANSPORTATION**
FURTHER CONSIDERATION OF A WORKSHOP ON THE WEST SACRAMENTO MOBILITY ACTION PLAN AND TRANSIT PILOT PROJECTS. (ANBIAH)

Comment: This is the second workshop staff will present related to the Mobility Action Plan (MAP) and transit pilot projects. Staff will provide Council with project updates, seek further direction on a Pilot 2 Flexible Transportation service concept and funding model, and present sufficient information for Council to provide direction on a preferred approach to develop a Riverfront Shuttle.

Recommendation: It is respectfully recommended that the City Council receive staff's updates on the MAP and related transit pilot projects; and 1) Receive staff's recommendation and provide direction on a preferred Pilot 2 service concept; and 2) Tentatively authorize local funding for the Pilot 2 Flexible Transportation Service and direct staff to return to Council with a funding plan to accompany a request for award of contract; and 3) Receive staff's recommendation and provide direction on a preferred Riverfront Shuttle Approach.

27. **CITY MANAGER**
CONSIDERATION OF AGE-FRIENDLY ACTION PLAN. (BERLIN)

Comment: In 2015, the City Council decided that the City would become a member of the AARP Network of Age-Friendly Communities. The City's Age-Friendly Action Plan culminates a two-year process of organizational self-examination and engagement between the City of West Sacramento and its older residents.

Recommendation: It is respectfully recommended that the City Council 1) approve the Age-Friendly Action Plan; 2) authorize the City Manager or his designee to make non-substantive adjustments to the Plan document if needed to secure AARP and WHO approval of the Plan; and 3) direct staff to return to the Council annually with a progress report on implementation of items in the Plan.

ADMINISTRATIVE FUNCTION – PART II

28.
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
JULY 26, 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): 1

2. CITY ATTORNEY

Conference with Labor Negotiator — GC §54957.6
Agency Negotiator: Amanda Berlin and Laura Izon
Employee Organization: Firefighter's Association/Local 522; Police Officers Association; Police Managers Association; Management Group; 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 July 26, 2017 regular and closed session meetings of the West Sacramento City Council, Redevelopment Successor Agency and Financing Authority was posted July 21, 2017 in the office of the City Clerk, 1110 West Capitol Avenue, West Sacramento, CA and was available for public review.

Kryss Rankin

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.

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 2

SUBJECT:
CONSIDERATION OF RESOLUTION 17-32 AUTHORIZING THE COLLECTION OF SPECIAL TAX ON THE SECURED TAX ROLL IN THE SAME MANNER AS THE ORDINARY *AD VALOREM* PROPERTY TAXES IN ORDER TO PAY FOR CERTAIN MAINTENANCE SERVICES

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Paul Blumberg, Public Finance Manager

Philip A. Wright, Assistant City Manager

ATTACHMENT [X] Yes [ ] No **[ ] Information** **[ ] Direction** **[X] Action**

OBJECTIVE

The purpose of this action is to collect special tax to pay for certain existing Community Facility District (CFD) maintenance services and to have these assessments placed on the Yolo County secured property tax bill.

RECOMMENDED ACTION

It is respectfully recommended that the Council adopt Resolution 17-32 authorizing the collection of special tax to pay for certain Community Facility District services on the secured tax roll in the same manner as the ordinary *ad valorem* property taxes. The collection of special tax will be for CFDs previously established and authorized by the City Council. This report deals with the 15 existing "service" CFDs managed by the City.

BACKGROUND

Since the City's incorporation in 1987, all tentative subdivision maps in Southport contain, as a condition of approval, mitigation measures for maintaining street landscaping and lighting. The following language in The Classics Vesting Tentative Subdivision Map # 4319, dated November 20, 1997, is typical:

17. Prior to or concurrent with the recording of a small lot final map, a Community Facilities District Special Tax shall be authorized for the purpose of and at an amount sufficient to maintain and operate street lighting and street landscaping. To the extent provided by law, this condition shall be binding on all successive property owners.

Accordingly, the following CFDs were established for the financing of certain maintenance services in and for the District:

Community Facilities District A (Gateway)
Community Facilities District B (Newport Estates)
Community Facilities District C (Bridgeway Island)
Community Facilities District D (Southport Industrial Park)
Community Facilities District E (The Classics)
Community Facilities District F (Pheasant Hollow)
Community Facilities District G (Gateway Unit IV)
Community Facilities District H (Bridgeway Lakes)
Community Facilities District I (River Ranch)
Community Facilities District J (Parella)
Community Facilities District M (The Rivers)
Community Facilities District N (Parlin)
Community Facilities District O (Linden South)
Community Facilities District P (Ironworks)
Community Facilities District R (Bridge District)

The City determines the annual maintenance costs for each service district for the fiscal year. Next, the City prepares a list of the parcels subject to the special tax using the records of the County Assessor and other records of the City. The maximum annual special tax per unit has a 4-percent escalation factor each year starting with the base year (year in which the district was formed). Next, the City determines the special tax revenues available by taxing each final unit parcel up to 100 percent of the maximum annual special tax rate. The City requests the County of Yolo to collect on the County property tax rolls the special taxes levied on each parcel by the respective service district.

ANALYSIS

Commencing in fiscal year 2009-2010, the Treasurer-Tax Collector's Office at the County of Yolo has required that all special tax levies placed on the property tax rolls include an authorization approved by the City Council. The authorization outlines the terms of the agreement between the County and the City for collecting the CFDs' service charges.

The City also manages the placement of assessments on the property tax rolls associated with "facility" CFDs (facility CFDs pay for construction of capital facility improvements which are usually funded by the issuance of bonds), which is being addressed in a separate agenda report also scheduled for July 26.

Commission Recommendation
Not applicable

Strategic Plan Integration
Adoption of special taxes and fees for service help establish the strong financial base necessary to provide quality services.

Alternatives
Not applicable

Coordination and Review
Yolo County has provided a draft resolution and reserved space on the fiscal year 2017-18 tax roll.

Budget/Cost Impact
Fees for services such as these support a higher level of service than can be supported by general taxes alone.

ATTACHMENTS

1. Resolution 17-32
2. Maintenance Services CFD Map

RESOLUTION 17-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO AUTHORIZING THE COLLECTION OF SPECIAL TAX ON THE SECURED TAX ROLL IN THE SAME MANNER AS THE ORDINARY AD VALOREM PROPERTY TAXES IN ORDER TO PAY FOR CERTAIN MAINTENANCE SERVICES

WHEREAS, the City of West Sacramento (hereinafter "City) requests the County of Yolo collect on the County tax rolls certain charges which have been imposed pursuant to Section 53340 of Government Code of the State of California by the City for the following Districts:

Community Facilities District A (Gateway)
Community Facilities District B (Newport Estates)
Community Facilities District C (Bridgeway Island)
Community Facilities District D (Southport Industrial Park)
Community Facilities District E (The Classics)
Community Facilities District F (Pheasant Hollow)
Community Facilities District G (Gateway Unit IV)
Community Facilities District H (Bridgeway Lakes)
Community Facilities District I (River Ranch)
Community Facilities District J (Parella)
Community Facilities District M (The Rivers)
Community Facilities District N (Parlin)
Community Facilities District O (Linden South)
Community Facilities District P (Ironworks)
Community Facilities District R (Bridge District);

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

1. The special tax shall be collected on the secured real property tax roll in the same manner as ordinary *ad valorem* taxes are collected. The special tax shall have the same lien priority and be subject to the same penalties and the same procedure and sale in cases of delinquency as provided for *ad valorem* taxes. In addition, the provisions of Section 53356.1 of the Act shall apply to delinquent special tax payments. The Director of Administrative Services/Assistant City Manager is authorized and directed to provide all necessary information to the Treasurer-Tax Collector of the Yolo County and to otherwise take all actions necessary in order to effect proper billing and collection of the special tax, so that the special tax is levied and collected in sufficient amounts and at times necessary to satisfy the financial obligations of the District in each fiscal year.

2. The City agrees that, upon reasonable written notice by Yolo County of any claim or challenge, to defend with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, officers, officials, agents and employees (collectively "the County") against the payment of any liabilities, losses, costs and expenses, including attorneys' fees and court costs, not due to the County's own negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these assessments onto the County roll and tax bills for the City.

3. The City agrees to pay such reasonable and ordinary charges as the County may prescribe to recoup its costs in placing on the tax rolls and collecting the taxes, assessments, fees and/or charges, as provided by the Government Code sections 29304 and 51800.

4. The City warrants and represents that the taxes, assessments, fees and/or charges imposed by the City and being requested to be collected by Yolo County comply with all requirements of State law, including but not limited to Articles XIIIC and XIIID of the California Constitution (Proposition 218).

PASSED AND ADOPTED by the West Sacramento City Council, this 26th day of July, 2017, by the following vote:

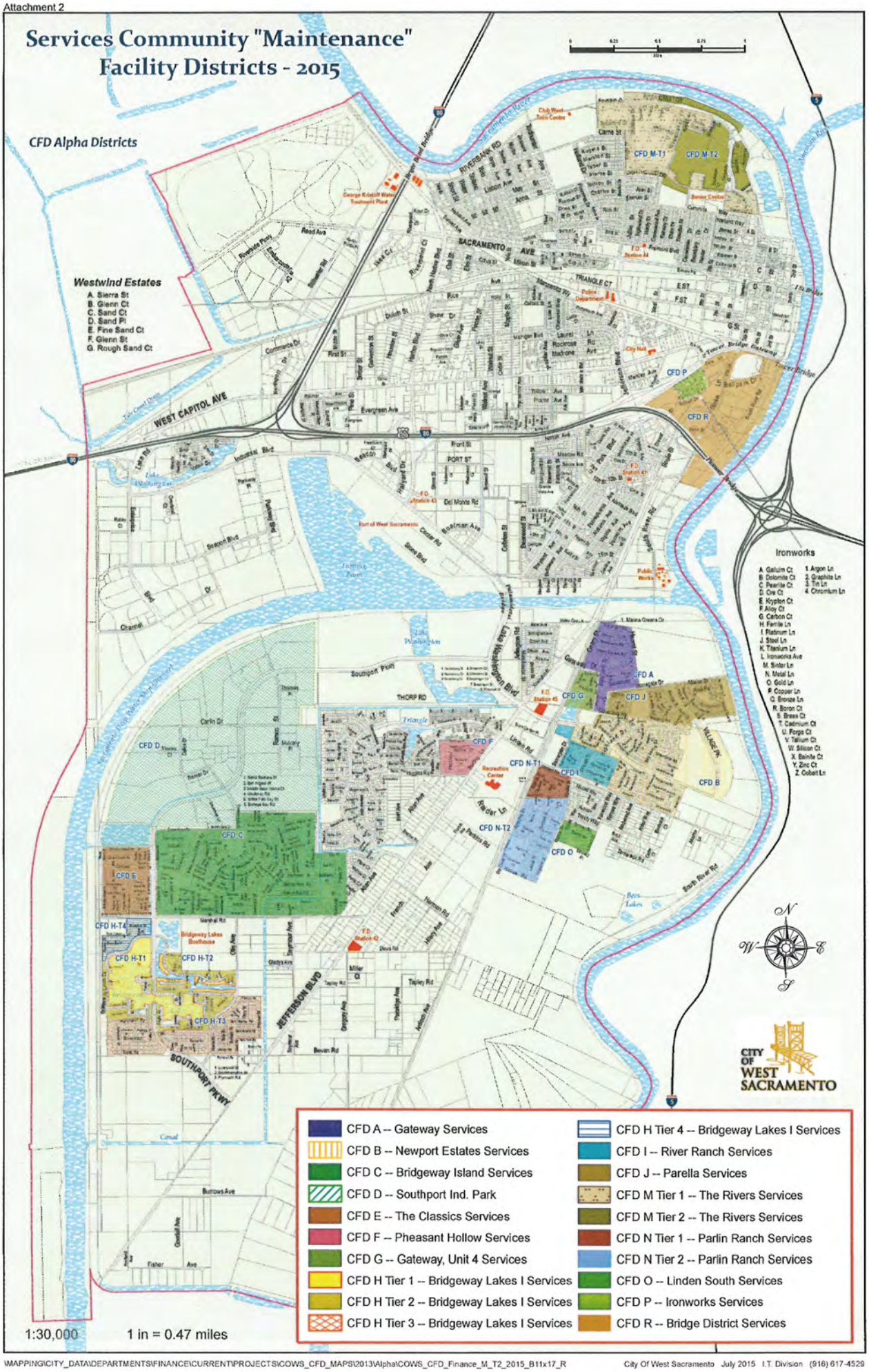
AYES:
NOES:
ABSENT:

Christopher L. Cabaldon, Mayor

ATTEST:

Kryss Rankin, City Clerk

Attachment 2



CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 3

SUBJECT:
CONSIDERATION OF RESOLUTION 17-30 AUTHORIZING THE COLLECTION OF SPECIAL TAX ON THE SECURED ROLL IN THE SAME MANNER AS THE ORDINARY AD VALOREM PROPERTY TAXES FOR EXISTING COMMUNITY FACILITY DISTRICTS FOR AUTHORIZED CAPITAL FACILITY CONSTRUCTION PURPOSES

INITIATED OR REQUESTED BY:

[ ] **Council** [X] **Staff**

[ ] **Other**

REPORT COORDINATED OR PREPARED BY:
Paul Blumberg, Public Finance Manager

Philip A. Wright, Assistant City Manager

ATTACHMENT [X] **Yes** [ ] **No** [ ] **Information** [ ] **Direction** [X] **Action**

OBJECTIVE

The purpose of this action is to collect a special tax associated with Community Facility Districts (CFDs) previously established by the City to fund capital improvements and make debt service on outstanding bond debt, and to have these assessments placed on the Yolo County secured property tax bill. Beginning in the 2010-2011 fiscal year, Yolo County has required that the City approve a resolution requesting that these assessments be placed on the Yolo County secured property tax bill, specifically where said assessments are to be used to make debt service payments on outstanding bonds.

RECOMMENDED ACTION

It is respectfully recommended that the Council adopt Resolution 17-30 authorizing the collection of a special tax and to place these assessments on the secured tax roll to be collected in the same manner as the ordinary *ad valorem* property taxes. Furthermore, the actions recognize that the collection of taxes will be used to pay outstanding bond debt and other purposes previously authorized by the City.

BACKGROUND

Since the City's incorporation in 1987, the City has formed a number of special financing districts to fund capital improvements which are secured by land-based assessments. This report deals with 17 "facility" financing districts managed by the City. Under the 1982 "Mello-Roos Act," cities may issue municipal bonds to finance development projects with high capital costs, and pay these costs over time by assessing property owners within the established district. If voters in the area have elected to become a Mello-Roos district, they are responsible for the repayment of these bonds through a special tax, assessed annually based on the value of the properties within the district.

Accordingly, the following CFDs were established for the financing of certain capital improvements in and for the District:

Community Facilities District 8
Community Facilities District 9
Community Facilities District 10
Community Facilities District 11
Community Facilities District 12
Community Facilities District 14
Community Facilities District 15
Community Facilities District 16
Community Facilities District 17
Community Facilities District 18
Community Facilities District 19
Community Facilities District 20
Community Facilities District 21
Community Facilities District 23
Community Facilities District 24
Community Facilities District 26
Community Facilities District 27

On an annual basis, the City determines the annual special tax revenue needed to support debt service on all outstanding bond and administrative costs for the fiscal year. Next, the City prepares a list of the parcels subject to the special tax using the records of the County Assessor and other records of the City. The City then determines the allocated share of the annual tax to be apportioned to each parcel. The City requests the County of Yolo to collect on the County property tax rolls the special taxes levied on each parcel by the respective service districts.

ANALYSIS

Commencing in fiscal year 2010-2011, the Treasurer-Tax Collector's Office at the County of Yolo has required that all special tax levies placed on the property tax rolls include an authorization approved by the City Council, and specifically identifies that the assessments collected will be used to make payments on outstanding bonded indebtedness and other authorized purposes. The authorization described in Resolution 17-30 outlines the terms of the agreement between the County and the City for collecting the CFDs' levies used to make debt service payments.

The City also manages the placement of assessments on the property tax rolls associated with "service" CFDs (service CFDs pay for maintenance of improvements once they are constructed), which is being addressed in a separate agenda report also scheduled for July 26.

Commission Recommendation
Not applicable

Strategic Plan Integration
Adoption of special taxes to finance public facilities helps establish the strong financial base for the City.

Alternatives
While the Council may alternatively delay an action approving the levy of a special tax assessment, the City is bound to levy the special tax on an annual basis pursuant to each bond issuance. The placement of assessments on the tax roll is necessary to collect special tax and assessments which secure outstanding bonded indebtedness. The respective bond documents for each district commit the City to collect these revenues to make required debt payments.

Coordination and Review
Yolo County has provided a draft resolution and reserved space on the fiscal year 2017-2018 tax roll.

Budget/Cost Impact
Fees for services such as these support a higher level of service than can be supported by general taxes alone. The assessment includes a city administrative fee to offset the staff costs of managing the districts.

ATTACHMENT

1. Resolution 17-30
2. Facility CFD Map (Numeric)

RESOLUTION 17-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO AUTHORIZING THE COLLECTION OF SPECIAL TAX ON THE SECURED TAX ROLL IN THE SAME MANNER AS THE ORDINARY *AD VALOREM* PROPERTY TAXES FOR EXISTING ASSESSMENT DISTRICTS AND COMMUNITY FACILITY DISTRICTS FOR AUTHORIZED CAPITAL FACILITY CONSTRUCTION PURPOSES

WHEREAS, the City of West Sacramento (hereinafter "City) requests the County of Yolo collect on the County tax rolls certain charges which have been imposed pursuant to section 53340 of Government Code of the State of California by the City for the following Districts:

Community Facilities District 8
Community Facilities District 9
Community Facilities District 10
Community Facilities District 11
Community Facilities District 12
Community Facilities District 14
Community Facilities District 15
Community Facilities District 16
Community Facilities District 17
Community Facilities District 18
Community Facilities District 19
Community Facilities District 20
Community Facilities District 21
Community Facilities District 23
Community Facilities District 24
Community Facilities District 26
Community Facilities District 27

and;

WHEREAS, the County has required as a condition of the collection of said charges that the City warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby authorize, as follows:

1. The Auditor-Controller of Yolo County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, described in the recitals above.

2. The City warrants and represents that the taxes, assessments, fees and/or charges imposed by the City and being requested to be collected by Yolo County comply with all requirements of State law, including but not limited to Articles XIIIC and XIIID of the California Constitution (Proposition 218).

3. The City agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the "Indemnified Parties") from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any of City's said taxes, assessments, fees and/or charges requested to be collected by County for City, or in any manner arising out of City's establishment

and imposition of said taxes, assessments, fees and/or charges. City agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of City's taxes, assessments, fees and/or charges, the County may offset the amount of the judgment from any other monies collected by County on behalf of City, including property taxes.

4. The City agrees that its officers, agents and employees will cooperate with the County in answering questions referred to City by County from any person concerning the City's taxes, assessments, fees and/or charges, and that City will not refer such persons to County officers and employees for response.

5. The City agrees to pay such reasonable and ordinary charges as the County may prescribe to recoup its costs in placing on the tax rolls and collecting the taxes, assessments, fees and/or charges , as provided by Government Code sections 29304 and 51800.

PASSED AND ADOPTED by the West Sacramento City Council, this 26th day of July, 2017, by the following vote:

AYES:
NOES:
ABSENT:

Christopher L. Cabaldon, Mayor

ATTEST:

Kryss Rankin, City Clerk

Attachment 2



CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 4

SUBJECT:
CONSIDERATION OF THE TREASURER'S QUARTERLY FINANCIAL REPORT ON THE CITY'S INVESTMENT PORTFOLIO FOR THE PERIOD ENDING JUNE 30, 2017

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Paul Blumberg, Public Finance Manager

Philip Wright, Assistant City Manager-Administrative Services

ATTACHMENT [X] Yes [ ] No **[ ] Information [ ] Direction [X] 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 June 30, 2017.

RECOMMENDED ACTION
It is respectfully recommended that the City Council receive and file the Treasurer's Quarterly Financial Report on the City's investment portfolio for the period ending June 30, 2017.

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.

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

For the quarter ending June 30, 2017, the City-held treasury investments consisted of investments with a book value of $164,096,633.70. 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 increased dramatically from the previous quarter due to an increase in pooled cash, and is 75.90% of the total portfolio as of June 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	82,071.99	82,071.99	82,071.99	0.05	0.910	1
LAIF	104,283,356.53	104,283,356.53	104,283,356.53	63,55	0.980	1
Checking Account	4,348,801.77	4,348,801.77	4,348,801.77	2.65	0.010	1
CAMP	20,270,727.84	20,270,727.84	20,270,727.84	12.35	1.050	1
Corporate Notes	10,000,000.00	10,039,590.00	10,081,340.00	6.14	1.928	987
Federal Agency Non-Callables	8,600,000.00	8,530,042.00	8,651,346.00	5.27	1.406	870
Federal Agency Callables	1,000,000.00	992,140.00	1,000,000.00	0.61	1.540	1,262
CD-FDIC	7,950,000.00	7,945,381.82	7,950,000.00	4.84	1.638	967
CDARS	1,000,000.00	1,003,840.57	1,003,840.57	0.61	1.427	726
Municipal Bonds	6,300,000.00	6,313,968.35	6,425,149.00	3.92	1.662	1,128
	163,838,798.70	**163,809,920.87**		**100.00%**	**1.108%**	210

This quarter, the returns on the City's portfolio were 1.00%, basically unchanged from the previous quarter ending 3/31/2017 when the Yield to Maturity (YTM) was also 1.00%. The YTM for the entire portfolio is 1.108% as of 6/30/2017 with a book value of $164,096,633.70, versus $$126,636,486 the previous quarter. This increase is typical as the portfolio fluctuates widely during the year, and this significant increase in the balance reflects the fact that there were significant inflows in that time period. For this period, the increased portfolio balance is due to large increases in reimbursements to the West Sacramento Area Flood Control Agency (WSAFCA) from the State of California. In addition, the City received the 2nd installment in property tax revenues from Yolo County.

The investment strategy now has $35.11 million, or 21.40%, 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 pooled funds in the portfolio at 75.90% of the total is a determining factor in the overall portfolio YTM. During the quarter ending June 30, 2017, the yields for LAIF were 0.98% YTM. Investments in CAMP, while generally on par with LAIF, were at 1.05% YTM.

Miscellaneous investments in completely liquid time deposits, mutual funds, and cash balances with YTM from 0.00% to 0.91% 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 $286,712.83, a change from last quarter that is largely due to a decrease 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.

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.

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 1.108% exceeded the LAIF (0.980%) benchmark established in the Investment Policy.

ATTACHMENTS
1. FTN Financial Investment Report (June 30, 2017)
2. Adopted City Investment Policy

FTN FINANCIAL
MAIN STREET ADVISORS
A Subsidiary of First Tennessee Bank National Association

Client Management Team

Rick Phillips
President & Chief Investment Officer
702-575-6666
rick.phillips@ftnmainstreet.com

Tonya Dazzio
Chief Operating & Compliance Officer
702-575-6592
tonya.dazzio@ftnmainstreet.com

Greg Balls
Portfolio Manager & Analyst
702-575-6655
greg.balls@ftnmainstreet.com

Christine Wilson
Operations Analyst
702-575-6640
christine.wilson@ftnmainstreet.com

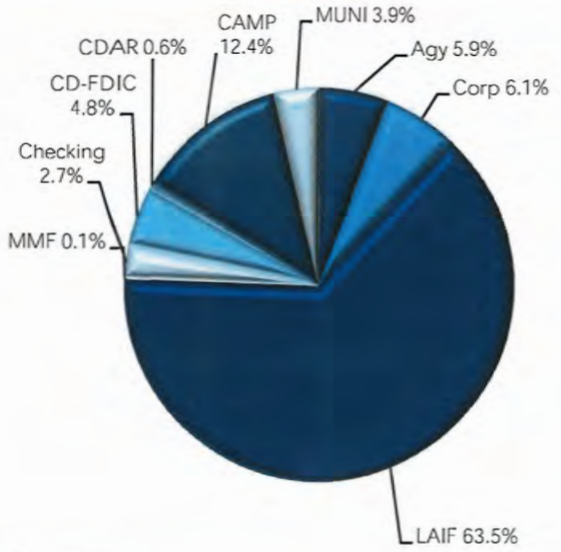
Dan Rusk
Portfolio Analyst
702-575-6633
daniel.rusk@ftnmainstreet.com

Quarterly Investment Report

City of West Sacramento

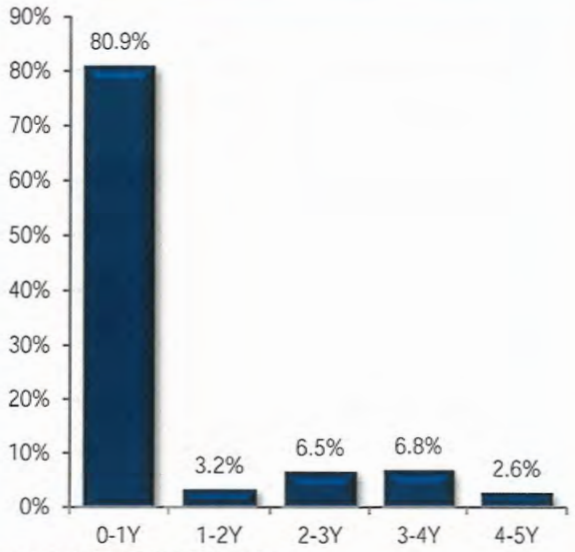
June 2017

SECTOR ALLOCATION



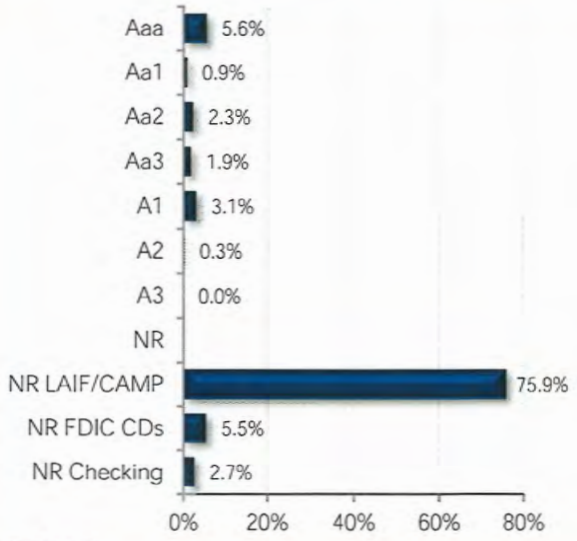
Per Book Value

MATURITY DISTRIBUTION



Per Book Value, Includes Checking

CREDIT QUALITY (MOODY'S)



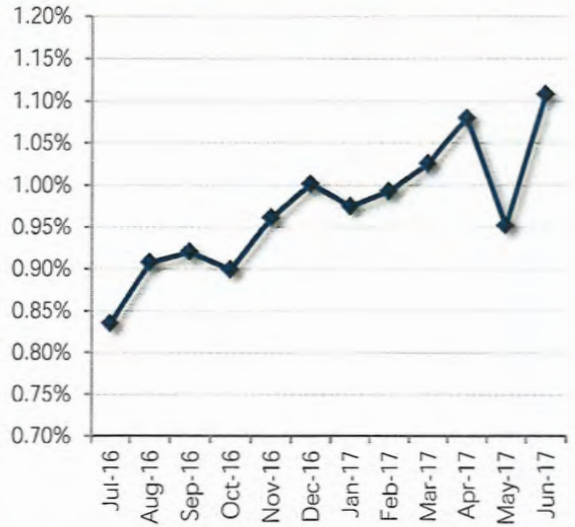
NR: Not Rated

ACCOUNT SUMMARY

	6/30/17	3/31/17
Market Value	$163,809,921	$126,294,606
Book Value*	$164,096,634	$126,636,486
Variance	-$286,713	-$341,880
Par Value	$163,838,799	$126,378,651
Net Asset Value	$99.825	$99.730
Book Yield	1.11%	1.03%
Years to Maturity	0.58	0.76
Modified Duration	0.54	0.72

*Book Value is at Amortized Cost, Includes Checking

MONTH-END PORTFOLIO BOOK YIELD



Includes Checking

TOP ISSUERS

Issuer	% Portfolio
LAIF	63.5%
CAMP	12.4%
Bank of America	2.7%
Federal Farm Credit Bank	2.5%
Federal Home Loan Bank	1.6%
Federal National Mtg Assn	1.2%
University of California	0.9%
Berkshire Hathaway	0.9%
US Bank	0.9%
State of Cal Dept of Water	0.6%
Toyota	0.6%
General Electric	0.6%
American Honda	0.6%
Community Business Bank	0.6%
State of California	0.6%

Per Book Value

Item / Sector	Parameters	In Compliance	
Weighted Average Maturity	Weighted Average Maturity (WAM) must be between .25 years and 3.0 years.	No:	0.58 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:	5.9%
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:	4.8%
Placement Service CDs (CDARS)	*Sector limit 30% (including Certificates of Deposits), max 5 years maturity.	Yes:	0.6%
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:	63.5%
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:	12.4%
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:	6.1%
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:	3.9%
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:	2.7%

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.

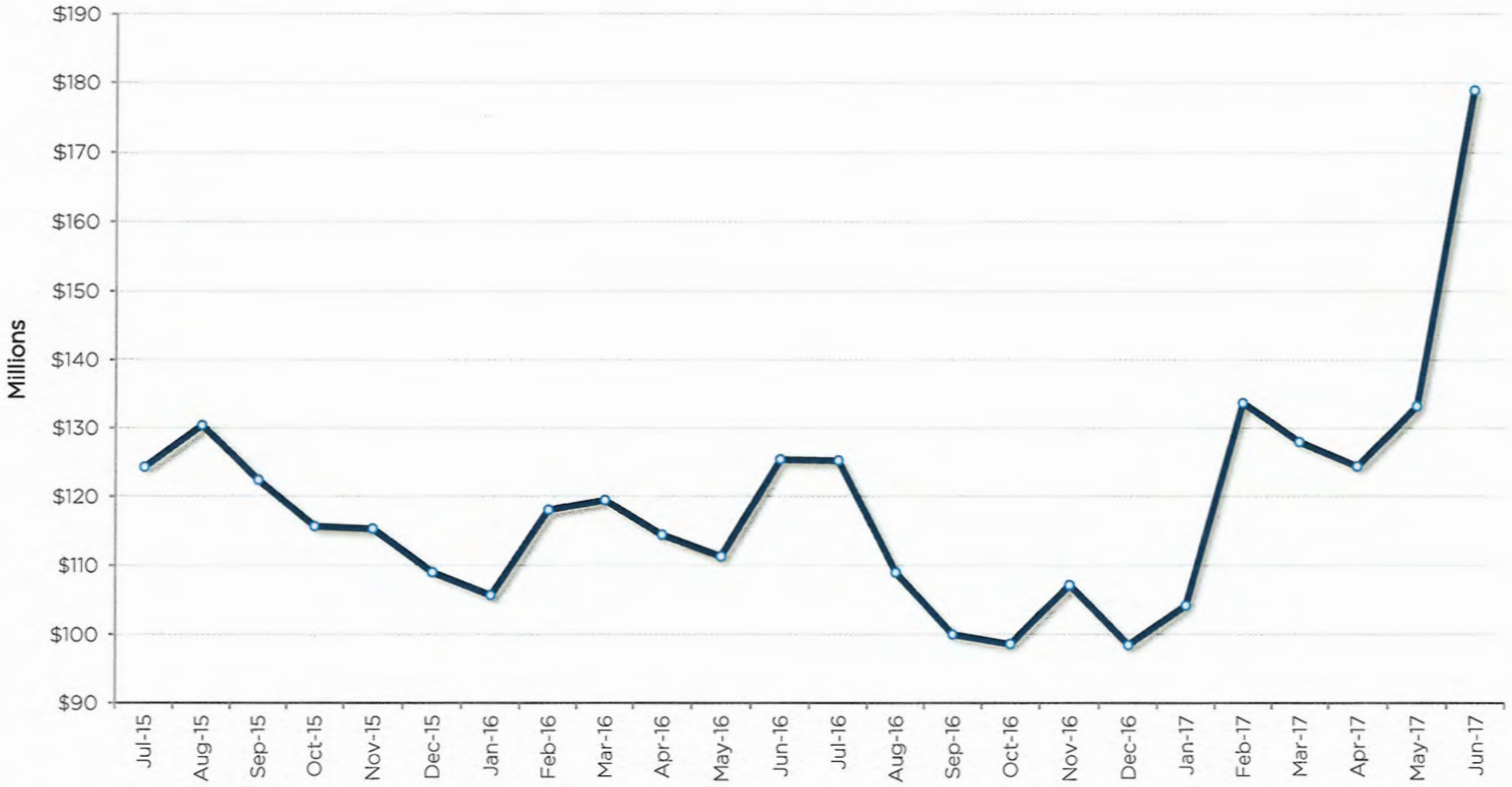
Portfolio Metrics	6/30/2017	3/31/2017	Change
Market Value	$163,809,921	$126,294,606	
Book Value	$164,096,634	$126,636,486	
Par Value	$163,838,799	$126,378,651	
Net Asset Value	$0.998	$0.997	$0.001
Yield to Maturity	1.108%	1.026%	0.082%
2Yr Treasury Note Yield	1.254%	1.254%	0.000%
LAIF Yield (monthly avg)*	0.821%	0.821%	0.000%
Average Years to Maturity	0.58	0.76	(0.18)
Effective Duration	0.54	0.72	(0.18)

*LAIF rate is estimated for current month/quarter end

Sectors (Book Value)	6/30/2017	3/31/2017	Change
Federal Agency	$9,651,346	$9,651,346	$0
LAIF	$104,283,357	$68,163,981	$36,119,375
Corporate	$10,081,340	$10,081,340	$0
Certificates of Deposit	$7,950,000	$7,705,000	$245,000
CDARS	$1,003,841	$1,000,000	$3,841
Municipal Bonds	$6,425,149	$6,425,149	$0
CAMP	$20,270,728	$20,220,504	$50,224
Money Market Funds	$82,072	$186,136	-$104,064
Checking	$4,348,802	$3,203,030	$1,145,772
Total	$164,096,634	$126,636,486	$37,460,147

Historical Book Values
6/30/2017

City of West Sacramento

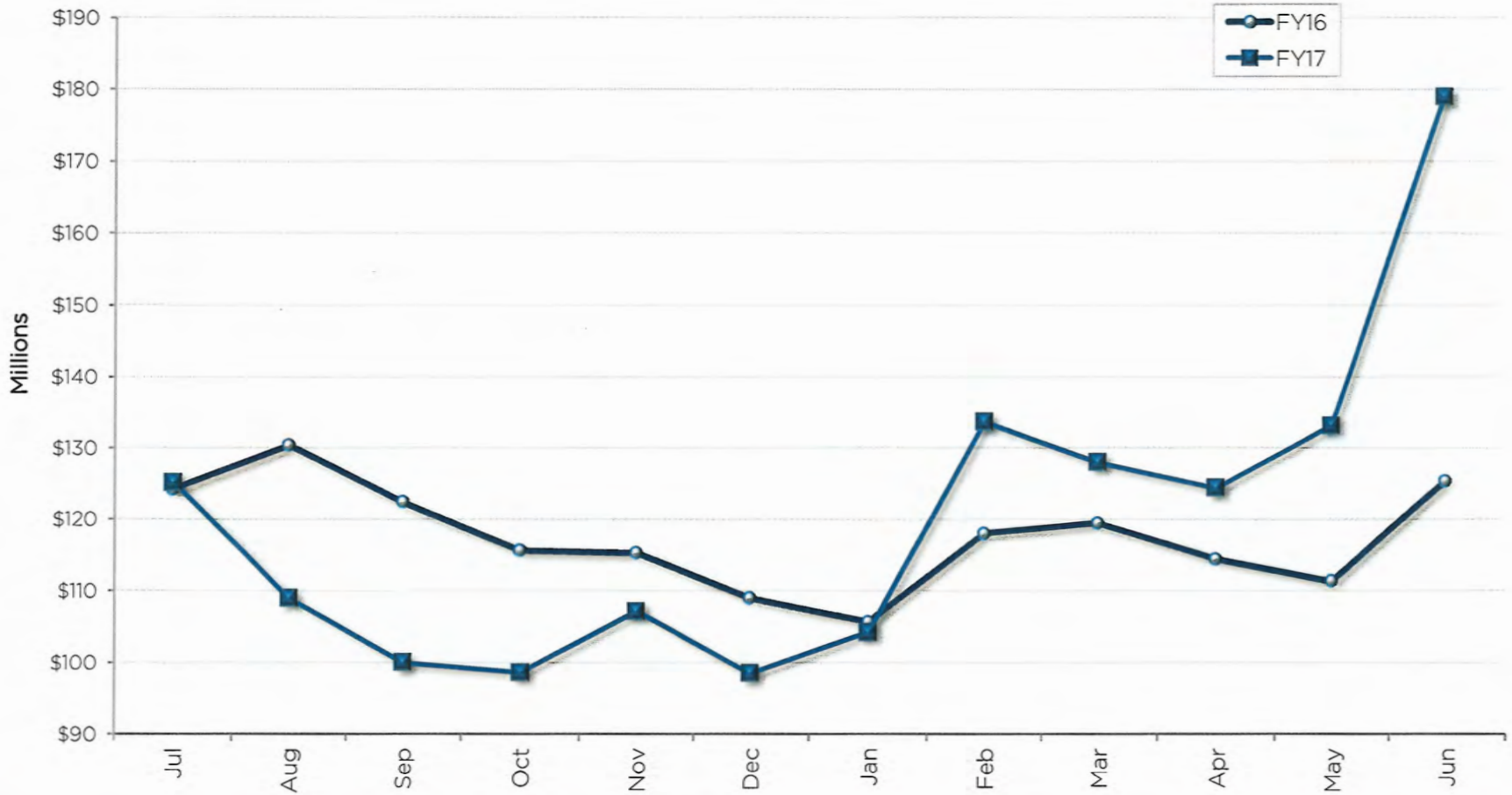


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Fiscal Year 2016	$124.2	$130.4	$122.4	$115.6	$115.2	$109.0	$105.7	$118.0	$119.4	$114.4	$111.3	$125.3
Fiscal Year 2017	$125.2	$109.0	$100.0	$98.6	$107.2	$98.4	$104.2	$133.6	$128.0	$124.3	$133.2	$178.9

Figures in Millions, Average Daily Balance

Historical Book Values by Fiscal Year
6/30/2017

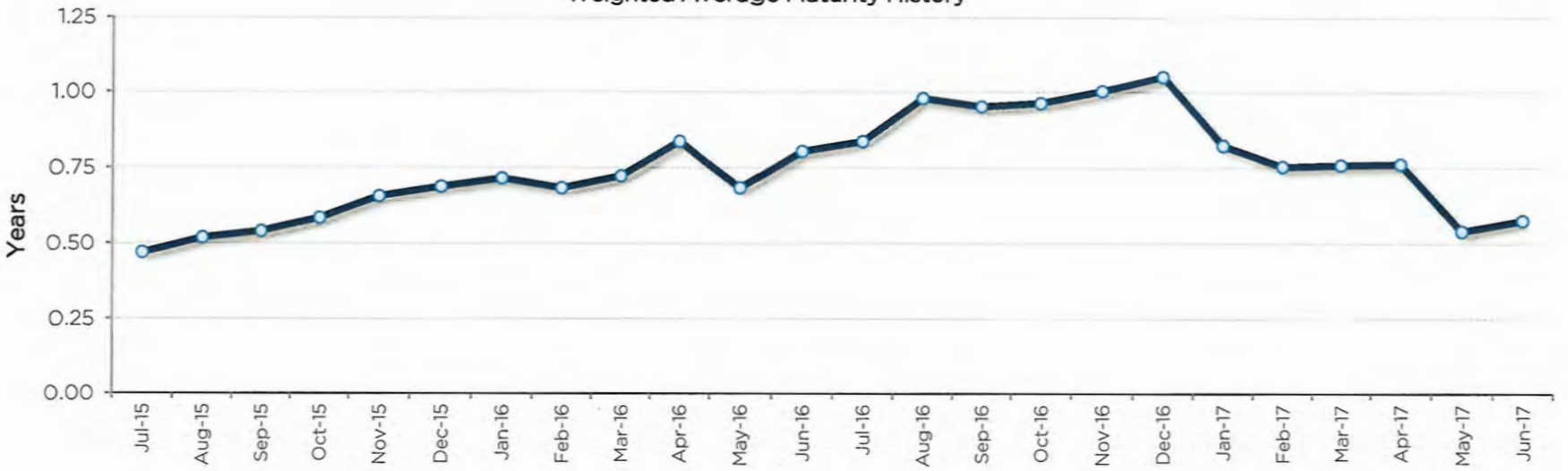
City of West Sacramento



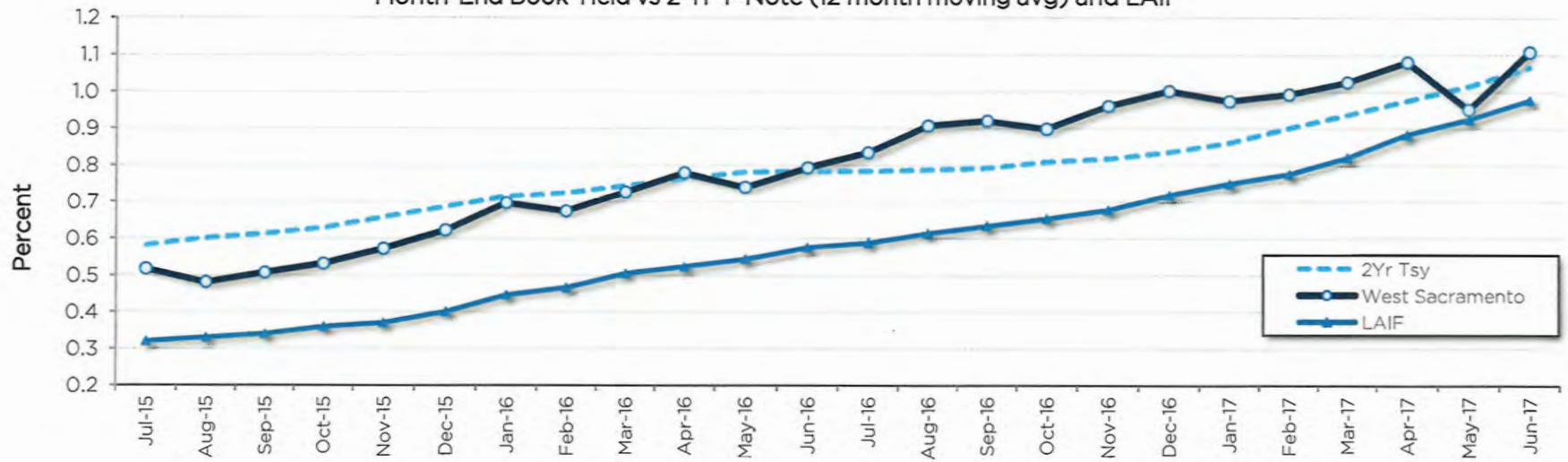
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Fiscal Year 2016	$124.2	$130.4	$122.4	$115.6	$115.2	$109.0	$105.7	$118.0	$119.4	$114.4	$111.3	$125.3
Fiscal Year 2017	$125.2	$109.0	$100.0	$98.6	$107.2	$98.4	$104.2	$133.6	$128.0	$124.3	$133.2	$178.9

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

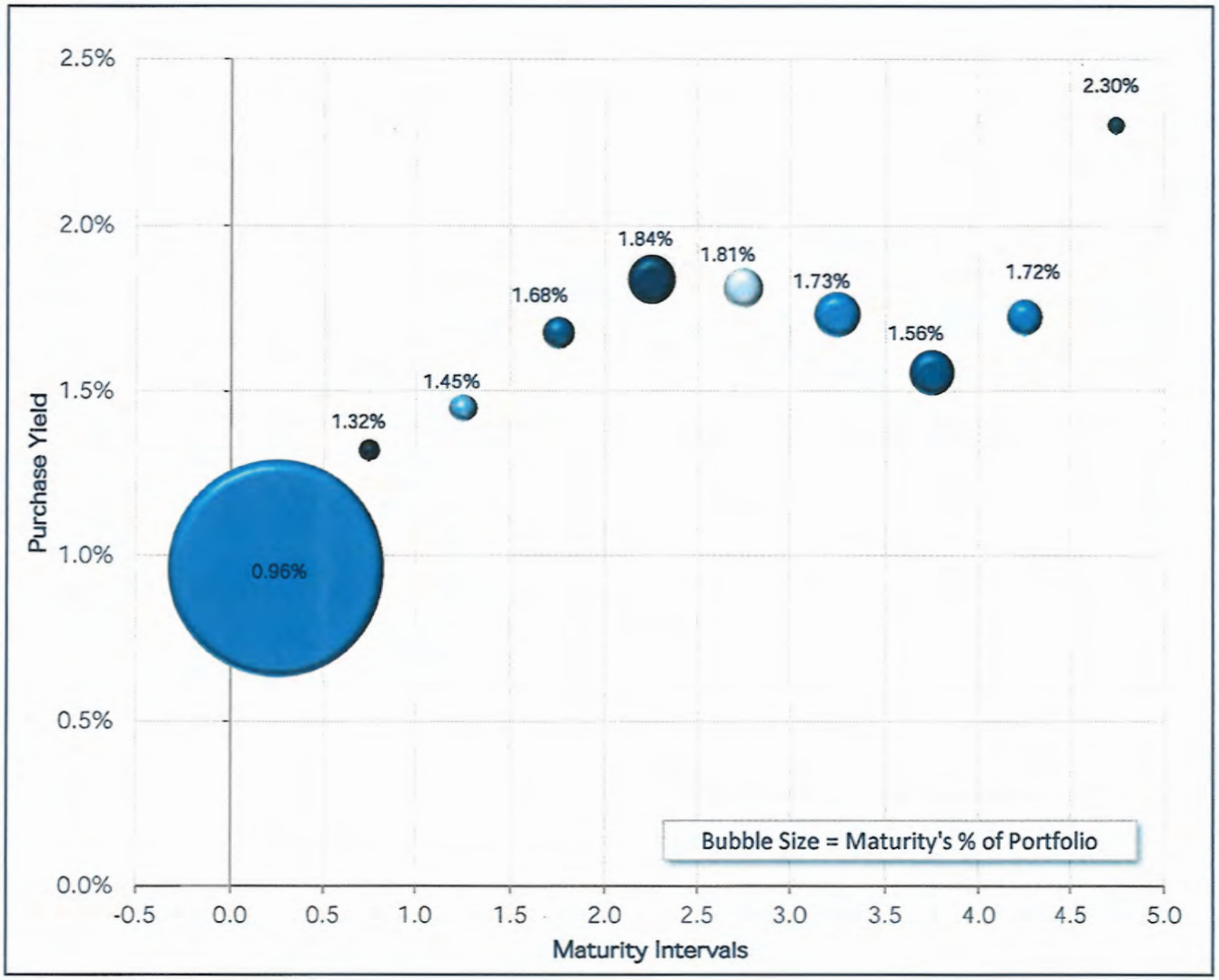


Purchase YTM Per 6-Month Maturity Intervals
6/30/2017

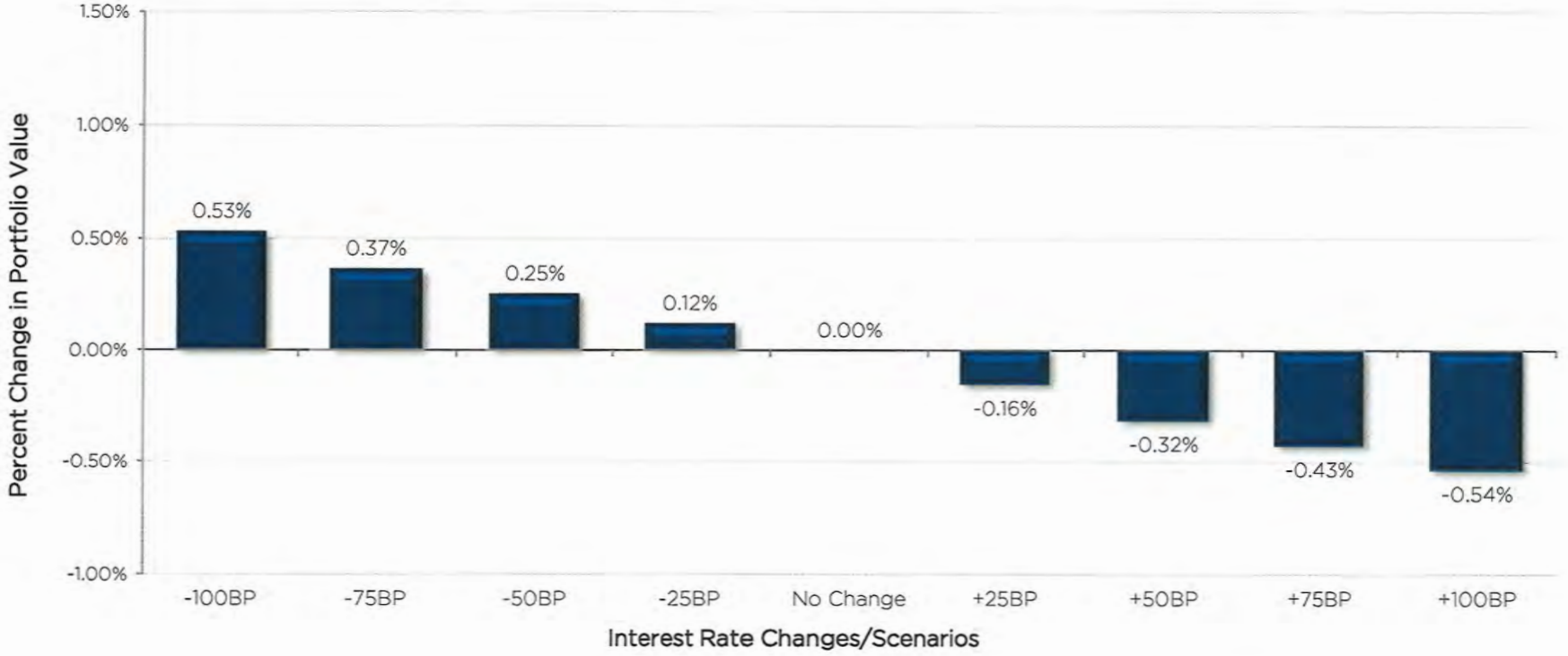
City of West Sacramento

Years	Purchase Yield	% of Portfolio*
0 to .5	0.96%	80.17%
.5 to 1.0	1.32%	0.76%
1.0 to 1.5	1.45%	1.21%
1.5 to 2.0	1.68%	1.69%
2.0 to 2.5	1.84%	3.99%
2.5 to 3.0	1.81%	2.65%
3.0 to 3.5	1.73%	3.45%
3.5 to 4.0	1.56%	3.51%
4.0 to 4.5	1.72%	2.13%
4.5 to 5.0	2.30%	0.45%

*Based on Book Value



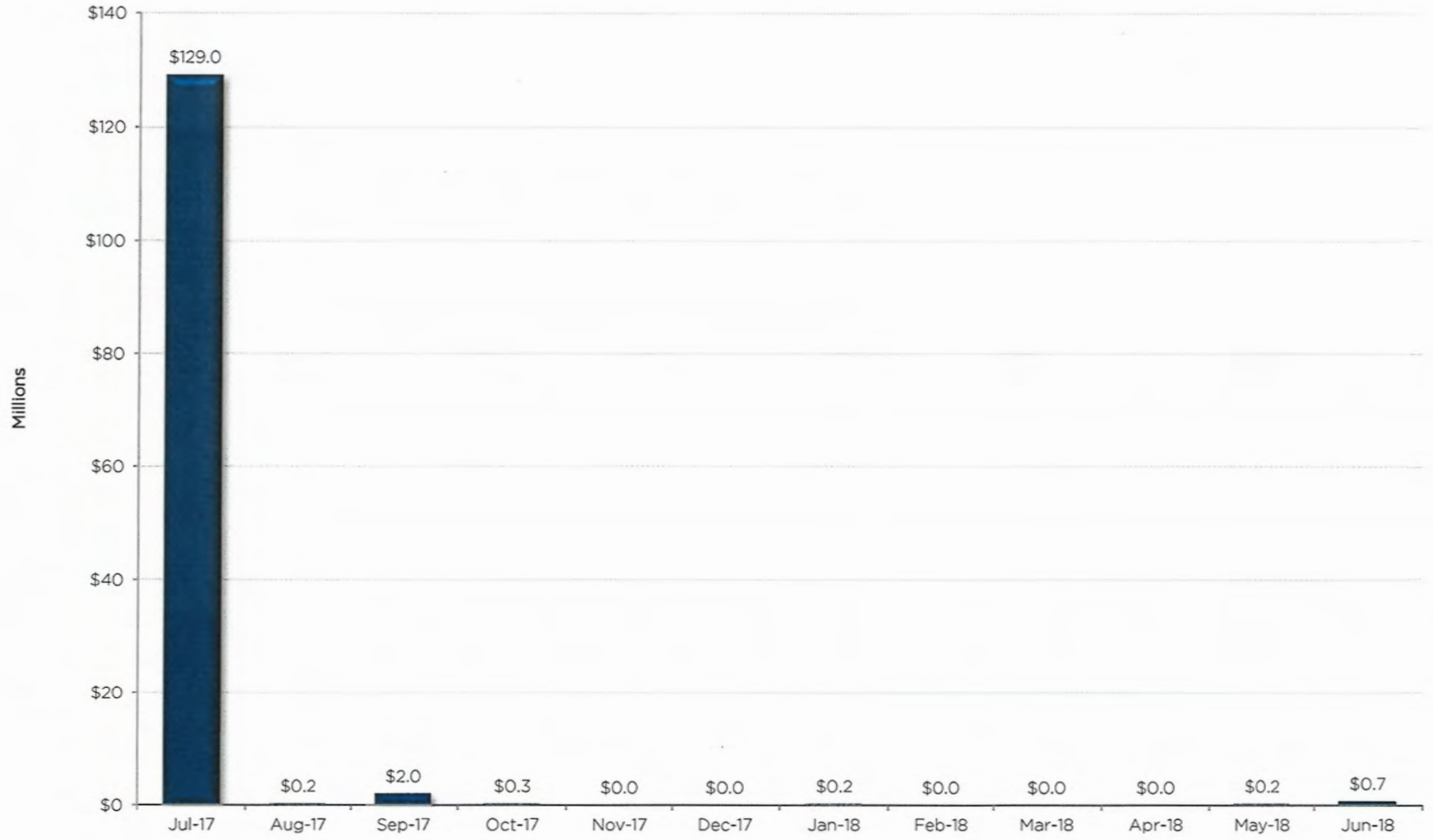
Instantaneous Interest Rate Changes and Approximate Change in Portfolio's Market Value



Interest Rate Change	Portfolio Value	Value Change	Percent Change
-100 Basis Points	$164,678,113	$868,193	0.53%
-75 Basis Points	$164,408,974	$599,053	0.37%
-50 Basis Points	$164,226,653	$416,732	0.25%
-25 Basis Points	$164,009,605	$199,684	0.12%
No Change	$163,809,921	$0	0.00%
+25 Basis Points	$163,553,395	-$256,526	-0.16%
+50 Basis Points	$163,288,022	-$521,898	-0.32%
+75 Basis Points	$163,102,262	-$707,659	-0.43%
+100 Basis Points	$162,925,347	-$884,574	-0.54%

Next Twelve Months Maturities
6/30/2017

City of West Sacramento

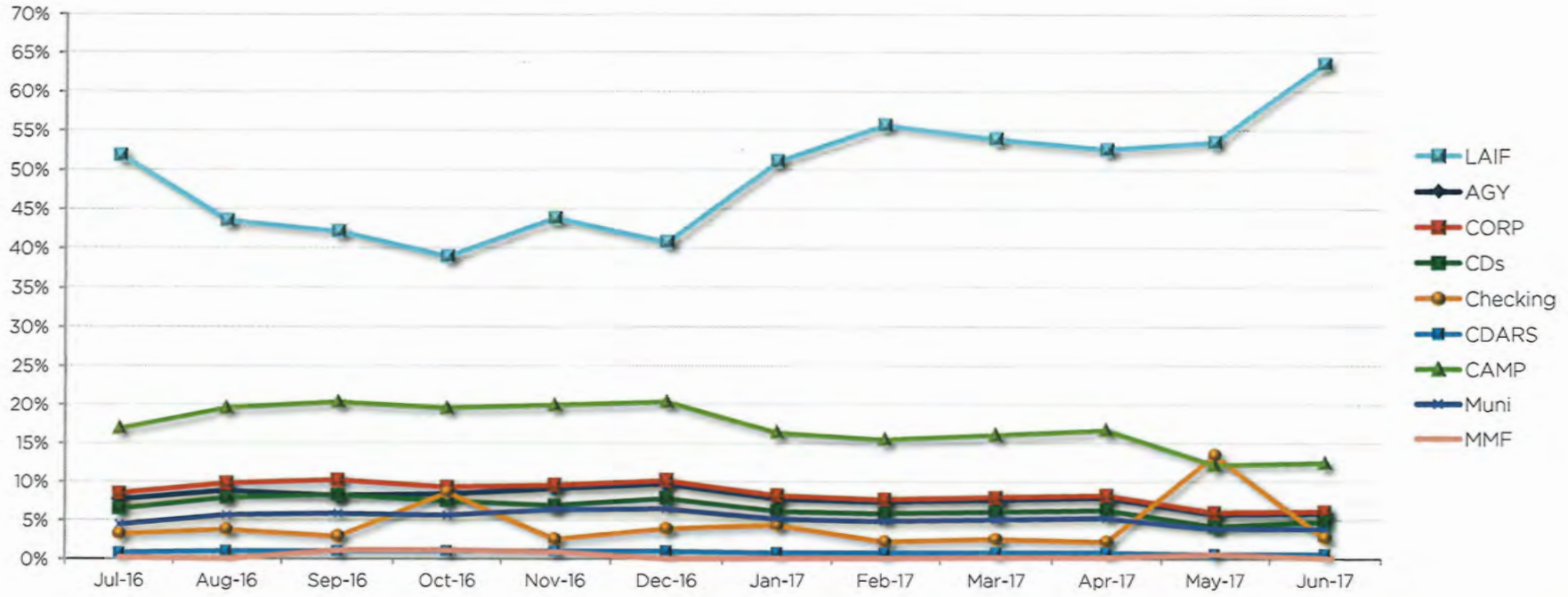


	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
Maturities	$129.0	$0.2	$2.0	$0.3	$0.0	$0.0	$0.2	$0.0	$0.0	$0.0	$0.2	$0.7

Par Value in Millions, Including Checking

Historical Sector Allocation
6/30/2017

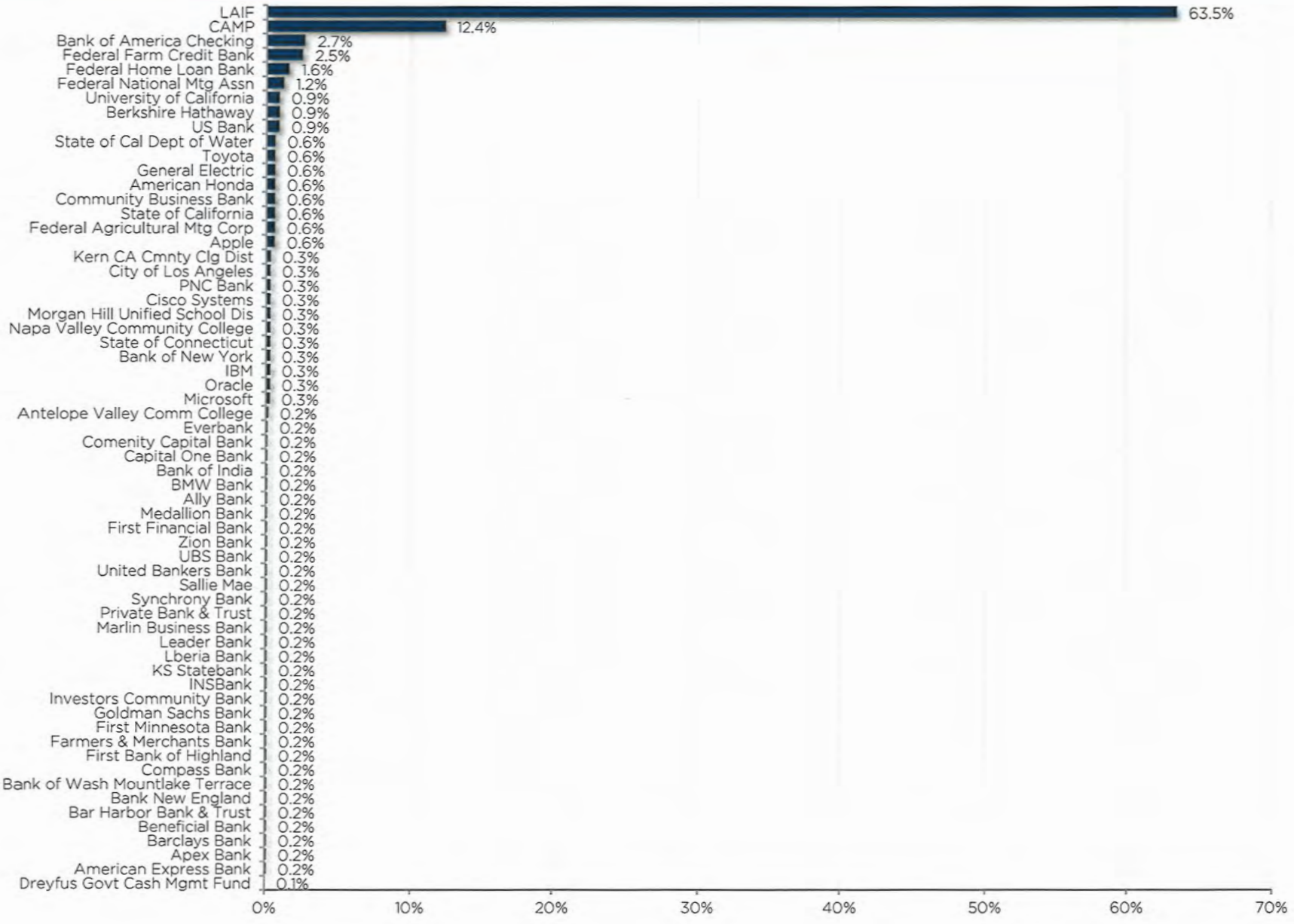
City of West Sacramento



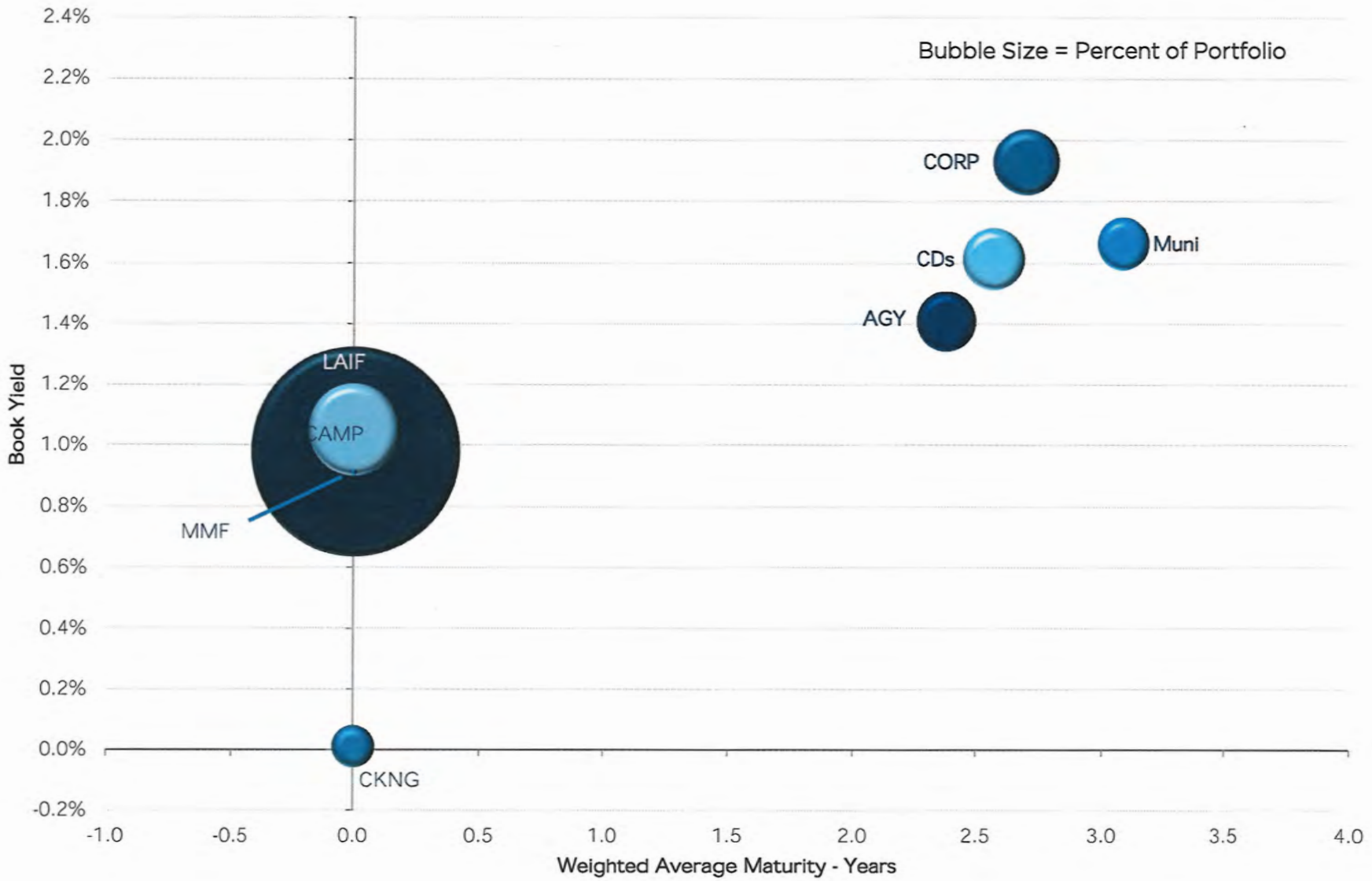
Sector	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Agency	7.7%	8.8%	8.2%	8.4%	9.1%	9.7%	7.8%	7.4%	7.6%	7.9%	5.8%	5.9%
Corporate	8.5%	9.8%	10.2%	9.3%	9.5%	10.1%	8.2%	7.7%	8.0%	8.2%	6.0%	6.1%
Municipal Bonds	4.5%	5.7%	5.9%	5.7%	6.4%	6.5%	5.2%	4.9%	5.1%	5.3%	3.9%	3.9%
Checking	3.2%	3.8%	2.9%	8.6%	2.5%	3.9%	4.4%	2.2%	2.5%	2.2%	13.4%	2.7%
CDARS	0.8%	1.0%	1.0%	1.0%	1.0%	1.0%	0.8%	0.8%	0.8%	0.8%	0.6%	0.6%
CDs	6.5%	7.9%	8.3%	7.5%	6.9%	7.8%	6.2%	5.9%	6.1%	6.3%	4.2%	4.8%
MMF	0.2%	0.0%	1.1%	1.1%	0.9%	0.0%	0.1%	0.1%	0.2%	0.2%	0.6%	0.1%
CAMP	16.8%	19.5%	20.3%	19.5%	19.9%	20.3%	16.3%	15.4%	16.0%	16.6%	12.1%	12.4%
LAIF	51.8%	43.5%	42.1%	38.9%	43.8%	40.7%	51.0%	55.6%	53.8%	52.5%	53.4%	63.5%
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%

Issuer Allocation
6/30/2017

City of West Sacramento



Purchase Yield and Weighted Avg Maturity
6/30/2017



Historical Earnings and Book Rate of Return Performance
6/30/2017

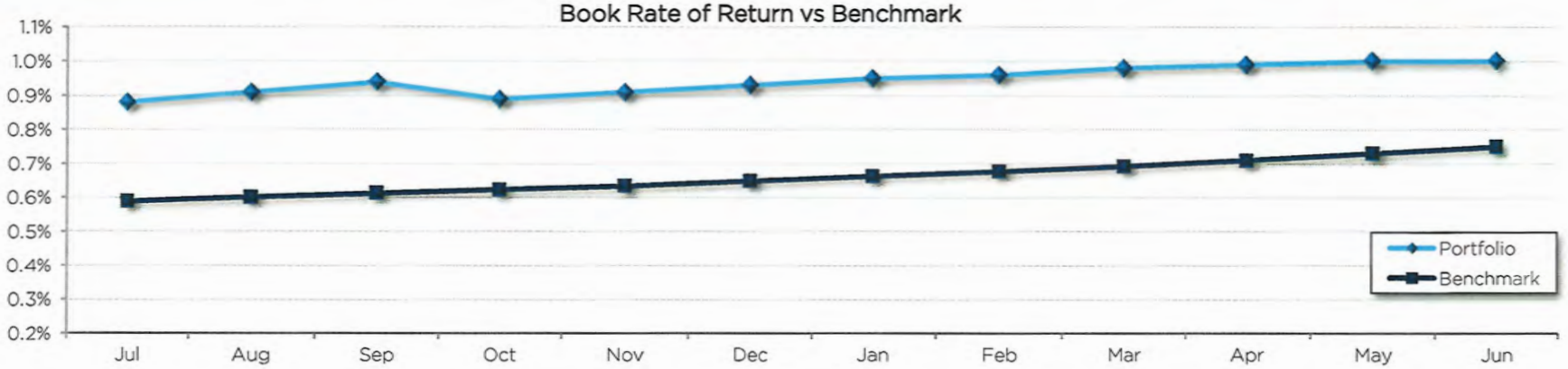
City of West Sacramento

Fiscal Year-to-Date Earnings



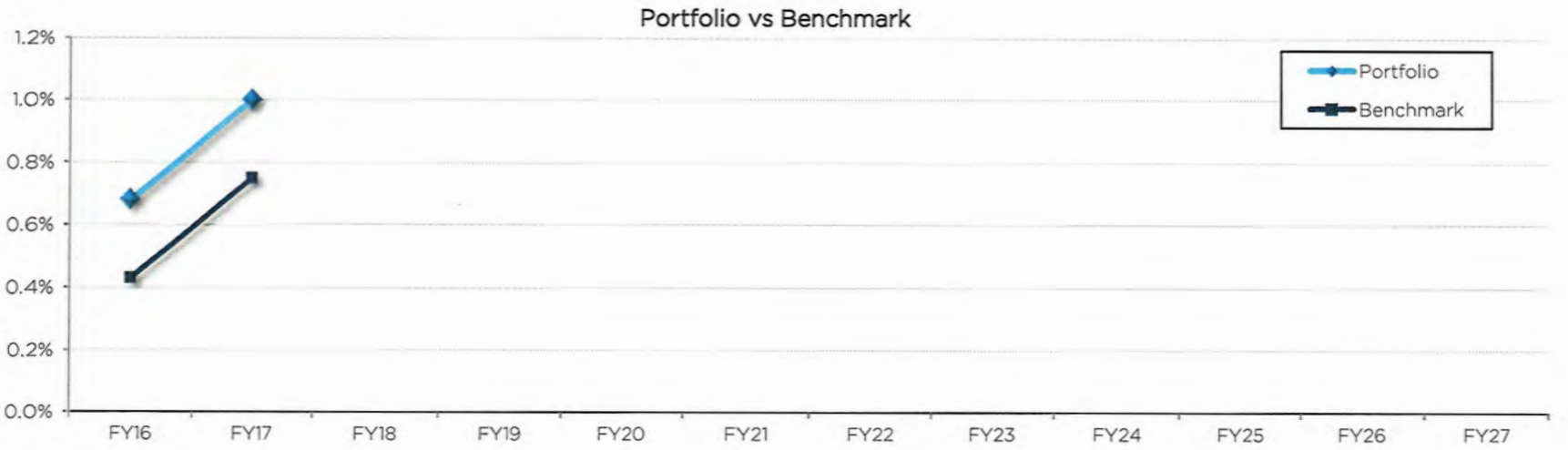
Fiscal YTD ($000s)	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 2016	$58.0	$113.2	$164.8	$219.7	$275.1	$332.9	$399.1	$470.4	$554.0	$631.1	$710.9	$796.4
FY 2017	$93.6	$180.5	$263.3	$324.7	$410.8	$497.3	$595.2	$701.7	$816.9	$929.9	$1,056.2	$1,204.2

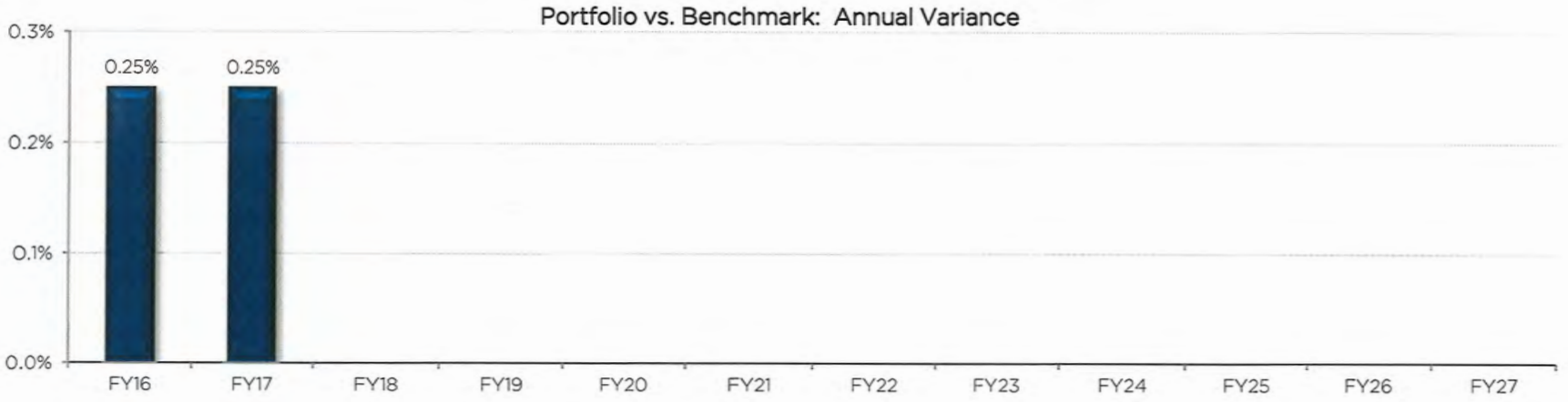
Book Rate of Return vs Benchmark



Fiscal YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Book Rate of Rtn	0.88%	0.91%	0.94%	0.89%	0.91%	0.93%	0.95%	0.96%	0.98%	0.99%	1.00%	1.00%
Custom Benchmark*	0.59%	0.60%	0.61%	0.62%	0.63%	0.65%	0.66%	0.68%	0.69%	0.71%	0.73%	0.75%
Variance	0.29%	0.31%	0.33%	0.27%	0.28%	0.28%	0.29%	0.28%	0.29%	0.28%	0.27%	0.25%

*Benchmark: LAIF FYTD Rate

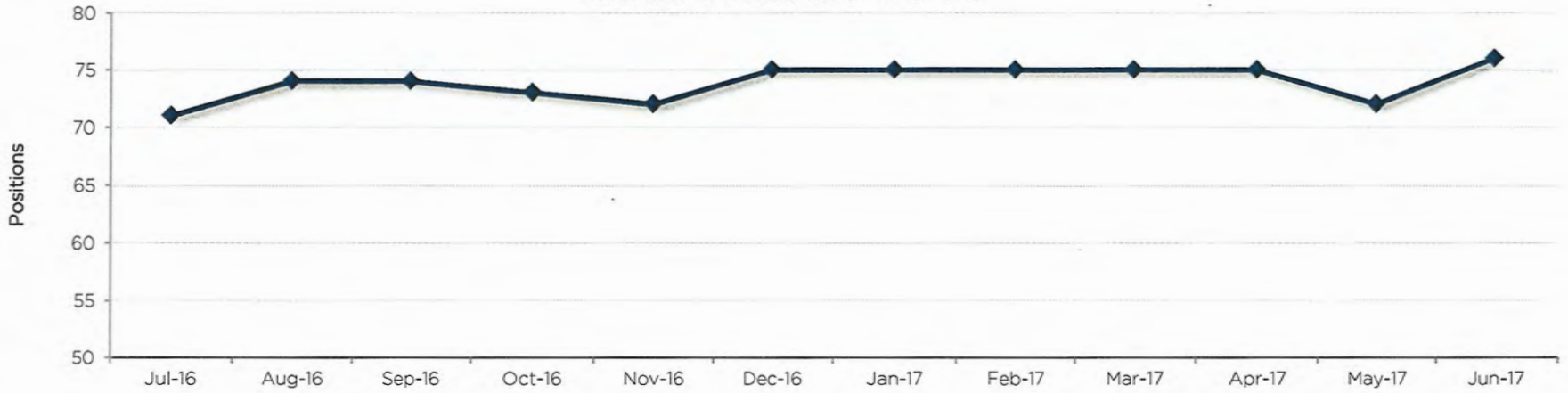




Fiscal YTD	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Portfolio	0.68%	1.00%										
Benchmark*	0.43%	0.75%										
Variance	0.25%	0.25%										

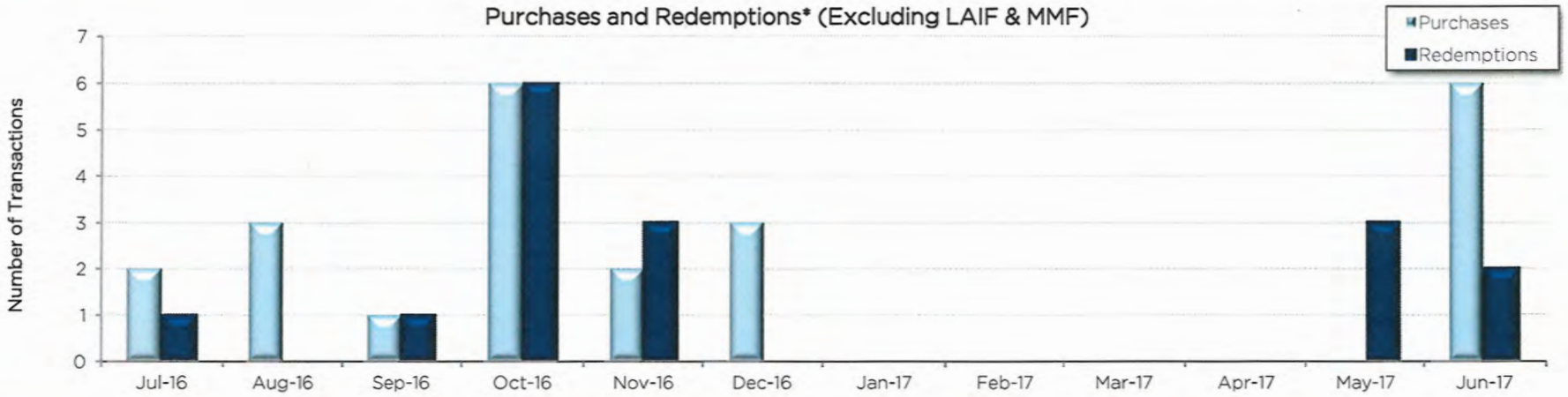
*Benchmark: LAIF Monthly Rate FYTD

Number of Positions at Month End



	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Positions	71	74	74	73	72	75	75	75	75	75	72	76

Purchases and Redemptions* (Excluding LAIF & MMF)



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

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

City of West Sacramento
Portfolio Management
Portfolio Summary
June 30, 2017

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	YTM 365 Equiv.
Money Market Funds	82,071.99	82,071.99	82,071.99	0.05	1	0.910
LAIF	104,283,356.53	104,283,356.53	104,283,356.53	63.55	1	0.980
Checking Account	4,348,801.77	4,348,801.77	4,348,801.77	2.65	1	0.010
CAMP	20,270,727.84	20,270,727.84	20,270,727.84	12.35	1	1.050
Corporate Notes	10,000,000.00	10,039,590.00	10,081,340.00	6.14	987	1.928
Federal Agency Non-Callables	8,600,000.00	8,530,042.00	8,651,346.00	5.27	870	1.406
Federal Agency Callables	1,000,000.00	992,140.00	1,000,000.00	0.61	1,262	1.540
CD-FDIC	7,950,000.00	7,945,381.82	7,950,000.00	4.84	967	1.638
CDARS	1,003,840.57	1,003,840.57	1,003,840.57	0.61	726	1.427
Municipal Bonds	6,300,000.00	6,313,968.35	6,425,149.00	3.92	1,128	1.662
Investments	**163,838,798.70**	**163,809,920.87**	**164,096,633.70**	**100.00%**	**210**	**1.108**

Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	147,015.40	1,204,242.48	1,204,242.48
Average Daily Balance	**178,927,262.65**	**119,849,977.42**	
Effective Rate of Return	**1.00%**	**1.00%**	

Paul Blumberg, Public Finance Manager

City of West Sacramento
Portfolio Management
Portfolio Details - Investments
June 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		03/31/2016	82,071.99	82,071.99	82,071.99	0.910	0.910	Aaa	AAA	
		Subtotal and Average	**395,371.40**		**82,071.99**	**82,071.99**	**82,071.99**		**0.910**			
LAIF												
SYS10058	10058	LAIF		07/01/2015	9,787,670.27	9,787,670.27	9,787,670.27	0.980	0.980			
SYS10059	10059	LAIF		07/01/2015	47,557,375.21	47,557,375.21	47,557,375.21	0.980	0.980			
SYS10060	10060	LAIF		07/01/2015	46,938,311.05	46,938,311.05	46,938,311.05	0.980	0.980			
		Subtotal and Average	**102,116,689.86**		**104,283,356.53**	**104,283,356.53**	**104,283,356.53**		**0.980**			
Checking Account												
SYS10062	10062	Bank of America		07/31/2015	4,348,801.77	4,348,801.77	4,348,801.77	0.010	0.010			
SYS10065	10065	Community Bus Bank		07/31/2015	0.00	0.00	0.00	0.100	0.100			
		Subtotal and Average	**21,699,335.50**		**4,348,801.77**	**4,348,801.77**	**4,348,801.77**		**0.010**			
CAMP												
SYS10063	10063	CAMP		07/31/2015	20,270,727.84	20,270,727.84	20,270,727.84	1.050	1.050			
		Subtotal and Average	**20,253,808.19**		**20,270,727.84**	**20,270,727.84**	**20,270,727.84**		**1.050**			
Corporate Notes												
02665WAU5	10013	American Honda		04/09/2015	500,000.00	502,180.00	509,755.00	2.150	1.735	A1	A+	03/13/2020
02665WAU5	10016	American Honda		11/02/2015	500,000.00	502,180.00	499,175.00	2.150	2.190	A1	A+	03/13/2020
037833BD1	10015	Apple		06/12/2015	1,000,000.00	1,004,800.00	996,500.00	2.000	2.075	Aa1	AA+	05/06/2020
06406FAB9	10093	Bank of New York		10/24/2016	500,000.00	495,425.00	505,750.00	2.050	1.784	A1	A	05/03/2021
084670BL1	10002	Berkshire Hathaway		09/30/2014	1,500,000.00	1,511,460.00	1,504,500.00	2.100	2.035	Aa2	AA	08/14/2019
17275RBD3	10071	Cisco Systems		06/10/2016	500,000.00	502,700.00	512,500.00	2.200	1.647	A1	AA-	02/28/2021
36962G7G3	10008	General Electric		10/08/2014	1,000,000.00	1,009,040.00	1,018,360.00	2.300	1.874	A1	AA+	01/14/2019
459200JF9	10018	IBM		02/24/2016	500,000.00	501,805.00	503,825.00	2.250	2.088	Aa3	AA-	02/19/2021
594918BP8	10099	Microsoft		12/14/2016	500,000.00	489,215.00	487,870.00	1.550	2.100	Aaa	AAA	08/08/2021
68389XBK0	10094	Oracle		10/24/2016	500,000.00	495,605.00	503,125.00	1.900	1.765	A1	AA-	09/15/2021
69353RES3	10080	PNC Bank		04/06/2016	500,000.00	507,080.00	514,085.00	2.600	1.913	A2	A	07/21/2020
89236TBP9	10014	Toyota		04/09/2015	1,000,000.00	1,006,940.00	1,024,860.00	2.125	1.522	Aa3	AA-	07/18/2019
90331HML4	10009	US Bank		11/25/2014	750,000.00	755,580.00	750,517.50	2.125	2.110	A1	AA-	10/28/2019
90331HML4	10011	US Bank		11/26/2014	750,000.00	755,580.00	750,517.50	2.125	2.110	A1	AA-	10/28/2019
		Subtotal and Average	**10,081,340.00**		**10,000,000.00**	**10,039,590.00**	**10,081,340.00**		**1.928**			

City of West Sacramento
Portfolio Management
Portfolio Details - Investments
June 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
Federal Agency Non-Callables												
3132X0GW5	10073	Federal Agricultural Mtg Corp		06/07/2016	1,000,000.00	981,120.00	1,000,000.00	1.460	1.460			06/07/2021
3133EEW55	10006	Federal Farm Credit Bank		06/17/2015	600,000.00	602,172.00	599,286.00	1.800	1.825	Aaa	AA+	06/15/2020
3133EFYZ4	10007	Federal Farm Credit Bank		02/19/2016	1,000,000.00	979,300.00	999,750.00	1.375	1.380	Aaa	AA+	02/10/2021
3133EGZJ7	10095	Federal Farm Credit Bank		10/25/2016	500,000.00	488,130.00	500,000.00	1.375	1.375	Aaa	AA+	10/25/2021
3133EGG82	10097	Federal Farm Credit Bank		11/16/2016	500,000.00	483,980.00	495,375.00	1.520	1.714	Aaa	AA+	11/15/2021
3133EGT47	10098	Federal Farm Credit Bank		12/13/2016	500,000.00	502,350.00	501,415.00	2.010	1.950	Aaa	AA+	12/08/2021
313370SZ2	10005	Federal Home Loan Bank		08/25/2014	2,000,000.00	2,004,060.00	2,072,200.00	2.250	1.039	Aaa	AA+	09/08/2017
3130A7PV1	10081	Federal Home Loan Bank		04/05/2016	500,000.00	491,410.00	500,000.00	1.375	1.375	Aaa	AA+	04/05/2021
3136G0E31	10004	Federal National Mtg Assn		06/04/2014	2,000,000.00	1,997,520.00	1,983,320.00	1.250	1.450	Aaa	AA+	09/27/2018
		Subtotal and Average	**8,651,346.00**		**8,600,000.00**	**8,530,042.00**	**8,651,346.00**		**1.406**			
Federal Agency Callables												
3133EGEU5	10070	Federal Farm Credit Bank		06/14/2016	1,000,000.00	992,140.00	1,000,000.00	1.540	1.540	Aaa	AA+	12/14/2020
		Subtotal and Average	**1,000,000.00**		**1,000,000.00**	**992,140.00**	**1,000,000.00**		**1.540**			
CD-FDIC												
02006LJR5	10028	Ally Bank		10/02/2014	250,000.00	249,919.58	250,000.00	1.150	1.150			10/02/2017
02587CAZ3	10029	American Express Bank		08/28/2014	248,000.00	250,559.46	248,000.00	2.100	2.100			08/28/2019
03753XAK6	10088	Apex Bank		09/30/2016	248,000.00	244,184.86	248,000.00	1.400	1.400			03/30/2021
06740KGG6	10032	Barclays Bank		05/20/2014	248,000.00	249,144.90	248,000.00	1.900	1.900			04/15/2019
08173QBT2	10089	Beneficial Bank		10/07/2016	248,000.00	244,691.81	248,000.00	1.350	1.350			10/07/2020
066851UV6	10082	Bar Harbor Bank & Trust		08/16/2016	248,000.00	244,751.24	248,000.00	1.000	1.000			08/16/2019
05580AAW4	10031	BMW Bank		09/26/2014	250,000.00	252,611.08	250,000.00	2.100	2.100			09/26/2019
063847AM9	10090	Bank New England		10/21/2016	248,000.00	245,494.84	248,000.00	1.200	1.200			10/21/2019
8562842L7	10055	Bank of India		09/26/2014	250,000.00	252,888.72	250,000.00	2.150	2.150			09/26/2019
33625CBG3	10084	Bank of Wash Mountlake Terrace		08/19/2016	248,000.00	243,418.74	248,000.00	1.150	1.151			08/19/2020
14042RBE0	10034	Capital One Bank		10/21/2015	250,000.00	253,525.38	250,000.00	2.200	2.200			10/21/2020
20451PLN4	10036	Compass Bank		06/17/2015	248,000.00	247,408.05	248,000.00	1.400	1.205			06/18/2018
20033AHC3	10035	Comenity Capital Bank		10/06/2014	250,000.00	252,314.66	250,000.00	2.050	2.052			10/07/2019
29976DD49	10039	Everbank		10/30/2015	250,000.00	249,799.37	250,000.00	1.750	1.750			10/30/2020
319141GH4	10104	First Bank of Highland		06/14/2017	248,000.00	249,961.25	248,000.00	2.100	2.100			06/14/2022
32021MDT3	10042	First Financial Bank		05/30/2014	249,000.00	248,207.30	249,000.00	1.300	1.301			05/30/2018
308863AH2	10041	Farmers & Merchants Bank		02/29/2016	248,000.00	245,769.58	248,000.00	1.550	1.547			02/26/2021
32088PAN2	10079	First Minnesota Bank		04/15/2016	248,000.00	244,141.69	248,000.00	1.400	1.401			04/15/2021
38148PKN6	10102	Goldman Sachs Bank		06/07/2017	248,000.00	253,487.99	248,000.00	2.400	2.400			06/07/2022

City of West Sacramento
Portfolio Management
Portfolio Details - Investments
June 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
CD-FDIC												
46147URH5	10048	Investors Community Bank		02/19/2016	248,000.00	246,219.52	248,000.00	1.600	1.602			02/19/2021
45776NCA2	10106	INSBank		06/30/2017	248,000.00	248,088.18	248,000.00	1.750	1.752			06/30/2020
50116CAP4	10091	KS Statebank		10/14/2016	248,000.00	243,648.93	248,000.00	1.450	1.450			10/14/2021
45083ADH2	10045	Lberia Bank		06/27/2014	248,000.00	247,516.98	248,000.00	1.450	1.450			06/27/2018
52168UCQ3	10049	Leader Bank		08/29/2014	248,000.00	247,969.32	248,000.00	1.100	1.100			08/29/2017
57116AJX7	10050	Marlin Business Bank		06/19/2015	248,000.00	248,399.29	248,000.00	1.700	1.701			06/19/2019
58403BP34	10051	Medallion Bank		06/13/2014	249,000.00	248,293.55	249,000.00	1.350	1.351			06/13/2018
74267GUM7	10053	Private Bank & Trust		05/21/2014	248,000.00	247,901.75	248,000.00	1.300	1.300			01/19/2018
87164XRC2	10103	Synchrony Bank		06/09/2017	248,000.00	253,494.01	248,000.00	2.400	2.400			06/09/2022
795450A54	10105	Sallie Mae		06/14/2017	248,000.00	249,248.65	248,000.00	1.900	1.637			06/15/2020
909557DW7	10057	United Bankers Bank		08/29/2014	248,000.00	247,955.22	248,000.00	1.650	1.651			12/31/2018
90348JAR1	10074	UBS Bank		06/07/2016	248,000.00	246,215.11	248,000.00	1.650	1.651			06/07/2021
98878BFQ6	10101	Zion Bank		12/28/2016	248,000.00	248,150.81	248,000.00	1.900	1.900			12/28/2021
		Subtotal and Average	**7,537,300.00**		**7,950,000.00**	**7,945,381.82**	**7,950,000.00**		**1.638**			
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
		Subtotal and Average	**766,922.70**		**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	303,867.00	313,929.00	2.842	1.750	Aa2	AA-	08/01/2020
544587C30	10022	City of Los Angeles		12/17/2015	500,000.00	513,165.00	517,000.00	3.146	2.402		A+	11/01/2020
492244DV7	10096	Kern CA Cmnty Clg Dist		11/08/2016	500,000.00	513,995.00	525,820.00	2.893	1.550		AA-	11/01/2020
617403EL0	10023	Morgan Hill Unified School Dis		01/15/2016	500,000.00	505,880.00	509,775.00	2.310	1.845	Aa1		08/01/2020
630360EK7	10019	Napa Valley Community College		06/23/2015	500,000.00	505,475.00	509,250.00	2.226	1.757	Aa2	AA-	08/01/2019
13067WHY1	10086	State of Cal Dept of Water		07/01/2016	45,000.00	45,570.60	46,520.55	2.237	1.629		AAA	12/01/2020
13067WJL7	10087	State of Cal Dept of Water		07/01/2016	955,000.00	972,810.75	987,269.45	2.237	1.629		AAA	12/01/2020
13063CSQ4	10020	State of California		10/15/2015	500,000.00	496,200.00	502,135.00	1.800	1.700	Aa3	AA-	04/01/2020
13063CP87	10076	State of California		04/28/2016	500,000.00	488,085.00	500,000.00	1.500	1.500	Aa3	AA-	04/01/2021
20772J3F7	10083	State of Connecticut		08/29/2016	500,000.00	481,505.00	505,950.00	1.750	1.500	Aa3	AA-	08/15/2021
91412GSB2	10021	University of California		10/30/2015	500,000.00	500,635.00	507,500.00	1.796	1.375	Aa2	AA	07/01/2019
91412GD44	10077	University of California		04/20/2016	1,000,000.00	986,780.00	1,000,000.00	1.490	1.490	Aa2	AA	05/15/2020
		Subtotal and Average	**6,425,149.00**		**6,300,000.00**	**6,313,968.35**	**6,425,149.00**		**1.662**			

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

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 365	Moody's	S&P
		Total and Average	178,927,262.65		163,838,798.70	163,809,920.87	164,096,633.70		1.108		

City of West Sacramento
Inventory by Maturity Report
June 30, 2017

CUSIP	Investment #	Fund	Sec. Type	Issuer	Purchase Date	Book Value	Current Rate	Maturity Date	Maturity Amount	Total Days	Par Value	YTM 360	YTM 365	Days to Maturity
SYS10003	10003	POOL	PA1	Dreyfus Govt Cash Mgmt	03/31/2016	82,071.99	0.910		82,071.99	1	82,071.99	0.898	0.910	1
SYS10058	10058	RDA	PA2	LAIF	07/01/2015	9,787,670.27	0.980		9,787,670.27	1	9,787,670.27	0.967	0.980	1
SYS10059	10059	POOL	PA2	LAIF	07/01/2015	47,557,375.21	0.980		47,557,375.21	1	47,557,375.21	0.967	0.980	1
SYS10060	10060	FINA	PA2	LAIF	07/01/2015	46,938,311.05	0.980		46,938,311.05	1	46,938,311.05	0.967	0.980	1
SYS10062	10062	POOL	PA3	Bank of America	07/31/2015	4,348,801.77	0.010		4,348,801.77	1	4,348,801.77	0.010	0.010	1
SYS10063	10063	POOL	PA4	CAMP	07/31/2015	20,270,727.84	1.050		20,270,727.84	1	20,270,727.84	1.036	1.050	1
SYS10065	10065	POOL	PA3	Community Bus Bank	07/31/2015	0.00	0.100		0.00	1	0.00	0.099	0.100	1
52168UCQ3	10049	POOL	MC3	Leader Bank	08/29/2014	248,000.00	1.100	08/29/2017	248,000.00	1,096	248,000.00	1.085	1.100	59
313370SZ2	10005	POOL	FAC	Federal Home Loan Bank	08/25/2014	2,072,200.00	2.250	09/08/2017	2,000,000.00	1,110	2,000,000.00	1.025	1.039	69
02006LJR5	10028	POOL	MC3	Ally Bank	10/02/2014	250,000.00	1.150	10/02/2017	250,000.00	1,096	250,000.00	1.134	1.150	93
74267GUM7	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	202
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	333
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	347
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	352
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	361
3136G0E31	10004	POOL	FAC	Federal National Mtg Assn	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	453
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	548
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	562
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	653
57116AJX7	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	718
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	726
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	730
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	747
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	761
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	774
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	776
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	788
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	817
8562842L7	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	817
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	828
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	842
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	849
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	849
02665WAU5	10013	POOL	MTN	American Honda	04/09/2015	509,755.00	2.150	03/13/2020	500,000.00	1,800	500,000.00	1.711	1.735	986
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	986

CUSIP	Investment #	Fund	Sec. Type	Issuer	Purchase Date	Book Value	Current Rate	Maturity Date	Maturity Amount	Total Days	Par Value	YTM 360	YTM 365	Days to Maturity
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	1,005
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	1,040
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	1,049
3133EEW55	10006	POOL	FAC	Federal Farm Credit Bank	06/17/2015	599,286.00	1.800	06/15/2020	600,000.00	1,825	600,000.00	1.800	1.825	1,080
795450A54	10105	POOL	MC3	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	1,080
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	1,095
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	1,116
617403EL0	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	1,127
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	1,127
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	1,145
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	1,194
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	1,208
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	1,217
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	1,219
492244DV7	10096	POOL	MUN	Kern CA Cmnty 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	1,219
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	1,249
13067WJL7	10087	POOL	MUN	State of Cal Dept of Water	07/01/2016	987,269.45	2.237	12/01/2020	955,000.00	1,614	955,000.00	1.607	1.629	1,249
3133EGEU5	10070	POOL	MC1	Federal Farm Credit Bank	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	1,262
3133EFYZ4	10007	POOL	FAC	Federal Farm Credit Bank	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	1,320
459200JF9	10018	POOL	MTN	IBM	02/24/2016	503,825.00	2.250	02/19/2021	500,000.00	1,822	500,000.00	2.059	2.088	1,329
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	1,329
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	1,336
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	1,338
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	1,368
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	1,370
3130A7PV1	10081	POOL	FAC	Federal Home Loan Bank	04/05/2016	500,000.00	1.375	04/05/2021	500,000.00	1,826	500,000.00	1.356	1.375	1,374
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	1,384
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	1,402
3132X0GW5	10073	POOL	FAC	Federal Agricultural Mtg	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	1,437
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	1,437
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	1,499
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	1,506
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	1,537
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	1.430	1.450	1,566
3133EGZJ7	10095	POOL	FAC	Federal Farm Credit Bank	10/25/2016	500,000.00	1.375	10/25/2021	500,000.00	1,826	500,000.00	1.356	1.375	1,577
3133EGG82	10097	POOL	FAC	Federal Farm Credit Bank	11/16/2016	495,375.00	1.520	11/15/2021	500,000.00	1,825	500,000.00	1.690	1.714	1,598
3133EGT47	10098	POOL	FAC	Federal Farm Credit Bank	12/13/2016	501,415.00	2.010	12/08/2021	500,000.00	1,821	500,000.00	1.923	1.950	1,621
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	1,641
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	1,802
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	1,804

CUSIP	Investment #	Fund	Sec. Type	Issuer	Purchase Date	Book Value	Current Rate	Maturity Date	Maturity Amount	Total Days	Par Value	YTM 360	YTM 365	Days to Maturity
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	1,809
				Subtotal and Average		**164,096,633.70**			**163,838,798.70**		**163,838,798.70**	**1.093**	**1.108**	**210**
				Net Maturities and Average		**164,096,633.70**			**163,838,798.70**		**163,838,798.70**	**1.093**	**1.108**	**210**

City of West Sacramento
Credit Rating Report
June 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	82,071.99	82,071.99	82,071.99	Aaa	AAA	03/31/2016		1	0.910	0.910	0.05
10004	FNMA	3136G0E31	1,983,320.00	1,983,320.00	1,997,520.00	Aaa	AA+	06/04/2014	09/27/2018	453	1.250	1.450	1.21
10005	FHLB	313370SZ2	2,072,200.00	2,072,200.00	2,004,060.00	Aaa	AA+	08/25/2014	09/08/2017	69	2.250	1.039	1.26
10006	FFCB	3133EEW55	599,286.00	599,286.00	602,172.00	Aaa	AA+	06/17/2015	06/15/2020	1,080	1.800	1.825	0.37
10007	FFCB	3133EFYZ4	999,750.00	999,750.00	979,300.00	Aaa	AA+	02/19/2016	02/10/2021	1,320	1.375	1.380	0.61
10070	FFCB	3133EGEU5	1,000,000.00	1,000,000.00	992,140.00	Aaa	AA+	06/14/2016	12/14/2020	1,262	1.540	1.540	0.61
10081	FHLB	3130A7PV1	500,000.00	500,000.00	491,410.00	Aaa	AA+	04/05/2016	04/05/2021	1,374	1.375	1.375	0.30
10095	FFCB	3133EGZJ7	500,000.00	500,000.00	488,130.00	Aaa	AA+	10/25/2016	10/25/2021	1,577	1.375	1.375	0.30
10097	FFCB	3133EGG82	495,375.00	495,375.00	483,980.00	Aaa	AA+	11/16/2016	11/15/2021	1,598	1.520	1.714	0.30
10098	FFCB	3133EGT47	501,415.00	501,415.00	502,350.00	Aaa	AA+	12/13/2016	12/08/2021	1,621	2.010	1.950	0.31
10099	MIC	594918BP8	487,870.00	487,870.00	489,215.00	Aaa	AAA	12/14/2016	08/08/2021	1,499	1.550	2.100	0.30
SubTotal for Aaa			**9,221,287.99**	**9,221,287.99**	**9,112,348.99**					**876**	**1.638**	**1.447**	**5.62**
10015	APPLE	037833BD1	996,500.00	996,500.00	1,004,800.00	Aa1	AA+	06/12/2015	05/06/2020	1,040	2.000	2.075	0.61
10023	MH	617403EL0	509,775.00	509,775.00	505,880.00	Aa1	None	01/15/2016	08/01/2020	1,127	2.310	1.845	0.31
SubTotal for Aa1			**1,506,275.00**	**1,506,275.00**	**1,510,680.00**					**1069**	**2.105**	**1.997**	**0.92**
10002	BRK	084670BL1	1,504,500.00	1,504,500.00	1,511,460.00	Aa2	AA	09/30/2014	08/14/2019	774	2.100	2.035	0.92
10019	NVCC	630360EK7	509,250.00	509,250.00	505,475.00	Aa2	AA-	06/23/2015	08/01/2019	761	2.226	1.757	0.31
10021	UOC	91412GSB2	507,500.00	507,500.00	500,635.00	Aa2	AA	10/30/2015	07/01/2019	730	1.796	1.375	0.31
10026	AVCC	03667PED0	313,929.00	313,929.00	303,867.00	Aa2	AA-	02/23/2016	08/01/2020	1,127	2.842	1.750	0.19
10077	UOC	91412GD44	1,000,000.00	1,000,000.00	986,780.00	Aa2	AA	04/20/2016	05/15/2020	1,049	1.490	1.490	0.61
SubTotal for Aa2			**3,835,179.00**	**3,835,179.00**	**3,808,217.00**					**867**	**1.978**	**1.745**	**2.34**
10014	TOY	89236TBP9	1,024,860.00	1,024,860.00	1,006,940.00	Aa3	AA-	04/09/2015	07/18/2019	747	2.125	1.522	0.62
10018	IBM	459200JF9	503,825.00	503,825.00	501,805.00	Aa3	AA-	02/24/2016	02/19/2021	1,329	2.250	2.088	0.31
10020	SOC	13063CSQ4	502,135.00	502,135.00	496,200.00	Aa3	AA-	10/15/2015	04/01/2020	1,005	1.800	1.700	0.31
10076	SOC	13063CP87	500,000.00	500,000.00	488,085.00	Aa3	AA-	04/28/2016	04/01/2021	1,370	1.500	1.500	0.30
10083	SOCONN	20772J3F7	505,950.00	505,950.00	481,505.00	Aa3	AA-	08/29/2016	08/15/2021	1,506	1.750	1.500	0.31
SubTotal for Aa3			**3,036,770.00**	**3,036,770.00**	**2,974,535.00**					**1115**	**1.927**	**1.638**	**1.85**
10008	GE	36962G7G3	1,018,360.00	1,018,360.00	1,009,040.00	A1	AA+	10/08/2014	01/14/2019	562	2.300	1.874	0.62
10009	USB	90331HML4	750,517.50	750,517.50	755,580.00	A1	AA-	11/25/2014	10/28/2019	849	2.125	2.110	0.46
10011	USB	90331HML4	750,517.50	750,517.50	755,580.00	A1	AA-	11/26/2014	10/28/2019	849	2.125	2.110	0.46
10013	AH	02665WAU5	509,755.00	509,755.00	502,180.00	A1	A+	04/09/2015	03/13/2020	986	2.150	1.735	0.31
10016	AH	02665WAU5	499,175.00	499,175.00	502,180.00	A1	A+	11/02/2015	03/13/2020	986	2.150	2.190	0.30

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
10071	CISCO	17275RBD3	512,500.00	512,500.00	502,700.00	A1	AA-	06/10/2016	02/28/2021	1,338	2.200	1.647	0.31
10093	BNY	06406FAB9	505,750.00	505,750.00	495,425.00	A1	A	10/24/2016	05/03/2021	1,402	2.050	1.784	0.31
10094	ORA	68389XBK0	503,125.00	503,125.00	495,605.00	A1	AA-	10/24/2016	09/15/2021	1,537	1.900	1.765	0.31
SubTotal for A1			**5,049,700.00**	**5,049,700.00**	**5,018,290.00**					**992**	**2.143**	**1.918**	**3.08**
10080	PNC	69353RES3	514,085.00	514,085.00	507,080.00	A2	A	04/06/2016	07/21/2020	1,116	2.600	1.913	0.31
SubTotal for A2			**514,085.00**	**514,085.00**	**507,080.00**					**1116**	**2.600**	**1.913**	**0.31**
10022	CLA	544587C30	517,000.00	517,000.00	513,165.00	None	A+	12/17/2015	11/01/2020	1,219	3.146	2.402	0.32
10028	AB	02006LJR5	250,000.00	250,000.00	249,919.58	None	None	10/02/2014	10/02/2017	93	1.150	1.150	0.15
10029	AE	02587CAZ3	248,000.00	248,000.00	250,559.46	None	None	08/28/2014	08/28/2019	788	2.100	2.100	0.15
10031	BMW	05580AAW4	250,000.00	250,000.00	252,611.08	None	None	09/26/2014	09/26/2019	817	2.100	2.100	0.15
10032	BAR	06740KGG6	248,000.00	248,000.00	249,144.90	None	None	05/20/2014	04/15/2019	653	1.900	1.900	0.15
10034	CAP	14042RBE0	250,000.00	250,000.00	253,525.38	None	None	10/21/2015	10/21/2020	1,208	2.200	2.200	0.15
10035	CC	20033AHC3	250,000.00	250,000.00	252,314.66	None	None	10/06/2014	10/07/2019	828	2.050	2.052	0.15
10036	CB	20451PLN4	248,000.00	248,000.00	247,408.05	None	None	06/17/2015	06/18/2018	352	1.400	1.205	0.15
10039	EVER	29976DD49	250,000.00	250,000.00	249,799.37	None	None	10/30/2015	10/30/2020	1,217	1.750	1.750	0.15
10041	FM	308863AH2	248,000.00	248,000.00	245,769.58	None	None	02/29/2016	02/26/2021	1,336	1.550	1.547	0.15
10042	FFB	32021MDT3	249,000.00	249,000.00	248,207.30	None	None	05/30/2014	05/30/2018	333	1.300	1.301	0.15
10045	LB	45083ADH2	248,000.00	248,000.00	247,516.98	None	None	06/27/2014	06/27/2018	361	1.450	1.450	0.15
10048	ICB	46147URH5	248,000.00	248,000.00	246,219.52	None	None	02/19/2016	02/19/2021	1,329	1.600	1.602	0.15
10049	LEADER	52168UCQ3	248,000.00	248,000.00	247,969.32	None	None	08/29/2014	08/29/2017	59	1.100	1.100	0.15
10050	MBB	57116AJX7	248,000.00	248,000.00	248,399.29	None	None	06/19/2015	06/19/2019	718	1.700	1.701	0.15
10051	MED	58403BP34	249,000.00	249,000.00	248,293.55	None	None	06/13/2014	06/13/2018	347	1.350	1.351	0.15
10053	PBT	74267GUM7	248,000.00	248,000.00	247,901.75	None	None	05/21/2014	01/19/2018	202	1.300	1.300	0.15
10055	BOI	8562842L7	250,000.00	250,000.00	252,888.72	None	None	09/26/2014	09/26/2019	817	2.150	2.150	0.15
10057	UBB	909557DW7	248,000.00	248,000.00	247,955.22	None	None	08/29/2014	12/31/2018	548	1.650	1.651	0.15
10058	LAIF	SYS10058	9,787,670.27	9,787,670.27	9,787,670.27	None	None	07/01/2015		1	0.980	0.980	5.96
10059	LAIF	SYS10059	47,557,375.21	47,557,375.21	47,557,375.21	None	None	07/01/2015		1	0.980	0.980	28.98
10060	LAIF	SYS10060	46,938,311.05	46,938,311.05	46,938,311.05	None	None	07/01/2015		1	0.980	0.980	28.60
10062	BOFA	SYS10062	4,348,801.77	4,348,801.77	4,348,801.77	None	None	07/31/2015		1	0.010	0.010	2.65
10063	CAMP	SYS10063	20,270,727.84	20,270,727.84	20,270,727.84	None	None	07/31/2015		1	1.050	1.050	12.35
10065	CCB	SYS10065	0.00	0.00	0.00	None	None	07/31/2015		1	0.100	0.100	0.00
10073	FAMC	3132X0GW5	1,000,000.00	1,000,000.00	981,120.00	None	None	06/07/2016	06/07/2021	1,437	1.460	1.460	0.61
10074	UBS	90348JAR1	248,000.00	248,000.00	246,215.11	None	None	06/07/2016	06/07/2021	1,437	1.650	1.651	0.15
10079	FMB	32088PAN2	248,000.00	248,000.00	244,141.69	None	None	04/15/2016	04/15/2021	1,384	1.400	1.401	0.15
10082	BHBT	066851UV6	248,000.00	248,000.00	244,751.24	None	None	08/16/2016	08/16/2019	776	1.000	1.000	0.15
10084	BOW	33625CBG3	248,000.00	248,000.00	243,418.74	None	None	08/19/2016	08/19/2020	1,145	1.150	1.151	0.15
10086	SCDW	13067WHY1	46,520.55	46,520.55	45,570.60	None	AAA	07/01/2016	12/01/2020	1,249	2.237	1.629	0.03
10087	SCDW	13067WJL7	987,269.45	987,269.45	972,810.75	None	AAA	07/01/2016	12/01/2020	1,249	2.237	1.629	0.60

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
10088	APEX	03753XAK6	248,000.00	248,000.00	244,184.86	None	None	09/30/2016	03/30/2021	1,368	1.400	1.400	0.15
10089	BEN	08173QBT2	248,000.00	248,000.00	244,691.81	None	None	10/07/2016	10/07/2020	1,194	1.350	1.350	0.15
10090	BNE	063847AM9	248,000.00	248,000.00	245,494.84	None	None	10/21/2016	10/21/2019	842	1.200	1.200	0.15
10091	KS	50116CAP4	248,000.00	248,000.00	243,648.93	None	None	10/14/2016	10/14/2021	1,566	1.450	1.450	0.15
10096	KERN	492244DV7	525,820.00	525,820.00	513,995.00	None	AA-	11/08/2016	11/01/2020	1,219	2.893	1.550	0.32
10101	ZB	98878BFQ6	248,000.00	248,000.00	248,150.81	None	None	12/28/2016	12/28/2021	1,641	1.900	1.900	0.15
10102	GOLD	38148PKN6	248,000.00	248,000.00	253,487.99	None	None	06/07/2017	06/07/2022	1,802	2.400	2.400	0.15
10103	SB	87164XRC2	248,000.00	248,000.00	253,494.01	None	None	06/09/2017	06/09/2022	1,804	2.400	2.400	0.15
10104	FBOH	319141GH4	248,000.00	248,000.00	249,961.25	None	None	06/14/2017	06/14/2022	1,809	2.100	2.100	0.15
10105	SM	795450A54	248,000.00	248,000.00	249,248.65	None	None	06/14/2017	06/15/2020	1,080	1.900	1.637	0.15
10106	INS	45776NCA2	248,000.00	248,000.00	248,088.18	None	None	06/30/2017	06/30/2020	1,095	1.750	1.752	0.15
10108	CBB	SYS10108	1,003,840.57	1,003,840.57	1,003,840.57	None	None	06/29/2017	06/27/2019	726	1.427	1.427	0.61
SubTotal for No Specified Rating			**140,933,336.71**	**140,933,336.71**	**140,878,769.88**					**89**	**1.029**	**1.016**	**85.83**

City of West Sacramento
Summary by Issuer
June 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	0.15	1.150	93
American Express Bank	1	248,000.00	248,000.00	0.15	2.100	788
American Honda	2	1,000,000.00	1,008,930.00	0.61	1.960	986
Apex Bank	1	248,000.00	248,000.00	0.15	1.400	1,368
Apple	1	1,000,000.00	996,500.00	0.61	2.075	1,040
Antelope Valley Comm College	1	300,000.00	313,929.00	0.19	1.750	1,127
Barclays Bank	1	248,000.00	248,000.00	0.15	1.900	653
Beneficial Bank	1	248,000.00	248,000.00	0.15	1.350	1,194
Bar Harbor Bank & Trust	1	248,000.00	248,000.00	0.15	1.000	776
BMW Bank	1	250,000.00	250,000.00	0.15	2.100	817
Bank New England	1	248,000.00	248,000.00	0.15	1.200	842
Bank of New York	1	500,000.00	505,750.00	0.31	1.784	1,402
Bank of America	1	4,348,801.77	4,348,801.77	2.65	0.010	1
Bank of India	1	250,000.00	250,000.00	0.15	2.150	817
Bank of Wash Mountlake Terrace	1	248,000.00	248,000.00	0.15	1.151	1,145
Berkshire Hathaway	1	1,500,000.00	1,504,500.00	0.92	2.035	774
CAMP	1	20,270,727.84	20,270,727.84	12.35	1.050	1
Capital One Bank	1	250,000.00	250,000.00	0.15	2.200	1,208
Compass Bank	1	248,000.00	248,000.00	0.15	1.205	352
Community Business Bank	1	1,003,840.57	1,003,840.57	0.61	1.427	726
Comenity Capital Bank	1	250,000.00	250,000.00	0.15	2.052	828
Community Bus Bank	1	0.00	0.00	0.00	0.000	0

City of West Sacramento
Summary by Issuer
June 30, 2017

Issuer	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Cisco Systems	1	500,000.00	512,500.00	0.31	1.647	1,338
City of Los Angeles	1	500,000.00	517,000.00	0.32	2.402	1,219
Dreyfus Govt Cash Mgmt Fund	1	82,071.99	82,071.99	0.05	0.910	1
Everbank	1	250,000.00	250,000.00	0.15	1.750	1,217
Federal Agricultural Mtg Corp	1	1,000,000.00	1,000,000.00	0.61	1.460	1,437
First Bank of Highland	1	248,000.00	248,000.00	0.15	2.100	1,809
First Financial Bank	1	249,000.00	249,000.00	0.15	1.301	333
Federal Farm Credit Bank	6	4,100,000.00	4,095,826.00	2.50	1.594	1,373
Federal Home Loan Bank	2	2,500,000.00	2,572,200.00	1.57	1.104	323
Farmers & Merchants Bank	1	248,000.00	248,000.00	0.15	1.547	1,336
First Minnesota Bank	1	248,000.00	248,000.00	0.15	1.401	1,384
Federal National Mtg Assn	1	2,000,000.00	1,983,320.00	1.21	1.450	453
General Electric	1	1,000,000.00	1,018,360.00	0.62	1.874	562
Goldman Sachs Bank	1	248,000.00	248,000.00	0.15	2.400	1,802
IBM	1	500,000.00	503,825.00	0.31	2.088	1,329
Investors Community Bank	1	248,000.00	248,000.00	0.15	1.602	1,329
INSBank	1	248,000.00	248,000.00	0.15	1.752	1,095
Kern CA Cmnty Clg Dist	1	500,000.00	525,820.00	0.32	1.550	1,219
KS Statebank	1	248,000.00	248,000.00	0.15	1.450	1,566
LAIF	3	104,283,356.53	104,283,356.53	63.55	0.980	1
Lberia Bank	1	248,000.00	248,000.00	0.15	1.450	361
Leader Bank	1	248,000.00	248,000.00	0.15	1.100	59
Marlin Business Bank	1	248,000.00	248,000.00	0.15	1.701	718
Medallion Bank	1	249,000.00	249,000.00	0.15	1.351	347
Morgan Hill Unified School Dis	1	500,000.00	509,775.00	0.31	1.845	1,127

City of West Sacramento
Summary by Issuer
June 30, 2017

Issuer	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Microsoft	1	500,000.00	487,870.00	0.30	2.100	1,499
Napa Valley Community College	1	500,000.00	509,250.00	0.31	1.757	761
Oracle	1	500,000.00	503,125.00	0.31	1.765	1,537
Private Bank & Trust	1	248,000.00	248,000.00	0.15	1.300	202
PNC Bank	1	500,000.00	514,085.00	0.31	1.913	1,116
Synchrony Bank	1	248,000.00	248,000.00	0.15	2.400	1,804
State of Cal Dept of Water	2	1,000,000.00	1,033,790.00	0.63	1.629	1,249
Sallie Mae	1	248,000.00	248,000.00	0.15	1.637	1,080
State of California	2	1,000,000.00	1,002,135.00	0.61	1.600	1,187
State of Connecticut	1	500,000.00	505,950.00	0.31	1.500	1,506
Toyota	1	1,000,000.00	1,024,860.00	0.62	1.522	747
United Bankers Bank	1	248,000.00	248,000.00	0.15	1.651	548
UBS Bank	1	248,000.00	248,000.00	0.15	1.651	1,437
University of California	2	1,500,000.00	1,507,500.00	0.92	1.451	942
US Bank	2	1,500,000.00	1,501,035.00	0.91	2.110	849
Zion Bank	1	248,000.00	248,000.00	0.15	1.900	1,641
Total and Average	**76**	**163,838,798.70**	**164,096,633.70**	**100.00**	**1.108**	**210**

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

	June 30 Month Ending	Fiscal Year To Date
CD/Coupon/Discount Investments:		
Interest Collected	51,029.93	608,710.93
Plus Accrued Interest at End of Period	148,991.42	149,011.42
Less Accrued Interest at Beginning of Period	(147,809.86)	(143,130.81)
Less Accrued Interest at Purchase During Period	(0.00)	(0.00)
Interest Earned during Period	52,211.49	614,591.54
Adjusted by Capital Gains or Losses	0.00	-23,995.00
Earnings during Periods	52,211.49	590,596.54
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	17,709.69	393,342.24
Plus Accrued Interest at End of Period	252,202.70	252,202.70
Less Accrued Interest at Beginning of Period	(175,108.48)	(31,899.00)
Interest Earned during Period	94,803.91	613,645.94
Total Interest Earned during Period	**147,015.40**	**1,228,237.48**
Total Capital Gains or Losses	**0.00**	**-23,995.00**
Total Earnings during Period	**147,015.40**	**1,204,242.48**

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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings: Interest Earned	Adjusted Interest Earnings: Amortization/ Accretion	Adjusted Interest Earnings: Adjusted Interest Earnings
Fund: Finance Authority												
SYS10060	10060	FINA	PA2	46,938,311.05	41,938,311.05	46,938,311.05		0.980	0.995	34,287.01	0.00	34,287.01
			Subtotal	**46,938,311.05**	**41,938,311.05**	**46,938,311.05**			**0.995**	**34,287.01**	**0.00**	**34,287.01**
Fund: Pool												
084670BL1	10002	POOL	MTN	1,500,000.00	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	82,071.99	1,027,394.89	82,071.99		0.910	0.278	234.40	0.00	234.40
3136G0E31	10004	POOL	FAC	2,000,000.00	1,983,320.00	1,983,320.00	09/27/2018	1.250	1.278	2,083.34	0.00	2,083.34
313370SZ2	10005	POOL	FAC	2,000,000.00	2,072,200.00	2,072,200.00	09/08/2017	2.250	2.202	3,750.00	0.00	3,750.00
3133EEW55	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
36962G7G3	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	1,328.12	0.00	1,328.12
90331HML4	10011	POOL	MTN	750,000.00	750,517.50	750,517.50	10/28/2019	2.125	2.153	1,328.12	0.00	1,328.12
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
617403EL0	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	235.66	0.00	235.66
02587CAZ3	10029	POOL	MC3	248,000.00	248,000.00	248,000.00	08/28/2019	2.100	2.083	424.56	0.00	424.56
05580AAW4	10031	POOL	MC3	250,000.00	250,000.00	250,000.00	09/26/2019	2.100	2.083	427.99	0.00	427.99
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
14042RBE0	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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings: Interest Earned	Adjusted Interest Earnings: Amortization/ Accretion	Adjusted Interest Earnings: 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	421.23	0.00	421.23
20451PLN4	10036	POOL	MC3	248,000.00	248,000.00	248,000.00	06/18/2018	1.400	1.400	285.43	0.00	285.43
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	1.554	316.81	0.00	316.81
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	1.453	296.16	0.00	296.16
46147URH5	10048	POOL	MC3	248,000.00	248,000.00	248,000.00	02/19/2021	1.600	1.600	326.13	0.00	326.13
52168UCQ3	10049	POOL	MC3	248,000.00	248,000.00	248,000.00	08/29/2017	1.100	1.091	222.39	0.00	222.39
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	276.29	0.00	276.29
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	2.132	438.18	0.00	438.18
909557DW7	10057	POOL	MC3	248,000.00	248,000.00	248,000.00	12/31/2018	1.650	1.650	336.32	0.00	336.32
SYS10059	10059	POOL	PA2	47,557,375.21	37,557,375.21	47,557,375.21		0.980	1.180	36,417.22	0.00	36,417.22
SYS10062	10062	POOL	PA3	4,348,801.77	22,297,629.77	4,348,801.77		0.010	0.010	178.35	0.00	178.35
SYS10063	10063	POOL	PA4	20,270,727.84	20,253,224.75	20,270,727.84		1.050	0.973	16,191.99	0.00	16,191.99
SYS10066	10066	POOL	MC4	0.00	1,000,000.00	0.00	06/22/2017	0.797	0.797	458.45	0.00	458.45
SYS10067	10067	POOL	MC3	0.00	249,000.00	0.00	06/20/2017	0.750	0.750	97.22	0.00	97.22
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	203.83	0.00	203.83
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	83.89	0.00	83.89
13067WJL7	10087	POOL	MUN	955,000.00	987,269.45	987,269.45	12/01/2020	2.237	2.194	1,780.28	0.00	1,780.28
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	274.43	0.00	274.43
063847AM9	10090	POOL	MC3	248,000.00	248,000.00	248,000.00	10/21/2019	1.200	1.200	244.61	0.00	244.61
50116CAP4	10091	POOL	MC3	248,000.00	248,000.00	248,000.00	10/14/2021	1.450	1.475	300.70	0.00	300.70
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

CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Ending Book Value	Maturity Date	Current Rate	Annualized Yield	Adjusted Interest Earnings: Interest Earned	Adjusted Interest Earnings: Amortization/ Accretion	Adjusted Interest Earnings: Adjusted Interest Earnings
Fund: Pool												
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
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	1.904	388.14	0.00	388.14
38148PKN6	10102	POOL	MC3	248,000.00	0.00	248,000.00	06/07/2022	2.400	2.393	390.30	0.00	390.30
87164XRC2	10103	POOL	MC3	248,000.00	0.00	248,000.00	06/09/2022	2.400	2.393	357.77	0.00	357.77
319141GH4	10104	POOL	MC3	248,000.00	0.00	248,000.00	06/14/2022	2.100	2.094	241.90	0.00	241.90
795450A54	10105	POOL	MC3	248,000.00	0.00	248,000.00	06/15/2020	1.900	1.895	218.86	0.00	218.86
45776NCA2	10106	POOL	MC3	248,000.00	0.00	248,000.00	06/30/2020	1.750	1.750	11.89	0.00	11.89
SYS10108	10108	POOL	MC4	1,003,840.57	0.00	1,003,840.57	06/27/2019	1.427	1.427	78.48	0.00	78.48
			Subtotal	**107,112,817.38**	**115,252,459.62**	**107,370,652.38**			**1.108**	**105,233.45**	**0.00**	**105,233.45**
Fund: RDA												
SYS10058	10058	RDA	PA2	9,787,670.27	9,787,670.27	9,787,670.27		0.980	0.932	7,494.94	0.00	7,494.94
			Subtotal	**9,787,670.27**	**9,787,670.27**	**9,787,670.27**			**0.932**	**7,494.94**	**0.00**	**7,494.94**
			Total	**163,838,798.70**	**166,978,440.94**	**164,096,633.70**			**1.069**	**147,015.40**	**0.00**	**147,015.40**

City of W Sacramento Interest Rpts
Accrued Interest
Sorted by Fund - Fund
June 1, 2017 - June 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										
SYS10060	10060	PA2	46,938,311.05		0.980	86,759.80	0.00	34,287.01	0.00	121,046.81
		Subtotal	**46,938,311.05**			**86,759.80**	**0.00**	**34,287.01**	**0.00**	**121,046.81**
Pool										
SYS10003	10003	PA1	82,071.99		0.910	206.60	0.00	234.40	206.60	234.40
SYS10059	10059	PA2	47,557,375.21		0.980	62,382.29	0.00	36,417.22	0.00	98,799.51
SYS10062	10062	PA3	4,348,801.77		0.010	882.09	0.00	178.35	0.00	1,060.44
SYS10065	10065	PA3	0.00		0.100	0.79	0.00	0.00	0.00	0.79
SYS10063	10063	PA4	20,270,727.84		1.050	17,777.79	0.00	16,191.99	17,503.09	16,466.69
02665WAU5	10013	MTN	500,000.00	03/13/2020	2.150	2,329.17	0.00	895.83	0.00	3,225.00
02665WAU5	10016	MTN	500,000.00	03/13/2020	2.150	2,329.17	0.00	895.83	0.00	3,225.00
037833BD1	10015	MTN	1,000,000.00	05/06/2020	2.000	1,000.00	0.00	1,666.67	0.00	2,666.67
06406FAB9	10093	MTN	500,000.00	05/03/2021	2.050	797.22	0.00	854.17	0.00	1,651.39
084670BL1	10002	MTN	1,500,000.00	08/14/2019	2.100	9,362.50	0.00	2,625.00	0.00	11,987.50
17275RBD3	10071	MTN	500,000.00	02/28/2021	2.200	2,841.67	0.00	916.67	0.00	3,758.34
36962G7G3	10008	MTN	1,000,000.00	01/14/2019	2.300	8,752.78	0.00	1,916.66	0.00	10,669.44
459200JF9	10018	MTN	500,000.00	02/19/2021	2.250	3,187.50	0.00	937.50	0.00	4,125.00
594918BP8	10099	MTN	500,000.00	08/08/2021	1.550	2,432.64	0.00	645.83	0.00	3,078.47
68389XBK0	10094	MTN	500,000.00	09/15/2021	1.900	2,005.56	0.00	791.67	0.00	2,797.23
69353RES3	10080	MTN	500,000.00	07/21/2020	2.600	4,694.44	0.00	1,083.34	0.00	5,777.78
89236TBP9	10014	MTN	1,000,000.00	07/18/2019	2.125	7,850.69	0.00	1,770.84	0.00	9,621.53
90331HML4	10009	MTN	750,000.00	10/28/2019	2.125	1,460.94	0.00	1,328.12	0.00	2,789.06
90331HML4	10011	MTN	750,000.00	10/28/2019	2.125	1,460.94	0.00	1,328.12	0.00	2,789.06
3132X0GW5	10073	FAC	1,000,000.00	06/07/2021	1.460	7,056.67	0.00	1,216.66	7,300.00	973.33
3133EEW55	10006	FAC	600,000.00	06/15/2020	1.800	4,980.00	0.00	900.00	5,400.00	480.00
3133EFYZ4	10007	FAC	1,000,000.00	02/10/2021	1.375	4,239.58	0.00	1,145.84	0.00	5,385.42
3133EGZJ7	10095	FAC	500,000.00	10/25/2021	1.375	687.50	0.00	572.92	0.00	1,260.42
3133EGG82	10097	FAC	500,000.00	11/15/2021	1.520	337.78	0.00	633.33	0.00	971.11
3133EGT47	10098	FAC	500,000.00	12/08/2021	2.010	4,690.00	0.00	837.50	4,885.42	642.08
313370SZ2	10005	FAC	2,000,000.00	09/08/2017	2.250	10,375.00	0.00	3,750.00	0.00	14,125.00
3130A7PV1	10081	FAC	500,000.00	04/05/2021	1.375	1,069.44	0.00	572.92	0.00	1,642.36
3136G0E31	10004	FAC	2,000,000.00	09/27/2018	1.250	4,444.44	0.00	2,083.34	0.00	6,527.78
3133EGEU5	10070	MC1	1,000,000.00	12/14/2020	1.540	7,143.89	0.00	1,283.33	7,700.00	727.22
02006LJR5	10028	MC3	250,000.00	10/02/2017	1.150	471.31	0.00	235.66	0.00	706.97

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

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										
02587CAZ3	10029	MC3	248,000.00	08/28/2019	2.100	1,316.15	0.00	424.56	0.00	1,740.71
03753XAK6	10088	MC3	248,000.00	03/30/2021	1.400	9.52	0.00	285.37	294.88	0.01
06740KGG6	10032	MC3	248,000.00	04/15/2019	1.900	605.09	0.00	386.23	0.00	991.32
08173QBT2	10089	MC3	248,000.00	10/07/2020	1.350	507.70	0.00	274.43	0.00	782.13
066851UV6	10082	MC3	248,000.00	08/16/2019	1.000	93.70	0.00	203.83	210.63	86.90
05580AAW4	10031	MC3	250,000.00	09/26/2019	2.100	977.42	0.00	427.99	0.00	1,405.41
063847AM9	10090	MC3	248,000.00	10/21/2019	1.200	81.52	0.00	244.61	252.76	73.37
8562842L7	10055	MC3	250,000.00	09/26/2019	2.150	1,000.69	0.00	438.18	0.00	1,438.87
33625CBG3	10084	MC3	248,000.00	08/19/2020	1.150	93.79	0.00	234.41	242.22	85.98
14042RBE0	10034	MC3	250,000.00	10/21/2020	2.200	616.12	0.00	450.82	0.00	1,066.94
20451PLN4	10036	MC3	248,000.00	06/18/2018	1.400	1,578.62	0.00	285.43	1,736.00	128.05
20033AHC3	10035	MC3	250,000.00	10/07/2019	2.050	351.12	0.00	421.23	435.27	337.08
SYS10067	10067	MC3	0.00	06/20/2017	0.750	732.48	0.00	97.22	880.03	-50.33
29976DD49	10039	MC3	250,000.00	10/30/2020	1.750	404.31	0.00	356.66	0.00	760.97
319141GH4	10104	MC3	248,000.00	06/14/2022	2.100	0.00	0.00	241.90	0.00	241.90
32021MDT3	10042	MC3	249,000.00	05/30/2018	1.300	-8.74	0.00	266.05	274.92	-17.61
308863AH2	10041	MC3	248,000.00	02/26/2021	1.550	982.13	0.00	316.81	0.00	1,298.94
32088PAN2	10079	MC3	248,000.00	04/15/2021	1.400	161.72	0.00	285.37	294.88	152.21
38148PKN6	10102	MC3	248,000.00	06/07/2022	2.400	0.00	0.00	390.30	0.00	390.30
46147URH5	10048	MC3	248,000.00	02/19/2021	1.600	130.43	0.00	326.13	337.01	119.55
45776NCA2	10106	MC3	248,000.00	06/30/2020	1.750	0.00	0.00	11.89	0.00	11.89
50116CAP4	10091	MC3	248,000.00	10/14/2021	1.450	189.99	0.00	300.70	309.66	181.03
45083ADH2	10045	MC3	248,000.00	06/27/2018	1.450	1,536.21	0.00	296.16	1,798.00	34.37
52168UCQ3	10049	MC3	248,000.00	08/29/2017	1.100	693.21	0.00	222.39	0.00	915.60
57116AJX7	10050	MC3	248,000.00	06/19/2019	1.700	138.63	0.00	346.52	358.07	127.08
58403BP34	10051	MC3	249,000.00	06/13/2018	1.350	165.68	0.00	276.29	285.50	156.47
74267GUM7	10053	MC3	248,000.00	01/19/2018	1.300	114.04	0.00	262.83	0.00	376.87
87164XRC2	10103	MC3	248,000.00	06/09/2022	2.400	0.00	0.00	357.77	0.00	357.77
795450A54	10105	MC3	248,000.00	06/15/2020	1.900	0.00	0.00	218.86	0.00	218.86
909557DW7	10057	MC3	248,000.00	12/31/2018	1.650	22.40	0.00	336.32	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	2,006.48	0.00	388.14	2,356.00	38.62
SYS10066	10066	MC4	0.00	06/22/2017	0.797	3,254.65	0.00	458.45	3,798.59	-85.49
SYS10108	10108	MC4	1,003,840.57	06/27/2019	1.427	0.00	0.00	78.48	0.00	78.48
03667PED0	10026	MUN	300,000.00	08/01/2020	2.842	2,842.00	0.00	710.50	0.00	3,552.50
544587C30	10022	MUN	500,000.00	11/01/2020	3.146	1,310.83	0.00	1,310.84	0.00	2,621.67
492244DV7	10096	MUN	500,000.00	11/01/2020	2.893	1,205.42	0.00	1,205.41	0.00	2,410.83
617403EL0	10023	MUN	500,000.00	08/01/2020	2.310	3,850.00	0.00	962.50	0.00	4,812.50
630360EK7	10019	MUN	500,000.00	08/01/2019	2.226	3,710.00	0.00	927.50	0.00	4,637.50

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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										
13067WHY1	10086	MUN	45,000.00	12/01/2020	2.237	503.32	0.00	83.89	503.33	83.88
13067WJL7	10087	MUN	955,000.00	12/01/2020	2.237	10,681.68	0.00	1,780.28	10,681.68	1,780.28
13063CSQ4	10020	MUN	500,000.00	04/01/2020	1.800	1,500.00	0.00	750.00	0.00	2,250.00
13063CP87	10076	MUN	500,000.00	04/01/2021	1.500	1,250.00	0.00	625.00	0.00	1,875.00
20772J3F7	10083	MUN	500,000.00	08/15/2021	1.750	2,527.78	0.00	729.16	0.00	3,256.94
91412GSB2	10021	MUN	500,000.00	07/01/2019	1.796	3,741.67	0.00	748.33	0.00	4,490.00
91412GD44	10077	MUN	1,000,000.00	05/15/2020	1.490	662.22	0.00	1,241.67	0.00	1,903.89
		Subtotal	**107,112,817.38**			**229,059.42**	**0.00**	**105,233.45**	**68,739.62**	**265,553.25**
RDA										
SYS10058	10058	PA2	9,787,670.27		0.980	7,099.12	0.00	7,494.94	0.00	14,594.06
		Subtotal	**9,787,670.27**			**7,099.12**	**0.00**	**7,494.94**	**0.00**	**14,594.06**
		Total	**163,838,798.70**			**322,918.34**	**0.00**	**147,015.40**	**68,739.62**	**401,194.12**

* 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: June 1, 2017 - June 30, 2017

Investment # / Issuer	Inv. Type	Purchase Date	Par Value / Current Rate	Sale Date / Maturity Date	Days Held / Term	Book Value	Maturity/Sale Proceeds	Realized Gain/Loss	Total Earnings	Total Net Earnings	Total Yield 365
CD-FDIC											
10067 Community Bus Bank	MC3	06/20/2014	249,000.00 0.750	06/20/2017 06/20/2017	1,096 1,096	249,000.00	249,000.00	0.00	5,607.62	5,607.62	0.750
			CD-FDIC		Subtotals	**249,000.00**	**249,000.00**	**0.00**	**5,607.62**	**5,607.62**	**0.750**
CDARS											
10066 Community Business Bank	MC4	06/26/2014	1,000,000.00 0.797	06/22/2017 06/22/2017	1,092 1,092	1,000,000.00	1,000,000.00	0.00	23,839.41	23,839.41	0.797
			CDARS		Subtotals	**1,000,000.00**	**1,000,000.00**	**0.00**	**23,839.41**	**23,839.41**	**0.797**
					Total Realized Gains/Losses	**1,249,000.00**	**1,249,000.00**	**0.00**	**29,447.03**	**29,447.03**	**0.787**

City of West Sacramento
Transaction Activity Report
April 1, 2017 - June 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
10020	POOL	13063CSQ4	SOC 1.8% MAT	Interest		State of California			4,500.00	**4,500.00**
10028	POOL	02006LJR5	AB 1.15% MAT	Interest		Ally Bank			1,433.56	**1,433.56**
10076	POOL	13063CP87	SOC 1.5% MAT	Interest		State of California			3,750.00	**3,750.00**
		Totals for 04/03/2017							**9,683.56**	**9,683.56**
10081	POOL	3130A7PV1	FHLB 1.375% MAT	Interest		Federal Home Loan			3,437.50	**3,437.50**
		Totals for 04/05/2017							**3,437.50**	**3,437.50**
10035	POOL	20033AHC3	CC 2.05% MAT	Interest		Comenity Capital Ban			435.27	**435.27**
		Totals for 04/06/2017							**435.27**	**435.27**
10074	POOL	90348JAR1	UBS 1.65% MAT	Interest		UBS Bank			347.54	**347.54**
10089	POOL	08173QBT2	BEN 1.35% MAT	Interest	First Empire Securit	Beneficial Bank			1,669.41	**1,669.41**
		Totals for 04/07/2017							**2,016.95**	**2,016.95**
10051	POOL	58403BP34	MED 1.35% MAT	Interest		Medallion Bank			285.50	**285.50**
		Totals for 04/13/2017							**285.50**	**285.50**
10091	POOL	50116CAP4	KS 1.45% MAT	Interest	First Empire Securit	KS Statebank			305.41	**305.41**
		Totals for 04/14/2017							**305.41**	**305.41**
10032	POOL	06740KGG6	BAR 1.9% MAT	Interest		Barclays Bank			2,349.55	**2,349.55**
10079	POOL	32088PAN2	FMB 1.4% MAT	Interest		First Minnesota Bank			294.88	**294.88**
10082	POOL	066851UV6	BHBT 1.% MAT	Interest		Bar Harbor Bank & Tr			213.56	**213.56**
		Totals for 04/17/2017							**2,857.99**	**2,857.99**
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**
		Totals for 04/19/2017							**937.30**	**937.30**
10034	POOL	14042RBE0	CAP 2.2% MAT	Interest		Capital One Bank			2,742.47	**2,742.47**
10090	POOL	063847AM9	BNE 1.2% MAT	Interest		Bank New England			252.76	**252.76**
		Totals for 04/21/2017							**2,995.23**	**2,995.23**
10095	POOL	3133EGZJ7	FFCB 1.375% MAT	Interest	Wells Fargo	Federal Farm Credit			3,437.50	**3,437.50**
		Totals for 04/25/2017							**3,437.50**	**3,437.50**
10046	POOL	45383UQF5	IND 0.85% MAT	Interest		Independent Bank			180.48	**180.48**

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	Dealer	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
		Totals for 04/26/2017							**180.48**	**180.48**
10009	POOL	90331HML4	USB 2.125% MAT	Interest		US Bank			7,968.75	**7,968.75**
10011	POOL	90331HML4	USB 2.125% MAT	Interest		US Bank			7,968.75	**7,968.75**
		Totals for 04/28/2017							**15,937.50**	**15,937.50**
10022	POOL	544587C30	CLA 3.146% MAT	Interest		City of Los Angeles			7,865.00	**7,865.00**
10039	POOL	29976DD49	EVER 1.75% MAT	Interest		Everbank			2,169.52	**2,169.52**
10042	POOL	32021MDT3	FFB 1.3% MAT	Interest		First Financial Bank			266.05	**266.05**
10057	POOL	909557DW7	UBB 1.65% MAT	Interest		United Bankers Bank			347.54	**347.54**
10088	POOL	03753XAK6	APEX 1.4% MAT	Interest		Apex Bank			294.88	**294.88**
10096	POOL	492244DV7	KERN 2.893% MAT	Interest	First Empire Securit	Kern CA Cmnty Clg Di			7,232.50	**7,232.50**
10096	POOL	492244DV7	KERN 2.893% MAT	Accr Int	First Empire Securit	Kern CA Cmnty Clg Di		281.26	-281.26	**0.00**
		Totals for 05/01/2017						**281.26**	**17,894.23**	**18,175.49**
10093	POOL	06406FAB9	BNY 2.05% MAT	Interest	First Empire Securit	Bank of New York			5,125.00	**5,125.00**
		Totals for 05/03/2017							**5,125.00**	**5,125.00**
10035	POOL	20033AHC3	CC 2.05% MAT	Interest		Comenity Capital Ban			421.23	**421.23**
10074	POOL	90348JAR1	UBS 1.65% MAT	Interest		UBS Bank			336.33	**336.33**
		Totals for 05/08/2017							**757.56**	**757.56**
10051	POOL	58403BP34	MED 1.35% MAT	Interest		Medallion Bank			276.29	**276.29**
		Totals for 05/13/2017							**276.29**	**276.29**
10091	POOL	50116CAP4	KS 1.45% MAT	Interest	First Empire Securit	KS Statebank			295.56	**295.56**
		Totals for 05/14/2017							**295.56**	**295.56**
10015	POOL	037833BD1	APPLE 2.% MAT	Interest		Apple			10,000.00	**10,000.00**
10077	POOL	91412GD44	UOC 1.49% MAT	Interest		University of Califo			7,450.00	**7,450.00**
10079	POOL	32088PAN2	FMB 1.4% MAT	Interest		First Minnesota Bank			285.37	**285.37**
10097	POOL	3133EGG82	FFCB 1.52% MAT	Interest	Wells Fargo	Federal Farm Credit			3,800.00	**3,800.00**
10097	POOL	3133EGG82	FFCB 1.52% MAT	Accr Int	Wells Fargo	Federal Farm Credit		21.11	-21.11	**0.00**
		Totals for 05/15/2017						**21.11**	**21,514.26**	**21,535.37**
10082	POOL	066851UV6	BHBT 1.% MAT	Interest		Bar Harbor Bank & Tr			203.84	**203.84**
		Totals for 05/16/2017							**203.84**	**203.84**
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 05/19/2017							**907.07**	**907.07**
10053	POOL	74267GUM7	PBT 1.3% MAT	Interest		Private Bank & Trust			1,598.75	**1,598.75**
10090	POOL	063847AM9	BNE 1.2% MAT	Interest		Bank New England			244.60	**244.60**

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	Dealer	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
		Totals for 05/22/2017							**1,843.35**	**1,843.35**
10046	POOL	45383UQF5	IND 0.85% MAT	Redemption		Independent Bank		250,000.00		**250,000.00**
10046	POOL	45383UQF5	IND 0.85% MAT	Interest		Independent Bank			174.66	**174.66**
		Totals for 05/26/2017						**250,000.00**	**174.66**	**250,174.66**
10037	POOL	20786AAR6	CONN 0.9% MAT	Redemption		Connectone Bank		248,000.00		**248,000.00**
10038	POOL	23204HBE7	CUST 1.% MAT	Redemption		Customers Bank		248,000.00		**248,000.00**
10037	POOL	20786AAR6	CONN 0.9% MAT	Interest		Connectone Bank			1,106.83	**1,106.83**
10037	POOL	20786AAR6	CONN 0.9% MAT	Interest		Connectone Bank			6.12	**6.12**
10038	POOL	23204HBE7	CUST 1.% MAT	Interest		Customers Bank			1,229.81	**1,229.81**
10038	POOL	23204HBE7	CUST 1.% MAT	Interest		Customers Bank			13.59	**13.59**
10042	POOL	32021MDT3	FFB 1.3% MAT	Interest		First Financial Bank			266.05	**266.05**
10057	POOL	909557DW7	UBB 1.65% MAT	Interest		United Bankers Bank			336.33	**336.33**
10088	POOL	03753XAK6	APEX 1.4% MAT	Interest		Apex Bank			285.37	**285.37**
		Totals for 05/30/2017						**496,000.00**	**3,244.10**	**499,244.10**
10086	POOL	13067WHY1	SCDW 2.237% MAT	Interest		State of Cal Dept of			503.33	**503.33**
10087	POOL	13067WJL7	SCDW 2.237% MAT	Interest		State of Cal Dept of			10,681.68	**10,681.68**
		Totals for 06/01/2017							**11,185.01**	**11,185.01**
10035	POOL	20033AHC3	CC 2.05% MAT	Interest		Comenity Capital Ban			435.27	**435.27**
		Totals for 06/06/2017							**435.27**	**435.27**
10102	POOL	38148PKN6	GOLD 2.4% MAT	Purchase	First Empire Securit	Goldman Sachs Bank	248,000.00			**-248,000.00**
10073	POOL	3132X0GW5	FAMC 1.46% MAT	Interest		Federal Agricultural			7,300.00	**7,300.00**
10074	POOL	90348JAR1	UBS 1.65% MAT	Interest		UBS Bank			347.54	**347.54**
		Totals for 06/07/2017					**248,000.00**		**7,647.54**	**-240,352.46**
10098	POOL	3133EGT47	FFCB 2.01% MAT	Interest	First Empire Securit	Federal Farm Credit			5,025.00	**5,025.00**
10098	POOL	3133EGT47	FFCB 2.01% MAT	Accr Int	First Empire Securit	Federal Farm Credit		139.58	-139.58	**0.00**
		Totals for 06/08/2017						**139.58**	**4,885.42**	**5,025.00**
10103	POOL	87164XRC2	TOY 2.4% MAT	Purchase	First Empire Securit	Synchrony Bank	248,000.00			**-248,000.00**
		Totals for 06/09/2017					**248,000.00**			**-248,000.00**
10051	POOL	58403BP34	MED 1.35% MAT	Interest		Medallion Bank			285.50	**285.50**
		Totals for 06/13/2017							**285.50**	**285.50**
10104	POOL	319141GH4	FBOH 2.1% MAT	Purchase	First Empire Securit	First Bank of Highla	248,000.00			**-248,000.00**
10105	POOL	795450A54	SM 1.9% MAT	Purchase	First Empire Securit	Sallie Mae	248,000.00			**-248,000.00**
10070	POOL	3133EGEU5	FFCB 1.54% MAT	Interest		Federal Farm Credit			7,700.00	**7,700.00**
10091	POOL	50116CAP4	KS 1.45% MAT	Interest	First Empire Securit	KS Statebank			309.66	**309.66**
		Totals for 06/14/2017					**496,000.00**		**8,009.66**	**-487,990.34**

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	Dealer	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
10006	POOL	3133EEW55	FFCB 1.8% MAT	Interest		Federal Farm Credit			5,400.00	**5,400.00**
10079	POOL	32088PAN2	FMB 1.4% MAT	Interest		First Minnesota Bank			294.88	**294.88**
		Totals for 06/15/2017							**5,694.88**	**5,694.88**
10082	POOL	066851UV6	BHBT 1.% MAT	Interest		Bar Harbor Bank & Tr			210.63	**210.63**
		Totals for 06/16/2017							**210.63**	**210.63**
10036	POOL	20451PLN4	CB 1.4% MAT	Interest		Compass Bank			1,736.00	**1,736.00**
		Totals for 06/17/2017							**1,736.00**	**1,736.00**
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**
		Totals for 06/19/2017							**937.30**	**937.30**
10067	POOL	SYS10067	CCB 0.75% MAT	Redemption		Community Bus Bank		249,000.00		**249,000.00**
10067	POOL	SYS10067	CCB 0.75% MAT	Interest		Community Bus Bank			880.03	**880.03**
		Totals for 06/20/2017						**249,000.00**	**880.03**	**249,880.03**
10090	POOL	063847AM9	BNE 1.2% MAT	Interest		Bank New England			252.76	**252.76**
		Totals for 06/21/2017							**252.76**	**252.76**
10066	POOL	SYS10066	CBB 0.797% MAT	Redemption		Community Business		1,000,000.00		**1,000,000.00**
10066	POOL	SYS10066	CBB 0.797% MAT	Interest		Community Business			3,798.59	**3,798.59**
		Totals for 06/22/2017						**1,000,000.00**	**3,798.59**	**1,003,798.59**
10045	POOL	45083ADH2	LB 1.45% MAT	Interest		Lberia Bank			1,798.00	**1,798.00**
		Totals for 06/27/2017							**1,798.00**	**1,798.00**
10101	POOL	98878BFQ6	ZB 1.9% MAT	Interest	First Empire Securit	Zion Bank			2,356.00	**2,356.00**
		Totals for 06/28/2017							**2,356.00**	**2,356.00**
10108	POOL	SYS10108	CBB 1.42676% MAT	Purchase		Community Business	1,003,840.57			**-1,003,840.57**
10057	POOL	909557DW7	UBB 1.65% MAT	Interest		United Bankers Bank			347.54	**347.54**
		Totals for 06/29/2017					**1,003,840.57**		**347.54**	**-1,003,493.03**
10106	POOL	45776NCA2	INS 1.75% MAT	Purchase	First Empire Securit	INSBank	248,000.00			**-248,000.00**
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**
		Totals for 06/30/2017					**248,000.00**		**569.80**	**-247,430.20**
		Grand Total					**2,243,840.57**	**1,995,441.95**	**145,776.04**	**-102,622.58**

FTN FINANCIAL
MAIN STREET ADVISORS
A Subsidiary of First Tennessee Bank National Association

Quarterly Economic and Market Update

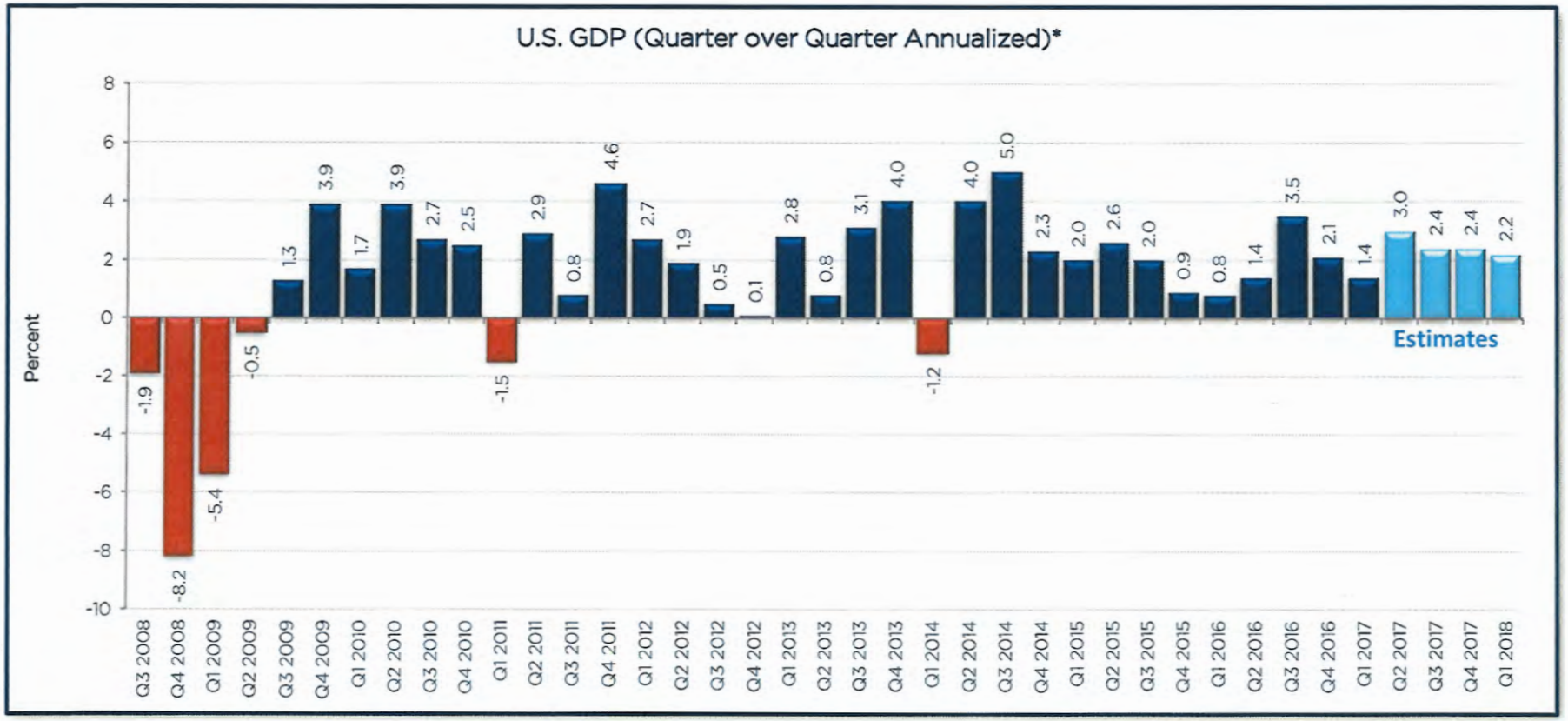
June 2017

Item	6/30/2017	3/31/2017	Change
U.S. Payrolls Monthly Change	222,000	50,000	172,000
Unemployment Rate	4.4%	4.5%	-0.1%
Labor Force Participation	62.8%	63.0%	-0.2%
Effective Fed Funds Rate	1.06%	0.82%	0.24%
Next Fed Funds Hike**	April 2018	April 2018	0 Month
3 Month T-Bill	1.014%	0.754%	0.260%
2 Year T-Note	1.384%	1.256%	0.128%
3 Year T-Note	1.547%	1.490%	0.057%
5 Year T-Note	1.889%	1.922%	-0.033%
10 Year T-Note	2.305%	2.388%	-0.083%
U.S. Fed Debt Avg Yield*	2.050%	2.027%	0.023%
30 Year Mortgage Rate	3.87%	3.990%	-0.12%
1-5 Yr Agency Spread	0.10%	0.11%	-0.01%
1-5 Yr Corporate Spread	0.60%	0.68%	-0.08%
Dow Jones	21,350	20,663	3.3%
S&P 500	2,423	2,363	2.6%
Consumer Price Index YOY*	1.8%	2.4%	-0.6%
U.S. Avg Regular Unleaded	$2.24	$2.32	-$0.09
Retail Sales YOY*	3.1%	4.8%	-1.7%
Case-Shiller Home Prices YOY*	5.7%	5.9%	-0.2%
Gold (per ounce)	$1,241.61	$1,249.20	-$7.59
Dollar Index	95.63	100.35	-4.72
Consumer Confidence	118.90	124.90	-6.00

*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

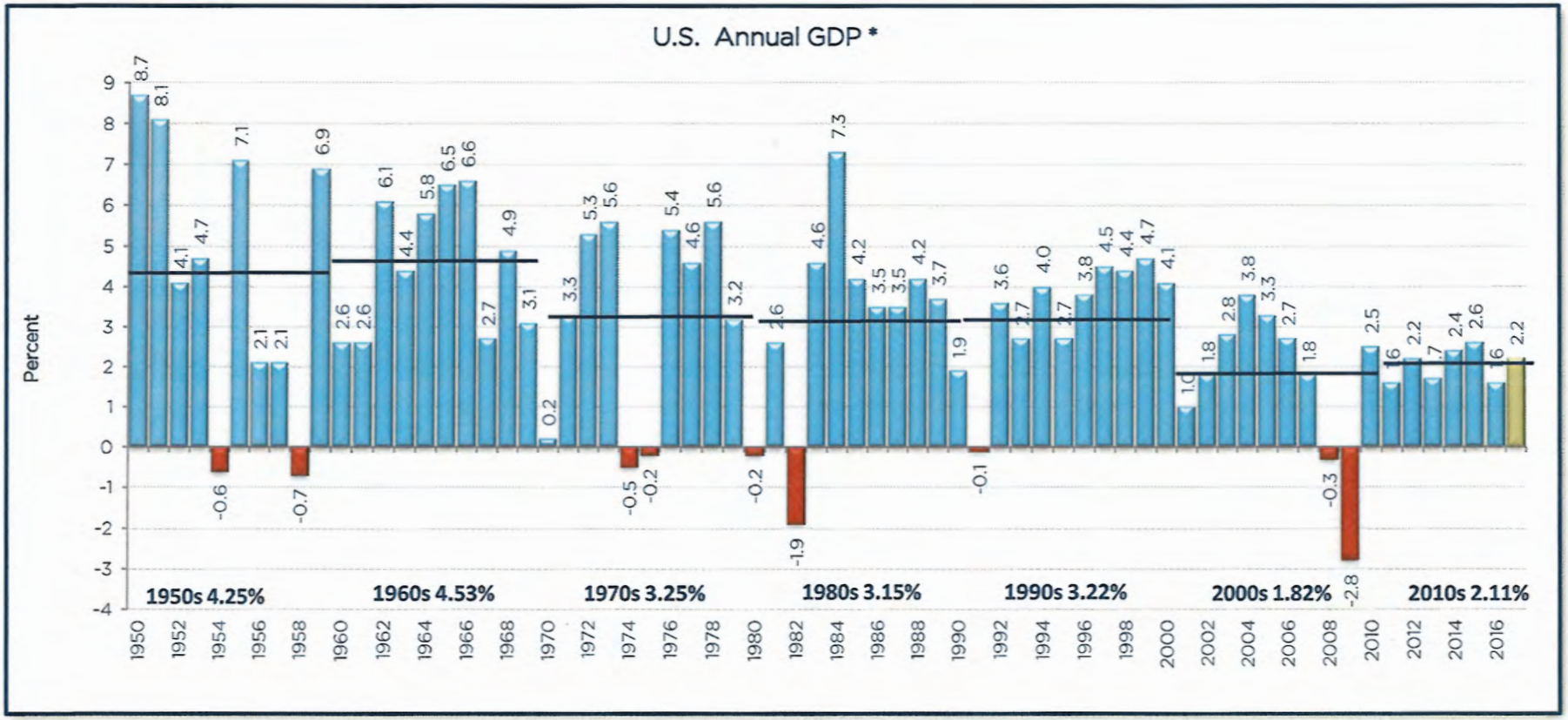
Sources: FTN Main Street and Bloomberg



* Real Rate (Inflation Adjusted)

Source: Bureau of Economic Analysis

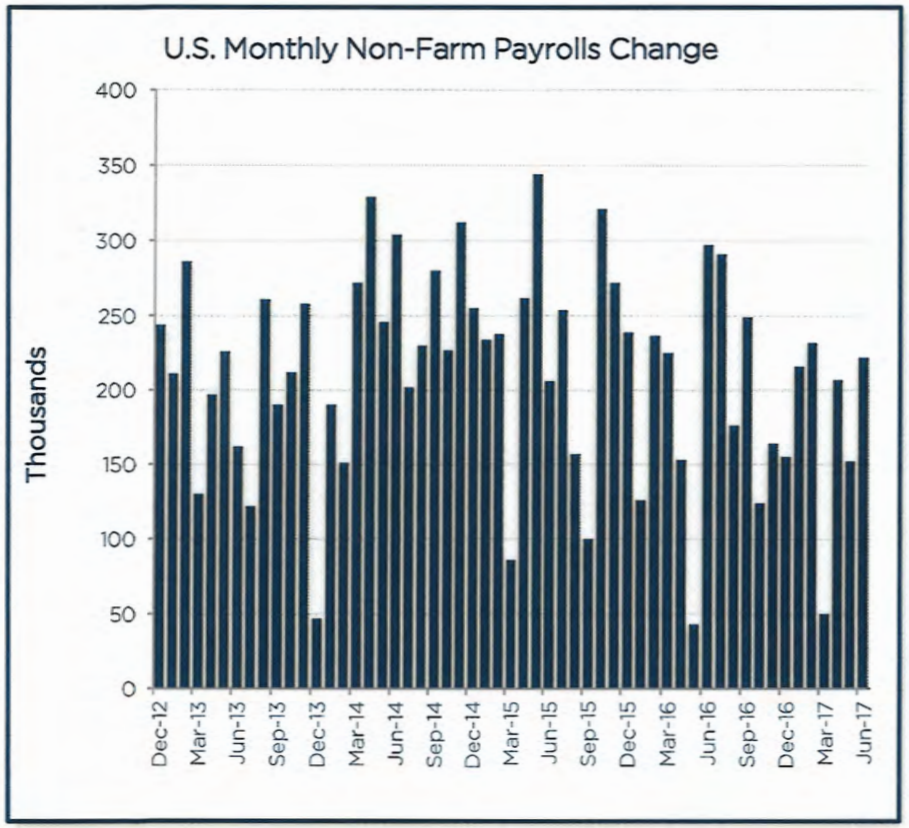
Estimate: Bloomberg's Survey of Economists
As of: 6/30/17

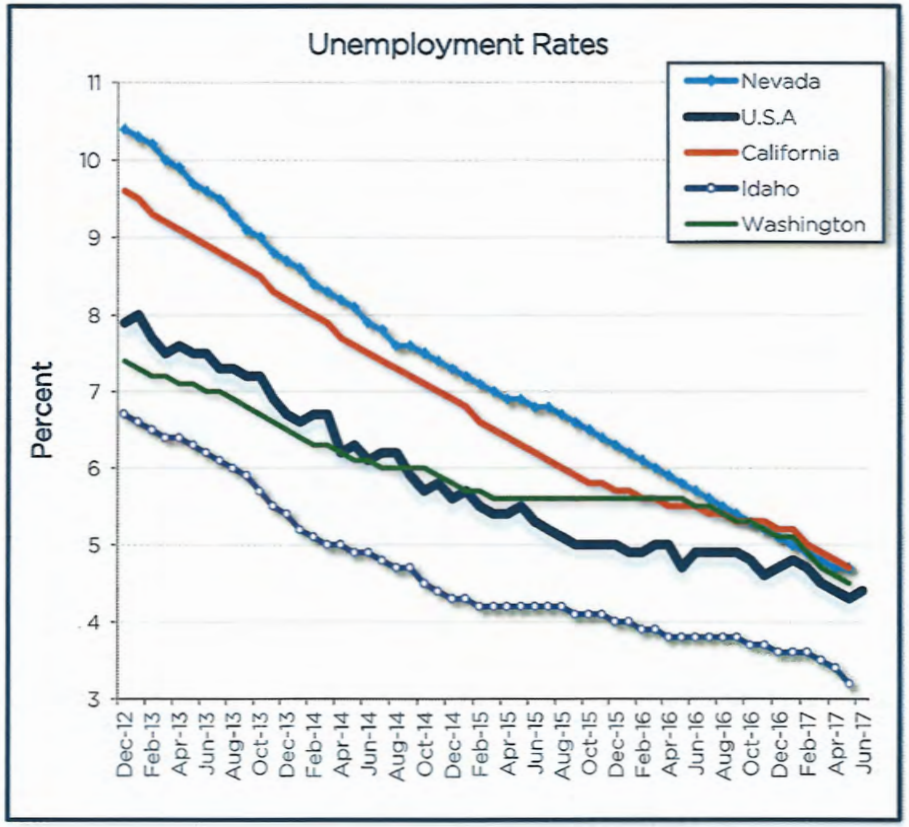


* Real Rate (Inflation Adjusted)

Source: Bureau of Economic Analysis

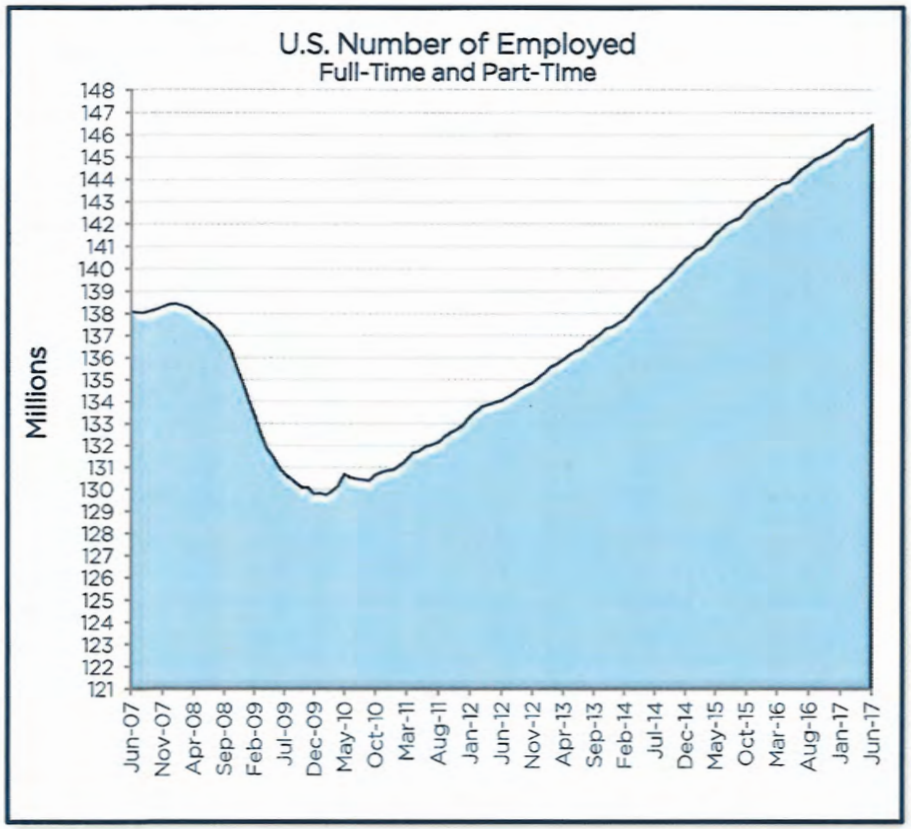
Estimate: Bloomberg's Survey of Economists
As of: 6/30/17

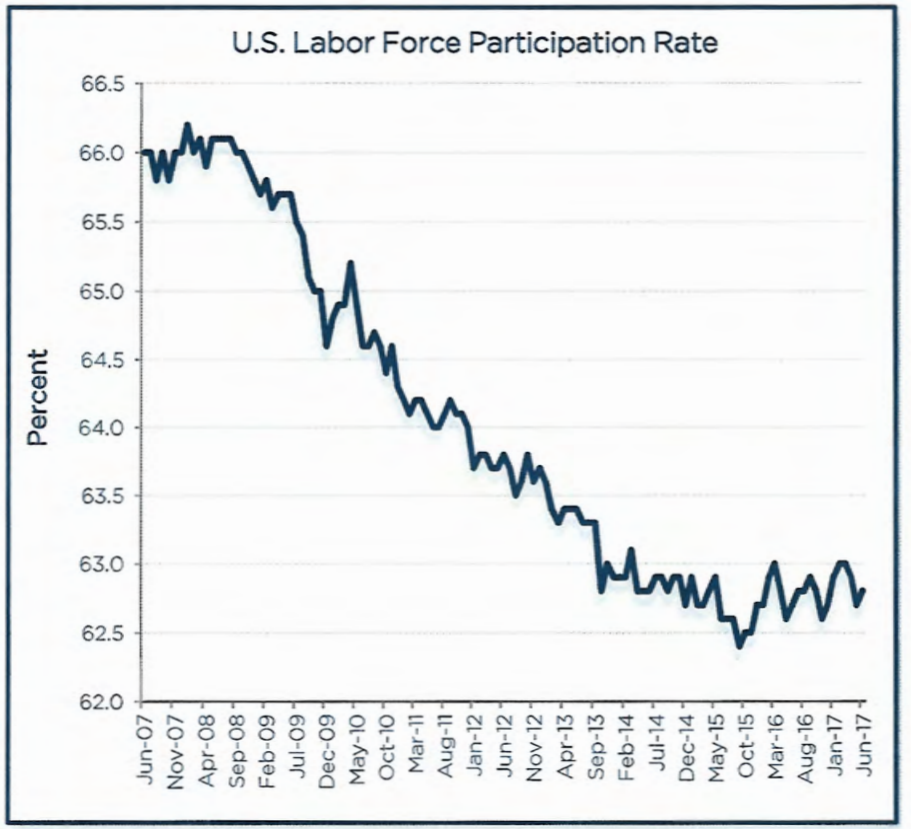




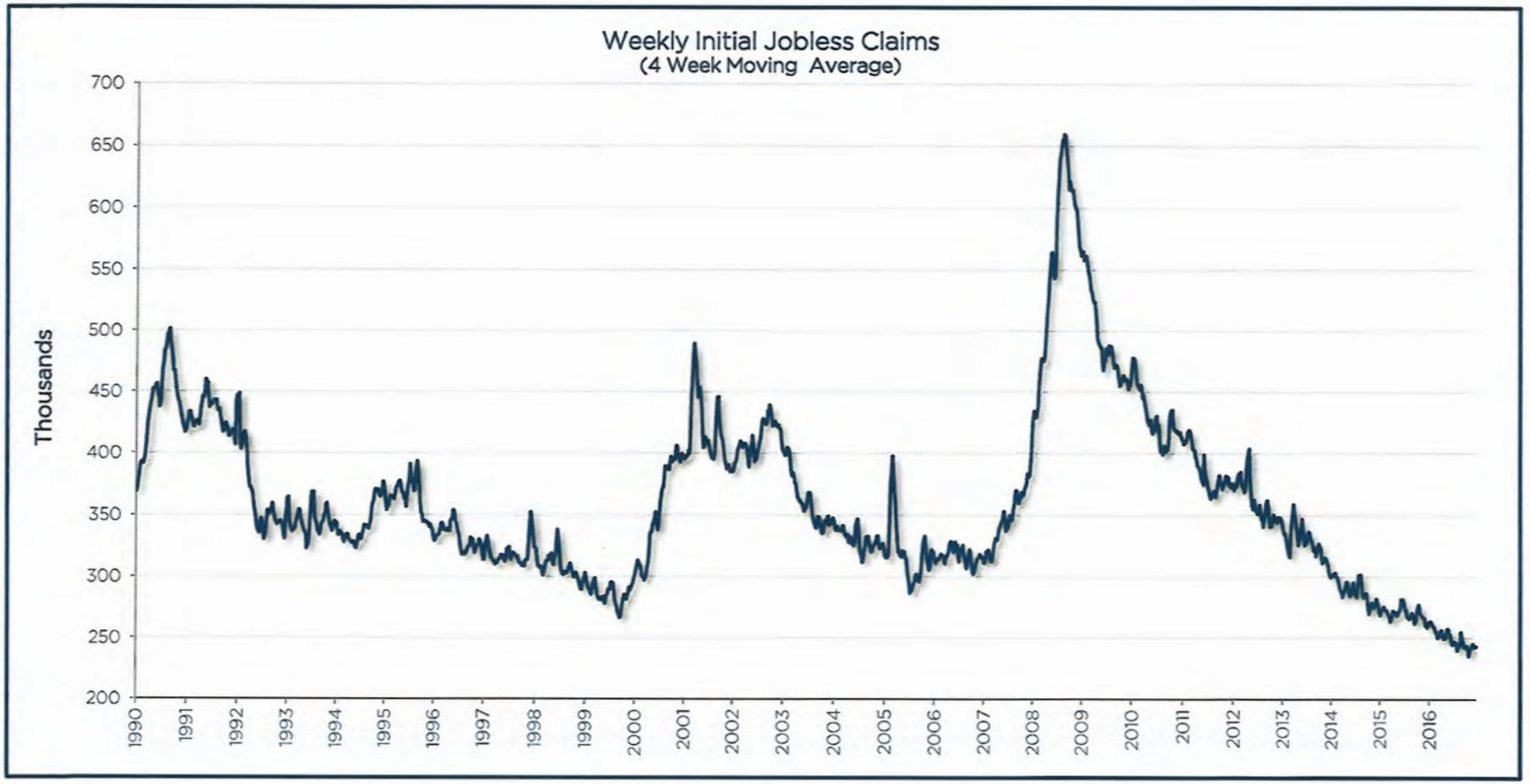
12 Month Average Job Change	186,500

Source: Bureau of Labor Statistics



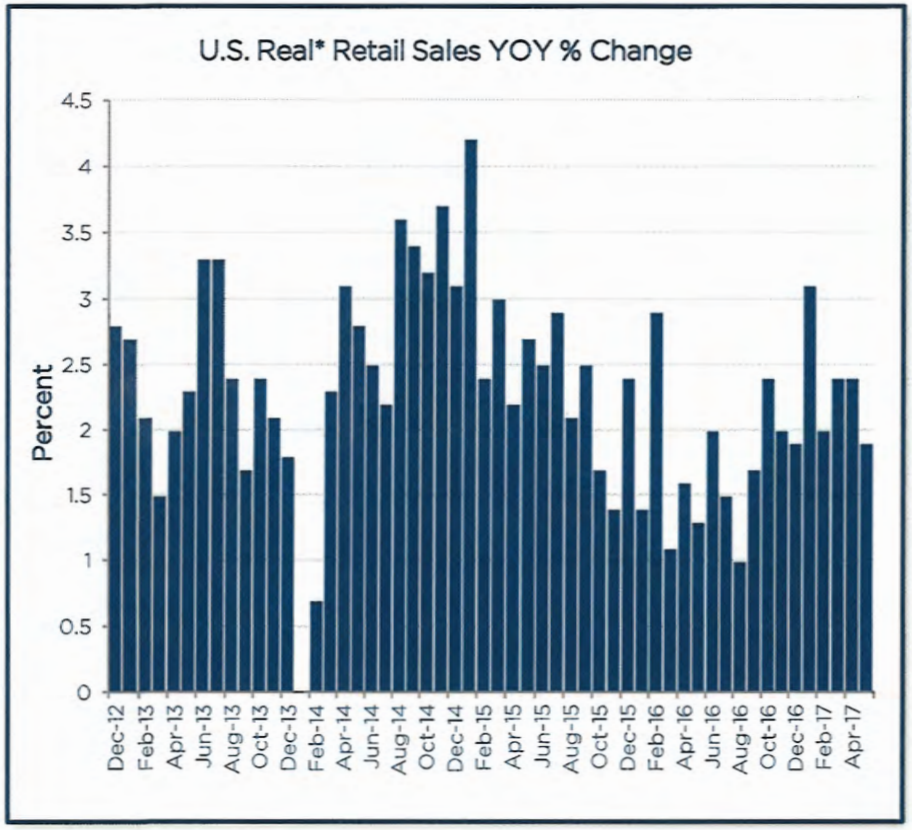


Source: Bureau of Labor Statistics



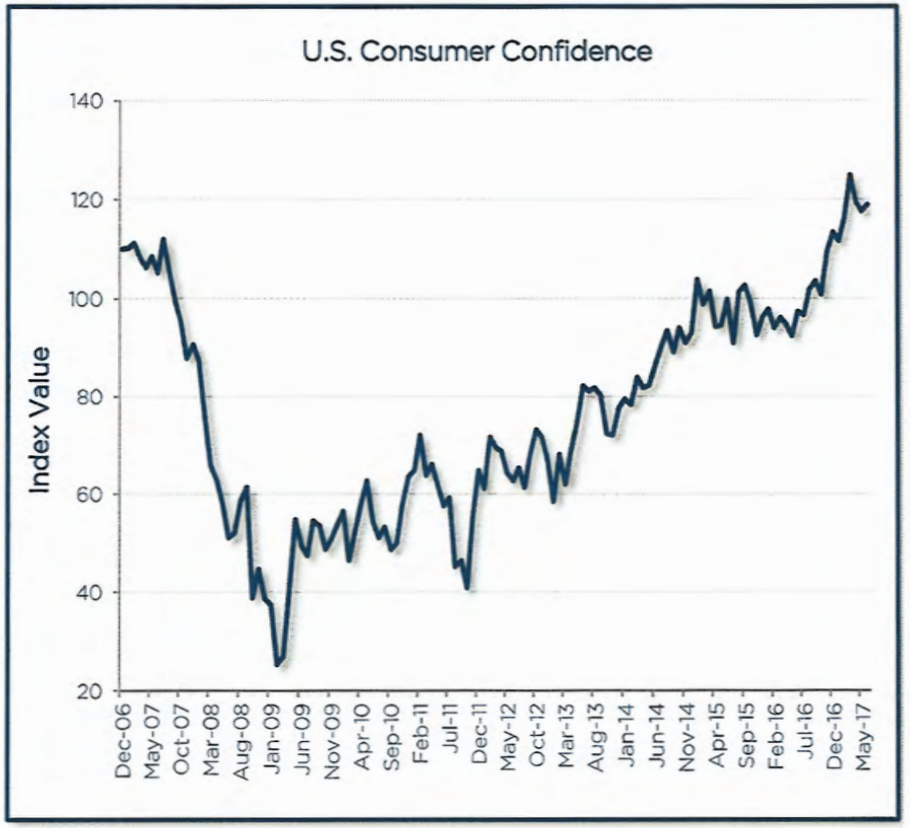
Weekly Initial Jobless Claims is the actual number of people who have filed for Unemployment benefits for the first time. The following five eligibility criteria must be met in order to file for unemployment benefits: 1. Meet the requirements of time worked during a 1 year period (full time or not). 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

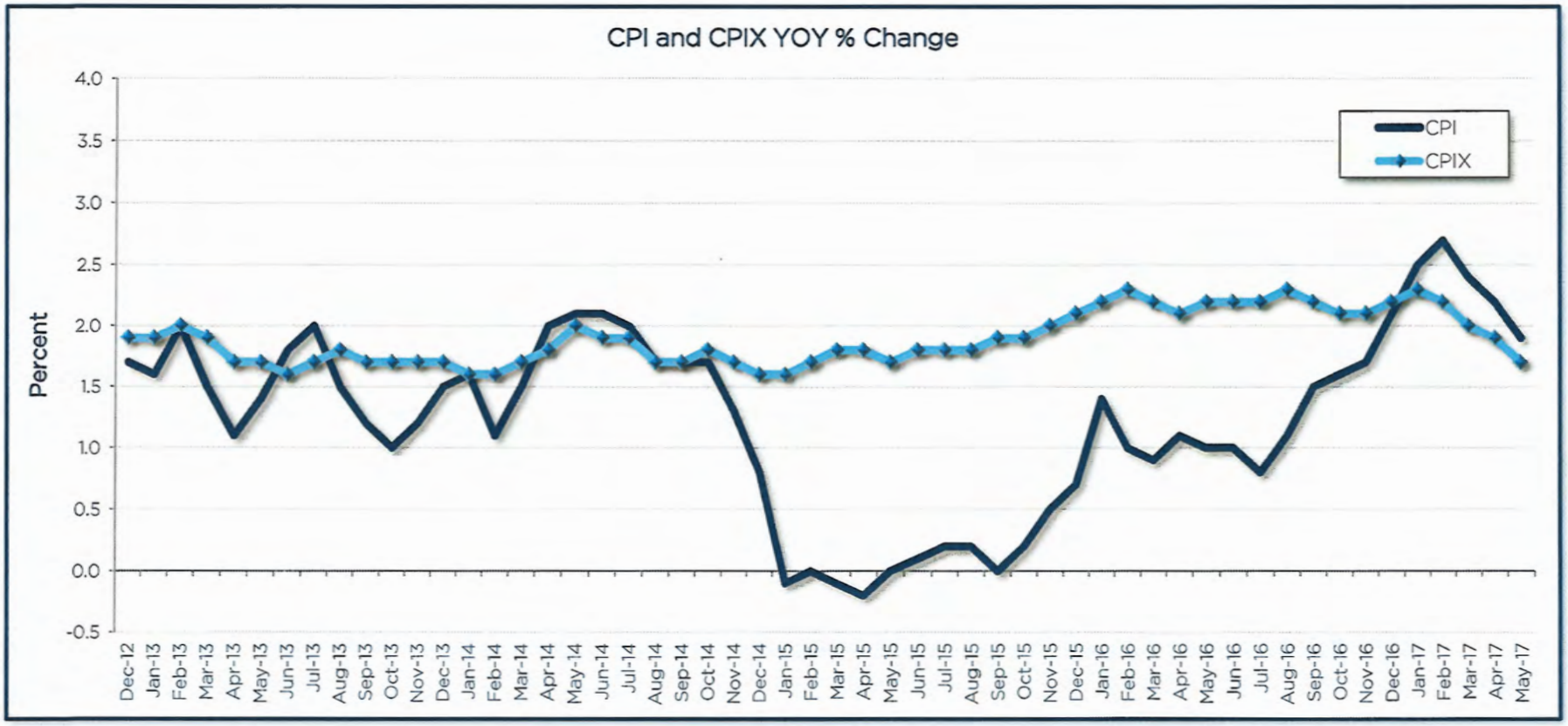


*Real: Inflation Adjusted

Source: U.S. Census Bureau

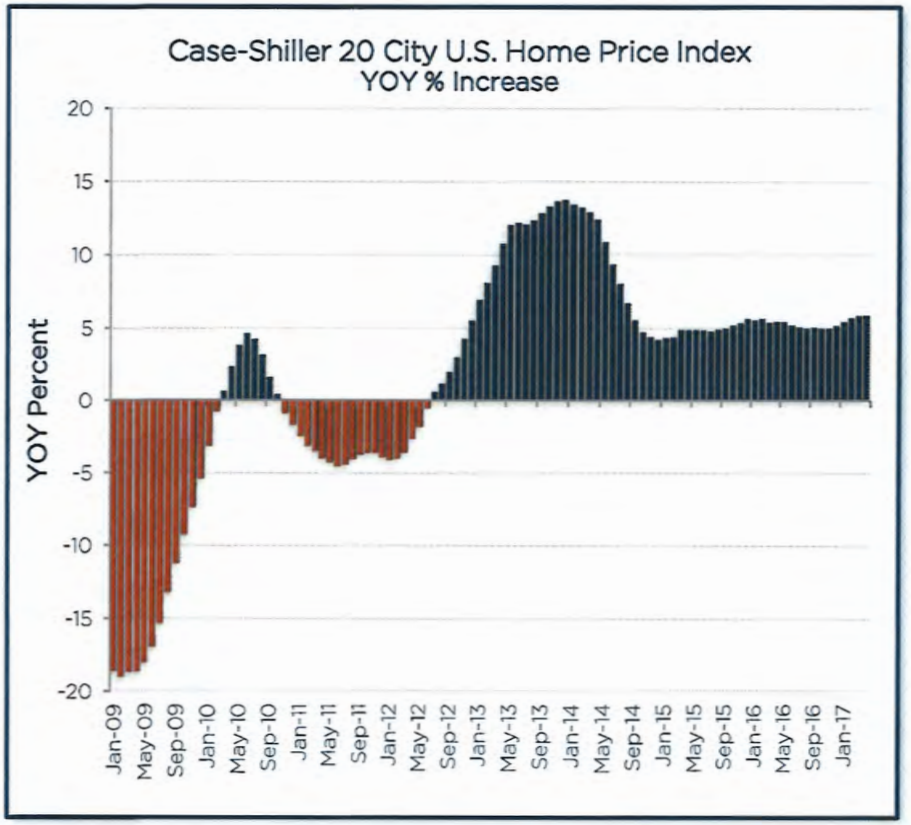


Source: Conference Board

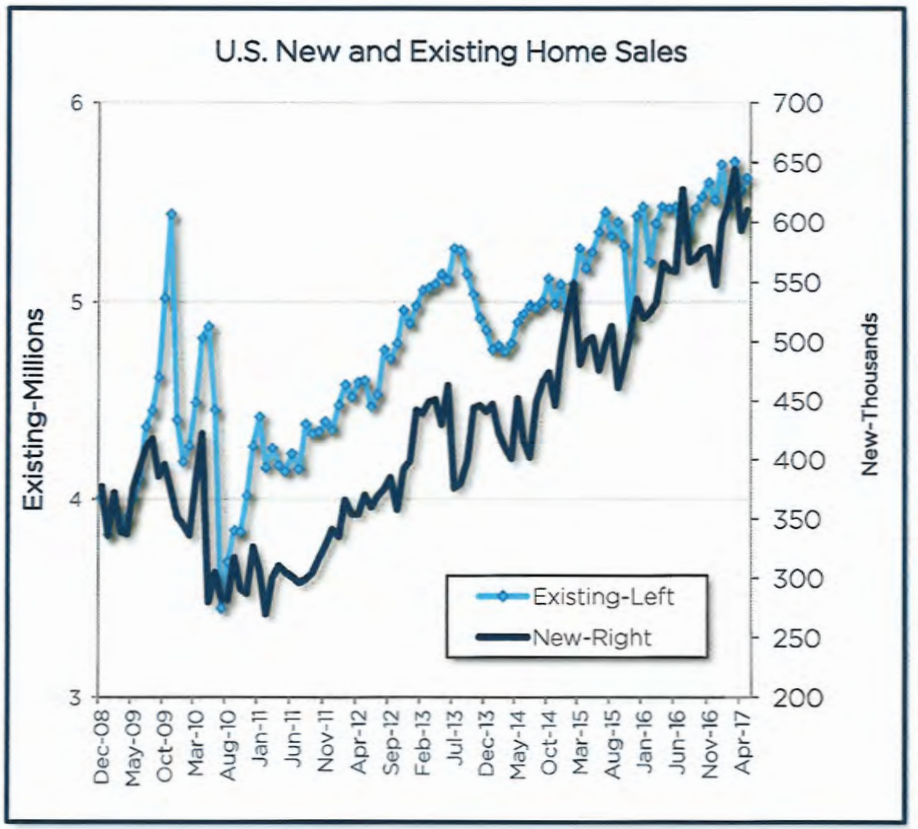


CPIX: Consumer Price Index, excluding food and energy

Source: Bureau of Labor Statistics

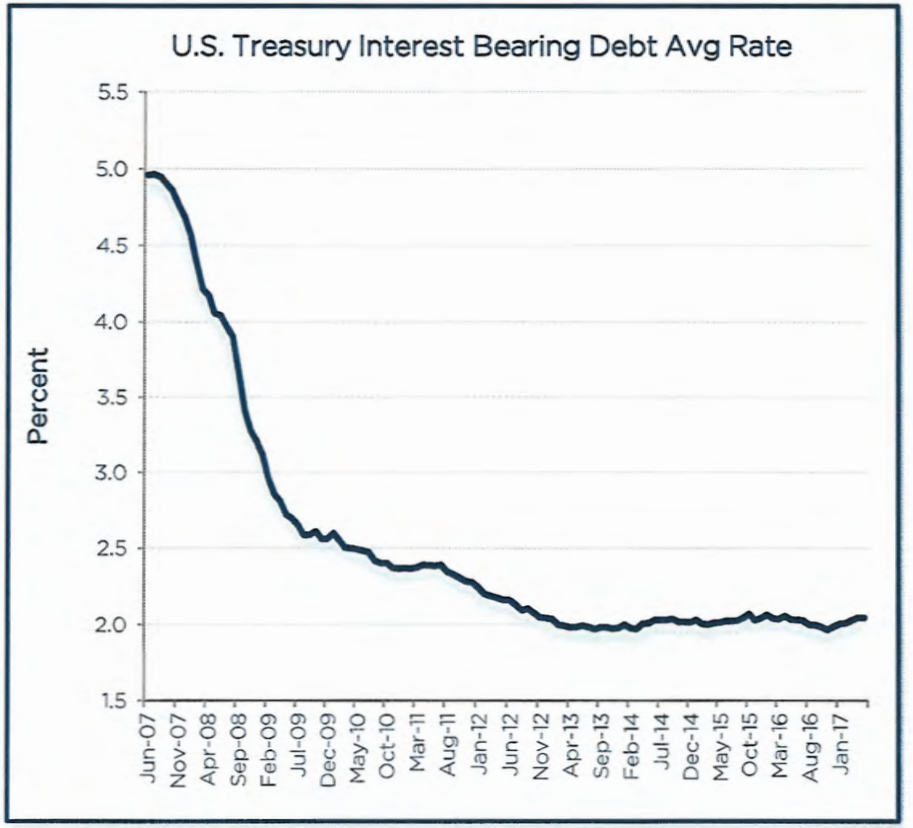


Source: Case-Shiller

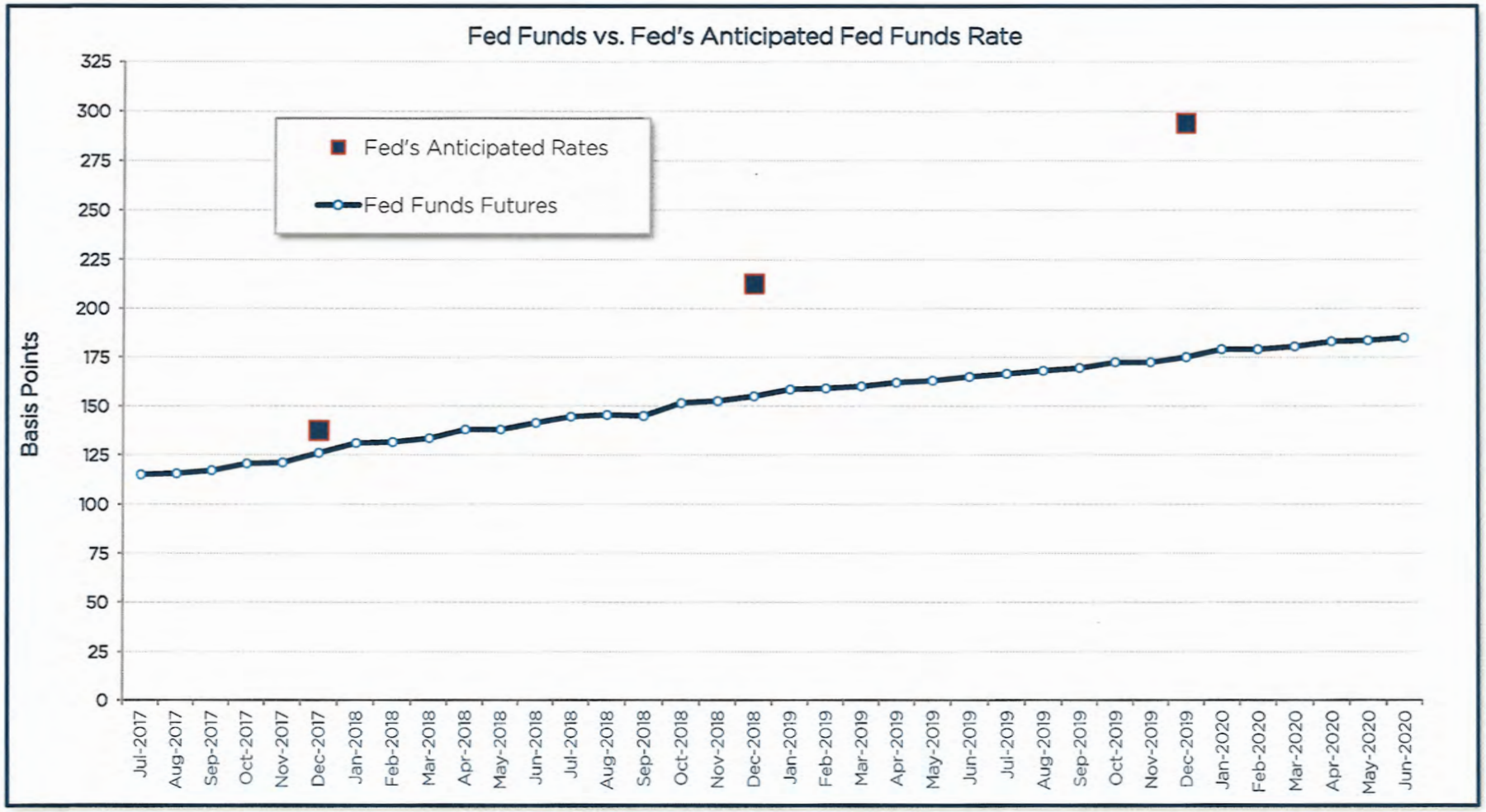


Sources: New (U.S. Census Bureau),Existing (National Assoc. of Realtors)
Seasonally Adjusted Annual Rate



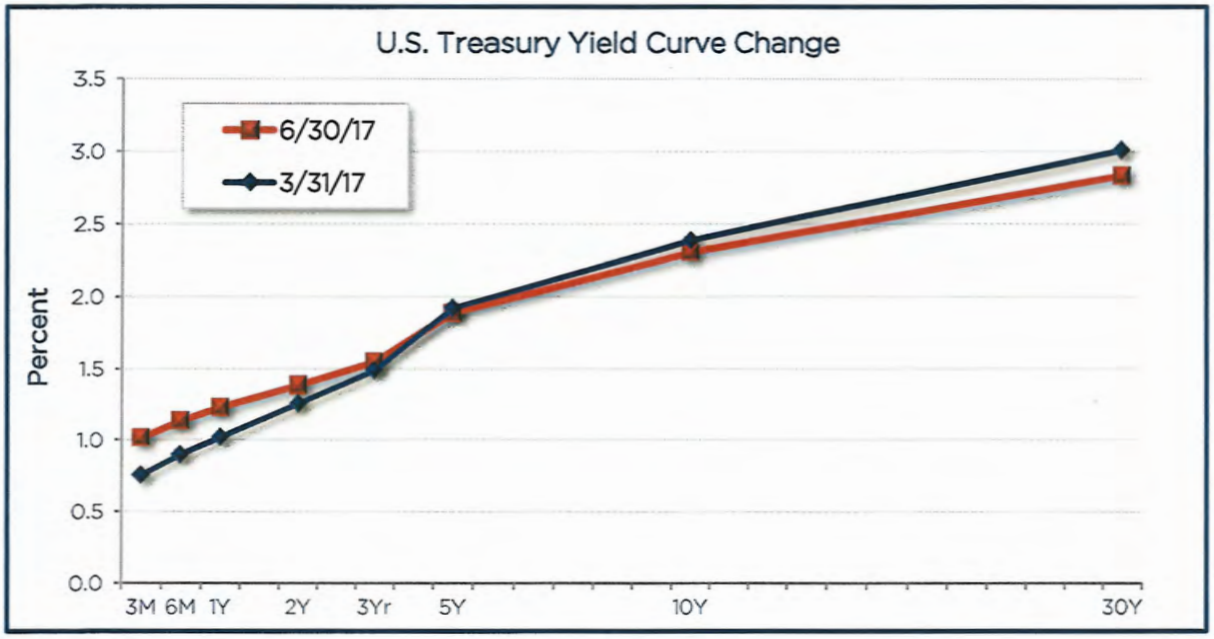


Source: U.S. Treasury

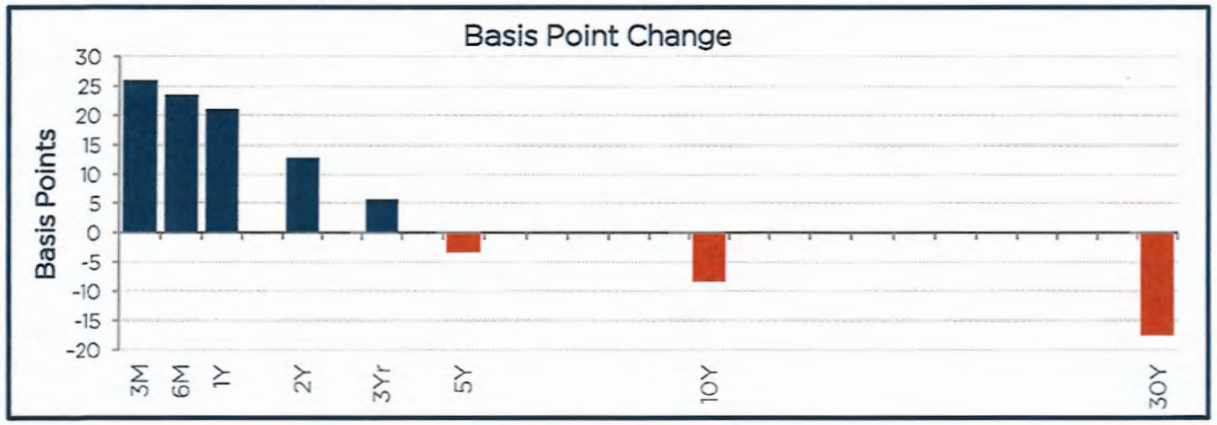


Fed Funds Anticipated Rate from the June 14, 2017 FOMC Meeting

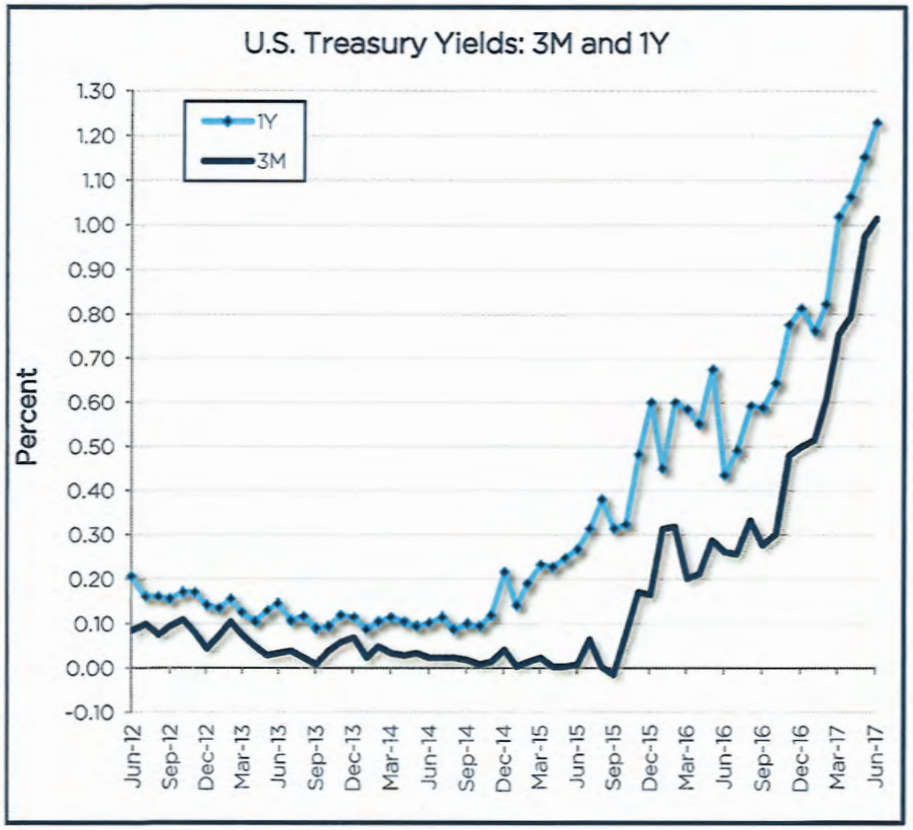
Source: Bloomberg

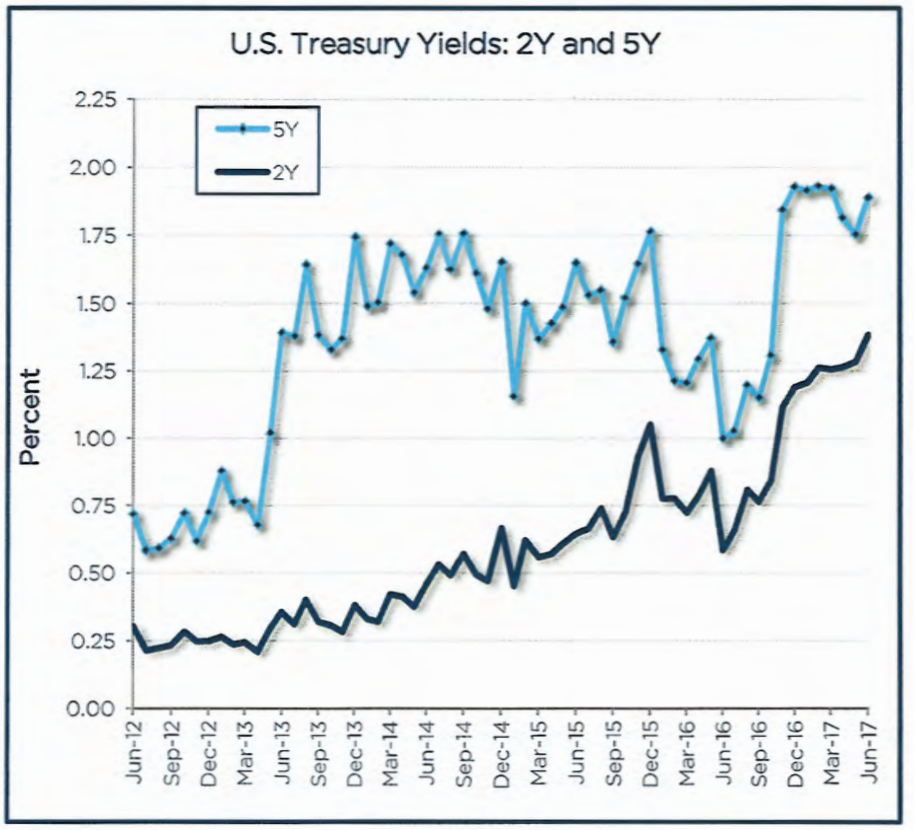


Maturity	3/31/17	6/30/17	Change
3M	0.75	1.01	0.26
6M	0.90	1.13	0.24
1Y	1.02	1.23	0.21
2Y	1.26	1.38	0.13
3Y	1.49	1.55	0.06
5Y	1.92	1.89	-0.03
10Y	2.39	2.31	-0.08
30Y	3.01	2.84	-0.18

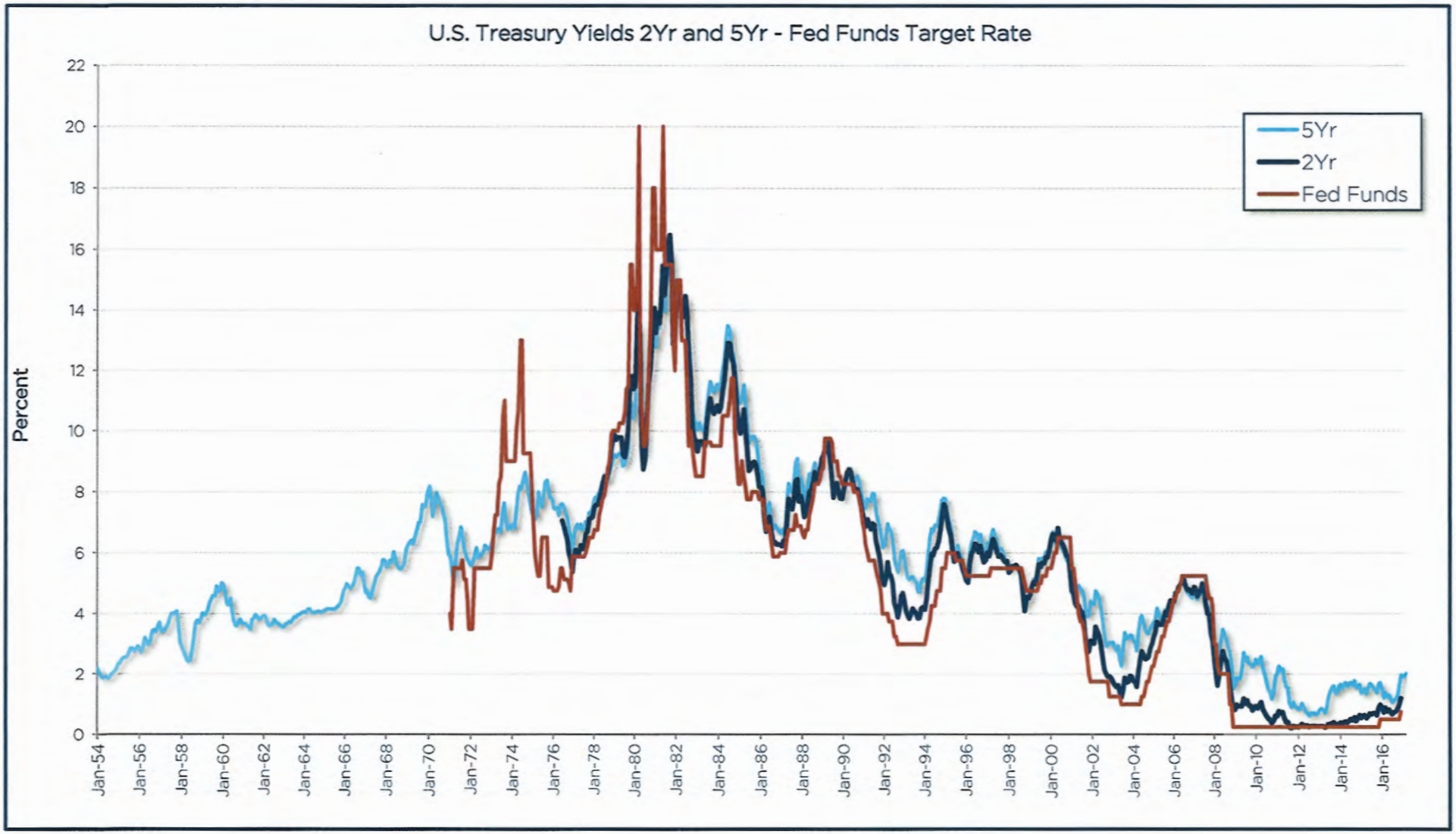


Source: Bloomberg





Source: Bloomberg



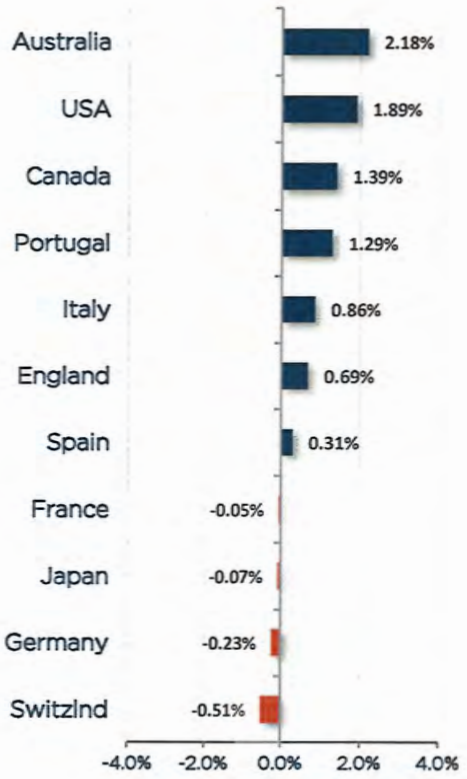
Source: Bloomberg

Global Treasury Rates

2 Year Yields



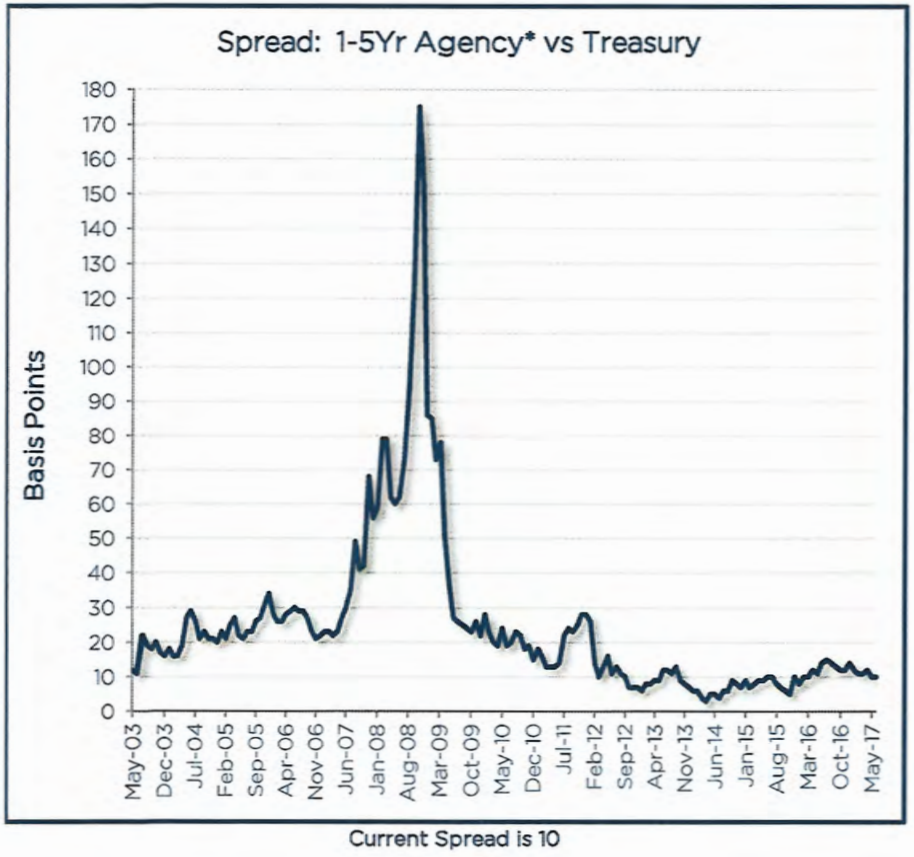
5 Year Yields



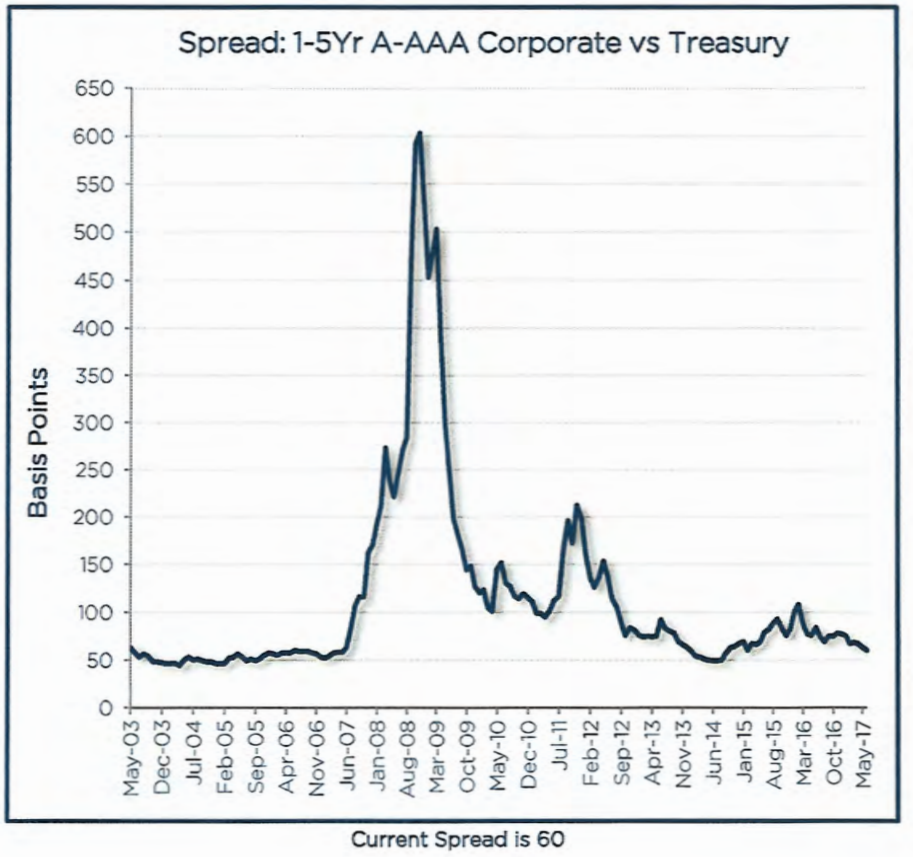
10 Year Yields



Source: Bloomberg

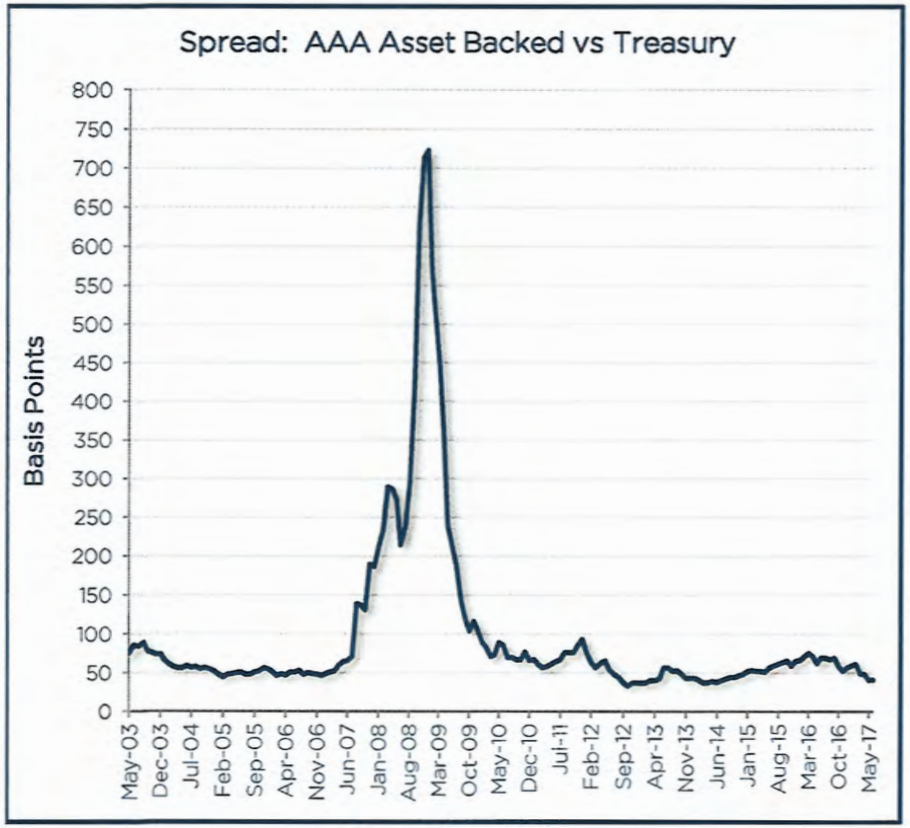


*BofA/Merrill Index (option adjusted spread vs. Treasury)
Agency (GVPO)



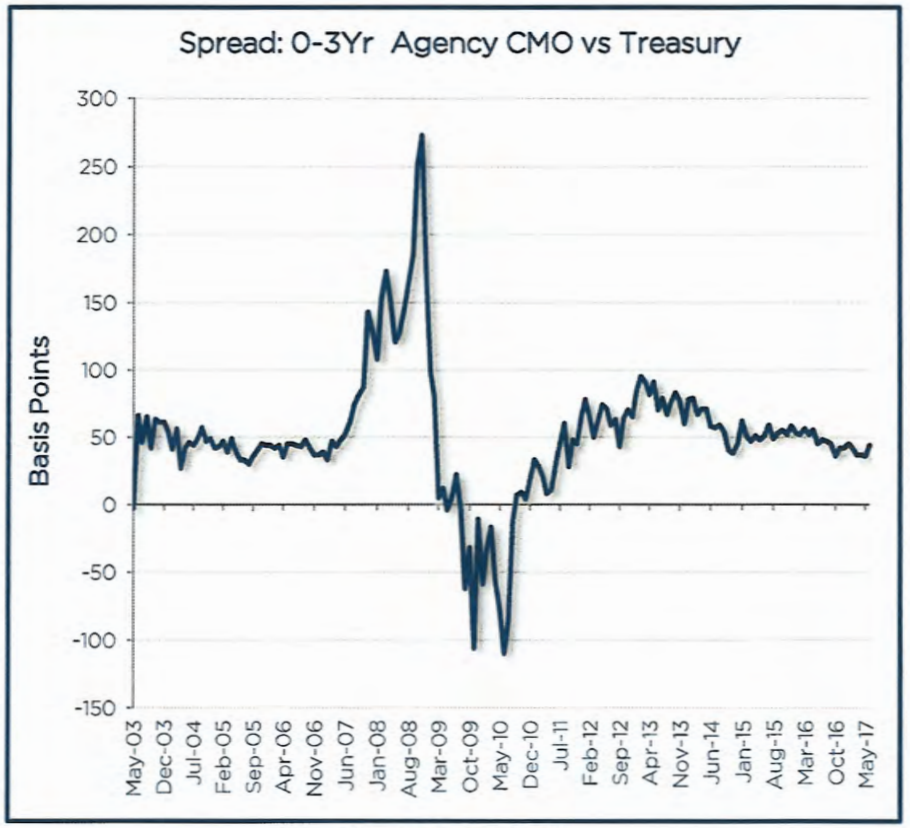
*BofA/Merrill Index (option adjusted spread vs. Treasury)
Corporate A-AAA (CV10)

Source: Bank of America Merrill Lynch Indices



Current Spread is 41

*BofA/Merrill Index (option adjusted spread vs. Treasury)
AAA Rated ABS (R0A1)



Current Spread is 44

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

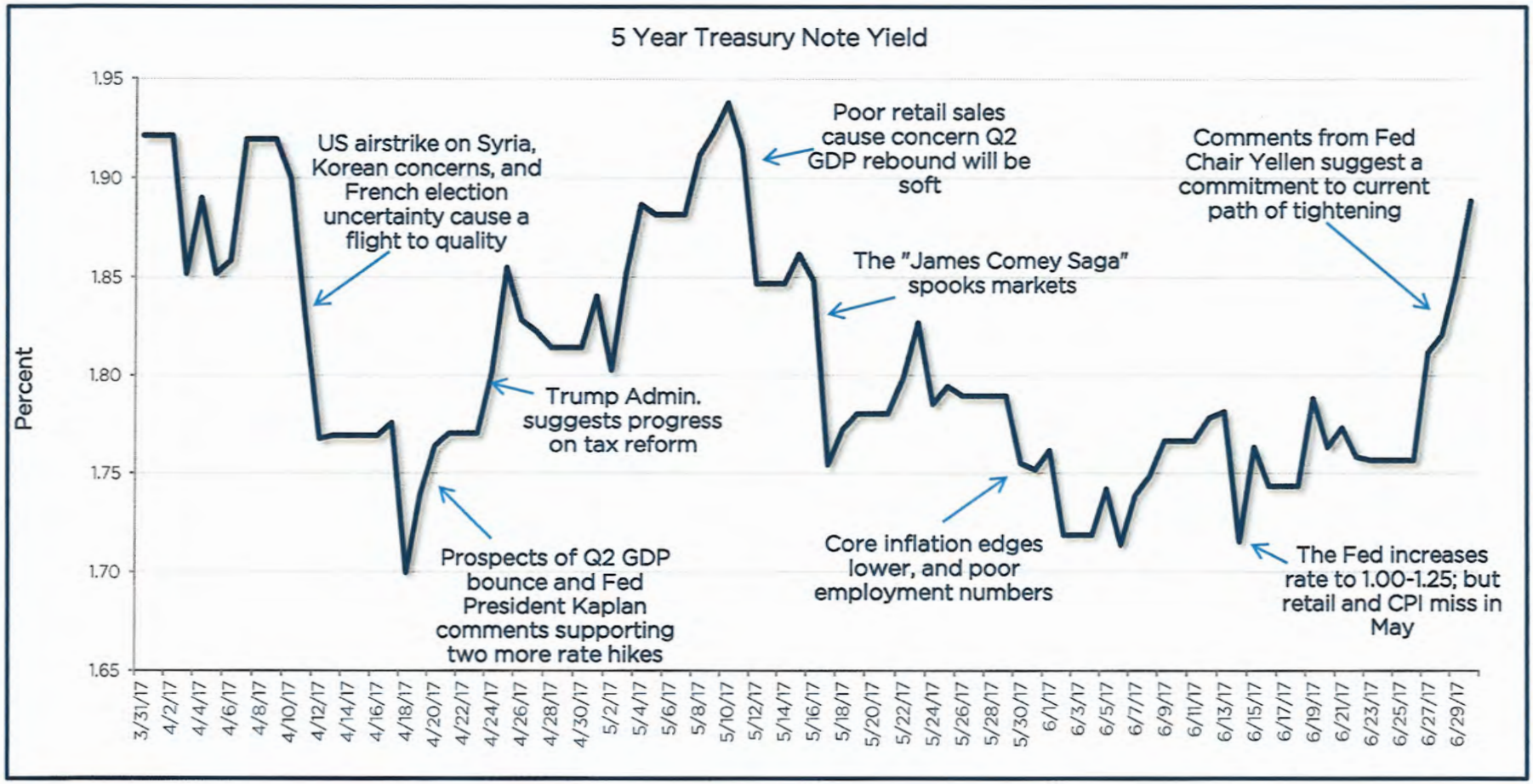
Source: Bank of America Merrill Lynch Indices



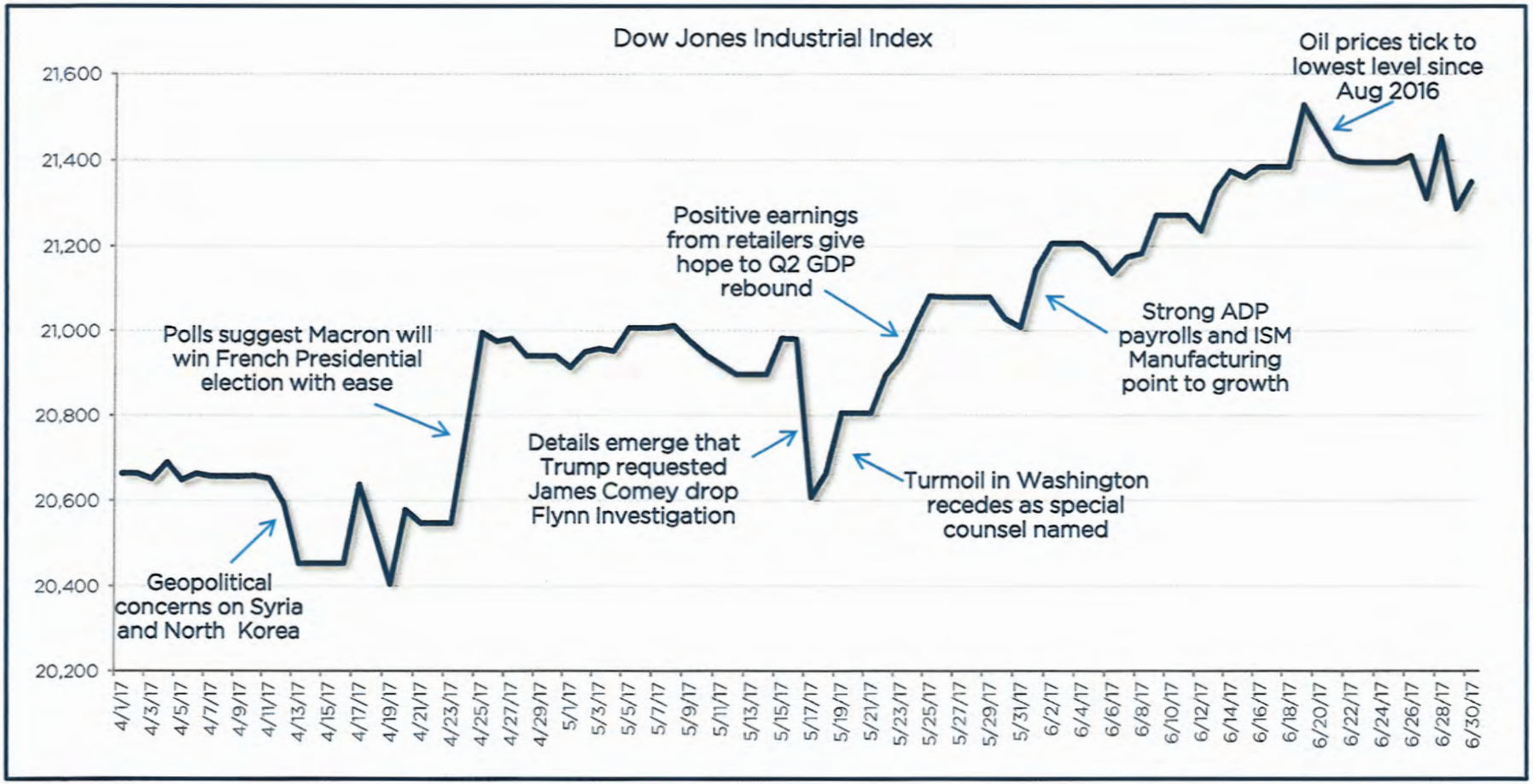
Source: Bloomberg



Source: Bloomberg



Sources: Bloomberg, FTN Main Street



Sources: Bloomberg, FTN Main Street

Disclosure

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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 is to define the parameters within which funds are to be managed. 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.

POLICY

A. SCOPE

This policy applies to the investment of surplus operating and capital funds and proceeds from certain bond issues. 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.
- 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.

3. *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:

   - 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.

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*: 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;
- 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;
- Commercial paper, 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;
- Corporate bonds;
- Investment-grade obligations of state, provincial and local governments and public authorities;
- 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; and
- Local government investment pools.

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 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.

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.

CITY OF WEST SACRAMENTO AGENDA REPORT

MEETING DATE: July 26, 2017 ITEM # 5

SUBJECT:
SUMMARY AND RESULTS CONCERNING THE HOTEL INSPECTION PROGRAM

INITIATED OR REQUESTED BY:
[ ] Council [X] Staff
[ ] Other

REPORT COORDINATED OR PREPARED BY:
Bill Burke, Code Enforcement Manager

Charline Hamilton, Director
Community Development Department

ATTACHMENT [X] Yes [ ] No [X] Information [ ] Direction [ ] Action

OBJECTIVE
The purpose of this report is to provide an update regarding the results of the first round of hotel and motel inspections pursuant to the recent amendments to Section 8.03.070 of the West Sacramento Municipal Code.

RECOMMENDED ACTION
It is respectfully recommended the City Council receive staff's summary and results concerning the Hotel Inspection Program.

BACKGROUND
The City adopted Ordinance 05-15 regulating hotel operating standards in 2005, identified as Chapter 8.03 of the West Sacramento Municipal Code. On April 19, 2017, Council approved amendments to the original Ordinance which formalized the inspection process and implemented an evaluation based on inspection results. As the Ordinance became effective May 20, 2017, staff scheduled hotel/motel inspections commencing June 6 through July 11, 2017. Inspections were scheduled on Tuesdays and Wednesdays for three hotels per day. The inspection team consisted of representatives from the Code Enforcement Division, the Police Department, the Fire Department, and the Building Division with duties assigned as follows:

- Code Enforcement Division – one manager to assemble the inspection team, schedule the inspections, facilitate the evaluations, and analyze data; one officer to conduct room and grounds inspections; and, one officer to contact hotel management to assess registration and general business practices.
- Police Department – one officer to provide inspection team security and to perform Crime Prevention Through Environmental Design assessments; one homeless outreach coordinator to conduct housing surveys, determine client program eligibility, and provide assistance referrals to other County or non-profit agencies.
- Fire Department – one inspector to check rooms and grounds for Fire Code issues.
- Building Division – one inspector to check rooms and grounds for Building Code related issues.

ANALYSIS
The following are highlights regarding the results of these most recent inspections. Additionally, several comparisons are made with the inspections conducted in the fall of 2016, which prompted the Hotel Inspection Program amendments.

- In October of 2016, only five businesses exceeded City standards, two of which were independently owned. During October/November 2016, 15 also met City standards and 10 did not. After six months, as of July 11, 2017, 12 facilities currently exceed those same standards (a 42% improvement), 12 met them, and seven did not pass (a 30% reduction). One motel in particular, which did not pass last year's inspection, is only 1 point away from exceeding standards. These are particularly noteworthy considering the evaluation is much more stringent this round of inspections.
- The inspection team surveyed 38 guests this year residing in independently owned motels, as compared with 170 in 2016 (an 80% reduction). Not only is this an expected outcome, it is also desirable as it indicates the Housing Coordinator's effectiveness in placing the majority of sheltered homeless clients

into more permanent supportive housing within the past six months. Only 13 guests qualified for Yolo County referrals this year, compared with 48 last year.

- Staff inspected 220 rooms this round, compared with 122 last year, which is a 55% increase. Having only seven motels to re-inspect in six months will allow staff to inspect both vacant and occupied rooms (tenant willing) to really concentrate on the entire business as a whole.

Because of the poor conditions of some motels, and the exemplary condition of others, staff is printing evaluation results which exceed City standards on goldenrod colored paper (Attachment 1). Those which met standards will be printed on green and those which did not pass will be on a shade of red for easy reference. Those businesses which did not pass will have their evaluations sent to area payee services, as well as Yolo County and any other agency providing transient housing referrals. Businesses that meet or exceed City standards will be re-inspected starting June, 2018; and, businesses that do not, will be inspected beginning November, 2017.

Commission Recommendation
This report is Code Enforcement related for informational purposes only, for which there is no commission with a directly related scope of review.

Strategic Plan Integration
The Hotel Inspection Program directly relates to the City's 2017 Strategic Plan as one of the top priorities in the Management Agenda. It also supports the City's Vision of a vibrant City where you can live, work, and play by promoting a range of quality temporary housing choices.

Alternatives
The City Council's primary alternatives to the recommended actions are as follows:
1) Receive staff's summary of the June/July 2017 Hotel Inspection Program results.
2) Provide comment on the recommendation at this time and direct staff to return at a later date with additional information.

Coordination and Review
This report was completed in coordination with the City Manager's Office, the Community Development Department, and the City Attorney's Office.

Budget/Cost Impact
Hotel inspections are currently scheduled as part of the inspection team's normal daily activities which do not have a budget impact at this time. Since future inspections will identify hotels which would not meet minimum standards, there may be additional staffing costs attributed to scheduling bi-annual inspections versus annual. To offset costs, staff will utilize cost recovery methods which include administrative citations and daily penalties.

ATTACHMENTS
1. Color samples of inspection evaluation results.

ATTACHMENT 1

CITY OF WEST SACRAMENTO

1110 West Capitol Avenue, 2nd Floor
West Sacramento, CA 95691 (916) 617-4645

Business License No: 12345 **Expires:** 12/31/2017

Business Name:

ABC Hotel

Business Location:

1234 Motel Way
West Sacramento, CA 95691

Mailing Address:

ABC Hotel
1234 Motel Way
West Sacramento, CA 95691

Business Phone:

916-123-4567

Issued On: 12/13/2016

Active Since: 9/27/2007

Business Owners/Officer(s) Name:

John Doe
Jane Smith

Ownership Type: Corporation

Parcel Number:

NAICS Code/Description:

Contractor's Number:

Conditions of License:

Based on the most recent City of West Sacramento hotel inspection, this business exceeds the minimum operating and cleanliness standards set forth in the City's Municipal Code and is inspected annually.

This License is effective only for the business shown at the location on this license.

Non-Transferable
Post in a conspicuous place.

This license is issued without verification that the holder is subject to or exempt from licensing by the state, county, federal government, or any other regulatory agency. Issuance of this license is not an endorsement, nor certification of compliance with other ordinances or laws. It is the owner's responsibility to renew their business license or notify the City if they are no longer doing business, even if they do not receive a renewal notice by mail.

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 6

SUBJECT:

INTRODUCTION OF THE LIGHTS/CAMERA/ACTION CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED) COMMUNITY GUIDE

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Bill Burke, Code Enforcement Manager

Charline Hamilton, Director
Community Development Department

ATTACHMENT [X] Yes [ ] No **[X] Information [ ] Direction [ ] Action**

OBJECTIVE

The purpose of this report is to introduce the *Lights/Camera/Action* community Crime Prevention Through Environmental Design (CPTED) guide and summarize CPTED program parameters.

RECOMMENDED ACTION

It is respectfully recommended the City Council receive staff's information regarding the *Lights/Camera/Action* community CPTED guide (Attachment 1), which is intended to present a user friendly introduction to CPTED principles and how they may be applied to existing neighborhoods and businesses through the use of comprehensive but simple evaluations and checklists.

BACKGROUND

Crime investigation is typically a function of the Police Department. Crime prevention, conversely, is everyone's business. Although it requires a corroboration with law enforcement, its success is directly influenced by the inclusion, education, and cooperation of all elements of a community including both citizens and government. Effective crime prevention should be tailored to local needs, linked with solving social problems, and continuously tested and improved to stay relevant.

The *Lights/Camera/Action* community guide can be used by homeowners, renters, businesses, and City staff to proactively identify CPTED concerns and recommend improvements to existing homes, apartments, parks, facilities, retail centers and stores, mobile homes, and vacant lots. CPTED principle considerations also may be applied when planning or modifying new housing, industrial, retail, and City improvement projects.

ANALYSIS

Prior to developing the *Lights/Camera/Action* guide, staff was directed to create a functional CPTED community manual, designed to be both simple and comprehensive, which would incorporate a recognizable and memorable theme, tag line, or title. The resulting guidelines balance education, identification, and recommendation, and further provides examples in the form of photographs, while adhering to the *Lights Camera Action* theme.

The guide presents information on CPTED theory, benefits, and challenges. It further provides instructions for completing individual assessments on a community, residence, or business through the use of checklists. A strategy guide is included to assist with applying CPTED principles to the issues identified in the assessments and a survey is provided with each, to encourage user feedback for improvement considerations.

Commission Recommendation

This report is for informational purposes only, for which there is no commission with a directly related scope of review. As a CPTED program continues to evolve, in order to implement a development checklist and consider creating a Municipal Code Ordinance, it will most certainly require presentation to the Planning Commission, Economic Development and Housing Commission, Parks, Recreation and Intergenerational Commission, and others.

Strategic Plan Integration

The City of West Sacramento is fortunate to have a diverse range of zoning environments which provide a wide range of opportunities to live, work, and play within the City. The principles that govern CPTED could, and should, be applied to all zoning types.

Alternatives
The City Council's primary alternatives to the recommended actions are as follows:

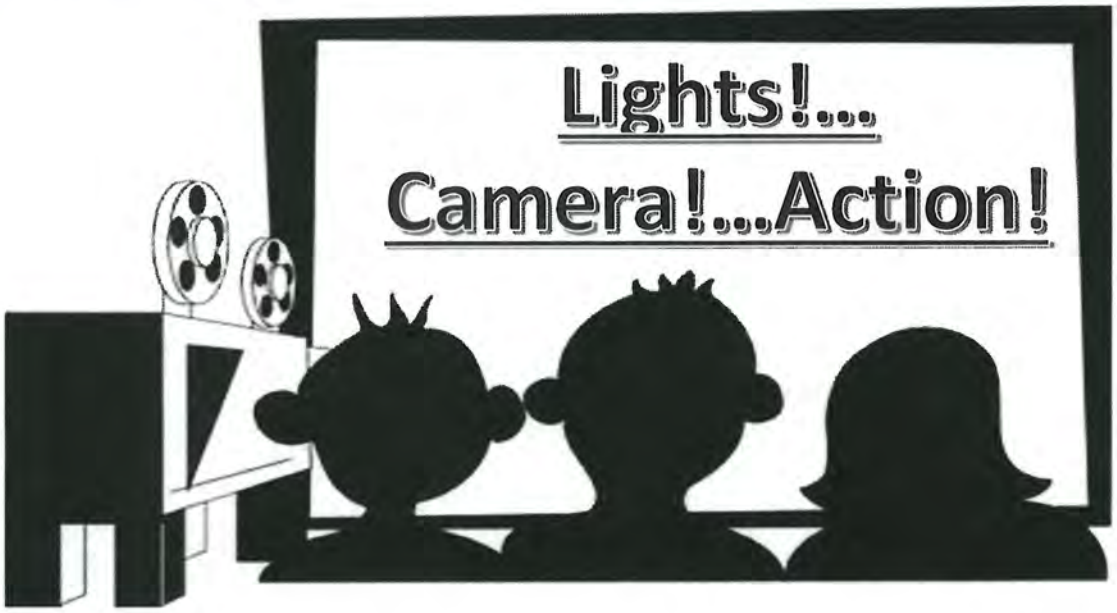
1) Receive staff's summary of CPTED Community Guidelines.
2) Provide comment on the recommendation at this time and direct staff to return at a later date with additional information.

Coordination and Review
This report was completed in coordination with the City Manager's Office, the Community Development Department, The Project Review Committee, and the West Sacramento Police Department.

Budget/Cost Impact
Applying CPTED principles has been proven to decrease the opportunity for criminal acts and behavior. Decreasing criminal activity could save the City and public, thousands of dollars in insurance claims or spent to repair, replace, or paint equipment and infrastructure prone to theft, damage, and/or defacement such as graffiti. Providing the *Lights/Camera/Action* CPTED Guidelines to staff and the public is a way to encourage a self-help approach to identifying existing problems and create simple ways to mitigate them with little cost. Future staff training costs should be considered to ensure each Department has a CPTED subject matter expert available for questions and application in their respective areas of control.

ATTACHMENT
1. Lights/Camera/Action Community CPTED Guide.

CITY OF WEST SACRAMENTO



A guide to Crime Prevention Through Environmental Design (CPTED)

Prelude: Remember the last B-movie horror flick you saw on the big screen? You know, the one where the main character, probably with a group of friends, went wandering/camping/joyriding at midnight in a dark and creepy house/forest/highway where everyone with common sense knows is teeming with monsters.



That is, everyone with common sense except the characters in this particular storyline. Your first reaction is either to shout at the movie screen or close your eyes until after the screaming stops. Or, you wish you had waited for the video so you could fast forward to the "good" part when they take charge of their situation and fight back. Well, CPTED principles do just that in the real world! In simplest terms, if you took the dark and creepy out of the picture, it may dull the story, but more time could be spent fighting back. Understanding a few basic CPTED concepts and the importance of your involvement will start you on the path of community improvement. So, check your **Lights!** Install a **Camera!** And take **Action!**

City of West Sacramento

Lights! Camera! Action!

Crime Prevention Through Environmental Design (CPTED)

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Commercial (Business) Checklist and Survey (Attachment 3).....Page 18



Act 1 – Introducing...CPTED!

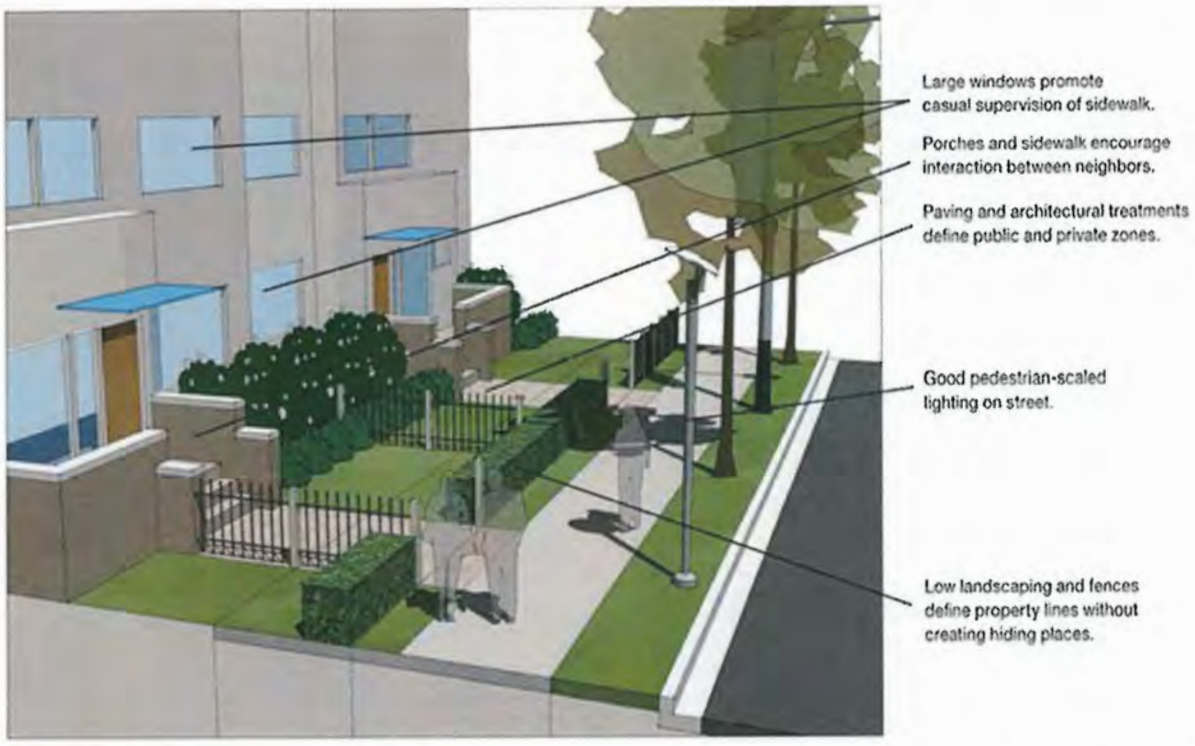
Crime prevention is everyone's business. Although it requires a corroboration with law enforcement, its success is directly influenced by the inclusion, education, and cooperation of all elements of a community including both citizens and government. Effective crime prevention should be tailored to local needs, linked with solving social problems, and continuously tested and improved to stay relevant.

The City of West Sacramento is fortunate to have a diverse range of zoning which includes commercial, residential, industrial, open space, and agricultural properties. Because this provides for a wide range of opportunities where you can live, work, and play in our vibrant City, the principles that govern CPTED could, and should, be applied everywhere.

The following guidelines can be used by homeowners, renters, businesses, and City staff to identify CPTED concerns and recommend improvements to existing homes, apartments, parks, facilities, retail centers and stores, mobile homes, and vacant lots. It also provides guidance and considerations while planning new neighborhood, commercial, and City development projects.

Scene 1 – CPTED Defined & Terminology

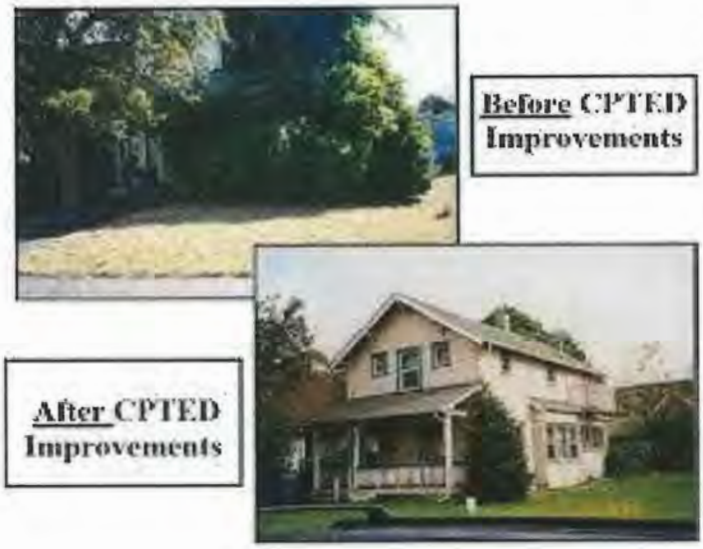
Just as the most popular space adventures begin with a scrolling backstory narrative, before you can understand how to apply CPTED principles, let's explain what it is....



CPTED is the process of designing or modifying an environment, such as an entire neighborhood or a shopping center, to minimize elements known to potentially attract crime or encourage criminal behavior. Every person's home may be their castle, but the gist is to avoid "fortressing" a property, which has been shown to actually have the opposite effect. CPTED principles may be broken into five categories, all of which will be explained in more detail, including how they specifically apply to your environment type, in Acts 2 and 3:

- **Natural Surveillance** – design and placement of physical features in such a way as to maximize visibility. It must create a risk of detection for criminals and a perception of safety for citizens.
- **Access Management** – physical guidance of people coming and going from a space. It must also guide legitimate users safely through an environment.
- **Territoriality** – delineation of private, semi-private, and public space. The use of physical attributes that express pride and ownership. Designs that limit or exclude large spaces having no specific function or purpose.
- **Physical Maintenance** – repair, replacement, and general upkeep. Allows the continued use of environments as they were intended.
- **Order Maintenance** – attention to and reduction of minor acts of unacceptable behavior. The implied and/or explicit presence of authority. Measures by which expectations regarding acceptable behavior are clearly stated and consequences for unacceptable behavior are known and applied when appropriate.

Scene 2 – Benefits of CPTED



- Reduces instances of crime and aggression
- Reduces the fear of crime
- Reduces neighborhood blight
- Increases social and economic investment
- Improves the quality of life
- Cost-effective when comparing prevention versus reaction and mitigation
- Improves public perceptions
- Improves community/government relations
- Supports and promotes tourism

Act 2 – Applying CPTED Principles

Scene 1 – Community CPTED

Community CPTED is intended to provide a model for a proactive approach to applying principles citywide. A great tool to assess your community is by conducting a Safety Audit. A successful safety audit should always:

- ✓ Be completed at night.
- ✓ Be conducted by a small team with members who represent a relative sampling of the neighborhood (e.g. seniors, youth, both women and men, renters and homeowners, etc.).
- ✓ Assign one objective/silent facilitator (recorder) who documents participant comments and reactions throughout the survey. The recorder's role is to facilitate the audit and take detailed notes, NOT to actively participate in the assessment itself.
- ✓ Focus on a reasonably sized area, such as one neighborhood block, a commercial building and its parking lot, etc. Too large a survey area could make documentation too cumbersome resulting in a loss of data for design elements in your target area.

A *Community CPTED Checklist* may be found by referring to Attachment 1, on page 14. For best results, both residential and commercial surveys may be completed during the same community assessment and may be found as Attachments 2 and 3 on pages 16 and 18 respectively.



Scene 2 – Residential Neighborhoods

Residents are the core of any community. Their well-being directly impacts the health of the community and its ability to prosper. Residents should feel safe from crime in their homes but to do so, should be willing to get involved in activities that strengthen and protect their community. Anyone wanting to protect their property with the use of CPTED must first ask themselves a question.

What am I trying to accomplish in this space? Only after the true purpose of a space is recognized can CPTED be properly applied. The main reason is that many times a space is constructed to serve one purpose, but is used for another such as a retaining wall, which may be intended as a fence but used as neighborhood seating. If CPTED strategies are used to affect the intended purpose, they may have little or no effect on the true use of the property.

In the earlier example, a resident may have problems with people hanging out in his/her front yard while waiting at a nearby bus stop. The resident attempts to keep these people off the property by building a brick wall but sadly, the wall has only created a bench for people to sit on while waiting for the next bus! The resident must ask what he/she truly wants to accomplish. If the desire is to have a private front yard without the distraction of bus passengers, then the resident should consider replacing the brick wall with a short picket fence, or other zoning approved barrier, that may not easily be used to sit upon.

There is a *Residential CPTED Checklist* found as Attachment 2, on page 16 of these guidelines. This survey should take about an hour to complete and will allow residents to locate problems on their property and identify possible strategies for fixing them. Once completed, you may refer to the CPTED Strategy Guide, located in Act 3 – Scene 2 and starting on page 9, for additional reference.



Scene 3 – Businesses & Commercial Uses

For neighborhoods to remain healthy, local businesses must flourish. For businesses to do well, owners and managers must create safe places for customers to frequent. Patrons who feel safe from crime in business and mixed-use areas will be more willing to return. Perceptions about the safety of business locations directly impacts community health.

There is a *Commercial CPTED Checklist* available as Attachment 3, on page 18 of these guidelines. Owners or managers should take about an hour to complete the survey which will allow them to identify problems at their business property and create possible strategies to fix them. Be advised, one needn't be a business owner to conduct a survey. Don't be afraid to assess your favorite restaurant, or the least popular convenience store. Once completed, you may refer to the CPTED Strategy Guide, located in Act 3 – Scene 2 and starting on page 9, for additional reference.



Act 3 – CPTED Summary

Scene 1 – Permit Considerations & Disclaimer

OK, you've filled out your survey and are now working on how best to apply what you've discovered. The following are things to consider before making any corrections.

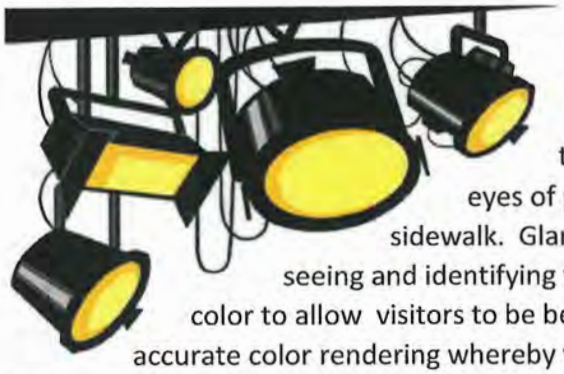
- Some residential and most commercial installations, modifications, or alterations require building permits, zoning approval, encroachment permission, and/or other permits as required by law or the City of West Sacramento's Municipal Code (WSMC). Permit information may be found specific to the Building, Planning, or Development Engineering Divisions by visiting the City's website at www.cityofwestsacramento.org or by calling the Community Development Department at 916-617-4645. You may also visit City Hall located at 1110 West Capitol Avenue in West Sacramento, but it's recommended you view the website first to determine counter hours and availability.

- Please remember, CPTED principles have proven themselves internationally for the purpose of reducing the likelihood of criminal activity in a space. However, there is no way to predict or prevent all crime risks. The purpose of the surveys are to effectively reduce the ability of crime to be formed by making good faith efforts to provide safe environments, with no stated or implied guarantees.



Scene 2 – CPTED Strategy Guide

Natural Surveillance

- 

  Lights! Place lighting in such a way that it allows people to be recognized from 25 feet away. Avoid directing the lighting so that it glares into your eyes, or into the eyes of persons passing by on the street or sidewalk. Glare may prevent you or a passersby from seeing and identifying visitors to your door. Keep lights a white color to allow visitors to be better seen. White lights provide more accurate color rendering whereby yellow lights can alter the color which is important when trying to identify faces, clothing, or vehicles.
- Keeping outdoor lighting in good working condition allows for better natural surveillance and helps prevent criminal activity on your property. This does NOT apply to Holiday lighting; which is for temporary use only and not rated beyond 90 days. Displaying holiday lights year-long is a potential fire and safety hazard, and further gives an impression of an uncaring occupant.
- And speaking of outdoor lighting, using motion sensor lights at your home provides valuable on-demand spot lighting in areas that may otherwise go without. There are many different low-energy LED versions available for nearly every application.





- For businesses and commercial properties, consider using bi-level motion sensor lighting which provides continuous low level lighting with increased brightness when activated.
- Prune shrubs to no more than 36 inches (3 feet) high and trees up 8 feet from the ground (15 feet from the road surface). This allows you to maintain the shade provided by trees and the curb appeal of shrubbery, but also provides a clear unobstructed view and minimizes transient camping on vacant lots.
- Leaving the window coverings open on (at least) a few front-facing windows creates the perception with people passing by that you are watching and will witness any crime that occurs there.
- Consider removing fences or walls that obstruct your view of the street. The Zoning Code allows fences no taller than 3 feet high if located within a front yard setback. Remember, if you can't see out, then these areas also provide a good hiding place for criminals near your house which could conceal criminal behavior.

- Promote an "eyes on the street" concept. Maximize natural surveillance by keeping windows clear of posters, signs, and other obstacles. For businesses, the Zoning Code further prohibits covering more than 25% of your window surface area.
- By elevating the front counter/cash register area in a store, clerks have a greater natural surveillance capability throughout the store.

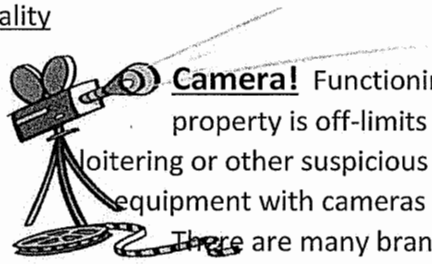


Access Management

- Make certain the path to your front door is clearly identifiable. It must leave no question about the proper way to approach your home. This allows criminals who don't approach properly to be more easily noticed.
- Make sure all exterior doors are solid-core and are secured by at least one deadbolt with a minimum 1 inch throw. This helps keep the door from being pried or kicked open. This is especially important with interior garage doors or other doors where a criminal is hidden from plain view.
- Keeping the door locks at least 40 inches from windows prevents criminals from breaking the window, reaching through the hole, and unlocking the door to get inside.

- All windows and sliding doors in homes should have locks to keep them from being pushed open from the outside.
- In stores, entrances for the public should be limited and visible to employees. They should also be well marked and have appropriate lighting/signage where required.
- Directional signage, roadway or parking lot markings, and use of other devices give guidance to people using the space. These devices allow employees at a property to observe those people who are not obeying rules, which could reduce criminal activity.

Territoriality



- **Camera!** Functioning surveillance cameras are a clear indicator that a property is off-limits to criminal activity and is a great deterrent to loitering or other suspicious behavior. Consider having recorded surveillance equipment with cameras that are equipped with night vision and sound. There are many brands of low voltage wired, wireless, full-color, or black and white surveillance equipment suitable for residential or commercial applications.
- Plant grass, flowers, or other shrubbery, or install short walls, fences, or other delineators (in accordance with Title 17 of the WSMC), to clearly show the line between your property and public property such as the street, sidewalk, or other easement. This demonstrates that you are responsible for your property, unwanted visitors are not welcome there, and you may call the police if a trespass occurs.
- Maintaining your landscaping, particularly in the front setback, to provide good access and visibility with your neighbors creates the image of a close-knit community. It suggests neighbors will protect each other if threatened by criminals. It can be done by removing tall fences or bushes, and replacing them with a low property line fence in the front yard, a strip of landscape edging, the planting of flowers, or even a path that connects properties. Remember, certain landscaping and frontage improvements may trigger City regulation so be sure to check with the Community Development Department first. Refer back to page 7 for contact details.
- A clearly defined street address allows Police and Fire Services to find you easily in an emergency. It also sends a message to people on the street that you are taking responsibility for the property and have marked it as your own.
- Address numbers on your mailbox not only assist the mail carrier, they show you are responsible for the box and the mail contained inside. Your mailbox should be as close to your home, where possible, in order to reinforce it as being your property and your responsibility. Do not relocate your mailbox without first consulting your local postmaster.
- In offices, locate the reception area so that people have to pass through that area to gain access to other areas of the building.



- Proper signage on business properties sends a clear message. Examples such as No Trespassing, No Loitering, No Dumping, Hours of Usage, Residents/Customers Only, tells a person that someone is managing the property. Certain regulatory signs may have posting size and location requirements as well. Be sure to consult with Police and Planning when in doubt.

Physical & Order Maintenance



- **Action!** Keeping your home or business painted, clean, and repaired sends the message that you are taking responsibility for your space and will call the authorities in the event of suspicious or criminal activity or behavior.
- Storing vehicles in your front yard is prohibited and also creates several problems. It presents a target for car thieves or vehicle burglars, creates places for trespassers or criminals to hide, and gives the perception that the vehicles are abandoned and thereby the house, by default, has no responsible person present to report criminal activity.

Scene 3 – Summary & Final Thoughts

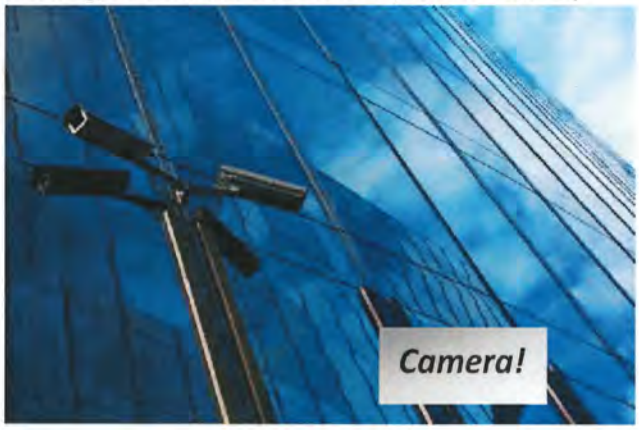


As you now understand, CPTED is highly dependent on not just a willingness to point out problems, but to offer solutions. When assessing your space, ask and be prepared to answer the following three questions:

1. What's wrong?
2. What's right?
3. What needs to be changed?

Besides the provided surveys, it's best to follow a process that includes:

1. Identifying major problems: list the major issues identified from your collected data, field assessment, and other sources. Note associated minor issues.
2. Identifying positive factors: note what's working, what can be enhanced, and what may be a source of community pride.
3. Examining opportunities: list possible changes that could be made for improvements. What can be done now, what takes more time/resources, and who should be involved.
4. Examining obstacles: note the drawbacks. Where will there be resistance? How can resistance be worked with?



And finally, CPTED is only as effective as the documentation that supports it. The surveys are appropriate as quick reference, but become so much more complete with photographs, video, diagrams, or other reference materials.



Be the director of your own CPTED production. Get organized, get involved, and get active!

Special thanks to Carter & Carter Associates, the City of Oakland CA Police Department, AlterNation Consulting, and the City of Federal Way WA.

"Cut and print.....that's a wrap."

CPTED Checklist – Community Assessment

Area Description

Outdoors ☐ Indoors ☐ Date: _____ Time: _____ am/pm

General Area: _____

Specific Location: _____

Weather conditions: _____

General First Impressions: _____

_____

_____

Five (5) words that best describe the place?

1. _____
2. _____
3. _____
4. _____
5. _____

Lighting

Lighting is: Very Poor ☐ Poor ☐ Satisfactory ☐ Good ☐ Very Good ☐

Too Dark ☐ Too Bright ☐

Is the lighting even? Yes ☐ No ☐

How many lights are out? _____ What proportion of the lights are out? _____

Are you able to identify a face 25 yards away? Yes ☐ No ☐

Do you know where/whom to call if lights are out, broken, not turned off, etc.? Yes ☐ No ☐

Are outdoor lights obscured by trees or bushes? Yes ☐ No ☐

How well does the lighting illuminate pedestrian walkways and sidewalks?

Very Poor ☐ Poorly ☐ Satisfactory ☐ Well ☐ Very Well ☐

How well does the lighting illuminate directional signs or maps?

Very Poor ☐ Poorly ☐ Satisfactory ☐ Well ☐ Very Well ☐

Comments/Notes: _____

_____

_____

Signage

Is there a sign (i.e.: room number, building name) identifying where you are? Yes ☐ No ☐

Are there directional signs or maps nearby that can help you identify where you are? Yes ☐ No ☐

Are there signs that show you where to get emergency assistance if needed? Yes ☐ No ☐ N/A ☐

Are there signs that direct you to wheelchair access? Yes ☐ No ☐ N/A ☐

Impressions of overall signage:

Very Poor ☐ Poor ☐ Satisfactory ☐ Good ☐ Very Good ☐

What signs should be added? _____

Comments/Notes: _____

_____

_____

Sight Lines

Can you clearly see what is up ahead? Yes ☐ No ☐

If not, why? (√ all that apply): Indoors = Sharp Corners ☐ Walls ☐ Pillars ☐

Outdoors = Bushes ☐ Fences ☐ Hill ☐ Other: _____

Are there places where someone could be hiding? Yes ☐ No ☐

If yes, where? _____

What changes would you recommend to improve sight lines? (√ all that apply)

Transparent Windows ☐ Angled Corners ☐ Trim Bushes ☐ Move Vehicles ☐

Security Mirrors ☐ Other Improvements: _____

Comments/Notes: _____

_____

_____

_____

_____

SURVEY: Your feedback is very important to us, as well as crucial to measure the effectiveness of this program. Please take a moment to complete the following and leave it with the Code Enforcement Division at City Hall:

I found this survey to be useful: ☐ Yes ☐ No Comments:_____

The survey and guidelines are easy to read and apply: ☐ Yes ☐ No Comments:_____

I have made CPTED adjustments because of this program: ☐ Yes ☐ No Comments:_____

I would like to discuss this program further: ☐ Yes ☐ No Contact:_____

CPTED Checklist – Residential

The following questions pertain to the major components of CPTED strategies. A "NO" answer suggest your property may not be CPTED safe. For "NO" answers, consider modifying the conditions to satisfy the design element. You may find more direction from the *CPTED Strategy Guide* starting on page 9 of the *CPTED Guidelines* manual.

Natural Surveillance	Present?	
	YES	NO
All doorways that open to the outside are well lit.		
The front door is at least partially visible from the street.		
Windows on all sides of the residence provide full visibility of the property.		
Sidewalks and all areas of the yard are well lit.		
The driveway, or parking area, is visible from either the front or back door, **and** at least one window.		
The landscaping does not create blind spots or hiding places.		
Front facing fences, walls, or balcony railings are not higher than 3 feet and are not constructed of solid materials.		
Window treatments on 2nd story, front facing windows are kept open and provide a view to the front of the property.		

Access Management	Present?	
	YES	NO
Walkways and landscaping direct visitors to the proper entrance and away from private areas.		
Door locks are located a minimum of 40 inches from adjacent windows.		
Exterior doors, or interior garage doors, are hinged on the inside and have a single cylinder dead-bolt lock with a minimum 1 inch throw.		
All windows have working locks.		
Sliding glass doors have a locking device or locking pin on the movable portion of the door.		
Detached storage sheds or other accessory building are equipped with lockable windows and doors.		

Territoriality	Present?	
	YES	NO
Property lines and private areas are defined with plantings, pavement treatments, short wall, or fences.		
The address number is clearly visible from the street, at least 5 inches high of non-reflective materials, and lit or otherwise clearly visible at night.		
The property encourages interaction between neighbors with low property dividing fences, bushes, or landscaping transitions.		
Where applicable, the mailbox is clearly marked with the street number and located as close as possible to the front of the home, visible from the unit.		

Physical & Order Maintenance	Present?	
	YES	NO
Paint is in good condition and the home is in good repair.		
Weeds are abated, bushes are trimmed to 3 feet, and trees are pruned 8 feet above the ground **and** 15 feet above the street.		
No cars, trucks, recreational vehicles, watercraft, or trailers are stored in the yard or on an unimproved surface. No inoperable or unregistered vehicles are stored in view.		
Landscaping and all yard areas visible from the street and sidewalk are kept tidy and regularly maintained.		

SURVEY: Your feedback is very important to us, as well as crucial to measure the effectiveness of this program. Please take a moment to complete the following and leave it with the Code Enforcement Division at City Hall:

I found this survey to be useful: ☐ Yes ☐ No Comments:_____
The survey and guidelines are easy to read and apply: ☐ Yes ☐ No Comments:_____
I have made CPTED adjustments because of this program: ☐ Yes ☐ No Comments:_____
I would like to discuss this program further: ☐ Yes ☐ No Contact:_____

CPTED Checklist – Commercial

The following questions pertain to the major components of CPTED strategies. A "NO" answer suggests your property may not be CPTED safe. For "NO" answers, consider modifying the conditions to satisfy the design element. You may find more direction from the *CPTED Strategy Guide* starting on page 9 of the *CPTED Guidelines* manual.

Natural Surveillance	Present?	
	YES	NO
Windows face rear parking lots for increased visibility.		
Window signs/marking cover no more than 10% of window space (25% max per ordinance).		
Interior shelving and displays are no higher than 5 feet for increased visibility.		
Exterior and parking lots are well lit.		
Loading areas do not create hiding places.		
Clear visibility and view-ability is maintained from the interior to the street, sidewalk, and parking area.		
All entrances are under visual surveillance by staff.		
All surveillance cameras are working and pointed appropriately.		
Exterior parking lot lighting is free-standing and not mounted to a building.		

Access Management	Present?	
	YES	NO
Walkways and landscaping direct visitors to the proper entrance and away from private areas.		
Cash register is located in the front of the business.		
No easy access to the roof.		
Exterior doors are hinged on the inside, properly signed, and should have a single cylinder dead-bolt lock with a minimum 1 inch throw.		
All windows have working locks.		
Detached storage sheds or other accessory building are equipped with lockable windows and doors.		

Territoriality	Present?	
	YES	NO
Property lines and private areas are defined with plantings, pavement treatments, short wall, or fences.		
Business is identified by wall signs for those parking in the rear.		
Reception areas and cash registers are positioned to screen all people entering.		
Parking areas are clearly marked and separated from pedestrian walkways.		

Physical & Order Maintenance	Present?	
	YES	NO
Paint is in good condition and the building is in good repair.		
Weeds are abated, bushes are trimmed to 3 feet, and trees are pruned 8 feet above the ground **and** 15 feet above the street.		
All lighting fixtures are in good operating condition.		

SURVEY: Your feedback is very important to us, as well as crucial to measure the effectiveness of this program. Please take a moment to complete the following and leave it with the Code Enforcement Division at City Hall:

I found this survey to be useful: ☐ Yes ☐ No Comments:_____

The survey and guidelines are easy to read and apply: ☐ Yes ☐ No Comments:_____

I have made CPTED adjustments because of this program: ☐ Yes ☐ No Comments:_____

I would like to discuss this program further: ☐ Yes ☐ No Contact:_____

CITY OF WEST SACRAMENTO **CITY COUNCIL AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 7

SUBJECT:

CONSIDERATION OF RESOLUTION 17-56 ACCEPTING PUBLIC IMPROVEMENTS FOR FINAL MAP 5079, "BRIDGE DISTRICT PHASE 2 HOMES" LOCATED IN THE BRIDGE DISTRICT

INITIATED OR REQUESTED BY:

[ ] Council [ ] Staff

[X] Other

REPORT COORDINATED OR PREPARED BY:

Mark Collier, Principal Engineer

Charline Hamilton, Director
Community Development Department

ATTACHMENT [X] Yes [ ] No **[ ] Information** **[ ] Direction** **[X] Action**

OBJECTIVE

The object of this report is to accept public improvements constructed as a requirement for approval of Final Map 5079, "Bridge District Phase 2 Homes" located within the Bridge District.

RECOMMENDED ACTIONS

It is respectfully recommended that the City Council adopt Resolution 17-56 accepting public improvements constructed for Final Map 5079 "Bridge District Phase 2 Homes" located in the Bridge District.

BACKGROUND

Final Map 5079 and an associated Subdivision Improvement Agreement were approved by City Council on October 21, 2015. As a condition of approval for said map, certain public improvements were required to be completed including roadway, water, sewer, and storm drain improvements.

ANALYSIS

The required public improvements for Final Map 5079 have been completed to the satisfaction of the City Engineer. Acceptance of the improvements will allow for release of posted securities per the terms outlined in the Subdivision Improvement Agreement.

Commission Recommendation

N/A

Strategic Plan Integration

Approval of this Access Easement Agreement is consistent with the City's "Principals to Guide the Future" by providing for "*Vibrant Neighborhoods*".

Alternatives

Council may choose to not accept the required public improvements at this time although the developer has met his obligations under the Subdivision Improvement Agreement.

Coordination and Review

The completion of the required improvements has been approved by the City Engineer and the Public Works Department.

Budget/Cost Impact

There is no known fiscal impact.

ATTACHMENTS

1. Resolution 17-56
2. Vicinity Map

RESOLUTION 17-56

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO ACCEPTING PUBLIC IMPROVEMENTS FOR FINAL MAP 5079 "BRIDGE DISTRICT PHASE 2 HOMES" LOCATED IN THE BRIDGE DISTRICT

WHEREAS, The City Council of the City of West Sacramento adopted Resolution 15-60 on October 21, 2015, approving the Final Map and Improvement Agreement for Subdivision 5079; and

WHEREAS, said Improvement Agreement required the completion of certain public improvements; and

WHEREAS, the City Engineering Division has determined that all required improvements have been satisfactorily completed per City Standard Specifications; and

WHEREAS, the developer has requested that the improvements be accepted by the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of West Sacramento hereby accepts the public improvements completed as a requirement of Subdivision 5079.

PASSED AND ADOPTED by the City Council of the City of West Sacramento this 26th day of July, 2017 by the following vote:

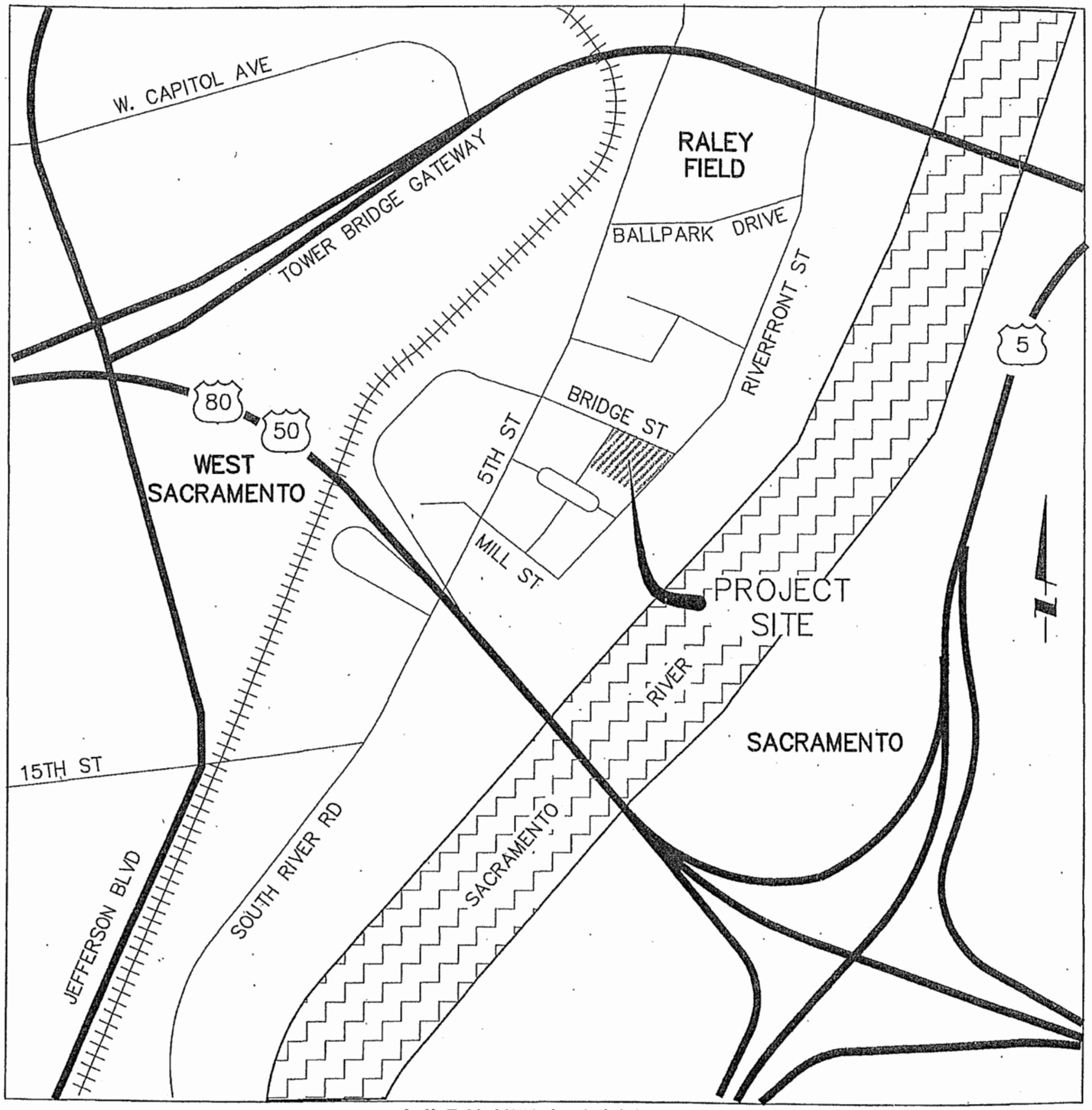
AYES:
NOES:
ABSENT:

_____
Christopher L. Cabaldon, Mayor

ATTEST:

_____
Kryss Rankin, City Clerk

ATTACHMENT 2



VICINITY MAP
NO SCALE

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 8

SUBJECT:

CONSIDERATION OF GRANT OF LEVEE AND SLOPE CONTROL EASEMENTS TO THE SACRAMENTO AND SAN JOAQUIN DRAINAGE DISTRICT (SSJDD) AND APPROVAL OF RESOLUTION 17-53 GRANTING AUTHORITY TO THE CITY MANAGER TO SIGN THE EASEMENTS

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Paul Dirksen Jr., Flood Protection Planner

Charline Hamilton, Director
Community Development Department

ATTACHMENT [X] Yes [ ] No [ ] Information [ ] Direction [X] Action

OBJECTIVE

The objective of this report is to provide the City Council sufficient information to grant a levee and slope control easements to the SSJDD over a City-owned parcel in the River's community.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1. Approve the granting of a levee and flowage easement to the Sacramento and San Joaquin Drainage District; and
2. Approve Resolution 17-53 delegating authority to the City Manager to grant a levee and slope control easements to the Sacramento and San Joaquin Drainage District (APN 014-700-003).

BACKGROUND

The "Lighthouse Marina and Country Club Subdivision" map was recorded in 1992 along with Ordinance 91-17, approving a Development Agreement for the redevelopment of the Riverbend Golf Course in the Broderick community. The subdivision map associated with that agreement included 51 riverfront lots along the future River Crest Drive. An access easement from River Crest Drive to the Sacramento River was included in the subdivision map (between lots 20 and 21) as shown as lot 303 in Attachment One. It appears that this access easement was granted to the State Lands Commission, because in 1993, the City Council approved conveyance of the property from the State to the City, provided that the City maintains the public access easement to the river.

Oakstone Investments (Oakstone) has acquired 36 of the 51 parcels along River Crest Drive and submitted programmatic permit application to the Central Valley Flood Protection Board in 2014 to develop these lots. WSAFCA staff met with Oakstone and had a number of communications with the CVFPB regarding the development of these lots and the remaining levee improvement work needed along this levee reach. Oakstone's programmatic permit application included design guidelines to ensure that the appropriate easements (levee easement in the front of the lot and slope control easement at the rear of the lot) are in place for levee maintenance and improvements (see Attachment Three). Oakstone agreed to have these easements recorded on all of the lots they own.

ANALYSIS

Last month, the staff representing the Central Valley Flood Protection Board (CVFPB) approached the flood program to request flowage and levee easements across the City-owned river access parcel in the River's Subdivision. These deeds grant flood and slope control easements to the Sacramento and San Joaquin Drainage District, acting by and through the CVFPB of the State of California. The easements don't have any effect on the functional use of the property unless work needs to be accomplished to improve the levee or repair areas on the slope of the City parcel. By granting the easements, this reach of levee will have continuous levee and slope control easements as required by the State of California.

Environmental Review
Granting the levee and slope control easement doesn't have a direct effect on the environment, however, this is a discretionary action on the part of the City. Therefore, Government Code §15061 (b)(3) may apply because granting the easement in and of itself won't result in any effects to the environment. The parcel for access was created with the map and covered under the associated environmental document at that time.

Commission Recommendation
Not applicable.

Strategic Plan Integration
The recommended action supports the City Council's Top Priority in the 2017 Strategic Plan, Flood Protection.

Alternatives
The City Council has the following alternatives to the recommended action:
1. Approve the grant of easements to the SSJDD and Resolution 17-53, authorizing the City Manager to execute the easements.
2. Decline to grant the levee and slope control easements to the SSJDD. This alternative is not recommended by staff.

Coordination and Review
This report was prepared by the Community Development Department and coordinated with the City Attorney and the Central Valley Flood Protection Board staff.

Budget/Cost Impact
The cost to grant the levee and slope control easements are negligible. The City will retain fee ownership and the access easement to the river will remain unrestricted.

ATTACHMENTS
1. Resolution 17-53
2. Subdivision Map 3953
3. The Rivers Levee Lots Proposed Easements exhibit

RESOLUTION 17-53

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO DELEGATING AUTHORITY TO THE CITY MANAGER TO GRANT A LEVEE and SLOPE CONTROL EASEMENT TO THE SACRAMENTO AND SAN JOAQUIN DRAINAGE DISTRICT (APN 014-700-003)

WHEREAS, the City Council approved Resolution 92-9 in 1992, approving the Lighthouse Marina and County Club, Phase 1A, Final Map 3953; and

WHEREAS, the Map included 51 parcels along River Crest Drive, including a parcel (LOT 303) for Sacramento River access; and

WHEREAS, on April 14, 1993 the City accepted fee title to LOT 303 (APN 014-700-003) from the State Lands Commission; and

WHEREAS, the City agreed to maintain the property and access to the Sacramento River; and

WHEREAS, the Central Valley Flood Protection Board has requested levee and slope control easements on the City owned property LOT 303 (APN 014-700-003) to the Sacramento and San Joaquin Drainage District in the forms attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the City Manager to grant a levee easement and slope control easement on City-owned Property located on LOT 303 at 838 River Crest Drive (APN 014-700-003) to the Sacramento San Joaquin Drainage District, and execute and deliver to the Sacramento and San Joaquin Drainage District the Easement Deeds substantially in the form attached as Exhibit A.

PASSED AND ADOPTED, by the City Council of the City of West Sacramento on this 26th day of July 2017, by the following vote:

AYES:
NOES:
ABSENT:

Christopher L. Cabaldon, Mayor

ATTEST:

Kryss Rankin, City Clerk

EXHIBIT A

RECORDING REQUESTED BY

WHEN RECORDED MAIL TO:

DEPARTMENT OF WATER RESOURCES
Division of Engineering
Real Estate Branch
1416 9th Street, Room 425
Sacramento, CA 95814

SPACE ABOVE THE LINE FOR RECORDER'S USE

014-700-003

EASEMENT DEED
(CORPORATION)

THE RIVERS, AKA LIGHTHOUSE MARINA
SACRAMENTO RIVER LEVEE EASEMENT
Project WEST SACRAMENTO

Parcel No. 13495 Unit A

THE CITY OF WEST SACRAMENTO, A MUNICIPAL CORPORATION, organized and existing under and by virtue of the laws of the State of California, does hereby grant, convey, and dedicate to the SACRAMENTO AND SAN JOAQUIN DRAINAGE DISTRICT, its successors or assigns, acting by and through THE CENTRAL VALLEY FLOOD PROTECTION BOARD of the State of California, a public agency, exclusive perpetual rights of way and easements in the hereinafter described real property situated in the County of **YOLO**, State of California, for any present or future flood control project to:

1. Construct, reconstruct, enlarge, fence, plant with trees, shrubs, and other vegetation, preserve and retain all vegetative growth desirable for project purposes, repair and use flood control works, which shall include, but not be limited to, access, haul, and patrol roads, levees, ditches, embankments, channels, berms, fences, and appurtenant structures, and operate and maintain said flood control works in conformity with the Code of Federal Regulations, Corps of Engineers' Standard Operation and Maintenance Manual, and State of California Standards.

2. Clear and remove from said flood control works any or all natural or artificial obstructions, improvements, trees, and vegetation necessary for construction, operation, maintenance, repair, reconstruction, and emergence flood fight.

3. Flow waters and materials and by said flow erode.

4. Place or deposit earth, debris, sediment or other material.

5. Excavate and remove earth, debris, sediment, or other material, including that placed or deposited as above.

6. Locate or relocate roads and public utility facilities by Grantee or others.

7. Restrict the rights of the Grantor, his successors and assigns, without limitations, to explore, extract, remove, drill, mine, or operate through the surface or upper 100 feet of the subsurface in exercise of the grantor's interest in any minerals, including oil and gas.

8. Restrict any use by others which may interfere with any of the uses listed herein or any use necessary or incidental thereto.

That certain real property situated in the City of West Sacramento, Yolo County, State of California, being a portion of Section 27, Township 9 North, Range 4 East, Mount Diablo Baseline and Meridian, more particularly described as follows:

PARCEL 13495 UNIT A

All of that certain real property as described in the Quitclaim Deed to the City of West Sacramento, recorded on June 4, 1993, in Book 2499, Official Records, Page 62, Yolo County Records; being a portion of Lot 303, as shown on the Plat Map of Subdivision No. 3953, Unit No. A, Lighthouse Marina & Country Club, filed on February 25, 1992, in Map Book 17, Pages 1 through 18, Yolo County Records, lying within the below described levee easement:

COMMENCING at the survey control point marked with a brass disk, with the National Geodetic Survey designation "Z 585 RESET", and the National Geodetic Survey PID "JS2248", said point bears South 86° 33' 00" East 13976.16 feet from the survey control point marked with an aluminum disk, with the National Geodetic Survey designation "HPGN D CA 03 CH", and the National Geodetic Survey PID "AC9220", thence North 06° 23' 23" East 11624.76 feet to a brass disk in a monument well at the most westerly turn knuckle of River Crest Drive, also being at the intersection of River Crest Drive and Westlake Drive, also being south of Lot 3 and at the north end of the course labeled 'N 00°15'06" E 237.97', said brass disk being stamped "LS 3013", as shown on said Plat Map of Lighthouse Marina & Country Club filed in Map Book 17, Pages 1 through 18, said point also being Monument Number 7 as described in that certain Record of Survey filed on November 7, 2013 in Book 2013 of Maps, Pages 97-105, Yolo County Records, said point also bears North 85° 02' 00" West 1568.21 feet from a brass disk in a monument well in the roadway of River Crest Drive south of Lot 25, said brass disk being stamped "LS 3013", as shown on said Plat Map of Lighthouse Marina & Country Club, said point also being Monument Number 13 as described in said Record of Survey in Book 2013 of Maps, Page 97-105; thence leaving said Monument Number 7, South 13° 38' 15" West 81.89 feet, to the southwesterly corner of herein described levee easement, said point being on the westerly right of way of West Lake Road and the easterly line of Lot 294, both as shown on said Plat Map of Lighthouse Marina & Country Club, said point also being the **TRUE POINT OF BEGINNING** of herein described levee easement; thence in a clockwise direction, in a general northerly and easterly direction along the said westerly right of way of West Lake Road and the northerly right of way of said River Crest Drive, also being the southerly lines of Lots 1 through 16 as shown on said Plat Map of Lighthouse Marina & Country Club , the following five (5) courses:

1) North 01° 13' 16" West 19.32 feet;
2) thence along a tangent curve to the left, an arc length of 30.50 feet, said curve having a radius of 51.00 feet, a central angle of 34° 15' 47", a chord bearing of North 18° 21' 09" West, and a chord length of 30.04 feet, to a point of reverse curvature;
3) thence along a reverse curve to the right, an arc length of 135.45 feet, said curve having a radius of 49.00 feet, a central angle of 158° 23' 14", a chord bearing of North 43° 42' 35" East, and a chord length of 96.26 feet, to a point of reverse curvature;

4) thence along a reverse curve to the left, an arc length of 30.24 feet, said curve having a radius of 51.00 feet, a central angle of 33° 58' 32", a chord bearing of South 74° 05' 04" East, and a chord length of 29.80 feet, to a point of reverse curvature; and
5) thence along a reverse curve to the right, an arc length of 889.68 feet, said curve having a radius of 5241.84 feet, a central angle of 9° 43' 29", a chord bearing of South 86° 12' 35" East, and a chord length of 888.61 feet, to the southeast corner of said Lot 16;

thence leaving the said northerly right of way of said River Crest Drive, northeasterly along the east line of said Lot 16, North 08° 39' 09" East 25.00 feet to a 25 foot northerly offset of the northerly right of way of said River Crest Drive; thence leaving said east line of Lot 16, easterly along said 25 foot northerly offset of the northerly right of way of said River Crest Drive of Lots 17 through 51 as shown on said Plat Map of Lighthouse Marina & Country Club, the following fourteen (14) courses:

1) along a non-tangent curve to the right, an arc length of 126.47 feet, said curve having a radius of 5266.84 feet, a central angle of 1° 22' 33", a chord bearing of South 80° 39' 34" East, and a chord length of 126.47 feet, to a point on a tangent line;
2) thence South 79° 58' 18" East 184.10 feet;
3) thence along a tangent curve to the left, an arc length of 100.16 feet, said curve having a radius of 932.97 feet, a central angle of 6° 09' 04", a chord bearing of South 83° 02' 50" East, and a chord length of 100.11 feet, to a point on a tangent line;
4) thence South 86° 07' 22" East 204.46 feet;
5) thence along a tangent curve to the right, an arc length of 249.74 feet, said curve having a radius of 1045.97 feet, a central angle of 13° 40' 48", a chord bearing of South 79° 16' 58" East, and a chord length of 249.14 feet, to a point on a tangent line;
6) thence South 72° 26' 34" East 380.32 feet;
7) thence along a tangent curve to the right, an arc length of 25.82 feet, said curve having a radius of 455.99 feet, a central angle of 3° 14' 38", a chord bearing of South 70° 49' 15" East, and a chord length of 25.81 feet, to a point on a tangent line;
8) thence South 69° 11' 56" East 314.48 feet;
9) thence along a tangent curve to the right, an arc length of 340.76 feet, said curve having a radius of 4666.85 feet, a central angle of 4° 11' 01", a chord bearing of South 67° 06' 25" East, and a chord length of 340.69 feet, to a point on a tangent line;
10) thence South 65° 00' 55" East 100.00 feet;
11) thence along a tangent curve to the right, an arc length of 147.81 feet, said curve having a radius of 945.97 feet, a central angle of 8° 57' 10", a chord bearing of South 60° 32' 20" East, and a chord length of 147.66 feet, to a point on a tangent line;
12) thence South 56° 03' 45" East 160.92 feet;
13) thence along a tangent curve to the right, an arc length of 112.79 feet, said curve having a radius of 445.99 feet, a central angle of 14° 29' 25", a chord bearing of South 48° 49' 02" East, and a chord length of 112.49 feet, to a point on a reverse curvature; and
14) thence along a reverse curve to the left, an arc length of 11.98 feet, said curve having a radius of 26.00 feet, a central angle of 26° 24' 18", a chord bearing of South 54° 46' 28" East, and a chord length of 11.88 feet, to a point of reverse curvature;

thence continuing along said 25 foot northerly offset of the northerly right of way of said River Crest Drive, along a reverse curve to the right, an arc length of 83.26 feet, said curve having a radius of 74.00 feet, a central angle of 64° 28' 08", a chord bearing of South 35° 44' 33" East, and a chord length of 78.94 feet, to the intersection of the said 25 foot northerly offset of the northerly right of way of said River Crest Drive and a 46 foot northeasterly offset of the southwesterly line of Lot 503 as shown on the Parcel Map No. 4774, filed on November 18, 2005, in Book 2005 of Parcel Maps, Pages 187 and 188, Yolo County Records; thence southeasterly along the said 46 foot northeasterly offset of the southwesterly line of said Lot 503, South 26° 34' 27" East 127.87 feet, to the southeasterly line of said Lot 503; thence southwesterly along the southeasterly lines of Lots 503 and Lot 502 as shown on the Parcel Map No. 4774, filed on November 18, 2005, in Book 2005 of Parcel Maps, Pages 187 and 188, Yolo County Records, the following two (2) courses:

1) South 37° 21' 45" West 51.21 feet; and
2) thence South 61° 55' 11" West 61.02 feet, to a point leaving the said southeasterly line of Lot 502;

thence northwesterly along a line parallel and offset 61 feet southwesterly from the said southwesterly line of Lot 503, North 26° 34' 27" West 130.33 feet, to the northwesterly line of said Lot 502, said point also being on the 42 foot River Crest Drive right of way; thence southwesterly along the said northwesterly line of Lot 502, along a non-tangent curve to the right, an arc length of 99.75 feet, said curve having a radius of 370.99 feet, a central angle of 15° 24' 17", a chord bearing of South 57° 09' 54" West, and a chord length of 99.45 feet, to an angle point on said northwesterly lines of said Lot 502; thence along a non-tangent line crossing the said River Crest Drive right of way, North 16° 12' 15" West 42.58 feet to the southeasterly line of Lot 54 as shown on said Plat Map of Lighthouse Marina & Country Club; thence in a general northwesterly direction along the southerly lines of said Lot 54 and Lot 302 as shown on said Plat Map of Lighthouse Marina & Country Club, also being the northerly right of way lines for a 60 foot wide Fountain Drive as shown on said Plat Map of Subdivision No. 3953, Unit No. A, Lighthouse Marina & Country Club, the following ten (10) courses:

1) along a non-tangent curve to the right, an arc length of 31.83 feet, said curve having a radius of 20.00 feet, a central angle of 91° 11' 09", a chord bearing of North 70° 41' 26" West, and a chord length of 28.57 feet, to a point of reverse curvature;
2) thence along a reverse curve to the left, an arc length of 325.53 feet, said curve having a radius of 529.98 feet, a central angle of 35° 11' 34", a chord bearing of North 42° 41' 39" West, and a chord length of 320.44 feet, to the most westerly corner of said Lot 54;
3) thence continuing northwesterly along a compound curve to the left along the said southerly lines of Lot 302, an arc length of 39.05 feet, said curve having a radius of 529.98 feet, a central angle of 4° 13' 20", a chord bearing of North 62° 24' 06" West, and a chord length of 39.05 feet, to a tangent line;
4) thence North 64° 30' 46" West 153.39 feet;
5) thence along a tangent curve to the left, an arc length of 720.85 feet, said curve having a radius of 3229.90 feet, a central angle of 12° 47' 14", a chord bearing of North 70° 54' 23" West, and a chord length of 719.35 feet, to a point on a tangent line;
6) thence North 77° 18' 00" West 741.39 feet;

7) thence along a tangent curve to the left, an arc length of 253.28 feet, said curve having a radius of 4029.87 feet, a central angle of 3° 36' 04", a chord bearing of North 79° 06' 02" West, and a chord length of 253.24 feet, to a point on a tangent line;
8) thence North 80° 54' 04" West 363.83 feet;
9) thence along a tangent curve to the left, an arc length of 254.54 feet, said curve having a radius of 529.98 feet, a central angle of 27° 31' 05", a chord bearing of South 85° 20' 24" West, and a chord length of 252.10 feet, to a point on a tangent line; and
10) thence South 71° 34' 51" West 114.47 feet, to the southwesterly corner of said Lot 302;

thence leaving the said northerly right of way lines of a 60 foot wide Fountain Drive, continuing in a northeasterly direction along the said southerly lines of Lot 302, the following three (3) courses:

1) North 18° 25' 09" West 83.00 feet;
2) thence North 87° 19' 36" West 75.00 feet; and
3) thence South 87° 04' 37" West 205.54 feet, to the southwesterly corner of said Lot 302, said corner also being a point on the easterly right of way of said West Lake Road;

thence westerly crossing said West Lake Road, South 88° 46' 44" West 42.00 feet, to the said westerly right of way of West Lake Road, also being the easterly line of Lot 294 as shown on said Plat Map of Lighthouse Marina & Country Club, said point also being the **POINT OF BEGINNING** of herein described levee easements.

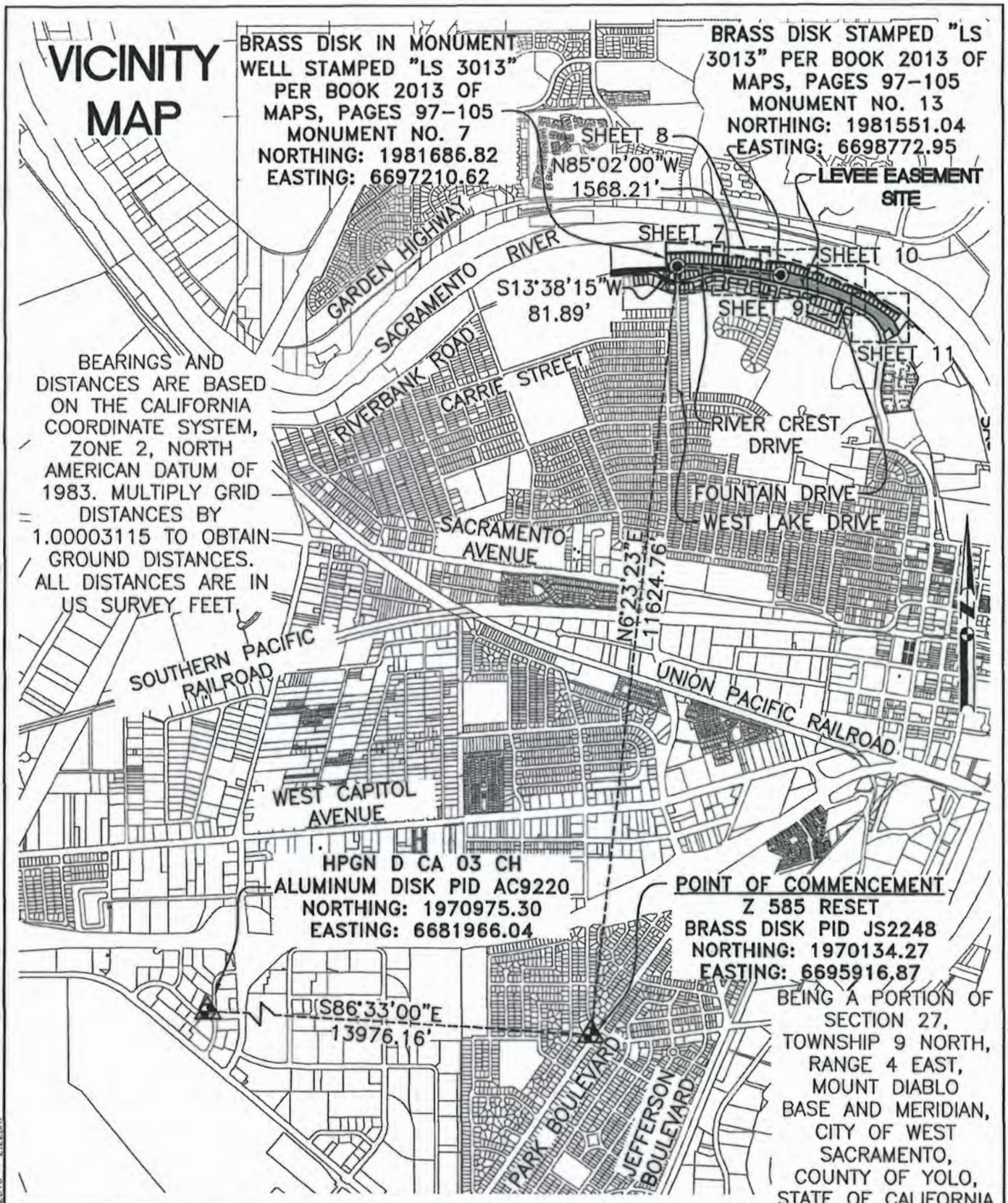
Resulting acreage containing 375 sq. ft., more or less.

Bearings and distances are based on the California Coordinate System, Zone 2, North American Datum 1983. Multiply distances shown by 1.00003115 to obtain ground distances. All distances are provided in United States Survey Feet, 1991.35 epoch date adjustment.

SUBJECT TO any special assessments, restrictions, reservations, easements, and other encumbrances.

End of Description.





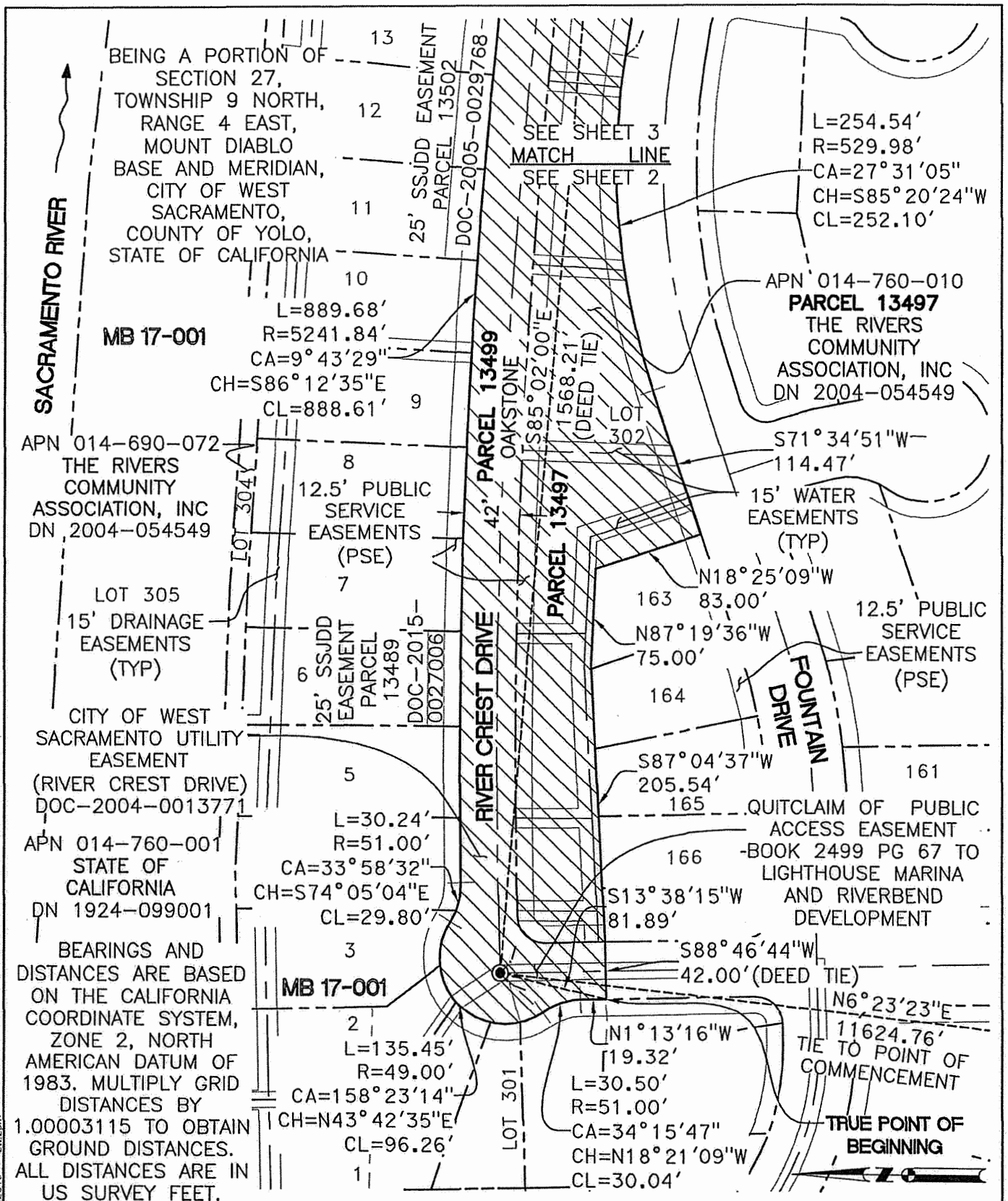
KSN INC. KJELDSEN SINNOCK NEUDECK
Civil Engineers and Land Surveyors
Post Office Box 844
711 N. Pershing Avenue
Stockton, CA 95201-0844
Office: (209) 946-0268
Faxes: (209) 946-0296
E-mail: KSN@ksninc.com

RIVERS COMMUNITY ASSOCIATION
RIVER CREST AND FOUNTAIN DRIVE

THE RIVERS (WEST SACRAMENTO)
LEVEE EASEMENT

Design BAS	Scale 1" = 2000'	Date DECEMBER 2016
Drawn BAS	Original Drawing Scale 0 ¼" ½"	Sheet Number 6 Of 13
Check CSM		Project File No. 2195-0030

FILE SPEC: P:\2195_Richland_Communities\0020_The_Rivers_Easement_Descriptions\07_Survey\400_Boundary\020_Preliminary\Descriptions\Levee Easement\December 2016 Submittal - DWR\Rivers_Levee_Easement_Plat_to_DWR.dwg
PLOT DATE: Dec 01, 2016 - 2:22pm



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THE RIVERS (WEST SACRAMENTO)
LEVEE EASEMENT

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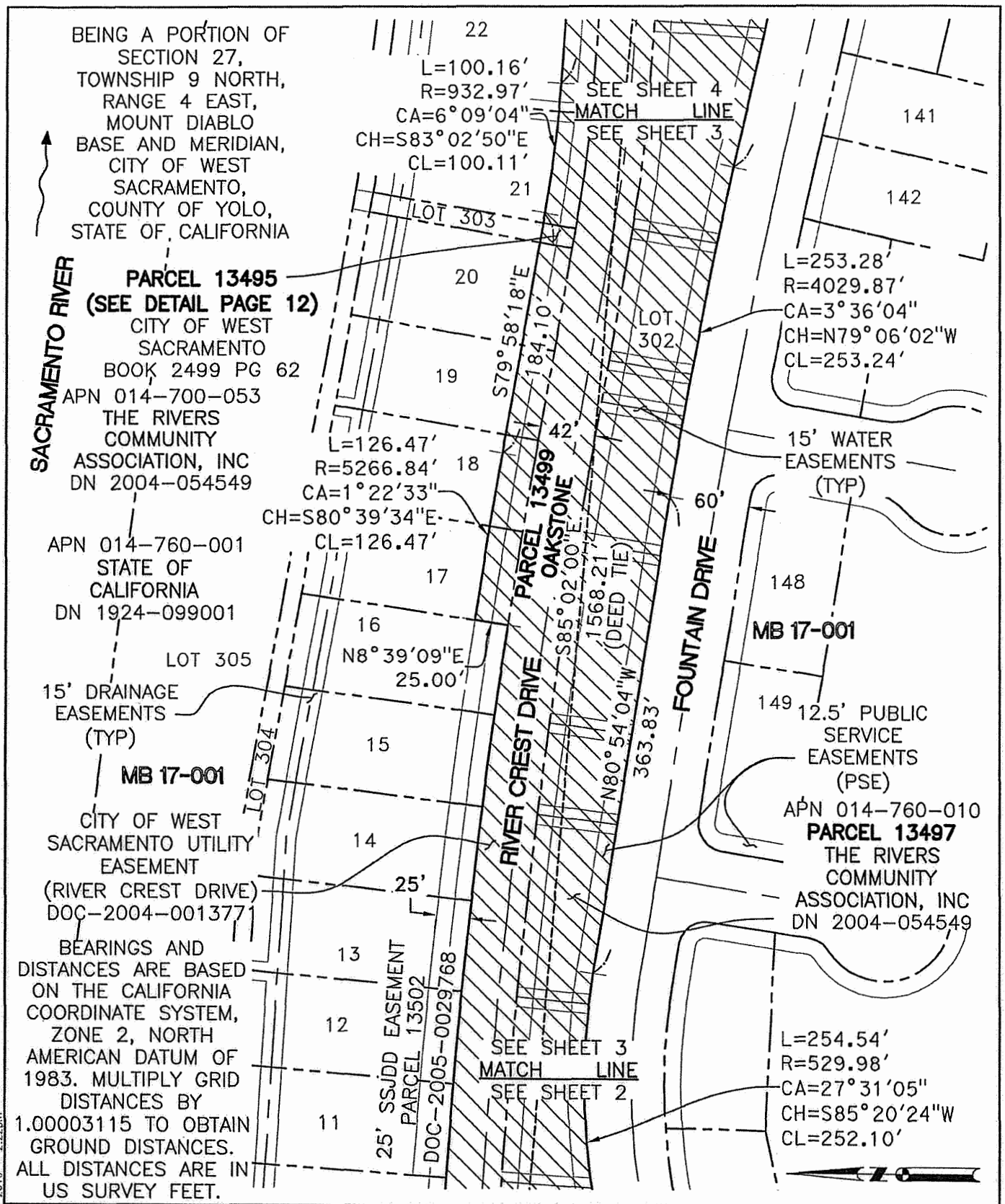
Check: CSM		Project File No.: 2195-0020



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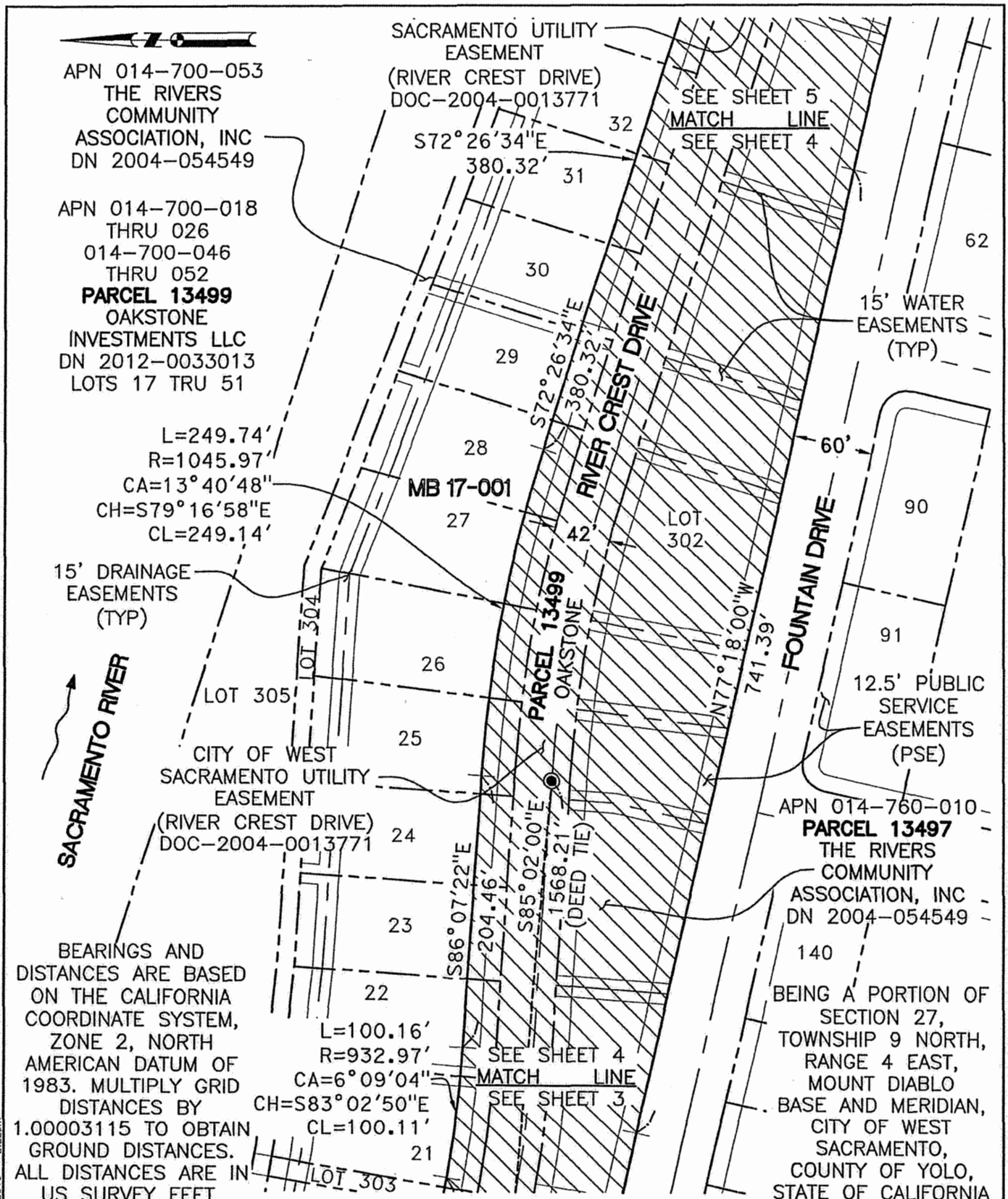

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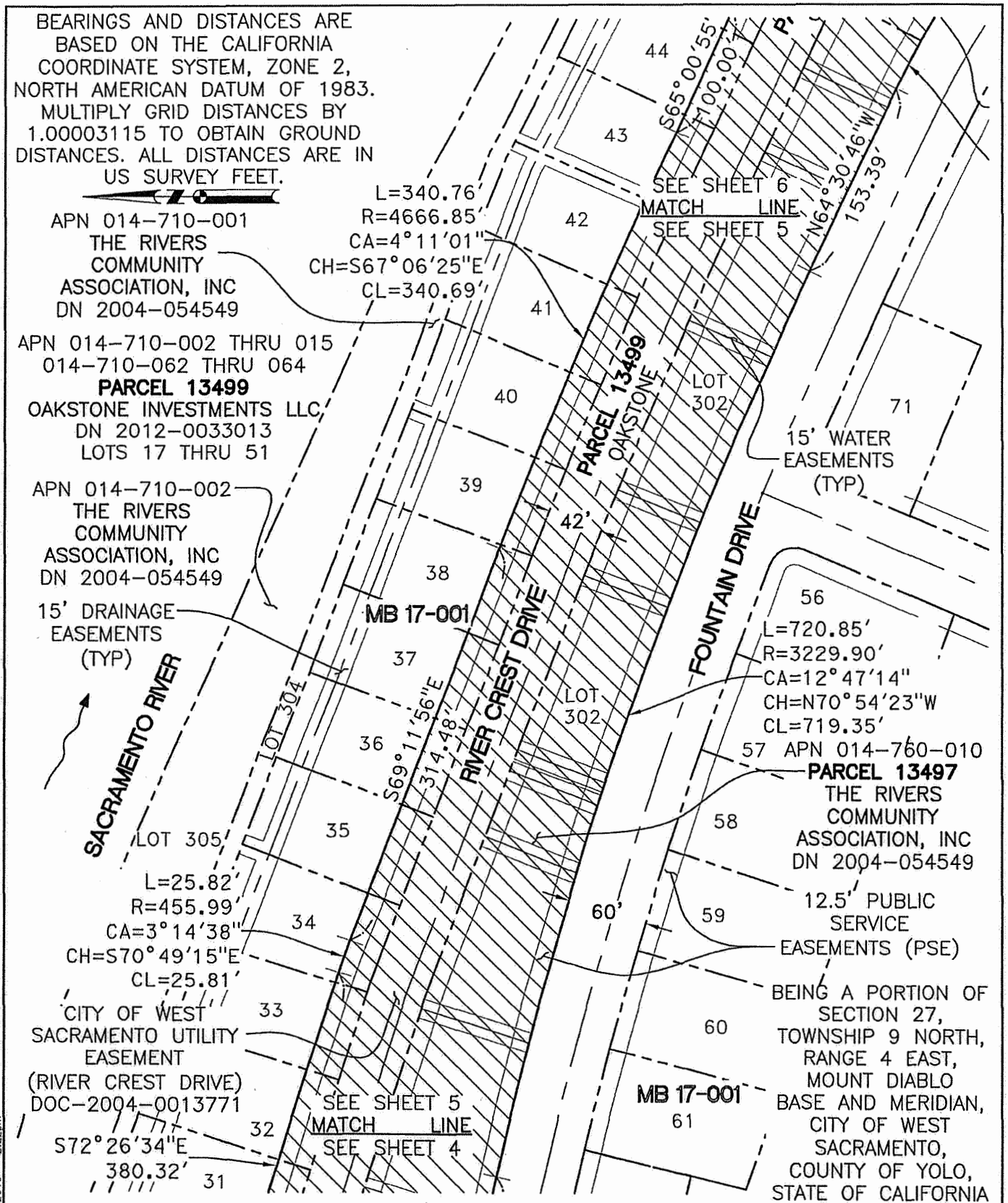

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RIVER CREST AND FOUNTAIN DRIVE
THE RIVERS (WEST SACRAMENTO)
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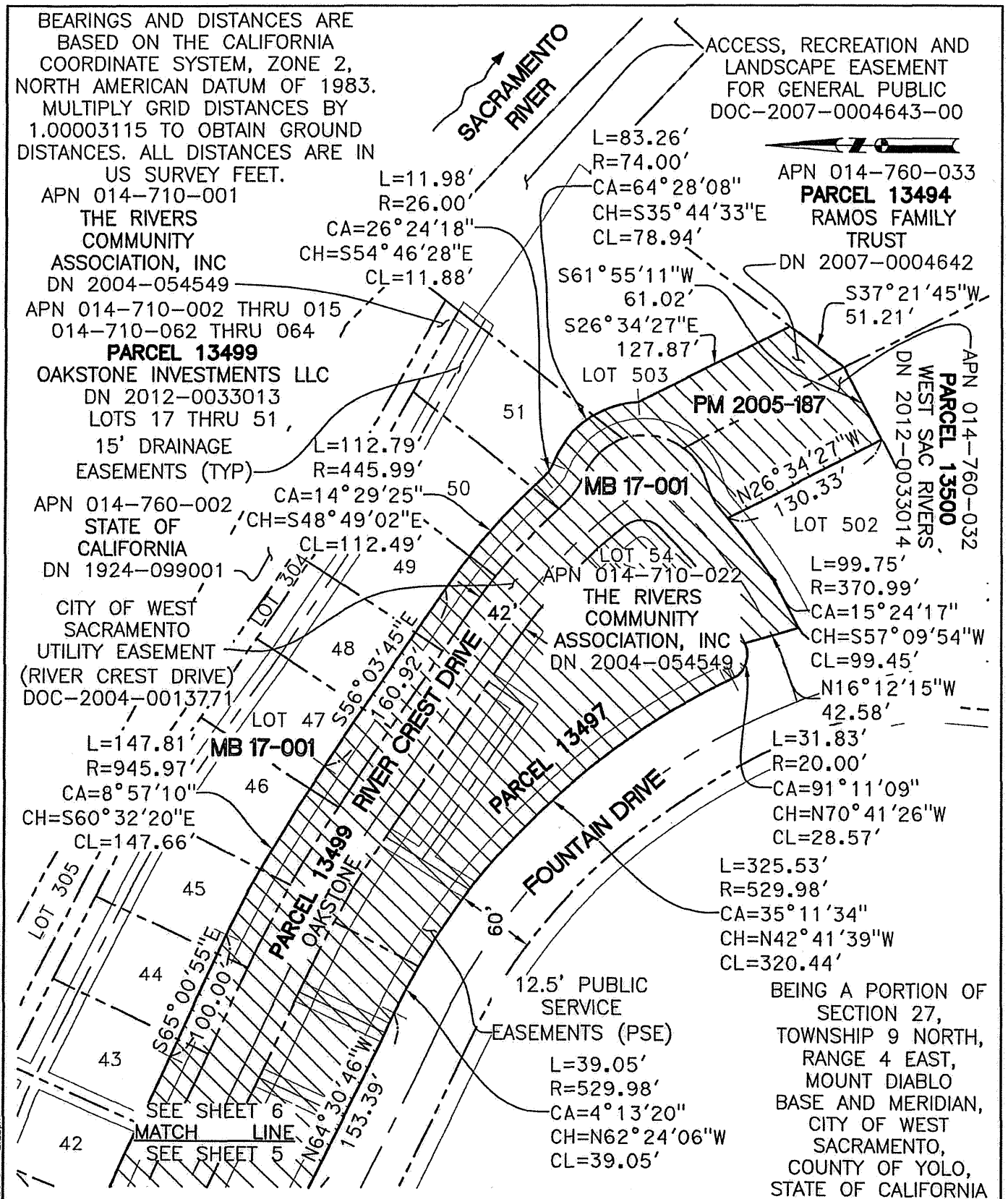

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RIVER CREST AND FOUNTAIN DRIVE

THE RIVERS (WEST SACRAMENTO) LEVEE EASEMENT

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Drawn BAS		Sheet Number 11 Of 13	
Check CSM	Original Drawing Scale 0 ¼" ½"	Project File No. 2195-0020	

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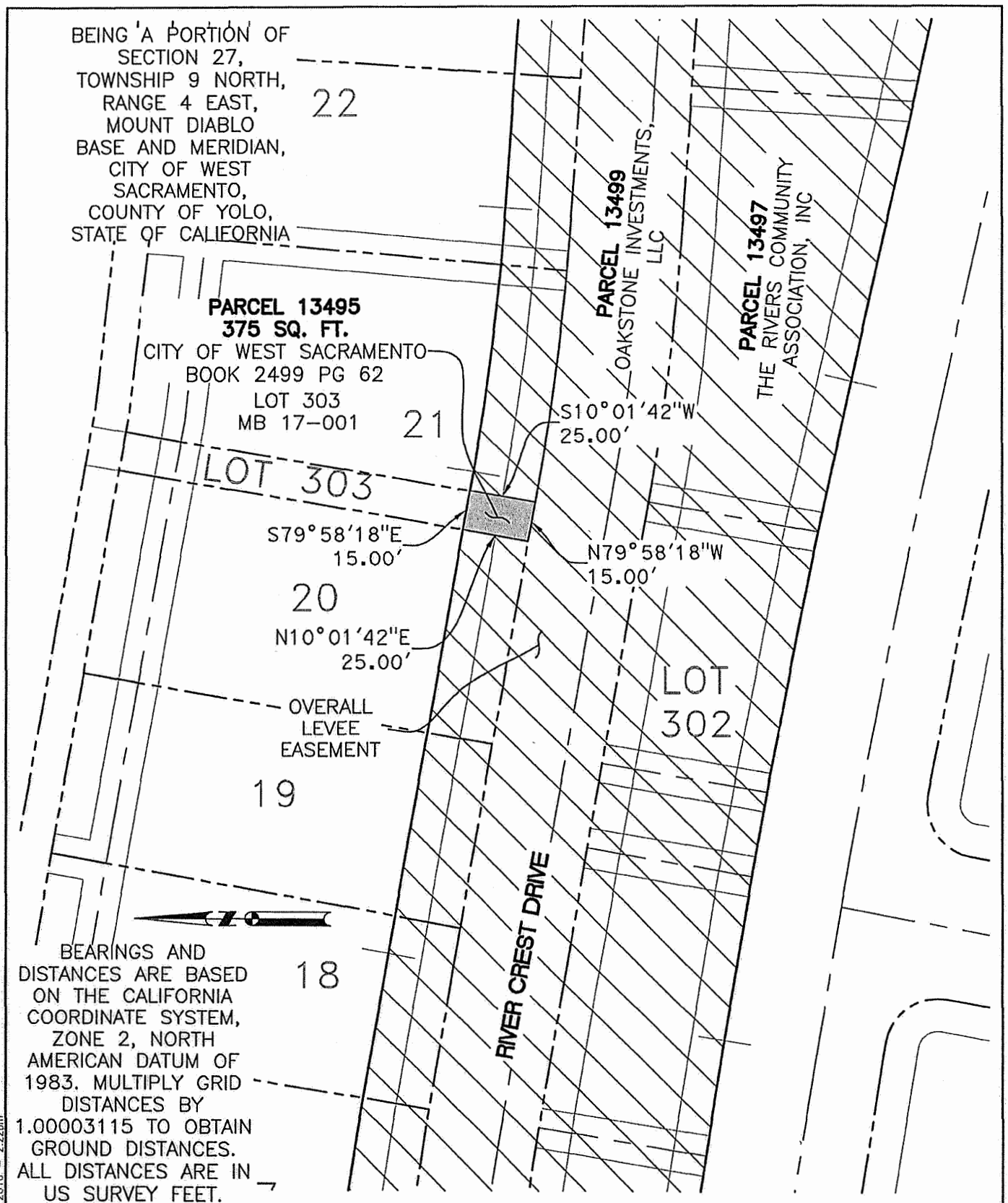

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CITY OF WEST SACRAMENTO
LOT 303

THE RIVERS (WEST SACRAMENTO)
LEVEE EASEMENT DETAIL

Design BAS	Scale 1" = 50'	Date DECEMBER 2016	
Drawn BAS	Original Drawing Scale 0 ¼" ½"	Sheet Number 12 Of 13	
Check CSM		Project File No. 2195-0020	

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State of California
The Resources Agency
Department of Water Resources
THE CENTRAL VALLEY FLOOD PROTECTION BOARD

Parcel No. 13495 Unit A

Grantor, for himself, his successors and assigns, hereby waives any claims for any and all damages which will accrue to the remaining property of grantor by reason of its severance from that portion granted herein and the construction of the improvement in the manner presently proposed.

IN WITNESS WHEREOF, said corporation has caused its corporate name to be hereunto subscribed and its corporate seal to be affixed hereto, this _____ day of, _____, 20_____ .

_____

_____

_____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }

SS

County of _____

On _____, 20 ____ , before me,_____

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(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

[SEAL]

_____
NOTARY PUBLIC IN AND FOR THE STATE OF CALIFORNIA

(CERTIFICATE OF ACCEPTANCE, GOVERNMENT CODE, SECTION 27281)

This is To Certify, That the real property or interests therein described in the within deed to the SACRAMENTO AND SAN JOAQUIN DRAINAGE DISTRICT, acting by and through The Central Valley Flood Protection Board of the State of California, a public agency, is hereby accepted on behalf of the grantee.

Dated_____, 20 _____ .

THE CENTRAL VALLEY FLOOD PROTECTION BOARD

By _____

_____
Jeanne M. Kuttel, Chief
Division of Engineering
DEPARTMENT OF WATER RESOURCES

RECORDING REQUESTED BY

WHEN RECORDED MAIL TO:

DEPARTMENT OF WATER RESOURCES
Division of Engineering
Real Estate Branch
1416 9th Street, Room 425
Sacramento, CA 95814

SPACE ABOVE THE LINE FOR RECORDER'S USE

014-700-003

EASEMENT DEED
(CORPORATION)

THE RIVERS, AKA LIGHTHOUSE MARINA, SACRAMENTO RIVER SLOPE CONTROL
Project EASEMENT, WEST SACRAMENTO

Parcel No. 13495 Unit B

THE CITY OF WEST SACRAMENTO, A MUNICIPAL CORPORATION, organized and existing under and by virtue of the laws of the State of California, does hereby grant, convey, and dedicate to the SACRAMENTO AND SAN JOAQUIN DRAINAGE DISTRICT, its successors or assigns, acting by and through THE CENTRAL VALLEY FLOOD PROTECTION BOARD of the State of California, a public agency, an exclusive, perpetual easement with the right to overflow and pond water over, through, and across; the right to remove any unauthorized encroachment; and the right to deposit material on and/or remove deposited material from the hereinafter described real property situated in the County of **YOLO**, State of California.

That certain real property situated in the City of West Sacramento, Yolo County, State of California, being a portion of Section 27, Township 9 North, Range 4 East, Mount Diablo Baseline and Meridian, more particularly described as follows:

PARCEL 13495 UNIT B

All of that certain real property as described in the Quitclaim Deed to the City of West Sacramento, recorded on June 4, 1993, in Book 2499, Official Records, Page 62, Yolo County Records; being a portion of Lot 303, as shown on the Plat Map of Subdivision No. 3953, Unit No. A, Lighthouse Marina & Country Club, filed on February 25, 1992, in Map Book 17, Pages 1 through 18, Yolo County Records, lying within the below described slope control easement:

COMMENCING at the survey control point marked with a brass disk, with the National Geodetic Survey designation "Z 585 RESET", and the National Geodetic Survey PID "JS2248", said point bears South 86° 33' 00" East 13976.16 feet from the survey control point marked with an aluminum disk, with the National Geodetic Survey designation "HPGN D CA 03 CH", and the National Geodetic Survey PID "AC9220", thence North 06° 23' 23" East 11624.76 feet to a brass disk in a monument well stamped "LS 3013" at the most westerly turn knuckle of River Crest Drive, also being at the intersection of River Crest Drive and Westlake Drive, also being south of Lot 3, as shown on said Plat Map of Lighthouse Marina & Country Club filed in Map Book 17, Pages 1 through 18, said point also being Monument Number 7 as described in that certain Record of Survey filed on November 7, 2013 in Book 2013 of Maps, Pages 97-105, Yolo County Records, said point also bears North 85° 02' 00" West 1568.21 feet from a brass disk in a monument well stamped "LS 3013" in the roadway of River Crest Drive south of Lot 25, as shown on said Plat Map of Lighthouse Marina & Country Club, said point also being Monument Number 13 as described in said Record of Survey in Book 2013 of Maps, Page 97-105; thence leaving said Monument Number 7, North 19° 06' 46" East 222.89 feet to an angle point in the north line of Lot 304, as shown on the said Plat Map of Subdivision No. 3953, Unit No. A, Lighthouse Marina & Country Club, said point also being the **TRUE POINT OF BEGINNING** of herein described slope control easement; thence easterly in a clockwise direction along the northerly lines of said Lot 304, also being the northerly lines of herein described slope control easement, the following eleven (11) courses:

1) South 87° 43' 00" East 217.22 feet;
2) thence South 86° 29' 12" East 505.83 feet;
3) thence South 80° 04' 25" East 499.72 feet;
4) thence South 83° 32' 38" East 135.98 feet;
5) thence South 86° 14' 44" East 301.56 feet;
6) thence South 69° 06' 02" East 588.57 feet;
7) thence South 69° 11' 56" East 553.96 feet;
8) thence South 62° 47' 37" East 255.78 feet;
9) thence South 54° 53' 10" East 132.53 feet;
10) thence South 57° 04' 32" East 148.01 feet; and
11) thence South 60° 38' 50" East 143.14 feet, to the northeasterly corner of said Lot 304 said northeasterly corner being on the northwesterly line of Lot 503, as shown on the Parcel

Map No. 4774, filed on November 18, 2005, in Book 2005 of Parcel Maps, Pages 187 and 188, Yolo County Records;

thence continuing in a southeasterly direction along the northerly lines of herein described slope control easement the following three (3) courses:

1) South 51° 49' 41" East 143.62 feet;
2) thence South 46° 25' 05" East 14.75 feet; and
3) thence along a tangent curve to the right, an arc length of 41.62 feet, said curve having a radius of 26.50 feet, a central angle of 90° 00' 00", a chord bearing of South 01° 25' 05" East, and a chord length of 37.48 feet, to a point on the southeasterly lines of said Lot 503;

thence westerly along the said southeasterly and southwesterly lines of said Lot 503 the following two (2) courses:

1) North 46° 25' 05" West 40.00 feet; and
2) thence South 37° 21' 45" West 11.50 feet, to a point on the said southwesterly line of Lot 503;

thence leaving the said southwesterly line of Lot 503 along the southerly lines of herein described slope control easement being offset 38 feet southerly from said northerly lines of herein described slope control easement the following ten (10) courses:

1) North 51° 49' 41" West 139.60 feet;
2) thence North 60° 38' 50" West 141.40 feet;
3) thence North 57° 04' 32" West 149.92 feet;
4) thence North 54° 53' 10" West 130.63 feet;
5) thence North 62° 47' 37" West 251.03 feet;
6) thence North 69° 11' 56" West 551.87 feet;
7) thence North 69° 06' 02" West 582.87 feet;
8) thence North 86° 14' 44" West 296.73 feet;
9) thence North 83° 32' 38" West 138.02 feet; and
10) thence North 80° 04' 25" West 313.93 feet, to the westerly line of Lot 17 as shown on the said Plat Map of Subdivision No. 3953, Unit No. A, Lighthouse Marina & Country Club;

thence leaving said 38' offset, northerly along the said westerly line of Lot 17, North 08° 39' 09" East 25.01 feet to the northwest corner of said Lot 17, said point also being on the southerly line of said Lot 304; thence leaving said westerly line of Lot 17, continuing westerly along the southerly line of the herein described slope control easement on the southerly line of said Lot 304, the following four (4) courses:

1) North 80° 04' 25" West 185.66 feet;
2) thence North 86° 29' 12" West 504.96 feet;
3) thence North 87° 43' 00" West 216.68 feet;
4) thence South 88° 46' 44" West 240.55 feet, to the southwesterly corner of said Lot 304;

thence northerly along the westerly line of said Lot 304, North 01° 13' 16" West 13.00 feet to the northwest corner of said Lot 304; thence easterly along the northerly line of said Lot 304, North 88° 46' 44" East 240.95 feet to said angle point in the north line of said Lot 304, said point also being the **TRUE POINT OF BEGINNING** of herein described slope control easement.

Resulting acreage containing 375 sq.ft., more or less.

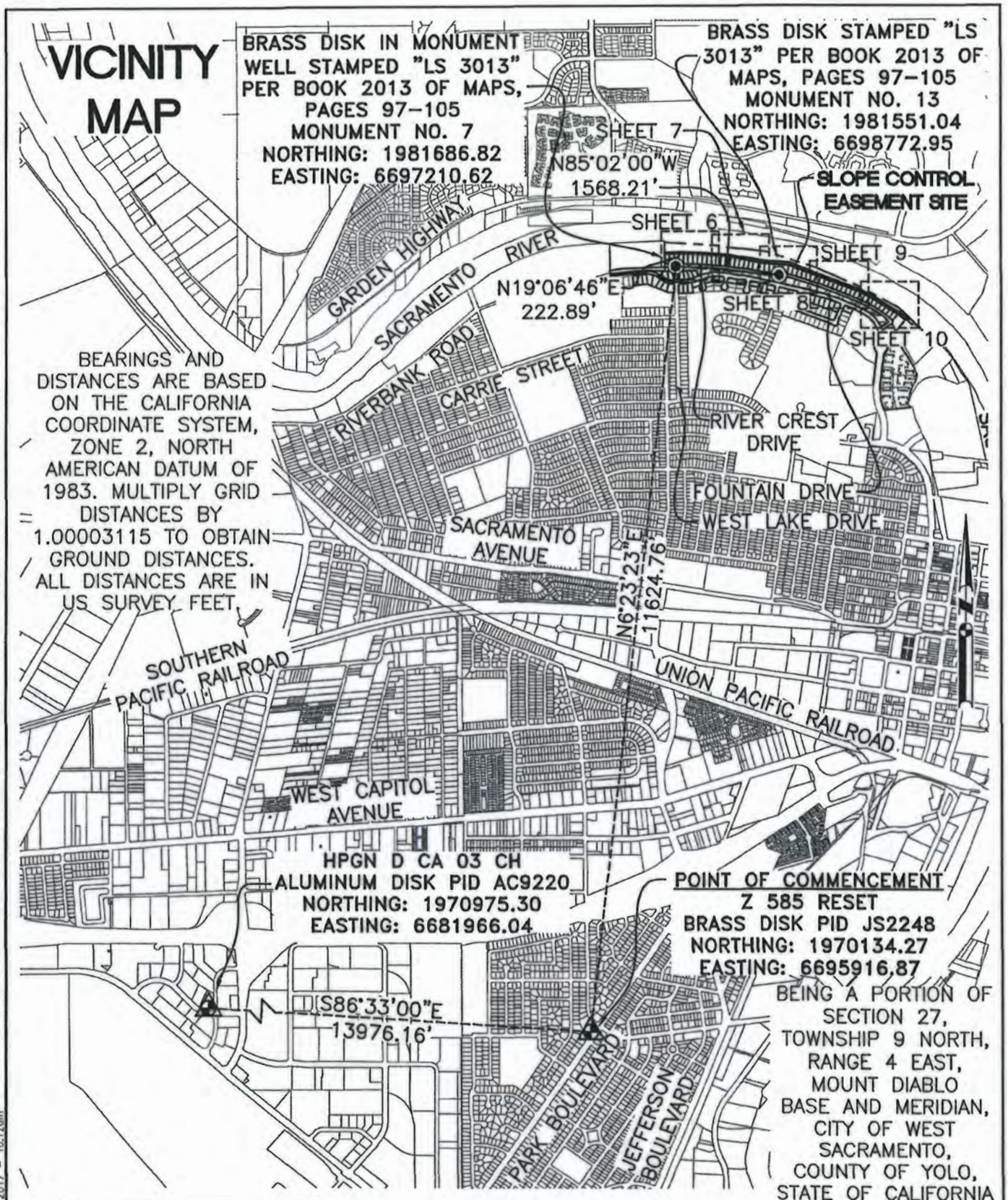
Bearings and distances are based on the California Coordinate System, Zone 2, North American Datum 1983. Multiply distances shown by 1.00003115 to obtain ground distances. All distances are provided in United States Survey Feet, 1991.35 epoch date adjustment.

SUBJECT TO any special assessments, restrictions, reservations, easements, and other encumbrances.

End of Description.



01-09-2017



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RIVERS COMMUNITY ASSOCIATION
RIVER CREST DRIVE

THE RIVERS (WEST SACRAMENTO)
SLOPE CONTROL

Design	Scale	Date
BAS	1" = 2000'	DECEMBER 2016
Drawn BAS	Original Drawing Scale 0 ¼" ½"	Sheet Number 5 Of 12
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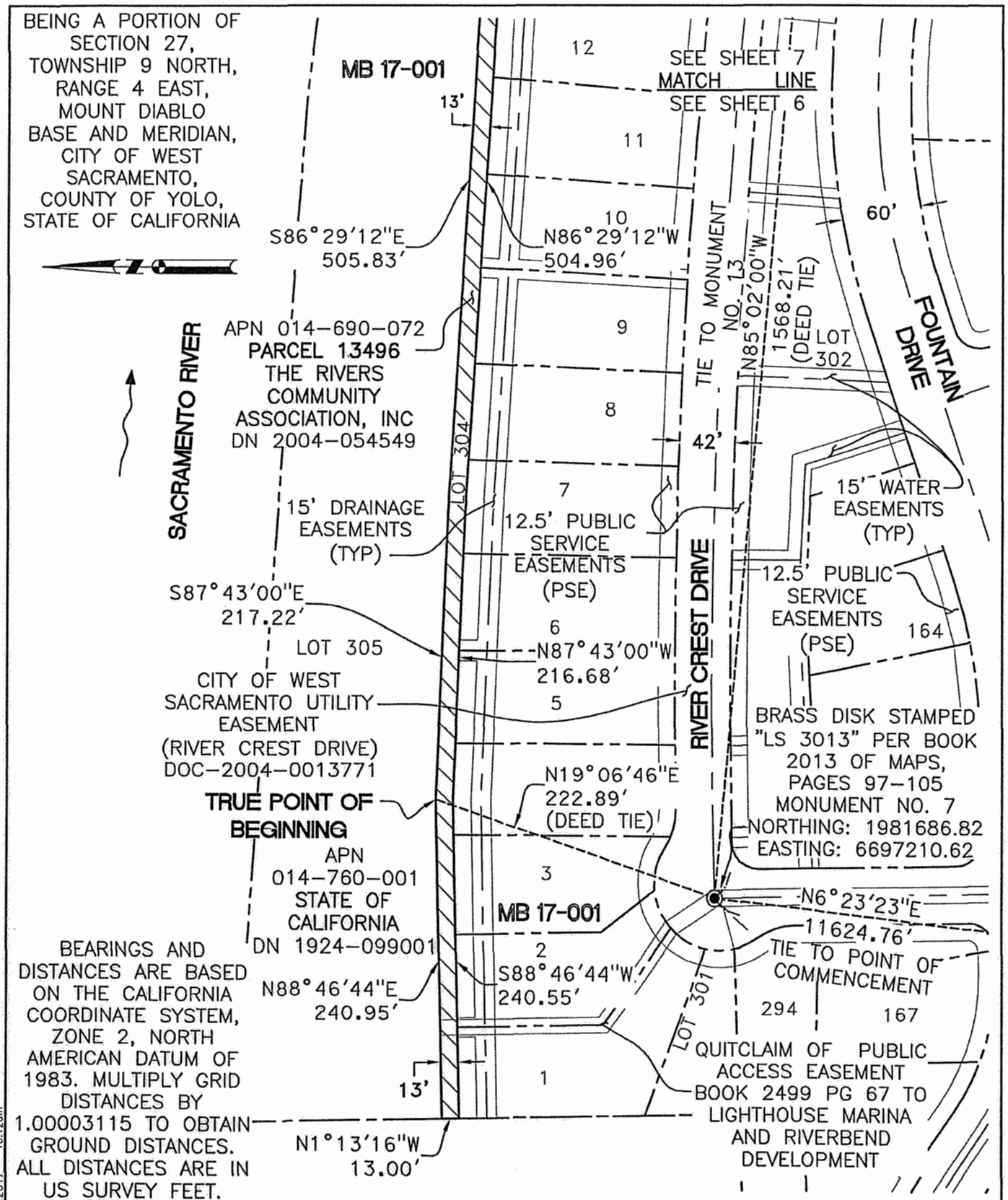

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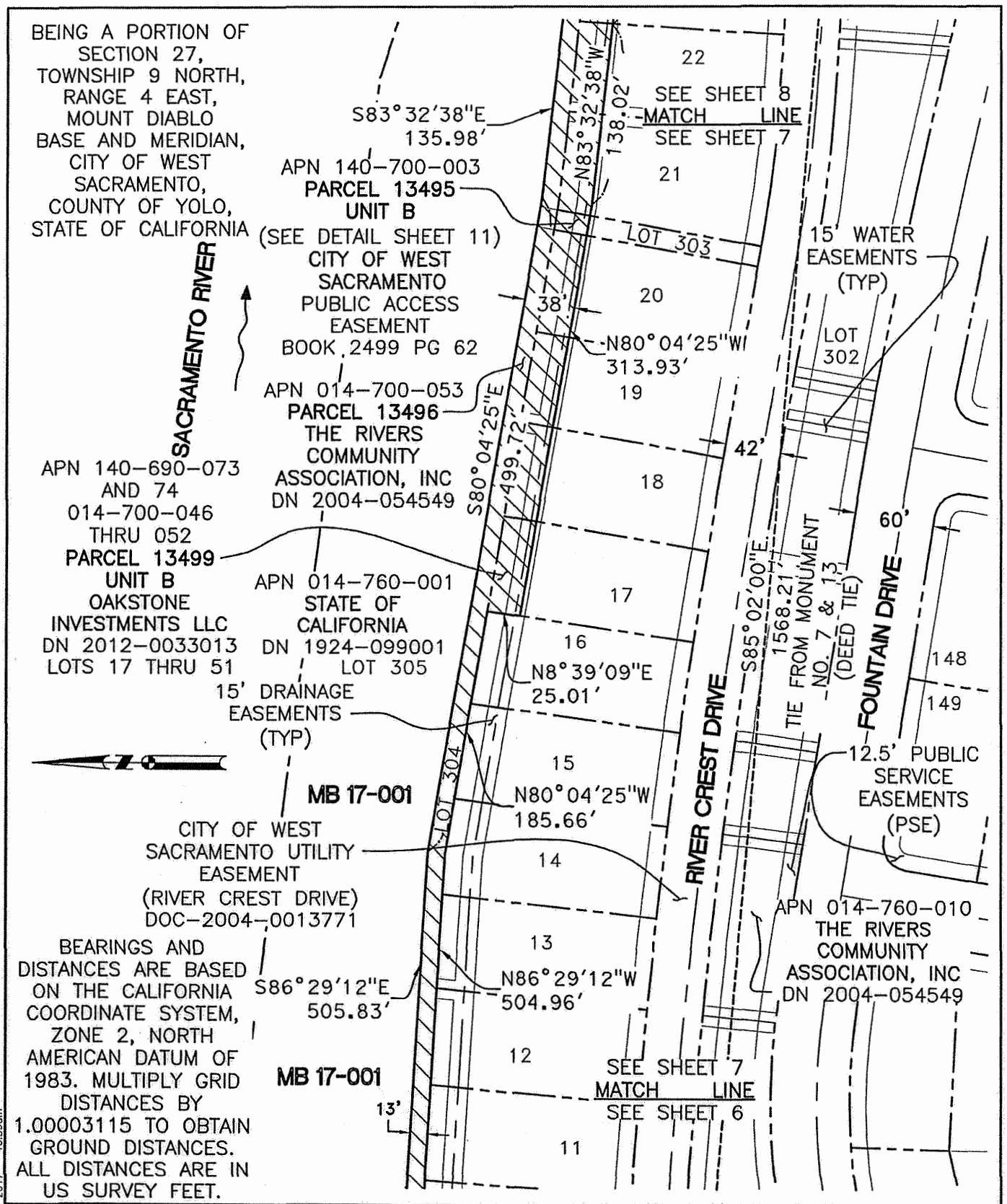

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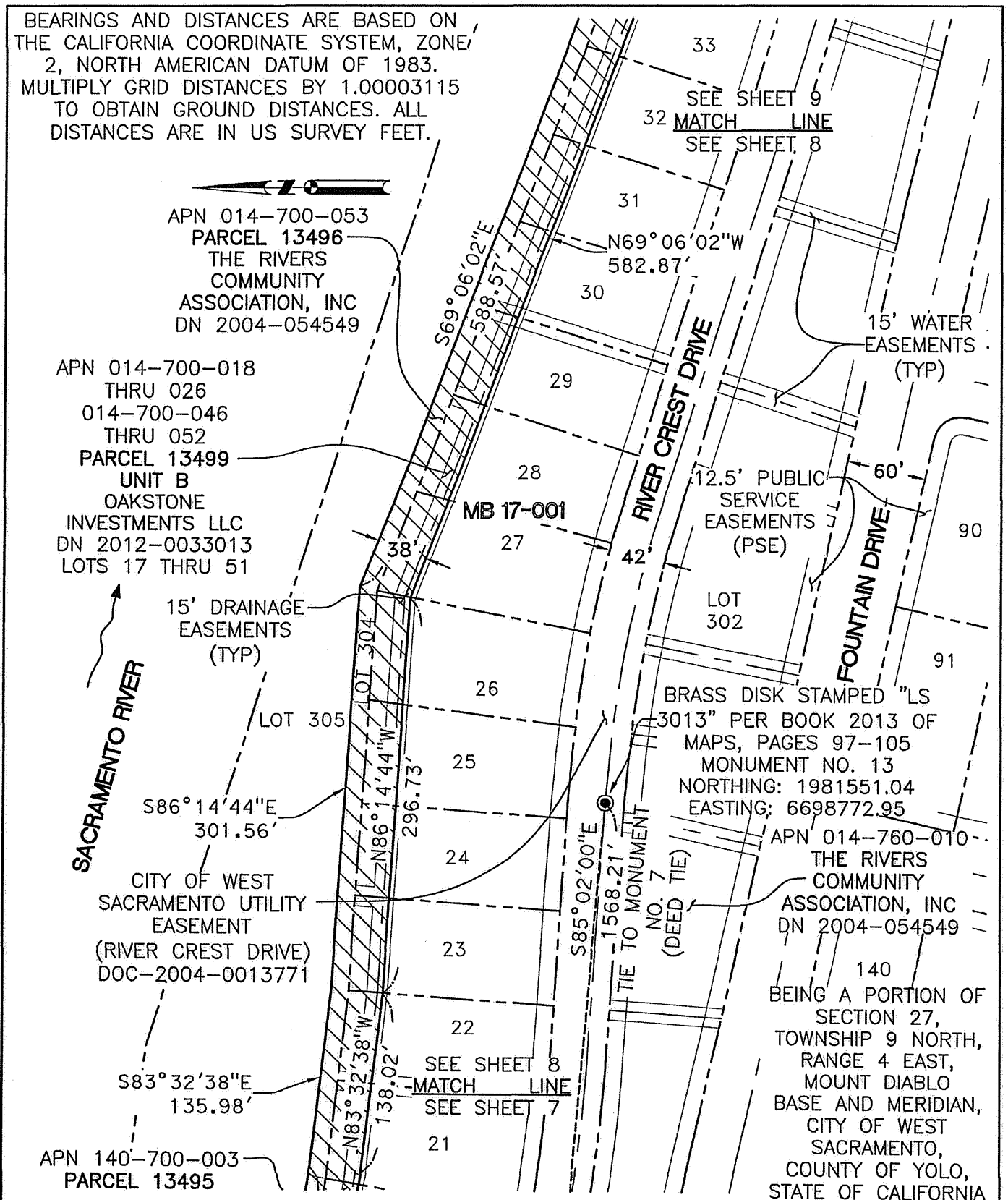

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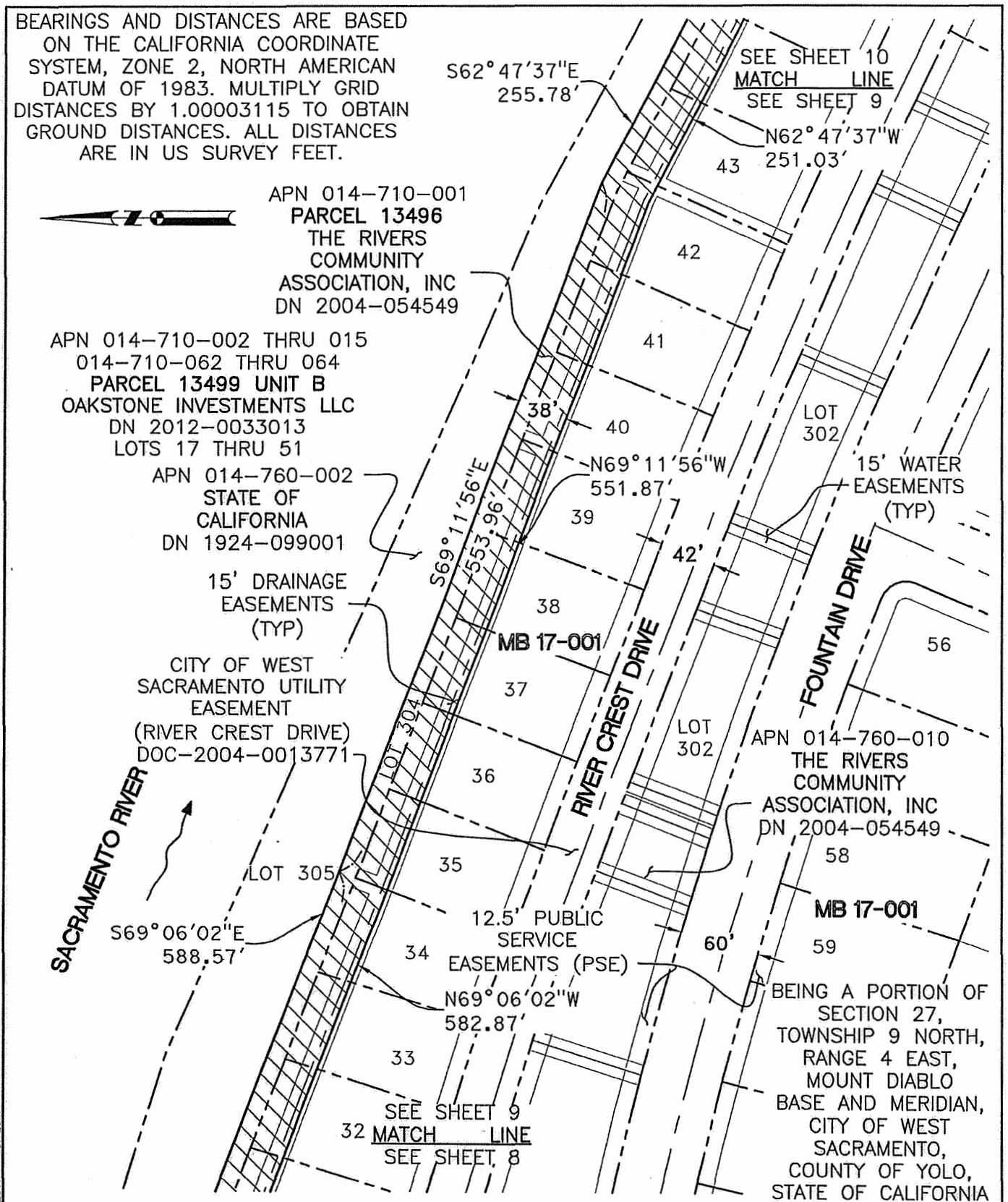

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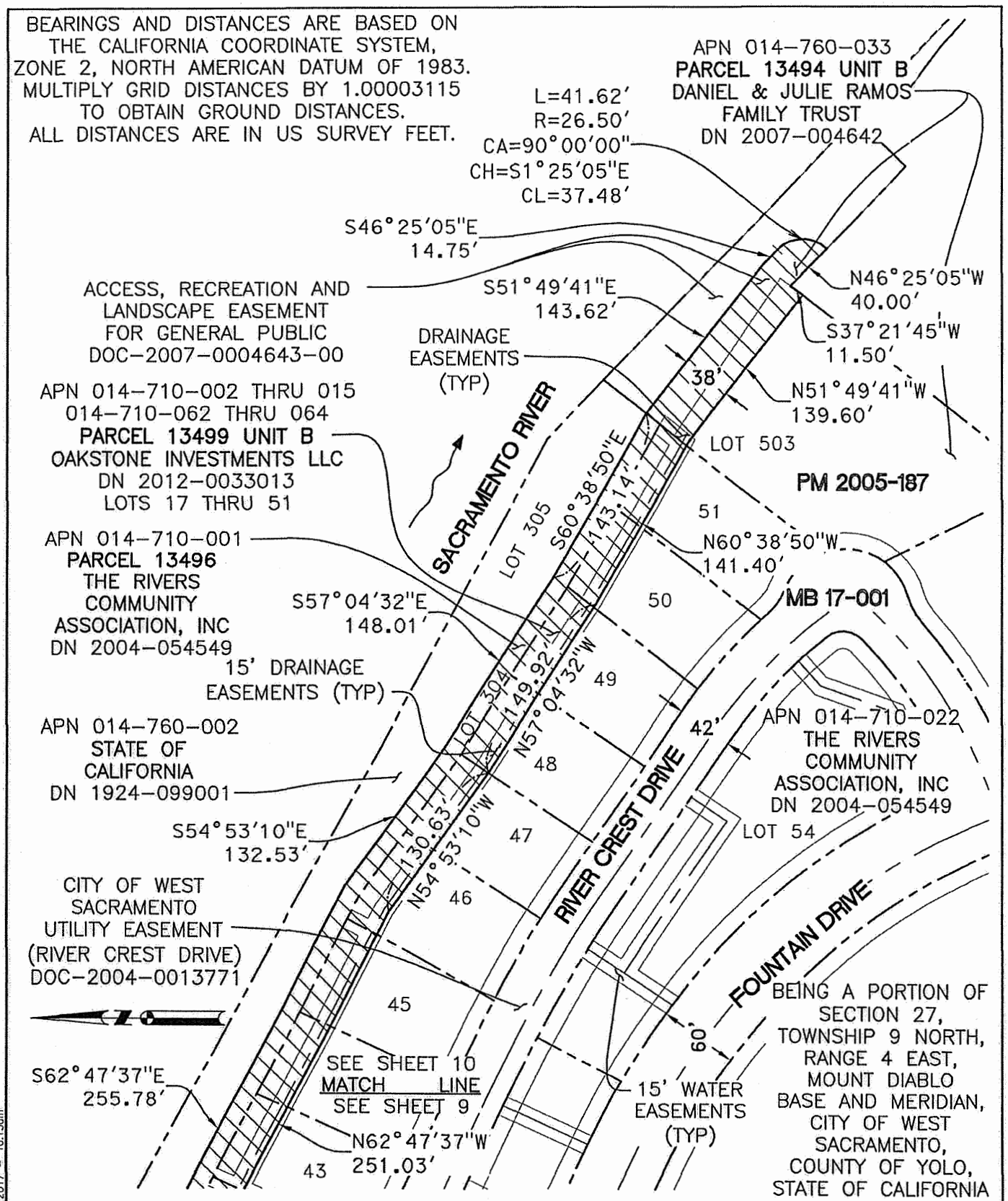

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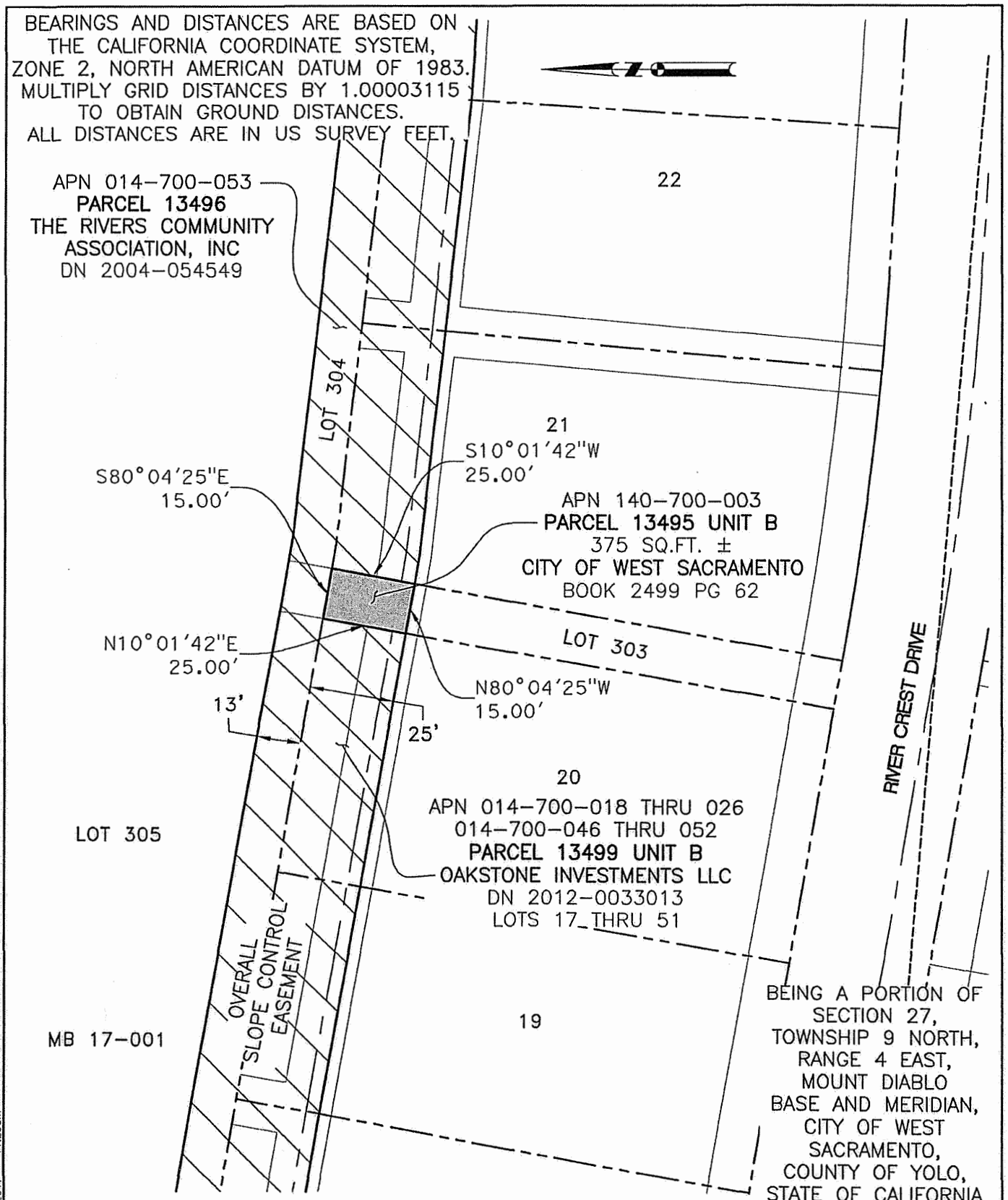
Check CSM		Project File No. 2195-0020	

FILE SPEC: P:\2195_Richland_Communities\0020_The_Rivers_Easement_Descriptions\07_Survey\400_Boundary\020_Preliminary\Descriptions\Slope Control Easement\December 2016 Submittal - DWR\DWR Parcel 13495 Unit B - Slope Control Easement Plat.c
PLOT DATE: Jan 04, 2017 - 10:13am



KJELDSEN SINNOCK NEUDECK INC.
Civil Engineers and Land Surveyors
Post Office Box 844
711 N. Pershing Avenue
Stockton, CA 95201-0844
Office: (209) 946-0268
Faxes: (209) 946-0296
E-mail: KSN@ksninc.com

CITY OF WEST SACRAMENTO
LOT 303

THE RIVERS (WEST SACRAMENTO)
SLOPE CONTROL DETAIL

Design BAS	Scale 1" = 40'	Date DECEMBER 2016	
Drawn BAS		Sheet Number 11 Of 12	
Check CSM	Original Drawing Scale 0 ¼" ½"	Project File No. 2195-0020	

FILE SPEC: P:\2195_Richland_Communities\0020_The_Rivers_Easement_Descriptions\07_Survey\400_Boundary\020_Preliminary\Descriptions\Slope Control Easement\December 2016 Submittal - DWR\DWR Parcel 13495 Unit B - Slope Control Easement Plat.d
PLOT DATE: Jan 04, 2017 - 11:25am

State of California Parcel No. 13495 Unit B
The Resources Agency
Department of Water Resources
THE CENTRAL VALLEY FLOOD PROTECTION BOARD

Grantor, for himself, his successors and assigns, hereby waives any claims for any and all damages which will accrue to the remaining property of grantor by reason of its severance from that portion granted herein and the construction of the improvement in the manner presently proposed.

IN WITNESS WHEREOF, said corporation has caused its corporate name to be hereunto subscribed and its corporate seal to be affixed hereto, this _____ day of, _____, 20_____ .

_____

_____

_____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }

SS

County of _____

On _____, 20 ____ , before me, _____

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(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

[SEAL]

_____
NOTARY PUBLIC IN AND FOR THE STATE OF CALIFORNIA

(CERTIFICATE OF ACCEPTANCE, GOVERNMENT CODE, SECTION 27281)

This is To Certify, That the real property or interests therein described in the within deed to the SACRAMENTO AND SAN JOAQUIN DRAINAGE DISTRICT, acting by and through The Central Valley Flood Protection Board of the State of California, a public agency, is hereby accepted on behalf of the grantee.

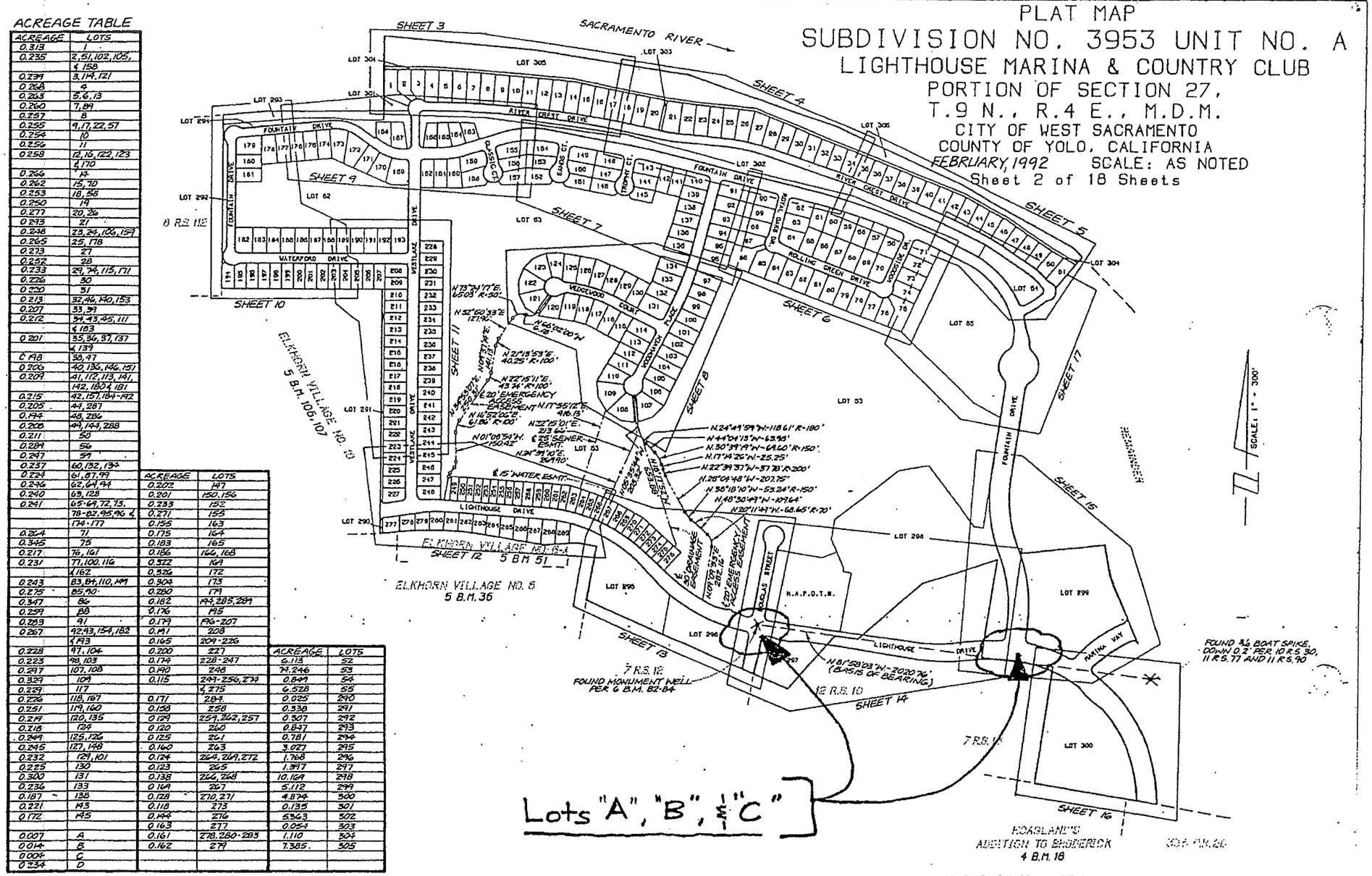
Dated_____, 20 _____ .

THE CENTRAL VALLEY FLOOD PROTECTION BOARD

By _____

_____
Jeanne M. Kuttel, Chief
Division of Engineering
DEPARTMENT OF WATER RESOURCES

PLAT MAP
SUBDIVISION NO. 3953 UNIT NO. A
LIGHTHOUSE MARINA & COUNTRY CLUB
PORTION OF SECTION 27,
T.9 N., R.4 E., M.D.M.
CITY OF WEST SACRAMENTO
COUNTY OF YOLO, CALIFORNIA
FEBRUARY, 1992 SCALE: AS NOTED
Sheet 2 of 18 Sheets



ACREAGE TABLE	
ACREAGE	LOTS
0.313	1
0.235	2,51,102,105, & 158
0.239	3,114,121
0.268	4
0.253	5,6,13
0.260	7,89
0.237	8
0.255	9,11,22,57
0.254	10
0.259	11
0.258	12,16,122,123 & 170
0.266	14
0.262	15,70
0.253	18,58
0.250	19
0.277	20,26
0.243	21
0.248	23,24,106,159
0.265	25,178
0.273	27
0.252	28
0.233	29,74,115,171
0.226	30
0.220	31
0.213	32,46,140,153
0.207	33,39
0.212	34,43,45,111 & 183
0.201	35,36,37,137 & 139
C.F.B.	38,47
0.206	40,136,146,151
0.209	41,112,113,141, 142,180,181
0.215	42,151,184-192
0.205	44,287
0.194	48,286
0.208	49,144,288
0.211	50
0.284	56
0.247	59
0.237	60,132,134
0.224	61,87,99
0.246	62,64,94
0.240	63,128
0.241	65-69,72,73, 78-82,95,96 & 174-177
0.264	71
0.345	75
0.217	76,141
0.231	77,100,116 & 162
0.243	83,84,110,149
0.275	85,90
0.347	86
0.259	88
0.283	91
0.267	92,93,154,182 & 193
0.228	97,104
0.223	98,103
0.297	107,108
0.329	109
0.229	117
0.226	118,167
0.251	119,160
0.219	120,135
0.218	124
0.269	125,126
0.245	127,148
0.232	129,101
0.225	130
0.300	131
0.236	133
0.187	138
0.221	145
0.172	145
0.007	A
0.014	B
0.008	C
0.234	D

ACREAGE	LOTS
0.202	147
0.201	150,156
0.233	152
0.271	155
0.155	163
0.175	164
0.183	165
0.186	166,168
0.322	169
0.326	172
0.304	173
0.280	179
0.182	193,285,289
0.176	195
0.179	196-207
0.141	208
0.165	209-226
0.200	227
0.174	228-247
0.190	248
0.115	249-256,271
	4.275
0.171	284
0.158	258
0.129	259,262,257
0.120	260
0.125	261
0.160	263
0.124	264,269,272
0.123	265
0.138	266,268
0.169	267
0.128	270,271
0.118	273
0.144	276
0.163	277
0.161	278,280-283
0.162	279

ACREAGE	LOTS
6.113	52
73.246	53
0.849	54
6.528	55
0.025	290
0.338	291
0.307	292
0.847	293
0.781	294
3.027	295
1.768	296
1.397	297
10.169	298
5.112	299
4.874	300
0.135	301
53.63	302
0.054	303
1.110	304
7.385	305

UNPUBLISHED WORK
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THE SPINK CORPORATION

KEY PLAN -D300 SCALE - 893.82.893 PF: 0314CC2 180313 06-Jan-92 07:55 INT / 5181-011.1-1

ATTACHMENT 3



LEGEND:

- EXISTING LEVEE EASEMENT
- PENDING LEVEE EASEMENT
- PROPOSED CVFPB LEVEE EASEMENT OR PROPOSED CVFPB SLOPE CONTROL EASEMENT
- DRAINAGE EASEMENT (PROPOSED TO BE QUIT CLAIMED FROM COWS TO HOA)

KSN INC. KJELDSEN SINNOCK NEUDECK
Civil Engineers and Land Surveyors
711 N. Pershing Avenue
Stockton, CA 95203
(209) 946-0268
1355 Halyard Drive, Suite 180
West Sacramento, CA 95691
(916) 403-5900
www.ksninc.com

Scale 1" = 120'

Original Drawing Scale 0 ½" 1"

N

THE RIVERS
LEVEE LOTS
PROPOSED EASEMENTS
OVERALL

EXHIBIT 1

PAGE 1

FILE SPEC: C:\Users\calmaas\appdata\local\temp\AcPublish_3708\Exh_Site Map_Easements.dwg
PLOT DATE: Feb 14, 2014 - 9:45am

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 9

SUBJECT:

CONSIDERATION AND AWARD OF CONTRACT TO PURCHASE AND INSTALL SHADE STRUCTURES FOR BRYTE PARK PLAY EQUIPMENT

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:

Chris Surawski, Senior Project Manager

Cindy Tuttle, Director of Parks and Recreation

ATTACHMENT [X] Yes [ ] No [ ] Information [ ] Direction [X] Action

OBJECTIVE

The objective of this report is to award the contract for the purchase and installation of three shade structures for Bryte Park play equipment in the amount of $74,567.51.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1) Find that the previously approved Bryte Park Master Plan Improvements Mitigated Negative Declaration is the appropriate level of environmental review for the project in compliance with the California Environmental Quality Act, that none of the conditions described in in Section 15162 of the CEQA Guidelines warranting subsequent or supplemental environmental review exist, and direct staff to file a Notice of Determination with the State Office of Planning and Research and with Yolo County;
2) Authorize the Mayor to execute a contract with USA Shade & Fabric Structures for $74,567.51; and
3) Grant the City Manager, or his designee, the authority to issue Contract Change Orders up to 10 percent of the contract ($7,457.00).

BACKGROUND

The Bryte Park play equipment installed as part of the KaBoom! project is exposed to direct sunlight. Trees have been planted along the west, north, and east side of the play area but they will take many more years to provide adequate shade to protect individual users of the play equipment.

ANALYSIS

The purchase of three shade structures to be installed over the play equipment will provide much needed shade. Three written quotes were received. The bid results are as follows:

Firm	*Total Bid*
USA Shade & Fabric Structures	$74,567.51
Game Time	$98,416.25
Miracle Play Systems	$110,527.61

Staff evaluated each of the three quotes and determined that USA Shade & Fabric Structures met all the requirements to be selected for the purchase and installation of the shade structure (Attachment 1). An example of the type of shade structures to be installed is included as Attachment 2.

Environmental Determination

In October 2016, City Council approved Resolution 16-59 approving the Bryte Park Master Plan Improvements Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reporting Plan, and finding that the MND reflects the independent judgment of the City. The previously approved MND is the appropriate level of environmental review for this project because none of the conditions described in Section 15162 of the CEQA Guidelines warranting subsequent or supplemental environmental review exist.

Commission Recommendation
The installation of shade structures over the Bryte Park play equipment contributes to the implementation of the Bryte Park Master Plan. The City of West Sacramento Parks, Recreation & Intergenerational Commission were involved in the Bryte Park Master Plan planning efforts.

Strategic Plan Integration
This policy is intended to support the City's vision for "A Vibrant City Where You Can Live Work or Play."

Alternatives
The Council's primary alternatives include:

1. Award the purchase contract to USA Shade & Fabric Structures for the amount of $74,567.51;
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.

Coordination and Review
This report has been coordinated with the Finance Department.

Budget/Cost Impact
The total cost of the project, including contingency, is $80,000. The City Council approved an allocation of Measure K fund in the amount of $80,000 in the Biennial Budget for Fiscal Year 2017/18 and Fiscal Year 2018/19. The staff costs associated with the management of this project shall be absorbed by the respective departments.

ATTACHMENT(S)
1. Contract
2. Example of Shade Structure

CONSTRUCTION CONTRACT

THIS CONTRACT made on July 26, 2017 by and between the City of West Sacramento ("City"), and Shade Structures Inc., dba USA Shade and Fabric Structures, 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 Nos. NONE
Designation of Subcontractors (if any)
Construction Contract
Payment Bond to Accompany Contract
Performance Bond to Accompany Contract
General Conditions
Supplementary and Special Conditions (if any)
Drawings Provided For DSA Review and Approval
Specifications (if any)
Change Orders (if any)
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 construction of Bryte Park Playground Shade Structures "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: 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 Seventy-Four Thousand, Five Hundred and Sixty-Seven Dollars and Fifty One Cents ($74,567.51) 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 following plan review and approval as specified in the Notice to Proceed. The total project will be completed within One Hundred and Twenty (120) 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: USA Shade & Fabric Structures
Attention: Jenny Dempsey
Street Address: 927 Enterprise Way, Suite A
City, State, Zip Code: Napa, CA 94558

(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, three (3) 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



CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 10

SUBJECT:
CONSIDERATION AND AWARD OF CONTRACT FOR THE CONSTRUCTION OF BRYTE PARK PHASE 2 IMPROVEMENTS AND RELATED ACTIONS

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:

Chris Surawski, Senior Project Manager

Cindy Tuttle, Director of Parks and Recreation

ATTACHMENT [X] Yes [ ] No [ ] Information [ ] Direction [X] Action

OBJECTIVE

The objective of this report is to award a contract for the construction of Bryte Park Phase 2 improvements including related actions.

RECOMMENDED ACTION

It is respectfully recommended that the Council:

1) Award a contract to the lowest responsive, responsible bidder, Abide Builders, for the construction of Bryte Park Phase 2 improvements for a total base bid price of $1,176,274.00;
2) Grant the City Manager or his designee the authority to issue Contract Change Orders up to ten percent of the construction cost, ($117,627.00);
3) Approve the plans and specifications for the Bryte Park Phase 2 improvements;
4) Extend the contract with HLA to complete all remaining design tasks associated with Bryte Park Phase 2 improvements; and
5) Approve an additional allocation from the Measure K unrestricted fund balance of $565,216 towards the completion of this project.

BACKGROUND

The Bryte Park site is owned by the Washington Unified School District (WUSD) and was originally developed by the City between 1989 and 1991 to provide active sports facilities for the community. In 1997, the City and WUSD entered into an agreement for the maintenance and management of the park. In 2007, after many years of active and intense use, staff performed a formal assessment of the park. It was determined that most of the deficiencies and future needs for Bryte Park could be addressed through reconfiguration and redevelopment of the park.

In 2008, the Bryte and Broderick communities expressed their interest in seeing improvements made to Bryte Park during the "Bryte and Broderick Visioning Process". Over 200 residents participated in the process, which culminated in a visioning event conducted later that year. In 2009, the City Council appropriated funds to conduct master planning for a phased re-development of the park. In 2012, work began on the Bryte Park Master Plan. On January 9, 2013, the City Council adopted the Master Plan for Bryte Park. Implementation of the Plan has progressed in phases, as funding becomes available. Phase 1 improvements included construction of a Kaboom! play structure in partnership with the Walt Disney Corporation and community stakeholders.

Phase 2 improvements continue to implement the Bryte Park Master Plan and include construction of a community gathering area, parking lot, and sport court located in the south east corner of the park along Carrie Street.

ANALYSIS

Construction documents for Phase 2 improvements were publicly bid in the local newspaper and building exchanges between June 5, 2017 and July 5, 2017. Six plan sets were purchased by prime contractors interested in bidding on the project. Bids were publically opened on July 6, 2017. Abide Builders, Incorporated was one of three bids received with a total bid price of $1,176,274. The other two bids received were marked "No Bid" which qualify as bid submittals, but did not include bid pricing. The CDBG funding being used for the project requires that multiple bids be received; acceptable bids cannot exceed more than 5% of the engineer's estimate; and any requests for reimbursement of construction costs must be received prior to October 31, 2017. After review of the bid documents it was determined that Abide Builders bid met the CDBG grant funding

requirements. The Contract for Construction is included as Attachment 1 and if approved by City Council, would allow construction of the project to commence in order to seek reimbursement of construction costs by the October 31st deadline.

The bid results are as follows:

Firm	***Total Bid***
Abide Builders, Incorporated	$1,176,274.00
McGuire and Hester	N/A
Dominguez Landscape	N/A

In July 2015, AB 52 went into effect triggering a lengthy tribal consultation process for the project and additional changes to traffic calming/mid-block pedestrian crossing to the project were required. These items delayed the project schedule and increased project costs. The design contract was awarded to HLA on February 3, 2016. Updated cost estimates prepared as part of the design work exceeded City Council's approved budget, so staff worked to value engineer the project and reduce costs. Removal of one of the sport courts and changes in landscaping helped bring the project costs within the approved budget.

Since that time, the construction industry throughout the region has seen an increase in demand and costs. Attachment 2 incudes a project cost evaluation that summarizes the funding sources and cost increases. Additional funding in the amount of $565,216 is needed in order to construct Bryte Park Phase 2 improvements. If construction is delayed, the project will lose $200,000 in CDBG funding, resulting in a larger funding gap.

Additionally, HLA's design contract expires on August 31, 2017. Due to the various project delays over the past year, HLA has not been able to complete all design tasks. The contract needs to be extended to allow HLA to complete the remaining design work required for the Bryte Park Phase 2 project. The Contract Extension is included as Attachment 3 and extends the term of the contract through March 2018.

Environmental Determination
In October 2016, City Council approved Resolution 16-59, approving the Bryte Park Master Plan Improvements Mitigated Negative Declaration (MND) and Mitigation Monitoring and Reporting Plan and finding the MND reflects the independent judgment of the City under CEQA. A notice of Determination was filed with Yolo County and is included as Attachment 4.

Commission Recommendation
Regular updates on implementation of the Bryte Park Master Plan, including the status of grant funding opportunities, are provided at each Parks, Recreation and Intergenerational Services Commission meeting. The last update was shared at the June 6, 2017 Commission meeting.

Strategic Plan Integration
Bryte Park Phase 2 improvements are consistent with the West Sacramento Vision 2020 Principles to Guide the Future. This project will help to create a vibrant neighborhood, add value to the lives of residents, and contribute to the goal of making West Sacramento a self-contained community. Bryte Park Phase 2 improvements further implement the Bryte Park Master Plan.

Alternatives
The Council's primary alternatives are summarized below.

1. Approve the recommendations described in this report;
2. Reject the approved actions or direct staff to alter the project. Changes to the proposed scope of services will increase design costs and delay construction which would forfeit $200,000 in CDBG funding;
3. Approve an allocation of $565,216 from the West Riverview Settlement (Lighthouse Mitigation Fees) proceeds towards the construction of this project; or
4. Defer or cancel the project. Delays at this stage may lead to increased costs for construction, due to escalating labor, material, and fuel prices, and expiration of $200,000 in CDBG funding.

Coordination and Review
This report has been reviewed by the Parks Department and the Finance Department.

Budget/Cost Impact
On September 2, 2015, City Council approved the proposed Bryte Park Phase 2 improvements and the following funding sources for the project:

Source	Amount
Playground Project Balance	$138,650
CDBG Program Income	$200,000
Measure K	$300,000
Park Impact Fee Fund	$464,012
Total	**$1,102,662**

Users:	
Construction Costs	$1,233,556
Contingency Costs	$117,627
Preliminary Costs through July 18, 2017	$159,530
Construction Management Costs	$157,164
Total Costs	$1,667,877
Gap	$565,216

The additional costs if approved shall be allocated from the unrestricted fund balance in the Measure K Funds. As of June 30, 2017 the projected unrestricted fund balance in the Measure K Fund is $620,000. The approval of this allocation will result in the total projected unrestricted fund balance as of June 30, 2017 will be in the amount of $54,784.

ATTACHMENT
1. Contract for Construction
2. Project Budget Evaluation
3. HLA Contract Extension
4. Notice of Determination

CONSTRUCTION CONTRACT

THIS CONTRACT made on July 26, 2017 by and between the City of West Sacramento ("City"), and Abide Builders, Incorporated, 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 Nos. 4 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 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 construction of Bryte Park Phase 2 "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: 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 One Million, One Hundred and Seventy-Six Thousand, Two Hundred and Seventy-Five Dollars ($1,176,275.00) 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 One Hundred and Twenty (120) 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: Abide Builders, Incorporated
Attention: Phil Pizzo
Street Address: 825 Riverside Parkway, Suite 120
City, State, Zip Code: West Sacramento, CA 95605

(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

Attachment 2

Bryte Park Phase 2 Project Budget Evaluation

Project Funding (Approved by City Council)

Funding Sources	Amounts
Playground Project Balance	$138,650.00
CBDG	$200,000.00
Measure K	$300,000.00
Park Impact Fee	$464,012.00
Total	**$1,102,662.00**

Project Costs

Category	Fall 2016 Estimates	10-Jul-17 Actual Costs
Design		
HLA Group	$96,120.00	$96,120.00
Dokken	$18,535.00	$18,535.00
DSA	$14,875.45	$14,875.45
Staff Time	$34,456.67	$30,000.00
Subtotal	**$163,987.12**	**$159,530.45**
Construction		
Park Construction	$1,119,343.15	$1,176,274.00
Restroom Purchase	$57,282.00	$57,282.00
Construction Contingency	$0.00	$117,627.40
Art in Public Places (1%)	$0.00	$11,762.74
Archaeological	$7,500.00	$27,942.18
Labor Consultant	$15,000.00	$18,645.00
Geotechnical	$35,000.00	$40,000.00
City Staff	$50,122.00	$58,814.00
Subtotal	**$1,284,247.15**	**$1,508,347.32**
Total	**$1,448,234.27**	**$1,667,877.77**
Approved Funding	$1,102,662.00	$1,102,662.00
Funding Gap	$345,572.27	$565,215.77

AMENDMENT NO. 2
to the
CONTRACT FOR SERVICES
between the
CITY OF WEST SACRAMENTO
And
HLA Group Landscape Architects & Planners, Inc.
Dated February 3, 2016

This Amendment No. 2 to the Contract for Services between the City of West Sacramento and HLA Group Landscape Architects & Planners, Inc., dated February 3, 2016, is made and entered into this 26th day of July 2017.

RECITALS

WHEREAS, delays during the design phase of Bryte Park Phase II require that the contract with HLA Group Landscape Architects & Planners, Inc., be extended through March 2018,

WHEREAS, the City and Consultant desire to amend said contract.

NOW, THEREFORE, IT IS MUTUALLY AGREED by parties hereto to amend said agreement as follows:

I. SCOPE OF SERVICES:
The scope of services as set forth in the Contract for Services dated February 3, 2016 and Amendment 1 dated September 7, 2016 shall remain the same.

II. COMPENSATION:
The compensation as set forth in the Contract and Amendment 1 shall not exceed $96, 120.

III. REMAINING TERMS AFFECTED: Amendment No. 2 shall be deemed to waive and modify the provisions of the contract to extend the duration of this contract through March 2018. In the event of any conflict between this Amendment No. 2 and the Contract, the terms of this Amendment No. 2 shall prevail.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as the date herein set forth.

CITY OF WEST SACRAMENTO

By:_____
Christopher L. Cabaldon, Mayor

HLA Group Landscape Architects & Planners, Inc.

By:_____
Greg Hauser, Principal Landscape Architect

APPROVED AS TO FORM

By:_____
Jeffrey Mitchell, City Attorney

ATTEST:

By:_____
Kryss Rankin, City Clerk

FILED
YOLO COUNTY CLERK/RECORDER
OCT 06 2016
BY JESSE SALINAS, CLERK DEPUTY LUPE RAMIREZ

Attachment 4
Print Form

Notice of Determination

Appendix D

To:
☒ Office of Planning and Research
U.S. Mail: P.O. Box 3044, Sacramento, CA 95812-3044
Street Address: 1400 Tenth St., Rm 113, Sacramento, CA 95814

☒ County Clerk
County of: Yolo
Address: 625 Court Street Room B01
Woodland, CA

From:
Public Agency: City of West Sacramento
Address: 1110 West Capitol Avenue
West Sacramento, CA 95691
Contact:
Phone:

Lead Agency (if different from above):
Address:
Contact:
Phone:

SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.

State Clearinghouse Number (if submitted to State Clearinghouse): 2016082080

Project Title: Bryte Park Master Plan Improvements

Project Applicant: City of West Sacramento

Project Location (include county): Bryte Park, 425 Todhunter Ave, West Sacramento, Yolo County

Project Description:

Bryte Park improvements include. on-site parking, lighting, landscaping, new restrooms, a covered BBQ and picnic area, and road crossing improvements on Carrie Street. •Additional improvements would include multiple new soccer fields for use by all age groups;◦Two new basketball courts located on the east side of park (away from residences); and •◦Turf replacement with water conserving hybrid Bermuda.

This is to advise that the City of West Sacramento (☒ Lead Agency or ☐ Responsible Agency) has approved the above described project on 10-5-16 (date) and has made the following determinations regarding the above described project.

1. The project [☒ will ☐ will not] have a significant effect on the environment.
2. ☐ An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.
   ☒ A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures [☒ were ☐ were not] made a condition of the approval of the project.
4. A mitigation reporting or monitoring plan [☐ was ☐ was not] adopted for this project.
5. A statement of Overriding Considerations [☐ was ☐ was not] adopted for this project.
6. Findings [☒ were ☐ were not] made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval, or the negative Declaration, is available to the General Public at:
1110 West Capitol Ave., West Sacramento, CA 95691

Signature (Public Agency): _____ Title: Principal Planner

Date: 10-6-16 Date Received for filing at OPR: _____

Authority cited: Sections 21083, Public Resources Code.
Reference Section 21000-21174, Public Resources Code.

Revised 2011

POSTED Oct 06 2016 TO _____

N16-86

State of California - Department of Fish and Wildlife

2016 ENVIRONMENTAL FILING FEE CASH RECEIPT

DFW 753.5a (Rev. 12/15/15) Previously DFG 753.5a

RECEIPT NUMBER:
57 — 10062016 — 086

STATE CLEARINGHOUSE NUMBER *(If applicable)*

SEE INSTRUCTIONS ON REVERSE. TYPE OR PRINT CLEARLY.

LEAD AGENCY	LEAD AGENCY EMAIL	DATE
CITY OF WEST SACRAMENTO		10/06/2016

COUNTY/STATE AGENCY OF FILING	DOCUMENT NUMBER
Yolo	N16-86

PROJECT TITLE
BRYTE PARK MASTER PLAN IMPROVEMENTS

PROJECT APPLICANT NAME	PROJECT APPLICANT EMAIL	PHONE NUMBER
DAVID TILLEY		(916) 617-4661

PROJECT APPLICANT ADDRESS	CITY	STATE	ZIP CODE
1110 WEST CAPITOL AVENUE	WEST SACRAMENTO	CA	95691

PROJECT APPLICANT *(Check appropriate box)*

☑ Local Public Agency ☐ School District ☐ Other Special District ☐ State Agency ☐ Private Entity

CHECK APPLICABLE FEES:

☐ Environmental Impact Report (EIR)	$3,070.00	$	0.00
☑ Mitigated/Negative Declaration (MND)(ND)	$2,210.25	$	2,210.25
☐ Certified Regulatory Program document (CRP)	$1,043.75	$	0.00

☐ Exempt from fee
- ☐ Notice of Exemption (attach)
- ☐ CDFW No Effect Determination (attach)

☐ Fee previously paid (attach previously issued cash receipt copy)

☐ Water Right Application or Petition Fee (State Water Resources Control Board only)	$850.00	$	0.00
☑ County documentary handling fee / County Administrative Fee	$50.00	$	$50.00
☐ Other		$	

PAYMENT METHOD:

☐ Cash ☐ Credit ☒ Check ☐ Other 263008

TOTAL RECEIVED $ 2,260.25

SIGNATURE	AGENCY OF FILING PRINTED NAME AND TITLE
X	LUPE RAMIREZ, DEPUTY

ORIGINAL - PROJECT APPLICANT | COPY - CDFW/ASB | COPY - LEAD AGENCY | COPY - COUNTY CLERK | DFW 753.5a (Rev. 20151215)

State of California - Department of Fish and Wildlife

2016 ENVIRONMENTAL FILING FEE CASH RECEIPT

DFW 753.5a (Rev. 12/15/15) Previously DFG 753.5a

RECEIPT NUMBER:
57 — 10062016 — 086

STATE CLEARINGHOUSE NUMBER *(If applicable)*

SEE INSTRUCTIONS ON REVERSE. TYPE OR PRINT CLEARLY.

LEAD AGENCY	LEAD AGENCY EMAIL	DATE
CITY OF WEST SACRAMENTO		10/06/2016

COUNTY/STATE AGENCY OF FILING	DOCUMENT NUMBER
Yolo	N16-86

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DAVID TILLEY		(916) 617-4661

PROJECT APPLICANT ADDRESS	CITY	STATE	ZIP CODE
1110 WEST CAPITOL AVENUE	WEST SACRAMENTO	CA	95691

PROJECT APPLICANT *(Check appropriate box)*

☑ Local Public Agency ☐ School District ☐ Other Special District ☐ State Agency ☐ Private Entity

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☑ County documentary handling fee / County Administrative Fee	$50.00	$	$50.00
☐ Other		$	

PAYMENT METHOD:

☐ Cash ☐ Credit ☒ Check ☐ Other 263008

TOTAL RECEIVED $ 2,260.25

SIGNATURE	AGENCY OF FILING PRINTED NAME AND TITLE
X	LUPE RAMIREZ, DEPUTY

ORIGINAL - PROJECT APPLICANT | COPY - CDFW/ASB | COPY - LEAD AGENCY | COPY - COUNTY CLERK | DFW 753.5a (Rev. 20151215)

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 11

SUBJECT:

CONSIDERATION OF AGREEMENT WITH PROS CONSULTING TO COMPLETE THE PARKS AND OPEN SPACE MASTER PLAN UPDATE AND RELATED RECREATION PLANNING AND DESIGN SERVICES

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Traci Michel, Parks and Recreation Business Manager
Katie Yancey, Sr. Program Manager

Cindy Tuttle, Director of Parks and Recreation

ATTACHMENT [X] Yes [ ] No **[ ] Information** **[ ] Direction** **[X] Action**

OBJECTIVE

The purpose of this report is to seek Council approval of multiple actions related to completing the Parks and Open Space Master Plan update and related recreation planning and design services.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1) Authorize the City Manager to execute a contract (Attachment 1) with PROS Consulting for the Parks and Open Space Master Plan Update with a not to exceed limit of $348,640; and
2) Authorize the completion of recreation planning and conceptual design services for certain elements of the trail, parks and open space vision proposed in the Pioneer Bluff and Stone Lock Reuse Master Plan as part of the Parks and Open Space Master Plan Update contract's scope of work.

BACKGROUND

In January 2017, the City Council met for its annual planning session, which involved a deliberative process for establishing priority policy and management actions for the year. As a result of that effort, the 2017 Strategic Plan was ratified by Council on February 15, 2017 and included the Parks and Open Space Master Plan Update as a high priority Management Agenda action in 2017.

The current Parks Master Plan was adopted in 2003, with minor adjustments made in 2006. Since then, there have been significant changes in development and demographic trends that impact the demand/need for a variety of recreation amenities and the ability to fund them. Improvements envisioned in the 2003 document included items such as waterfront marina developments which are expensive to construct and difficult to permit. Additionally, changes to natural and built environment features have resulted in opportunities to create unique recreation amenities along riverfront bluffs, miles of levees, agricultural landscapes, and progressive urban developments that promote active living.

The recently adopted City of West Sacramento General Plan 2035, Parks and Recreation Element Policy Document, requires that the City review and update the Parks Master Plan every 10 years to establish updated goals, policies, and standards for the location, size and level of development of all existing and proposed parks, open space, and trails. To ensure that the Parks and Open Space Master Plan continues as a relevant planning document, it must be updated to reflect the City's current and forecasted development, growth and programming needs. An updated Parks and Open Space Master Plan will also serve as a specific planning document used to implement the policies and action items outlined in the General Plan 2035 report, as well as fund and prioritize projects and coordinate with other related local, regional and state planning efforts.

In April 2017, staff received approval from Council to issue a Request for Proposals (RFP) for the Parks and Open Space Master Plan Update, which was released later in the month. Four firms submitted proposals in response to the RFP and an Evaluation Panel consisting of City staff from multiple departments judged PROS Consulting to be the most qualified firm for the requested services.

The services required extensive experience in park master planning and design, a firm understanding of parks, recreational facilities, programs and services, expertise in developing fiscal or financial plans at facility and

system levels, operational and programming analysis experience, successful track record of statistically-valid survey development, benchmarking and public facilitation, and knowledge of existing park-centric partnerships throughout the country. PROS Consulting offers this expertise in addition to teaming up with Jacobs for award-winning, comprehensive design and cost estimating services and environmental analysis.

On June 28, 2017, the City Council received an update on the Pioneer Bluff and Stone Lock Reuse Master Plan. Attached to the staff report was an exhibit (see Attachment 2) that summarized the trails, parks and open space vision for this planning area. Staff sought and received the Council's approval of the conceptual elements in anticipation of commencing work on the proposed programming and design which will be included in the Pioneer Bluff and Stone Lock Reuse Master Plan.

ANALYSIS

An updated Parks and Open Space Master Plan will build off the General Plan 2035 Parks and Recreation Element and serve as a catalyst for developing a financially viable, expanded park system that includes:

- Linking the city's riverfront, natural open spaces, park sites, trail networks and agriculture lands within the city and region to enhance opportunities for walking, bicycling, picnicking, participating in water sports, and appreciating nature;
- Access to a broad range of recreational activities as an important factor to improving public health through exercise;
- Opportunities for schools and their recreational facilities to serve as focal points of neighborhood identity and activity; and
- Using parklands to help sustain natural environmental resources by providing landscapes that absorb greenhouse gases, produce oxygen, and filter pollutants into the groundwater basin.

In addition to supporting the implementation of the General Plan, the Parks and Open Space Master Plan Update provides an opportunity to integrate and complement a variety of other related planning efforts/projects currently underway in the City and region, as well as include actions for the long-term sustainability of facilities and programming. This includes a financial analysis to review resources available to implement parks and recreation operations, maintenance and programming and completion of a fee nexus study to ensure that projects/programs proposed can be completed with the resources available and at prices that remain competitive in the region. For example, staff is proposing to integrate a portion of the Pioneer Bluff and Stone Lock Reuse Master Plan's work program with the Parks and Open Space Master Plan.

The proposed coordinated scope of work specific for the Pioneer Bluff and Stone Lock Reuse Plan will include the recreation planning, programming, and conceptual design for two-neighborhood-serving parks (Sites #1 and #5 on Attachment 2) and the development of a recreation strategy for the Stone Lock facility (Site #4 on Attachment #2). The Stone Lock facility recreation strategy will be done in conjunction with the Bulkhead Structure Alternatives Analysis, underway by Wood Rodgers. As reported previously to the Council, staff is considering non-flood protection co-benefits, such as recreation and ecosystem restoration, as part of this analysis.

This coordination will help to position the City to move forward with projects in Stone Lock as the Parks and Open Space Master Plan is underway. The services required for this work are similar to those identified for the Parks and Open Space Master Plan. Staff finds that PROS Consulting and Jacobs have the technical expertise to complete these site-specific recreation planning and design work as an additional task to the Parks and Open Space Master Plan contract. Managing both efforts under one contract will save time and ensure consistency between the planning processes. This additional scope of work would be completed as a stand-alone effort, but coordinated with and incorporated into the Parks and Open Space Master Plan. Lastly, many of the new opportunities to be considered in the Stone Lock/Pioneer Bluffs recreation planning and design are critical to providing direction for the Parks and Open Space Master Plan Update.

Commission Recommendation

In July 2016, staff presented the trail, parks and open space vision proposed in the Pioneer Bluff and Stone Lock Reuse Master Plan to joint meeting of the Parks, Recreation and Intergenerational and Arts, Culture and Historic Preservation Commissions. In August 2016, staff presented the same material to the Planning Commission. All Commissions were supportive of the direction proposed.

On June 6, 2017, staff presented an update to the Parks, Recreation and Intergenerational Commission on the Parks and Open Space Master Plan Update RFP process and proposal evaluations. Ongoing coordination with the Commission for the Parks and Open Space Master Plan Update will take place once a consultant team is selected for the effort.

Strategic Plan Integration
Multiple City Strategic Plan goals are furthered through the Parks and Open Space Master Plan Update and Stone Lock/Pioneer Bluffs recreation planning and design, including "West Sacramento: Preferred Place to Live, Work and Play" and "Vibrant Neighborhoods and Comfortable Life Style and Living Strategies."

Alternatives
1. Adopt the recommendations as outlined in this report.
2. Direct that staff negotiate with the consultant for a change in scope and price.
3. Reject the recommended actions and direct staff to negotiate a contract with a different firm.

Staff recommends approving the contract with PROS Consulting for the Parks and Open Space Master Plan Update, including recreation planning and design services for the Stone Lock/Pioneer Bluffs areas, in order to continue leveraging resources and integrate recreation improvements into other related planning and development efforts currently underway.

Coordination and Review
This report and draft contract with PROS Consulting, Inc. were discussed with the City Manager and coordinated with the Economic Development Department.

Budget/Cost Impact
The portion of the contract focused on the Parks and Open Space Master Plan Update is $298,640. In June 2017, Council approved the Fiscal Year 2017/18 and 2018/19 CIP budget which included funding of the Parks and Open Space Master Plan Update. The funding source for this project is from General Community Investment Capital Fund, Fund 406 and will be recorded as a loan to the Park Impact Fee Fund. Future park impact fees shall be used to pay this loan. In the event, the park impact fees are not sufficient, the loan may be written off pursuant to Council approval.

The portion of the contract focused on recreation planning and design services for Stone Lock/Pioneer Bluffs properties is proposed to be funded in an amount not to exceed $50,000 and shall be funded with current budget allocation from Fund 406 and with a $377,561 Strategic Growth Council grant award.

ATTACHMENTS
1. Contract for Services with PROS Consulting
2. Proposed Open Space and Parks Vision for Pioneer Bluff/Stone Lock

CONTRACT FOR SERVICES

THIS CONTRACT is made on July 26, 2017, by and between the CITY OF WEST SACRAMENTO ("City"), and PROS Consulting ("Consultant").

WITNESSETH:

WHEREAS, the City desires technical consultation services related to parks, open space, recreation and trail planning and design for the Parks and Open Space Master Plan Update and Pioneer Bluffs and Stone Lock Reuse Master Plan;

WHEREAS, the Consultant has presented a proposal for such services to the City, dated May 31, 2017 (attached hereto and incorporated herein as **Exhibit "A"**) and is duly licensed, qualified and experienced to perform those services;

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES:

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in **Exhibits "A" and "B."** This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract.

B. Consultant enters into this Contract as an independent contractor and not as an employee of the City. The Consultant shall have no power or authority by this Contract to bind the City in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. The Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

2. TERM OF CONTRACT:

A. The services of Consultant are to commence upon receipt of written notice to proceed from the City, and shall be undertaken and completed in accordance with the Schedule of Performance attached hereto and incorporated herein by this reference as **Exhibit "C."**

B. Consultant's failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 3.

C. The City Manager or his or her designee may, by written instrument signed by the Parties, extend the duration of this Contract for a period equal to the original term of this Contract in the manner provided in Section 5, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section 3, Compensation.

3. COMPENSATION:

A. The Consultant shall be paid monthly for the actual fees, costs and expenses, but in no event shall total compensation exceed Three Hundred Fourty-Eight Thousand and Six Hundred and Fourty Dollars ($348,640), without City's prior written approval.

B. Said amount shall be paid upon submittal of a monthly billing showing completion of the tasks that month. Consultant shall furnish City with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings. If Consultant's performance is not in conformity with the Schedule of Performance, payments may be delayed or denied, unless the Consultant's failure to perform in conformity with the Schedule of Performance is a documented result of the City's failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Section 5.

C. If the work is halted at the request of the City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 4.

4. TERMINATION:

A. This Contract may be terminated by either party, provided that the other party is given not less than 30 calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate.

B. The City may temporarily suspend this Contract, at no additional cost to City, provided that the Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If City gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract.

C. Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Consultant, and the City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the City from Consultant is determined.

D. In the event of termination, the Consultant shall be compensated as provided for in this Contract, except as provided in Section 4C. Upon termination, the City shall be entitled to all work, including but not limited to, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section 7 hereof.

5. AMENDMENTS, CHANGES OR MODIFICATIONS:

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

6. EXTENSIONS OF TIME:

Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 5.

7. PROPERTY OF CITY:

A. It is mutually agreed that all materials prepared by the Consultant under this Contract shall become the property of the City, and the Consultant shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Consultant shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to the City which is in the Consultant's possession.

B. Additionally, it is agreed that the parties intend this to be a contract for services and each considers the products and results of the services to be rendered by Consultant hereunder (the "Work") to be a work made for hire. Consultant acknowledges and agrees that the Work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of the City.

C. The reuse of any of the materials or documents described in Paragraph 7.A by the City on any other project without the written permission of the Consultant, shall be at the City's sole risk and the City agrees to defend, indemnify and hold harmless the Consultant from all claims, damages and expenses, including attorney's fees, arising out of such unauthorized reuse by the City or by others acting through the City. The Consultant is not responsible and liability is waived by the City as against the Consultant for use by the City or any other person of any data, reports, plans or drawings not signed by the Consultant.

8. COMPLIANCE WITH ALL LAWS:

A. Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

B. Consultant warrants to the City that it is licensed by all applicable governmental bodies to perform this Contract and will remain so licensed throughout the progress of the Work, and that it has, and will have, throughout the progress of the Work, the necessary experience, skill and financial resources to enable it to perform this Contract.

9. RESPONSIBILITIES - CONSULTANT:

A. Consultant agrees and represents that it is qualified to properly provide the services set forth in **Exhibits "A" and "B"** in a manner which is consistent with the generally accepted standards of Consultant's profession.

B. Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law in accordance with Section 17A hereof.

C. Consultant shall designate a project manager who at all times shall represent the Consultant before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Consultant, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld.

D. Consultant shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to Consultant in writing within sixty (60) days of discovery. Should Consultant fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the Consultant shall be liable for any expenses thereby incurred.

10. SUBCONTRACTING:

None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Consultant shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Consultant.

11. ASSIGNABILITY:

Consultant shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City which will not be unreasonably withheld. However, claims for money due or to become due Consultant from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

12. INTEREST IN CONTRACT:

Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Consultant in writing that Consultant's duties under this Contract warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

13. MATERIALS CONFIDENTIAL:

All of the materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

14. LIABILITY OF CONSULTANT-NEGLIGENCE:

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

15. INDEMNITY AND LITIGATION COSTS:

Consultant shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from Consultant's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused by the active negligence, sole negligence, or willful misconduct of the City. The provisions of this paragraph shall survive termination or suspension of this Contract.

16. CONSULTANT TO PROVIDE INSURANCE:

A. Consultant shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance must have the approval of the City as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

B. Prior to execution of this Contract and prior to commencement of any work, the Consultant shall furnish the City with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Consultant and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the City. The maintenance by Consultant and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Consultant or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of this Contract. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant.

1. Worker's Compensation and Employer's Liability Insurance

a. Worker's Compensation - Insurance to protect the Consultant, its contractors and subcontractors from all claims under Worker's Compensation and

Employer's Liability Acts, including Longshoremen's and Harbor Worker's Act ("Acts"), if applicable. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable state and Federal statutes and regulations. The Consultant shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in the Contract Documents.

b. Consultant shall provide a Waiver of Subrogation endorsement in favor of the City, its officers, officials, employees, agents and volunteers for losses arising from work performed by the Consultant.

2. Commercial General Liability Insurance

a. The insurance shall be provided on form CG0001, or it's equivalent, and shall include coverage for claims for bodily injury or property damage arising out of premises/operations, products/completed operations, contractual liability, and subconsultant's work and personal and advertising injury resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **$1,000,000.00** per occurrence and **$2,000,000** general and products/completed operations aggregates.

b. The commercial general liability insurance shall also include the following:

i. Endorsement equivalent to CG 2010 1185 naming the City, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

ii. Endorsement stating insurance provided to the City shall be primary as respects the City, its officers, officials, employees and any insurance or self insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.

iii. Provision or endorsement stating that the Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3. Commercial Automobile Insurance

a. The insurance shall include, but shall not be limited to, coverage for claims for bodily injury or property damage for owned, non-owned, and hired automobiles resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the

insured. The amount of insurance coverage shall not be less than **$1,000,000.00** per accident.

b. The commercial automobile insurance shall include the same endorsements required for the commercial general liability policy (see Section 16.B.2.b).

4. Professional Liability. The Consultant and its contractors and subcontractors shall secure and maintain in full force, during the term of this Contract and for five years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Contract. The limits of such professional liability insurance coverage shall not be less than **$1,000,000** per claim.

C. In addition to any other remedy the City may have, if Consultant fails to maintain the insurance coverage as required in this Section, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due Consultant under this Contract.

D. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Consultant has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the City.

E. Any deductibles or self-insured retentions in excess of $10,000 must be declared to, and approved by, the City.

F. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

17. MISCELLANEOUS PROVISIONS:

A. Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

B. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.

C. Consultant shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Consultant.

D. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

E. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City: City of West Sacramento
1110 West Capitol Avenue
West Sacramento, CA 95691
Attn: Parks and Recreation Business Manager

Consultant: PROS Consulting
201 S. Capitol Avenue
Indianapolis, IN 46225
Attn: Leon Younger, President

F. This Contract shall be interpreted and governed by the laws of the State of California.

G. Any action arising out of this Contract shall be brought and maintained in Yolo County California, regardless of where else venue may lie.

H. In any action brought by either party to enforce the terms of this Contract, each party shall be bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

[Signatures on following page]

CITY OF WEST SACRAMENTO

By: _____
Martin Tuttle, City Manager

ATTEST:

By: _____
Kryss Rankin, City Clerk

APPROVED AS TO FORM:

By: _____
Jeffrey Mitchell, City Attorney

CONSULTANT

By: _____
Title:

EXHIBIT A

Consultant Proposal/Scope of Work
For the Parks and Open Space Master Plan Update

Exhibit A



Request for Proposals:

Parks and Open Space Master Plan Update

Presented to the:

City of West Sacramento

CITY OF WEST SACRAMENTO

May 31, 2017

PROS CONSULTING
201 S. Capitol Avenue
Suite 505
Indianapolis, IN 46225
877.242.7760
www.prosconsulting.com

Prepared By:

JACOBS

etc Institute

pros consulting INC

pros consulting

Inspiring Communities to Lead Forward

May 31, 2017

Cover Letter

Attn: Traci Michel, Parks and Recreation Business Manager
City of West Sacramento
Parks and Recreation Department
1110 West Capitol Avenue, First Floor
West Sacramento, CA 95691

RE: Request for Proposals – City of West Sacramento Parks and Open Space Master Plan Update

Dear Selection Committee:

PROS Consulting is very excited about the opportunity to partner with the City of West Sacrament Parks and Recreation Department on the preparation of a *Parks and Open Space Master Plan Update*. We are a full-service management consulting and strategic master planning firm focusing on services to government agencies, with specialized experience in parks and recreation, open space planning, tourism, economic development, sports strategy, and marketing and branding.

Our national experience, combined with our extensive work locally in California and the Sacramento area, enables us to offer the best of both worlds to help City achieve its parks, facilities, and recreation goals. In summary, we propose a proven approach to aid the City to:

1. **Engage the diverse West Sacramento community**, leadership, and stakeholders through an innovative, public outreach process to build a shared vision for parks, facilities, and recreation services.
2. **Utilize a wide variety of data sources and best practices** including a statistically-valid survey to predict trends and patterns of use and how to address unmet needs in the City of West Sacramento.
3. **Determine unique Level of Service Standards**, validated by local data, to develop appropriate actions regarding parks, recreation programs and facilities that reflects the City's strong commitment in providing high quality recreational activities for the community.
4. **Shape financial and operational preparedness** through innovation and "next" practices for the City to achieve the strategic objectives and recommended actions, goals, objectives, and implementation strategies outlined in the plan.
5. **Develop a dynamic and realistic strategic action plan** that is clear, concise and adaptable to ensure long-term success and financial sustainability for the City's parks, recreation programs and facilities, as well as action steps to support the family-oriented community and businesses that call West Sacramento home.

We are proud to say that California is in the top 3 states nationwide for the extent of work we have performed over the last several years and with this proposal we sincerely hope for an opportunity to continue our relationship. We are pleased to have assembled a local and esteemed and award-winning team for this project, which includes the expertise of our local partner **Jacobs Advance Planning Group**, who offers a wide range of landscape architectural and planning services and will assist in the park assessments, environmental, capital cost estimation, landscape development guidelines, central park evaluation, and site specific reuse plan. Also on the team is **ETC Institute**, a nationally renowned survey and market research firm to assist in the statistically-valid community survey development. Our team is most qualified because we combine our objective, data-driven approach with local familiarity and national experience that will help the City enhance its operational preparedness and meet the community's needs.

We look forward to the opportunity to meet with you in person to present our approach and qualifications to perform this exciting project. If you have any questions or need additional information, please do not hesitate to contact me at 317.679.5615 or leon.younger@prosconsulting.com or our project manager Michael Svetz at 623.388.1787 or michael.svetz@prosconsulting.com.

Sincerely,
PROS Consulting

Leon Younger

Leon Younger,
President

201 South Capitol Avenue
Suite 505
Indianapolis, Indiana 46225
877.242.7760
877.242.7761
prosconsulting.com

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Section Two - Team Qualifications

Who is PROS Consulting



PROS Consulting is a small firm with a big presence in the field of management consulting for public entities and non-profit organizations. With a small team of highly professional and experienced consultants, PROS is a flexible firm that is agile to the evolving dynamics of the social, economic, and political environments our clients operate in. PROS is among only a small handful of firms that have tremendous experience in the field as practitioners and have become nationally recognized for helping to shape and further transform the industry of parks and recreation. The full name and location of the office that will be working on this project are:

Full Legal Company Name: PROS Consulting, Inc. **Years in Business:** 22 (formed in 1995)
Type of Company: S-Corporation, Leon Younger and Katherine Younger are the Principals
Contact Information: 201 S. Capitol Avenue, Suite 505; Indianapolis, Indiana 46225;
P: 877.242.7760; F: 877.242.7761
Contacts: Leon Younger, President; 317.679.5615; leon.younger@prosconsulting.com
& Michael Svetz, Senior Project Manager; 623.388.1787; michael.svetz@prosconsulting.com

PROS Quick Facts



- Since the firm was established in 1995 to uniquely serve the park, recreation and tourism services industry, PROS has completed more than 1,000 projects in over 47 states and numerous projects internationally in seven countries.
- The **PROS Team has worked in highly diverse environments** from the inner cities of Los Angeles, Houston, Atlanta, and Dallas, to remote areas in Appalachia, Montana, and the American West. Our experience includes working with the best-of-the-best, the worst-of-the-worst, and a lot in between.
- Our planning team has great depth of operational experience with **over 100 combined years as former parks and recreation managers**. This perspective of being trained "in the industry" and not just "on the industry" allows us to relate to communities and their residents, recreationalists of all types, and to understand the unique relevance of needs that can be most appropriately served by our clients. In other words, great recreational and park planning is not just collecting surveys and reporting results – it is about **achieving a sustainable balance of services, meeting community needs, and resource protection with community fulfillment.**

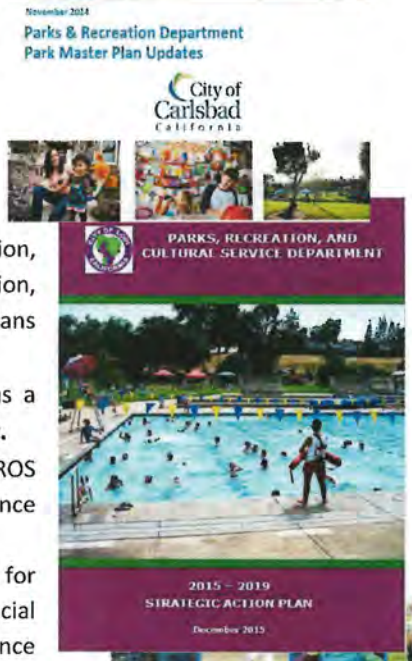


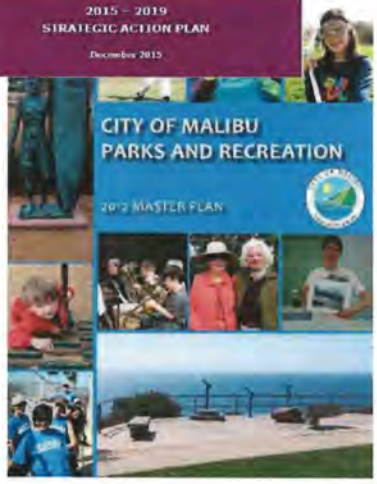
- Our approach to planning projects are that we become the **extension of the client's team** and carry the same accountability as they do in serving their communities.
- This project is not about the PROS Team or what we think is best for your organization and stakeholders, nor do we believe that what works on some parts of the country will work here. This project is about producing **reliable, sustainable, relevant, and innovative outcomes for the City of West Sacramento, and the people that live, work and play in the region.**

Firm Qualifications

Management consulting and planning services offered by PROS span the full spectrum of planning needs for public agencies, and are grouped into the following practice areas:







- **Master Planning** – completed over 300 master plans for parks and park systems that have been successfully implemented and driven over $5 billion worth of capital investment.
- **Strategic Planning** – completed over 300 strategic plans for cities, counties and state agencies to help them become established in their market or to reposition themselves.
- **Programming Analysis** – As part of many of our Master Plans or Strategic Plans, PROS utilizes our PROS Program Positioning Model, or 3PM. The outcome of the process is the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. We have completed over 300 program plans for systems across the country.
- **Needs Assessment** – completed over 300 needs assessments as a precursor of doing a Master Plan, Strategic Plan or Feasibility Study.
- **Operations, Maintenance and Organizational Development** – PROS has completed over 450 plans that involved operations, maintenance and organizational development components.
- **Financial Planning and Management** – PROS is most renowned for providing the most innovative and proven methods for financial planning and management in the public sector with direct experience with over 150 proven ways to fund public parks and park systems.
- **Feasibility Studies and Business Planning** – PROS has completed over 200 feasibility studies and business plans, often counseling our clients on how they can shape their projects and their vision around the reality of what is feasible and sustainable.
- **Customer Service Training** – completed customer service excellent training for municipalities across the country. The training is customized to each agency's goals and outcomes and range from single day work sessions to multi-year culture change processes.

"PROS was able to reach out to all segments of our community and develop a needs assessment that we were able to base our core programs off of. Its success led to us hiring PROS again for our Parks and Open Space Master Plan and their ability to have an understanding of our community's needs made the overall plan that much stronger."
Dave Mickaelian, City Manager, City of Healdsburg, California

"PROS Consulting has been one of the reasons for this department's success, which includes CAPRA Accreditation and the 2012 Gold Medal. PROS completed the department's 10-Year Comprehensive Master Plan. Far more than just a capital investment plan, the master plan delved into all aspects of the department, including key master plan "themes," service levels, land acquisition, a comprehensive program review, operations and financing, prioritization for future facilities, and a strategic action plan."
Michael Kirschman, Deputy Parks and Recreation Director, Charlotte-Mecklenburg County, NC regarding the Comprehensive Parks and Recreation Master Plan (2008) and the 2015 Update

Unique Experience Specific to the Project

The Consulting Team features unique experience that can serve the City of West Sacramento, including:

- **Recent completion of numerous municipal parks and recreation planning projects** including Lodi, CA; Healdsburg, CA; Riverside, CA; San Francisco; CA; Los Angeles, CA; Carlsbad, CA; Malibu, CA; Pasadena, CA; San Jose, CA; Santa Clara County, CA; Walnut Creek, CA; Roseville, CA; Temple City, CA; Everett, WA; West Richland, WA; Provo, UT; Glendale, AZ; Scottsdale, AZ among many others

The matrix below illustrates why our Consulting Team is the most qualified in relation to the qualifications requested by the City of West Sacramento.

Qualifications	PROS Consulting
Experience with parks, recreational facilities, programs and service management	Over 100 years combined experience as practitioners in the parks and recreation industry and as planners
A firm understanding of the work of parks and recreation agencies	Successfully completed over 1,000 planning projects in all levels of the public sector
Familiarity with public sector cost accounting and budgeting	Successfully completed over 150 cost of service, financial management, or revenue enhancement plans for public clients
Knowledge of existing park-centric partnerships throughout the country	Directly assisted over 70 public clients with identifying, establishing, and maintaining innovative partnerships
Experience developing fiscal or financial plans at facility level (park or sector), or system level	Successfully completed over 200 business plans for individual parks and park systems
Public facilitation experience	Facilitated over 4,000 meaningful public meetings and focus groups throughout the United States
Personnel training experience	Organized and facilitated personnel development and training programs for over 10,000 participants in the last 25 years
Familiarity with and experience doing business in California	Completed similar projects in Riverside County, Carlsbad, Los Angeles, Malibu, Lodi, Temple City, Pasadena, Fair Oaks Rec. and Park District, Orangevale Rec. and Park District, Cordova Rec. and Park District, Half Moon Bay, San Mateo, San Francisco, San José, Sonoma County, Roseville and Sacramento, California State Parks and many other parks and recreation agencies across California
Experience in CAPRA Accreditation	Assisted the following agencies with CAPRA Accreditation in the past through master and strategic plans: Carlsbad, CA; Kansas City, MO; Carmel, IN; Westerville, OH; Roanoke, VA; Toledo, OH MetroParks; Prince George's County, MD; Mecklenburg County, NC and many others throughout the last 20 years. Two CAPRA Visitors on staff.
Forensic accounting and economic analysis experience	Utilized forensic accounting in all cost of service, business plan projects, and economic impact analysis; former public finance director and CPA on staff
Operational and programming analysis experience	PROS Consulting has completed over 300 operational and programming studies for a wide variety of parks and recreation planning projects on a system-wide level as well as site/facility specific
Statistically-Valid Survey Development and Benchmarking	Members of the project team have completed over 300 statistically-valid surveys on park related projects. Through this work, members of the project team have developed a benchmark of "best practice" agencies across North America
Park Master Plan Design	Jacobs has significant experience in the design and planning of a wide range of parks and recreation planning projects. Whether designing a new facility or renovating and expanding an existing park, design recommendations integrate flexibility of use, ease of maintenance, and sustainable solutions.

Subcontractors

We have expanded our expertise and capabilities in order to best serve the needs of the City of West Sacramento in this Parks and Open Space Master Plan Update. Our team members have worked with us on similar projects in the past and have a great reputation across the industry, both locally and nationally.

JACOBS®



Jacobs is a multi-disciplinary architecture and engineering firm with a local office in mid-town Sacramento. The landscape architects in this office have been providing park and recreation services within the Sacramento region the past 15 years. The staff has a passion for developing Park & Open Space facilities that will elevate the City of West Sacramento as a premier community within California. The team will support PROS in developing the master plan with site specific design solutions. The designs can serve as a catalyst for tourism and new investment, both public and private that create new opportunities for recreation while also showcasing the unique characteristics of West Sacramento.

Jacobs understands the importance of the master plan in securing future funding. Our team has experienced professionals that know how to design and package the information in order to capitalize on various sources of national, state and local funding. This understanding is critical to the success of the master plan when paired with applications for transportation, conservation and flood protection programs. We also understand that a bold vision must be created using a process that is consensus oriented - a vision that will capture the interest of City leadership and funding agencies at both a local and regional level; a vision that can leverage multiple objectives into a comprehensive master plan for the future.

Extension of Staff – we will work alongside the City staff to complete the master plan. Our offices are located near City Hall allowing our team to be highly collaborative and flexible as circumstances change.

Long-term Commitment to Success – our team has a vested interest in the success of West Sacramento, Yolo County and the surrounding region. We will be here to see the master plan fully implemented.

Consensus – the master plan must engage stakeholders including policy makers, land owners, residents, business owners, bicycle clubs and many more. The process is often equally important to the outcome. Our team has extensive experience in gathering momentum for a project through the outreach process.

Innovation – the master plan must explore the future of recreation facilities and must also consider emerging trends in virtual gaming and virtual learning. Our team has implemented technology into public spaces such as parks and riverfronts for many years and we eagerly anticipate the potential to have one of the first "smart parks" in West Sacramento.



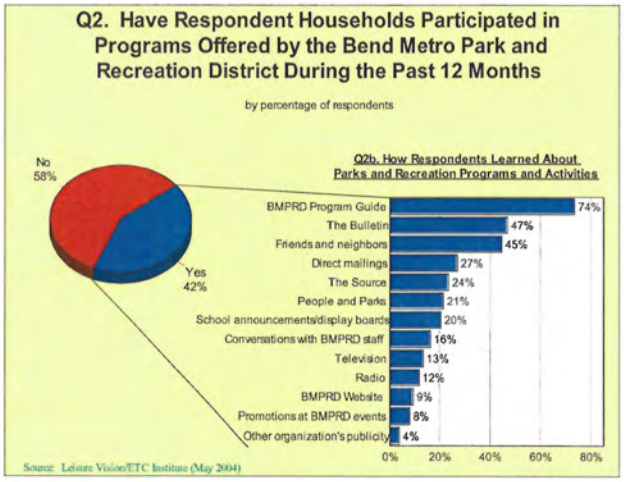
ETC Institute

Our ability to Effectively Listen & Involve Citizens and Clients has given ETC Institute a reputation as one of the premier public policy market research firms in the country. ETC Institute's services focus on involving citizens, users, and stakeholders in the decision making process and developing creative and sustainable funding strategies.

Core services of the firm involve conducting statistically valid phone and mail/phone services and related market research. We have conducted more than 600 surveys for parks and recreation systems in 46 states across the Country for a wide variety of projects including parks and recreation master plans, strategic plans and feasibility studies.

Established in 1992, the principals and associates of ETC Institute helped secure funding for more than $2 billion of parks and recreation projects.

PROS Consulting and ETC Institute have teamed on more than 300 similar parks and recreation projects.





Section Three - Project Approach

Project Understanding



The City of West Sacramento has a strong commitment in providing high-quality parks, recreation and community services to its citizens. As such, the City desires a comprehensive *Parks and Open Space Master Plan Update* to create a clear vision, action plan, and financial strategy plan to define a clear path for providing parks, open space, and recreation services for the community. A system-wide approach to evaluating parks, programs and recreational facilities is desired in order to develop goals, policies and guidelines with achievable strategies.

The City desires a dynamic, forward thinking, comprehensive plan to strengthen existing parks, facilities, and programs services to serve as a road map for the future. Through the collection and analysis of data, the planning process will identify what is needed and develop a plan for the Department's parks, open space, trails, recreation facilities, and programs for the next 10 years. The outcome will be an action plan that will enable the Department to improve the parks system in a way that best utilizes the efforts and resources of all involved. The plan will include at a minimum the following components:

- **Engage the diverse West Sacramento community**, leadership, and stakeholders through an innovative, public outreach process to build a shared vision for parks, facilities, and recreation services for the next five to ten years.
- **Utilize a wide variety of data sources and best practices** including a statistically-valid survey to predict trends and patterns of use and how to address unmet needs in the City of West Sacramento.
- **Determine unique Level of Service Standards**, validated by local data, to develop appropriate actions regarding parks, recreation programs and facilities that reflects the City's strong commitment in providing high quality recreational activities for the community.
- **Shape financial and operational preparedness** through innovation and "next" practices for the City to achieve the strategic objectives and recommended actions, goals, objectives, and implementation strategies outlined in the plan.
- **Develop a dynamic and realistic strategic action plan** that is clear, concise and adaptable to ensure long-term success and financial sustainability for the City's parks, recreation programs and facilities, as well as action steps to support the family-oriented community and businesses that call West Sacramento home.



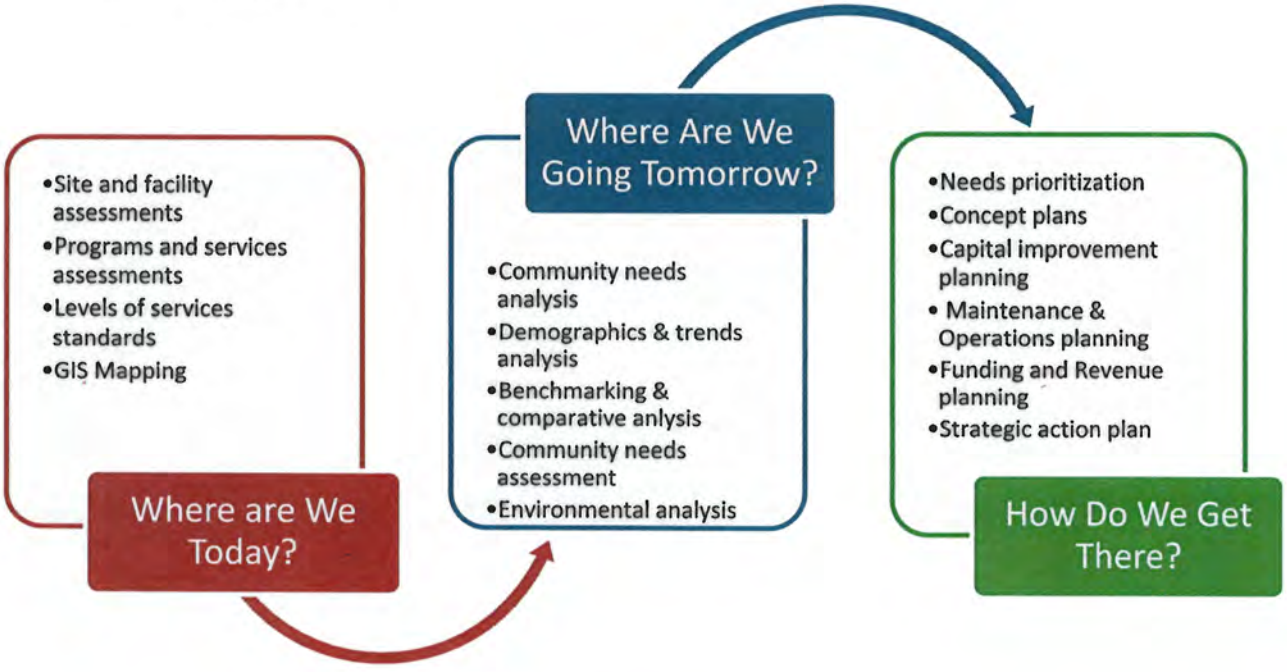
The foundation of the Consulting Team's approach is a creative and comprehensive public participation process. It is very important to not only to engage those who typically participate in the planning process, but also those who do not. The plan will include a robust public engagement process and will include input from City staff members, the City Council, and the Parks, Recreation & Intergenerational Commission along with other various stakeholders, residents, and others. The information derived by the public's participation in key leadership meetings, focus group meetings, public forums, and surveys are important. However, it is equally important that the information received is applied to the overall planning process to accurately articulate the true unmet needs, address key issues and provide the greatest recommendations and strategies to move the Department's parks and recreation services forward for optimum results.

The PROS Consulting Team proposes to utilize its Community Values Model™ as the foundation of the *Parks and Open Space Master Plan Update*. The Community Values Model™ is an innovative process to utilize comprehensive public input and insight in a meaningful way. Input, guidance and values from key community leaders, stakeholders, and the general public are used to create overall guiding principles and values of the community related to the delivery of parks and recreation services. The Community Values Model™ is then used as the basis for developing or reaffirming the vision, mission and strategic objectives for the *Parks and Open Space Master Plan Update*. The strategic objectives address six unique areas of master planning including:

Community / Mandates Priorities	Standards	Levels of Services	Financial / Revenue	Partnerships	Governance / Organization
• Health & Wellness • Principles of Community • Mandatory Elements for Facilities, Programs & Services	• Land and Open Space • Facilities • Programs • Maintenance	• Levels of Service Delivery • Core Services • Role in Delivery vs. Other Service Providers	• Funding Mechanisms to Support Operations & Capital	• Public/Public • Public/Not-for-Profit • Public/ Private	• Design/Align Organization to Support Vision and Values to Community

Key Steps in the Process

The *Parks and Open Space Master Plan Update* will create a clear set of objectives that will provide direction to Department staff, the City Council, and the Parks, Recreation & Intergenerational Commission for a short-term, mid-term and long-term range. There are numerous steps in the project, with the following key areas of focus being foundation components.



Project Scope of Work

The PROS Consulting Team proposes a comprehensive planning approach to address the requirements to the *Parks and Open Space Master Plan Update* and will deliver a living and working document that provides guidance for both short-term and long-term goals in a financially sustainable and achievable manner. The following is a detailed approach to develop the plan related to implementing specific action items.

Task 1 -Project Management, Progress Reporting & Data Review

A. Kick-off Meeting, Data Collection & Project Management – A kick-off meeting should be attended by the Parks and Open Space Master Plan Advisory Team and Consulting Team members to confirm project goals, objectives, and expectations that will help guide actions and decisions of the Consulting Team. Detailed steps of this task include:

- Confirmation – The project goals, objectives, scope, and schedule will be confirmed.
- Outcome Expectations – Discuss expectations of the completed project.
- Communications – Confirmation on lines of communication, points of contact, level of involvement by Department staff and local leaders, and other related project management details. Also, protocols and procedures for scheduling meetings should be agreed to.
- Data Collection – The Consulting Team will collect, log, and review key data and information to facilitate a thorough understanding of the project background. Items will include at a minimum:
  - General Plan 2035
  - Bicycle, Pedestrian, and Trails Master Plan
  - Parks and Open Space Inventory
  - Recreation Program and Events Inventory
  - Existing Partnership Descriptions
- Progress Reporting – The Consulting Team will develop status reports to the Department on a monthly basis. More importantly, we will be in close and constant contact with your designated project coordinator throughout the performance of the project. The Consulting Team and the project manager will hold progress meetings as often as necessary, at least once per month, until the final plan is approved by the City Council.
- Prepare database of stakeholders – The Consulting Team will work with the Department who will gather contact information from a variety of sources. This information will be used in the key leadership/focus group interview portion of the *Parks and Open Space Master Plan Update*.

B. Progress Meeting Updates – The Consulting Team will conduct progress meeting presentations at key milestones (e.g. introduction of project and process, key findings, key recommendations) to the City Council, Planning Commission, and the Parks, Recreation and Intergenerational Commission.

Meetings: Department staff review meeting of scope and schedule. The Consulting Team and the project team will hold progress meetings via conference call or in-person as often as necessary, but no less than once per month until the final plan is approved by the elected officials for the purpose of progress reporting. Introduction of project and process, key findings, key recommendations to the City Council, Planning Commission, and the Parks, Recreation and Intergenerational Commission.

Deliverables: Finalized scope of work, work schedule with target completion dates, and identification of relevant stakeholders and focus groups. Department staff input of existing planning documents based on the data collection. Presentations at key milestones of the project.

Task 2 -Public Outreach

The Consulting Team will utilize a **robust** public input process to solicit community input on how the City of West Sacramento parks and recreation system meet the needs of residents into the future. This task is an integral part of the planning process. A wide range of community/participation methods may be utilized with traditional public meetings. The Consulting Team will prepare a community outreach agenda to include the number and types of meetings which will be held. Specific tasks include:



A. **Key Leadership/Focus Group Interviews** – The Consulting Team will perform focus groups and key leadership interviews the community to evaluate their vision for parks and recreation in the City of West Sacramento. Eight-ten (8-10) focus group meetings and key leadership interviews and other key leaders (up to 15) will be held over a two-day period. Also, one (1) meeting with the City Council and one (1) with the Parks and Community Services Commission will be completed to solicit their perspective and input. During these interviews/focus groups, the Consulting Team will gain an understanding of the community values, as well as determine the priority for recreation facilities and programming, parks, trails and open space development needs of the Department. The following list of potential interviewees will be used to select the final list in conjunction with the Department:

- Elected Officials
- Key Business Leaders
- Parks, Recreation, and Intergenerational Commission
- Planning Commission
- City Council Administration
- Key Partners/Philanthropic Organizations
- Washington Unified School District
- Users and non-users of the parks and recreation system
- Department Staff
- Youth sports groups



B. **Public Forums/Workshops** – Public forums will serve to present information and gather feedback from citizens at large. The workshops will be interactive for the public through the means of interactive polling, maps, as well as other innovative engagement methods. It is important to have initial meetings early in the process and follow-up meetings during the final plan development process. It will be important to get maximum media exposure to inform citizens of the purpose and importance of the meetings and clearly note time and locations. We propose to conduct a total of four (4) public forums: two (2) initial public forums to introduce the project and project goals, gain input for the community's vision and core values for the Department's parks and recreation system, one (1) to present key findings, and one (1) as a final briefing and input opportunity on the recommendations of the draft plan. These meetings would be informal in nature offering the public an opportunity to participate in the planning process and to provide feedback on the proposed options. The purpose for these meetings will be to ensure opportunities for the general public to discuss their priorities and perceptions surrounding the parks and recreation system. The forums will also afford

the opportunity to subtly educate the public on the opportunities, benefits, and constraints of the Department's parks and recreation system.

C. **Statistically-Valid Needs Analysis Survey** – Once selected for the project, ETC Institute will meet with City staff via phone to discuss the goals and objectives for the project. To facilitate the survey design process, ETC Institute will provide the City of West Sacramento with sample surveys created for similar projects. At this time, ETC Institute's analysis tool will also be discussed and our firm will suggest which tools would be best for the City to use. Based on input from the City, ETC Institute will develop a first draft of the survey.

ETC Institute will work closely with City staff to ensure their input is utilized to create a survey that best fits the needs of the City. This includes ensuring the survey instrument is worded to obtain statistically valid and reliable results, fine-tuned to shorten the survey instrument yet obtain the vital information needed, and formatted to meet all coding requirements. It is anticipated that 3-4 drafts of the survey will be prepared before the final draft is approved by the City.

As part of this task, the sampling plan for the survey will be finalized and the project manager will discuss which methodology is best to conduct the surveys. ETC Institute recommends administering the survey to a random sample of at least 375 residents in the City of West Sacramento. A random sample of 375 surveys would have a precision of at least +/- 5% at the 95% level of confidence; it would also allow the results of the survey to be analyzed by sociodemographic and geographic characteristics. ETC Institute will ensure that the results of the survey will be statistically representative of West Sacramento residents. ETC will also ensure that the survey results are statistically significant based on the population of the City.

Getting Participation from Residents Who Do Not Speak English

During the past decade ETC Institute has been very successful at getting participation from residents who do not speak English. ETC Institute has the ability to translate surveys into more than 20 languages, including Russian, Cantonese, Mandarin, and Spanish. Our firm routinely conducts surveys in community that have a high percentage of non-English speaking residents, such as Arlington County (VA) where 36% of the population is foreign-born, or Miami-Dade County (FL), where more than 60% of the population is Hispanic and 10% is Creole, and Long Beach (CA), where approximately one-fifth of the population speak Khmer (Cambodian). If the City hires ETC Institute for this project, City leaders and Board Members can be assured our translation services will be first rate.

Once the final survey instrument is approved, ETC Institute will administer the survey methodology finalized by the City. ETC Institute has the capabilities of administering the survey by mail, phone, or internet alone. However, ETC Institute recommends using a combination of mail, internet, and phone. Given the negative impact Caller ID has had on phone survey response rates in recent years and the need to ensure diverse populations are well represented, we offer the combination mail/internet/phone to maximize the overall level of response. Even if people do not respond by mail or online, people who receive the mailed version of the survey are significantly more likely to respond to the survey by phone because they know the survey is legitimate. As needed, multiple contact attempts at various times during the week, including weekends will be made to contact adult residents. The mailed survey will include a cover letter (on City letterhead) that will explain the importance of the survey, encourage participation, and include a link to complete the survey online for citizens who prefer that option. All mailed surveys, including the cover letter, will be printed by ETC Institute. All attempts to contact respondents will be tracked to accurately calculate the number and rates for refusals, ineligible contact information, eligible contact information, and completed interviews. These rates can also be reported in the final report.

The following are the procedures that will take place for the mail/internet/phone combination methodology. All of the procedures described below would be delivered in-house at our main office:

- ETC will work with the City to develop a communication plan for the survey. As part of this task, ETC Institute will provide the City with sample press releases that can be used to notify the public about the survey. Advance publicity can significantly enhance the response rate.
- Phone interviewers working in ETC Institute's call center will rehearse the phone version of the survey. In addition, all ETC Institute interviewers will complete our in-house training program (described in more detail later in this scope of work) and will review the protocol for the administration of the survey with a supervisor. Special attention will also be paid to the treatment of non-English speaking respondents, particularly those who speak Spanish. ETC Institute has over 20 Spanish speaking interviewers that will be assigned to work on this project.
- ETC Institute will mail a copy of the survey instrument and a postage-paid return envelope to each of the households that were selected for the survey. The survey will include a letter on City letterhead that explains the purpose of the survey and that indicates all survey responses will remain anonymous. Even if residents do not respond to the mailed version of the survey, sending the survey prior to contacting residents by phone increases the response rate because residents know the survey is legitimate. Portions of the cover letter and survey can be translated into Spanish to provide Spanish speaking residents with assurances about the legitimacy of the survey.
- The cover letter will list a toll-free number that residents can call if they have questions about the survey. The cover letter will also contain a link to an online version of the survey for those who prefer to complete the survey online.
- Approximately 10-14 days after the surveys are mailed, ETC Institute will e-mail a link to the online version of the survey to households that received a survey in the mail. These e-mail follow-ups will significantly increase the response rate. This will greatly reduce the probability that the results are affected by non-response bias. Non-response bias can be a major drawback to surveys that are administered by mail alone or phone alone. When completing the online survey, residents are required to enter their home address at the end of the survey to validate their response. This is how ETC Institute can track and only include responses from residents who were randomly selected for the survey. This will also ensure that one survey is completed per household.
- Phone follow-ups will be concentrated on demographic and geographic areas where the response to the mail and online survey is low. This will ensure the survey is representative of the entire City both demographically and geographically.
- Open Internet (Non-Random Sample Survey): In addition to offering the survey to randomly sampled residents, ETC Institute can offer the same web survey to the City. This would provide the City with a comparable survey to offer as part of the City's public outreach process. Through the use of specific design features, ETC can distinguish between the random sample responses and the general public responses.

ETC Institute is prepared to work with the City to determine the methodology that best suits the needs of the City.

Ensuring Representation for Non-English Speaking Populations: ETC Institute has designed and administered surveys in some of the nation's most diverse communities including: San Bernardino County (CA), Arlington County (VA), Miami-Dade County (FL), Cameron County (TX), Yuma County (AZ), and Long Beach (CA). More than one-third of the residents in several of these communities were foreign-born.

We will guarantee the results of the survey are statistically representative of the City.

In order to ensure the non-English speaking residents of a community are well represented, ETC Institute is able to do the following:

- The cover letter that is sent with the mailed version of the survey can contain information translated into other languages.
- ETC Institute will establish a toll-free number non-English (and English) speaking residents can call. Non-English speaking interviewers from our firm will be available to administer the survey over the phone. Other languages can be made available if needed.
- A demographic question will be included in the survey asking which languages other than English are spoken in the home. This will allow us to ensure non-English speaking populations are well represented in the sample.
- The development of a final written report that includes, at a minimum, the following:
    - an executive summary that includes a background of the survey, a description of the survey methodology, major findings, how the results are applicable to the City, any trends within the data, and comments and recommendations on the use of the current survey instrument and methodology for future applications
    - charts and graphs for all questions on the survey, including comparisons to previous surveys
    - benchmarking analysis that shows how the City compares to other communities throughout the U.S.
    - tables showing the results for all questions on the survey, including all demographic questions and any open-ended questions
    - cross tabulations of selected results by sociodemographic (gender, income, household type, and race/ethnicity) and respondent characteristics (full or part time residents, guests, and employees)
    - copy of the survey instrument
- ETC Institute will ensure all deliverables will be developed to help assist City leadership and staff in allocating resources in order to best meet the current and anticipated needs of West Sacramento residents.
- The final deliverables will also give City leaders and staff insight on how to increase the effectiveness and efficiency of efforts to meet the needs of West Sacramento residents.
- Depending on the survey options selected by the City, the final report may also contain other forms of analysis such as GIS Maps.
- ETC Institute can make two on-site visits to the City: one to meet with City staff to develop the final survey questions before beginning the survey administration (kick-off meeting), and again for a formal on-site presentations of the survey results to the City Council and to help interpret the results.
- ETC Institute can also prepare a 1-2 page press briefing document that the City can use to discuss the findings with the press and other interested groups. This may include a consultation on the use and dissemination of the data after the survey and report is complete.

D. **Electronic Survey** – Also, the Consulting Team will create an online survey administered through www.surveymonkey.com. This survey will be conducted immediately following the administration of the statistically valid survey and will be promoted through the Department's website and promotional mediums to maximize outreach and response rates. These surveys will provide quantitative data and guidance in addition to the stakeholder and focus groups in regards to the recommendations for park amenities, specific programs, trail linkages, facility components, usage, and pricing strategies.



E. **Caught-In-The-Act Surveys** - The Consulting Team will conduct caught-in-the-act surveys (Intercept surveys) of users in the process of using parks and facilities to obtain additional and random community input over a one-day period. We will also be conducting interviews while we are conducting the park tour. This provides valuable insight and community feedback as people are 'caught in the act' of participating in a program or event or using a park, trail or facility.

F. **Crowd-Sourcing Project Website** – The Consulting Team will develop a customized project website that will provide on-going project updates and will serve as the avenue to crowd-source information throughout the project for the entire community. This could be combined with input through Social Media and could also host videos through a dedicated YouTube Channel and utilize the City's website. E.g. www.planindyparks.com. It has proven to be a very effective tool in engaging the community on an on-going basis as well as maximize outreach to an audience that may not traditionally show up at public meetings or choose to respond to a phone or mail survey.



Meetings: Department staff review of community meetings agenda. Eight-ten focus group meetings, up to fifteen community stakeholder meetings, one meeting with the City Council, one meeting with Parks and Community Services Commission, and four Community Public Forum Meetings to gather public input. One day of intercept surveys. City staff review and finalization of statistically-valid needs analysis survey, as well as a crowd-sourcing project website.

Deliverables: The Consulting Team will act as professional facilitators to gather information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats. Well organized and directed activities, techniques, and formats will be provided to ensure that a positive, open and proactive public participation process is achieved. Written community meeting report for each meeting will be provided, along with a technical report on the electronic survey findings. Community survey draft for review and survey results and analysis report and a customized project website.

Task 3 - Existing and Future Facilities - Analysis of Level of Services



A. Existing Park and Facility Inventory and Assessment – Our team will document the existing park and recreation facilities via photographs and written summaries. We develop tables which identify and evaluate quality of parks and facilities based on field visits to each park to determine the conditions of buildings, grounds, equipment, and overall appearance. We identify any major deferred maintenance items and provide a general assessment of the accessibility of the facilities. We also address the adequacy for stated purposes and use and the potential for expansion based on previously prepared master plans, and document the current hours of operation. We will also examine the functionality of the existing park site plans and make recommendations for improved vehicular and pedestrian flow, operations and efficiency.

Analysis will consider not only the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) but also address functionality, accessibility, condition, comfort and convenience.

The Consulting team will provide evaluation and analysis of current management and operations practices giving specific attention to parks maintenance and staffing (consideration will be given to contract maintenance vs. in-house staffing) with recommendations pertinent to future growth of parklands, buildings and facilities, and related services.



B. Park Classifications and Level of Service Standards – The Consulting Team will work with the Department to review and confirm, modify or add to existing park classifications, and preferred facility standards for all park sites, trails, open space amenities including common areas and indoor and outdoor facilities. These classifications will consider size, population served, length of stay, and amenity types/services. Facility standards include level of service standards and the population served per recreational facilities and park amenities. Any new or modified classification or standard will be approved as required. These are based on regional, statewide or nationally accepted parks and recreation standards, as well as the Consulting Team's national experience and comparison with peer/survey agencies. These standards will be adapted based on the needs and expectations of the West Sacramento Parks and Recreation Department.

PARKS:	2012 Inventory - Developed Facilities													2012 Facility Standards			2017 Facility Standards		
Park Type	CCPR Inventory	City/CRC	School District	Dad's Club	HOA	County Parks	Total Inventory	Current Service Level based upon population			Recommended Service Levels: Revised for Local Service Area			Meet Standard/ Need Exists	Additional Facilities/ Amenities Needed		Meet Standard/ Need Exists	Additional Facilities/ Amenities Needed	
Local Parks (1-10 acres)	28.25	-	-	-	-	-	28.25	0.33	acres per	1,000	0.00	acres per	1,000	Meets Standard	-	Acre(s)	Meets Standard	-	Acre(s)
Community Parks (11-100 acres)	168.37	-	-	-	-	63.00	231.37	2.68	acres per	1,000	3.00	acres per	1,000	Need Exists	28	Acre(s)	Need Exists	55	Acre(s)
Signature Parks (100+ acres)	279.22	-	-	-	-	125.00	404.22	4.68	acres per	1,000	4.00	acres per	1,000	Meets Standard	-	Acre(s)	Meets Standard	-	Acre(s)
Undeveloped Parks	13.38	141.20		-	-	-	154.58	1.79	acres per	1,000	1.00	acres per	1,000	Meets Standard	-	Acre(s)	Meets Standard	-	Acre(s)
Greenways	51.83	-	-	-	-	-	51.83	0.60	acres per	1,000	2.00	acres per	1,000	Need Exists	121	Acre(s)	Need Exists	139	Acre(s)
Total Park Acres	**541.05**	**141.20**	-	-	-	**188.00**	**870.25**	**10.07**	**acres per**	**1,000**	**10.00**	**acres per**	**1,000**	**Meets Standard**	-	**Acre(s)**	**Need Exists**	**83**	**Acre(s)**
OUTDOOR AMENITIES																			
Playgrounds	6.00	-	11.00	-	25.00	2.00	44.00	1.00	structure per	1,965	1.00	structure per	2,500	Meets Standard	-	Structures(s)	Meets Standard	-	Structures(s)
Spray Pads	2.00	-	-	-	-	-	2.00	1.00	structure per	43,220	1.00	structure per	20,000	Need Exists	2	Structures(s)	Need Exists	3	Structures(s)
Picnic Areas/Shelters	14.00	-	-	-	14.00	-	28.00	1.00	structure per	3,087	1.00	structure per	4,000	Meets Standard	-	Structures(s)	Meets Standard	-	Structures(s)
Soccer Field	-	-	-	23.00	1.00	3.00	27.00	1.00	field per	3,201	1.00	field per	4,000	Meets Standard	-	Field(s)	Meets Standard	-	Field(s)
Ballfields	-	-	12.00	11.00	5.00	4.00	32.00	1.00	field per	2,701	1.00	field per	4,000	Meets Standard	-	Field(s)	Meets Standard	-	Field(s)
Multi-Purpose Fields	2.00	-	3.00	14.00	-	-	19.00	1.00	field per	4,549	1.00	field per	4,000	Need Exists	3	Field(s)	Need Exists	5	Field(s)
Basketball Courts	2.00	-	8.00	-	12.00	-	22.00	1.00	court per	3,929	1.00	court per	5,000	Meets Standard	-	Court(s)	Meets Standard	-	Court(s)
Tennis Courts	-	-	37.00	-	50.00	-	87.00	1.00	court per	994	1.00	court per	3,000	Meets Standard	-	Court(s)	Meets Standard	-	Court(s)
Multi-Use Trails (Miles)	16.00	-	-	-	-	-	16.00	0.19	miles per	1,000	0.40	miles per	1,000	Need Exists	19	Mile(s)	Need Exists	22	Mile(s)
Amphitheater	1.00	1.00	-	-	-	1.00	3.00	1.00	site per	28,813	1.00	site per	50,000	Meets Standard	-	Site(s)	Meets Standard	-	Site(s)
Skate Park	1.00	-	-	-	-	-	1.00	1.00	site per	86,439	1.00	site per	40,000	Need Exists	1	Site(s)	Need Exists	1	Site(s)
Volleyball Plt	2.00	-	-	-	14.00	-	16.00	1.00	site per	5,402	1.00	site per	20,000	Meets Standard	-	Site(s)	Meets Standard	-	Site(s)
Outdoor Aquatic Center (Square Feet)	48,183.50	-	-	-	-	-	48,183.50	0.56	SF per	person	0.50	SF per	person	Meets Standard	-	Square Feet	Meets Standard	-	Square Feet
Manon Community Center (Square Feet)	146,225.00	-	-	-	-	-	146,225.00	1.69	SF per	person	1.50	SF per	person	Meets Standard	-	Square Feet	Meets Standard	-	Square Feet
2012 Estimated Population	86,439																		
2017 Estimated Population	95,303																		

Notes:
County inventory includes inventory only found in Carmel Clay Parks and Recreation jurisdiction
Population based on Clay Township's limits
The 37 tennis courts are part of an inter-local Agreement establish with school district for public use

C. Geographical Analysis through Mapping – The Consulting Team will work with the Department to determine appropriate GIS mapping. The Consulting Team can utilize GIS to perform geographical mapping to identify service area analysis for specific facilities and programs. This includes mapping by classification and major amenities by facility standards as applied to population density and geographic areas. A service area is defined as a circular area around a park or amenity whose radius encompasses the population associated with the appropriate facility standard for each park classification and amenity. Using the facility standards and service areas provided by the Consulting Team for each park and major facility type (amenity), a series of maps by each park classification and major amenities will be prepared. Major parks and facilities to be mapped could include:



- Neighborhood Parks
- Community Parks
- Soccer Fields
- Football Fields
- Baseball Fields

- Softball Fields
- Basketball Courts
- Tennis Courts
- Trails
- Playgrounds
- Picnic Pavilions
- Aquatics/Pools
- Recreation/Community Centers

This mapping identifies gaps and overlaps in service area. It is assumed that the Department will provide base GIS information including inventory and general location of park sites and amenities. The Consulting Team will provide maps in digital format (ARCGIS and Adobe Acrobat PDF format) and hard copy.

Meetings: Review of staff provided inventory and condition information. Tour of existing Department facilities/properties for the purposes of assessment of parks and facilities. Park classification and standards review discussion. Discussion on GIS Mapping.

Deliverables: Parks Facility Analysis / Assessment Report, Level of Service Standards, and GIS Maps.

Task 4 - Trends and Standards

A. **Demographic & Recreation Trends Analysis** – The Consulting Team will utilize the City's projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends; for comparison purposes data will also obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the park and recreation system and distinguish customer groups.
- To determine changes occurring in the City and the region, and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Equity Mapping and Service Area Analysis

The City's demographic analysis will be based on US 2010 Census information, 2017 updated projections, and 5 (2022) and 10 (2027) year projections. The following demographic characteristics will be included:

- Population density; Age Distribution ; Households; Gender; Ethnicity; Household Income

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. The Consulting Team will also provide additional of emerging parks and recreation trends as it relates to both suburban and urban development, innovation opportunities, and current state and national standards that will have influence on the *Parks and Open Space Master Plan Update.* For the sports and recreation trends, the Consulting Team utilizes the Sports & Fitness Industry Association's (SFIA) 2017 Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends.

B. Benchmark Analysis – A benchmark analysis will be completed to compare the West Sacramento Parks and Recreation Department to five (5) other relevant peer agencies. The Consultant Team will work with the Department to identify the 15 key metrics to be surveyed and analyzed, as well as the benchmarked communities.

						Parks			
System	City Area (Sq. Miles)	Current Population of City/ Jurisdiction	Population Per Square Mile	Total Number of Parks and Greenways	Total Acres Owned or Managed by System	Total Developed Acres	% Acres Maintained to Total Park Acres	Total Park Acres Per 1,000 Pop.	Total Trail Miles
Carmel Clay Parks and Recreation	49.1	86,439	1,761	15	505	177	35%	5.84	16.0
Frisco Parks and Recreation	62.4	132,790	2,128	36	1,509	671	44%	11.36	55.5
Park District of Highland Park	12.2	29,914	2,444	41	680	670	99%	22.73	11.5
Roseville Parks and Recreation	36.2	121,962	3,369	68	408.5	253	62%	3.35	
West Des Moines Parks and Recreation	38.6	61,824	1,602	34	1,239	512	41%	20.04	48.0
Westerville Parks and Recreation	12.5	36,665	2,933	52	617	389	63%	16.83	32.0

Notes*

Frisco also manages/ow nes 225 medians

Meetings: Discussion and demographic and recreation trends. Meeting on appropriate benchmark communities.

Deliverables: A Demographic & Recreational Trends Analysis and Benchmark Report.

Task 5 - Analysis of Programs and Services

A. Recreation and Services Program Assessment – Recreation programs and special events are the backbone of park and recreation agencies. This assessment will review how well the Department aligns itself with community needs. This process will also include a comprehensive evaluation of the long-term programming, operations, and maintenance of the Community Center and Recreation Center. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings, as well as recommendations for minimizing duplications and collaborate partnerships where appropriate. The Consulting Team will provide insight into recreation program trends from agencies all around the country. The process includes analysis of:

- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- User fee analysis for facilities and programs/services
- Review of program development process
- Backstage support, or service systems and agency support needed to deliver excellent service



Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. Additionally, it will help focus staff efforts in core program areas and create excellence in those programs deemed most important by program participants.

Meetings: Initial meeting with staff to provide information regarding current program offerings, as well as follow up to present findings and recommendations.

Deliverables: Programs and Services Assessment Report.

Task 6 - Community Needs Assessment

A. **Rank and Prioritize Demand and Opportunities** – The Consulting Team will synthesize the findings from the community input, standards, demographics and trends analysis, park and facility assessment, recreation services assessment and the service area mapping into a quantified facility and program priority ranking. This priority listing will be compared against gaps or surplus in recreation services, parks, facilities and amenities. This will list and prioritize facility, infrastructure, amenities, and program needs for the parks and recreation system and provide guidance for the Capital Improvement Plan. The analysis will include probable future parks, recreation facilities, open spaces and trail needs based on community input, as well as state and national user figures and trends. Also, a set of prioritized recommendations for maintenance and renovation of parks, trails and recreation facilities will be developed. The Consulting Team will conduct a work session with staff to review the findings and make revisions as necessary.

Shawnee County Facility/Amenity Needs Assessment	Overall Ranking
Walking, hiking and biking trails	1
Small neighborhood parks	2
Indoor fitness/exercise facilities	3
Large community parks	4
Natural areas/wildlife habitats	5
Indoor running/walking track	6
Picnic areas and shelters	7
Outdoor swimming pools/water parks	8
Indoor swimming pools/leisure pools	9
Playground equipment	10
Boating and fishing areas	11
Golf courses	12
Off-leash dog park	13
Indoor theater	14
Indoor sports fields (baseball, soccer, etc)	15
Indoor basketball/volleyball courts	16
Youth baseball/softball fields	17
Historic homes/grounds	18
Youth soccer fields	19
Outdoor basketball courts	20
Adult baseball/softball fields	21
Skate parks	22
Outdoor tennis courts	23
Outdoor sand volleyball courts	24
Adult soccer fields	25

B. **Capital Improvement Plan** – PROS Consulting recommends the development of a three-tier capital improvement plan that will assist the City in the inevitable and continuous rebalancing of priorities and their associated expenditures. Each tier reflects different assumptions about available resources.



- The **Critical Alternative** has plans for prioritized spending within existing budget targets and focuses on deferred maintenance and lifecycle replacement of assets and amenities within the existing parks system. The intention of this alternative is to refocus and make the most of existing resources with the primary goal being for the department to maintain high quality services.
- The **Sustainable Alternative** describes the extra services or capital improvement that should be undertaken when additional funding is available. This includes strategically enhancing and renovating existing parks and facilities to better meet the park and recreational needs of West Sacramento residents that would require additional operational or capital funding. In coordination with the City Manager's Office, the Finance Department and City Council, the Parks and Recreation Department would evaluate and analyze potential sources of additional revenue, including but not limited to capital bond funding, partnerships, grants, and existing or new taxes.
- The **Visionary Alternative** represents the complete set of services and facilities desired by the community. It is fiscally unconstrained but can help provide policy guidance by illustrating the ultimate goals of the parks and recreation system and by providing a long-range look to address future needs and deficiencies. In the Master Plan, the Visionary Alternative addresses complete renovations of aging parks and facilities and the development of new parks and facilities. Funding for visionary projects would be derived from partnerships, private investments and new tax dollars.

Meetings: Rank and prioritize demand and opportunities and provide a Capital Improvement Plan.

Deliverables:. Capital Improvement Plan based on priority rankings.

Task 7 - Action Plan & Master Plan Development

The *Parks and Open Space Master Plan Update* will be framed and prepared through a series of workshops with Department staff. It is anticipated that in completing the Parks and Open Space Master Plan update, the General Plan shall be used as a guide, paying close attention to policy and action items outlined in the Parks and Recreation Element, as well as the Natural and Cultural Resources, Urban Structure and Design, Safety, and Healthy Community elements. Other related planning documents, including specific plans and master plans, will also be incorporated. The overall vision and mission statements will be affirmed or modified, and direction for the Department will be established along with individual action strategies that were identified from all the research work completed. Key recommendations and tactics that support each action strategy to its fullest potential will be outlined in a strategy matrix with priorities, timelines, measurement, and teams within the Department or external partners to focus on. Specific tasks include:

A. **Develop Vision, Mission and Goals/Objectives** – The supporting vision and mission statements will be affirmed or developed with senior Department staff in a work session. Following this effort, goals/objectives and policies will be established and prioritized. A status briefing will be presented to gain input and consensus on direction.

B. **Financial Analysis** – The Consulting Team will perform analysis to document the financial situation of the Department. The financial analysis will look at the budget, pricing policy, user fees, current and other revenue generating opportunities, grant opportunities, and the revenue forecast. This analysis will identify the financial situation of the Department with three primary goals:

   - Understand the financial dynamics to further advance the understanding of operations gained through the work described above
   - Review funding and accounting practices with an objective of accurate financial fund tracking and the ability of the Department to have more useful financial information for strategic decision-making
   - Seek opportunities to improve the financial sustainability of the Department including evaluating expenditures and increasing current and new sources of revenue

   This review will include comparison of current policies with national standards of best practice agencies. The Consulting Team will recommend policies and adjustments to current policies where enhancements may be needed or gaps are identified.

C. **Funding and Revenue Strategies** – Funding strategies will be developed based on our review and analysis, as well as the national experience brought by the Consulting Team. The Consulting Team has identified numerous funding options that can be applied to the *Parks and Recreation Master Plan* based on the community values and will be tailored to each "bucket" of capital improvements. The funding strategies to be evaluated for recommendations will include at a minimum:

   - Fees and charges options and recommendations
   - Endowments/Non-profits opportunities for supporting operational and capital costs
   - Sponsorships to support programs, events, and facilities
   - Partnerships with public/public partners, public/not-for-profit partners and public/private partnerships
   - Dedicated funding sources to support land acquisition and capital improvements
   - Development agreements to support park acquisition, open space and park and facility development
   - Earned Income options to support operational costs
   - Land or facility leases to support operational and capital costs
   - Identify grant opportunities and resources to construct parks and facilities identified in the Master Plan including suggested timelines

D. **Strategic Action Plan Development** - Upon consensus of all technical work, the remaining action plan will be completed with supporting strategies, actions, responsibilities, priorities/timelines and cost estimates. These strategies will be classified as short-term, mid-term or long-term strategies and priorities. This will be reviewed

with senior Department staff in a half-day workshop. The Consulting Team will propose a prioritization schedule and methodology used on successful master plans across the United States from their work. Action plans will be established in the following key areas:

- **Land Acquisition, Development and Improvements** – Recommendations that provide for short and long term enhancement of land acquisition in the Department. This will include useable and workable definitions and recommendations for designated park and open space with acreages and parameters defined as appropriate.
- **Park and Facility Management** – Recommendations that provide for short and long term enhancement of park and facility management practices of the Department.
- **Programs and Services** – Recommendations that provide for short and long term development and maintenance of programs and services provided by the Department, including opportunities to improve meeting user needs.
- **Financial and Budgetary Capacity Development** – Recommendations that provide for short and long term enhancement of the financial and budgetary capacity of the Department related to parks and lands.
- **Policies and Practices** – Specific policies and practices for the Department that will support the desired outcomes of the Master Plan will be detailed.

E. **Draft Report Preparation and Briefings**– The Consulting Team will prepare a draft Master Plan with strategies taking into account all analyses performed and consider the fiscal and operational impacts to the Department. The recommendations and prioritization of needs will be reviewed and discussed with the Department. Also, one (1) meeting with the City Council, Planning Commission, and Parks Recreation, and Intergenerational Commission will be completed.

F. **Final Master Plan Presentations, Preparation, and Production** – Upon comment by all vested Department staff and the community, the Consulting Team will revise the Draft Master Plan to reflect all input received. Once the draft Master Plan is approved by the Department, the Consulting Team will prepare a final summary report and present to the City Council, Planning Commission, and Parks Recreation, and Intergenerational Commission for final approval and adoption. The final plan will be prepared with a Summary Report delivered along with associated appendices (technical reports).

Meetings: Meetings with staff on vision/mission and workshop on strategic action plan. Presentations to the City Council (one during the draft master plan and one for the adoption of the final Master Plan). One (1) meeting with the Planning Commission, and Parks Recreation, and Intergenerational Commission at the time of the adoption of the Master Plan. The Consulting Team will meet with staff for review of changes.

Deliverables: Deliverables will be the following:

- Goals, policies and priorities that articulate a clear vision or "road map" for the Parks and Recreation Department, using the General Plan and other relevant planning documents as a guide;
- A summary of existing conditions, inventories and level of service analysis;
- Community surveys that build on outreach completed as part of the General Plan 2035 and other planning update processes to determine interests/needs;
- A comprehensive list of recommended improvements and amenities for existing and new facilities, with an emphasis on those projects that have near-term implementation potential;
- Recommendations for updated standards that reflect the unique characteristics of West Sacramento and differentiate between urban and suburban opportunities and needs;
- An implementation plan that creates a clear plan for development of parkland, recreational facilities, open space and trails, as well as recommendations for operations, staffing, maintenance, programming and funding needs;

- A financial plan including cost projections for development and operations and maintenance, short- and long-term funding mechanisms and opportunities for available funding and acquisition alternatives, recommendations on updates to the existing Park Impact Fee program, potential addition of new fees (i.e. Quimby Fee) for capital expenses and how to address ongoing park maintenance costs;
- Charts, graphs, maps and other data as needed to support the Plan and its presentation to appropriate audiences; and
- References to other applicable City documents as necessary.

Task 8 - Environmental

A. Environmental Analysis – The Consulting Team will prepare a technical memorandum (TM) that assesses the degree to which the environmental effects of implementation of the Parks and Open Space Master Plan is addressed in the City's General Plan 2035 Policy Document PEIR. The information will include substantial evidence to potentially support "within the scope" findings, as allowed under CEQA. The TM will include information typically provided in the CEQA checklist (Appendix G of the CEQA Guidelines).

Assumptions: the City of West Sacramento certified a programmatic environmental impact report (PEIR) (dated November of 2016) that evaluated a comprehensive update to the City's General Plan 2035 Policy Document will address all of the impacts of an updated Parks and Open Space Master plan, and that the updated Parks and Open Space Master Plan will qualify for a "within the scope" finding and it would not be necessary to reinitiate the CEQA process for the Plan.

Deliverables: Technical Memorandum and CEQA Checklist.

Task 9 - Additional Analyses

The Consulting Team will prepare the following additional analyses to support the long-term viability and implementation of the Parks and Open Space Master Plan including:

A. Landscape Development Guidelines / Standard Specifications - Based on research work completed as part of the Master Plan effort, the Consulting Team will update the City's Landscape Development Guidelines to include: review of plant palettes and provide recommendations for improvements, update illustrative materials, assist in developing CPTED and "green/sustainable" development principles and practices and revise guidelines/compile a final document. In addition to the Landscape Development Guidelines, prepare an update to the "landscape specifications & details" in the City of West Sacramento Community Development Engineering Division Standard Specifications.

Assumptions: the City of West Sacramento will provide the consultant with a digital version of the guidelines and standards in Microsoft word.

Deliverables: Updates will be limited to 20 pages of new text and 10 updated graphics using MS word and Photoshop.

B. Central Park Evaluation – The Consulting Team will evaluate the need/interest for a Central Park, as well as the planning framework for the park to include park amenities, possible locations, funding strategies, and both the community and economic benefits of a Central Park. – The Consulting Team will establish operational standards and costs for the Park based on set maintenance standards for the full operations. The Consulting Team will evaluate the opportunities for expanded programs and services and management alternatives to develop a program and management strategy to support the needs of the users of the site. The Consulting Team will identify best practices for funding and maintaining the site, including capital vs operations cost. This will be converted into a five year pro forma and operating budget. Funding options will be identified and evaluated against their potential support and success.

Assumptions: the City of West Sacramento will identify potential sites, the Consulting Team will prepare the funding and economic data, as well as will prepare the site design alternatives (limited to 3 sites).

Deliverables: Site studies for three sites showing design and recreation features on an aerial with adjacent land uses. Business and operational plan.

C. **Site Specific Reuse Plan** – The Consulting Team will evaluate and inventory current City-owned/managed park land. One site specific reuse plan for a previous High School site will be prepared noting suggested park facilities and amenities. The plan for the park land will reflect the needs assessment of the local community. It will include a distinct outreach plan and include conceptual-level designs and cost estimates. It is anticipated that this information will be used to help position the City/site for future grant funding. The Consulting Team will evaluate the opportunities for expanded programs and services and management alternatives to develop a program and management strategy to support the needs of the users of the site. The Consulting Team will identify best practices for funding and maintaining the site, including capital vs operations cost. This will be converted into a five year pro forma and operating budget. Funding options will be identified and evaluated against their potential support and success.

Assumptions: the City of West Sacramento will identify the site, the Consulting Team will prepare the funding and economic data, as well as prepare the site design (limited to 2 alternatives).

Deliverables: Two alternative site studies for one site showing design and recreation features on an aerial with adjacent land uses. Business and operational plan.

D. **Operational Assessment (OPTIONAL)** – The Consulting Team an perform an analysis of the current practices of the Department to evaluate its operational situation, if desired by the City. This analysis will identify future Department organization and staffing needs, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing/communication opportunities. This task will include recommendations in a comprehensive manner. This will include data collection, analysis and on-site observations of key organizational components in the following areas:

- Classification of services
- Administrative delivery
- Maintenance and Operating Standards
- Organizational Design and Staffing
- Customer service
- Staffing levels
- Field equipment/resources
- Service contracts
- Workload requirements
- Procedures manuals
- Existing policy and procedures management
- Performance measures and indicators
- Information systems and technology
- Marketing and communications
- Identify and expand partnerships/volunteer support for facilities and services
- Review and suggest new rules and regulations related to parks



Section Four - Relevant Experience

California Experience

Currently, PROS Consulting is completing parks and recreation planning projects for the City of San Marcos, City of Carlsbad, City of West Hollywood, City of San Jose, City of Napa, City of San Clemente, Placer County, and the City of Pasadena. Following is a list of parks and recreation planning projects in California conducted by the PROS Team.

- California State Parks Financial and Cost Efficiency Study
- City of Carlsbad Parks and Recreation Needs Assessment and Strategic Action Plan, Carlsbad Parks Master Plan Update, Carlsbad Indoor Recreation Center and Outdoor Adventure Park Feasibility Study (on-going)
- City of Lodi, Parks, Recreation and Cultural Service Department, Strategic Action Plan
- City of Temple City Parks and Open Space Master Plan
- City of San Marcos, Parks Master Plan – Financial Analysis (commencing April 2016)
- City of Chula Vista Cost Recovery, Resource Allocation and Revenue Enhancement Plan (ongoing)
- City of Davis Cost of Service Study
- City of Half Moon Bay Parks and Recreation Program Plan
- City of Malibu Parks and Recreation Master Plan
- City of Oakland Parks and Recreation Revenue Management Plan
- City of Walnut Creek Cost Recovery and Pricing Plan
- City of Napa Senior Center Feasibility Study
- City of Pasadena Pricing and Cost of Service Study; Department-Wide Business Plan; Customer Service Training; Parks Maintenance Plan; Sports Field Study
- City of West Hollywood Park Ordinance Study
- City of San José Parks and Recreation Pricing Philosophy and Revenue Enhancement Plan; Business Plan for Happy Hollow Park and Zoo; Business Plans for Summer Camp, Seven Trees and Edenvale Community Center; Family Camp Feasibility Study; Marketing and Branding Plan
- Cordova Recreation and Park District Park and Recreation Strategic Master Plan
- Cosumnes (Elk Grove) Community Services District, Elk Grove, Parks & Facilities Master Plan
- Fair Oaks Recreation & Park District Parks, Parks, Facilities, & Recreation Services Master Plan
- Golden Gate National Parks Conservancy, Operational Plans & Maintenance Management Plans (The Presidio, Lands End & Crissy Field)
- Healdsburg Parks and Recreation Needs Assessment(2006 & 2014 Update), Saggio Hills Master Plan, Villa Chanticleer Business Plan, Parks and Open Space Plan, and Foss Creek Community Center Business Plan
- Long Beach Parks and Recreation Strategic Plan, Implementation Plan, Restaurant and Golf Feasibility Study
- Los Angeles Parks and Recreation Needs Assessment
- Orangevale Recreation & Park District Parks and Recreation Master Plan
- Riverside County Recreation and Open Space District Strategic Plan
- Roseville Parks and Recreation Strategic Business Plan, Reasons Farm Feasibility Study, Golf Business Plan, Tourism Market Plan, Cost of Service Study
- Sacramento County Golf Business Plans
- San Francisco Recreation Plan, Parks and Recreation Master Plan, Vision Plan, and Golf Course Assessment
- San Mateo Parks, Facilities and Programs Strategic Master Plan
- Santa Clara County Resource Allocation and Pricing Plan
- Santee Parks and Recreation Master Plan
- Sonoma County Regional Parks Management Review Services Assessment

The PROS Team has been responsible for the evaluation of hundreds of park and recreation agencies throughout the United States over the past 22 years. The following pages detail recent and relevant projects conducted by PROS Team members that are of similar characteristics.

PROS Consulting & ETC Institute Experience and References

City of Carlsbad Parks & Recreation Master Plan (2015), Park Master Plans (2014), & Two Feasibility Studies for an Indoor Recreation Center and Outdoor Adventure Park (2016)

CARLSBAD, CALIFORNIA

In 2015, PROS Consulting, as well as ETC Institute, completed a Parks and Recreation Master Plan for the City of Carlsbad, California. The plan included extensive community input and analysis. The body of the report was organized according to the sequence of tasks performed as part of the review process. These tasks included:



- Community Input (Focus Groups, Key Leadership Meetings, Public Forums, Statistically-valid Survey)
- Customized crowdsourcing project website (www.carlsbadparksplan.com)
- Demographic and Recreation Trends Analysis
- Park and Facility Assessment / Recreation Program Assessment
- Internal Operational Assessment
- Funding and Revenue Strategies
- Level of Service Standards / GIS Mapping
- Capital Improvement Plan and Priority Rankings
- Detailed Strategic Plan



The needs assessment and action plan outlined a community values driven approach that was realistic but ambitious. Success required a partnership driven approach and a willingness to continue embracing an entrepreneurial mindset, all while keeping the community and its values in mind.

The five year plan provided staff with short term, midterm and ongoing recommendations for day to day operational tactics as well as two signature "ideas" that ushered in an even higher level of customer experience and reinforce Carlsbad's place as a world class city that drives connectivity and enhances quality of life for everyone.

The plan also has helped the Department successfully become one of the 5 agencies in California to obtain national accreditation through CAPRA (Council for Accreditation of Parks and Recreation Agencies).

Following the Needs Assessment and Comprehensive Action Plan, PROS Consulting and RHA Landscape Architects-Planners were retained to complete three (3) Park Master Plans for the City as a part of the Implementation Plan and these were completed in December 2014 as well. The team is currently working on two feasibility studies (Indoor Recreation Center and Outdoor Adventure Park) as a part of the plan's implementation.

Link: http://carlsbadparksplan.com/pdf/carlsbad-parks-and-recreation-department-master-plan.pdf

PROJECT REFERENCE: Mr. Chris Hazeltine, Parks and Recreation Director; 799 Pine Ave., Suite 200; Carlsbad, CA 92008; 760.434.2826; chris.hazeltine@carlsbadca.gov

City of Lodi Parks, Recreation, and Cultural Services Strategic Plan (2015)

LODI, CALIFORNIA



The City of Lodi Parks, Recreation, and Cultural Services Department (PRCS) offers quality valued assets and programs to the community through a variety of services that enhance Lodi's quality of life, economic value, and sense of community. The PRCS owns and maintains 372 acres of parkland and over 77,000 square feet of recreation center space. The Department also offers exceptional recreation programming for all ages in the areas of athletics, youth enrichment, and special events.

Developing the 2015 PRCS Strategic Plan helped to ensure the continued success of the Lodi system and community. The Strategic Plan as a critical element in the strategic management of the Department and, when used as a living document, helps guide decisions regarding future parks, open space, recreational facilities, recreation programs, and organizational management over the next ten years. Additionally, the Strategic Plan recommendations and implementation plan contribute to the sustainable operations of Lodi's facilities and services through potential partnerships and administrative enhancements.



PROS Consulting was retained to develop the Strategic Plan built around a series of community and staff values, unmet needs for recreation, parks and cultural services, as well as the operational management of policies, procedures, parks, facilities, programs, and services against best practices in the state and region.

The PRCS Strategic Plan followed an iterative process of data collection, in-person and online public input, innovative crowdsourcing customized project website, on-the-ground study, assessment of existing conditions, market research, and open dialogue with local leadership and key stakeholders. The project process followed a logical planning path, as illustrated below:



Major elements of the Strategic Plan included community engagement, crowdsourcing project website, bi-lingual (English and Spanish) statistically-valid survey a recreation program needs assessment, equity mapping, an operational staff assessment, as well as a maintenance operations review. These assessments offered an analytical perspective of program and service offerings and helped identify strengths, weaknesses, and opportunities regarding their management. The plan also assisted in identifying core programmatic areas, gaps within the community, key system-wide issues, and areas of improvement and in determining future programs and services for residents.

LINK: http://www.lodi.gov/prcs/pdf/Lodi%20Strategic%20Action%20Plan%202016%2001%2004.pdf

PROJECT REFERENCE: Mr. Jeff Hood, Director of Parks, Recreation, and Cultural Services; 125 N. Stockton Street, Lodi, CA 95240; (209) 333-6742; jhood@lodi.gov

City of American Canyon Parks and Recreation Needs Assessment (2015), and Operational Assessment (2016)

AMERICAN CANYON, CALIFORNIA

The City of American Canyon was incorporated in 1992. It is located in Northern California and was developed following World War II, with the McKnight Acres subdivision in the 1940s and Rancho Del Mar in the 1950s. In addition to managing and maintaining the green belt, the City of American Canyon's Parks and Recreation Department, plans all City-sponsored recreation classes, programs, and special events, and strives to enhance the quality of life for residents. The department oversees the operation of the Phillip West Aquatics Center and operates the Recreation Center and Senior Multi-Use Center. The Parks Division is responsible for the maintenance of 1100+ acres of park land and the maintenance of City recreation facilities. An integral part of the city's vision is to be a destination for outdoor recreation and natural beauty.



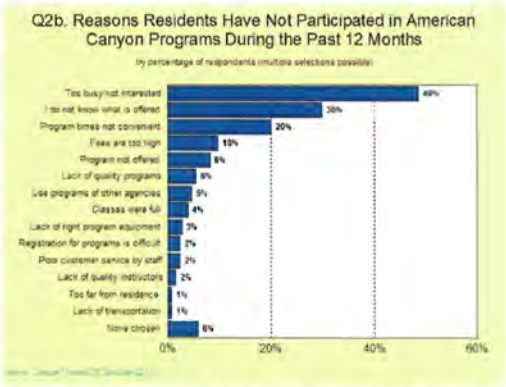
City of American Canyon
Parks and Recreation Needs Assessment
[illegible]



In 2015, PROS Consulting worked with Parks and Recreation Department to develop a strategic needs assessment and operational plan to determine how best to meet the specific desires of the community. The primary outcomes of the needs assessment were to:



- Identify vision and overarching direction, based on community feedback, for the Parks and Recreation Department.
- Determine the level of needs met by the Parks and Recreation Department's current offerings (programming, events and parks/facilities).
- Identify unmet needs, level of desire for new programs, events and parks/facilities.
- Complete initial testing on how to fund (i.e. dedicated tax) desired enhancements or new programs/facilities.
- Identify possible parks/facility components for new/future facilities including Clarke Ranch, Newell Open Space Preserve, Watson Ranch Community Park and Wetlands Edge viewing area and trails.
- Determine level of community support for developing parks/amenities that may serve as a "green" tourism draw to the City (i.e. organized run at Newell or Wetlands, or developing a regional nature center or campground at Clark Ranch).



The foundation of the Needs Assessment Plan was to "mine" local knowledge through the use of a creative and comprehensive public participation process. It was important to engage community members who enjoy the opportunity to participate in planning as well as to encourage thoughts from other stakeholders that typically do not voice their opinions. The public input process incorporated a variety of methods that included interviews, focus group meetings, surveys, and public forums.

PROJECT REFERENCE: Mr. Creighton Wright, Parks and Recreation Director; 100 Benton Way; American Canyon, CA 94503; 707.648.7275; cwright@cityofamericancanyon.org

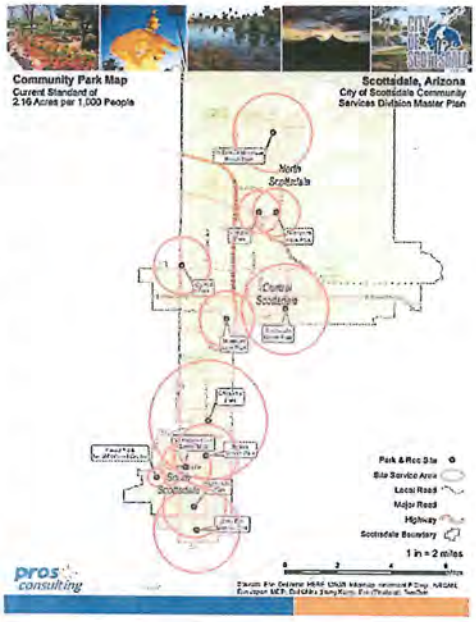
Scottsdale Community Services Master Plan (2015)

SCOTTSDALE, ARIZONA



The City of Scottsdale is a signature destination community with world-class outdoor adventures that include tennis, biking, golfing, hiking, swimming, major league baseball, sports and exceptional indoor activities such as fitness, , therapeutic recreation, library services, social services, and senior and youth activities. As a destination for visitors from across the globe and home to a very active population of nearly 220,000, the business of Scottsdale has been, and will continue to be, in part, that of vibrant recreation; yet the city is able to maintain a community charm that year-round and seasonal residents call home. As a major provider of libraries, parks, facilities, human services, recreation programs, and special events, Scottsdale Community Services plays an integral role in the success of the City of Scottsdale's service brand.

As a strategy to continue to play an integral role in the business of destination recreation and human services, the City of Scottsdale hired the PROS Consulting team to conduct a Community Services Master Plan Update. The master plan defined an approach to ensure financial sustainability through principles of efficiency, productivity, cost of service, and revenue production. Moreover, the plan will assist city staff in their efforts toward increasing bandwidth in the use of facilities and programming excellence.



The foundation of the Community Services Master Plan Update was to "mine" local knowledge through the use of a creative and comprehensive public participation process. It was important to engage community members who enjoy the opportunity to participate in planning. Equally important was the desire to encourage thoughts from other stakeholders that typically do not voice their opinions. The public input process incorporated a variety of methods that included interviews, focus group meetings, and public forums. These findings were triangulated with the results of a citywide statistically valid survey of the community. The data generated from these critical community interactions was used to aid the consulting team when accurately articulating the true unmet needs, addressing key operational issues, providing recommendations for business related changes, and strategizing to move the Community Services Division forward for optimum results.



Project Reference: Mr. Tim Barnard, CPRP; Former Parks and Recreation Manager (Current Assistant Director Community Services Department for the City of Glendale); 3939 N. Drinkwater Blvd.; Scottsdale, AZ 85251; tbarnard@glendaleaz.com; 623.930.3572

Metro Parks Tacoma Mission-Led Comprehensive Program Plan (2016)

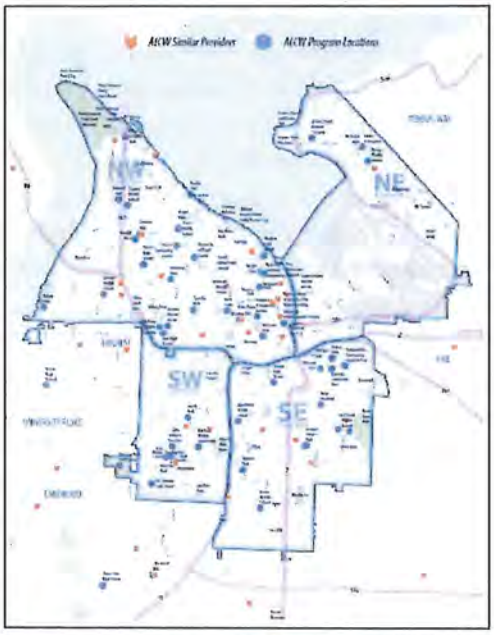
TACOMA, WASHINGTON



In 2016, PROS Consulting completed a Mission-Led Comprehensive Program Plan (MLCPP) for Tacoma, WA. The MLCPP is a six-year document that guides Metro Parks Tacoma's recreation service provision. Aligned with MPT's strategic planning framework and budget cycle, the MLCPP is a critical document in understanding community needs, identifying gaps in services, and outlining how the District delivers its programs and details key issues facing the system along with key strategies, or recommendations, to address each challenge.

To develop the MLCPP, the PROS undertook the following tasks:

- Comprehensive Community Profile – a thorough understanding of Tacoma's demographics and socio-economics, recreation participation trends, and market potential. This information was organized and analyzed at three levels: 1) Tacoma city limits; 2) 30-minute drive time from city limits; and 3) separation into the District's four distinct planning areas.
- Program Inventory and Analysis – complete cataloging of all programs and services offered by MPT to identify location, markets served, participation trends, productivity rates, and performance metrics.
- Gap Analysis – based upon the existing programs and needs identified through a statistically-valid community survey, areas of greatest need were identified and prioritized.
- Dashboard Development – graphical depictions of program locations, similar service providers, and park facilities overlaid with information on community need for programs. Specialized dashboards were developed for each of the four planning areas.



Overall, the document provides the foundation for recreation services and amenities in parks and facilities and is meant to guide and be supported through additional business planning processes. Utilizing a comprehensive public engagement process and research platform, the planning team was able to develop a unique Level of Service (LOS) that resulted in prioritized direction for future acquisition, productive use of space, redevelopment, expansion, or dissolution of the District's park and recreation facilities and programs.



Project Reference: Mr. Dave Lewis, Director of Recreation & Community Services; Metro Parks Tacoma; DaveL@tacomaparks.com; 253.305.1067; 253.606.3670

Five Rivers MetroParks (Dayton, OH) Comprehensive Master Plan (2016)

DAYTON, OHIO



In March 2016, PROS Consulting completed a Comprehensive Master Plan for Five Rivers MetroParks. The Board of Park Commissioners and staff recognized that a quality park system is critical to local prosperity, community livability and the health and wellbeing of residents. FRMP is widely respected by the community as a best practices government agency in the region, the State of Ohio, and the United States for maintaining a consistent standard of excellence for residents of Montgomery County and visitors to the area. The Comprehensive Master Plan was designed to support FRMP's efforts in continuing to protect natural areas, and provide world-class, innovative and well-balanced parks, facilities, trails, amenities and attractions as the region continues to grow.

The Comprehensive Master Plan study incorporated a series of discovery and analysis of the park system in order to provide FRMP community-driven direction for the future. The consulting team worked with FRMP to engage the community and staff in an extensive public participation process that included various public meetings, focus groups with users and non-users of the park system, interviews with community leaders, intercept surveys, on-line surveys and a statistically valid survey of county residents. The outcomes of these important connection points were outlined in the plan and included short-term and long-term goals to accomplish in a financially sustainable manner. The logical study sequence and planning path for developing the plan is described below:



The Comprehensive Master Plan was developed to provide the organization a roadmap for the future using knowledge gained from an excellent legacy of history and current day practices. The planning process incorporated a comprehensive series of discovery and analysis strategies to understand the workings of the organization and included a strong community engagement process.

The Comprehensive Master Plan included a system-wide approach for accomplishing short and long-term goals, initiatives, tactics, and measurements to ensure FRMP continues to protect the region's natural heritage and provides world-class services, programs, parks, and facilities to the community for many years to come.

Link to Plan: http://www.metroparks.org/wp-content/uploads/2016/01/MetroParks-MasterPlan.pdf

Project Reference: Rebecca A. Benná, CPRP; Executive Director; 409 E. Monument Avenue, Dayton, Ohio 45402; 937-277-5300; rebecca.benna@metroparks.org

Carmel, IN Comprehensive Parks and Recreation Master Plan (2015)

CARMEL, INDIANA



Founded in 1991, Carmel Clay Parks & Recreation (CCPR) was established through an Interlocal Cooperation Agreement between the City of Carmel and Clay Township in Indiana. CCPR was created to serve the nature and fitness needs of the community, manage and develop existing spaces and resources, and create a sustainable future for parks and recreation programs through a financially viable and environmentally conscious parks system. CCPR manages and maintains more than 500 acres of park land and numerous recreation facilities, providing more than 5,000 annual classes and programs for all ages. CCPR contributes to the community's outstanding quality of life by providing enriching, enjoyable escapes through recreation, fitness, and nature.

To continue to serve the City of Carmel and Clay Township, CCPR desired an updated Parks and Recreation Comprehensive Master Plan to guide development and actions for the next five years, as well as use as part of the agency's CAPRA Requirement. The purpose of the Parks and Recreation Comprehensive Master Plan was to identify current and future needs of the community, while also updating level of service standards, reviewing the financial strength of CCPR, and providing an action plan with funding and revenue strategies. The Parks and Recreation Comprehensive Master Plan represents CCPR's commitment to providing a quality park and recreation system for the City of Carmel and Clay Township.



PROS Consulting, as well as **ETC Institute**, worked with CCPR to complete the master plan, which included extensive community input and distinct analysis. The Master Plan was an updated of the previous master plan completed by PROS Consulting for the CCPR, and built off other plans completed by PROS (marketing plan, maintenance management plan, The Monon Community Center Business Plan). The Master Plan scope included:

- Community and Stakeholder Input
  - Focus groups, key leader interviews, and public meetings; Joint meetings with fiscal bodies; Community survey; Demographics and trend report; Benchmark Analysis
- Parks, Facilities and Program Assessment
  - Park assessment; Facility assessment; Level of Service standards; Equity mapping/service area analysis; Program Assessment, Priority ranking needs assessment; Capital Improvement Plan
- Operations, Financial, and Benchmark Analysis
  - Operations review; Finance review; Funding sources review
- Master Plan Development
  - Review vision, mission, values; Master Plan themes, initiatives and goals; Plan briefings/public meetings

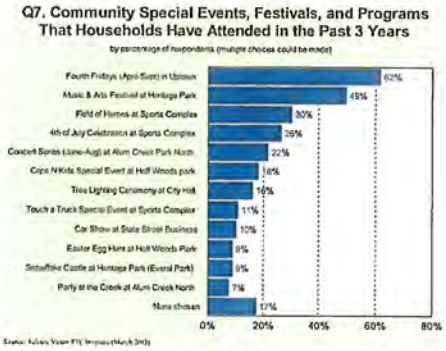


The master plan built off a great legacy of parks and recreation within Carmel. Recently, Carmel was named one of the "Best Places to Live in America" by CNN Money Magazine, and parks and recreation played an integral role in the quality of life of residents. **The agency recently become CAPRA Accredited and won the 2014 Gold Medal for Parks and Recreation at NRPA.**

Project Reference: Mr. Michael Klitzing, Parks and Recreation Assistant Director; 1235 Central Park Drive East; Carmel, IN 46032; 317.573.4018; mklitzing@carmelclayparks.com

City of Westerville, OH Parks, Recreation & Open Space Strategic Master Plan & Recreation Center Feasibility Study (2013)

WESTERVILLE, OHIO



The City of Westerville Parks & Recreation Department is nationally recognized for excellence in parks and recreation and widely respected in the state of Ohio as a "best practice" agency. A three-time National Recreation and Park Association (NRPA) Gold Medal winner, Westerville Parks & Recreation is one of only 106 accredited agencies in the U.S. Healthy, active lifestyles, preservation of the environment and economic development are among the core values as they serve nearly one million residents, patrons and guests annually.

In 2013, PROS Consulting, as well as **ETC Institute**, completed a Parks, Recreation & Open Space Master Plan for the City of Westerville, a historic community nestled in the heart of the Columbus metro-plex that has managed to maintain a strong sense of individual character and identity amidst the fast pace of the surrounding cities. Westerville is home to numerous regional destinations, businesses, and attractions, many of which are owned, operated, or partnered with the Westerville Parks and Recreation Department.

Westerville Parks and Recreation Department is widely respected as a best-practice agency in the State of Ohio, as well as in the United States for maintaining a consistent standard of excellence and level of service for residents of Westerville and visitors to the City. Westerville Parks and Recreation has received accreditation by the Commission for Accreditation of Parks and Recreation Agencies. The Master Plan was designed to support the Department in continuing to provide innovative and well balanced facilities and programs in the community as the City grows and evolves. The consulting team developed the PROS Master Plan using the following processes:



- Community input that included focus groups, intercept surveys, key leadership meetings, staff focus groups, public forums and a City-wide statically valid survey
- Demographic and Trends Analysis
- Park site assessments
- Program assessments
- Level of service assessment
- Financial assessment
- Community center and senior center feasibility study
- Future park site and trail assessment and improvements
- Capital improvement cost for key recommendations

The City of Westerville Park and Recreation Department is a best practice agency that has demonstrated to the community the value of having a first-class park and recreation system to access and take great pride in for living in Westerville. The Master Plan was a guide on where the Department needed to center their energy and values for the next ten years. It was also a plan to inform the residents on where they will invest future income tax revenues over the next ten years. **The agency recently became CAPRA Accredited and won the 2013 Gold Medal for Parks and Recreation at NRPA.**

Link to Plan: https://www.westerville.org/Modules/ShowDocument.aspx?documentID=13051

Project Reference: Mr. Randy Auler, Director of Parks and Recreation; City of Westerville; 350 N. Cleveland Ave.; Westerville, OH 43082; 614.901.6504; randy.auler@westerville.org

Parks and Recreation Needs Assessment and Foss Creek Center Feasibility Study (2014)

HEALDSBURG, CALIFORNIA

The City of Healdsburg Parks and Recreation Department provides ample opportunities for delivery of parks, recreation facilities, and program services to the citizens of Healdsburg that greatly contributes to the quality of life for City residents. For over 150 years, the City of Healdsburg has sustained itself as a quaint community with strong pride in its rural character. In order for the Department to continue to be an integral asset to residents, it must have a solid planning document to guide the City's parks and recreation efforts.

Pro Forma Revenues & Expenditures
HEALDSBURG COMMUNITY RECREATION CENTER
BASELINE: REVENUES AND EXPENDITURES

SERVICE TITLE	Revenues	Expenditures	Revenues Over (Under) Expenditures	Cost Recovery - Percent
Passes	$235,300.00	$0.00	$235,300.00	
Administration	$0.00	$298,056.35	($298,056.35)	0%
Building Maintenance	$0.00	$239,549.68	($239,549.68)	0%
Recreation Programs	$416,660.00	$617,940.00	($201,280.00)	67%
Fitness	$63,160.00	$87,558.14	($24,398.14)	72%
Gymnasium	$208,550.00	$213,630.00	($5,080.00)	98%
Parties	$75,000.00	$5,475.09	$69,524.91	1370%
Rentals	$30,000.00	$3,558.88	$26,441.13	843%
Kitchen	$0.00	$2,250.00	($2,250.00)	0%
Partnerships	$4,000.00	$0.00	$4,000.00	
Total	$1,032,670.00	$1,468,018.13	($435,348.13)	70%

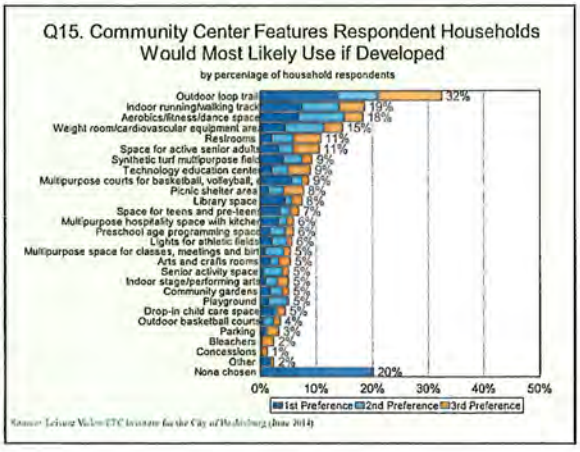
In 2014, a Parks and Recreation Needs Assessment and Foss Creek Community Center Feasibility Study and Business Plan was completed by PROS Consulting. The plan process began in early 2014 to develop an update to the 2007 Parks and Recreation Needs Assessment, which included an extensive and robust community input process, as well as evaluate the Foss Creek Community Center building and site to allow for greater efficiencies and new development. The plan provides a framework to respond to citizens' needs and expectations, as well as identifies priorities for the staff to work toward successful implementation.



The purpose of Needs Assessment and Business Plan was to guide the final re-development, re-use and management of the Foss Creek Community Center and Park, as well as create new financial strategies to continue future development, while also engaging residents on their needs for parks and recreation in the City. The Plan identified short term and long term design strategies to guide the Park and Recreation Department and Staff in the re-development of the Foss Creek Community Center site over the next five years.

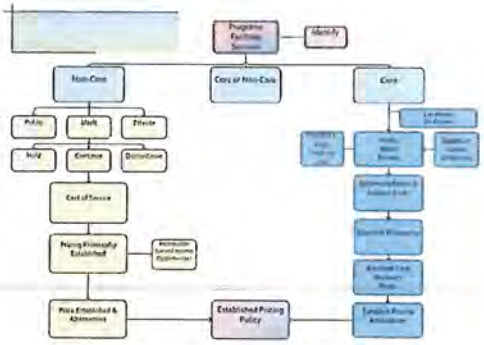
Outcomes of the plan included community input, statistically-valid needs assessment survey, market analysis, establishing design principles, development of implementation strategies, as well as a concept for the park site and building and a business plan to enhance the efficiency, revenue capacity and long term financial sustainability at Foss Creek Community Center.

Project Reference: Mr. David Mickaelian, City Manager; City of Healdsburg; 401 Grove Street; Healdsburg, CA 95448; 707.431.3301; dmickaelian@ci.healdsburg.ca.us



City of San Jose Pricing Philosophy, Revenue Enhancement, and Organizational Implementation Plan for the Department of Park, Recreation and Neighborhood Services (2011); Five Business Plans (2012 & 2017); and Marketing and Branding Plan (2013)

CITY OF SAN JOSE, CALIFORNIA



In early 2010, PROS Consulting completed a Pricing and Revenue Enhancement Plan for the City of San Jose (population 942,788) Department of Parks, Recreation and Neighborhood Services (PRNS).

The outcome of the plan was moving the PRNS to a higher level of efficiency and cost recovery through a business-focused approach and increased programming of all types to a multi-generational audience.

The project was built around department management and major stakeholder interviews, which included pricing and revenue employees, as well as Pricing and Revenue Workshops for the City Council. After these meetings were completed, the PROS Team worked with the City to develop a pricing philosophy through the PROS 10-Step Pricing Sustainability Model. As part of the project, the PROS Team calculated the Cost of Service and recommended pricing for aquatics, after school programs, sports leagues, family camps, golf courses, social programs, teen programs, senior services, youth intervention, and recreation centers.

The City of San Jose was facing a $35 million cut in services in 2009. PROS Consulting was able to help refocus the cuts in services to $18 million and back fill earned income support by $7 million through an effective pricing and earned income development strategy, as well as incorporating business plans for the City's key park and recreation attractions. Cost recovery (direct and indirect) rose from 22% in 2009 to 36% in 2011-2012 and reliance on general fund decreased from $54 million in 2009 to $34 million in 2011-12.

In 2010, after completion of the Plan, PROS was retained to develop a Program and Business Plan for the Happy Hollow Park and Zoo (HHPZ). The Plan resulted in HHPZ exceeding its membership and revenue goals in the first year and it has continued to expand its programs and events to serve a growing audience.



In 2011, PROS was again retained to complete four (4) additional Program and Business Plans for San Jose Summer Camp, Family Camp and two other Recreation Centers. The City operates a Family Camp located in the heart of the Sierras near Yosemite National Park, about 150 miles east of the City. The goal of this study was to provide an objective, professional perspective in presenting the financial viability of multiple potential scenarios and thus determine the future direction of the Family Camp operations.

Lastly, PROS also completed a Marketing and Branding Plan for the Department along with providing training and support to the program staff for business planning and program development. The goal is to assess the existing programs and align program and facility offerings with market needs.

Currently, PROS Consulting is on retainer to assist with business and program plans for the Department on an ongoing basis.

Project Reference: Ms. Julie Edmonds-Mares, Former PRNS Director – current Acting Asst. City Manager; 200 East Santa Clara Street; San Jose, CA 95113; Julie.edmonds-mares@sanjoseca.gov; 408.793.5553

JACOBS

TOWNSHIP 9
MASTER PLAN
Sacramento, California

Client
Capital Station 65, LLC

Size
65 acres

Services
Master Planning
Urban Design
Landscape Architecture

Completion
ongoing









Township 9 is a mixed-use, urban infill development located on the south bank of the American River in the River District of Sacramento, California. The site is generally bounded by the American River to the north, North 5th Street to the west, Richards Boulevard to the south, and North 7th Street to the east. Access to the region is provided via Interstate 5 (a half-mile to the west) State Route 160, (a half-mile to the east) and a future light rail line between downtown Sacramento and the Sacramento International Airport. Not only is the CBD within walking distance, alternatives to automobile also include future light rail and bus service and regional bicycle network access via Two Rivers Trail along the American River.

The plan transforms a 65 acre blighted cannery and warehouse brownfield site into a walkable, urban neighborhood that will include up to 3,000 housing units, 800,000 square feet of office space and 150,000 square feet of ground floor retail and more than 20 acres of public open space.

The vision for Township 9 is a vibrant mixed-use neighborhood developed to a human scale in accordance with principles of the New Urbanism and smart growth. Neighborhood parks, paseos, and tree-lined streets encourage walking and neighborhood interaction. The pedestrian environment and activated streets will be enhanced by tree-lined streets, on-street parking, a unified lighting concept, attractive site furnishings and pedestrian-scaled architecture.

Township 9 was selected to participate in the Leadership in Energy and Environmental Design (LEED) Neighborhood Development pilot program in 2007. LEED-ND integrates the principles of smart growth, new urbanism, and green building into the design and development of the community.

JACOBS

DAVIS PARKS & RECREATION FACILITIES INVENTORY & CONDITION ASSESSMENT

Davis, California

Client
City of Davis

Completion
2008

Size
City Wide Park Facilities

Services
Parks & Recreation Facilities
Master Planning
Condition Assessment
Management Information System (MIS)
GASB-34 Compliance
ADA Compliance

Reference
City of Davis
Parks & Community Services
530-757-5656



Jacobs was selected to manage the inventory of 3,000 existing assets for 32 sites serving urban areas including existing park, recreation and trail sites. The facilities inventory tasks developed a relational database including comprehensive field condition assessment of each asset, setting replacement value and replacement year. The outcome is a robust long term budgeting and management information system (MIS) as well as geographic information system (GIS) access for the parks system. The effort was completed in mid 2008 and includes GASB 34 compliance in gbaMS software platform. The inventory is part of a comprehensive plan update process.







JACOBS

YUBA CITY PARKS & RECREATION FACILITIES MASTER PLAN

Yuba City, California

Client
City of Yuba City

Completion
2008

Size
Citywide
60 Square Miles

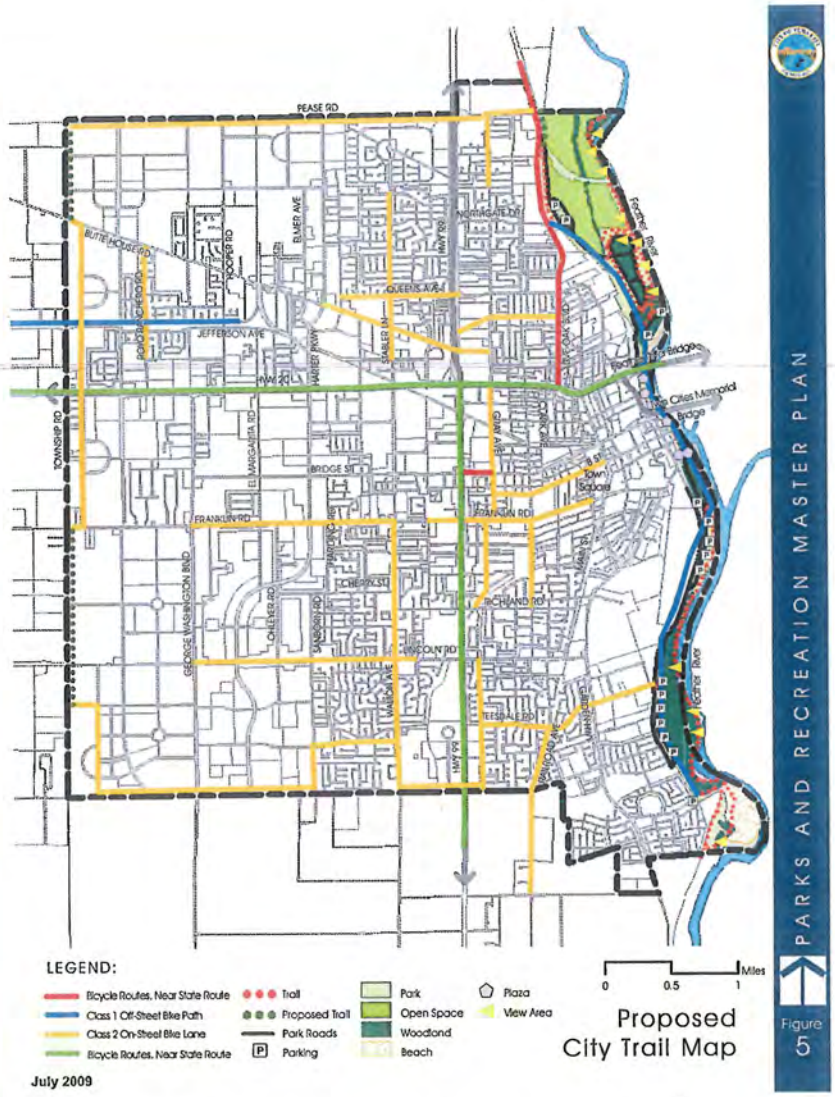
Services
Park & Recreation Facilities
Master Planning
Public Outreach
Condition Assessment
Trail Plan

Reference
Brad McIntire
Community Services Director
530-822-4650









Jacobs was selected to manage the local public process and inventory for 30 sites serving 60 square mile urban & rural areas including several existing park, recreation, trail, open space sites and several proposed projects / undeveloped sites. The facilities plan is aimed at balancing the current and long term needs of residents in a fast growing residential community near Sacramento, CA. One long envisioned regional objective is a new Feather River open space site including 172 acres acquired by City. The overall plan was completed in 2008 and includes active parks and passive open space, trails through an urbanizing area that also includes farming areas. The comprehensive plan included facilitating focus groups, site inventory assessments to establish budgets and schedule for the year 2022 for a long range plan that features the city's uniqueness. The parks system currently includes a new aquatic center, a proposed future community center as well as active sports complexes, community parks and trails.

JACOBS

REASON FARMS OUTDOOR RECREATION AREA MASTER PLAN

Roseville, California

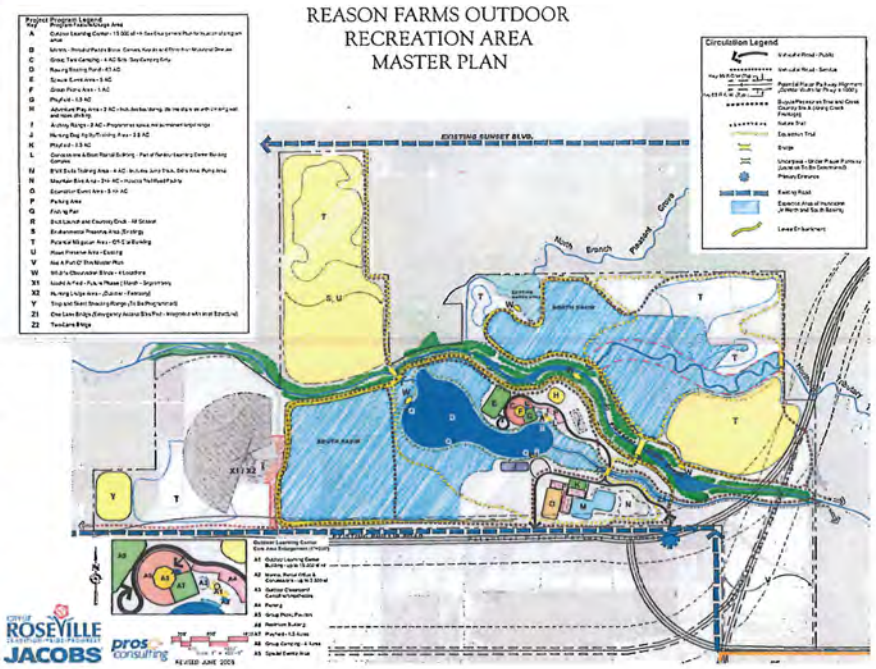
Client
City of Roseville

Completion
2008

Size
1,700 Acres

Services
Market Analysis
Development Programming
Master Planning

Reference
Tara Gee, City of Roseville
Park Department
tgee@roseville.ca.us











The Reason Farms Outdoor Recreation Area Master Plan encompasses 1,700 acres along the Pleasant Grove Creek in Roseville California. This conceptual master plan integrates flood control facilities with park and recreation facilities to create a regional conjunctive use facility that serves many needs of the community.

One key objective of the master plan is to create a self-sustaining financial model for the recreational elements of the plan.

The facility includes a retention basin and a by-pass channel in addition to water quality elements. The master plan utilizes the water retention facility and gray water from the adjacent treatment plant to create a recreation pond and other riparian amenities along the creek.

The another primary focus of this project was to incorporate recreation and preservation features into the site that compliment the flood control elements. The key preservation features include wetland and vernal pool mitigation areas, Swainson's Hawk habitat areas, and Pleasant Grove Creek riparian habitat preservation. The key recreation features include eco-tourism, wildlife viewing, equestrian facilities, boating, and camping.

JACOBS

COSUMNES COMMUNITY SERVICE DISTRICT
PARKS & FACILITIES MASTER PLAN UPDATE
Elk Grove, California

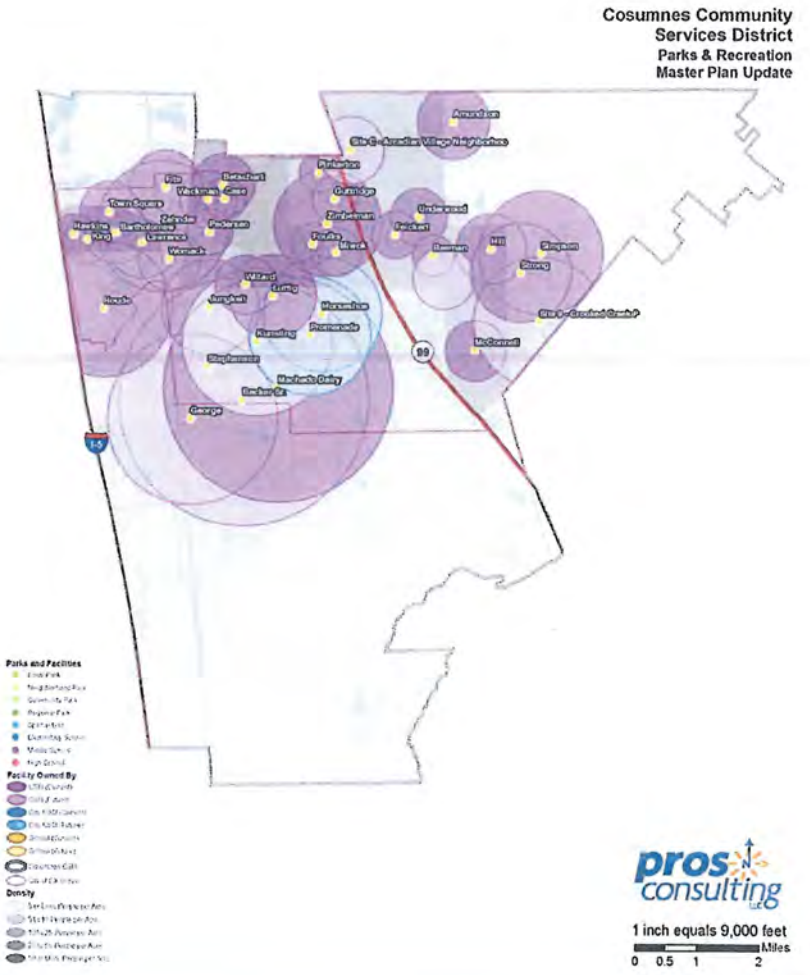
Client
City of Elk Grove CSD

Completion
2007

Size
106 Square Miles

Services
Public Focus Group Facilitation
Park & Recreation Facilties Master Planning
Park Facilities Inventory & Assessment

Reference
Fred Bremerman
Project Manager
Cosumnes CSD
916-405-5305









As subconsultant to PROS, Jacobs helped manage the local public process and inventory for 91 sites serving a 106 square mile urban area including several existing park, recreation, trail, open space sites and 20+ proposed projects and undeveloped sites. The facilities plan for Cosumnes Community Services District aims at balancing the current and long term needs of residents in a fast growing residential community near Sacramento, CA. One long envisioned regional objective is to connect the Cosumnes River riparian environment with the overall community. The overall plan was completed in September, 2007 and includes active parks and passive open space, trails through an urbanizing former farming and ranching community. The comprehensive plan included facilitating focus groups, site inventory assessments to establish budgets and schedule for a 15 year long range plan that features the city's uniqueness. The parks system currently includes Elk Grove Regional Park, 9-hole golf course, an aquatic center, several community centers as well as active sports complexes, community parks & neighborhood parks.

Section Five - Team Resumes

Leon Younger



PROS Consulting
President
Education

M.P.A., University of Kansas, Aug. 1988
B.S., Kansas State University, May 1975

Employment History

President, PROS Consulting, Sep. 1995 to present
Director/Chairman of the Board, Indianapolis Parks and Recreation, Apr. 1992 to Sept. 1995
Executive Director, Lake MetroParks (OH), Jun. 1988 to Mar. 1992
Director, Jackson County (MO) Parks and Recreation, Aug. 1983 to Jun. 1988

Certification

Certified Park and Recreation Professional

Professional Experience

- Founder and President of PROS Consulting
- More than 40 years in parks, recreation, and leisure services
- Recognized leader in applying innovative approaches to managing parks and recreation organizations
- Held positions as Director of Parks and Recreation in Indianapolis, Indiana; Executive Director of Lake Metroparks in Lake County, OH (Cleveland vicinity); and Director of Parks and Recreation in Jackson County, MO (Kansas County)
- Received the 1994 National Recreation and Park Association's Distinguished Professional Award for his progressive and innovative thinking in management of public parks and recreation entities
- Co-creator of the Community Values Model™, a business model that synthesizes public input into a strategic plan
- Regularly addresses sessions at the National Recreation and Park Association conferences and has served as a board member and instructor at the Pacific Revenue and Marketing School in San Diego, California and the Rocky Mountain Revenue and Management School in Colorado
- In 2012, Leon was inducted into the NRPA Legends Hall of Fame

Similar Project Experience

- City of Los Angeles, CA Parks and Recreation Needs Assessment
- Cosumnes Community Services District Parks, Facilities and Recreation Master Plan
- Fair Oaks Recreation and Parks District, CA Parks and Recreation Strategic Master Plan
- Riverside County, CA Parks and Open Space District Strategic Plan
- City of San Jose, CA Pricing Philosophy, Revenue Enhancement, and Organizational Implementation Plan for the Department of Park, Recreation and Neighborhood Services
- City of Roseville, CA Parks and Recreation Business Plan
- City of San Francisco, CA Recreation Plan and Needs Assessment
- City of Healdsburg, CA Parks and Recreation Needs Assessment and Parks and Open Space Plan
- Sonoma County, CA Management Review Services and Implementation Plan
- Orangevale Recreation and Park District, CA Parks and Recreation Master Plan
- City of Westerville, OH Parks and Recreation Strategic Master Plan
- Carmel Clay, IN Parks and Recreation Master Plan
- Olathe, KS Parks and Recreation Strategic Master Plan
- City of Charlotte/Mecklenburg County, NC Parks and Recreation Strategic Master Plan
- City of Henderson, NV Parks and Recreation Strategic Master Plan and Financial Cost of Service
- City of Jacksonville, NC Parks and Recreation Strategic Master Plan
- City of Everett, WA Parks and Recreation Strategic Master Plan
- Cleveland, OH MetroParks Strategic Plan

Michael Svetz



PROS Consulting
Senior Project Manager
Education

B.S., Miami University, 1990
M.S., Miami University, 1991

Employment History

Consultant, PROS Consulting; 2012 to present
Director of Parks and Recreation, City of Goodyear, AZ; 2009 to 2012
Director of Parks and Recreation, City of Charlottesville, VA; 2004 to 2009
Director of Parks and Recreation, City of Strongsville, OH 2000 to 2004
Assistant Director of Parks and Recreation, City of Strongsville, OH 1997 to 2000
Recreation Supervisor, City of Brunswick, OH 1991 to 1997)

Professional Experience

- Michael Svetz has served 24 years in the field of parks and recreation for local governments, the last 15 of which at the executive management level. He has held Director-level positions in Strongsville, Ohio (Cleveland vicinity), Charlottesville, Virginia and most recently for the City of Goodyear, Arizona.
- He has vast experience in developing and applying cutting edge business processes to create self-sustaining operations of multi-million dollar community centers, golf courses, and a Major League Baseball Player Development and Spring Training complex.
- Throughout his career, Mike has successfully developed and implemented strategic master plans for the parks and recreation departments that he led and the city and state associations that he served.
- As a dedicated public servant, Mike developed a deep knowledge of, and sincere appreciation for, organizational development, citizen engagement, board involvement and political acumen, all of which are critical elements in the successful creation and implementation of any parks and recreation plan.
- Since joining PROS Consulting, he has participated in numerous parks and recreation planning projects that include master plans, strategic plans, business planning, and strategic implementation. His project management skills and organization have assisted in the creation of innovative and fiscally sustainable projects across the United States.

Certification

Certified Public Manager

Similar Project Experience

- City of American Canyon, CA Parks and Recreation Master Plan
- City of Fresno, CA Parks and Recreation Master Plan
- City of Pasadena, CA Sports Field Strategic Plan and Parks Maintenance Management Plan
- City of Napa, CA Senior Center Feasibility Study and Business Plan
- Santa Clara County, CA Cost Recovery and Pricing Plan
- City of West Hollywood, CA Park Ordinance Review
- City of Scottsdale, AZ Parks and Recreation Master Plan
- Great Falls, MT Parks and Recreation Master Plan
- Billings, MT Parks and Recreation Master Plan
- City of Aspen, CO Recreation Division Business Plan
- City of Boulder, CO Aquatic Division Business Plan
- City of Calgary, Alberta, Canada, Park Zero Based Budget Review
- City of Provo, UT Parks and Recreation Master Plan
- Muskingum Watershed District (New Philadelphia, OH) Lakefront Business Planning Analysis
- Fairfax County, VA Park Authority Needs Assessment
- City of Charlottesville, VA Parks and Recreation Master Plan
- Cleveland Metropolitan Park District, OH, Lakefront Parks Business Planning Services

Neelay Bhatt



PROS Consulting
Vice President
Education

M.S., Ohio University 2005
MBA, Ohio University 2004
Post Graduate Diploma in Advertising and Public Relations, University of Mumbai, 2003
B.A., University of Mumbai, 2002

Employment History

PROS Consulting; May 2006 to present
Disney Sports and Recreation; 2005-2006
Athens Olympics and Paralympic Games, Greece; 2004
Medivision Infomedia Pvt. Ltd., India; 2000 - 2002

Professional Experience

- Neelay's career has taken him through three continents and includes experiences with the Super Bowl, Disney and the Summer Olympics and Paralympics Games, besides several years of consulting for master / strategic planning, marketing and branding, facility management and business planning. His educational background includes a Masters in Sports Administration and Facility Management, an MBA and a Masters in Advertising and Public Relations.
- As a speaker and trainer, nationally and internationally, he has been fortunate to learn from and teach students, professionals and executives from China, India and all over the United States. Beijing Sport University, University of Mumbai, Brand-Aid Marketing and Branding Conference (USA), National Recreation and Park Association Congress (USA), Bay Area Revenue Management School (USA) etc. have served as some of the venues.
- Currently, Neelay is serving a three-year term on the National Recreation and Park Association (NPRA) Board of Directors; He is on the Executive Committee and the Chair of the Finance Committee while previous he had led the New Revenue Generation Task Force focused on generating new revenue streams through innovative means, while also serving on the Governance Committee.
- In addition, as the Vice President for Planning and Facilities at PROS Consulting, he has served as project manager / lead consultant on over 100 system-wide and sports facility planning / development projects over several years. These projects have recommended facility infrastructure improvement and development totaling over $3 billion USD and are helping to shape a better sports and recreation vision for cities all over the world.
- From managing the daily online publication of the Super Bowl (SB XLVI) to leading the City selection process of the inaugural T-20 cricket league in the United States, his approach focuses on innovating and partnering to maximize revenue generation and create a guest experience of the highest quality.

Similar Project Experience

- Riverside County Parks and Open Space District, Strategic Plan
- Cosumnes Community Services District Parks, Facilities and Recreation Master Plan
- Cordova Recreation and Park District, CA Parks and Recreation Strategic Master Plan
- City of Carlsbad, CA Parks and Recreation Master Plan
- City of San Marcos, CA Parks and Recreation Master Plan
- City of Malibu, CA Parks and Recreation Master Plan
- Fair Oaks Recreation and Parks District, CA Parks and Recreation Master Plan
- Orangevale Recreation and Park District, CA Parks and Recreation Master Plan
- City of Los Angeles, CA Parks and Recreation Needs Assessment
- City of Temple City, CA Parks and Recreation Master Plan

Austin L. Hochstetler



PROS Consulting
Senior Project Manager
Education

M.S., Clemson University, May 2012
B.S., Indiana University, May 2010

Employment History

Senior Project Manager, PROS Consulting, 2015 to Present
Project Manager, Eppley Institute for Parks and Public Lands, Indiana University, 2012 to 2015
Graduate Teaching and Research Assistant, Clemson University, 2010 to 2012
Clemson Outdoor Recreation and Education Program Manager, Clemson University 2010 to 2011

Certification

Certified Park and Recreation Professional (CPRP)

Professional Experience

- Has held various positions in the non-profit and public sectors including the Indiana Department of Natural Resources, Boy Scouts of America, and Young Men's Christian Association (YMCA)
- Experienced project manager, master and strategic planner, facilitator, organizational consultant, professional trainer, and course curriculum developer
- Current chair-elect for the Natural Resources, Trails, and Greenways (NRTG) Section for the Indiana Park and Recreation Association (IPRA)
- Served as Program Administrator for the World Parks Academy, an international certification program for World Urban Parks, formerly known as the International Federation of Park and Recreation Administration (Ifpra)
- Served as course coordinator for the W. Edwards Deming Award winning Facility Manager Leaders Program (FMLP) for the National Park Service (NPS)
- Has coordinated park and recreation projects at the local, state, federal, and international levels
- Has extensive experience in managing online learning management systems (LMS), web-conferencing systems, and online survey development and implementation

Similar Project Experience

- Tacoma, WA Metro Parks Comprehensive Program Plan
- Arlington County, VA Parks and Recreation Master Plan
- Brownsburg, IN Parks and Recreation Organizational Assessment
- Minneapolis, MN Maintenance and Operations Plan
- Montana State Parks Business Planning Services
- Dakota County, MN Visitor Services Plan
- Milwaukee County, WI Parks and Recreation Master Plan
- Valparaiso, IN Parks and Recreation Master Plan
- City of Bloomington, IN Parks, Recreation, and Open Space Comprehensive Plan*
- City of Boulder, CO General Maintenance and Management Plan*
- City of Fairfield, OH Parks and Recreation Master Plan Update*
- City of Boulder, CO Comprehensive Master Plan Update and Implementation*
- Iowa Parks Foundation, Strategic Planning Initiative*
- Indiana Park and Recreation Association, Training Needs Analysis*
- Indiana Department of Natural Resources Division of Fish & Wildlife, State Wildlife Action Plan Facilitation*
- National Park Service, Capital Investment Strategy*
- National Park Service, Asset Priority Index Revision*
- National Park Service, Facility Manager Leaders Program*

*Completed while employed with other firm

Christopher E. Tatham



ETC Institute
Chief Executive Officer
Education

M.B.A., Management, Kansas State University
B.A., Princeton University, Political Science/Economics

Professional Experience

- Mr. Tatham is currently serving as the Chief Executive Officer for ETC Institute. Under his leadership, ETC Institute has become the nation's leading market research firm in the field of community-based research for local governments. The company has extensive research experience with issues that affect local governments including: parks and recreation, transportation, planning and zoning, public safety, and more.
- Mr. Tatham is also considered to be one of the nation's leading authorities on the development of qualitative and quantitative research for state and local governments. In 1999, Mr. Tatham designed ETC Institute's national benchmarking database. He developed the database and supporting analytical tools to give local governments the ability to objectively assess community needs, service delivery, and priorities against regional and national norms. Today, the database is used by leaders in hundreds of communities to assess issues for parks and recreation systems, libraries, public safety providers, utilities, planning organizations, transportation agencies, military installations, and many others.
- Mr. Tatham has served as political advisor and conducted survey research that led to voter approval of projects of sales taxes and bond issues valued at more than $4 billion during the past ten years. He received an award from the Midwest Region of NRPA for his efforts to help local communities secure funding for parks and recreation system improvements.
- During the past 20 years, he has designed and managed nearly 2,000 community surveys in more than 700 communities, including many of the nation's largest communities

Similar Project Experience

- Anchorage, AK
- Atlanta, GA
- Austin, TX
- Cleveland, OH
- Charlotte, NC
- Columbus, OH
- Dallas, TX
- Denver, CO
- Des Moines, IA
- Durham, NC
- Fort Worth, TX
- Honolulu, HI
- Houston, TX
- Kansas City, MO
- Las Vegas, NV
- Miami-Dade County, FL
- Nashville, TN
- New York, NY
- Oklahoma City, OK
- Phoenix, AZ
- Providence, RI
- Riverside County, CA
- San Antonio, TX
- San Diego, CA
- San Francisco
- San Jose, CA
- Seattle, WA

JACOBS

Jeffrey A. Townsend, FASLA
Design Principal

Education
Bachelor of Science, Landscape Architecture, Purdue University, 1985

Professional Registration
Registered Landscape Architect: CA #3702

Professional Associations
American Society of Landscape Architects (ASLA) National Vice President

ASLA Sierra Chapter, Past Trustee & President

Urban Land Institute (ULI)

Congress for New Urbanism (CNU)

California Parks & Recreation Society

Sacramento Tree Foundation, Board Member

California Central Valley Horticultural Foundation, Past Vice President

Years of Experience
Since 1985

Years with Jacobs
Since 1993

Jacobs Office
Sacramento, CA

Mr. Townsend founded the Urban Design & Planning practice in the Jacobs Sacramento office and participates in projects throughout the country. He provides leadership as a landscape architect, urban designer and land planner for a variety of public and private sector clients. He has directed multi-disciplinary teams on a variety of Park & Recreation projects that involve complex programming, public outreach, design and implementation documents.

Mr. Townsend participates in multiple aspects of project development, including visioning, planning, design, presentations, project management, regulating documents, phasing and implementation. He has worked with many clients processing park implementation plans including; master plans, site specific designs and construction documents. Clients include parks & recreation agencies, redevelopment agencies, private land developers, business improvement districts, transportation agencies and other governmental entities.

Relevant Project Experience – Parks & Recreation

- **Reasons Farm Environmental Preserve, Roseville, CA;** Project Director and Landscape Architect. This 1,700-acre environmental preserve includes income generating equestrian and camping facilities, a fishing pond, nature center, historical interpretation and environmental preservation. The park also provides wetlands and riparian habitat for native species of birds with bird watching blinds for public use The facility also provides stormwater retention for the surrounding community.

- **City of Sacramento Robertson Park and Community Center Expansion Master Plan, Sacramento, CA;** Project Director and Site Planner. This park master plan and community center is a 15 acre facility expansion project. The facility includes building improvements, playgrounds, sports fields and passive landscape amenities. The plan was developed through community workshops and programming sessions with the residents within the City of Sacramento.

- **Creekside and Strauch Parks, Sacramento, CA;** Project Manager. The two City parks include open-grass play areas, walkways, seating, ornamental planting area, passive recreation and site lighting. They are both infill sites where community input from adjacent landowners and users was incorporated into the design.

- **7th Street Promenade, Sacramento, CA;** Project Director and Landscape Architect. The 7th Street Promenade Park provides a vital connection to the American River within the River District in Sacramento, CA. This park is a 40' wide promenade located in the median of 7th Street between Richards Boulevard and the American River waterfront. The primary purpose of the park is to draw the community close to the river while providing a continuous tree canopy for shade and places to rest along the way. As a key linkage between the recently constructed light rail station and the river it provides access for both local and regional visitors to the American River Parkway one of the largest urban parkways in the United States. The promenade is 5 city blocks long providing passive recreational uses. Features include benches, drinking fountains, bike lanes, water features and pet facilities.

JACOBS

Rebecca McNeil Freeman, ASLA, PLA, LEED AP

Senior Landscape Architect

Education
Masters of Landscape Architecture, University of Minnesota, 1996

Bachelor of Arts, Development Studies, University of California, Berkeley, 1982

Professional Registrations
Registered Landscape Architect: CA #4639

LEED Accredited Professional for LEED-NC, 2007

Certified, Playground Safety Inspector (CPSI), 2010

Professional Associations
American Society of Landscape Architects (ASLA)

California Sierra Chapter, ASLA, Executive Committee Member

Years of Experience
Since 1996

Years with Jacobs
Since 1999

Jacobs Office
Sacramento, CA

Rebecca McNeil Freeman brings an ecological and sustainability design approach to project designs. With Jacobs for the past 17 years working on multi-state public and private sector projects, Rebecca has designed award winning parks and streetscapes; landscapes for campuses, master-planned communities; commercial facilities; cemeteries; low impact development stormwater facilities, urban redevelopment; neighborhood revitalization; and transit-oriented projects.

Parks & Recereation Experience

- **Township 9, Sacramento, CA.** Landscape Architect. Provided landscape architectural support and oversight, as well as park design for several parks within the development. Township 9 is a mixed-use, urban in-fill development located on south bank of the American River in the River District of Sacramento, California.
  - **Victory Park, Sacramento, CA**. Landscape Architect. Provided play area design.
  - **Township 9 Park – Sacramento, CA.** Landscape Architect. This is a park situated along the existing levee and bike trail adjacent to the American River, within Township 9. Provided oversight and construction documents
- **Nuevo Park, Sacramento, CA.** Project Manager. Nuevo Park sits in the heart of the Del Paso Nuevo redevelopment master plan with a storm-water retention basin, a soccer field and a band shell/stage for the park. A grand staircase entry entices people to leave the street and enter the park. The landscape design features native plantings to cut down on water use and mowing maintenance.
- **Regency Park, Yuba City, CA.** Landscape Architect. Provided planting design, playground and park amenities design. 7-acre park included open grass play areas, shelter for gathering and relief from the sun, walkways, walls, seating, interactive water feature, extensive planting design and contemplative garden and site lighting. Irrigation design was developed based on limited watering window.
- **Opus Fields at Natomas, Sacramento, CA.** Landscape Architect. Provided conceptual design and landscape architectural services for the design and construction documents of a Little League baseball complex. The scope of the project included services for the design and construction documents to construct a 27-acre lighted baseball complex, ,parking, pedestrian areas, restroom, pavilions and plazas. The project is jointly funded by sports groups, Opus, Inc. and City of Sacramento Parks & Recreation Department, designed to City standards.
- **City of Sacramento Parks Picnic Improvements (Belle Cooledge, Woodbine & Lawrence Parks), Sacramento, CA.** Landscape Architect. This project consists of three existing parks within Sacramento which needed new picnic facilities. Performed all design and plan production aspects of the project, which consisted of client meetings and coordination, final design, drafting, cost estimating and specifications.
- **River Oaks Bouldevard and Veterans Park, Plumas Lake, CA.** Landscape Architect. Provided landscape architecture for Plumas Lake streetscapes, common areas, pedestrian trail and a 4.6 acre neighborhood park. Veterans Park features include ballfield with backstop, bleachers and plaza, covered group picnic area, restroom building and two play areas.

KRISTEN A. JOHNSON-OYOO
Transportation and Environmental Planner

JACOBS

Kristen is a Transportation and Environmental Planner; her expertise includes multi-modal transportation planning, environmental planning and air quality management.

Richmond-San Rafael Bridge Access Improvement Project, Bay Area Toll Authority (BATA), Marin and Contra Costa Counties, California

Kristen was the Lead Environmental Planner for the Richmond-San Rafael Bridge Access Improvement Project, which included preliminary engineering and environmental clearance for a new Class I bicycle and pedestrian path and shoulder-running travel lane on the Richmond-San Rafael Bridge.

Regional Transportation Plan/Sustainable Communities Strategy 2040, San Joaquin Council of Governments (SJCOG), San Joaquin County, California

Kristen was an Assistant Regional Planner in the Comprehensive Planning, Modeling and Air Quality Unit, where she assisted in the implementation of the County's 2040 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) and in the review of San Joaquin County's Greenhouse Gas Emissions Target and Update process.

San Mateo County Transit District (SamTrans), Grand Boulevard Initiative, SamTrans, San Carlos, California

Kristen was the Interim Project Manager for the Grand Boulevard Initiative (GBI), a collaborative of 19 cities from San Mateo County and Santa Clara County, Caltrans, the Santa Clara Valley Transportation Authority (VTA), the City/County Associations of Governments (CCAG) and other regional and state organizations, engaged in improving transportation and land use planning along the 43-mile SR-82 corridor, El Camino Real.

City of Fremont Measure BB Transportation Project Scoping Studies - Fremont EBGW Rails-to-Trails Project, I-880 Bicycle and Pedestrian Bridge and Trail Project, Irvington BART Station Project, City of Fremont, California

Kristen was the Lead Project Transportation Planner for three, concurrent City of Fremont Measure BB Transportation Project Scoping Studies – 1) the City of Fremont Rails-to-Trails Project, 2) the I-880 Bicycle and Pedestrian Bridge and Trail Project and 3) the Irvington BART Station Project, where she co-led the project team and production of the Project Scoping Studies. Kristen developed and executed project schedules, organized and led project team meetings, wrote the project descriptions, purpose and need, project scope, opportunities and constraints analysis and conducted GIS analysis.

Alameda CTC East Bay Greenway (EBGW) Project, Alameda County Transportation Commission (ACTC), Oakland, California

Kristen assisted in drafting the alignment options assessment for the East Bay Greenway Project, a 16-mile, multi-use pathway from Lake Merritt to South Hayward BART station, adjacent to BART right-of- way. She also provided GIS support throughout the project, including CAD data conversions and mapping for the development of trail alignment options.

KRISTEN A. JOHNSON-OYOO

Education

Master of City Planning/2014/ University of California, Berkeley

B.A./2012/International Relations, Public Health and Environmental Studies, Tufts University

Development Studies/2010/ University of Ghana, Legon

Professional Associations

American Planning Association (APA)

Women's Transportation Seminar (WTS)

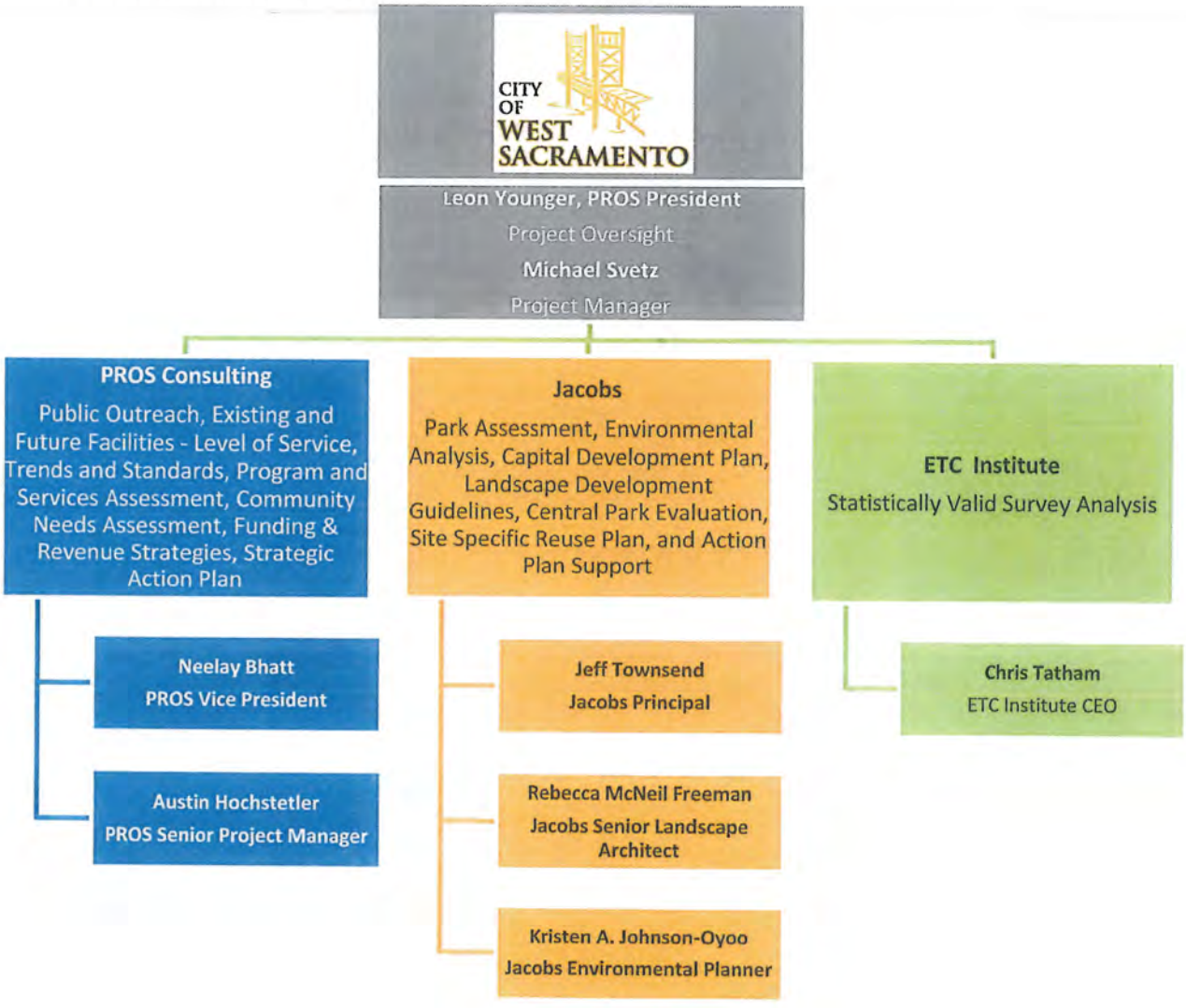
Section Six - Management Plan

Project Management

The Consulting Team on this project will be led by PROS Consulting Senior Project Manager, Michael Svetz with strategic oversight by PROS Consulting President Leon Younger, as well as members of the PROS Consulting team. Central to our project approach is providing a high level of responsiveness to the City staff and maintaining accessibility throughout the project lifespan. With our existing staff and project related presence in California through this entire year, the PROS Team will ensure a timely and effectual response to all needs of the City. Our team is flexible and will work hard to effectively serve as an extension of the City's project staff.

Team Organization

The following organizational structure demonstrates how the team will be coordinated by PROS Consulting. This team provides a strong team of national expertise and local insight.



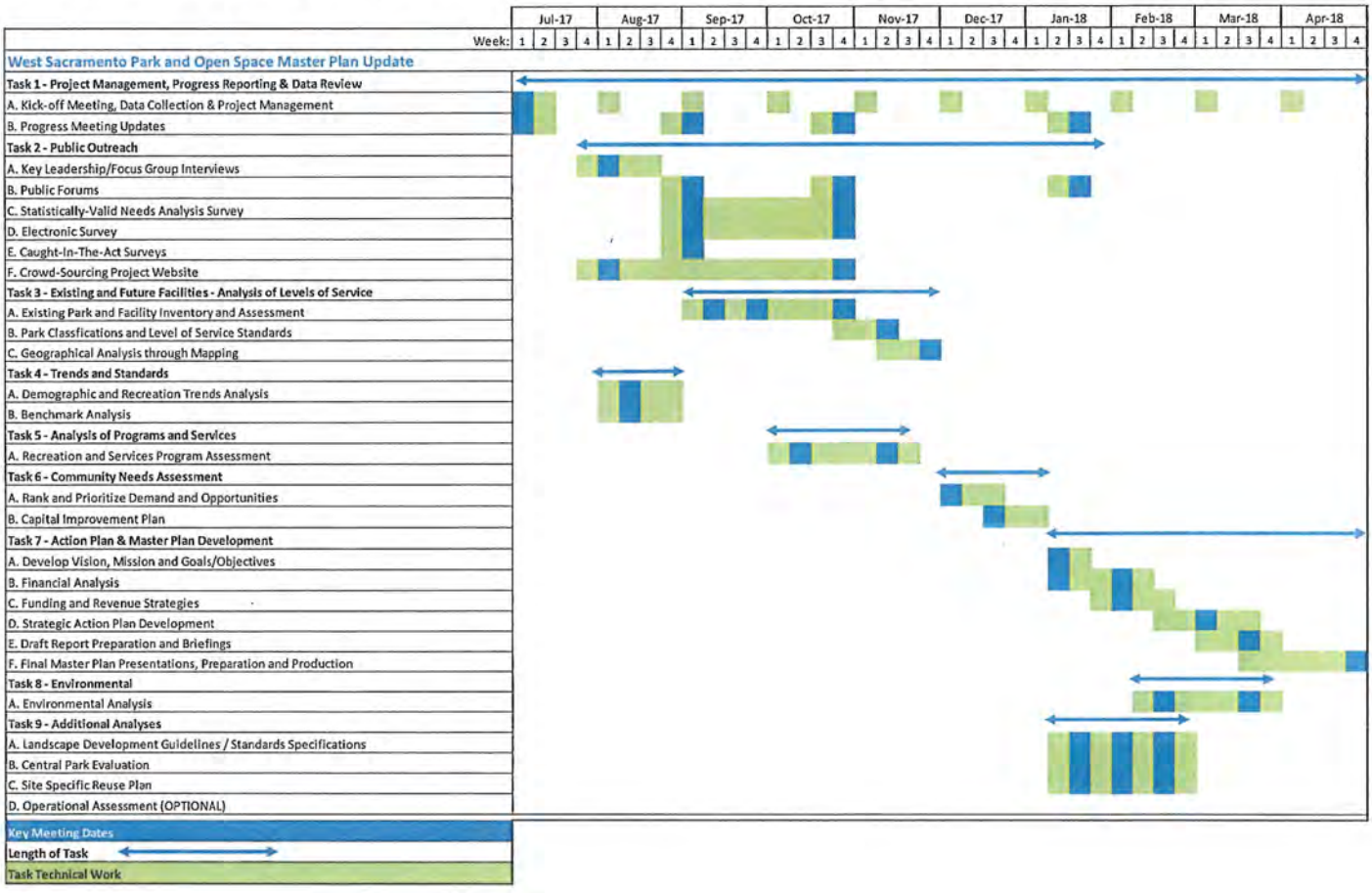
Number of Hours to Complete Work Program

The table below details the monthly availability projected for each team member based on their anticipated work requirements and current workload. Alterations to this can easily be accommodated if the need arises or it is requested.

Team Member	Current Monthly Availability (hours per month)	Percent of Total Hours Committed to this Project
Michael Svetz	60	35%
Leon Younger	30	20%
Neelay Bhatt	40	25%
Austin Hochstetler	40	25%
Jeff Townsend	40	25%
Rebecca McNeil	40	25%
Chris Tatham	30	20%

Schedule

PROS can begin the project immediately and has the capability and availability to meet the project timeline described below. Specific dates will be set during the kick-off meeting process and the PROS Team will consider any special requirements by the City in regards to scheduling.



Assistance from City

Before any project begins, it is imperative to discuss the City's aspirations for this Parks and Open Space Master Plan Update. This will focus on the key issues, as well as the outcomes the City desires of the plan. PROS Consulting will ensure that the project is properly staffed, scoped, and scheduled to meet the City's expectations. The planning path utilized by PROS Consulting is shown below:



When PROS Consulting assigns a project team, we commit to our key personnel remaining with the project until completion. In the event we need to make up schedule time, PROS Consulting will minimize the effect by making sure all staff members are involved and up-to-date with the project, including our Project Manager, President, and Senior Managers. As such, any introduction of new staff to the project will be quick and seamless.

Successful projects stem from open communication, identified project roles, and an understanding of what is expected from each other. The PROS Consulting Team will need assistance from the City of West Sacramento to identify and schedule/invite key stakeholders for interviews and focus groups. Additionally, assistance securing meeting locations and promoting public workshops/forums will be helpful to ensure maximum exposure.

The PROS Consulting Team will submit a Data Request needed for the project and it will be included in the overall project plan document. It should be noted, however, that not all organizations will have every piece of requested information available so the following list serves as a comprehensive "wish list" of possible data sources that the PROS Consulting Team would like to have. The example list includes:

- GIS mapping data for the City (either a CD with the data or contact information for obtaining the data)
- Park and recreation budgets by department for the last five years (and including current year)
- Any public opinion information related to parks and recreation completed in the last three years
- Copies of existing program policies/procedures for review and comment
- Current ordinances and policies related to parks and recreation desired for review and comment
- Staff organizational structure with names
- Breakdown of revenue streams used to help support the operational budget
- The last two years of annual reports (if produced)
- Capital improvements completed in the last five years and capital budget for next five years
- Any partnership agreements in place along with partnership contact information
- Current inventory and classification system used for park land, facilities, and amenities
- Complete listing of all programs and special events annually
- Any available park visitation and program participation data (multi-year if possible, showing trends)
- Any physical assessment reports completed on park facilities/infrastructure
- Any management or operating agreements with for-profits and non-profits
- Existing master plans for parks/trails where future improvements/additions are planned
- Any available planning documents related to open space, future growth/land use, trails, etc.
- List of key issues that the Department is facing that must be addressed in the study
- List of all parks (including addresses and amenities) that will have lifecycle assessments conducted

Section Seven - Project Cost

The following fee breakdown is based on the project approach described in the Scope of Work for the Parks and Open Space Master Plan Update. The PROS Consulting Team has based this fee on our current understanding of the City of West Sacramento's goal for the project. We would appreciate the opportunity to meet and discuss the project approach and fees to ensure they are consistent with the expectations of the City, as we are flexible in meeting your needs.

Task 1 - Project Management, Progress Reporting & Data Review		
A. Kick-off Meeting, Data Collection & Project Management	$	15,600
B. Progress Meeting Updates	$	7,000
Expenses	**$**	**4,000**
Subtotal Dollars	**$**	**26,600**
Task 2 - Public Outreach		
A. Key Leadership/Focus Group Interviews	$	10,200
B. Public Forums	$	11,200
C. Statistically-Valid Needs Analysis Survey	$	17,480
D. Electronic Survey	$	2,480
E. Caught-In-The-Act Surveys	$	1,860
F. Crowd-Sourcing Project Website	$	12,480
Expenses	**$**	**4,000**
Subtotal Dollars	**$**	**59,700**
Task 3 - Existing and Future Facilities - Analysis of Levels of Service		
A. Existing Park and Facility Inventory and Assessment	$	12,960
B. Park Classfications and Level of Service Standards	$	5,480
C. Geographical Analysis through Mapping	$	6,880
Expenses	**$**	**3,000**
Subtotal Dollars	**$**	**28,320**
Task 4 - Trends and Standards		
A. Demographic and Recreation Trends Analysis	$	4,040
B. Benchmark Analysis	$	5,060
Expenses	**$**	**2,000**
Subtotal Dollars	**$**	**11,100**
Task 5 - Analysis of Programs and Services		
A. Recreation and Services Program Assessment	$	12,000
Expenses	**$**	**3,000**
Subtotal Dollars	**$**	**15,000**
Task 6 - Community Needs Assessment		
A. Rank and Prioritize Demand and Opportunities	$	7,440
B. Capital Improvement Plan	$	6,120
Expenses	**$**	**3,000**
Subtotal Dollars	**$**	**16,560**
Task 7 - Action Plan & Master Plan Development		
A. Develop Vision, Mission and Goals/Objectives	$	3,880
B. Financial Analysis	$	5,660
C. Funding and Revenue Strategies	$	7,760
D. Strategic Action Plan Development	$	6,360
E. Draft Report Preparation and Briefings	$	9,360
F. Final Master Plan Presentations, Preparation and Production	$	11,760
Expenses	**$**	**6,000**
Subtotal Dollars	**$**	**50,780**
Task 8 - Environmental		
A. Environmental Analysis	$	19,240
Expenses	**$**	**600**
Subtotal Dollars	**$**	**19,840**
Task 9 - Additional Analyses		
A. Landscape Development Guidelines / Standards Specifications	$	22,240
B. Central Park Evaluation	$	20,750
C. Site Specific Reuse Plan	$	17,750
D. Operational Assessment (OPTIONAL)	$	-
Expenses	**$**	**2,000**
Subtotal Dollars	**$**	**62,740**
TOTAL EXPENSES	**$**	**27,600**
TOTAL FEES	**$**	**263,040**
TOTAL DOLLARS	**$**	**290,640**
ADDITIVE / OPTIONAL SERVICES		
Operational Assessment	$	8,000






pros consulting INC

EXHIBIT B

Consultant Proposal/Scope of Work for Pioneer Bluff and Stone Lock Reuse Master Plan
Recreation Planning and Design Services

JACOBS Additional Scope of Services – Pioneer Bluff and Stone Lock Reuse Master Plan West Sacramento (in coordination with the Parks & Open Space Master Plan Update)

The following services will be provided by Jacobs to the City of West Sacramento as a sub-consultant to PROS as an extension of the City of West Sacramento Parks and Open Space Master Plan.

OVERVIEW:

The City of West Sacramento has identified two park sites (sites 1 & 5 on Attachment 1) and the Stone Lock facility (site 3) that require programming and preliminary design. This work shall be completed in coordination of the parks & recreation master plan update (PROS) and the Pioneer Bluff Reuse Master Plan (City).

It is assumed that the programming and outreach for these sites (3 total) will be completed in concert with the overall master plan in accordance to the schedule provided below. The tasks below can be added to the scope / contract for the P&R master plan.

9.4 Neighborhood Park Site #1 – The consulting team will evaluate potential uses and programming for this 4-acre park site located along the Barge Canal at northern terminus of Arlington Road. This will include review of adjacent uses, trail connections (elements 3, 4 and 5A on Attachment 2), water access and other recreational opportunities for the site. Coordination with other plans in the area includes the Barge Canal Bike Trail, Citywide Bike Master Plan and the proposed high density residential project to the east.

> *Assumptions: The city will arrange for meetings with the adjacent developer and neighborhood residents for the programming of the park site (2 meetings total). The conceptual plan will be provided to the city for use in the Pioneer Bluff and Stone Lock Reuse Master Plan and the Parks & Recreation Master Plan Update.*
>
> *Deliverables: One park site program and conceptual plan showing design and recreation features on an aerial with adjacent land uses and conceptual cost estimate. Design objectives in narrative format for use in planning & policy documents.*

9.5 Neighborhood Park Site #5 - The consulting team will evaluate potential uses and programming for this 3-4 acre park site located in Southport adjacent to the existing Gateway Park. This will include review of potential bike/pedestrian connections to the Southport Gateway Park, Village Parkway the Sacramento River, conceptual ideas about the interface with the future residential development and programmatic elements. Coordination with other plans in the area includes the Clarksburg Branch Bike Trail, Citywide Bike Master Plan and the proposed master planned community to the east.

> *Assumptions: The city will arrange for meetings with the adjacent developer and neighborhood residents for the programming of the park site (2 meetings total). The conceptual plan will be provided to the city for use in the Pioneer Bluff Master Plan and the Parks & Recreation Master Plan Update.*
>
> *Deliverables: One park site program and conceptual plan showing design and recreation features on an aerial with adjacent land uses and conceptual cost estimate. Design objectives in narrative format for use in planning & policy documents.*

9.6 Stone Lock (site #4) Re-use Strategy - The consulting team will evaluate potential objectives and desired outcomes. Following the definition of these, the consulting team will develop a preliminary strategy for capturing and implementing the recreation re-use opportunities of this unique place along the canal waterfront. The strategy developed will include recommendations for both shaping and refining the redevelopment vision of the City-owned parcel and establishing early implementation steps. The visioning exercise may include programming, partnering concepts, recreational uses and other innovations that will preserve the uniqueness of the site. The strategy will also include a site inventory, a conceptual opportunity analysis of the existing facility and a discussion of the site's regional role and its connectivity between other open space elements include in the Pioneer Bluff and Stone Lock Reuse Master Plan.

Assumptions: The visioning and implementation recommendations will be conceptual; details regarding the operation of the locks, flood protection and building code issues are not included. Coordination with the local, State and Federal regulatory agencies is excluded.

Deliverables: Visioning narrative and graphics to describe potential design solutions that incorporate this lock facility into the future development of the adjacent properties. Create an implementation checklist that identities the sequence of actions that the City could take towards executing the vision.

9.7 Coordination on Barge Canal Trail (site #5A and 5B) Design- The consulting team will review and provide comments on the barge canal design which is underway with Wood Rodgers, Inc.

Assumptions: The consulting team comments will be limited to issues related to the interface with deliverables described in Task 9.4 and Task 9.9 when applicable. The City will arrange for one meeting with Wood Rodgers, Inc.

Deliverables: Review and provide comments on the 30% and 65% engineering drawings.

9.8- Coordination of the Bulkhead Alternatives Analysis- The consulting team will participate in the identification and definition of the various recreation co-benefits for the alternate flood protection solutions being analyzed by Wood Rodgers, Inc. and provide limited content. The consulting team shall review final and provide comments on Wood Rodgers Inc. draft report.

Assumptions: The recreation co-benefits will be conceptual and the metrics developed for evaluation will be qualitative in nature. No more than four recreation co-benefits will be identified. The City will arrange monthly meetings with Wood Rodgers Inc. through 2017.

Deliverables: Recreation co-benefits, objectives, and metrics in narrative format for use in planning & policy documents. Review and provide comments on Wood Rodgers, Inc. draft report.

9.9- Miscellaneous Tasks Associated with the Development of the Parks, Open Space and Trail section of the Pioneer Bluff and Stone Lock Reuse Master Plan- The consulting may be asked to provide miscellaneous professional services in support of certain elements described in the draft Pioneer Bluff and Stone Lock Reuse Master Plan.

Assumptions & Deliverables: The scope of work and schedule will be mutually defined, shall commence upon receipt of a written notice proceed.

PROFESSIONAL SERVICES FEE:

9.4	Neighborhood Park Site 1	$9,500
9.5	Neighborhood Park Site 5	$8,500
9.6	Stone Lock Re-use Strategy	$11,000
9.7	Coordination on Barge Canal	$4,000
9.8	Coordination on Bulkhead Alternatives Analysis	$9,000
9.9	Misc. Tasks	$8,000
	Total:	$50,000

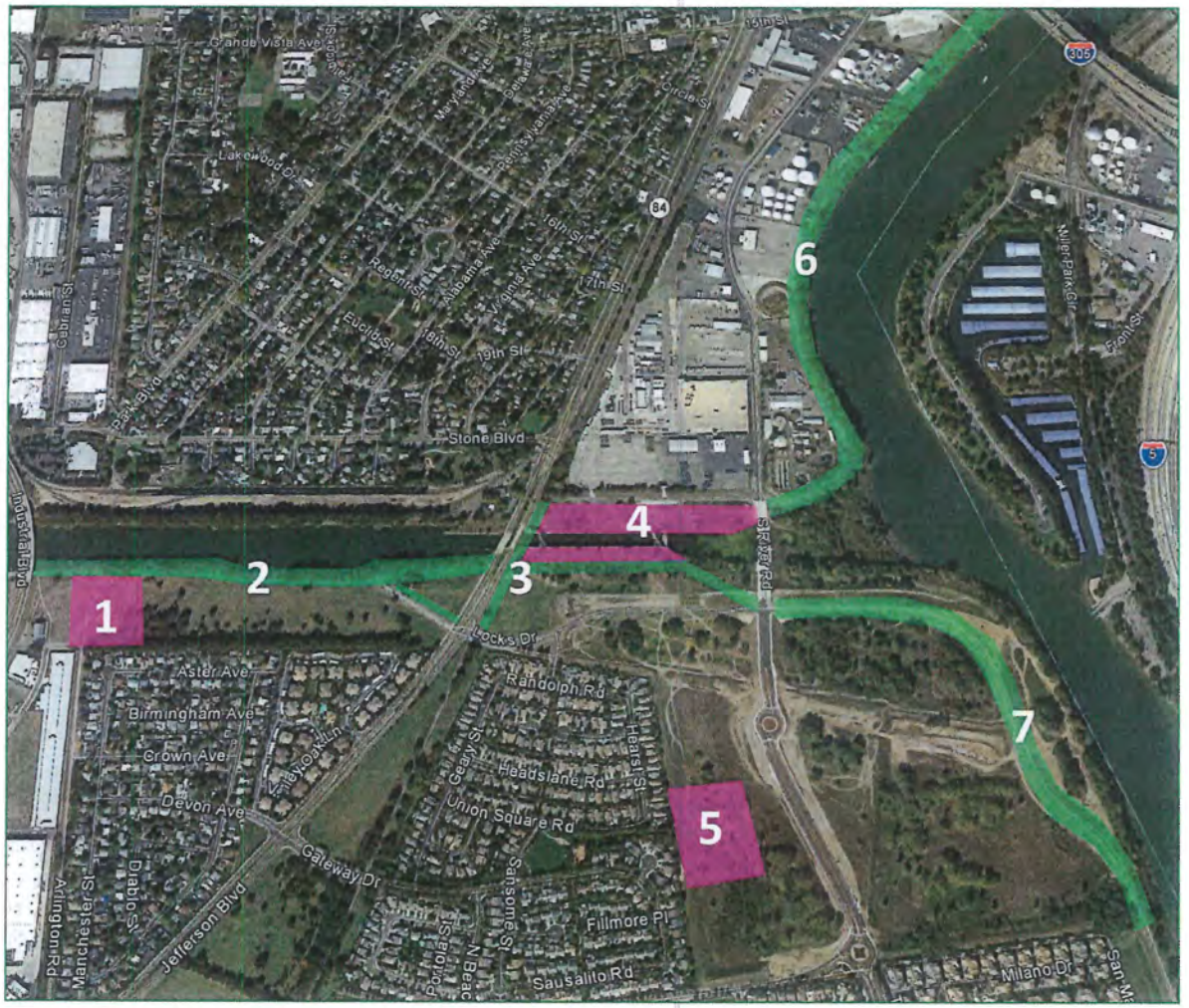
SCHEDULE:

9.4	Neighborhood Park Site 1	Completed in 12/31/2017
9.5	Neighborhood Park Site 5	Completed in 12/31/2017
9.6	Stone Lock Re-use Strategy	Completed in 1/31/2018
9.7	Coordination on Barge Canal	Completed in 12/31/2017
9.8	Coordination on Bulkhead Alternatives Analysis	Completed in 12/31/2017
9.9	Misc. Tasks	Completed in 3/31/2018

Pioneer Bluff/ Stone Locks Reuse Master Plan

Parks/ Open Space Vision (Revised)

- #1-Planned Neighborhood Park
- #2-Enhancement of Existing Barge Canal Trail
- #3-Clarksburg Branch Trail Extension
- #4-Stone Locks Facility Reuse
- #5-Planned Neighborhood Park
- #6-Pioneer Bluff Riverfront Trail
- #7- Existing Road/Trail Conversion



Open Space/Waterfront Trail

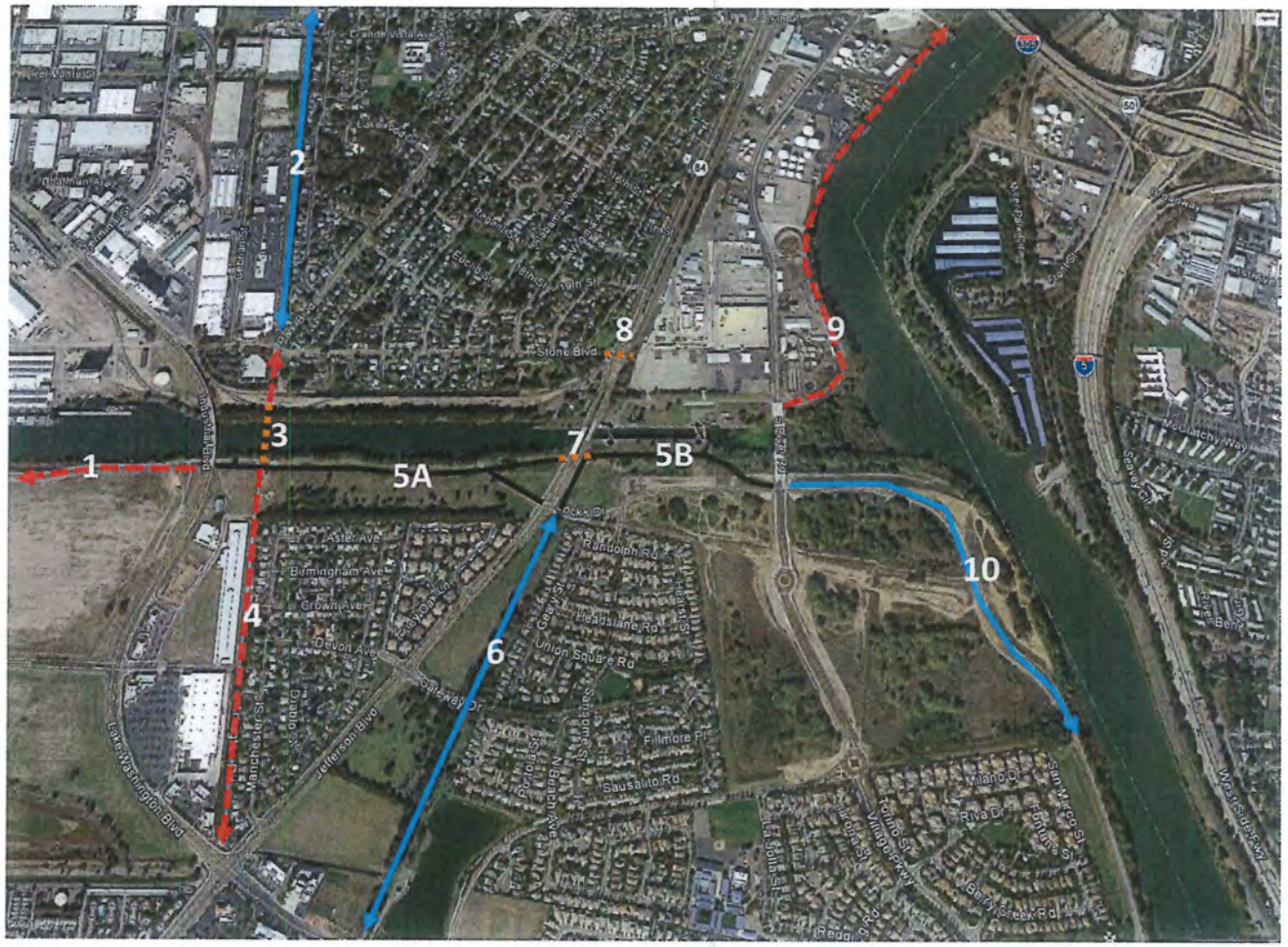
Regional/Neighborhood Park

Attachment 1

Pioneer Bluff/ Stone Locks Reuse Master Plan

Active Transportation Elements

- #1-Seaway Trail
- #2-Sycamore Trail Phase 3
- #3-Barge Canal Crossing
- #4-Sycamore Trail Phase 4
- #5A-Barge Canal Trail
- #5B- Clarksburg/Stone Locks Trail
- #6- Clarksburg Branch Trail
- #7- Jefferson Connection
- #8- Stone Blvd Crossing
- #9- Pioneer Bluff Trail
- #10- Stone Locks Setback Levee Trail



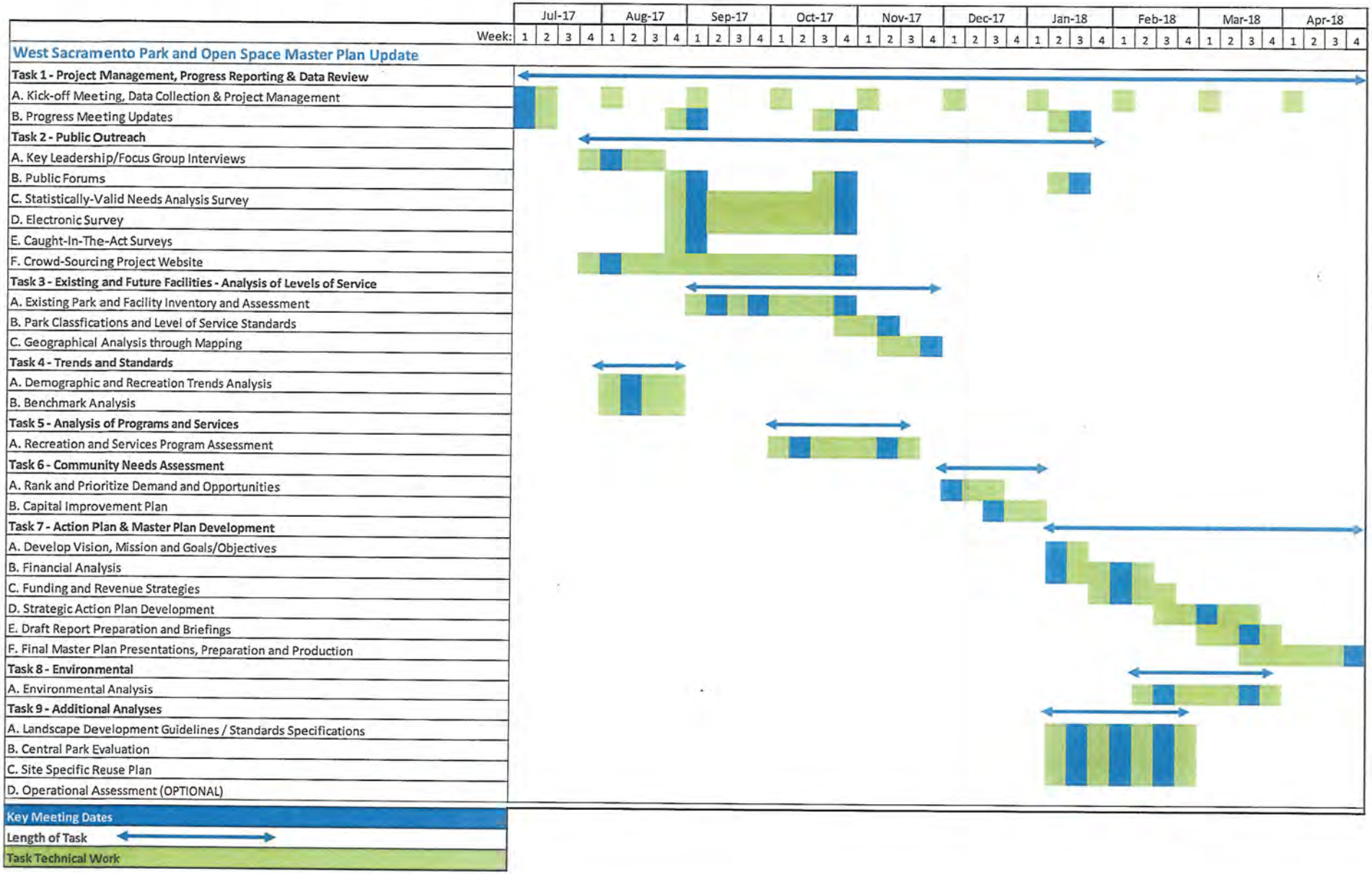
Attachment 2

EXHIBIT C

Schedule of Performance

Schedule

PROS can begin the project immediately and has the capability and availability to meet the project timeline described below. Specific dates will be set during the kick-off meeting process and the PROS Team will consider any special requirements by the City in regards to scheduling.



SCHEDULE:

9.4	Neighborhood Park Site 1	Completed in 12/31/2017
9.5	Neighborhood Park Site 5	Completed in 12/31/2017
9.6	Stone Lock Re-use Strategy	Completed in 1/31/2018
9.7	Coordination on Barge Canal	Completed in 12/31/2017
9.8	Coordination on Bulkhead Alternatives Analysis	Completed in 12/31/2017
9.9	Misc. Tasks	Completed in 3/31/2018

EXHIBIT D

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700
[Labor Code § 1861]

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONSULTANTS

By: _____
[Title]

Consultant Questionnaire

Definition of a Consultant is found in Section 18702 of Regulations of the Fair Political Practices Commission, Title 2, division 6 of the California Code of Regulations.

*Consultants, **as defined by Section 18701**, are required to file an Economic Interest Statement (Form 700) within 30 days of signing a Consultant Agreement with the City, on an annual basis thereafter if the contract is still in place, and within 30 days of completion of the contract.*

Company Name_____ _____
(Agreement Date)

Name of Consultant*_____
(First Name) *(Middle Initial)* *(Last Name)*

Company address_____ Phone_____

City, State, Zip_____

Contracting City Dept._____

Estimated Date of Project Completion_____

A. Will consultant make governmental decision whether to

1. Approve a rate, rule, or regulation? Yes □ No □
2. Adopt or enforce a law? Yes □ No □
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement? Yes □ No □
4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract which requires agency approval? Yes □ No □
5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract? Yes □ No □
6. Grant agency approval to a plan, design, report, study, or similar item? Yes □ No □
7. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof? Yes □ No □

B. Will the consultant serve in a staff capacity with the City and in that capacity perform the same or substantially all the same duties for the City that would otherwise be performed by an individual holding a position specified in the City's Conflict of Interest Code? Yes □ No □

Will consultant manage public investments? Yes □ No □

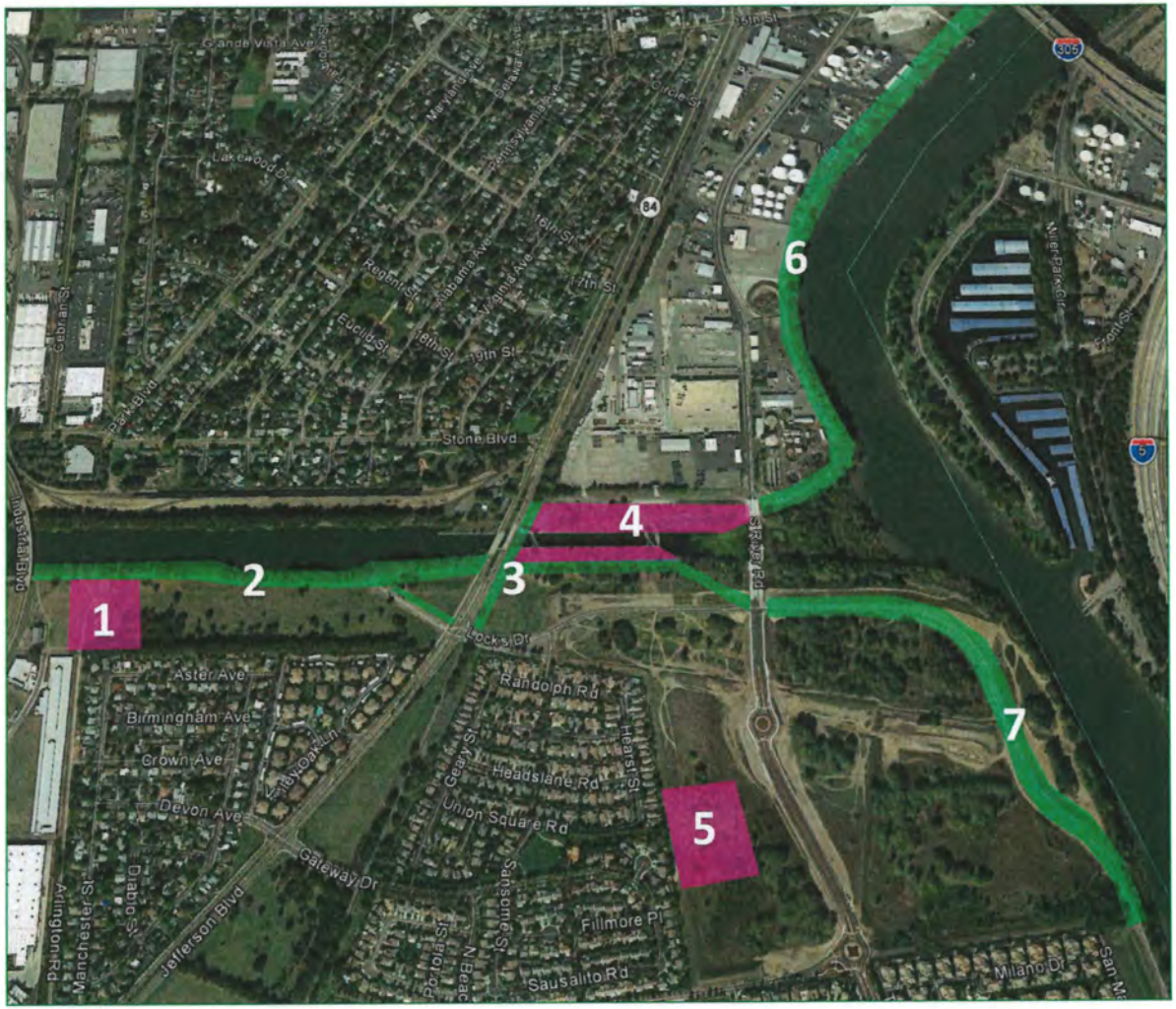
_____ _____
Name of Person Completing Questionnaire Date

**If other individuals will be working on the contract, a form should be completed for each person to determine filing obligation*

Pioneer Bluff/ Stone Locks Reuse Master Plan

Parks/ Open Space Vision

- #1-Planned Neighborhood Park
- #2-Enhancement of Existing Barge Canal Trail
- #3-Clarksburg Branch Trail Extension
- #4-Stone Locks Facility Reuse
- #5-Planned Neighborhood Park
- #6-Pioneer Bluff Riverfront Trail
- #7- Existing Road/Trail Conversion



Open Space/Waterfront Trail

Regional/Neighborhood Park

Attachment 2

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 12

SUBJECT:
CONSIDERATION OF THE 2017 SECOND QUARTER REPORT ON 21ST CENTURY POLICING

INITIATED OR REQUESTED BY:

[X] Council [ ] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Dawna Rosner, Senior Administrative Analyst

Robert Strange, Deputy Chief of Police

ATTACHMENT [X] Yes [ ] No **[X] 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 review the progress 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 second quarter 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 following overview of the Department's objectives and initiatives reflect and exemplify the desire to align with and exceed many of the recommendations of the 21st Century Policing report.

Pillar 1 - Building Trust and Legitimacy
The following analysis of the RIPA data in attachment 2 is based on the difference in the number of incidents for each category rather than the percent change. Due to the numbers being on a smaller scale, a percentage change can appear to be larger or impactful than what it actually is. Arrests and Field Interviews have been 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.

During Q2-17, there was an increase in both the Arrest and Field Interview categories for all of the police beats. Specific to Beat 1 arrests, the largest increase in racial demographics was for Hispanic, with a difference of 24 arrests from Q1-17. A similar increase was also seen for Hispanics in Field Interview's, with a difference of 37, though the largest change was for White, with an increase of 70 contacts. The race with the next highest increase in Field Interview contacts was Black, with a difference of 27. Year to date, arrests are down by 16% in Beat 1, and Field Interviews are up by 5%.

In Beat 2, no specific racial demographic category had a significant increase in the arrest total. The largest difference was for White, with an increase of 11 arrests, followed by Black, with an increase of 9 arrests. There

was an increase in the number of Field Interviews completed for Black, with a difference of 41 between Q1-17 and Q2-17. While this number is high for the quarter, year to date, there are still fewer Black Field Interview's than this same time last year (difference of 30).

In Beat 3, there were only 4 more arrests than in Q1-17. The total Field Interviews completed almost doubled, with an increase of 31. The three racial demographics categories that had the highest contact increase were White (difference of 11), Black (difference of 10) and Hispanic (difference of 6). The increase in Field Interviews completed coincides with the year to date arrest increase.

The overall 22% increase in citations for Q2-17 is spread across all of the race categories, with the largest increase being for White (difference of 71). Year to date, there is a 40% decrease in citations throughout the City.

RIPA Compliance Status
In the continued pursuit of RIPA/AB953 compliance standards, the Department has developed a committee that meets bi-weekly to ensure progress and obtain feedback from any implemented actions. The areas of the Department that are represented include, but are not limited to, Administration, Records, Investigations, Crime Analysis, Traffic, Patrol, Homelessness and Gangs. As part of these meetings, subcommittees were developed to focus on data collection and technology needs for RIPA compliance. The following is a summary of the current status of each subcommittees' efforts:

RIPA Subcommittee – On July 12, 2017, the Racial and Identity Profiling Advisory Board is convened a meeting in southern California to receive an update from the DOJ on Stop Data regulations and potential next steps toward the implementation of the RIPA mandates. We await the posting of the meeting notes and minutes in the hope that this meeting resulted in specifying required data fields law enforcement agencies must capture and report, and a timeframe update regarding the DOJ portal the information will transmit to.

In the interim, the Department conducted a work study to determine the impact the additional Stop Data documentation will have on the Records Department. Patrol Officers were asked to fill out a PCF for every officer initiated contact they made each day for a two-week period. It was determined a total of approximately 200 additional PCFs will have to be manually entered by Records Technicians, equating to 10 hours per day and 50 hours per week. The Department is evaluating how resources may need to be allocated to accommodate the increase in data entry and other tasks associated with compliance with this mandate.

For the purposes of enhanced RIPA data analysis, the Department is working to track and present data in a manner that reflects smaller geographic sets. Staff is working with IT to develop Reporting Districts (RDs) within each Beat. These RDs would mirror the Census Bureau's census track groups so that the demographic information collected by the Census Bureau could be used in conjunction with the RIPA data for those geographic areas. This will allow for more accurate and useful comparative analysis in the future.

Technology Subcommittee – The primary challenge the Department faces is the need to modify or otherwise upgrade existing databases to accommodate RIPA Stop Data. At this time, only a small portion of the data can be captured electronically. The Department currently uses two databases, TriTech Records Management System (RMS) and Crossroads, to house information.

TriTech is specific to PCFs and police reports and is where most of the RIPA Stop Data will be stored. The TriTech vendor has announced they are awaiting the finalization of the DOJ's Stop Data criteria requirements before they make any system upgrades, and once they move forward with their changes, our Department may have the opportunity to be a beta test agency. This would assist in meeting the City Council's request to begin collecting the RIPA data ahead of our DOJ deadline in 2023. If the department is not chosen as a test agency, it is unknown when TriTech would be able to provide the system upgrades as they indicated larger agencies may take priority in the process.

The Crossroads database is where all traffic collision and citation data is entered and stored. The Traffic Sergeant has been working closely with the Crossroads developers to create additional data fields specific to RIPA data so more of the necessary information can be entered. The Crossroads vendor anticipates having a more comprehensive working solution once the DOJ requirements are published.

The Department also continues to conduct research into other products and programs to assist in the data collection process. The Department was awarded an Office of Traffic and Safety (OTS) grant in the amount of $200,000 and those grant funds can be used toward traffic enforcement or traffic related equipment. This could

include purchasing a new system or upgrading an existing system. These system and equipment upgrades may present opportunities to streamline field-based data capture and possibly mitigate data entry work load.

In the interim, the Department will implement a manual data capture method requiring officers to document nearly all encounters with the public. This will increase workload, however we hope to find solutions to automate this process in a manner that meets the mandates of RIPA, is efficient for officers in the field, can be supported through approval of technology improvements and expenditures, and that enhances the efficacy of police operations. Ultimately, these efforts will move us closer to transparency and enhance trust and legitimacy.

Gang Subcommittee – To better demonstrate the effect of gang activity on the city, the Department began tracking statistics directly related to gang crimes. Calls for service believed to be gang related are now assigned a specific disposition code in the Computer Aided Dispatch (CAD) system. Officers also mark a checkbox on any gang related police reports to distinguish their status. By flagging the calls for service and reports, it allows them to be vetted by Department gang experts, then mapped and used for specific analysis purposes.

Homelessness Subcommittee – Due to the transient nature of homeless individuals, tracking and displaying their location and potential impacts on public safety is challenging. The Department's current PCFs will be modified not only to address the RIPA requirements and gang activity, but also more robustly track homeless data. Officers will use the revised PCFs when making contact with a homeless person and the information would be entered into the Department's Records Management System (RMS) where it would be stored. The information would then be retrieved and provided to the Homeless Coordinator for analysis. It is anticipated that the revised PCFs will be implemented in quarter 3 of 2017. The Department is concurrently working with Appledore and City GIS to align system capacities for data capture and analysis.

Pillar 2 - Policy and Oversight

Accreditation (CALEA) - Achieving an agency accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA) is accomplished through independent review of policy and demonstrated compliance with policy. This is considered a national high-level accreditation for a law enforcement agency which will strengthen West Sacramento Police Department's accountability both within the agency and with the community it serves.

The CALEA Assessment Team began their remote review of Department files in early June. File review results in recommendations or improvement requests to the Department's Accreditation Manager. The Assessment Team conducted an On-site visit to the Police Department from July 16 through July 19, 2017, during which time they inspected a static display of the Department's equipment and facilities, reviewed files and conducted interviews with various members of the Police Department. At the conclusion, the Assessment Team will compose a comprehensive assessment report that will be forwarded to the CALEA Commissioners for review. Department staff will attend the November CALEA Conference in Jacksonville, Florida, where the Commission will determine if the agency is granted accreditation. Additionally, to advance the Pillars of Policy and Oversight as well as Trust and Legitimacy, Department policies will be published on its webpage during quarter 3 of 2017.

Pillar 3 - Technology and Social Media

Body Cameras
The new WatchGuard mobile audio-video (MAV) and integrated body-worn camera (BWC) system was implemented on April 25, 2017. There are currently 38 vehicles equipped with the system including: all patrol vehicles, a transport van, four motorcycles and two pickup trucks used by patrol and parking enforcement. The department has a total of 72 BWCs, allowing for all sworn officers to wear one. The Investigations Division interview rooms have also been equipped with the new system. Multiple training sessions were conducted with WatchGuard technicians and additional Policy training sessions were conducted and reinforced by patrol supervisors.

The WatchGuard system has proven to be far superior to the former MAV system as the new system's ability to link the MAV and BWC gives officers, administrators and prosecutors multiple views of an incident. Additionally, video and audio quality have been drastically improved from the older less advanced MAV system. The BWCs and new MAV units have assisted in numerous criminal investigations and subsequent prosecutions. Additionally, at least two potential citizen complaints have been resolved using footage from the new body camera system.

The WatchGuard system has also proven to be very user friendly with its push button operation. The BWCs are linked via docking station to the Officers' patrol vehicles prior to shift. After linking, an officer can successfully engage both cameras either by pressing the start button on the front of the BWC or on the front of the MAV unit. Either way, both cameras begin recording simultaneously. Downloading of MAV footage occurs automatically when the patrol vehicle is parked in the Police Department parking lot. Downloading of BWC footage occurs when the officer docks the camera at the end of their shift. High definition video does require substantial storage capacity so I.T. and the Police Department are working together to forecast the need to acquire additional storage. An infographic regarding body worn cameras is included as Attachment 3.

Social Media
The Department continues to bolster community outreach through involvement in Facebook, Twitter, and Next Door. This has proven to be an instrumental platform not only to push information out to the community, but also to solicit or otherwise receive information from the community in order to address identified issues.

Pillar 4 - Community Policing and Crime Reduction

Youth Outreach
During the second quarter of 2017, the Department conducted several youth outreach events including: a spring break boxing camp, a football clinic, and a youth academy. There were 35 local youth that attended the four day boxing camp at the Police Department, which included not only boxing training, but lessons that emphasized the importance of resiliency, choices, ownership and leadership. Patrol Officers stopped in throughout the week to engage the youth and several Officers were reassigned as dedicated coaches throughout the camp. The participants were treated to breakfast, lunch and a snack daily, and were visited by guest speakers such as mixed martial arts champion, Urijah Faber, Dean of Sacramento City College West Sacramento campus Art Pimentel, motivational speakers Kevin Bracy and Coach V (Viliami Tuivai), Councilwoman Quirina Orozco, and parent of a young homicide victim Dr. Nicole Clavo who gave a personal testimonial on the fatal effects of gun violence. The positive impact of this camp was immediately evident by the feedback from the youth and participating coaches and speakers.

In partnership with the Coach V and the Invictus Foundation, the Department held a free one-day Football Clinic. In addition to exposing kids to fundamentals of football, the camp wove a message emphasizing the importance of having good character, making good choices and becoming life champions. Officers were on hand to help with drills, and encourage the youth ages 5-13 throughout the event.

In June, the Department hosted its first Police Youth Academy. Sixteen Cadets, all West Sacramento high school students, spent a week in classroom and hands-on training, learning about many aspects of the Police Department, dispatch and the District Attorney's office. After completing the training, Cadets have an opportunity to participate in two ride-alongs with West Sacramento Police Officers, two community events and the Department's annual inspection. The feedback from cadets was overwhelmingly positive as they indicated a desire for an even longer lasting academy. The Department's two Summer STEPS interns also participated in the Youth Academy and contributed their insights during the after-action meeting to evaluate and plan next summer's academy. We will be continuing to work with the Kids' Homerun program staff so that our academy complements its effort and represents another digital badging opportunity for youth.

Community Outreach
Over the past three months, the Community Services Unit has hosted two "Coffee with a Cop" events and has attended Coffee with a Cop type events hosted by the local Iron Works community and the Senior Group at the West Sacramento Community Center.

Homeless Outreach
Homeless outreach efforts included 50 intake appointments at the police department with the Homeless Outreach Coordinator and Yolo County representatives, and 12 hours per week of outreach activities in conjunction with staff from Fourth and Hope Shelter in Woodland. The homeless outreach efforts continue to be buffeted with appropriate enforcement efforts and continued partnership with Parks and Recreation resulted in 4 more open space cleanups this quarter. Additionally, the Motel Task Force, which includes WSPD Senior Lead Officers and the Homeless Outreach Coordinator in conjunction with Code Enforcement and Fire, visited 28 motels, resulting in permanent housing for 8 people. This brought the total number of individuals provided housing as a result of homeless outreach efforts to a total of 32 for the second quarter, 2017.

Compstat
The Department continues to successfully utilize Compstat in our crime reduction efforts. During the second quarter of 2017 there were 16 tasks assigned out of Compstat. These tasks focused on reoccurring stolen vehicle thefts and robberies, citizen awareness for vehicle burglary prevention, public nuisance complaints at the Boat Ramp, extra patrol for the Afghan Cultural Center for Ramadan, and several internal process reviews.

The Compstat tasks led to the following successful outcomes:

- Several victims were robbed while sitting in their vehicles at the dead-end of Riverbank Road. Compstat task assignments led to four juveniles being arrested after they were seen leaving the area of a robbery that had just occurred. A replica hand gun, stolen cell phone, money and drugs were located in the suspects' vehicle. All four suspects were positively identified by the victims. The robberies stopped after the juveniles were arrested.

- Numerous street racing events were occurring in the Ikea/Walmart area resulting in an enforcement operation plan to be established and a contingency response plan to be created. Within a week of these plans being tasked, the Department was notified of a planned street race. The Traffic Unit conducted an enforcement operation and during a 2.5 hour span, 30 citations were issued and three vehicles were towed.

Statistical analysis indicates a 6% 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 Property Crime with a 3% decrease. (See Crime Data at a glance, Attachment 4.)

Pillar 5 - Training and Education

In Q2-17 the Department sent personnel to 27 outside training courses involving topics such as:

- DUI/Traffic
- Supervisory Skills
- Investigations
- Use Of Force/Tactical Training
- Crisis Intervention Training
- Internal Affairs
- Boating Enforcement
- Crime Prevention
- Perimeter Containment
- Bike Patrol
- Child Sex Trafficking

In accordance with State mandates, the Department continued with its "in-house" Advanced Officer Training (AOT) curriculum, including Crowd Control, Defensive Tactics, Domestic Violence, Tactical Communication, Mental Health, Racial/Cultural Diversity, Critical Incident Management, and Emergency Vehicle Operations.

Personnel continue to attend Crisis Intervention Training (CIT) courses designed to provide officers with an understanding of the basic symptomology of mental illnesses and tactics for communicating with mentally ill subjects. The training brings awareness to the community about resources available for the mentally ill. It also emphasizes the need for aligning individuals with those resources to reduce the necessity for further contact with the criminal justice system. The CIT training is further reinforced through the working partnership with our Homeless Outreach Coordinator and Crisis Intervention Program, both of which are staffed with mental health clinicians.

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.

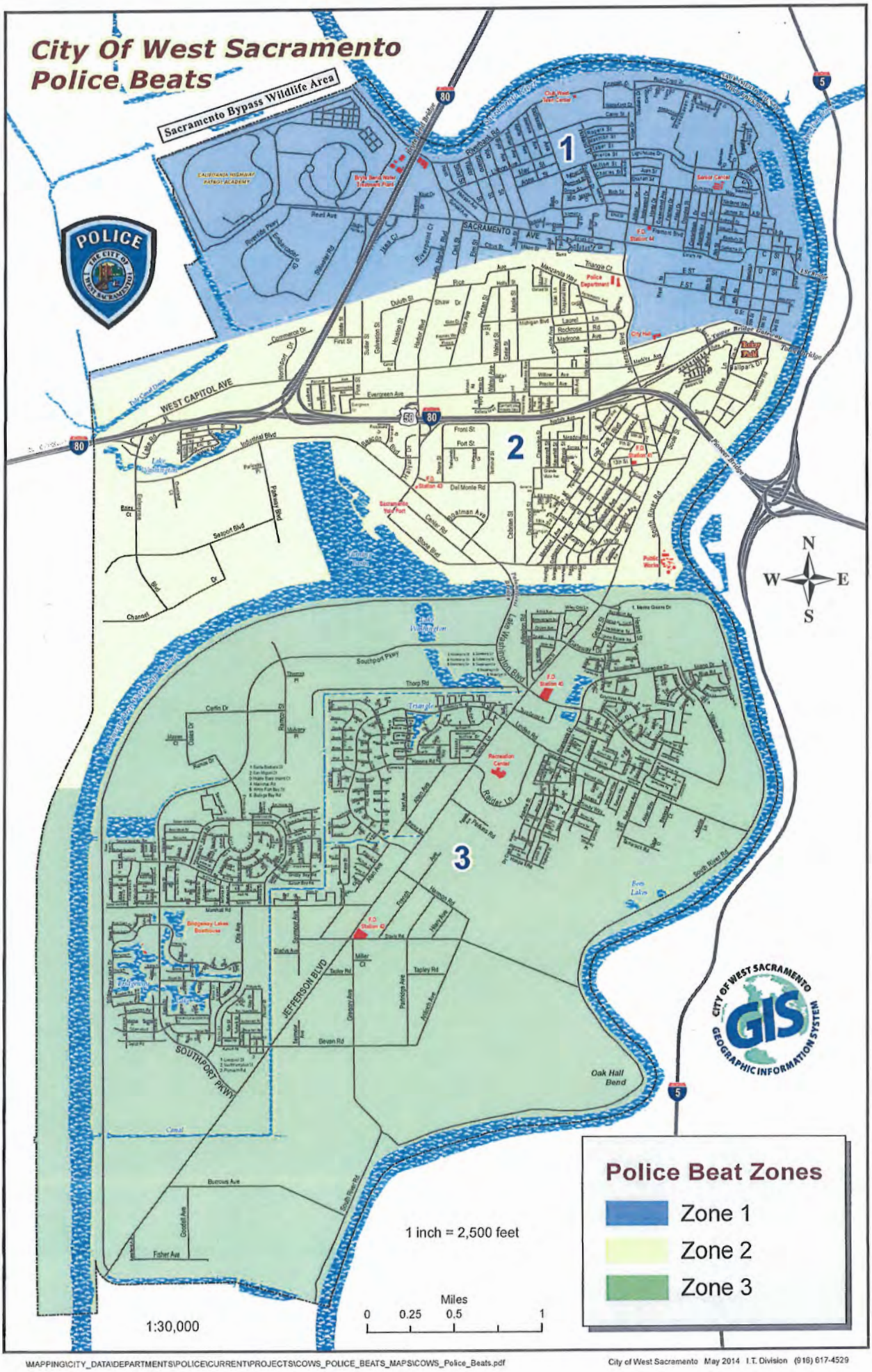
Alternatives
The City Council may direct staff to pursue additional or alternative methods of meeting the requirements and recommendations outlined by the RIPA and recommendations contained in the President's Task Force on 21st Century Policing.

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. Body Worn Camera infographic
4. Crime at a Glance



\MAPPING\CITY_DATA\DEPARTMENTS\POLICE\CURRENT\PROJECTS\COWS_POLICE_BEATS_MAPS\COWS_Police_Beats.pdf

City of West Sacramento May 2014 I.T. Division (916) 617-4529

QTR 4 = Oct 1 - Dec 31
QTR 1 = Jan 1 - Mar 31
QTR 2 = Apr 1 - Jun 30

RIPA DASHBOARD

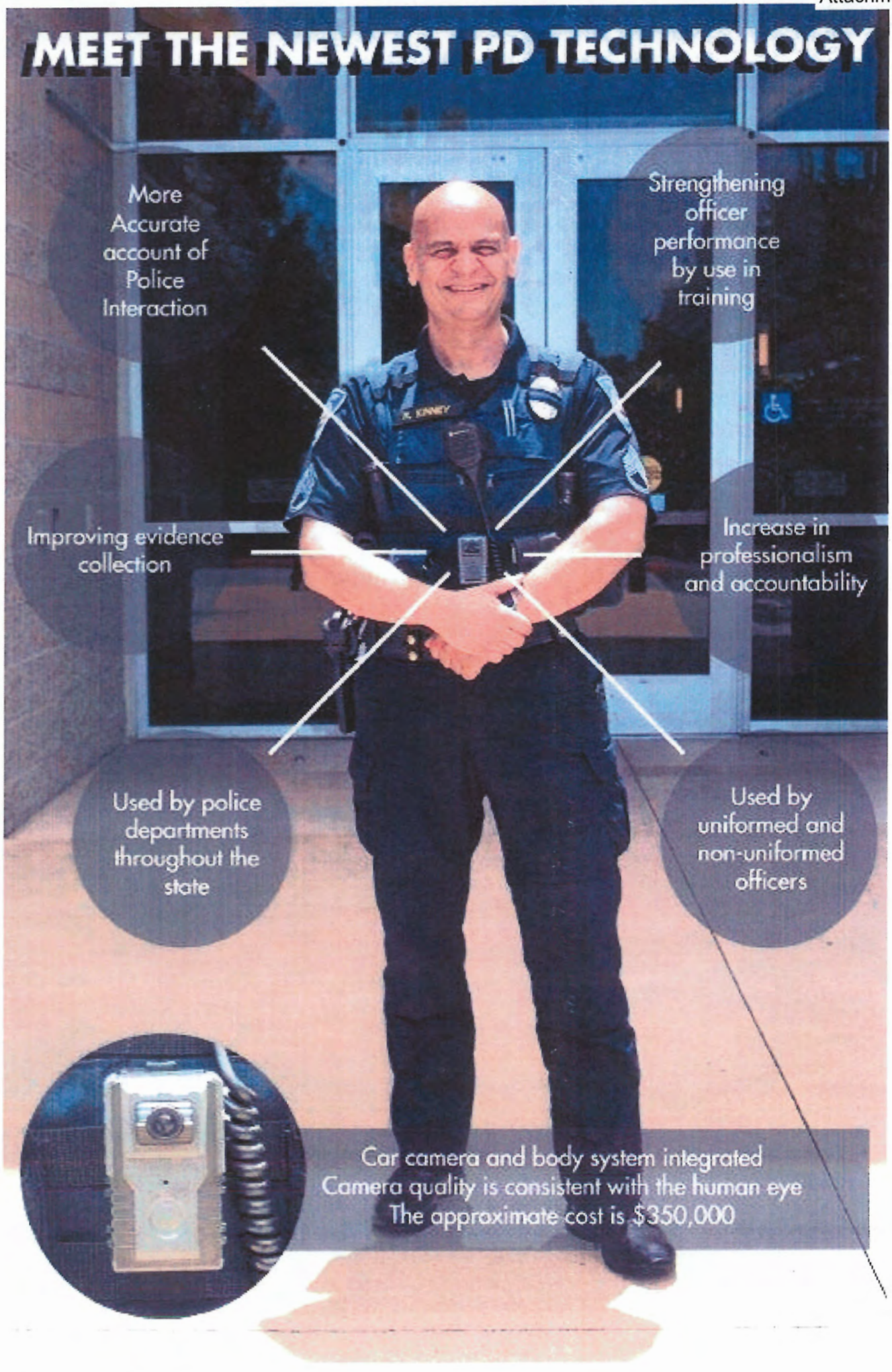
WEST SACRAMENTO POLICE DEPARMTENT

2017 - SECOND QUARTER REPORT

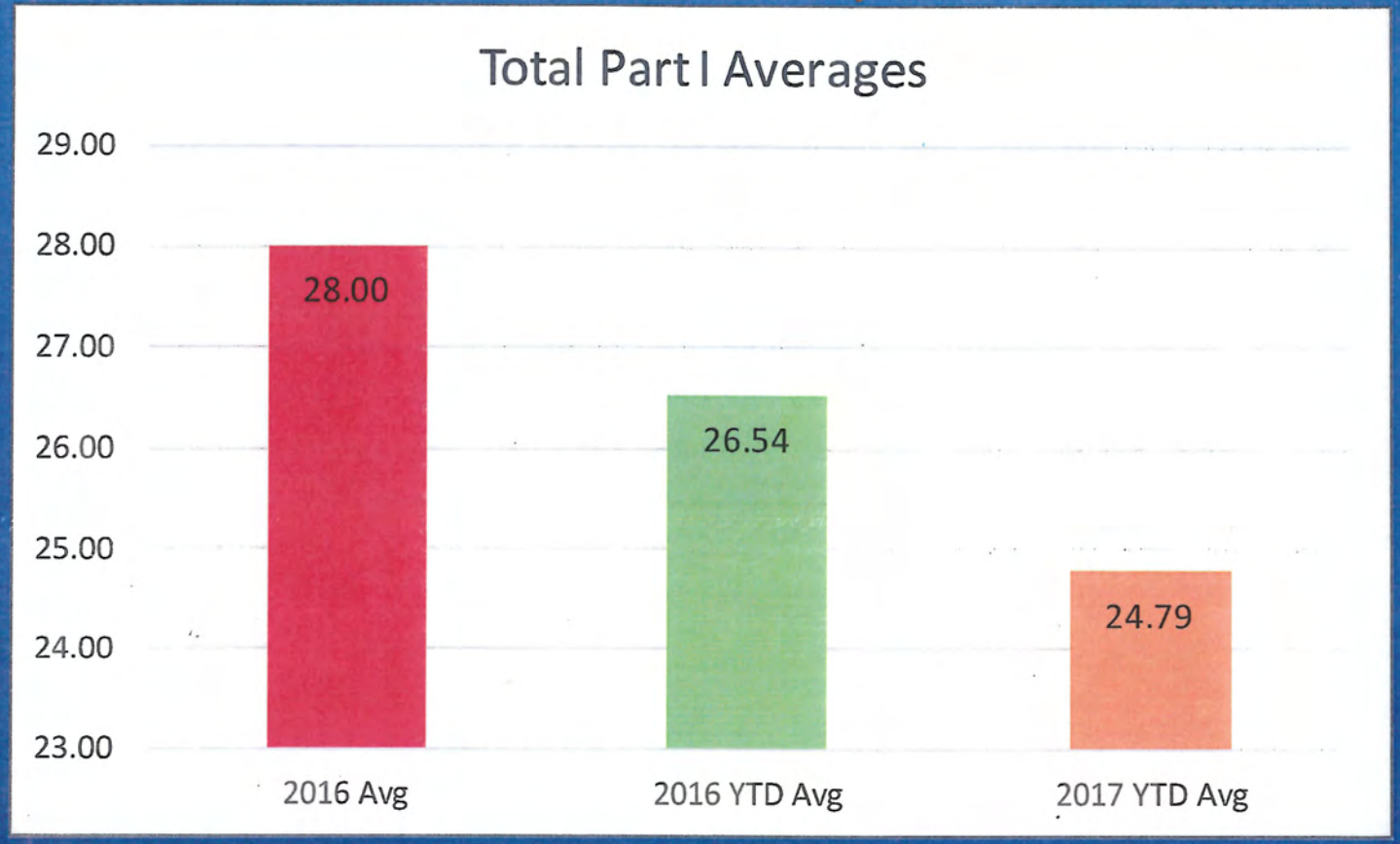
	QTR 4	QTR 1	% CHANGE	QTR 1	QTR 2	% CHANGE	YTD 2015	YTD 2016	% CHANGE	YTD 2016	YTD 2017	% CHANGE	2016 TOTALS
BEAT 1													
ARRESTS BY RACE													
American Indian	0	0	0%	0	1	100%	7	3	-57%	3	1	-67%	4
Asian	0	2	200%	2	4	100%	6	9	50%	9	6	-33%	11
Black	45	38	-16%	38	42	11%	138	117	-15%	117	88	-25%	203
Hispanic	62	47	-24%	47	71	51%	180	138	-23%	138	129	-7%	254
Other	13	7	-46%	7	6	-14%	27	15	-44%	15	13	-13%	36
Pacific Islander	0	2	200%	2	0	-100%	1	1	0%	1	2	100%	1
White	102	95	-7%	95	84	-12%	317	236	-26%	236	199	-16%	436
Total	**222**	**191**	-14%	**191**	**208**	9%	**676**	**519**	-23%	**519**	**438**	-16%	**945**
ARRESTS BY GENDER													
Male	157	151	-4%	151	144	-5%	450	358	-20%	358	325	-9%	652
Female	65	40	-38%	40	64	60%	226	161	-29%	161	113	-30%	293
Total	**222**	**191**	-14%	**191**	**208**	9%	**676**	**519**	-23%	**519**	**438**	-16%	**945**
FIELD INTERVIEWS BY RACE													
American Indian	0	0	0%	0	2	200%	5	2	-60%	2	2	0%	3
Asian	1	3	200%	3	2	-33%	4	3	-25%	3	5	67%	7
Black	18	32	78%	32	59	84%	34	76	124%	76	99	30%	116
Hispanic	33	50	52%	50	87	74%	152	124	-18%	124	147	19%	204
Other	1	2	100%	2	7	250%	7	9	29%	9	10	11%	13
Pacific Islander	0	0	0%	0	0	0%	2	1	-50%	1	0	-100%	1
White	72	103	43%	103	173	68%	202	308	52%	308	288	-6%	482
Total	**125**	**190**	52%	**190**	**330**	74%	**406**	**523**	29%	**523**	**551**	5%	**826**
FIELD INTERVIEWS BY GENDER													
Male	96	137	43%	137	249	82%	320	380	19%	380	408	7%	607
Female	29	52	79%	52	82	58%	90	144	60%	144	143	-1%	220
Total	**125**	**189**	51%	**189**	**331**	75%	**410**	**524**	28%	**524**	**551**	5%	**827**

	QTR 4	QTR 1	% CHANGE	QTR 1	QTR 2	% CHANGE	YTD 2015	YTD 2016	% CHANGE	YTD 2016	YTD 2017	% CHANGE	2016 TOTALS
BEAT 3													
ARRESTS BY RACE													
American Indian	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0
Asian	2	0	-100%	0	4	400%	4	2	-50%	2	4	100%	4
Black	5	6	20%	6	11	83%	7	8	14%	8	18	125%	22
Hispanic	10	10	0%	10	14	40%	15	21	40%	21	26	24%	48
Other	2	3	50%	3	1	-67%	1	2	100%	2	4	100%	14
Pacific Islander	0	1	100%	1	0	-100%	0	0	0%	0	1	100%	2
White	20	36	80%	36	30	-17%	40	35	-13%	35	70	100%	92
Total	**39**	**56**	**44%**	**56**	**60**	**7%**	**67**	**68**	**1%**	**68**	**123**	**81%**	**182**
ARRESTS BY GENDER													
Male	29	46	59%	46	36	-22%	51	54	6%	54	87	61%	140
Female	10	10	0%	10	24	140%	16	14	-13%	14	36	157%	42
Total	**39**	**56**	**44%**	**56**	**60**	**7%**	**67**	**68**	**1%**	**68**	**123**	**81%**	**182**
FIELD INTERVIEWS BY RACE													
American Indian	0	0	0%	0	0	0%	0	1	100%	1	0	-100%	3
Asian	0	0	0%	0	2	200%	3	5	67%	5	2	-60%	11
Black	6	6	0%	6	16	167%	17	30	76%	30	23	-23%	42
Hispanic	9	5	-44%	5	12	140%	26	37	42%	37	19	-49%	60
Other	2	1	-50%	1	2	100%	5	14	180%	14	3	-79%	18
Pacific Islander	0	0	0%	0	0	0%	1	0	-100%	0	0	0%	0
White	33	23	-30%	23	34	48%	73	124	70%	124	70	-44%	193
Total	**50**	**35**	**-30%**	**35**	**66**	**89%**	**125**	**211**	**69%**	**211**	**117**	**-45%**	**327**
FIELD INTERVIEWS BY GENDER													
Male	31	28	-10%	28	49	75%	90	147	63%	147	87	-41%	229
Female	18	7	-61%	7	17	143%	35	66	89%	66	30	-55%	100
Total	**49**	**35**	**-29%**	**35**	**66**	**89%**	**125**	**213**	**70%**	**213**	**117**	**-45%**	**329**

MEET THE NEWEST PD TECHNOLOGY



Attachment 4



	YTD 2016	YTD 2017	% Change
Violent Crime	117	90	**-23%**
Property Crime	658	637	**-3%**
Total Part I	**775**	**727**	**-6%**

CRIME AT A GLANCE

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 13

SUBJECT:
CONSIDERATION AND APPROVAL OF A LIST OF PRE-QUALIFIED VENDORS TO PROVIDE JANITORIAL SERVICES TO THE CITY OF WEST SACRAMENTO

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Tim Spinelli, Equipment and Facilities Superintendent

Denix Anbiah, Director of Public Works

ATTACHMENT [X] Yes [ ] No **[ ] Information** **[ ] Direction** **[X] Action**

OBJECTIVE
The purpose of this report is to establish a list of pre-qualified vendors that will provide janitorial services for all departments of the City of West Sacramento.

RECOMMENDED ACTION
It is respectfully recommended that the City Council

1. Approve the use of this proposed pre-qualified vendor list for the purpose of providing janitorial services to City facilities; and
2. Authorize the City Manager to execute a contract with each pre-qualified vendor for 3 years for an amount not to exceed the budget as approved by the City Council for Fiscal Year 2017/18 and 2018/19.

BACKGROUND
The City Administrative Policy on purchasing approved by the City Council and last revised on October 24, 2014, allows the City to establish a pre-qualified vendor list to purchase supplies and equipment or services. A pre-qualified janitorial vendor list is an efficient cost and time saving resource. The pre-qualified vendor list allows the city departments to solicit services in a timely manner and ensure the quality of services are provided due to the fact that multiple vendors have the option to provide services.

On March 22nd, 2017, staff commenced a Request for Qualifications (RFQ) per the City's purchasing policy. Seven companies expressed interest and six companies submitted a proposal. The seven vendors that expressed interest in the RFQ were invited to participate in a facility tour of each location requesting janitorial services. The scope of work for each facility was provided in the RFQ for bidding purposes. All questions asked by vendors during the tour or submitted afterward were recorded. A full question and answer sheet was provided to all of the vendors that participated in the tour.

ANALYSIS
Per the RFQ, the six proposals were initially evaluated on the following criteria (60 points total):

- Qualifications (25 points total, 5 points each)
  - Available Staff/Resources
  - Prior experience with similar customers
  - Prior experience with the City of West Sacramento
  - Background/Qualifications of Firm
  - Location of home office within 20 miles of West Sacramento
- Government Preferred References (10 points)
- Standard Contract Acceptance (Qualify/Disqualify)
- Pricing (25 points)

The Public Works Department established a review panel with members from the Parks & Recreation, Police, Fire, and Public Works Departments. Two vendors were disqualified due to incomplete proposals. The panel reviewed and scored the four remaining submitted proposals according to the above criteria. The top three vendors were qualified based on this criteria. Interviews were not performed as part of the selection process.

The three vendors that the panel recommends for the pre-qualified list are as follows:

- Universal Building Services and Supply Co. (Sacramento)
- Elite Maintenance (Sacramento)
- City Wide Maintenance (Elk Grove)

Each City department, upon approval of the Purchasing Agent (Director of Finance or designee) will review the scope of work and the costs of providing the annual service before a vendor is selected from the pre-qualified list. The total annual cost shall not exceed the budget as approved by the City Council for Fiscal Year 2017/18 and 2018/19.

Bid for Bus Shelter Maintenance Program (BSMP) came in high; therefore, the services will not be included in these contracts. Staff will explore other options.

Commission Recommendation
Not applicable

Strategic Plan Integration
The proposed pre-qualified list will assist in the strategic plan goals of maintaining a "financially sound city government" by providing the highest quality, most cost effective services.

Alternatives
The Council has two alternatives:

1. The Council can decide not to approve the use of the proposed pre-qualified list.
2. The Council can provide direction for changes to the proposed pre-qualified list.
3. The Council can redirect staff to advertise the RFQ again.

Coordination and Review
Preparation of the proposed pre-qualified vendor list was coordinated by the Public Works Department with staff from the Parks Department, Police Department, Fire Department, and Public Works Department.

Budget/Cost Impact
The cost for janitorial services is budgeted within each department for each facility, City Hall is budgeted through the General Support Service Fund. Additional costs related to rental services shall be reimbursed from the rental income.

ATTACHMENT
Sample service contract for the proposed vendors with scope of work

CONTRACT FOR SERVICES

THIS CONTRACT is made on July 26th, 2017, by and between the CITY OF WEST SACRAMENTO ("City"), and Universal Building Services and Supply Co. / Elite Maintenance/ City Wide Maintenance ("Consultant").

WITNESSETH:

WHEREAS, the City proposes Universal Building Services and Supply Co., Elite Maintenance, and City Wide Maintenance to be placed on a pre-qualified vendor list for janitorial services;

WHEREAS, the Consultant has presented a proposal for such services to the City; and is duly licensed, qualified and experienced to perform those services;

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES:

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in the Work Program, attached hereto and incorporated herein by this reference as **Exhibit B**. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract.

B. Consultant enters into this Contract as an independent contractor and not as an employee of the City. The Consultant shall have no power or authority by this Contract to bind the City in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. The Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

2. TERM OF CONTRACT

A. The services of Consultant are to commence upon receipt of written notice to proceed from the City, and shall be undertaken and completed in accordance with the Request for Proposal and Janitorial Services Proposal attached hereto and incorporated herein by this reference as **Exhibits A** and **B** for a term of three (3) years.

B. Consultant's failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 3.

C. The City Manager or his or her designee may, by written instrument signed by the Parties, extend the duration of this Contract for a period of two (2) years in the manner provided in Section 5, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section 3, Compensation.

3. COMPENSATION:

A. The Consultant shall be paid monthly for the actual fees, costs and expenses for all time and materials required and expended, but in no event shall total compensation exceed the budget as approved by the City Council for Fiscal Year 2107/18 and 2018/19 without City's prior written approval.

B. Said amount shall be paid upon submittal of a monthly billing. Consultant shall furnish City with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings. If Consultant's performance is not in conformity with the Schedule of Performance, payments may be delayed or denied, unless the Consultant's failure to perform in conformity with the Schedule of Performance is a documented result of the City's failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Section 5.

C. If the work is halted at the request of the City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 4.

4. TERMINATION:

A. This Contract may be terminated by either party, provided that the other party is given not less than 30 calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate.

B. The City may temporarily suspend this Contract, at no additional cost to City, provided that the Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If City gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract.

C. Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Consultant, and the City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the City from Consultant is determined.

D. In the event of termination, the Consultant shall be compensated as provided for in this Contract, except as provided in Section 4C. Upon termination, the City shall be entitled to all work, including but not limited to, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section 7 hereof.

5. AMENDMENTS, CHANGES OR MODIFICATIONS:

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

6. EXTENSIONS OF TIME:

Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and

shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 5.

7. PROPERTY OF CITY:

A. It is mutually agreed that all materials prepared by the Consultant under this Contract shall become the property of the City, and the Consultant shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Consultant shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to the City which is in the Consultant's possession.

B. Additionally, it is agreed that the parties intend this to be a contract for services and each considers the products and results of the services to be rendered by Consultant hereunder (the "Work") to be a work made for hire. Consultant acknowledges and agrees that the Work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of the City. The reuse of any of the materials or documents described in Paragraph 7.A by the City on any other project without the written permission of the Consultant, shall be at the City's sole risk and the City agrees to defend, indemnify and hold harmless the Consultant from all claims, damages and expenses, including attorney's fees, arising out of such unauthorized reuse by the City or by others acting through the City. The Consultant is not responsible and liability is waived by the City as against the Consultant for use by the City or any other person of any data, reports, plans or drawings not signed by the Consultant.]

8. COMPLIANCE WITH ALL LAWS:

A. Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract

B. Consultant warrants to the City that it is licensed by all applicable governmental bodies to perform this Contract and will remain so licensed throughout the progress of the Work, and that it has, and will have, throughout the progress of the Work, the necessary experience, skill and financial resources to enable it to perform this Contract.

C. The work contemplated under this Contract is a public work for the purposes of Labor Code section 1720, and is subject to the payment of prevailing wages. Accordingly, Consultant shall comply with the provisions of Appendix C.

9. WARRANTIES AND RESPONSIBILITIES - CONSULTANT:

A. Consultant agrees and represents that it is qualified to properly provide the services set forth in **Exhibits A** and **B** in a manner which is consistent with the generally accepted standards of Consultant's profession.

B. Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law in accordance with Section 17A hereof.

C. Consultant shall designate a project manager who at all times shall represent the Consultant before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no

longer employed by Consultant, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld.

D. Consultant shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to Consultant in writing within sixty (60) days of discovery. Should Consultant fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the Consultant shall be liable for any expenses thereby incurred.

10. SUBCONTRACTING:

None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Consultant shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Consultant.

11. ASSIGNABILITY:

Consultant shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City which will not be unreasonably withheld. However, claims for money due or to become due Consultant from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

12. INTEREST IN CONTRACT:

Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Consultant in writing that Consultant's duties under this Contract warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

13. MATERIALS CONFIDENTIAL:

All of the materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

14. LIABILITY OF CONSULTANT-NEGLIGENCE:

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the

responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

15. INDEMNITY AND LITIGATION COSTS:

Consultant shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from Consultant's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused by the active negligence, sole negligence, or willful misconduct of the City. The provisions of this paragraph shall survive termination or suspension of this Contract.

16. CONSULTANT TO PROVIDE INSURANCE:

A. Consultant shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance must have the approval of the City as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

B. Prior to execution of this Contract and prior to commencement of any work, the Consultant shall furnish the City with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Consultant and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the City. The maintenance by Consultant and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Consultant or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of this Contract. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant.

1. Worker's Compensation and Employer's Liability Insurance

a. Worker's Compensation - Insurance to protect the Consultant, its contractors and subcontractors from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremen's and Harbor Worker's Act ("Acts"), if applicable. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable state and Federal statutes and regulations. The Consultant shall comply with the provisions of Labor Code Section 1861 (Appendix C).

b. Consultant shall provide a Waiver of Subrogation endorsement in favor of the City, its officers, officials, employees, agents and volunteers for losses arising from work performed by the Consultant.

2. Commercial General Liability Insurance

a. The insurance shall be provided on form CG0001, or its equivalent, and shall include coverage for claims for bodily injury or property damage arising out of premises/operations, products/completed operations, contractual liability, and subconsultant's work and personal and advertising injury resulting from actions, failures to act, or operations of the insured, or by its

employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than $1,000,000 per occurrence and $2,000,000 general and products/completed operations aggregates.

b. The commercial general liability insurance shall also include the following:

i. Endorsement equivalent to CG 2010 1185 naming the City, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

ii. Endorsement stating insurance provided to the City shall be primary as respects the City, its officers, officials, employees and any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.

iii. Provision or endorsement stating that the Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3. Commercial Automobile Insurance

a. The insurance shall include, but shall not be limited to, coverage for claims for bodily injury or property damage for owned, non-owned, and hired automobiles resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than $1,000,000 per accident.

b. The commercial automobile insurance shall include the same endorsements required for the commercial general liability policy (see Section 16.B.2.b).

4. Professional Liability. The Consultant and its contractors and subcontractors shall secure and maintain in full force, during the term of this Contract and for five years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Contract. The limits of such professional liability insurance coverage shall not be less than $1,000,000 per claim.

C. In addition to any other remedy the City may have, if Consultant fails to maintain the insurance coverage as required in this Section, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due Consultant under this Contract.

D. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Consultant has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the City.

E. Any deductibles or self-insured retentions in excess of $10,000 must be declared to, and approved by, the City.

F. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

17. MISCELLANEOUS PROVISIONS:

A. Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

B. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.

C. Consultant shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Consultant.

D. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

E. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City: Tim Spinelli, Equipment & Facilities Superintendent
City of West Sacramento
Public Works Department
1951 South River Road
West Sacramento, CA 95691

Consultant:

F. This Contract shall be interpreted and governed by the laws of the State of California.

G. Any action arising out of this Contract shall be brought and maintained in Yolo County California, regardless of where else venue may lie.

H. In any action brought by either party to enforce the terms of this Contract, each party shall be bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

CITY OF WEST SACRAMENTO

By: _____
Martin Tuttle, City Manager

ATTEST:

By: _____
Kryss Rankin, City Clerk

APPROVED AS TO FORM:

By: _____
Jeffrey Mitchell, City Attorney

CONSULTANT

By: _____
Title:

APPENDIX C

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700
[Labor Code § 1861]

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONSULTANTS

By: _____
[Title]

APPENDIX D

INSURANCE REQUIREMENTS

See Next Page

INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence for CG 0001)
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
3. Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and omissions liability insurance appropriate to the Consultants profession.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Entity. At the option of the Entity, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Entity, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Entity, its officers, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Entity, its officers, officials, employees or volunteers.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the Entity, its officers, employees and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Entity, its officers, officials, employees or volunteers.
4. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Entity.

Acceptability for Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the entity.

Verification of Coverage

Consultant shall furnish the Entity with original endorsements effecting coverage required by this clause. The Endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the Entity. All endorsements are to be received and approved by the Entity before work commences. As an alternative to the Entity's forms, the Consultant's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

SubConsultants

Consultant shall include subConsultants as insureds under its policies or shall furnish separate certificates and endorsements for each subConsultant. All coverages for subConsultant shall be subject to all of the requirements stated herein.

SUBMIT IN DUPLICATE

GENERAL LIABILITY SPECIAL ENDORSEMENT

FOR CITY OF WEST SACRAMENTO (the "Entity")

ENDORSEMENT NO:	ISSUE DATE:

PRODUCER

Telephone

POLICY INFORMATION:
Insurance Company:
Policy No.:
Policy Period : (from) (to)
LOSS ADJUSTMENT EXPENSE ☐ Included in Limits ☐ In Addition to Limits

☐ Deductible ☐ Self-Insured Retentio☐heck which) of $_____
with an Aggregate of $ _____ applies to _____
coverage. ☐ Per Occurrence ☐ Per Claim

NAMED INSURED

APPLICABILITY. This insurance pertains to the operations and/or tenancy of the named insured under all written agreements and permits in force with the Entity unless checked here ☐ in which case only the following specific agreements and permits ☐ the Entity are covered:
ENTITY AGREEMENTS/PERMITS:

TYPE OF INSURANCE

☐ COMMERCIAL GENERAL LIABILITY ☐ Claims Made
☐ COMPREHENSIVE GENERAL LIABILITY Retroactive Date _____
☐ OWNERS & CONSULTANTS PROTECTIVE ☐ Occurrence

OTHER PROVISIONS

COVERAGES

	LIABILITY LIMIT IN THOUSANDS EACH OCCURRENCE	AGGREGATE
☐ GENERAL		
☐ PRODUCTS COMPLETED OPERATIONS		
☐ PERSONAL & ADVERTISING INJURY		
☐ FIRE DAMAGE		

CLAIMS: Underwriter's representative for claims pursuant to this insurance
Name: _____
Address _____
_____
Telephone (_____) _____

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, it is agreed as follows:

1. INSURED. The Entity, its elected or appointed officers, agents, volunteers and employees are included as additional insureds with regard to liability and defense of suits arising from the operations, products and activities performed by or on behalf of the named insured.
2. CONTRIBUTION NOT REQUIRED. As respects: (a) work performed by the Named Insured for or on behalf of the Entity; or (b) products sold by the Named Insured to the Entity; or (c) premises leased by the Named Insured from the Entity, the insurance afforded by this policy shall be primary insurance as respects the Entity, its elected or appointed officers, officials, employees or volunteers; or stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the Entity, its elected or appointed officers, officials, employees or volunteers shall be in excess of this insurance and shall not contribute with it.
3. SEVERABILITY OF INTEREST. This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company's limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.
4. CANCELLATION NOTICE. With respect to the interests of the Entity, this insurance shall not be canceled, or materially reduced in coverage or limits excepts after thirty (30) days prior written notice by receipted delivery has been given to the Entity.
5. PROVISIONS REGARDING THE INSURED'S DUTIES. Any failure to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the Entity, its elected or appointed officers, official's employees or volunteers.
6. SCOPE OF COVERAGE. This policy, if primary, affords coverage at least as broad as:
   (1) Insurance Services Office Commercial General Liability Coverage, "occurrence" form CG 0001; or
   (2) If excess, affords coverage which is at least as broad as the primary insurance form CG 0001.

Except as stated above nothing herein shall be held to waive, alter or extend any of the limits conditions, agreements or exclusions of the policy to which this endorsement is attached.

ENDORSEMENT HOLDER

ENTITY

City of West Sacramento
Public Works Department
1951 South River Road
West Sacramento, CA 95691

Attn: Tim Spinelli
Equipment & Facilities Superintendent

AUTHORIZED REPRESENTATIVE
☐ Broker/Agent ☐ Underwriter ☐ _____
I _____ (print/type name), warrant that I have authority to bind the above-mentioned insurance company and by my signature hereon do so bind this company to this endorsement.
Signature
_____
(original signature required)
Telephone: ( ) Date Signed

SUBMIT IN DUPLICATE

AUTOMOBILE LIABILITY SPECIAL ENDORSEMENT

FOR CITY OF WEST SACRAMENTO (the "Entity")

ENDORSEMENT NO:	ISSUE DATE:

PRODUCER

Telephone

POLICY INFORMATION:

Insurance Company:
Policy No.:
Policy Period : (from) (to)
LOSS ADJUSTMENT EXPENSE ☐ Included in Limits ☐ In Addition to Limits

☐ Deductible ☐ Self-Insured Retention (check which) of $_____
with an Aggregate of $ _____ ☐ applies to _____ coverage. ☐ Per Occurrence ☐ Per Claim

NAMED INSURED

APPLICABILITY. This insurance pertains to the operations and/or tenancy of the named insured under all written agreements and permits in force with the Entity unless checked here ☐ in which case only the following specific agreements and permits with the Entity are covered:
ENTITY AGREEMENTS/PERMITS:

TYPE OF INSURANCE

☐ COMMERCIAL AUTO POLICY
☐ BUSINESS AUTO POLICY
☐ OTHER

OTHER PROVISIONS

LIMIT OF LIABILITY

$ _____
per accident, for bodily injury and property damage

CLAIMS: Underwriter's representative for claims pursuant to this insurance

Name: _____
Address: _____
Telephone _____
(____) _____

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, it is agreed as follows:

1. INSURED. The Entity, its elected or appointed officers, agents, volunteers and employees are included as additional insureds with regard to liability and defense of suits arising from the operations, products and activities performed by or on behalf of the named insured.
2. CANCELLATION NOTICE. With respect to the interests of the Entity, this insurance shall not be canceled, or materially reduced in coverage or limits excepts after thirty (30) days prior written notice by receipted delivery has been given to the Entity.
3. PROVISIONS REGARDING THE INSURED'S DUTIES. Any failure to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the Entity, its elected or appointed officers, official's employees or volunteers.
4. SCOPE OF COVERAGE. This policy, if primary, affords coverage at least as broad as:
   (1) If excess, affords coverage which is at least as broad as the primary insurance form CG 0001.

Except as stated above nothing herein shall be held to waive, alter or extend any of the limits conditions, agreements or exclusions of the policy to which this endorsement is attached.

ENDORSEMENT HOLDER

ENTITY

City of West Sacramento
Public Works Department
1951 South River Road
West Sacramento, CA 95691

Attn: Tim Spinelli
Equipment & Facilities Superintendent

AUTHORIZED REPRESENTATIVE ☐ Broker/Agent ☐ Underwriter ☐ _____
I _____ (print/type name), warrant that I have authority to bind the above-mentioned insurance company and by my signature hereon do so bind this company to this endorsement.
Signature

_____
(original signature required)
Telephone: ( ) Date Signed

SUBMIT IN DUPLICATE

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY SPECIAL ENDORSEMENT
FOR CITY OF WEST SACRAMENTO (the "Entity")

ENDORSEMENT NO:	ISSUE DATE:

PRODUCER	POLICY INFORMATION:
Telephone	Insurance Company: Policy No.: Policy Period : (from) (to)
NAMED INSURED	OTHER PROVISIONS
CLAIMS: Underwriter's representative for claims pursuant to this insurance Name: _____ Address: _____ Telephone(_____)_____	EMPLOYERS LIABILITY LIMITS $ _____ (Each Accident) $ _____ (Disease -Policy Limit) $ _____ (Disease - Each Employee)

In consideration of the premium charged and notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any endorsement now or hereafter attached thereto, it is agreed as follows:

1. CANCELLATION NOTICE. This insurance shall not be canceled, or materially reduced in coverage or limits except after thirty (30) days prior written notice by receipted delivery has been given to the Entity.
2. WAIVER OF SUBROGATION. The Insurance Company agrees to waive all rights of subrogation against the Entity, its elected or appointed officials, agents and employees for losses paid under the terms of this policy which arise from the work performed by the Named Insured for the Entity.

Except as stated above nothing herein shall be held to waive, alter or extend any of the limits conditions, agreements or exclusions of the policy to which this endorsement is attached.

ENDORSEMENT HOLDER

ENTITY	AUTHORIZED REPRESENTATIVE
City of West Sacramento Public Works Department 1951 South River Road West Sacramento, CA 95691 Attn: Tim Spinelli Equipment & Facilities Superintendent	☐ Broker/Agent ☐ Underwriter ☐ _____ I _____ (print/type name), warrant that I have authority to bind the above-mentioned insurance company and by my signature hereon do so bind this company to this endorsement. Signature _____ (original signature required) Telephone: ( ) Date Signed

CERTIFICATE OF INSURANCE

FOR THE CITY OF WEST SACRAMENTO, CALIFORNIA (the "Entity")

ISSUE DATE (MM/DD/YY)

PRODUCER

INSURED

THIS CERTIFICATE OF INSURANCE IS NOT AN INSURANCE POLICY AND DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

		COMPANIES	BEST'S RATING
COMPANY LETTER	A		
COMPANY LETTER	B		
COMPANY LETTER	C		
COMPANY LETTER	D		
COMPANY LETTER	E		

THIS IS TO CERTIFY THAT THE POLICIES OF I NSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED TO MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LET	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY				GENERAL AGGREGATE	$
	[ ] COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OPS AGGREGATE	$
	[ ] CLAIMS MADE [ ] OCCUR				PERSONAL & ADVERTISING INJURY	$
	[ ] OWNER'S & CONSULTANT'S PROT.				EACH OCCURRENCE	$
	[ ] OTHER _____				FIRE DAMAGE (any one fire)	$
					MEDICAL EXPENSE (Any one person)	$
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT	$
	[ ] ANY AUTO				BODILY INJURY (PER PERSON)	$
	[ ] ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT)	$
	[ ] SCHEDULED AUTOS				PROPERTY DAMAGE	
	[ ] HIRED AUTOS					
	[ ] NON-OWNED AUTOS					
	[ ] GARAGE LIABILITY					
	EXCESS LIABILITY					
	[ ] UMBRELLA				EACH OCCURRENCE	$
	[ ] OTHER THAN UMBRELLA FORM				AGGREGATE	$
	[ ] WORKERS' COMPENSATION				[ ] STATUTORY	$
	AND				EACH ACCIDENT	$
	EMPLOYER'S LIABILITY				DISEASE - POLICY LIMIT	$
					DISEASE - EACH EMPLOYEE	$
	PROFESSIONAL LIABILITY INSURANCE				AMOUNT OF INSURANCE	$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

Triangle Infrastructure Improvements

THE FOLLOWING PROVISIONS APPLY:

1. **None of the above-described policies will be canceled until 30 days' written notice has been given to the Entity at the address indicated below.**
2. **The Entity, its officials, officers, employees and volunteers are added as insureds on all liability insurance policies listed above.**
3. **It is agreed that any insurance or self-insurance maintained by the Entity will apply in excess of and not contribute with, the insurance described above.**
4. **The Entity is named as loss payee on the property insurance policies described above, if any.**
5. **All rights of subrogation under the property insurance policy listed above have been waived against the Entity.**
6. **The workers' compensation insurer named above, if any, agrees to waive all rights of subrogation against the Entity for injuries to employees of the insured resulting from work for the Entity or use of the Entity's premises or facilities.**

CERTIFICATE HOLDER/ADDITIONAL INSURED

(ENTITY)

City of West Sacramento
Public Works Department
1951 South River Road
West Sacramento, CA 95691
Attn: Tim Spinelli
Equipment & Facilities Superintendent

AUTHORIZED REPRESENTATIVE

SIGNATURE _____

TITLE _____

PHONE NO. _____

Insurer:
Policy No.:
Endorsement:

ADDITIONAL INSURED
OWNERS, LESSEES OR CONSULTANTS (FORM B)

THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

SCHEDULE

Name of Organization

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

Modifications to ISO form CG 20 10 11 85:

1. The insured scheduled above includes the Insured's officers, officials, employees and volunteers.

2. This insurance shall be primary as respects the insured shown in the schedule above, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event, any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.

3. The insurance afforded by this policy shall not be canceled except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Entity.

_____
Signature-Authorized Representative

_____
Address

_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: City Hall

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$__6,806__/MONTH
2. PAPER PRODUCTS	$__600___/MONTH
3. CARPET CLEANING (Semi-annual)	$___550__/MONTH
4. HARD FLOOR MAINTENANCE	$___500__/MONTH
5. Window Cleaning	$___350__/MONTH
Total monthly Invoice	**$____8,806___**
1. MAN HOURS (Per week to accomplish base contract work- five days)	$___104_____/WEEK
6. EXTRA EMERGENCY HOURLY RATE	$___26_____/HOUR
7. EXTRA HOURLY RATE	$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager _____

DATE OF PROPOSAL: _____4/18/17_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Police Administration and Annex

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$__2,803__/MONTH
2. PAPER PRODUCTS	$__300___/MONTH
3. CARPET CLEANING (Semi-annual)	$___200__/MONTH
4. HARD FLOOR MAINTENANCE	$__600___/MONTH
5. Window Cleaning	$___250__/MONTH
Total monthly Invoice	**$____4,153___**
2. MAN HOURS (Per week to accomplish base contract work- five days)	$___35_____/WEEK
6. EXTRA EMERGENCY HOURLY RATE	$___26_____/HOUR
7. EXTRA HOURLY RATE	$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager _____

DATE OF PROPOSAL: _____4/18/17_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Public Works Operations Building

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$__1,401__/MONTH
2. PAPER PRODUCTS	$__200___/MONTH
3. CARPET CLEANING (Semi-annual)	$___195__/MONTH
4. HARD FLOOR MAINTENANCE	$___350__/MONTH
5. Window Cleaning	$___100__/MONTH
Total monthly Invoice	**$____2,246___**
3. MAN HOURS (Per week to accomplish base contract work- five days)	$___17.5____/WEEK
6. EXTRA EMERGENCY HOURLY RATE	$___26_____/HOUR
7. EXTRA HOURLY RATE	$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager _____

DATE OF PROPOSAL: _____4/18/17_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Water Treatment Plant

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$__480__/MONTH
2. PAPER PRODUCTS	$__150___/MONTH
3. CARPET CLEANING (Semi-annual)	$___100__/MONTH
4. HARD FLOOR MAINTENANCE	$___175__/MONTH
5. Window Cleaning	$___200__/MONTH
Total monthly Invoice	**$____1,105___**
4. MAN HOURS (Per week to accomplish base contract work- five days)	$___6_____/WEEK
6. EXTRA EMERGENCY HOURLY RATE	$___26_____/HOUR
7. EXTRA HOURLY RATE	$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager _____

DATE OF PROPOSAL: _____4/18/17_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Fire Station # 45

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$__961__/MONTH
2. PAPER PRODUCTS	$__150___/MONTH
3. CARPET CLEANING (Semi-annual)	$___100__/MONTH
4. HARD FLOOR MAINTENANCE	$___175__/MONTH
5. Window Cleaning	$___100__/MONTH
Total monthly Invoice	**$____1,486___**
5. MAN HOURS (Per week to accomplish base contract work- five days)	$___12.5____/WEEK
6. EXTRA EMERGENCY HOURLY RATE	$___26_____/HOUR
7. EXTRA HOURLY RATE	$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager _____

DATE OF PROPOSAL: _____4/18/17_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Bridgeway Lakes Boathouse and Snack Building

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT		$__160__/MONTH
2. PAPER PRODUCTS		$__75___/MONTH
3. CARPET CLEANING (Semi-annual)		$___95__/MONTH
4. HARD FLOOR MAINTENANCE		$___85__/MONTH
5. Window Cleaning		$___75__/MONTH
	Total monthly Invoice	**$____490___**
6. MAN HOURS (Per week to accomplish base contract work- five days)		$___2_____/WEEK
6. EXTRA EMERGENCY HOURLY RATE		$___26_____/HOUR
7. EXTRA HOURLY RATE		$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager _____

DATE OF PROPOSAL: _____4/18/17_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Club West Teen Center

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$__74__/MONTH
2. PAPER PRODUCTS	$__95___/MONTH
3. CARPET CLEANING (Semi-annual)	$___95__/MONTH
4. HARD FLOOR MAINTENANCE	$___275__/MONTH
5. Window Cleaning	$___75__/MONTH
Total monthly Invoice	**$____614___**
7. MAN HOURS (Per week to accomplish base contract work- five days)	$___1_____/WEEK
6. EXTRA EMERGENCY HOURLY RATE	$___26_____/HOUR
7. EXTRA HOURLY RATE	$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager _____

DATE OF PROPOSAL: _____4/18/17_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Discovery Pre-School

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$__240__/MONTH
2. PAPER PRODUCTS	$__95___/MONTH
3. CARPET CLEANING (Semi-annual)	$___65__/MONTH
4. HARD FLOOR MAINTENANCE	$___85__/MONTH
5. Window Cleaning	$___55__/MONTH
Total monthly Invoice	**$____540___**
8. MAN HOURS (Per week to accomplish base contract work- five days)	$___3_____/WEEK
6. EXTRA EMERGENCY HOURLY RATE	$___26_____/HOUR
7. EXTRA HOURLY RATE	$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager _____

DATE OF PROPOSAL: _____4/18/17_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Community Center (Learning Ladder & Senior Center)

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$__2,403__/MONTH
2. PAPER PRODUCTS	$__500___/MONTH
3. CARPET CLEANING (Semi-annual)	$___275__/MONTH
4. HARD FLOOR MAINTENANCE	$___275__/MONTH
5. Window Cleaning	$___125__/MONTH
Total monthly Invoice	**$____3,578___**
9. MAN HOURS (Per week to accomplish base contract work- five days)	$___6.5_____/WEEK
6. EXTRA EMERGENCY HOURLY RATE	$___26_____/HOUR
7. EXTRA HOURLY RATE	$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager_____

DATE OF PROPOSAL: _____4/18/17_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Recreation Center

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$__3,364__/MONTH
2. PAPER PRODUCTS	$__500___/MONTH
3. CARPET CLEANING (Semi-annual)	$___150__/MONTH
4. HARD FLOOR MAINTENANCE	$___300__/MONTH
5. Window Cleaning	$___175__/MONTH
Total monthly Invoice	**$____4,489___**
10. MAN HOURS (Per week to accomplish base contract work- five days)	$___42_____/WEEK
6. EXTRA EMERGENCY HOURLY RATE	$___26_____/HOUR
7. EXTRA HOURLY RATE	$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager _____

DATE OF PROPOSAL: _____4/18/17_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Parks Operation Building

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$__320__/MONTH
2. PAPER PRODUCTS	$__100___/MONTH
3. CARPET CLEANING (Semi-annual)	$___50__/MONTH
4. HARD FLOOR MAINTENANCE	$___125__/MONTH
5. Window Cleaning	$___30__/MONTH
Total monthly Invoice	**$____625___**
11. MAN HOURS (Per week to accomplish base contract work- five days)	$___4_____/WEEK
6. EXTRA EMERGENCY HOURLY RATE	$___26_____/HOUR
7. EXTRA HOURLY RATE	$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager _____

DATE OF PROPOSAL: _____4/18/17_____

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Bus Stops and Shelters

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$__5,256__/MONTH
2. PAPER PRODUCTS	$__244___/MONTH
3. CARPET CLEANING (Semi-annual)	$___0____/MONTH
4. HARD FLOOR MAINTENANCE	$___0____/MONTH
5. Window Cleaning	$___0____/MONTH
Total monthly Invoice	**$____5,500___**
12. MAN HOURS (Per week to accomplish base contract work- five days)	$___57.5____/WEEK
6. EXTRA EMERGENCY HOURLY RATE	$___26_____/HOUR
7. EXTRA HOURLY RATE	$___22_____/HOUR

COMPANY: _____Elite maintenance Management Systems_____

BY (SIGNATURE): _____

TITLE: _____Project Manager _____

DATE OF PROPOSAL: _____4/18/17_____

JANITORIAL SERVICE PRICING PROPOSAL PREPAIRED FOR:

CITY OF WEST SACRAMENTO

Attention: Tim Spinelli
Equipment & Facilities Superintendent
City of West Sacramento
Public Works 1951 South River Road
West Sacramento, CA. 95691

BY:

CITYWIDE MAINTENANCE

Scott Waters
(Owner)
City Wide Maintenance
8788 Elk Grove Blvd. Building 1 Suite P
Elk Grove, CA. 95624
Phone# 916-821-5427

X Scott Waters

April 17th, 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #1: City Hall & Galleria

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $5,800.- /MONTH
2. PAPER PRODUCTS $600.- /MONTH
3. CARPET CLEANING (Semi-annual) $700.- /MONTH
4. HARD FLOOR MAINTENANCE $500.- /MONTH

Total monthly Invoice

$7,600.-

5. MAN HOURS
   (Per week to accomplish base contract work- five days)

75 hours per week $1,350 - /WEEK

6. EXTRA EMERGENCY HOURLY RATE $20.00 /HOUR
7. EXTRA HOURLY RATE $18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Scott Waters

TITLE: owner

DATE OF PROPOSAL: 4-17-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #2: Police Administration & Annex

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $2,300.— /MONTH
2. PAPER PRODUCTS $400.— /MONTH
3. CARPET CLEANING (Semi-annual) $350.— /MONTH
4. HARD FLOOR MAINTENANCE $350.— /MONTH

Total monthly Invoice

$3,400.—

5. MAN HOURS
   (Per week to accomplish base contract work- five days)

30 hours per week $540.— /WEEK

6. EXTRA EMERGENCY HOURLY RATE $20.00 /HOUR
7. EXTRA HOURLY RATE $18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Scott Waters

TITLE: Owner

DATE OF PROPOSAL: 4-17-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #3. Public Works

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $1,100.- /MONTH
2. PAPER PRODUCTS $150.- /MONTH
3. CARPET CLEANING (Semi-annual) $150.- /MONTH
4. HARD FLOOR MAINTENANCE $150.- /MONTH

Total monthly Invoice

$1,550.-

5. MAN HOURS
   (Per week to accomplish base contract work- five days)

15 hours per week $270.- /WEEK

6. EXTRA EMERGENCY HOURLY RATE $20.00 /HOUR
7. EXTRA HOURLY RATE $18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Scott Waters

TITLE: Owner

DATE OF PROPOSAL: 4-12-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #4: Water Treatment Plant

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $1,000.- /MONTH
2. PAPER PRODUCTS $150.- /MONTH
3. CARPET CLEANING (Semi-annual) $ ——— /MONTH
4. HARD FLOOR MAINTENANCE $400.- /MONTH

Total monthly Invoice

$4550.-

5. MAN HOURS
   (Per week to accomplish base contract work- five days)

9 hours per week $162.- /WEEK

6. EXTRA EMERGENCY HOURLY RATE $20.00 /HOUR
7. EXTRA HOURLY RATE $18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Scott Waters

TITLE: Owner

DATE OF PROPOSAL: 4-17-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #5: Fire Station #45

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $1,100.- /MONTH
2. PAPER PRODUCTS $150.- /MONTH
3. CARPET CLEANING (Semi-annual) $300.- /MONTH
4. HARD FLOOR MAINTENANCE $300.- /MONTH

Total monthly Invoice

$1850.-

5. MAN HOURS
   (Per week to accomplish base contract work- five days)
   15 hours per week $270.- /WEEK
6. EXTRA EMERGENCY HOURLY RATE $20.00 /HOUR
7. EXTRA HOURLY RATE
   $18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Scott Waters

TITLE: Owner

DATE OF PROPOSAL: 4-17-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #6. Bridgeway Lakes Boathouse & Snack Building

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $230.— /MONTH
2. PAPER PRODUCTS $50.— /MONTH
3. CARPET CLEANING (Semi-annual) $100.— /MONTH
4. HARD FLOOR MAINTENANCE $100.— /MONTH

Total monthly Invoice

$480.—

5. MAN HOURS
   (Per week to accomplish base contract work- five days)
   3 hours per week $54.— /WEEK
6. EXTRA EMERGENCY HOURLY RATE $20.00 /HOUR
7. EXTRA HOURLY RATE
   $18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Scott Water

TITLE: Owner

DATE OF PROPOSAL: 4-17-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #7. Club West Teen Center

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $ 150.— /MONTH
2. PAPER PRODUCTS $ 200.— /MONTH
3. CARPET CLEANING (Semi-annual) $ 150.— /MONTH
4. HARD FLOOR MAINTENANCE $ 150.— /MONTH

Total monthly Invoice

$ 650.—

5. MAN HOURS
   (Per week to accomplish base contract work- five days)
   8 hours per month $ 150.— ~~WEEK~~ MONTH
6. EXTRA EMERGENCY HOURLY RATE $ 20.00 /HOUR
7. EXTRA HOURLY RATE
   $ 18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Scott Waton

TITLE: Owner

DATE OF PROPOSAL: 4-17-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #8: Discovery Pre-School

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $400.— /MONTH
2. PAPER PRODUCTS $200.— /MONTH
3. CARPET CLEANING (Semi-annual) $100.— /MONTH
4. HARD FLOOR MAINTENANCE $100.— /MONTH

Total monthly Invoice

$800.—

5. MAN HOURS

(Per week to accomplish base contract work- five days)

5 hours per week $90.— /WEEK

6. EXTRA EMERGENCY HOURLY RATE $20.00 /HOUR
7. EXTRA HOURLY RATE $18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Scott Water

TITLE: Owner

DATE OF PROPOSAL: 4-17-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #9. Community Center

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $2,500.- /MONTH
2. PAPER PRODUCTS $500.- /MONTH
3. CARPET CLEANING (Semi-annual) $500.- /MONTH
4. HARD FLOOR MAINTENANCE $500.- /MONTH

$4,000.- **Total monthly Invoice**

5. MAN HOURS
   (Per week to accomplish base contract work- five days)

30 hours per week $540.- /WEEK

6. EXTRA EMERGENCY HOURLY RATE $20.00 /HOUR
7. EXTRA HOURLY RATE $18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Dusty Waters

TITLE: Owner

DATE OF PROPOSAL: 4-17-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #10: Recreation Center

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $3,000.- /MONTH
2. PAPER PRODUCTS $700.- /MONTH
3. CARPET CLEANING (Semi-annual) $ ——— /MONTH
4. HARD FLOOR MAINTENANCE $500.- /MONTH

$4,200.- **Total monthly Invoice**

5. MAN HOURS
   (Per week to accomplish base contract work- five days)

42 hours per week $756.- /WEEK

6. EXTRA EMERGENCY HOURLY RATE $20.00 /HOUR
7. EXTRA HOURLY RATE $18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Susan Waters

TITLE: Owner

DATE OF PROPOSAL: 4-17-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #11: Parks Operations Building

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $ 475.- /MONTH
2. PAPER PRODUCTS $ 100.- /MONTH
3. CARPET CLEANING (Semi-annual) $ ——— /MONTH
4. HARD FLOOR MAINTENANCE $ 200.- /MONTH

Total monthly Invoice

$ 775.-

5. MAN HOURS
   (Per week to accomplish base contract work- five days)
   6 hours per week $ 108.- /WEEK
6. EXTRA EMERGENCY HOURLY RATE $ 20.00 /HOUR
7. EXTRA HOURLY RATE
   $ 18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Scott Waters

TITLE: Owner

DATE OF PROPOSAL: 4-17-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: #12: Bus Stops & Shelters

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT $ 6,200 /MONTH
2. PAPER PRODUCTS $ ——— /MONTH
3. CARPET CLEANING (Semi-annual) $ ——— /MONTH
4. HARD FLOOR MAINTENANCE $ ——— /MONTH

Total monthly Invoice

$ 6,200.—

5. MAN HOURS
   (Per week to accomplish base contract work- five days)
   80 hours per week $ 1,440 /WEEK
6. EXTRA EMERGENCY HOURLY RATE $ 20.00 /HOUR
7. EXTRA HOURLY RATE
   $ 18.00 /HOUR

COMPANY: City Wide Maintenance

BY (SIGNATURE): Scott Waters

TITLE: Owner

DATE OF PROPOSAL: 4-17-17

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: City Hall and Galleria

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT		$ 5,677 /MONTH
2. PAPER PRODUCTS		$ 625 /MONTH
3. CARPET CLEANING (Semi-annual)		$ 293 /MONTH
4. HARD FLOOR MAINTENANCE 5. WINDOW CLEANING		$ 456 /MONTH 191/month
	Total monthly Invoice	$ 7,242
5. MAN HOURS (Per week to accomplish base contract work- five days)		$ 62.00 /WEEK
6. EXTRA EMERGENCY HOURLY RATE		$ 26.51 /HOUR
7. EXTRA HOURLY RATE		$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): [signature]

TITLE: Dario DeVincenzi
Operations Manager

DATE OF PROPOSAL: 18 April 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Police Administration and Annex

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$ 3,725 /MONTH
2. PAPER PRODUCTS	$ 325 /MONTH
3. CARPET CLEANING (Semi-annual)	$ 98 /MONTH
4. HARD FLOOR MAINTENANCE	$ 261 /MONTH
5. WINDOW CLEANING	48/month
Total monthly Invoice	$ 4,457
5. MAN HOURS (Per week to accomplish base contract work- ~~five~~ six days)	~~$~~ 38.00 /WEEK
6. EXTRA EMERGENCY HOURLY RATE	$ 26.51 /HOUR
7. EXTRA HOURLY RATE	$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): Dario DeVincenzi

TITLE: Operations Manager

DATE OF PROPOSAL: 18 April 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Public Works Operations Building

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT		$ 935 /MONTH
2. PAPER PRODUCTS		$ 150 /MONTH
3. CARPET CLEANING (Semi-annual)		$ 66 /MONTH
4. HARD FLOOR MAINTENANCE		$ 196 /MONTH
5. WINDOW CLEANING		12/month
	Total monthly Invoice	$ 1,359
5. MAN HOURS (Per week to accomplish base contract work- ~~five~~ four days)		~~$~~ 12.00 /WEEK
6. EXTRA EMERGENCY HOURLY RATE		$ 26.51 /HOUR
7. EXTRA HOURLY RATE		$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): Dario DeVincenzi

Dario DeVincenzi

TITLE: Operations Manager

DATE OF PROPOSAL: 18 April 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Water Treatment Plant

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$ 561 /MONTH
2. PAPER PRODUCTS	$ 50 /MONTH
3. CARPET CLEANING (Semi-annual)	$ 66 /MONTH
4. HARD FLOOR MAINTENANCE 5. WINDOW CLEANING	$ 130 /MONTH 64/month
Total monthly Invoice	$ 871
5. MAN HOURS (Per week to accomplish base contract work- ~~five~~ four days)	~~$~~ 7.00 /WEEK
6. EXTRA EMERGENCY HOURLY RATE	$ 26.51 /HOUR
7. EXTRA HOURLY RATE	$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): Dario DeVincenzi

TITLE: Operations Manager

DATE OF PROPOSAL: 18 April 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Fire Station #45

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$ 842 /MONTH
2. PAPER PRODUCTS	$ 70 /MONTH
3. CARPET CLEANING (Semi-annual)	$ 98 /MONTH
4. HARD FLOOR MAINTENANCE 5. WINDOW CLEANING	$ 66 /MONTH 14/month
Total monthly Invoice	$ 1,090
5. MAN HOURS (Per week to accomplish base contract work- ~~five~~ four days)	~~$~~ 10.00 /WEEK
6. EXTRA EMERGENCY HOURLY RATE	$ 26.51 /HOUR
7. EXTRA HOURLY RATE	$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): Dario DeVincenzi

TITLE: Operations Manager

DATE OF PROPOSAL: 18 April 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Bridgeway Lakes Boathouse and Snack Building

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$ 94 /MONTH
2. PAPER PRODUCTS	$ 75 /MONTH
3. CARPET CLEANING (Semi-annual)	$ N/A /MONTH
4. HARD FLOOR MAINTENANCE	$ 147 /MONTH
5. WINDOW CLEANING	N/A
Total monthly Invoice	$ 316
5. MAN HOURS (Per week to accomplish base contract work- ~~five~~ one days)	$ 1.50 /WEEK
6. EXTRA EMERGENCY HOURLY RATE	$ 26.51 /HOUR
7. EXTRA HOURLY RATE	$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): Dario DeVincenzi

TITLE: Operations Manager

DATE OF PROPOSAL: 18 April 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Club West Teen Center

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$ 41 /MONTH
2. PAPER PRODUCTS	$ 35 /MONTH
3. CARPET CLEANING (Semi-annual)	$ 98 /MONTH
4. HARD FLOOR MAINTENANCE 5. WINDOW CLEANING	$ 293 /MONTH 9/month
Total monthly Invoice	$ 476
5. MAN HOURS (Per week to accomplish base contract work-~~five days~~) One time per month	20.00/month OR ~~$~~ 4.62 /WEEK
6. EXTRA EMERGENCY HOURLY RATE	$ 26.51 /HOUR
7. EXTRA HOURLY RATE	$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): Dario DeVincenzi

Dario DeVincenzi

TITLE: Operations Manager

DATE OF PROPOSAL: 18 April 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Discovery Pre-School

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$ 95 /MONTH
2. PAPER PRODUCTS	$ 40 /MONTH
3. CARPET CLEANING (Semi-annual)	$ 5 /MONTH
4. HARD FLOOR MAINTENANCE	$ 33 /MONTH
5. WINDOW CLEANING	5/month
Total monthly invoice	$ 178
5. MAN HOURS (Per week to accomplish base contract work- ~~five~~ one days)	~~$~~ 1.50 /WEEK
6. EXTRA EMERGENCY HOURLY RATE	$ 26.51 /HOUR
7. EXTRA HOURLY RATE	$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): [signature]

Dario DeVincenzi

TITLE: Operations Manager

DATE OF PROPOSAL: 18 April 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Community Center
(Learning Ladder Pre-School and Senior Center)

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT		$ 3,773 /MONTH
2. PAPER PRODUCTS		$ 600 /MONTH
3. CARPET CLEANING (Semi-annual)		$ 98 /MONTH
4. HARD FLOOR MAINTENANCE		$ 578 /MONTH
5. WINDOW CLEANING		64/month
	Total monthly Invoice	$ 5,113
5. MAN HOURS (Per week to accomplish base contract work- five days)		$ 42.00 /WEEK
6. EXTRA EMERGENCY HOURLY RATE		$ 26.51 /HOUR
7. EXTRA HOURLY RATE		$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): Dario DeVincenzi

TITLE: Operations Manager

DATE OF PROPOSAL: 18 April 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Recreation Center

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$ 2,990 /MONTH
2. PAPER PRODUCTS	$ 1,050 /MONTH
3. CARPET CLEANING (Semi-annual)	$ N/A /MONTH
4. HARD FLOOR MAINTENANCE	$ 708 /MONTH
5. WINDOW CLEANING	N/A
Total monthly Invoice	$ 4,748
5. MAN HOURS (Per week to accomplish base contract work-~~five~~ seven days)	~~$~~ 32.00 /WEEK
6. EXTRA EMERGENCY HOURLY RATE	$ 26.51 /HOUR
7. EXTRA HOURLY RATE	$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): [signature]

Dario DeVincenzi

TITLE: Operations Manager

DATE OF PROPOSAL: 18 April 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Parks Operations Building

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$ 281 /MONTH
2. PAPER PRODUCTS	$ 12 /MONTH
3. CARPET CLEANING (Semi-annual)	$ 9 /MONTH
4. HARD FLOOR MAINTENANCE	$ 49 /MONTH
5. WINDOW CLEANING	Ø/month
Total monthly Invoice	$ 351
5. MAN HOURS (Per week to accomplish base contract work- ~~five~~ four days)	$ 4.00 /WEEK
6. EXTRA EMERGENCY HOURLY RATE	$ 26.51 /HOUR
7. EXTRA HOURLY RATE	$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): [signature]

Dario DeVincenzi

TITLE: Operations Manager

DATE OF PROPOSAL: 18 April 2017

APPENDIX A

JANITORIAL SERVICE PRICING PROPOSAL

Service Location: Bus Stops and Shelters

Use one (1) sheet for each of the twelve (12) West Sacramento locations below:

1. City Hall and Galleria
2. Police Administration and Annex
3. Public Works Operations Building
4. Water Treatment Plant
5. Fire Station #45
6. Bridgeway Lakes Boathouse and Snack Building
7. Club West Teen Center
8. Discovery Pre-School
9. Community Center (Learning Ladder Pre-School and Senior Center)
10. Recreation Center
11. Parks Operations Building
12. Bus Stops and Shelters

Instructions

Prospective contractors may submit a proposal for work on this document and the required attachments and deliver to the City as instructed in the Statement of Qualification.

Note: Starting salary for assigned staff must meet or exceed current economic provisions established by Service Employee's International Union Local 1877.

1. BASE CONTRACT	$ 6,190 /MONTH
2. PAPER PRODUCTS	$ N/A /MONTH
3. CARPET CLEANING (Semi-annual)	$ N/A /MONTH
4. HARD FLOOR MAINTENANCE	$ N/A /MONTH
5. WINDOW CLEANING	N/A
Total monthly Invoice	$ 6,190*

* - Includes labor, liners, and vehicle.

5. MAN HOURS 32 bus stops and shelters (Per week to accomplish base contract work- five days)	$ 66.00 /WEEK
6. EXTRA EMERGENCY HOURLY RATE	$ 26.51 /HOUR
7. EXTRA HOURLY RATE	$ 21.31 /HOUR

COMPANY: Universal Building Services and Supply Co.

BY (SIGNATURE): Dario DeVincenzi

TITLE: Operations Manager

DATE OF PROPOSAL: 18 APril 2017

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 14

SUBJECT:

STATUS REPORT ON THE DOWNTOWN/RIVERFRONT STREETCAR PROJECT

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff
[ ] Other

REPORT COORDINATED OR PREPARED BY:

Jason McCoy, Supervising Transportation Planner

Denix Anbiah, Director of Public Works

ATTACHMENT [X] Yes [ ] No [X] Information [ ] Direction [ ] Action

OBJECTIVE

The objective of this report is to provide the Council with an update on the status of the Downtown/Riverfront Streetcar Project (the "Project").

RECOMMENDED ACTION

It is respectfully recommended that the City Council receive a status report on the Downtown/Riverfront Streetcar Project.

BACKGROUND

The City of West Sacramento and City of Sacramento (the "Cities"), in partnership with Sacramento Regional Transit ("RT"), Sacramento Area Council of Governments ("SACOG") and Yolo County Transportation District ("YCTD"), collectively referred to as the "Project Partners," desire to design and construct a streetcar system extending between the West Sacramento Civic Center and Riverfront Street to the Midtown entertainment and retail district in the City of Sacramento.

In May 2014, the Federal Transit Administration ("FTA") approved the Streetcar project into the Project Development phase of the Small Starts Grant process. A formal application to be considered for a Small Starts Grant Agreement (SSGA) was first submitted in September 2014. Preliminary engineering and environmental analysis at the State and Federal level have been completed, and in February 2016 the FTA issued a Finding of No Significant Impact for the Project.

In August 2016, the Project Partners applied and received $30 million in Cap and Trade funds and submitted the revised $200 million Small Starts application to the FTA for FY18 requesting an increase in the federal share of the project from $75 million to $100 million. In accordance with the Fixing America's Surface Transportation ("FAST") Act, fixed guideway capital investment grants for new and expanded rail (including streetcars) under the Small Starts grant program increased and are now eligible for up to $100 million.

The Federal Fiscal Year ("FY") 2017 budget was signed by President Trump on May 5, 2017. The budget included $50 million for the Project. The Project Partners are working with the FTA to submit the remaining documentation required to complete the review and approval process necessary to obtain the SSGA and secure the remaining $50 million in federal transportation funds.

ANALYSIS

Over the course of the last several months, the Downtown Riverfront Streetcar Project has continued to make significant progress. The following information highlights recent Project activities and achievements:

Capital Funding and SSGA Milestones

The Project Partners continue to work closely with FTA Headquarters, FTA Region IX, and the Project Manager Oversight Consultant (PMOC) representative in the effort to secure the SSGA by spring 2018. In May 2017, the Streetcar project team supplied the FTA with the draft Subrecipient and Interagency Agreement, (subsequently approved by Councils of both Cities and RT); the Design and Construction Agreement, and the Management Services Agreement for review and comment. The Operations and Maintenance Agreement was subsequently submitted to FTA in June for review and comment.

RT brought a funding request as an information item to their Board on May 8, 2017, recommending $25 million in Proposition 1A funds be applied to the Streetcar, and on June 12, 2017 the Board formally approved dedication of those funds to the project. On May 24, 2017, the West Sacramento City Council also affirmed the City's commitment to the Project in passing Resolution 17-23 affirming the City's $35 million financial commitment. Total project funds allocated to advance the full project ($200 million total project funds) are sourced as follows:

$ In Millions

Funding Source	Secured	Projected	Future Allocation
Small Starts Grant (FTA)		$50 (Announced 5/1/17 for FY17)	$50 (FY18)
City of West Sacramento	$25 (11/4/08) $10 (2/17/2010)		
Cap & Trade (State, TIRCP)	$30 (10/20/16)		
Prop 1A (RT)	$25 (6/12/17)		
City of Sacramento	$7 (1/13/15)		
Sacramento County		$3 (Previously Committed 4/7/15)	
TOTAL	**$97**	**$53**	**$50**

On June 6, 2017 Congresswoman Matsui, along with 70 other members of Congress sent a letter to the House Appropriations Subcommittee on Transportation, Housing, and Urban Development ("THUD") urging the continuation of FTA's Capital Investment Grant program, after drastic cuts were announced by the Trump Administration for FY18. The same day, the City of Sacramento approved a cost reimbursement agreement with SACOG, RT and Sacramento, which provides $4.9 million of previously committed funding from the Cities ($2.45 million from each City) to continue engineering and maintenance facility design, support vehicle procurement, to continue SSGA coordination, and to engage specialty consultant services. This agreement was also approved by the RT Board on June 12th and executed with approval of the West Sacramento City Council on June 14, 2017. The Project Partners continue to monitor the President's FY18 budget for potential impacts to the Streetcar Project.

Operations & Maintenance Funding

On May 26, 2017, voting began by Sacramento property owners on Measure S, the special election for the formation of Community Facilities District 2017-1 to finance Sacramento's share of the Project's annual operations and maintenance costs once the streetcar is built. Voting closed June 20, 2017 with results announced Wednesday, June 21, 2017 by the Sacramento city clerk's office that the CFD was passed with 250 owners, or 79.6 percent, voting in favor of the assessment, and sixty-four owners, or 20.38 percent, having voted against the assessment; which needed a two-thirds majority to pass. The total estimated funding need for O&M is $5.1 million per year. The approved CFD will fund $2 million per year from Sacramento toward operations and maintenance of the streetcar, with $1 million in estimated funding to be provided by the City of West Sacramento, and $2.1 million contributed through fare-box revenue, advertisements, sponsorships, and eligible Federal, State and regional sources.

Project Schedule

The Project Partners and the FTA's PMOC have begun another critical review of the project scope, budget, and schedule. RT recently updated the Project schedule on June 12, 2017 (milestone dates have been included with this report as Attachment 2) and submitted it on June 13, 2017 with updated cost estimates and backup documentation for FTA review. Project construction Notice to Proceed is estimated to be issued in April 2019. Mainline construction is estimated to be complete July 2021 with initial testing and operator training to be completed for revenue service October 2021.

Project Scope

A refined project scope has been submitted to the FTA reflecting the 70% interim engineering design submittal. This submittal remains within the previously estimated $200 million Project budget. Attachment 3 lists the Project scope that define the current state of the Project. Item #3 of Attachment 3 is specific to the future seasonal Light Rail Transit ("LRT") service to Raley Field, which was presented for consideration by Council on

February 15, 2017. Staff had recommended that Council consider prioritizing Streetcar development over LRT in the short-term to allow Streetcar to take advantage of the ridership base at Raley Field; an action that would not preclude the development of LRT service in the long-term. The refined project scope reflects this action, as well as other changes made to the Streetcar Project scope in both jurisdictions to contain rising costs while delivering the Streetcar Project within the current $200 million budget; without affecting operations or quality of service.

The estimated funds allocated toward bringing seasonal LRT service to Raley Field (estimated $5 million) are proposed by the Project Partners to remain within West Sacramento's current financial commitment to the Streetcar Project. Refinements to the project scope in the City of Sacramento include reducing available Sacramento utility relocation funds from $15 million to under $5 million, eliminating double-track on 3rd Street, and reducing the H-Street LRT station to a single platform. Additionally, the Vehicle Maintenance Facility will be reduced in scope to accommodate the minimum requirements of the streetcar fleet while not precluding future expansion.

Engineering Design and Utilities
Consulting project design team HDR, Inc. submitted an interim 70% streetcar design submittal on June 2, 2017. On June 28, 2017, the FTA informed RT and the consultant team that the submittal was sufficient for the FTA to perform their Project Readiness reviews including cost, scope and schedule review. The Project's 85% submittal was pushed back two months from July 2017 to September 2017 to enable the design team to maintain momentum on utility coordination and design, and obtaining utility agreements. Mainline system design schedule remains unchanged and is projected for completion in May 2018.

Utility agreements are advancing quickly. The engineering consultant team has identified and mapped utility infrastructure interfacing with the streetcar alignment. Coordination has included minor modifications to the alignment to avoid conflicts and reduce project cost, and identification of protect-in-place or relocation where required. The Project schedule anticipated utility commitments in place by July 2017 and that goal has largely been reached. All major utility companies (AT&T, PG&E, and SMUD) and most of the smaller utilities have reached tentative agreement with proposed utility relocations and draft agreement language. One utility (Comcast) has signed and returned the agreement, and the major utility companies have indicated that signed relocation agreements will be returned by the end of July. All utility agreements will be fully executed before the end of the 2017.

The Streetcar Vehicle RFP was released to potential bidders on May 23, 2017. Six modern streetcar vehicles will be purchased as part of this project. A vehicle procurement pre-proposal meeting was held on June 27 at RT. Ten vehicle manufacturer representatives were present at the meeting representing four prime streetcar builders, including CAF, Siemens, Skoda, and Brookville. Bids are due on September 20, 2017.

Upon completion of additional technical specification reviews, RT released the Streetcar Vehicle Maintenance and Service Facility ("VMSF") Design RFP on June 19, 2017. A pre-proposal meeting was held on July 11, 2017. Maintenance facility design bids will be due August 1, 2017. In 2016, the Streetcar Project Management Team ("PMT") concluded that the West Sacramento site would best serve the objectives of the Streetcar project; offering reduced development costs, fewer constraints, and significant operations benefits. Streetcar vehicle parking would be located under the US 50/Bus-80 Pioneer Bridge within Caltrans right-of-way, with the VMSF maintenance buildings located south of Pioneer Bridge outside of the right-of-way due to Caltrans' restriction on structure placement below fracture critical bridges. West Sacramento Economic Development staff have engaged the Bridge District property owner, providing information on the Streetcar Project. It is anticipated that acquisition of property will be initiated in accordance with FTA procedure after VMSF design and environmental clearance is complete.

Governance Plan
The Project Partners continue to work together to establish the governance structure for the Project. In March 2017, the City Councils of West Sacramento and Sacramento agreed to enter into a Joint Exercise of Powers Agreement providing for the formation of the Riverfront Joint Powers Authority ("JPA"). The purpose of the JPA is to own, construct, operate, maintain, and manage the Project on behalf of the two cities; with substantially all Project assets owned by the JPA. Certain exceptions to this general rule include: (a) rights-of-way for track which each city shall continue to own within its own jurisdiction; (b) real property owned by a city to be used by the JPA for the Project, such as a maintenance facility, which would be leased by the city to the JPA; and (c) RT light rail track, stations, traction power substations, and poles currently owned by RT that will also be used for the streetcar; which will continue to be owned by RT, with RT and the JPA entering into a shared track agreement.

Staff and legal counsel for the Project Partners continue to actively pursue the finalization of the streetcar governance structure, including charting out the responsibilities of each party and outlining the agreements that would provide the final structure for design, construction, operations, and maintenance of the streetcar project. This will include establishing a California non-profit 501(c)(3) public charity ("Streetcar, Inc."), tasked with the responsibility of operating, maintaining and managing the streetcar on behalf of the JPA.

On May 8, 2017, staff provided the FTA with the draft Subrecipient and Interagency Agreement, the Design and Construction Agreement and the Management Services Agreement. The FTA is in the process of reviewing each document. The Operations and Maintenance Agreement is the remaining draft document that staff continues to work toward finalizing for FTA review. Under the Operations Agreement, Streetcar, Inc. would have broad authority to handle the day-to-day management and operations of the Project; with the exception of specific actions requiring JPA approval. An annual budget would also be developed by the seven member Streetcar, Inc. Board (in cooperation with RT and the two cities) for the management and operation of the Project. The Operations Agreement would require City Council approval of each annual budget and neither the JPA nor Streetcar, Inc. would have the authority to obligate city funding. All Governance Plan documents must be in place prior to the FTA authorizing the SSGA. It is anticipated the first JPA meeting will take place before the end of 2017.

Community Outreach/Involvement
HDR's outreach subconsultant group have worked with the Project Partners to design outreach material content, infographics, and an interactive map, and launched the new project website, http://www.riverfrontstreetcar.com/. The website contains pertinent project materials, information to help educate the public on how the streetcar fits into the existing transit system, and serves as a resource for finding project updates, learning about upcoming participation opportunities, and other Project information resources.

Policy Steering Committee
The Streetcar Policy Steering Committee was scheduled to meet on July 12, 2017 to discuss the status of the SSGA, project schedule, costs, Governance Plan, 3rd party agreements, engineering, and finance. Due to a lack of a quorum, the meeting was rescheduled for September 13, 2017 at 8:30 a.m.

Commission Recommendation
A special meeting of the Transportation, Mobility and Infrastructure ("TMI") Commission was held to provide a full project background and update on the Downtown Riverfront Streetcar project on February 14, 2017. At the recent TMI Commission meeting on July 10 2017, the commission was briefly informed of new project developments and will be will provided a full presentation on September 4, 2017, including updated 85% engineering design submittal and community outreach details.

Strategic Plan Integration
The Downtown Riverfront Streetcar project directly addresses the guiding principle of "Riverfront: a Regional Destination." In addition, by addressing improved transportation access, it also serves the principles of a Strong Diverse Local Economy and Vibrant Neighborhoods (adequate road and transportation capacity to facilitate ease of movement). This item also advances the 2017 Strategic Plan Policy Agenda Top Priority item, "Streetcar Development."

Alternatives
The information contained within this report has been presented on Consent as an information item. As an alternative to the recommended action, the City Council could:

1. Engage City staff in discussion on material presented in this report, and provide feedback and direction;
2. Direct staff to schedule the item for presentation at a subsequent meeting.

Coordination and Review
The City of West Sacramento as a member of the Project Partners continues to coordinate directly with other agencies as a member of the Downtown/Riverfront Streetcar Project Management Team. Elements of the project are coordinated internally between the City of West Sacramento Economic Development Department, Finance Division, and Public Works Department; and externally with SACOG, RT, City of Sacramento, Caltrans, the FTA and PMOC, utility providers, project consultants and subconsultants; as well as other State and federal representatives.

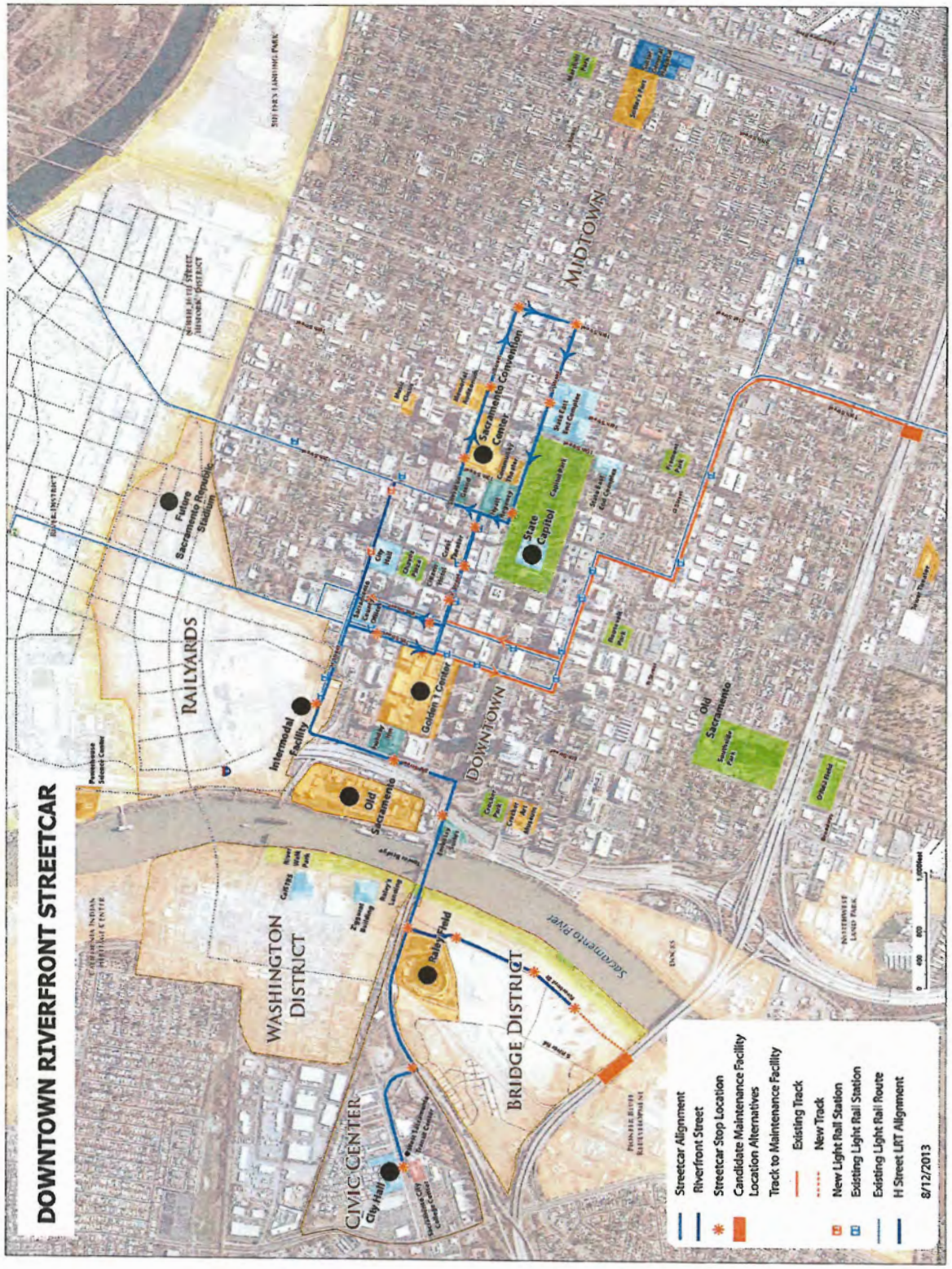
Budget/Cost Impact

West Sacramento has allocated $25 million in Measure V (109-211) funds toward the Project, with $5.45 million advanced thus far to complete project development activities and obtain the SSGA, as approved by Council. The remaining $10 million share of funds from West Sacramento has been designated from CFD 27 and Bridge District IFD to facilitate future streetcar service on Riverfront Street.

ATTACHMENTS

1. Streetcar Project Alignment Map (August 12, 2013)
2. Project Schedule: Milestones (June 12, 2017)
3. Refined Project Scope (June 8, 2017)

ATTACHMENT 1



ATTACHMENT 2

Project Schedule: Milestones

The following schedule milestones were revised for the Downtown/Riverfront Streetcar Project on June 12, 2017:

Task	End Date	Status
Mainline Design (50%) Complete (HDR Task 1)	05/19/17	(*Completed*)
Streetcar Vehicle RFP Released to Bidders	05/23/17	(*Completed*)
Interim 70% Streetcar Design Submittal	06/02/17	(*Completed*)
Vehicle Maintenance Facility Design RFP Released	06/19/17	(*Completed*)
Governance Plan Approved by FTA	08/14/17	
Complete Project Readiness Review & Risk Assessment	08/31/17	
Policy Steering Committee Meeting	09/13/17	
Complete 30% Vehicle Maintenance Facility Design	12/01/17	
Execute Small Starts Grant Agreement	12/24/17*	
LRT K to H Street Design Complete (HDR Task 3)	05/02/18	
Mainline System Design Complete (HDR Task 2)	05/25/18	
Complete Maintenance Facility Property Acquisition	05/28/18	
Riverfront Street Design Complete (HDR Task 4)	11/09/18	
Vehicle Maintenance Facility & Track Design Complete	02/12/19	
Issue Mainline Construction Notice-to-Proceed	04/21/19	
Utility Relocations Completed	06/30/20	
Final Streetcar Delivery	01/20/21	
Riverfront Street Track & Maintenance Facility Complete	02/22/21	
Mainline Streetcar System Construction Complete	07/21/21	
Streetcar Vehicle Delivery/ Initiate Operator Training	07/22/21	
Grand Opening / Revenue Service	10/26/21	

** Schedule assumes concurrent federal application reviews to receive SSGA by close of 2017. FTA recently reported that extended federal application reviews may require award of SSGA in early 2018.*

ATTACHMENT 3

Refined Project Scope

The following scope items define the current state of the Downtown/Riverfront Streetcar Project as of June 8, 2017:

1. 6.92 single track miles.
2. 3rd Street double-track modified to single track in Sacramento.
3. No LRT station at Raley Field in West Sacramento (project engineering does not preclude development of LRT service in the future).
4. Thin track slab (embedded rail) throughout the project.
5. Remove underdrains except at low points.
6. No rail boot required.
7. Utility relocations by others at their own expense (Cities exercise franchise rights).
8. City of Sacramento and West Sacramento utility relocations compensable under the project (reduced funding available for relocations).
9. One light rail station at H Street (one platform/two mini-hi ramps).
10. Twenty-Nine streetcar stations containing:
    - One ticket vending machine at each station
    - Raised curb for level boarding
    - Station shelter (size/design to be determined)
    - Surface treatment
    - One Information Kiosk
    - One communications/service cabinet
    - No PA or CCTV (provisions for future installation provided)
    - No Wi-Fi provided in Sacramento (all downtown Sacramento will be 5G Wi-Fi in the near future via private providers).
11. Procuring six vehicles (four in service + two spares) plus three optional vehicles (with option for manufacturers to propose Onboard Energy Storage System).
12. Vehicle Maintenance Facility sized for current fleet with expansion potential.
13. Train control in-streets via traffic signals, traffic controllers, and train "Ts".
14. Four total interlockings:
    - 7th and 8th Streets
    - Tower Bridge
    - West Sacramento
    - VMF lead
15. Minimal ROW required.
16. Two Traction power substations (TPSS) sized to provide service in the event one becomes non-operational.
    - One in West Sacramento near Raley Field
    - One dedicated TPSS at VMF

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 15

SUBJECT:
CONSIDERATION OF APPROVAL OF A CONTRACT FOR PROFESSIONAL SERVICES WITH WALKSACRAMENTO FOR THE SAFE ROUTES TO SCHOOL PROJECT

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff
[ ] Other

REPORT COORDINATED OR PREPARED BY:

Chris Dougherty, Senior Analyst

Denix Anbiah, Director of Public Works

ATTACHMENT [X] Yes [ ] No [ ] Information [ ] Direction [X] Action

OBJECTIVE
The objective of this report is to obtain City Council approval of a professional services contract with WALKSacramento for the Safe Routes to School Project.

RECOMMENDED ACTION
It is respectfully recommended that the City Council:

1) Approve an appropriation of $227,355 in work order 14011 towards the completion of this project; and
2) Approve a contract for professional services with WALKSacramento in the amount of $100,000 for the Safe Routes to School project and authorize the City Manager or his designee to make contract amendments up to 15% ($15,000) of the value of the contract.

BACKGROUND
In 2011, the City was awarded $496,000 to administer a Safe Routes to School Program in West Sacramento, no local match is required for this grant. From 2012 until August of 2014 the City contracted with WALKSacramento to perform education programs, encouragement activities, enforcement planning, and evaluation activities at all K-8 schools in West Sacramento. During that timeframe, approximately $368,000 of the total award was spent in contract services and staff time. In January of 2017, staff worked with Caltrans staff to extend the timeframe of the original allocation so the City could continue these programs with the remaining $128,000.

ANALYSIS
In April, staff posted a Request for Proposal (RFP) inviting consultant firms or teams to submit proposals for professional services for the Safe Routes to School Project. The RFP met all noticing requirements and was advertised in local publications, including the West Sacramento Chamber of Commerce. The proposal received from WALKSacramento was the only proposal received by staff.

The proposal was reviewed and evaluated by a panel comprised of City staff consistent with Caltrans requirements. Based on demonstration in the proposal of the firm's qualification, experience and project understanding, the selection panel selected WALKSacramento for the project.

A summary of the professional services included in the scope of services in the attached contract. Services include, education programs, encouragement activities, enforcement planning, and evaluation activities at all K-8 schools in West Sacramento.

The City Council authorized an appropriation of $112,421 in Fiscal Year 2013/14 and $156,224 in Fiscal Year 2014/15 for a total of $268,645. Total expenditures to date for this project as of July 8, 2017 is $368,068. An additional appropriation of $227,335 will match to the total grant of $496,000 received for this project.

Commission Recommendation
N/A

Strategic Plan Integration
The promotion of walking and bicycling furthers the City's pursuit of several adopted planning strategies implementing the Council's strategic plan goal of Vibrant Neighborhoods and Comfortable Life Style and Living Strategies.

Alternatives
1) Staff recommends that the City Council:
   i. Approve Contract for Professional Services with WALKSacramento in the amount of $100,000 and authorize the City Manager or his designee to make contract amendments up to 15% ($15,000) of the value of the contract;
   ii. ;
   iii. Approve an appropriation of $227,355 in work order 14011 towards the completion of this project.
2) Council may choose to make adjustments to the scope of work for this contract.
3) Council may elect not to approve the Contract at this time.

Coordination and Review
This report was prepared by the Public Works Department with coordination with the Finance Division of the Administrative Services Department.

Budget/Cost Impact
The funding for programs, the contingency, and staff time will be covered by funds awarded from Caltrans. There is no local match requirement for these funds. The professional services cost to prepare the Safe Routes to School Project for design is as follows:

Negotiated Contract:	$100,000
15% Contingency:	$15,000
Staff Costs:	$13,000
SubTotal:	**$128,000**

The City Council authorized an appropriation of $112,421 in Fiscal Year 2013/14 and $156,224 in Fiscal Year 2014/15 for a total of $268,645. Total expenditures to date for this project as of July 8, 2017 is $368,068. An additional appropriation of $227,335 will match to the total grant of $496,000 received for this project.

ATTACHMENT(S)
1) Contract for Professional Services

CONTRACT FOR SERVICES

THIS CONTRACT is made on July 26, 2017, by and between the CITY OF WEST SACRAMENTO ("City"), and WALKSacramento ("Consultant").

WITNESSETH:

WHEREAS, the City desires professional services for the Safe Routes to School Project;

WHEREAS, the Consultant has presented a proposal for such services to the City, dated April 14, 2017, attached hereto and incorporated herein as **Exhibit "A"** and is duly licensed, qualified and experienced to perform those services;

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES:

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in the Scope of Work which is attached hereto and incorporated herein by this reference as **Exhibit "A"**. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract.

B. Consultant enters into this Contract as an independent contractor and not as an employee of the City. The Consultant shall have no power or authority by this Contract to bind the City in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. The Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

2. PERFORMANCE PERIOD:

A. The services of Consultant are to commence upon execution of this Contract by the City, and shall be undertaken and completed in accordance with the Schedule of Performance attached hereto and incorporated herein by this reference as **Exhibit "A."** Unless otherwise authorized by the City in accordance with Section 2.C, all services under this Contract shall be completed by September 1, 2018

B. Consultant's failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 3.

C. The City Manager or his or her designee may, by written instrument signed by the Parties, extend the duration of this Contract for a period of one year in the manner provided in Section 18, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section 4, Allowable Costs and Payments.

3. EXTENSIONS OF TIME:

A. Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 18.

4. ALLOWABLE COSTS AND PAYMENTS:

A. Consultant will be reimbursed for hours worked at the hourly rates specified in Consultants Schedule of Fees (**Exhibit "B"**). The specified hourly rates shall include direct salary costs, employee benefits, overhead, and fee. These rates are not adjustable for the performance period set forth in this Contract.

B. In addition, Consultant will be reimbursed for incurred (actual) direct costs other than salary costs that are in the Schedule of Fees and identified in the Schedule of Performance and in the executed Task Order.

C. Specific projects will be assigned to Consultant through issuance of Task Orders.

D. After a project to be performed under this Contract is identified by City, City will prepare a draft Task Order; less the cost estimate . A draft Task Order will identify the scope of services, expected results, project deliverables, period of performance, project schedule and will designate a City Project Coordinator. The draft Task Order will be delivered to Consultant for review. Consultant shall return the draft Task Order within ten (10) calendar days along with a Cost Estimate, including a written estimate of the number of hours and hourly rates per staff person, any anticipated reimbursable expenses, overhead, fee if any, and total dollar amount. After agreement has been reached on the negotiable items and total cost; the finalized Task Order shall be signed by both City and Consultant.

E. Task Orders may be negotiated for a lump sum (Firm Fixed Price) or for specific rates of compensation, both of which must be based on the labor and other rates set forth in Consultant's Schedule of Fees .

F. Reimbursement for transportation and subsistence costs shall not exceed City rates as specified in the approved Schedule of Fees .

G. When milestone cost estimates are included in the approved Schedule of Performance, Consultant shall obtain prior written approval for a revised milestone cost estimate from the Contract Administrator before exceeding such estimate.

H. Progress payments for each Task Order will be made monthly in arrears based on services provided and actual costs incurred.

I. Consultant shall not commence performance of work or services until this Contract has been approved by City, and notification to proceed has been issued by City's Contract Administrator. No payment will be made prior to approval or for any work performed prior to approval of this Contract.

J. A Task Order is of no force or effect until returned to City and signed by an authorized representative of City. No expenditures are authorized on a project and work shall not commence until a Task Order for that project has been executed by City.

K. Consultant will be reimbursed, as promptly as fiscal procedures will permit upon receipt by City's Contract Administrator of itemized invoices in triplicate. Separate invoices itemizing all costs are required for all work performed under each Task Order. Invoices shall be submitted no later than 45 calendar days after the performance of work for which Consultant is billing, or upon completion of the Task Order. Invoices shall detail the work performed on each milestone, on each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number, project title and Task Order number. Credits due City that include any equipment purchased under the provisions of Article XIIX Equipment Purchase of this contract, must be reimbursed by Consultant prior to the expiration or termination of this contract. Invoices shall be mailed to City's Contract Administrator at the following address:

City of West Sacramento
Chris Dougherty
Senior Transportation Analyst
1110 West Capitol Ave
West Sacramento, CA 95691

L. The period of performance for Task Orders shall be in accordance with dates specified in the Task Order. No Task Order will be written which extends beyond the expiration date of this Contract.

M. The total amount payable by City for an individual Task Order shall not exceed the amount agreed to in the Task Order, unless authorized by contract amendment.

N. If the Consultant fails to satisfactorily complete a deliverable according to the schedule set forth in a Task Order, no payment will be made until the deliverable has been satisfactorily completed.

O. Task Orders may not be used to amend this Contract and may not exceed the scope of work under this Contract.

P. The total amount payable by City for all Task Orders resulting from this Contract shall not exceed $100,000(Amount). It is understood and agreed that there is no guarantee, either expressed or implied that this dollar amount will be authorized under this contract through Task Orders.

5. TERMINATION:

A. This Contract may be terminated by either party, provided that the other party is given not less than 60 calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate.

B. The City may temporarily suspend this Contract, at no additional cost to City, provided that the Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If City gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract.

C. Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Consultant, and the City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the City from Consultant is determined.

D. In the event of termination, the Consultant shall be compensated as provided for in this Contract, except as provided in Section 4C. Upon termination, the City shall be entitled to all work, including but not limited to, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section 7 hereof.

6. RETENTION OF RECORDS/AUDIT/AUDIT REVIEW:

A. Consultant agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.

B. Consultant also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C. Any costs for which payment has been made to Consultant that are determined by subsequent audit to be unallowable under 49 CFR, Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by Consultant to City.

D. All subcontracts in excess of $25,000 shall contain the above provisions.

E. For the purpose of determining compliance with Public Contract Code section 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, section 2500 et seq., when applicable and other matters connected with the performance of the Contract pursuant to Government Code 8546.7; Consultant , subconsultants, and City shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the Contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. The state, State Auditor, City, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of Consultant and it's certified public accountants (CPA) work papers that are pertinent to the contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested. Subcontracts in excess of $25,000 shall contain this provision.

7. SUBCONTRACTING:

A. None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Consultant shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Consultant.

B. Consultant's obligation to pay its subconsultant(s) is an independent obligation from City's obligation to make payments to the Consultant. Consultant shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to Consultant by City. Any subcontract in excess of $25,000 entered into as a result of this Contract shall contain all the provisions stipulated in this contract to be applicable to subconsultants.

8. ASSIGNABILITY:

Consultant shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City which will not be unreasonably withheld. However, claims for money due or to become due Consultant from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

9. EQUIPMENT PURCHASE:

A. Prior authorization in writing, by City's Contract Administrator shall be required before Consultant enters into any unbudgeted purchase order, or subcontract exceeding $5,000 for supplies, equipment, or Consultant services. Consultant shall provide an evaluation of the necessity or desirability of incurring such costs.

B. For purchase of any item, service or consulting work not covered in Consultant's Cost Proposal and exceeding $5,000 prior authorization by City's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.

C. Any equipment purchased as a result of this contract is subject to the following: "Consultant shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of $5,000 or more. If the purchased equipment needs replacement and is sold or traded in, City shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, Consultant may either keep the equipment and credit City in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established City procedures; and credit City in an amount equal to the sales price. If Consultant elects to keep the equipment, fair market value shall be determined at Consultant's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by City and Consultant , if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by City." 49 CFR, Part 18 requires a credit to Federal funds when participating equipment with a fair market value greater than $5,000 is credited to the project.

D. All subcontracts in excess $25,000 shall contain the above provisions.

10. COMPLIANCE WITH ALL LAWS:

A. Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract. It shall be City's responsibility to obtain all rights of way and easements to enable Consultant to perform its services hereunder. Consultant shall assist City in providing the same.

B. The Consultant warrants to the City that it is licensed by all applicable governmental bodies to perform this Contract and will remain so licensed throughout the progress of the Work, and that he has, and will have, throughout the progress of the Work, the necessary experience, skill and financial resources to enable it to perform this Contract.

C. PREVAILING WAGES

1. By executing this Contract Consultant warrants that it has registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5.

2. The Work contemplated herein constitutes a public work within the meaning of Labor Code sections 1720 and 1771. The Consultant acknowledges that it has examined the prevailing rate of per diem wages as established by the California Director of Industrial Relations. The Consultant agrees to pay workers not less than the applicable prevailing rate of per diem wages, as set forth in these requirements and in accordance with Labor Code sections 1774. To the extent applicable, Consultant agrees to be bound by and comply with the provisions of sections 1777.5 et seq. of the Labor Code with respect to apprentices. Labor Code sections 1810 to 1815 thereof, inclusive are incorporated herein by reference.

3. The Consultant and each subcontractor shall keep an accurate payroll record which shows the name, address, social security number, correct work classification (in accordance with the wage decision), both straight and overtime worked each day and week, and hourly rate of pay, gross wages earned, deductions made and net wages paid to each journeyman, apprentice, worker or other employee paid by the Consultant /subcontractor in connection with the Work. These payroll records shall be certified and shall be made available at Consultant's principal office. These records shall be maintained during the course of the Work. The Consultant and all subcontractors shall make the certified payroll records available for inspection by City representatives upon request and shall permit such representatives to interview employees during the work hours on the job site.

4. The City shall notify the Consultant in writing of any discrepancies or violations that are discovered during such inspections. Written notification pursuant to this Section shall include the actions that will be necessary to resolve the discrepancies and/or violations. The Consultant shall be held entirely responsible for the prompt resolution of all non-compliances with the prevailing wage laws, including those pertaining to all subcontractors and any lower-tier subcontractors. The Consultant shall forfeit as penalty to the City the amount specified by law for each calendar day or portion thereof for each worker (whether employed by the Consultant or any subcontractor) paid less than the stipulated prevailing rates for any work done under the Contract in violation of the provisions of the Labor Code and in particular, Section 1775.

5. To the extent applicable, Consultant and subcontractors shall maintain and furnish to the Department of Industrial Relations ("DIR"), a certified copy of each weekly payroll (but no less often than monthly), with a statement of compliance signed under penalty of perjury. Such certified payroll reports shall be transmitted electronically to the DIR after first registering at http://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html.

6. The City will not recognize any claims for additional compensation because of the payment of the prevailing wages. The possibility of wage increases is one of the elements to be considered by the Consultant in entering into the Contract, and will

not under any circumstances, other than delays caused by the City, or the City's agents, be considered as the basis of a claim against the City.

7. Attention is directed to Section 1735 of the Labor Code, which reads as follows:

> No discrimination shall be made in the employment of persons upon public works because of their race, color, national origin or ancestry, physical handicap, mental condition, marital status, or sex of such person, except as provided in Section 12940 of the Government Code, and every Contractor for public works violating this section is subject to all the penalties imposed for a violation of this chapter.

11. CONFLICT OF INTEREST :

A. Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Consultant in writing that Consultant's duties under this Contract warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

B. Consultant hereby certifies that neither Consultant , its employees, nor any firm affiliated with Consultant providing services on this project prepared the plans, specifications, and estimate for any construction project included within this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise. Consultant further certifies that neither Consultant , nor any firm affiliated with Consultant, will bid on any construction subcontracts included within the construction contract. Additionally, Consultant certifies that no person working under this contract is also employed by the construction contractor for any project included within this contract. Except for subconsultants whose services are limited to materials testing, no subconsultant who is providing service on this contract shall have provided services on the design of any project included within this contract.

C. Consultant hereby certifies that neither Consultant, nor any firm affiliated with Consultant will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An

affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.

D. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

12. REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION:

A. Consultant warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any City employee. For breach or violation of this warranty, City shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

13. LOBBYING PROHIBITION

A. Consultant certifies to the best of his or her knowledge and belief that:

B. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of Consultant to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

C. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; Consultant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

D. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

E. Consultant also agrees by signing this document that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed $100,000 and that all such sub recipients shall certify and disclose accordingly.

14. STATEMENT OF COMPLIANCE: NONDISCRIMINATION:

A. Consultant's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that Consultant has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.

B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

C. The Consultant shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation - Title 49 Code of Federal Regulations, Part 21 - Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the state of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

D. The Consultant, with regard to the work performed by it during the Contract shall act in accordance with Title VI. Specifically, the Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of Subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Contract covers a program whose goal is employment.

15. DEBARMENT AND SUSPENSION CERTIFICATION:

A. Consultant's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that Consultant has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to City.

B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining Consultant responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.

C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

16. FUNDING REQUIREMENTS:

A. It is mutually understood between the parties that this Contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.

B. This Contract is valid and enforceable only, if sufficient funds are made available to City for the purpose of this Contract. In addition, this contract is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, or City governing board that may affect the provisions, terms, or funding of this contract in any manner.

C. It is mutually agreed that if sufficient funds are not appropriated, this Contract may be amended to reflect any reduction in funds.

D. City has the option to void the Contract under the termination clause, or by mutual agreement to amend the Contract to reflect any reduction of funds.

17. CHANGES IN TERMS:

A. Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

18. DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION:

A. This contract is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". Consultants who obtain DBE participation on this contract will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

B. The goal for DBE participation for this contract is 0%. Participation by DBE consultant or subconsultants shall be in accordance with information contained in the Consultant Proposal DBE Commitment (Exhibit 10-O1), or in the Consultant Contract DBE Information (Exhibit 10-O2) attached hereto and incorporated as part of the Contract. If a DBE subconsultant is unable to perform, Consultant must make a good faith effort to replace him/her with another DBE subconsultant, if the goal is not otherwise met.

C. DBEs and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of contracts financed in whole or in part with federal funds. Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Consultant shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of US DOT-assisted agreements. Failure by Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as City deems appropriate.

D. Any subcontract entered into as a result of this contract shall contain all of the provisions of this section.

E. A DBE firm may be terminated only with prior written approval from City and only for the reasons specified in 49 CFR 26.53(f). Prior to requesting City consent for the termination, Consultant must meet the procedural requirements specified in 49 CFR 26.53(f).

F. A DBE performs a Commercially Useful Function (CUF) when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a CUF, the DBE must also be responsible with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a CUF, evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the, contract is commensurate with the work it is actually performing, and other relevant factors.

G. A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, examine similar transactions, particularly those in which DBEs do not participate.

H. If a DBE does not perform or exercise responsibility for at least thirty percent (30%) of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of the contract than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a CUF.

I. Consultant shall maintain records of materials purchased or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime Consultants shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.

J. Upon completion of the Contract, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprise (DBE), First-Tier SubConsultants" CEM-2402F [Exhibit 17-F, of the LAPM], certified correct by Consultant or Consultant's authorized representative and shall be furnished to the Contract Administrator with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from payment until the form is submitted. The amount will be returned to Consultant when a satisfactory "Final Report-Utilization of Disadvantaged Business Enterprises (DBE), First-Tier SubConsultants" is submitted to the Contract Administrator.

K. If a DBE subconsultant is decertified during the life of the contract, the decertified subconsultant shall notify Consultant in writing with the date of decertification. If a subconsultant becomes a certified DBE during the life of the Contract, the subconsultant shall notify Consultant in writing with the date of certification. Any changes should be reported to City's Contract Administrator within 30 days.

19. DISPUTES:

A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of City's Contract Administrator and City Manager or his or her designee, who may consider written or verbal information submitted by Consultant.

B. Not later than 30 days after completion of all deliverables necessary to complete the plans, specifications and estimate, Consultant may request review by the City Council of unresolved claims or disputes, other than audit. The request for review will be submitted in writing

C. Neither the pendency of a dispute, nor its consideration by the committee will excuse Consultant from full and timely performance in accordance with the terms of this contract.

20. INSPECTION OF WORK:

A. Consultant and any subconsultant shall permit City, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

21. SAFETY:

A. Consultant shall comply with OSHA regulations applicable to Consultant regarding necessary safety equipment or procedures. Consultant shall comply with safety instructions issued City Safety Officer and other City representatives. Consultant personnel shall wear hard hats and safety vests at all times while working on the construction project site.

B. Pursuant to the authority contained in Section 591 of the Vehicle Code, City has determined that such areas are within the limits of the project and are open to public traffic. Consultant shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. Consultant shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.

C. Any subcontract entered into as a result of this Contract, shall contain all of the provisions of this Article.

D. Consultant must have a Division of Occupational Safety and Health (CAL-OSHA) permit(s), as outlined in California Labor Code Sections 6500 and 6705, prior to the initiation of any practices, work, method, operation, or process related to the construction or excavation of trenches which are five feet or deeper.

22. CONSULTANT TO PROVIDE INSURANCE:

A. Consultant shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance must have the approval of the City as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

B. Prior to execution of this Contract and prior to commencement of any work, the Consultant shall furnish the City with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Consultant and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the City. The maintenance by Consultant and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Consultant or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be

treated by the City as a material breach of this Contract. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant.

1. Worker's Compensation and Employer's Liability Insurance

a. Worker's Compensation - Insurance to protect the Consultant, its contractors and subcontractors from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremen's and Harbor Worker's Act ("Acts"), if applicable. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable state and Federal statutes and regulations. The Consultant shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in the Contract Documents.

b. Consultant shall provide a Waiver of Subrogation endorsement in favor of the City, its officers, officials, employees, agents and volunteers for losses arising from work performed by the Consultant.

2. Commercial General Liability Insurance

a. The insurance shall be provided on form CG0001, or it's equivalent, and shall include coverage for claims for bodily injury or property damage arising out of premises/operations, products/completed operations, contractual liability, and subconsultant's work and personal and advertising injury resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **$1,000,000.00** per occurrence and **$2,000,000** general and products/completed operations aggregates.

b. The commercial general liability insurance shall also include the following:

i. Endorsement equivalent to CG 2010 1185 naming the City, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

ii. Endorsement stating insurance provided to the City shall be primary as respects the City, its officers, officials, employees and any insurance or self insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.

iii. Provision or endorsement stating that the Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3. Commercial Automobile Insurance

a. The insurance shall include, but shall not be limited to, coverage for claims for bodily injury or property damage for owned, non-owned, and hired automobiles resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **$1,000,000.00** per accident.

b. The commercial automobile insurance shall include the same endorsements required for the commercial general liability policy (see Section 16.B.2.b).

4. Professional Liability. The Consultant and its contractors and subcontractors shall secure and maintain in full force, during the term of this Contract and for five years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Contract. The limits of such professional liability insurance coverage shall not be less than **$1,000,000** per claim.

C. In addition to any other remedy the City may have, if Consultant fails to maintain the insurance coverage as required in this Section, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due Consultant under this Contract.

D. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Consultant has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the City.

E. Any deductibles or self-insured retentions in excess of $10,000 must be declared to, and approved by, the City.

F. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

23. OWNERSHIP OF DATA:

A. It is mutually agreed that all materials prepared by the Consultant under this Contract shall become the property of the City, and the Consultant shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Consultant shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to the City which is in the Consultant's possession.

B. Notwithstanding the forgoing, Consultant is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by City of the

machine-readable information and data provided by Consultant under this contract; further, Consultant is not liable for claims, liabilities, or losses arising out of, or connected with any use by City of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by Consultant.

C. By written agreement, City may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.

D. Additionally, it is agreed that the parties intend this to be a contract for services and each considers the products and results of the services to be rendered by Consultant hereunder (the "Work") to be a work made for hire. Consultant acknowledges and agrees that the Work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of the City.

24. CLAIMS FILED BY CITY'S CONSTRUCTION CONTRACTOR

A. If claims are filed by City's construction contractor relating to work performed by Consultant's personnel, and additional information or assistance from Consultant's personnel is required in order to evaluate or defend against such claims; Consultant agrees to make its personnel available for consultation with City's construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.

B. Consultant's personnel that City considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from City. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for Consultant's personnel services under this contract.

C. Services of Consultant's personnel in connection with City's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.

D. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

25. MATERIALS CONFIDENTIAL

A. All financial, statistical, personal, technical, or other data and information relative to City's operations, which are designated confidential by City and made available to Consultant in order to carry out this contract, shall be protected by Consultant from unauthorized use and disclosure.

B. Permission to disclose information on one occasion, or public hearing held by City relating to the contract, shall not authorize City to further disclose such information, or disseminate the same on any other occasion.

C. Consultant shall not comment publicly to the press or any other media regarding the contract or City's actions on the same, except to City's staff, Consultant's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative committee.

D. Consultant shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by City, and receipt of City's written permission.

E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.

F. All information related to the construction estimate is confidential, and shall not be disclosed by Consultant to any entity other than City.

26. NATIONAL LABOR RELATIONS BOARD CERTIFICATION

A. In accordance with Public Contract Code Section 10296, Consultant hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against Consultant within the immediately preceding two-year period, because of Consultant's failure to comply with an order of a federal court that orders Consultant to comply with an order of the National Labor Relations Board.

27. EVALUATION OF CONSULTANT

A. Consultant's performance will be evaluated by City. A copy of the evaluation will be sent to Consultant for comments. The evaluation together with the comments shall be retained as part of the contract record.

28. RETENTION OF FUNDS

A. Any subcontract entered into as a result of this Contract shall contain all of the provisions of this section.

B. No retainage will be withheld by the City from progress payments due the prime consultant. Retainage by the prime consultant or subconsultants is prohibited, and no retainage will be held by the prime consultant from progress due subconsultants. Any violation of this provision shall subject the violating prime consultant or subconsultants to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the prime consultant or subconsultant in the event of a dispute involving late payment or

nonpayment by the prime consultant or deficient subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime consultants and subconsultants.

29. NOTICE

A. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City: Chris Dougherty
1110 West Capitol Ave West Sacramento, CA 95691

Consultant: Kirin Kumar

909 12th Street, Suite 203 Sacramento, CA 95814

30. CONTRACT: ENTIRE AGREEMENT

A. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

31. WARRANTIES AND RESPONSIBILITIES - CONSULTANT

A. Consultant agrees and represents that it is qualified to properly provide the services set forth in **Exhibit "A"** in a manner which is consistent with the generally accepted standards of Consultant's profession.

B. Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law in accordance with Section 17A hereof.

C. Consultant shall designate a project manager who at all times shall represent the Consultant before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Consultant, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld.

D. Consultant shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to Consultant in writing within sixty (60) days of discovery. Should Consultant

fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the Consultant shall be liable for any expenses thereby incurred.

32. LIABILITY OF CONSULTANT NEGLIGENCE:

A. Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

33. INDEMNITY AND LITIGATION COSTS:

A. Consultant shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from Consultant's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused by the active negligence, sole negligence, or willful misconduct of the City. The provisions of this paragraph shall survive termination or suspension of this Contract.

34. MISCELLANEOUS PROVISIONS:

A. Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

B. This Contract shall be interpreted and governed by the laws of the State of California.

C. Any action arising out of this Contract shall be brought in Placer County California, regardless of where else venue may lie.

D. In any action brought by either party to enforce the terms of this Contract, each party shall be bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

CITY OF WEST SACRAMENTO:

By: _____

Title: Christopher L. Cabaldon, Mayor

ATTEST:

By: _____

Kryss Rankin, City Clerk

APPROVED AS TO FORM:

By: _____

Jeff Mitchell, City Attorney

CONSULTANT:

By: _____

Title:_____



CONSULTANT SERVICES FOR THE PREPARATION OF

SAFE ROUTES TO SCHOOL PLANS AND PROGRAMS

PREPARED BY:
WALKSacramento
909 12th Street, Suite 203
Sacramento, CA 95814
916.446.9255

WALKSACRAMENTO

CITY OF WEST SACRAMENTO

Chris Dougherty
Transportation Program Specialist
City of West Sacramento, Public Works Department
1110 West Capitol Avenue, 1st Floor
West Sacramento, California 95691

RE: Request for Proposal – Safe Routes to School Plans and Programs

Dear Mr. Dougherty

On behalf of **WALKSacramento** I am very excited to submit this proposal for the Safe Routes to School Plans and Programs project and to continue the working relationship we forged on the previous Washington Unified Safe Routes to School project. Although WALKSacramento is a small organization, as a community-based non-profit, our staff has over **20** years of combined Safe Routes to School (SRTS) program and planning experience. WALKSacramento's mission is to advance safer, more walkable communities for the benefits of air quality, equity, and health. Safe Routes to School programs represent a significant portion of WALKSacramento's work over the years to realize these benefits across the region, especially in West Sacramento.

WALKSacramento's track record of delivering projects on time, developing innovative approaches to SRTS initiatives, and our deep understanding of West Sacramento's school based active transportation needs are ideally suited to meet the City's goals for this project. Our history of SRTS work and established relationships in West Sacramento will allow us to effectively advance the core tenants of SRTS while also implementing new and innovative approaches to encouragement and data collection. Additionally, our experience writing transportation master plans and other planning documents will aid us in developing a comprehensive SRTS chapter for inclusion within the Bicycle, Pedestrian, and Trails Master Plan. Our staff have extensive experience with similar projects and have developed a toolkit of best practices that will allow to deliver a project that increases pedestrian and bicycle safety, is cost effective, and is embraced by the community.

For an organization of our size, the Safe Routes to School project will be a priority with direct involvement from our Executive Director. As a community-based non-profit we understand the importance of quality deliverables and responsiveness to the community's needs as being critical to our reputation. This is an approach that you have personally experienced with our past work on Safe Routes to School projects.

To augment our own staff, we have partnered with the Sacramento Area Bicycle Advocates (SABA) to provide bicycle education and encouragement programming, community-based planning, and other creative approaches to fostering a culture of active transportation in West Sacramento.

As the Director of WALKSacramento, I am authorized to contractually bind the organization. Thank you,

WALKSacramento

Kirin Kumar
Executive Director

WALKSACRAMENTO | 909 12TH STREET, SUITE 203 SACRAMENTO, CA 95814 | 916-446-9255

Contact information
Primary Contact:

Kirin Kumar
Executive Director, WALKSacramento
909 12th Street, Suite 203
Sacramento, CA 95814
916-446-9255

Subconsultant Contact:

Jim Brown
Executive Director, SABA
909 12th Street, Suite 203
Sacramento, CA 95814
916-444-6600

Office Location

WALKSacramento is located at 909 12th Street, Suite 203 Sacramento, CA 95814. WALKSacramento shares an office space with the Sacramento Area Bicycle Advocates.

Qualifications and Experience of Project Team

Project Management

The basis of all successful projects is an organized and effective project management team. For the Safe Routes to School project, Kirin Kumar, WALKSacramento's Executive Director, will serve as the project manager. Kirin has 3 years of experience managing projects including Safe Routes to School, community-based planning, and healthy communities design work. Kirin is particularly qualified as a recognized provider of technical assistance to Safe Routes to School programs throughout Northern California, having delivered a regional SRTS conference and several planning, policy, and community engagement workshops.

As WALKSacramento's Safe Routes to School Coordinator, Molly Wagner will work closely with the project team to deliver the Safe Routes to School project across school communities. Molly brings her experience managing a 5 school SRTS project in South Sacramento and a 2 school project in the San Juan Unified School District. Molly's experience as a digital marketing project manager has enabled her to develop creative and informative materials that better resonate with children and their families.

WALKSacramento acknowledges that for Safe Routes to School projects the entire project team must act as en extension of the City in order to meet the goals of increased active travel mode share and improved roadway safety. This approach is highlighted as follows:

Project Communication and Organization – Successful project management begins with effective communication between the City of West Sacramento and the Project Team. As the project manager, Kirin Kumar will act as a conduit between City staff and those working to implement the project by providing clear direction, keeping detailed reports of communication, and ensuring that any questions that arise are answered in an expeditious manner.

Responsiveness and Collaboration – Through previous work on Safe Routes to School projects in West Sacramento and across the region, WALKSacramento understands how critical a project team that

values collaboration is to continued success. The entire project team values responsiveness to the needs of the public, City officials, staff, and project stakeholders as a priority and guiding principle.

Schedule – A project's schedule is critically important, especially when working with school staff, parents, and other community members who may be volunteering their time to assist with the Safe Routes to School project. The project team commits to maintaining a critical-path schedule throughout the project period, communicating our approach with the public, updating as necessary, and being responsive to the deadlines established by the grant funding.

Organizational Overview

WALKSacramento

WALKSacramento is a non-profit organization that focuses on improving existing built environments to increase opportunities for physical activity by walking or biking. Our goal is to create safe, walkable environments for all citizens and particularly for children, seniors, the disabled and low-income individuals. Our work includes community-based planning projects to identify and remedy barriers to active transportation, development of policies and plans to increase regional competitiveness for transportation dollars, and education of residents and decision makers on the connections between health and the built environment. Through our planning work, especially related to Safe Routes to School, WALKSacramento has helped local jurisdictions, including the City of West Sacramento, secure several million dollars in funding to address active transportation needs in underserved communities.

WALKSacramento's involvement in Safe Routes to School dates back to 1995 and has since grown to include programs at over 100 schools across 8 counties. WALKSacramento has also served as technical experts to the Sacramento Area Council of Governments and other SRTS programs across the state, providing guidance on best practices related to program sustainability, engineering, and innovative encouragement activities such as wayfinding and bicycle clubs. Recent programs have included an 8 school program through the State Department of Public Health, a Safe Routes to School Master Plan project in Citrus Heights, and a current non-infrastructure program serving over 1,200 students in South Sacramento.

Between 2012 and 2015, WALKSacramento implemented an 8 school SRTS project in partnership with the City of West Sacramento and the Washington Unified School District. The project, funded through the Caltrans Safe Routes to School grant program, included education, encouragement, enforcement and evaluation activities in service of creating a culture of walking and biking in West Sacramento. The program produced walk and bike assessments, pick-up/drop-off procedures, and safe walking and biking maps for each school. In addition to catalyzing safety improvements including RRFB crossings and updated ADA facilities, the project saw a significant increase in the walk/bike mode share across several schools. Additionally, as a result of creating strong working relationships with school champions, the school district, and the West Sacramento Police Department, SRTS programs have continued at several of the schools.

Following the SRTS project, WALKSacramento has continued to maintain a relationship with the City, applying twice for funding to further implement school based education and encouragement programs. Most recently, WALKSacramento has partnered with the City and the Sacramento Area Council of

Governments to engage residents in a participatory planning effort to develop community-based recommendations for a safe crossing of US 50 to Westmore Oaks Elementary School. This was a priority project identified through SRTS work.

Along with committed staff with experience managing Safe Routes to School programs, WALKSacramento maintains a vast network of school-based volunteers and organizational partners including the California Department of Public Health, the Health Education Council, and Safe Kids Greater Sacramento who are dedicated to advancing safe and healthy communities. This network of volunteers and organizational partners continue to be incredibly valuable in implementing programs, addressing multiple program areas at once, and sustaining programs into the future.

With over 5 years of experience working in West Sacramento, and having seen significant positive results, we are excited to build upon our relationships with schools, principals, families, and City staff to advance community-wide safety and health. WALKSacramento is a known and trusted partner in West Sacramento and is well positioned to implement successful best practices and innovative new approaches for promoting Safe Routes to School.

Project Sub-Consultants

Sacramento Area Bicycle Advocates

The Sacramento Area Bicycle Advocates (SABA) were founded in 1991 and incorporated in 2002 with the mission to improve air quality, personal health and access to opportunity by advocating for the conditions that enable more people to choose a bike for everyday travel. Much of SABA's work focuses on projects to helping to build an engaged, informed community of people who rely on bicycling as easy and convenient form of everyday travel.

Working with WALKSacramento on Safe Routes to School programs, SABA has assessed neighborhood conditions for biking at school sites in Citrus Heights and West Sacramento. SABA also helped distribute and fit bike helmets at Westfield Village Elementary in West Sacramento.

SABA's work in West Sacramento also includes conducting quarterly counts of bike traffic at key locations and conducting several events to distribute free bike lights. SABA is the fiscal partner in the Assemble Sacramento project to help build a privately funded park improvement along the Clarksburg Branch Line Trail just south of Lake Washington Blvd.

SABA's encouragement and education activities throughout the region include:

- Building bikes for kids: SABA participates in the North Natomas Transportation Management Association's annual 50 Bikes for 50 Kids program, where teams of volunteers assemble new bikes alongside the middle- and high-school students who will receive them. SABA organized and conducted a similar 'bike build' modeled after this program at the Safe Routes to School National Conference in Sacramento in 2013.

- Bringing repairs to neighborhoods: SABA employs the bike mechanics who deliver the North Natomas Transportation Management Association's Bike Doc program, where residents receive free bike repairs at about 24 events each year. This year SABA expanded its scope of services to include basic maintenance instruction (ABC Quick Check) and also data gathering from Bike Doc customers about the trips they make by bike.

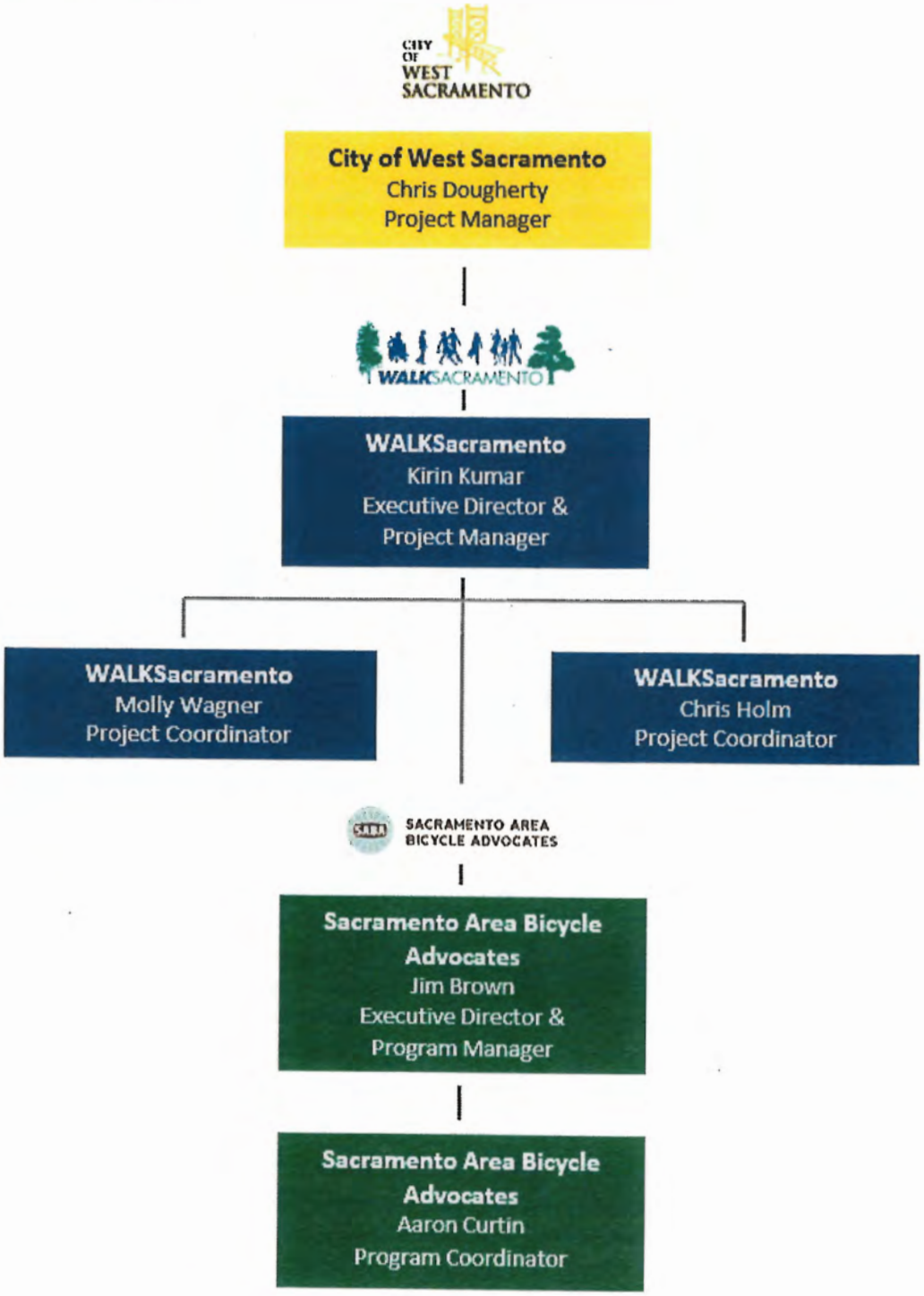
- Preventing bike theft: During 2015 SABA conducted hands-on demos at various community events where participants used bolt cutters to cut cable locks, as the way to learn why the wrong lock can make a bike vulnerable to theft. SABA also maintains web content about locking techniques and how to register a bike with the Sacramento Police Department.

- Exploring the community by bike: SABA organizes and leads more than two dozen social bike rides a year in both Sacramento and Rancho Cordova. These themed rides, including tours of public art and historic sites, and visits to local craft breweries and urban farms, among other destinations – help make it convenient and safe for people to explore the community by bike. At each ride, the ride leader orients participants to safe riding practices, such as basic rules of the road and how to ride safely with other bicyclists and with vehicle traffic.

- Encouraging bicycling to community events: SABA's valet bike parking program temporarily turns community events into bikeable destinations, making it easier and more convenient for people to replace a car trip with a bike trip. The service also demonstrates to the event organizers that accommodating people on bikes increases the value of their event to participants and often turns these clients into champions for bike-friendly street improvements.

- Giving away bike lights: SABA distributes free bike lights to make bicyclists more visible, with a special focus on underserved neighborhoods where bike lights are harder to find and/or unaffordable for many people. The giveaways create the opportunity to share safety information, and gather basic data about bicyclists' knowledge, perceptions and needs. SABA is currently relaunching and updating the program after a hiatus of several years.

Organizational Chart



Key Staff and Sub-Consultants

Kirin Kumar, Executive Director and Project Manager
Kirin has managed a variety of projects including Safe Routes to School programs, community-based planning initiatives, policy and planning consulting projects, and cross-sector health in the built environment work. Kirin began his career at WALKSacramento as a project coordinator on the West Sacramento Safe and Healthy Routes to School Project. Since then, Kirin has worked with various community interests, agencies, health departments, and school districts to win over $12 million in transportation improvement funds in order to address identified community needs related to active modes of travel.

Kirin's approach to Safe Routes to School is to engage as many school and community-based stakeholders as possible in order to identify relevant needs and viable solutions to critical transportation issues. As both a project coordinator and manager on previous SRTS work, Kirin has a deep understanding of the tremendous opportunities and considerable challenges related to improving safety and increasing mode share. Kirin's approach to broad and intentional engagement ensures community buy-in and ownership of SRTS programs that have helped ensure program sustainability well after grant funded programs have ended.

In addition to SRTS program management, Kirin has had success developing innovative approaches to community development. For example, the Sacramento County Folsom Boulevard Master Plan, one Kirin's past projects, is the first Master Plan in the region to include a health impact assessment of potential benefits and dangers to nearby residents. Kirin has also implemented several community-based planning projects that have been successful in catalyzing local action to improve critical active transportation gaps in the near term. Kirin leads SRTS and community engagement workshops throughout the Sacramento region.

Molly Wagner, Project Coordinator
As a Safe Routes to School project coordinator, Molly brings 4 years of cross-sector project management experience to the team. Molly has a wide-ranging background in digital media marketing and transitioning online to real world human-interactions, allowing her to effectively communicate complicated built environment concepts to residentsd. Molly is currently the Safe Routes to School coordinator for exisiting WALKSacramento projects in the South Sacramento and San Juan Unifed School Districts, overseeing programs at 7 schools. Additionaly, she supports community outreach event coordination and planning for participatory planning projects in the Sacramento region, with recent experience building school and community relationships in West Sacramento related to the Sycamore Trail crossing of US 50.

Chris Holm, Project Coordinator
Chris Holm has 10 years of experience advocating for walkable, bikeable and transit friendly communities in the Sacramento region. This advocacy work has been in the areas of Safe Routes to School, private development, public transportation, and community engagement and empowerment. Chris has been a board member of the North Natomas Transportation Management Association since 2005, currently serving as Board Secretary, Bicycle Connectivity Committee Chair and Placemaking Committee member.

Chris manages the Development Review program at WALKSacramento, advocating for the inclusion of active design elements in private development and public transportation projects. This has involved working with community development and transportation planning staff at city and county levels, land owners, urban planners, landscape architects and engineers to improve project concepts and designs. He also provides technical assistance and training to jurisdictions and developers on incorporating active design elements into development and transportation projects and local plans, policies and guidelines.

Chris' SRTS work has involved community members, principals, administrative and teachers at school sites, facilities, transportation and public safety staff at school districts, and transportation staff at cities and counties. SRTS projects have included engineering, education, encouragement, evaluation, enforcement and district guidelines and policy.

Working with community organizations, Chris has helped to educate and equip residents to first identify active transportation deficiencies and potential solutions, and second, to personally advocate for improvements.

Jim Brown, Executive Director and Program Manager
Jim Brown is executive director of Sacramento Area Bicycle Advocates (SABA) and has worked as an advocate for bicycle transportation for the past nine years.

As communications director for the California Bicycle Coalition, Jim coordinated campaigns for the first two attempts to enact a 3-foot-passing law in California. Jim managed public outreach for legislative campaigns, which included alerting citizens to contact their legislators on key legislation and also testify at legislative hearings.

Jim joined the SABA staff in November 2012 as interim executive director. He currently manages deliverables for a WALKSacramento-SABA contract with the Power Inn Alliance that include assessing existing plans and studies covering the project area, organizing and conducting bike audits and curbside outreach events, and helping plan stakeholder meetings with Power Inn Alliance members.

With grant funding from The California Endowment, Jim is managing a project to introduce bike mechanic services in the Building Healthy Communities area in South Sacramento. Tasks include purchasing equipment and materials, hiring and training bike mechanics, and organizing bike repair clinics. With grant funding from the City of Rancho Cordova's Community Enhancement Fund, Jim is managing a project to build the capacity of Bicycling Advocates for Rancho Cordova, an all-volunteer, unincorporated advocacy group, through encouragement activities such as valet bike parking services, community bike rides and bike maintenance classes.

Aaron Curtin, Program Coordinator
Aaron Curtin is a Program Manager for Sacramento Area Bicycle Advocates, where he manages the Bike Valet and Bike Doc programs and bike mechanic services. Aaron also owns the APEX Cycles bike shop in Davis, through which he helps organize bicycle rodeos (bicycle safety clinics) at local elementary schools and also established the Davis Bike Swap to benefit Cesar Chavez Elementary School. Aaron has assisted the North Natomas Transportation Management Association in establishing the Bike Mechanic Class at Inderkum High School and Bike Doc Apprentice program. Aaron developed the curriculum for both programs that are now in their 4th and 1st year of implementation respectively.

WALKSACRAMENTO

Kirin Kumar // Project Manager

EDUCATION

BS // Environmental Planning and Policy Analysis – Transportation Emphasis

UC Davis, CA

2014

PROFESSIONAL STATEMENT

Kirin Kumar is the Executive Director of WALKSacramento and a Safe Routest to School project manager. Kirin managed four Safe Routes to School projects across the Sacramento region including an SRTS Technical Assistance program that provided resources and best practices to practitioners across the state. Kirin's other work involves leading community engagement and participatory planning projects that seeks to empower community voices in identifying best practice solutions for their transportation needs. Through SRTS and other programs, Kirin has helped local agencies secure over $12 Million dollars in planning, design, and construction funds.

PROJECTS

West Sacramento Safe and Healthy Routes to School
Served as a project coordinator on the West Sacramento Safe and Healthy Routes to School project, providing education, encouragement, evaluation, and enforcement services to 8 schools across the Washington Unified School District. Developed walk audit reports, safe walking/biking maps, pick-up/drop-off maps, oversaw parent corps, and created data collection forms for ongoing program evaluation.

Safe Routes to School Technical Assistance Program
Managed a Sacramento Area Council of Governments funded Safe Routes to School Technical assistance program that provided resources, best practices, and training to over 100 SRTS practitioners across CA. Organized an innovation and sustainability focused SRTS conference, led a walk audit training workshop, and delivered a SRTS policy development training event.

Plan 4 Health – APA, APHA Joint program
Project manager of the Design 4 Active Sacramento Coalition working to implement a more intentional approach to health in the built environment. Worked to train local agency staff on community-based planning best practices, educated community members on principles of active design and planning procedure, and assisted in writing ATP applications for 8 jurisdictions across the Sacramento region. Increased regional competiveness for SRTS and other planning funds through alignment with state planning goals.

WALKSACRAMENTO

Molly Wagner // Project Coordinator

EDUCATION

BS // Environmental Planning and Policy Analysis – Transportation Emphasis

UC Davis, CA

2014

PROFESSIONAL STATEMENT

As a Safe Routes to School project coordinator, Molly brings 4 years of cross-sector project management experience to the team. Molly has a wide-ranging background in digital media marketing and transitioning online to real world human-interactions, allowing her to effectively communicate complicated built environment concepts to community residents. Molly is currently the Safe Routes to School coordinator for existing WALKSacramento projects in the South Sacramento and San Juan Unified School Districts. Additionally, she supports community outreach event coordination and planning for participatory planning projects in the Sacramento region, with recent experience building school and community relationships in West Sacramento related to a trail enhancement and connections project.

PROJECTS

Safe Routes to School
Safe Routes to School Project Coordinator – responsible for management and coordination of Safe Routes to School programs, specifically in the South Sacramento region and San Juan Unified School District. Responsible for programming at over 8 schools. Program oversight includes program management, stakeholder coordination, and education/encouragement event planning at participating schools.

Plan 4 Health – APA, APHA Joint program
Project Coordinator responsible for event planning and coordination with event partners for a first-of-its-kind family-focused pop-up mini city to promote heart health and Active Design. Event activities included a crosswalk art project for children and interactive bike lane demonstrations. Additional responsibilities included design for day-of marketing materials, booth set-up design, post event video recap creation, day-of volunteer coordination.

Community-Based Planning Outreach Event Coordination
Project Coordinator responsible for event design and coordination of community outreach and participatory planning projects. Responsibilities include project webpage development and design, creation of interactive event activities, data collection and research, event promotion, and reporting.

WALKSACRAMENTO

Chris Holm // Project Coordinator

EDUCATION

MS // Electrical and Electronic Engineering

CSU Sacramento

2001

BS // Electrical and Electronic Engineering

CSU Sacramento

1995

PROFESSIONAL STATEMENT

Chris Holm has 10 years of experience advocating for walkable, bikeable and transit friendly communities in the Sacramento region. This advocacy work has been in the areas of SRTS, private development, public transportation and transit, and community engagement and empowerment. Chris shifted from the electrical engineering world to advocacy and urban planning after moving to a new-growth community and seeing how various concerns can have detrimental influences on active community design.

PROJECTS

Citrus Heights School Walkability
Conducted walk audits, pedestrian and bicycle education, and Walk to School and Bike to School Days at eleven SJUSD elementary and K-8 schools. Evaluated multimodal level of service around each school. Master Plan report presented to City Council. The report has been used by the City to help develop street reconstruction projects around many of the schools.

Sacramento County 5E's
Conducted walk audits and community meetings at fifteen schools (elementary, middle and K-8) from five school districts within unincorporated areas of Sacramento County. Examples of outcomes included bike lanes, sidewalks, reconfigured school parking lots, and signage. Three conferences were organized and presented with attendees from the Sacramento region, the Bay Area and Nevada. Individual reports with recommendations submitted to SacDOT.

Natomas Unified SRTS
Conducted walk audits at three Elementary Schools; worked with City of Sacramento Transportation Department on preliminary designs for street improvements and with district facilities staff on parking lot reconfigurations, organized walking school buses and student/parent physical activity events, and drafted a SRTS sustainability plan.

Los Rios Transportation Connections Plan
The plan was intended for use by the Los Rios Community College District, the Colleges, local jurisdictions, agencies and organizations to inform decisions on the development of future infrastructure projects, programs, and policies to meet the needs of pedestrians, bicyclists, and transit riders. The plan informed the Orange Grove Avenue Bicycle and Pedestrian Improvement project by SacDOT.

JIM BROWN

Bachelor of Arts, English
UC Berkeley (1979)

League Cycling Instructor #5250
LCI Seminar (2016)
League of American Bicyclists

Jim Brown has nine years of experience as an advocate for bicycle transportation, including five years as communications director for the California Bicycle Coalition and more than four years as executive director of Sacramento Area Bicycle Advocates. Much of his prior professional experience has involved public information and outreach in the public policy arena related to transportation, special districts, health care and corrections. For 8 years he managed continuing education programs for a subsidiary company of the California Dental Association.

SABA

Community Bike Rides

Initiated and promoted SABA-led bike rides as a strategy for encouraging people to explore their neighborhoods by bike.

Theft prevention demos

Designed and helped conduct hands-on public demos where people are given boltcutters to try cutting cable locks, as the way to demonstrate how the type of bike lock helps determine a bike's vulnerability to theft.

Bike mechanics program

Negotiated a contract with the North Natomas TMA to staff and deliver NNTMA's Bike Doc bike repair program in North Natomas. Secured grant funding from The California Endowment to replicate this program in the Building Healthy Communities area in South Sacramento.

Community engagement in Rancho Cordova

Secured grant funding from the City of Rancho Cordova to develop and manage engagement activities, including community bike rides, bike maintenance classes and valet bike parking services.

Policy development

Convened and managed working groups of volunteer subject experts to evaluate and develop SABA's recommendations on projects such as the Golden 1 Center EIR, Sac Grid 3.0 study, and Downtown Specific Plan.

AARON CURTIN

Bachelor of Arts, Philosophy w/ an emphasis on Pre-Law
UC Davis (2002)

EMT-B National Certification (2015)
USA Wrestling Coaching Certification (2015)

Aaron Curtin has worked for the past year as SABA Program Manager and for four years assisting the North Natomas Transportation Management Association on bike-related transportation demand management programs. As founder of Apex Cycling bike shop in Davis, Aaron has worked with Davis-area elementary schools to promote bike safety.

SABA

Bike Valet

- Account and contract negotiations, scheduling, staffing and logistics
- Community engagement and education on route management, bicycle safety and security
- Inventory management, data collection and reporting

Bike Doc

- Scheduling, staffing and logistics
- Repaired about 800 bikes through the program
- Inventory management, Data Collection and reporting
- Community engagement and education on route management, bicycle safety and security, helmet sales and fitting

NNTMA

Alternative Transportation Route Management

- Implemented marketing strategy for "Natomas Flyer" commuter shuttle program
- Community outreach and data collection

High School Bike Mechanic Class

- Developed curriculum for accredited classroom instruction on bicycle maintenance
- Advise on technical changes and advancements in the cycling industry

Work Commitments

WALKSACRAMENTO	Safe Routes to School Plans and Programs Request for Proposal						
Projects → **Team Members ↓**	Organizational Management	South Sacramento SRTS	San Juan Unified SRTS	Project Review	SGC 3	Community Based Planning Consulting	Availability
Kirin Kumar	10%	10%	10%	0%	15%	15%	40%
Molly Wagner	0%	25%	10%	0%	0%	5%	60%
Chris Holm	0%	0%	0%	40%	10%	5%	45%

SACRAMENTO AREA BICYCLE ADVOCATES	Safe Routes to School Plans and Programs Request for Proposal							
Projects → **Team Members ↓**	Organizational Management	Power Inn Alliance	Building Healthy Communities	Project Review	Rancho Cordova	Bike Valet	Bike Doc	Availability
Jim Brown	10%	5%	10%	15%	10%	5%	5%	40%
Aaron Curtin	0%	0%	5%	0%	5%	35%	20%	35%

Capacity:

WALKSacramento has sufficient staff resources, augmented with the right strategic partners with sufficient capacity of their own, to perform the work outlined in this proposal within the timeframe in the City's RFP.

References

WALKSacramento

Project Team Member	Reference 1	Reference 2	Reference 3
Kirin Kumar	**Dan Allison** Safe Routes to School Coordinator, Community Relations, San Juan USD 3738 Walnut Avenue, Carmichael, CA 95608 (916) 979-8421 dan.allison@sanjuan.edu	**Victoria Custodio** Active Transportation Safety Program California Department of Public Health 1615 Capitol Avenue Sacramento, CA 95814 (916) 552.9833 Victoria.Custodio@cdph.ca.gov	**Sam Shelton** Senior Analyst Sacramento Area Council of Governments 1415 L St #300 Sacramento, CA 95814 sshelton@sacog.org (916) 340-6251
Molly Wagner	**Michael Minnick** School Board Member, Trustee Area 4 Sacramento City Unified School District 5735 47th Ave, Sacramento, CA 95824 (916) 643-7400 Michael-Minnick@scusd.edu	**Katie Valenzuela Garcia** Principal Valenzuela Garcia Consulting (530) 574-1657 Katie@vgconsulting.org	**Megan Sheffield** Health Program Coordinator Sacramento County Dept. of Health and Human Services 7001 East Pkwy #1000, Sacramento, CA 95823 (916) 876-7000 SheffieldM@saccounty.net
Chris Holm	**Ron Vicari** Senior Civil Engineer Transportation Programs and Alternative Modes Sacramento County DOT 4111 Branch Center Road Sacramento, CA 95827 (916) 874-5164 vicarir@SacCounty.NET	**Bill Irving** Associate Civil Engineer Pedestrian Programs Sacramento County DOT 4111 Branch Center Road Sacramento, CA 95827 (916) 874-7640 irvingb@SacCounty.NET	**Becky Heieck** Executive Director North Natomas TMA 1918 Del Paso Rd #100 Sacramento, CA 95834 (916) 419-9955 becky@nntma.org

Sacramento Area Bicycle Advocates

Project Team Member	Reference 1	Reference 2	Reference 3
Jim Brown	**Rebecca Garrison** Executive Director 50 Corridor Transportation Management Association 2365 Iron Point Rd # 300, Folsom, CA 95630 (916) 852-7409 Rebecca@50corridortma.org	**Jennifer Donlon Wyant** Active Transportation Specialist City of Sacramento 915 I Street, Sacramento, CA 95814 (916) 808-7409 jdonlonwyant@cityofsacramento.org	**Erika Bjork** Vice President of Marketing & Communications Sacramento Republic FC 2421 17th St #100, Sacramento, CA 95818 (916) 307-6100 ebjork@sacrepublicfc.com
Aaron Curtin	**Becky Heieck** Executive Director North Natomas TMA 1918 Del Paso Rd #100 Sacramento, CA 95834 (916) 419-9955 becky@nntma.org	**Jill Bonnard** Cesar Chavez Elementary Bike Swap Coordinator 1221 Anderson Rd Davis, CA 95616 (530) 330-4315 davisbikeswap@gmail.com	**Sanne Fettinger** Loopalooza Bike Tour Coordinator/May is Bike Month Event Planner Birch Lane Elementary 1600 Birch Ln. Davis, CA 95618 (530) 574-4090 danesanne@yahoo.com

Project Approach and Schedule

Project Understanding

Safe Routes to School programs are incredibly valuable to communities not only for their ability to encourage safer behaviors around schools, but to demonstrate the demand for lower-stress facilities, engage a broad set of community stakeholders, improve local air quality, and cultivate the next generation of active commuters. Safe Routes to School programs subscribe to a set of principals called the 5 or 6 Es of SRTS: Education, Encouragement, Enforcement, Evaluation, Engineering, and Equity. Together, the 6 Es of SRTS represent a holistic approach to safety for children getting to and from school.

Safe Routes to School Programs are valued by the City of West Sacramento. In addition to supporting a 3 year SRTS program from 2012 – 2015, the City's Bicycle, Pedestrian, and Trails Master Plan (BPTMP) states that next to implementing bicycling and walking infrastructure, the best way to increase levels of biking and walking is through programs aimed at education, encouragement, and enforcement. The BPTMP identifies working with WALKSacramento on SRTS programs like Walk and Bike to School Days as an opportunity to implement elements of the plan.

Having implemented the three year Caltrans funded program through walk audits, data collection, education and encouragement programs, and enforcement initiatives, the Project Team is acutely aware of the opportunities and challenges related to SRTS in West Sacramento. We are quite familiar with programmatic challenges including unwillingness of school administration to participate, funding cuts to bus programs, and difficulty engaging parents, as well as built environment and traffic challenges around each school. Because of our experience working at these sites, not only will we need to spend less time building relationships and getting acquainted with each school environment, we have developed tools and programs to address these challenges. Additionally, knowing that it is a City goal to incorporate a SRTS chapter into the BPTMP, our familiarity and experience in these communities will assist us in delivering a timely product for adoption.

In addition to meeting state and County-wide goals of improved local air quality around schools and healthier, better performing K-8 students, this SRTS project meets several City of West Sacramento goals. Primarily, this program addresses Goal G of the City's General Plan to create a safe and convenient system of pedestrian and bicycle pathways and establish connected routes between residential and commercial areas. This project will also support the Bicycle, Pedestrian, and Trails Master Plan goals of monitoring mode share, establishing ped/bike performance measures, and collecting active mode traffic counts. WALKSacramento, in partnership with the Sacramento Area Bicycle Advocates proposes to collect numerous sets of data including mode share, parent surveys, traffic observations, and ped/bike counts using a web based application. Finally, this project will make significant strides toward meeting City and regional goals of creating safer communities, enabling healthier residents, and encouraging mode shift toward cleaner, more sustainable transportation options.

In terms of SRTS needs, Washington Unified School District schools face a multitude of barriers related to active transportation. Although fair weather and flat conditions make for ideal riding conditions, high speed arterials surrounding schools create barriers for children and families. Additionally, limited crossing opportunities, poor traffic behaviors, and unprotected bicycle facilities discourage active mode use. Between 2006 and 2010, 108 bicycle-vehicle collisions and 72 pedestrian-vehicle collisions occurred. The mere threat of a collision is often enough to discourage parents from allowing their children to walk or bike to school. In turn, the additional cars on the roadway have further disincentivized parents, creating a feedback loop resulting in a less than 2% school mode share among students walking and biking in West Sacramento.

However, supporting innovative SRTS approaches around encouraging and empowering families to choose alternative modes, new design standards aimed at enhancing conditions for all roadway users are making strides toward increasing mode share decreasing the rate of collisions. WALKSacramento proposes to implement these innovative approaches, including community wayfinding and family-focused outreach, as well as to update walk audit reports using new best practice design guidelines and standards.

Project Approach

WALKSacramento understands the importance of a cost-effective project for the City that achieves the goals of the grant funding while effectively meeting the needs of community members. We have developed a Scope of Services that comprehensively addresses Safe Routes to School through the 6 Es of Safe Routes: Education, Encouragement, Enforcement, Evaluation, Engineering (or planning), and Equity. Equity will be addressed through creative forms of outreach meant to engage underrepresented populations; translation of all project materials into at least Spanish and Russian where appropriate; and ensuring that the needs of schools in underserved areas are brought to the forefront of these efforts.

The Scope of Services also includes new and innovative approaches to cultivating a community-wide culture around walking and biking. Through the partnership with the Sacramento Area Bicycle Advocates, this project will expand the Safe Routes to School approach to encourage families to safely explore West Sacramento on foot and by bike. This approach will involve holding family-focused bicycle education events, hosting family bicycle rides to assist in route planning, and implementing a community wayfinding program for schools.

WALKSacramento's proposal includes a partnership with the Sacramento Area Bicycle Advocates, a trusted community voice in West Sacramento. In addition to being a close partner to WALKSacramento, the two organization share a work space, limiting costs and time delays related to coordination. WALKSacramento will assume the role of project manager on all SABA activities. Additionally, WALKSacramento will maintain oversight of a program supply budget from which SABA will have access to through internal controls including reimbursement requests and invoices.

Both organizations have access to a broad network of volunteers, interns, and agency partners who are committed to implementing programs such as these at no cost to either organization or the program funder. WALKSacramento and SABA will work with and manage trusted, vetted, and reputable volunteers to support implementation of this project, ultimately increasing the program's reach and effectiveness across West Sacramento school communities.

In order to continue meeting the needs of West Sacramento residents after the 1-year program, WALKSacramento will place a priority on project sustainability through program specific data collection, identifying and supporting school champions, and development of a Safe Routes to School chapter for inclusion within the Bicycle, Pedestrian, and Trails Master Plan update.

Scope of Services

The Scope of Services represents a project that will meet the goals of the City, conform to Caltrans SRTS funding requirements, and address the needs of school communities in West Sacramento. The Scope of Services implements proven best practices related to education, encouragement, enforcement and data collection. Additionally, the Scope includes new and innovative approaches for further cultivating a culture of walking and biking and ensure program sustainability well beyond the funded project. Deviating slightly from the original Scope of Services, the project will not involve a paid parent corps due to Caltrans restrictions, however, the project will rely on volunteer school champions.

1.0 Project Management

1.1 Hold project team meetings

WALKSacramento will hold monthly project team meetings with the City of West Sacramento to discuss project progress, next steps, and any schedule amendments necessary. WALKSacramento will facilitate meetings and keep and distribute meeting minutes.

1.2 Prepare monthly progress reports

WALKSacramento will be responsible for preparation and maintenance of the project schedule. WALKSacramento will develop monthly progress reports that include activities completed, deliverables produced, and any relevant data collected including but not limited to number of residents reached through program activities, supplies distributed, and relevant community feedback.

1.3 Identify and coordinate with school champions

WALKSacramento will work to identify and train parent or staff champions at each school to act as local liaisons and to carry SRTS programs forward after the project period has ended. This will involve regular coordination meetings with school champions.

2.0 Education Activities

2.1 Conduct a National Center for Safe Routes to School training event

In order to create a sense of ownership and ensure program sustainability after the project period, WALKSacramento will host an in-depth Safe Routes to School training event with parent and school champions to familiarize them with SRTS concepts and provide resources for implementing and sustaining programs.

2.2 Create Safe Routes walking and biking maps for project schools

WALKSacramento will develop safe walking and biking wayfinding maps for students and families to assist in route planning for children traveling on foot or by bike. SRTS maps will include safety tips and other relevant information including remote drop off locations and walking school bus or bike train pick-up areas. WALKSacramento will work with schools to adopt the SRTS maps into parent handbooks that are sent out at the beginning of each year.

2.3 Provide bicycle and pedestrian skills education for students at project schools

In partnership with the Sacramento Area Bicycle Advocates, WALKSacramento will host pedestrian and bicycle education events at each school. Events will be planned in partnership with each school and may take the form of school assemblies, recess education, bicycle rodeos, or in-class education. Each school will receive at least one bicycle and one pedestrian education event. League Certified Instructors may be hired to deliver events.

2.4 Provide personal safety education for parents and students

WALKSacramento will work with the Sacramento Police Department to identify common driver behaviors and personal safety threats at each school. WALKSacramento will share information with parents to encourage safer traffic conditions around schools and to increase awareness of relevant personal safety threats.

2.5 Create pick-up/drop-off procedures plans and distribute to schools

On-campus pick-up and drop-off areas represent some of the most dangerous areas for children to walk or ride their bikes. WALKSacramento will audit existing facilities and procedures in order to develop recommendations to eliminate unnecessary conflicts between modes. WALKSacramento will work with each school to adopt these plans into parent handbooks that are sent out at the beginning of each year.

3.0 Encouragement Activities

3.1 Hold International Walk and Bike to School Day events

International Walk and Bike to School Days are celebratory encouragement events that occur in October and May respectively. Tasks include publicizing the events, engaging with local partners, and working with each school to plan and host the events.

3.2 Establish walking school busses/bike trains

Walking school busses and bicycle trains are programs that pair students and families up with large groups of walkers or bikers. Doing so encourages families to allow their students to walk or bike as the student is able to join a larger parent or staff led group. Depending on school interest and availability, WALKSacramento will work to establish either daily, weekly, or monthly walking school busses at each school.

3.3 Establish bicycle clubs

Bicycle clubs are innovative programs that encourage young students to explore their community by bike. Students also become ambassadors to the rest of their school, encouraging their friends to bike with them. The Sacramento Area Bicycle Advocates will work to establish bicycle clubs at each school with middle school aged students, with a particular focus on encouraging more young women to get involved. This task may require hiring LCIs to coordinate.

3.5 Implement a community wayfinding project

WALKSacramento and the Sacramento Area Bicycle Advocates will work with school partners and community members to implement a community wayfinding program that identifies low-stress routes and community destinations throughout West Sacramento. The program will engage a broader audience in a discussion about commonly traveled to destinations and the routes that get them there. The project will either physically or graphically identify these safe community routes to create more widespread awareness of low-stress routes to destinations like schools, libraries, and parks.

3.6 Implement a family-focused walking and biking program

The Sacramento Area Bicycle Advocates will build on the Safe Routes to School approach to further cultivate a culture of active transportation in West Sacramento by engaging, educating, and encouraging school aged families in and around being active. This approach will involve family-focused education about route planning and bicycle maintenance, promotion of community destinations and the low stress routes to access them, and other outreach related to creating a culture of activity. A major component of this approach will be community bicycle rides that familiarize families with safe routes around schools.

4.0 Enforcement Activities

4.1 Develop enforcement plans for each school

WALKSacramento will work with the West Sacramento Police Department to identify common dangerous driver behaviors and update existing or create new enforcement plans to address those behaviors through education and law enforcement presence.

4.2 Deliver a crossing guard training

Crossing guard education is a commonly requested feature of Safe Routes programs and highly critical to the success of school safety initiatives. WALKSacramento will deliver the California Department of Public Health Crossing Guard Training curriculum in schools where crossing guards are active.

5.0 Evaluation Activities

5.1 Collect in-class tallies and parent surveys

WALKSacramento will collect in-class tallies and parent survey SRTS data. WALKSacramento will compile data into school data collection reports for use in determining program effectiveness, making program amendments, and pursing future SRTS or planning/implementation efforts. Data will be collected twice at each school; in the fall and in the spring.

5.2 Administer student safety education quizzes

In order to measure the effectiveness of educational programs, WALKSacramento will administer pre and post program quizzes to students in 3rd and 5th grade to gauge whether or not the project was effective in communicating specific educational messages.

5.3 Conduct traffic observations

In order to better understand traffic conditions at each school and to determine the effectiveness of education and outreach programs to parents, WALKSacramento will work with the Sacramento Area Bicycle Advocates to observe traffic conditions at schools in the fall and spring. Traffic condition reports will be incorporated into each school's walk audit reports.

5.4 Conduct pedestrian and bicycle counts

WALKSacramento will also work with the Sacramento Area Bicycle Advocates to implement a web-based traffic count application to collect pre and post program bike and pedestrian traffic count data. Pre-date

will be collected in the early fall before SRTS education, encouragement, and enforcement programs have been implemented.

5.5 Advise City of West Sacramento on needed traffic counts and speed surveys

WALKSacramento will identify roadways proximate to schools that require updated traffic counts and speed surveys for the purposes of making built environment recommendations.

5.6 Update walk audit reports

WALKSacramento will work with the Sacramento Area Bicycle Advocates and the City of West Sacramento to update walk audit reports at each school. Walk audit reports will include community demographic data, SRTS data, existing conditions, and infrastructure/non-infrastructure recommendations to create safer routes to school.

5.7 Develop Safe Routes to School Chapter for Bicycle, Pedestrian, and Trails Master Plan

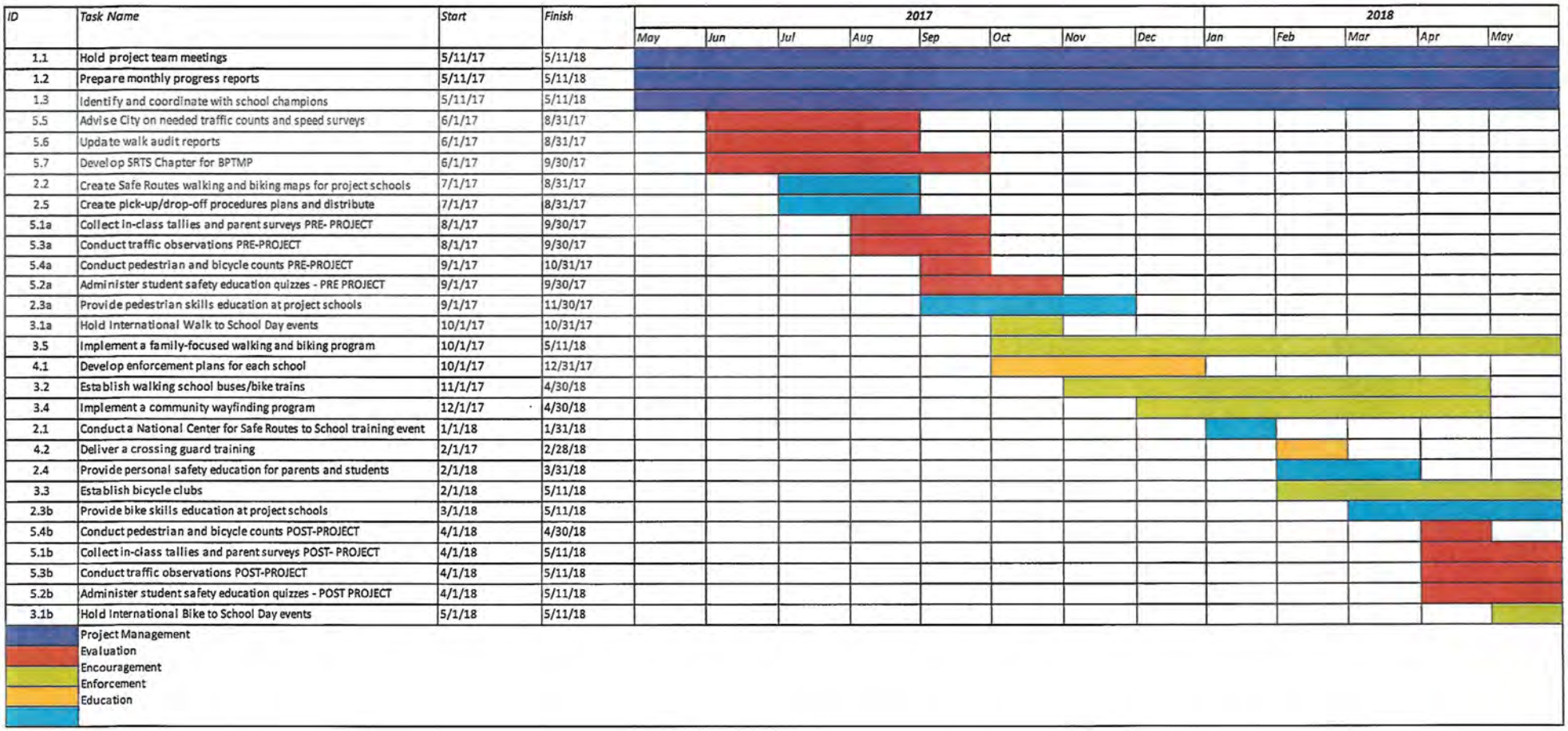
WALKSacramento will compile Safe Routes to School data, walk audit reports, and other relevant information from current and previous projects into a SRTS chapter to be included within the Bicycle, Pedestrian, and Trails Master Plan update. Doing so will better align the City in order to pursue funding to address SRTS needs.

Scope of Services Table

	WALKSACRAMENTO	Safe Routes to School Plans and Programs Request for Proposal					
	Scope of Services	Safe Routes to School Plans and Programs					
		WALKSacramento			SABA		
	Project Task	Project Mana ger	Project Coordina tor	Project Coordina tor	Program Mana ger	Program Coordinator	Total Hours
Task 1	Project Management						
1.1	Hold project team meetings	8	4				12
1.2	Prepare monthly progress reports	12	5				17
1.3	Identify and coordinate with school champions		20			20	40
	Subtotal	20	29			20	69
Task 2	Education Activities						
2.1	Conduct a National Center for Safe Routes to School training event	15	10				25
2.2	Create Safe Routes walking and biking maps for project schools	2	15	12	10		39
2.3	Provide bicycle and pedestrian skills education at project schools	20	25	20	35	40	140
2.4	Provide personal safety education for parents and students	10	10	5			25
2.5	Create pick-up/drop-off procedures plans and distribute	10	10	20	10		50
	Subtotal	57	70	57	55	40	279
Task 3	Encouragement Activities						
3.1	Hold International Walk and Bike to School Day events	15	25	15	15	14	84
3.2	Establish walking school buses/bike trains	5	30	10			45
3.3	Establish bicycle clubs	3			15	20	38
3.4	Implement a community wayfinding program	30	25	10	20		85
3.5	Implement a family-focused walking and biking program	5	10		30	30	75
	Subtotal	58	90	35	80	64	327
Task 4	Enforcement Activities						
4.1	Develop enforcement plans for each school	10		10	5		25
4.2	Deliver a crossing guard training	5					5
	Subtotal	15		10	5		30
Task 5	Evaluation Activities						
5.1	Collect in-class tallies and parent surveys	2	16				18
5.2	Administer student safety education quizzes	2	10				12
5.3	Conduct traffic observations	2		8		10	20
5.4	Conduct pedestrian and bicycle counts	2	10		5	8	25
5.5	Advise City on needed traffic counts and speed surveys	2		3			5
5.6	Update walk audit reports	15	10	15	10		50
5.7	Develop SRTS Chapter for BPTMP	10	10	15	10		45
	Subtotal	35	56	41	25	18	175
	Project Scope Totals	185	245	143	165	142	880

Project Schedule

ID	Task Name	Start	Finish
1.1	Hold project team meetings	5/11/17	5/11/18
1.2	Prepare monthly progress reports	5/11/17	5/11/18
1.3	Identify and coordinate with school champions	5/11/17	5/11/18
5.5	Advise City on needed traffic counts and speed surveys	6/1/17	8/31/17
5.6	Update walk audit reports	6/1/17	8/31/17
5.7	Develop SRTS Chapter for BPTMP	6/1/17	9/30/17
2.2	Create Safe Routes walking and biking maps for project schools	7/1/17	8/31/17
2.5	Create pick-up/drop-off procedures plans and distribute	7/1/17	8/31/17
5.1a	Collect in-class tallies and parent surveys PRE- PROJECT	8/1/17	9/30/17
5.3a	Conduct traffic observations PRE-PROJECT	8/1/17	9/30/17
5.4a	Conduct pedestrian and bicycle counts PRE-PROJECT	9/1/17	10/31/17
5.2a	Administer student safety education quizzes - PRE PROJECT	9/1/17	9/30/17
2.3a	Provide pedestrian skills education at project schools	9/1/17	11/30/17
3.1a	Hold International Walk to School Day events	10/1/17	10/31/17
3.5	Implement a family-focused walking and biking program	10/1/17	5/11/18
4.1	Develop enforcement plans for each school	10/1/17	12/31/17
3.2	Establish walking school buses/bike trains	11/1/17	4/30/18
3.4	Implement a community wayfinding program	12/1/17	4/30/18
2.1	Conduct a National Center for Safe Routes to School training event	1/1/18	1/31/18
4.2	Deliver a crossing guard training	2/1/17	2/28/18
2.4	Provide personal safety education for parents and students	2/1/18	3/31/18
3.3	Establish bicycle clubs	2/1/18	5/11/18
2.3b	Provide bike skills education at project schools	3/1/18	5/11/18
5.4b	Conduct pedestrian and bicycle counts POST-PROJECT	4/1/18	4/30/18
5.1b	Collect in-class tallies and parent surveys POST- PROJECT	4/1/18	5/11/18
5.3b	Conduct traffic observations POST-PROJECT	4/1/18	5/11/18
5.2b	Administer student safety education quizzes - POST PROJECT	4/1/18	5/11/18
3.1b	Hold International Bike to School Day events	5/1/18	5/11/18



Deliverable Schedule

ID	*Task Name*	*Deliverable*	*Start*	*Finish*
1.1	Hold project team meetings	Project team meeting agendas and notes	5/11/17	5/11/18
1.2	Prepare monthly progress reports	Monthly progress reports including project evaluation data	5/11/17	5/11/18
1.3	Identify and coordinate with school champions	Contact information for parent or school champions at each school	5/11/17	5/11/18
5.5	Advise City on needed traffic counts and speed surveys	List of needed traffic counts and speed surveys	6/1/17	8/31/17
5.6	Update walk audit reports	Updated walk audit reports for each school. Community walk audits	6/1/17	8/31/17
5.7	Develop SRTS Chapter for BPTMP	SRTS Chapter for inclusion in the Bicycle, Pedestrian, and Trails Master Plan	6/1/17	9/30/17
2.2	Create Safe Routes walking and biking maps for project schools	Updated safe walking and biking maps for each school	7/1/17	8/31/17
2.5	Create pick-up/drop-off procedures plans and distribute	Updated pick-up/drop-off procedures and maps for each school	7/1/17	8/31/17
5.1a	Collect in-class tallies and parent surveys PRE- PROJECT	In-class tally and parent survey data reports for each school	8/1/17	9/30/17
5.3a	Conduct traffic observations PRE-PROJECT	Traffic observation reports for each school	8/1/17	9/30/17
5.4a	Conduct pedestrian and bicycle counts PRE-PROJECT	Pre and post bicycle and pedestrian count data for each school	9/1/17	10/31/17
5.2a	Administer student safety education quizzes - PRE PROJECT	Pre and post project student safety education quizzes and results	9/1/17	9/30/17
2.3a	Provide pedestrian skills education at project schools	Pedestrian safety education events	9/1/17	11/30/17
3.1a	Hold International Walk to School Day events	Walk to School Day Event	10/1/17	10/31/17
3.5	Implement a family-focused walking and biking program	Family bicycle rides and/or walks. Family-focused encouragement print or online media highlighting routes to school and other destinations, as well as other educational and promotional materials	10/1/17	5/11/18
4.1	Develop enforcement plans for each school	Updated enforcement plans for each school	10/1/17	12/31/17
3.2	Establish walking school buses/bike trains	At least two sustained, regular walking school buses or bicycle trains established	11/1/17	4/30/18
3.4	Implement a community wayfinding program	Identification of commonly visited destinations and low stress routes throughout West Sacramento. A conceptual plan to implement a physical wayfinding system to highlight destinations and low stress routes. Community engagement meetings and community feedback.	12/1/17	4/30/18
2.1	Conduct a National Center for Safe Routes to School training event	Safe Routes to School training	1/1/18	1/31/18
4.2	Deliver a crossing guard training	Crossing guard training	2/1/17	2/28/18
2.4	Provide personal safety education for parents and students	Print and online media safety tips regarding common personal safety threats. Report of common safety threats around schools	2/1/18	3/31/18
3.3	Establish bicycle clubs	At least one sustained, regular bicycle club. Bicycle club rides held at schools	2/1/18	5/11/18
2.3b	Provide bike skills education at project schools	Bike safety education events	3/1/18	5/11/18
5.4b	Conduct pedestrian and bicycle counts POST-PROJECT	Pre and post bicycle and pedestrian count data for each school	4/1/18	4/30/18
5.1b	Collect in-class tallies and parent surveys POST- PROJECT	In-class tally and parent survey data reports for each school	4/1/18	5/11/18
5.3b	Conduct traffic observations POST-PROJECT	Traffic observation reports for each school	4/1/18	5/11/18
5.2b	Administer student safety education quizzes - POST PROJECT	Pre and post project student safety education quizzes and results	4/1/18	5/11/18
3.1b	Hold International Bike to School Day events	Bike to School Day Event	5/1/18	5/11/18

Local Benefit Statement

Safe Routes to School programs require a significant amount of printing between event flyers, safe walking and biking maps, educational posters, and a host of other print-based encouragement and outreach materials. For all of our Safe Routes to School needs, WALKSacramento uses Minuteman Press, a small business located at 2789 Del Monte Street, West Sacramento, CA 95691. We commit to a continued relationship with Minuteman Press for our printing needs throughout the West Sacramento Safe Routes to School program.

http://www.sacramento.minutemanpress.com

Conflict of Interest Statement

Neither WALKSacramento nor the Sacramento Area Bicycle Advocates have any financial, business, or other relationships with the City that may have an impact upon the outcome of the contract. Additionally, neither WALKSacramento nor the Sacramento Area Bicycle Advocates are employed by any clients who may have a financial interest in the outcome of this contract or any City construction projects that may follow.

Contract Exceptions

WALKSacramento requests no contract exceptions.

Insurance Requirement

See next page.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Debra Coleman
McClatchy Insurance Agency License #0724020 2410 Fair Oaks Blvd, Suite 140 Sacramento CA 95825	PHONE (A/C, No, Ext): (916) 488-4702 FAX (A/C, No): (916) 488-2336 E-MAIL ADDRESS: debra@mcclatchyins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Nonprofits Ins. Alliance of CA	011845
INSURER B: The Hartford Casualty Ins. Co.	34690
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
WALK Sacramento
909 12 th Street Suite 203
Attn: Miha Tomuta
Sacramento CA 95814

COVERAGES **CERTIFICATE NUMBER:** CL1741309225 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			2016-17038-NPO	8/25/2016	8/25/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Liquor Liability	$ 1,000,000 $ 500,000 $ 20,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			2016-17038-NPO	8/25/2016	8/25/2017	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		57 WEC AA0ZEX	04/01/2017	04/01/2018	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	Social Service Professional Liability			2016-17038-NPO	8/25/2016 8/25/2016	8/25/2017 8/25/2017	Aggregate Each Occurence	2,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*Proof of Insurance Only.

CERTIFICATE HOLDER

For Infrormation Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dick Lemon/REX

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Supportive Information

WALKSacramento implemented a 3 year SRTS program at 8 schools in West Sacramento between 2012 and 2015. The following includes: a sample of photos from events, a previously completed SRTS Safe Walking and Biking Map, a pick-up/drop-off procedures map, and an SRTS Data collection report.

1. Walk and Bike education and encouragement events in West Sacramento



Students at Bridgeway Island Elementary School posing for a photo on International Bike to School Day



Children signing up for a bicycle rodeo at Southport Elementary



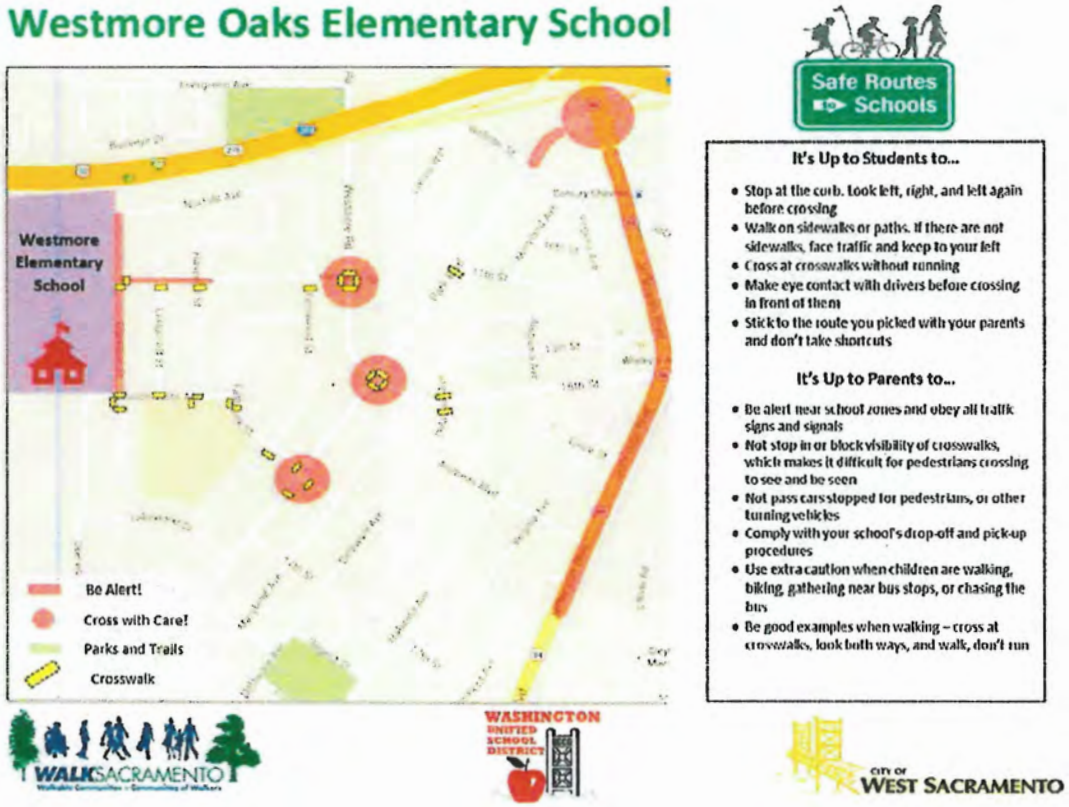
Students at Bridgeway Island Elementary taking part in a bicycle rodeo event



A new RRFB crossing installed at Bridgeway Island Elementary School as result of walk audit work

2. Westmore Oaks Elementary School Safe Walking Map

Example of a Safe Route to School map that shares safety tips and identifies areas of concern



3. Pick-up/Drop-off Procedure Map

Westmore Oaks Elementary
Pick-up/Drop-off Procedure
March 2013



See back for detailed information

4. SRTS Data from Westmore Oaks Elementary School

Mode Split

Using the National Center for Safe Routes to School Student Travel Tally[1], in-class tallies of student travel mode were conducted over a period of three days in May 2012. The tally results are shown below.

	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Tuesday AM	457	13%	2%	21%	61%	4%	0%	2%
Tuesday PM	536	13%	2%	38%	42%	5%	0%	1%
Wednesday AM	616	9%	2%	21%	62%	5%	0%	1%
Wednesday PM	621	14%	2%	26%	50%	5%	1%	2%

Percentages may not total 100% due to rounding.

Parent Concerns

Parents' attitudes toward walking and biking were surveyed using the National Center for Safe Routes to School Parent Survey.[2] 282 out of 821 surveys were returned (34%).

Key results:

- 40% of respondents live within a mile from school; 60% live more than a mile from school
- 30% of respondents have children that have asked to walk to school in the past year
- Concerns of parents who do not currently allow their children to walk or bike to school include:
    - Distance from home to school (67%)
    - Violence or crime (67%)
    - Safety of intersections and crossings (61%)

[1] National Center for Safe Routes to School, Evaluation: Student In-Class Travel Tally, 2009, available http://saferoutesinfo.org/program-tools/evaluation-student-class-travel-tally; Internet: accessed May 2012.

[2] National Center for Safe Routes to School, Evaluation: Parent Survey, 2009, available http://saferoutesinfo.org/program-tools/evaluation-parent-survey; Internet: accessed May 2012.

WALKSACRAMENTO

Safe Routes to School Plans and Programs Request for Proposal

	Cost Proposal for Project Scope	Safe Routes to School Plans and Programs						
		WALKSacramento				SABA		
	Project Task	Project Mana ger	Project Coordina tor	Project Coordina tor	WALKSacramento Fees	Program Mana ger	Program Coordinator	Total Fees
		$100	$75	$75		$100	$75	
Task 1	**Project Management**							
1.1	Hold project team meetings	$800	$300		$1,100			$1,100
1.2	Prepare monthly progress reports	$1,200	$375		$1,575			$1,575
1.3	Identify and coordinate with school champions		$1,500		$1,500		$1,500	$3,000
	Subtotal	$2,000	$2,175		$4,175		$1,500	$5,675
Task 2	**Education Activities**							
2.1	Conduct a National Center for Safe Routes to School training event	$1,500	$1,125		$2,625			$2,625
2.2	Create Safe Routes walking and biking maps for project schools	$300	$2,250		$2,550	$1,000		$3,550
2.3	Provide bicycle and pedestrian skills education at project schools	$2,000	$5,625		$7,625	$3,500	$3,750	$14,875
2.4	Provide personal safety education for parents and students	$1,000	$1,500		$2,500			$2,500
2.5	Create pick-up/drop-off procedures plans and distribute	$500	$750	$1,500	$2,750	$1,000		$3,750
	Subtotal	$5,300	$11,250	$1,500	$18,050	$5,500	$3,750	$27,300
Task 3	**Encouragement Activities**							
3.1	Hold International Walk and Bike to School Day events	$1,500	$3,750	$750	$6,000	$1,500	$750	$8,250
3.2	Establish walking school buses/bike trains	$1,000	$3,750		$4,750			$4,750
3.3	Establish bicycle clubs	$300			$300	$2,000	$3,000	$5,300
3.4	Implement a community wayfinding program	$3,000	$2,250	$1,125	$6,375	$2,400		$8,775
3.5	Implement a family-focused walking and biking program	$500	$1,125		$1,625	$3,000	$4,875	$9,500
	Subtotal	$6,300	$10,875	$1,875	$19,050	$8,900	$8,625	$36,575
Task 4	**Enforcement Activities**							
4.1	Develop enforcement plans for each school	$1,000	$1,125		$2,125	$500		$2,625
4.2	Deliver a crossing guard training	$1,000	$750		$1,750			$1,750
	Subtotal	$2,000	$1,875		$3,875	$500		$4,375
Task 5	**Evaluation Activities**							
5.1	Collect in-class tallies and parent surveys	$300	$1,125		$1,425			$1,425
5.2	Administer student safety education quizzes	$200	$750		$950			$950
5.3	Conduct traffic observations	$500	$900		$1,400		$750	$2,150
5.4	Conduct pedestrian and bicycle counts	$500	$750		$1,250	$1,000	$750	$3,000
5.5	Advise City on needed traffic counts and speed surveys	$200		$375	$575			$575
5.6	Update walk audit reports	$2,000	$1,500	$1,500	$5,000	$1,500		$6,500
5.7	Develop SRTS Chapter for BPTMP	$3,000	$750	$1,500	$5,250	$1,000	$225	$6,475
	Subtotal	$6,700	$5,775	$3,375	$15,850	$3,500	$1,725	$21,075
	REIMBURESABLES (Supplies, printing, giveaways, LCI services)				$5,000			$5,000
	Project Scope Totals	$22,300	$31,950	$6,750	$61,000	$18,400	$15,600	$100,000

Total Project Fees: $100,000

EXHIBIT C

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700

[Labor Code § 1861]

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONSULTANT:

By: _____

Title:_____

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 16

SUBJECT:

CONSIDERATION OF RESPONSE TO YOLO COUNTY GRAND JURY REPORT ON BICYCLE SAFETY

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Denix Anbiah, Public Works Director

Amanda Berlin, Assistant City Manager

ATTACHMENT [X] Yes [ ] No [ ] Information [ ] Direction [x] Action

OBJECTIVE

The objective of this report is to seek City Council authorization on a response to the Yolo County Grand Jury report on Bicycle Safety.

RECOMMENDED ACTION

It is respectfully recommended that the City Council review and authorize the attached response required from the Public Works Director to the Yolo County Grand Jury report on Bicycle Safety.

BACKGROUND

The 2016-17 Yolo County Grand Jury (YCGJ) studied whether adequate consideration is being given to promoting bicycle safety and developing biking-related facilities including bicycle parking, bus compatibility, restrooms, and air for bicycle tires throughout the county.

ANALYSIS

Staff has reviewed the Grand Jury report, the findings, and the recommendations for which responses are required by the Public Works Director. The report makes the following findings and recommendation:

Grand Jury Findings

F1. The 2013 Yolo County Bicycle Transportation Plan is well thought out, addresses adequate safety needs, follows statewide standards, and provides a reasonable and systematic approach to upgrading and repairing existing streets and roads.

F2. Recent bicycle-related accidents do not relate to inconsistent street/road construction/repairs or adherence to stated bicycle safety standards, but rather to individual acts or mistakes in judgment.

F3. The economic collapse in 2008 contributed to a shortage of revenue across most local, state, and Federal revenue sources. Most citizens live within the four cities, leaving a population of approximately 20,000 persons outside of those areas. This population imbalance creates a funding shortfall for the unincorporated areas due to smaller tax resources and allocations.

F4. The lack of regular structured communication between the County, cities, CDPs, unincorporated areas, transportation agencies and districts has prevented input to pool resources and ideas and assist in a timelier completion of Plan.

Grand Jury Recommendation

R1. By January 2018, the Yolo County Transportation Advisory Committee and the Yolo County Transportation District shall host, at least twice yearly, a meeting of organizations and local governments to share implementation hurdles, ideas for funding, coordination of priorities and resources, and possible ballot initiatives or legislation to enhance similar goals and revenue as they relate to the Plan.

Commission Recommendation
N/A

Strategic Plan Integration
N/A

Alternatives
The Public Works Director's response to the Grand Jury report is required by law. As an alternative to staff's recommendation, however, the Council could choose to make revisions to the proposed response to the report.

Coordination and Review
This report was prepared by the Public Works Department with input from the City Manager's Office.

Budget/Cost Impact
None.

ATTACHMENT

1. Yolo County Grand Jury Report of Bicycle Safety
2. Draft Response from Public Works Director to the Yolo County Grand Jury Report on Bicycle Safety

CONFIDENTIALITY STATEMENT

This report is
CONFIDENTIAL
until it is released to the public

Please note that section 933.05 of the California Code specifies that no officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to its public release. The report will be filed with the County Clerk and distributed on or after June 30, 2017.

Henry M. Rivera-Benavidez
Foreperson
Yolo County Grand Jury 2016/2017

RESPONSE REQUIRED

June 14, 2017

Denix Anbiah,
West Sacramento Public Works
1951 S River Road
West Sacramento, CA 95691

RE: Bicycle Safety

The 2016-2017 Yolo County Grand Jury herewith provides the referenced report for review and comments by Denix Anbiah, Director of West Sacramento Public Works. The findings in this document report the conclusions reached by the Grand Jury. Although all the findings are based upon evidence, they are the product of the Grand Jury's independent judgment; some findings are the opinion of the Grand Jury rather than indisputable statements of fact.

In accordance with Penal Code Section 933.05(f), a copy of this report is being provided to affected agencies two working days prior to its public release and after being approved by the Advising Judge of the Superior Court. Please note that Section 933.05(f) specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release. This report will be filed with the County Clerk and released to the public on June 30, 2017.

According to Penal code Section 933, you are required to respond in writing and in electronic form to the findings and recommendations of the Grand Jury report. By law, a governing body of a public agency must submit a response to the Yolo County Superior Court within 90 days and within 60 days for every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1. The written responses should be mailed to Honorable [David W. Reed, Superior Court of California, Yolo County, 1000 Main Street, Woodland, CA 95695]. The Grand Jury address is PO Box 2142, Woodland GA 95776. The electronic version can be e-mailed as an attachment to the Grand Jury (*grand-jury@sbcglobal.net*).

Sincerely,



Henry Rivera-Benavidez
Foreperson

Enclosures:
Grand Jury Report section
Response procedure form
California Penal Code §966 and §933.05

RESPONSE PROCEDURE

RESPONSE TO GRAND JURY REPORT

The governance of responses to the Grand Jury Final Report is contained in Penal Code §933 and §933.05. Responses must be submitted within 60 or 90 days. Elected officials must respond within sixty (60) days, governing bodies (for example, the Board of Supervisors) must respond within ninety (90) days. Please submit all responses in writing and digital format to the Advising Judge and the Grand Jury Foreperson.

Report Title:_____ Report Date: _____

Response by: _____Title:_____

FINDINGS

☐ I (we) agree with the findings numbered:

_____

☐ I (we) disagree wholly or partially with the findings numbered:

_____

RECOMMENDATIONS

☐ Recommendations numbered: _____
have been implemented (attach a summary describing the implemented actions).

☐ Recommendations numbered: _____
require further analysis (attach an explanation of the analysis or study, and the time frame for the matter to be prepared by the officer or director of the agency or department being investigated or reviewed; including the governing body where applicable. The time frame shall not exceed six (6) months from the date of the Grand Jury Report).

☐ Recommendations numbered: _____
will not be implemented because they are not warranted and/or are not reasonable (attach an explanation).

Date: _____ Signed: _____

Total number of pages attached _____

PENAL CODE SECTION 933

CALIFORNIA PENAL CODE, Title 4

§933. (a) Each grand jury shall submit to the presiding judge of the superior court a final report of its findings and recommendations that pertain to county government matters during the fiscal or calendar year. Final reports on any appropriate subject may be submitted to the presiding judge of the superior court at any time during the term of service of a grand jury. A final report may be submitted for comment to responsible officers, agencies, or departments, including the county board of supervisors, when applicable, upon finding of the presiding judge that the report is in compliance with this title. For 45 days after the end of the term, the foreperson and his or her designees shall, upon reasonable notice, be available to clarify the recommendations of the report. (b) One copy of each final report, together with the responses thereto, found to be in compliance with this title shall be placed on file with the clerk of the court and remain on file in the office of the clerk. The clerk shall immediately forward a true copy of the report and the responses to the State Archivist who shall retain that report and all responses in perpetuity. (c) No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices. One copy shall be placed on file with the applicable grand jury final report by, and in the control of the currently impaneled grand jury, where it shall be maintained for a minimum of five years. (d) As used in this section "agency" includes a department.

§933.05. (a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following: (1) The respondent agrees with the finding. (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor. (b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions: (1) The recommendation has been implemented, with a summary regarding the implemented action. (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation. (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report. (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor. (c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decisionmaking authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department. (d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release. (e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental. (f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.

BICYCLE SAFETY

SUMMARY

The 2016-17 Yolo County Grand Jury (YCCJ) studied whether adequate consideration is being given to promoting bicycle safety and developing biking-related facilities including bicycle parking, bus compatibility, restrooms, and air for bicycle tires throughout the county. Two biking fatalities and an accident, caused by a driver who purposely ran into a bike lane hitting three bicyclists, took place and prompted the YCGJ's concern for a bicycle safety review.

METHODOLOGY

During the research, the YCGJ studied (1) prior reports of accidents and other bicycle-related incidents; (2) reviewed the *County of Yolo Bicycle Transportation Plan* (March 2013); and (3) interviewed the Yolo County Administrator. The statistics regarding accidents and culpability for those accidents provided evidence that the *Plan* is well thought out with specific design requirements and utilization standards that are consistent with regional governing bodies and future needs of communities.

Documents and websites reviewed and researched by the YCGJ are as follows:

- www.thebikecampaign.com – Woodland Bike Loop Plan 2002 and March 2013
- www.cityofdavis.org/city-hall/public-works/bike-pedestrian-program - 2014
- www.cityofwinters.org/PDF/January%20213% - Sections 2, 3, 4, pages 8-33
- www.westsacramento.org/city/depts/pw/traffic - May 2013
- City of Woodland Bicycle Transportation Plan 2002
- www.census.gov/quickfacts/Yolo County, CA
- www.pedbikeinfo.org – statistical usage data
- www.yolocounty.org – *County of Yolo Bicycle Transportation Plan,* March 2013

Additional resources, mainly regarding accidents came from

- THE DAVIS ENTERPRISE, *Cyclist Hit, Killed by Car During Time Trial Near Esparto,* May 7, 2015; *Davis man killed in Road 99 car-bike collision,* September 4, 2016; *Study: More bike ridership collisions along Fifth Street,* September 18, 2016; and *Car-free Davis: Pedal power is alive and well in Davis!* December 28, 2016;
- THE SACRAMENTO BEE, *Coroner identifies Davis Bicyclist killed in collision with SUV,* October 30, 2015;

- CBS 13 News, *Cyclist Hit, Killed by Car During Time Trial Near Esparto,* September 27, 2015;

- MINUTES, from the Yolo County Board of Supervisors' March 18, 2013, meeting (Resolution 13/32), and excerpts from the *County of Yolo Bicycle Transportation Plan* (March 2013) and *Alternative Corridor Feasibility Study* 2009

BACKGROUND

Bicycling has grown nationally from 1.7 billion persons in 2001 to 4 billion in 2009, and workforce bicycle commuting has increased 105 percent from 2000 to 2013 in bicycle friendly communities such as the University of California Davis.[1] According to the California Office of Traffic Safety, the number of bicyclists killed or injured in Yolo County hovered close to 90 individuals per year. In 2009, there were 92 incidents; in 2012, there were 100 incidents; and the year 2014 had 86 incidents. Considering the growth of Yolo County's population from 200,849 in 2010 to 215,802 in 2016, a particular concern is that during the period of 2001 through 2009, the County experienced 22 bicycle-related accidents with three fatalities. There were three serious incidents occurring in 2016. For the three 2016 occurrences, the incidents involving bicycles were not due to bicycle path designation, road construction, or pathway design, but rather to bicyclist or automobile operator error as reported by the police and local newspaper coverage.

Bicycle routes or pathways are designated into three classifications:

- Class I – is a pathway separated from roads or streets where cyclists can travel in either direction on the route, and vehicles are excluded. The minimum width is eight feet, but ten feet is preferred.

- Class II – is a paved edge of a wide road or street designated by white stripes. Bike lanes come in pairs, one on each side of the road, and the cyclist must travel in the same direction as motor traffic. For purposes of making turns, vehicles and agricultural implements can use bike pathways.

- Class III – is a road or street without bike lanes or paths but is designated by signs to provide continuity to the bikeway system. Cyclists share the route with motorists.[2]

The Yolo County Transportation Advisory Committee (YCTAC), reporting to the Yolo County Board of Supervisors, is responsible for creating, recommending and monitoring plans to promote transportation safety, ease of use, and future road and traffic development. Yolo County is a member of the Sacramento Area Council of Governments (SACOG) that aims to coordinate compatible development among the six Sacramento Regional counties. In

[1] League of American Bicyclists, www.bikeleague.org

[2] *County of Yolo Bicycle Transportation Plan* (2013-2035), Appendix 1

that capacity, the YCTAC revised the 2009 *Alternative Transportation Feasibility Study* by creating the *County of Yolo Bicycle Transportation Plan (Plan)* in March 2013. The plan's life span extends to 2035.

Yolo County contains four incorporated cities, which compete for funding from the county. Each city pursues individual priorities for road development and safety that are based on revenue streams that include tax revenue and State and Federal allocations. The economic collapse in 2008 contributed to a shortage across most revenue sources. Although there are more than 700 miles of road within Yolo County, exclusive of roads within the four incorporated cities, most citizens live within the cities, leaving a population of approximately 20,000 persons outside of those areas. This population imbalance creates a funding shortfall for the unincorporated areas due to fewer tax resources and allocations and may show or impede the full implementation of the *Plan.*
During the life span of the *Plan* (2013-2035), Yolo County and the incorporated cities are to fund the designated projects identified in the *Plan*. Additional revenue of $1.4 billion is to be provided through the Metropolitan Transport Plan, which includes state and regional resources. The *Plan* designates five projects as high priority, ten projects with medium priority, and 11 with low priority. These designations are a key factor in determining the funding and timeline of implementation. The five top priority projects are found in the *Plan's* Appendix 2 and include:

1.	Alternative Transportation Corridor (Davis to Woodland), (J Street and Covell Boulevard in Davis to County Road 27, County Road 101 to Spring Lake Development in Woodland)	Class I
2.	Davis-Woodland Bikeway (Davis to Woodland). Connect west side of State Route 113	Class I & II
3.	County Road 21A, Esparto	Class II
4.	County Road 98, Hutchison Drive to Russell Boulevard in Davis	Class II
5.	County Road 99, County Road 19 to Davis City Limits	Class II

All the community bicycle safety plans are based on the "Bikeway Standards" outlined in Chapter 1000 of the State of California Department of Transportation, CalTrans Highway Design Manual, and the California Streets and Highways Code, Section 890 to 894-2. Additionally, the Sacramento Area Council of Governments (SACOG), for the purpose of coordinating compatible development among the six Sacramento regional counties, reviewed the *County of Yolo Bicycle Transportation Plan.* After the review, the appropriate planning committees of the four incorporated cities, regional bicycle clubs, CalTrans, Yolo-Solano Air Quality Management District, and the Yolo County Transportation District provided additional input. Public responses and comments were also solicited and are included in the *Plan's* Appendix 5.

The *Plan* addresses how the public uses the various existing bike pathways such as for shopping, recreation, and commuting to and from work and school. Between the four County cities, it is estimated there are 75 work-force commutes alone. The three different route classifications, I, II, and III, developed with the help of CalTrans, the Sacramento Area Council of Governments, and Yolo County establish specifications to meet those utilization requirements.

In addition to listing current bike routes, the *Plan* proposes other routes between the four incorporated cities and along roads outside of the incorporated areas. Setting high, medium and low priorities to projects, 24 new proposed routes are included. Combined with new routes is the need for sufficient bicycle racks at key locations as well as bicycle racks on public transportation vehicles (currently limited to three bikes per bus) that should be addressed. The *Plan* notes utilization of bicycles as a percent of the population exceeds the national average in most counties. With 33,000 students, University of California Davis contributes a substantial portion to that bicycling community.

The *Plan* further cites the need for bicycle training programs regarding traffic laws, safety tips, and "rules of the road" common courtesy. The League of American Bicyclists Better Education is specifically mentioned as a potential provider of training for all County residents.

The *Plan* sets forth an ambitious number of projects while, at the same time, tries to maintain the rural nature of the County. Funding issues are noted as critical to completion of the *Plan's* goals.

Different designated areas within the County to be serviced by the *Plan* are:

- Cities: Davis, West Sacramento, Winters, and Woodland
- Census Designated Places (CDPs): Clarksburg, Dunnigan, Esparto, Guinda, Knights Landing, Madison, Monument Hills, University of California Davis, and Yolo
- Unincorporated Communities: Arcade, Arroz, Beatrice, Brooks, Browns Corner, Cadenasso, Capay, Central, Citrona, Conaway, Coniston, Daisie, Dufour, El Macero, El Rio Villa, Fremont, Green, Greendale, Hershey, Jacobs Corner, Kiesel, King Farms, Lovdal, Lund, Merritt, Morgans Landing, Norton, Peethill, Plainfield, Riverview, Rumsey, Saxon, Sorroca, Sugarfield, Swingle, Tancred, Tyndall Landing, Valdez, Vin, Webster, Willow Point, and Zamora

The community designation (cities, CDPs and unincorporated communities) does not necessarily determine the priority status of individual projects or pathway classifications. There is only one project, State Routes 28/16, classified as a Class III project. The designation of community is more likely to identify revenue obstacles to implementing a specific project.

DISCUSSION

The *Plan* was developed with a great deal of input from a large list of knowledgeable contributors as well as from positive responses from the public. Documentation of the responses can be found in the 2013 *County of Yolo Bicycle Transportation Plan,* Pages 79 through 83.

Despite uneven funding which slowed the implementation of the *Plan,* progress has been made with the cities enjoying more success than the unincorporated portions of the County. The YCGJ finds the *Plan* to be well written and documented. It also provides guidelines for present and future projects to enhance bicycling safety and utilization throughout the County. During an interview with a County official, it was expressed that the lack of regular structured communication between Yolo County's transportation agencies and communities prevents coordinated efforts to overcome similar implementation hurdles, shortfall revenue, coordination of priorities and resources, and possible ballot initiatives or legislation to enhance similar goals and revenue as they relate to the *Plan.*

It should be noted that the very high bicycle accident rate in 2016 may be an anomaly or may indicate increased bicycling activity combine with poor judgment on the part of individual drivers and bicycle riders who choose to ignore their own safety as well as established "Rules of the Road." Neither the accident rate nor the individual behavior detracts from the value of the *Plan.*

FINDINGS

F1. The 2013 *Yolo County Bicycle Transportation Plan* is well thought out, addresses adequate safety needs, follows statewide standards, and provides a reasonable and systematic approach to upgrading and repairing existing streets and roads.

F2. Recent bicycle-related accidents do not relate to inconsistent street/road construction/repairs or adherence to stated bicycle safety standards, but rather to individual acts or mistakes in judgment.

F3. The economic collapse in 2008 contributed to a shortage of revenue across most local, state, and Federal revenue sources. Most citizens live within the four cities, leaving a population of approximately 20,000 persons outside of those areas. This population imbalance creates a funding shortfall for the unincorporated areas due to smaller tax resources and allocations.

F4. The lack of regular structured communication between the County cities, CDPs, unincorporated areas, transportation agencies and districts has prevented input to pool resources and ideas and assist in a timelier completion of the Plan.

RECOMMENDATIONS

A future Yolo County Grand Jury may periodically wish to review and confirm the continued execution and adherence to the *Plan.*

R1. By January 2018, the Yolo County Transportation Advisory Committee and the Yolo County Transportation District shall host, at least twice yearly, a meeting of organizations and local governments to share implementation hurdles, ideas for funding, coordination of priorities and resources, and possible ballot initiatives or legislation to enhance similar goals and revenue as they relate to the *Plan.*

REQUIRED RESPONSES

Pursuant to Penal code section 933.05, the Grand Jury requests responses as follows:
From the following elected officials or elected agency heads:

- None

From the following governing bodies:

- None

From the following individuals:

- Yolo County Transportation Advisory Committee Chairperson – F1 through F3; R2
- Yolo County Transportation District – F1 through F4; R1
- City of Davis Public Works Director – F1 through F4; R1
- City of West Sacramento Public Works Director – F1 through F4; R1
- City of Winters Public Works Director – F1 through F4; R1
- City of Woodland Public Works Director – F1 through F4; R1

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

FINAL REPORT RECEIPT



A copy of sections of the 2016-2017 Yolo County Grand Jury Final Report was received by:

Name John Perry Title HR Manager

Signature John Perry

Date received 6/14/2017

RESPONSE PROCEDURE

RESPONSE TO GRAND JURY REPORT

The governance of responses to the Grand Jury Final Report is contained in Penal Code §933 and §933.05. Responses must be submitted within 60 or 90 days. Elected officials must respond within sixty (60) days, governing bodies (for example, the Board of Supervisors) must respond within ninety (90) days. Please submit all responses in writing and digital format to the Advising Judge and the Grand Jury Foreperson.

Report Title: **Bicycle Safety** Report Date: **July 26, 2017**

Response by: **Denix Anbiah** Title: **Director of Public Works City of West Sacramento**

FINDINGS

[X] I (we) agree with the findings numbered:

F1 and F2

[X] I (we) disagree wholly or partially with the findings numbered:

F3 and F4

RECOMMENDATIONS

[ ] Recommendations numbered: _____
have been implemented (attach a summary describing the implemented actions).

[X] Recommendations numbered: **R1**
require further analysis (attach an explanation of the analysis or study, and the time frame for the matter to be prepared by the officer or director of the agency or department being investigated or reviewed; including the governing body where applicable. The time frame shall not exceed six (6) months from the date of the Grand Jury Report).

[ ] Recommendations numbered: _____
will not be implemented because they are not warranted and/or are not reasonable (attach an explanation).

Date: **07/26/2017** Signed: _____

Total number of pages attached **2**

CITY OF WEST SACRAMENTO

CITY HALL
1110 West Capitol Avenue
West Sacramento, CA 95691

City Council
(916) 617-4500

City Manager's Office
City Clerk
Early Learning Services
Information Technology
(916) 617-4500
Economic Development
(916) 617-4535

Community Development
Planning/Development Engineering
(916) 617-4645
Housing/Community Investment
(916) 617-4555
Building
(916) 617-4683
Code Enforcement
(916) 617-4925

Public Works
Administration
Transportation
Engineering
Flood Protection
(916) 617-4850
Environmental Services
(916) 617-4590
Utility Billing
(916) 617-4589

Administrative Services
Finance
(916) 617-4575
Human Resources
(916) 617-4567

Parks & Recreation
Administration
(916) 617-4620
Recreation Center
2801 Jefferson Blvd.
West Sacramento, CA 95691
(916) 617-4770
Community Center
1075 West Capitol Ave.
West Sacramento, CA 95691
(916) 617-5320

FIRE
2040 Lake Washington Blvd.
West Sacramento, CA 95691
(916) 617-4600

POLICE
550 Jefferson Boulevard
West Sacramento, CA 95605
(916) 617-4900

PUBLIC WORKS
Operations
1951 South River Road
West Sacramento, CA 95691
(916) 617-4850

www.cityofwestsacramento.org

July 26, 2017

Honorable David W. Reed
Superior Court of California
1000 Main Street
Woodland, CA 95695

Re: West Sacramento Public Works Director's response to Grand Jury Report-Bicycle Safety

Dear Judge Reed,

I am in receipt of the Grand Jury report titled "Bicycle Safety" transmitted to me by the letter dated June 14, 2017. The report makes four findings (F1, F2, F3 and F4) and one recommendation (R1). Pursuant to Penal Code Section 933.05, the Grand Jury requested my response. Following are my response to the findings and recommendations.

GRAND JURY FINDINGS

F1. The 2013 Yolo County Bicycle Transportation Plan (Plan) is well thought out, addresses adequate safety needs, follows statewide standards, and provides a reasonable and systematic approach to upgrading and repairing existing streets and roads.

I concur with this finding. However, I disagree with the statement on the report that says "Yolo County and the incorporated cities are to fund the designated projects identified in the Plan". City of West Sacramento did not agree to fund projects in the County's Plan. I am not aware of any other cities agreeing to fund projects in the County's Plan either. It should be noted that the County's Plan does not include any projects within the city limits of the City of West Sacramento.

Active Transportation Plans have proven to be successful tools to implement the goals listed above. In 2013, West Sacramento adopted it's own Bicycle Pedestrian Trails Master Plan (BPTMP) which compliments the County's Plan. Since the adoption of the 2013 BPTMP the City has built or funded 4 miles of new bicycle/ walking trails (Class 1), 10.4 miles of new bike lanes (Class 2), and 2.25 miles of new bike routes (Class 3). This increase in bicycle facilities constitutes a 115% increase in Class 1 trails, a 35% increase in Class 2 bike lanes, and a 125% increase in Class 3 bike routes. The increase in bicycle facilities has earned the City of West Sacramento its first Bicycle Friendly Community designation of Bronze.

F2. Recent bicycle-related accidents do not relate to inconsistent street/road construction/repairs or adherence to stated bicycle safety standards, but rather to individual acts or mistakes in judgment.

I concur with this finding.

F3. The economic collapse in 2008 contributed to a shortage of revenue across most local, state, and Federal revenue sources. Most citizens live within the four cities, leaving a population of approximately 20,000 persons outside of those areas. This population imbalance creates a funding shortfall for the unincorporated areas due to smaller tax resources and allocations.

I disagree with this finding. This finding suggests cities are competing with counties for funding based on population. State and Federal funding flows to local agencies either based on formula or project's competitiveness.

Formula Based: The portion of the Highway User Tax Account funds (popularly known as gas tax) that flows to the local agency is based on formula. Per Streets and Highways Code Section 2103 (a)(3)(C), fifty percent of the revenue are reserved for the cities and the remaining fifty percent are reserved for the counties. The cities share the revenue among themselves based on population whereas the counties share the revenue among themselves based on the number of registered vehicles and county maintained miles. The cities do not compete with the counties for funding based on population. The recently approved SB1 funding for Road Rehabilitation also uses the same formula.

Competitive funding: Other federal and state funding (example: State Transportation Improvement Program, Surface Transportation Program, Active Transportation Program, Highway Safety Improvement Program, Highway Bridge Program, etc.) are distributed either by Caltrans or by the Metropolitan Planning Organization (MPO), purely based on projects eligibility and competitiveness for that program. Not based on population.

F4. The lack of regular structured communication between the County, cities, CDPs, unincorporated areas, transportation agencies and districts has prevented input to pool resources and ideas and assist in a timelier completion of Plan.

I disagree with this finding. Yolo County Transportation District's (YCTD) Technical Advisory Committee (TAC) already meets as needed. This committee includes representatives from the cities, County, YCTD, Caltrans and Yolo-Solano Air Quality Management District. This TAC is already tasked to prepare a Countywide Transportation Capital Improvement Plan (CTCIP).

GRAND JURY RECOMMENDATION

R1. By January 2018, the Yolo County Transportation Advisory Committee and the Yolo County Transportation District shall host, at least twice yearly, a meeting of organizations and local governments to share implementation hurdles, ideas for funding, coordination of priorities and resources, and possible ballot initiatives or legislation to enhance similar goals and revenue as they relate to the Plan.

I disagree with the recommendation. The Yolo County Transportation Advisory Committee does not have any representation from any of the cities. Instead the existing YCTD's TAC could be used to meet this need.

Sincerely,

Denix Anbiah
Director of Public Works
City of West Sacramento

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 17

SUBJECT:
CONSIDERATION OF APPROVAL OF A CONTRACT FOR PROFESSIONAL SERVICES WITH WSP FOR THE I STREET DECK CONVERSION FEASIBILITY STUDY

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff
[ ] Other

REPORT COORDINATED OR PREPARED BY:

Chris Dougherty, Senior Analyst
Katy Jacobson, Community Invest Manager

Denix Anbiah, Director of Public Works

Aaron Laurel, Director of Economic Development

ATTACHMENT [X] Yes [ ] No [ ] Information [ ] Direction [X] Action

OBJECTIVE

The objective of this report is to obtain City Council approval of a professional services contract with WSP for the I Street Deck Conversion Feasibility Study Project.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1. Approve Contract for Professional Services with WSP in the amount of $225,000 for the I Street Deck Conversion Feasibility Study project;
2. Authorize the City Manager or his designee to make contract amendments up to 15% ($33,750) of the value of the contract.

BACKGROUND

The I Street Bridge is a historic movable swing railroad bridge, connecting the cities of Sacramento and West Sacramento. The bridge, which was built across the Sacramento River in 1911 by Southern Pacific Railway, continues to be used for vehicle crossings on the top deck and train crossings on the bottom deck. Recently, the Federal Highway Administration provided funding to replace the functionally obsolete bridge with a new vehicular bridge just north of the existing bridge. Once the replacement bridge is completed, the I Street Bridge will no longer carry vehicular traffic on the top deck.

The concept of a dedicated bicycle and pedestrian river crossing dates back to the 2003 Sacramento Riverfront Master Plan, a partnership between the cities of West Sacramento and Sacramento. This concept has been incorporated into various planning documents such as the West Sacramento 2015 Washington Sustainable Community Strategy and the City of West Sacramento 2013 Bicycle Pedestrian and Trial Master Plan as well as the City of Sacramento Bicycle Master Plan. The project represents an extraordinary community effort to preserve and re-use a well-loved, but obsolete, piece of industrial infrastructure.

The I Street bridge retrofit to a bicycle and pedestrian river crossing keeps an existing infrastructure asset useable and preserves a primary river crossing that links the Washington Neighborhood of West Sacramento to Downtown Sacramento.

West Sacramento staff, in partnership with City of Sacramento staff, applied to the Caltrans Sustainable Communities Transportation Planning Grant Program to fund a feasibility study to convert the upper road deck of the existing I Street Bridge to a bicycle and pedestrian crossing in December of 2015. The City was notified of the grant award of $199,193 in June of 2016. The total cost of the feasibility study is expected to be $225,000, this includes $12,900 match from both West Sacramento and Sacramento. In October 2016, the City Council approved the scope of work for the feasibility study.

An Ad-Hoc Committee has been formed with two members from both Sacramento and West Sacramento. The committee will be convened during the kick-off of the Feasibility Study in August.

ANALYSIS

In January, staff posted a Request for Proposal (RFP) inviting consultant firms or teams to submit proposals for professional services for the I Street Deck Conversion Feasibility Study. The Feasibility Study will identify any physical or legal hurdles and/or barriers to move the project forward, identify the partners required for the project, and identify the permitting and environmental requirements. The Study will also identify opportunities for the construction of new access structures. In advance of receiving the authorization from Caltrans, City staff has drafted a scope of work for the feasibility study (Attachment 1).

The RFP met all noticing requirements and was advertised in local publications, including the West Sacramento Chamber of Commerce. The City received five proposals for the project and three firms were interviewed. The proposals was reviewed and evaluated by a panel comprised of City staff consistent with Caltrans requirements. Based on demonstration in the proposal of the firm's qualification, experience and project understanding, the selection panel selected WSP for the project.

Commission Recommendation
N/A

Strategic Plan Integration
The promotion of walking and bicycling furthers the City's pursuit of several adopted planning strategies implementing the Council's strategic plan goal of Vibrant Neighborhoods and Comfortable Life Style and Living Strategies.

Alternatives

1) Staff recommends that the City Council:
    i. Approve Contract for Professional Services with WSP in the amount of $225,000;
    ii. Authorize the City Manager or his designee to make contract amendments up to 15% ($33,750) of the value of the contract.
2) Council may choose to make adjustments to the scope of work for this contract.
3) Council may elect not to approve the Contract at this time.

Coordination and Review
This report was prepared by the Public Works Department with coordination from the Economic Development Department and the Finance Division of the Administrative Services Department.

Budget/Cost Impact
The funding for Feasibility Study will be covered by funds awarded from Caltrans. The local match of $25,800 will be shared by Sacramento and West Sacramento at $12,900 each and additional contingency will be shared by the two jurisdictions. The City's portion of the local match will be funded from FY 17/18 CIP 14028. The contingency and staff costs will be funded from FY 17/18 CIP work order number 14042. The professional services cost to prepare the I Street Deck Conversion Feasibility Study Project for design is as follows:

Negotiated Contract:	$225,000
15% Contingency:	$33,750
SubTotal:	$258,750

ATTACHMENT(S)

1) Contract for Professional Services

CONTRACT FOR SERVICES

THIS CONTRACT is made on July 26, 2017, by and between the CITY OF WEST SACRAMENTO ("City"), and WSP ("Consultant").

WITNESSETH:

WHEREAS, the City desires professional services for the I Street Deck Conversion Feasibility Study;

WHEREAS, the Consultant has presented a proposal for such services to the City, dated February 27, 2017, attached hereto and incorporated herein as **Exhibit "A"** and is duly licensed, qualified and experienced to perform those services;

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. SCOPE OF SERVICES:

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in the Scope of Work which is attached hereto and incorporated herein by this reference as **Exhibit "B"**. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract.

B. Consultant enters into this Contract as an independent contractor and not as an employee of the City. The Consultant shall have no power or authority by this Contract to bind the City in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. The Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

2. PERFORMANCE PERIOD:

A. The services of Consultant are to commence upon execution of this Contract by the City, and shall be undertaken and completed in accordance with the Schedule of Performance attached hereto and incorporated herein by this reference as **Exhibit "A."** Unless otherwise authorized by the City in accordance with Section 2.C, all services under this Contract shall be completed by September 1, 2018.

B. Consultant's failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 3.

C. The City Manager or his or her designee may, by written instrument signed by the Parties, extend the duration of this Contract for a period of one year in the manner provided in Section 18, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section 4, Allowable Costs and Payments.

3. EXTENSIONS OF TIME:

A. Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 18.

4. ALLOWABLE COSTS AND PAYMENTS:

A. Consultant will be reimbursed for hours worked at the hourly rates specified in Consultants Schedule of Fees (**Exhibit "B"**). The specified hourly rates shall include direct salary costs, employee benefits, overhead, and fee. These rates are not adjustable for the performance period set forth in this Contract.

B. In addition, Consultant will be reimbursed for incurred (actual) direct costs other than salary costs that are in the Schedule of Fees and identified in the Schedule of Performance and in the executed Task Order.

C. Specific projects will be assigned to Consultant through issuance of Task Orders.

D. After a project to be performed under this Contract is identified by City, City will prepare a draft Task Order; less the cost estimate . A draft Task Order will identify the scope of services, expected results, project deliverables, period of performance, project schedule and will designate a City Project Coordinator. The draft Task Order will be delivered to Consultant for review. Consultant shall return the draft Task Order within ten (10) calendar days along with a Cost Estimate, including a written estimate of the number of hours and hourly rates per staff person, any anticipated reimbursable expenses, overhead, fee if any, and total dollar amount. After agreement has been reached on the negotiable items and total cost; the finalized Task Order shall be signed by both City and Consultant.

E. Task Orders may be negotiated for a lump sum (Firm Fixed Price) or for specific rates of compensation, both of which must be based on the labor and other rates set forth in Consultant's Schedule of Fees .

F. Reimbursement for transportation and subsistence costs shall not exceed City rates as specified in the approved Schedule of Fees .

G. When milestone cost estimates are included in the approved Schedule of Performance, Consultant shall obtain prior written approval for a revised milestone cost estimate from the Contract Administrator before exceeding such estimate.

H. Progress payments for each Task Order will be made monthly in arrears based on services provided and actual costs incurred.

I. Consultant shall not commence performance of work or services until this Contract has been approved by City, and notification to proceed has been issued by City's Contract Administrator. No payment will be made prior to approval or for any work performed prior to approval of this Contract.

J. A Task Order is of no force or effect until returned to City and signed by an authorized representative of City. No expenditures are authorized on a project and work shall not commence until a Task Order for that project has been executed by City.

K. Consultant will be reimbursed, as promptly as fiscal procedures will permit upon receipt by City's Contract Administrator of itemized invoices in triplicate. Separate invoices itemizing all costs are required for all work performed under each Task Order. Invoices shall be submitted no later than 45 calendar days after the performance of work for which Consultant is billing, or upon completion of the Task Order. Invoices shall detail the work performed on each milestone, on each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number, project title and Task Order number. Credits due City that include any equipment purchased under the provisions of Article XIIX Equipment Purchase of this contract, must be reimbursed by Consultant prior to the expiration or termination of this contract. Invoices shall be mailed to City's Contract Administrator at the following address:

City of West Sacramento
Katy Jacobson
Community Investment Manager
1110 West Capitol Ave
West Sacramento, CA 95691

L. The period of performance for Task Orders shall be in accordance with dates specified in the Task Order. No Task Order will be written which extends beyond the expiration date of this Contract.

M. The total amount payable by City for an individual Task Order shall not exceed the amount agreed to in the Task Order, unless authorized by contract amendment.

N. If the Consultant fails to satisfactorily complete a deliverable according to the schedule set forth in a Task Order, no payment will be made until the deliverable has been satisfactorily completed.

O. Task Orders may not be used to amend this Contract and may not exceed the scope of work under this Contract.

P. The total amount payable by City for all Task Orders resulting from this Contract shall not exceed $225,000 (Amount). It is understood and agreed that there is no guarantee, either expressed or implied that this dollar amount will be authorized under this contract through Task Orders.

5. TERMINATION:

A. This Contract may be terminated by either party, provided that the other party is given not less than **60** calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate.

B. The City may temporarily suspend this Contract, at no additional cost to City, provided that the Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If City gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract.

C. Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Consultant, and the City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the City from Consultant is determined.

D. In the event of termination, the Consultant shall be compensated as provided for in this Contract, except as provided in Section 4C. Upon termination, the City shall be entitled to all work, including but not limited to, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section 7 hereof.

6. RETENTION OF RECORDS/AUDIT/AUDIT REVIEW:

A. Consultant agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.

B. Consultant also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C. Any costs for which payment has been made to Consultant that are determined by subsequent audit to be unallowable under 49 CFR, Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by Consultant to City.

D. All subcontracts in excess of $25,000 shall contain the above provisions.

E. For the purpose of determining compliance with Public Contract Code section 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, section 2500 et seq., when applicable and other matters connected with the performance of the Contract pursuant to Government Code 8546.7; Consultant , subconsultants, and City shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the Contract. All parties shall make such materials available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the contract. The state, State Auditor, City, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of Consultant and it's certified public accountants (CPA) work papers that are pertinent to the contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested. Subcontracts in excess of $25,000 shall contain this provision.

7. SUBCONTRACTING:

A. None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Consultant shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Consultant.

B. Consultant's obligation to pay its subconsultant(s) is an independent obligation from City's obligation to make payments to the Consultant. Consultant shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to Consultant by City. Any subcontract in excess of $25,000 entered into as a result of this Contract shall contain all the provisions stipulated in this contract to be applicable to subconsultants.

8. ASSIGNABILITY:

Consultant shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City which will not be unreasonably withheld. However, claims for money due or to become due Consultant from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

9. EQUIPMENT PURCHASE:

A. Prior authorization in writing, by City's Contract Administrator shall be required before Consultant enters into any unbudgeted purchase order, or subcontract exceeding $5,000 for supplies, equipment, or Consultant services. Consultant shall provide an evaluation of the necessity or desirability of incurring such costs.

B. For purchase of any item, service or consulting work not covered in Consultant's Cost Proposal and exceeding $5,000 prior authorization by City's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.

C. Any equipment purchased as a result of this contract is subject to the following: "Consultant shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of $5,000 or more. If the purchased equipment needs replacement and is sold or traded in, City shall receive a proper refund or credit at the conclusion of the contract, or if the contract is terminated, Consultant may either keep the equipment and credit City in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established City procedures; and credit City in an amount equal to the sales price. If Consultant elects to keep the equipment, fair market value shall be determined at Consultant's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by City and Consultant , if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by City." 49 CFR, Part 18 requires a credit to Federal funds when participating equipment with a fair market value greater than $5,000 is credited to the project.

D. All subcontracts in excess $25,000 shall contain the above provisions.

10. COMPLIANCE WITH ALL LAWS:

A. Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract. It shall be City's responsibility to obtain all rights of way and easements to enable Consultant to perform its services hereunder. Consultant shall assist City in providing the same.

B. The Consultant warrants to the City that it is licensed by all applicable governmental bodies to perform this Contract and will remain so licensed throughout the progress of the Work, and that he has, and will have, throughout the progress of the Work, the necessary experience, skill and financial resources to enable it to perform this Contract.

C. PREVAILING WAGES

1. By executing this Contract Consultant warrants that it has registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5.

2. The Work contemplated herein constitutes a public work within the meaning of Labor Code sections 1720 and 1771. The Consultant acknowledges that it has examined the prevailing rate of per diem wages as established by the California Director of Industrial Relations. The Consultant agrees to pay workers not less than the applicable prevailing rate of per diem wages, as set forth in these requirements and in accordance with Labor Code sections 1774. To the extent applicable, Consultant agrees to be bound by and comply with the provisions of sections 1777.5 et seq. of the Labor Code with respect to apprentices. Labor Code sections 1810 to 1815 thereof, inclusive are incorporated herein by reference.

3. The Consultant and each subcontractor shall keep an accurate payroll record which shows the name, address, social security number, correct work classification (in accordance with the wage decision), both straight and overtime worked each day and week, and hourly rate of pay, gross wages earned, deductions made and net wages paid to each journeyman, apprentice, worker or other employee paid by the Consultant /subcontractor in connection with the Work. These payroll records shall be certified and shall be made available at Consultant's principal office. These records shall be maintained during the course of the Work. The Consultant and all subcontractors shall make the certified payroll records available for inspection by City representatives upon request and shall permit such representatives to interview employees during the work hours on the job site.

4. The City shall notify the Consultant in writing of any discrepancies or violations that are discovered during such inspections. Written notification pursuant to this Section shall include the actions that will be necessary to resolve the discrepancies and/or violations. The Consultant shall be held entirely responsible for the prompt resolution of all non-compliances with the prevailing wage laws, including those pertaining to all subcontractors and any lower-tier subcontractors. The Consultant shall forfeit as penalty to the City the amount specified by law for each calendar day or portion thereof for each worker (whether employed by the Consultant or any subcontractor) paid less than the stipulated prevailing rates for any work done under the Contract in violation of the provisions of the Labor Code and in particular, Section 1775.

5. To the extent applicable, Consultant and subcontractors shall maintain and furnish to the Department of Industrial Relations ("DIR"), a certified copy of each weekly payroll (but no less often than monthly), with a statement of compliance signed under penalty of perjury. Such certified payroll reports shall be transmitted electronically to the DIR after first registering at http://www.dir.ca.gov/Public-Works/Certified-Payroll-Reporting.html.

6. The City will not recognize any claims for additional compensation because of the payment of the prevailing wages. The possibility of wage increases is one of the elements to be considered by the Consultant in entering into the Contract, and will

not under any circumstances, other than delays caused by the City, or the City's agents, be considered as the basis of a claim against the City.

7. Attention is directed to Section 1735 of the Labor Code, which reads as follows:

> No discrimination shall be made in the employment of persons upon public works because of their race, color, national origin or ancestry, physical handicap, mental condition, marital status, or sex of such person, except as provided in Section 12940 of the Government Code, and every Contractor for public works violating this section is subject to all the penalties imposed for a violation of this chapter.

11. CONFLICT OF INTEREST :

A. Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Consultant in writing that Consultant's duties under this Contract warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

B. Consultant hereby certifies that neither Consultant , its employees, nor any firm affiliated with Consultant providing services on this project prepared the plans, specifications, and estimate for any construction project included within this contract. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise. Consultant further certifies that neither Consultant , nor any firm affiliated with Consultant, will bid on any construction subcontracts included within the construction contract. Additionally, Consultant certifies that no person working under this contract is also employed by the construction contractor for any project included within this contract. Except for subconsultants whose services are limited to materials testing, no subconsultant who is providing service on this contract shall have provided services on the design of any project included within this contract.

C. Consultant hereby certifies that neither Consultant, nor any firm affiliated with Consultant will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract. An

affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.

D. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this contract shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this contract.

12. REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION:

A. Consultant warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any City employee. For breach or violation of this warranty, City shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

13. LOBBYING PROHIBITION

A. Consultant certifies to the best of his or her knowledge and belief that:

B. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of Consultant to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

C. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; Consultant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

D. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

E. Consultant also agrees by signing this document that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed $100,000 and that all such sub recipients shall certify and disclose accordingly.

14. STATEMENT OF COMPLIANCE: NONDISCRIMINATION:

A. Consultant's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that Consultant has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.

B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

C. The Consultant shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation - Title 49 Code of Federal Regulations, Part 21 - Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the state of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

D. The Consultant, with regard to the work performed by it during the Contract shall act in accordance with Title VI. Specifically, the Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of Subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Contract covers a program whose goal is employment.

15. DEBARMENT AND SUSPENSION CERTIFICATION:

A. Consultant's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that Consultant has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to City.

B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining Consultant responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.

C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

16. FUNDING REQUIREMENTS:

A. It is mutually understood between the parties that this Contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.

B. This Contract is valid and enforceable only, if sufficient funds are made available to City for the purpose of this Contract. In addition, this contract is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, or City governing board that may affect the provisions, terms, or funding of this contract in any manner.

C. It is mutually agreed that if sufficient funds are not appropriated, this Contract may be amended to reflect any reduction in funds.

D. City has the option to void the Contract under the termination clause, or by mutual agreement to amend the Contract to reflect any reduction of funds.

17. CHANGES IN TERMS:

A. Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

18. DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION:

A. This contract is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". Consultants who obtain DBE participation on this contract will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

B. The goal for DBE participation for this contract is 0%. Participation by DBE consultant or subconsultants shall be in accordance with information contained in the Consultant Proposal DBE Commitment (Exhibit 10-O1), or in the Consultant Contract DBE Information (Exhibit 10-O2) attached hereto and incorporated as part of the Contract. If a DBE subconsultant is unable to perform, Consultant must make a good faith effort to replace him/her with another DBE subconsultant, if the goal is not otherwise met.

C. DBEs and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of contracts financed in whole or in part with federal funds. Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Consultant shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of US DOT-assisted agreements. Failure by Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as City deems appropriate.

D. Any subcontract entered into as a result of this contract shall contain all of the provisions of this section.

E. A DBE firm may be terminated only with prior written approval from City and only for the reasons specified in 49 CFR 26.53(f). Prior to requesting City consent for the termination, Consultant must meet the procedural requirements specified in 49 CFR 26.53(f).

F. A DBE performs a Commercially Useful Function (CUF) when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a CUF, the DBE must also be responsible with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a CUF, evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the, contract is commensurate with the work it is actually performing, and other relevant factors.

G. A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, examine similar transactions, particularly those in which DBEs do not participate.

H. If a DBE does not perform or exercise responsibility for at least thirty percent (30%) of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of the contract than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a CUF.

I. Consultant shall maintain records of materials purchased or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime Consultants shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.

J. Upon completion of the Contract, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprise (DBE), First-Tier SubConsultants" CEM-2402F [Exhibit 17-F, of the LAPM], certified correct by Consultant or Consultant's authorized representative and shall be furnished to the Contract Administrator with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from payment until the form is submitted. The amount will be returned to Consultant when a satisfactory "Final Report-Utilization of Disadvantaged Business Enterprises (DBE), First-Tier SubConsultants" is submitted to the Contract Administrator.

K. If a DBE subconsultant is decertified during the life of the contract, the decertified subconsultant shall notify Consultant in writing with the date of decertification. If a subconsultant becomes a certified DBE during the life of the Contract, the subconsultant shall notify Consultant in writing with the date of certification. Any changes should be reported to City's Contract Administrator within 30 days.

19. DISPUTES:

A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by a committee consisting of City's Contract Administrator and City Manager or his or her designee, who may consider written or verbal information submitted by Consultant.

B. Not later than 30 days after completion of all deliverables necessary to complete the plans, specifications and estimate, Consultant may request review by the City Council of unresolved claims or disputes, other than audit. The request for review will be submitted in writing

C. Neither the pendency of a dispute, nor its consideration by the committee will excuse Consultant from full and timely performance in accordance with the terms of this contract.

20. INSPECTION OF WORK:

A. Consultant and any subconsultant shall permit City, the state, and the FHWA if federal participating funds are used in this contract; to review and inspect the project activities and files at all reasonable times during the performance period of this contract including review and inspection on a daily basis.

21. SAFETY:

A. Consultant shall comply with OSHA regulations applicable to Consultant regarding necessary safety equipment or procedures. Consultant shall comply with safety instructions issued City Safety Officer and other City representatives. Consultant personnel shall wear hard hats and safety vests at all times while working on the construction project site.

B. Pursuant to the authority contained in Section 591 of the Vehicle Code, City has determined that such areas are within the limits of the project and are open to public traffic. Consultant shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. Consultant shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.

C. Any subcontract entered into as a result of this Contract, shall contain all of the provisions of this Article.

D. Consultant must have a Division of Occupational Safety and Health (CAL-OSHA) permit(s), as outlined in California Labor Code Sections 6500 and 6705, prior to the initiation of any practices, work, method, operation, or process related to the construction or excavation of trenches which are five feet or deeper.

22. CONSULTANT TO PROVIDE INSURANCE:

A. Consultant shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance must have the approval of the City as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

B. Prior to execution of this Contract and prior to commencement of any work, the Consultant shall furnish the City with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Consultant and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the City. The maintenance by Consultant and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Consultant or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be

treated by the City as a material breach of this Contract. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant.

1. Worker's Compensation and Employer's Liability Insurance

a. Worker's Compensation - Insurance to protect the Consultant, its contractors and subcontractors from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremen's and Harbor Worker's Act ("Acts"), if applicable. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable state and Federal statutes and regulations. The Consultant shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in the Contract Documents.

b. Consultant shall provide a Waiver of Subrogation endorsement in favor of the City, its officers, officials, employees, agents and volunteers for losses arising from work performed by the Consultant.

2. Commercial General Liability Insurance

a. The insurance shall be provided on form CG0001, or it's equivalent, and shall include coverage for claims for bodily injury or property damage arising out of premises/operations, products/completed operations, contractual liability, and subconsultant's work and personal and advertising injury resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **[$1,000,000.00]** per occurrence and **[$2,000,000]** general and products/completed operations aggregates.

b. The commercial general liability insurance shall also include the following:

i. Endorsement equivalent to CG 2010 1185 naming the City, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

ii. Endorsement stating insurance provided to the City shall be primary as respects the City, its officers, officials, employees and any insurance or self insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.

iii. Provision or endorsement stating that the Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3. Commercial Automobile Insurance

a. The insurance shall include, but shall not be limited to, coverage for claims for bodily injury or property damage for owned, non-owned, and hired automobiles resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **$1,000,000.00** per accident.

b. The commercial automobile insurance shall include the same endorsements required for the commercial general liability policy (see Section 16.B.2.b).

4. Professional Liability. The Consultant and its contractors and subcontractors shall secure and maintain in full force, during the term of this Contract and for five years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Contract. The limits of such professional liability insurance coverage shall not be less than **$1,000,000** per claim.

C. In addition to any other remedy the City may have, if Consultant fails to maintain the insurance coverage as required in this Section, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due Consultant under this Contract.

D. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Consultant has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the City.

E. Any deductibles or self-insured retentions in excess of $10,000 must be declared to, and approved by, the City.

F. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

23. OWNERSHIP OF DATA:

A. It is mutually agreed that all materials prepared by the Consultant under this Contract shall become the property of the City, and the Consultant shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Consultant shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to the City which is in the Consultant's possession.

B. Notwithstanding the forgoing, Consultant is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by City of the

machine-readable information and data provided by Consultant under this contract; further, Consultant is not liable for claims, liabilities, or losses arising out of, or connected with any use by City of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as many be authorized in writing by Consultant.

C. By written agreement, City may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.

D. Additionally, it is agreed that the parties intend this to be a contract for services and each considers the products and results of the services to be rendered by Consultant hereunder (the "Work") to be a work made for hire. Consultant acknowledges and agrees that the Work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of the City.

24. CLAIMS FILED BY CITY'S CONSTRUCTION CONTRACTOR

A. If claims are filed by City's construction contractor relating to work performed by Consultant's personnel, and additional information or assistance from Consultant's personnel is required in order to evaluate or defend against such claims; Consultant agrees to make its personnel available for consultation with City's construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.

B. Consultant's personnel that City considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from City. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for Consultant's personnel services under this contract.

C. Services of Consultant's personnel in connection with City's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this contract in order to resolve the construction claims.

D. Any subcontract in excess of $25,000 entered into as a result of this contract, shall contain all of the provisions of this Article.

25. MATERIALS CONFIDENTIAL

A. All financial, statistical, personal, technical, or other data and information relative to City's operations, which are designated confidential by City and made available to Consultant in order to carry out this contract, shall be protected by Consultant from unauthorized use and disclosure.

B. Permission to disclose information on one occasion, or public hearing held by City relating to the contract, shall not authorize City to further disclose such information, or disseminate the same on any other occasion.

C. Consultant shall not comment publicly to the press or any other media regarding the contract or City's actions on the same, except to City's staff, Consultant's own personnel involved in the performance of this contract, at public hearings or in response to questions from a Legislative committee.

D. Consultant shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this contract without prior review of the contents thereof by City, and receipt of City's written permission.

E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.

F. All information related to the construction estimate is confidential, and shall not be disclosed by Consultant to any entity other than City.

26. NATIONAL LABOR RELATIONS BOARD CERTIFICATION

A. In accordance with Public Contract Code Section 10296, Consultant hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against Consultant within the immediately preceding two-year period, because of Consultant's failure to comply with an order of a federal court that orders Consultant to comply with an order of the National Labor Relations Board.

27. EVALUATION OF CONSULTANT

A. Consultant's performance will be evaluated by City. A copy of the evaluation will be sent to Consultant for comments. The evaluation together with the comments shall be retained as part of the contract record.

28. RETENTION OF FUNDS

A. Any subcontract entered into as a result of this Contract shall contain all of the provisions of this section.

B. No retainage will be withheld by the City from progress payments due the prime consultant. Retainage by the prime consultant or subconsultants is prohibited, and no retainage will be held by the prime consultant from progress due subconsultants. Any violation of this provision shall subject the violating prime consultant or subconsultants to the penalties, sanctions, and other remedies specified in Section 7108.5 of the California Business and Professions Code. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the prime consultant or subconsultant in the event of a dispute involving late payment or

nonpayment by the prime consultant or deficient subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime consultants and subconsultants.

29. NOTICE

A. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City: Katy Jacobson

1110 West Capitol Ave West Sacramento, CA 95691

Consultant: Ali Seyedmadani

2150 River Plaza Drive, Suite 400 Sacramento, CA 95833

30. CONTRACT: ENTIRE AGREEMENT

A. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

31. WARRANTIES AND RESPONSIBILITIES - CONSULTANT

A. Consultant agrees and represents that it is qualified to properly provide the services set forth in **Exhibit "A"** in a manner which is consistent with the generally accepted standards of Consultant's profession.

B. Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law in accordance with Section 17A hereof.

C. Consultant shall designate a project manager who at all times shall represent the Consultant before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Consultant, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld.

D. Consultant shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to Consultant in writing within sixty (60) days of discovery. Should Consultant

fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the Consultant shall be liable for any expenses thereby incurred.

32. LIABILITY OF CONSULTANT NEGLIGENCE:

A. Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

33. INDEMNITY AND LITIGATION COSTS:

A. Consultant shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from Consultant's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused by the active negligence, sole negligence, or willful misconduct of the City. The provisions of this paragraph shall survive termination or suspension of this Contract.

34. MISCELLANEOUS PROVISIONS:

A. Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

B. This Contract shall be interpreted and governed by the laws of the State of California.

C. Any action arising out of this Contract shall be brought in Placer County California, regardless of where else venue may lie.

D. In any action brought by either party to enforce the terms of this Contract, each party shall be bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

CITY OF WEST SACRAMENTO:

By: _____

Title: Christopher L. Cabaldon, Mayor

ATTEST:

By: _____

Kryss Rankin, City Clerk

APPROVED AS TO FORM:

By: _____

Jeff Mitchell, City Attorney

CONSULTANT:

By: _____

Title:_____

EXHIBITS

EXHIBIT C

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700

[Labor Code § 1861]

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONSULTANT:

By: _____

Title:_____

I Street Bridge Deck Conversion for Active Transportation Feasibility Study
Scope of Work
WSP | Parsons Brinckerhoff

Task 1 Project Management

Task 1.1 Project Manager Coordination & Task 1.2 Meetings

The Project Manager will facilitate the project kick-off meeting, bi-weekly status calls and six (6) in person Project Delivery Team Meetings. Meeting agendas will be sent out prior to the meeting to the attendees and meeting notes will be circulated to the PDT within three business days after the meeting.

Interagency meetings, field reviews and stakeholder group meetings will be held as needed, with a total of five additional meetings assumed.

Deliverables:

- *Meeting agenda, sign-in sheet and minutes*

Task 1.3 Project Reporting and Invoicing

Progress reports, schedule updates and invoices will be submitted on a monthly basis. The progress reports will include activities by task/subtask and be consistent with the scope of work included in the Restricted Grant Agreement between the City and Caltrans. Invoices will be submitted by the 15th of each month.

Deliverables:

- *Monthly progress report, schedule update and invoice*

Task 1.4 Study Packaging/Preparation

The study findings will be packaged into one report and will consist of the four primary elements: Community Participation, Regulatory Compliance, Preliminary Engineering and Project Management. The report will describe research and analysis the technical and economic project feasibility, project phasing/implementation, preliminary engineering report and estimated costs.

Deliverables:

- *Draft and Final Feasibility report (1 hard copy plus electronic copy)*

Task 2 Community Participation

Task 2.1 Stakeholder Meetings

AIM will work with both Cities to build upon the stakeholder database from the I Street Bridge Replacement Project and maintain the database throughout the project's duration. This database will include: stakeholder name, contact information as well as the preferred method of contact and potential key concerns and/or areas of interest in the study. AIM will work with the Cities and the project team to further identify key stakeholders.

AIM will coordinate and facilitate two stakeholder representative group (SRG) meetings, including agenda development, facilitation, and follow-up reporting. A facilitated SRG process will ensure that the Cities are providing an opportunity for a robust learning exchange among the diverse community interests, the Cities and the project team to create informed opinions about the project and to assist the team to create a context sensitive project. The discussions will focus on the project understanding, community goals and

priorities, potential key issues, constraints and opportunities, and prioritization of recommendations for context-sensitive solutions.

Deliverables:

- *Stakeholder Database*
- *Stakeholder Representative Group Meetings (2)*

Task 2.2 Community Workshop (1)

In coordination with both Cities' public information offices, AIM will develop and disseminate project information to notify the community-at-large about the upcoming community workshop. AIM will develop content to update the project webpage with details about the workshop and create content for the Cities to share on their existing social media channels, including Facebook and Twitter about the workshop. AIM will partner with key stakeholders and local community-based organizations to promote the workshop through social media as well.

AIM will develop outreach materials to inform the community about the feasibility study. These materials may include meeting hand-outs such as information brochures, comment cards, fact sheets, and FAQ's. A template for each collateral item will be developed consistent with a project brand, easily updated, and either printed or distributed through electronic means.

AIM will plan, coordinate logistics, and facilitate one community workshop near the end of the feasibility study. AIM will develop informational materials about the feasibility study for the workshop, which may include fact sheets, informational brochures, and comment cards. Following the workshop, AIM will develop a summary of findings with photographs.

Deliverables:

- *Community Workshop (1)*
- *Workshop Summary of Findings*

Task 2.3 Project Newsletter

Throughout the project process, AIM will provide content for up to 3 electronic newsletters to inform stakeholders and community members of current, up-to-date information and additional opportunities to be involved in the process.

Deliverables:

- *Project Newsletters (up to 3) (Electronic)*

Task 2.4 Webpage Content

AIM will develop content for a project webpage, to be hosted on both Cities' websites, and will prepare timely updates to inform community members of important project information and opportunities to provide input throughout the project. Community members will be able to access project information, such as fact sheets, FAQ's, project maps, and schedules, as well as the opportunity to provide their contact information to receive electronic project updates.

Deliverables:

- *Webpage Content (electronic)*

Task 2.5 Outreach Coordination

AIM will attend a project kick-off meeting and PDT meetings as needed for public outreach efforts.

AIM will design and develop one interactive online engagement tool to provide community members with an opportunity to learn about the feasibility study and provide feedback on topics which will inform the study including potential uses, opportunities and constraints, origin/destination of travel. AIM will structure the online tool's questions to facilitate feedback community-wide. At the conclusion of the online tool, AIM will develop a summary of findings. AIM will develop and implement a comprehensive notification plan for the online engagement tool to reach a broad audience and gather informed feedback. AIM will partner with the Cities, neighborhood associations, local business associations, and community-based organizations to promote the online tool and encourage participation.

Direct Mailer: AIM will develop, print, and distribute a direct mailer to the mailing list developed for the I Street Bridge Replacement Project. AIM will work with the two Cities to develop a new mailing list if needed.

Task 3 Regulatory Compliance

The consultant team will prepare a report which will detail the list of regulatory permits and coordination, including access agreements required for the project. The report will include bridge ownership and lease structure, maintenance responsibility, liability and contract evaluation, required permits and a historic baseline report.

Deliverables:

- *Regulatory Compliance Report*

Task 4 Preliminary Engineering

Task 4.1 Site Research and Base Mapping (Data Research)

The consultant team will review available data, including previous studies, provided by Cities and the Project Team. Key information to review will be the available hydrologic and hydraulic data for the Sacramento River and maintenance and inspection records for the existing bridge and nearby Sacramento River Viaduct/Pioneer Memorial Bridge site, relevant historic, ecological and social influences that may inform the development of the alternatives.

KSN will conduct field surveys which will include referencing elevations to the City of West Sacramento and City of Sacramento survey control benchmarks. KSN field crews will utilize conventional and/or GPS surveying techniques to perform a ground based survey at the site, the survey could include hardscape features, structures, site appurtenances, fences, visible surface utilities, breaklines and/or spot elevations. No in-water survey will be performed.

In addition, KSN will identify the utility service providers that may be impacted by the proposed project. KSN will prepare a list of potentially impacted utilities using, 1) the City of West Sacramento and City of Sacramento standard utility contact lists, 2) the list of utility subscribers to the local Underground Service Alert (USA) service, 3) the list of utility providers that KSN has assembled over the years, and 4) the utility contact information posted on existing facilities in the vicinity of the project. Letters will be sent to the utility companies and facility maps received will be reviewed and incorporated into a digital "GIS existing utility" drawing.

Task 4.2 Design Criteria Report

Based on AASHTO design guidelines, ADA Standards for Accessible Design and City of West Sacramento and Sacramento Design Standards, a design criteria report will be prepared which will detail the minimum design standards to be followed for the design of the development of the bicycle and pedestrian facilities

for the project. The report will include a detailed list of standards guidelines used, horizontal and vertical clearances, horizontal and vertical geometry (curve radius, etc.), typical section and grades, along with lighting levels, etc.

Deliverables:

- *Draft and Final Design Criteria Report (Electronic)*

Task 4.3 Field Inspection and Condition Report (Field Reconnaissance)

The consultant team will conduct a field reconnaissance to assess the existing conditions in the vicinity of the Project site. The field reconnaissance may take place on the same day as the Project kickoff meeting. A report will be prepared summarizing the on-site field review findings and will include the following: evaluation of the existing conditions, confirm the findings of previous bridge inspection report and note required repairs and strategies for mitigation future deterioration. The report will include movable bridge evaluation (structural element), bridge structural evaluation, summary of findings and recommendations. Bridge reconnaissance will focus only on the upper deck of the bridge and no inspection of mechanical and electrical systems will be performed.

Deliverables:

- *Field Inspection and Condition Report (Electronic)*

Task 4.4 Alternatives Analysis Report

The consultant team will develop draft alternatives for each approach based on input received from the Cities, stakeholders, and community. The alternatives will initially be hand sketch form, colored, and labeled for presentation to the City. They will consist of the following:

a. Three (3) draft alternatives of hardscape and landscape treatment of the bridge deck. This will include noting circulation, gathering spaces, overlooks, seating opportunities, interpretive education opportunities, and landscape areas.

b. Three (3) draft alternatives will be developed for the approach ramps. This includes connections in Sacramento and West Sacramento, noting circulation, gathering spaces, overlooks, seating opportunities, interpretive education opportunities, and landscape areas.

c. A total of six (6) illustrative sections will be developed to further communicate the design intent of the alternatives. These sections will be in hand sketch form, colored, and labeled.

Based on feedback from key stakeholders and the City, the alternatives and illustrative sections will be finalized in a computer generated, color rendered, format for inclusion in the alternatives report. The alternatives will be evaluated based on feasibility, cost and environmental and right of way impacts. A report will be prepared with the evaluation of the alternatives.

Deliverables:

- *Alternatives Analysis Report (Electronic)*

Task 4.5 Scour Analysis and Countermeasure Design

Hydrologic Analysis

WRECO has already researched the design flows for the Federal Emergency Management Agency (FEMA) and U.S. Army Corps of Engineers (USACE)/Central Valley Flood Protection Board (CVFPB). However, there are a couple of ongoing projects in the vicinity of the proposed Project, the new I Street Bridge (for autos) at the upstream of the existing bridge, and the Broadway Bridge crossing downstream of the I-50 Bridge.

WRECO will coordinate with the City to obtain the design flows of Sacramento River, used for those two projects. WRECO will coordinate with the City to confirm the design discharges.

Hydraulic Analysis

WRECO will perform hydraulic analysis to determine the design flow characteristics for the existing condition and the proposed bridge modifications. The hydraulic model of choice will be the USACE HEC-RAS model. WRECO will coordinate with the Project Team to obtain the hydraulic model put together for the new I Street Bridge and the new Broadway Bridge. Because both Projects are still ongoing, we will assume that the river cross sections should be fairly recent, and no surveyed channel cross sections are required. WRECO will verify the adequacy of the model cross sections with the Sacramento River bathymetric data from the United States Geological Survey (USGS) and Department of Water Resources (DWR). WRECO will perform a 2-D steady state hydraulic analysis of the existing condition Sacramento River and the proposed condition with the proposed bridge piers and abutments to better assess the flow fields of Sacramento River.

Scour Analysis

WRECO will perform a bridge scour analysis to determine the scour potential per the methodology specified in the Federal Highway Administration's (FHWA) HEC-18 Manual. WRECO will coordinate with the Project Team geotechnical engineer to get the soil data, to be used for the scour analysis. WRECO will also make recommendations on the needs for countermeasures.

Hydraulics Study Report

WRECO will prepare a Hydraulics Study Report to summarize the results from the hydraulic analysis, scour analysis and recommendations on necessary countermeasures.

Deliverables:

- *Draft Hydraulics Study Report (electronic)*
- *Final Hydraulics Study Report (electronic)*

Task 4.6 Geotechnical Assessment

Existing data and information will be reviewed to provide recommendations on feasible foundation types for proposed pedestrian ramps and assessment of weight changes to the existing structure.

Task 4.7 Archaeological Assessment

Ascent will conduct a California Historical Resources Information System records search within a 0.50-mile radius of the project site at the North Central Information Center. In addition to the archaeological inventory records and reports, an examination will be made of historic maps, the National Register of Historic Places, the California Register of Historical Resources, and the listing of California Historical Landmarks. Ascent will contact the Native American Heritage Commission (NAHC) for a review of their Sacred Lands File. The NAHC will determine if any NAHC-listed Native American sacred lands are located within or adjacent to the project site.

The I Street Bridge has been determined eligible for the National Register of Historic Places (NRHP). The original documentation was prepared in 1981 and has been found to be inadequate in several key areas. Updated NRHP-documentation with revised evaluation is currently being prepared for the I Street Bridge Replacement Project. Two areas of evaluation being clarified with the new documentation are character-defining features and use of the bridge. This revised evaluation, especially the character-defining characteristics, are key in determining the components for the proposed project, and will also

direct the approach for future Section 106 compliance. Ascent will review the revised evaluation as part of the background work for the feasibility study.

The assessment will describe the archaeological setting, summarize the records search result, and recommend project modifications that could avoid archaeological sensitive areas. The report will also will provide sufficient constraints information to determine whether an archaeological survey report would be required for Section 106 compliance. This report will explain the process and reports that will be required to comply with Section 106 of the National Historic Preservation Act and other regulations that require completion of Section 106 (such as Section 4(f) of the U.S. Department of Transportation Act of 1966 and Section 404 of the Clean Water Act). Section 106 documentation or formal consultation with regulatory agencies, such as the California State Historic Preservation Officer or the U.S. Army Corps of Engineers are not part of this scope, but the assessment will also describe the process for compliance with AB 52. Tribes expected to receive notification of the project when the environmental review is initiated include the United Auburn Indian Community of the Auburn Rancheria, Yocha Dehe Wintun Nation, and the Cortina Indian Rancheria of Wintun Indians.

Deliverables:

- *Archaeological Assessment (Electronic)*

Task 4.8 Environmental Constraints/Scoping

The project site and immediate surroundings will be assessed, to the extent feasible, existing data and information will be used to identify potential environmental constraints of the project alternatives. Background documents relevant to the existing resources at the I Street Bridge project site including the existing databases and resource maps, existing biological resource reports, GIS data available for the project area, applicable federal, state, and local laws and regulations, the City of West Sacramento and City of Sacramento General Plans, and the Draft EIR and supporting documentation for the I Street Bridge Replacement Project (if available) will be reviewed. If resource information is not readily available in existing public documents, Ascent will conduct an updated electronic search of the California Natural Diversity Data Base (CNDDB) and California Native Plant Society's (CNPS') electronic inventory of rare plants to obtain current information regarding sensitive biological resources with potential to occur on the project site and a site-specific search of the U.S. Environmental Protection Agency's Envirofacts database to update information regarding the location of any known hazardous materials sites in the vicinity. Following an initial data review, Ascent's biologist will conduct a field survey to verify the potential biological resources constraints.

Ascent will summarizes the results of the records searches, report reviews, and field review and identifies potential environmental constraints on and near the project site. Based on the project constraints and proposed design elements related to the bridge deck and approach ramps, the environmental constraints summary will outline the permitting and regulatory requirements and processes anticipated for completion of the project. The report will provide a qualitative discussion of the potential magnitude of impacts and potential mitigation costs related to the anticipated project design. Finally, the environmental constraints summary will outline the anticipated environmental documents required to complete review under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act. In order to inform the potential environmental documentation, the constraints analysis will generally follow the topics included in the CEQA environmental checklist or one of the Caltrans preliminary scoping studies, such as the Preliminary Environmental Study form or the Preliminary Environmental Analysis Report.

Deliverables:

- *Summary of environmental review of alternatives (electronic)*

Task 4.9 Utility Assessment

Based on mapping completed by KSN, a preliminary utility assessment will be prepared to be included with the final study report which will include any utility impacts of the alternatives being considered and will include a preliminary cost estimate of utility relocations required.

Task 4.10 Constructability and Cost Validation

Preliminary cost estimates will be incorporated into the final study report for the preferred alternative. The unit cost will be based on Caltrans recent bid tabulation and similar recent projects. A constructability review will be performed by a qualified resident engineer with bridge construction expertise to ensure the designs are constructible. All comments will be addressed prior to submittal of document.

Item #18

DRAFT

REGULAR MEETING OF THE
CITY OF WEST SACRAMENTO CITY COUNCIL,
REDEVELOPMENT SUCCESSOR AGENCY, AND
WEST SACRAMENTO FINANCING AUTHORITY
June 28, 2017
Minutes

The closed session was called to order at 6:00 PM. There were no members of the public present. The session adjourned at 7:09 PM.

The regular meeting was called to order at 7:14 PM in the Council Chambers, 1110 West Capitol Avenue, West Sacramento, California. All members were present. Mayor Cabaldon presided.

The Pledge of Allegiance was led by Kaitlyn Miller.

Entry No. 1
Heard General Administration Functions as follows:

Heard presentations by the public on matters not on the agenda.

Entry No. 2
Heard General Administration Functions as follows:

Councilmember Sandeen reported that the Water Resources Association of Yolo County approved a provisional budget; and heard an update on water legislation and regulatory issues including a proposal that could give State Water Resources Control Board power to mandate water use reductions that can supersede local conditions and undermine water rights. The Regional Water Authority's Executive Director, John Woodling, presented on this matter and his agency, of which we are a member, is strongly opposed and advocating against this legislation.

In addition, Councilmember Sandeen reported that the Yolo Subbasin Sustainable Groundwater Agency held its inaugural meeting; finalized the Joint Powers Authority; elected to become the Groundwater Sustainability Agency for the Yolo Subbasin; selected Councilmember Sandeen as Chair; handled administrative items regarding the initial start of the agency with the main task being to deliver the Yolo Subbasin Sustainability Plan which will be the focus for the next two years; and plan to apply for a grant to cover the bulk of the planning cost.

Councilmember Sandeen also reported that the Age-Friendly Advisory Committee provided some initial feedback on the draft Age-Friendly Action Plan that will be coming to the City Council in July; and heard results of an AARP study of Californians in the Workforce and challenges facing Californians with regard to housing constraints and retirement savings.

Finally, Councilmember Sandeen reported participating in a groundbreaking ceremony in Woodland of an 80-unit affordable service-enriched apartment project which is a partnership between Mercy Housing California and Yolo County Housing's New Hope Community Development. At this event, Mayor Pro Tem Johannessen was recognized for his work on the project as Chair of the Yolo Housing Authority.

Councilmember Ledesma reported that the Yolo Habitat Conservancy received the status of the Habitat Conservation Plan of which we will hear a presentation this evening; reviewed the budget; and moved forward with conservancy efforts with the burrowing owl mitigation plan and strategy in the City of Davis.

Councilmember Ledesma also reported that the Public Financing Authority as the final step in creating Enhanced Infrastructure Financing District No. 1, approved the Infrastructure Financing Plan for the Enhanced Infrastructure Financing District and formation of Enhanced Infrastructure Financing District No. 1. This is the result of many years of work by staff and the Council to make infrastructure and structural improvements in a post-redevelopment world. A subcommittee will be formed to write policy on the use of funds.

Councilmember Orozco reported that she participated in the graduation ceremony for the Police Youth Academy, a program which is produced by the West Sacramento Police Department; spoke to a group of 350 students in Sacramento at the Annual Cops and Kids Summer Camp; and, now looks forward to the start of the West Sacramento Police Department's Summer Night Lights community program beginning in July. These programs, as well as those of the Fire Department, are all good opportunities for youth to engage and consider public service careers.

Mayor Pro Tem Johannessen reported that the Yolo County Housing Authority approved their current operating budget for fiscal year 2017/18; and heard presentations awarding the agency the Housing & Urban Development National High Performer Public Housing award for the seventh time, and the Housing & Urban Development National Housing Voucher Program award.

Mayor Cabaldon reported that he attended in the New Cities Foundations Conference in Incheon, Korea, where presentations and discussions focused on smart cities and what new cities will look like in the future. There, he participated in panels on civic engagement, and the City's age-friendly work was heavily highlighted by the World Health Organization.

In addition, Mayor Cabaldon reported that he attended the Innovation Growth Lab in Barcelona regarding conservation, inclusive economic development, and how cities around the world are learning from our challenges and strategies. West Sacramento was introduced as one of the most innovated cities worldwide, and the Brookings Institute noted West Sacramento's potential for being a food innovation center.

Mayor Cabaldon continued to report that he attended the annual meeting of the United States Conference of Mayors where he presented on the progress from commitment toward meeting the objectives of the worldwide Milan Food Pact; participated in discussions with the Education Workforce Committee regarding automation, robots, and artificial intelligence impact on the workforce and workforce development with the loss of jobs; visited Miami Dade College for a tour of the future bankers program which is a promising potential option to pursue regarding College Promise; and he joined about 500 cities represented in the climate mayors group which is committed to continuing to implement policies of the Paris climate agreement.

Mayor Cabaldon also reported that Mayor Bloomberg announced a new innovation challenge creating smaller grants leading to a very large grant of $200 million for innovation and impact on cities.

Mayor Cabaldon announced that the City was awarded $25,000 in the Small Cities category of the Pathways with a Purpose Award which is a national competition in the education and workforce space. West Sacramento was recognized for the Kids' Home Run program as having the best initiatives in workforce skills and college preparation.

Lastly, Mayor Cabaldon reported that the Bikeshare Policy Steering Committee is still engaged in communications with potential sponsors for the full system roll out of the program.

Entry No. 3
Minute Order 17-49: Appointed Peyton Early to the Parks, Recreation & Intergenerational Services Commission as the youth member for the term ending December 31, 2018.

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

Entry No. 4
Heard presentation of the 2017 Summer Strides Towards Entering Public Service Internship Program.

Entry No. 5
Minute Order 17-50: Acted on the Consent Agenda as follows:

Approved the Classification Plan for Fiscal Year 2017/18.

Approved the Fiscal Year 2017/18 Authorized Position List.

Approved the contract with RRM Design Group for the Zoning Ordinance Modernization Project; authorized the City Manager to take any and all actions reasonably necessary to complete the work described in the contract, including the approval of minor contract amendments that in the opinion of the City Manager and the City Attorney, will not materially alter the purpose of the contract nor increase the total compensation due under the contract by more than ten percent (10%); and approved a supplemental budget appropriation of $54,917.50 from Fund 106 to CIP Work Order 52059 to complete an optional task consisting of an online version of the Zoning Ordinance, provide for City Attorney review, and a ten percent contingency.

Found that the amendments fall within the scope of the General Plan 2035 program Environmental Impact Report and, therefore, no further environmental review under the California Environmental Quality Act is required pursuant to California Code of Regulations, Title 14, Section 15183(i) because there are no project-specific significant effects peculiar to this project; waived the second reading and read by title and number only and adopted **Ordinance 17-6**, approving amendments to the Zoning Ordinance (Municipal Code Title 17) to implement General Plan 2035.

Received staff's update on the Grand/Casey Street Project and provide feedback or direction, if any, on the proposed modified project design and phasing.

Adopted **Resolution 17-42** declaring the intent to vacate a public utility easement which was reserved by the City in Resolution 98-82 abandoning Tower Court right of way; delegated authority to the City Manager to execute licenses with existing franchisees occupying the public utility easement to provide for the relocation of their facilities into 7th Street during the Washington Infrastructure Project.

Received an update on the Pioneer Bluff and Stone Lock Reuse Master Plan: Flood Protection, Open Space, and Recreational Opportunities and Reuse of the Stone Lock Facility and confirmed the recommendations presented in the report.

Awarded a contract to California Landscape Associates, Inc., for Landscape and Lighting District Landscape Maintenance for up to three years (two-year contract with an option to extend one additional year) at a cost not to exceed $386,429.40 ($122,676 annually including $31,560 for optional bark application pending CIP funding); authorized the Mayor to execute the contract on behalf of the City of West Sacramento; and granted the City Manager, or his designee, the authority to issue a contract extension and a contingency up to 15 percent of the annual contract ($18,401.40).

Adopted **Resolution 17-45** requesting Sacramento Area Council of Governments to approve the Transportation Development Act claim in the amount of $2,108,393.00 for FY 2017/2018.

Approved a contract for professional services with Bennett Engineering Services for the North River Walk project in the amount of $609,506.00; authorized the City Manager or his designee to make contract amendments up to 10% ($60,950.00) of the value of the contract; approved an appropriation of $764,536 in work order 62111 towards the design of this project; and approved an allocation of $320,968 from the unrestricted fund balance in General Community Investment Capital Fund (Measure G), Fund 406, and an appropriation in the Community Development Block Grant Fund towards the design of the North River Walk.

Approved a contract for services with the Yolo County Office of Education for the School Environmental Education Program.

Found that the project is exempt from the California Environmental Quality Act pursuant to the Class 1 and Class 2 categorical exemptions under California Code of Regulations, Title 14, Chapter 3, Sections 15301 and 15302; adopted **Resolution 17-51** authorizing emergency repair to Parkway Boulevard due to water main break; granted the City Manager, or his designee authority to enter into an emergency contract with Cook Engineering Inc. for the Parkway Boulevard Water Main Repair in the amount of $131,770; granted the City Manager or his designee authority to issue contract change orders up to 20% ($26,354) of the value of the contract for a total contract value of $158,124 and to issue monthly progress payments to the contractor; approved Cook Engineering as a sole source vendor for this project due to the emergency repairs that are required immediately; and approved an allocation of $175,000 in work order 25018, including construction contract and staff costs towards the completion of this project, and amended the biennial capital improvement project budget accordingly.

Authorized staff to submit a grant application to the AARP Community Challenge program and to take any actions necessary to effectuate the work described in the grant.

Authorized the Mayor or his designee to sign a support letter requesting that the Department of Interior not seek to remove national monument status from Berryessa Snow Mountain; and to take other actions reasonably necessary to support Berryessa Snow Mountain's continued designation as a national monument, including but not limited to writing additional letters, meeting with other governmental officials, and collaborating with other jurisdictions that share the City's interest in this issue.

Approved a contract with KP Public Affairs for the Kids' Home Run Branding and Marketing Portfolio.

Approved the minutes of the June 14, 2017 regular City Council meeting.

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

Entry No. 6
Minute Order 17-51: Conducted a public hearing to receive comment regarding refuse collection permit fees. Hearing from no one, closed the public hearing; and adopted **Resolution 17-49** amending the Book of Fees regarding Refuse Collection Fees.

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

Entry No. 7
Received a presentation on the Public Review Draft Yolo Habitat Conservation Plan/Natural Community Conservation Plan (HCP/NCCP) and related Public Review Draft Environmental Impact Report/ Environmental Impact Statement (EIR/EIS); and, heard public comment on the Public Review Draft HCP/NCCP and related Public Review Draft EIR/EIS.

Entry No. 8
Minute Order 17-52: Approved the annual Measure E Funding for Smart City staff costs and Kids' Home Run staff costs; directed the establishment of an ad hoc committee to develop funding policy for ballot measures; approved the allocation of 5% of the program budget for program administration costs for the following Measure E programs: Road Rehabilitation, Bicycle, Pedestrian & Trails; Reducing Impacts of Homelessness; and other Public Safety; and approved an allocation of $200,000 from the Fiscal Year 2016/17 projected fund balance towards Other Public Safety programs for fiscal years 2017/18 and 2018/19.

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

Entry No. 9
Received a presentation from staff on the proposed Municipal Code amendments related to medical and non-medical cannabis land uses in the City; provided comments and direction to staff on the proposed amendments; directed staff to continue to process the entitlement applications for cannabis commercial uses that are currently underway; and directed staff to prepare a draft ordinance on the cannabis uses highlighted in Attachment 1, fund preparation/processing costs with cannabis operating fees, schedule the ordinance for public hearing before the Planning Commission, and return to the City Council when appropriate for public hearing and readings of the ordinance.

Entry No. 10
Heard General Administration Function, Part II.

Assistant City Manager Berlin announced that the first Summer Night Lights event will be held at Riverbank Elementary School on Saturday, July 1, from 6:00-9:00 PM; other July events include a Sacramento Kings mini camp on July 8; a visit from the Sacramento River Cats on July 15; a Sacramento Republic mini camp on July 22; the next Farmers Market will be held at the Barn on Thursday, July 13; and the Youth Fire Academy graduation ceremony will be held in the Galleria on Friday, July 21, beginning at 6:00 PM.

City Manager Tuttle announced that Cemex will be receiving its first incoming vessel from Mexico to the Port on Friday, June 30; and that he will be on vacation over the next few weeks with Assistant City Manager Berlin and Assistant City Manager Wright filling the interim.

The meeting adjourned at 10:25 PM.

_____
Kryss Rankin, City Clerk

Minutes approved as presented by a majority vote of the City Council on July 26, 2017.

_____
Kryss Rankin, City Clerk

CITY OF WEST SACRAMENTO | AGENDA REPORT

MEETING DATE: July 26, 2017 | **ITEM #** 19

SUBJECT:
PUBLIC HEARING AND CONSIDERATION OF RESOLUTION 17-48 CERTIFYING INCLUSION OF DELINQUENT CHARGES AND PENALTIES FOR WATER, SEWER AND REFUSE SERVICES ON THE SECURED TAX ROLL IN THE SAME MANNER AS THE GENERAL TAXES AND DIRECTING THAT A LIEN ALSO BE PLACED ON THE SUBJECT PROPERTIES

INITIATED OR REQUESTED BY:

[ ] **Council** [X] **Staff**

[ ] **Other**

REPORT COORDINATED OR PREPARED BY:
Claire Connor, Accounting Manager

Philip A. Wright, Assistant City Manager

ATTACHMENT [X] **Yes** [ ] **No** [ ] **Information** [ ] **Direction** [X] **Action**

OBJECTIVE

The purpose of this report is to provide the City Council with sufficient information to conduct a public hearing regarding the placement of water, sewer and refuse charges on the secured property tax roll and to also authorize the placement of a lien on the subject properties.

RECOMMENDED ACTION

It is respectfully recommended that the Council:

1. Conduct a public hearing; and
2. Close the public hearing and adopt Resolution 17-48 certifying inclusion of delinquent charges and penalties for water, sewer and refuse services on the secured tax roll in the same manner as the general taxes and directing that a lien also be placed on the subject properties.

BACKGROUND

The Administrative Services Department, Finance Division, actively manages utility receivables and pursues delinquent service charges within the limits allowed by State law. We have six basic procedures to encourage timely payment and enforce payment of delinquent charges. These procedures, which are set forth below in two categories, have been developed over many years through trial and error and have been proven both humanitarian and successful. Many are consistent with procedures used by other public utilities.

Category 1. These procedures are good for all but a few accounts:

1. Monthly Billings. We have six billing cycles and the billing dates are approximately on the 5th, 10th, 15th, 20th, and 25th of each month (two cycles are billed on the same date). Each customer is given a minimum of 27 days in which to pay without assessment of a penalty.
2. Assessment of Penalties and Interest. The utility codes provide for a one-time, basic penalty of ten percent (10%) for nonpayment of service charges within the time and in the manner prescribed by them and, in addition, provide for additional penalties (interest) of one-half of one percent (0.5%) for two months and one and one-half percent (1.5%) for each month thereafter for nonpayment of the charges. Interest is calculated on the unpaid charges only, not including unpaid penalties or interest. These assessments help ensure that our unpaid accounts compete in an equal manner with other creditors the customer may have.
3. Collection on Tax Bill. Annually, we place delinquent amounts on the tax bill. Starting in fiscal year 2009-2010, liens are also being recorded on these properties for the delinquent amounts. We are more reliant on this third step than many cities because we do not employ water shut-offs as a general rule.

Category 2. These additional procedures are sometimes required for collection against relatively larger accounts, including multi-family housing, which often involve advocacy groups.

1. Recordation of Liens. Throughout the year, for large unpaid balances and/or whenever we believe a customer is taking steps to relieve his debt with us without paying via sale of property, foreclosure or bankruptcy, we place a lien upon the property. We generally collect except in cases of foreclosures where a mortgage company has a superior lien, or in cases of bankruptcy where a court judge has forgiven the debtor. We review unpaid balances monthly and send notification to place liens on residential property with an unpaid balance of $250 or greater.
2. Legal Action. Again, for accounts with relatively large unpaid balances, we refer them to the City Attorney for action to collect all charges, to obtain court orders for security deposits, and to propose use of a lockbox to ensure an appropriate amount of rents is used to pay for essential municipal services.
3. Water Shut-off. Due to cumbersome procedures provided for in state law and due to humanitarian concerns and public health, this is held in reserve as a last resort.

ANALYSIS

During the last week of June, a list of accounts is prepared with unpaid service charges billed prior to May 31. Notices are mailed to each customer with a delinquent account, encouraging them to pay and announcing the public hearing.

Payments are recorded daily. The listing of unpaid accounts attached to Resolution 16-46 represents delinquencies as of July 13. Since then some accounts have been paid, and others will also be paid before a final delinquent list is prepared and transferred to Yolo County in early August.

The comparison below of this year's delinquencies with last year shows a slight decrease in the number of accounts delinquent and a corresponding decrease in the total amount delinquent.

		July 13, 2016	July 26, 2017
Number of Delinquent Accounts		787	704
Total Amount Delinquent		$884,238	$773,329
Range	Hi	$118,568	$16,430
	Lo	$175	$176
Mean		$1,123	$1,098
Median		$910	$1,053

Commission Recommendation
Not applicable

Strategic Plan Integration
These actions support the Council's vision to have a *Financially Sound City* government by ensuring that all is done to collect monies that are rightfully owed to the City.

Alternatives
The Council may modify the list or provide staff with alternative direction based on testimony received at the public hearing or based on any other additional information.

Coordination and Review
Property owners have been notified of the charges and have been informed that they can raise objections at the public hearing.

Budget/Cost Impact
The charges listed in the report represent the potential loss of revenue.

ATTACHMENTS

1. Resolution 17-48
2. Sample Delinquency Letter

RESOLUTION 17-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO CERTIFYING INCLUSION OF DELINQUENT CHARGES AND PENALTIES FOR WATER, SEWER AND REFUSE SERVICES ON THE SECURED PROPERTY TAX ROLL IN ORDER THAT THEY MAY BE COLLECTED IN THE SAME MANNER AS GENERAL TAXES

WHEREAS, Section 5473 of the Health and Safety Code of the State of California authorizes collection of delinquent charges for water, sewer and refuse services on the tax roll in the same manner as general taxes; and

WHEREAS, West Sacramento Municipal Code sections 8.08.230 (refuse), 13.04.720 (water), and 13.08.465 (sewer) provide for the collection of delinquent charges through the County property tax roll; and

WHEREAS, in accordance with all applicable law and through appropriate due process and notification, the owners of the subject properties have not paid the incurred charges.

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

1) Certify the attached listing of delinquent utility charges and penalties, and attached hereto as Exhibit A, and determine that each charge prescribed in said exhibit for each parcel is proper and correct;
2) Request the Yolo County Board of Supervisors to authorize the auditor and tax collector to perform the functions respecting the placement of said delinquent charges and penalties on the tax roll and collecting said charges with the general taxes, for compensation at a cost not to exceed the amounts set by law;
3) Direct that liens of the same amount be placed on the properties to further secure the payment of costs; and
4) Agree, upon written notice by Yolo County of any claim or challenge, to defend, with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, officers, officials, agents and employees (collectively "the County") against the payment of any liabilities, losses, costs and expenses, including attorney's fees and costs, not due to the County's own active negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these charges onto the County property tax roll and tax bills for the City.

PASSED AND ADOPTED by the West Sacramento City Council, this 26th day of July, 2017, by the following vote:

AYES:
NOES:
ABSENT:

_____
Christopher L. Cabaldon, Mayor

ATTEST:

_____
Kryss Rankin, City Clerk

City of West Sacramento
Amount Delinquent as of 7/18/2017

ACCT#	APN	SERVICE ADDRESS	AMOUNT
31140	010-193-009-000	319 6TH ST	$16,430.37
3086	014-083-005-000	524 SOLANO ST	$7,846.35
45868	010-441-003-000	600 W CAPITOL AVE	$7,122.27
45019	046-010-050-000	2305 JEFFERSON BLVD	$5,908.26
30396	072-141-012-000	2989 PROMENADE ST	$5,766.91
1834	010-521-007-000	622 CUMMINS WAY	$3,822.50
19810	067-230-007-000	1089 ORCHARD WAY	$3,612.08
17334	058-320-027-000	400 BALLPRK DR/W- SRV EN	$3,488.23
3082	014-083-004-000	525 WATER ST & A/B/C	$3,262.98
25779	014-062-027-000	836 YOLO ST #A-B-C	$2,954.05
18748	067-230-020-000	2134 HICKORY WAY	$2,841.19
45398	067-280-005-000	1817 WILLOW AVE	$2,796.98
45087	010-491-013-000	508 B ST & 508 1/2	$2,603.74
27539	067-150-017-000	2660 PORT ST	$2,499.02
157	008-101-013-000	370 MAPLE ST	$2,496.00
18331	008-102-003-000	461 PECAN ST	$2,473.64
22911	010-452-008-000	731 F ST	$2,312.30
2754	014-033-015-000	620 WATER ST	$2,286.27
171	008-103-008-000	2217 HOLLY ST & 2219	$2,280.18
25795	014-062-026-000	832 YOLO ST #A & B	$2,091.87
18489	008-203-021-000	512 MICHIGAN BLVD & 514	$2,072.90
35222	067-020-032-000	1760 ENTERPRISE BLVD - refuse	$1,932.16
5438	045-054-014-000	2316 KINSINGTON ST	$1,884.13
30840	072-243-011-000	3800 ISABELLA ST	$1,871.98
5372	045-043-021-000	2004 CROWN AVE	$1,805.78
5412	045-052-003-000	2217 KINSINGTON ST	$1,793.39
2908	014-061-016-000	744 SOLANO ST & 746	$1,788.21
2901	014-061-005-000	801 WATER ST	$1,784.54
5344	045-042-018-000	1916 BIRMINGHAM AVE	$1,781.44
35645	072-253-002-000	3900 MARTIS ST	$1,780.05
5235	014-794-010-000	885 STILLWATER RD #100	$1,775.22
36651	045-564-017-000	3086 TWITCHELL ISLAND RD	$1,764.95
4336	014-346-015-000	1029 ANNA ST	$1,745.23
3770	014-278-023-000	923 CUMMINS WAY	$1,744.98
9664	067-140-002-000	1800 TERMINAL ST	$1,720.59
3085	014-083-005-000	1617 RIVERBANK RD	$1,668.59
3881	014-291-008-000	1037 FREMONT BLVD	$1,663.94
3918	014-293-015-000	1012 CUMMINS WAY	$1,663.94
19182	045-663-013-000	3440 TRINIDAD RD	$1,663.94
23408	045-742-007-000	3865 LOPEZ ISLAND RD	$1,663.94
1575	010-484-010-000	414 4TH ST	$1,650.62
9966	067-210-054-000	2415 W CAPITOL AVE	$1,615.54
46848	067-040-011-000	3961 CHANNEL DR	$1,596.72
5041	014-561-002-000	806 GREENWOOD AVE	$1,565.36
37213	014-255-015-000	733 INGLEWOOD DR	$1,550.25
29406	072-063-009-000	3465 LEWISTON RD	$1,538.59
30952	045-563-033-000	3130 CARMEL BAY RD	$1,538.59
33079	072-051-003-000	3860 EAGLE ST	$1,538.59
36076	072-222-004-000	3615 DORENA PL	$1,538.59
42132	014-730-009-000	850 WEDGEWOOD CT	$1,538.59

Citv of West Sacramento
Amount Delinquent as of 7/18/2017

ACCT#	APN	SERVICE ADDRESS	AMOUNT
21165	046-362-010-000	2325 LETTERMAN ST	$1,538.55
31483	072-093-007-000	3965 COLLINS ST	$1,529.35
18076	010-494-005-000	509 B ST	$1,526.86
3539	014-255-044-000	836 HARDY DR	$1,525.30
4344	014-346-023-000	1024 MILTON ST	$1,521.53
4362	014-351-008-000	1421 LISBON AVE	$1,521.53
4534	014-373-030-000	1010 MARSTON ST	$1,521.53
4651	014-382-047-000	1049 TABER ST	$1,521.53
6025	045-391-018-000	2856 MERGANSERS CT	$1,521.53
6590	045-470-035-000	2813 AIRONS CT	$1,521.53
17921	014-343-006-000	1048 ANNA ST	$1,521.53
18600	014-254-010-000	812 INGLEWOOD DR	$1,521.53
21551	014-382-046-000	1045 TABER ST	$1,521.53
24443	014-123-012-000	1340 CARRIE ST	$1,521.53
25998	014-085-016-000	524 BRYTE AVE	$1,521.53
27809	045-742-001-000	3314 MALCOLM ISLAND ST	$1,521.53
33268	014-073-012-000	628 BRYTE AVE	$1,521.53
41858	010-191-004-000	426 6TH ST	$1,521.53
44125	045-643-005-000	3189 MARE ISLAND CT	$1,521.53
22264	046-380-030-000	2827 PEACHTREE ST	$1,521.48
30025	046-521-007-000	2423 BARONA ST	$1,521.48
32869	046-601-002-000	2620 SAN CARLOS CT	$1,521.48
149	008-083-026-000	507 GLIDE AVE	$1,518.49
168	008-103-005-000	460 MAPLE ST	$1,518.49
448	008-203-003-000	1616 LAUREL LN	$1,518.49
8771	058-193-009-000	1143 HAVERHILL ST	$1,518.49
23147	045-402-045-000	2980 SHARON CT	$1,518.49
23427	058-150-027-000	1104 ROSE CT	$1,518.49
23456	058-101-004-000	1713 ALABAMA AVE	$1,518.49
25747	045-041-006-000	2112 MANCHESTER ST	$1,518.49
31546	058-043-020-000	209 13TH ST	$1,518.49
42926	008-303-003-000	410 CHAPARRAL WAY	$1,518.49
30783	058-072-001-000	1507 MARYLAND AVE	$1,517.51
902	008-383-003-000	3030 W CAPITOL AVE	$1,517.21
10167	067-260-011-000	2017 BUCKEYE DR	$1,516.17
22786	008-302-009-000	1804 MANZANITA WAY	$1,502.13
8378	058-135-015-000	2005 DELAWARE CT	$1,501.83
34232	045-861-013-000	3350 SEYMOUR CT	$1,494.88
8462	058-145-012-000	1916 PARK BLVD	$1,491.81
10160	067-260-077-000	1004 SYCAMORE AVE	$1,490.46
32049	072-213-004-000	3401 BRIDGEWAY LAKES DR	$1,488.67
34906	014-034-011-000	716 N HOBSON AVE	$1,476.71
18768	045-630-046-000	3095 ANDRUS ISLAND CT	$1,457.20
18858	045-592-037-000	3520 TORTOLA RD	$1,457.20
19416	045-682-014-000	3138 SAGINAW ST	$1,457.20
19999	045-601-013-000	3131 JAVA CT	$1,457.20
20141	045-561-025-000	3051 CARMEL BAY RD	$1,457.20
22844	045-570-016-000	3319 SANTA CRUZ RD	$1,457.20
24075	045-564-012-000	3079 CARMEL BAY RD	$1,457.20
30545	014-730-013-000	890 WEDGEWOOD CT	$1,457.20

City of West Sacramento
Amount Delinquent as of 7/18/2017

ACCT#	APN	SERVICE ADDRESS	AMOUNT
31175	072-041-002-000	3670 COYOTE RD	$1,457.20
31178	072-053-005-000	3920 EAGLE ST	$1,457.20
34365	072-021-001-000	3830 BIG BEAR ST	$1,457.20
37801	045-693-010-000	3158 PENDER ISLAND ST	$1,457.20
37985	014-730-002-000	330 WOODHAVEN PL	$1,457.20
38932	045-564-022-000	3112 TWITCHELL ISLAND RD	$1,457.20
39363	045-672-028-000	3535 ST LUCIA PL	$1,457.20
42093	045-563-035-000	3142 CARMEL BAY RD	$1,457.20
44214	045-570-043-000	3242 SAN MIGUEL ST	$1,457.20
20428	046-362-022-000	2330 GEARY ST	$1,457.16
22696	046-362-003-000	2320 SANSOME ST	$1,457.16
31380	046-617-007-000	2435 FONTANA ST #7	$1,457.16
19615	045-654-008-000	3256 TACOMA NARROWS ST	$1,454.96
42681	072-303-017-000	3323 SOUTHERLAND RD	$1,454.40
19084	046-371-002-000	2215 HEARST ST	$1,454.24
373	008-191-010-000	710 CEDAR ST	$1,448.51
40346	045-601-031-000	3645 BALI PL	$1,446.23
19922	045-613-041-000	3142 MIDWAY ISLAND ST	$1,442.30
38663	045-412-046-000	2824 SUMMERFIELD DR	$1,441.67
3376	014-242-001-000	820 CASSELMAN DR	$1,440.14
3606	014-262-016-000	710 CASSELMAN DR	$1,440.14
3661	014-264-015-000	700 REUTER DR	$1,440.14
3684	014-265-010-000	741 REUTER DR	$1,440.14
3783	014-281-004-000	953 SHARIAN ST	$1,440.14
3893	014-292-002-000	728 ARTHUR DR	$1,440.14
3974	014-296-001-000	1044 ELLIOT ST	$1,440.14
3975	014-296-002-000	1045 HOBSON AVE	$1,440.14
4304	014-345-013-000	1033 MILTON ST	$1,440.14
4306	014-345-015-000	1025 MILTON ST	$1,440.14
4395	014-352-019-000	1420 ANNA ST	$1,440.14
4417	014-353-018-000	1320 MAY ST	$1,440.14
4498	014-372-044-000	1050 ROGERS ST	$1,440.14
4559	014-374-006-000	420 HOLLAND DR	$1,440.14
4588	014-381-026-000	1004 TABER ST	$1,440.14
4593	014-381-031-000	1020 TABER ST	$1,440.14
4630	014-382-023-000	1002 PIERCE ST	$1,440.14
4833	014-500-015-000	807 STUART CT	$1,440.14
5090	014-563-016-000	861 FAIRWAY DR	$1,440.14
5158	014-572-010-000	961 DOUGLAS DR	$1,440.14
5959	045-381-029-000	2822 PEKINS CT	$1,440.14
6075	045-401-013-000	2913 JANET DR	$1,440.14
6305	045-432-020-000	2897 GOLDENEYE CT	$1,440.14
6526	045-462-029-000	2886 LESLIE LN	$1,440.14
6566	045-470-010-000	2881 BANDALIN CT	$1,440.14
6617	045-480-003-000	3066 CANVASBACK WAY	$1,440.14
6939	045-530-060-000	2830 PITZER CIR	$1,440.14
8510	058-161-003-000	910 PARK BLVD	$1,440.14
17218	014-346-005-000	1117 ANNA ST	$1,440.14
17275	045-462-022-000	2802 LESLIE LN	$1,440.14
17291	014-572-004-000	941 DOUGLAS DR	$1,440.14

City of West Sacramento
Amount Delinquent as of 7/18/2017

ACCT#	APN	SERVICE ADDRESS	AMOUNT
17994	010-463-008-000	528 4TH ST	$1,440.14
18265	045-625-009-000	3226 TREASURE ISLAND RD	$1,440.14
18401	045-630-069-000	3100 VENICE ST	$1,440.14
18451	014-381-035-000	1036 TABER ST	$1,440.14
18566	045-661-009-000	3410 ST CROIX RD	$1,440.14
18790	014-248-007-000	951 REUTER DR	$1,440.14
18989	014-323-003-000	1210 BURROWS ST	$1,440.14
21395	014-294-018-000	1012 RICH ST	$1,440.14
22788	014-295-022-000	1036 HOBSON AVE	$1,440.14
22842	045-373-007-000	2640 TEAL DR	$1,440.14
23368	058-124-019-000	1914 VIRGINIA AVE	$1,440.14
23510	014-352-023-000	1436 ANNA ST	$1,440.14
23677	045-802-009-000	2910 AZALEA PL	$1,440.14
23803	058-011-017-000	300 WEBSTER ST	$1,440.14
24268	045-801-007-000	3380 RIVERMONT ST	$1,440.14
26488	045-682-055-000	3055 HALF MOON BAY CIR	$1,440.14
29384	045-522-005-000	2944 BRENDA WAY	$1,440.14
30026	014-262-017-000	720 CASSELMAN DR	$1,440.14
31367	014-353-009-000	1329 LISBON AVE	$1,440.14
31376	045-462-014-000	2945 SHIRLEY ST	$1,440.14
32663	045-381-027-000	2846 PEKINS CT	$1,440.14
32830	045-671-013-000	3381 MARTINIQUE ST	$1,440.14
34013	014-294-002-000	1113 CUMMINS WAY	$1,440.14
35100	014-571-003-000	821 FREMONT BLVD	$1,440.14
35452	014-076-019-000	725 YOLO ST	$1,440.14
35972	014-344-018-000	633 BOWLEN DR	$1,440.14
36901	014-265-011-000	731 REUTER DR	$1,440.14
38039	014-371-008-000	1020 CARRIE ST	$1,440.14
39739	045-821-012-000	3150 RIVERMONT ST	$1,440.14
39997	014-552-012-000	700 FAIRWAY DR	$1,440.14
41268	014-321-001-000	725 FOURNESS DR	$1,440.14
44108	014-346-028-000	1044 MILTON ST	$1,440.14
22728	046-292-021-000	2944 SPRUCE WAY	$1,440.09
32290	046-443-017-000	1783 CHELAN RD	$1,440.09
33856	046-713-010-000	2780 CRESTED ST	$1,440.09
37913	046-672-010-000	3182 HOPLAND ST	$1,440.08
41863	046-452-009-000	2756 MOJAVE DR	$1,440.08
43414	046-561-004-000	1700 LEMONTREE RD	$1,440.08
44015	046-444-002-000	2745 MOJAVE DR	$1,440.08
4569	014-381-007-000	1049 MARSTON ST	$1,440.05
4948	014-540-061-000	1365 SOMERSET DR	$1,440.05
36400	014-551-008-000	770 GREENWOOD AVE	$1,438.58
21071	046-334-013-000	2865 ALMOND ST	$1,437.72
136	008-083-001-000	511 GLIDE AVE	$1,437.10
170	008-103-008-000	2215 HOLLY ST	$1,437.10
398	008-193-065-000	715 MAPLE ST	$1,437.10
628	008-303-004-000	412 CHAPARRAL WAY	$1,437.10
785	008-322-027-000	412 MC KINLEY WAY	$1,437.10
6154	045-411-036-000	2784 OLIVE CT	$1,437.10
6212	045-421-008-000	2990 CLAUDIA CT	$1,437.10

City of West Sacramento
Amount Delinquent as of 7/18/2017

ACCT#	APN	SERVICE ADDRESS	AMOUNT
6254	045-422-011-000	2926 CLAUDIA CT	$1,437.10
7676	058-042-002-000	202 13TH ST	$1,437.10
7827	058-064-008-000	1566 PENNSYLVANIA AVE	$1,437.10
7882	058-067-002-000	1563 VIRGINIA AVE	$1,437.10
7945	058-075-003-000	1517 MARYLAND AVE	$1,437.10
8213	058-114-012-000	1822 DELAWARE AVE	$1,437.10
8739	058-192-002-000	1179 LONGCROFT ST	$1,437.10
8743	058-192-006-000	1163 LONGCROFT ST	$1,437.10
8805	058-200-007-000	1309 DANBURY CT	$1,437.10
9495	067-090-007-000	3600 PALOMAR AVE	$1,437.10
10088	067-240-034-000	1924 WILLOW AVE	$1,437.10
10176	067-260-020-000	1921 BUCKEYE DR	$1,437.10
17027	067-260-083-000	2019 BUCKEYE DR	$1,437.10
18271	045-051-005-000	2004 DEVON AVE	$1,437.10
18381	058-220-020-000	1504 CLARENDON ST	$1,437.10
19210	045-412-055-000	2813 JANET DR	$1,437.10
19508	058-135-005-000	2013 MARYLAND CT	$1,437.10
20177	058-220-046-000	1600 DEERWOOD ST	$1,437.10
21554	008-316-002-000	567 WESTACRE RD	$1,437.10
22165	058-081-002-000	1605 PARK BLVD	$1,437.10
23548	058-101-015-000	1720 VIRGINIA AVE	$1,437.10
24506	045-421-032-000	2981 RENEE CT	$1,437.10
28879	067-080-032-000	817 MORNING GLORY ST	$1,437.10
29118	008-082-010-000	2751 RICE AVE	$1,437.10
29167	008-202-028-000	609 WESTACRE RD	$1,437.10
31452	008-213-017-000	1525 PORTSMOUTH AVE	$1,437.10
32028	058-133-007-000	1928 PENNSYLVANIA AVE	$1,437.10
33005	058-200-024-000	1169 FERNWOOD ST	$1,437.10
36685	008-193-065-000	711 MAPLE ST	$1,437.10
39335	008-303-008-000	428 CHAPARRAL WAY	$1,437.10
43242	058-051-001-000	21 13TH ST	$1,437.10
45941	067-090-051-000	3609 PALOMAR AVE	$1,437.10
18145	008-131-051-000	626 MAPLE ST- (620 MAPLE #B -REAR)	$1,436.98
32766	058-192-012-000	1509 MEADOW RD	$1,436.98
35902	045-701-010-000	3292 SAN SALVADOR ST	$1,436.98
33940	046-642-008-000	1800 DONNER RD	$1,436.38
45109	058-114-014-000	1812 DELAWARE AVE	$1,434.82
7386	046-292-004-000	2925 IRONWOOD WAY	$1,434.73
39318	045-540-027-000	3328 ALLAN AVE	$1,433.75
4218	014-332-013-000	957 ANNA ST	$1,432.89
45451	072-124-015-000	4030 PERRIS CT	$1,432.72
370	008-191-007-000	711 WALNUT ST	$1,432.52
46378	058-043-018-000	305 13TH ST	$1,431.92
19211	010-503-021-000	610 ELIZABETH ST	$1,431.34
24799	045-524-017-000	2952 VIOLET DR	$1,431.34
30368	014-382-028-000	1016 PIERCE ST	$1,431.10
27800	045-651-018-000	3190 BODEGA BAY RD	$1,428.45
40817	046-491-001-000	1492 BARONA ST	$1,428.30
34094	046-601-036-000	2675 SAN REMO CT	$1,427.56
46133	014-372-006-000	1109 CARRIE ST	$1,427.32

City of West Sacramento
Amount Delinquent as of 7/18/2017

ACCT#	APN	SERVICE ADDRESS	AMOUNT
27359	058-102-010-000	1807 ALABAMA AVE & 1811	$1,426.68
705	008-315-002-000	1724 MICHIGAN BLVD	$1,424.58
5942	045-381-012-000	2839 ROVEN CT	$1,420.33
18114	045-625-005-000	3273 BALLENA BAY RD	$1,419.49
39593	008-131-068-000	2217 MICHIGAN BLVD	$1,417.42
3764	014-278-017-000	717 JULIAN DR	$1,417.29
27852	014-248-004-000	981 REUTER DR	$1,416.52
40742	045-113-004-000	2361 KINSINGTON ST	$1,416.10
21416	045-640-086-000	3250 BROWNS ISLAND CT	$1,414.36
46343	014-460-050-000	1649 CITRUS ST	$1,411.77
478	008-211-007-000	1704 PORTSMOUTH AVE	$1,409.03
31448	014-135-002-000	501 JASMINE AVE	$1,408.00
45084	072-061-007-000	3490 LEWISTON RD	$1,402.29
26691	072-051-027-000	3540 LEWISTON RD	$1,398.87
29112	045-683-018-000	3277 KELLY'S ISLAND RD	$1,398.87
30039	045-672-032-000	3554 ST JOHN RD	$1,398.87
27516	072-061-001-000	3885 ROLLINS CT	$1,398.69
19990	045-563-016-000	3095 CATALINA ISLAND RD	$1,396.53
5339	045-042-013-000	1909 ASTER AVE	$1,395.33
17278	014-282-006-000	628 KEGLE DR	$1,393.05
23493	014-332-015-000	948 JOAN ST	$1,393.05
25055	045-392-009-000	2825 CANVASBACK WAY	$1,393.05
9516	067-090-029-000	3505 PALOMAR AVE	$1,390.01
28981	072-151-004-000	2496 SNAPDRAGON CIR	$1,387.26
18725	046-334-005-000	1463 LIMEWOOD RD	$1,385.67
3630	014-263-012-000	721 CASSELMAN DR	$1,381.81
25009	014-295-002-000	1105 RICH ST	$1,381.81
29645	045-821-004-000	2983 IRIS PL	$1,381.81
36638	072-181-003-000	2479 HUCKLEBERRY CIR	$1,381.81
42358	072-331-001-000	4025 MARTIS ST	$1,381.81
30266	008-331-005-000	2008 MICHIGAN BLVD	$1,378.77
27309	046-441-002-000	1828 SPOKANE RD	$1,370.10
46868	014-690-066-000	200 TROPHY CT	$1,368.79
641	008-303-017-000	417 LILAC LN	$1,364.73
3380	014-244-002-000	971 CASSELMAN DR	$1,362.16
8126	058-102-001-000	1800 VIRGINIA AVE	$1,361.01
45468	072-204-004-000	2365 COFFEEBERRY RD	$1,359.49
4075	014-313-042-000	1125 DREW ST	$1,359.05
41068	014-346-025-000	1032 MILTON ST	$1,343.39
42975	046-731-017-000	1648 QUAIL RD	$1,341.03
43469	067-052-029-000	3740 SEAPORT BLVD #10	$1,339.48
27412	014-313-022-000	809 TODHUNTER AVE	$1,338.39
3636	014-263-018-000	730 BEARDSLEY DR	$1,321.53
24418	058-066-023-000	111 ALAMEDA BLVD	$1,319.60
45524	045-043-019-000	1924 CROWN AVE	$1,315.22
45196	014-254-005-000	832 INGLEWOOD DR	$1,310.93
37316	058-150-039-000	707 WEBSTER ST	$1,296.96
34996	045-564-003-000	3131 CARMEL BAY RD	$1,296.21
2820	014-044-011-000	620 SHORT ST	$1,290.37
4458	014-371-015-000	1000 CARRIE ST	$1,290.37

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ACCT#	APN	SERVICE ADDRESS	AMOUNT
17827	045-054-005-000	2305 DIABLO ST	$1,288.27
26482	045-613-016-000	3130 WAKE ISLAND CT	$1,286.46
28877	045-615-011-000	3480 KODIAK ISLAND PL	$1,286.46
20617	067-230-003-000	959 ORCHARD WAY	$1,275.56
7724	058-052-011-000	120 15TH ST	$1,274.00
19203	045-500-011-000	2680 MANDEVILLE WAY	$1,263.69
6388	045-442-036-000	2675 CRYSTAL CT	$1,261.01
18157	008-131-050-000	620 MAPLE ST - FRONT	$1,260.57
41763	045-724-011-000	3329 NEW ISLAND ST	$1,246.93
45731	014-472-017-000	923 OAK ST	$1,235.50
35661	045-712-001-000	3815 GRAHAM ISLAND RD	$1,233.12
40314	045-821-032-000	3185 POPPY ST	$1,232.50
37260	045-852-002-000	3577 HUME ST	$1,231.76
6641	045-480-027-000	3033 MARECA WAY	$1,227.46
32467	014-660-017-000	910 RIVERSIDE PKWY #60	$1,223.74
46022	045-651-005-000	3250 FARALLON RD	$1,223.32
2848	014-051-005-000	1617 HOBSON AVE	$1,219.80
37196	067-090-002-000	3620 PALOMAR AVE	$1,216.30
23374	045-393-002-000	2889 HIGGINS RD	$1,190.14
7972	058-082-002-000	1609 MARYLAND AVE	$1,181.22
20856	058-181-026-000	1032 HAVERHILL ST	$1,181.22
24054	045-753-018-000	2484 SANDPIPER LN	$1,176.45
3573	014-258-009-000	921 FREMONT BLVD	$1,172.29
46806	067-210-017-000	836 PECAN ST	$1,171.76
17385	014-331-015-000	954 ANNA ST	$1,164.16
28764	045-614-011-000	3190 HALF MOON BAY CIR	$1,161.17
46630	072-232-002-000	3725 GOLD CREEK CT	$1,159.99
45809	045-642-002-000	3120 KING EDWARD RD	$1,156.84
7159	046-142-015-000	3540 PARTRIDGE AVE	$1,150.99
18221	014-287-026-000	928 SHARIAN ST	$1,149.92
1338	010-374-005-000	415 3RD ST	$1,145.28
3583	014-261-006-000	770 DOUGLAS DR	$1,145.28
28681	046-571-014-000	1725 MONTE VISTA CT	$1,138.27
47438	008-104-015-000	2446 RICE AVE	$1,135.00
17995	014-256-019-000	713 HARDY DR	$1,132.04
41415	014-371-007-000	1024 CARRIE ST	$1,124.16
18854	046-371-006-000	2255 HEARST ST	$1,123.62
46038	014-288-012-000	609 HARDY DR	$1,122.51
7039	046-072-006-000	3112 ALDER WAY	$1,115.95
19040	045-600-014-000	3266 ARUBA ST	$1,114.78
3084	014-083-005-000	1625 RIVERBANK RD	$1,110.67
7094	046-092-006-000	1537 TAMARACK RD	$1,097.85
40227	045-872-010-000	3436 BRIDGEWAY LAKES DR	$1,086.05
41581	008-323-004-000	419 POPLAR AVE	$1,082.26
39880	014-460-007-000	1655 CITRUS ST & 1657	$1,080.68
37855	014-092-019-000	1513 MIKON ST	$1,077.06
47468	014-294-006-000	1049 CUMMINS WAY	$1,073.40
2911	014-061-019-000	800 SOLANO ST	$1,067.78
7725	058-052-011-000	120 15TH ST	$1,066.13
41257	072-193-004-000	2413 COFFEEBERRY RD	$1,064.79

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ACCT#	APN	SERVICE ADDRESS	AMOUNT
46244	045-653-003-000	3303 BALLENA BAY RD	$1,056.00
3459	014-248-011-000	911 REUTER DR	$1,053.47
46574	014-295-014-000	1009 RICH ST	$1,042.24
44090	014-344-016-000	1009 CHARLES ST	$1,040.06
17746	045-431-008-000	2971 MARECA WAY	$1,039.42
23205	045-731-002-000	3845 GRAHAM ISLAND RD	$1,036.94
24646	045-771-010-000	2440 MEADOWLARK CIR	$1,031.43
18101	045-500-052-000	2669 TYLER WAY	$1,023.29
3708	014-277-003-000	825 KEGLE DR	$1,022.95
19516	008-131-050-000	620 MAPLE ST #A	$1,020.72
17598	045-500-048-000	2647 TYLER WAY	$1,017.77
29832	046-615-020-000	2487 TORINO ST #4	$1,012.22
36571	046-443-020-000	1753 CHELAN RD	$1,010.25
5134	014-571-008-000	801 FREMONT BLVD	$1,006.94
42852	058-240-057-000	1916 DEERWOOD ST	$1,001.55
44454	014-351-007-000	1425 LISBON AVE	$985.54
44796	010-560-020-000	325 WASHINGTON PL	$979.55
4582	014-381-020-000	1009 MARSTON ST	$966.70
35335	046-711-009-000	1925 LINDEN RD	$956.45
47350	008-104-016-000	2442 RICE AVE	$948.76
39889	067-250-029-000	2020 PROCTOR AVE	$947.72
8041	058-093-007-000	1613 ALABAMA AVE	$938.97
40194	045-674-016-000	3619 ST JOHN RD	$926.02
5327	045-042-001-000	2109 MANCHESTER ST	$925.96
8884	058-210-044-000	1516 PARK BLVD	$919.55
29238	046-591-004-000	1245 COLD SPRINGS RD	$918.25
3083	014-083-005-000	520 SOLANO ST	$913.17
2824	014-044-015-000	524 SHORT ST	$904.49
18571	014-296-015-000	1020 ELLIOT ST	$904.49
22462	046-084-007-000	1631 TAMARACK RD	$894.15
36637	014-245-019-000	860 REUTER DR	$893.63
617	008-302-002-000	1832 MANZANITA WAY	$893.53
9029	058-240-040-000	1520 ACORN CT	$889.23
47505	072-291-012-000	3919 PROSSER ST	$881.47
25840	014-344-004-000	1105 CHARLES ST	$878.27
18739	014-244-018-000	850 BEARDSLEY DR	$872.24
46388	045-723-005-000	3719 ABACO RD	$869.37
7589	058-034-009-000	1011 DREVER ST	$868.72
34989	046-380-047-000	2838 ALMOND ST	$864.72
5570	045-123-011-000	2405 HIGGINS RD	$863.68
35387	008-331-002-000	2020 MICHIGAN BLVD	$840.83
38665	072-241-008-000	3350 COYOTE RD	$839.07
8450	058-144-028-000	1960 PARK BLVD & 1964	$836.49
34344	010-320-077-000	970 F ST #10	$823.73
3612	014-262-022-000	770 CASSELMAN DR	$815.31
3958	014-295-010-000	1025 RICH ST	$815.31
3294	014-128-015-000	640 TODHUNTER AVE	$814.87
2900	014-061-004-000	805 WATER ST	$814.85
7007	046-062-001-000	1595 LINDEN RD	$814.44
45438	008-203-011-000	1508 LAUREL LN	$811.83

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ACCT#	APN	SERVICE ADDRESS	AMOUNT
6922	045-530-043-000	2874 PITZER CIR	$810.16
41144	046-664-006-000	3158 HOPLAND ST	$796.00
17491	014-281-020-000	932 CUMMINS WAY	$793.74
7652	058-041-028-000	1151 PARK BLVD	$791.85
45063	046-304-013-000	1725 MERCED WAY	$784.93
20769	046-072-007-000	3116 ALDER WAY	$784.08
18849	045-570-027-000	3253 SANTA CRUZ RD	$777.59
17963	067-020-020-000	1583 ENTERPRISE BLVD #40	$775.05
44544	045-614-015-000	3390 BALLENA BAY RD	$768.60
35790	046-542-010-000	2498 ATHERTON PL	$753.03
45088	010-491-014-000	506 B ST	$752.34
45284	014-248-013-000	899 REUTER DR	$750.77
38297	045-664-013-000	3370 GUADELUPE ST	$737.13
45270	058-183-013-000	1005 HAVERHILL ST	$732.03
22773	046-342-013-000	2145 HEARST ST	$727.74
813	008-331-012-000	1908 MICHIGAN BLVD	$727.59
3879	014-291-006-000	1029 FREMONT BLVD	$726.50
19822	008-331-006-000	2004 MICHIGAN BLVD	$725.89
21227	045-666-012-000	3335 DOMINICA ST	$725.32
45258	008-030-031-000	752 NORTHPORT DR #A/B	$725.01
35250	045-732-014-000	3775 SOLOMON ISLAND RD	$723.07
26446	008-421-005-000	554 GLIDE CT (556 GLIDE CT)	$709.36
48099	010-320-071-000	940 SACRAMENTO AVE - grocer	$707.89
47014	008-483-007-000	1821 LAUREL LN	$702.40
26894	072-063-002-000	3535 LEWISTON RD	$702.13
3250	014-126-008-000	609 SMILAX AVE	$697.81
27358	045-530-011-000	3161 PHELPS CT	$694.00
41769	072-092-003-000	3745 HUNTINGTON RD	$693.91
534	008-213-015-000	1533 PORTSMOUTH AVE	$691.00
42455	014-540-080-000	1368 SOMERSET DR	$691.00
18115	045-625-003-000	3257 BALLENA BAY RD	$690.81
34936	072-333-002-000	3379 WALKER RD	$690.55
47595	072-101-003-000	3805 MILLERTON PL	$690.18
5116	014-564-019-000	811 ELDER DR	$689.63
1160	008-484-008-000	1808 LAUREL LN	$687.87
26791	046-562-012-000	1695 CHINOOK RD	$686.61
45643	045-540-006-000	2855 NICHOLS CT	$685.16
4264	014-343-017-000	1004 ANNA ST	$683.89
28859	072-072-002-000	3795 TAHOE ST	$683.18
34196	014-293-003-000	1108 CUMMINS WAY	$682.47
37119	072-104-015-000	3865 SILVERWOOD RD	$682.41
39740	045-821-023-000	2928 LILY PL	$681.89
27770	014-282-007-000	624 KEGLE DR	$681.09
8759	058-192-022-000	1164 HAVERHILL ST	$680.99
10071	067-240-017-000	2001 MERKLEY AVE	$680.99
44503	014-072-012-000	620 YOLO ST	$679.90
29849	045-626-004-000	3232 BROTHER ISLAND RD	$679.00
19289	014-382-001-000	1117 TABER ST	$678.48
47514	045-591-030-000	3582 PETER ISLAND RD	$675.42
39144	014-730-036-000	425 WOODHAVEN PL	$673.43

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ACCT#	APN	SERVICE ADDRESS	AMOUNT
6230	045-421-027-000	2946 DENISE CT	$667.51
40811	045-045-004-000	2113 KINSINGTON ST	$666.43
1148	008-483-034-000	1816 ROCKROSE RD	$665.40
4182	014-323-038-000	1229 SULLIVAN CT	$662.91
36292	046-722-005-000	2834 STONEGATE DR	$658.46
3587	014-261-010-000	730 DOUGLAS DR	$656.12
37146	014-288-017-000	545 HARDY DR	$652.94
4899	014-532-004-000	1412 HOBSON AVE	$652.23
3246	014-126-004-000	625 SMILAX AVE	$647.22
20449	008-192-001-000	2216 W CAPITOL AVE - store	$645.05
41439	046-732-001-000	1648 HIGHLAND DR	$631.25
555	008-214-009-000	1529 MICHIGAN BLVD	$630.61
47515	058-370-031-000	852 SILICON CT	$625.94
23049	045-721-003-000	3736 ABACO RD	$621.38
42944	045-691-022-000	3740 SOLOMON ISLAND RD	$620.68
7542	058-020-021-000	1026 MARYLAND AVE	$615.81
20678	058-074-011-000	1524 MARYLAND AVE	$612.41
47601	045-480-010-000	2881 NUNEZ CT	$596.77
4793	014-492-010-000	815 SUNSET AVE	$592.74
19386	045-645-009-000	3145 KING EDWARD RD	$589.60
30650	008-030-013-000	3600 W CAPITOL AVE	$587.40
26099	072-083-005-000	3785 HUNTINGTON RD	$582.63
17835	014-500-009-000	810 TODHUNTER AVE	$580.72
30655	008-361-006-000	536 HOUSTON ST #A	$580.52
47074	058-104-003-000	18 19TH ST	$579.63
5673	045-220-005-000	4010 JEFFERSON BLVD & 3992	$579.01
28498	045-121-014-000	2880 HART AVE	$575.59
20435	045-646-032-000	3091 GRIZZLY BAY RD	$575.09
22756	046-421-007-000	1685 GRANT CT	$573.92
20068	046-392-015-000	1675 ALAMO PL	$573.81
24445	046-240-016-000	3970 PARTRIDGE AVE	$571.97
27310	072-132-013-000	3476 SQUAW RD	$571.94
46274	014-341-002-000	636 ARTHUR DR	$567.37
925	008-402-007-000	713 GALVESTON ST	$562.91
20362	067-140-013-000	2510 BOATMAN AVE	$561.34
26417	072-032-004-000	3865 FOWLER RD	$557.84
46903	046-472-007-000	1454 COLUMBUS RD	$557.62
1532	010-482-005-000	317 4TH ST	$551.31
4165	014-323-021-000	1221 ANNA ST	$551.31
28687	046-562-003-000	2831 MONTE VISTA ST	$551.30
30632	046-302-005-000	1808 MERCED WAY	$551.30
5367	045-043-016-000	1912 CROWN AVE	$548.31
1674	010-501-019-000	640 WILLIAM ST	$547.62
4257	014-343-010-000	1032 ANNA ST	$543.71
35225	067-020-032-000	1740 ENTERPRISE BLVD - refuse	$542.24
4763	014-482-012-000	844 ELM ST	$541.30
17392	045-422-010-000	2920 CLAUDIA CT	$539.79
22003	014-460-039-000	1628 CITRUS ST	$539.17
2990	014-071-015-000	629 WATER ST	$538.47
3826	014-287-002-000	629 KEGLE DR	$536.60

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ACCT#	APN	SERVICE ADDRESS	AMOUNT
30288	046-616-003-000	1280 RIVA DR #6	$535.41
22890	014-244-029-000	950 BEARDSLEY DR	$529.58
46915	014-063-044-000	844 BRYTE AVE	$529.00
47550	072-192-004-000	2497 GOOSEBERRY CR	$528.18
1746	010-504-012-000	603 ELIZABETH ST	$526.56
28974	014-771-002-000	934 LIGHTHOUSE DR	$524.87
33501	046-674-008-000	2073 HOOPA RD	$516.84
5691	045-270-021-000	3745 OTIS AVE	$513.36
23107	045-822-005-000	3180 POPPY ST	$507.93
939	008-421-009-000	576 GLIDE AVE	$501.94
36116	045-666-013-000	3341 DOMINICA ST	$499.47
8816	058-200-018-000	1144 FERNWOOD ST	$499.02
41250	045-561-019-000	3032 CARMEL BAY RD	$497.29
34973	014-122-001-000	1424 CARRIE ST	$493.55
36281	045-570-056-000	3304 SANTA CRUZ RD	$485.57
47649	010-492-015-000	105 5TH ST	$477.53
20819	045-665-006-000	3318 BERMUDA CT	$476.49
44213	072-322-004-000	3973 MARTIS ST	$468.33
47660	058-150-026-000	1108 ROSE CT	$467.17
47253	046-414-015-000	1658 PRINCETON RD	$466.47
34318	014-700-045-000	773 ROLLING GREEN DR	$465.61
47148	045-372-002-000	2660 SUMMERFIELD DR	$462.16
41498	046-432-012-000	1744 CHINOOK RD	$461.18
6195	045-412-056-000	2801 JANET DR	$458.48
28334	045-590-050-000	3594 COOPER ISLAND RD	$457.84
5023	014-553-017-000	750 ELDER DR	$455.36
47194	058-035-001-000	1105 VIRGINIA AVE	$454.69
47826	008-421-012-000	2600 FRANKLYN WAY	$452.46
7977	058-082-007-000	500 17TH ST	$448.09
37804	014-332-023-000	916 JOAN ST	$443.76
8235	058-121-005-000	1915 CAROLINA AVE	$442.65
29236	045-842-005-000	3750 BRIDGEWAY LAKES DR	$441.81
45162	010-580-010-000	263 MCDOWELL LN	$441.81
45368	045-630-022-000	3168 BACON ISLAND ST	$441.81
33130	058-181-010-000	1509 NORFOLK AVE	$441.76
42438	072-332-008-000	4014 MARTIS ST	$437.56
6891	045-530-012-000	3149 PHELPS CT	$436.64
27029	072-082-012-000	3960 ARROWHEAD ST	$436.64
45945	045-432-022-000	2896 GOLDENEYE CT	$436.64
9478	067-080-049-000	828 GARNET ST	$433.64
9985	067-220-011-000	2232 EVERGREEN AVE	$433.64
17433	008-112-045-000	485 PECAN ST	$433.64
37580	008-112-028-000	500 WALNUT ST	$433.64
37607	008-212-023-000	508 SEABROOK CT	$433.64
27043	072-081-005-000	3780 HUNTINGTON RD	$432.77
25000	045-671-008-000	3421 MARTINIQUE ST	$425.48
3110	014-085-003-000	521 YOLO ST & 529	$425.41
3372	014-241-013-000	870 CASSELMAN DR	$425.18
41472	014-572-007-000	911 DOUGLAS DR	$422.43
21644	046-380-012-000	1430 PEPPERTREE RD	$421.44

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ACCT#	APN	SERVICE ADDRESS	AMOUNT
44687	046-751-003-000	1370 HIGHLAND DR	$419.11
44881	045-392-004-000	2808 SUMMERFIELD CT	$417.55
44671	008-313-017-000	513 LILAC LN	$415.84
26643	045-630-028-000	3115 MERRIT ISLAND CT	$410.70
5322	045-041-022-000	1908 ASTER AVE	$410.16
47079	014-074-011-000	717 WATER ST	$408.54
1696	010-503-001-000	635 WILLIAM ST	$407.87
37097	010-492-020-000	417 A ST	$403.57
21534	014-552-005-000	761 GREENWOOD AVE	$402.21
4045	014-313-012-000	1232 HOBSON AVE	$400.48
39082	008-132-026-000	1921 MICHIGAN BLVD	$398.74
41037	008-030-028-000	830 NORTHPORT DR #204	$397.99
9750	067-150-002-000	2200 DEL MONTE ST	$395.47
43159	045-442-033-000	2651 CRYSTAL CT	$393.80
34977	072-132-018-000	3516 SQUAW RD	$391.12
23439	045-762-004-000	2551 MEADOWLARK CIR	$389.51
24199	008-131-067-000	2219 MICHIGAN BLVD	$389.23
47722	072-321-001-000	4002 MARTIS ST	$388.83
46936	072-104-006-000	3885 TOPAZ RD	$388.28
17184	014-554-001-000	799 ELDER DR	$386.92
18985	046-342-004-000	1560 RANDOLPH RD	$385.88
47518	008-112-049-000	530 WALNUT ST	$385.14
45035	010-495-024-000	221 5TH ST	$377.77
5558	045-122-023-000	2865 HART AVE	$376.25
23102	045-732-009-000	3825 SOLOMON ISLAND RD	$375.36
44731	045-211-013-000	3175 GLADYS AVE	$372.57
177	008-104-023-000	461 MAPLE ST #A/B/C	$370.85
44778	014-292-006-000	712 ARTHUR DR	$359.73
43289	058-096-014-000	1550 JEFFERSON BLVD - refuse	$353.80
7616	058-036-010-000	1104 VIRGINIA AVE	$352.49
9804	067-150-023-000	1309 TRADEWINDS CR	$351.32
37445	072-093-008-000	3975 COLLINS ST	$346.39
47290	008-482-009-000	1809 ROCKROSE RD	$346.02
19968	045-601-008-000	3136 SUMATRA ST	$344.41
26646	058-103-005-000	1715 VIRGINIA AVE	$341.00
39059	008-112-035-000	521 PECAN ST	$338.85
47519	045-614-042-000	3234 MAUI ST	$337.99
7490	058-012-008-000	1009 MARYLAND AVE	$335.30
41931	014-083-012-000	600 SOLANO ST	$332.77
554	008-214-008-000	1533 MICHIGAN BLVD	$332.52
45266	058-193-003-000	1175 HAVERHILL ST	$331.89
47894	045-812-022-000	3224 POPPY ST	$330.93
46077	045-590-001-000	3514 COOPER ISLAND RD	$329.90
47624	008-202-026-000	1612 ROCKROSE RD	$328.85
29169	046-341-003-000	1620 RANDOLPH RD	$327.24
23523	045-794-005-000	3285 HORNBY ISLAND ST	$326.92
40922	045-112-005-000	2436 KINSINGTON ST	$323.40
47310	067-220-016-000	2125 W CAPITOL AVE - restaurant	$320.62
38419	008-314-012-000	1729 MICHIGAN BLVD	$320.40
39369	045-852-017-000	3787 ROCK CREEK RD	$319.23

City of West Sacramento
Amount Delinquent as of 7/18/2017

ACCT#	APN	SERVICE ADDRESS	AMOUNT
5615	045-160-019-000	3240 JEFFERSON BLVD & 3250	$317.76
3920	014-294-001-000	1108 RICH ST	$311.84
43097	058-103-008-000	1701 VIRGINIA AVE	$311.11
37222	045-422-025-000	2937 RENEE CT	$309.64
34152	046-714-008-000	2807 CRESTED ST	$308.77
34285	046-721-007-000	2063 MUSCOVY RD	$308.75
1697	010-503-002-000	633 WILLIAM ST	$307.74
41930	058-066-015-000	1568 VIRGINIA AVE	$307.18
33151	046-671-005-000	3204 LASSIK ST	$306.27
17293	045-540-011-000	2854 NICHOLS CT	$304.09
47761	046-771-002-000	2716 EDGEWATER CT	$302.85
5628	045-182-005-000	3520 ALLAN AVE	$294.86
7255	046-170-009-000	3845 JEFFERSON BLVD	$294.86
20545	046-140-014-000	3420 FRENCH AVE & 3430	$294.86
38117	046-715-002-000	1951 MALLARD RD	$294.00
7473	058-011-002-000	918 JEFFERSON BLVD	$293.81
41315	045-614-016-000	3300 ALEUTIAN ISLAND ST	$292.22
26274	046-351-001-000	1650 RANDOLPH RD	$291.18
25589	046-210-021-000	3155 BURROWS AVE	$290.97
48020	045-421-002-000	2953 CLAUDIA CT	$289.03
19001	008-193-067-000	2112 W CAPITOL AVE & 2116	$285.90
26158	046-521-016-000	2495 BARONA ST	$285.87
47960	014-564-020-000	807 ELDER DR	$283.83
5108	014-564-011-000	891 ELDER DR	$282.79
17458	045-540-026-000	3312 ALLAN AVE	$281.97
29359	014-128-006-000	605 JASMINE AVE	$277.37
19696	045-644-002-000	3184 BACON ISLAND ST	$276.50
33164	046-610-010-000	1396 MILANO DR #6	$274.72
46842	046-651-034-000	3093 MOJAVE DR	$271.97
3903	014-292-012-000	640 ARTHUR DR	$265.74
18373	058-032-012-000	1033 VIRGINIA AVE	$262.43
1675	010-501-020-000	642 WILLIAM ST	$260.84
5518	045-121-002-000	3070 ALLAN AVE	$259.84
40231	046-643-011-000	1829 DONNER RD	$259.68
17646	045-371-003-000	2825 GADWALL CT	$259.48
10178	067-260-022-000	1913 BUCKEYE DR	$256.55
44458	014-313-046-000	1130 MORSE CT	$256.49
4258	014-343-011-000	1028 ANNA ST	$254.77
45888	058-402-003-000	488 GARDEN ST	$253.42
30397	046-581-008-000	2459 BEAR RIVER CT	$252.13
42039	014-294-021-000	1024 RICH ST	$251.93
46867	072-204-001-000	2377 COFFEEBERRY RD	$250.62
47892	058-240-031-000	1813 DEERWOOD CR	$250.21
27655	046-463-002-000	1881 REDONDO RD	$246.44
273	008-104-023-000	461 MAPLE ST #D - G	$246.29
28731	067-020-010-000	1600 RALEY CT #40	$242.80
39160	046-617-003-000	2435 FONTANA ST #6	$240.62
26505	046-444-004-000	2729 MOJAVE DR	$235.99
32102	046-618-005-000	2420 SAN MARCO ST #1	$233.47
1907	010-559-003-000	1050 TRIANGLE CT	$231.76

City of West Sacramento
Amount Delinquent as of 7/18/2017

ACCT#	APN	SERVICE ADDRESS	AMOUNT
9671	067-140-007-000	2545 BOATMAN AVE	$231.19
37685	010-512-013-000	624 ANDREW ST	$230.50
35663	072-023-005-000	3725 HENSHAW RD	$229.36
47865	046-501-002-000	2503 LA JOLLA ST	$228.42
35809	058-054-001-000	1506 VIRGINIA AVE	$227.50
37541	058-193-020-000	1136 FERNWOOD ST	$225.75
26868	046-063-006-000	3015 ALDER WAY	$224.81
3862	014-288-005-000	635 HARDY DR	$224.16
41773	046-583-004-000	1367 BERRY CREEK RD	$223.28
901	008-383-003-000	3030 W CAPITOL AVE	$222.96
36644	045-041-005-000	2116 MANCHESTER ST	$222.77
32010	008-081-024-000	2700 RICE AVE	$222.41
713	008-315-010-000	503 CHAPARRAL WAY	$220.58
7795	058-062-013-000	1517 ALABAMA AVE	$218.65
8396	058-135-033-000	2000 ALABAMA CT	$218.24
7220	046-152-001-000	2780 DAVIS RD	$217.42
47168	014-750-014-000	961 LIGHTHOUSE DR	$216.62
40343	014-382-004-000	1105 TABER ST	$215.86
8350	058-133-018-000	1903 DELAWARE AVE	$215.61
20630	045-666-021-000	3353 BONAIRE RD	$211.53
3802	014-281-023-000	944 CUMMINS WAY	$210.68
4627	014-382-020-000	1003 TABER ST	$210.68
4629	014-382-022-000	1000 PIERCE ST	$210.68
6607	045-470-052-000	2760 BUTLER CT	$210.68
8811	058-200-013-000	1321 SONORA AVE	$210.68
18592	014-255-001-000	845 INGLEWOOD DR	$210.68
44815	045-589-016-000	3456 BIG ISLAND RD	$210.68
18872	046-343-028-000	1595 COIT PL	$208.68
41183	072-202-016-000	2372 COFFEEBERRY RD	$207.80
7974	058-082-004-000	1625 MARYLAND AVE	$207.68
8778	058-193-016-000	1313 MEADOW RD	$207.68
4356	014-351-002-000	1445 LISBON AVE	$202.02
5335	045-042-009-000	1925 ASTER AVE	$201.79
34240	046-063-003-000	1495 LINDEN RD	$198.91
45184	046-761-011-000	2685 REDWOOD CT	$197.13
46517	045-412-060-000	2851 KIMBERLY CT	$196.66
19475	046-333-029-000	1543 LIMEWOOD RD	$196.64
31890	014-354-016-000	1330 ANNA ST	$195.57
1681	010-502-006-000	607 ANDREW ST	$194.34
37825	072-112-009-000	3715 TOPAZ RD	$193.76
36409	010-557-007-000	1001 SACRAMENTO AVE	$193.00
40305	045-762-005-000	2519 MEADOWLARK CIR	$191.68
45485	045-713-012-000	3221 GULF ISLAND ST	$190.81
17072	014-341-005-000	630 ARTHUR DR	$188.74
7238	046-160-017-000	3670 PARTRIDGE AVE	$188.44
45149	046-615-002-000	2475 GENOVA ST #5	$188.03
21720	046-313-035-000	1818 TRINITY WY	$187.04
37874	072-351-008-000	3961 TULE ST	$185.40
20001	045-615-004-000	3410 KODIAK ISLAND PL	$182.60
43636	046-321-015-000	1637 FILLMORE PL	$181.08

City of West Sacramento
Amount Delinquent as of 7/18/2017

ACCT#	APN	SERVICE ADDRESS	AMOUNT
45360	046-652-009-000	3117 LASSEN ST	$180.15
1909	010-559-007-000	1255 TRIANGLE CT	$179.70
47614	067-250-043-000	1917 PROCTOR AVE	$178.00
42945	045-742-002-000	3320 MALCOLM ISLAND ST	$176.46
		GRAND TOTAL	**$733,329.33**

CITY OF WEST SACRAMENTO

1110 West Capitol Avenue
West Sacramento, CA 95691
(916) 617-4589
utility@cityofwestsacramento.org

June 16, 2017

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Dear Property Owner:

Our records indicate that your utility account is delinquent and that you have an outstanding balance as shown at the bottom of this letter. **IF YOU DISAGREE, WE URGE YOU TO CALL OR E-MAIL US AS SOON AS POSSIBLE** so that we may resolve any discrepancies or answer any questions you may have. Otherwise, we encourage you to pay the delinquent balance listed below. To make a payment by phone, please call 1-844-508-3522. To make a payment online, please go to our website www.cityofwestsacramento.org.

Please be advised that our City staff will be preparing a report which will include any unresolved delinquent utility accounts that are being considered for transfer to the Yolo County General Tax Roll. Yolo County requires that we place a lien on these properties. A fee will be required to release the lien once payment is satisfied. A public hearing date has been set to present this report to City Council. This letter serves as notice of the hearing date, time and place.

THE HEARING WILL BE HELD WEDNESDAY, JULY 26, 2017 AT 7:30 P.M.
AT 1110 WEST CAPITOL AVE, WEST SACRAMENTO, CA

IT IS NOT NECESSARY TO ATTEND THE PUBLIC HEARING, particularly if your records agree with the balance shown below, or if you plan to make full and complete payment of your delinquent, outstanding utility account balance by Friday, July 28, 2017.

Should you wish to appear at the public hearing and object, protest, or otherwise comment on your delinquency, City Council will hear all objections or protests presented, and at the end of the hearing will make its determination on each delinquent charge in the report. Council's determination will be final. **All delinquent charges will then be transferred to the Yolo County General Tax Roll for collection, and a lien placed on the property, unless payment is received by the City by the close of business Friday, July 28, 2017.**

Claire Connor
Accounting Manager

Account Number: **Error! MergeField was not found in header record of data source.**
Location: **Error! MergeField was not found in header record of data source.**
Parcel Number: **Error! MergeField was not found in header record of data source.**

*****TOTAL DELINQUENT AMOUNT:** $Error! MergeField was not found in header record of data source. *****

CITY OF WEST SACRAMENTO | CITY COUNCIL AGENDA REPORT

MEETING DATE: July 26, 2017 | ITEM # 20

SUBJECT:
PUBLIC HEARING AND CONSIDERATION OF RESOLUTION 17-50 CERTIFYING THE LIST OF PAST DUE CODE ENFORCEMENT CHARGES, DIRECTING THAT A LIEN BE PLACED ON THE SUBJECT PROPERTIES, AND REQUESTING INCLUSION OF THESE CHARGES ON THE SECURED TAX ROLL IN ORDER THAT THEY MAY BE COLLECTED IN THE SAME MANNER AS GENERAL TAXES

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Bill Burke, Code Enforcement Manager

Charline Hamilton, Director
Community Development Department

ATTACHMENT [X] Yes [ ] No | [ ] Information [ ] Direction [X] Action

OBJECTIVE

The purpose of this report is to provide the City Council with sufficient information to conduct a public hearing regarding the placement of Code Enforcement charges on the secured property tax roll and to authorize the placement of a lien on the subject property.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1. Open the public hearing and take testimony on any objections to the charges;
2. Close the public hearing and adopt Resolution 17-50 certifying the list of past due Code Enforcement charges, directing that a lien be placed on the subject properties and requesting inclusion of these charges on the secured tax roll in order that they may be collected in the same manner as general taxes.

BACKGROUND

A Code Enforcement case begins generating billable expenses after each of the following has occurred:

1. The City responded to a violation complaint;
2. Staff verified a violation existed;
3. Staff provided at least one written warning to the property owner of record; and,
4. The property owner failed to abate the violation, necessitating escalated enforcement action, and triggering associated fees.

Staff endeavors to resolve code violations promptly and amicably, with the goal of encouraging voluntary compliance. However, some cases require escalated enforcement action, necessitating the imposition of fees. The Code Enforcement Division has billed the owners of properties in which Code Enforcement cases were opened and fees were assessed. The list in this report (Exhibit A of Attachment 1) represents owners who have not responded to Code Enforcement's efforts as of this writing. This list does not include outstanding administrative citations, which are processed and collected via Data Ticket.

The action requested in this report is the mechanism provided in the Municipal Code to compel payment of delinquent Code Enforcement fees. The purpose of this report is to request City Council impose liens on subject properties pursuant to Government Code Section 38773.5, as well as transfer these outstanding obligations to the property tax roll for collection in the same manner as municipal taxes.

ANALYSIS

The action recommended in this report is authorized by Section 19.05.015.5 of the West Sacramento Municipal Code, which the City enacted under authority granted by Government Code Section 38773.5. Pursuant to this section, the City may recover its costs to abate a nuisance on a parcel of land by placing a special assessment against that parcel that is equivalent to a lien for delinquent municipal taxes. In order to carry out this special assessment, the City must first certify the list of Code Enforcement charges that have been determined by the Code Enforcement Division as being proper and correct. Upon certifying the list, a request must then be made to the Yolo County Tax Collector to place the charges on the property tax roll.

As of July 26, 2017, there are seven property addresses with overdue fees owed to Code Enforcement. Six of the seven properties have been taken to Administrative Hearing. One property was noticed multiple times, but continued deterioration of the nuisance in question resulted in a summary abatement. In every case presented at Hearing, the Hearing Officer deemed those properties as nuisances and ordered abatement. These cases remain open and active and have shown no improvement.

The actions recommended in this report will allow the City to treat these Code Enforcement costs in the same manner as delinquent municipal tax obligations.

COMMISSION RECOMMENDATIONS

The proposed Resolution is Code Enforcement related, for which there is no commission with a directly related scope of review.

STRATEGIC PLAN INTEGRATION

These actions support the City Council's mission to have a *Financially Sound* City Government by ensuring that all is done to collect monies that are rightfully owed to the City.

ALTERNATIVES

The City Council may modify the list or provide staff with alternative direction based on testimony received at the public hearing or based on any other additional information.

COORDINATION AND REVIEW

Property owners have been notified of the charges and have been informed that objections may be raised at the public hearing.

BUDGET/COST IMPACT

The charges listed in the report represent a potential loss of revenue.

ATTACHMENT

1. Resolution 17-50

RESOLUTION 17-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO CERTIFYING THE LIST OF PAST DUE CODE ENFORCEMENT CHARGES, DIRECTING THAT A LIEN BE PLACED ON THE SUBJECT PROPERTIES, AND REQUESTING INCLUSION OF THESE CHARGES ON THE SECURED PROPERTY TAX ROLL IN ORDER THAT THEY MAY BE COLLECTED IN THE SAME MANNER AS GENERAL TAXES

WHEREAS, West Sacramento Municipal Code Section 19.05.015.5 implements Government Code Section 38773.5 and authorizes the City to place special assessment liens on properties to secure the payment of Code Enforcement charges incurred by the City and also allows for the transfer of these costs to the property tax rolls; and

WHEREAS, in accordance with all applicable law, and through appropriate due process and notification, the owners of the subject properties have not paid the incurred charges.

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

1. Certify the list of Code Enforcement charges, attached hereto as Exhibit A, and determines that each charge prescribed in said exhibit for the parcel is proper and correct.

2. Request the Yolo County Board of Supervisors to authorize the Auditor and Tax Collector to perform the functions respecting the placement of said delinquent charges and penalties on the tax roll and collecting said charges with the general taxes, for compensation at a cost not to exceed the amounts set by law.

3. Directs that a lien of the same amount be placed on the property to further secure the payment of costs.

4. Agree upon written notice by Yolo County of any claim or challenge to defend with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, Officers, Agents and Employees (collectively, "the County") against the payment of any liabilities, losses, costs and expenses, including attorney's fees and costs not due to the County's own active negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these charges onto the County property tax roll and tax bills for the City.

PASSED AND ADOPTED by the City Council of the City of West Sacramento this 26th day of July, 2017, by the following vote:

AYES:
NOES:
ABSENT:

_____
Christopher L. Cabaldon, Mayor

ATTEST:

_____
Kryss Rankin, City Clerk

Exhibit A

List of Properties

Case #	APN	Total Due
CE11-1302	010-491-014-000	$721.03
CE13-1366	046-140-014-000	$3076.06
CE14-0795	010-491-013-000	$1500.52
CE15-0807	014-371-015-000	$4977.94
CE15-1088	014-123-012-000	$1950.18
CE15-1299	067-230-020-000	$717.41
CE15-1349	010-495-024-000	$6695.81
Grand Total: 7 Records		$19,638.95

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 21

SUBJECT:
PUBLIC HEARING AND CONSIDERATION OF RESOLUTION 17-37 CERTIFYING THE LIST OF WEED ABATEMENT CHARGES, DIRECTING THAT A LIEN BE PLACED ON THE SUBJECT PROPERTIES AND REQUESTING INCLUSION OF THESE CHARGES ON THE SECURED TAX ROLL IN ORDER THAT THEY MAY BE COLLECTED IN THE SAME MANNER AS GENERAL TAXES

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:

Bryan Jonson, Fire Marshal

John Heilmann, Fire Chief

ATTACHMENT [X] Yes [ ] No **[ ] Information [ ] Direction [X] Action**

OBJECTIVE

This item requires a public hearing and approval of a resolution for certifying the list of weed abatement charges and securing the charges against the properties to be placed in the Yolo County Tax Assessor's Roll.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1. Open the public hearing to receive public comment on the charges for mandatory weed abatement services initiated by the City; and
2. Approve Resolution 17-37 certifying the list of weed abatement charges and direct the Yolo County Auditor to add the expenses to the individual tax rolls.

BACKGROUND

In August of each year, the City must notify the Yolo County Auditor of any special assessments to be placed on the tax rolls. This year's weed abatement has been completed and a bill for services has been received. The City will pay the initial contractor invoice and then invoice each parcel owner for the cost of weed abatement services plus a 20% administrative fee, giving them a final opportunity to settle their debt. Unpaid balances will then be directed to the Yolo County Auditor to lien the respective assessments as they appear on the current assessment roll and to credit the appropriate revenue account of the City upon receipt of said assessment.

ANALYSIS

As a result of the charges incurred by the City during the weed abatement season, the City must transfer these costs to the responsible parcel owners. Failure to notify the Yolo County Auditor of this special assessment will result in the City absorbing the cost of this service.

Commission Recommendation
N/A

Strategic Plan Integration
Removal of weeds on lots improves community image, builds community consensus and provides a safe and secure place to live.

Alternatives
N/A

Coordination and Review
This report was coordinated and reviewed by the Fire Department and Finance Department.

Budget/Cost Impact
If the parcels listed are not transmitted to the county tax roll by August 1, 2017, the City will not be reimbursed for payment to the weed abatement contractor until 2018.

ATTACHMENTS

1. Resolution 17-37
2. Weed Abatement Contractor Invoice

RESOLUTION 17-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO CERTIFYING THE LIST OF WEED ABATEMENT CHARGES, DIRECTING THAT A LIEN BE PLACED ON THE SUBJECT PROPERTIES AND REQUESTING INCLUSION OF THESE CHARGES ON THE SECURED TAX ROLL IN ORDER THAT THEY MAY BE COLLECTED IN THE SAME MANNER AS GENERAL TAXES

WHEREAS, the City of West Sacramento, pursuant to California Government Code, Article 2, Section 39560 – 39588, adopted Resolution 17-36 declaring weeds growing on certain lots within the jurisdictional boundaries of the City of West Sacramento to be a public nuisance; and

WHEREAS, pursuant to Government Code Section 39575, a notice of hearing and a report listing affected parcels was posted; and

WHEREAS, pursuant to Government Code Section 39577, the cost of abatement in front of or upon each parcel of land constitutes a special assessment against that parcel; and

WHEREAS, in accordance with all applicable laws and through appropriate due process and notification, the owners of the subject properties have not paid the incurred charges.

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

a) Certify the listing of weed abatement charges attached hereto as Exhibit A and determine that each charge prescribed in said exhibit for each parcel is proper and correct; and

b) Request that the Yolo County Tax Collector place said charges and penalties on the property tax roll and collect the charges with the general municipal taxes; and

c) Direct that liens of the same amount be placed on the properties to further secure the payment of costs; and

d) Agree upon written notice by Yolo County of any claim or challenge to defend with counsel of its choice, indemnify and hold harmless Yolo County, its Board of Supervisors, Officers, Officials, Agents and employees (collectively "the County") against the payment of any liabilities, losses, costs and expenses, including attorney's fees and costs not due to the county's own active negligence or willful misconduct, which the County may incur in the exercise and performance of its powers and duties in placing these charges onto the County property tax roll and tax bills for the City.

PASSED AND ADOPTED this 26th day of July, 2017 by the following vote:

AYES:
NOES:
ABSENT:

_____
Christopher L. Cabaldon, Mayor

ATTEST:

_____
Kryss Rankin, City Clerk

CITY OF WEST SACRAMENTO

TAX ROLL LIEN 2017

Exhibit A

PARCEL ADDRESS	APN	Amount Due
4900 WEST CAPITOL AVENUE	008-010-023-000	$342.00
200 2ND ST	010-101-013-000	$228.00
322 5TH ST	010-193-006-000	$114.00
324 5TH ST	010-193-008-000	$114.00
320 2ND ST	010-371-008-000	$168.00
403 2ND ST	010-373-001-000	$114.00
405 2ND ST	010-373-003-000	$114.00
411 2ND ST	010-373-004-000	$114.00
413 2ND ST	010-373-005-000	$174.00
415 2ND ST	010-373-007-000	$168.00
435 2ND ST	010-373-008-000	$114.00
180 E ST	010-373-009-000	$168.00
130 E ST	010-373-010-000	$168.00
2000 E ST	010-373-011-000	$168.00
223 D ST	010-374-002-000	$114.00
210 E ST	010-374-012-000	$168.00
440 2ND ST	010-374-013-000	$114.00
436 2ND ST	010-374-014-000	$228.00
420 2ND ST	010-374-015-000	$114.00
414 2ND ST	010-374-016-000	$114.00
410 2ND ST	010-374-017-000	$114.00
301 F ST	010-475-006-000	$228.00
114 5TH ST	010-491-025-000	$228.00
520 MYRTLE AVE	014-122-008-000	$270.00
1648 CITRUS ST	014-460-027-000	$402.00
751 ELM ST	014-482-015-000	$174.00
731 ELM ST	014-482-019-000	$114.00
735 ELM ST	014-482-020-000	$114.00
741 ELM ST	014-482-021-000	$114.00
1428 SACRAMENTO AVE	014-531-045-000	$90.00
1432 SACRAMENTO AVE	014-531-046-000	$90.00
1416 SACRAMENTO AVE	014-531-047-000	$90.00
1412 SACRAMENTO AVE	014-531-048-000	$90.00
1420/1424 SACRAMENTO AVE	014-531-056-000	$90.00
628 CUMMINS #1/2	014-783-030-000	$114.00
3200/3240/3250 REED AVE	014-791-004-000	$720.00
2260 LAKE WASHINGTON BLVD	045-030-041-000	$1,122.00
2984 DAVIS RD	045-182-010-000	$297.00
4625 JEFFERSON BLVD	046-190-006-000	$1,584.00
3250 BEVAN RD	045-270-010-000	$158.40
2695 HIGGINS RD	045-280-015-000	$282.00
2665 HIGGINS RD	045-280-017-000	$228.00
2613/2607 HIGGINS RD	045-280-018-000	$168.00
3245 PROMENADE ST	045-570-013-000	$342.00
4080 PARTRIDGE RD	046-240-030-000	$432.00
1992 COLUSA RD	046-661-001-000	$114.00

CITY OF WEST SACRAMENTO
TAX ROLL LIEN 2017

Exhibit A

3112 MOJAVE DR	046-661-010-000	$114.00
3104 MOJAVE DR	046-661-011-000	$114.00
1989 COLUSA RD	046-665-019-000	$114.00
905 SOULE ST	058-014-001-000	$120.00
1536 JEFFERSON BLVD	058-063-007-000	$168.00
1526 VIRGINIA AVE	058-062-009-000	$324.00
1558 JEFFERSON BLVD	058-096-011-000	$168.00
3984 LAKE RD	067-010-033-000	$198.00
3980 LAKE RD	067-010-037-000	$297.00
1475 OVERLAND CT	067-052-030-000	$228.00
4235/4305 WEST CAPITOL AVE	067-060-005-000	$300.00
1385 TERMINAL ST	067-150-038-000	$282.00
1635 CEBRIAN ST	067-170-017-000	$336.00
	TOTAL	**$13,652.40**

ATTACHMENT 2

SCOTT & SONS WEED CONTROL

P O BOX 276205
SACRAMENTO CA 95827

Invoice

DATE	INVOICE #
7/9/2017	14210

BILL TO

CITY OF WEST SACRAMENTO
FIRE DEPARTMENT
1110 W CAPITAL AVE
W SACRAMENTO CA 95691

TERMS	DUE DATE
Net 30	8/8/2017

DESCRIPTION	AMOUNT
Weed abatement for 2017 as setforth in the contract with the City of West Sacramento Fire Department, as per attached detail:	
MOWING	4,150.00
WEEDEATING	4,455.00
DISCING	2,772.00

Total $11,377.00

Phone #	Fax #	E-mail
(916) 366-7630	(916) 366-6816	Scottsweedco@aol.com

SCOTT & SONS WEED CONTROL

P O BOX 276205
SACRAMENTO CA 95827

Invoice

DATE	INVOICE #
7/9/2017	14210

BILL TO

CITY OF WEST SACRAMENTO
FIRE DEPARTMENT
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DISCING	2,772.00

Total $11,377.00

Phone #	Fax #	E-mail
(916) 366-7630	(916) 366-6816	Scottsweedco@aol.com

7/10/2017

CITY OF WEST SACRAMENTO FIRE DEPARTMENT
WEED ABATEMENT 2017

MOWING (PER HOUR)	100.00
WEEDEATING (PER HOUF	45.00
DISCING (PER ACRE)	165.00
PICTURES (EACH)	0.00

LOT	DATE	MOWING	WEEDEAT	DISCING	MOWING$	WEEDEAT$	DISCING $	TOTALS
008-010-023 4900 W Capitol	6/24/2017	1.50	3.00	0.00	150.00	135.00	0.00	285.00
010-101-013 200 2nd Street	6/23/2017	1.00	2.00	0.00	100.00	90.00	0.00	190.00
010-193-006 322 5th Street	6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
010-193-008 3245 5th Street	6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
010-371-008 320 2nd Street	6/23/2017	0.50	2.00	0.00	50.00	90.00	0.00	140.00
010-373-001 403 2nd Street	6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
010-373-003 405 2nd Street	6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
010-373-004 411 2nd Street	6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
010-373-005 413 2nd Street	6/23/2017	1.00	1.00	0.00	100.00	45.00	0.00	145.00
010-373-008 435 2nd Street	6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
010-373-009 180 E Street	6/23/2017	0.50	2.00	0.00	50.00	90.00	0.00	140.00
010-373-010 130 E Street	6/23/2017	0.50	2.00	0.00	50.00	90.00	0.00	140.00
010-373-011 2000 E Street	6/23/2017	0.50	2.00	0.00	50.00	90.00	0.00	140.00
010-373-067	6/23/2017	0.50	2.00	0.00	50.00	90.00	0.00	140.00

415 2nd Street							
010-374-002 6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
223 D Street							
010-374-012 6/23/2017	0.50	2.00	0.00	50.00	90.00	0.00	140.00
210 E Street							
010-374-013 6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
440 2nd Street							
010-374-014 6/23/2017	1.00	2.00	0.00	100.00	90.00	0.00	190.00
436 2nd Street							
010-374-015 6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
420 2nd Street							
010-374-016 6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
414 2nd Street							
010-374-017 6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
410 2nd Street							
010-475-006 6/23/2017	1.00	2.00	0.00	100.00	90.00	0.00	190.00
301 F Street							
010-491-025 6/23/2017	1.00	2.00	0.00	100.00	90.00	0.00	190.00
114 5th Street							
014-122-008 6/23/2017	0.00	5.00	0.00	0.00	225.00	0.00	225.00
520 Myrtle Avenue							
014-460-027 6/23/2017	2.00	3.00	0.00	200.00	135.00	0.00	335.00
1648 Citrus Street							
014-482-015 6/23/2017	1.00	1.00	0.00	100.00	45.00	0.00	145.00
751 Elm Street							
014-482-019 6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
731 Elm Street							
014-482-020 6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
735 Elm Street							
014-482-021 6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
741 Elm Street							
014-531-045 6/23/2017	0.30	1.00	0.00	30.00	45.00	0.00	75.00
1428 Sacramento Avenue							
014-531-046 6/23/2017	0.30	1.00	0.00	30.00	45.00	0.00	75.00
1432 Sacramento Avenue							
014-531-047 6/23/2017	0.30	1.00	0.00	30.00	45.00	0.00	75.00

1415 Sacramento Avenue							
014-531-048 6/23/2017	0.30	1.00	0.00	30.00	45.00	0.00	75.00
1412 Sacramento Avenue							
014-531-056 6/23/2017	0.30	1.00	0.00	30.00	45.00	0.00	75.00
1424/1420 Sacramento Avenue							
014-783-030 6/23/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
628 1/2 Cummins							
014-791-004 6/23/2017	6.00	0.00	0.00	600.00	0.00	0.00	600.00
3200, 3240, 3250 Reed Avenue							
045-030-041 6/23/2017	0.50	5.00	4.00	50.00	225.00	660.00	935.00
2260 Lake Washington Blvd							
045-182-010 6/20/2017	0.00	0.00	1.50	0.00	0.00	247.50	247.50
2984 Davis Road							
045-190-006 6/19/2017	0.00	0.00	8.00	0.00	0.00	1320.00	1320.00
4625 Jefferson Blvd							
045-270-010 6/19/2017	0.00	0.00	0.80	0.00	0.00	132.00	132.00
3250 Bevan							
045-280-015 6/23/2017	1.00	3.00	0.00	100.00	135.00	0.00	235.00
2395 Higgins Road							
045-280-017 6/23/2017	1.00	2.00	0.00	100.00	90.00	0.00	190.00
2665 Higgins Road							
045-280-018 6/23/2017	0.50	2.00	0.00	50.00	90.00	0.00	140.00
2613/2607 Higgins Road							
045-570-013 6/24/2017	1.50	3.00	0.00	150.00	135.00	0.00	285.00
3245 Promenade							
046-240-030 6/24/2017	0.00	8.00	0.00	0.00	360.00	0.00	360.00
4080 Partridge Road							
046-661-001 6/28/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
1992 Colusa Road							
046-661-010 6/28/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
3112 Mojave Drive							
046-661-011 6/28/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
3104 Mojave Drive							
046-665-019 6/28/2017	0.50	1.00	0.00	50.00	45.00	0.00	95.00
1989 Colusa Road							

058-014-001 6/20/2017 905 Soule Street	1.00	0.00	0.00	100.00	0.00	0.00	100.00
058-063-007 6/23/2017 1536 Jefferson	0.50	2.00	0.00	50.00	90.00	0.00	140.00
058-067-009 6/28/2017 1526 Virginia Avenue	0.00	6.00	0.00	0.00	270.00	0.00	270.00
058-096-011 6/23/2017	0.50	2.00	0.00	50.00	90.00	0.00	140.00
067-010-033 6/20/2017 3984 Lake Road	0.00	0.00	1.00	0.00	0.00	165.00	165.00
067-010-037 6/20/2017 3980 Lake Road	0.00	0.00	1.50	0.00	0.00	247.50	247.50
067-052-030 6/24/2017 1475 Overland Court	1.00	2.00	0.00	100.00	90.00	0.00	190.00
067-060-005 6/24/2017 4305 W Capital	2.50	0.00	0.00	250.00	0.00	0.00	250.00
067-150-038 6/23/2017 1385 Terminal	1.00	3.00	0.00	100.00	135.00	0.00	235.00
067-170-017 6/23/2017 1635 Cerbian	1.00	4.00	0.00	100.00	180.00	0.00	280.00
TOTALS	**41.50**	**99.00**	**16.80**	**4150.00**	**4455.00**	**2772.00**	**11377.00**

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 22

SUBJECT:
PUBLIC HEARING AND CONSIDERATION OF RESOLUTION 17-54 VACATING A PUBLIC UTILITY EASEMENT RESERVED DURING ABANDONMENT OF TOWER COURT

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Katy Jacobson, Community Investment Manager

Aaron Laurel, Economic Development Director

ATTACHMENT [X] Yes [ ] No **[ ] Information** **[ ] Direction** **[X] Action**

OBJECTIVE

The objective of this item is to conduct a public hearing and Council consideration of Resolution 17-54, vacating a public utility easement (PUE) which was reserved by the City in Resolution 98-82 vacating Tower Court right of way.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1. Conduct the public hearing; and
2. Adopt Resolution 17-54 vacating a public utility easement ("PUE") which was reserved by the City in Resolution 98-82 vacating Tower Court right of way (Attachment 1.).

BACKGROUND

On June 28, 2017, Council approved Resolution 17-42, a "Notice of Intent to Vacate" the PUE which was reserved by the City during the abandonment of Tower Court right of way, and setting the hearing for July 26, 2017. Formal noticing and posting of the intent to vacate and hearing schedule was completed in conformance with Streets and Highways code. PG&E and AT&T's facilities were located in the Tower Court right of way pursuant to franchise rights. The City is the owner of Tower Court parcels (the Property) located at 706 Tower Court and 811 West Capitol Avenue (APNs 067-330-017 and 067-330-002) which were once served by Tower Court. On August 19, 1998 the City of West Sacramento vacated Tower Court pursuant to the authority provided in Streets and Highways Code by adopting Resolution No 98-82. During the abandonment of Tower Court right of way, the City reserved a PUE onto itself to allow the utilities occupying Tower Court, under franchise agreement, to remain while the City completed environmental cleanup agreements and designed the final roadways.

Since 1992, City land use plans have recognized that the original Washington Town Map created a walkable, urban, connected neighborhood grid pattern (Attachment 2.); and, in the past two decades circulation plans have focused on reconnecting and reestablishing the original Washington roadways. The planning intention and public purpose for realigning circulation in this area was first identified as an element of the West Capitol Avenue Action Plan which focused on transitioning SR 275 to a city arterial. Subsequent land use documentation, including the Grand Gateway Master Plan (approved in April 2013 and amended in April 2014), the Washington Realized Sustainable Community Strategy or Washington Realized (approved in February 2015), and the Bridge District Specific Plan (approved in November 2009) provided further traffic evaluations, engineering design products and land use policies which culminated in the final engineered circulation design for the Property (Attachment 3.). The City's intent at the time of Tower Court right of way abandonment was to require utility relocation into the new alignment when the roadway was constructed.

The Property, as the geographic gateway between three urban districts, is strategically significant to facilitating and implementing mixed use, urban scale development essential to Downtown Riverfront Streetcar service. The Property is prioritized for denser, transit served development in the Sacramento Area Council of Governments Blueprint which encourages compact, connected development patterns for the purposes of encouraging more walking, biking and public transit use and reduced vehicle use.

The Washington Realized plan identified strategies and improvements to address the baseline deficiencies to achieving transit served development including lack of sufficient roadway connectivity in some areas. This interdepartmental effort included extensive public engagement with stakeholders, the neighborhood, and

individual property owners, and was funded by a $400,000 Community Challenge Planning Grant awarded by the U.S. Department of Housing and Urban Development under the federal Livability Initiative.

Based on the Washington Realized cross sections and circulation base map (incorporating current and future street car alignment and standards for vehicular, bicycle, pedestrian and emergency circulation) the City submitted a grant proposal to the California Strategic Growth Council's Affordable Housing and Sustainable Communities (AHSC) program. The City was awarded a $4,130,888 AHSC grant for circulation infrastructure. This grant was combined with an Active Transportation Program grant of $87,000 from SACOG for designing West Capitol Avenue bicycle improvements. A total of $3,900,000 from the Community Investment Fund and Sewer Fund are committed to fund the Washington/Grand Gateway Infrastructure Project.

On May 18, 2016, Council approved the Capital Improvement Plan (CIP) appropriation for the project including the following scope of work:

- Converting the north side of West Capitol Avenue from Garden to 5th Street to a Class I trail and relocating a narrowed West Capitol Avenue to the south, providing one way vehicle travel, parking, and bicycle circulation. The signalized intersection at West Capitol Avenue and 5th Street will be removed and a trailhead to the Class 1 trail will be constructed.
- Extension of 7th Street running perpendicular to Tower Bridge Gateway (TBG) between West Capitol Avenue and TBG, intersecting the relocated West Capitol Avenue at a future parklet near the existing railroad underpass.
- A multimodal transit stop along TBG near the new 7th Street and a signalized mid-block pedestrian crossing at 7th and TBG providing pedestrian access between the Grand Gateway property and West Gateway Place. Pedestrian area improvements are also included along the north side of TBG between Garden Street and 5th Street.
- Underground infrastructure on the new 7th Street extension.

ANALYSIS

After the May 2016 Council approval of the Washington Infrastructure Capital Improvement Project, a notice was sent to the utilities occupying the PUE on June 2016 requesting that they initiate design for relocation of utilities from the PUE into the new 7th Street, pursuant to the existing franchise agreements. The current utility facilities cannot remain in the PUE because the location of the facilities conflicts with construction of the new 7th Street connecting West Capitol Avenue and Tower Bridge Gateway. Changes in elevation, trenching for the roadway, grading and storage of equipment and rock piles will be in conflict with the existing PG&E and AT&T facilities. Both utility companies responded to the City's request by asserting that the requirement to relocate was associated with a private development rather than a public roadway purpose, and told the City that it was required to fund all costs of design and relocation. Despite informing the utilities that the project is associated with a City-wide infrastructure project, and not a private development, the utilities insisted on up-front payments before proceeding with relocation of their facilities. The City has therefore made payments under protest in order to meet the project schedule.

On March 23, 2017, the Community Development Department mailed a letter of intention to all City utilities describing the size and location of the PUE being abandoned. PG&E and AT&T responded to the March 23rd notice, opposing the abandonment because of the existing facilities. Staff is addressing the relocation of those facilities per the terms of the applicable franchise agreements. Under Streets & Highways Code, in a proceeding to vacate a street or highway, the City may reserve, and accept from the vacation, a PUE for public convenience for the continued operation of utilities operating under existing franchise. Alternatively, the City may make the determination that public convenience and necessity requires otherwise. When the Council adopted Resolution 17-42 on June 26 2017, it also authorized the City Manager to enter into license agreements with the affected utility companies to provide for their operation until such time as the utilities have relocated into 7th Street.

Because of the grant funding performance requirements, construction of 7th Street was scheduled to begin in July 2017; however, the bidding period has been extended and the project is now scheduled to initiate in August or September 2017. The period of performance in the AHSC grant agreement has been compressed, partly because the State Housing and Community Development Department did not execute the grant agreement until June 2016. The City is requesting an extension to the performance period; however, that has not been approved at this time.

Environmental Consideration
On February 15, 2017, the City Council adopted Resolution 17-11 adopting CEQA Findings of Fact, Statement of Overriding Considerations, Mitigation Monitoring Plan, and certifying the Washington District Sustainable Community Infrastructure Project Final Environmental Impact Report.

Commission Recommendation
Not applicable.

Strategic Plan Integration
The completion of the Washington/Grand Gateway Infrastructure Project will contribute towards vision 2022 Principle E: Creating Vibrant Neighborhoods by addressing deficiencies in circulation and infrastructure and promoting development of vacant and blighted properties, while protecting and preserving neighborhood character. The project is also a high priority item on the Council's 2017 Policy Agenda.

Alternatives
The City Council may choose not to adopt Resolution 17-54 and approve a continuance of the hearing. This is not recommended because the new 7th Street is in conflict with the existing utilities in the PUE, and the City must provide the General contractor with necessary site control and permitting by September to construct 7th Street. The relocation of the utilities must be scheduled to meet the current project schedule. If the vacation is delayed, it could create costly change orders and cost overruns. The AHSC grant agreement provides a mandatory completion date of December 2018; and, the contract award has been delayed reducing the build schedule to 13-months. Staff is working with the state on a schedule extension, which has not been granted at this time.

Coordination and Review
This project is being coordinated with the Community Development Department and Public Works Department. Resolution 17-54 and the staff report was reviewed by the City Attorney.

Budget/Cost Impact
There are no new cost impacts of these actions.

ATTACHMENTS
1. Resolution 17-54
2. Washington Town Plat Map from 1869
3. Washington/Grand Gateway Infrastructure Project Depiction

RESOLUTION 17-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO VACATING A PUBLIC UTILITY EASEMENT (PUE) RESERVED DURING ABANDONMENT OF TOWER COURT

WHEREAS, the City is owner of two parcels located at 706 Tower Court and 811 West Capitol Avenue (APNs 067-330-017 and 067-330-002) which access was served by Tower Court; and

WHEREAS, on August 19, 1998, the City of West Sacramento vacated Tower Court pursuant to the authority provided in Division 9, Part 3, Chapter 4, "Summary Vacation," (Sections 8330 et. seq.) of the Streets and Highways Code by adopting Resolution No 98-82; and

WHEREAS, Resolution No. 98-82 retained onto the City a public utility easement ("PUE") pursuant to Streets & Highways Code ("S&H Code") § 8340(a) and (c) to allow existing franchisees to remain in place while the City completed environmental cleanup agreements and designed the final roadways; and

WHEREAS, the PUE being vacated ("PUE") is described and depicted, attached hereto and incorporated herein, in Exhibit A-1; and

WHEREAS, it was always the City's intent to complete the abandonment of Tower Court by abandoning the PUE as soon as the final circulation was ready to install; and

WHEREAS, since 1992, City land use plans have recognized the need to reconstruct SR 275 as a city arterial and realign circulation on the Property to reinforce and reconnect the underlying historic roadway grid and existing roadways; and

WHEREAS, the Property, as the geographic gateway between three urban districts, is strategically significant to facilitating and implementing mixed use, urban scale development essential to Downtown Riverfront Streetcar service; and

WHEREAS, the Property is prioritized for denser, transit served development in the Sacramento Area Council of Governments Blueprint, which encourages compact, connected development patterns for the purposes of encouraging more walking, biking, public transit use and reduced vehicle use; and

WHEREAS, in April 2011, the Local Government Commission awarded the City a $100,000 Infill Streamlining Program grant to complete a Grand Gateway Master Plan, including circulation designs for the 10-acre East Gateway Project, comprised of the Property, the Delta Lane affordable housing site (APNs 067-180-018, 024), and the former Experience Motel site (APN 008-015-066, 067); and

WHEREAS, Grand Gateway Master Plan efforts included a West Capitol Avenue Connections Study completed in April 2013, and amended April 2014, to evaluate traffic operations; and

WHEREAS, on June 6, 2013, the City approved the Grand Gateway Master Plan, for the purposes of creating a transit oriented development strategy on the 10-acre East Gateway Project site, which identifies the extension/reconnection of 7th Street through the Property; and

WHEREAS, in 2011, the City of West Sacramento received a Community Challenge Sustainable Community Planning grant ("Sustainability Grant") for the Washington District (which includes a portion of the East Gateway Project) that provided for developing final circulation designs and refining the analysis in the Grand Gateway Master Plan; and

WHEREAS, the City's Community Development staff subsequently initiated a wide-ranging citizen participation program that included community workshops, a public information effort, public workshops and hearings, and other outreach efforts; and

WHEREAS, the Sustainability Grant provided for additional circulation analyses, cross section development and design engineering of the Grand Gateway Master Plan, and Washington District circulation, which was approved by Council on February 18, 2015 as the Washington Realized Sustainable Community Strategy, and includes the 7th Street roadway reconnection design, attached and incorporated hereto as Exhibit A-2; and

WHEREAS, the City Council adopted the Washington Realized Sustainable Community Strategy on February 18, 2015, and directed that the Washington Specific Plan be updated with the policy, park and infrastructure recommendations identified in the Strategy; and

WHEREAS, the City was awarded a $4,130,888 Affordable Housing and Sustainable Community (AHSC) grant for circulation infrastructure ("Washington Infrastructure") in May, 2015, based on the GHD reductions projected to result from the new circulation identified in the Washington Realized Sustainable Community Strategy, which grant was combined with a $87,000 SACOG ATP grant for design of West Capitol bicycle improvements, and committed a local City match of $3,900,000 to fund the Washington Infrastructure Project; and

WHEREAS, on February 15, 2017, the City Council adopted Resolution 17-11 adopting CEQA Findings of Fact Statement of Overriding Considerations, Mitigation Monitoring Plan, and certifying the Washington District Sustainable Community Infrastructure Project Final Environmental Impact Report, and adopted Resolution 17-8 Delegating Authority to the City Manager to Undertake Certain Actions to Commence and Complete Real Property Transactions for the Washington Infrastructure Improvements; and

WHEREAS, the scope of work in the AHSC Agreement includes constructing the first phase of 7th Street including sewer, water and storm drain pipes, requiring elevation changes to the Property and staging of heavy equipment and rock piles which are in conflict with the existing utilities; and

WHEREAS, in June 2016, the City requested that the utilities occupying the Tower Court PUE under franchise agreement initiate design and scheduling of relocation into the new 7th Street; and

WHEREAS, the Community Development Department mailed a letter of intention to all City utilities describing the size and location of the PUE being abandoned on March 23, 2017 due to the construction of the Washington Infrastructure Project, and more specifically, construction of the new 7th Street connecting West Capitol Avenue and Tower Bridge Gateway ("TBG"); and

WHEREAS, the City's Community Development Department is requesting this vacation to meet the planning objectives of the City's General Plan, Washington Realized Sustainable Community Strategy, Triangle Specific Plan (revised as the Bridge District Specific Plan), Grand Gateway Master Plan and Washington Specific Plan to create a connected, walkable development pattern that supports transit and other alternatives to automobile travel; and

WHEREAS, the City's Community Development Department is requesting this vacation to support the objectives and intended outcomes of the funding sources used to construct the Washington Infrastructure Project; and

WHEREAS, the City's Community Development Department is requesting this vacation to encourage urban scale development along Tower Bridge Gateway, West Capitol Avenue and underutilized parcels west of 5th Street in the Washington neighborhood; and

WHEREAS, on June 28, 2017, the City Council adopted Resolution 17-42, a Resolution Declaring the Intent to Vacate a Public Utility Easement Reserved during Abandonment of Tower

Court which is located in what was a portion of Tower Court right of way and ordered that the hearing on the proposed vacation be set for 7:30 P.M. on the 26th day of July, 2017 or as soon thereafter as the matter could be heard, in the City Council Chambers, at City Hall, 1110 West Capitol Ave, West Sacramento, California; and

WHEREAS, a copy of Resolution 17-42 has been posted on the Directory in the Lobby of City Hall at least two weeks in advance of the hearing; and

WHEREAS, notice of the date, hour and place of hearing of the proposed vacation was published for at least two successive weeks prior to the hearing; and

WHEREAS, at least two weeks before the day set for the hearing at least three notices of vacation were conspicuously posted along the line of said public utility easement to be abandoned; and

WHEREAS, as required by Street and Highway Code Section 8313 and Government Code Section 65402, the Zoning Administrator of the City of West Sacramento has determined that the vacation of above referenced public utility easement is consistent with the City's General Plan; and

WHEREAS, the hearing described above has been conducted, and this Council having heard and considered all oral, documentary and other evidence presented, hereby finds, determines and orders as follows:

NOW, THEREFORE, BE IT RESOLVED that the City Council finds that the PUE described in the notice of hearing is unnecessary for present or prospective public use.

BE IT FURTHER RESOLVED that the City Council finds that for the sake of public convenience and necessity, as described above, it would not be possible to allow any public facilities to permanently remain in place.

BE IT FURTHER RESOLVED, that the City Council vacates the PUE located within what was formally a portion of Tower Court right of way pursuant to the provisions of Chapter 3 of the Public Street, Highway and Service Easements Law (commencing at Section 8320 of the Street and Highways code) described as follows:

See Attached Exhibit "A-1"

PASSED AND ADOPTED by the City Council of the City of West Sacramento on this 26th day of July, 2017, by the following vote:

AYES:
NOES:
ABSENT:

_____
Christopher L. Cabaldon, Mayor

ATTEST:

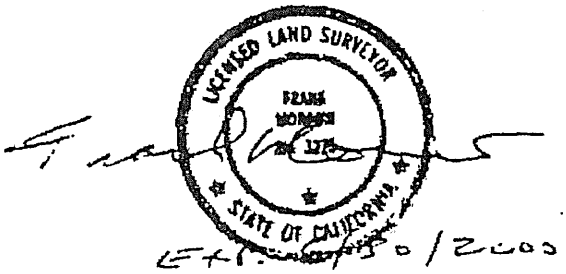
_____
Kryss Rankin, City Clerk

DESCRIPTION OF
TOWER COURT
TO BE ABANDONED

ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE CITY OF WEST SACRAMENTO, COUNTY OF YOLO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

ALL THAT PORTION OF SWAMP LAND SURVEYS NOS. 770 AND 979, YOLO COUNTY SURVEYS, DESCRIBED AT FOLLOWS

BEGINNING AT THE POINT OF INTERSECTION OF THE SOUTHERLY LINE OF TOWER COURT, A PUBLIC STREET 60.00 FEET IN WIDTH, WITH THE EASTERLY LINE OF THE CALIFORNIA STATE HIGHWAY RIGHT OF WAY DESCRIBED IN DEED RECORD IN BOOK 333 OF OFFICIAL RECORDS, PAGE 438; THENCE FROM SAID POINT OF BEGINNING ALONG THE RIGHT OF WAY LINE OF SAID STATE HIGHWAY AS DESCRIBED IN DEEDS RECORDED IN BOOK 91 OF DEEDS PAGE 102, BOOK 111 OF DEEDS, PAGE 26 AND BOOK 28 OF OFFICIAL RECORDS, PAGE 68 THE FOLLOWING THREE COURSES: (1) NORTH 22° 55' 22" EAST 32.43 FEET, (2) NORTH 73° 33' 00" EAST 122.80 FEET AND (3) SOUTH 08° 31' 00" WEST 23.24 FEET TO THE NORTHERLY LINE OF SAID TOWER COURT; THENCE ALONG THE NORTHERLY LINE OF SAID TOWER COURT SOUTH 81° 29' 00" EAST 558.57 FEET TO A POINT ON THE EASTERLY LINE OF THAT CERTAIN PARCEL OF LAND DESCRIBED IN BOOK 834 OF OFFICAL RECORDS, PAGE 497 SAID POINT ALSO BEING A POINT ON THE CALIFORNIA STATE HIGHWAY AS DESCRIBED IN DEED RECORDED IN BOOK 383 OF OFFICIAL RECORDS, PAGE 437; THENCE ALONG SAID RIGHT OF WAY LINE SOUTH 66° 59' 00" WEST 112.80 FEET TO A POINT ON THE SOUTHERLY LINE OF SAID TOWER COURT; THENCE ALONG SAID SOUTHERLY LINE NORTH 81° 29' 00" WEST 582.44 FEET TO THE POINT OF BEGINNING.



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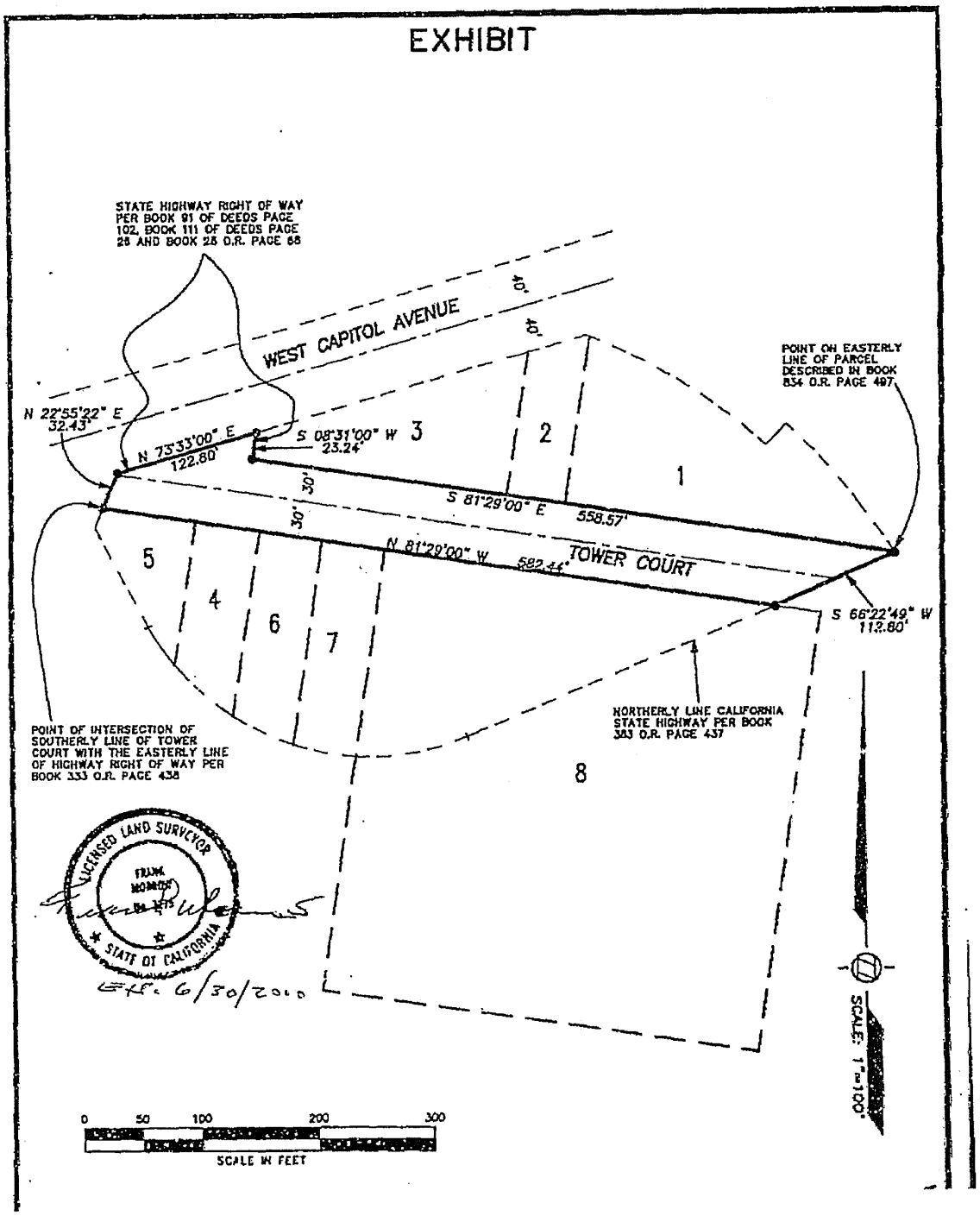

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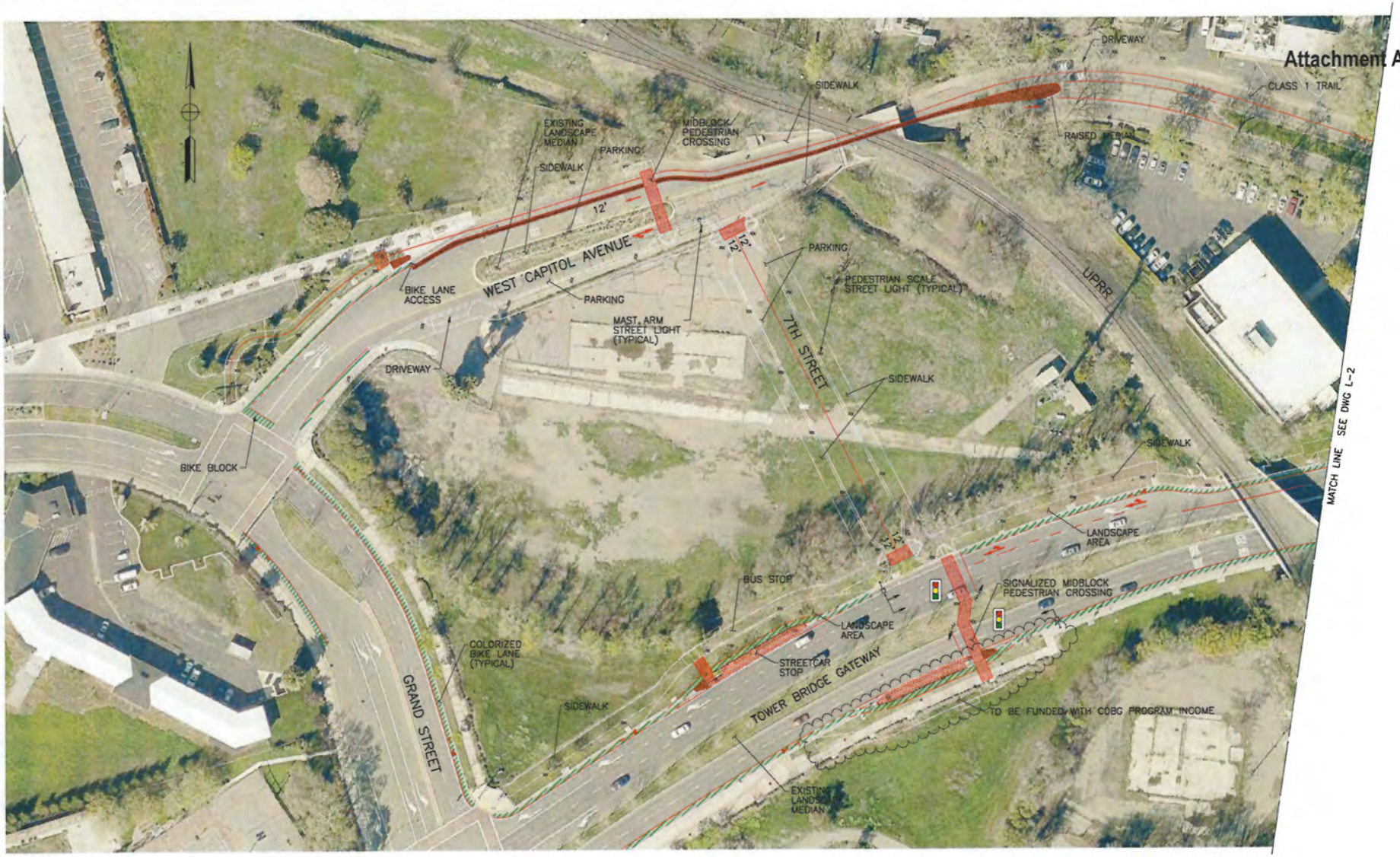
Attachment A-2



NO.	REVISION	BY	DATE

RECORD DRAWING DATE:

SCALE: HORIZONTAL: 1" = 40'; VERTICAL:

PROJECT NO. 27560908

CAD FILE: WASHDIST_L01.dgn

DESIGNED: M. KORVE

DRAWN: F. WONG

CHECKED: C. PONCE

CITY OF WEST SACRAMENTO
COMMUNITY DEVELOPMENT
1110 WEST CAPITOL AVENUE
WEST SACRAMENTO, CALIFORNIA 95691

URS
ENGINEERING • PLANNING • SURVEYING
2870 GATEWAY OAKS DR, SUITE 150
SACRAMENTO, CA 95833 (916) 679-2000

WASHINGTON DISTRICT
AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES

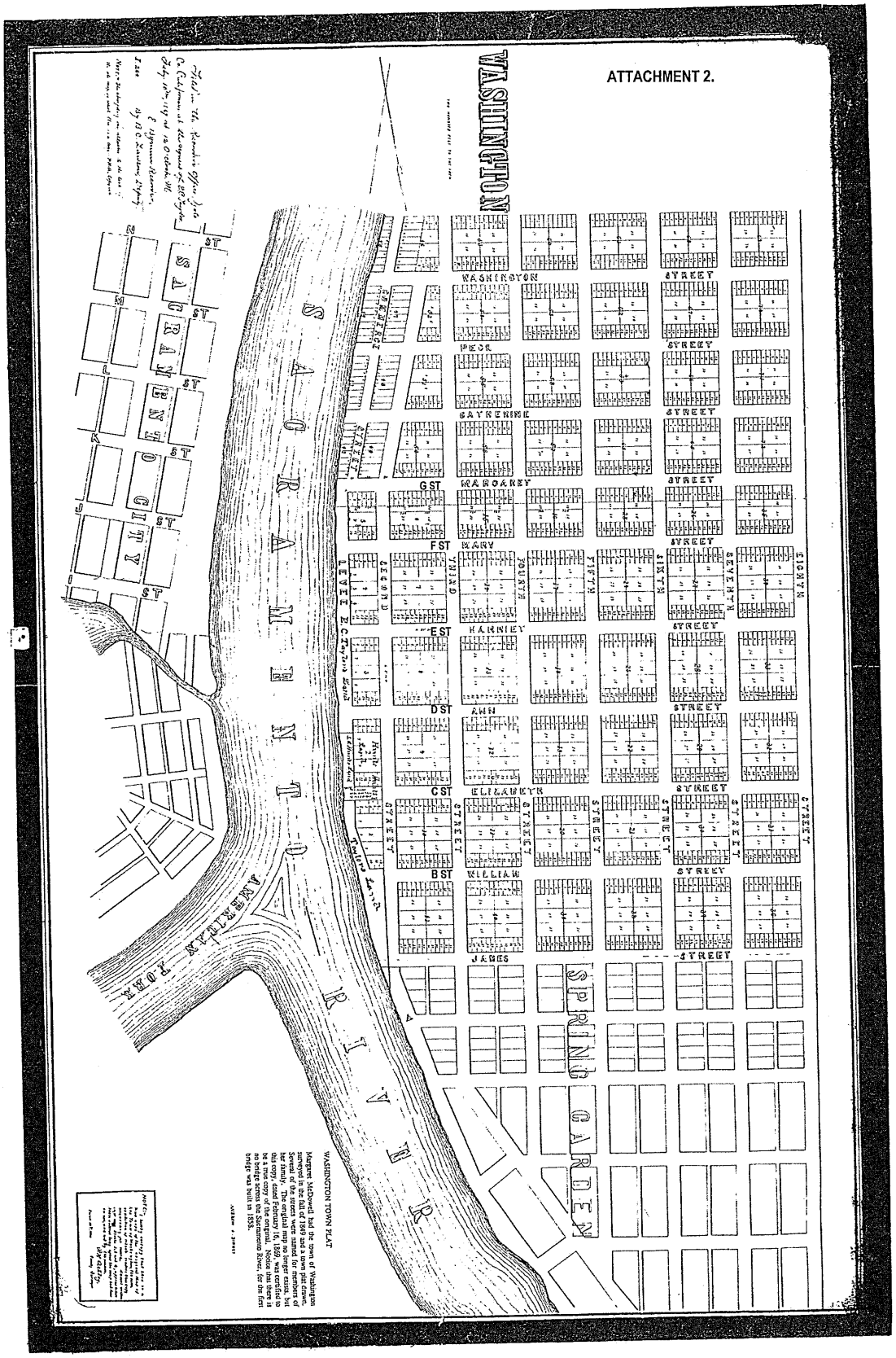
PROJECT AREA MAP: LAYOUT

1 OF 6

DWG. NO. L-1

P:\27560908 ? Washington District\03-BIPLANS\MASTERS\SHEETS\WASHDIST_L01.dgn Date Plotted: 4/17/2015 2:47:00 PM

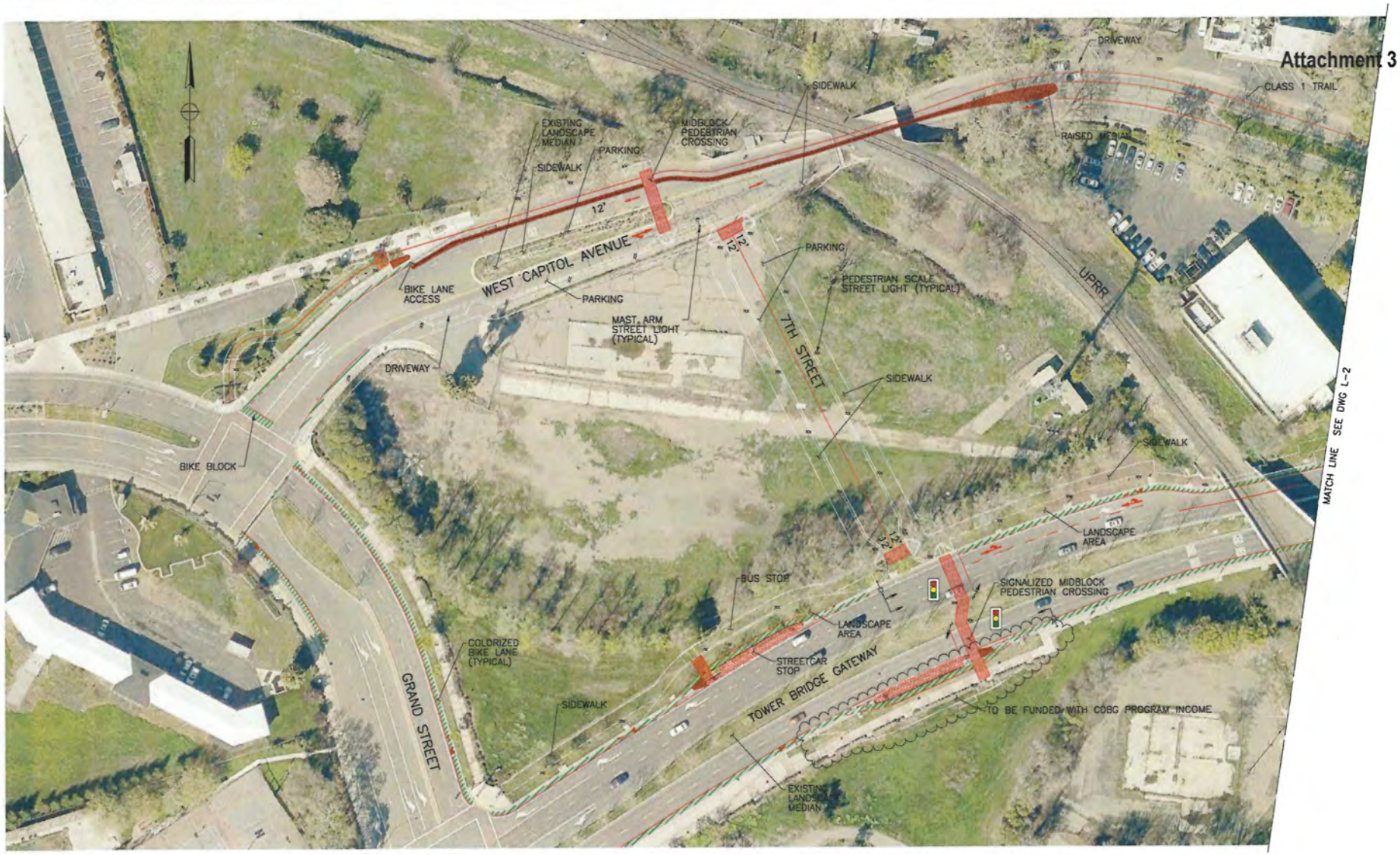
ATTACHMENT 2.



WASHINGTON TOWN PLAT

Margaret McDowell had the town of Washington surveyed in 1849 and laid out in lots and streets. Some of the streets were named for members of her family. The original map no longer exists, but this copy, dated February 16, 1850, was certified to be a true copy of the original by Sacramento County Surveyor William P. Jones. The bridge was built in 1853.

Attachment 3



NO.	REVISION	BY	DATE

RECORD DRAWING DATE:

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WASHINGTON DISTRICT
AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES

PROJECT AREA MAP: LAYOUT

1 OF 6

DWG. NO. L-1

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WEST SACRAMENTO CITY COUNCIL **AGENDA REPORT**

MEETING DATE: July 26,2017 **ITEM #** 23

SUBJECT:
PUBLIC HEARING TO CONSIDER RESOLUTION 17-52 ADOPTING THE 2017/2018 ANNUAL ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Louise Collis, Senior Program Manager

Aaron Laurel, Economic Development & Housing Director

ATTACHMENT [X] Yes [ ] No **[ ] Information [ ] Direction [X] Action**

OBJECTIVE

The objective of this report is to provide the Council with information necessary to conduct a public hearing to receive comments regarding the draft 2017/2018 Annual Action Plan for the Community Development Block Grant (CDBG) Program (Attachment 1) and to approve Resolution 17-52 (Attachment 2) adopting the Annual Action Plan for submission to the U.S. Department of Housing and Urban Development (HUD).

RECOMMENDED ACTION

It is respectfully recommended that the Council:

1. Conduct the public hearing and, upon closing the hearing;
2. Adopt Resolution 17-52 adopting the 2017/2018 Community Development Block Grant Annual Action Plan and authorizing submission to HUD.

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) has awarded the City of West Sacramento $446,077 in CDBG funding for fiscal year 2017/2018. The City also anticipates receipt of approximately $100,000 in CDBG program income from previous years' State CDBG funded activities. HUD requires that the City adopt and submit an Annual Action Plan outlining how the funding will be used to accomplish goals in the City's 2016-2020 CDBG Consolidated Plan adopted by the City Council on July 20, 2016. All CDBG funds must be used for projects that address at least one of the three CDBG national objectives:

1. Benefit to low-and moderate-income households, defined as households at or below 80% of HUD area median household income for Yolo County, adjusted by family size (Attachment 3);
2. Elimination of slums and blight related to physical structures such as homes or commercial buildings; or
3. Urgent need, which refers to emergencies such as earthquake or flood damage.

At least 70% of CDBG funds must be spent on activities that meet objective #1, commonly known as Low-Mod Benefit. CDBG funding is primarily devoted to capital projects. No more than 15% of the annual allocation may be spent on public services each year, and no more than 20% for general program administration and planning activities.

ANALYSIS

As required by HUD, the City developed a 2016-2020 Consolidated Plan evaluating the needs of low-income persons and residents of low-income neighborhoods. The Consolidated Plan sets forth goals for the use of CDBG funds to benefit these households. The term "Consolidated Plan" is used because HUD encourages Entitlement jurisdictions to look at CDBG in context with other available resources in an effort to maximize the benefit achieved with the funds. Each year, the City must complete an Annual Action Plan outlining actions to be undertaken to realize Consolidated Plan goals. The 2016-2020 Consolidated Plan goals are:

Goal #1 Reduce the incidence and impact of homelessness.
Goal #2 Achieve goals in the HUD Challenge Grant funded *Washington Realized: A Sustainable Community Strategy* for the Washington neighborhood located in Census Tract 101.01.
Goal #3 Strengthen economic opportunities for lower-income households.
Goal #4 Affirmatively further fair housing compliance.

The Annual Action Plan normally must be submitted to HUD by May 15 each year. However, due to delays in the federal budget process this year, HUD was not able to release allocation amounts until late June. HUD is waiving the May due date but the City must submit the plan to HUD by August 16, 2017 or risk losing CDBG funding.

The draft 2017/2018 Annual Action Plan outlines activities to be accomplished during the second year of the five-year Consolidated Plan. Proposed activities are:

- Acquisition of property suitable for the development of a minimum of 20 affordable housing units targeted to persons experiencing homelessness and persons at-risk of homelessness *(Goal #1).*
- Provision of landlord/tenant dispute resolution and fair housing services to reduce the incidence of homelessness due to avoidable evictions *(Goal #4).*
- General administration of the program and planning including contributing to a regional Assessment of Fair Housing (AFH) as required by HUD *(Goal #4).*

Estimated CDBG Funds Available in 2017/2018

$446,077	2017/2018 Entitlement allocation
+$100,000	Estimated program income
$546,077	Total available funds

Recommended CDBG 2017/2018 Funding Allocations

$415,862	Property acquisition for development of affordable housing for homeless *(Goal #1)*
$21,000	Fair housing services *(Goal #4)*
+ $109,215	General administration and planning activities for the CDBG program *(Goal #4)*
$546,077	Total funds allocated

Last year's CDBG funding (2016/2017) was allocated to:

- Engineering and design of safety and accessibility improvements for the River Walk Trail from the I Street Bridge, north to the Broderick Boat Ramp. Consultant selection for engineering and design is completed and the design and permitting work is anticipated to be completed in 2017/2018 *(Goal #2).*

In addition to federal CDBG funding, the City will leverage local and State resources to accomplish the following goals:

- Employ a full time Homeless Coordinator to provide outreach, referrals and case management to homeless persons *(Goal #1).*
- Subsidize the overhead at the Fourth and Hope winter shelter program in Woodland *(Goal #1).*
- Provide funding towards the cost of the half time Yolo County Homeless Coordinator position *(Goal #1).*
- Provide downpayment assistance to an estimated 5 low-income homebuyer households.
- Substantially complete the Grand Gateway Transportation Infrastructure project serving the southern border of the Washington neighborhood *(Goal #2).*
- Complete the design and environmental review for the Sycamore Trail project, which includes a bike/pedestrian freeway overpass linking the very low-income Glide/Evergreen neighborhood with schools, parks and other amenities.
- Continue the Microenterprise small business development program through October 31, 2017 when State CDBG funding expires *(Goal #3).*
- Explore potential funding sources to develop job readiness skills for persons experiencing homelessness *(Goal #1 and Goal #3).*

Commission Recommendation

Two public hearings to receive comments on potential activities for CDBG funding were conducted before the Economic Development and Housing Commission (EDHC) on January 25, 2017 and March 22, 2017. A presentation regarding the Annual Action Plan was conducted before the Parks, Recreation and Intergenerational Services Commission on February 7, 2017. The final draft Annual Action Plan was presented to the EDHC for review at the July 19, 2017 meeting. Staff will provide the Council with an oral report of the Commission's deliberations.

Strategic Plan Integration
CDBG funding is a critical component of the City's mission to provide quality municipal services, infrastructure, community improvements, financially sound city government and a superior workforce. Development of housing that will accept homeless persons supports Measure E efforts to reduce community impacts of homelessness. Last year's CDBG funded project, design of improvements to the River Walk Trail, will achieve safety and accessibility improvements in support of the new I Street Bridge project. Both efforts are City Council 2017 Top Priority Policy Agenda actions.

The goals of the Consolidated Plan were developed based upon census data and information gleaned from the City's *Washington Realized Strategy*, *2013 Homeless Update,* 2013 *Homeless Action Plan* and the *2013-2021 Housing Element* of the General Plan.

Alternatives
The Council's primary alternatives are:

1. Conduct the public hearing and adopt Resolution 17-52 approving the 2017/2018 Annual Action Plan for submission to HUD.
2. Conduct the public hearing and adopt Resolution 17-52 with changes to the Annual Action Plan prior to submission to HUD.
3. Open the public hearing and continue it to a future meeting, providing staff with direction regarding any additional information needed before adoption of the plan.

Alternative 1 is the staff recommendation. Alternative 2 is not recommended because the draft plan fulfills goals in the five-year Consolidated Plan and has been reviewed and is supported by the EDH, the PRI and the HPAC. Alternative 3 is not recommended because there is not another Council meeting before the plan is due to HUD. If the plan is not submitted by August 16, 2017, the City will lose Entitlement funding for 2017/2018.

Coordination and Review
The EDH Commission conducted public hearings to solicit citizen input on the development of the Annual Action Plan on January 25 and March 22, 2017. The Parks Recreation and Intergenerational Services Commission provided comments at the February 7, 2017 meeting. Funding recommendations were presented to the Yolo County Homeless and Poverty Action Coalition (HPAC) at the February 22, 2017 meeting. An initial draft with estimated funding amounts was available for public review and comment from March 16 through April 14, 2017. A second public review period was required once HUD provided final funding allocations and was conducted from June 19 through July 20, 2017. All public hearings and public review periods were noticed in English and Spanish in the *News Ledger* and by email to the Bryte and Broderick Community Action Network (BBCAN), HPAC membership and other interested community members.

Fiscal Impact
The City will receive $446,077 in CDBG funding for fiscal year 2017/2018, contingent upon the adoption and submission to HUD of the Annual Action Plan by August 16, 2017. Up to 20% of funds may be used for general administration and planning, including staff time devoted to CDBG eligible activities. Future annual allocations of CDBG funds are contingent upon the HUD budget as approved by congress.

ATTACHMENT(S)
1. 2017/2018 CDBG Annual Action Plan
2. Resolution 17-52
3. HUD 2017 Yolo County Income Limits

CITY OF WEST SACRAMENTO

DRAFT
Revised 7/20/17

JULY 1, 2017 – JUNE 30, 2018
ANNUAL ACTION PLAN

For the
U.S. Department of Housing and Urban Development
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
(CDBG)



Adopted Xxxx xx, 20xx

EQUAL HOUSING OPPORTUNITY

OMB Control No: 2506-0117 (exp. 06/30/2018)

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of West Sacramento (City) became eligible to receive federal Community Development Block Grant (CDBG) Entitlement funding from the U.S. Department of Housing and Urban Development (HUD) in fiscal year 2016/2017. In accordance with HUD regulations, the City developed a five-year Consolidated Plan examining the needs of low-income persons and neighborhoods, and setting goals for the use of CDBG funding. The consolidated planning process honors community connections established during previous outreach efforts and builds upon the community concerns voiced during the citizen participation process. The consolidated plan process included: a review of previously collected data, recent census data and other available data; citizen input received from focus groups; presentations to City Commissions, the City Council and interested groups; and three public hearings. The City of West Sacramento 2016-2020 Consolidated Plan was adopted by the West Sacramento City Council on July 20, 2016 and approved by HUD. The 2017/2018 Annual Action Plan outlines activities planned for funding in the second year of the Consolidated Plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The 2017/2018 CDBG Annual Action Plan outlines activities to be accomplished during the second year of the five-year Consolidated Plan. The City's 2017/2018 CDBG funds and program income will be used to address the following goals in the 2016-2020 Consolidated Plan. 2017/2018 CDBG funds and program income will be used for the following activities.

Consolidated Plan Goal #1. Reduce the incidence and impact of homelessness. An estimated $402,568 will be used to acquire property suitable for the development of a minimum of 20 housing units targeted to persons experiencing homelessness and persons at-risk of homelessness.

Consolidated Plan Goal #4. Affirmatively further fair housing compliance. CDBG funds of up to $21,000 will be used to provide fair housing services including outreach, counseling, education, testing and enforcement, in addition to landlord/tenant dispute resolution to reduce discrimination in housing and to reduce the incidence of homelessness due to avoidable evictions. General administration funding will be used to participate in the development of a Sacramento region assessment of fair housing.

2016/2017 CDBG funding is allocated to engineering and design of the River Walk Trail Extension project located in the Washington Neighborhood (Census Tract 101.01). This project is anticipated to be completed in 2017/2018 (Consolidated Plan Goal #2).

In addition to CDBG funding, the City will leverage local and State resources to accomplish the following goals:

- Employ a full time Homeless Coordinator and to provide outreach, referrals and case management to homeless persons (Con Plan Goal #1).
- Subsidize the overhead at the Fourth and Hope winter shelter program in Woodland (Con Plan Goal #1).
- Provide funding towards the cost of the half time Yolo County Homeless Coordinator position (Con Plan Goal #1).
- Provide downpayment assistance to a minimum of 5 low-income homebuyer households.
- Substantially complete the Grand Gateway Transportation Infrastructure project serving the southern border of the Washington neighborhood (Con Plan Goal #2)
- Complete the design and environmental review for the Sycamore Trail project, which includes a bike/pedestrian freeway overpass linking the very low-income Glide/Evergreen neighborhood with schools, parks and other amenities.
- Continue the Microenterprise small business development program through October 31, 2017 when State CDBG funding expires (Con Plan Goal #3).
- Explore potential funding sources to develop job readiness skills for persons experiencing homelessness (Con Plan Goal #1 and Goal #3).

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Prior to fiscal year 2016/2015, the City participated in the State of California Small Cities CDBG Program. Over the years, State CDBG funds were used for a myriad of projects serving low- income residents including: low- or zero-interest loans for housing rehabilitation to homeowners; business loans for expansions creating jobs for low-income persons; replacement of failing septic tanks with hook ups to sewer service; construction job training; assistance to first time homebuyers; construction of infrastructure for affordable housing; rehabilitation of affordable multifamily housing; acquisition and rehabilitation of transitional housing for homeless families; preschool tuition assistance; training and technical assistance for microenterprise business owners; fair housing services; homeless services; the Washington Neighborhood Sustainable Community Strategy; a study of factors contributing to and community impacts of homelessness; and a study of mobile home park issues.

The City's first year of federal Entitlement funding is being used for design and engineering for improvements to the River Walk Trail from the I Street Bridge north to the Broderick Boat Ramp, located in the Washington Neighborhood (Census Tract 101.01). A Request for Proposals has been issued to select a qualified consultant for the project. The project is anticipated to be underway in May 2017 and completed by June 2018.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City's Economic Development and Housing (EDH) Commission conducted a public hearing on January 25, 2017 announce the availability of 2017/2018 CDBG funding and to receive public comments regarding activities for funding consideration. The EDH conducted a second public hearing on March 22, 2017 to review the first draft Annual Action Plan which inlcuded an estimated CDBG allocation amount due to a delay in HUD funding announcements this year. The first draft Annual Action Plan was available for a 30 day public comment period from March 16, 2017 through April 14, 2017. The first draft plan was presented to the City's Parks, Recreation and Intergenerational Services Commission on February 7, 2017 and to the Yolo County Homeless and Poverty Action Coalition (the local Continuum of Care) on February 22, 2017. A second draft Annual Action Plan document was developed once final HUD allocation amounts were announaced. The revised draft Annual Action Plan was available for a 30 day review period from June 21 through July 20, 2017 and was presented to the EDH for a final review on July 19, 2017. The Chamber of Commerce >>>>>>>>>>>

A final public hearing will be held before the City Council on July 26, 2017 prior to adoption of the Annual Action Plan and submission to HUD for approval. >>>>

All public hearings were noticed in the West Sacramento *News-Ledger* two weeks prior to the meetings and were emailed to interested individuals and agencies including the Yolo County Homeless and Poverty Action Coalition (HPAC) which acts as the local Continuum of Care and the Bryte and Broderick Community Action Network.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The most consistently repeated comments received through the citizen participation process concerned the need for housing available to persons experiencing homelessness and those at-risk of homelessness. The 2016-2020 Consolidated Plan identified housing cost burden as the most significant housing issue facing low- and moderate-income West Sacramento households. The impact of affordability is compounded by barriers to housing for homeless persons including transportation costs,

poor rental histories, lack of money for rental and utility deposits; and mental health or substance abuse issues that make it difficult to successfully maintain permanent housing.

Other comments received include the need for:

- A new funding source for housing search assistance to replace an expiring three-year State of California Mental Health Services Act (MHSA) Innovation grant
- Assistance for families with children and the elderly who are at-risk of homelessness, including rapid re-housing funds
- Affordable housing for larger families
- An improved West Sacramento distribution site for the Yolo County Food Bank
- Housing rehabilitation assistance
- Retail and grocery stores in the Washington Neighborhood (Census Tract 101.01)
- Services for persons with disabilities
- Assistance for persons economically displaced from the Bay Area to our community

>>>>>

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments received through the citizen participation process are accepted. CDBG funds are limited and not sufficient to fund all projects discussed during public hearings and other community outreach efforts. Many suggested activities are eligible for other funding such as Yolo County CalWorks and the City's newly adopted Measure E which will provide funds for homeless services and projects. Activities proposed for 2017/2018 funding further the goals of the City's 2016-2020 Consolidated Plan, do not duplicate projects funded through other sources, and address the most significant needs identified during the citizen participation process.

7. Summary

Citizen participation is critical to the CDBG planning process to identity the most pressing needs of lower-income neighborhoods and persons. The City's 2016-2020 Consolidated Plan citizen participation included extensive outreach to individuals, non-profit organizations, social service agencies and governmental agencies to ensure the most effective use of scarce local resources to effect long-term, substantial change in the lives of lower-income residents of West Sacramento. The citizen participation process for the 2017/2018 Annual Action Plan builds on the consolidated planning process and exceeds the requirements in the City's Citizen Participation Plan.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WEST SACRAMENTO	Economic Development & Housing Department

Table 1 – Responsible Agencies

Narrative (optional)

The City of West Sacramento Department of Economic Development and Housing is the lead agency for the development and implementation of the 2017/2018 Annual Action Plan.

Consolidated Plan Public Contact Information

Louise Collis, Senior Program Manager, Department of Economic Development & Housing, City of West Sacramento, 1110 West Capitol Avenue, West Sacramento, CA 95691

Phone: (916) 617-4555

Email: louisec@cityofwestsacramento.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of West Sacramento Citizen Participation Plan outlines the process for development of the Annual Action Plan. At a minimum, the City must:

- Conduct at least two public hearings;
- Provide presentations to the Economic Development and Housing Commission and the Parks, Recreation and Intergenerational Services Commission; and,
- Draft an Annual Action Plan and make it available for public review and comment for a 30 day period prior to adoption.

The citizen participation process that resulted in the 2107/2018 exceeded the minimum standards in an effort to ensure that the plan is reflective of community needs and substantially furthers the goals in the 2016-2020 Consolidated Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City is an active participant in the Yolo County Homeless and Poverty Action Coalition (HPAC), which acts as the local Continuum of Care, along with the Yolo County Department of Health and Human Services, the Housing Authority of Yolo County (Yolo County Housing), the U.S. Veteran's Administration and local health, mental health and service provider agencies. A presentation was made to the HPAC on February 22, 2017 with 25 service agencies represented. A copy of the attendance sheet is included in the Appendix.

The City of West Sacramento is signatory to the ten-year plan entitled "One Piece at a Time: Ending and Preventing Homelessness for Yolo County Residents" available at www.yolocounty.org.

The City employs a full time Homeless Outreach Coordinator who provides outreach, referrals and case management to homeless individuals; and acts as the City's liaison with Yolo County and homeless service providers. The City is very involved with local developers of affordable housing. A member of the City Council sits on the Yolo County Housing Authority Advisory Board and City staff are available to provide technical assistance as needed to developers. The City has provided financial assistance to a number of affordable housing developers over the years. The most recent example is the development of West Gateway Place, a partnership between Jamboree Housing and the West Sacramento Housing Development Corporation. West Gateway Place Phase 1 opened in February 2017 with 77 affordable apartment homes. The City provided $8.11 million in permanent financing, which includes $1.1 million of State CDBG program income for public infrastructure needed to support the project. A second

phase is under development and City staff are working closely with the developer to secure funding for the project.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

City staff participate in the local Continuum of Care known as the Yolo County Homeless and Poverty Action Coalition (HPAC) to ensure that all homeless activities are coordinated with local service providers, the Yolo County Department of Health and Human Services, the Housing Authority of Yolo County and other community partners. As noted above, a presentation regarding the Annual Action Plan was made to the HPAC on February 22, 2017 with 25 service agencies represented. A copy of the attendance sheet is included in the Appendix.

The City shares in the cost for the Yolo County Homeless Coordinator position, along with Yolo County and the Cities of Davis, Woodland and Winters. There are no emergency shelters located in West Sacramento, however the City provides funding to Fourth and Hope, an emergency shelter in Woodland serving many homeless persons originating from West Sacramento. In 2013, the City assisted Friends of the Mission, a non-profit organization associated with Fourth and Hope, to acquire and rehabilitate four units of permanent supportive housing for formerly homeless persons using NSP3 funding received from the State of California. In the mid-1990s, the City provided State CDBG funding to Shores of Hope (formerly United Christian Centers of Sacramento) for the acquisition and rehabilitation of an 11 unit transitional housing facility which now serves transitional aged homeless youth.

For many years, the City has hosted the quarterly Northern California Homeless Roundtable fostering education and collaboration for service providers throughout the region. As noted above, the City is signatory to the ten-year plan entitled "One Piece at a Time: Ending and Preventing Homelessness for Yolo County Residents" adopted in 2009. The City is assisting with a revision of this document to focus on a coordinated entry system for all agencies and programs assisting homeless persons in Yolo County.

The City employs a full time Homeless Coordinator who provides outreach, case management, referrals and housing search assistance to at-risk and homeless persons. The Homeless Coordinator is part of a Community Intervention Program, a joint partnership between the City's Police Department and the Yolo County Health and Human Services Department facilitating referrals to services such as medical, mental health, social security, food stamps, substance abuse treatment, financial assistance and job counseling.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is not a HUD ESG grant recipient, although several social service agencies working in West Sacramento receive funding through the State of California ESG program. As noted above, the City participates in Yolo County HPAC Continuum of Care deliberations regarding pressing community needs appropriate for ESG allocations received from the State of California. The City contributes to the salary of the Yolo County Homeless Coordinator who acts as staff to the CoC, coordinating CoC grant applications, grants management and reporting. In the past, HPAC members would make funding recommendations to the Yolo County Community Services Action Board for approval. But this process is under revision due to changes to the State's process for allocation and evaluation of ESG funded activities. The member agencies of HPAC, including the City, will comply with the new State requirements for allocation, performance standards and evaluation of outcomes.

Yolo County ESG recipient agencies use the HUD required Homeless Management and Information System (HMIS) to measure outcomes and coordinates services throughout Yolo County. Policies and procedures for using HMIS to create a coordinated entry system are in development. The system will allow homeless individuals to apply for services from a range of agencies through a single coordinated entry point.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	Yolo County Homeless & Poverty Action Coalition
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Other government - County Other government - Local Regional organization Continuum of Care

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Yolo County Homeless and Poverty Action Coalition (HPAC) acts as the county-wide Continuum of Care. The HPAC is composed of public, private and non-profit agencies providing services to homeless and persons at-risk of homelessness. Emails were sent to HPAC member agencies and a presentation regarding the Annual Action Plan was provided at the 2/22/17 HPAC meeting. Notices of all CDBG Public Hearings and notices of draft document review periods are emailed to all HPAC member agencies, including: Communicare Health Centers, Davis Community Meals, Elica Health Centers, Empower Yolo (assistance for victims of sexual assault and domestic violence), Fourth & Hope Homeless Shelter, Legal Services of Northern California, Shores of Hope, Veteran's Administration, Short Term Emergency Aid Committee, Volunteers of America, Yolo County Care Continuum, Yolo County Family Resource Center, Yolo County Health and Human Services, Yolo County Housing Authority, Yolo County Office of Education and the Yolo Food Bank.

2	**Agency/Group/Organization**	West Sacramento Economic Development and Housing Commission
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Services-Employment Other government - Local Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City's Economic Development and Housing (EDH) Commission is composed of seven West Sacramento residents tasked by the City Council to provide recommendations regarding affordable housing and economic development policy issues. The EDH Commission conducted a public hearing on January 25, 2017 to receive public comments regarding the availability of 2017/2018 CDBG funds and activities to consider for funding. The Commission conducted a second public hearing on March 22, 2017 to receive public comment on the draft 2017/2018 Annual Action Plan.

3	**Agency/Group/Organization**	West Sacramento Parks, Recreation and Intergenerational Services Commission
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Other government - Local Civic Leaders
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth Parks and recreational infrastructure
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Parks, Recreation and Intergenerational Services Commission is composed of eight City residents tasked by the City Council to provide recommendations on programs, facilities and services serving youth and the elderly; in addition to City recreational facilities and trails. The PRIS Commission received a presentation regarding the use of 2016/2017 CDBG funds to date and requesting comments on activities under consideration for 2017/2018 CDBG funding.
4	**Agency/Group/Organization**	Bryte and Broderick Community Action Network
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Education Business and Civic Leaders Neighborhood Organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Needs of youth and elderly
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City emails public notices for all CDBG public hearings and public review periods to the Bryte and Broderick Community Action Network (BBCAN), which places the notices in their weekly email newsletters. The BBCAN email list includes hundreds of households, primarily located in the lower-income northern part of the City which includes the older neighborhoods of Bryte, Broderick and Washington (Census Tracts 101.01 and 101.02).
5	**Agency/Group/Organization**	West Sacramento Chamber of Commerce
	Agency/Group/Organization Type	Business Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	>>>>>

Identify any Agency Types not consulted and provide rationale for not consulting

The City consulted all agencies known to have an interest in the needs of low income persons and all agencies identified in the Citizen Participation Plan as required for Annual Action Plan development.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Yolo County Homeless and Poverty Action Coalition (HPAC)	The 2017/2018 Annual Action Plan is consistent with the Yolo County 10 Year Homeless Plan completed by HPAC in 2008 entitled One Piece at a Time: Ending and Preventing Homelessness for Yolo County Residents. The Action Plan addresses goals to: 1. Create permanent housing for people who are homeless or at-risk of homelessness that is linked with supportive services; 2. Facilitate and streamline access to housing and housing-related supportive services by people who are homeless or at-risk of homelessness.
Washington Realized: A Sustainable Community Strat	City of West Sacramento Department of Economic Development and Housing	The Annual Action Plan is consistent with the Washington Realized goals to provide parks and recreational facilities in the Washington neighborhood, and to reduce the incidence of homelessness.
Housing Element of the General Plan	City of West Sacramento Planning Department	The Annual Action Plan is consistent with goals in the 2013 update to the City's Housing Element including: HE-PR-1.6 pursuing funds for affordable housing; HE-PR-1.9 cooperation with housing providers; HE-PR-6.1 participation with HPAC; and HE-PR-6.6 development of housing for persons with special needs, such as persons with disabilities and persons experiencing homelessness.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

An initial public hearing was conducted before the City's Economic Development and Housing Commission on January 25, 2017 to announce the availability of CDBG funding for 2017/2018. Public comments were received regarding the needs of low-income persons and activities for funding consideration. A presentation was made to the Parks, Recreation and Intergenerational Services Commission on February 7, 2017 and to the Yolo County Homeless and Poverty Action Coalition (HPAC) at the February 22, 2017 meeting. The HPAC serves as the local Continuum of Care and is composed of organizations primarily tasked with serving homeless persons. The West Sacramento Chamber of Commerce >>>>>> . A second public hearing to receive comments on the first draft Annual Action Plan was held befor the Economic Development and Housing Commission on March 22, 2017. The first draft contained estimated CDBG funding due to delays in the HUD allocation announcement this year. To comply with HUD directives, a second draft Annual Action Plan was developed once actual CDBG funding allocations were announced. The revised version of the draft Annual Action Plan was made available for a second 30 day public comment period from June 21, 2017 through July 20, 2017. A final public hearing will be held before the City Council on July 26, 2017. >>>>>>>

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)

1	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Homeless and persons at-risk of homelessness	The Economic Development and Housing Commission conducted Public Hearing #1 on January 25, 2017 to note accomplishments to date for 2016/2017 CDBG Funding, to announce the availability of 2017/2018 CDBG funding and to receive public comments regarding programs and projects deserving of consideration.	Yolo County Care Continuum (YCCC) received three years of State of California Mental Health Services Act (MHSA) Innovation funding for the Housing Now program which provides housing search assistance and has helped over 100 homeless persons to attain permanent housing in Yolo County. This is a significant success considering the very low rental vacancy rates in the Sacramento region. MHSA Innovation funding has expired and the program is in danger of closing without a new funding source. The Yolo County Children's Alliance is seeing an increase in homelessness among families with children and the elderly. They support funding for rapid rehousing assistance. The Family Resource Center notes a lack of affordable housing for larger families. Until more affordable housing is built, they recommend more transitional housing. A volunteer at the Yolo Food Bank suggested funding for a permanent distribution site in West Sacramento. A resident noted the need for housing rehabilitation assistance and more retail/grocery stores in the Washington neighborhood. A resident encouraged	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
				funding for employment, affordable housing and independent living services for persons with disabilities. A resident encouraged the City to consider the needs of new residents who have been economically displaced from the Bay Area. A Commissioner recommended consultation with the Chamber of Commerce. A Commissioner supported the development of more affordable housing, especially permanent supportive housing, in addition to assistance for families at-risk of homelessness and evaluation of homelessness on a regional basis.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Persons with disabilities Non-targeted/broad community Homeless and persons at-risk of homelessness	On February 7, 2017, the Parks, Recreation and Intergeneration Services Commission received a presentation regarding the use of 2016/2017 CDBG funding and to provide comments on activities for funding consideration in 2017/2018.	>>>>>	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Minorities Non-English Speaking - Specify other language: Spanish, Russian and others Persons with disabilities Residents of Public and Assisted Housing Youth and elderly	A presentation was made to the Yolo County Homeless and Poverty Action Coalition (HPAC) at the February 22, 2017 meeting to seek comments on the needs of the lowest income residents of our community. There were 25 agencies represented at the meeting including County social services, mental and physical health services, homeless programs, the Yolo County Housing Authority (YCH) and affordable housing providers. Please see attendance register in Appendix.	The lack of permanent supportive housing was seen as the most pressing need for these populations. This is especially critical due to the low vacancy rates in West Sacramento. Landlords can "cherry pick" the most desirable tenants, which makes it very difficult for individuals and families in difficult circumstances to obtain housing.	All comments were accepted.	http://www.yolocounty.org/health-human-services/adult-aging/homeless-services/homeless-and-poverty-action-coalition-hpac

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Residents of Public and Assisted Housing Homeless and persons at-risk of homelessness	The Economic Development and Housing Commission conducted a public hearing on March 22, 2017 to receive public comments on the draft 2017/2018 Annual Action Plan.	Commission members present voiced support of proposed funding allocations.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Community at-large	All public hearings were noticed in the West Sacramento newspaper of record, the News-Ledger, at least 14 days prior to the event. Notices were published in both English and Spanish.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	All public hearings were noticed on the City of West Sacramento website, at least 14 days prior to the event. The draft 2017/2018 Annual Action Plan was posted to the City's website for a 30 day public comment period from March 16, 2017 through April 14, 2017.			www.cityofwestsacramento.org

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	The draft 2017/2018 Annual Action Plan was made available for review on the City's website for a 30 day period from March 16, 2017 through April 14, 2017.			www.cityofwestsacramento.org

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	The 30 day public comment period for the draft 2017/2018 Annual Action Plan was noticed in the West Sacramento newspaper of record, the News-Ledger. Notices were published in both English and Spanish.	No comments were received.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	Public Meeting	Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Residents of Public and Assisted Housing Employers	A revised second draft Annual Action Plan was presented to the Economic Development and Housing Commission on July 19, 2017.	>>>>>>>	>>>>>>>	www.westsacramentochamber.com

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
10	Draft available for public review	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Copies of the draft 2017/2018 Annual Action Plan and the revised Annual Action Plan were made available to the public at the West Sacramento branch of the Yolo County Library (Arthur F. Turner Library) and at the City of West Sacramento City Hall. The first draft Annual Action Plan was available March 16 through April 14, 2017. After HUD funding allocations were finalized, a second revised draft Annual Action Plan was made available June 21 through July 20, 2017.	No comments were received.		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
11	Newspaper Ad	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	A second 30 day public comment period for the revised draft Annual Action Plan was noticed in the West Sacramento newspaper of record, the News-Ledger. Notices were published in both English and Spanish.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
12	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	A final public hearing will be conducted before the City Council on July 27, 2017.	>>>>>>>>>>>		

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

HUD has announced that the City of West Sacramento will receive $446,077 in Entitlement CDBG funds for fiscal year 2017/2018. The City estimates $100,000 in program income received from activities funded by previous years' State CDBG grants. In addition to federal Entitlement CDBG funds and program income, the City will have access to funds from its final State CDBG grant through October 2017 for fair housing services, preschool tuition assistance, homeless outreach and coordination, and microenterprise assistance.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	446,077	100,000	0	546,077	1,338,231	The City will receive $446,077 in CDBG funds for 2017/2018 and estimates receipt of $100,000 in program income.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City endeavors to leverage federal funding with a number of State, local and private sources, including:

State of California

- $4,130,888 from the State Affordable Housing and Sustainable Communities (AHSC) program for the Grand Gateway Transportation Infrastructure project to improve streets and sidewalks; and to provide ADA access, bike/pedestrian upgrades and transit improvements to the southern portion of the Washington neighborhood (Washington Target Area CT 101.01).
- $500,000 State of California HOME grant for the City's First Time Homebuyer Assistance Program to provide downpayment assistance to low-income homebuyers.

Local

- $1,150,000 from the Sacramento Area Council of Governments (SACOG) Active Transportation Program funding for design and environmental review of an extension of the Sycamore Trail including a bike/pedestrian freeway overpass that links the low-income Glide/Evergreen Avenue neighborhood with schools, parks and other amenities to the south.
- $230,000 in local funds for Bryte Park Improvements phase 2 project
- $1,100,000 as local match for the Sycamore Trail overpass design and environmental review
- $850,000 as local match for the Grand Gateway Transportation Infrastructure
- $20,000 for a portion of the cost of the Yolo County Homeless Coordinator positin and a portion of overhead costs at the Fourth and Hope homeless winter shelter located in Woodland.
- $70,536 for the City's full time Homeless Coordinator position providing outreach, referrals, and case management to persons experiencing homelessness and persons at-risk of homelessness.

Total leverage funds available in FY 2017/2018 = $8,051,424.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Most City owned parcels are not appropriate for residential or facility development due to location, size constraints or contamination issues. The City owned a parcel at 825 Delta Lane which it sold to the developer of West Gateway Place affordable housing phase 1 for the development of 77 units of affordable housing. The City still owns the adjacent parcel which is set aside for development of phase 2 of the project to produce another 60 units. The City has aggregated a site at 1725, 1731 and 1773 West Capitol Avenue which may be appropriate for a capital development project.

Discussion

The City's federal Entitlement funds are only a portion of total funding allocated to serving the needs of low-income residents and neighborhoods. CDBG funds are allocated to projects where the funding can be used most efficiently, while more flexible funding sources are used for other critical service and infrastructure needs.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Reduce the Incidence and Impact of Homelessness	2016	2020	Homeless		Impact of Homelessness	CDBG: $415,862	Housing for Homeless added: 20 Household Housing Unit
4	Increase Compliance with Fair Housing Laws	2016	2020	Non-Homeless Special Needs		Affirmatively Further Fair Housing Compliance	CDBG: $21,000	Public service activities other than Low/Moderate Income Housing Benefit: 30 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	Reduce the Incidence and Impact of Homelessness
	Goal Description	As in most areas of the nation, homelessness is a significant concern in West Sacramento. In 2013, the City used a State CDBG planning grant to initiate a dialogue around the impacts of homelessness between stakeholders including City staff, homeless persons, law enforcement, local residents, community groups, faith-based organizations, business owners and social service agencies. Over a five month period, a Homeless Action Plan was developed that included four key objectives: • Prevention and early intervention activities; • creating housing available to persons experiencing homelessness or at-risk of homelessness; • integration of supportive services with housing to help the homeless access and maintain permanent housing; and an • implementation and financing plan for addressing homelessness. The Homeless Action Plan was intended to be an 18-month effort to make an impact on homelessness in the community. Of the 24 action items in the plan, most were accomplished. However housing units available to, and affordable to, persons experiencing homelessness remains a significant need. The most recent HUD Homeless Census (2015) identified 60 unsheltered homeless persons in West Sacramento. Four units of permanent supportive housing were developed using State of California Neighborhood Stabilization Program (NSP) funds, but this is not nearly enough to address the need. Rental rates have escalated rapidly over the past two years and rental vacancy rates are very low. The most common comment heard during the citizen participation process was a need for Permanent Supportive Housing for persons with disabilities who are homeless or were recently homeless.
4	**Goal Name**	Increase Compliance with Fair Housing Laws
	Goal Description	The City's fair housing program encourages compliance with Fair Housing law through outreach, counseling, education, testing and enforcement. Landlord/tenant dispute resolution endeavors to reduce the incidence of homelessness by avoiding unnecessary evictions.

Projects

AP-35 Projects – 91.220(d)

Introduction

The number one goal of the 2016-2020 Consolidated Plan is to reduce the incidence of homelessness and its impacts on the community and persons who are homeless or at-risk of homelessness. The goal was based on community concerns voiced during public outreach and public hearing session, in addition to data from the homeless count conducted by the local Continuum of Care, the Yolo County Homeless and Poverty Action Coalition (HPAC) on January 26, 2015. The 2015 homeless count identified 167 homeless persons living in West Sacramento on the night of the count. Nearly half (80) were "unsheltered", meaning that they had spent the previous night in a location that is not meant for human habitation such as a car, a tent or outside. The remaining "sheltered" homeless (87) were living in transitional housing or receiving temporary assistance to live in a motel. There is no emergency shelter available in West Sacramento. During the time of the 2015 count, the City was coordinating with Yolo County and the Yolo County Housing Authority to provide temporary shelter and supportive services to 65 homeless individuals who had been living in camps along the river. This temporary pilot program, known as Bridge to Housing, provided temporary shelter from November 2014 through March 2015 and continued supportive services for up to a year to increase participants' ability to maintain their housing.

The HPAC conducted a new homeless count in January 2017. The number of homeless had increased slightly to 174 persons, of whom 87 were unsheltered.

The most common concern voiced throughout the 2017/2018 citizen participation process was the scarcity of housing affordable to, and available to, persons experiencing homelessness or those at-risk of homelessness. To address this concern, more affordable housing is needed. Particularly housing targeted to the lowest income levels that has few barriers to entry for persons who have poor credit or rental history, persons with disabilities, and persons suffering from substance abuse issues. Often, these populations may need ongoing supportive services to successfully attain and maintain a permanent housing situation.

Projects

#	Project Name
1	Acquisition for Affordable Housing Development
2	Fair Housing Services
3	General Administration and Planning

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

West Sacramento has the highest percentage of chronically homeless individuals in Yolo County. Housing affordable to homeless, at-risk and extremely low-income persons is very limited and waiting lists are long. There are many barriers to housing including credit history, a history of evictions, criminal background, and the cost of rental and utility deposits. Homeless advocates encourage the development of low-barrier housing coupled with supportive services to promote successful maintenance of permanent housing. Mental health, healthcare and substance abuse treatment are critical to the success of many homeless persons.

Fair housing counseling and landlord/tenant dispute resolution services provide a complementary approach towards achieving the goal of reducing the incidence of homelessness. Resolving issues between vulnerable households and their landlords before they escalate to the point of an eviction can help many to maintain housing security.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Acquisition for Affordable Housing Development
	Target Area	
	Goals Supported	Reduce the Incidence and Impact of Homelessness
	Needs Addressed	Impact of Homelessness
	Funding	CDBG: $415,862
	Description	Property acquisition to support development of a minimum of 20 units of affordable housing targeted to lower income persons and that has reduced barriers to entry.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Funding will support the development of a minimum of 20 units of affordable housing targeted to individuals and families experiencing homelessness or that are at-risk of homelessness.
	Location Description	The location of the project has not yet been determined. To reduce transportation costs and boost lower-income families' disposable income, sites near transit nodes and services needed to ensure successful maintenance of permanent housing will receive priority.
	Planned Activities	Acquisition of vacant land or improved properties suitable for rehabilitation for the development of a minimum of 20 units of affordable housing. Housing will be targeted to families and individuals experiencing homelessness or at-risk of homelessness.
2	**Project Name**	Fair Housing Services
	Target Area	
	Goals Supported	Increase Compliance with Fair Housing Laws
	Needs Addressed	Affirmatively Further Fair Housing Compliance
	Funding	CDBG: $21,000
	Description	Public services funding will fund housing counseling, education, testing and tenant/landlord dispute resolution to reduce the incidence of discrimination and avoidable evictions.

	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Current funding from the State of California CDBG program will expire on October 31, 2017. This public service activity will receive federal CDBG Entitlement funding beginning November 1, 2017 to continue the City's efforts to promote fair housing and reduce the risk of eviction which may lead to homelessness. It is estimated that 30 low-income households will receive assistance. Due to the high number of immigrant and non-English speaking households in West Sacramento, it is estimated that 50% of persons assisted will be from minority households.
	Location Description	Fair housing services will be available citywide.
	Planned Activities	Provide a phone information line, fair housing counseling, community education, outreach, engagement and landlord/tenant dispute resolution assistance.
3	**Project Name**	General Administration and Planning
	Target Area	
	Goals Supported	Reduce the Incidence and Impact of Homelessness Increase Compliance with Fair Housing Laws
	Needs Addressed	Impact of Homelessness Washington Infrastructure Needs (CT101.01) Strengthen Economic Opportunities for Low-Income Affirmatively Further Fair Housing Compliance
	Funding	CDBG: $109,215
	Description	General administration of the CDBG program and planning activities associated with CDBG eligible activities.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	General administration and planning for the CDBG program does not require a benefit count.
	Location Description	City of West Sacramento, Economic Development and Housing Division, 1110 West Capitol Ave, West Sacramento, CA 95691.

	Planned Activities	General administration of the CDBG program and planning activities associated with CDBG eligible activities. This will include a Sacramento regional Analysis of Fair Housing (AFH) in compliance with HUD requirements.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The 2016-2020 Consolidated Plan identified the Washington neighborhood (Census Tract 101.01) as a low-income area challenged with aging infrastructure, underutilized properties, derelict buildings, contaminated parcels (brownfields) and a lack of economic vitality. Fiscal year 2016-2017 CDBG funds were dedicated to the Washington Neighborhood Target Area. Fiscal year 2017/2018 funding is allocated to projects addressing citywide issues.

Geographic Distribution

Target Area	Percentage of Funds
Washington Neighborhood	0

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

2016/2017 CDBG funding was allocated 100% to the improvement of the River Walk Trail serving the Washington Neighborhood target area (Census Tract 101.01).

In 2017/2018, 100% of funds are proposed for projects serving low-income persons, primarily those experiencing or at-risk of homelessness, on a citywide basis. Although persons experiencing homelessness are primarily found in the northern and eastern portions of West Sacramento, homelessness is a citywide issue and must be addressed across all geographic boundaries.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

According to a U.S. Census American Community Survey (ACS) study of the 50 largest metropolitan areas of the nation, residents of the Sacramento Region have the seventh highest housing cost burden in the nation. HUD's generally accepted definition of housing affordability is a housing cost burden of no more than 30% of household income. The ACS study shows that the Sacramento Region average housing cost burden increased from 27% in 2008 to 30% in 2010. This trend is likely to continue as both home prices and rental rates have continued to increase faster than median income since 2010.

Working families face a tradeoff between lower cost housing and living close to major employment centers. According to the Center for Housing Policy, households at low- and moderate income levels spend an average of 8% of their income on transportation; whereas very low-income spend an average of 12% and extremely low-income spend an average of 24% of income on transportation. The study's number one recommendation to improve the economic well-being of lower-income families is to consider housing and transportation together to ensure that affordable housing is situated near employment centers and transit nodes to reduce transportation costs and boost families' disposable income.

One Year Goals for the Number of Households to be Supported	
Homeless	20
Non-Homeless	0
Special-Needs	0
Total	20

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	20
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	20

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Federal Entitlement CDBG funds will be used for acquisition for the development of at least 20 units of housing targeted to persons who are homeless or at-risk of homelessness.

State of California HOME funds will be used for downpayment assistance for an estimated five low-income homebuyer households.

AP-60 Public Housing – 91.220(h)

Introduction

There are two public housing projects in West Sacramento that are operated by the Yolo County Housing Authority: 76 family units at Las Casitas and 63 senior units at Riverbend Manor. The Yolo County Housing Authority administers Housing Choice Vouchers (formerly known as Section 8) in West Sacramento

Actions planned during the next year to address the needs to public housing

The two public housing projects in West Sacramento, Las Casitas and Riverbend Manor, are located in the Washington neighborhood. Residents will receive targeted marketing of the Microenterprise Program, fair housing services and the First Time Homebuyer Program. Residents will also benefit from completion of the River Walk Park Trail Extension funded in fiscal year 2017/2018 as it is located only a few blocks from the projects.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

City housing staff participate in the Yolo County Housing Authority Family Self-Sufficiency (FSS) Program Coordinating Committee. FSS staff receive information on City programs including the State HOME funded First Time Homebuyer Assistance Program.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable. HUD has designated the Yolo County Housing Authority as a high performing agency.

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

As in most areas of the nation, homelessness is a significant concern in West Sacramento. In 2013, the City used a State CDBG planning grant to initiate a dialogue around the impacts of homelessness between stakeholders including City staff, homeless persons, law enforcement, local residents, community groups, faith-based organizations, business owners and social service agencies. Over a five month period, a Homeless Action Plan was developed that included four key objectives:

- Prevention and early intervention activities;
- creating housing available to persons experiencing homelessness or at-risk of homelessness;
- integration of supportive services with housing to help the homeless access and maintain permanent housing; and an
- implementation and financing plan for addressing homelessness.

The Homeless Action Plan was intended to be an 18-month effort to make an impact on homelessness in the community. Of the 24 action items in the plan, most were accomplished. However housing units available to, and affordable to, persons experiencing homelessness remains a significant need. The most recent HUD Homeless Census (2015) identified 60 unsheltered homeless persons in West Sacramento. Four units of permanent supportive housing were developed using State of California Neighborhood Stabilization Program (NSP) funds, but this is not nearly enough to address the need. Rental rates have escalated rapidly over the past two years and rental vacancy rates are very low. The most common comment heard during the citizen participation process was a need for Permanent Supportive Housing for persons with disabilities who are homeless or were recently homeless.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

In 2017/2018, the City will:

- Employ a full time Homeless Coordinator to conduct outreach, referrals to services, case management and housing search assistance for persons experiencing homelessness and those

at imminent risk of homelessness.

- Continue to provide funding towards the half time Yolo County Homeless Coordinator position.

Addressing the emergency shelter and transitional housing needs of homeless persons

City will:

- Continue to subsidize overhead costs at the Fourth and Hope Homeless Shelter (formerly the Wayfarer Center) located in Woodland, CA.
- Provide staff to participate in the Yolo County Homeless and Poverty Action Coalition (HPAC) which acts as the local Continuum of Care.
- Provide CDBG funds for the acquisition of vacant land or developed properties for the development of a minimum of 20 units of housing targeted to persons experiencing or at-risk of homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City is currently seeking affordable housing developers interested in the development of housing affordable to, and available to homeless individuals and families, and homeless veterans and their families. During 2017/2018, the City anticipates the purchase of vacant land or improved land suitable to the development of a minimum of 20 units of permanent housing.

The City's Homeless Coordinator works closely with service providers, primarily members of the Yolo County Homeless and Poverty Action Coalition (HPAC), the local Continuum of Care, to move homeless and at risk individuals and families into appropriate housing situations. The HPAC includes representatives from a wide array of service providers including: healthcare, mental health treatment, substance abuse treatment, financial assistance, food assistance, housing providers, the Veteran's Administration, schools and domestic violence/sexual assault assistance. These agencies work diligently to strengthen the housing stability of individuals and families in Yolo County.

In 2009, the City participated in a county-wide effort to apply for a HUD Homeless and Rapid Rehousing Program (HRRP) grant. The Yolo County program received accolades from HUD for its smooth implementation and success. The agency selected to lead the effort, the Yolo County Family Resource Center, continues to operate a Rapid Rehousing program in West Sacramento using ESG and other

funding sources.

Friends of the Mission administers 8 beds of permanent supportive housing for formerly homeless that were developed using City of West Sacramento NSP funds received from the State of California. The Yolo County Housing Authority administers 2 units of permanent supportive housing for persons with mental disabilities in West Sacramento. Shores of Hope operates 11 units of transitional housing for unaccompanied, transitional aged youth.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

In addition to the City's Homeless Coordinator noted above, the Yolo Family Resource Center (FRC) assists individuals and families to access the support and resources needed to encourage health, stability and self-sufficiency. The FRC operates a HUD funded Rapid-Rehousing program to help at risk individuals and families avoid becoming homeless. Shores of Hope provides employment counseling, job training to extremely-low income persons. Member agencies of HPAC (the Continuum of Care) work closely with institutions to minimize the incidence of discharge into a homeless situation

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City's housing policies encourage the development of affordable housing and market rate housing. Development impact fees, environmental analysis, prevailing wage and conflicting requirements of the multiple funding sources needed to complete an affordable housing project result in escalating costs.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City's Zoning Ordinance includes zoning for multifamily development and allows for a density bonus to projects that create affordable and/or senior housing.

The City's Inclusionary Ordinance (Municipal Code Chapter 15.40) is a key component of the City's affordable housing strategy. The ordinance requires developers of residential units to make at least 5% of rental units in a project affordable to households at or below 50% of MHI (very-low income) and at least 5% affordable to households at or below 80% MHI (low-income) for a period of 55 years. For-sale projects must make at least 10% of units affordable to low-income households for 45 years. Since adoption in 2005, the policy has created 388 units of housing affordable to households at or below 50% of MHI (very-low income), 428 units affordable to households at or below 80% MHI (low-income) and 67 units affordable to households at or below 120% of MHI (moderate-income). This is a total of 883 long-term affordable units in eleven years. Developers may propose an alternative method of meeting an inclusionary requirement, such as the payment of an in-lieu fee which is placed in the Housing Trust Fund for affordable housing development. Approval of an alternative is solely at the discretion of the City. Since implementation in 2011, he City has used the Housing Trust Fund to provide financial assistance to developers to create 69 units of affordable rental housing at The Rivermark and 77 units at West Gateway Place phase 1.

The City's 2013-2021 Housing Element of the General Plan indicates that the City will implement the following actions:

HE-PR-6.5: Encourage housing developers to include mobility –impaired accessibility into project design, review regulations and procedures for City funded or operated housing programs to ensure that they do not include policies that exclude participation by persons with disabilities, and include accessibility considerations in the preparation of the City's infrastructure financing for housing and for residential neighborhoods.

HE-PR-6.6: The City will work with housing providers to ensure that special housing needs are addressed

for seniors, large families, female-headed households, single-parent households with children, persons with disabilities and developmental disabilities, homeless individuals and families, and farmworker families.

Discussion:

Despite the City's affordable housing policies, development of affordable housing is a lengthy and costly process. With the State's elimination of Redevelopment Agencies in 2012, the City's resources to provide assistance to developers are far more limited than in past years. This is compounded by proposed reductions in funding for affordable housing at the federal level.

AP-85 Other Actions – 91.220(k)

Introduction:

The Vision of the City of West Sacramento includes a commitment to quality public schools, educational programs, and vibrant neighborhoods with a range of quality housing choices for all residents.

Actions planned to address obstacles to meeting underserved needs

The City is an active participant in the Yolo County Homeless and Poverty Action Coalition (HPAC), the local Continuum of Care. The HPAC is committed to creating and sustaining a comprehensive, coordinated and balanced array of human services for homeless and low-income individuals and families within Yolo County. The City has been awarded State HOME funds for downpayment assistance to low-income first time homebuyers.

In November 2016, the citizens of West Sacramento voted to approve Measure E which enacted a sales tax to provide funding for education, trails, roads and homelessness. Measure E funds will be available for the first time in fiscal year 2017/2018. The City will use $250,000 towards the salary of a full time homeless services coordinator and towards services assisting the homeless to locate suitable housing.

Actions planned to foster and maintain affordable housing

The need for affordable housing is escalating throughout the Sacramento Region. The City continues to seek resources and opportunities for the development of affordable housing through partnership with non-profit and for-profit housing developers. Since 2005, the City's Inclusionary Ordinance has required developers of market rate housing to produce affordable units or pay in-lieu fees to the City's Housing Trust Fund for future affordable housing development. The City will continue to enforce inclusionary requirements to promote the development of affordable housing.

Actions planned to reduce lead-based paint hazards

When funding is available, the City will seek to reinstate the Owner-Occupied Housing Rehabilitation Program.

Actions planned to reduce the number of poverty-level families

In 2016, the City was designated as an LRNG organization committed to engaging youth in mentorship and job experiences to ensure that they can develop their full potential in life and work. To prepare youth to be competitive in the job market of the future, the City created the Summer Steps program that hired 18 interns from 11th grade through graduate school, for summer 2017. In addition to receiving real-world job experience, participants are required to complete a series of tasks that will lead to a certification that they can include with college or job applications. For example, interns in the

Economic Development and Housing Department are required to attend a City Council meeting, Commission meetings, a Microenterprise business class and similar tasks that provide exposure to both City operations and the economic development and affordable housing career fields.

The City is working with Sacramento City College to match job training opportunities at the West Sacramento campus to business needs in the City. As noted above, Measure E will fund educational services including preschool, tuition-free college and college savings accounts for West Sacramento residents.

Actions planned to develop institutional structure

The City's 2013 Homeless Update study and resulting Homeless Action Plan identified a need for improved communication and coordination between the City, the County and stakeholders of the homeless services delivery system. With implementation of the Action Plan, the situation has improved, but the City will continue to strive for more effective solutions to the needs of homeless persons and persons at risk of homelessness.

Actions planned to enhance coordination between public and private housing and social service agencies

The City continues to be an active participant in the Yolo County Homeless and Poverty Action Coalition (HPAC) as it facilitates coordination between public and private housing and social service agencies serving lower-income and homeless individuals and families. The City's Homeless Coordinator acts as a liaison between the City's housing programs, the Police Department, Yolo County Department of Health and Human Services (H&HS) and other social service agencies. The Homeless Coordinator is co-located at the County's West Sacramento H&HS offices to expedite referrals to needed services and to coordinate service delivery.

Discussion:

The City is committed to ensuring that the Vision of West Sacramento is realized for residents from all income levels and backgrounds.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The City has allocated all fiscal year 2016/2017 CDBG funds and program income to current projects. Therefore, no residual program income is anticipated to be available as of July 1, 2017. All CDBG funds are allocated to Low- and Moderate-Income Benefit projects. No funds are allocated to Urgent Need activities.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Emergency Solutions Grant (ESG)
Reference 91.220(l)(4)

Not applicable. The City of West Sacramento is not eligible to receive ESG funding directly from HUD. ESG funding is allocated to the State of California for distribution to counties, including Yolo County.

1. Include written standards for providing ESG assistance (may include as attachment)

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

5. Describe performance standards for evaluating ESG.

Housing Trust Fund (HTF)
Reference 24 CFR 91.220(l)(5)

Not applicable. The City of West Sacramento is not eligible to receive ESG funding directly from HUD. HTF funding is allocated to the State of California for distribution to local jurisdictions. The State has not finalized a distribution method for the HTF program.

1. Distribution of Funds

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2).

b. Describe the jurisdiction's application requirements for eligible recipients to apply for HTF funds.

c. Describe the selection criteria that the jurisdiction will use to select applications submitted by eligible recipients.

d. Describe the jurisdiction's required priority for funding based on geographic distribution, which is a description of the geographic areas of the State (including areas of low-income and minority concentration) in which it will direct assistance during the ensuing program year.

e. Describe the jurisdiction's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner.

f. Describe the jurisdiction's required priority for funding based on the extent to which rents for units in the rental project are affordable to extremely low-income families.

g. Describe the jurisdiction's required priority for funding based on the financial feasibility of the project beyond the required 30-year period.

h. Describe the jurisdiction's required priority for funding based on the merits of the application in meeting the priority housing needs of the jurisdiction (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations).

i. Describe the jurisdiction's required priority for funding based on the location of existing affordable housing.

j. Describe the jurisdiction's required priority for funding based on the extent to which the application makes use of non-federal funding sources.

2. Does the jurisdiction's application require the applicant to include a description of the eligible activities to be conducted with HTF funds?

3. Does the jurisdiction's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements?

4. **Performance Goals and Benchmarks.** The jurisdiction has met the requirement to provide for performance goals, consistent with the jurisdiction's goals established under 24 CFR 91.215(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

5. **Rehabilitation Standards.** The jurisdiction must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The jurisdiction's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The jurisdiction must attach its rehabilitation standards below. If the jurisdiction will not use HTF funds for the rehabilitation of housing, enter "N/A".

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes,

ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

6. **Resale or Recapture Guidelines.** Below, the jurisdiction must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

7. **HTF Affordable Homeownership Limits.** If the jurisdiction intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the jurisdiction will not use HTF funds to assist first-time homebuyers, enter "N/A".

8. **Limited Beneficiaries or Preferences.** Describe how the jurisdiction will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the jurisdiction will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter "N/A."

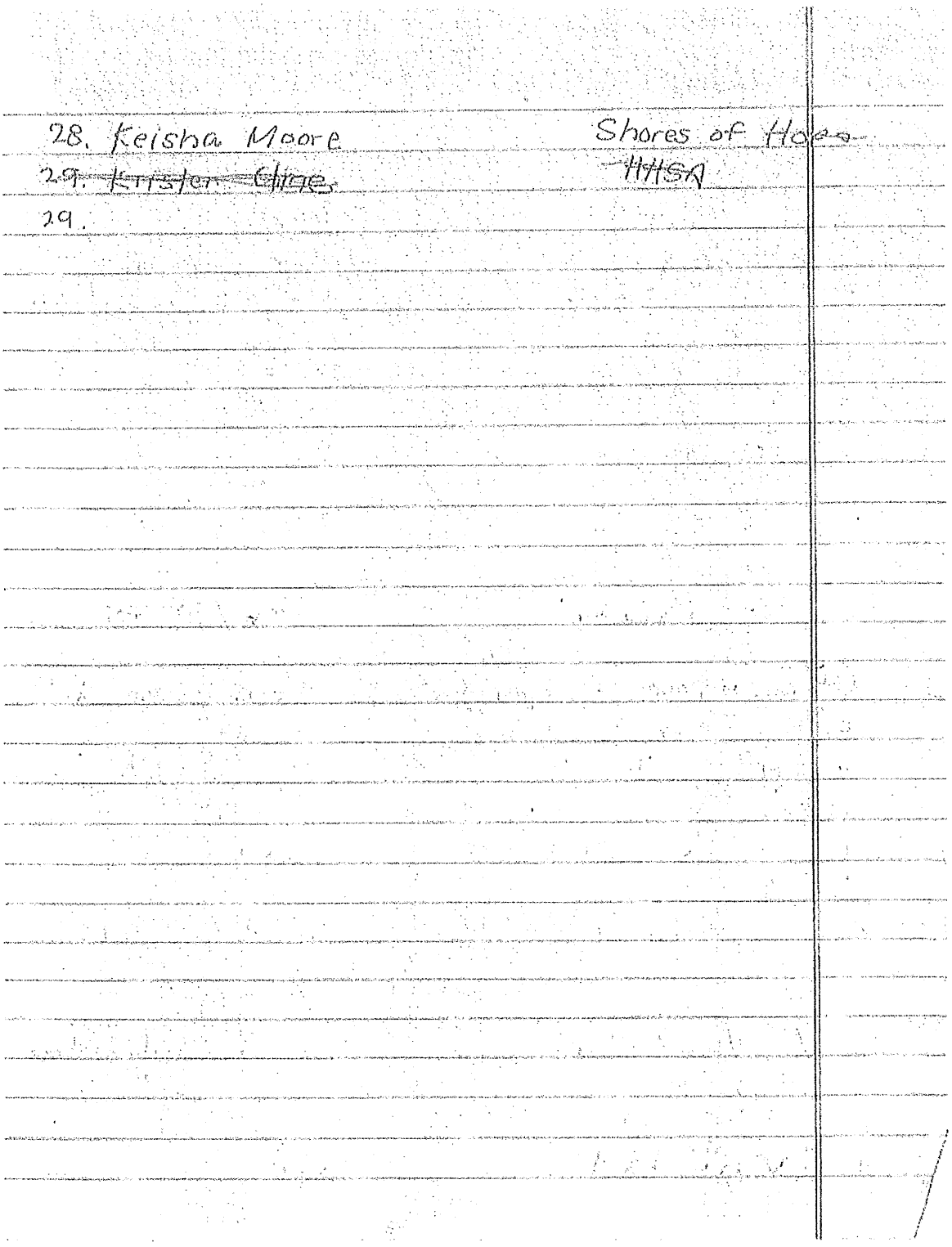
Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the jurisdiction must not limit or give preferences to students. The jurisdiction may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303 only if such limitation or preference is described in the action plan.

9. **Refinancing of Existing Debt.** Enter or attach the jurisdiction's refinancing guidelines below. The guidelines describe the conditions under which the jurisdiction will refinance existing rental housing project debt. The jurisdiction's refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the jurisdiction will not refinance existing debt, enter "N/A."

Discussion:

HPAC Sign-In 2/22/17

	Name	Organization
(1)	Ginger Hashimoto	HHSA
(2)	Tracey Dickinson	HHSA
(3)	NIOMI Michel	Empower Yolo
(4)	Dan Sokolow	City of Woodland
(5)	JOHN PLANELL	rep. City of DAVIS
(6)	RYAN COLLINS	ELICA
(7)	IRMA JIMENEZ-PEREZ	YCH
(8)	Isaac Blackstock	YCCC
(9)	Doug Cook	4th & Hope
(10)	Kathy Jane	STEAC
(11)	Holly Wunderstuhl	mutual housing california
(12)	KRISTEN CLINE	HHSA / 4th & HOPE
(13)	Diane Clarke dmclarke@comsoft.com	Yolo Conflict Resolution
(14)	KEVIN RODDY kproddy@ucdavis.edu	ST. VINCENT DEPAUL, DAVIS Center
(15)	REED WALKER reed.walker@va.gov	VA
(16)	Robin Frank	Yolo County Childrens Alliance
17	Bill Pride	DCMH
18	Michele Kellogg	YCCC
19	Alysa meyer	LSNC
20.	Destiny Collins	Volunteers of America.
21.	Koy Saechao	Turning Point HSS
22	Louise Collis	City of West Sac
23	Martha Tester	Davis Opportunity Village
24.	Sheila Allen	Yolo Healthy Aging Alliance
25.	Mark Sawyer	West Sacramento Police Department
26.	Brandi Blue	RJL
27.	Joe Bonwell	Housing CA


28. Keisha Moore
Shores of Ho
HHSA
29. Kristen Cline
29.

RESOLUTION 17-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO ADOPTING THE 2017/2018 ANNUAL ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the City of West Sacramento (City) is eligible to receive Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) as a federal Entitlement jurisdiction authorized under Title 1 of the Housing and Community Development Act of 1974, as amended under Title 1 of the Housing and Community Development Act of 1977 and the Cranston-Gonzalez National Affordable Housing Act of 1990; and

WHEREAS, per HUD regulations, the City must submit an Annual Action Plan to HUD that identifies funding allocations for the period of July 1, 2017 through June 30, 2018; and

WHEREAS, public hearings were conducted on January 25, 2017 and March 22, 2017 before the Economic Development and Housing Commission; and a public hearing was conducted on July 26, 2017 before the City Council to receive public comments on development of the 2017/2018 Annual Action Plan per HUD regulations.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of West Sacramento hereby approves the following 2017/2018 funding allocations for federal CDBG Entitlement funds and program income funds:

Fair Housing Services	Not to exceed	$21,000
Acquisition for the development of a minimum of 20 units of housing for persons experiencing or at-rick of homelessness	Not to exceed	$415,862
General Administration	Not to exceed	$109,215
Total CDBG funds approved:		$546,077

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

1. Adopts the 2017/2018 Annual Action Plan for the federal CDBG program; and
2. Authorizes and directs the City Manager or his designee to execute any agreements, contracts or other documents required by HUD for submission of the Annual Action Plan; and
3. Authorizes and directs the City Manager or his designee to submit the 2017/2018 Annual Action Plan to HUD.

PASSED AND ADOPTED by the City Council of the City of West Sacramento on this 26th day of July, 2017, by the following vote:

AYES:
NOES:
ABSENT:

Christopher L. Cabaldon, Mayor

ATTEST:

Kryss Rankin, City Clerk

2017 HUD Income Limits
Yolo County

INCOME LIMIT	HOUSEHOLD SIZE							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low (30%)	$15,700	$17,950	$20,200	$22,400	$24,200	$26,000	$27,800	$29,600
Very Low (50%)	$26,150	$29,900	$33,650	$37,350	$40,350	$43,350	$46,350	$49,350
Low (80%)	$41,850	$47,800	$53,800	$59,750	$64,550	$69,350	$74,100	$78,900

2017 Yolo County Median Household Income $74,700
Source: 2017 HUD Income Limits (effective 6/15/17)

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 24

SUBJECT:

CONSIDERATION OF RESOLUTION 17-55 AUTHORIZING THE APPLICATION TO CALIFORNIA DEPARTMENT OF PARKS AND RECREATION - DIVISION OF BOATING AND WATERWAYS FOR BOATING INFRASTRUCTURE GRANT TIER II FUNDS FOR THE RALEY'S DOCK PROJECT

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff
[ ] Other

REPORT COORDINATED OR PREPARED BY:

Erin Rivas, Senior Analyst

Charline Hamilton, Director
Community Development Department

ATTACHMENT [X] Yes [ ] No [ ] Information [ ] Direction [X] Action

OBJECTIVE

This report is requesting City Council's consideration of authorization to submit a grant application to the State of California Natural Resources Agency, Department of Parks and Recreation, Division of Boating and Waterways (DBAW) Boating Infrastructure Grant (BIG) Program Tier II for up to $1,500,000 for the Raley's Dock Project.

RECOMMENDED ACTION

It is respectfully recommended that the City Council:

1. Approve Resolution 17-55 authorizing the application to California Department of Parks and Recreation – Division of Boating and Waterways for Boating Infrastructure Grant Tier II funds for the Raley's Dock Project; and
2. Authorize the City Manager or his designee to accept the award of grant funds, should the application be successful; and
3. Execute the DBAW BIG Program Tier II Grant Agreement and undertake any actions provided in the DBAW BIG Program Tier II Grant Agreement to fund completion of the Raley's Dock project.

BACKGROUND

The original Raley's Dock facility was built by Thomas Raley in 1981 under a lease from the State Lands Commission (SLC). The structure was made of steel pilings, a 420' floating wooden dock, gangway and walkway. The improvement was used as a personal boat dock, and later as a mooring and boarding area for the tour boat The Elizabeth Louise. The dock was used regularly by local boaters, including the River Otter Taxi Service up until 2005. Due to a lack use, the dock fell into a state of extreme disrepair.

In July of 2011, the Central Valley Flood Protection Board (CVFPB) Issued an Encroachment Violation Notice to Raley's Corporation (Raley's).

On August 19, 2011, staff met with representatives from CVFPB, the SLC, and Raley's to discuss the lease and the Notice of Violation issued by CVFPB. The lease was set to expire on December 14, 2011. Raley's indicated that they did not want to retain the lease or the improvements. The City agreed to enter into a new lease with SLC to assume responsibility for the dock for the purpose of utilizing it as a future public recreational amenity.

On September 21, 2011, the City Council Adopted Resolution 11-71 authorizing a lease from SLC for Raley's Dock, with the purpose of replacing the dock and gangway with a modern facility that was fully accessible and available for public use.

On October 14, 2011, CVFPB issued a Notice of Violation to the City, requiring immediate removal of the gangway and floating dock due to a threat to public safety and the State's Flood Control System. Per the Notice, the responsible party was to take action prior to the next flood season. The City had assumed responsibility for the dock repair and maintenance from Raley's under the First Amendment to an Option Agreement for the River One Site, executed in December, 2010.

Demolition of the dock was completed on January 12, 2012. The City entered into a new SLC lease for the dock on January 24, 2012. Special Provisions of the lease called for removal of the docks, gangway, and utilities, submission of a final dock rehabilitation plan within 12 months, and completion of rehabilitation work by October 31, 2014, pending the completion of any California Environmental Quality Act (CEQA) requirements.

On August 20, 2012, the City requested an extension of time from SLC to complete the 65% design plans to December 31, 2013. The 100% design drawings were submitted on June 24, 2014.

In addition to some site control hurdles, permitting has also been a challenge. A Streambed Alteration Agreement with Fish and Wildlife was entered into on February 12, 2015, and a Section 401 Permit was issued by the Central Valley Water Quality Control Boards on November 15, 2016. The Central Valley Flood Protection Board is currently processing an Encroachment Permit Application which includes United States Army Corps of Engineers (USACE) issuance of a determination. Construction is expected to be completed as early as summer 2018, assuming the City can secure adequate grant funding.

The Raley's Dock is currently not accessible to the public. The new dock will link directly with the River Walk Trail, which is used as a hiking and biking trail; and, access to the Bridge District with its high density mixed use commercial and residential development. The new dock will be 372 feet long with a 25 foot long, 60' wide berthing dock, and a debris deflector approximately 60 feet upstream.

The new dock will be constructed using existing steel pile guides, and securing a new replacement floating platform. Damaged or misaligned piles will be removed and replaced with new steel pipe piles in the same location. The new floating dock will be composed of concrete and sealed flotation units. The flotation units will be polyethylene-encased with foam, in place of wood, to ensure longer life and less maintenance. The debris deflector will be 235 feet long.

The proposed future use of this new dock will be as a public tie-up facility for transient recreational vessels on the Sacramento River. A public tie-up facility at this location on the river will benefit residents, employees, visitors, businesses, and neighboring improvements. Access to the river itself will add value to the adjacent development sites in the Washington Neighborhood and the Bridge District. The nearby River Walk Trail provides walking and biking paths for residents and visitors. The City's 2003 Parks Master Plan calls for improved access to water and water related activities, such as fishing, and passive use. A goal of the Washington Realized Sustainable Community Strategy and Washington Specific Plan is to create River Walk amenities and promote river access and recreational opportunities. Each of these policy documents adopted by City Council support the importance of private and public development along the riverfront. Development of the riverfront trail, and a string of green open spaces, creates an opportunity for non-vehicular multi-modal transportation connectivity, and an element of cohesiveness along the City's riverfront corridor. The open recreational space will provide a venue for social gatherings, celebrations, and countless private and public events.

Providing recreational uses helps fulfill the vision of the Riverfront Master Plan, the Washington Specific Plan, Washington Realized and the West Sacramento General Plan 2035. Together with other proximate boating facilities, and state parks, this area is a tremendous cultural and recreational asset. Due to its location on the Sacramento River and the lack of transient recreational boat tie-up facilities in the vicinity, the Raley's Dock is being considered for the DBAW BIG Program Tier II grant.

The Boating Infrastructure Grant Program – Tier II

The DBAW BIG Program Tier II is federally funded by the Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program. The Department of Parks and Recreation Division of Boating and Waterways has been designated as the State Grant Administrator by the U.S. Fish and Wildlife Service. The purpose of the grant program is to construct, renovate or maintain tie-up facilities for transient recreational vessels (passing through, staying 15-days or less) twenty-six feet or more in length. A portion of the dock will be set aside to accommodate smaller vessels. Up to $1.5 million may be awarded to a California project in the national competition. A total of $8 million is available for Tier II projects nationally. This is an annual funding cycle. Applications must be received by August 1, 2017.

Staff acknowledges the need for public tie-up locations along our shores as well. This grant program will allow the City to build an attractive boat dock and debris deflector where remnant pilings are currently creating flood hazards and impacting bank stability

ANALYSIS

Eligibility for DBAW BIG Program Tier II Funds
The mission of the Department of Parks and Recreation, Division of Boating and Waterways is to provide safe and convenient access to California's waterways. This mission is fulfilled through its Local Assistance Loan and Grant Programs.

This grant program considers grant awards to projects that construct, renovate, or maintain tie-up facilities for transient (15 days or less), non-trailerable recreational vessels (26 feet or more in length). Facilities constructed must offer reasonable access for all transient vessels throughout their useful life, and open to the public during reasonable hours. Grantees are permitted to charge a usage fee, comparable to the local prevailing rate. The projects will be selected according to the following criteria:

- **Innovation** – Use of innovative techniques to increase the availability of tie-up facilities for transient vessels 26 feet or more in length.
- **Public/Private Partnership** – Provide for public/private and public/public partnerships to develop and maintain transient tie-up facilities.
- **Match** – Local, or private, or other State funds in addition to the non-Federal match.
- **Cost Efficiency** – Obtaining the optimal product for the most reasonable price.
- **Linkage to Prominent Destination Way Points** – Provide a significant connection with key destination points such as those near metropolitan areas, cultural or natural areas.
- **Regional Access** – Provide access to recreational, natural, historic, or viewing opportunities that are of regional or national significance.

A summary of Site Control Status
The Raley's Dock is located on land leased by the City from State Lands. The current lease is a 20 year lease, set to expire December 14, 2031. For the purposes of this grant, the minimum tenure for a grant award of this size is 20 years, to secure at least 20 years minimal useful life of a BIG project. The State Lands lease will be amended to allow for construction and extend time, as part of the project timeline in the grant application. The upland parcels are owned by the State and controlled by the City through State Lands Lease PRC7983.9 which expires in 2043. The walkway at the top of the levee is held by the City in fee simple. The project area can be accessed by using the 20 foot public access easements established in 1988 as part of a Boundary Line Agreement between State Lands and the Raley family. These two public access easement are located at either end of River Walk Park, running from the location of abandoned 2nd Street to the river's edge.

Summary of the Grant Funds Selected
As of the date of the publication of this agenda report, the initial cost estimate for the Raley's Dock Project is $2,673,000 which includes construction and in-house staff time. The DBAW BIG Program Tier II grant will reimburse for up to 75% of the project costs. The City's application requests $1,500,000, 56% of the estimated cost.

Commission Recommendations
Not applicable at this time.

Strategic Plan Integration
Submitting this grant application for the Raley's Dock Project aligns with Vision 2027 *Guiding Principle B, "Riverfront: A Regional Destination,"* providing public access for recreational use with the River Walk. The application also meets the objectives of Goal 2 ("Riverfront Alive") of the City's Strategic Plan 2012, by implementing the Joint Riverfront Master Plan and enhancing public access, recreational and cultural opportunities.

Alternatives
The following alternatives are available to the Council:

1. Approve Resolution 17-55 authorizing submission of the DBAW BIG Program Tier II grant application, and authorizing the City Manager or his designee to execute the DBAW BIG Program Tier II 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 2012, by implementing the Joint Riverfront Master Plan and enhancing public access, recreational and cultural opportunities; and, aligns with Vision 2027 Guiding Principle B, "Riverfront: A Regional Destination," by providing public access for recreational use within the River Walk. Alternative 2 is not recommended, as the cost to fully construct the Raley's Dock improvements will require additional funding from outside sources. The City should actively seek any, and all, outside funding sources that are feasible.

Coordination and Review
The Public Works Department, Community Development Department, Economic Development Department and Finance Department coordinated efforts in the preparation of this grant application.

Budget/Cost Impact
The overall project construction budget is $2,673,000. Local Match funds must be at least 25% of the project cost, or $668,250. The maximum grant award is $1,500,000, with the balance of the expense being born by the City. To date, the City has spent $745,000 on preconstruction activities, such as design and permitting. The balance of City construction match ($1,173,000) will come from a loan from Fund 406. 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 17-55 simply authorizes the application for grant funding, there is no new budget impact associated with submission of the DBAW BIG Program Tier II grant application at this time. The following summarizes the project budget:

Project Uses		**Funding Sources**	
Predevelopment Design, engineering, Permitting, & acquisition	$ 745,000	WO# 62600 & 70060	$ 745,000
Construction Installation of floating dock, debris deflector, pile replacement, access ramps, etc.	$ 2,673,000	DBAW grant Fund 406 loan	$ 1,500,000 $ 1,173,000
Total funding sources	$ 3,418,000	Total expenditures	$ 3,418,000

ATTACHMENT
1. Resolution 17-55

RESOLUTION 17-55

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST SACRAMENTO AUTHORIZING THE APPLICATION TO CALIFORNIA DEPARTMENT OF PARKS AND RECREATION - DIVISION OF BOATING AND WATERWAYS FOR BOATING INFRASTRUCTURE GRANT TIER II FUNDS FOR THE RALEY'S DOCK PROJECT

WHEREAS, the Sport fishing and Boating Safety Act of 1998 established the Boating Infrastructure Grants (BIG) Program to provide funding to states and territories including for construction and renovation of boating facilities for transient recreational vessels at least 26 feet long; and

WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California Natural Resources Agency require a Resolution certifying the approval of application(s) by the Applicants Governing Board before submission of said application(s) to the State; and

WHEREAS, the 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 of West Sacramento:

1. Approves the filing of an application for the Raley's Dock Project; and

2. Certifies that Applicant understands the assurances and certification in the application; and,

3. Certifies that 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; and,

4. Certifies that it will comply with all provisions of Section 1771.5 of the California Labor Code; and,

5. If applicable, certifies 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; and,

6. Certifies that 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; and,

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 26th day of July, 2017.

I, the undersigned, hereby certify that the foregoing Resolution 17-55 was duly adopted by the City Council of the City of West Sacramento following Roll Call Vote:

AYES:
NOS:
ABSENT:

Christopher L. Cabaladon, Mayor

ATTEST:

Kryss Rankin, City Clerk

CITY COUNCIL **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 25

SUBJECT:
PRESENTATION AND DISCUSSION OF THE WEST CAPITOL AVENUE AND JEFFERSON BOULEVARD IMPROVEMENT PROJECT

INITIATED OR REQUESTED BY:

[ ] Commission [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:

Nawid Nessar, Senior Civil Engineer
Chris Dougherty, Senior Analyst

Denix Anbiah, Director
Public Works Department

ATTACHMENT [X] Yes [ ] No [ ] Information [X] Direction [ ] Action

OBJECTIVE
The objective of this report is to provide information and obtain Council direction on the West Capitol Avenue and Jefferson Boulevard Improvement (Project) scope.

RECOMMENDED ACTION
It is respectfully recommended that the City Council receive staff's presentation of the West Capitol Avenue and Jefferson Boulevard Improvement Project and provide direction.

BACKGROUND
In 2016, City of West Sacramento (City) staff applied for and received grant funding from multiple sources for the design and construction of road rehabilitation and safety improvements on West Capitol Avenue from Jefferson Boulevard to Interstate 80 (I-80) and Jefferson Boulevard from West Capitol Avenue to Park Boulevard. The City was awarded a $2,300,000 grant from Sacramento Area Council of Governments (SACOG) with local match of $264,000 for the road rehabilitation components. The City was also awarded a $508,000 grant through Caltrans Highway Safety Improvement Program (HSIP) with local match of $64,156 for the safety improvement components. The funding allows the City to redesign the corridor to achieve the following goals: enhance traffic behavior while repairing pavement condition, create safer pedestrian crossings, and add enhanced bicycle facilities and street lights.

Furthermore, a $200,000 grant was awarded from California Department of Resources, Recycling and Recovery (CalRecycle) which provides an option for the City to either pay $20 per ton cost differential or actual differential of overlay with rubberized asphalt concrete (RAC), a more durable and greener product.

In 2007, the West Capitol Avenue Streetscape Master Plan identified key urban design strategies and development opportunities that supported the common goal of creating a strong vital corridor and promoted a healthy pedestrian environment. Due to funding availability, the City cannot construct the ultimate West Capitol Avenue vision proposed in the original streetscape plan.

Staff is also planning to address other maintenance issues in conjunction with the Project. Those include signal improvements at the intersection of Jefferson Boulevard and Merkley Avenue, and fiber optic conduit installation. These improvements are in the 2017 Capital Improvement Plan (CIP), approved by the Council.

ANALYSIS
The City proposes to improve pavement, bicycle, and pedestrian facilities along West Capitol Avenue and Jefferson Boulevard corridors. The Project entails:

- Pavement rehab/slurry seal, pedestrian, bicycle and safety improvements on West Capitol Avenue between Jefferson Boulevard and Interstate 80 (I-80) and on Jefferson Boulevard between West Capitol Avenue and Park Boulevard
- Merkley Avenue at Jefferson Boulevard intersection improvements
- Americans with Disabilities Act (ADA) improvements including access ramps and driveway modifications, where feasible

- Fiber Optic connection on Jefferson Boulevard between West Capitol Avenue and Park Boulevard, and possibly on West Capitol Avenue between Jefferson Boulevard and Harbor Boulevard and from City Hall to future Corp Yard
- Possible Road Diet measures
    - Reduce number of lanes from six to four lane cross-section, reduce lane widths, and add buffered bicycle lanes on West Capitol Avenue between Jefferson Boulevard and Sycamore Avenue
    - Reduce lane widths and add buffered bicycle lanes on West Capitol Avenue between Sycamore Avenue and I-80

The West Capitol Avenue, west of Jefferson Boulevard, is configured as an auto-oriented roadway that does not support the West Capitol Avenue vision. The vision of West Capitol Avenue corridor is to transform it to West Sacramento's new downtown and central core with a vibrant main-street that takes advantage of its prime location, provide an attractive setting for variety of land uses including, but not limited to, the Civic Center, residential, commercial, and neighborhood parks that are accessible via multiple modes of transportation. Due to funding, this Project is not foreseen to construct the ultimate West Capitol Avenue vision and the proposed Project scope may need to be reduced due to the available budget. Additional funds would be required to improve West Capitol Avenue and Jefferson Boulevard per the Streetscape Masterplan vision and full strategic plan.

West Capitol Avenue improvements between Jefferson Boulevard and Harbor Boulevard, and Jefferson Boulevard improvements between West Capitol Avenue and Park Boulevard would include pavement rehabilitation; bicycle lane, ADA ramps, sidewalks and driveway improvements where possible; and potentially road diet. These improvements are estimated to cost approximately $2,600,000 and would be funded via the SACOG grant and local match. These improvements will trigger National Environmental Policy Act (NEPA) / California Environmental Quality Act (CEQA) review process due to the federal funding source.

West Capitol Avenue improvements between Harbor Boulevard and I-80 would include safety improvements such as lighting, midblock crossings, crossing enhancements, high visibility cross walks, beacon, slurry seal and possibly road diet. These improvements are estimated to cost approximately $572,156 and would be funded via the HSIP and local match.

Fiber and signal improvements is planned to include fiber optic/conduit on Jefferson Boulevard from West Capitol Avenue to Park Boulevard; possibly on West Capitol Avenue from Jefferson Boulevard to Harbor Boulevard as well as connecting City Hall to the future Corporation Yard. Furthermore, Jefferson Boulevard at Merkley Avenue intersection would be improved to provide dedicated eastbound and westbound left-turn lanes, and modified curb ramp. These improvements are estimated to be approximately $170,000 and would be funded via the CIP.

The benefit of combining these projects is minimizing reconstruction of the new improvements.

The awarded grant funds do not include improvements along West Capitol Avenue from I-80 to Enterprise Boulevard. The City could possibly use local funds (i.e Measure E, Measure K) and include improvements to this section of West Capitol Avenue as part of this Project or apply for separate grant funds and pursue as a separate project at a future date. The cost to improve this section of West Capitol Avenue varies depending on the scope of improvements. The following summarizes potential improvement costs for this segment of West Capitol Avenue based on scope:

- Signing and striping $ 70,000
- Slurry seal, signing and striping $ 300,000
- Slurry seal, lighting, signing and striping $1,000,000
- Pavement rehab, lighting, signing and striping $2,000,000

Furthermore, as part of a separate and parallel (or ahead of this Project) Request for Proposal (RFP), the existing obsolete water main along West Capitol Avenue, between Jefferson Boulevard and Westacre Road, will be replaced with new water main and approximately six connections to the new water main for businesses. These improvements are estimated to be approximately $500,000 and is identified in the CIP approved by the Council.

Commission Recommendation
Staff presented and discussed the Project scope at the July 10, 2017 Transportation, Mobility & Infrastructure ("TMI") Commission meeting. The TMI commission was supportive of the following:

- West Capitol Avenue road diet from six- to four-lanes, from Jefferson Boulevard to Sycamore Avenue
- Consistent West Capitol Avenue four-lane roadway cross-section from Tower Bridge Gateway to Harbor Boulevard
- Narrowing existing 13'-14' lanes to provide buffered bicycle lanes
- Buffered bicycle lanes along West Capitol Avenue from Jefferson Boulevard to I-80

Strategic Plan Integration
The West Capitol Avenue and Jefferson Boulevard improvements extend the City's pursuit of several adopted planning strategies that implement the Council's Strategic Plan by promoting a healthy multi-modal design that supports and creates strong and vital corridors/neighborhoods (City Strategic Plan Principle E), and facilitate comfortable living standards (City Strategic Plan Principle H).

Alternatives
Staff recommends that the City Council:
1. Approve Project's preliminary scopes of work as a combined Project; or
2. Council may choose to make adjustments to the scope of work; or
3. Council may choose to not further pursue with the above Project(s)

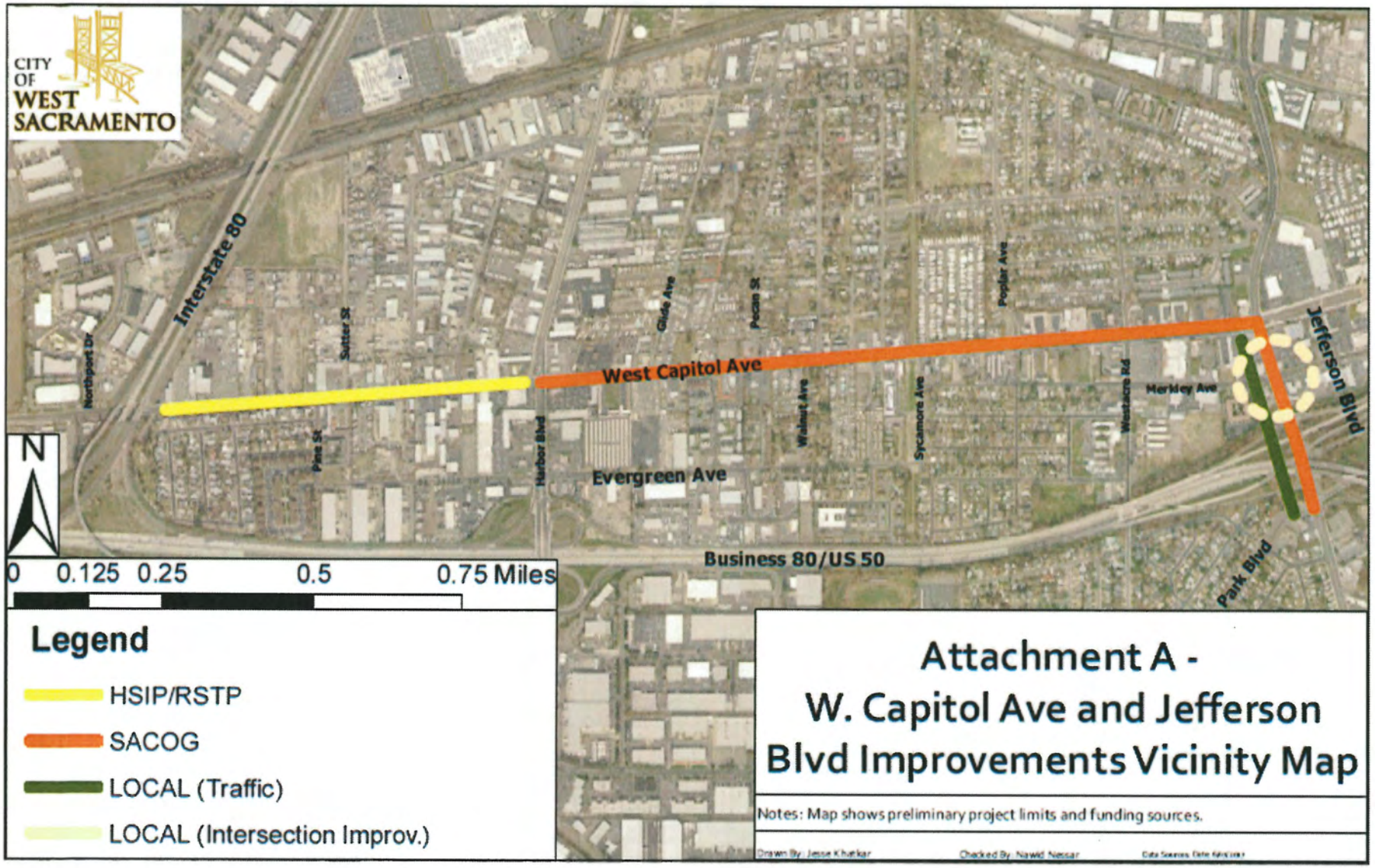
Due to upcoming grant fund obligations to advance the Project into RFP phase and need for investment in the aforementioned infrastructures, staff do not recommend Alternatives 3.

Coordination and Review
This report was prepared by the Public Works Department in coordination with the Finance Division of the Administrative Services Department.

Budget/Cost Impact
The funding for the design and construction is anticipated to be covered by funds awarded from SACOG and HSIP and is programmed in the CIP for Fiscal Year 2016/17. The Project cost and funding is as follows:

Project	Funding Source	Federal	Local	Total
W Capitol Ave & Jefferson Blvd Road Rehab(1)	SACGOG & Local	$ 2,300,000	$ 264,000	$ 2,564,000
W Capitol Ave Safety	HSIP/RSTP & Local	$ 508,000	$ 64,156	$ 572,156
Fiber & Jefferson at Merkley Intersection	Local	-	$ 170,000	$ 170,000
			Project Total	**$ 3,306,156**
Notes: 1. CalRecycle grant provides an option for the City to either pay $20 per ton cost differential or actual differential of overlay with rubberized asphalt concrete, up to $200,000				

ATTACHMENT
1. Project Vicinity Map
2. Existing Photos


CITY OF WEST SACRAMENTO
Interstate 80
Northport Dr
Sutter St
Glide Ave
Pecan St
Poplar Ave
West Capitol Ave
Jefferson Blvd
Merkley Ave
Westacre Rd
Sycamore Ave
Walnut Ave
Harbor Blvd
Pike St
Evergreen Ave
Business 80/US 50
Park Blvd
N
0 0.125 0.25 0.5 0.75 Miles
Legend
HSIP/RSTP
SACOG
LOCAL (Traffic)
LOCAL (Intersection Improv.)
Attachment A -
W. Capitol Ave and Jefferson Blvd Improvements Vicinity Map
Notes: Map shows preliminary project limits and funding sources.
Drawn By: Jesse Khatkar
Checked By: Nawid Nassar
Date Sources Data Retrieved

Existing Photos



West Capitol Avenue – Sycamore Ave to Jefferson Blvd



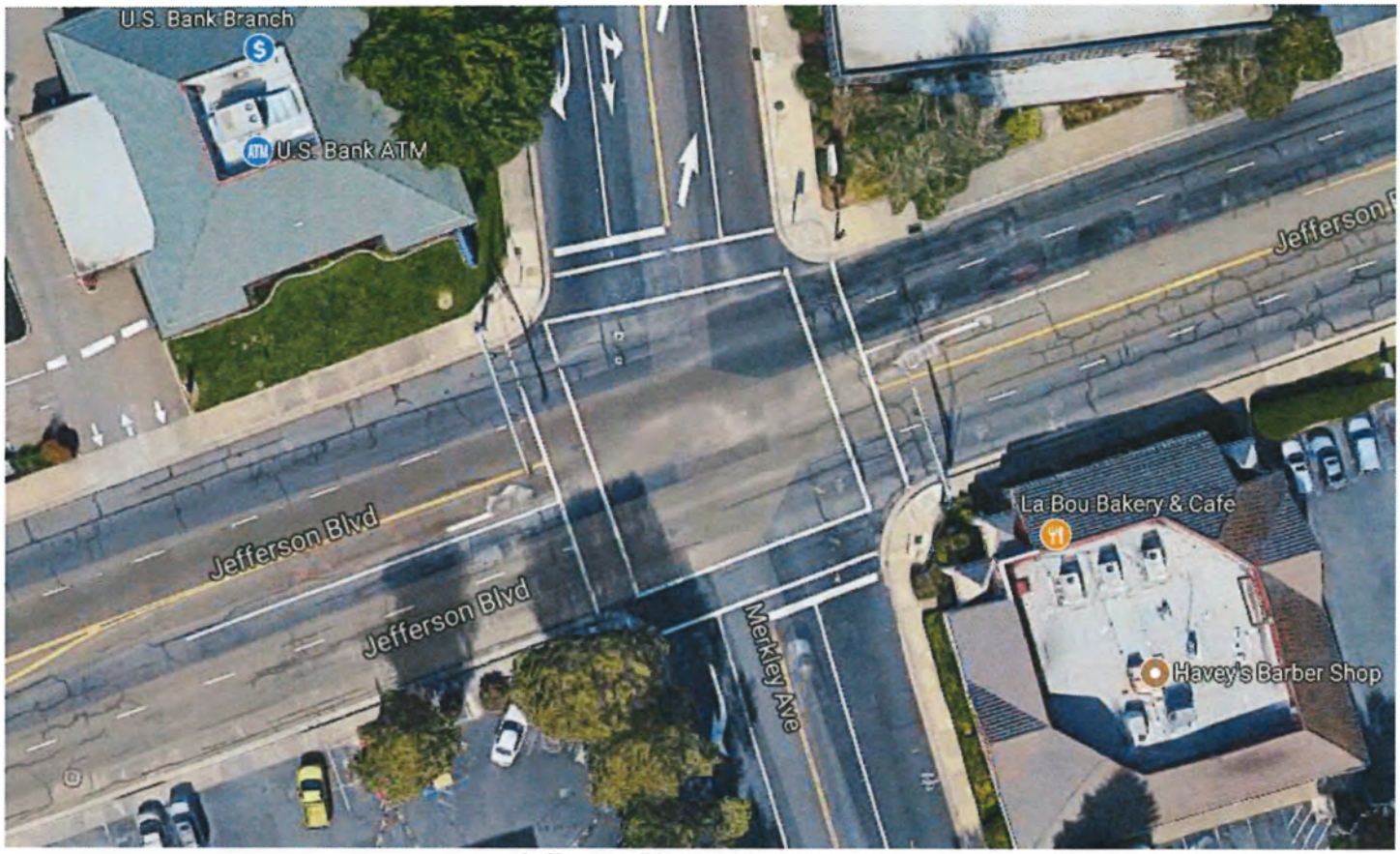
West Capitol Ave – Harbor Blvd to Sycamore Ave



West Capitol Ave – Sutter Ave to Harbor Blvd



West Capitol Ave – East of I-80



Jefferson Blvd at Merkley Ave

CITY OF WEST SACRAMENTO | AGENDA REPORT

MEETING DATE: July 26, 2017 | **ITEM #** 24

SUBJECT:
FURTHER CONSIDERATION OF A WORKSHOP ON THE WEST SACRAMENTO MOBILITY ACTION PLAN AND TRANSIT PILOT PROJECTS

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:

Sarah Strand, Assistant Transportation Planner

Denix Anbiah, Director
Department of Public Works

ATTACHMENT [X] Yes [ ] No | [ ] Information [X] Direction [X] Action

OBJECTIVE

This report's purpose is to provide Council with updates on the Mobility Action Plan (MAP) and related transit pilot projects; seek direction on a Pilot 2 Flexible Transportation service concept and funding model; and present sufficient information for Council to provide direction on a preferred approach to develop a Riverfront Shuttle.

RECOMMENDED ACTION

It is respectfully recommended that the City Council receive staff's updates on the Mobility Action Plan and related transit pilot projects and:

1. Receive staff's recommendation and provide direction on a preferred Pilot 2 service concept;
2. Tentatively authorize local funding for the Pilot 2 Flexible Transportation Service, not to exceed $750,000 (including any grant funds received), and direct staff to return to Council with a funding plan to accompany a request for award of contract; and
3. Receive staff's recommendation and provide direction on a preferred Riverfront Shuttle Approach.

BACKGROUND

Council identified the Public Transportation Strategy (PTS) as a Top Priority on the 2016 Strategic Plan Policy Agenda. Last June, Council directed staff to continue PTS work with a focus on streamlining transit and identifying transferrable technologies and best practices from other cities. On April 19, 2017 staff responded to Council with the presentation of the West Sacramento Mobility Action Plan (MAP) and related transit pilot projects. Council elected to include the MAP in the 2017 Strategic Plan Management Agenda earlier this year.

The MAP concept proposes to develop a prioritized set of near- to long-term investments to guide the implementation of a robust multi-modal mobility network. The plan will aim to optimize transit network efficiency, define a role for alternative and emerging mobility services (both public and private), and prepare the City for the integration of new transportation technologies. Ultimately, the MAP will equip the City to strategically leverage prioritized transportation projects to apply for grant funding that increasingly emphasizes smart mobility.

Nested under the long-term MAP concept, staff also introduced two (2) near-term Pilot Projects as immediate actions to help achieve the City's goals of improving transit service in transit dependent and underserved neighborhoods, to include Pilot 1, the Downtown Shuttle (and Route 39 realignment), and Pilot 2, a Flexible Transportation Service that will test an on-demand microtransit system in the City. Council further directed staff to develop a separate Riverfront Shuttle for underserved transit-oriented neighborhoods. This report summarizes Council's previous direction to-date and provides updates on these items for further discussion and direction.

ANALYSIS

Staff has received sufficient direction and/or authorization to move forward with the initial scoping of the broader MAP effort and to deploy the Pilot 1 Downtown Shuttle as proposed by staff on April 19th. This report submits information on the Pilot 2 Flexible Transportation Service and proposed Riverfront Shuttle to solicit additional feedback and direction from Council.

Mobility Action Plan (MAP)
Per Council's approval, staff will continue to refine a detailed scope of work and cost estimate for the long-term Mobility Action Plan to inform the preparation of a late Fall application for funding through the Caltrans Sustainable Planning Grant program. Staff will return to Council for feedback and authorization later this year.

Pilot 1 Downtown Shuttle (& Route 39 Realignment)
On April 19, Council authorized: 1) implementation of a Downtown Shuttle providing service every 20 minutes from the Civic Center Transit Center to Downtown Sacramento 2) realignment of existing Route 39 to provide peak-hour commute service to the Bridge District, and 3) development of a proposed Riverfront Shuttle. The new Downtown Shuttle service and Route 39 Realignment will begin as planned on July 30, 2017. A new bus stop at 5th and Bridge Street will be installed to accommodate the new Route 39 alignment. The development of a Riverfront Shuttle is further discussed below.

Pilot 2 Flexible Transportation Service
On June 23, 2017, staff released a Request for Proposals (RFP) per Council authorization soliciting innovative transit solutions from a broad pool of qualified private and public mobility service providers, including Transportation Network Companies (TNCs), to assist with the design, launch, operations, maintenance, marketing, and evaluation of an on-demand microtransit service. The solicitation was designed to encourage a diverse range of proposals directed at achieving key goals expressed by Council and supported by staff, and was broadly distributed via multiple channels, including the Shared Use Mobility Center newsletter which is read widely by the new/shared mobility industry. Key challenges highlighted in the solicitation included inefficient fixed routes in Southport, the need for high quality and reliable mobility options in the Riverfront District, and the growing mobility needs of the Senior community.

The RFP stated goals of Pilot 2 included:
- Provide a safe, reliable, demand responsive flexible transportation service
- Maintain or improve the productivity and cost-effectiveness of the existing transit network
- Reduce single occupancy vehicle trips and greenhouse gas (GHG) emissions from transportation
- Connect underserved residents to key destinations/amenities and alternative modes
- Close first- and last- mile gaps at and around key transit hubs and destinations
- Increase linked multi-modal and active transportation trips

Staff received ten (10) proposals in response to the solicitation. An Evaluation Panel has been assembled to identify a shortlist to interview in late August and select a successful proposal by early September. Staff will return to Council in October to request an award of contract. Due to the active procurement process, staff is prohibited from disclosing any details of the proposals received. General service concepts and parameters are discussed below to help guide higher level policy decisions and to frame a later discussion of the proposed Riverfront Shuttle.

Pilot 2 Service Concepts
The Pilot Flexible Transportation Service is envisioned to provide an on-demand, right-sized ridesharing/microtransit alternative that would connect users to core transit lines, multi-modal mobility hub locations, and key destinations throughout the City. Additionally, the innovative service should be applied in such a way that it complements core transit routes, while providing a potential replacement for parts or all of existing inefficient routes.

In order to achieve these goals, key policy decisions related to the service model of the Pilot should be reviewed and discussed by Council. At this stage, staff is requesting that Council provide input on key factors and considerations deemed critical to achieving the City's goals, including:
- Service Coverage (Geographic Extent)
- Target Demographics
- Key hubs, destinations, and connections
- Level of Subsidization, if any
- Fare Structure, if any
- Relationship with Riverfront Shuttle (Discussed below)

Included as **Attachment 1**, three (3) high level service model concepts are submitted for Council's consideration. These concepts are non-exhaustive and are intended solely to frame a broader discussion of the Pilot goals and objectives, as well as to illustrate staff's recommendation relative to alternative service models. A detailed service plan/design will be developed and presented at a later date.

Staff Recommendation on Pilot 2 Flexible Transportation Service Model Concept

Staff recommends a "Southport Connector" that would provide curb-to-curb service within the Southport zone, and curb-to-hub service to/from Southport and key destinations or hubs in the North. The "Southport Connector" concept is intended to eventually replace all or part of Routes 35 and 39, pending additional studies of ridership during initial project development. Using the Southport Connector concept as a starting point, this initial pilot could then educate and help inform later service expansions, which could strategically target low-income Seniors who are currently unable to use existing bus services.

By replacing costly fixed routes with the demand responsive microtransit service, local TDA funds could be reallocated to sustain the Pilot beyond one (1) year (pending performance) and to enhance services in transit dependent neighborhoods. At this stage, Council support for the "Southport Connector" concept is intended only to provide high-level policy guidance to staff and will not define actual boundaries, hub locations, or specific service details, nor will it preclude expansion or modification of service should Council redirect staff at a later date.

Staff will return to council to request authorization for funding and award of contract in October. Pending project kickoff, staff will then return again in late Winter for Council's feedback and approval on the details of an actual service plan. Post-deployment, staff will closely monitor pilot performance and return to Council with quarterly status reports, at which time service modifications or expansions to accommodate new or changing demand patterns can be made.

Staff is not recommending a "Citywide Connector" or "Citywide & Sacramento Connector", as providing city-wide, on-demand curb-to-curb service would be cost prohibitive for a Pilot; VMT may increase unless a system is in place to require shared rides; and ridership on core fixed routes would likely be undermined, including the Downtown Shuttle or potential Riverfront Shuttle, resulting in degraded service for transit dependent riders. These concerns would be further amplified by crossing into Downtown Sacramento.

Pilot 2: Potential Costs, Funding & Resources

Given the highly scalable and adaptive nature of the Pilot 2 service, estimated costs to provide on-demand mobility service to part or all of the City varies significantly. Staff anticipates that could range from $300,000 to $750,000 and would include all work and components necessary to plan, design, launch, operate, maintain, market, and evaluate the 1-year Pilot, and potentially including the provision of vehicles, drivers/operators, hardware, software, app development and advertising. A number of scalable factors contribute to the wide range in potential costs, such as the Pilot's service area, hours of operation, number of dedicated vehicles and drivers, level of subsidy, or fare structure and integration.

Per Council's approval, staff proceeded with submitting an application in late June to the SACOG TDM Innovations Grant Program requesting $150,000.00 in federal CMAQ funding to support the Pilot 2 Flexible Transportation Service. If successful, the City would be required to contribute a minimum 11.47% local match. SACOG will announce funding awards in late August.

In addition, SACOG contacted City staff to discuss potential technical assistance for Pilot 2 through their new "Civic Lab Initiative", which brings in national and local experts to create actionable products over a 6-14 month process for smart mobility projects like ours. Staff will continue to coordinate with SACOG staff to identify additional resources.

On April 19th, Council indicated that reserved TDA funds may be available to support implementation of the MAP Transit Pilot projects, including Pilot 2 and the proposed Riverfront Shuttle. The City currently maintains a balance of $4.4 million in unencumbered TDA funds. Pending Pilot performance, additional TDA funding could become available to support the Pilot by reducing/eliminating Routes 35 and 39. Long-term, a revenue generating fare structure could be discussed as an additional funding source.

Subject to the framework adopted by Council for Measure E, staff has also coordinated with the City Manager's office on how Pilot 2 could help to implement Smart Cities/Age-Friendly initiatives and potentially utilize associated Measure E funding to achieve common goals. Per Council's direction, staff will also continue close monitoring of the SB1 transit funding availability to support mobility projects.

At this time, Council is requested to tentatively authorize staff's use local funds, not to exceed $750,000 (including any grant funds received), as described above or as otherwise directed by Council and pending the award of SACOG grant funding, and direct staff to coordinate with Finance on a funding plan to present alongside a request for award of contract in Fall.

Proposed Riverfront Shuttle
After receiving staff's presentation on April 19, Council further directed staff to explore and implement a Riverfront Shuttle to serve the transit oriented developments in the Riverfront District, which currently lack essential transit amenities to alleviate parking demands and auto-dependency in the area. Council also directed staff to consider the use of TDA funds to support the service and to return to Council for authorization after identifying the associated cost of a Riverfront service.

At this time, staff has identified three (3) potential alternatives for moving forward with the Riverfront Shuttle. Staff respectfully requests that Council provide further direction to staff on their preferred approach based upon the primary goals of the Riverfront Shuttle, as described below.

Approach A: Traditional Transit Service Deployment (YoloBus)
Per Council direction, Staff met with YCTD to begin coordinating the rapid deployment of a circulator for the Riverfront District. From these preliminary meetings, YCTD staff produced multiple high-level service alternatives and cost estimates which would leverage their existing contract with Transdev to operate smaller vehicles on a loop. Approach A may provide the most expedient timeline to deploy a basic circulator service. If Council preferred this option, staff would coordinate with YCTD and return on August 16th with detailed cost estimates and service alternatives for review and approval.

Approach B: Integrate Riverfront Shuttle with Pilot 2 Flexible Transportation Service
As discussed above, the Pilot 2 Flexible Transportation Service will connect residents to key hubs and destinations within the City, which could include the Riverfront District and the Downtown Shuttle (**See Attachment 1**). Pilot 2 is intended to be a highly flexible and adaptive service that responds to demand, and could be recalibrated throughout the life of the 1-year Pilot to add or remove service to support efficient operations. For Approach B, staff proposes that Pilot 2 could meet the needs of a Riverfront Shuttle while also serving other parts of the City, and that the Riverfront Shuttle could therefore be absorbed into Pilot 2 to deploy a single service.

Approach B provides an innovative, efficient and plausibly cost-saving option to provide the Riverfront District service in less than a year by meeting the needs of two projects in one. Integration with Pilot 2 could also help to reduce confounding factors during the Pilot's performance evaluation. However, Approach B would push Riverfront District service out to Spring 2018, when Pilot 2 is anticipated to deploy pending the authorization of funding and award of contract in Fall. If Council preferred Approach B, staff would proceed with the integration of the Riverfront District into the Pilot 2 service planning and design, and would return to Council to workshop the service model details following the award of contract and project kick-off.

Approach C. Pilot 3 Autonomous Riverfront Shuttle
On July 11, YCTD's contracted transit operator, Transdev, held a demonstration of an autonomous shuttle produced by Easy Mile at Raley Field and requested the City's consideration as a potential mobility solution as West Sacramento's mobility network is advanced. A route operating along 3rd street (**See Attachment 2**) was proposed and a high level of interest was spurred around the event, both locally and nationally.

Approach C proposes that, if innovation is the primary goal of the Riverfront Shuttle by way of deploying a driverless shuttle, that a distinct and separate Pilot 3 Riverfront Shuttle be established. This would ensure that the Pilot 2 Flexible Transportation Service schedule proceeds without impact while staff coordinates with appropriate agencies to deploy the driverless vehicle(s).

Approach C offers the most technologically advanced concept for the Riverfront Shuttle, but also presents the most uncertainty due to external processes beyond the City's reach. DMV representatives anticipate regulatory milestones to be achieved in Spring 2018, which are subject to change. Autonomous Vehicles producers do not currently have "street-ready" vehicles. Transdev representatives have stated that they may have a vehicle ready to operate on public roads in less than a year. In addition, secondary technology and infrastructure investments will be required to enable the operations of an autonomous vehicle, the extent and cost of which is currently unknown.

Other challenges that also remain to be solved include insurance and liability, monitoring rider behavior, and fleet storage, cleaning and maintenance. This approach could also necessitate a competitive solicitation, which would require adequate staff time to conduct sufficient research and consultation to develop credible cost estimates and a quality scope of work for inclusion in an RFP.

If Council prefers Approach C, staff would work diligently to develop and deploy an Autonomous Riverfront Shuttle at the soonest date possible. Staff will continue to coordinate with regulatory officials and vehicle providers, conduct further research, and to return to Council at a later date to present updates and findings related to regulations, costs, timing, and supplementary infrastructure needs.

Staff Recommendation on Riverfront Shuttle
At this time, staff recommends proceeding with "Approach B" to integrate the Riverfront Shuttle with the Pilot 2 Flexible Transportation Service, with the intent of earnestly pursuing "Approach C" Pilot 3 Autonomous Riverfront Shuttle as soon as feasible, pending regulatory and other milestones discussed above.

Approach B would ensure near term service to the Riverfront District while also providing the City with the flexibility and adequate time to rigorously pursue an autonomous vehicle pilot. Approach B also provides network efficiency, cost-effectiveness, innovation, and certainty of schedule. Under this approach, Pilot 2 service would connect to key stops within the Bridge District and Washington District beginning next Spring.

Due to the highly adaptive nature of the pilot, service could be modified or removed at any time to better complement a future autonomous Riverfront Shuttle pilot. Further, this approach would allow staff to conduct the appropriate level of due diligence to proceed with the development of a driverless shuttle, particularly surrounding regulations, vehicle costs/availability, safety/liability, and infrastructure needs.

Commission Recommendation
Due to timing constraints related to the Pilot 2 Flexible Transportation Service procurement process, staff will be presenting updates on the MAP and related pilot projects to the Transportation, Mobility & Infrastructure commission at its next available meeting.

Strategic Plan Integration
This project advances the 2017 Strategic Plan Management Agenda item, "Mobility Action Plan."

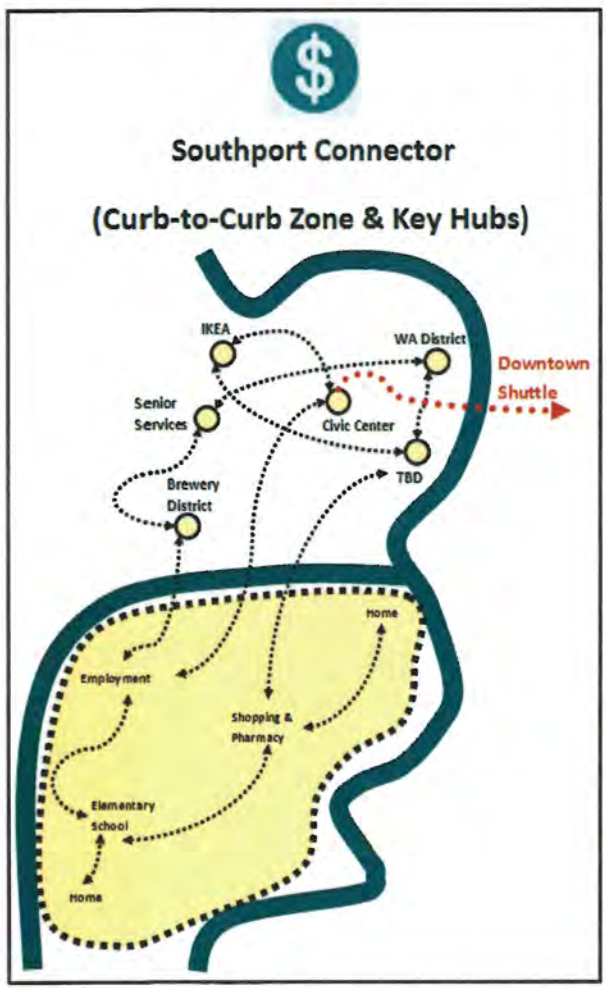
Alternatives
The City Council's primary alternatives to the recommended actions are summarized below:
1) Receive staff's presentation, conduct workshop, and accept, modify or reject staff's recommendations.
2) Elect to not conduct the workshop and provide comment on the recommendations at this time and direct staff to return at a later date with additional information.

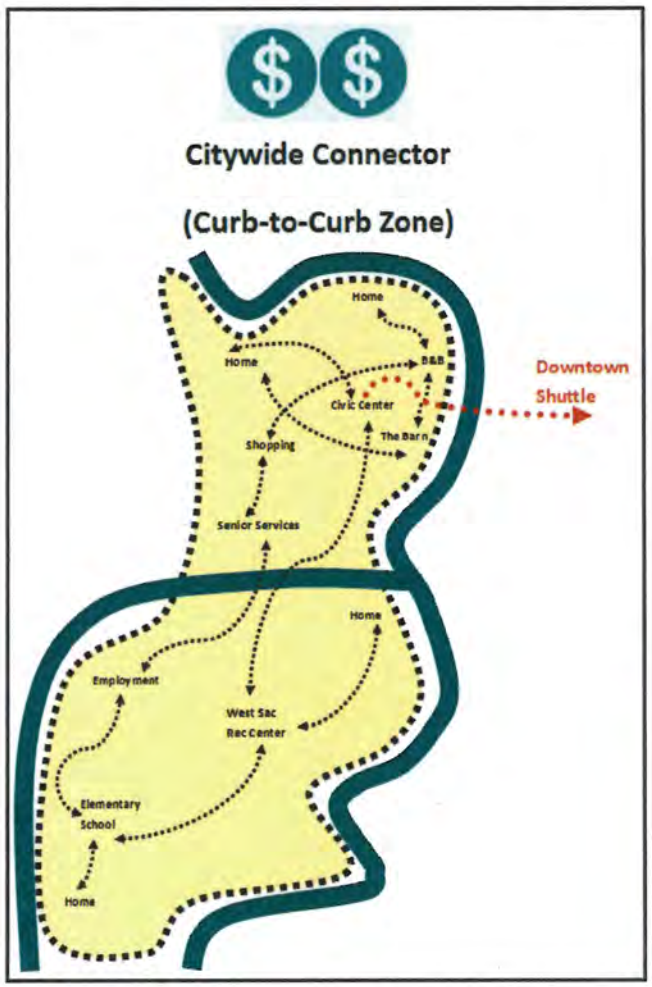
Coordination and Review
This report was completed by the Transportation Division and with review provided by the Finance Department and the City Manager's Office (Smart Cities/Age-Friendly Initiatives). Coordination with YCTD was provided for Pilot 1 and the proposed Riverfront Shuttle.

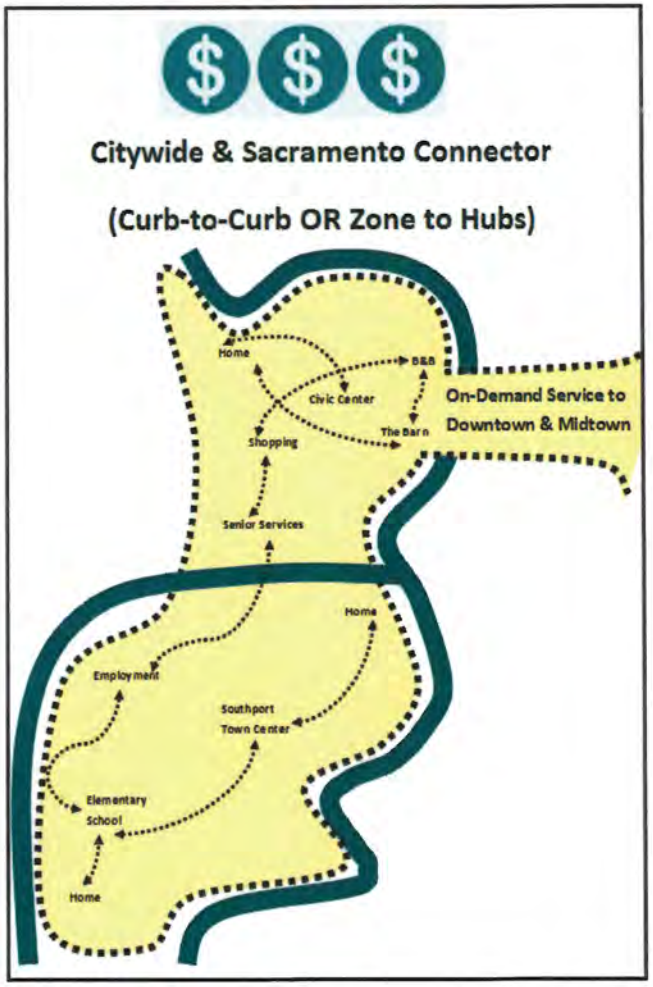
Budget/Cost Impact
While no immediate costs or budget impacts relate to this workshop, implementation of the proposed recommendations will have cost impacts contingent on Council direction(s) to staff. Subject to Council's action(s), staff will return in October for Council's review and approval of a detailed funding plan to accompany a request for award of contract for the Pilot 2 Flexible Transportation Service.

ATTACHMENT(S)
Attachment 1: Pilot 2 Flexible Transportation Service (Model Concepts)
Attachment 2: Autonomous Riverfront Shuttle (Concept Route)

ATTACHMENT 1 – PILOT 2 FLEXIBLE TRANSPORTATION SERVICE: MODEL CONCEPTS



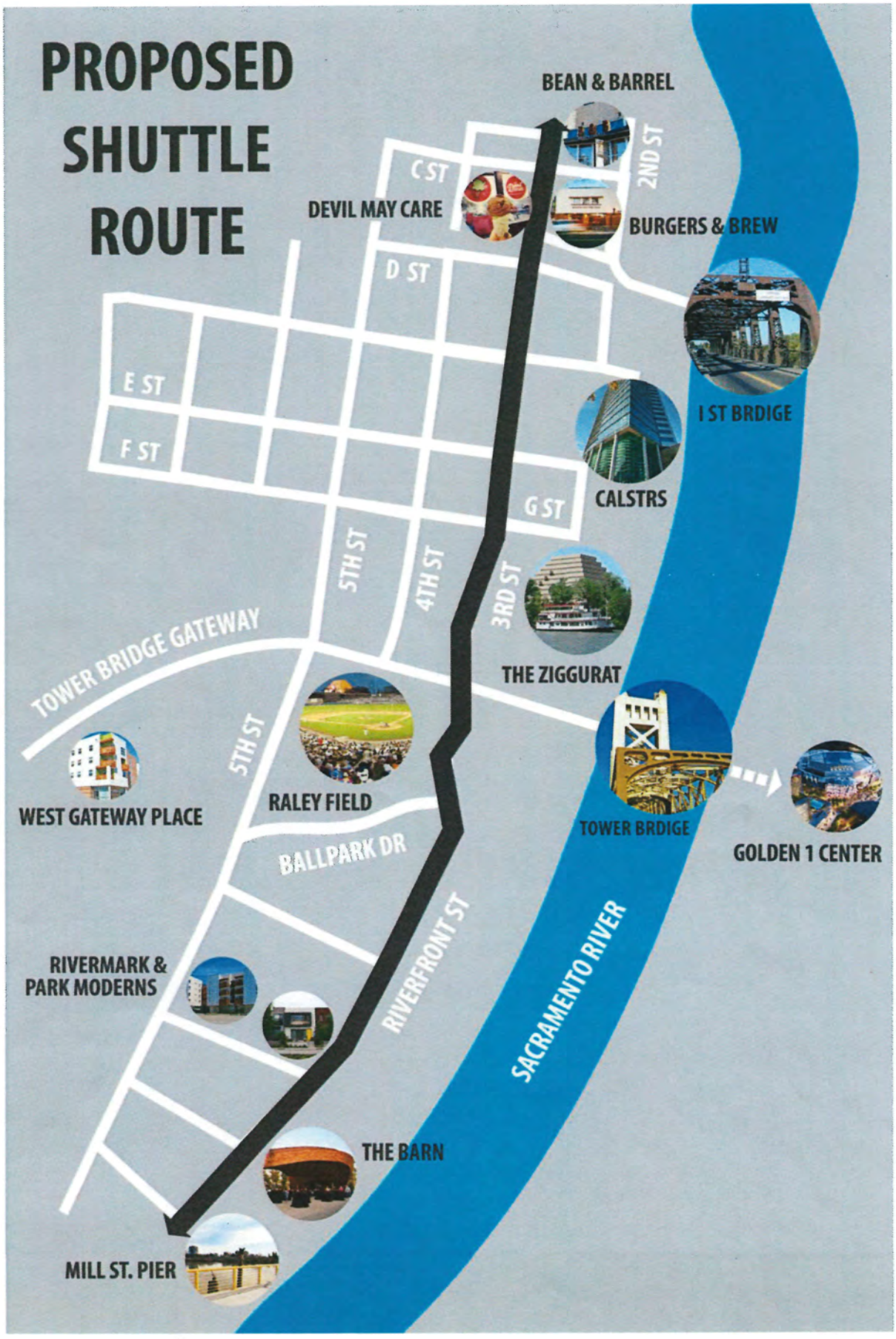




NOTE: *The concepts shown above are non-exhaustive and are submitted solely to provide a conceptual framework for discussion of the City's key goals and objectives of the Pilot 2 Flexible Transportation Service. Actual service design will be developed at a later date and presented to Council at that time for additional feedback and approval, pending an award of funding and contract for services.*

Southport Connector	Citywide Connector	Citywide & Sac Connector
Curb-to-curb, on-demand microtransit service in Southport zone connecting to key hubs and destinations in the North (ie - Riverfront District, Civic Center). Eventually replaces part(s) or all of Routes 35 and 39 to better feed core transit, including the Downtown Shuttle. Hubs could be stationary stops or geo-fenced zones containing multiple city blocks.	Curb-to-curb, on-demand microtransit service in all urbanized areas of the City. Feeds ridership on Downtown Shuttle and could replace part(s) or all of Routes 35 and 39, but also may compete with existing transit ridership and degrade service on Northern trunk lines. Additional service coverage increases costs due to additional drivers, vehicles, etc. to match demand.	Curb-to-curb, on-demand microtransit service in all urbanized areas of the City *and* connecting to limited areas or destinations in Sacramento. This model is more oriented toward a revenue-dependent service that requires competing with transit along higher density corridors where demand is greatest. Requires highest costs and additional coordination with Sacramento.

ATTACHMENT 2 – AUTONOMOUS RIVERFRONT SHUTTLE: CONCEPT ROUTE



CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 27

SUBJECT:
CONSIDERATION OF REQUEST FOR APPROVAL OF WEST SACRAMENTO'S FIRST AGE-FRIENDLY ACTION PLAN

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Jon Robinson, Deputy City Manager

Amanda Berlin, Assistant City Manager

ATTACHMENT [X] Yes [ ] No **[ ] Information [ ] Direction [X] Action**

OBJECTIVE

The purpose of this report is to request Council consideration and approval of the Age-Friendly Action Plan (the Plan) and to seek Council authority to make adjustments to the document in consultation with AARP in order to secure AARP and World Health Organization (WHO) approval of the final document.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council:

1. Approve the Age-Friendly Action Plan in substantially the form shown in Attachment 1;
2. Authorize the City Manager or his designee to make non-substantive adjustments to the Plan document if needed to secure AARP and World Health Organization approval of the Plan; and
3. Direct staff to return to the Council annually with a progress report on implementation of items in the Plan.

BACKGROUND

The need to plan for an aging population is clear. According to five-year estimates from the 2015 U.S. Census Bureau's American Communities Survey (ACS), there are 8,152 persons over age 60 living in West Sacramento. The SACOG Senior and Disabled Mobility Study projects that between 2000 and 2030, the senior population in the six-county SACOG region will grow by 153%. The study also projects that the senior and working-age populations who have severe disabilities that will limit their mobility will increase by 87% during the same period. Among the older population, the proportion of those with driver's licenses and vehicles will decline substantially as the population ages. Communities that do not take active steps to address the changing needs of their older populations will face decreased community satisfaction.

Recognizing this trend, in 2015 the City Council decided that the City would become a member of the AARP Network of Age-Friendly Communities. The AARP Network of Age-Friendly Communities is an affiliate of the World Health Organization's (WHO) Age-Friendly Cities and Communities program, an international effort launched in 2006 to help cities prepare for rapid population aging and the parallel trend of urbanization. The program has participating communities in more than 20 nations, as well as ten affiliates representing more than 1,000 communities. Existing members of the Network include Portland, New York City, Boston, Dallas and Washington D.C.

Cities in the AARP Network of Age-Friendly Communities are publicly committed to improving age-friendliness within eight domains of livability that have been identified by the WHO:

1. Outdoor spaces and building
2. Transportation
3. Housing
4. Social participation
5. Respect and social inclusion
6. Civic participation and employment
7. Communication and information
8. Community support and health services

Improvements in these dimensions of community life benefit not only seniors, but all residents.

Members of the Network of Age-Friendly Communities are required to conduct community outreach with their senior population, then prepare an action plan containing specific improvements that the City plans to make over the next several years. That plan is then updated every few years to maintain the City's membership in the Network.

When embarking upon this work, the Council was emphatic that an age-friendly "lens" be brought not just to work at the Council level, but also to the advisory commissions, each of which deal with issues that directly pertain to the well-being of West Sacramento's older residents. To that end, in 2015 the Council directed that an advisory committee comprised of representatives from each of the City's commissions and chaired by Mayor Pro Tem Johannessen and Councilmember Sandeen be formed to provide guidance to staff during the preparation of the City's first Age-Friendly Action Plan.

With the direction and oversight of the Age-Friendly Advisory Committee, and substantial assistance from AARP, staff undertook an extensive community outreach effort to assure that the implementation items in the City's first Age-Friendly Action Plan were fact-based and equitably reflect the needs of West Sacramento's diverse population of older residents. Each implementation item in the Plan contains a reference to the feedback mechanisms from which it arose.

If the Council approves the Plan at its meeting of July 26, the document will be forwarded to AARP, where it will undergo an AARP/WHO review process. This staff report requests that the Council delegate authority to the City Manage or his designee to incorporate any non-substantive comments or edits from AARP into the Plan without returning to the Council.

ANALYSIS

Under the Council's direction the City has been a leader in age-friendliness since well before the term "age-friendly" was in common use. Whether it's the extensive senior-oriented programming at the Community Center, the Police Department's VIP program, or the City's longstanding commitment to affordable housing, walkable neighborhoods and public safety, West Sacramento has been making meaningful strides towards improving its age-friendliness for years. The community has noticed. One of the key findings from AARP's 2015 community-wide mail survey was that nearly nine out of ten West Sacramento residents over age 45 said their community is an excellent, very good or good place to live.

In the context of this existing public approval, the City Council's decision to join the AARP Network of Age-Friendly Communities is best viewed not as the beginning of its age-friendly efforts, but as a commitment to strengthen and institutionalize the City's ongoing efforts to make West Sacramento a place where residents of all ages can thrive.

The City's Age-Friendly Action Plan culminates a two-year process of organizational self-examination and engagement between the City of West Sacramento and its older residents. A summary and description of the Plan is provided below:

Community Outreach

The City undertook a substantial community outreach effort in order to assure that the actual needs of older West Sacramento residents are reflected in the Age-Friendly Action Plan. This effort included:

- A statistically-valid mail survey undertaken by AARP
- Two town hall-style public meetings
- A survey hand-delivered to Meals on Wheels recipients
- A call-in telephone survey advertised in three languages via utility bill insert
- An online survey marketed on the City's web site and via social media
- Eleven noticed public meetings of the Age-Friendly Advisory Committee
- Six noticed public meetings of the City's various advisory commissions

Depending on the extent to which residents may have participated in more than one event or survey instrument, staff estimates that between 400-700+ unique West Sacramento residents contributed their ideas during the development of the Age-Friendly Action Plan, making this process one of the more inclusive outreach efforts ever undertaken at the City.

Key Themes
Based on input from the multiple sources above, the Advisory Committee found that the concerns voiced by West Sacramento's older residents can organized into three broad thematic areas, which are shown below.

- **Connectivity:** Helping older residents stay physically and socially connected to others
- **Public Safety:** Keeping West Sacramento's older adults safe at home and around town
- **Quality of Life:** Laying the foundation for older adults to live happy, productive lives

Each of the Plan's 20 recommended action items is organized into one of these categories, each of which includes activities that are responsive to at least one, and typically more than one of the WHO domains of livability. Each of the specific implementation items is discussed in the Plan document, which is included as Attachment 1.

Readability
The Plan document is designed to be read by older residents and others who might experience minor visual difficulties. The document is printed using 12-pt. Arial, a sans-serif font selected in consultation with AARP for its legibility. Throughout the body of the document staff incorporated extra white space which substantially expanded the overall page count, but results in a document that is highly readable.

Accountability
Both the Age-Friendly Advisory Committee and the public participants in the Age-Friendly planning process expressed a strong desire that the Age-Friendly Action Plan be energetically implemented, as opposed to sitting on a shelf. The Plan document responds to this concern in two key ways. First, each recommended implementation item includes milestone dates and performance metrics to make clear what that item is intended to accomplish and how to measure its completion.

This approach is useful for those who are focusing on a particular project, but monitoring the City's performance across the entire plan document would require the reader to thumb through the projects individually, which could discourage engagement. To encourage more accountability-producing eyes on the Plan document, staff has included an "Accountability Matrix" that lists all of the project milestones in chronological order. This feature will allow community members to quickly determine which milestones were planned to have been met by a specific date and facilitate ongoing community contact related to the Plan.

At the end of a process as lengthy as the creation of the Age-Friendly Action Plan, there is a strong temptation to view the adoption of the Plan as an accomplishment in and of itself. However, the value of the Plan will be primarily determined not by the effort put into creating it, but by the impact of its implementation. The Age-Friendly Advisory Committee emphasized the following key ideas to inform the City as it moves from planning to implementation of its first Age-Friendly Action Plan:

- **Living Document** The Age-Friendly Action Plan should be viewed both as a "to-do" list of specific livability improvements, and as an impetus for the development of new projects and programs that are not yet specifically identified but are consistent with the goals of the Plan.

- **Age-Friendly as a Lens** Beyond organizing the City's efforts around specific projects and programs, the Age-Friendly Action Plan has an important role in raising awareness of age-friendly issues, and encouraging City staff, decision makers and the community to look for ways to incorporate age-friendliness into all City programs, projects and services.

- **Reporting/Accountability Staff** should report back to the City Council annually on its overall progress implementing the Age-Friendly Action Plan, as well as providing regular progress updates in the Council newsletter. Periodic updates should also be provided to the advisory commissions as age-friendly projects germane to their purview move forward.

Commission Recommendation
The Age-Friendly Action Plan was presented to each of the City's six advisory Commissions:

Commission	Meeting Date
Planning	June 1, 2017
Parks, Recreation, and Intergenerational	June 6, 2017
Environment and Utilities	June 12, 2017
Arts, Culture and Historic Preservation	June 26, 2017
Transportation, Mobility and Infrastructure	July 10, 2017
Economic Development and Housing	July 19, 2017

The Plan was being actively edited throughout the commission presentation process, so each commission reviewed a slightly more refined version of the document. Commissioners were universally supportive of the Plan, and provided suggestions and comments that have either been incorporated into the Plan document itself, and/or will inform staff's implementation of the projects recommended in the Plan.

Strategic Plan Integration
The Age-Friendly Action Plan effectuates the City's Council's vision statement goal of West Sacramento as a place where residents Feel Safe and Secure, Enjoy Comfortable Living, and Take Pride in Our Community.

Alternatives
The Council's primary alternatives are noted below:

1. Approve the Age-Friendly Action Plan in substantially the form shown in Attachment 1 and authorize the City Manager or his designee to make non-substantive adjustments to the Plan document if needed to secure AARP and WHO approval of the Plan; and direct staff to return to the Council annually with a progress report on implementation of items in the Plan;
2. Approve the Plan subject to specific Council-directed adjustments to the document;
3. Direct staff to make changes to the Plan and/or gather additional information and return to the Council at a future Council meeting

Alternative 1 is staff's recommended action. Staff is prepared to implement Alternatives 2 or 3 at the Council's direction.

Coordination and Review
The Plan document itself reflects material input from every City department, and precedes what is expected to be an equally collaborative implementation effort. This staff report was prepared by the City Manager's Office.

Budget/Cost Impact
The implementation items recommended in the Age-Friendly Action Plan will generally be funded through the existing budget allocations of the departments implementing them, or (where noted) through potential future grant funds. Where new appropriations of City funds are necessary, staff will seek separate spending authority from the Council before proceeding with the project.

ATTACHMENT
1. Age-Friendly Action Plan







2017-2020



AGE-FRIENDLY
WEST SACRAMENTO

CITY OF WEST SACRAMENTO

AGE-FRIENDLY ACTION PLAN

The following components are still in process and will be added to the final document if approved by the City Council:

- Letter from the Mayor
- Letter from the Co-Chairs of the Age-Friendly Advisory Committee
- Table of Contents

Executive Summary

Assessment Key Findings

- **West Sacramento has a Substantial Population of Older Adults** According to Census Bureau data, as of 2015 there were over 8,100 persons over age 60 living in West Sacramento, which is about 16 percent of the entire city population.

- **The Older Adult Population is Growing** Adults age 60 and over were only 14 percent of Yolo County's population in 2010. By 2030 this group's population share is expected to grow to over 20 percent.

- **Older Adults Are Not Evenly Distributed Across the City** The percentage of older adults averages under 3 percent in Southport, and 17 percent the rest of the city.

- **Living Alone** Over 25 percent of West Sacramento residents over age 65 are living alone, underscoring the need for measures to prevent social isolation.

- **Poverty** In West Sacramento, about 27 percent of adults over age 60 live at, or just above, the poverty level.

- **Older Residents are Diverse** The City's outreach efforts demonstrated that older residents are not a monolithic interest group, but, like the rest of the population, have different areas of focus depending on their specific needs.

- **Building on Success** According to the 2015 AARP Survey, 89 percent of residents over age 45 already believe that West Sacramento is a good place for older people to live, so the City has a strong starting point from which to develop its age-friendly efforts.

- **Key Areas for Improvement** The AARP survey found that Transportation is rated as the most important livable community feature/domain, followed by Health and Wellness and Outdoor Spaces.

- **Value Chain** To be impactful, programming targeting older adults can't be offered in a vacuum, but must be coupled with effective communications and transportation systems to inform residents of the programs and facilitate their participation.

- **Age-Friendly is for Everyone** When you make the community more livable for its older residents, you make it more livable for all of its residents.

Implementation Items

Based on the input provided by West Sacramento's older residents, the Age-Friendly Action Plan recommends the following implementation items:

1. Adopt a Bike, Pedestrian &Trails Master Plan, with a "Safe Routes for Seniors" Chapter
2. Adopt a Mobility Action Plan
3. Complete Americans with Disabilities Act (ADA) Transition Plan
4. Create Printed Quarterly Newsletter for Older Residents
5. Maintain and Expand Age-Friendly Web Content
6. Broadband Expansion Pilot
7. Offer Computer Classes for Older Adults
8. Expand the West Sacramento Police Department "VIP" Program
9. Expand West Sacramento Police Department "Coffee with a Cop" Program
10. Work to Enhance Supportive Housing Opportunities for the Homeless
11. Broaden Anti-Fraud Awareness Efforts
12. Help Assure Seniors Have Smoke Alarms
13. Plan for and Develop Additional Affordable Housing
14. Pursue Funding for Age-in-Place Home Improvement Grants
15. Continue Recreational and Educational Programs for Older Residents
16. Promote the Health and Well-Being of Older Residents
17. Develop Strategies to Eliminate Health Disparities
18. Increase Awareness of the City's Code Enforcement Services
19. Partner with Outside Entities to Organize Neighborhood Cleanups
20. Promote Mixed-Use Development

Intent of the Plan

The City's Age-Friendly Action Plan has dual purposes: First, it is intended to provide a framework for impactful and accountable action items that benefits West Sacramento's older population, and by extension, all residents.

Beyond its important function as a "to-do" list, this document and the process that created it were designed to facilitate a long-term paradigm shift at all levels of the City's decision-making process. Ideally, the Plan should cause readers to view not just the recommended implementation items, but all City activities, through the "lens" of age-friendliness as means of improving West Sacramento for residents of every age.



1. Introduction

According to AARP, by 2015 there were more than 1.6 billion people in the world over age 50. This number is expected to double to nearly 3.2 billion people by 2050. In the United States, there are over 112 million people over 50, of which over 1 in 10 lives in California. The increasing percentage of older persons in the population has profound impacts across every aspect of the economy, including medical care, housing, and transportation. Older persons have the same needs and wants as any other member of society, but may prefer different products or services order to fulfill those needs. Governments, companies, and non-governmental organizations world-wide are paying increasing attention to understanding and meeting the expectations of this important segment of the population.

In the United States, one of the leading proponents of age-friendly practices is AARP, which, among many other efforts, is partnering with the World Health Organization (WHO) as an affiliate of WHO's Age-Friendly Cities and Communities Program. This program, the AARP Network of Age-Friendly Communities, has participating communities in more than 1,000 communities world-wide, including dozens in the United States. Participants in this program gain access to technical expertise, in-kind resources, and the opportunity to collaborate with other like-minded jurisdictions in a shared commitment to identifying and meeting the needs of older residents, and in so doing, make their communities more livable for all of their residents.

The City of West Sacramento joined the AARP Network of Age-Friendly Communities in 2015, becoming one of the first cities in California to make this commitment. With support from AARP, the City embarked on a process of self-assessment and community outreach with the goal of creating a detailed implementation plan that will provide concrete, fact-based actions to help the City become more age-friendly. This Action

Plan represents the culmination of the City's initial efforts as an age-friendly community, but the document should be viewed not as a one-off action, but as the beginning of a long-term process of viewing all of its actions through an age-friendly "lens" as a means of improving the quality of life for West Sacramentans of all ages.

Development of the Age-Friendly Action Plan

To manage the process of developing the City's Age-Friendly Action Plan, the City Council created an Age-Friendly Advisory Committee co-chaired by Mayor Pro Tem Mark Johannessen and Councilmember Beverly "Babs" Sandeen, and including one representative from each of the City's six appointed advisory commissions. This unusual structure reflects the Council's intent that the City's age-friendly work become not just a one-time project resulting in the Age-Friendly Action Plan, but an ongoing paradigm through which all of the City's future work, will be viewed. It is expected that having collaborated on the City's Age-Friendly Action Plan, Committee members will bring a new understanding and concern for age-related issues to their City work.

The Age-Friendly Advisory Committee held eleven noticed public meetings where input from the community was heard, and in which individual Committee members brought their own distinct perspectives to bear on addressing the needs of older West Sacramento residents. One of the key insights from this process was that age-friendliness is not a zero-sum game that pits the needs of older residents against those of the rest of the community. Rather, when West Sacramento becomes more livable for older residents, the entire community benefits. One of the foundational principles of the City's age-friendly effort is that age-friendliness benefits all; for example, an intersection that's easier for an 80-year old resident to cross is also safer for an 8-year old, and everyone in-between.

Community Outreach

According five year estimates from the 2015 U.S. Census Bureau's American Community Survey (ACS), there are over 8,000 West Sacramento residents over age 60. The City Council, AARP and the WHO expect the City's Age-Friendly Action Plan to reflect meaningful input from this age cohort. Since it would not be feasible to contact each older adult resident individually, the City needed to find a way to generate meaningful



feedback to guide its Age-Friendly Action Plan, but to do so within the limits of available time and financial resources. Other key considerations for the City's engagement efforts included:

1. **Breadth**: The City's outreach effort needs to provide insight into the entire population of West Sacramento's older residents and avoid focusing exclusively on specific geographic areas or groups of older residents as representative of all older residents.

2. **Depth:** While avoiding using sub-groups as proxies for the entire older adult population, the City's Age-Friendly Action Plan must also be informed by insights about the specific needs of these sub-groups.

3. **Convenience:** The Mayor and City Council are committed to creating opportunities for residents to have a meaningful voice in local government without having to re-organize their lives around evening meetings and other traditional input mechanisms. This principle is especially important for older residents, for whom mobility or other issues can make attendance at such events particularly challenging.

The City undertook a rigorous outreach program in support of the Age-Friendly Action Plan. Depending on the extent to which residents participated in more than one of the City's survey instruments, the City engaged between 400-700+ older adults during the development of its plan (over 6 percent of the entire population of adults over age 60), making it one of the most inclusive public outreach efforts the City has ever undertaken.

The City's public outreach efforts included the following techniques:

AARP Survey

In 2015, AARP conducted a scientific mail survey of West Sacramento residents over age 45. Four hundred completed surveys were returned. The survey has a margin of error of+/- 4.9 percent at a 95 percent confidence level, which is an industry-standard level of assurance that the opinions represented in the sample are representative of those of the entire population of West Sacramento residents over age 45. The full AARP survey can be found in Exhibit A.

Margaret McDowell Manor (MMM) Town Hall

West Sacramento seniors were invited to attend a meeting that was held at Margaret McDowell Manor, a 65+ apartment community located on Merkley Avenue. Thirty-nine meeting participants were presented with summaries of the AARP survey data, and were asked to use dot voting to indicate which items were most important to them. The detailed results of this event are found in Exhibit B.

Meals on Wheels Survey

Staff designed a survey instrument based on the top priority issues identified by the AARP survey. The survey instrument was printed in a large font on 11”x17” paper and was delivered with the lunches of approximately 150 West Sacramento Meals on Wheels clients. Twenty-nine completed survey instruments were returned to the drivers at a subsequent lunch. Results from the MoW survey are shown in Exhibit C.

Phone Survey

Approximately 13,500 residential utility customers were mailed a utility bill insert inviting residents over age 45 to call in and leave a message indicating how the City might serve them better. (The insert message was provided in English, Spanish and Russian, as were the corresponding recorded messages.) The City received 40 responses providing 50 suggestions for improving City service. The results from the telephone survey are found in Exhibit D.

Online Survey

A web-based survey was created using issue categories identified in the AARP survey. (The instrument also included an open-ended question that allowed respondents to comment on items not noted in the AARP survey.) The City received 255 responses, among which 128 participants also responded to the open-ended questions. The results of the online survey are shown in Exhibit E.

Bryte Café Listening Session



After noting that previous outreach efforts appeared to be under-sampling residents of Bryte and Broderick, staff and AARP coordinated to organize a community meeting in Bryte. To advertise the event, groups of AARP volunteers placed hundreds of flyers at stores, mobile home park laundry rooms, apartment bulletin boards, and other areas frequented by older residents. Approximately 12 residents attended the meeting, with slightly fewer completing surveys because they had already weighed in through other means. Results from this outreach effort are summarized in Exhibit F.

Age-Friendly Advisory Committee Meetings

The City conducted eleven meetings of the Age-Friendly Advisory Committee, a body co-chaired by Mayor Pro Tem Johannessen and Councilmember Sandeen, and including one representative from each of the City's advisory commissions. In consultation with AARP, the City scheduled its monthly Advisory Committee meetings at noon, which made it easier for older residents to attend. Meetings were typically attended by 7-10 residents, many of whom attended multiple meetings.

Overall, participation in the City's outreach efforts was as follows:

Instrument	Number of Participants
Scientific mail survey by AARP	400
Two "Town Hall" style meetings	50
Manual "Meals on Wheels" survey	29
Telephone survey	50
Online survey	151
Twelve Age-Friendly Advisory Committee meetings[1]	20
Six Advisory Commission meetings on Draft Plan[2]	10
Total:	710

[1] Based on total attendance of about 100, with many repeat attendees

[2] Estimate assuming at least one unique new attendee per meeting

The feedback that was generated through this outreach effort undergirds every recommendation in the Age-Friendly Action Plan, but the value of the City's public engagement on this issue doesn't stop there. Beyond the feedback itself, awareness of the diversity of opinion among West Sacramento seniors is one of the most important insights generated by the City's outreach process.

There is a tendency among some to think of older residents as a homogenous voting block with similar priorities. However, the City's outreach process demonstrated that in fact, there is a broad diversity of perspectives within the 45+ population just as there is among the rest of society. The City's Age-Friendly Action Plan recognizes this, and includes implementation items that are responsive to concerns expressed by residents through each of the various public engagement mechanisms.

Age-Friendly Domains

To help organize thinking around the needs of older people, the World Health Organization (WHO) and AARP have defined eight domains of city life that might influence the health and quality of life of older adults:



Outdoor Spaces and Buildings
Environment; green spaces and walkways; outdoor seating; pavement; roads; traffic; cycle paths; safety; services; buildings; public restrooms.



Transportation
Affordability, reliability and frequency of public transit; age-friendly vehicles; specialized services; priority seating; transportation stops and stations; taxis; driving skills; parking.



Housing
Affordability; essential services; design; accessibility modifications; maintenance; aging-in-place; community integration; housing options; living environment.



Social Participation
Accessibility of events and activities; affordability; range of events and activities; facilities and settings; promotion and awareness of activities; addressing isolation; fostering community integration; outreach to those at risk of social isolation.



Respect and Social Inclusion
Respectful and inclusive services; public images of aging; intergenerational and family interactions; public education; community inclusion; economic inclusion.



Civic Participation and Employment
Options of volunteering; employment alternatives; post-retirement training; accessibility; civic participation; valued contributions; entrepreneurship; opportunities for paid work.



Communication and Information
Offer oral communication, printed information; plain-language; automated communication and equipment; broad public access to computers and the Internet.



Community Support and Health Services
Service accessibility; range of health and community support services; emergency planning and care; coordinated service delivery.

The City is not required to address every single domain of livability in its plan. However, the breadth of responses from the City's community outreach efforts organically resulted in a set of action items that includes work in each of the domains above. Most action items address more than one domain. To help the reader track which domains are being addressed by which action items, the Action Plan includes a summary table of action items by domain. In addition, each action item narrative includes a visual reference to the corresponding domain.

The City's Age-Friendly Categories

The public outreach undertaken for the Age-Friendly Action Plan indicated multiple areas in which older West Sacramento residents felt there was room for quality of life improvements. The Advisory Committee developed implementation projects to address those identified needs, and directed staff to organize the City's items into three broad categories, each of which would include several projects spanning more than one of the AARP/WHO Domains of Livability.

The following themes reflect the City's broad priorities for its age-friendly work, and are designed to make the intent of the overall plan visible and easy to communicate.

Connectivity

Human beings have an innate need for connection with others. Unfortunately, it can become harder to maintain those important connections as we age. Physical abilities can decline, making it difficult for older people to shop, recreate, or attend events. As technology advances, older people may find it difficult to stay in touch with relatives, many of whom have begun using technologies, such as social media apps, with which the older resident may not be familiar. For the same reason, staying abreast of community news, much of which is shared via technologies that are not readily accessible to all older residents. The absence of these connections can lead to social isolation, depression, and negative health implications for older people.

The City of West Sacramento's Age-Friendly Action Plan seeks to help older West Sacramento residents remain both physically and socially connected to their community as they age. To that end, this category includes three implementation items designed to facilitate physical mobility, and four designed to help older residents stay informed and connected electronically with the rest of the world. These items will not only benefit the older residents. Removing barriers to connectivity will release the enormous potential of West Sacramento's older residents to give back to the community through paid work, volunteering, mentoring and participation in civic life.



Public Safety

A city's first duty is to protect the safety of its residents. This is particularly true for older residents, who can feel vulnerable due to the effects of aging. As part of their normal operations, the City's Police and Fire Departments already provide service to older West Sacramento residents along with the rest of the community. However, community outreach undertaken as part of the City's Age-Friendly work suggested that more could be done to help protect West Sacramento's older residents and help them feel confident both in their homes and moving about the community.



The Public Safety category includes projects that reflect a variety of approaches to improving the overall safety and sense of well-being of West Sacramento's older residents. Two projects are designed to facilitate more and better contact between the West Sacramento Police Department and the city's older population. Keeping in mind that the homeless elderly may be the City's most vulnerable older residents, the plan encompasses the City's effort to enhance supportive housing resources for the homeless. Additional projects seek to assist older residents to recognize and report attempts at fraud, and to help assure that older residents have smoke alarms in their homes. While not all-encompassing, these measures offer the potential for a material enhancement to both the actual and perceived sense of security among West Sacramento's older residents.

Quality of Life

In addition to providing public safety and infrastructure, the City has a role to play in creating an overall environment in which community members can enjoy a high quality of life. City functions such as Planning, Housing, Economic Development, and Parks and Recreation, among others, all play a role in shaping that environment.

The Quality of Life category in this plan includes activities across a wide spectrum of City operations, all with the common theme of helping to assure that West Sacramento is a community where older residents – and by extension, all residents – can live happy, engaged lives. Two projects are aimed at housing, one designed to increase the number of smaller, affordable apartments that are available in the community, and the other to develop a funding source for improvements that will allow older residents to age in place more safely. Three projects focus on health and recreation programs. Two projects are intended to help address neighborhood maintenance, aesthetics and walkability.

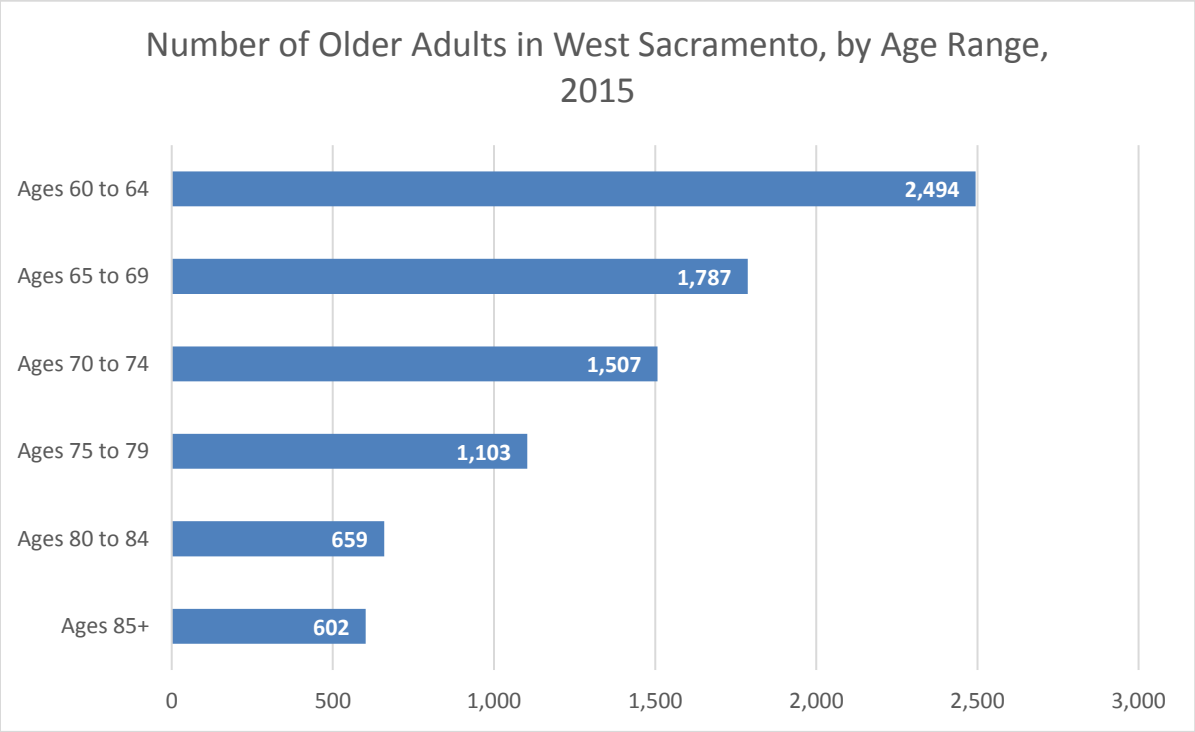
The table shown in the following section summarizes the recommended Action Plan implementation items by both domains of livability and City categories. Throughout the Plan, each project is color-coded to indicate its City category, and includes an icon to denote the corresponding WHO/AARP domain of livability.

City Category	Content Area
Connectivity	How do older residents connect with each other, with the City, and with the community?
Public Safety	What can be done to help assure that older West Sacramento residents experience safety in their homes and in the community?
Quality of Life	How can the City help its older residents live happy, productive lives?

Current State of Older Adults in West Sacramento

Population

According to five-year estimates from the 2015 U.S. Census Bureau's American Community Survey (ACS), there were an estimated 8,152 individuals age 60 and over living in West Sacramento. This represents 16.1 percent of the total population of the city. About 25 percent of older adults (age 60 and older) in Yolo County live in West Sacramento.

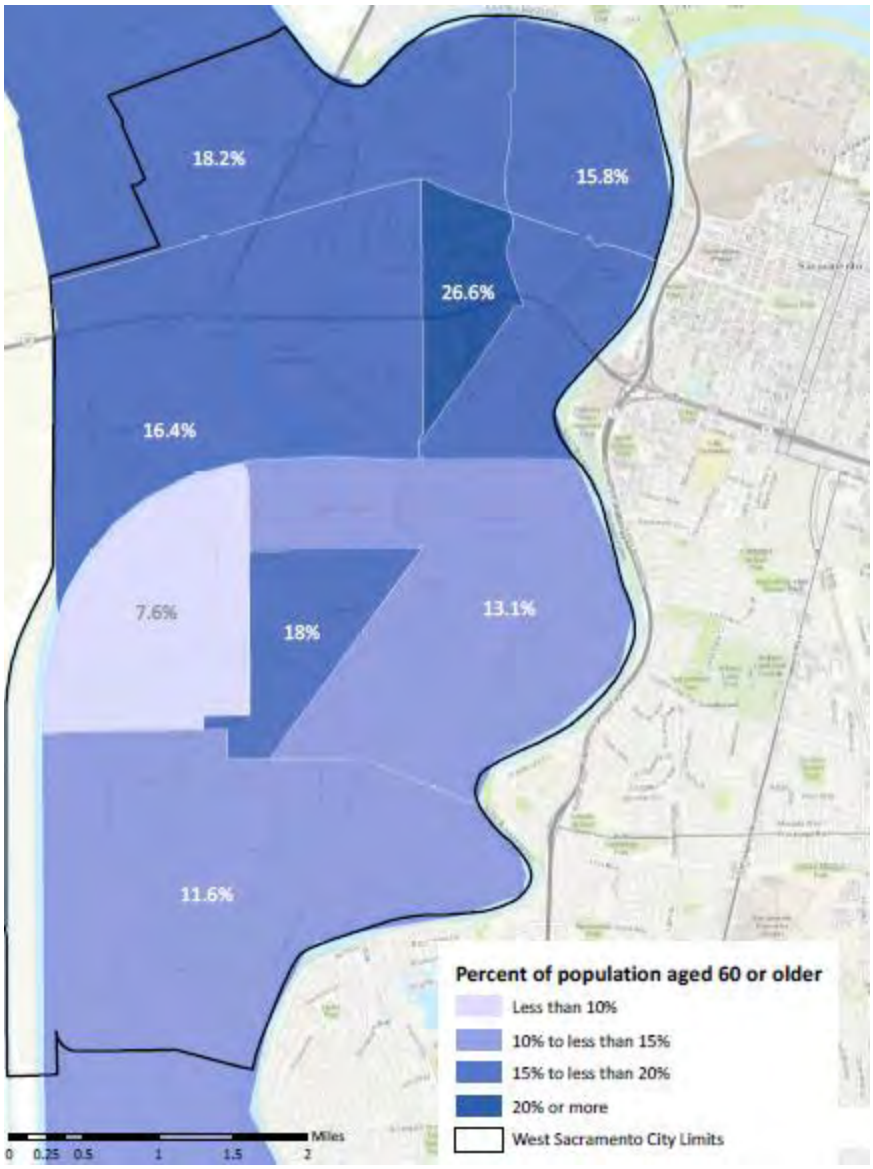


Source: U.S. Census Bureau, 2015 5-year American Community Survey (ACS)

About 4.7 percent of West Sacramento residents are 75 years old and older, or just under 2,400 people. The median age of the population 60 and over is 69.2 years old.

Geographic Distribution

The geographic distribution of residents over age 60 is not uniform throughout the community. As shown below, the percentage of older residents is generally higher in Census tracts north of the Deep Water Ship Channel.

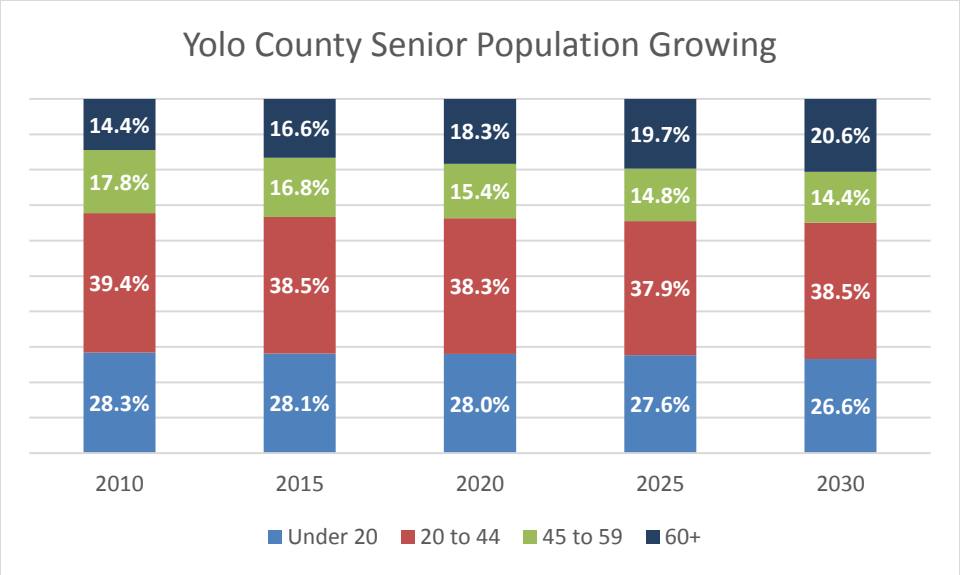


Source: Census 2015 5-year ACS

Importantly, the Census tracts with higher percentages of older residents also tend to be located in areas where poverty levels are higher than the rest of the city, suggesting that more vulnerable elderly residents may be located in these areas.

Population Growth

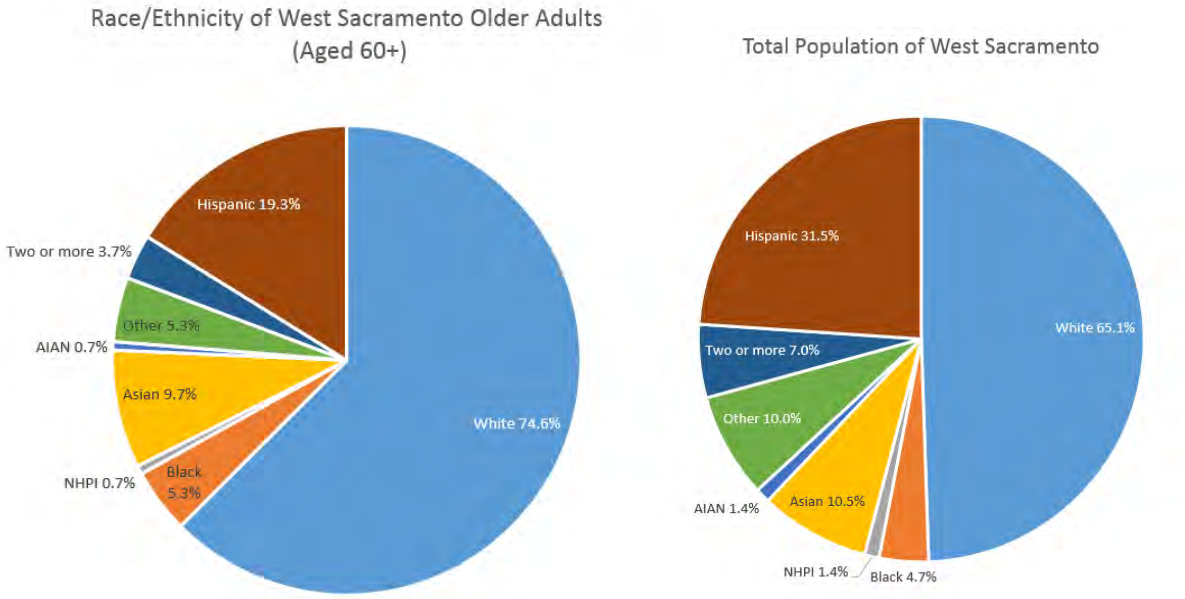
Overall, data speak to a growing senior population across Yolo County. Adults ages 60 and over were only 14.4 percent of Yolo County's population in 2010. By 2030, this group's population share is projected to grow to 20.6 percent. This projected proportion is not quite as high as that projected for the Sacramento Region (25.7 percent).



Source: California Department of Finance P-2 County Population Projections (2017 series)

Race and Ethnicity

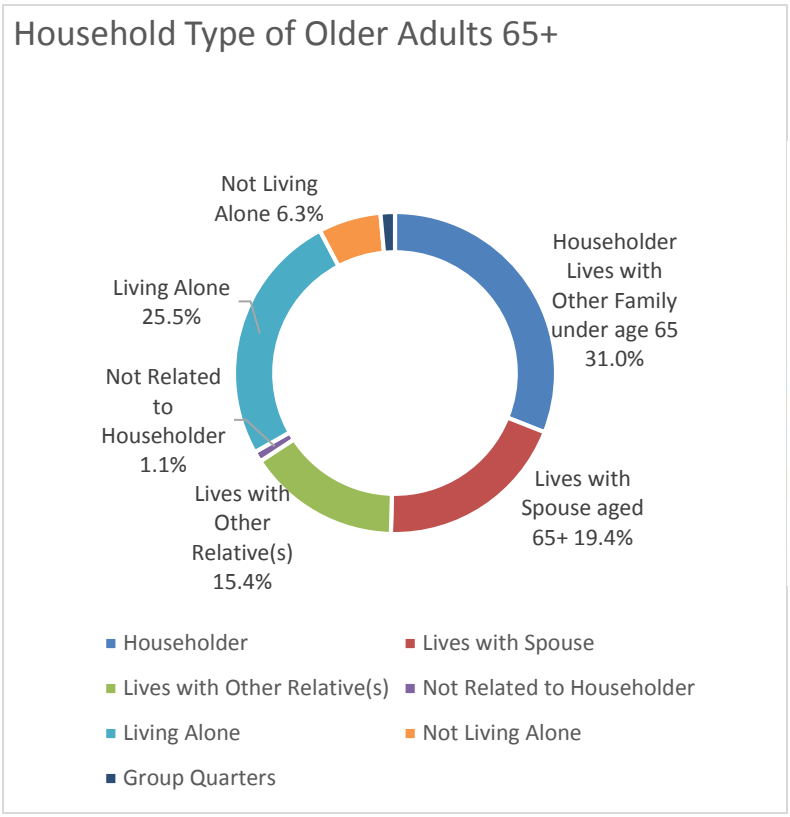
West Sacramento older adults are racially diverse. As with the broader population, Whites make up the majority of persons over age 60, with Hispanics representing the next-largest category. The city also has substantial populations of Asian, Black, and persons of Other or Two or More Races. It should also be noted that language challenges transcend racial lines, affecting both white and non-white populations.

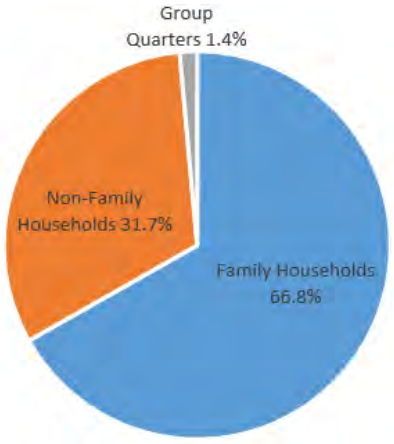


Source: Census 2015 5-year ACS

Households

According to the U.S. Census Bureau, “a family household is a household maintained by a householder who is in a family…and includes any unrelated people (unrelated subfamily members and/or secondary individuals) who may be residing there. The number of family households are equal to the number of families.” In West Sacramento, 31 percent of older adults aged 65+ live with family, such as a spouse, children, or other relatives. 25.5 percent of older adults live alone. 1.4 percent of West Sacramento’s older residents live in group quarters such as nursing facilities. Older adults in assisted-living units are counted as being in households.

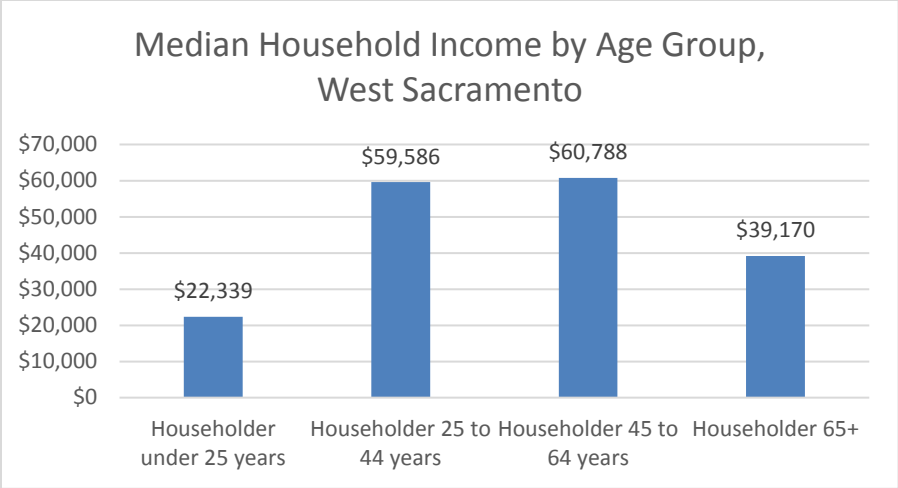




Source: Census 2015 5-year ACS

Income

Median household income for West Sacramento residents aged 65 and over was $39,170, according to the 2015 five-year estimates from the ACS. This represents a difference of about $21,000, or 64 percent from the median income of householders aged 45 to 64 in the same time period.



Source: Census 2015 5-year ACS

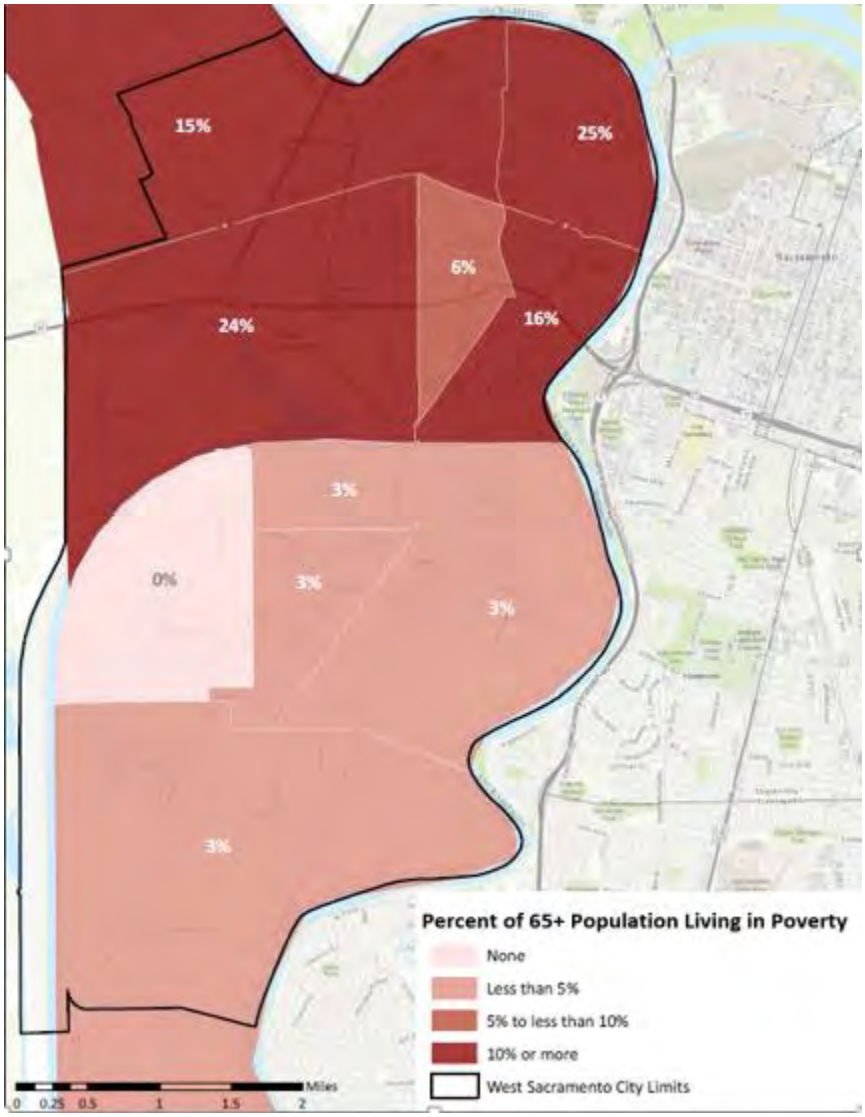
Approximately 4.5 percent of older adults in West Sacramento, or about 154 households headed by those age 65 and over have incomes of less than $10,000 per year while more than a third of all older adult householders in the city have incomes less than $25,000 per year.

Among West Sacramento households with people 65 years old and over, 47 percent have earned income at an average of $49,409 per household. Over 42 percent of West Sacramento households over age 60 have retirement income, while 68.8 percent receive Social Security payments. Only 6.6 percent of West Sacramento older adults receive SNAP benefits, compared to 12.6 percent of the overall population in the city.

Poverty

Although income from Social Security helps keep many older persons out of poverty, in West Sacramento, 13.4 percent of residents over age 60 live in poverty. This is compared to 17.7 percent for all ages. An additional 17.7 percent are living near poverty, between 100 and 150 percent of the federal poverty threshold.

Among West Sacramento Census Tracts, poverty rates range from 0 percent to 25 percent. As shown below, there is a visible relationship between poverty and location in West Sacramento, with persons living in poverty concentrated heavily in the northern portion of the city.



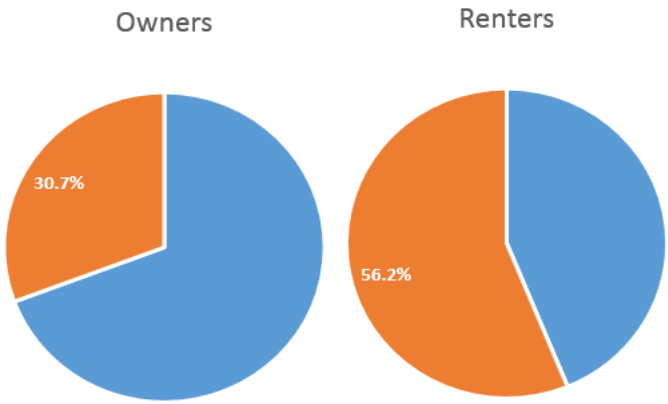
Source: Census 2015 5-year ACS

Housing and Community

Of the 5,767 non-institutional senior households in West Sacramento, 72.7 percent lived in housing units that they owned themselves and 27.3 percent rented.

The generally accepted threshold for housing affordability is spending less than 30 percent of household income on housing and related expenses. Older adult renters in West Sacramento struggle more than senior homeowners with unaffordable housing. Over 56 percent of renters and almost 31 percent of owners live in unaffordable housing. The median rent for a senior in West Sacramento is $750 per month. To afford

this rent, a household needs to have an annual income of at least $30,000, or $12,400 more than the average annual Social Security benefit.



Source: Census 2015 5-year ACS

As older adults age, some reside in institutional facilities, such as nursing homes. Others age in place, some with the assistance of family, and/or home and community-based services. According to the 2015 ACS, approximately 82 West Sacramento residents aged 65+ lived in nursing facilities, a small decrease from the 112 shown in the 2000 Census.

Organization of This Plan

An overview of key findings and recommendations is provided in the Executive Summary. Implementation actions in the Plan are described in narrative form in the following section. Each narrative is followed by an implementation section, which provides more detail on each project, including sub-tasks, interim milestones, and the responsible departments for each item.

Each of the recommendations in the Plan relates to community input that was received from one or more of the input mechanisms described in this Introduction. To help connect each implementation item to the feedback from which it originated, each item lists the relevant survey instrument, along with the rank that item achieved within that instrument. For example, a rank of "1" indicates that an item was selected most frequently within that survey, a "2" was the second place item, and so on. Each survey instrument was different, so the ranking figures are not comparable across surveys, but are provided to show the relative priority of items among respondents to the same survey instrument.

The exhibits to the plan provide summaries of the community outreach results upon which the plan was based. The AARP survey includes many observations that could not be elaborated in detail in this report, but which provide interesting and valuable insights on their own. Summaries of the results from the City's outreach efforts are provided to allow the reader the opportunity to view the distribution of answers, or, in the case of the open-ended questions, to read the narrative responses from the community.

Accountability

Throughout the process of developing this plan, community members, Committee members, and others have reiterated the importance of the Age-Friendly Action Plan not gathering dust on a shelf, but becoming a genuine blueprint for action. To this end, the plan document has been designed to facilitate accountability. The implementation section includes specific tasks, completion dates, and responsible parties. In addition, the plan includes an accountability checklist (Exhibit G) that organizes all projects by interim due dates to allow (and encourage) community members to track the City's progress in implementing its Age-Friendly action items.

1. Adopt the Bike, Pedestrian and Trails Master Plan, Including "Safe Routes for Seniors" Chapter





Background

This item is intended to address a variety of mobility-related issues that were flagged by participants in the City's outreach efforts. This project will also help address other issues (such as the need for more medical clinics) that are mostly outside of the City's control, but which can be partially addressed through connectivity improvements that allow residents to more easily access existing facilities.

Project Summary

The City will develop a Bike, Pedestrian and Trails Master Plan, and add an appendix describing routes that are especially important to seniors. This information will then inform future City funding decisions regarding bike, pedestrian and trail improvements City-wide.

Related Items from Public Outreach

Item	Instrument	Rank
Transportation to/from Volunteer Activities	AARP Survey (gaps)	1
	MMM Manor Town Hall	2
Well-Lit, Safe Streets and Intersections	AARP Survey (features)	1
	MMM Town Hall	1
	Online Survey	1
Well-maintained Streets	MoW Survey	5
Streets/Sidewalks	Phone Survey	1
Parks/Trails	Phone Survey	3

Current State

While steady improvements have been made to the City's transportation infrastructure since incorporation, the City has experienced an unacceptable level of serious pedestrian accidents in recent years, and bike riders have noted multiple areas where striping and other bike facilities are less than conducive to comfortable bike travel.



Desired State

The Bike, Pedestrian and Trails Master Plan will lay out a program of improvements designed to make West Sacramento a regional leader in terms of both the quantity and quality of the amenities that facilitate walking and bicycling in West Sacramento. As a result of the City's Age Friendly work, the Master Plan will make recommendations for specific improvements needed to materially improve the safety of bicycle and pedestrian travel for older residents in key areas.

Impact of this Strategy

Implementation of the Bike, Pedestrian and Trails Master Plan will improve older residents' ability to move around the community through means other than the automobile, which will support physical health, social engagement and overall quality of life for older West Sacramento residents.

1. Adopt a Bike, Pedestrian and Trails Master Plan

Goal:	Adopt a master plan that includes bicycle, pedestrian and trail improvements benefiting older residents
City Category:	Connectivity
AARP/WHO Domains:	Transportation, Outdoor Spaces and Buildings, Civic Participation and Employment
Lead Department:	Public Works
Collaborating Entities:	City Manager's Office
Key Metric(s):	Timely plan adoption and implementation of improvements benefiting older residents

#	Activity	Lead	Target Completion	Resources	Metrics
1	Conduct Level of Traffic Stress Analysis	PW	July 2017	Consultant	Complete (Y/N)
2	Prepare Draft Plan	PW	August 2017	Consultant, City Depts.	Complete (Y/N)
3	Adopt Updated Plan	Council	October 2017		Adopted (Y/N)
4	Develop Age Friendly Appendix	CMO	November 2017	City Depts.	Complete (Y/N)
5	Develop Safe Routes to School Appendix	PW	November 2017	City Depts., non-profits	Complete (Y/N)



Continuous Improvement Opportunities:

- Use Update BPTMP to compete for and secure funding for implementation.
- Make an interactive BPTMP map available online for community members to learn more about existing and planned projects.

2. Adopt a Mobility Action Plan

Background



Being able to get from one place to another is central to an individual's ability to participate in society. In some amenity-rich urban areas, residents can find most of the goods and services they need within walking distance of their homes, which greatly facilitates aging in place. West Sacramento is working to build more and more walkable neighborhoods, but most West Sacramento residents still rely on their automobiles or on public transportation to get around.

Project Summary

The need to drive or take a bus can severely curtail the ability of West Sacramento's older residents to participate in civic life. The purpose of this project is to create a prioritized set of actions the City can take to make it easier for West Sacramento residents to move around the community. This will help older residents avoid social isolation, enable more economic activity, and improve West Sacramento residents' ability to age in place without sacrificing their quality of life.

Related Public Outreach Results

Item	Instrument	Rank
Reliable Public Transportation	MMM Town Hall	2
Public Transportation	Phone Survey	2
Safe Public Transportation Stops and Areas	Online Survey	4

Current State



Currently, the City pays approximately $1.9M per year in Transit Development Act (TDA) funds to the Yolo County Transportation District (YCTD) for access to 8 bus routes operating in the City. Some of these routes, such as the Route 42A/42B that runs through West Sacramento and provides regional airport service is quite well-used, while others, such as Route 340A, which provided shuttle service between the CalSTRS and Ziggurat building and the Amtrak Station in Sacramento, have experienced very low ridership, which has led to route changes.

During the outreach process for the Age-Friendly Action Plan, many seniors stated that public transportation was not usable for them, citing a variety of factors, including cost; infrequent service; inability to walk to the bus stop; and the lack of proximity of bus stops to desired destinations.

The City also has several smaller, transit-like services that aid some residents. The Parks Department funds a shuttle that provides twice-weekly door-to-door service that enables participating seniors to go shopping without having to walk or drive. The City also pays for a shuttle to bring seniors to certain events, such as the Senior Resource Faire. However, the demand for these services greatly exceeds the Parks Department's current funding.

Desired State

The City should be a place where residents can not only find a home that meets their needs at every stage of life, but where there are multiple mobility options to allow them to live independently and remain active participants in community life long after they are no longer driving an automobile.

Impact of This Strategy

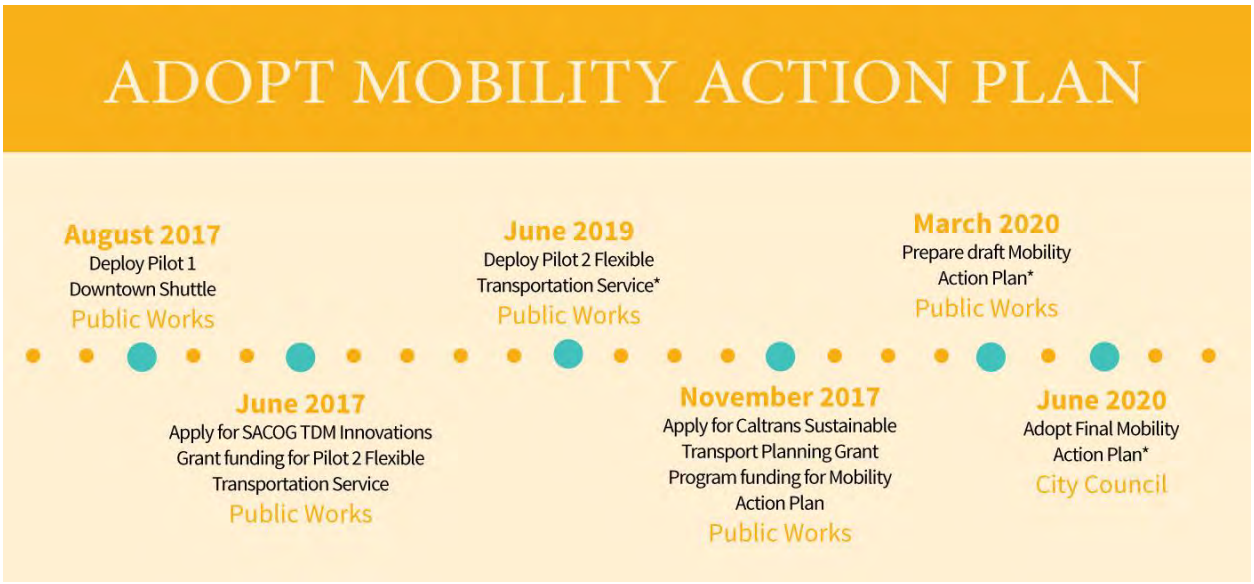
Implementation of the Mobility Action Plan should result in measurable increases in transit ridership among older residents, and improved customer satisfaction with those services.

2. Adopt Mobility Action Plan

Goal:	Adopt a master plan that includes innovative transit options that benefit older residents
City Category:	Connectivity
AARP/WHO Domains:	Transportation, Civic Participation and Employment
Lead Department:	Public Works
Collaborating Entities:	City Manager's Office
Key Metric(s):	Timely plan adoption and implementation of programs and services benefiting older residents

#	Activity	Lead	Target Completion	Resources	Metrics
1	Apply for SACOG TDM Innovations Grant funding for Pilot 2 Flexible Transportation Service	PW	June 2017	YCTD, City Depts.	Complete (Y/N)
2	Deploy Pilot 1 Downtown Shuttle	PW	August 2017	YCTD, City Depts.	Complete (Y/N)
3	Apply for Caltrans Sustainable Transportation Planning Grant Program funding for Mobility Action Plan	PW	November 2017	TBD	Complete Y/N
4	Deploy Pilot 2 Flexible Transportation Service*	PW	June 2019	TBD	Complete (Y/N)
5	Prepare draft Mobility Action Plan*	PW	March 2020	TBD	Complete (Y/N)
6	Adopt Final Mobility Action Plan*	Council	June 2020	TBD	Adopted (Y/N)

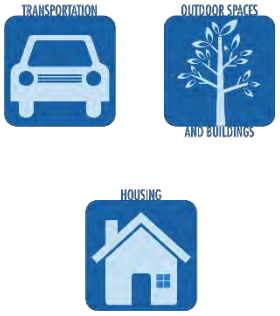
*Completion of activities are contingent on the receipt of grant funding.



Continuous Improvement Opportunities:

- Develop an interactive online map that comprehensively shows the location of mobility options throughout the City.
- Utilize data gathered from Pilot 1 and Pilot 2 to improve the transit network based on customer and citizen feedback.
- If successful, increase level of service of the Pilot 1 Downtown Shuttle to accommodate increased demand.
- If successful, identify resources to continue and/or expand operations of the Pilot 2 Flexible Transportation Service.
- Leverage the MAP to identify and compete for funding to implement strategic mobility projects.

3. Complete the ADA Transition Plan



Background

Enacted in 1990, the Americans with Disabilities Act (ADA) is a federal law that requires (among other things) that public infrastructure such as sidewalks, buildings, and traffic signals be constructed and operated in an manner that makes those facilities accessible to persons with disabilities. While the bill rightfully sets high expectations for compliance, retrofitting a city's worth of pre-ADA, non-compliant infrastructure all at once is more than most cities (including West Sacramento) can reasonably afford to undertake.

West Sacramento is developing an updated ADA Transition Plan so the City can identify and prioritize the most important ADA compliance projects to undertake with its limited resources. As part of the development of this plan, the City will work directly with older residents in order to identify the ADA-related barriers they may be experiencing while using City facilities. By using this input to identify and prioritize future ADA improvement projects, the City can help remove barriers that may currently be hindering older West Sacramento residents from safely aging in place.



Project Summary

For this project the City will complete its ADA Transition Plan and begin implementing accessibility projects, including projects prioritized based on their relevance to older community members.

Related Public Outreach Results

Item	Instrument	Rank
Well-Lit, Safe Streets and Intersections	AARP Survey	1
	MMM Town Hall	2
	Online Survey	1
Sidewalks that Are in Good Condition and Accessible	MMM Town Hall	3
	MoW Survey	6
	Online Survey	2

Current State
The City has made substantial investments to make City buildings and infrastructure accessible to the disabled. However, with much of the City's infrastructure having been developed before the ADA was enacted, there are still many improvements that need to be made. The City is committed to an orderly, fact-based process to identify and prioritize those improvements.

Desired State
Ideally, residents of any age and all levels of physical ability should be able to fully utilize and enjoy every City facility, without having their access impaired by a lack of appropriate accommodations. Reducing these barriers will help the disabled, older residents, children, and any resident to participate fully in the City's civic life, enriching West Sacramento for all.

Impact of this Strategy
The ADA Transition Plan will result in the implementation of accessibility improvements that will make the community more walkable for all West Sacramento residents.

3. Complete ADA Transition Plan

Goal:	Conduct new Self Evaluation and Update ADA Transition Plan; specific attention to improvements that benefit older residents
City Category:	Connectivity
AARP/WHO Domains:	Transportation, Outdoor Spaces and Buildings, Housing
Lead Department:	Public Works
Collaborating Entities:	City Manager's Office, Community Development and Administrative Services Departments
Key Metric(s):	Timely Self Evaluation, update and adoption of ADA Transition Plan; implementation of improvements paying specific attention to those benefiting older residents

#	Activity	Lead	Target Completion	Resources	Metrics
1	Kick-Off Meeting	Public Works	March, 2017	--	Complete Y/N
2	Staff Training	Consultant	April, 2017	--	Complete Y/N
3	Data Collection	Public Works	August, 2017	--	Complete Y/N
4	Draft Self Evaluation Report	Consultant	August, 2017	--	Complete Y/N
5	Draft Transition Plan	Consultant	September 2017	--	Complete Y/N
6	Public Comment Period	Public Works/CMO	October 2017	--	Complete Y/N
7	Presentation to City Council	Public Works	November 2017	--	Complete Y/N
8	Transition Plan Bi-Annual Projects	Public Works/Finance	June 2018 for FY 2018/19	--	Complete Y/N



Continuous Improvement Opportunities:

- Target older residents as part of public outreach for draft transition plan
- Use input from seniors to inform prioritization of implementation projects

4. Create Printed Quarterly Newsletter for Older Residents



Background

One of the fundamental elements of good governance is keeping residents informed of what is going on in the community so that they are empowered to involve themselves in civic life. Historically, one of the City's primary means of communication with its residents was a newsletter called City Lights, which was mailed to thousands of residential addresses on a quarterly basis. Due to budget constraints and the advent of the Internet, City Lights was discontinued in 2015 and replaced with an online blog, City iLights.

While a money-saver and a natural technological evolution, the switch to a digital newsletter format left many older residents without a reliable means of knowing what was going on in their city. In the AARP survey, 88 percent of respondents indicated that clearly-displayed information with large lettering is an important community need, but only 18 percent felt this is already present in the community, resulting in a gap of 70 percent.



Project Summary

This project will help re-engage the city's older residents by creating a new printed newsletter highlighting issues of particular interest to seniors.

Related Public Outreach Results

Item	Instrument	Rank
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5
Community Information Displayed with Large Lettering	MMM Town Hall	11
Communications	Online Survey	9

Current State

The City's digital communications are expanding their scope rapidly, with the reach of City content reaching all-time highs. However, feedback from the Age-Friendly outreach process has made it clear that many of West Sacramento's older residents have been left behind by the City's abrupt switch to an outreach program that relies heavily on residents' use of online and smart phone technologies.

Desired State

The City should provide a communications program that allows every resident of the City an opportunity stay informed and participate in civic life by accessing information sources that are affordable, accessible, and comfortable for them.

Impact of this Strategy

The re-institution of a quarterly newsletter should allow West Sacramento's older residents to feel more engaged and informed about happenings in the City, reducing the potential for social isolation. This can be measured through older residents' participation in City events and activities, and through surveys assessing older residents' satisfaction with the communication they receive from the City.

4. Create Printed Quarterly Newsletter for Older Residents

Goal:	Produce quarterly newsletter and mail to older West Sacramento residents to keep them informed
City Category:	Connectivity
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information
Lead Department:	City Manager's Office – Community Relations (CR) Division
Collaborating Entities:	All Departments
Key Metric(s):	# of newsletters delivered, % of older residents indicating that they feel well-informed

#	Activity	Lead	Target Completion	Resources	Metrics
1	Prepare Document Format	CR Division	Aug 2017	--	Complete Y/N
2	Assemble Mailing List	CR Division	Aug 2017	--	Complete Y/N
3	Prepare Draft Document	CR Division	Sept 2017	City depts., non-profits	Complete Y/N
4	Mail First Edition at Start of Q4 2017	CR Division	Sept 2017	--	• # of copies delivered • Mailing date • Reader response
5	Mail Additional Quarterly Editions at Start of Quarter	CR Division	Ongoing	--	See (4) above



Continuous Improvement Opportunities:

- Use community input to right-size distribution of the newsletter to persons who need or prefer mail communications from City.
- Use reader feedback to improve relevance of newsletter content
- Make all quarterly newsletter content available online to promote broadest possible distribution of information.
- Control distribution cost by encouraging residents with internet-enabled devices to receive information online.

5. Maintain and Expand Age-Friendly Web Content



Background

While it is important for the City to continue reaching out in print to those older residents who are not able to access a computer or smart phone, there are many West Sacramento seniors who are able to utilize these technologies. These residents should have access to online content that will keep them informed and help them stay engaged with the community as they age.

Project Summary

The City will develop and maintain content on its web site that is designed to be relevant specifically to older residents.

Related Public Outreach Results

Item	Instrument	Rank
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5
Community Information Displayed with Large Lettering	MMM Town Hall	11
Communications	Online Survey	9



Current State

The City currently mails an “Active Aging Newsletter” to residents who have signed up to participate in City Active Aging programs. Also, many older residents are included on the City’s distribution lists for City iLights, and/or subscribe to one or more of the City’s social media feeds. However, currently there is no online platform that focuses on content of specific interest to older residents.

Desired State

The City should have an online resource that would provide older residents (and family and caregivers for older residents) access to information of particular interest to seniors. This content would include, but not be limited to: information about the City's active aging programs; contact information for County and other resources relevant to aging; news about upcoming City meetings and events; and public safety information. This online resource would complement the City's printed newsletter for older residents, providing everyone with access to the same useful information regardless of technological ability.

Impact of this Strategy

Many older residents use the Internet, and should have ready access to relevant content. This strategy should result in older residents who feel well-informed about community activities and are able to participate in community life. The City's web site and social media feeds are also an important vehicle for identifying residents of any age who are interested in volunteering to assist in the City's age-friendly work.

5. Maintain and Expand the City's Age-Friendly Web Page

Goal:	Maintain and Expand Age-Friendly Web Page
City Category:	Connectivity
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information
Lead Department:	City Manager's Office – Community Relations Division
Collaborating Entities:	All Departments
Key Metric(s):	# of page views, % of seniors who indicate that they feel well-informed about City news

#	Activity	Lead	Target Completion	Resources	Metrics
1	Develop New Content	CR Division	Feb 2018	AARP, Yolo County	Complete Y/N
2	Go Live with Expanded Age-Friendly Content	CR Division	March 2018	--	• Timely launch • Reader response • Regular updates
3	Curate Content to Keep Age-Friendly Web Site Current	CR Division	Ongoing	--	Complete Y/N



Continuous Improvement Opportunities:

- Leverage City computer classes to expand potential reach of the Age-Friendly web site (See Implementation Project # 7)
- Expand older residents' use of social media to facilitate multi-platform communications
- Incorporate user feedback to enhance relevance and readability of new web site
- Partner with AARP, other non-profits, Yolo County, etc. to provide a breadth of relevant information for older residents

6. Broadband Expansion Pilot Project



Background

The Internet offers vast potential to help older residents combat isolation, inform themselves on local activities, and participate in the global economy. However, there are many barriers to entry for older residents seeking to avail themselves of these opportunities, including technical skills, lack of equipment, and/or good Internet connectivity. These barriers may be concentrated in specific areas of the city. For example, the City's online survey was advertised broadly, but responses came disproportionately from the 95695 ZIP code, suggesting that Bryte/Broderick residents may be experiencing a barrier to full use of the Internet.

Project Summary

This project will involve an effort to pilot new approaches for expanding broadband access in a defined area with a diverse population of beneficiaries, including older residents.

Related Public Outreach Results

Item	Instrument	Rank
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5
Community Information Displayed with Large Lettering	MMM Town Hall	11
Communications	Online Survey	9

Current State

At present, most West Sacramento households have an Internet connection, which generally means that there are two service providers providing a minimum service level of 6 Mbps download and 1 Mbps upload speeds. However, increasingly these speeds are inadequate, the cost is too high, and many residents lack the equipment and/or skills needed to take advantage of digital services. Residents who are unable to access these services are prevented from fully benefiting from Internet technology and accessing the digital economy. For older residents, this "digital divide" can lead to social isolation and a withdrawal from civic life.



Desired State

While the City should continue reaching out to its residents through all available means, including print media, it should also strive to constantly expand the number of residents who are able to comfortably access the full power of the Internet to enhance their lives.

Impact of this Project

The Internet is a tool that can help older residents stay in touch with relatives, keep abreast of local activities, and participate in the global economy. Broadband access is the foundation upon which the City and its partners can layer computer training and other activities in order to get more of West Sacramento's older residents online. This project will help the City identify West Sacramento neighborhoods where residents may be experiencing poor Internet connectivity and pilot strategies for improving service to those areas.

6. Broadband Expansion Pilot Projects

Goal:	Increase broadband access and adoption for seniors and others in under-served areas of the City
City Category:	Connectivity
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information
Lead Department:	CDD, PW, P&R, ED, Yolo Co. EDH
Collaborating Entities:	City Manager's Office
Key Metric(s):	Identify infrastructure gaps and economic barriers to broadband access, and obstacles to adopting broadband (training) in older north area neighborhoods.

#	Activity	Lead	Target Completion	Resources	Metrics
1	Conduct North Area Survey	CDD	Aug 2017	BBCAN	Complete Y/N
2	Provide information on ATT Access Program	CDD	Aug 2017	--	# of flyers
3	Engage providers on north area infrastructure gaps	CDD	Ongoing	--	Complete Y/N
4	Identify economic challenges to broadband adoption	CDD	Aug 2017	--	Complete Y/N
5	Adopt Broadband Action Plan	CDD	Oct 2017	--	Complete Y/N
6	Develop program(s) to help reduce economic challenges	CMO/EDH	Dec 2019	--	Complete Y/N
7	Implement Wi-Fi Mesh Pilot	CMO	Dec 2019	--	Complete Y/N



Continuous Improvement Opportunities:

- Develop and propose next-step implementation activities based on learnings from pilots. From past experience (Lodi) initial access and adoption programs create leaders that spread the value of broadband services (e.g. social contact with friends and family, health care, general social engagement).

7. Offer Computer Classes for Older Adults

Background



In addition to accessing the necessary technology itself, one of the primary barriers to older persons taking full advantage of the Internet is a lack of basic computer skills. While nobody should feel pressured or shamed into the use of Internet-based tools, many older residents would love to avail themselves of these technologies, but lack the skills to do so effectively.

Project Summary

The City will partner with the Arthur F. Turner Library to market and execute computer classes to teach older residents the skills they need to operate computers.

Related Public Outreach Results

Item	Instrument	Rank
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5
Community Information Displayed with Large Lettering	MMM Town Hall	11
Communications	Online Survey	9



Current State

The Arthur F. Turner Library has offered computer classes in the past, which have been lightly- attended. Staff speculates that the low attendance does not reflect a lack of interest, but is rather a result of the inherent difficulty of notifying older residents of the classes, the “chicken/egg” problem of seniors needing to own a technology they may not yet know how to use, as well as transportation and mobility challenges inherent to an older population.

Desired State

Every resident of West Sacramento who is interested should have the ability to comfortably and affordably learn the skills necessary to perform basic online tasks such as conduct Internet research, use e-mail, and access social media tools.

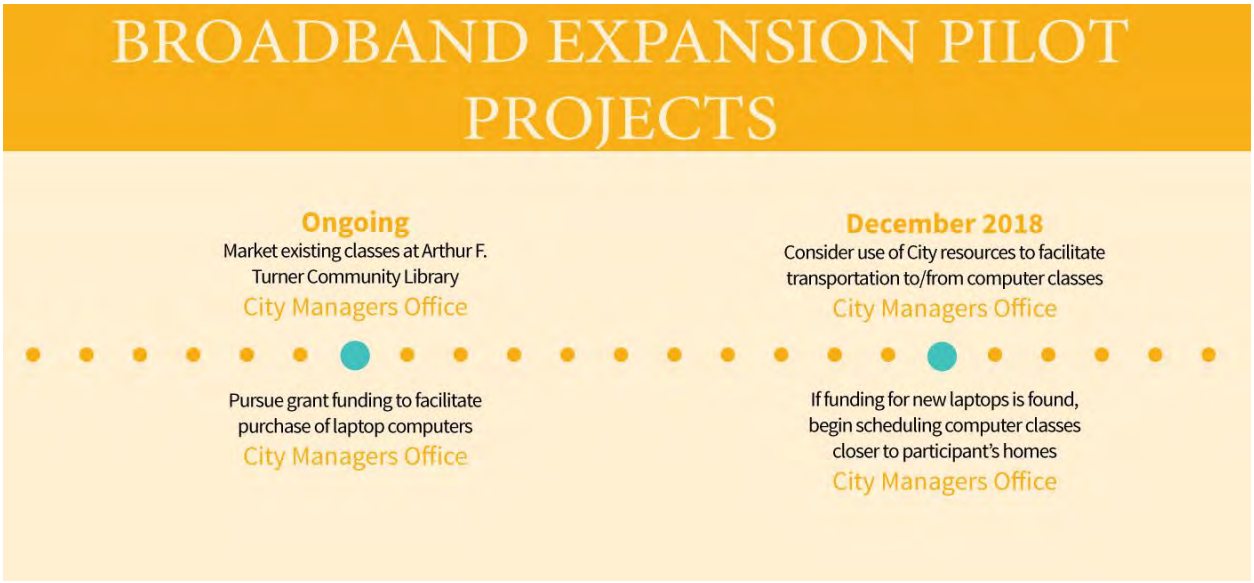
Impact of this Strategy

Simply through a lack of understanding of technology, many of West Sacramento’s older residents are held back from the information and personal connections available through the Internet. By teaching older residents how to use their Internet-enabled devices, the City can help keep these residents active, involved, and able to participate in the global economy.

7. Offer Computer Classes for Older Residents

Goal:	Increase the number of older West Sacramento residents who are able to use computers
City Category:	Connectivity
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion
Lead Department:	City Manager's Office
Collaborating Entities:	Arthur F. Turner Community Library, Parks Department
Key Metric(s):	# of class attendees; feedback from attendees about their computer competence

#	Activity	Lead	Target Completion	Resources	Metrics
1	Market existing classes at Arthur F. Turner Community Library	CMO	Ongoing	Arthur F. Turner Library	# of attendees at computer classes; feedback from attendees
2	Pursue grant funding to facilitate purchase of laptop computers	CMO	Ongoing	Arthur F. Turner Library	# of grant applications submitted
3	Consider use of City resources to facilitate transportation to/from computer classes	CMO	December 2018	Arthur F. Turner Library	# of attendees at computer classes; feedback from attendees
4	If funding for new laptops is found, begin scheduling computer classes closer to participant's homes	CMO	December 2018	Arthur F. Turner Library	# of attendees at "off-site" computer classes; feedback from attendees



Continuous Improvement Opportunities:

- If warranted by demand, increase number of classes offered
- Expand program to include senior volunteers who might provide 1x1 training at participants' homes
- Expand program to include volunteer computer support for older residents with questions about their computers (potentially youth or other seniors)

8. Expand WSPD "VIP" Program



Background

Since 1996, the West Sacramento Police Department (WSPD) has operated a program called Volunteers in Policing, or VIP. The VIP program is designed to allow community members to assist the Police with non-hazardous community service work such as neighborhood watch, staffing events, assisting with traffic control or similar duties. To date, hundreds of West Sacramento residents have participated in the VIP program, which provides a valuable service to the community while helping forge bonds between the Police and West Sacramento residents.



Project Summary

For this project, the West Sacramento Police Department will expand its VIP Program both in terms of numbers of volunteers, as well as the scope of duties for those volunteers, allowing some to serve as anti-fraud awareness instructors and potentially other new roles.

Related Public Outreach Results

Item	Instrument	Rank
Volunteer Training Opportunities	AARP Survey	2
Public Safety/Security	Online Survey	2
	Phone Survey	5

Current State

The Police Department currently has 17 residents participating in the VIP program. Volunteers are utilized primarily in hands-on tasks including event management.

Desired State

WSPD would like to expand the VIP program to include more volunteers, and expand the utilization of VIPs to include both the existing hands-on duties, along with "ambassador" –type roles, conducting outreach to deliver community training (e.g. anti-fraud awareness) and assure that WSPD is meeting the needs of the community's older residents.

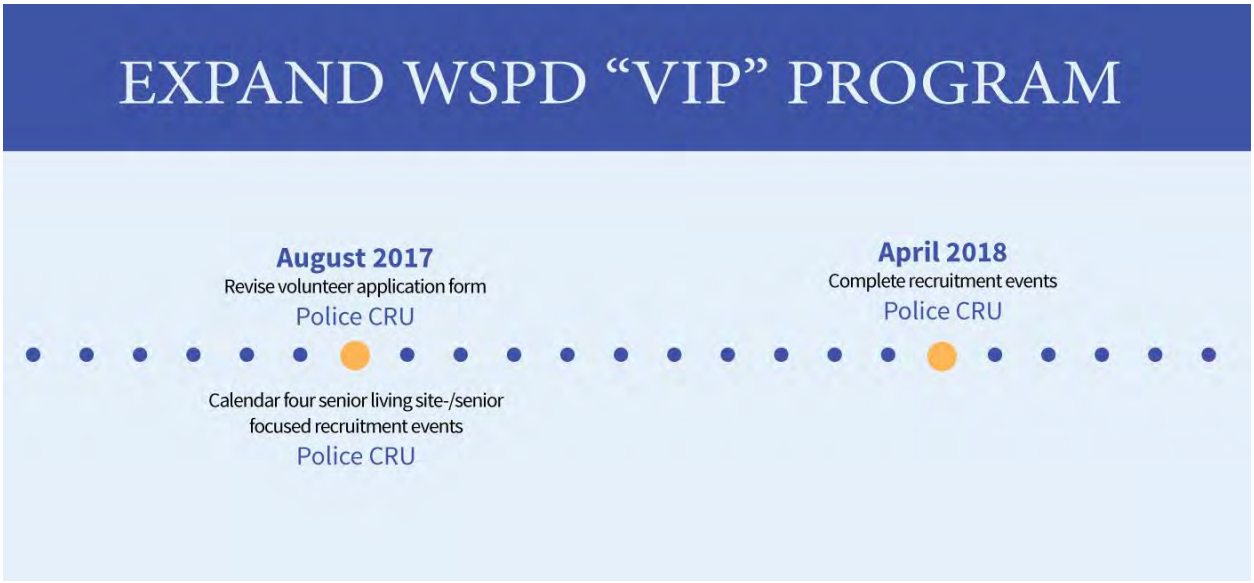
Impact of this Project

Increasing the number of VIPs along with their breadth of activities will have multiple benefits. VIP participants stay engaged in the community, develop valuable relationships with Police Department staff, and help improve the security of other City residents. With its history of success, the VIP program can also serve as a model for other volunteering efforts that other City departments may establish in the future.

8. Expand WSPD "VIP" Program

Goal:	Increase the number of VIP positions to allow more older residents to assist WSPD
City Category:	Public Safety
AARP/WHO Domains:	Housing, Social Participation, Respect and Social Inclusion, Civic Participation and Employment
Lead Department:	Police
Collaborating Entities:	City Manager's Office
Key Metric(s):	# of seniors serving as VIPs, # of programs in place, # of safety checks and other activities conducted

#	Activity	Lead	Target Completion	Resources	Metrics
1	Revise volunteer application form	Police CRU	Aug 2017	--	Complete (Y/N)
2	Calendar four senior living site-/senior focused recruitment events	Police CRU	Aug 2017	--	Complete (Y/N)
3	Complete recruitment events	Police CRU	April 2018	Backgrounds, onboard training (HR & Police CRU)	# of copies delivered # applications received # of senior volunteers added



Continuous Improvement Opportunities:

- Use feedback from within the senior living communities to improve the recruitment process
- Use feedback from participants to improve police/city delivery of services to community (including safe mobility and fraud prevention)

9. Expand WSPD "Coffee with a Cop" Program to Include Senior Residences





Background

In 2015, the West Sacramento Police Department (WSPD) initiated a program called "Coffee with a Cop" to facilitate informal contacts with the public and help foster positive relationships between police officers and the public they serve. As the name would imply, the program is very simple, consisting of WSPD advertising a time when a group of officers will be at a local restaurant available to chat with the public.

To date WSPD has held 13 Coffee with a Cop events, which have received strong praise from participants. Response to Coffee with a Cop has been strong, with attendance averaging 25-40 per event. However, attendance from older West Sacramento residents has not been as strong.



As part of its contribution to the Age-Friendly Action Plan, WSPD will now hold at least three Coffee with a Cop events per year in locations that are easily accessible to older residents in order to better serve this important and potentially vulnerable population.

Project Summary

The West Sacramento Police Department will expand its popular "Coffee with a Cop" program to new venues that are more accessible to older residents, including but not limited to senior residence facilities.

Related Public Outreach Results

Item	Instrument	Rank
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5
Public Safety/Security	Online Survey	2
	Phone Survey	5
Communications	Online Survey	9

Current State

Coffee with a Cop is held in local restaurants, which can make it difficult for some older residents to participate.

Desired State

WSPD will expand Coffee with a Cop to make the program more accessible to seniors by holding events in senior residences and/or the Community Center, and will also expand the agenda for those meetings to include specially-tailored information, including anti-fraud awareness.

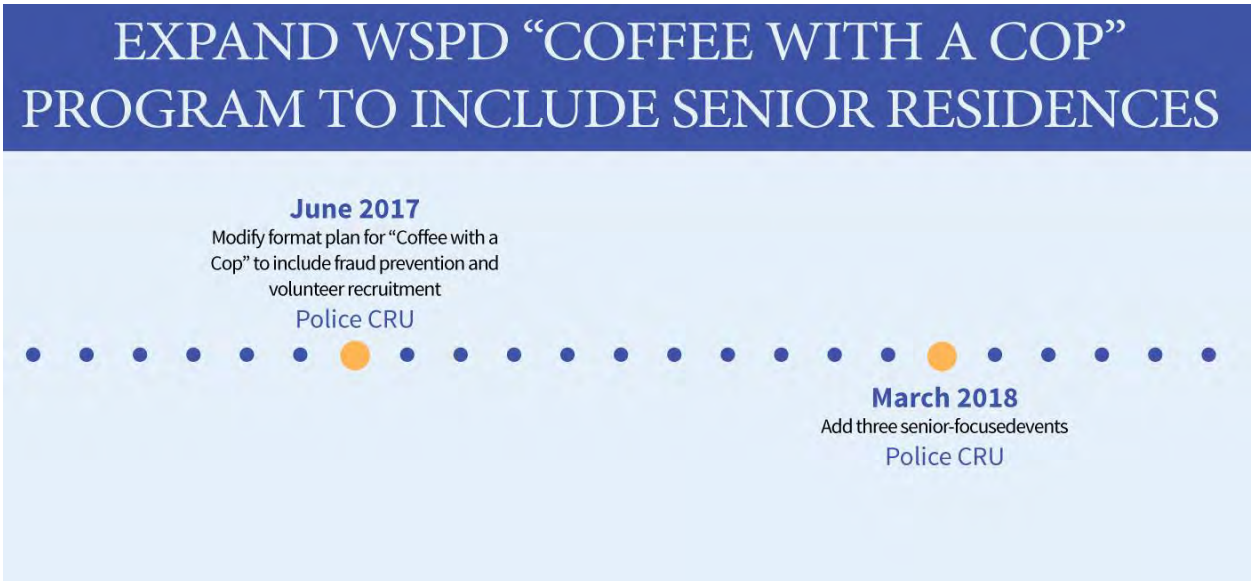
Impact of this Project

This project will improve the security of older residents by facilitating better communication between them and the West Sacramento Police Department, while allowing the Police Department an opportunity to better understand the needs of the City's older residents.

9. Expand WSPD "Coffee with a Cop" to Include Senior Residences

Goal:	Conduct "Coffee with a Cop" events in more locations that are readily accessible to older residents
City Category:	Public Safety
AARP/WHO Domains:	Housing, Social Participation, Respect and Social Inclusion
Lead Department:	Police
Collaborating Entities:	City Manager's Office
Key Metric(s):	# of events held in areas accessible to older residents; # of older attendees at Coffee w/ a Cop events

#	Activity	Lead	Target Completion	Resources	Metrics
1	Modify format plan for "Coffee with a Cop" to include fraud prevention and volunteer recruitment	Police CRU	June 2017	Police CRU & District Attorney Fraud Unit	Complete (Y/N)
2	Add three senior-focused events	Police CRU	March 2018	Police CRU & District Attorney Fraud Unit	# of attendees # of recruitment fliers delivered



Continuous Improvement Opportunities:

- Improve program based on feedback from senior community about current fraud scams
- Improve program based on feedback from within the senior living communities regarding the recruitment process
- Use feedback for police/city delivery of services to community (including safe mobility and fraud prevention)
- Use contacts made through this program to identify other potential volunteer roles within the department/city

10. Work to Enhance Supportive Housing Opportunities for the Homeless





Background

Like many communities across the country, West Sacramento is working to deal with the complex issues surrounding homelessness. This issue affects older residents in multiple ways. First, when older persons become homeless themselves, they can become among the most vulnerable members of this already-imperiled population. Also, visible signs of homelessness and/or panhandling can make older community members less comfortable coming downtown, visiting the riverfront, or using the City's parks and trails.

Project Summary

This project is focused on continuing the City's current efforts to address the effects of homelessness, and expanding those efforts to include planning and predevelopment activities designed to lead to the construction of at least 20 units of affordable housing designed to serve families and individuals either experiencing homelessness or at risk of becoming homeless.

Related Public Outreach Results

Item	Instrument	Rank
Housing	Online Survey	3
	Phone Survey	9
Public Safety/Security	Online Survey	2
	Phone Survey	5



Current State

The City expends considerable effort addressing the social problems associated with homelessness. There is a full-time staff position devoted to providing outreach, referrals and case management for persons experiencing homelessness. Each year, WSPD officers spend many hours of their patrol time addressing service calls related to homeless persons. The City

had a major success with its Bridge to Housing project, which found permanent homes for an overwhelming majority of participants. However, while successful, that pilot was costly and is not a sustainable model for addressing homelessness long-term.

Desired State

The ultimate goal of the City's homeless programs is for every single West Sacramento resident to have a safe, comfortable home. While this goal is a moving target, the City can make progress towards this goal by developing additional affordable and supportive housing units while working to address the underlying causes of homelessness.

Impact of this Project

By continuing its work to better address homelessness in the community, the City can help protect the elderly homeless (some of City's most vulnerable residents), while improving walkability in key areas, including the riverfront and West Capitol Avenue/downtown.

10. Work to Enhance Supportive Housing Services for the Homeless

Goal:	Reduce the incidence of social problems related to homelessness by improving availability of supported housing opportunities
City Category:	Public Safety
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing, Community Support and Health Services
Lead Department:	Economic Development and Housing
Collaborating Entities:	City Manager's Office
Key Metric(s):	# of supported housing units available to homeless

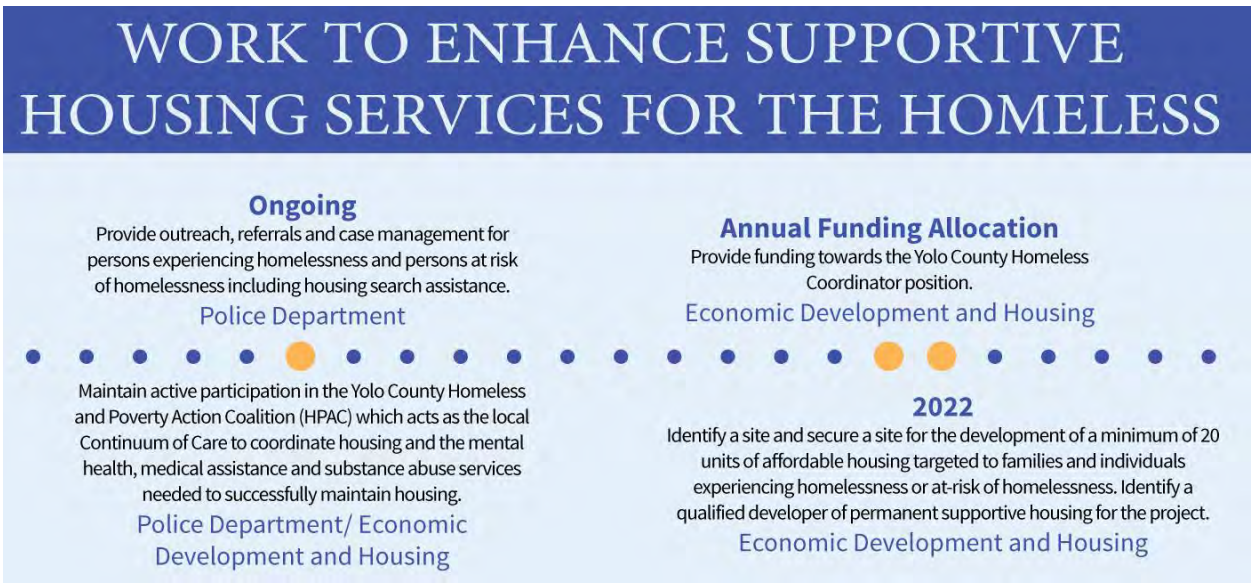
#	Activity	Lead	Target Completion	Resources	Metrics
1	Provide outreach, referrals and case management for persons experiencing homelessness and persons at risk of homelessness including housing search assistance.	PD	Ongoing	Currently using State CDBG through Oct 17. Future funding to be determined.	Track the number of homeless persons receiving permanent housing
2	Maintain active participation in the Yolo County Homeless and Poverty Action Coalition (HPAC) which acts as the local Continuum of Care to coordinate housing and the mental health, medical assistance and substance abuse services needed to successfully maintain housing.	PD/EDH	Ongoing	HPAC member agencies	Maintain HPAC participation and full voting status. [1]
3	Provide funding towards the Yolo County Homeless Coordinator position.	EDH	Annual funding allocation	Yolo County Dept. of Health and Human Services (H&HS)	Identify funding source by Jun 18 and provide a minimum of

					$10,000 per year.[2]
4	Identify a site and secure a site for the development of a minimum of 20 units of affordable housing targeted to families and individuals experiencing homelessness or at-risk of homelessness. Identify a qualified developer of permanent supportive housing for the project.	EDH	2022	Development Partner(s). Funding sources: State of CA Dept. of Housing and Community Development (HCD); U.S. Dept. of HUD; Yolo County H&HS.	Partner selected by Jun 18. Site control by Jun 19. Project occupied by Jun 2022.[3]

[1] HPAC member agencies have voting status if they have a representative present during at least six (6) full HPAC meetings in the current year (November through October) and had a representative participate in at least one HPAC subcommittee.

[2] Yolo County Homeless Coordinator is currently funded out of local funds through Jun 2018. A new funding source is needed for future years.

[3] Project is subject to available funding. A number of federal funding sources for affordable housing development are proposed to be significantly reduced or eliminated under the current administration. State funding sources such as Cap and Trade have been reduced and may be unavailable in the future. The impact of the federal Low-Income Housing Tax Credit Program (LHTC), the primary funding source for most affordable housing, will be significantly reduced if the corporate tax rate is reduced as proposed.



11. Partner with Yolo County DA to Broaden Anti-Fraud Awareness for Older Residents





Background

Older residents can be vulnerable to various forms of fraud. To help address this concern, the City has partnered with the Yolo County District Attorney's Office to provide community-wide anti-fraud training events designed to educate participants about how to identify and avoid scams. However, the size and central location of these events can make them hard to attend for the elderly residents who may stand to gain the most from them.

Project Summary

For this action item, the West Sacramento Police Department (WSPD) will seek to expand its partnership with the Yolo DA to include training Volunteers in Policing (VIPs) to deliver anti-fraud training in a smaller format that can be offered in more convenient locations, such as senior residences.



Related Public Outreach Results

Item	Instrument	Rank
Public Safety/Security	Online Survey	2
	Phone Survey	5
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5

Current State

The City conducts at least one anti-fraud event per year, typically at City Hall.

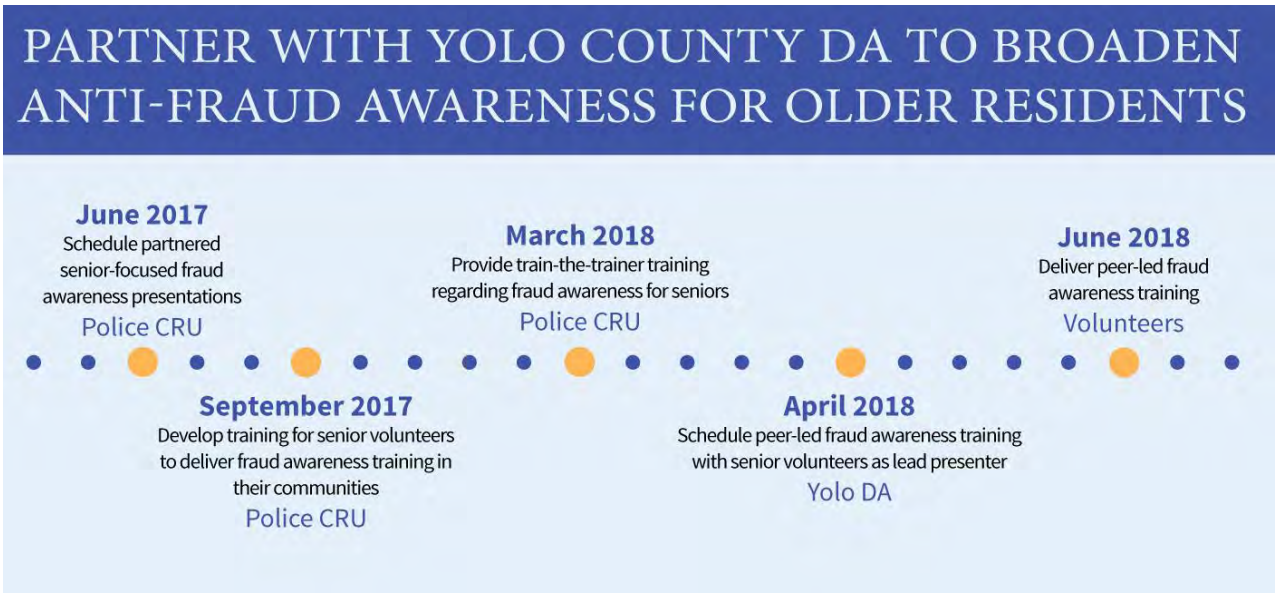
Desired State
The City will expand its anti-fraud efforts by leveraging the efforts of VIPs, who will be able to deliver training events to older residents in a more frequent and convenient format that expands the reach of the training while also creating new opportunities for social participation.

Impact of this Project
Fraud schemes can have particularly devastating effects on seniors, who may be on a fixed-income and unable to absorb the losses from being defrauded. By providing additional anti-fraud awareness training, the City can help protect its older residents from being taken advantage of, while building relationships with older residents in the community.

11. Partner with Yolo County DA to Broaden Anti-Fraud Awareness for Older Residents

Goal:	Increase older residents' awareness of ability to avoid common fraud schemes targeting the elderly
City Category:	Public Safety
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion, Communication and Information
Lead Department:	Police
Collaborating Entities:	Yolo County District Attorney, City Manager's Office
Key Metric(s):	# of micro-events conducted, # of older residents attending an event annually

#	Activity	Lead	Target Completion	Resources	Metrics
1	Schedule partnered senior-focused fraud awareness presentations	Police CRU	June 2017	Police CRU & District Attorney Fraud Unit	# of presentations # of attendees
2	Develop training for senior volunteers to deliver fraud awareness training in their communities	Police CRU	September 2017	Police CRU & District Attorney Fraud Unit	Completed (Y/N)
3	Provide train-the-trainer training regarding fraud awareness for seniors	Police CRU	March 2018	Police CRU & District Attorney Fraud Unit	Completed (Y/N) # trained
4	Schedule peer-led fraud awareness training with senior volunteers as lead presenter	Yolo DA	April 2018	Police CRU	Completed (Y/N)
5	Deliver peer-led fraud awareness training	Volunteers	June 2018	Police CRU	Completed (Y/N) # of presentations # of attendees



Continuous Improvement Opportunities:

- Continuous feedback loop from senior community
- Reduction in financial investment with volunteers delivering message to their peers
- Opportunity to deliver addition safety and healthy living messages through same format

12. Partner with the Red Cross to Help Assure that Older West Sacramento Residents Have Smoke Alarms



Background

According to the National Fire Protection Association, between 2007-2011 only 13 percent of the U.S. population was over age 65, but this group accounted for over 30 percent of home fire fatalities during this period. Older residents can be vulnerable to fires for a number of reasons, but smoke detectors can reduce these risks considerably.

Project Summary

For this project, the West Sacramento Fire Department will develop and implement a cooperative program with the Red Cross to deliver and install smoke alarms in the homes of community members (including older residents) who do not currently have them.

Related Public Outreach Results

Item	Instrument	Rank
Public Safety/Security	Online Survey	2
	Phone Survey	5
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5

Current State

Nationally, over 95 percent of homes are estimated to have smoke alarms. The exact percentage of operating alarms in West Sacramento is unknown. However, if the 95 percent figure holds for the city, it means that there may be well over 1,000 West Sacramento residences with no smoke alarm, and likely many more without a working alarm.



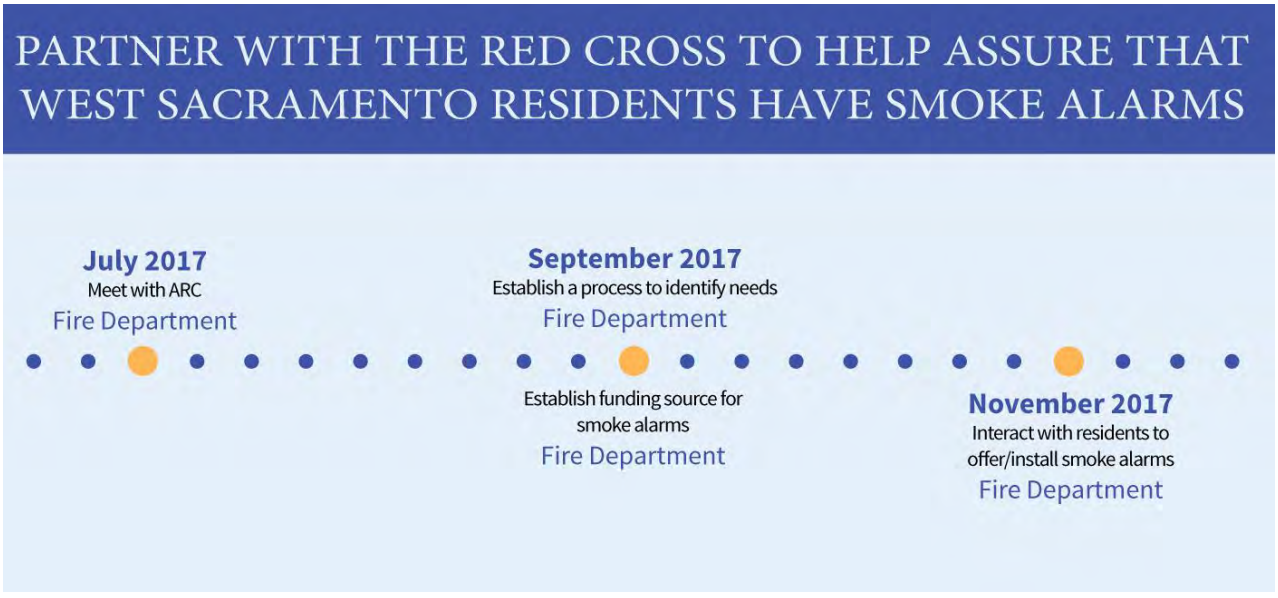
Desired State
The goal of the West Sacramento Fire Department is to have 100 percent of West Sacramento households equipped with working smoke alarms.

Impact of this Project
This project will materially reduce the likelihood of property damage, injury or death from fire among West Sacramento's older residents.

12. Partner with the Red Cross to Help Assure that West Sacramento Residents Have Smoke Alarms

Goal:	Increase the percentage of older West Sacramento residents who have smoke alarms
City Category:	Public Safety
AARP/WHO Domains:	Housing, Community Support and Health Services
Lead Department:	Fire
Collaborating Entities:	American Red Cross (ARC), City Manager's Office
Key Metric(s):	# of smoke alarms distributed

#	Activity	Lead	Target Completion	Resources	Metrics
1	Meet with ARC	Fire	July 2017	ARC, Fire	Complete Y/N
2	Establish a process to identify needs	Fire	September 2017	ARC, Fire	Complete Y/N
3	Establish funding source for smoke alarms	Fire	September 2017	ARC, Fire	$ Allocated
4	Interact with residents to offer/install smoke alarms	Fire	November 2017	ARC, Fire	# smoke alarms



Continuous Improvement Opportunities:

- Continual communication/interaction with residents to assure smoke alarms are installed in good working order.
- Provide new smoke alarms or batteries to assure functionality to meet minimum Code standards.
- Maintain funding source for continuous supply of smoke alarms.

13. Plan for and Develop Additional Affordable Housing



Background

The City's General Plan Housing Element found that as of the 2008-2011 American Communities Survey from the federal Census Bureau, West Sacramento was home to 2,954 households headed by a person over age 65. Of these, 1,870 were homeowners, while 1,084 (36.7 percent) were renters.
The Housing Element also notes that as of 2013 there were 90 beds in state-licensed elderly care facilities in West Sacramento, and 169 rental units in seniors-only apartment complexes.

Housing developments can take years to plan, entitle, finance and construct. Given the expected increase in the population of older residents in the coming years, the City should begin planning for how it will address the housing needs of a growing and diverse population of older residents.

Project Summary

For this project, the City will commit to setting specific goals for the development of new housing targeting older residents as part of the next Housing Element update, and in the meantime will seek to finance the development of at least 50 affordable units that are accessible and available to older West Sacramento residents.

Related Public Outreach Results

Item	Instrument	Rank
Housing	Online Survey	3
	Phone Survey	9

Current State

As its population of older residents continues to increase, the City will need more affordable housing options for seniors. Unfortunately, the feasibility of affordable housing developments almost always depends upon public subsidies, and many elements of affordable housing finance are getting more, not less, difficult. The Administration is entertaining cuts to the U.S. Department of Housing and Urban Development, a source of key affordable housing programs. The cuts to the corporate tax rate that are currently proposed would result in less funding available through the Low-Income Housing Tax Credit program, another key source of funds for affordable housing.

Desired State

The ideal state for housing is a market equilibrium in which supply and demand for affordable housing are about equal, and the West Sacramento housing market is characterized by a wide variety of quality housing options, including a full range of affordable alternatives.



Impact of this Project

West Sacramento's older residents want the option to age in place, rather than being forced to move in order to find accommodations that meet their needs. The City's efforts to facilitate new affordable residential units builds the diversity of the City's housing stock, making it more likely that older residents- and all residents- can find a home in West Sacramento that is appropriate for every stage of their life.

13. Plan for and Develop Additional Affordable Housing

Goal:	Increase the number of affordable housing units available to older West Sacramento residents
City Category:	Quality of Life
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing
Lead Department:	Economic Development and Housing
Collaborating Entities:	City Manager's Office, Community Development, Public Works
Key Metric(s):	# of affordable, accessible units produced

#	Activity	Lead	Target Completion	Resources	Metrics
1	Continue to work with non-profit partner to plan Phase II of Delta Lane project	Jamboree Housing/Economic Development and Housing	Dec 2018	Jamboree Housing, West Sacramento Housing Development Corporation	Complete Y/N
2	Investigate viable funding sources for development of Phase II of Delta Lane Project	Jamboree Housing/Economic Development and Housing	Dec 2018	Low Income Housing Tax Credits*, Affordable Housing and Sustainable Communities Program, HOME Program**, Local Housing Trust Fund	Adequacy of funding sources identified
3	Continue to monitor/support existing senior affordable housing developments: The Rivers Senior Apartments,	St. Anton, Christian Church Homes and Eskaton	Ongoing	N/A	Annual Compliance Monitoring and Support

	Margaret McDowell Manor and Eskaton Wilson Manor				
4	Research possible funding mechanisms to facilitate development of affordable senior housing	Economic Development and Housing	Ongoing	N/A	# of funding sources identifies
5	Set specific goals for affordable senior housing production in the next housing element update	Economic Development and Housing	2021	N/A	Goal setting process initiated Y/N

* Current administration has proposed a significant reduction in the corporate income tax. The Low Income Housing Tax Credit Program was designed to take advantage of tax liabilities from corporations, wealthy individuals and syndicators to raise funds for low-income rental housing. Talk of the reduction in the corporate income tax has already negatively affected the tax credit market. The long-term effect on the tax credit market (and tax credit funding for affordable housing developments) won't be known until the new corporate tax reforms are known.

** CDBG and HOME funding from HCD/HUD are also substantial funding sources for affordable rental housing. The president's proposed 2018 budget recommends a $6 billion cut to HUD funding and eliminating, among others, the CDBG and HOME Programs. Elimination of CDBG and/or HOME would substantially reduce the viable funding sources for affordable rental projects.



Continuous Improvement Opportunities:

- Facilitate the construction or rehabilitation of affordable housing units specifically designed for older residents

14. Seek Outside Funding for a Targeted Grant Program for Age-in Place Home Improvements

Background

Over 90 percent of respondents to the AARP survey stated that they would like to age in their current home throughout their retirement years. In order for that to happen, many homeowners will need accessibility improvements to their home so they can continue living there safely as they age; however, these improvements can be expensive, and they come at life stage when many people's income is at its lowest.



Project Summary

The goal of this project is to establish a partnership with a qualified non-profit entity to facilitate the provision of financial assistance to West Sacramento homeowners for accessibility improvements to their homes.

Related Public Outreach Results

Item	Instrument	Rank
Housing	Online Survey	3
	Phone Survey	9

Current State

Until 2012, the City administered a housing rehabilitation loan program that could be used to finance accessibility improvements. However, the program was discontinued because of high administrative costs and complications for participants due to the assistance being structured as secured loans. Currently the City has no program to assist homeowners with these costs.

Desired State
Ideally, the City would have a mechanism to provide older residents with assistance to allow them to make the home improvements necessary for them to age in place.

Impact of this Project
Identifying and accessing a funding source for accessibility grants will allow more of West Sacramento's older residents to age in place as their needs change, rather than being forced to move. The ability to age in place will in turn help these residents stay connected with friends and family, improving both their safety and their quality of life.

14. Seek Outside Funding for a Targeted Grant Program for Age-in-Place Home Improvements

Goal:	Facilitate aging in place by providing low- or no-cost home accessibility improvement grants
City Category:	Quality of Life
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing
Lead Department:	Economic Development and Housing
Collaborating Entities:	City Manager's Office, Community Development, Public Works
Key Metric(s):	# of affordable, accessible units produced

#	Activity	Lead	Target Completion	Resources	Metrics
1	Seek non-profit and/or for-profit partners for targeted home improvement grants	Economic Development and Housing	June 2019	Rebuilding Together, Habitat for Humanity, Northern California Construction and Training, Home Depot, Lowes	Identify two viable partners for possible program implementation
2	Seek funding alternatives for targeted home improvement grants	Economic Development and Housing	June 2019	Private funds (i.e. Home Depot, Lowes), HCD*, HUD*, Local funds	Identify two viable funding alternatives for possible program implementation

* CDBG and HOME funding from HCD/HUD has historically been used for home improvement programs. The president's proposed 2018 budget recommends a $6 billion cut to HUD funding and eliminating, among others, the CDBG and HOME Programs. Elimination of CDBG and/or HOME would substantially reduce the viable funding sources for a home improvement program.



Continuous Improvement Opportunities:

- Deliver program faster
- Deliver additional related programs

15. Continue to Provide Recreational and Educational Programs for Older Residents





Background

Remaining active and socially engaged has been shown to dramatically enhance both the health and the quality of life for older persons. Since it can be a challenge to stay active as one ages, the City's Parks and Recreation Department operates many programs designed for the enjoyment of older City residents. Offerings include multiple exercise classes, games, events, crafts, and shopping events, among others.

Project Summary

The goal of this project is to maintain, and where possible, expand, existing City Parks and Recreation programs benefiting older residents, and to enhance the marketing of those programs to increase utilization.

Related Public Outreach Results

Item	Instrument	Rank
City Services/Programming	Online Survey	1
	Phone Survey	6
Local Schools that Involve Older Adults in Events and Activities	AARP Survey	5
	MMM Town Hall	5

Current State

In a typical year, the City's Parks and Recreation Department provides approximately 11 special events, 600 exercise classes, 300 specialty classes, 24 round-trip shopping shuttles, 100 round-trip Community Center shuttles, 20 staff-chaperoned trips, as well as over 1,100 hours of information and assistance service and 1,785 hours of open lounge hours in a state-of-the-art Senior Center. In many cases these programs and services are provided on a shoestring budget and facilitated by a staff that puts in extra care to make sure West Sacramento's older residents can continue to enjoy these programs. Maintaining existing programmatic levels, much less expanding them, is a challenge.

Desired State

Ideally, the City would be able to identify funding to expand its already-impressive array of programmatic offerings for its older residents; however, the near-term goal is to maintain the status quo despite City-wide fiscal challenges and other important City needs.

Impact of this Program

The classes, programs, and services provided by the Parks and Recreation Department are the most direct, consistent City intervention to improve the quality of life for West Sacramento's older residents. These programs help keep seniors physically fit, provide important problem-solving resources, and combat social isolation, in some cases providing residents with their only contact with the world outside their homes. The City of West Sacramento is a leader in terms of its Active Aging programs, which form a cornerstone upon which future age-friendly work can build and expand.



15. Continue to Provide Recreational and Educational Programs Targeting Older Residents

Goal:	Increase participation in existing recreational programs targeting older residents
City Category:	Quality of Life
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion, Community Support and Health Services
Lead Department:	Parks and Recreation
Collaborating Entities:	City Manager's Office, Shores of Hope, Yolo County, BBCAN
Key Metric(s):	# of persons attending Parks programs targeting seniors

#	Activity	Lead	Target Completion	Resources	Metrics
1	Coordinate Senior Resource Fair	Parks Dept.	Yearly in May	BBCAN	• # of participants • Survey feedback
2	Generation Bridge	Parks Dept.	Ongoing	--	See Above
3	Grandparents Day Picnic	Parks Dept.	Yearly in Sept.	--	See Above
4	Fitness/Exercise Classes for Older Residents	Parks Dept.	Ongoing	--	See Above
5	Craft Classes for Older Residents	Parks Dept.	Ongoing	--	See Above
6	Games for Older Residents	Parks Dept.	Ongoing	--	See Above
7	Community Center Shuttle	Parks Dept.	Ongoing	Shores of Hope	See Above
8	Shopping Shuttle	Parks Dept.	Ongoing	Shores of Hope	See Above
9	Information and Support Services	Parks Dept.	Ongoing	Legal Services of Northern CA; Health Insurance Counseling Advocacy (HICAP); Yolo Adult Day Health; Yolo	See Above

				County Housing; Yolo County District Attorney's Office; AARP; Shores of Hope	



Continuous Improvement Opportunities:

- Increase outreach to drive greater attendance/participation in all programs
- Add trips for existing shuttle programs (#7 and #8)
- Add classes to accommodate increased demand
- Use participant feedback to fine-tune programs to participant needs

16. Participate in Partnerships that Promote the Health and Well-Being of Older Residents

Background

The City of West Sacramento is home to relatively few medical providers, forcing most residents to travel to nearby communities when they need medical attention. Health care-related issues were mentioned prominently in the community feedback that was gathered from older residents; however, health care is not a core City service, and the City can only work to attract – not compel – medical providers to establish new facilities in West Sacramento.



Project Summary

The purpose of this implementation item is to promote an ongoing dialogue with health care providers in the hopes of securing additional medical facilities in the future, and to take actions today to promote the health of West Sacramento's older residents and to make it easier for West Sacramento residents to access health care facilities in adjacent communities.

Project Summary

For this project, the City will pursue new medical facilities and take interim actions designed to promote the health of West Sacramento's older residents.

Related Public Outreach Results

Item	Instrument	Rank
Affordable Home Health Care	MMM Town Hall	1
	MoW Survey	3
	AARP Survey	4

Conveniently-Located Emergency Care Centers	MoW Survey	1
	MMM Town Hall	3
	Online Survey	5

Current State

The City has relatively few medical providers. For non-drivers, transportation options to medical facilities outside of West Sacramento is limited. Convenient access to quality healthcare is a serious concern for many of West Sacramento's older residents.

Desired State

Residents of West Sacramento should have convenient access to a variety of health care professionals, as well as health education, inoculation clinics, and other health-related information and services in order to maximize their well-being.

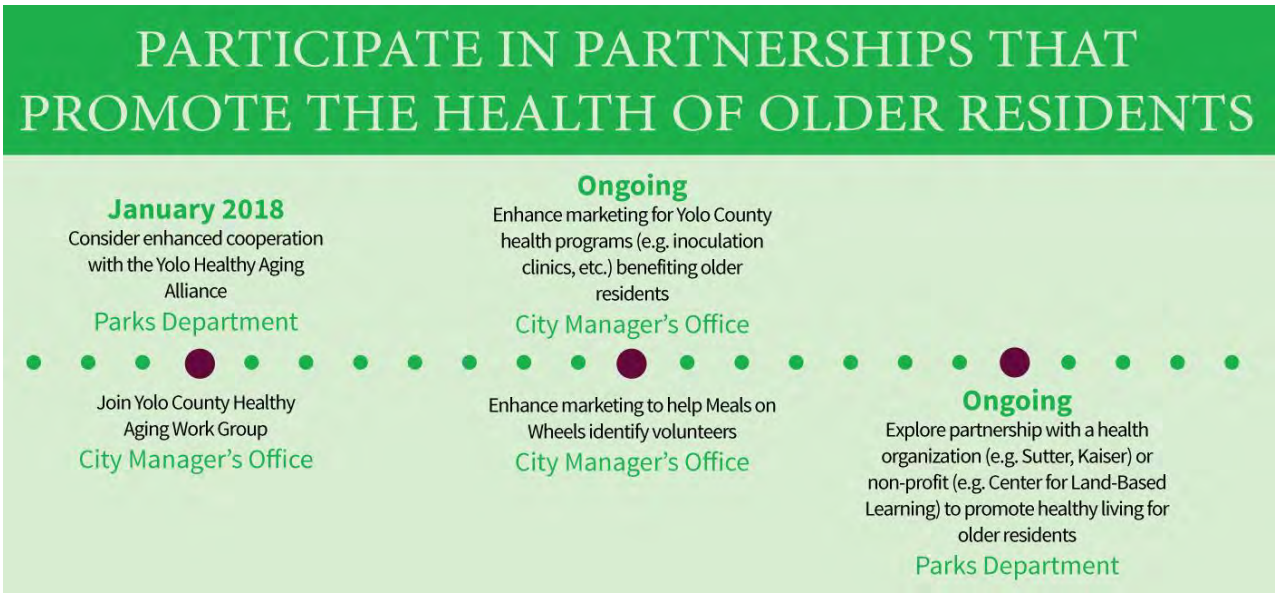
Impact of this Project

While the City does not provide health services directly, it does have the opportunity to take actions that affect the health of its residents, and the availability of health-related information and convenient medical services. This project will improve the health of West Sacramento's older residents by facilitating new health-related programming for seniors and encouraging the development of new medical facilities.

16. Participate in Partnerships that Promote the Health of Older Residents

Goal:	Increase awareness of, and adopt policies and practices that promote, community health
City Category:	Quality of Life
AARP/WHO Domains:	Community Support and Health Services
Lead Department:	City Manager's Office
Collaborating Entities:	Parks and Recreation, Yolo County, Meals on Wheels
Key Metric(s):	Group membership; City Facebook posts and other outreach; qualitative assessment of partnering efforts

#	Activity	Lead	Target Completion	Resources	Metrics
1	Consider enhanced cooperation with the Yolo Healthy Aging Alliance	Parks	January 2018	Yolo Healthy Aging Alliance	New partnership in place Y/N
2	Join Yolo County Healthy Aging Work Group	CMO	January 2018	Yolo County	Complete Y/N
3	Enhance marketing for Yolo County health programs (e.g. inoculation clinics, etc.) benefiting older residents	CMO	Ongoing	Yolo County	# of City FB posts, utility bill inserts, (etc.); # of participants
4	Enhance marketing to help Meals on Wheels identify volunteers	CMO	Ongoing	Meals on Wheels	See Above
5	Explore partnership with a health organization (e.g. Sutter, Kaiser) or non-profit (e.g. Center for Land-Based Learning) to promote healthy living for older residents	Parks	Ongoing	CMO	Qualitative



Continuous Improvement Opportunities:

- Collaborate with partners to develop new funding sources for health-related programs benefiting West Sacramento seniors.

17. Develop Strategies to Eliminate Health Disparities



Background

Not all residents of West Sacramento are equally well situated to lead healthy lives. For example, United States Department of Agriculture data indicates that almost all the Census tracts north of the Deep Water Ship Channel are home to a significant proportion of low-income residents who live more than ½ mile from a supermarket. Likewise, some neighborhoods feature more liquor stores and businesses selling less healthy foods. Through its land use regulations, the City has the opportunity to help equalize the distribution of healthy-living opportunities in the community. Additionally, while the City does not provide health services directly, it can facilitate education and other resources to help residents lead healthier lives.

Project Summary

This project focuses on two approaches to reducing health disparities in the community: (1) expanding the availability of healthy food and placing reasonable limits on smoking and other unhealthy behaviors as a means of improving overall community health and (2) facilitating the provision of health information and resources to West Sacramento residents, particularly in neighborhoods with identified health challenges.

Related Public Outreach Results

Item	Instrument	Rank
Affordable Home Health Care	MMM Town Hall	1
	MoW Survey	3
	AARP Survey	4
Conveniently-Located Emergency Care Centers	MoW Survey	1
	MMM Town Hall	3
	Online Survey	5

Current State

While a healthy lifestyle is ultimately a personal responsibility, some West Sacramento residents are at a structural disadvantage due to the lack of nearby sources of healthy food, and/or the ready availability of unhealthy products such as junk food, liquor and cigarettes. These conditions are potentially compounded by a lack of knowledge about healthy living options.

Desired State

All residents should have a similar opportunity to conveniently and affordably purchase healthy food, and the City should use its regulatory authority to assure that local parks are smoke free, and that the concentration of stores selling unhealthy products does not become a burden on neighborhoods. The City should partner with appropriate public and private health-related entities to facilitate health education and other outreach designed to help residents live longer, healthier lives.



Impact of this Project

Over time, this project should result in a measurably improved accessibility of healthy food in lower-income areas of the City, and a decreased incidence of liquor stores and other land uses that are less supportive of healthy behaviors.

17. Develop Strategies to Eliminate Health Disparities

Goal:	Improve health outcomes in areas of the City where residents are currently less healthy
City Category:	Quality of Life
AARP/WHO Domains:	Civic Participation and Employment; Community Support and Health Services
Lead Department:	Community Development
Collaborating Entities:	City Manager's Office
Key Metric(s):	# of strategies developed, # of strategies implemented, improved health outcomes in targeted areas

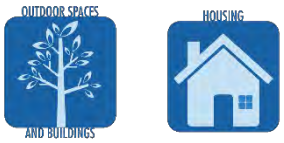
#	Activity	Lead	Target Completion	Resources	Metrics
1	Encourage development of health care facilities	CDD	December 2018	EDH	New facilities
2	Expand farmers' markets	CMO	December 2017	CDD, EDH	Approve additional farmers' market
3	Restrict liquor stores and fast food restaurant	CDD	December 2018	CDD	Complete zoning ordinance modernization
4	Enforce tobacco control laws	CMO	December 2017	Police	Enforce new ordinance
5	Support new community gardens and urban farms	CMO	December 2018	EDH	Develop new urban farms



Continuous Improvement Opportunities:

- Deliver these projects faster
- Deliver additional, related programs and projects

18. Increase Awareness Among Older Residents of the City's Code Enforcement Services

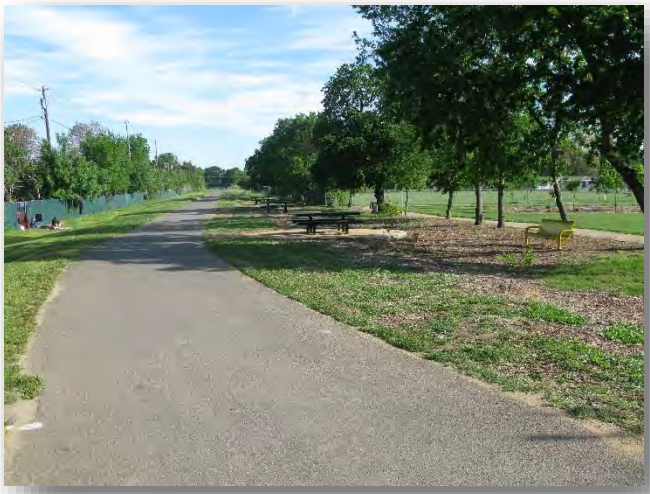




Background

One of the determinants of neighborhood quality is the extent to which properties are maintained, and whether residents abide by City regulations regarding noise, odors, and other issues of neighborhood-wide concern. Poorly-maintained properties negatively affect property values, make a community less walkable, and can even pose a public health hazard.

These factors can have a disproportionate effect on older residents, who may already feel vulnerable when traversing their neighborhoods on foot. Older residents can also find it difficult to maintain their own yards, complicating their efforts to age in place comfortably.



The City's Code Enforcement Division works to preserve the quality of life in West Sacramento neighborhoods through the application of the property standards found in West Sacramento's Municipal Code, and other applicable laws. In addition, the Code Enforcement Division helps resolve neighbor disputes, and works with property owners to identify appropriate actions to promote pleasant, well-maintained communities. The Code Enforcement Division can be a valuable ally for residents seeking to maintain and enhance the quality of their neighborhoods.

Project Summary

This project focuses on several measures designed to increase older residents' awareness of the Code Enforcement Division's work so they can more readily avail themselves of Code Enforcement's services.

Related Public Outreach Results

Item	Instrument	Rank
Well-Maintained Homes and Properties	AARP Survey	2
	Online Survey	3
Home Repair Services for Older Adults	AARP Survey (55-64 Group)	1
	MMM Town Hall	4
	Online Survey	9

Current State

The Code Enforcement Division has a web page, but does not regularly market its services to the public.

Desired State

All West Sacramento residents should be aware of the City's Code Enforcement Division's services.

Impact of this Project

As a result of this project, older West Sacramento residents will experience more attractive, walkable neighborhoods, as well as improved access to resources to help them maintain their own properties while aging in place.

18. Increase Awareness among Older Residents of the City's Code Enforcement Services

Goal:	Improve older residents' awareness and utilization of Code Enforcement (CE) Services
City Category:	Quality of Life
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing, Community Support and Health Services
Lead Department:	Community Development
Collaborating Entities:	City Manager's Office
Key Metric(s):	# of outreach materials distributed, older residents' awareness of Code Enforcement Activities

#	Activity	Lead	Target Completion	Resources	Metrics
1	Include CE Articles in Age-Friendly Newsletter	CE Division	Dec 2017	BBCAN, AARP	# of articles
2	Produce at Least One CE Utility Bill Insert Annually	CE Division	Ongoing	P/W	# of inserts
3	Include CE Articles on Age-Friendly Website	CE Division	Dec 2017	BBCAN	# of articles
4	Administer a Survey to Gauge Public Understanding of CE	CE Division	Dec 2017	BBCAN	% of survey respondents aware of CE



Continuous Improvement Opportunities:

- Pursue upward trend in older resident awareness of Code Enforcement services
- Conduct direct public outreach (neighborhood meetings, etc.)

19. Partner with Outside Entities to Organize Neighborhood Cleanups





Background

Property maintenance is a key to retaining a neighborhood's quality, property values, and walkability. Unfortunately, as some older residents age in place, physical barriers can make it increasingly difficult to maintain their home exterior and yard. Over time, this dynamic can lead to a vicious cycle in which deteriorating property conditions contribute to disinvestment and deferred maintenance that make the neighborhood feel less safe for the older residents and everyone else.

Project Summary

Under this two-part project, the City's Code Enforcement Division will work with outside entities to organize neighborhood cleanup days in which substantial, one-time improvements are made to the yards of older residents who are not able to keep up with their yard maintenance. To help assure that the renovated yards to not slip into disrepair, the City Manager's Office will seek to identify volunteers to perform periodic ongoing maintenance on the renovated yards.

Related Public Outreach Results

Item	Instrument	Rank
Well-Maintained Homes and Properties	AARP Survey	2
	Online Survey	3
Home Repair Services for Older Adults	AARP Survey (55-64 Group)	1
	MMM Town Hall	4
	Online Survey	9

Current State

Over the past three years, the City has opened an average of over 1,350 Code Enforcement cases annually, of which at least 120 cases per year pertain to yard maintenance, outdoor storage, or similar complaints. The Code Enforcement Division does not track the age of property owners receiving complaints. However, assuming that older persons experience maintenance challenges at a rate similar to their proportion of the adult population, about 20 yard maintenance cases per year originate with residents over age 65.

Desired State



By helping older residents with dilapidated yards make renovations, then supporting them with ongoing maintenance help from volunteers, the City can improve the quality of its neighborhoods, support aging in place, and help residents form new bonds that strengthen the community.

Impact of this Project

This project will help specific older residents age in place in their homes, while promoting social interaction, creating volunteer opportunities, and improving the appearance of neighborhoods.

19. Partner with Outside Entities to Organize Neighborhood Cleanups

Goal:	Organize neighborhood cleanup events to improve living conditions for older residents
City Category:	Quality of Life
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing, Community Support and Health Services
Lead Department:	Community Development
Collaborating Entities:	City Manager's Office, Local Businesses
Key Metric(s):	# of cleanup events held; # of residents receiving assistance

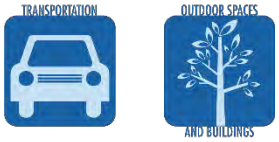
#	Activity	Lead	Target Completion	Resources	Metrics
1	Identify Partners	CE Division	Dec 2018	P/W, Parks, Waste Management, BBCAN	Complete Y/N
2	Conduct Planning Meetings	CE Division	Dec 2018	Partners	Complete Y/N
3	Advertise Cleanup Event	CE Division	Dec 2018	IT, CM, BBCAN	Complete Y/N
4	Implement Cleanup Event	CE Division	Dec 2018	Partners	Complete Y/N



Continuous Improvement Opportunities:

- Implement additional cleanup events
- Expand geographic area(s) of cleanup event(s)
- Expand scope of services for cleanup event(s)

20. Continue Enabling Mixed-Use Development to Create a More Walkable Community





Background

The qualities that define an age-friendly neighborhood, including walkability, accessibility, and the availability of parks, retail, and entertainment amenities are also the very characteristics that the City has spent years implementing in its downtown and riverfront districts.

This is difficult work with long timelines, but major progress is being made. The Bridge District, formerly a moribund industrial area, is now home to Raley Field, the Barn, for-sale and rental residential units, and new parks. The Washington Neighborhood has seen substantial new residential and commercial development, including a renovated Washington Firehouse. Visitors to downtown now enjoy a new library facility, a new community college, and a dramatically improved streetscape along West Capitol Avenue.



While the City did not begin this work solely as an act of age-friendliness, the City's pursuit of quality mixed-use development and walkable neighborhoods should be considered part of its Age-Friendly commitment going forward.

Project Summary

For this project, the City will continue its ongoing efforts to activate the riverfront and to promote new mixed-use development.

Related Public Outreach Results

Item	Instrument	Rank
Housing	Online Survey	3
Economic Development	Online Survey	4
Parks/Trails	Phone Survey	3

Current State

The City has made substantial strides towards positioning its riverfront and downtown districts to function as an extension of the urban fabric of the capital, creating many new opportunities for age-friendly developments serving West Sacramento residents.

Desired State

The City should continue these efforts, and accelerate their benefits to older West Sacramento residents by consciously considering the needs of older residents when executing its development plans along in its urban development districts.

Impact of this Project

This project reflects the City's most fundamental age-friendly initiative: shaping the fabric of the city itself to embody the community's long-held ideals of walkability, accessibility, quality housing, and ample commercial and recreational opportunities. As new developments are built within the context of City planning documents that promote these ideals, West Sacramento will become even more livable for all of its residents.

20. Continue Enabling Urban Mixed-Use Development to Create a More Walkable Community

Goal:	Create a more walkable community by facilitating new urban mixed-use development
City Category:	Quality of Life
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing, Community Support and Health Services
Lead Department:	Community Development
Collaborating Entities:	City Manager's Office, Local Businesses
Key Metric(s):	Square footage of new mixed-use urban development constructed

#	Activity	Lead	Target Completion	Resources	Metrics
1	Complete the Washington Specific Plan targeted to walkable, urban development.	CDD/ Planning	Dec 2018		Complete Y/N
2	Re-design and reconstruct infrastructure in the Grand Gateway and southern portion of Washington neighborhood to provide walkable street grids, sidewalks, lighting and place-making enhancements.	EDH	June 2020	State of CA AHSC funding.	Design completion Jun 17. Complete construction Jun 20.
3	Pursue the reuse of the I Street Bridge as a bike/ped pathway, depending upon approvals and funding.	PW/EDH	Dec 2021	City/County of Sacramento; CalTRANS.	Complete Y/N
4	Explore financing methods to support the development of urban, mixed use development.	EDH	June 2018	State of CA; HUD; EDA; EPA; private financial partners.	Establish a toolbox of financing options.
5	Complete ADA accessibility and safety upgrades to the River Walk Trail from the I	EDH	June 2020	U.S. Dept. of HUD.	Design completion Jun 17.

	Street Bridge to the Broderick Boat Ramp.				Complete construction Jun 20.



Continuous Improvement Opportunities:

- Complete items faster
- Deliver additional project

Acknowledgements

The West Sacramento City Council thanks the following individuals and organizations for helping to develop the City's first Age-Friendly Action Plan:

Age-Friendly Advisory Committee

Council Member Beverly A. Sandeen, Co-Chair
Mayor Pro Tem Mark Johannessen, Co-Chair

Commission	Primary Member	Alternate
Arts, Culture and Historic Preservation	Ian Branaman	Anthony Volkar
Economic Development and Housing	Ron Price	Mark Campbell
Environment and Utilities	Sam Bivens	Laura Sheridan
Parks, Recreation and Intergenerational	Nancy Levy	Daniel Clayton
Planning	Bernadette Austin	Andrea Lepore
Transportation, Mobility and Infrastructure	Vince Wetzel	Alex Hirsch

Collaborating Organizations

AARP
Bryte and Broderick Action Committee (BBCAN)
Sacramento Area Council of Governments

City Staff

Martin Tuttle, City Manager

Project Manager:	Jon Robinson
Word Processing/Layout:	Lorianne Landsaw
Graphic Design:	Monica Archuleta

Contributors:

Bill Burke	Bryan Jonson	Rob Strange
Louise Collis	Jason McCoy	David Tilley
Chris Dougherty	Christine Prater	Phil Wright
Raul Huerta	Sarah Strand	Mark Zollo



Livability For All: The 2016 AARP Age-Friendly Community Survey of West Sacramento, California Residents Age 45-plus

AARP
Real Possibilities

February 2016

Methodology

The World Health Organization's (WHO) Global Age-Friendly Cities and Communities project was created to help cities prepare for the rapid aging of populations and the increase in urbanization. The program targets the environmental, social, and economic factors that influence the health and well-being of older adults. The WHO has identified eight areas of livability that influence the quality of life of those in a community, particularly older adults. The eight domains, or areas of livability, are: Outdoor Spaces and Buildings, Transportation, Housing, Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information, and Community and Health Services.

AARP Research developed a survey instrument that captures the WHO eight areas of livability in order to: (1) help communities establish a baseline with regards to older adults being able to age in place, and (2) conduct a community needs/gap analysis to identify and prioritize areas of focus. To minimize the survey length as well as respondent burden the survey encapsulates the WHO eight areas of livability in a slightly different structure. According to the AARP survey and for the purposes of this report the eight areas are:

1. Outdoor Spaces and Buildings
2. Transportation and Streets
3. Housing
4. Social Participation, Inclusion, and Education Opportunities
5. Volunteering and Civic Engagement
6. Job Opportunities
7. Community Information
8. Health and Wellness

The present report is based on data from a mail survey of residents age 45 years or older living in West Sacramento, California. Resident addresses were provided by Survey Sampling International's (SSI) proprietary database. Each sampled member was contacted four times receiving the following pieces of mail: pre-notification postcard, the first survey, a reminder postcard, and a second survey. The survey was fielded from July 14 through August 25, 2015. A total of 400 completed surveys were returned by the cutoff date of August 25, 2015. There were 175 undeliverable surveys.

This survey has a margin of error of +/- 4.9 percent. This means that if 95 out of 100 samples of this same size and population were given the same survey, the responses to the questions would fall within a range of plus or minus 4.9 percentage points of what would have been obtained if every resident age 45-plus in the sampled area were asked the same questions. The sample was weighted by age and gender, and age and membership in AARP. Two sources were used for the weighting- AARP Membership Database, 2015 and Nielsen Pop Facts Advanced demographic data, 2015.

Percentages may not add up to 100 percent due to rounding. Also due to rounding, the percentages reported in the text may vary slightly from those in the annotation or in graphs.

Executive Summary

The Top Three Important Age-Friendly Community Features For West Sacramento Residents Age 45-Plus Are Well-Lit Streets, Well-Maintained Homes, and Respectful Hospital Staff

A livable community provides resources that allow residents to age-in-place, and fosters residents' engagement in their community's civic, economic, and social life. The **"2016 Age-Friendly Community Survey of West Sacramento, California Residents Age 45-plus**" was commissioned to help West Sacramento decision makers achieve the goal of livability. Using an operationalization of the World Health Organization's eight areas of livable community, the findings show:

- West Sacramento residents age 45-plus have deep roots in their community. About a third (31%) have lived in their community for over 25 years. Most do not plan to move, and eight in ten (89%) say their community is a good place for older people to live.

- Overall, Transportation is rated as the most important livable community feature/domain for West Sacramento residents age 45-plus among all eight areas. These fourteen items relate to safe and accessible community transportation options. Heath and Wellness ranks as a close second, while Outdoor Spaces is ranked third.

- Well-lit, safe streets for all users (97%), well-maintained homes and properties (94%), and respectful and helpful hospital and clinic staff (93%) are the top three important community features for West Sacramento residents age 45-plus.

- In order to identify the needs of West Sacramento residents age 45-plus, survey respondents were asked about the importance of a community feature and service, then they were asked if these features and services existed in their community. These questions were then paired together to identify community needs or "gaps."

- While Health and Wellness dominated the list of important features, the top community needs gaps were spread out across the areas of Job Opportunities, Volunteer and Civic Engagement, Housing, and Health and Wellness.

Executive Summary cont.

The Top Reported West Sacramento Community Needs Are Concentrated In Health and Wellness, Job Opportunities, and Volunteering and Civic Engagement Issues

- Transportation to and from volunteer activities (83%) and volunteer training opportunities (76%) were identified as the top community needs gaps followed by affordable home health care (74%), local schools that involve older adults (74%), home repair services geared toward older adults (73%) and conveniently located emergency care centers (73%). Refer to the Key Findings for a summary of the top 10 community needs by WHO Areas.

- An important element of creating livability for all must be individual preferences. These survey findings help policymakers, planners, and others better understand the needs of an aging population in order to begin to brainstorm steps and policies that can be taken to improve livability.





Community Experience

From a simple perspective, a "livable community" is a place that allows individuals to age-in-place. A comprehensive definition of a livable community is one that is "safe and secure, has affordable and appropriate housing and transportation options, and offers supportive community features and services. Once in place, those resources enhance personal independence; allow residents to age in place; and foster residents' engagement in the community's civic, economic, and social life."

Across the nation, individuals make connections and commitments to homes, friendships, community organizations, and local social ties within their community and want to age-in-place. West Sacramento residents are no different.

Community Experience

About a third (31%) of West Sacramento residents age 50-plus have lived in their community for over 25 years, and most say their community is a good place to age in place.

West Sacramento residents age 45-plus have deep roots in their community. About a third (31%) have lived in their community for over 25 years. One in five (21%) have lived in their community between 15 and 25 years, and nearly half (48%) have lived in their community between 0 and 15 years.

Rate Community as Place to Age in Place



Nearly nine in ten (89%) say their community is an excellent, very good or good place for older people to live. This high rating of their community is likely influenced by the fact that many have lived there for at least 15 years and desire to remain there as they get older.

Most West Sacramento residents age 45-plus are unlikely to move into a different home within their community (58%) or move outside their community (54%) in their retirement years.

West Sacramento residents age 45-plus want to continue to live in their home for as long they can, but one in five (23%) say it is likely they will move outside their community in their retirement years. While two in five (42%) say it is extremely or very important to stay in their community as they age, more than twice as many respondents (91%), say it is extremely or very important to stay in their own home as they age.



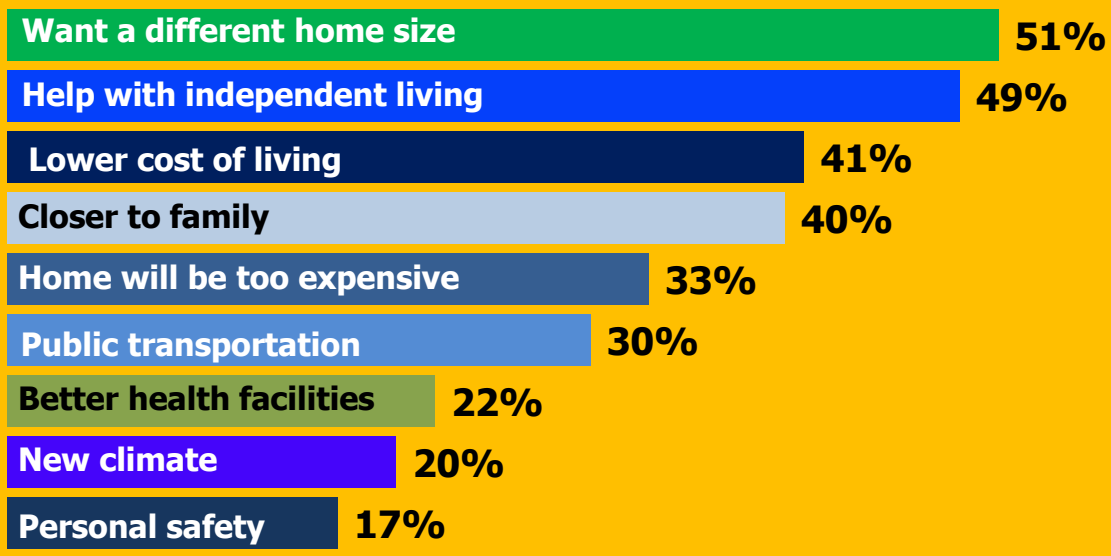
Important to stay in your own home as you age	91%
Important to age in your own community	42%
Unlikely to move to a different home in the same community	58%
Unlikely to move to a different home in a new community	54%

2016 AARP Age Friendly Community Survey of West Sacramento, CA

Community Experience

Residents say the top factors that would impact their decision to move out of the area are the cost of living and expensive home maintenance.

While it is at least somewhat important for most (74%) respondents to remain in their community as they age, if West Sacramento residents were to consider moving when they retire and do not work, over half (51%) say that they would move because they want a different sized home that will meet their needs and allow them to age in place.

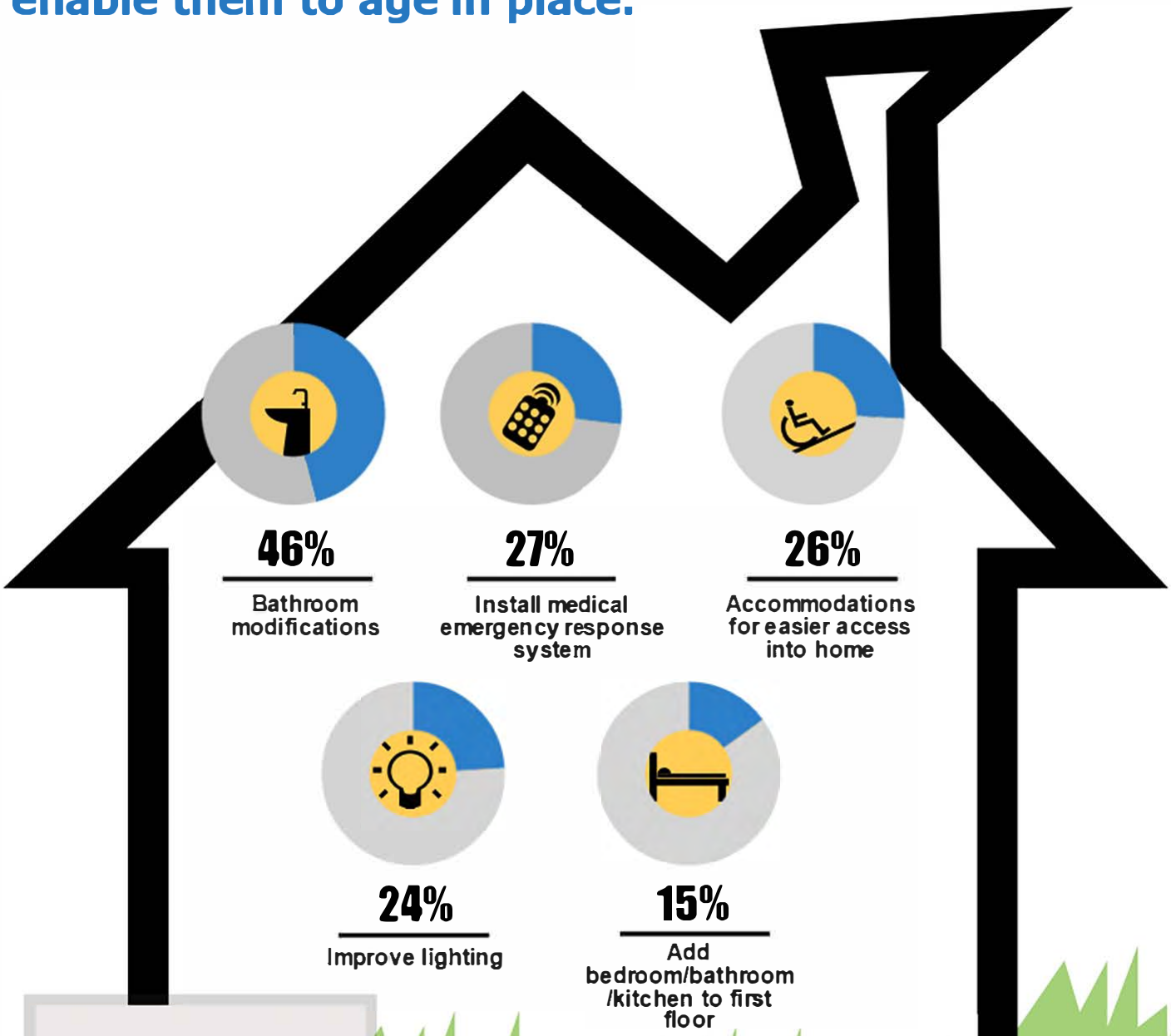


Most West Sacramento residents age 45-plus own their own homes, and another majority live in a single family home.

Most respondents (78%) own their homes while about one in five (20%) rents. The majority lives in a single family home (81%). Fewer than one in ten lives in an apartment (4%), mobile home (5%), or townhouse or condominium (1%). While most say they want to age-in-place, many will need to make home modifications in order to do so.

Type of Home	
Single Family Home	81%
Townhouse/Duplex	7%
Mobile home	5%
Apartment	4%
Condominium	1%

Many West Sacramento residents age 45-plus say they will need to make home modifications to enable them to age in place.



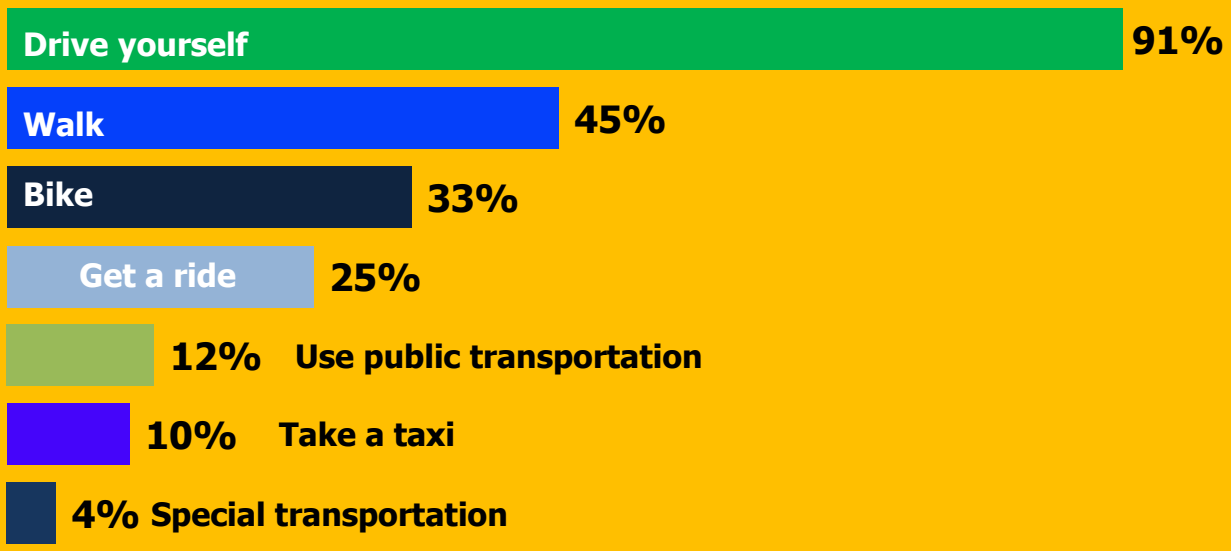
Home Modifications

More than two in five West Sacramento residents age 45-plus say the top home modification they will need to make in order to stay in their home as they age are bathroom modifications such as installing grab bars, handrails, high toilet seats or non-slip tile. Installing emergency response systems or adding things like ramps or chairlifts for easier access into and within their home are a likely modification for over one in four residents (27%). Another one-fourth expect to improve lighting (24%). Only 15 percent say they will need to make structural changes like adding a bedroom or bathroom on the first floor.

Community Experience

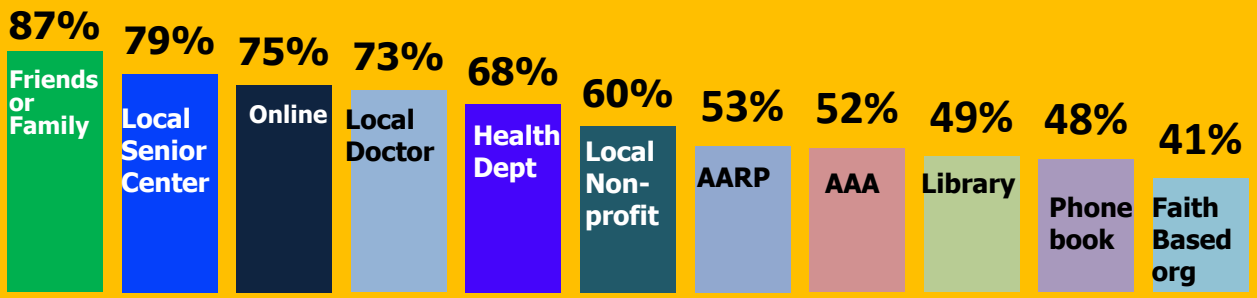
Most West Sacramento residents drive themselves when they need to get around.

Nine in ten (91%) say when they need to get around for things like shopping, visiting the doctor, or running errands they drive themselves.



West Sacramento residents say they would mostly turn to family, friends, or neighbors for information on services for older adults.

Almost nine in ten (87%) say they would turn to family, friends, or neighbors for information about services for older adults such as caregiving, home delivered meals, home repair, medical transport, or social activities. Seven in ten would search the internet (75%) or turn to local resources such as a senior center (79%), doctor (73%), or non-profit (60%). Half would turn to organizations such as AARP (53%) or the Area Agency on Aging (52%).



2016 AARP Age Friendly Community Survey of West Sacramento, CA



Community Features

The formula for what makes a community livable isn't particularly complex. For the most part, the features are fairly simple. In a livable community, people of all ages can go for a walk, safely cross the street, ride a bike, get around without a car, live comfortably, work or volunteer, enjoy public places, socialize, spend time outdoors, be entertained, go shopping, buy healthy food, find the services they need, and make their city, town, or neighborhood a lifelong home. A community that includes all of these livable community features can be great for people of all ages.

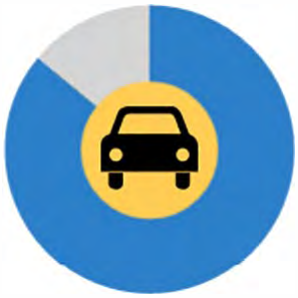
West Sacramento residents age 45-plus rated their community on 66 characteristics across eight domains (*Health and Wellness, Transportation, Housing, Outdoor Spaces, Social Participation, Volunteering and Civic Engagement, Community Information, and Job Opportunities*) in order to identify important and available community features. While all eight areas were considered at least somewhat important to respondents, factors that can directly affect an individual's quality of life and experience in their community topped the list of importance.

2016 AARP Age Friendly Community Survey of West Sacramento, CA

Summary of Average Community Feature/ Domain

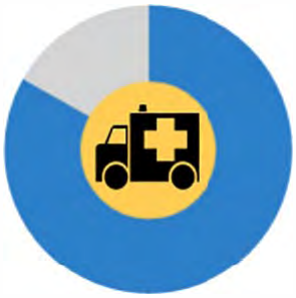
Average Importance Rating of each West Sacramento Community Feature/ Domain
(on a 5 point scale where 5 = Extremely Important and 1= Not At All Important)

Transportation



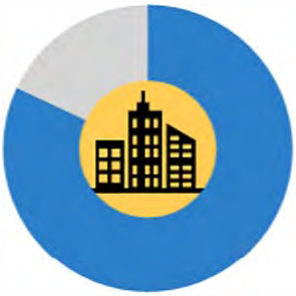
4.29

Health and Wellness



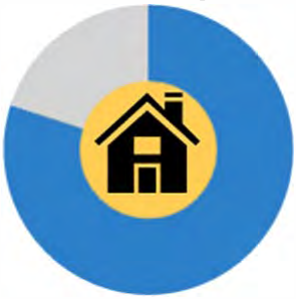
4.16

Outdoor Spaces



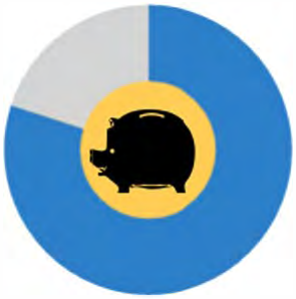
4.14

Housing



4.06

Job Opportunities



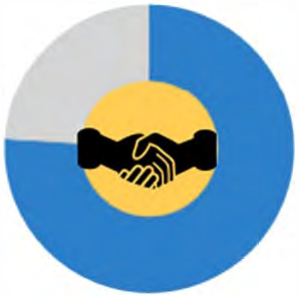
3.97

Social Participation



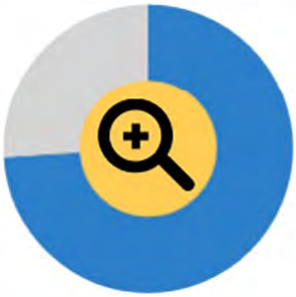
3.90

Volunteer and Civic Engagement



3.84

Community Info

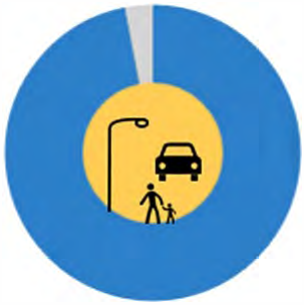


3.70

Summary of Important Community Features

Top Important Item within each West Sacramento Community Feature/ Domain
(percent of respondents who rated the item as Extremely or Very Important)

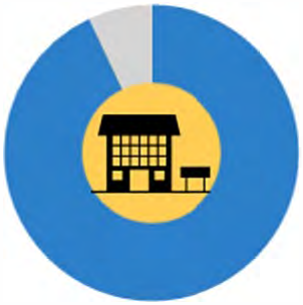
Transportation



97%

Well lit, safe streets for all users

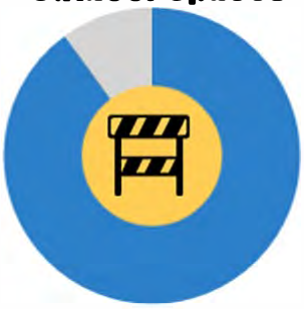
Health and Wellness



93%

Respectful and helpful hospital and clinic staff

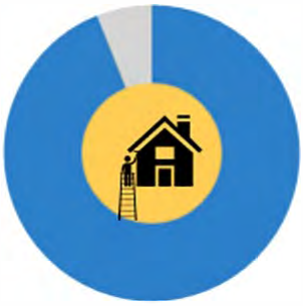
Outdoor Spaces



90%

Sidewalks that are in good condition

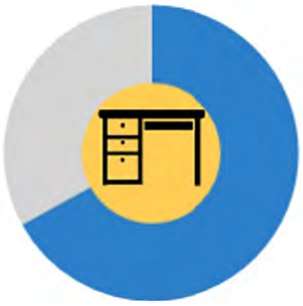
Housing



94%

Well-maintained homes and properties

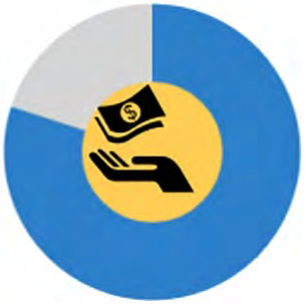
Job Opportunities



67%

Jobs that meet the needs of people with disabilities

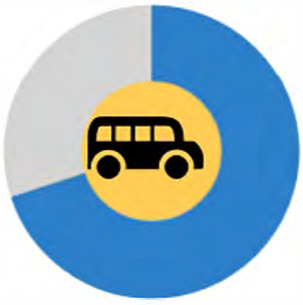
Social Participation



80%

Activities that are affordable to all residents

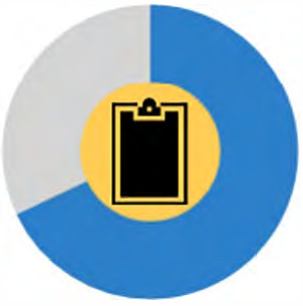
Volunteer and Civic Engagement



70%

Transportation to and from volunteer activities

Community Info



68%

Access to information in one central location

2016 AARP Age Friendly Community Survey of West Sacramento, CA

Top Extremely/Very Important Community Features

Top West Sacramento Important Community Items Across All 66 Features/8 Domains

(percent of respondents who rated the item as Extremely/Very Important)

Top Overall Community Items	Importance	Feature/ Domain
Well-lit, safe streets and intersections	97%	Transportation
Well-maintained homes and properties	94%	Housing
Respectful and helpful hospital and clinic staff	93%	Health and Wellness
Well-maintained hospitals and health care facilities	93%	Health and Wellness
Safe public transportation stops or areas	92%	Transportation
Well-maintained public transportation vehicles	91%	Transportation
Reliable public transportation	91%	Transportation
Well-maintained streets	91%	Transportation
Sidewalks that are in good condition, safe for pedestrian use, and accessible for wheelchairs or other assistive devices	90%	Outdoor Spaces and Buildings
Well-maintained public buildings	90%	Outdoor Spaces and Buildings
A variety of health care professionals	90%	Health and Wellness



Community Needs

Every community has its own culture, social structure, traditions, history, and needs. A community needs assessment is a tool to understand and identify community needs defined as the gap between what is and what should be. In order to identify the needs of West Sacramento residents age 45-plus, survey respondents were asked how important community features and services were to them. Then they were asked if these features and services existed in their community. These questions were then paired together to identify community needs or “gaps” between the importance of a feature or service and its existence in the community.

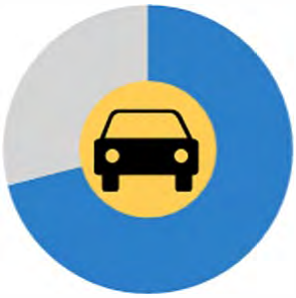
To compare these questions, respondents who said a feature or service is extremely, very, or somewhat important were aggregated and then compared to respondents who said whether or not the feature or service existed in their community. Survey respondents who said they were not sure if a feature or service was in their community were removed from the analysis.

Summary of Community Needs Gap by Feature/Domain

Top Community Needs Gap Item within each West Sacramento Feature/ Domain

(needs gap = % Extremely/Very/Somewhat Important - % Present)

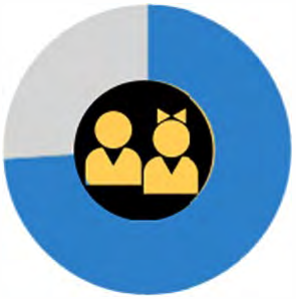
Transportation



71%

Driver education courses

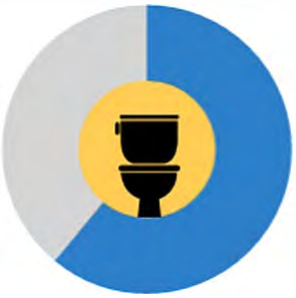
Health and Wellness



74%

Affordable home health care providers

Outdoor Spaces



61%

Well-maintained public restrooms

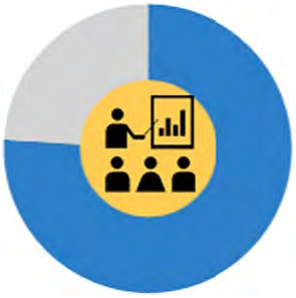
Housing



73%

A repair service for low-income and older adults

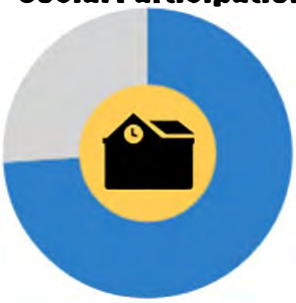
Job Opportunities



76%

Job training opportunities for older adults

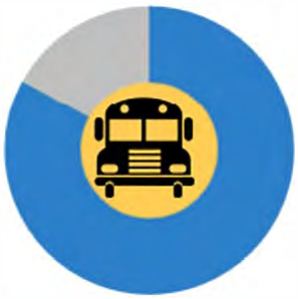
Social Participation



74%

Local schools that involve older adults in events

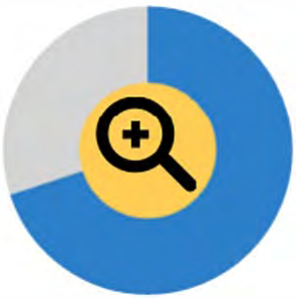
Volunteer and Civic Engagement



83%

Transportation to and from volunteer activities

Community Info



70%

Clearly printed community information

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Outdoor Spaces and Buildings

Features	% Important	% Present
Sidewalks that are in good condition	99%	66%
Well-maintained public buildings that are accessible to people of different physical abilities	98%	64%
Well-maintained public restrooms that are accessible to people of different physical abilities	97%	35%
Neighborhood watch programs	96%	37%
Separate pathways for bicyclists and pedestrians	95%	56%
Well-maintained and safe public parks	91%	71%
Public parks with enough benches	91%	47%



The largest unmet need in outdoor spaces and buildings is

Well-maintained public restrooms that are accessible to people of different physical abilities **62%**

97% say it is important to have well-maintained public restrooms that are accessible to people of different physical abilities. Only 35% say this is present in their community; resulting in a gap of 62%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

2016 AARP Age Friendly Community Survey of West Sacramento, CA

Top Community Needs Gaps

Top West Sacramento Community Needs Gap Item Across All 66 Features/ 8 Domains

(needs gap = % Extremely/Very/Somewhat Important - % Present)

Top Overall Gaps	Gap	Feature/ Domain
Transportation to and from volunteer activities	83%	Volunteer/ Civic Engagement
Volunteer training opportunities	76%	Volunteer/ Civic Engagement
Job training opportunities for older adults	76%	Job Opportunities
Affordable home health care	74%	Health and Wellness
Local schools that involve older adults in events and activities	74%	Social Participation
Home repair services for low-income and older adults	73%	Housing
Conveniently located emergency care centers	73%	Health and Wellness
Easy to find information about local volunteer opportunities	71%	Volunteer/Civic Engagement
Jobs that are adapted to meet the needs of people with disabilities	71%	Job Opportunities
A range of flexible job opportunities for older adults	71%	Job Opportunities

Housing Features

Features	% Important	% Present
Well-maintained homes and properties	98%	80%
Home repair contractors who are trustworthy and affordable	95%	39%
Well-maintained and safe low-income housing	83%	31%
Homes that are equipped with things like a no step entrance, wider doorways, etc.	89%	31%
Seasonal services such as lawn work	88%	37%
Affordable home prices for residents of varying income levels	86%	36%
Home repair service for low-income and older adults that help with repairs	86%	13%



The largest unmet need in housing features is

A repair service for low-income and older adults **73%**

86% say it is important to have a home repair service for low-income and older adults that helps with things like roof or window repair. Only 13% say this is present in their community; resulting in a gap of 73%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

2016 AARP Age Friendly Community Survey of West Sacramento, CA



Transportation and Streets

Features	% Important	% Present
Well-lit, safe streets and intersections for all users	99%	60%
Well-maintained streets	99%	72%
Easy to read traffic signs	98%	83%
Safe public transportation stops or areas	97%	50%
Special transportation services for seniors or people with disabilities	97%	54%
Well-maintained public transportation vehicles	96%	51%
Accessible and convenient public transportation	96%	58%
Affordable public transportation	96%	59%
Reliable public transportation	95%	49%

Transportation and Streets, cont.

Features	% Important	% Present
Audio/visual pedestrian crossings	94%	48%
Affordable public parking	94%	55%
Enforced speed limits	93%	66%
Public parking lots and areas to park	92%	64%
Driver education/refresher course	88%	17%

The largest unmet need in transportation features is

71% **driver education/refresher courses**



88% say it is important to have driver education/refresher courses. Only 17% say this is present in their community; resulting in a gap of 71%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

Job Opportunities

Features	% Important	% Present
Job training opportunities for older adults	84%	8%
Jobs that are adapted to meet the needs of people with disabilities	86%	15%
A range of flexible job opportunities for older adults	83%	12%



The largest unmet need in employment features is

job training opportunities for older adults

76%

84% say it is important to have job training opportunities for older adults who want to learn new job skills within their job or get training in a different field of work. Only **8%** say this is present in their community; resulting in a gap of 76%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

Volunteering and Civic Engagement

Features	% Important	% Present
Easy to find information on available local volunteer opportunities	91%	20%
Transportation to and from volunteer activities for those who need it	90%	8%
A range of volunteer activities to choose from	89%	30%
Opportunities for older adults to participate in decision making roles	89%	26%
Volunteer training opportunities to help better perform volunteer role	87%	11%



The largest unmet need in volunteering and civic engagement is

Transportation to and from volunteer activities 82%

90% say it is important to provide transportation to and from volunteer activities for those who need it. Only **8%** say this is present in their community; resulting in a gap of **82%**.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

2016 AARP Age Friendly Community Survey of West Sacramento, CA

Community Information

Features	% Important	% Present
Access to information in one central location	91%	25%
Free access to computers and the internet in public places	89%	52%
Clearly displayed printed community information with large lettering	88%	18%
An automated community information source	75%	10%
Information delivered in person to people who have difficulty leaving their home	81%	11%
Information that is available in different languages	74%	26%

The largest unmet need in communication and information is

70%

Clearly displayed printed community information with large lettering



88% say it is important to have clearly displayed printed community information with large lettering. Only 18% say this is present in their community; resulting in a gap of 70%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

Social Participation, Inclusion, and Education Opportunities

Features	% Important	% Present
Activities that offer senior discounts	88%	36%
Activities that are affordable to all residents	91%	33%
Widely publicized reliable information about activities	92%	25%
Activities that involve both younger and older people	92%	32%
A variety of cultural activities for diverse populations	88%	32%
Activities specifically geared towards older adults	90%	33%
Continuing education classes	86%	38%
Social clubs such as book, gardening, craft or hobby	89%	27%
Local schools that involve older adults in events and activities	89%	15%
Conveniently located venues for entertainment	88%	36%

The largest unmet need in social participation, inclusion, and education opportunities is

Local schools that involve older adults in events and activities **74%**

89% say it is important that local schools involve older adults in events and activities.
Only 15% say this is present in their community; resulting in a gap of 74%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

2016 AARP Age Friendly Community Survey of West Sacramento, CA



Health and Wellness

Features	% Important	% Present
Respectful and helpful hospital and clinic staff	97%	35%
A variety of health care professionals	97%	35%
Conveniently located emergency care centers	97%	24%
Well-maintained hospitals and health care facilities	96%	34%
A service that helps seniors find and access health services	95%	27%
Conveniently located health and social services	95%	45%
Affordable home health care	94%	20%
Well-trained certified home health care providers	94%	24%
Easy to find information on local health and supportive services	94%	26%

Health and Wellness, cont.

Features	% Important	% Present
Fitness activities specifically geared towards older adults	93%	46%
Home care services including health, personal care, and housekeeping	93%	31%
Easily understandable and helpful hospital answering services	91%	31%
Health and wellness programs and classes	88%	34%
Health care professionals who speak different languages	76%	40%



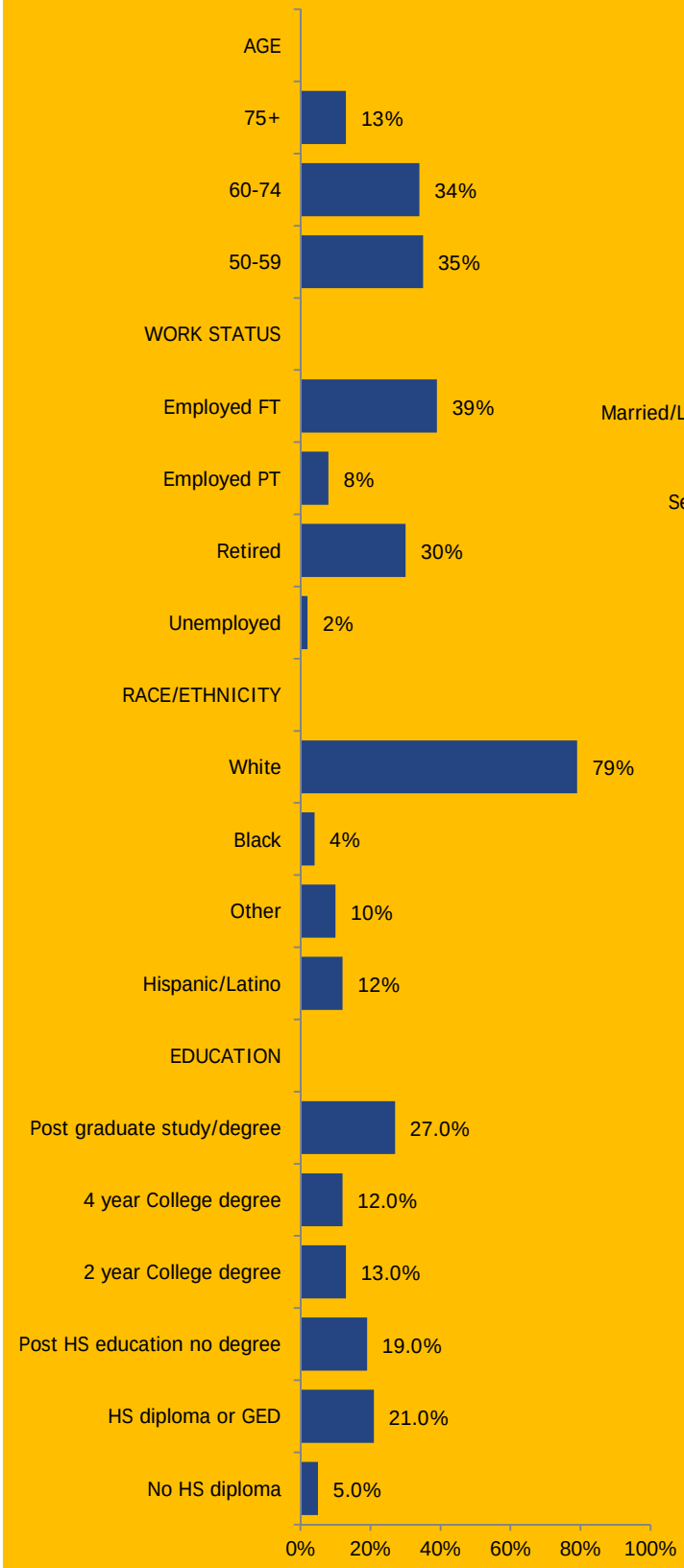
The largest unmet need in health services is

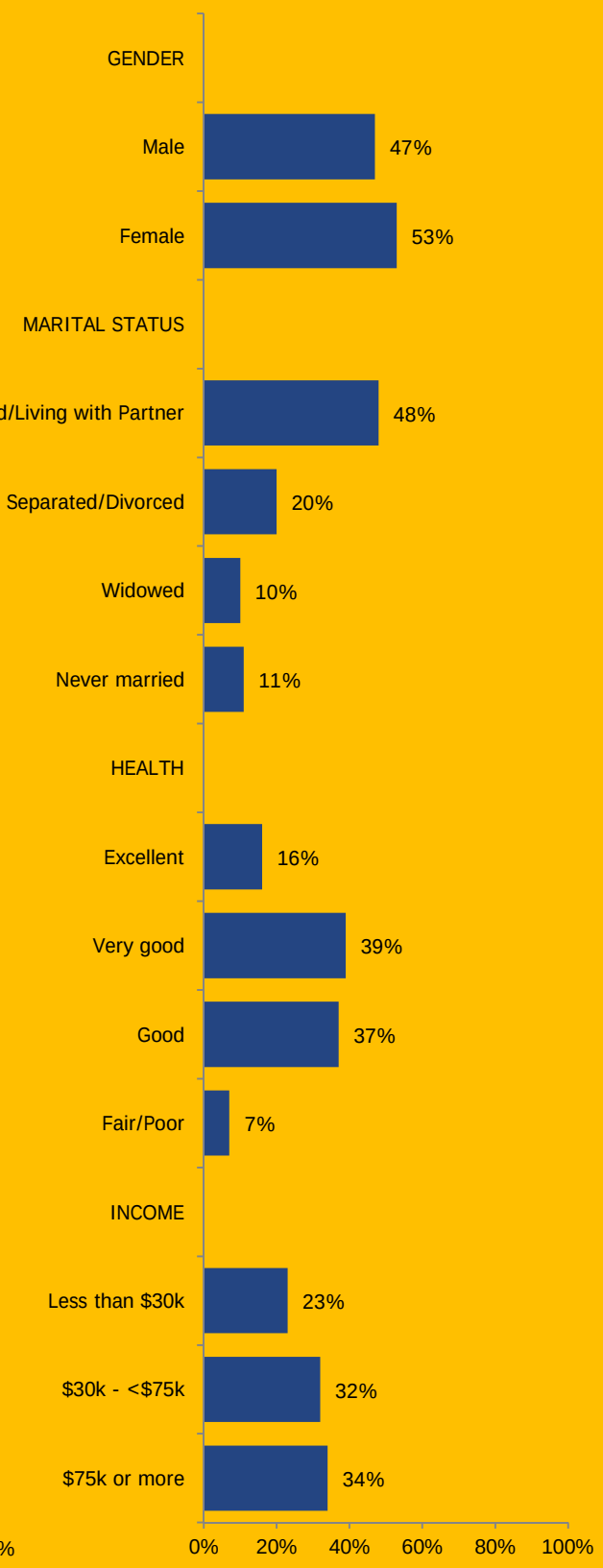
affordable home health care 74%

94% say it is important to have affordable home health care providers. Only 20% say this is present in their community; resulting in a gap of 74%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

Demographics n= 400





2016 AARP Age Friendly Community Survey of West Sacramento, CA



AARP is a nonprofit, nonpartisan organization, with a membership of nearly 38 million, that helps people turn their goals and dreams into real possibilities, strengthens communities and fights for the issues that matter most to families such as healthcare, employment and income security, retirement planning, affordable utilities and protection from financial abuse. We advocate for individuals in the marketplace by selecting products and services of high quality and value to carry the AARP name as well as help our members obtain discounts on a wide range of products, travel, and services. A trusted source for lifestyle tips, news and educational information, AARP produces AARP The Magazine, the world's largest circulation magazine; AARP Bulletin; www.aarp.org; AARP TV Et Radio; AARP Books; and AARP en Espanol, a Spanish-language website addressing the interests and needs of Hispanics. AARP does not endorse candidates for public office or make contributions to political campaigns or candidates. The AARP Foundation is an affiliated charity that provides security, protection, and empowerment to older persons in need with support from thousands of volunteers, donors, and sponsors. AARP has staffed offices in all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Learn more at www.aarp.org.

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Photos courtesy of iStock/GettyImages

An annotated questionnaire for the entire sample is available upon request to Brittne Nelson, AARP Research bnelson@aarp.org, or Christina Clem, AARP California cclem@aarp.org.

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AARP Research
601 E Street NW Washington, DC 20049
www.aarp.org/research

Margaret McDowell Manor Town Hall Meeting

For this exercise, participants were provided with a list of livability issues that were identified in the AARP survey. Each of the 39 participants was provided with three dot stickers that they could use to "vote" for the items that were most important to them from the following lists.

Rank	Community Features (1)	# of Dots
1	Well Lit, Safe Streets and Intersections	33
2	Reliable Public Transportation	27
3	Sidewalks that are in Good Condition, Safe, and Accessible	25
4	Well Maintained Hospitals and Health Care Facilities	19
5	Respectful and Helpful Hospital and Clinic Staff	16
6	Safe Public Transportation Stops and Areas	15
7	Well Maintained Homes and Properties	12
8	Well Maintained Public Transportation Vehicles	11
9	A Variety of Healthcare Professionals	10
10	Well Maintained Streets	3
11	Well Maintained Public Buildings	1
11	Communcation	1
11	Outdoor Recreation for Seniors	1
11	Spanish Help at the Community Center	1
		175

Rank	Community Needs Gaps (2)	# of Dots
1	Affordable Home Health Care	39
2	Transportation to and from Volunteer Activities	29
3	Conveniently Located Emergency Care Centers	25
4	Home Repair Services for Low Income and Older Adults	19
5	Local Schools the Involve Older Adults in Events and Activities	9
6	Easy to Find Information About Local Volunteer Opportunities	9
7	A Range of Flexible Job Opportunities for Older Adults	8
8	Job Training Opportunities for Older Adults	6
9	Volunteer Training Opportunities	5
10	Jobs that Area Adaped to Meet the Needs of People with Disabilities	4
11	General Transportation	3
12	Communication	2
		158

(1) These community features were identified as important by respondants to the AARP survey, regardless of whether they are perceived to be already provided for adequately in West Sacramento.

(2) Community "gaps" are community features that respondants to the AARP survey felt were not being provided adequately in West Sacramento.

Meals on Wheels Age-Friendly Survey

In late October, 2016 approximately 150 Meals on Wheels recipients in West Sacramento received a survey instrument with their lunch. The survey asked participants to rank the importance of items that were identified as significant community features or as "gaps" in the AARP survey, and return their survey form to the volunteer. The City received 29 completed surveys, which prioritized these items as shown below.

Community Improvement Items	Importance Rating (1= High, 5 = Low)				
	1	2	3	4	5
Conveniently-located emergency care centers	68%	16%	8%	4%	4%
Respectful and helpful hospital and clinic staff	67%	19%	4%	7%	4%
Affordable home health care	65%	19%	8%	4%	4%
Well-maintained hospitals and care facilities	62%	17%	10%	3%	7%
Well-maintained streets	57%	21%	11%	7%	4%
Sidewalks that are in good condition and safe for pedestrians	55%	17%	21%	7%	0%
Transportation to and from volunteer activities	55%	7%	24%	10%	3%
Well-maintained public buildings	54%	7%	25%	11%	4%
Well-maintained homes and properties	52%	26%	11%	7%	4%
Well-Lit, safe streets and intersections	52%	24%	10%	7%	7%
Reliable public transportation	50%	31%	8%	8%	4%
Jobs that are adapted to meet the needs of people with disabilities	50%	15%	19%	12%	4%
Home repair services for low-income and older adults	48%	26%	19%	4%	4%
Safe public transportation stops or areas	46%	29%	11%	7%	7%
A variety of health care professionals	46%	29%	18%	4%	4%
A range of flexible job opportunities for older adults	46%	11%	32%	7%	4%
Well-maintained public transportation vehicles	45%	28%	10%	3%	14%
Easy-to-find information about local volunteer opportunities	37%	22%	26%	11%	4%
Volunteer training opportunities	36%	14%	39%	7%	4%
Job training opportunities for older adults	36%	21%	25%	7%	11%
Local schools that involve older adults in events and activities	19%	33%	37%	4%	7%

Exhibit C

City of West Sacramento Age-Friendly Telephone Survey

November-December 2016

Summary

Category	# of Responses
Streets/Sidewalks	11
Public Transporta	9
Parks/Trails	6
Taxes/Fees	5
Security	4
Community Servic	4
Refuse/Recycling	3
Communications	2
Housing	2
Economic Develo	1
Environment	1
Health/Medical	2
Total	**50**

#	Date	Category	Summary
1	17-Nov	Refuse/Recycle	Wants curbside waste pickup not in a container.
2	17-Nov	Public Transportation	Yolo Special too expensive; can't get to the Community Center for activities.
3	18-Nov	Streets/Sidewalks	Make the city more livable for pedestrians; need to be able to cross streets safely
4	18-Nov	Taxes/Fees	Lower property taxes for seniors
5	18-Nov	Health/Medical	Get a clinic or hospital in West Sacramento, especially Southport
6	18-Nov	Refuse/Recycle	Need help with getting trash cans to the street
7	18-Nov	Streets/Sidewalks	Improve lighting on West Capitol to make the area safer for drivers and pedestrians
8	18-Nov	Streets/Sidewalks	Speed bumps have helped a lot in my area; thanks!
9	18-Nov	Public Transportation	Improve public transportation
10	18-Nov	Streets/Sidewalks	Fix our streets!
11	19-Nov	Security	Take care of the homeless issue so I can feel safe walking and shopping
12	20-Nov	Parks/Trails	More natural areas, trails and green belts
13	20-Nov	Public Transportation	Create more public transit stops.
13.1	20-Nov	Parks/Trails	Pave Clarksburg trail. Difficult for seniors to navigate unpaved portion
14	20-Nov	Refuse/Recycle	More curbside services vs. trips to the dump
15	20-Nov	Public Transportation	More frequent bus service: maximum 30-minute headways
16	21-Nov	Communications	Reach out to seniors more often to understand their needs
17	21-Nov	Taxes/Fees	Give discount on sewer/water bill. Water is expensive.
18	21-Nov	Streets/Sidewalks	Fix street drainage in State Streets; seniors traverse giant puddles all winter
19	25-Nov	Streets/Sidewalks	Re-stripe bike lane in Lighthouse. Cars use it; I've almost been run over
20	26-Nov	Streets/Sidewalks	Need better bike lanes on Jefferson (especially SB turning onto Lake Washington) and Southport Parkway
21	26-Nov	Community Services	We need a senior center
22	26-Nov	Communications	Why is the city partnering with AARP; they're a political organization.
23	26-Nov	Parks/Trails	We need more walking areas and trails like the Clarksburg trail
24	27-Nov	Parks/Trails	Be more bike-friendly. I don't feel safe riding on Jefferson. Also, pave levee from Marshall on up
25	17-Nov	Security	More police presence.
26	27-Nov	Security	Do something about the homeless issue. Safety and public cleanliness issues.
27	27-Nov	Taxes/Fees	Provide discounts on bond increases, water rate increases, etc.
28	28-Nov	Parks/Trails	Create more recreational paths for biking and walking.
29	28-Nov	Housing	Create a Del Webb-style retirement community in West Sacramento
30	28-Nov	Streets/Sidewalks	Make crosswalks in downtown (Jefferson/West Cap area) easer and safer to get across.
31	29-Nov	Housing	West Sacramento needs more residential care facilities for seniors
32	29-Nov	Taxes/Fees	Concerned about increases in bonds adding to property tax bill.
33	30-Nov	Streets/Sidewalks	Increase frequency of street sweeping.
33.1	30-Nov	Community Services	City should do something to help the Golden Years Club, which is closing because they can't pay rent
34	3-Dec	Economic Development	Find a way to attract more mid-range sit-down restaurants
35	3-Dec	Parks/Trails	We need a dog-walking park in Broderick
36	3-Dec	Streets/Sidewalks	We need safer bike lanes
37	3-Dec	Public Transportation	We need more shelters on Cummins closer to Kegle; too long a walk to the one at the Senior Center.
37.1	3-Dec	Public Transportation	Some kind of "short bus" or on-demand van would be very helpful as well.
38	3-Dec	Environment	City should consider climate change in everything it does.
39	3-Dec	Public Transportation	Better transit options are needed; an on-demand van or small bus would be great
40	5-Dec	Community Services	Don't get rid of the bill drop-off box at City Hall; very convenient for seniors.
41	5-Dec	Streets/Sidewalks	WSPD needs to ticket cars that block the street sweepers
42	6-Dec	Taxes/Fees	Wants reduced Mello-Roos or other financing mechanisms to lower costs for seniors
43	6-Dec	Security	Keep West Sacramento safe for seniors and kids
44	6-Dec	Public Transportation	Provide better and more options for transportation.
45	8-Dec	Community Services	Lower age for senior discount at the Rec Center
45.1	8-Dec	Health/Medical	Get a health care center in West Sacramento
46	9-Dec	Public Transportation	Improve transportation services

Online Survey

In January, 2017 the City placed a survey instrument on the Age-Friendly page on its web site. The survey remained open until mid-May, 2017.

Community Improvement Items	# of Responses by Priority				
	Extremely Important	Somewhat Important	Not Very Important	Not at All Important	# of Responses
Well-lit, safe streets and intersections	245	38	3	1	287
Sidewalks that are in good condition, safe for pedestrian use, and accessible for wheelchairs or other assistive devices	208	70	6	2	286
Well-maintained homes and properties	199	79	7	2	287
Safe public transportation stops or areas	190	66	25	4	285
Reliable public transportation with well-maintained public transportation vehicles	186	73	23	5	287
Conveniently located, well-maintained health care facilities	185	73	22	6	286
Affordable home health care	172	82	25	8	287
Convenient access to information on upcoming community events and important community notices and alerts	162	103	18	3	286
Home repair services for low-income and older adults	148	97	35	6	286
Well-maintained public buildings	140	121	23	2	286
Volunteer opportunities	74	162	39	11	286
Job training	46	105	77	47	275

Exhibit E

West Sacramento Age-Friendly Online Survey

Summary	
Category	# of Responses
City Services/Programming	36
Public Safety/Security	24
Housing	21
Economic Development	16
Trails/Bike Lanes	14
Other	10
Parks	8
Public Transit	5
Communications	4
Taxes/Fees	4
Traffic	3
Medical	3
Voluneering	3
Total	**151 ***

#	Response Date	Response Text
1	Feb 5, 2017 3:27 AM	Focus on core city services. Too much fluff going on.
2	Feb 4, 2017 8:38 AM	Affordable housing
3	Feb 3, 2017 5:21 PM	Sidewalks in travelled areas. Desperately need sidewalks on Rice Avenue.
4	Jan 31, 2017 10:41 PM	I would like more police patrols in my area. I have not seen a policeman near or around my house in years.
5	Jan 31, 2017 5:31 PM	Staffing levels sufficient to keep residents and properties safe. Council and management focus on infrastructure (especially West Capitol Avenue) and quality of life for all west Sacramento residents.
6	Jan 31, 2017 1:20 PM	Streets are in terrible shape. Potholes on industrial are really bad.
7	Jan 31, 2017 10:34 AM	I'd like to see that bike trail go further than a mile
8	Jan 31, 2017 6:44 AM	More entertainment/recreational venues such as movie theaters, pickle ball courts, golf courses.
9	Jan 30, 2017 10:11 PM	More free community events that help our neighbors get to know each other and hopefully learn to respect and appreciate our similarities and differences.
10	Jan 30, 2017 8:21 PM	List of merchants that give discounts to seniors, would be nice. Thank you..
11	Jan 30, 2017 3:37 PM	Active living opportunities
12	Jan 30, 2017 4:59 AM	Senior housing facilities in a safe community.
13	Jan 30, 2017 2:02 AM	Affordable quality dining/restaurants.

14	Jan 29, 2017 3:33 PM	Housing for seniors and their caregivers.
15	Jan 29, 2017 2:28 AM	Computer classes
16	Jan 28, 2017 6:38 PM	Zoning that allows and encourages resident-serving businesses to open up within walking distance of all neighborhoods.
16a	Jan 29, 2017 6:38 PM	RIGOROUSLY enforce traffic laws that require bicyclists to yield to pedestrians.
16b	Jan 30, 2017 6:38 PM	Establish noise restrictions on vehicles and vigorously enforce them.
16c	Jan 31, 2017 6:38 PM	Better public transportation. One bus every hour from the Bridge District to downtown and midtown Sac is not enough.
17	Jan 28, 2017 3:22 PM	Park benches along walkable street routes to encourage older people to walk and have a place to rest along the way. More small parks in the older neighborhoods.
18	Jan 28, 2017 3:25 AM	Need Police patrols in our neighborhood. Too many home and vehicle break-ins.
19	Jan 28, 2017 3:25 AM	Senior living community one story homes with amenities. Affordable but not low-income.
20	Jan 28, 2017 2:18 AM	More information from the City about what's being done about homelessness and other social issues in our area.
21	Jan 28, 2017 1:26 AM	Services for other languages speaking resiidents
22	Jan 28, 2017 12:57 AM	BROAD sidewalk and bike lanes along the entire length of Southport Parkway.
22a	Jan 29, 2017 12:57 AM	We need more multi-level, multi use, live/work buildings in South Port.
22b	Jan 30, 2017 12:57 AM	We need to become more progressive on being green - for example, banning plastic and styrofoam take-out city wide.
23	Jan 27, 2017 10:31 PM	How code enforcement is dealing with issues of pot growing and vehicle issues.
23a	Jan 28, 2017 10:31 PM	How the city is dealing with transient/homeless issues in our community
24	Jan 27, 2017 8:50 PM	Community space for seniors, where they feel safe, I think is important.
24a	Jan 28, 2017 8:50 PM	We also desperately need a hospital in the area.
24b	Jan 29, 2017 8:50 PM	Volunteering opportunities are also important.
25	Jan 27, 2017 7:27 PM	Waive or substantially discount the cost of permits and other fees for making home improvements.
26	Jan 27, 2017 6:48 PM	Bike lanes well marked. Some way to calm down WS drivers and get them to quit running stop signs!!!
27	Jan 27, 2017 6:24 PM	food donations for low income
28	Jan 27, 2017 4:05 PM	variety of healthy resturaunts
29	Jan 27, 2017 3:45 PM	Good investment into public safety, police, fire, first responder
29a	Jan 28, 2017 3:45 PM	Homeless resolution
29b	Jan 29, 2017 3:45 PM	Equal investment and improvement of the northside of town, including clean up and improve ALL of west Capitol, not just near city hall
30	Jan 27, 2017 3:14 PM	All neighborhoods should have access to public transportation and there should be bus shelters at stops to protect riders from the wind and rain.
30a	Jan 28, 2017 3:14 PM	Having a variety of local businesses so residents can shop and work locally is important.

30b	Jan 29, 2017 3:14 PM	West Sacramento does a great job providing parks and recreational opportunities.
31	Jan 27, 2017 2:26 PM	A safe place for seniors to interact, learn and participate in community activities.
32	Jan 27, 2017 2:17 PM	Public safety presence of law enforcement
33	Jan 27, 2017 2:16 PM	Nope
34	Jan 27, 2017 1:18 PM	Lower taxes for senior citizens so they can keep their homes.
35	Jan 27, 2017 12:35 PM	Convenient and more affordable grocery shopping
36	Jan 27, 2017 9:01 AM	More free events at local parks more churches to choose from more restaurants, more things for kids or young adults like a roller rink a movie theatre, more work opportunity's. Bingo nights, parades, Picnic's, music etc..
37	Jan 27, 2017 7:04 AM	Patrolling the neighborhood better
38	Jan 27, 2017 6:32 AM	Parks and Open Spaces that use formal gardens and accentuate regional plants in their landscaping with a restriction of vehicle access. Stimulate all of our senses and include strategic seating.
39	Jan 27, 2017 4:49 AM	I have not seen food closets or meal delivery for elderly advertised.
39a	Jan 28, 2017 4:49 AM	I have not seen the citys demographics listed.
39b	Jan 29, 2017 4:49 AM	I am not pleased with police helicopter activity after dark
39c	Jan 30, 2017 4:49 AM	I am not pleased with 911 alerts after bedtime that do not require my action.
40	Jan 27, 2017 4:47 AM	Police patrolling neighborhoods regularly.
40a	Jan 28, 2017 4:47 AM	More walking paths & bike lanes.
41	Jan 27, 2017 4:35 AM	More and better choice of restaurants and stores, e.g. Chili's and Best Buy. Stores and Restaurants of this quality would help me to not have to drive outside of West Sacramento to eat and shop.
42	Jan 27, 2017 4:21 AM	The new dog park on linden was remodeled poorly If your're sitting on the bench you can't even see your dog
43	Jan 27, 2017 4:16 AM	Less loud concerts. Keep West Sac "boring"!
44	Jan 27, 2017 4:14 AM	I'm very concerned about Homeless People. They beg/hang out in front of some stores Dollar Tree on Harbor. Am-pm on Harbor. Walgreens. Biglots. Rideaid. Library. It is kind of scary to go out at night.
45	Jan 27, 2017 4:08 AM	Lower crime in the city and dealing with the going homeless issues.
46	Jan 27, 2017 4:00 AM	A place for the homeless.
47	Jan 27, 2017 3:45 AM	Elderly folks who no longer drive need affordable public transportation within WS. Taxi service very expensive.
47a	Jan 28, 2017 3:45 AM	Homelessness is a BIG issue in WS.... always at Safeway, Walgreens. Will not shop in those areas alone.
48	Jan 27, 2017 3:12 AM	We want safety and to be able to stay in our own homes for the duration of our lives! We want the police and city to adress the homeless in our neighborhoods!
49	Jan 27, 2017 3:08 AM	A good community center that offers classes like art, music, dancing, taking photos with an iPhone, and guest speakers on a variety of subjects like local/CA history.
50	Jan 27, 2017 2:35 AM	Access to inexpensive health maintenance programs
51	Jan 27, 2017 2:34 AM	I am a Aarp member. I really appreciate the city's efforts with regards to senior citizens and their needs.

52	Jan 27, 2017 2:26 AM	Streets in neighborhood to be well maintained and not just patched.over and over. Seymour St. Has not been resurfaced in over 28 years.
53	Jan 27, 2017 2:12 AM	Parks that support the neighbor and not sports related! Maybe a community art center.
54	Jan 27, 2017 2:04 AM	As new residents we appreciate that this initiative is in place and will seek to remain informed. Thank you to members of the committee.
55	Jan 27, 2017 1:59 AM	The recreation center: swimming, workout area, childcare, great personnel .. Nugget, Target...would like more services right in west sac.
56	Jan 27, 2017 1:53 AM	I am curious why there is so many questions about transit and pedestrian facilities, but not about traffic. Being able to get to necessary services in my car without sitting in traffic is important to me.
57	Jan 27, 2017 1:41 AM	Access to library services both in the library and from at home.Parks and recreation services designed for a variety of ages and abilities.
58	Jan 27, 2017 1:41 AM	The cities senior center is located in an area that greatly serves the population on that side of west Sacramento is not practical for seniors on the south side
59	Jan 27, 2017 1:33 AM	Classes such as art, yoga, book groups, cooking, and exercise for personal growth and socializing
59a	Jan 28, 2017 1:33 AM	Pets/feral-neighborhood cats: resources for spay/neuter and a pet foodbank for all.
60	Jan 27, 2017 1:32 AM	Activities that cater to those retired! Affordable gyms and exercise facilities that cater to seniors with discounted rates for mid morning workouts. Group activities(yoga, walking groups, book clubs, nature hikes, social activities).
61	Jan 27, 2017 1:32 AM	More recreational parks and hiking paths along the river.
62	Jan 27, 2017 1:29 AM	None at this time. Thanks
63	Jan 27, 2017 1:17 AM	Access to safe bicycle lanes/trails is more important to me than any other type of transportation. Thank you.
64	Jan 27, 2017 1:16 AM	Bike Trails, Hiking: We need a safe way for our West Sacramento Families to connect to events and activities; the road by the tank farms is not safe.
65	Jan 27, 2017 1:14 AM	More restaurants and a movie theatre would be nice for West Sac.
66	Jan 27, 2017 1:13 AM	Leisure time activities geared for seniors e.g. exercise and computer and continuing education classes.
67	Jan 27, 2017 1:12 AM	No
68	Jan 27, 2017 1:06 AM	affordable 55+ housing
69	Jan 22, 2017 3:09 PM	A private 55 and older gated community with a golf course and other amenities for active retirees.
70	Jan 21, 2017 3:42 AM	Arts, culture, and quality dining.
71	Jan 21, 2017 3:21 AM	Public transportation that is more frequent that hourly.
72	Jan 20, 2017 5:01 PM	Environmental & social justice
73	Jan 20, 2017 6:11 AM	A directory listing all companies that provide special discounts for seniors.An advocate who contacts local businesses to negotiate senior discounts.
74	Jan 18, 2017 11:45 PM	Bike trails and community tennis courts.
75	Jan 18, 2017 8:39 PM	Social opportunities for aging residents: cultural, recreational, volunteer groups.

75a	Jan 19, 2017 8:39 PM	Walkable neighborhoods with appropriate (single story, universal design, downsized) housing opportunities (rental and ownership) with easy access to activity centers, shopping, entertainment, recreation, medical services, etc.
76	Jan 17, 2017 6:21 PM	Convenient, cost effective grocery shopping
77	Jan 16, 2017 11:32 PM	Variety of recreation services for a variety of abilities.
78	Jan 16, 2017 3:01 AM	Affordable housing options which contain accessible design elements - few or no stairs, or substitute ramps/railing; bathrooms equipped with safety railings and wide entry to accommodate mobility assistance devices; etc.
78a	Jan 17, 2017 3:01 AM	And of course.....safe, well lit, options for reliable transportation and shopping nearby.
79	Jan 16, 2017 1:00 AM	Timely communication. Many Elderly homeowners do not have computers or smart phones and are therefore uninformed because the City discontinued the monthly newsletter (utility bill insert).
80	Jan 15, 2017 6:56 PM	
81	Jan 15, 2017 6:44 PM	Social interaction programs. Great restaurants. Safe yet affordable grocery & pharmaceutical stores.
82	Jan 15, 2017 6:06 PM	Safe, wide bike paths that connect to one another. We need a better local newspaper.
83	Jan 15, 2017 2:29 PM	Opportunities for seniors to learn about health and safety, growing old with dignity, in home care services, etc.
84	Jan 15, 2017 6:46 AM	Somehow we need to establish communication, transportation and motivation techniques to encourage seniors to stay involved in life.
85	Jan 15, 2017 5:14 AM	Non-emergency medical transportation.
86	Jan 15, 2017 3:47 AM	Indoor & outdoor FUN social events for those 50+. Excellent care for our parents (memory care, Assisted Living faculties, etc.).
87	Jan 15, 2017 1:15 AM	Safe bike lanes and trails, extensive well lit walking trails, continuing care pet friendly integrated retirement communities -CCRCs and RCFEs. Educational options - Osher , Ucd Davis, sac state renaissance.
88	Jan 14, 2017 11:44 PM	Good quality restaurants in inviting locales and conveniently located specialty shops.
89	Jan 14, 2017 11:33 PM	Moore safe bike lanes
90	Jan 14, 2017 11:15 PM	Easy access to the Sacramento river (Yolo side) for handicapped persons.
91	Jan 14, 2017 10:59 PM	Improved dog park with inside perimeter paved path, trash cans outside the fence to be emptied frequently, a larger small dog area, and maintained lawn. Then it would be more used by all ages more often.
92	Jan 14, 2017 10:37 PM	another excess to Sacto. south of freeway 80/50 over the river now
93	Jan 14, 2017 9:40 PM	Activities like Volksmarching (or organized walks in differing locations of West Sacramento each time, that are group oriented
94	Jan 14, 2017 9:09 PM	Over 80 tax relief and reduced or capping Mello-Roos on property tax. Fixed incomes that even include social security do not keep up with inflation.
95	Jan 14, 2017 8:47 PM	low income senior housing, apartments and assisted living facilities.
96	Jan 14, 2017 8:21 PM	Security! Safe walking trails and riverfront access.
97	Jan 14, 2017 7:04 PM	Affordable emergency response/transport (ambulance)

98	Jan 14, 2017 5:16 PM	Public outdoor spaces, sidewalks, parks, and vacant lots that are clean, safe, and attractive -- without homeless campers and their trash, or feral cats.
99	Jan 14, 2017 3:43 PM	Housing is too expensive for people on fixed income. Older adults need their pets for companionship. Places either charge big pet deposit or don't allow at all.
100	Jan 14, 2017 2:54 PM	Community events and gatherings such as farmer's markets, Off the Grid (The Barn and Riverfront), fairs and festivals Increased unique dining options (not fast food) Increase bike lanes and trails
101	Jan 14, 2017 12:51 PM	Meals on wheels and other food delivery services for shut-ins.
102	Jan 14, 2017 12:08 PM	More businesses that allow us to keep our money in West Sacramento: Costco Movie Theatre, Small/family businesses
103	Jan 14, 2017 9:33 AM	Benches to sit on in parks, bus stops.
103a	Jan 15, 2017 9:33 AM	I wish I had an indoor pool for water aerobics.
103b	Jan 16, 2017 9:33 AM	More local businesses: I have to go to the YMCA in Sacramento. I have to go to Timberlake Rd for a Physical Therapist. I have to go to Sacramento for a movie or a good restaurant, or any hobby items, except for Walmart.
104	Jan 14, 2017 5:15 AM	Outreach to seniors who do not have internet access. Timely notification - the city & county does not mail information to homes, what is available online is posted weeks late.
105	Jan 14, 2017 4:19 AM	.... it would be swell if there was a way to lower garbage fees for households that don't make as much garbage
105a	Jan 15, 2017 4:19 AM	I favor water meters for the same reason: pay for what you use
106	Jan 14, 2017 4:19 AM	How about some new construction townhouses or condos for seniors at a reasonable price?
107	Jan 14, 2017 2:37 AM	A senior assisted living facility. Condos, apartments or town houses that are single story residents for seniors.
108	Jan 14, 2017 2:24 AM	senior living apartments
109	Jan 14, 2017 1:59 AM	Access to information about what is going on in West Sac.
110	Jan 14, 2017 1:31 AM	Designated car-free bicycle trails / separated from traffic by barriers like in Portland, Oregon / I do not ride my bicycle on trails that are not car-free. I ride my bike on sidewalks rather than risk a fatal injury from an inattentive or texting driver.
111	Jan 14, 2017 1:06 AM	Recreation facilities that offer classes and equipment for older citizens who are still working.
112	Jan 14, 2017 1:01 AM	I'm concerned about panhandling. (This is not a critique of persons who are homeless and trying to improve their lives.)
112a	Jan 15, 2017 1:01 AM	Stiffer penalties for package thieves.
112b	Jan 16, 2017 1:01 AM	Better bike trails from the southport area to Jefferson blvd and to local businesses.
113	Jan 14, 2017 12:49 AM	Recreational services
114	Jan 14, 2017 12:22 AM	Fitness Programs - Yoga, stretching, water aerobics, etc
115	Jan 13, 2017 11:53 PM	Subsidized services for the elderly.
116	Jan 14, 2017 11:31 PM	Housing located in areas where seniors don't have to drive to most services. Housing designed for seniors (single story units, stacked flats, universal design) for both purchase and rent.

116a	Jan 15, 2017 11:31 PM	Recreational and entertainment opportunities both indoor and outside, and assistance with transportation to activities in nearby communities.
116b	Jan 16, 2017 11:31 PM	Volunteer opportunities.
117	Jan 13, 2017 11:26 PM	Social programs:1. Yoga, tai-chi or other stretching exercises for all levels and fun activities - bingo, card games,, coloring, ceramics, pottery, learning classes like languages3. Music lessons - piano, guitar, tonnette
118	Jan 13, 2017 11:16 PM	It would be nice if there was parking near trails, for example, when South River Road is closed to traffic, seniors will have a hard time accessing the new trail without parking nearby.
119	Jan 13, 2017 11:04 PM	I would like to see affordable housing for seniors like those built on the waterfront by Raley field.
120	Jan 13, 2017 10:57 PM	Maintain quality city services, ie: police, fire, etc.
121	Jan 13, 2017 10:33 PM	I would like to read more about meals on wheels and volunteering efforts for west sacramento
122	Jan 13, 2017 7:18 PM	Affordable housing with shuttle services to affordable grocery shopping in town, as well thrift stores, pet care stores, and popular events. A senior center would be very helpful.
123	Jan 13, 2017 12:27 AM	Adult programs in the evening, such as some of the things provided at the Senior Center in the Community Center, that now, are only provided in the daytime hours.... such as Zumba/exercise classes and the crochet/knit or crafting groups.

Bryte Café Listening Session Results

April, 2017

Ref. #	Community Improvement Items	Importance Rating (1 = High, 5 = Low)										Total
		1		2		3		4		5		
		#	%	#	%	#	%	#	%	#	%	
7	Reliable public transportation	7	78%	1	11%	1	11%	0	0%	0	0%	9
1	Well-Lit, safe streets and intersections	5	71%	1	14%	0	0%	0	0%	1	14%	7
3	Respectful and helpful hospital and clinic staff	5	56%	0	0%	2	22%	1	11%	1	11%	9
5	Safe public transportation stops or areas	5	56%	2	22%	1	11%	0	0%	1	11%	9
6	Well-maintained public transportation vehicles	5	50%	2	20%	2	20%	0	0%	1	10%	10
8	Well-maintained streets	5	71%	2	29%	0	0%	0	0%	0	0%	7
9	Sidewalks that are in good condition and safe for pedestrians	4	50%	3	38%	0	0%	0	0%	1	13%	8
11	A variety of health care professionals	4	50%	1	13%	1	13%	1	13%	1	13%	8
4	Well-maintained hospitals and care facilities	3	38%	3	38%	0	0%	1	13%	1	13%	8
12	Transportation to and from volunteer activities	3	50%	1	17%	1	17%	0	0%	1	17%	6
15	Affordable home health care	3	38%	2	25%	1	13%	1	13%	1	13%	8
17	Home repair services for low-income and older adults	2	25%	2	25%	1	13%	2	25%	1	13%	8
18	Conveniently-located emergency care centers	2	25%	2	25%	2	25%	1	13%	1	13%	8
2	Well-maintained homes and properties	1	13%	4	50%	2	25%	0	0%	1	13%	8
14	Job training opportunities for older adults	1	14%	1	14%	3	43%	2	29%	0	0%	7
19	Easy-to-find information about local volunteer opportunities	1	14%	0	0%	3	43%	1	14%	2	29%	7
20	Jobs that are adapted to meet the needs of people with disabilities	1	13%	2	25%	3	38%	1	13%	1	13%	8
21	A range of flexible job opportunities for older adults	1	13%	1	13%	3	38%	2	25%	1	13%	8
10	Well-maintained public buildings	0	0%	4	50%	3	38%	0	0%	1	13%	8
13	Volunteer training opportunities	0	0%	3	50%	3	50%	0	0%	0	0%	6
16	Local schools that involve older adults in events and activities	0	0%	4	50%	3	38%	0	0%	1	13%	8

Exhibit F

City of West Sacramento
Age-Friendly Action Plan
Accountability Matrix

Project #	Project	Sub-Task	Lead Department
March 2017			
3	Complete the ADA Transition Plan	Kick-Off Meeting	Public Works
April 2017			
3	Complete the ADA Transition Plan	Staff Training	Admin Services
May 2017			
2	Adopt a Mobility Action Plan	Apply for ARB Car Sharing and Mobility Options Pilot Program funding for Pilot 2 Flexible Transportation Service	Public Works
June 2017			
1	Adopt a Bike, Pedestrian and Trails Master Plan	Conduct Level of Traffic Stress Analysis	Public Works
		Prepare Draft Plan	Public Works
2	Adopt a Mobility Action Plan	Apply for SACOG TDM Innovations Grant funding for Pilot 2 Flexible Transportation Service	Public Works
9	Expand WSPD "Coffee with a Cop" Program	Modify format plan for “Coffee with a Cop” to include fraud prevention and volunteer recruitment	Police
11	Partner with Yolo DA to Broaden Anti-Fraud Awareness for Older Adults	Schedule partnered senior-focused fraud awareness presentations	Police
July 2017			
12	Partner with Red Cross to Assure Older Residents Have Smoke Alarms	Meet with ARC	Fire

Project #	Project	Sub-Task	Lead Department
		August 2017	
3	Complete ADA Transition Plan	Draft Self Evaluation Report	Admin Services
3	Complete ADA Transition Plan	Data Collection	Public Works
4	Create Printed Quarterly Newsletter for Older Residents	Prepare Document Format	City Manager's Office
		Assemble Mailing List	City Manager's Office
6	Broadband Expansion Pilot Projects	Conduct North Area Survey	Community Development
		Provide information on ATT Access Program	Community Development
		Identify economic challenges to broadband adoption	Community Development
8	Expand WSPD "VIP" Program	Revise volunteer application form	Police
		Calendar four senior living site-/senior focused recruitment events	Police
2	Adopt Mobility Action Plan	Deploy Pilot 1 Downtown Shuttle	Public Works
1	Adopt a Bike, Pedestrian and Trails Master Plan	Adopt Updated Plan	Public Works
		September 2017	
12	Partner with Red Cross to Assure Older Residents Have Smoke Alarms	Establish funding source for smoke alarms	Fire
3	Complete the ADA Transition Plan	Draft Transition Plan	Admin Services
4	Create Printed Quarterly Newsletter for Older Residents	Prepare Draft Document	City Manager's Office
		Mail First Edition at Start of Q4 2017	City Manager's Office
11	Partner with Yolo DA to Broaden Anti-Fraud Awareness for Older Adults	Develop training for senior volunteers to deliver fraud awareness training in their communities	Police
12	Partner with Red Cross to Assure Older Residents Have Smoke Alarms	Establish a process to identify needs	Fire
		October 2017	
6	Broadband Expansion Pilot Projects	Adopt Broadband Action Plan	Public Works
3	Complete the ADA Transition Plan	Public Comment Period	Public Works

Project #	Project	Sub-Task	Lead Department
November 2017			
12	Partner with Red Cross to Assure Older Residents Have Smoke Alarms	Interact with residents to offer/install smoke alarms	Fire
1	Adopt a Bike, Pedestrian and Trails Master Plan	Develop Age Friendly Appendix	Public Works
		Develop Safe Routes to School Appendix	Public Works
2	Adopt Mobility Action Plan	Apply for a Caltrans Sustaainable Transportation Planning Grant	Public Works
3	Complete the ADA Transition Plan	Presentation to City Council	Public Works
December 2017			
17	Develop Strategies to Eliminate Health Disparities	Expand farmers' markets	City Manager's Office
		Enforce tobacco control laws	City Manager's Office
18	Increase Awareness Among Older Residents of City Code Enforcement Services	Include CE Articles in Age-Friendly Newsletter	Community Development
		Code Enforcement Annual Utility Bill Insert -- 2017	Community Development
		Include CE Articles on Age-Friendly Website	Community Development
		Administer a Survey to Gauge Public Understanding of CE	Community Development
January 2018			
16	Participate in Partnerships that Promote the Health and Well-Being of Older Adults	Consider enhanced cooperation with the Yolo Healthy Aging Alliance	Parks and Recreation
		Join Yolo County Healthy Aging Work Group	City Manager's Office
February 2018			
5	Maintain and Expand Age-Friendly Web Content	Develop New Content	City Manager's Office
March 2018			
11	Partner with Yolo DA to Broaden Anti-Fraud Awareness for Older Adults	Provide train-the-trainer training regarding fraud awareness for seniors	Police
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2018 Q1 Edition of Printed Newsletter for Older Residents	City Manager's Office
5	Maintain and Expand Age-Friendly Web Content	Go Live with Expanded Age-Friendly Content	City Manager's Office

Project #	Project	Sub-Task	Lead Department
9	Expand WSPD "Coffee with a Cop" Program	Add three senior-focused events	Police
		April 2018	
8	Expand WSPD "VIP" Program	Complete recruitment events	Police
11	Partner with Yolo DA to Broaden Anti-Fraud Awareness for Older Adults	Schedule peer-led fraud awareness training with senior volunteers as lead presenter	Police
		June 2018	
3	Complete the ADA Transition Plan	Transition Plan Bi-Annual Projects (for FY 18)	Public Works
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2018 Q2 Edition of Printed Newsletter for Older Residents	City Manager's Office
11	Partner with Yolo DA to Broaden Anti-Fraud Awareness for Older Adults	Deliver peer-led fraud awareness training	Police
20	Continue Enabling Urban Mixed-use Development to Create a More Walkable City	Explore financing methods to support the development of urban, mixed use development.	Economic Dev./Housing
		September 2018	
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2018 Q3 Edition of Printed Newsletter for Older Residents	City Manager's Office

Project #	Project	Sub-Task	Lead Department
December 2018			
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2018 Q4 Edition of Printed Newsletter for Older Residents	City Manager's Office
7	Offer Computer Classes for Older Adults	Consider use of City resources to facilitate transportation to/from computer classes	City Manager's Office
		If funding for new laptops is found, begin scheduling computer classes closer to participant's homes	City Manager's Office
13	Develop Additional Affordable Housing	Continue to work with non-profit partner to plan Phase II of Delta Lane project	Economic Dev./Housing
		Investigate viable funding sources for development of Phase II of Delta Lane Project	Economic Dev./Housing
17	Develop Strategies to Eliminate Health Disparities	Encourage development of health care facilities	Community Development
		Restrict liquor stores and fast food restaurant	Community Development
		Support new community gardens and urban farms	City Manager's Office
18	Increase Awareness Among Older Residents of City Code Enforcement Services	Code Enforcement Utility Bill Insert - - 2018	Community Development
19	Partner with Outside Entities to Organize Neighborhood Cleanups	Identify Partners	Community Development
		Conduct Planning Meetings	Community Development
		Advertise Cleanup Event	Community Development
		Implement Cleanup Event	Community Development
20	Continue Enabling Urban Mixed-use Development to Create a More Walkable City	Complete the Washington Specific Plan targeted to walkable, urban development.	Community Development

Project #	Project	Sub-Task	Lead Department
2019 and Beyond			
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2019 Q1 Edition of Printed Newsletter for Older Residents - March 2019	City Manager's Office
2	Adopt a Mobility Action Plan	Deploy Pilot 2 Flexible Transportation Service (contingent on grant funds) - June 2019	Public Works
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2019 Q2 Edition of Printed Newsletter for Older Residents - June 2019	City Manager's Office
14	Seek Outside Funding for a Targeted Grant Program for Age-in-Place Home Improvements	Seek non-profit and/or for-profit partners for targeted home	Economic Dev./Housing
		Seek funding alternatives for targeted home improvement grants - June 2019	Economic Dev./Housing
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2019 Q3 Edition of Printed Newsletter for Older Residents - September 2019	City Manager's Office
6	Broadband Expansion Pilot Projects	Implement Wi-Fi Mesh Pilot - December 2019	Community Development
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2019 Q4 Edition of Printed Newsletter for Older Residents - December 2019	City Manager's Office
6	Broadband Expansion Pilot Projects	Develop program(s) to help reduce economic challenges - December 2019	Community Development
18	Increase Awareness Among Older Residents of City Code Enforcement Services	Code Enforcement Utility Bill Insert - December 2019	Community Development
2	Adopt a Mobility Action Plan	Prepare draft Mobility Action Plan (contingent on grant funds) - March 2020	Public Works
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2020 Q1 Edition of Printed Newsletter for Older Residents - March 2020	City Manager's Office
2	Adopt a Mobility Action Plan	Adopt Final Mobility Action Plan (contingent on grant funds) - June 2020	Public Works
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2020 Q2 Edition of Printed Newsletter for Older Residents - June 2020	City Manager's Office

Project #	Project	Sub-Task	Lead Department
20	Continue Enabling Urban Mixed-use Development to Create a More Walkable City	Re-design and reconstruct infrastructure in the Grand Gateway and southern portion of Washington neighborhood to provide walkable street grids, sidewalks, lighting and place-making enhancements - June 2020	Economic Dev./Housing
		Complete ADA accessibility and safety upgrades to the River Walk Trail from the I Street Bridge to the Broderick Boat Ramp - June 2020	Economic Dev./Housing
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2020 Q3 Edition of Printed Newsletter for Older Residents - September 2020	City Manager's Office
		Mail 2020 Q4 Edition of Printed Newsletter for Older Residents - December 2020	City Manager's Office
18	Increase Awareness Among Older Residents of City Code Enforcement Services	Code Enforcement Utility Bill Insert - December 2020	Community Development
20	Continue Enabling Urban Mixed-use Development to Create a More Walkable City	Pursue the reuse of the I Street Bridge as a bike/ped pathway, depending upon approvals and funding - December 2020	Public Works
10	Work to Enhance Supportive Housing Services for the Homeless	Identify a site and secure a site for the development of a minimum of 20 units of affordable housing targeted to families and individuals experiencing homelessness or at-	Economic Dev./Housing

Project #	Project	Sub-Task	Lead Department
		Ongoing	
5	Maintain and Expand Age-Friendly Web Content	Curate Content to keep Age-Friendly Web Material Current	City Manager's Office
6	Broadband Expansion Pilot Projects	Engage providers on north area infrastructure gaps	Community Development
7	Offer Computer Classes for Older Adults	Market existing classes at Arthur F. Turner Community Library	City Manager's Office
		Pursue grant funding to facilitate purchase of laptop computers	City Manager's Office
10	Work to Enhance Supportive Housing Services for the Homeless	Provide outreach, referrals and case management for persons experiencing homelessness and persons at risk of homelessness including housing search assistance.	Economic Dev./Housing
		Maintain active participation in the Yolo County Homeless and Poverty Action Coalition (HPAC) which acts as the local Continuum of Care to coordinate housing and the mental health, medical assistance and substance abuse services needed to successfully maintain housing.	Economic Dev./Housing
		Provide funding towards the Yolo County Homeless Coordinator position.	Economic Dev./Housing
13	Develop Additional Affordable Housing	Continue to monitor/support existing senior affordable housing developments: The Rivers Senior Apartments, Margaret McDowell Manor and Eskaton Wilson Manor	Economic Dev./Housing

Project #	Project	Sub-Task	Lead Department
15	Continue to Provide Recreational and Educational Programs for Adults	Coordinate Senior Resource Fair	Parks and Recreation
		Generation Bridge	Parks and Recreation
		Grandparents Day Picnic	Parks and Recreation
		Fitness/Exercise Classes for Older Residents	Parks and Recreation
		Craft Classes for Older Residents	Parks and Recreation
		Games for Older Residents	Parks and Recreation
		Community Center Shuttle	Parks and Recreation
		Shopping Shuttle	Parks and Recreation
		Information and Support Services	Parks and Recreation
16	Participate in Partnerships that Promote the Health and Well-Being of Older Adults	Enhance marketing for Yolo County health programs (e.g. inoculation clinics, etc.) benefiting older residents	City Manager's Office
		Enhance marketing to help Meals on Wheels identify volunteers	City Manager's Office
		Explore partnership with a health organization (e.g. Sutter, Kaiser) or non-profit (e.g. Center for Land-Based Learning) to promote healthy living for older residents	City Manager's Office

CITY OF WEST SACRAMENTO **AGENDA REPORT**

MEETING DATE: July 26, 2017 **ITEM #** 27

SUBJECT:
CONSIDERATION OF REQUEST FOR APPROVAL OF WEST SACRAMENTO'S FIRST AGE-FRIENDLY ACTION PLAN

INITIATED OR REQUESTED BY:

[ ] Council [X] Staff

[ ] Other

REPORT COORDINATED OR PREPARED BY:
Jon Robinson, Deputy City Manager

Amanda Berlin, Assistant City Manager

ATTACHMENT [X] Yes [ ] No **[ ] Information [ ] Direction [X] Action**

OBJECTIVE

The purpose of this report is to request Council consideration and approval of the Age-Friendly Action Plan (the Plan) and to seek Council authority to make adjustments to the document in consultation with AARP in order to secure AARP and World Health Organization (WHO) approval of the final document.

RECOMMENDED ACTION

Staff respectfully recommends that the City Council:

1. Approve the Age-Friendly Action Plan in substantially the form shown in Attachment 1;
2. Authorize the City Manager or his designee to make non-substantive adjustments to the Plan document if needed to secure AARP and World Health Organization approval of the Plan; and
3. Direct staff to return to the Council annually with a progress report on implementation of items in the Plan.

BACKGROUND

The need to plan for an aging population is clear. According to five-year estimates from the 2015 U.S. Census Bureau's American Communities Survey (ACS), there are 8,152 persons over age 60 living in West Sacramento. The SACOG Senior and Disabled Mobility Study projects that between 2000 and 2030, the senior population in the six-county SACOG region will grow by 153%. The study also projects that the senior and working-age populations who have severe disabilities that will limit their mobility will increase by 87% during the same period. Among the older population, the proportion of those with driver's licenses and vehicles will decline substantially as the population ages. Communities that do not take active steps to address the changing needs of their older populations will face decreased community satisfaction.

Recognizing this trend, in 2015 the City Council decided that the City would become a member of the AARP Network of Age-Friendly Communities. The AARP Network of Age-Friendly Communities is an affiliate of the World Health Organization's (WHO) Age-Friendly Cities and Communities program, an international effort launched in 2006 to help cities prepare for rapid population aging and the parallel trend of urbanization. The program has participating communities in more than 20 nations, as well as ten affiliates representing more than 1,000 communities. Existing members of the Network include Portland, New York City, Boston, Dallas and Washington D.C.

Cities in the AARP Network of Age-Friendly Communities are publicly committed to improving age-friendliness within eight domains of livability that have been identified by the WHO:

1. Outdoor spaces and building
2. Transportation
3. Housing
4. Social participation
5. Respect and social inclusion
6. Civic participation and employment
7. Communication and information
8. Community support and health services

Improvements in these dimensions of community life benefit not only seniors, but all residents.

Members of the Network of Age-Friendly Communities are required to conduct community outreach with their senior population, then prepare an action plan containing specific improvements that the City plans to make over the next several years. That plan is then updated every few years to maintain the City's membership in the Network.

When embarking upon this work, the Council was emphatic that an age-friendly "lens" be brought not just to work at the Council level, but also to the advisory commissions, each of which deal with issues that directly pertain to the well-being of West Sacramento's older residents. To that end, in 2015 the Council directed that an advisory committee comprised of representatives from each of the City's commissions and chaired by Mayor Pro Tem Johannessen and Councilmember Sandeen be formed to provide guidance to staff during the preparation of the City's first Age-Friendly Action Plan.

With the direction and oversight of the Age-Friendly Advisory Committee, and substantial assistance from AARP, staff undertook an extensive community outreach effort to assure that the implementation items in the City's first Age-Friendly Action Plan were fact-based and equitably reflect the needs of West Sacramento's diverse population of older residents. Each implementation item in the Plan contains a reference to the feedback mechanisms from which it arose.

If the Council approves the Plan at its meeting of July 26, the document will be forwarded to AARP, where it will undergo an AARP/WHO review process. This staff report requests that the Council delegate authority to the City Manage or his designee to incorporate any non-substantive comments or edits from AARP into the Plan without returning to the Council.

ANALYSIS

Under the Council's direction the City has been a leader in age-friendliness since well before the term "age-friendly" was in common use. Whether it's the extensive senior-oriented programming at the Community Center, the Police Department's VIP program, or the City's longstanding commitment to affordable housing, walkable neighborhoods and public safety, West Sacramento has been making meaningful strides towards improving its age-friendliness for years. The community has noticed. One of the key findings from AARP's 2015 community-wide mail survey was that nearly nine out of ten West Sacramento residents over age 45 said their community is an excellent, very good or good place to live.

In the context of this existing public approval, the City Council's decision to join the AARP Network of Age-Friendly Communities is best viewed not as the beginning of its age-friendly efforts, but as a commitment to strengthen and institutionalize the City's ongoing efforts to make West Sacramento a place where residents of all ages can thrive.

The City's Age-Friendly Action Plan culminates a two-year process of organizational self-examination and engagement between the City of West Sacramento and its older residents. A summary and description of the Plan is provided below:

Community Outreach

The City undertook a substantial community outreach effort in order to assure that the actual needs of older West Sacramento residents are reflected in the Age-Friendly Action Plan. This effort included:

- A statistically-valid mail survey undertaken by AARP
- Two town hall-style public meetings
- A survey hand-delivered to Meals on Wheels recipients
- A call-in telephone survey advertised in three languages via utility bill insert
- An online survey marketed on the City's web site and via social media
- Eleven noticed public meetings of the Age-Friendly Advisory Committee
- Six noticed public meetings of the City's various advisory commissions

Depending on the extent to which residents may have participated in more than one event or survey instrument, staff estimates that between 400-700+ unique West Sacramento residents contributed their ideas during the development of the Age-Friendly Action Plan, making this process one of the more inclusive outreach efforts ever undertaken at the City.

Key Themes
Based on input from the multiple sources above, the Advisory Committee found that the concerns voiced by West Sacramento's older residents can organized into three broad thematic areas, which are shown below.

- **Connectivity:** Helping older residents stay physically and socially connected to others
- **Public Safety:** Keeping West Sacramento's older adults safe at home and around town
- **Quality of Life:** Laying the foundation for older adults to live happy, productive lives

Each of the Plan's 20 recommended action items is organized into one of these categories, each of which includes activities that are responsive to at least one, and typically more than one of the WHO domains of livability. Each of the specific implementation items is discussed in the Plan document, which is included as Attachment 1.

Readability
The Plan document is designed to be read by older residents and others who might experience minor visual difficulties. The document is printed using 12-pt. Arial, a sans-serif font selected in consultation with AARP for its legibility. Throughout the body of the document staff incorporated extra white space which substantially expanded the overall page count, but results in a document that is highly readable.

Accountability
Both the Age-Friendly Advisory Committee and the public participants in the Age-Friendly planning process expressed a strong desire that the Age-Friendly Action Plan be energetically implemented, as opposed to sitting on a shelf. The Plan document responds to this concern in two key ways. First, each recommended implementation item includes milestone dates and performance metrics to make clear what that item is intended to accomplish and how to measure its completion.

This approach is useful for those who are focusing on a particular project, but monitoring the City's performance across the entire plan document would require the reader to thumb through the projects individually, which could discourage engagement. To encourage more accountability-producing eyes on the Plan document, staff has included an "Accountability Matrix" that lists all of the project milestones in chronological order. This feature will allow community members to quickly determine which milestones were planned to have been met by a specific date and facilitate ongoing community contact related to the Plan.

At the end of a process as lengthy as the creation of the Age-Friendly Action Plan, there is a strong temptation to view the adoption of the Plan as an accomplishment in and of itself. However, the value of the Plan will be primarily determined not by the effort put into creating it, but by the impact of its implementation. The Age-Friendly Advisory Committee emphasized the following key ideas to inform the City as it moves from planning to implementation of its first Age-Friendly Action Plan:

- **Living Document** The Age-Friendly Action Plan should be viewed both as a "to-do" list of specific livability improvements, and as an impetus for the development of new projects and programs that are not yet specifically identified but are consistent with the goals of the Plan.

- **Age-Friendly as a Lens** Beyond organizing the City's efforts around specific projects and programs, the Age-Friendly Action Plan has an important role in raising awareness of age-friendly issues, and encouraging City staff, decision makers and the community to look for ways to incorporate age-friendliness into all City programs, projects and services.

- **Reporting/Accountability Staff** should report back to the City Council annually on its overall progress implementing the Age-Friendly Action Plan, as well as providing regular progress updates in the Council newsletter. Periodic updates should also be provided to the advisory commissions as age-friendly projects germane to their purview move forward.

Commission Recommendation
The Age-Friendly Action Plan was presented to each of the City's six advisory Commissions:

Commission	Meeting Date
Planning	June 1, 2017
Parks, Recreation, and Intergenerational	June 6, 2017
Environment and Utilities	June 12, 2017
Arts, Culture and Historic Preservation	June 26, 2017
Transportation, Mobility and Infrastructure	July 10, 2017
Economic Development and Housing	July 19, 2017

The Plan was being actively edited throughout the commission presentation process, so each commission reviewed a slightly more refined version of the document. Commissioners were universally supportive of the Plan, and provided suggestions and comments that have either been incorporated into the Plan document itself, and/or will inform staff's implementation of the projects recommended in the Plan.

Strategic Plan Integration
The Age-Friendly Action Plan effectuates the City's Council's vision statement goal of West Sacramento as a place where residents Feel Safe and Secure, Enjoy Comfortable Living, and Take Pride in Our Community.

Alternatives
The Council's primary alternatives are noted below:

1. Approve the Age-Friendly Action Plan in substantially the form shown in Attachment 1 and authorize the City Manager or his designee to make non-substantive adjustments to the Plan document if needed to secure AARP and WHO approval of the Plan; and direct staff to return to the Council annually with a progress report on implementation of items in the Plan;
2. Approve the Plan subject to specific Council-directed adjustments to the document;
3. Direct staff to make changes to the Plan and/or gather additional information and return to the Council at a future Council meeting

Alternative 1 is staff's recommended action. Staff is prepared to implement Alternatives 2 or 3 at the Council's direction.

Coordination and Review
The Plan document itself reflects material input from every City department, and precedes what is expected to be an equally collaborative implementation effort. This staff report was prepared by the City Manager's Office.

Budget/Cost Impact
The implementation items recommended in the Age-Friendly Action Plan will generally be funded through the existing budget allocations of the departments implementing them, or (where noted) through potential future grant funds. Where new appropriations of City funds are necessary, staff will seek separate spending authority from the Council before proceeding with the project.

ATTACHMENT
1. Age-Friendly Action Plan







2017-2020



AGE-FRIENDLY
WEST SACRAMENTO

CITY OF WEST SACRAMENTO

AGE-FRIENDLY ACTION PLAN

The following components are still in process and will be added to the final document if approved by the City Council:

- Letter from the Mayor
- Letter from the Co-Chairs of the Age-Friendly Advisory Committee
- Table of Contents

Executive Summary

Assessment Key Findings

- **West Sacramento has a Substantial Population of Older Adults** According to Census Bureau data, as of 2015 there were over 8,100 persons over age 60 living in West Sacramento, which is about 16 percent of the entire city population.

- **The Older Adult Population is Growing** Adults age 60 and over were only 14 percent of Yolo County's population in 2010. By 2030 this group's population share is expected to grow to over 20 percent.

- **Older Adults Are Not Evenly Distributed Across the City** The percentage of older adults averages under 3 percent in Southport, and 17 percent the rest of the city.

- **Living Alone** Over 25 percent of West Sacramento residents over age 65 are living alone, underscoring the need for measures to prevent social isolation.

- **Poverty** In West Sacramento, about 27 percent of adults over age 60 live at, or just above, the poverty level.

- **Older Residents are Diverse** The City's outreach efforts demonstrated that older residents are not a monolithic interest group, but, like the rest of the population, have different areas of focus depending on their specific needs.

- **Building on Success** According to the 2015 AARP Survey, 89 percent of residents over age 45 already believe that West Sacramento is a good place for older people to live, so the City has a strong starting point from which to develop its age-friendly efforts.

- **Key Areas for Improvement** The AARP survey found that Transportation is rated as the most important livable community feature/domain, followed by Health and Wellness and Outdoor Spaces.

- **Value Chain** To be impactful, programming targeting older adults can't be offered in a vacuum, but must be coupled with effective communications and transportation systems to inform residents of the programs and facilitate their participation.

- **Age-Friendly is for Everyone** When you make the community more livable for its older residents, you make it more livable for all of its residents.

Implementation Items

Based on the input provided by West Sacramento's older residents, the Age-Friendly Action Plan recommends the following implementation items:

1. Adopt a Bike, Pedestrian &Trails Master Plan, with a "Safe Routes for Seniors" Chapter
2. Adopt a Mobility Action Plan
3. Complete Americans with Disabilities Act (ADA) Transition Plan
4. Create Printed Quarterly Newsletter for Older Residents
5. Maintain and Expand Age-Friendly Web Content
6. Broadband Expansion Pilot
7. Offer Computer Classes for Older Adults
8. Expand the West Sacramento Police Department "VIP" Program
9. Expand West Sacramento Police Department "Coffee with a Cop" Program
10. Work to Enhance Supportive Housing Opportunities for the Homeless
11. Broaden Anti-Fraud Awareness Efforts
12. Help Assure Seniors Have Smoke Alarms
13. Plan for and Develop Additional Affordable Housing
14. Pursue Funding for Age-in-Place Home Improvement Grants
15. Continue Recreational and Educational Programs for Older Residents
16. Promote the Health and Well-Being of Older Residents
17. Develop Strategies to Eliminate Health Disparities
18. Increase Awareness of the City's Code Enforcement Services
19. Partner with Outside Entities to Organize Neighborhood Cleanups
20. Promote Mixed-Use Development

Intent of the Plan

The City's Age-Friendly Action Plan has dual purposes: First, it is intended to provide a framework for impactful and accountable action items that benefits West Sacramento's older population, and by extension, all residents.

Beyond its important function as a "to-do" list, this document and the process that created it were designed to facilitate a long-term paradigm shift at all levels of the City's decision-making process. Ideally, the Plan should cause readers to view not just the recommended implementation items, but all City activities, through the "lens" of age-friendliness as means of improving West Sacramento for residents of every age.



1. Introduction

According to AARP, by 2015 there were more than 1.6 billion people in the world over age 50. This number is expected to double to nearly 3.2 billion people by 2050. In the United States, there are over 112 million people over 50, of which over 1 in 10 lives in California. The increasing percentage of older persons in the population has profound impacts across every aspect of the economy, including medical care, housing, and transportation. Older persons have the same needs and wants as any other member of society, but may prefer different products or services order to fulfill those needs. Governments, companies, and non-governmental organizations world-wide are paying increasing attention to understanding and meeting the expectations of this important segment of the population.

In the United States, one of the leading proponents of age-friendly practices is AARP, which, among many other efforts, is partnering with the World Health Organization (WHO) as an affiliate of WHO's Age-Friendly Cities and Communities Program. This program, the AARP Network of Age-Friendly Communities, has participating communities in more than 1,000 communities world-wide, including dozens in the United States. Participants in this program gain access to technical expertise, in-kind resources, and the opportunity to collaborate with other like-minded jurisdictions in a shared commitment to identifying and meeting the needs of older residents, and in so doing, make their communities more livable for all of their residents.

The City of West Sacramento joined the AARP Network of Age-Friendly Communities in 2015, becoming one of the first cities in California to make this commitment. With support from AARP, the City embarked on a process of self-assessment and community outreach with the goal of creating a detailed implementation plan that will provide concrete, fact-based actions to help the City become more age-friendly. This Action

Plan represents the culmination of the City's initial efforts as an age-friendly community, but the document should be viewed not as a one-off action, but as the beginning of a long-term process of viewing all of its actions through an age-friendly "lens" as a means of improving the quality of life for West Sacramentans of all ages.

Development of the Age-Friendly Action Plan

To manage the process of developing the City's Age-Friendly Action Plan, the City Council created an Age-Friendly Advisory Committee co-chaired by Mayor Pro Tem Mark Johannessen and Councilmember Beverly "Babs" Sandeen, and including one representative from each of the City's six appointed advisory commissions. This unusual structure reflects the Council's intent that the City's age-friendly work become not just a one-time project resulting in the Age-Friendly Action Plan, but an ongoing paradigm through which all of the City's future work, will be viewed. It is expected that having collaborated on the City's Age-Friendly Action Plan, Committee members will bring a new understanding and concern for age-related issues to their City work.

The Age-Friendly Advisory Committee held eleven noticed public meetings where input from the community was heard, and in which individual Committee members brought their own distinct perspectives to bear on addressing the needs of older West Sacramento residents. One of the key insights from this process was that age-friendliness is not a zero-sum game that pits the needs of older residents against those of the rest of the community. Rather, when West Sacramento becomes more livable for older residents, the entire community benefits. One of the foundational principles of the City's age-friendly effort is that age-friendliness benefits all; for example, an intersection that's easier for an 80-year old resident to cross is also safer for an 8-year old, and everyone in-between.

Community Outreach

According five year estimates from the 2015 U.S. Census Bureau's American Community Survey (ACS), there are over 8,000 West Sacramento residents over age 60. The City Council, AARP and the WHO expect the City's Age-Friendly Action Plan to reflect meaningful input from this age cohort. Since it would not be feasible to contact each older adult resident individually, the City needed to find a way to generate meaningful



feedback to guide its Age-Friendly Action Plan, but to do so within the limits of available time and financial resources. Other key considerations for the City's engagement efforts included:

1. **Breadth**: The City's outreach effort needs to provide insight into the entire population of West Sacramento's older residents and avoid focusing exclusively on specific geographic areas or groups of older residents as representative of all older residents.

2. **Depth:** While avoiding using sub-groups as proxies for the entire older adult population, the City's Age-Friendly Action Plan must also be informed by insights about the specific needs of these sub-groups.

3. **Convenience:** The Mayor and City Council are committed to creating opportunities for residents to have a meaningful voice in local government without having to re-organize their lives around evening meetings and other traditional input mechanisms. This principle is especially important for older residents, for whom mobility or other issues can make attendance at such events particularly challenging.

The City undertook a rigorous outreach program in support of the Age-Friendly Action Plan. Depending on the extent to which residents participated in more than one of the City's survey instruments, the City engaged between 400-700+ older adults during the development of its plan (over 6 percent of the entire population of adults over age 60), making it one of the most inclusive public outreach efforts the City has ever undertaken.

The City's public outreach efforts included the following techniques:

AARP Survey

In 2015, AARP conducted a scientific mail survey of West Sacramento residents over age 45. Four hundred completed surveys were returned. The survey has a margin of error of+/- 4.9 percent at a 95 percent confidence level, which is an industry-standard level of assurance that the opinions represented in the sample are representative of those of the entire population of West Sacramento residents over age 45. The full AARP survey can be found in Exhibit A.

Margaret McDowell Manor (MMM) Town Hall

West Sacramento seniors were invited to attend a meeting that was held at Margaret McDowell Manor, a 65+ apartment community located on Merkley Avenue. Thirty-nine meeting participants were presented with summaries of the AARP survey data, and were asked to use dot voting to indicate which items were most important to them. The detailed results of this event are found in Exhibit B.

Meals on Wheels Survey

Staff designed a survey instrument based on the top priority issues identified by the AARP survey. The survey instrument was printed in a large font on 11”x17” paper and was delivered with the lunches of approximately 150 West Sacramento Meals on Wheels clients. Twenty-nine completed survey instruments were returned to the drivers at a subsequent lunch. Results from the MoW survey are shown in Exhibit C.

Phone Survey

Approximately 13,500 residential utility customers were mailed a utility bill insert inviting residents over age 45 to call in and leave a message indicating how the City might serve them better. (The insert message was provided in English, Spanish and Russian, as were the corresponding recorded messages.) The City received 40 responses providing 50 suggestions for improving City service. The results from the telephone survey are found in Exhibit D.

Online Survey

A web-based survey was created using issue categories identified in the AARP survey. (The instrument also included an open-ended question that allowed respondents to comment on items not noted in the AARP survey.) The City received 255 responses, among which 128 participants also responded to the open-ended questions. The results of the online survey are shown in Exhibit E.

Bryte Café Listening Session



After noting that previous outreach efforts appeared to be under-sampling residents of Bryte and Broderick, staff and AARP coordinated to organize a community meeting in Bryte. To advertise the event, groups of AARP volunteers placed hundreds of flyers at stores, mobile home park laundry rooms, apartment bulletin boards, and other areas frequented by older residents. Approximately 12 residents attended the meeting, with slightly fewer completing surveys because they had already weighed in through other means. Results from this outreach effort are summarized in Exhibit F.

Age-Friendly Advisory Committee Meetings

The City conducted eleven meetings of the Age-Friendly Advisory Committee, a body co-chaired by Mayor Pro Tem Johannessen and Councilmember Sandeen, and including one representative from each of the City's advisory commissions. In consultation with AARP, the City scheduled its monthly Advisory Committee meetings at noon, which made it easier for older residents to attend. Meetings were typically attended by 7-10 residents, many of whom attended multiple meetings.

Overall, participation in the City's outreach efforts was as follows:

Instrument	Number of Participants
Scientific mail survey by AARP	400
Two "Town Hall" style meetings	50
Manual "Meals on Wheels" survey	29
Telephone survey	50
Online survey	151
Twelve Age-Friendly Advisory Committee meetings[1]	20
Six Advisory Commission meetings on Draft Plan[2]	10
Total:	710

[1] Based on total attendance of about 100, with many repeat attendees

[2] Estimate assuming at least one unique new attendee per meeting

The feedback that was generated through this outreach effort undergirds every recommendation in the Age-Friendly Action Plan, but the value of the City's public engagement on this issue doesn't stop there. Beyond the feedback itself, awareness of the diversity of opinion among West Sacramento seniors is one of the most important insights generated by the City's outreach process.

There is a tendency among some to think of older residents as a homogenous voting block with similar priorities. However, the City's outreach process demonstrated that in fact, there is a broad diversity of perspectives within the 45+ population just as there is among the rest of society. The City's Age-Friendly Action Plan recognizes this, and includes implementation items that are responsive to concerns expressed by residents through each of the various public engagement mechanisms.

Age-Friendly Domains

To help organize thinking around the needs of older people, the World Health Organization (WHO) and AARP have defined eight domains of city life that might influence the health and quality of life of older adults:



Outdoor Spaces and Buildings
Environment; green spaces and walkways; outdoor seating; pavement; roads; traffic; cycle paths; safety; services; buildings; public restrooms.



Transportation
Affordability, reliability and frequency of public transit; age-friendly vehicles; specialized services; priority seating; transportation stops and stations; taxis; driving skills; parking.



Housing
Affordability; essential services; design; accessibility modifications; maintenance; aging-in-place; community integration; housing options; living environment.



Social Participation
Accessibility of events and activities; affordability; range of events and activities; facilities and settings; promotion and awareness of activities; addressing isolation; fostering community integration; outreach to those at risk of social isolation.



Respect and Social Inclusion
Respectful and inclusive services; public images of aging; intergenerational and family interactions; public education; community inclusion; economic inclusion.



Civic Participation and Employment
Options of volunteering; employment alternatives; post-retirement training; accessibility; civic participation; valued contributions; entrepreneurship; opportunities for paid work.



Communication and Information
Offer oral communication, printed information; plain-language; automated communication and equipment; broad public access to computers and the Internet.



Community Support and Health Services
Service accessibility; range of health and community support services; emergency planning and care; coordinated service delivery.

The City is not required to address every single domain of livability in its plan. However, the breadth of responses from the City's community outreach efforts organically resulted in a set of action items that includes work in each of the domains above. Most action items address more than one domain. To help the reader track which domains are being addressed by which action items, the Action Plan includes a summary table of action items by domain. In addition, each action item narrative includes a visual reference to the corresponding domain.

The City's Age-Friendly Categories

The public outreach undertaken for the Age-Friendly Action Plan indicated multiple areas in which older West Sacramento residents felt there was room for quality of life improvements. The Advisory Committee developed implementation projects to address those identified needs, and directed staff to organize the City's items into three broad categories, each of which would include several projects spanning more than one of the AARP/WHO Domains of Livability.

The following themes reflect the City's broad priorities for its age-friendly work, and are designed to make the intent of the overall plan visible and easy to communicate.

Connectivity

Human beings have an innate need for connection with others. Unfortunately, it can become harder to maintain those important connections as we age. Physical abilities can decline, making it difficult for older people to shop, recreate, or attend events. As technology advances, older people may find it difficult to stay in touch with relatives, many of whom have begun using technologies, such as social media apps, with which the older resident may not be familiar. For the same reason, staying abreast of community news, much of which is shared via technologies that are not readily accessible to all older residents. The absence of these connections can lead to social isolation, depression, and negative health implications for older people.

The City of West Sacramento's Age-Friendly Action Plan seeks to help older West Sacramento residents remain both physically and socially connected to their community as they age. To that end, this category includes three implementation items designed to facilitate physical mobility, and four designed to help older residents stay informed and connected electronically with the rest of the world. These items will not only benefit the older residents. Removing barriers to connectivity will release the enormous potential of West Sacramento's older residents to give back to the community through paid work, volunteering, mentoring and participation in civic life.



Public Safety

A city's first duty is to protect the safety of its residents. This is particularly true for older residents, who can feel vulnerable due to the effects of aging. As part of their normal operations, the City's Police and Fire Departments already provide service to older West Sacramento residents along with the rest of the community. However, community outreach undertaken as part of the City's Age-Friendly work suggested that more could be done to help protect West Sacramento's older residents and help them feel confident both in their homes and moving about the community.



The Public Safety category includes projects that reflect a variety of approaches to improving the overall safety and sense of well-being of West Sacramento's older residents. Two projects are designed to facilitate more and better contact between the West Sacramento Police Department and the city's older population. Keeping in mind that the homeless elderly may be the City's most vulnerable older residents, the plan encompasses the City's effort to enhance supportive housing resources for the homeless. Additional projects seek to assist older residents to recognize and report attempts at fraud, and to help assure that older residents have smoke alarms in their homes. While not all-encompassing, these measures offer the potential for a material enhancement to both the actual and perceived sense of security among West Sacramento's older residents.

Quality of Life

In addition to providing public safety and infrastructure, the City has a role to play in creating an overall environment in which community members can enjoy a high quality of life. City functions such as Planning, Housing, Economic Development, and Parks and Recreation, among others, all play a role in shaping that environment.

The Quality of Life category in this plan includes activities across a wide spectrum of City operations, all with the common theme of helping to assure that West Sacramento is a community where older residents – and by extension, all residents – can live happy, engaged lives. Two projects are aimed at housing, one designed to increase the number of smaller, affordable apartments that are available in the community, and the other to develop a funding source for improvements that will allow older residents to age in place more safely. Three projects focus on health and recreation programs. Two projects are intended to help address neighborhood maintenance, aesthetics and walkability.

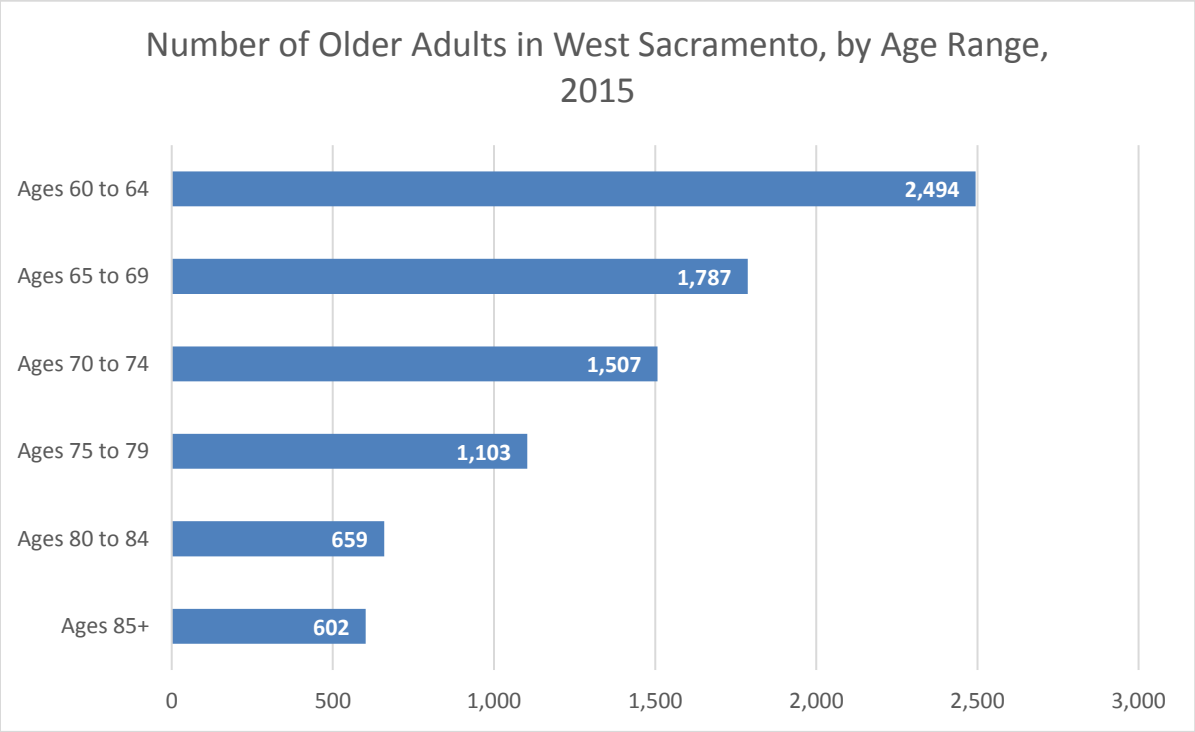
The table shown in the following section summarizes the recommended Action Plan implementation items by both domains of livability and City categories. Throughout the Plan, each project is color-coded to indicate its City category, and includes an icon to denote the corresponding WHO/AARP domain of livability.

City Category	Content Area
Connectivity	How do older residents connect with each other, with the City, and with the community?
Public Safety	What can be done to help assure that older West Sacramento residents experience safety in their homes and in the community?
Quality of Life	How can the City help its older residents live happy, productive lives?

Current State of Older Adults in West Sacramento

Population

According to five-year estimates from the 2015 U.S. Census Bureau's American Community Survey (ACS), there were an estimated 8,152 individuals age 60 and over living in West Sacramento. This represents 16.1 percent of the total population of the city. About 25 percent of older adults (age 60 and older) in Yolo County live in West Sacramento.

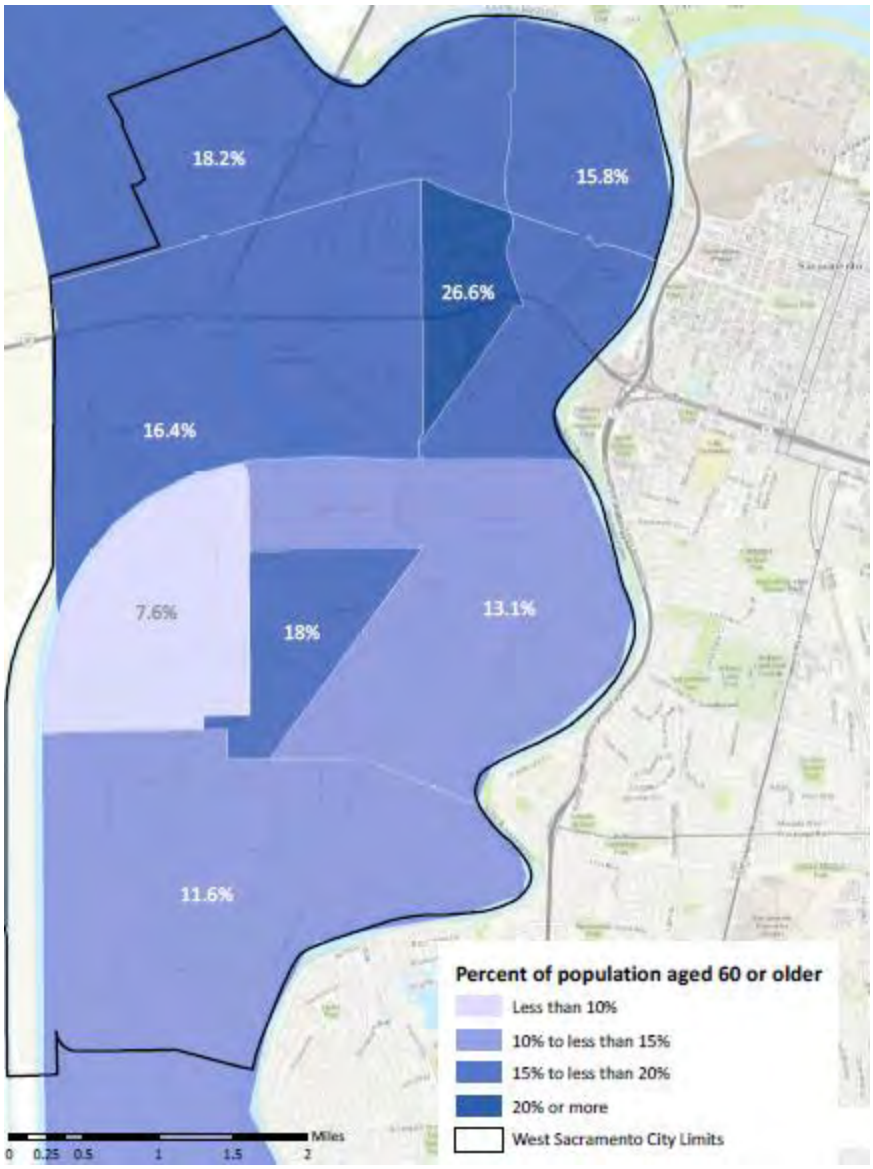


Source: U.S. Census Bureau, 2015 5-year American Community Survey (ACS)

About 4.7 percent of West Sacramento residents are 75 years old and older, or just under 2,400 people. The median age of the population 60 and over is 69.2 years old.

Geographic Distribution

The geographic distribution of residents over age 60 is not uniform throughout the community. As shown below, the percentage of older residents is generally higher in Census tracts north of the Deep Water Ship Channel.

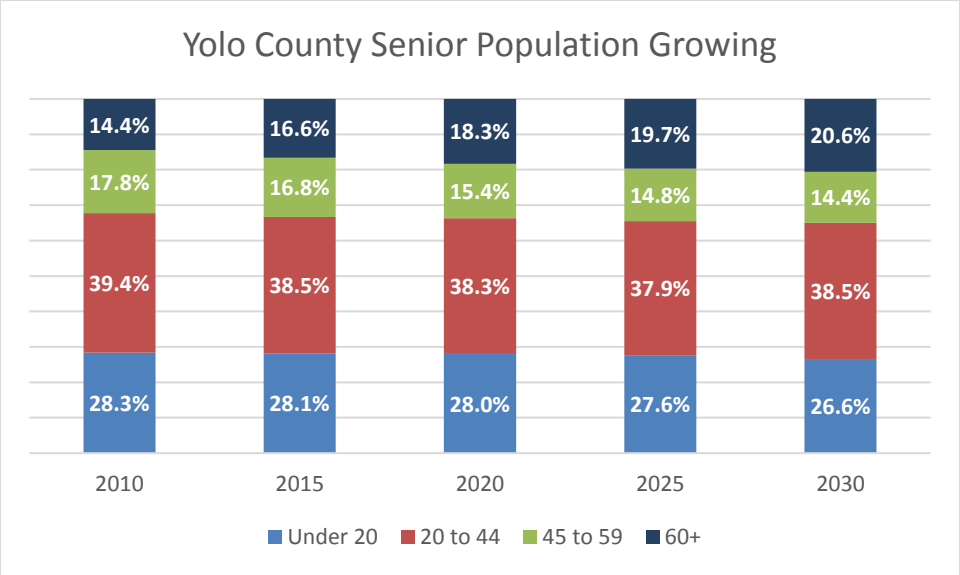


Source: Census 2015 5-year ACS

Importantly, the Census tracts with higher percentages of older residents also tend to be located in areas where poverty levels are higher than the rest of the city, suggesting that more vulnerable elderly residents may be located in these areas.

Population Growth

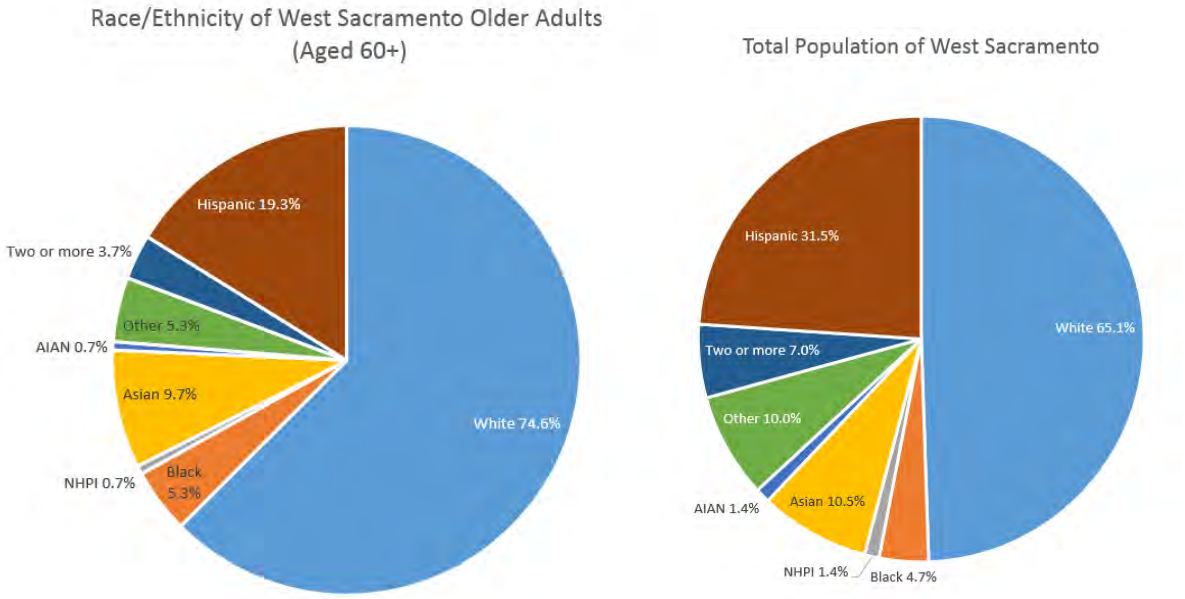
Overall, data speak to a growing senior population across Yolo County. Adults ages 60 and over were only 14.4 percent of Yolo County's population in 2010. By 2030, this group's population share is projected to grow to 20.6 percent. This projected proportion is not quite as high as that projected for the Sacramento Region (25.7 percent).



Source: California Department of Finance P-2 County Population Projections (2017 series)

Race and Ethnicity

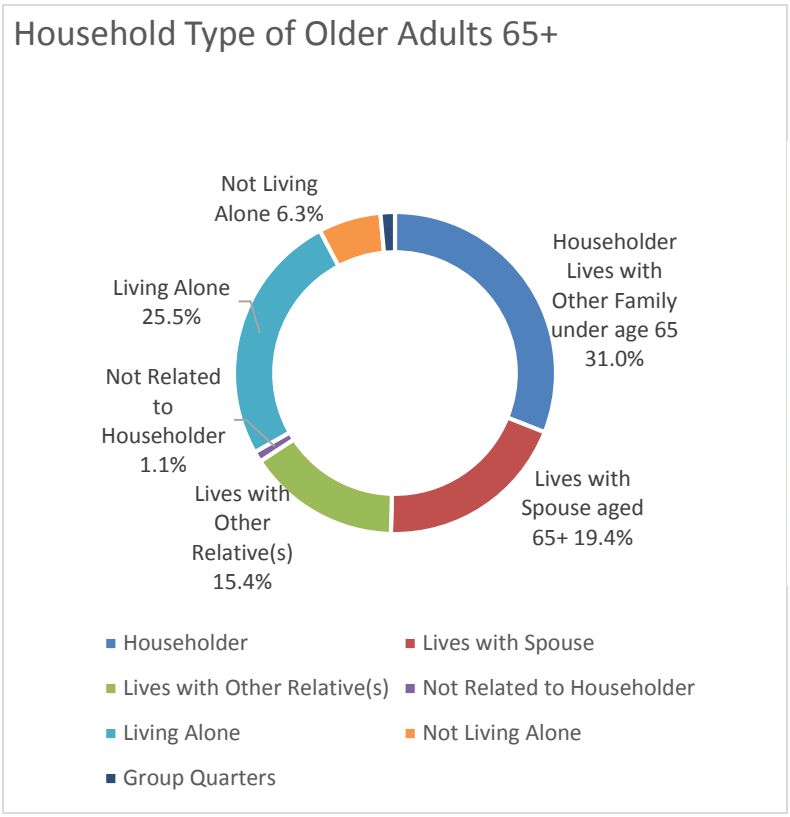
West Sacramento older adults are racially diverse. As with the broader population, Whites make up the majority of persons over age 60, with Hispanics representing the next-largest category. The city also has substantial populations of Asian, Black, and persons of Other or Two or More Races. It should also be noted that language challenges transcend racial lines, affecting both white and non-white populations.

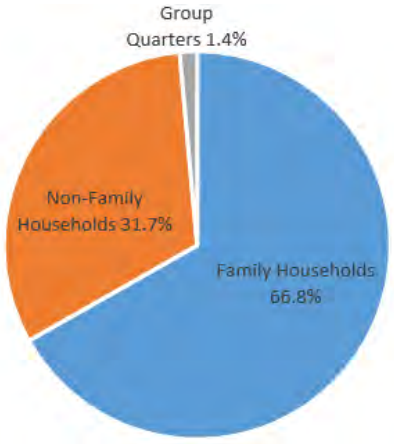


Source: Census 2015 5-year ACS

Households

According to the U.S. Census Bureau, “a family household is a household maintained by a householder who is in a family…and includes any unrelated people (unrelated subfamily members and/or secondary individuals) who may be residing there. The number of family households are equal to the number of families.” In West Sacramento, 31 percent of older adults aged 65+ live with family, such as a spouse, children, or other relatives. 25.5 percent of older adults live alone. 1.4 percent of West Sacramento’s older residents live in group quarters such as nursing facilities. Older adults in assisted-living units are counted as being in households.

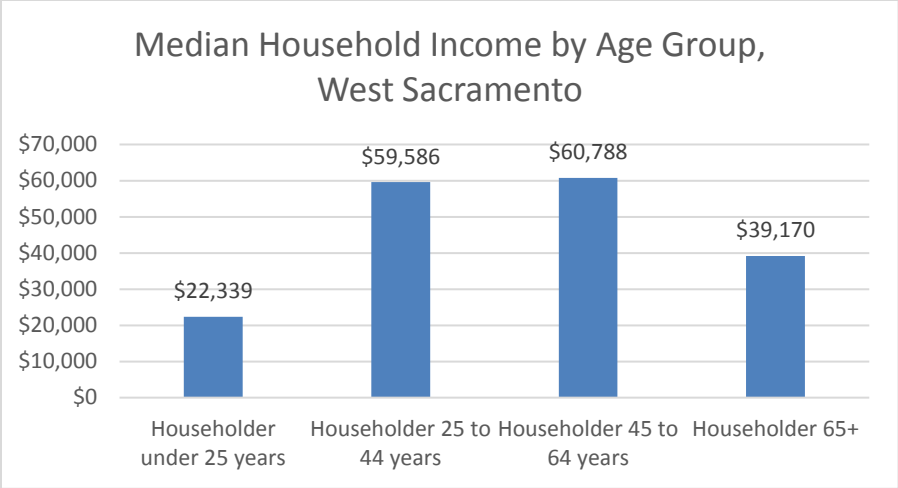




Source: Census 2015 5-year ACS

Income

Median household income for West Sacramento residents aged 65 and over was $39,170, according to the 2015 five-year estimates from the ACS. This represents a difference of about $21,000, or 64 percent from the median income of householders aged 45 to 64 in the same time period.



Source: Census 2015 5-year ACS

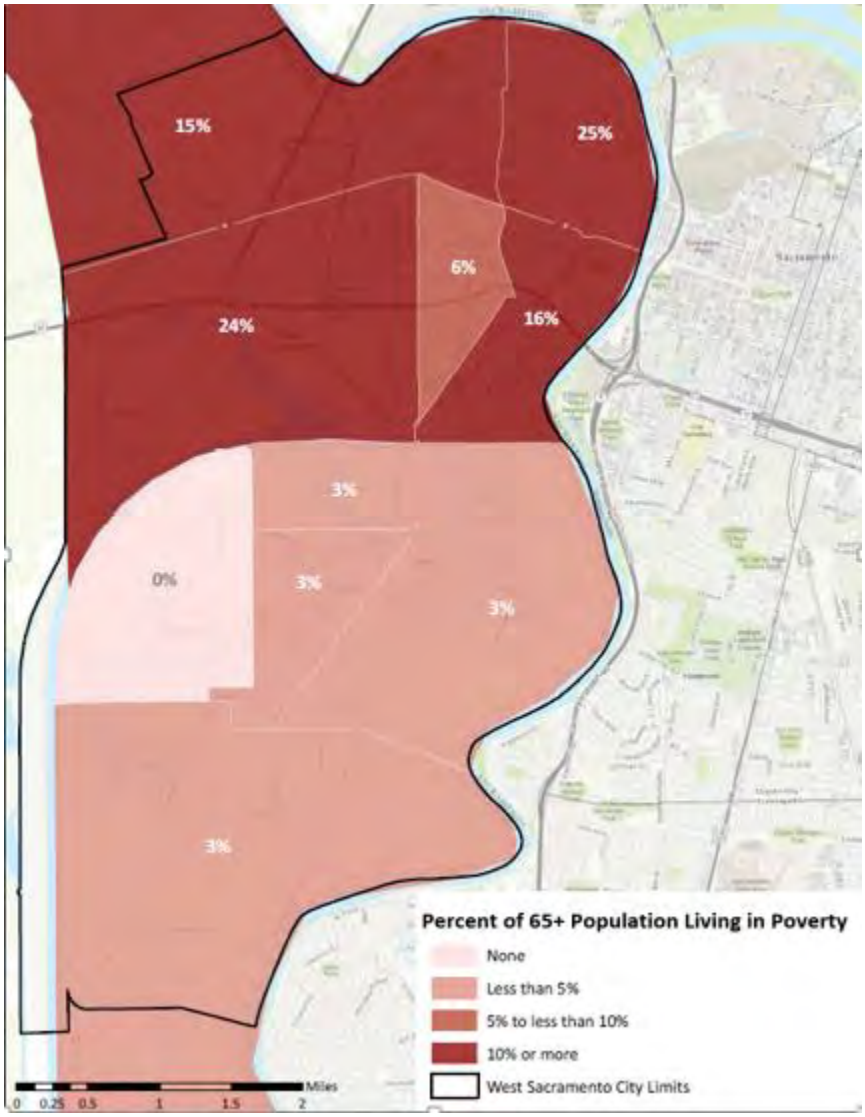
Approximately 4.5 percent of older adults in West Sacramento, or about 154 households headed by those age 65 and over have incomes of less than $10,000 per year while more than a third of all older adult householders in the city have incomes less than $25,000 per year.

Among West Sacramento households with people 65 years old and over, 47 percent have earned income at an average of $49,409 per household. Over 42 percent of West Sacramento households over age 60 have retirement income, while 68.8 percent receive Social Security payments. Only 6.6 percent of West Sacramento older adults receive SNAP benefits, compared to 12.6 percent of the overall population in the city.

Poverty

Although income from Social Security helps keep many older persons out of poverty, in West Sacramento, 13.4 percent of residents over age 60 live in poverty. This is compared to 17.7 percent for all ages. An additional 17.7 percent are living near poverty, between 100 and 150 percent of the federal poverty threshold.

Among West Sacramento Census Tracts, poverty rates range from 0 percent to 25 percent. As shown below, there is a visible relationship between poverty and location in West Sacramento, with persons living in poverty concentrated heavily in the northern portion of the city.



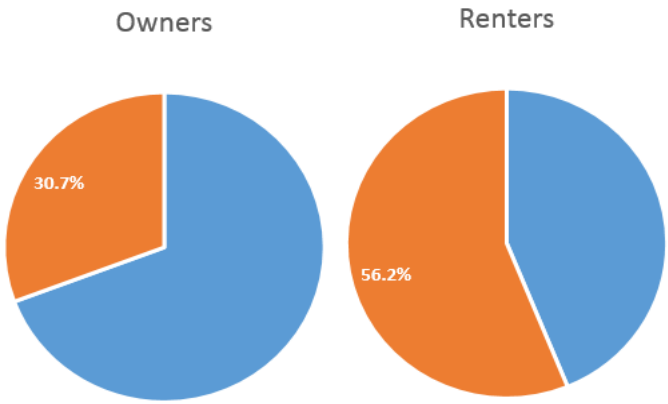
Source: Census 2015 5-year ACS

Housing and Community

Of the 5,767 non-institutional senior households in West Sacramento, 72.7 percent lived in housing units that they owned themselves and 27.3 percent rented.

The generally accepted threshold for housing affordability is spending less than 30 percent of household income on housing and related expenses. Older adult renters in West Sacramento struggle more than senior homeowners with unaffordable housing. Over 56 percent of renters and almost 31 percent of owners live in unaffordable housing. The median rent for a senior in West Sacramento is $750 per month. To afford

this rent, a household needs to have an annual income of at least $30,000, or $12,400 more than the average annual Social Security benefit.



Source: Census 2015 5-year ACS

As older adults age, some reside in institutional facilities, such as nursing homes. Others age in place, some with the assistance of family, and/or home and community-based services. According to the 2015 ACS, approximately 82 West Sacramento residents aged 65+ lived in nursing facilities, a small decrease from the 112 shown in the 2000 Census.

Organization of This Plan

An overview of key findings and recommendations is provided in the Executive Summary. Implementation actions in the Plan are described in narrative form in the following section. Each narrative is followed by an implementation section, which provides more detail on each project, including sub-tasks, interim milestones, and the responsible departments for each item.

Each of the recommendations in the Plan relates to community input that was received from one or more of the input mechanisms described in this Introduction. To help connect each implementation item to the feedback from which it originated, each item lists the relevant survey instrument, along with the rank that item achieved within that instrument. For example, a rank of "1" indicates that an item was selected most frequently within that survey, a "2" was the second place item, and so on. Each survey instrument was different, so the ranking figures are not comparable across surveys, but are provided to show the relative priority of items among respondents to the same survey instrument.

The exhibits to the plan provide summaries of the community outreach results upon which the plan was based. The AARP survey includes many observations that could not be elaborated in detail in this report, but which provide interesting and valuable insights on their own. Summaries of the results from the City's outreach efforts are provided to allow the reader the opportunity to view the distribution of answers, or, in the case of the open-ended questions, to read the narrative responses from the community.

Accountability

Throughout the process of developing this plan, community members, Committee members, and others have reiterated the importance of the Age-Friendly Action Plan not gathering dust on a shelf, but becoming a genuine blueprint for action. To this end, the plan document has been designed to facilitate accountability. The implementation section includes specific tasks, completion dates, and responsible parties. In addition, the plan includes an accountability checklist (Exhibit G) that organizes all projects by interim due dates to allow (and encourage) community members to track the City's progress in implementing its Age-Friendly action items.

1. Adopt the Bike, Pedestrian and Trails Master Plan, Including "Safe Routes for Seniors" Chapter





Background

This item is intended to address a variety of mobility-related issues that were flagged by participants in the City's outreach efforts. This project will also help address other issues (such as the need for more medical clinics) that are mostly outside of the City's control, but which can be partially addressed through connectivity improvements that allow residents to more easily access existing facilities.

Project Summary

The City will develop a Bike, Pedestrian and Trails Master Plan, and add an appendix describing routes that are especially important to seniors. This information will then inform future City funding decisions regarding bike, pedestrian and trail improvements City-wide.

Related Items from Public Outreach

Item	Instrument	Rank
Transportation to/from Volunteer Activities	AARP Survey (gaps)	1
	MMM Manor Town Hall	2
Well-Lit, Safe Streets and Intersections	AARP Survey (features)	1
	MMM Town Hall	1
	Online Survey	1
Well-maintained Streets	MoW Survey	5
Streets/Sidewalks	Phone Survey	1
Parks/Trails	Phone Survey	3

Current State

While steady improvements have been made to the City's transportation infrastructure since incorporation, the City has experienced an unacceptable level of serious pedestrian accidents in recent years, and bike riders have noted multiple areas where striping and other bike facilities are less than conducive to comfortable bike travel.



Desired State

The Bike, Pedestrian and Trails Master Plan will lay out a program of improvements designed to make West Sacramento a regional leader in terms of both the quantity and quality of the amenities that facilitate walking and bicycling in West Sacramento. As a result of the City's Age Friendly work, the Master Plan will make recommendations for specific improvements needed to materially improve the safety of bicycle and pedestrian travel for older residents in key areas.

Impact of this Strategy

Implementation of the Bike, Pedestrian and Trails Master Plan will improve older residents' ability to move around the community through means other than the automobile, which will support physical health, social engagement and overall quality of life for older West Sacramento residents.

1. Adopt a Bike, Pedestrian and Trails Master Plan

Goal:	Adopt a master plan that includes bicycle, pedestrian and trail improvements benefiting older residents
City Category:	Connectivity
AARP/WHO Domains:	Transportation, Outdoor Spaces and Buildings, Civic Participation and Employment
Lead Department:	Public Works
Collaborating Entities:	City Manager's Office
Key Metric(s):	Timely plan adoption and implementation of improvements benefiting older residents

#	Activity	Lead	Target Completion	Resources	Metrics
1	Conduct Level of Traffic Stress Analysis	PW	July 2017	Consultant	Complete (Y/N)
2	Prepare Draft Plan	PW	August 2017	Consultant, City Depts.	Complete (Y/N)
3	Adopt Updated Plan	Council	October 2017		Adopted (Y/N)
4	Develop Age Friendly Appendix	CMO	November 2017	City Depts.	Complete (Y/N)
5	Develop Safe Routes to School Appendix	PW	November 2017	City Depts., non-profits	Complete (Y/N)



Continuous Improvement Opportunities:

- Use Update BPTMP to compete for and secure funding for implementation.
- Make an interactive BPTMP map available online for community members to learn more about existing and planned projects.

2. Adopt a Mobility Action Plan

Background



Being able to get from one place to another is central to an individual's ability to participate in society. In some amenity-rich urban areas, residents can find most of the goods and services they need within walking distance of their homes, which greatly facilitates aging in place. West Sacramento is working to build more and more walkable neighborhoods, but most West Sacramento residents still rely on their automobiles or on public transportation to get around.

Project Summary

The need to drive or take a bus can severely curtail the ability of West Sacramento's older residents to participate in civic life. The purpose of this project is to create a prioritized set of actions the City can take to make it easier for West Sacramento residents to move around the community. This will help older residents avoid social isolation, enable more economic activity, and improve West Sacramento residents' ability to age in place without sacrificing their quality of life.

Related Public Outreach Results

Item	Instrument	Rank
Reliable Public Transportation	MMM Town Hall	2
Public Transportation	Phone Survey	2
Safe Public Transportation Stops and Areas	Online Survey	4

Current State



Currently, the City pays approximately $1.9M per year in Transit Development Act (TDA) funds to the Yolo County Transportation District (YCTD) for access to 8 bus routes operating in the City. Some of these routes, such as the Route 42A/42B that runs through West Sacramento and provides regional airport service is quite well-used, while others, such as Route 340A, which provided shuttle service between the CalSTRS and Ziggurat building and the Amtrak Station in Sacramento, have experienced very low ridership, which has led to route changes.

During the outreach process for the Age-Friendly Action Plan, many seniors stated that public transportation was not usable for them, citing a variety of factors, including cost; infrequent service; inability to walk to the bus stop; and the lack of proximity of bus stops to desired destinations.

The City also has several smaller, transit-like services that aid some residents. The Parks Department funds a shuttle that provides twice-weekly door-to-door service that enables participating seniors to go shopping without having to walk or drive. The City also pays for a shuttle to bring seniors to certain events, such as the Senior Resource Faire. However, the demand for these services greatly exceeds the Parks Department's current funding.

Desired State

The City should be a place where residents can not only find a home that meets their needs at every stage of life, but where there are multiple mobility options to allow them to live independently and remain active participants in community life long after they are no longer driving an automobile.

Impact of This Strategy

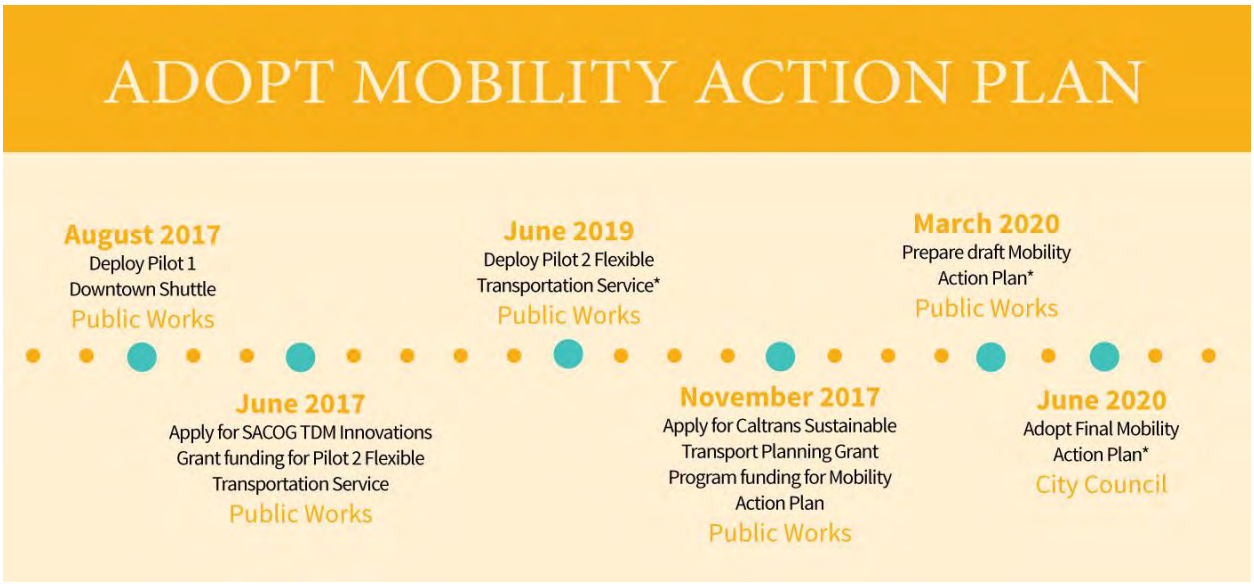
Implementation of the Mobility Action Plan should result in measurable increases in transit ridership among older residents, and improved customer satisfaction with those services.

2. Adopt Mobility Action Plan

Goal:	Adopt a master plan that includes innovative transit options that benefit older residents
City Category:	Connectivity
AARP/WHO Domains:	Transportation, Civic Participation and Employment
Lead Department:	Public Works
Collaborating Entities:	City Manager's Office
Key Metric(s):	Timely plan adoption and implementation of programs and services benefiting older residents

#	Activity	Lead	Target Completion	Resources	Metrics
1	Apply for SACOG TDM Innovations Grant funding for Pilot 2 Flexible Transportation Service	PW	June 2017	YCTD, City Depts.	Complete (Y/N)
2	Deploy Pilot 1 Downtown Shuttle	PW	August 2017	YCTD, City Depts.	Complete (Y/N)
3	Apply for Caltrans Sustainable Transportation Planning Grant Program funding for Mobility Action Plan	PW	November 2017	TBD	Complete Y/N
4	Deploy Pilot 2 Flexible Transportation Service*	PW	June 2019	TBD	Complete (Y/N)
5	Prepare draft Mobility Action Plan*	PW	March 2020	TBD	Complete (Y/N)
6	Adopt Final Mobility Action Plan*	Council	June 2020	TBD	Adopted (Y/N)

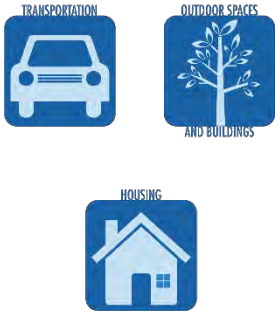
*Completion of activities are contingent on the receipt of grant funding.



Continuous Improvement Opportunities:

- Develop an interactive online map that comprehensively shows the location of mobility options throughout the City.
- Utilize data gathered from Pilot 1 and Pilot 2 to improve the transit network based on customer and citizen feedback.
- If successful, increase level of service of the Pilot 1 Downtown Shuttle to accommodate increased demand.
- If successful, identify resources to continue and/or expand operations of the Pilot 2 Flexible Transportation Service.
- Leverage the MAP to identify and compete for funding to implement strategic mobility projects.

3. Complete the ADA Transition Plan



Background

Enacted in 1990, the Americans with Disabilities Act (ADA) is a federal law that requires (among other things) that public infrastructure such as sidewalks, buildings, and traffic signals be constructed and operated in an manner that makes those facilities accessible to persons with disabilities. While the bill rightfully sets high expectations for compliance, retrofitting a city's worth of pre-ADA, non-compliant infrastructure all at once is more than most cities (including West Sacramento) can reasonably afford to undertake.

West Sacramento is developing an updated ADA Transition Plan so the City can identify and prioritize the most important ADA compliance projects to undertake with its limited resources. As part of the development of this plan, the City will work directly with older residents in order to identify the ADA-related barriers they may be experiencing while using City facilities. By using this input to identify and prioritize future ADA improvement projects, the City can help remove barriers that may currently be hindering older West Sacramento residents from safely aging in place.



Project Summary

For this project the City will complete its ADA Transition Plan and begin implementing accessibility projects, including projects prioritized based on their relevance to older community members.

Related Public Outreach Results

Item	Instrument	Rank
Well-Lit, Safe Streets and Intersections	AARP Survey	1
	MMM Town Hall	2
	Online Survey	1
Sidewalks that Are in Good Condition and Accessible	MMM Town Hall	3
	MoW Survey	6
	Online Survey	2

Current State
The City has made substantial investments to make City buildings and infrastructure accessible to the disabled. However, with much of the City's infrastructure having been developed before the ADA was enacted, there are still many improvements that need to be made. The City is committed to an orderly, fact-based process to identify and prioritize those improvements.

Desired State
Ideally, residents of any age and all levels of physical ability should be able to fully utilize and enjoy every City facility, without having their access impaired by a lack of appropriate accommodations. Reducing these barriers will help the disabled, older residents, children, and any resident to participate fully in the City's civic life, enriching West Sacramento for all.

Impact of this Strategy
The ADA Transition Plan will result in the implementation of accessibility improvements that will make the community more walkable for all West Sacramento residents.

3. Complete ADA Transition Plan

Goal:	Conduct new Self Evaluation and Update ADA Transition Plan; specific attention to improvements that benefit older residents
City Category:	Connectivity
AARP/WHO Domains:	Transportation, Outdoor Spaces and Buildings, Housing
Lead Department:	Public Works
Collaborating Entities:	City Manager's Office, Community Development and Administrative Services Departments
Key Metric(s):	Timely Self Evaluation, update and adoption of ADA Transition Plan; implementation of improvements paying specific attention to those benefiting older residents

#	Activity	Lead	Target Completion	Resources	Metrics
1	Kick-Off Meeting	Public Works	March, 2017	--	Complete Y/N
2	Staff Training	Consultant	April, 2017	--	Complete Y/N
3	Data Collection	Public Works	August, 2017	--	Complete Y/N
4	Draft Self Evaluation Report	Consultant	August, 2017	--	Complete Y/N
5	Draft Transition Plan	Consultant	September 2017	--	Complete Y/N
6	Public Comment Period	Public Works/CMO	October 2017	--	Complete Y/N
7	Presentation to City Council	Public Works	November 2017	--	Complete Y/N
8	Transition Plan Bi-Annual Projects	Public Works/Finance	June 2018 for FY 2018/19	--	Complete Y/N



Continuous Improvement Opportunities:

- Target older residents as part of public outreach for draft transition plan
- Use input from seniors to inform prioritization of implementation projects

4. Create Printed Quarterly Newsletter for Older Residents



Background

One of the fundamental elements of good governance is keeping residents informed of what is going on in the community so that they are empowered to involve themselves in civic life. Historically, one of the City's primary means of communication with its residents was a newsletter called City Lights, which was mailed to thousands of residential addresses on a quarterly basis. Due to budget constraints and the advent of the Internet, City Lights was discontinued in 2015 and replaced with an online blog, City iLights.

While a money-saver and a natural technological evolution, the switch to a digital newsletter format left many older residents without a reliable means of knowing what was going on in their city. In the AARP survey, 88 percent of respondents indicated that clearly-displayed information with large lettering is an important community need, but only 18 percent felt this is already present in the community, resulting in a gap of 70 percent.



Project Summary

This project will help re-engage the city's older residents by creating a new printed newsletter highlighting issues of particular interest to seniors.

Related Public Outreach Results

Item	Instrument	Rank
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5
Community Information Displayed with Large Lettering	MMM Town Hall	11
Communications	Online Survey	9

Current State

The City's digital communications are expanding their scope rapidly, with the reach of City content reaching all-time highs. However, feedback from the Age-Friendly outreach process has made it clear that many of West Sacramento's older residents have been left behind by the City's abrupt switch to an outreach program that relies heavily on residents' use of online and smart phone technologies.

Desired State

The City should provide a communications program that allows every resident of the City an opportunity stay informed and participate in civic life by accessing information sources that are affordable, accessible, and comfortable for them.

Impact of this Strategy

The re-institution of a quarterly newsletter should allow West Sacramento's older residents to feel more engaged and informed about happenings in the City, reducing the potential for social isolation. This can be measured through older residents' participation in City events and activities, and through surveys assessing older residents' satisfaction with the communication they receive from the City.

4. Create Printed Quarterly Newsletter for Older Residents

Goal:	Produce quarterly newsletter and mail to older West Sacramento residents to keep them informed
City Category:	Connectivity
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information
Lead Department:	City Manager's Office – Community Relations (CR) Division
Collaborating Entities:	All Departments
Key Metric(s):	# of newsletters delivered, % of older residents indicating that they feel well-informed

#	Activity	Lead	Target Completion	Resources	Metrics
1	Prepare Document Format	CR Division	Aug 2017	--	Complete Y/N
2	Assemble Mailing List	CR Division	Aug 2017	--	Complete Y/N
3	Prepare Draft Document	CR Division	Sept 2017	City depts., non-profits	Complete Y/N
4	Mail First Edition at Start of Q4 2017	CR Division	Sept 2017	--	• # of copies delivered • Mailing date • Reader response
5	Mail Additional Quarterly Editions at Start of Quarter	CR Division	Ongoing	--	See (4) above



Continuous Improvement Opportunities:

- Use community input to right-size distribution of the newsletter to persons who need or prefer mail communications from City.
- Use reader feedback to improve relevance of newsletter content
- Make all quarterly newsletter content available online to promote broadest possible distribution of information.
- Control distribution cost by encouraging residents with internet-enabled devices to receive information online.

5. Maintain and Expand Age-Friendly Web Content



Background

While it is important for the City to continue reaching out in print to those older residents who are not able to access a computer or smart phone, there are many West Sacramento seniors who are able to utilize these technologies. These residents should have access to online content that will keep them informed and help them stay engaged with the community as they age.

Project Summary

The City will develop and maintain content on its web site that is designed to be relevant specifically to older residents.

Related Public Outreach Results

Item	Instrument	Rank
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5
Community Information Displayed with Large Lettering	MMM Town Hall	11
Communications	Online Survey	9



Current State

The City currently mails an “Active Aging Newsletter” to residents who have signed up to participate in City Active Aging programs. Also, many older residents are included on the City’s distribution lists for City iLights, and/or subscribe to one or more of the City’s social media feeds. However, currently there is no online platform that focuses on content of specific interest to older residents.

Desired State

The City should have an online resource that would provide older residents (and family and caregivers for older residents) access to information of particular interest to seniors. This content would include, but not be limited to: information about the City's active aging programs; contact information for County and other resources relevant to aging; news about upcoming City meetings and events; and public safety information. This online resource would complement the City's printed newsletter for older residents, providing everyone with access to the same useful information regardless of technological ability.

Impact of this Strategy

Many older residents use the Internet, and should have ready access to relevant content. This strategy should result in older residents who feel well-informed about community activities and are able to participate in community life. The City's web site and social media feeds are also an important vehicle for identifying residents of any age who are interested in volunteering to assist in the City's age-friendly work.

5. Maintain and Expand the City's Age-Friendly Web Page

Goal:	Maintain and Expand Age-Friendly Web Page
City Category:	Connectivity
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information
Lead Department:	City Manager's Office – Community Relations Division
Collaborating Entities:	All Departments
Key Metric(s):	# of page views, % of seniors who indicate that they feel well-informed about City news

#	Activity	Lead	Target Completion	Resources	Metrics
1	Develop New Content	CR Division	Feb 2018	AARP, Yolo County	Complete Y/N
2	Go Live with Expanded Age-Friendly Content	CR Division	March 2018	--	• Timely launch • Reader response • Regular updates
3	Curate Content to Keep Age-Friendly Web Site Current	CR Division	Ongoing	--	Complete Y/N



Continuous Improvement Opportunities:

- Leverage City computer classes to expand potential reach of the Age-Friendly web site (See Implementation Project # 7)
- Expand older residents' use of social media to facilitate multi-platform communications
- Incorporate user feedback to enhance relevance and readability of new web site
- Partner with AARP, other non-profits, Yolo County, etc. to provide a breadth of relevant information for older residents

6. Broadband Expansion Pilot Project



Background

The Internet offers vast potential to help older residents combat isolation, inform themselves on local activities, and participate in the global economy. However, there are many barriers to entry for older residents seeking to avail themselves of these opportunities, including technical skills, lack of equipment, and/or good Internet connectivity. These barriers may be concentrated in specific areas of the city. For example, the City's online survey was advertised broadly, but responses came disproportionately from the 95695 ZIP code, suggesting that Bryte/Broderick residents may be experiencing a barrier to full use of the Internet.

Project Summary

This project will involve an effort to pilot new approaches for expanding broadband access in a defined area with a diverse population of beneficiaries, including older residents.

Related Public Outreach Results

Item	Instrument	Rank
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5
Community Information Displayed with Large Lettering	MMM Town Hall	11
Communications	Online Survey	9

Current State

At present, most West Sacramento households have an Internet connection, which generally means that there are two service providers providing a minimum service level of 6 Mbps download and 1 Mbps upload speeds. However, increasingly these speeds are inadequate, the cost is too high, and many residents lack the equipment and/or skills needed to take advantage of digital services. Residents who are unable to access these services are prevented from fully benefiting from Internet technology and accessing the digital economy. For older residents, this "digital divide" can lead to social isolation and a withdrawal from civic life.



Desired State

While the City should continue reaching out to its residents through all available means, including print media, it should also strive to constantly expand the number of residents who are able to comfortably access the full power of the Internet to enhance their lives.

Impact of this Project

The Internet is a tool that can help older residents stay in touch with relatives, keep abreast of local activities, and participate in the global economy. Broadband access is the foundation upon which the City and its partners can layer computer training and other activities in order to get more of West Sacramento's older residents online. This project will help the City identify West Sacramento neighborhoods where residents may be experiencing poor Internet connectivity and pilot strategies for improving service to those areas.

6. Broadband Expansion Pilot Projects

Goal:	Increase broadband access and adoption for seniors and others in under-served areas of the City
City Category:	Connectivity
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information
Lead Department:	CDD, PW, P&R, ED, Yolo Co. EDH
Collaborating Entities:	City Manager's Office
Key Metric(s):	Identify infrastructure gaps and economic barriers to broadband access, and obstacles to adopting broadband (training) in older north area neighborhoods.

#	Activity	Lead	Target Completion	Resources	Metrics
1	Conduct North Area Survey	CDD	Aug 2017	BBCAN	Complete Y/N
2	Provide information on ATT Access Program	CDD	Aug 2017	--	# of flyers
3	Engage providers on north area infrastructure gaps	CDD	Ongoing	--	Complete Y/N
4	Identify economic challenges to broadband adoption	CDD	Aug 2017	--	Complete Y/N
5	Adopt Broadband Action Plan	CDD	Oct 2017	--	Complete Y/N
6	Develop program(s) to help reduce economic challenges	CMO/EDH	Dec 2019	--	Complete Y/N
7	Implement Wi-Fi Mesh Pilot	CMO	Dec 2019	--	Complete Y/N



Continuous Improvement Opportunities:

- Develop and propose next-step implementation activities based on learnings from pilots. From past experience (Lodi) initial access and adoption programs create leaders that spread the value of broadband services (e.g. social contact with friends and family, health care, general social engagement).

7. Offer Computer Classes for Older Adults

Background



In addition to accessing the necessary technology itself, one of the primary barriers to older persons taking full advantage of the Internet is a lack of basic computer skills. While nobody should feel pressured or shamed into the use of Internet-based tools, many older residents would love to avail themselves of these technologies, but lack the skills to do so effectively.

Project Summary

The City will partner with the Arthur F. Turner Library to market and execute computer classes to teach older residents the skills they need to operate computers.

Related Public Outreach Results

Item	Instrument	Rank
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5
Community Information Displayed with Large Lettering	MMM Town Hall	11
Communications	Online Survey	9



Current State

The Arthur F. Turner Library has offered computer classes in the past, which have been lightly- attended. Staff speculates that the low attendance does not reflect a lack of interest, but is rather a result of the inherent difficulty of notifying older residents of the classes, the “chicken/egg” problem of seniors needing to own a technology they may not yet know how to use, as well as transportation and mobility challenges inherent to an older population.

Desired State

Every resident of West Sacramento who is interested should have the ability to comfortably and affordably learn the skills necessary to perform basic online tasks such as conduct Internet research, use e-mail, and access social media tools.

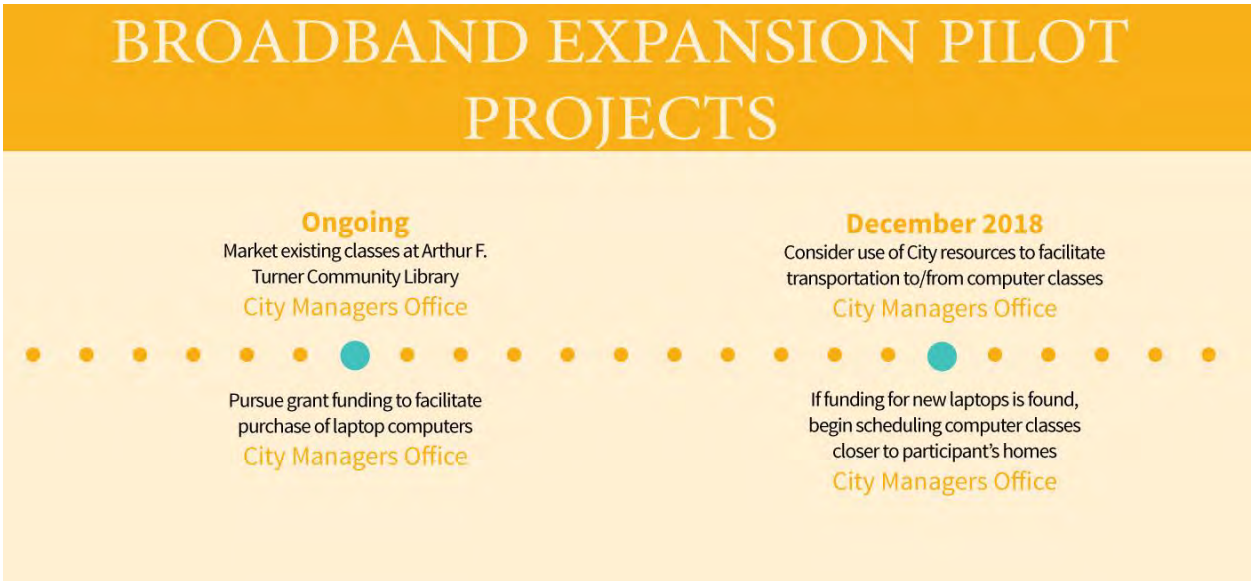
Impact of this Strategy

Simply through a lack of understanding of technology, many of West Sacramento’s older residents are held back from the information and personal connections available through the Internet. By teaching older residents how to use their Internet-enabled devices, the City can help keep these residents active, involved, and able to participate in the global economy.

7. Offer Computer Classes for Older Residents

Goal:	Increase the number of older West Sacramento residents who are able to use computers
City Category:	Connectivity
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion
Lead Department:	City Manager's Office
Collaborating Entities:	Arthur F. Turner Community Library, Parks Department
Key Metric(s):	# of class attendees; feedback from attendees about their computer competence

#	Activity	Lead	Target Completion	Resources	Metrics
1	Market existing classes at Arthur F. Turner Community Library	CMO	Ongoing	Arthur F. Turner Library	# of attendees at computer classes; feedback from attendees
2	Pursue grant funding to facilitate purchase of laptop computers	CMO	Ongoing	Arthur F. Turner Library	# of grant applications submitted
3	Consider use of City resources to facilitate transportation to/from computer classes	CMO	December 2018	Arthur F. Turner Library	# of attendees at computer classes; feedback from attendees
4	If funding for new laptops is found, begin scheduling computer classes closer to participant's homes	CMO	December 2018	Arthur F. Turner Library	# of attendees at "off-site" computer classes; feedback from attendees



Continuous Improvement Opportunities:

- If warranted by demand, increase number of classes offered
- Expand program to include senior volunteers who might provide 1x1 training at participants' homes
- Expand program to include volunteer computer support for older residents with questions about their computers (potentially youth or other seniors)

8. Expand WSPD "VIP" Program



Background

Since 1996, the West Sacramento Police Department (WSPD) has operated a program called Volunteers in Policing, or VIP. The VIP program is designed to allow community members to assist the Police with non-hazardous community service work such as neighborhood watch, staffing events, assisting with traffic control or similar duties. To date, hundreds of West Sacramento residents have participated in the VIP program, which provides a valuable service to the community while helping forge bonds between the Police and West Sacramento residents.



Project Summary

For this project, the West Sacramento Police Department will expand its VIP Program both in terms of numbers of volunteers, as well as the scope of duties for those volunteers, allowing some to serve as anti-fraud awareness instructors and potentially other new roles.

Related Public Outreach Results

Item	Instrument	Rank
Volunteer Training Opportunities	AARP Survey	2
Public Safety/Security	Online Survey	2
	Phone Survey	5

Current State

The Police Department currently has 17 residents participating in the VIP program. Volunteers are utilized primarily in hands-on tasks including event management.

Desired State

WSPD would like to expand the VIP program to include more volunteers, and expand the utilization of VIPs to include both the existing hands-on duties, along with "ambassador" –type roles, conducting outreach to deliver community training (e.g. anti-fraud awareness) and assure that WSPD is meeting the needs of the community's older residents.

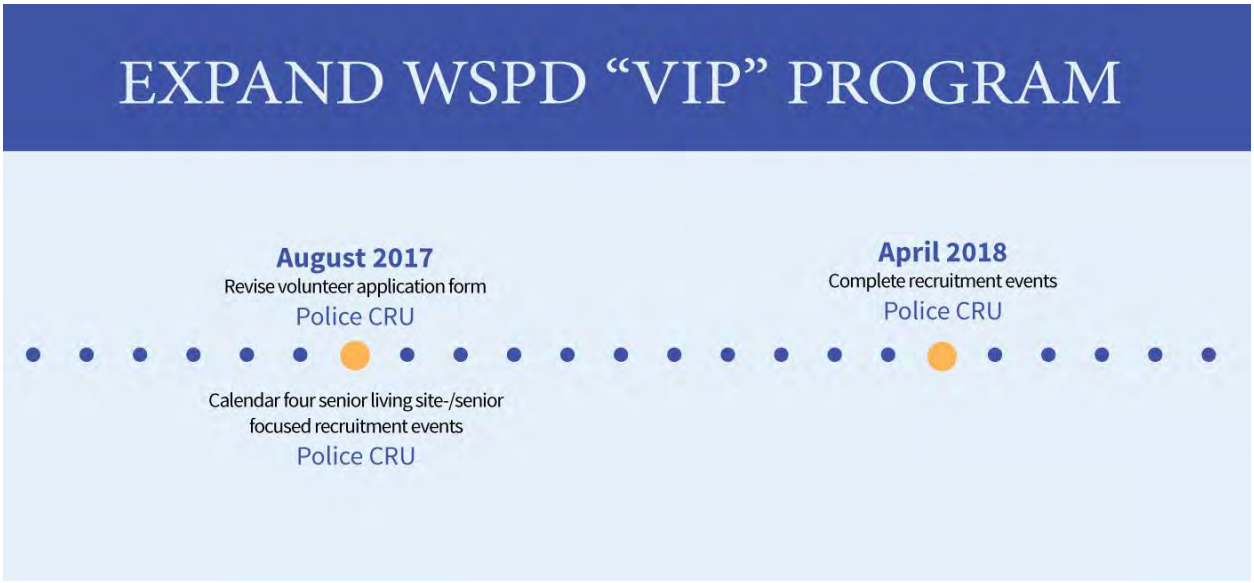
Impact of this Project

Increasing the number of VIPs along with their breadth of activities will have multiple benefits. VIP participants stay engaged in the community, develop valuable relationships with Police Department staff, and help improve the security of other City residents. With its history of success, the VIP program can also serve as a model for other volunteering efforts that other City departments may establish in the future.

8. Expand WSPD "VIP" Program

Goal:	Increase the number of VIP positions to allow more older residents to assist WSPD
City Category:	Public Safety
AARP/WHO Domains:	Housing, Social Participation, Respect and Social Inclusion, Civic Participation and Employment
Lead Department:	Police
Collaborating Entities:	City Manager's Office
Key Metric(s):	# of seniors serving as VIPs, # of programs in place, # of safety checks and other activities conducted

#	Activity	Lead	Target Completion	Resources	Metrics
1	Revise volunteer application form	Police CRU	Aug 2017	--	Complete (Y/N)
2	Calendar four senior living site-/senior focused recruitment events	Police CRU	Aug 2017	--	Complete (Y/N)
3	Complete recruitment events	Police CRU	April 2018	Backgrounds, onboard training (HR & Police CRU)	# of copies delivered # applications received # of senior volunteers added



Continuous Improvement Opportunities:

- Use feedback from within the senior living communities to improve the recruitment process
- Use feedback from participants to improve police/city delivery of services to community (including safe mobility and fraud prevention)

9. Expand WSPD "Coffee with a Cop" Program to Include Senior Residences





Background

In 2015, the West Sacramento Police Department (WSPD) initiated a program called "Coffee with a Cop" to facilitate informal contacts with the public and help foster positive relationships between police officers and the public they serve. As the name would imply, the program is very simple, consisting of WSPD advertising a time when a group of officers will be at a local restaurant available to chat with the public.

To date WSPD has held 13 Coffee with a Cop events, which have received strong praise from participants. Response to Coffee with a Cop has been strong, with attendance averaging 25-40 per event. However, attendance from older West Sacramento residents has not been as strong.



As part of its contribution to the Age-Friendly Action Plan, WSPD will now hold at least three Coffee with a Cop events per year in locations that are easily accessible to older residents in order to better serve this important and potentially vulnerable population.

Project Summary

The West Sacramento Police Department will expand its popular "Coffee with a Cop" program to new venues that are more accessible to older residents, including but not limited to senior residence facilities.

Related Public Outreach Results

Item	Instrument	Rank
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5
Public Safety/Security	Online Survey	2
	Phone Survey	5
Communications	Online Survey	9

Current State

Coffee with a Cop is held in local restaurants, which can make it difficult for some older residents to participate.

Desired State

WSPD will expand Coffee with a Cop to make the program more accessible to seniors by holding events in senior residences and/or the Community Center, and will also expand the agenda for those meetings to include specially-tailored information, including anti-fraud awareness.

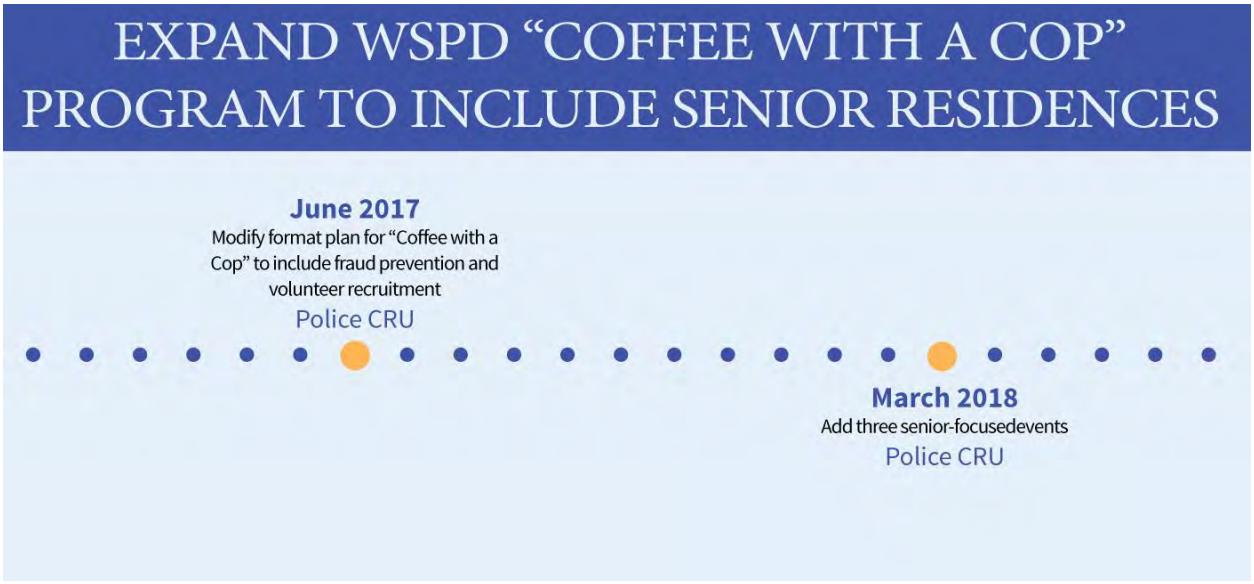
Impact of this Project

This project will improve the security of older residents by facilitating better communication between them and the West Sacramento Police Department, while allowing the Police Department an opportunity to better understand the needs of the City's older residents.

9. Expand WSPD "Coffee with a Cop" to Include Senior Residences

Goal:	Conduct "Coffee with a Cop" events in more locations that are readily accessible to older residents
City Category:	Public Safety
AARP/WHO Domains:	Housing, Social Participation, Respect and Social Inclusion
Lead Department:	Police
Collaborating Entities:	City Manager's Office
Key Metric(s):	# of events held in areas accessible to older residents; # of older attendees at Coffee w/ a Cop events

#	Activity	Lead	Target Completion	Resources	Metrics
1	Modify format plan for "Coffee with a Cop" to include fraud prevention and volunteer recruitment	Police CRU	June 2017	Police CRU & District Attorney Fraud Unit	Complete (Y/N)
2	Add three senior-focused events	Police CRU	March 2018	Police CRU & District Attorney Fraud Unit	# of attendees # of recruitment fliers delivered



Continuous Improvement Opportunities:

- Improve program based on feedback from senior community about current fraud scams
- Improve program based on feedback from within the senior living communities regarding the recruitment process
- Use feedback for police/city delivery of services to community (including safe mobility and fraud prevention)
- Use contacts made through this program to identify other potential volunteer roles within the department/city

10. Work to Enhance Supportive Housing Opportunities for the Homeless





Background

Like many communities across the country, West Sacramento is working to deal with the complex issues surrounding homelessness. This issue affects older residents in multiple ways. First, when older persons become homeless themselves, they can become among the most vulnerable members of this already-imperiled population. Also, visible signs of homelessness and/or panhandling can make older community members less comfortable coming downtown, visiting the riverfront, or using the City's parks and trails.

Project Summary

This project is focused on continuing the City's current efforts to address the effects of homelessness, and expanding those efforts to include planning and predevelopment activities designed to lead to the construction of at least 20 units of affordable housing designed to serve families and individuals either experiencing homelessness or at risk of becoming homeless.

Related Public Outreach Results

Item	Instrument	Rank
Housing	Online Survey	3
	Phone Survey	9
Public Safety/Security	Online Survey	2
	Phone Survey	5



Current State

The City expends considerable effort addressing the social problems associated with homelessness. There is a full-time staff position devoted to providing outreach, referrals and case management for persons experiencing homelessness. Each year, WSPD officers spend many hours of their patrol time addressing service calls related to homeless persons. The City

had a major success with its Bridge to Housing project, which found permanent homes for an overwhelming majority of participants. However, while successful, that pilot was costly and is not a sustainable model for addressing homelessness long-term.

Desired State

The ultimate goal of the City's homeless programs is for every single West Sacramento resident to have a safe, comfortable home. While this goal is a moving target, the City can make progress towards this goal by developing additional affordable and supportive housing units while working to address the underlying causes of homelessness.

Impact of this Project

By continuing its work to better address homelessness in the community, the City can help protect the elderly homeless (some of City's most vulnerable residents), while improving walkability in key areas, including the riverfront and West Capitol Avenue/downtown.

10. Work to Enhance Supportive Housing Services for the Homeless

Goal:	Reduce the incidence of social problems related to homelessness by improving availability of supported housing opportunities
City Category:	Public Safety
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing, Community Support and Health Services
Lead Department:	Economic Development and Housing
Collaborating Entities:	City Manager's Office
Key Metric(s):	# of supported housing units available to homeless

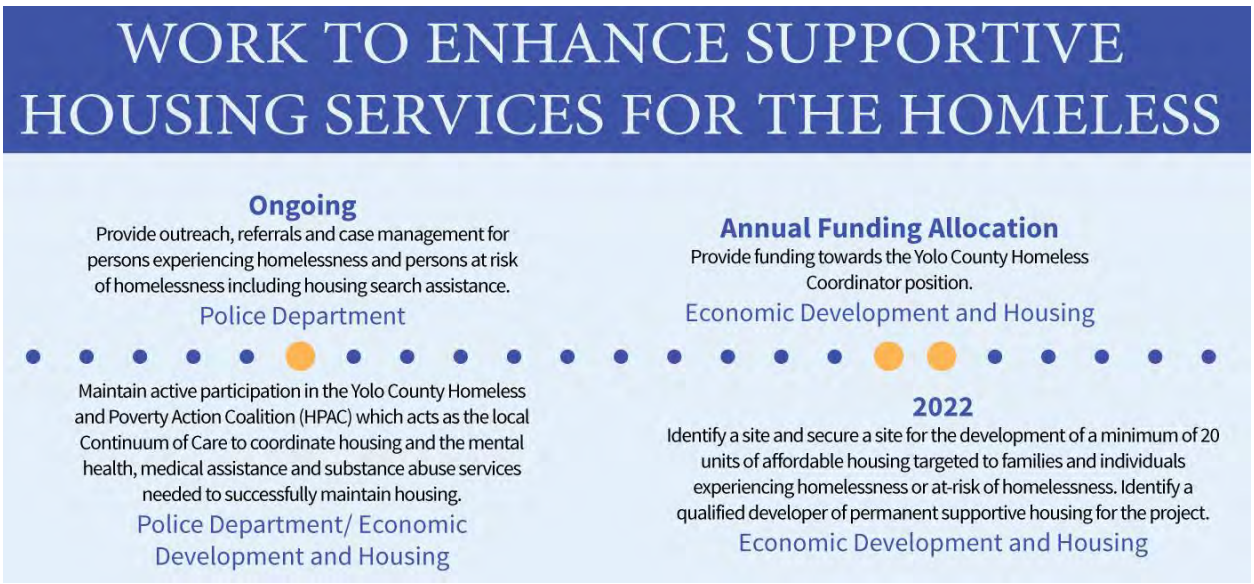
#	Activity	Lead	Target Completion	Resources	Metrics
1	Provide outreach, referrals and case management for persons experiencing homelessness and persons at risk of homelessness including housing search assistance.	PD	Ongoing	Currently using State CDBG through Oct 17. Future funding to be determined.	Track the number of homeless persons receiving permanent housing
2	Maintain active participation in the Yolo County Homeless and Poverty Action Coalition (HPAC) which acts as the local Continuum of Care to coordinate housing and the mental health, medical assistance and substance abuse services needed to successfully maintain housing.	PD/EDH	Ongoing	HPAC member agencies	Maintain HPAC participation and full voting status. [1]
3	Provide funding towards the Yolo County Homeless Coordinator position.	EDH	Annual funding allocation	Yolo County Dept. of Health and Human Services (H&HS)	Identify funding source by Jun 18 and provide a minimum of

					$10,000 per year.[2]
4	Identify a site and secure a site for the development of a minimum of 20 units of affordable housing targeted to families and individuals experiencing homelessness or at-risk of homelessness. Identify a qualified developer of permanent supportive housing for the project.	EDH	2022	Development Partner(s). Funding sources: State of CA Dept. of Housing and Community Development (HCD); U.S. Dept. of HUD; Yolo County H&HS.	Partner selected by Jun 18. Site control by Jun 19. Project occupied by Jun 2022.[3]

[1] HPAC member agencies have voting status if they have a representative present during at least six (6) full HPAC meetings in the current year (November through October) and had a representative participate in at least one HPAC subcommittee.

[2] Yolo County Homeless Coordinator is currently funded out of local funds through Jun 2018. A new funding source is needed for future years.

[3] Project is subject to available funding. A number of federal funding sources for affordable housing development are proposed to be significantly reduced or eliminated under the current administration. State funding sources such as Cap and Trade have been reduced and may be unavailable in the future. The impact of the federal Low-Income Housing Tax Credit Program (LHTC), the primary funding source for most affordable housing, will be significantly reduced if the corporate tax rate is reduced as proposed.



11. Partner with Yolo County DA to Broaden Anti-Fraud Awareness for Older Residents





Background

Older residents can be vulnerable to various forms of fraud. To help address this concern, the City has partnered with the Yolo County District Attorney's Office to provide community-wide anti-fraud training events designed to educate participants about how to identify and avoid scams. However, the size and central location of these events can make them hard to attend for the elderly residents who may stand to gain the most from them.

Project Summary

For this action item, the West Sacramento Police Department (WSPD) will seek to expand its partnership with the Yolo DA to include training Volunteers in Policing (VIPs) to deliver anti-fraud training in a smaller format that can be offered in more convenient locations, such as senior residences.



Related Public Outreach Results

Item	Instrument	Rank
Public Safety/Security	Online Survey	2
	Phone Survey	5
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5

Current State

The City conducts at least one anti-fraud event per year, typically at City Hall.

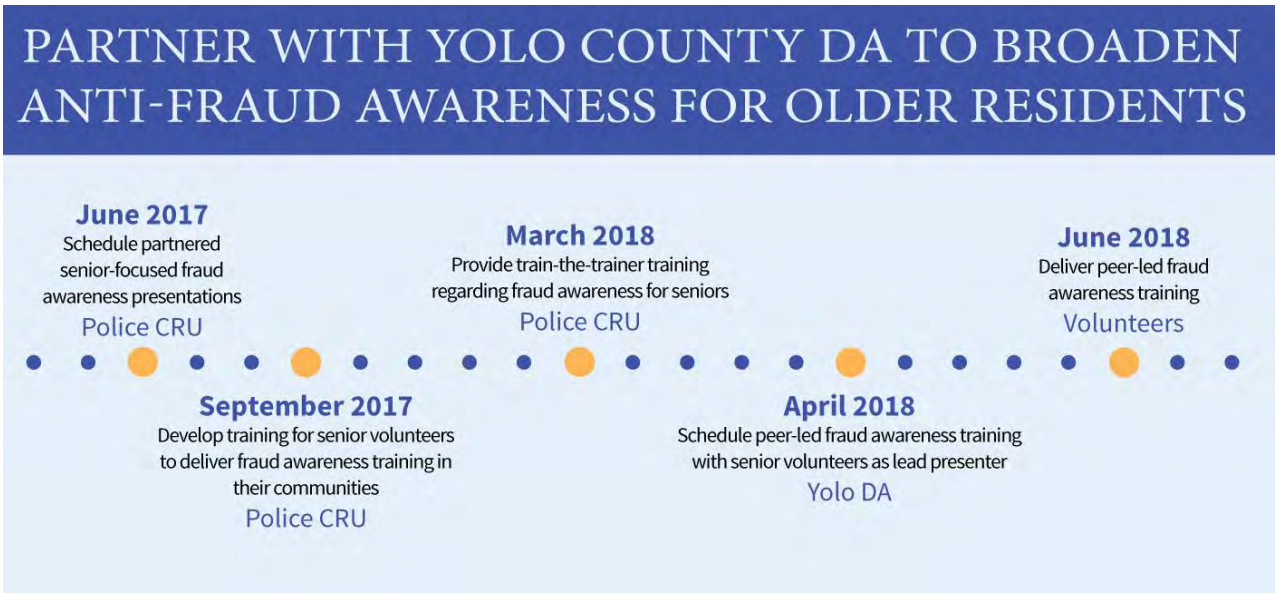
Desired State
The City will expand its anti-fraud efforts by leveraging the efforts of VIPs, who will be able to deliver training events to older residents in a more frequent and convenient format that expands the reach of the training while also creating new opportunities for social participation.

Impact of this Project
Fraud schemes can have particularly devastating effects on seniors, who may be on a fixed-income and unable to absorb the losses from being defrauded. By providing additional anti-fraud awareness training, the City can help protect its older residents from being taken advantage of, while building relationships with older residents in the community.

11. Partner with Yolo County DA to Broaden Anti-Fraud Awareness for Older Residents

Goal:	Increase older residents' awareness of ability to avoid common fraud schemes targeting the elderly
City Category:	Public Safety
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion, Communication and Information
Lead Department:	Police
Collaborating Entities:	Yolo County District Attorney, City Manager's Office
Key Metric(s):	# of micro-events conducted, # of older residents attending an event annually

#	Activity	Lead	Target Completion	Resources	Metrics
1	Schedule partnered senior-focused fraud awareness presentations	Police CRU	June 2017	Police CRU & District Attorney Fraud Unit	# of presentations # of attendees
2	Develop training for senior volunteers to deliver fraud awareness training in their communities	Police CRU	September 2017	Police CRU & District Attorney Fraud Unit	Completed (Y/N)
3	Provide train-the-trainer training regarding fraud awareness for seniors	Police CRU	March 2018	Police CRU & District Attorney Fraud Unit	Completed (Y/N) # trained
4	Schedule peer-led fraud awareness training with senior volunteers as lead presenter	Yolo DA	April 2018	Police CRU	Completed (Y/N)
5	Deliver peer-led fraud awareness training	Volunteers	June 2018	Police CRU	Completed (Y/N) # of presentations # of attendees



Continuous Improvement Opportunities:

- Continuous feedback loop from senior community
- Reduction in financial investment with volunteers delivering message to their peers
- Opportunity to deliver addition safety and healthy living messages through same format

12. Partner with the Red Cross to Help Assure that Older West Sacramento Residents Have Smoke Alarms



Background

According to the National Fire Protection Association, between 2007-2011 only 13 percent of the U.S. population was over age 65, but this group accounted for over 30 percent of home fire fatalities during this period. Older residents can be vulnerable to fires for a number of reasons, but smoke detectors can reduce these risks considerably.

Project Summary

For this project, the West Sacramento Fire Department will develop and implement a cooperative program with the Red Cross to deliver and install smoke alarms in the homes of community members (including older residents) who do not currently have them.

Related Public Outreach Results

Item	Instrument	Rank
Public Safety/Security	Online Survey	2
	Phone Survey	5
Community Information Delivered to Those Who Need It	AARP Survey (55-64 and 65+ Groups)	5

Current State

Nationally, over 95 percent of homes are estimated to have smoke alarms. The exact percentage of operating alarms in West Sacramento is unknown. However, if the 95 percent figure holds for the city, it means that there may be well over 1,000 West Sacramento residences with no smoke alarm, and likely many more without a working alarm.



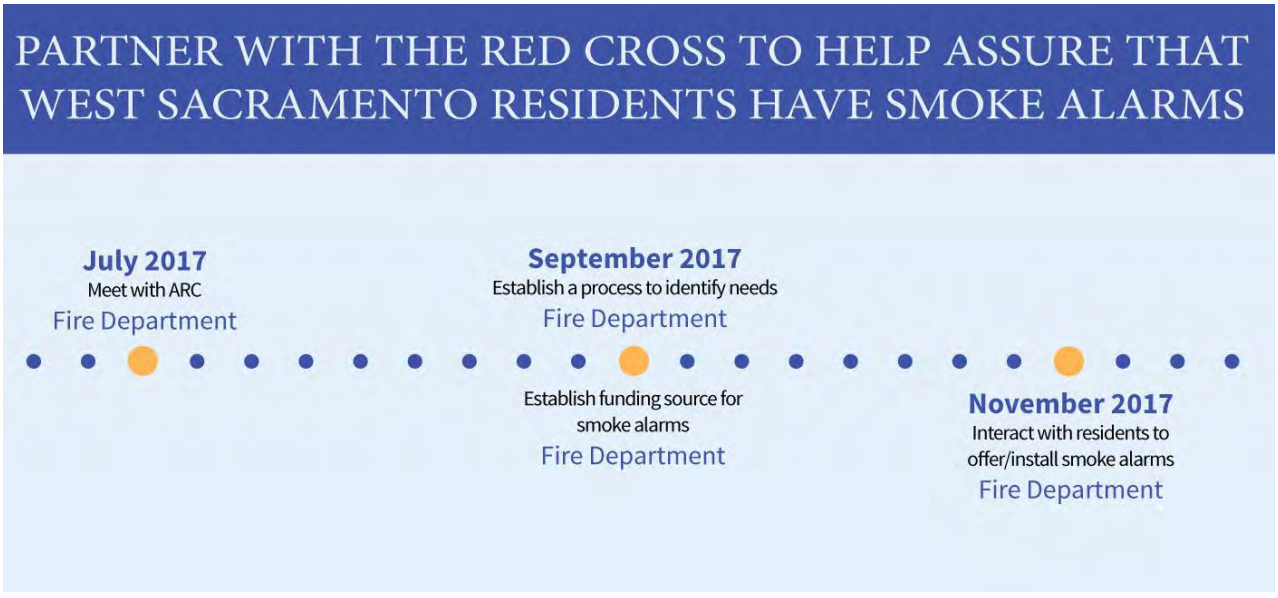
Desired State
The goal of the West Sacramento Fire Department is to have 100 percent of West Sacramento households equipped with working smoke alarms.

Impact of this Project
This project will materially reduce the likelihood of property damage, injury or death from fire among West Sacramento's older residents.

12. Partner with the Red Cross to Help Assure that West Sacramento Residents Have Smoke Alarms

Goal:	Increase the percentage of older West Sacramento residents who have smoke alarms
City Category:	Public Safety
AARP/WHO Domains:	Housing, Community Support and Health Services
Lead Department:	Fire
Collaborating Entities:	American Red Cross (ARC), City Manager's Office
Key Metric(s):	# of smoke alarms distributed

#	Activity	Lead	Target Completion	Resources	Metrics
1	Meet with ARC	Fire	July 2017	ARC, Fire	Complete Y/N
2	Establish a process to identify needs	Fire	September 2017	ARC, Fire	Complete Y/N
3	Establish funding source for smoke alarms	Fire	September 2017	ARC, Fire	$ Allocated
4	Interact with residents to offer/install smoke alarms	Fire	November 2017	ARC, Fire	# smoke alarms



Continuous Improvement Opportunities:

- Continual communication/interaction with residents to assure smoke alarms are installed in good working order.
- Provide new smoke alarms or batteries to assure functionality to meet minimum Code standards.
- Maintain funding source for continuous supply of smoke alarms.

13. Plan for and Develop Additional Affordable Housing



Background

The City's General Plan Housing Element found that as of the 2008-2011 American Communities Survey from the federal Census Bureau, West Sacramento was home to 2,954 households headed by a person over age 65. Of these, 1,870 were homeowners, while 1,084 (36.7 percent) were renters.
The Housing Element also notes that as of 2013 there were 90 beds in state-licensed elderly care facilities in West Sacramento, and 169 rental units in seniors-only apartment complexes.

Housing developments can take years to plan, entitle, finance and construct. Given the expected increase in the population of older residents in the coming years, the City should begin planning for how it will address the housing needs of a growing and diverse population of older residents.

Project Summary

For this project, the City will commit to setting specific goals for the development of new housing targeting older residents as part of the next Housing Element update, and in the meantime will seek to finance the development of at least 50 affordable units that are accessible and available to older West Sacramento residents.

Related Public Outreach Results

Item	Instrument	Rank
Housing	Online Survey	3
	Phone Survey	9

Current State

As its population of older residents continues to increase, the City will need more affordable housing options for seniors. Unfortunately, the feasibility of affordable housing developments almost always depends upon public subsidies, and many elements of affordable housing finance are getting more, not less, difficult. The Administration is entertaining cuts to the U.S. Department of Housing and Urban Development, a source of key affordable housing programs. The cuts to the corporate tax rate that are currently proposed would result in less funding available through the Low-Income Housing Tax Credit program, another key source of funds for affordable housing.

Desired State

The ideal state for housing is a market equilibrium in which supply and demand for affordable housing are about equal, and the West Sacramento housing market is characterized by a wide variety of quality housing options, including a full range of affordable alternatives.



Impact of this Project

West Sacramento's older residents want the option to age in place, rather than being forced to move in order to find accommodations that meet their needs. The City's efforts to facilitate new affordable residential units builds the diversity of the City's housing stock, making it more likely that older residents- and all residents- can find a home in West Sacramento that is appropriate for every stage of their life.

13. Plan for and Develop Additional Affordable Housing

Goal:	Increase the number of affordable housing units available to older West Sacramento residents
City Category:	Quality of Life
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing
Lead Department:	Economic Development and Housing
Collaborating Entities:	City Manager's Office, Community Development, Public Works
Key Metric(s):	# of affordable, accessible units produced

#	Activity	Lead	Target Completion	Resources	Metrics
1	Continue to work with non-profit partner to plan Phase II of Delta Lane project	Jamboree Housing/Economic Development and Housing	Dec 2018	Jamboree Housing, West Sacramento Housing Development Corporation	Complete Y/N
2	Investigate viable funding sources for development of Phase II of Delta Lane Project	Jamboree Housing/Economic Development and Housing	Dec 2018	Low Income Housing Tax Credits*, Affordable Housing and Sustainable Communities Program, HOME Program**, Local Housing Trust Fund	Adequacy of funding sources identified
3	Continue to monitor/support existing senior affordable housing developments: The Rivers Senior Apartments,	St. Anton, Christian Church Homes and Eskaton	Ongoing	N/A	Annual Compliance Monitoring and Support

	Margaret McDowell Manor and Eskaton Wilson Manor				
4	Research possible funding mechanisms to facilitate development of affordable senior housing	Economic Development and Housing	Ongoing	N/A	# of funding sources identifies
5	Set specific goals for affordable senior housing production in the next housing element update	Economic Development and Housing	2021	N/A	Goal setting process initiated Y/N

* Current administration has proposed a significant reduction in the corporate income tax. The Low Income Housing Tax Credit Program was designed to take advantage of tax liabilities from corporations, wealthy individuals and syndicators to raise funds for low-income rental housing. Talk of the reduction in the corporate income tax has already negatively affected the tax credit market. The long-term effect on the tax credit market (and tax credit funding for affordable housing developments) won't be known until the new corporate tax reforms are known.

** CDBG and HOME funding from HCD/HUD are also substantial funding sources for affordable rental housing. The president's proposed 2018 budget recommends a $6 billion cut to HUD funding and eliminating, among others, the CDBG and HOME Programs. Elimination of CDBG and/or HOME would substantially reduce the viable funding sources for affordable rental projects.



Continuous Improvement Opportunities:

- Facilitate the construction or rehabilitation of affordable housing units specifically designed for older residents

14. Seek Outside Funding for a Targeted Grant Program for Age-in Place Home Improvements

Background

Over 90 percent of respondents to the AARP survey stated that they would like to age in their current home throughout their retirement years. In order for that to happen, many homeowners will need accessibility improvements to their home so they can continue living there safely as they age; however, these improvements can be expensive, and they come at life stage when many people's income is at its lowest.



Project Summary

The goal of this project is to establish a partnership with a qualified non-profit entity to facilitate the provision of financial assistance to West Sacramento homeowners for accessibility improvements to their homes.

Related Public Outreach Results

Item	Instrument	Rank
Housing	Online Survey	3
	Phone Survey	9

Current State

Until 2012, the City administered a housing rehabilitation loan program that could be used to finance accessibility improvements. However, the program was discontinued because of high administrative costs and complications for participants due to the assistance being structured as secured loans. Currently the City has no program to assist homeowners with these costs.

Desired State
Ideally, the City would have a mechanism to provide older residents with assistance to allow them to make the home improvements necessary for them to age in place.

Impact of this Project
Identifying and accessing a funding source for accessibility grants will allow more of West Sacramento's older residents to age in place as their needs change, rather than being forced to move. The ability to age in place will in turn help these residents stay connected with friends and family, improving both their safety and their quality of life.

14. Seek Outside Funding for a Targeted Grant Program for Age-in-Place Home Improvements

Goal:	Facilitate aging in place by providing low- or no-cost home accessibility improvement grants
City Category:	Quality of Life
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing
Lead Department:	Economic Development and Housing
Collaborating Entities:	City Manager's Office, Community Development, Public Works
Key Metric(s):	# of affordable, accessible units produced

#	Activity	Lead	Target Completion	Resources	Metrics
1	Seek non-profit and/or for-profit partners for targeted home improvement grants	Economic Development and Housing	June 2019	Rebuilding Together, Habitat for Humanity, Northern California Construction and Training, Home Depot, Lowes	Identify two viable partners for possible program implementation
2	Seek funding alternatives for targeted home improvement grants	Economic Development and Housing	June 2019	Private funds (i.e. Home Depot, Lowes), HCD*, HUD*, Local funds	Identify two viable funding alternatives for possible program implementation

* CDBG and HOME funding from HCD/HUD has historically been used for home improvement programs. The president's proposed 2018 budget recommends a $6 billion cut to HUD funding and eliminating, among others, the CDBG and HOME Programs. Elimination of CDBG and/or HOME would substantially reduce the viable funding sources for a home improvement program.



Continuous Improvement Opportunities:

- Deliver program faster
- Deliver additional related programs

15. Continue to Provide Recreational and Educational Programs for Older Residents





Background

Remaining active and socially engaged has been shown to dramatically enhance both the health and the quality of life for older persons. Since it can be a challenge to stay active as one ages, the City's Parks and Recreation Department operates many programs designed for the enjoyment of older City residents. Offerings include multiple exercise classes, games, events, crafts, and shopping events, among others.

Project Summary

The goal of this project is to maintain, and where possible, expand, existing City Parks and Recreation programs benefiting older residents, and to enhance the marketing of those programs to increase utilization.

Related Public Outreach Results

Item	Instrument	Rank
City Services/Programming	Online Survey	1
	Phone Survey	6
Local Schools that Involve Older Adults in Events and Activities	AARP Survey	5
	MMM Town Hall	5

Current State

In a typical year, the City's Parks and Recreation Department provides approximately 11 special events, 600 exercise classes, 300 specialty classes, 24 round-trip shopping shuttles, 100 round-trip Community Center shuttles, 20 staff-chaperoned trips, as well as over 1,100 hours of information and assistance service and 1,785 hours of open lounge hours in a state-of-the-art Senior Center. In many cases these programs and services are provided on a shoestring budget and facilitated by a staff that puts in extra care to make sure West Sacramento's older residents can continue to enjoy these programs. Maintaining existing programmatic levels, much less expanding them, is a challenge.

Desired State

Ideally, the City would be able to identify funding to expand its already-impressive array of programmatic offerings for its older residents; however, the near-term goal is to maintain the status quo despite City-wide fiscal challenges and other important City needs.

Impact of this Program

The classes, programs, and services provided by the Parks and Recreation Department are the most direct, consistent City intervention to improve the quality of life for West Sacramento's older residents. These programs help keep seniors physically fit, provide important problem-solving resources, and combat social isolation, in some cases providing residents with their only contact with the world outside their homes. The City of West Sacramento is a leader in terms of its Active Aging programs, which form a cornerstone upon which future age-friendly work can build and expand.



15. Continue to Provide Recreational and Educational Programs Targeting Older Residents

Goal:	Increase participation in existing recreational programs targeting older residents
City Category:	Quality of Life
AARP/WHO Domains:	Social Participation, Respect and Social Inclusion, Community Support and Health Services
Lead Department:	Parks and Recreation
Collaborating Entities:	City Manager's Office, Shores of Hope, Yolo County, BBCAN
Key Metric(s):	# of persons attending Parks programs targeting seniors

#	Activity	Lead	Target Completion	Resources	Metrics
1	Coordinate Senior Resource Fair	Parks Dept.	Yearly in May	BBCAN	• # of participants • Survey feedback
2	Generation Bridge	Parks Dept.	Ongoing	--	See Above
3	Grandparents Day Picnic	Parks Dept.	Yearly in Sept.	--	See Above
4	Fitness/Exercise Classes for Older Residents	Parks Dept.	Ongoing	--	See Above
5	Craft Classes for Older Residents	Parks Dept.	Ongoing	--	See Above
6	Games for Older Residents	Parks Dept.	Ongoing	--	See Above
7	Community Center Shuttle	Parks Dept.	Ongoing	Shores of Hope	See Above
8	Shopping Shuttle	Parks Dept.	Ongoing	Shores of Hope	See Above
9	Information and Support Services	Parks Dept.	Ongoing	Legal Services of Northern CA; Health Insurance Counseling Advocacy (HICAP); Yolo Adult Day Health; Yolo	See Above

				County Housing; Yolo County District Attorney's Office; AARP; Shores of Hope	



Continuous Improvement Opportunities:

- Increase outreach to drive greater attendance/participation in all programs
- Add trips for existing shuttle programs (#7 and #8)
- Add classes to accommodate increased demand
- Use participant feedback to fine-tune programs to participant needs

16. Participate in Partnerships that Promote the Health and Well-Being of Older Residents

Background

The City of West Sacramento is home to relatively few medical providers, forcing most residents to travel to nearby communities when they need medical attention. Health care-related issues were mentioned prominently in the community feedback that was gathered from older residents; however, health care is not a core City service, and the City can only work to attract – not compel – medical providers to establish new facilities in West Sacramento.



Project Summary

The purpose of this implementation item is to promote an ongoing dialogue with health care providers in the hopes of securing additional medical facilities in the future, and to take actions today to promote the health of West Sacramento's older residents and to make it easier for West Sacramento residents to access health care facilities in adjacent communities.

Project Summary

For this project, the City will pursue new medical facilities and take interim actions designed to promote the health of West Sacramento's older residents.

Related Public Outreach Results

Item	Instrument	Rank
Affordable Home Health Care	MMM Town Hall	1
	MoW Survey	3
	AARP Survey	4

Conveniently-Located Emergency Care Centers	MoW Survey	1
	MMM Town Hall	3
	Online Survey	5

Current State

The City has relatively few medical providers. For non-drivers, transportation options to medical facilities outside of West Sacramento is limited. Convenient access to quality healthcare is a serious concern for many of West Sacramento's older residents.

Desired State

Residents of West Sacramento should have convenient access to a variety of health care professionals, as well as health education, inoculation clinics, and other health-related information and services in order to maximize their well-being.

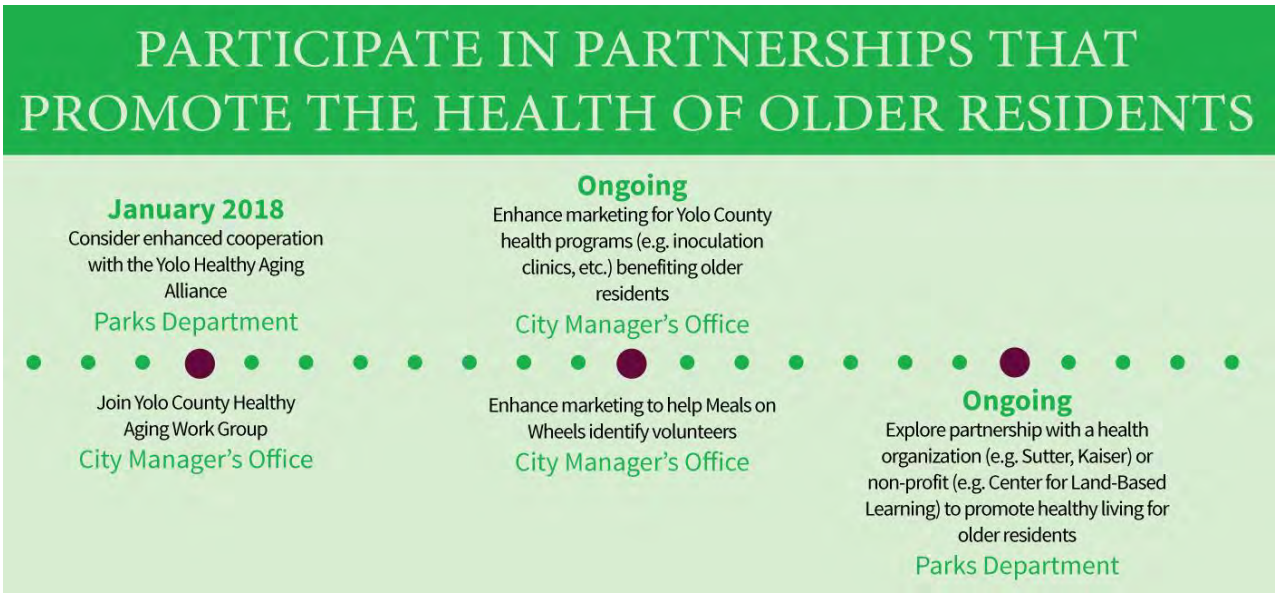
Impact of this Project

While the City does not provide health services directly, it does have the opportunity to take actions that affect the health of its residents, and the availability of health-related information and convenient medical services. This project will improve the health of West Sacramento's older residents by facilitating new health-related programming for seniors and encouraging the development of new medical facilities.

16. Participate in Partnerships that Promote the Health of Older Residents

Goal:	Increase awareness of, and adopt policies and practices that promote, community health
City Category:	Quality of Life
AARP/WHO Domains:	Community Support and Health Services
Lead Department:	City Manager's Office
Collaborating Entities:	Parks and Recreation, Yolo County, Meals on Wheels
Key Metric(s):	Group membership; City Facebook posts and other outreach; qualitative assessment of partnering efforts

#	Activity	Lead	Target Completion	Resources	Metrics
1	Consider enhanced cooperation with the Yolo Healthy Aging Alliance	Parks	January 2018	Yolo Healthy Aging Alliance	New partnership in place Y/N
2	Join Yolo County Healthy Aging Work Group	CMO	January 2018	Yolo County	Complete Y/N
3	Enhance marketing for Yolo County health programs (e.g. inoculation clinics, etc.) benefiting older residents	CMO	Ongoing	Yolo County	# of City FB posts, utility bill inserts, (etc.); # of participants
4	Enhance marketing to help Meals on Wheels identify volunteers	CMO	Ongoing	Meals on Wheels	See Above
5	Explore partnership with a health organization (e.g. Sutter, Kaiser) or non-profit (e.g. Center for Land-Based Learning) to promote healthy living for older residents	Parks	Ongoing	CMO	Qualitative



Continuous Improvement Opportunities:

- Collaborate with partners to develop new funding sources for health-related programs benefiting West Sacramento seniors.

17. Develop Strategies to Eliminate Health Disparities



Background

Not all residents of West Sacramento are equally well situated to lead healthy lives. For example, United States Department of Agriculture data indicates that almost all the Census tracts north of the Deep Water Ship Channel are home to a significant proportion of low-income residents who live more than ½ mile from a supermarket. Likewise, some neighborhoods feature more liquor stores and businesses selling less healthy foods. Through its land use regulations, the City has the opportunity to help equalize the distribution of healthy-living opportunities in the community. Additionally, while the City does not provide health services directly, it can facilitate education and other resources to help residents lead healthier lives.

Project Summary

This project focuses on two approaches to reducing health disparities in the community: (1) expanding the availability of healthy food and placing reasonable limits on smoking and other unhealthy behaviors as a means of improving overall community health and (2) facilitating the provision of health information and resources to West Sacramento residents, particularly in neighborhoods with identified health challenges.

Related Public Outreach Results

Item	Instrument	Rank
Affordable Home Health Care	MMM Town Hall	1
	MoW Survey	3
	AARP Survey	4
Conveniently-Located Emergency Care Centers	MoW Survey	1
	MMM Town Hall	3
	Online Survey	5

Current State

While a healthy lifestyle is ultimately a personal responsibility, some West Sacramento residents are at a structural disadvantage due to the lack of nearby sources of healthy food, and/or the ready availability of unhealthy products such as junk food, liquor and cigarettes. These conditions are potentially compounded by a lack of knowledge about healthy living options.

Desired State

All residents should have a similar opportunity to conveniently and affordably purchase healthy food, and the City should use its regulatory authority to assure that local parks are smoke free, and that the concentration of stores selling unhealthy products does not become a burden on neighborhoods. The City should partner with appropriate public and private health-related entities to facilitate health education and other outreach designed to help residents live longer, healthier lives.



Impact of this Project

Over time, this project should result in a measurably improved accessibility of healthy food in lower-income areas of the City, and a decreased incidence of liquor stores and other land uses that are less supportive of healthy behaviors.

17. Develop Strategies to Eliminate Health Disparities

Goal:	Improve health outcomes in areas of the City where residents are currently less healthy
City Category:	Quality of Life
AARP/WHO Domains:	Civic Participation and Employment; Community Support and Health Services
Lead Department:	Community Development
Collaborating Entities:	City Manager's Office
Key Metric(s):	# of strategies developed, # of strategies implemented, improved health outcomes in targeted areas

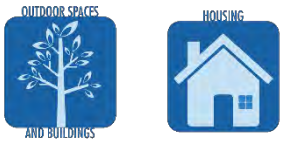
#	Activity	Lead	Target Completion	Resources	Metrics
1	Encourage development of health care facilities	CDD	December 2018	EDH	New facilities
2	Expand farmers' markets	CMO	December 2017	CDD, EDH	Approve additional farmers' market
3	Restrict liquor stores and fast food restaurant	CDD	December 2018	CDD	Complete zoning ordinance modernization
4	Enforce tobacco control laws	CMO	December 2017	Police	Enforce new ordinance
5	Support new community gardens and urban farms	CMO	December 2018	EDH	Develop new urban farms



Continuous Improvement Opportunities:

- Deliver these projects faster
- Deliver additional, related programs and projects

18. Increase Awareness Among Older Residents of the City's Code Enforcement Services

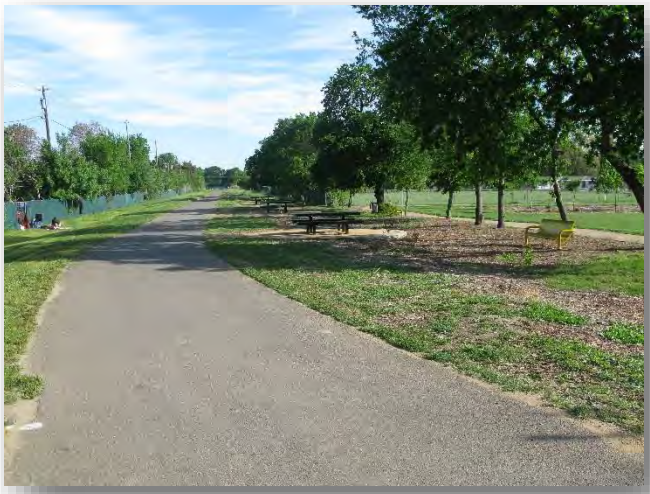




Background

One of the determinants of neighborhood quality is the extent to which properties are maintained, and whether residents abide by City regulations regarding noise, odors, and other issues of neighborhood-wide concern. Poorly-maintained properties negatively affect property values, make a community less walkable, and can even pose a public health hazard.

These factors can have a disproportionate effect on older residents, who may already feel vulnerable when traversing their neighborhoods on foot. Older residents can also find it difficult to maintain their own yards, complicating their efforts to age in place comfortably.



The City's Code Enforcement Division works to preserve the quality of life in West Sacramento neighborhoods through the application of the property standards found in West Sacramento's Municipal Code, and other applicable laws. In addition, the Code Enforcement Division helps resolve neighbor disputes, and works with property owners to identify appropriate actions to promote pleasant, well-maintained communities. The Code Enforcement Division can be a valuable ally for residents seeking to maintain and enhance the quality of their neighborhoods.

Project Summary

This project focuses on several measures designed to increase older residents' awareness of the Code Enforcement Division's work so they can more readily avail themselves of Code Enforcement's services.

Related Public Outreach Results

Item	Instrument	Rank
Well-Maintained Homes and Properties	AARP Survey	2
	Online Survey	3
Home Repair Services for Older Adults	AARP Survey (55-64 Group)	1
	MMM Town Hall	4
	Online Survey	9

Current State

The Code Enforcement Division has a web page, but does not regularly market its services to the public.

Desired State

All West Sacramento residents should be aware of the City's Code Enforcement Division's services.

Impact of this Project

As a result of this project, older West Sacramento residents will experience more attractive, walkable neighborhoods, as well as improved access to resources to help them maintain their own properties while aging in place.

18. Increase Awareness among Older Residents of the City's Code Enforcement Services

Goal:	Improve older residents' awareness and utilization of Code Enforcement (CE) Services
City Category:	Quality of Life
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing, Community Support and Health Services
Lead Department:	Community Development
Collaborating Entities:	City Manager's Office
Key Metric(s):	# of outreach materials distributed, older residents' awareness of Code Enforcement Activities

#	Activity	Lead	Target Completion	Resources	Metrics
1	Include CE Articles in Age-Friendly Newsletter	CE Division	Dec 2017	BBCAN, AARP	# of articles
2	Produce at Least One CE Utility Bill Insert Annually	CE Division	Ongoing	P/W	# of inserts
3	Include CE Articles on Age-Friendly Website	CE Division	Dec 2017	BBCAN	# of articles
4	Administer a Survey to Gauge Public Understanding of CE	CE Division	Dec 2017	BBCAN	% of survey respondents aware of CE



Continuous Improvement Opportunities:

- Pursue upward trend in older resident awareness of Code Enforcement services
- Conduct direct public outreach (neighborhood meetings, etc.)

19. Partner with Outside Entities to Organize Neighborhood Cleanups





Background

Property maintenance is a key to retaining a neighborhood's quality, property values, and walkability. Unfortunately, as some older residents age in place, physical barriers can make it increasingly difficult to maintain their home exterior and yard. Over time, this dynamic can lead to a vicious cycle in which deteriorating property conditions contribute to disinvestment and deferred maintenance that make the neighborhood feel less safe for the older residents and everyone else.

Project Summary

Under this two-part project, the City's Code Enforcement Division will work with outside entities to organize neighborhood cleanup days in which substantial, one-time improvements are made to the yards of older residents who are not able to keep up with their yard maintenance. To help assure that the renovated yards to not slip into disrepair, the City Manager's Office will seek to identify volunteers to perform periodic ongoing maintenance on the renovated yards.

Related Public Outreach Results

Item	Instrument	Rank
Well-Maintained Homes and Properties	AARP Survey	2
	Online Survey	3
Home Repair Services for Older Adults	AARP Survey (55-64 Group)	1
	MMM Town Hall	4
	Online Survey	9

Current State

Over the past three years, the City has opened an average of over 1,350 Code Enforcement cases annually, of which at least 120 cases per year pertain to yard maintenance, outdoor storage, or similar complaints. The Code Enforcement Division does not track the age of property owners receiving complaints. However, assuming that older persons experience maintenance challenges at a rate similar to their proportion of the adult population, about 20 yard maintenance cases per year originate with residents over age 65.

Desired State



By helping older residents with dilapidated yards make renovations, then supporting them with ongoing maintenance help from volunteers, the City can improve the quality of its neighborhoods, support aging in place, and help residents form new bonds that strengthen the community.

Impact of this Project

This project will help specific older residents age in place in their homes, while promoting social interaction, creating volunteer opportunities, and improving the appearance of neighborhoods.

19. Partner with Outside Entities to Organize Neighborhood Cleanups

Goal:	Organize neighborhood cleanup events to improve living conditions for older residents
City Category:	Quality of Life
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing, Community Support and Health Services
Lead Department:	Community Development
Collaborating Entities:	City Manager's Office, Local Businesses
Key Metric(s):	# of cleanup events held; # of residents receiving assistance

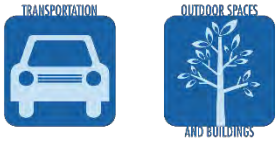
#	Activity	Lead	Target Completion	Resources	Metrics
1	Identify Partners	CE Division	Dec 2018	P/W, Parks, Waste Management, BBCAN	Complete Y/N
2	Conduct Planning Meetings	CE Division	Dec 2018	Partners	Complete Y/N
3	Advertise Cleanup Event	CE Division	Dec 2018	IT, CM, BBCAN	Complete Y/N
4	Implement Cleanup Event	CE Division	Dec 2018	Partners	Complete Y/N



Continuous Improvement Opportunities:

- Implement additional cleanup events
- Expand geographic area(s) of cleanup event(s)
- Expand scope of services for cleanup event(s)

20. Continue Enabling Mixed-Use Development to Create a More Walkable Community





Background

The qualities that define an age-friendly neighborhood, including walkability, accessibility, and the availability of parks, retail, and entertainment amenities are also the very characteristics that the City has spent years implementing in its downtown and riverfront districts.

This is difficult work with long timelines, but major progress is being made. The Bridge District, formerly a moribund industrial area, is now home to Raley Field, the Barn, for-sale and rental residential units, and new parks. The Washington Neighborhood has seen substantial new residential and commercial development, including a renovated Washington Firehouse. Visitors to downtown now enjoy a new library facility, a new community college, and a dramatically improved streetscape along West Capitol Avenue.



While the City did not begin this work solely as an act of age-friendliness, the City's pursuit of quality mixed-use development and walkable neighborhoods should be considered part of its Age-Friendly commitment going forward.

Project Summary

For this project, the City will continue its ongoing efforts to activate the riverfront and to promote new mixed-use development.

Related Public Outreach Results

Item	Instrument	Rank
Housing	Online Survey	3
Economic Development	Online Survey	4
Parks/Trails	Phone Survey	3

Current State

The City has made substantial strides towards positioning its riverfront and downtown districts to function as an extension of the urban fabric of the capital, creating many new opportunities for age-friendly developments serving West Sacramento residents.

Desired State

The City should continue these efforts, and accelerate their benefits to older West Sacramento residents by consciously considering the needs of older residents when executing its development plans along in its urban development districts.

Impact of this Project

This project reflects the City's most fundamental age-friendly initiative: shaping the fabric of the city itself to embody the community's long-held ideals of walkability, accessibility, quality housing, and ample commercial and recreational opportunities. As new developments are built within the context of City planning documents that promote these ideals, West Sacramento will become even more livable for all of its residents.

20. Continue Enabling Urban Mixed-Use Development to Create a More Walkable Community

Goal:	Create a more walkable community by facilitating new urban mixed-use development
City Category:	Quality of Life
AARP/WHO Domains:	Outdoor Spaces and Buildings, Housing, Community Support and Health Services
Lead Department:	Community Development
Collaborating Entities:	City Manager's Office, Local Businesses
Key Metric(s):	Square footage of new mixed-use urban development constructed

#	Activity	Lead	Target Completion	Resources	Metrics
1	Complete the Washington Specific Plan targeted to walkable, urban development.	CDD/ Planning	Dec 2018		Complete Y/N
2	Re-design and reconstruct infrastructure in the Grand Gateway and southern portion of Washington neighborhood to provide walkable street grids, sidewalks, lighting and place-making enhancements.	EDH	June 2020	State of CA AHSC funding.	Design completion Jun 17. Complete construction Jun 20.
3	Pursue the reuse of the I Street Bridge as a bike/ped pathway, depending upon approvals and funding.	PW/EDH	Dec 2021	City/County of Sacramento; CalTRANS.	Complete Y/N
4	Explore financing methods to support the development of urban, mixed use development.	EDH	June 2018	State of CA; HUD; EDA; EPA; private financial partners.	Establish a toolbox of financing options.
5	Complete ADA accessibility and safety upgrades to the River Walk Trail from the I	EDH	June 2020	U.S. Dept. of HUD.	Design completion Jun 17.

	Street Bridge to the Broderick Boat Ramp.				Complete construction Jun 20.



Continuous Improvement Opportunities:

- Complete items faster
- Deliver additional project

Acknowledgements

The West Sacramento City Council thanks the following individuals and organizations for helping to develop the City's first Age-Friendly Action Plan:

Age-Friendly Advisory Committee

Council Member Beverly A. Sandeen, Co-Chair
Mayor Pro Tem Mark Johannessen, Co-Chair

Commission	Primary Member	Alternate
Arts, Culture and Historic Preservation	Ian Branaman	Anthony Volkar
Economic Development and Housing	Ron Price	Mark Campbell
Environment and Utilities	Sam Bivens	Laura Sheridan
Parks, Recreation and Intergenerational	Nancy Levy	Daniel Clayton
Planning	Bernadette Austin	Andrea Lepore
Transportation, Mobility and Infrastructure	Vince Wetzel	Alex Hirsch

Collaborating Organizations

AARP
Bryte and Broderick Action Committee (BBCAN)
Sacramento Area Council of Governments

City Staff

Martin Tuttle, City Manager

Project Manager:	Jon Robinson
Word Processing/Layout:	Lorianne Landsaw
Graphic Design:	Monica Archuleta

Contributors:

Bill Burke	Bryan Jonson	Rob Strange
Louise Collis	Jason McCoy	David Tilley
Chris Dougherty	Christine Prater	Phil Wright
Raul Huerta	Sarah Strand	Mark Zollo



Livability For All: The 2016 AARP Age-Friendly Community Survey of West Sacramento, California Residents Age 45-plus

AARP
Real Possibilities

February 2016

Methodology

The World Health Organization's (WHO) Global Age-Friendly Cities and Communities project was created to help cities prepare for the rapid aging of populations and the increase in urbanization. The program targets the environmental, social, and economic factors that influence the health and well-being of older adults. The WHO has identified eight areas of livability that influence the quality of life of those in a community, particularly older adults. The eight domains, or areas of livability, are: Outdoor Spaces and Buildings, Transportation, Housing, Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information, and Community and Health Services.

AARP Research developed a survey instrument that captures the WHO eight areas of livability in order to: (1) help communities establish a baseline with regards to older adults being able to age in place, and (2) conduct a community needs/gap analysis to identify and prioritize areas of focus. To minimize the survey length as well as respondent burden the survey encapsulates the WHO eight areas of livability in a slightly different structure. According to the AARP survey and for the purposes of this report the eight areas are:

1. Outdoor Spaces and Buildings
2. Transportation and Streets
3. Housing
4. Social Participation, Inclusion, and Education Opportunities
5. Volunteering and Civic Engagement
6. Job Opportunities
7. Community Information
8. Health and Wellness

The present report is based on data from a mail survey of residents age 45 years or older living in West Sacramento, California. Resident addresses were provided by Survey Sampling International's (SSI) proprietary database. Each sampled member was contacted four times receiving the following pieces of mail: pre-notification postcard, the first survey, a reminder postcard, and a second survey. The survey was fielded from July 14 through August 25, 2015. A total of 400 completed surveys were returned by the cutoff date of August 25, 2015. There were 175 undeliverable surveys.

This survey has a margin of error of +/- 4.9 percent. This means that if 95 out of 100 samples of this same size and population were given the same survey, the responses to the questions would fall within a range of plus or minus 4.9 percentage points of what would have been obtained if every resident age 45-plus in the sampled area were asked the same questions. The sample was weighted by age and gender, and age and membership in AARP. Two sources were used for the weighting- AARP Membership Database, 2015 and Nielsen Pop Facts Advanced demographic data, 2015.

Percentages may not add up to 100 percent due to rounding. Also due to rounding, the percentages reported in the text may vary slightly from those in the annotation or in graphs.

Executive Summary

The Top Three Important Age-Friendly Community Features For West Sacramento Residents Age 45-Plus Are Well-Lit Streets, Well-Maintained Homes, and Respectful Hospital Staff

A livable community provides resources that allow residents to age-in-place, and fosters residents' engagement in their community's civic, economic, and social life. The **"2016 Age-Friendly Community Survey of West Sacramento, California Residents Age 45-plus**" was commissioned to help West Sacramento decision makers achieve the goal of livability. Using an operationalization of the World Health Organization's eight areas of livable community, the findings show:

- West Sacramento residents age 45-plus have deep roots in their community. About a third (31%) have lived in their community for over 25 years. Most do not plan to move, and eight in ten (89%) say their community is a good place for older people to live.

- Overall, Transportation is rated as the most important livable community feature/domain for West Sacramento residents age 45-plus among all eight areas. These fourteen items relate to safe and accessible community transportation options. Heath and Wellness ranks as a close second, while Outdoor Spaces is ranked third.

- Well-lit, safe streets for all users (97%), well-maintained homes and properties (94%), and respectful and helpful hospital and clinic staff (93%) are the top three important community features for West Sacramento residents age 45-plus.

- In order to identify the needs of West Sacramento residents age 45-plus, survey respondents were asked about the importance of a community feature and service, then they were asked if these features and services existed in their community. These questions were then paired together to identify community needs or "gaps."

- While Health and Wellness dominated the list of important features, the top community needs gaps were spread out across the areas of Job Opportunities, Volunteer and Civic Engagement, Housing, and Health and Wellness.

Executive Summary cont.

The Top Reported West Sacramento Community Needs Are Concentrated In Health and Wellness, Job Opportunities, and Volunteering and Civic Engagement Issues

- Transportation to and from volunteer activities (83%) and volunteer training opportunities (76%) were identified as the top community needs gaps followed by affordable home health care (74%), local schools that involve older adults (74%), home repair services geared toward older adults (73%) and conveniently located emergency care centers (73%). Refer to the Key Findings for a summary of the top 10 community needs by WHO Areas.

- An important element of creating livability for all must be individual preferences. These survey findings help policymakers, planners, and others better understand the needs of an aging population in order to begin to brainstorm steps and policies that can be taken to improve livability.





Community Experience

From a simple perspective, a "livable community" is a place that allows individuals to age-in-place. A comprehensive definition of a livable community is one that is "safe and secure, has affordable and appropriate housing and transportation options, and offers supportive community features and services. Once in place, those resources enhance personal independence; allow residents to age in place; and foster residents' engagement in the community's civic, economic, and social life."

Across the nation, individuals make connections and commitments to homes, friendships, community organizations, and local social ties within their community and want to age-in-place. West Sacramento residents are no different.

Community Experience

About a third (31%) of West Sacramento residents age 50-plus have lived in their community for over 25 years, and most say their community is a good place to age in place.

West Sacramento residents age 45-plus have deep roots in their community. About a third (31%) have lived in their community for over 25 years. One in five (21%) have lived in their community between 15 and 25 years, and nearly half (48%) have lived in their community between 0 and 15 years.

Rate Community as Place to Age in Place



Nearly nine in ten (89%) say their community is an excellent, very good or good place for older people to live. This high rating of their community is likely influenced by the fact that many have lived there for at least 15 years and desire to remain there as they get older.

Most West Sacramento residents age 45-plus are unlikely to move into a different home within their community (58%) or move outside their community (54%) in their retirement years.

West Sacramento residents age 45-plus want to continue to live in their home for as long they can, but one in five (23%) say it is likely they will move outside their community in their retirement years. While two in five (42%) say it is extremely or very important to stay in their community as they age, more than twice as many respondents (91%), say it is extremely or very important to stay in their own home as they age.



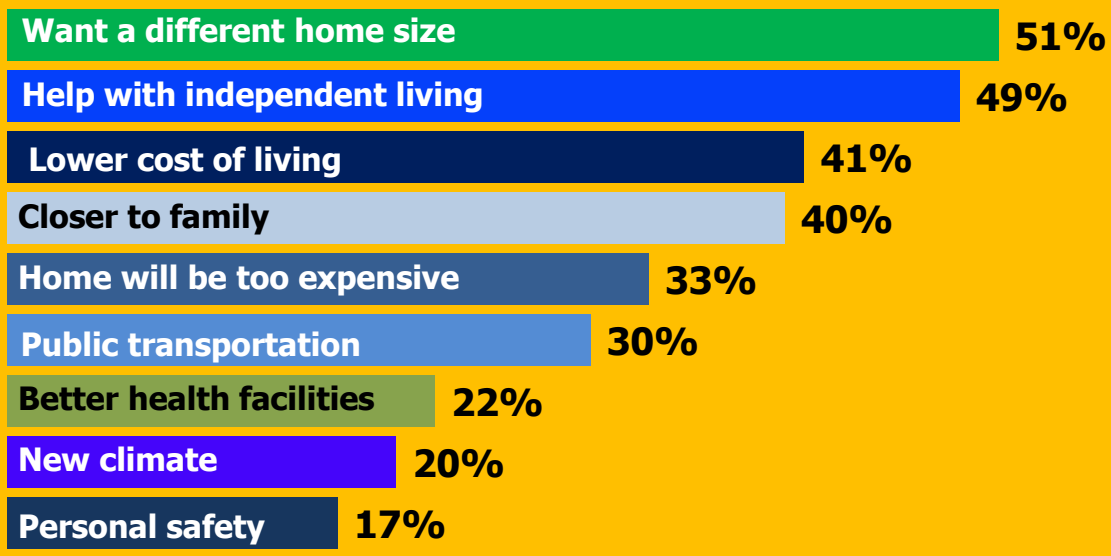
Important to stay in your own home as you age	91%
Important to age in your own community	42%
Unlikely to move to a different home in the same community	58%
Unlikely to move to a different home in a new community	54%

2016 AARP Age Friendly Community Survey of West Sacramento, CA

Community Experience

Residents say the top factors that would impact their decision to move out of the area are the cost of living and expensive home maintenance.

While it is at least somewhat important for most (74%) respondents to remain in their community as they age, if West Sacramento residents were to consider moving when they retire and do not work, over half (51%) say that they would move because they want a different sized home that will meet their needs and allow them to age in place.

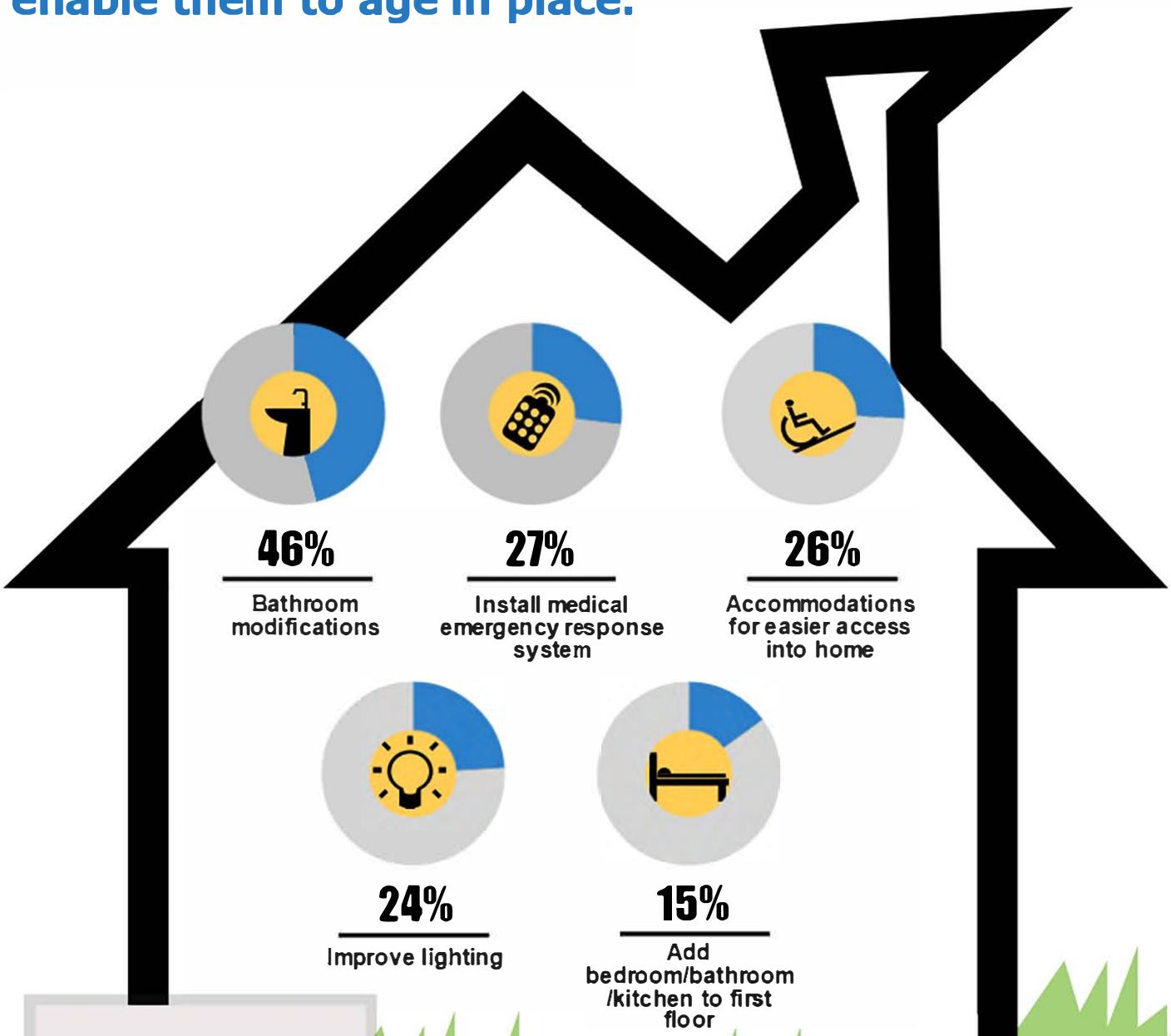


Most West Sacramento residents age 45-plus own their own homes, and another majority live in a single family home.

Most respondents (78%) own their homes while about one in five (20%) rents. The majority lives in a single family home (81%). Fewer than one in ten lives in an apartment (4%), mobile home (5%), or townhouse or condominium (1%). While most say they want to age-in-place, many will need to make home modifications in order to do so.

Type of Home	
Single Family Home	81%
Townhouse/Duplex	7%
Mobile home	5%
Apartment	4%
Condominium	1%

Many West Sacramento residents age 45-plus say they will need to make home modifications to enable them to age in place.



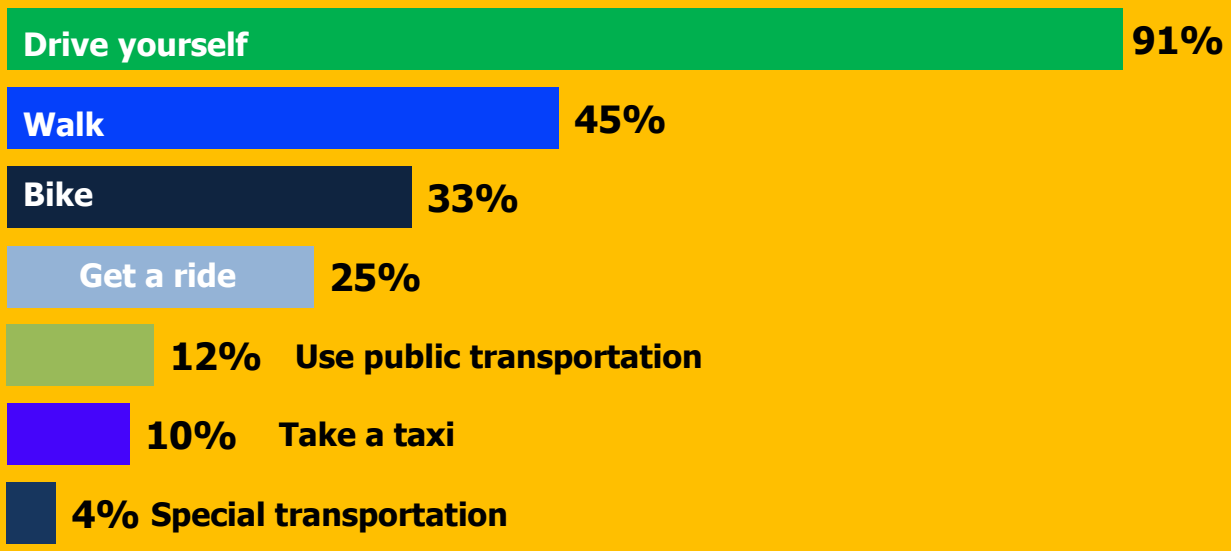
Home Modifications

More than two in five West Sacramento residents age 45-plus say the top home modification they will need to make in order to stay in their home as they age are bathroom modifications such as installing grab bars, handrails, high toilet seats or non-slip tile. Installing emergency response systems or adding things like ramps or chairlifts for easier access into and within their home are a likely modification for over one in four residents (27%). Another one-fourth expect to improve lighting (24%). Only 15 percent say they will need to make structural changes like adding a bedroom or bathroom on the first floor.

Community Experience

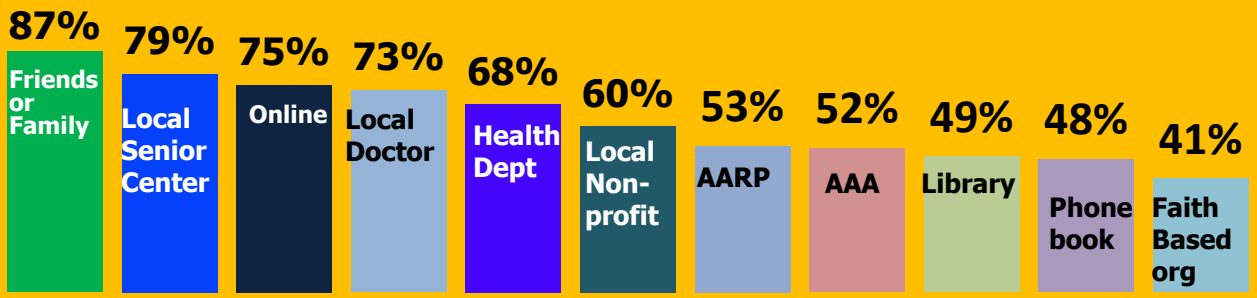
Most West Sacramento residents drive themselves when they need to get around.

Nine in ten (91%) say when they need to get around for things like shopping, visiting the doctor, or running errands they drive themselves.



West Sacramento residents say they would mostly turn to family, friends, or neighbors for information on services for older adults.

Almost nine in ten (87%) say they would turn to family, friends, or neighbors for information about services for older adults such as caregiving, home delivered meals, home repair, medical transport, or social activities. Seven in ten would search the internet (75%) or turn to local resources such as a senior center (79%), doctor (73%), or non-profit (60%). Half would turn to organizations such as AARP (53%) or the Area Agency on Aging (52%).



2016 AARP Age Friendly Community Survey of West Sacramento, CA



Community Features

The formula for what makes a community livable isn't particularly complex. For the most part, the features are fairly simple. In a livable community, people of all ages can go for a walk, safely cross the street, ride a bike, get around without a car, live comfortably, work or volunteer, enjoy public places, socialize, spend time outdoors, be entertained, go shopping, buy healthy food, find the services they need, and make their city, town, or neighborhood a lifelong home. A community that includes all of these livable community features can be great for people of all ages.

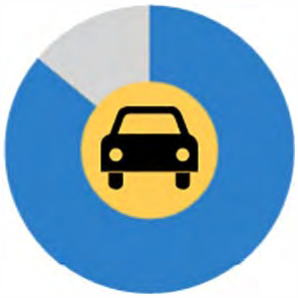
West Sacramento residents age 45-plus rated their community on 66 characteristics across eight domains (*Health and Wellness, Transportation, Housing, Outdoor Spaces, Social Participation, Volunteering and Civic Engagement, Community Information, and Job Opportunities*) in order to identify important and available community features. While all eight areas were considered at least somewhat important to respondents, factors that can directly affect an individual's quality of life and experience in their community topped the list of importance.

2016 AARP Age Friendly Community Survey of West Sacramento, CA

Summary of Average Community Feature/ Domain

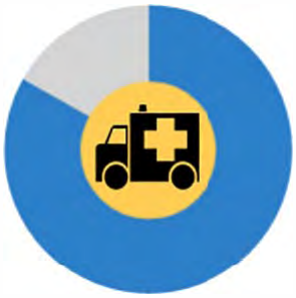
Average Importance Rating of each West Sacramento Community Feature/ Domain
(on a 5 point scale where 5 = Extremely Important and 1= Not At All Important)

Transportation



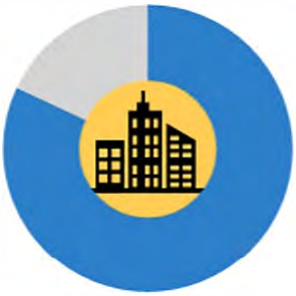
4.29

Health and Wellness



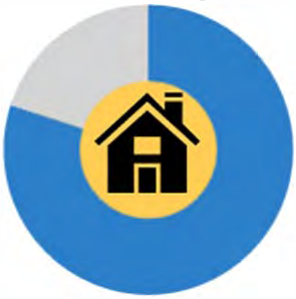
4.16

Outdoor Spaces



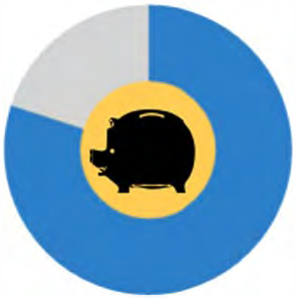
4.14

Housing



4.06

Job Opportunities



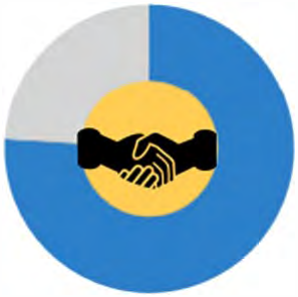
3.97

Social Participation



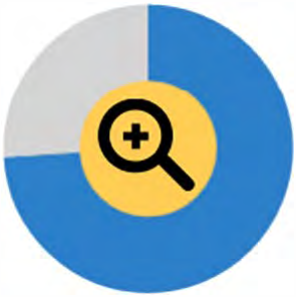
3.90

Volunteer and Civic Engagement



3.84

Community Info

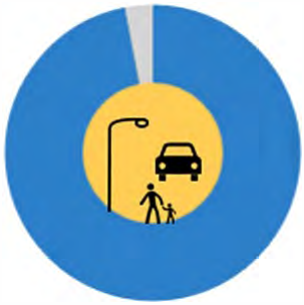


3.70

Summary of Important Community Features

Top Important Item within each West Sacramento Community Feature/ Domain
(percent of respondents who rated the item as Extremely or Very Important)

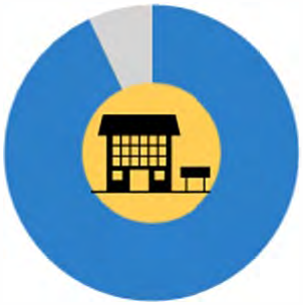
Transportation



97%

Well lit, safe streets for all users

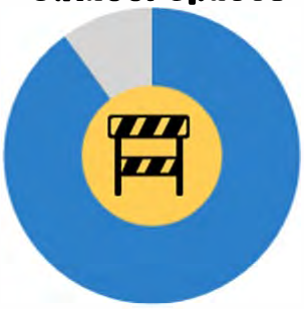
Health and Wellness



93%

Respectful and helpful hospital and clinic staff

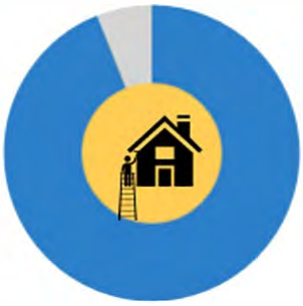
Outdoor Spaces



90%

Sidewalks that are in good condition

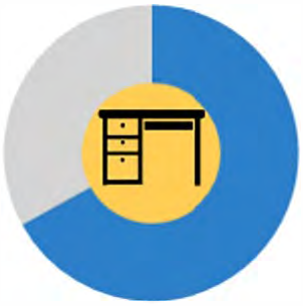
Housing



94%

Well-maintained homes and properties

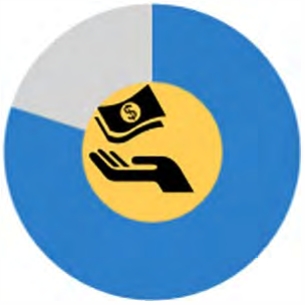
Job Opportunities



67%

Jobs that meet the needs of people with disabilities

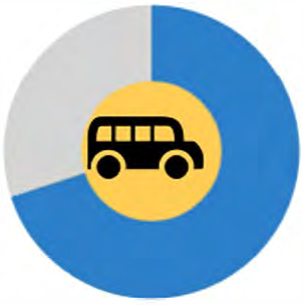
Social Participation



80%

Activities that are affordable to all residents

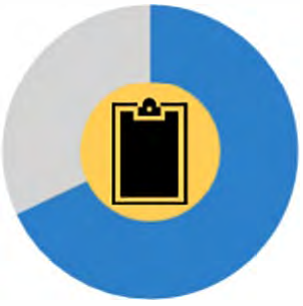
Volunteer and Civic Engagement



70%

Transportation to and from volunteer activities

Community Info



68%

Access to information in one central location

2016 AARP Age Friendly Community Survey of West Sacramento, CA

Top Extremely/Very Important Community Features

Top West Sacramento Important Community Items Across All 66 Features/8 Domains

(percent of respondents who rated the item as Extremely/Very Important)

Top Overall Community Items	Importance	Feature/ Domain
Well-lit, safe streets and intersections	97%	Transportation
Well-maintained homes and properties	94%	Housing
Respectful and helpful hospital and clinic staff	93%	Health and Wellness
Well-maintained hospitals and health care facilities	93%	Health and Wellness
Safe public transportation stops or areas	92%	Transportation
Well-maintained public transportation vehicles	91%	Transportation
Reliable public transportation	91%	Transportation
Well-maintained streets	91%	Transportation
Sidewalks that are in good condition, safe for pedestrian use, and accessible for wheelchairs or other assistive devices	90%	Outdoor Spaces and Buildings
Well-maintained public buildings	90%	Outdoor Spaces and Buildings
A variety of health care professionals	90%	Health and Wellness



Community Needs

Every community has its own culture, social structure, traditions, history, and needs. A community needs assessment is a tool to understand and identify community needs defined as the gap between what is and what should be. In order to identify the needs of West Sacramento residents age 45-plus, survey respondents were asked how important community features and services were to them. Then they were asked if these features and services existed in their community. These questions were then paired together to identify community needs or “gaps” between the importance of a feature or service and its existence in the community.

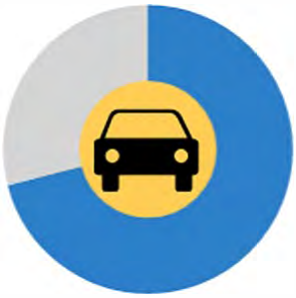
To compare these questions, respondents who said a feature or service is extremely, very, or somewhat important were aggregated and then compared to respondents who said whether or not the feature or service existed in their community. Survey respondents who said they were not sure if a feature or service was in their community were removed from the analysis.

Summary of Community Needs Gap by Feature/Domain

Top Community Needs Gap Item within each West Sacramento Feature/ Domain

(needs gap = % Extremely/Very/Somewhat Important - % Present)

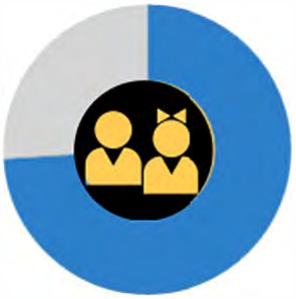
Transportation



71%

Driver education courses

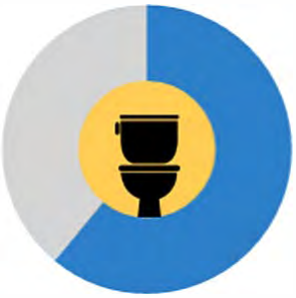
Health and Wellness



74%

Affordable home health care providers

Outdoor Spaces



61%

Well-maintained public restrooms

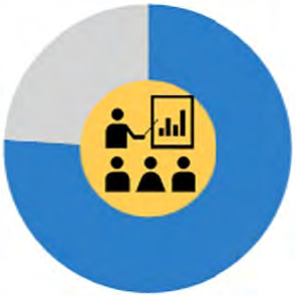
Housing



73%

A repair service for low-income and older adults

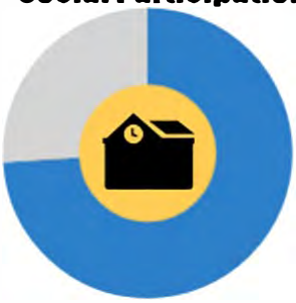
Job Opportunities



76%

Job training opportunities for older adults

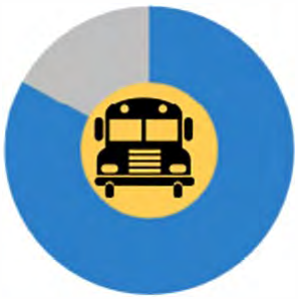
Social Participation



74%

Local schools that involve older adults in events

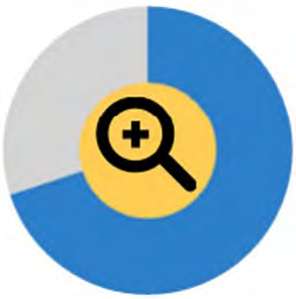
Volunteer and Civic Engagement



83%

Transportation to and from volunteer activities

Community Info



70%

Clearly printed community information

2016 AARP Age Friendly Community Survey of West Sacramento, CA



Outdoor Spaces and Buildings

Features	% Important	% Present
Sidewalks that are in good condition	99%	66%
Well-maintained public buildings that are accessible to people of different physical abilities	98%	64%
Well-maintained public restrooms that are accessible to people of different physical abilities	97%	35%
Neighborhood watch programs	96%	37%
Separate pathways for bicyclists and pedestrians	95%	56%
Well-maintained and safe public parks	91%	71%
Public parks with enough benches	91%	47%



The largest unmet need in outdoor spaces and buildings is

Well-maintained public restrooms that are accessible to people of different physical abilities **62%**

97% say it is important to have well-maintained public restrooms that are accessible to people of different physical abilities. Only 35% say this is present in their community; resulting in a gap of 62%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

2016 AARP Age Friendly Community Survey of West Sacramento, CA

Top Community Needs Gaps

Top West Sacramento Community Needs Gap Item Across All 66 Features/ 8 Domains

(needs gap = % Extremely/Very/Somewhat Important - % Present)

Top Overall Gaps	Gap	Feature/ Domain
Transportation to and from volunteer activities	83%	Volunteer/ Civic Engagement
Volunteer training opportunities	76%	Volunteer/ Civic Engagement
Job training opportunities for older adults	76%	Job Opportunities
Affordable home health care	74%	Health and Wellness
Local schools that involve older adults in events and activities	74%	Social Participation
Home repair services for low-income and older adults	73%	Housing
Conveniently located emergency care centers	73%	Health and Wellness
Easy to find information about local volunteer opportunities	71%	Volunteer/Civic Engagement
Jobs that are adapted to meet the needs of people with disabilities	71%	Job Opportunities
A range of flexible job opportunities for older adults	71%	Job Opportunities

Housing Features

Features	% Important	% Present
Well-maintained homes and properties	98%	80%
Home repair contractors who are trustworthy and affordable	95%	39%
Well-maintained and safe low-income housing	83%	31%
Homes that are equipped with things like a no step entrance, wider doorways, etc.	89%	31%
Seasonal services such as lawn work	88%	37%
Affordable home prices for residents of varying income levels	86%	36%
Home repair service for low-income and older adults that help with repairs	86%	13%



The largest unmet need in housing features is

A repair service for low-income and older adults **73%**

86% say it is important to have a home repair service for low-income and older adults that helps with things like roof or window repair. Only 13% say this is present in their community; resulting in a gap of 73%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

2016 AARP Age Friendly Community Survey of West Sacramento, CA



Transportation and Streets

Features	% Important	% Present
Well-lit, safe streets and intersections for all users	99%	60%
Well-maintained streets	99%	72%
Easy to read traffic signs	98%	83%
Safe public transportation stops or areas	97%	50%
Special transportation services for seniors or people with disabilities	97%	54%
Well-maintained public transportation vehicles	96%	51%
Accessible and convenient public transportation	96%	58%
Affordable public transportation	96%	59%
Reliable public transportation	95%	49%

Transportation and Streets, cont.

Features	% Important	% Present
Audio/visual pedestrian crossings	94%	48%
Affordable public parking	94%	55%
Enforced speed limits	93%	66%
Public parking lots and areas to park	92%	64%
Driver education/refresher course	88%	17%

The largest unmet need in transportation features is

71% **driver education/refresher courses**



88% say it is important to have driver education/refresher courses. Only 17% say this is present in their community; resulting in a gap of 71%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

Job Opportunities

Features	% Important	% Present
Job training opportunities for older adults	84%	8%
Jobs that are adapted to meet the needs of people with disabilities	86%	15%
A range of flexible job opportunities for older adults	83%	12%



The largest unmet need in employment features is

job training opportunities for older adults

76%

84% say it is important to have job training opportunities for older adults who want to learn new job skills within their job or get training in a different field of work. Only **8%** say this is present in their community; resulting in a gap of 76%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

Volunteering and Civic Engagement

Features	% Important	% Present
Easy to find information on available local volunteer opportunities	91%	20%
Transportation to and from volunteer activities for those who need it	90%	8%
A range of volunteer activities to choose from	89%	30%
Opportunities for older adults to participate in decision making roles	89%	26%
Volunteer training opportunities to help better perform volunteer role	87%	11%



The largest unmet need in volunteering and civic engagement is

Transportation to and from volunteer activities 82%

90% say it is important to provide transportation to and from volunteer activities for those who need it. Only **8%** say this is present in their community; resulting in a gap of **82%**.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

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Community Information

Features	% Important	% Present
Access to information in one central location	91%	25%
Free access to computers and the internet in public places	89%	52%
Clearly displayed printed community information with large lettering	88%	18%
An automated community information source	75%	10%
Information delivered in person to people who have difficulty leaving their home	81%	11%
Information that is available in different languages	74%	26%

The largest unmet need in communication and information is

70%

Clearly displayed printed community information with large lettering



88% say it is important to have clearly displayed printed community information with large lettering. Only 18% say this is present in their community; resulting in a gap of 70%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

Social Participation, Inclusion, and Education Opportunities

Features	% Important	% Present
Activities that offer senior discounts	88%	36%
Activities that are affordable to all residents	91%	33%
Widely publicized reliable information about activities	92%	25%
Activities that involve both younger and older people	92%	32%
A variety of cultural activities for diverse populations	88%	32%
Activities specifically geared towards older adults	90%	33%
Continuing education classes	86%	38%
Social clubs such as book, gardening, craft or hobby	89%	27%
Local schools that involve older adults in events and activities	89%	15%
Conveniently located venues for entertainment	88%	36%

The largest unmet need in social participation, inclusion, and education opportunities is

Local schools that involve older adults in events and activities **74%**

89% say it is important that local schools involve older adults in events and activities.
Only 15% say this is present in their community; resulting in a gap of 74%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

2016 AARP Age Friendly Community Survey of West Sacramento, CA



Health and Wellness

Features	% Important	% Present
Respectful and helpful hospital and clinic staff	97%	35%
A variety of health care professionals	97%	35%
Conveniently located emergency care centers	97%	24%
Well-maintained hospitals and health care facilities	96%	34%
A service that helps seniors find and access health services	95%	27%
Conveniently located health and social services	95%	45%
Affordable home health care	94%	20%
Well-trained certified home health care providers	94%	24%
Easy to find information on local health and supportive services	94%	26%

Health and Wellness, cont.

Features	% Important	% Present
Fitness activities specifically geared towards older adults	93%	46%
Home care services including health, personal care, and housekeeping	93%	31%
Easily understandable and helpful hospital answering services	91%	31%
Health and wellness programs and classes	88%	34%
Health care professionals who speak different languages	76%	40%



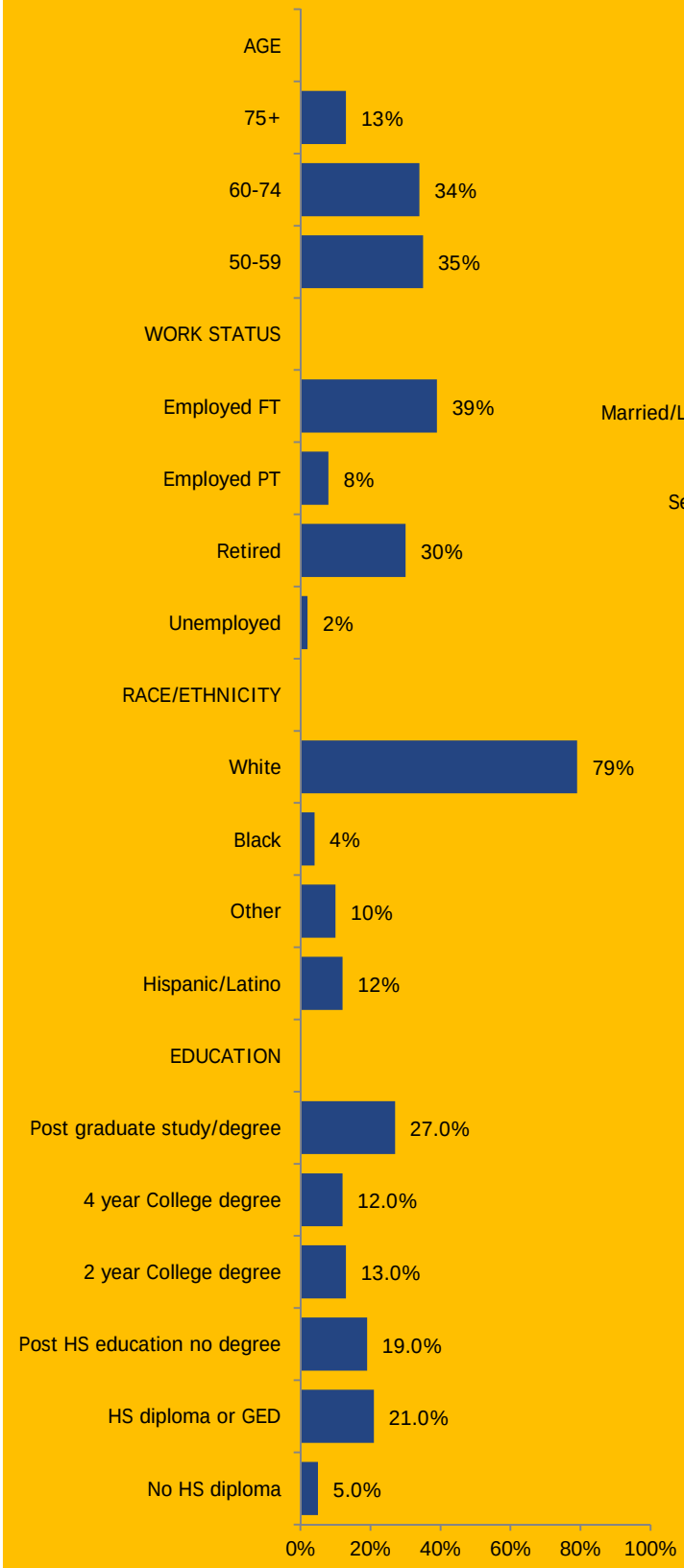
The largest unmet need in health services is

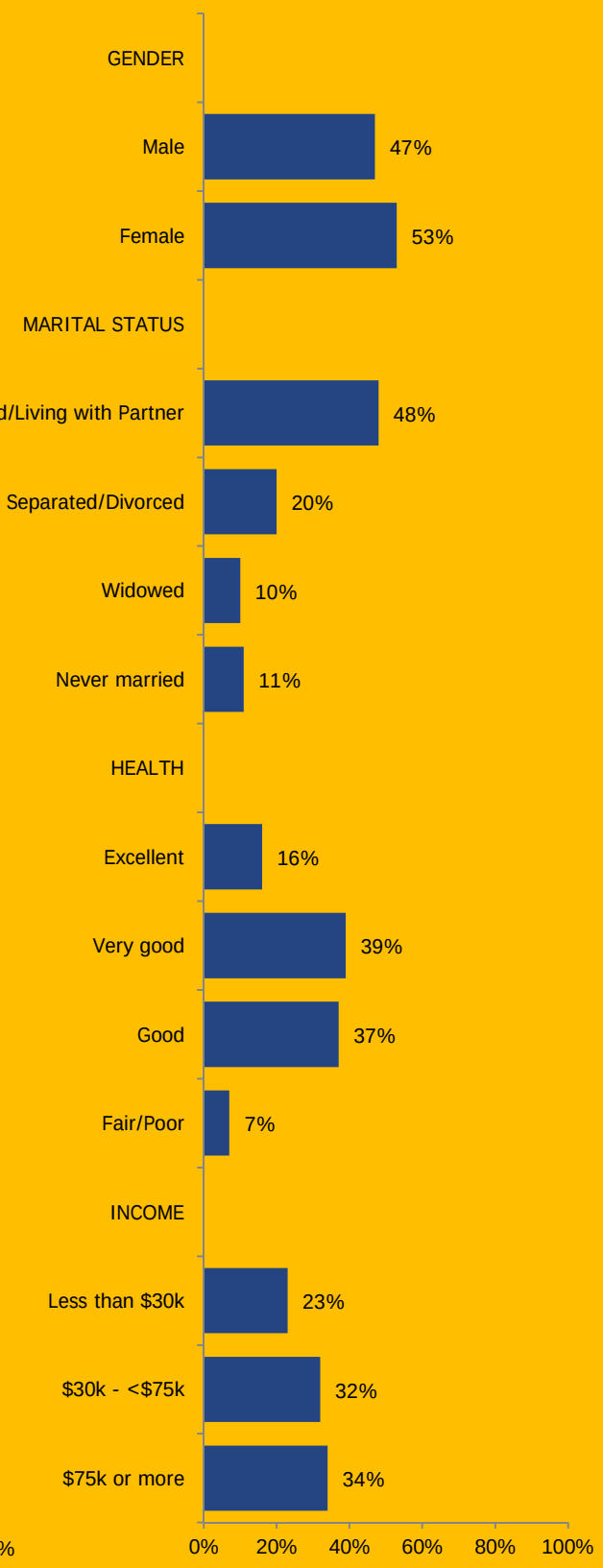
affordable home health care 74%

94% say it is important to have affordable home health care providers. Only 20% say this is present in their community; resulting in a gap of 74%.

(needs gap = % Extremely/Very/Somewhat Important - % Present)

Demographics n= 400





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AARP is a nonprofit, nonpartisan organization, with a membership of nearly 38 million, that helps people turn their goals and dreams into real possibilities, strengthens communities and fights for the issues that matter most to families such as healthcare, employment and income security, retirement planning, affordable utilities and protection from financial abuse. We advocate for individuals in the marketplace by selecting products and services of high quality and value to carry the AARP name as well as help our members obtain discounts on a wide range of products, travel, and services. A trusted source for lifestyle tips, news and educational information, AARP produces AARP The Magazine, the world's largest circulation magazine; AARP Bulletin; www.aarp.org; AARP TV Et Radio; AARP Books; and AARP en Espanol, a Spanish-language website addressing the interests and needs of Hispanics. AARP does not endorse candidates for public office or make contributions to political campaigns or candidates. The AARP Foundation is an affiliated charity that provides security, protection, and empowerment to older persons in need with support from thousands of volunteers, donors, and sponsors. AARP has staffed offices in all 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. Learn more at www.aarp.org.

Acknowledgments

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Photos courtesy of iStock/GettyImages

An annotated questionnaire for the entire sample is available upon request to Brittne Nelson, AARP Research bnelson@aarp.org, or Christina Clem, AARP California cclem@aarp.org.

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AARP Research
601 E Street NW Washington, DC 20049
www.aarp.org/research

Margaret McDowell Manor Town Hall Meeting

For this exercise, participants were provided with a list of livability issues that were identified in the AARP survey. Each of the 39 participants was provided with three dot stickers that they could use to "vote" for the items that were most important to them from the following lists.

Rank	Community Features (1)	# of Dots
1	Well Lit, Safe Streets and Intersections	33
2	Reliable Public Transportation	27
3	Sidewalks that are in Good Condition, Safe, and Accessible	25
4	Well Maintained Hospitals and Health Care Facilities	19
5	Respectful and Helpful Hospital and Clinic Staff	16
6	Safe Public Transportation Stops and Areas	15
7	Well Maintained Homes and Properties	12
8	Well Maintained Public Transportation Vehicles	11
9	A Variety of Healthcare Professionals	10
10	Well Maintained Streets	3
11	Well Maintained Public Buildings	1
11	Communcation	1
11	Outdoor Recreation for Seniors	1
11	Spanish Help at the Community Center	1
		175

Rank	Community Needs Gaps (2)	# of Dots
1	Affordable Home Health Care	39
2	Transportation to and from Volunteer Activities	29
3	Conveniently Located Emergency Care Centers	25
4	Home Repair Services for Low Income and Older Adults	19
5	Local Schools the Involve Older Adults in Events and Activities	9
6	Easy to Find Information About Local Volunteer Opportunities	9
7	A Range of Flexible Job Opportunities for Older Adults	8
8	Job Training Opportunities for Older Adults	6
9	Volunteer Training Opportunities	5
10	Jobs that Area Adaped to Meet the Needs of People with Disabilities	4
11	General Transportation	3
12	Communication	2
		158

(1) These community features were identified as important by respondants to the AARP survey, regardless of whether they are perceived to be already provided for adequately in West Sacramento.

(2) Community "gaps" are community features that respondants to the AARP survey felt were not being provided adequately in West Sacramento.

Meals on Wheels Age-Friendly Survey

In late October, 2016 approximately 150 Meals on Wheels recipients in West Sacramento received a survey instrument with their lunch. The survey asked participants to rank the importance of items that were identified as significant community features or as "gaps" in the AARP survey, and return their survey form to the volunteer. The City received 29 completed surveys, which prioritized these items as shown below.

Community Improvement Items	Importance Rating (1= High, 5 = Low)				
	1	2	3	4	5
Conveniently-located emergency care centers	68%	16%	8%	4%	4%
Respectful and helpful hospital and clinic staff	67%	19%	4%	7%	4%
Affordable home health care	65%	19%	8%	4%	4%
Well-maintained hospitals and care facilities	62%	17%	10%	3%	7%
Well-maintained streets	57%	21%	11%	7%	4%
Sidewalks that are in good condition and safe for pedestrians	55%	17%	21%	7%	0%
Transportation to and from volunteer activities	55%	7%	24%	10%	3%
Well-maintained public buildings	54%	7%	25%	11%	4%
Well-maintained homes and properties	52%	26%	11%	7%	4%
Well-Lit, safe streets and intersections	52%	24%	10%	7%	7%
Reliable public transportation	50%	31%	8%	8%	4%
Jobs that are adapted to meet the needs of people with disabilities	50%	15%	19%	12%	4%
Home repair services for low-income and older adults	48%	26%	19%	4%	4%
Safe public transportation stops or areas	46%	29%	11%	7%	7%
A variety of health care professionals	46%	29%	18%	4%	4%
A range of flexible job opportunities for older adults	46%	11%	32%	7%	4%
Well-maintained public transportation vehicles	45%	28%	10%	3%	14%
Easy-to-find information about local volunteer opportunities	37%	22%	26%	11%	4%
Volunteer training opportunities	36%	14%	39%	7%	4%
Job training opportunities for older adults	36%	21%	25%	7%	11%
Local schools that involve older adults in events and activities	19%	33%	37%	4%	7%

Exhibit C

City of West Sacramento Age-Friendly Telephone Survey

November-December 2016

Summary

Category	# of Responses
Streets/Sidewalks	11
Public Transporta	9
Parks/Trails	6
Taxes/Fees	5
Security	4
Community Servic	4
Refuse/Recycling	3
Communications	2
Housing	2
Economic Develo	1
Environment	1
Health/Medical	2
Total	**50**

#	Date	Category	Summary
1	17-Nov	Refuse/Recycle	Wants curbside waste pickup not in a container.
2	17-Nov	Public Transportation	Yolo Special too expensive; can't get to the Community Center for activities.
3	18-Nov	Streets/Sidewalks	Make the city more livable for pedestrians; need to be able to cross streets safely
4	18-Nov	Taxes/Fees	Lower property taxes for seniors
5	18-Nov	Health/Medical	Get a clinic or hospital in West Sacramento, especially Southport
6	18-Nov	Refuse/Recycle	Need help with getting trash cans to the street
7	18-Nov	Streets/Sidewalks	Improve lighting on West Capitol to make the area safer for drivers and pedestrians
8	18-Nov	Streets/Sidewalks	Speed bumps have helped a lot in my area; thanks!
9	18-Nov	Public Transportation	Improve public transportation
10	18-Nov	Streets/Sidewalks	Fix our streets!
11	19-Nov	Security	Take care of the homeless issue so I can feel safe walking and shopping
12	20-Nov	Parks/Trails	More natural areas, trails and green belts
13	20-Nov	Public Transportation	Create more public transit stops.
13.1	20-Nov	Parks/Trails	Pave Clarksburg trail. Difficult for seniors to navigate unpaved portion
14	20-Nov	Refuse/Recycle	More curbside services vs. trips to the dump
15	20-Nov	Public Transportation	More frequent bus service: maximum 30-minute headways
16	21-Nov	Communications	Reach out to seniors more often to understand their needs
17	21-Nov	Taxes/Fees	Give discount on sewer/water bill. Water is expensive.
18	21-Nov	Streets/Sidewalks	Fix street drainage in State Streets; seniors traverse giant puddles all winter
19	25-Nov	Streets/Sidewalks	Re-stripe bike lane in Lighthouse. Cars use it; I've almost been run over
20	26-Nov	Streets/Sidewalks	Need better bike lanes on Jefferson (especially SB turning onto Lake Washington) and Southport Parkway
21	26-Nov	Community Services	We need a senior center
22	26-Nov	Communications	Why is the city partnering with AARP; they're a political organization.
23	26-Nov	Parks/Trails	We need more walking areas and trails like the Clarksburg trail
24	27-Nov	Parks/Trails	Be more bike-friendly. I don't feel safe riding on Jefferson. Also, pave levee from Marshall on up
25	17-Nov	Security	More police presence.
26	27-Nov	Security	Do something about the homeless issue. Safety and public cleanliness issues.
27	27-Nov	Taxes/Fees	Provide discounts on bond increases, water rate increases, etc.
28	28-Nov	Parks/Trails	Create more recreational paths for biking and walking.
29	28-Nov	Housing	Create a Del Webb-style retirement community in West Sacramento
30	28-Nov	Streets/Sidewalks	Make crosswalks in downtown (Jefferson/West Cap area) easer and safer to get across.
31	29-Nov	Housing	West Sacramento needs more residential care facilities for seniors
32	29-Nov	Taxes/Fees	Concerned about increases in bonds adding to property tax bill.
33	30-Nov	Streets/Sidewalks	Increase frequency of street sweeping.
33.1	30-Nov	Community Services	City should do something to help the Golden Years Club, which is closing because they can't pay rent
34	3-Dec	Economic Development	Find a way to attract more mid-range sit-down restaurants
35	3-Dec	Parks/Trails	We need a dog-walking park in Broderick
36	3-Dec	Streets/Sidewalks	We need safer bike lanes
37	3-Dec	Public Transportation	We need more shelters on Cummins closer to Kegle; too long a walk to the one at the Senior Center.
37.1	3-Dec	Public Transportation	Some kind of "short bus" or on-demand van would be very helpful as well.
38	3-Dec	Environment	City should consider climate change in everything it does.
39	3-Dec	Public Transportation	Better transit options are needed; an on-demand van or small bus would be great
40	5-Dec	Community Services	Don't get rid of the bill drop-off box at City Hall; very convenient for seniors.
41	5-Dec	Streets/Sidewalks	WSPD needs to ticket cars that block the street sweepers
42	6-Dec	Taxes/Fees	Wants reduced Mello-Roos or other financing mechanisms to lower costs for seniors
43	6-Dec	Security	Keep West Sacramento safe for seniors and kids
44	6-Dec	Public Transportation	Provide better and more options for transportation.
45	8-Dec	Community Services	Lower age for senior discount at the Rec Center
45.1	8-Dec	Health/Medical	Get a health care center in West Sacramento
46	9-Dec	Public Transportation	Improve transportation services

Online Survey

In January, 2017 the City placed a survey instrument on the Age-Friendly page on its web site. The survey remained open until mid-May, 2017.

Community Improvement Items	# of Responses by Priority				
	Extremely Important	Somewhat Important	Not Very Important	Not at All Important	# of Responses
Well-lit, safe streets and intersections	245	38	3	1	287
Sidewalks that are in good condition, safe for pedestrian use, and accessible for wheelchairs or other assistive devices	208	70	6	2	286
Well-maintained homes and properties	199	79	7	2	287
Safe public transportation stops or areas	190	66	25	4	285
Reliable public transportation with well-maintained public transportation vehicles	186	73	23	5	287
Conveniently located, well-maintained health care facilities	185	73	22	6	286
Affordable home health care	172	82	25	8	287
Convenient access to information on upcoming community events and important community notices and alerts	162	103	18	3	286
Home repair services for low-income and older adults	148	97	35	6	286
Well-maintained public buildings	140	121	23	2	286
Volunteer opportunities	74	162	39	11	286
Job training	46	105	77	47	275

Exhibit E

West Sacramento Age-Friendly Online Survey

Summary	
Category	# of Responses
City Services/Programming	36
Public Safety/Security	24
Housing	21
Economic Development	16
Trails/Bike Lanes	14
Other	10
Parks	8
Public Transit	5
Communications	4
Taxes/Fees	4
Traffic	3
Medical	3
Voluneering	3
Total	**151 ***

#	Response Date	Response Text
1	Feb 5, 2017 3:27 AM	Focus on core city services. Too much fluff going on.
2	Feb 4, 2017 8:38 AM	Affordable housing
3	Feb 3, 2017 5:21 PM	Sidewalks in travelled areas. Desperately need sidewalks on Rice Avenue.
4	Jan 31, 2017 10:41 PM	I would like more police patrols in my area. I have not seen a policeman near or around my house in years.
5	Jan 31, 2017 5:31 PM	Staffing levels sufficient to keep residents and properties safe. Council and management focus on infrastructure (especially West Capitol Avenue) and quality of life for all west Sacramento residents.
6	Jan 31, 2017 1:20 PM	Streets are in terrible shape. Potholes on industrial are really bad.
7	Jan 31, 2017 10:34 AM	I'd like to see that bike trail go further than a mile
8	Jan 31, 2017 6:44 AM	More entertainment/recreational venues such as movie theaters, pickle ball courts, golf courses.
9	Jan 30, 2017 10:11 PM	More free community events that help our neighbors get to know each other and hopefully learn to respect and appreciate our similarities and differences.
10	Jan 30, 2017 8:21 PM	List of merchants that give discounts to seniors, would be nice. Thank you..
11	Jan 30, 2017 3:37 PM	Active living opportunities
12	Jan 30, 2017 4:59 AM	Senior housing facilities in a safe community.
13	Jan 30, 2017 2:02 AM	Affordable quality dining/restaurants.

14	Jan 29, 2017 3:33 PM	Housing for seniors and their caregivers.
15	Jan 29, 2017 2:28 AM	Computer classes
16	Jan 28, 2017 6:38 PM	Zoning that allows and encourages resident-serving businesses to open up within walking distance of all neighborhoods.
16a	Jan 29, 2017 6:38 PM	RIGOROUSLY enforce traffic laws that require bicyclists to yield to pedestrians.
16b	Jan 30, 2017 6:38 PM	Establish noise restrictions on vehicles and vigorously enforce them.
16c	Jan 31, 2017 6:38 PM	Better public transportation. One bus every hour from the Bridge District to downtown and midtown Sac is not enough.
17	Jan 28, 2017 3:22 PM	Park benches along walkable street routes to encourage older people to walk and have a place to rest along the way. More small parks in the older neighborhoods.
18	Jan 28, 2017 3:25 AM	Need Police patrols in our neighborhood. Too many home and vehicle break-ins.
19	Jan 28, 2017 3:25 AM	Senior living community one story homes with amenities. Affordable but not low-income.
20	Jan 28, 2017 2:18 AM	More information from the City about what's being done about homelessness and other social issues in our area.
21	Jan 28, 2017 1:26 AM	Services for other languages speaking resiidents
22	Jan 28, 2017 12:57 AM	BROAD sidewalk and bike lanes along the entire length of Southport Parkway.
22a	Jan 29, 2017 12:57 AM	We need more multi-level, multi use, live/work buildings in South Port.
22b	Jan 30, 2017 12:57 AM	We need to become more progressive on being green - for example, banning plastic and styrofoam take-out city wide.
23	Jan 27, 2017 10:31 PM	How code enforcement is dealing with issues of pot growing and vehicle issues.
23a	Jan 28, 2017 10:31 PM	How the city is dealing with transient/homeless issues in our community
24	Jan 27, 2017 8:50 PM	Community space for seniors, where they feel safe, I think is important.
24a	Jan 28, 2017 8:50 PM	We also desperately need a hospital in the area.
24b	Jan 29, 2017 8:50 PM	Volunteering opportunities are also important.
25	Jan 27, 2017 7:27 PM	Waive or substantially discount the cost of permits and other fees for making home improvements.
26	Jan 27, 2017 6:48 PM	Bike lanes well marked. Some way to calm down WS drivers and get them to quit running stop signs!!!
27	Jan 27, 2017 6:24 PM	food donations for low income
28	Jan 27, 2017 4:05 PM	variety of healthy resturaunts
29	Jan 27, 2017 3:45 PM	Good investment into public safety, police, fire, first responder
29a	Jan 28, 2017 3:45 PM	Homeless resolution
29b	Jan 29, 2017 3:45 PM	Equal investment and improvement of the northside of town, including clean up and improve ALL of west Capitol, not just near city hall
30	Jan 27, 2017 3:14 PM	All neighborhoods should have access to public transportation and there should be bus shelters at stops to protect riders from the wind and rain.
30a	Jan 28, 2017 3:14 PM	Having a variety of local businesses so residents can shop and work locally is important.

30b	Jan 29, 2017 3:14 PM	West Sacramento does a great job providing parks and recreational opportunities.
31	Jan 27, 2017 2:26 PM	A safe place for seniors to interact, learn and participate in community activities.
32	Jan 27, 2017 2:17 PM	Public safety presence of law enforcement
33	Jan 27, 2017 2:16 PM	Nope
34	Jan 27, 2017 1:18 PM	Lower taxes for senior citizens so they can keep their homes.
35	Jan 27, 2017 12:35 PM	Convenient and more affordable grocery shopping
36	Jan 27, 2017 9:01 AM	More free events at local parks more churches to choose from more restaurants, more things for kids or young adults like a roller rink a movie theatre, more work opportunity's. Bingo nights, parades, Picnic's, music etc..
37	Jan 27, 2017 7:04 AM	Patrolling the neighborhood better
38	Jan 27, 2017 6:32 AM	Parks and Open Spaces that use formal gardens and accentuate regional plants in their landscaping with a restriction of vehicle access. Stimulate all of our senses and include strategic seating.
39	Jan 27, 2017 4:49 AM	I have not seen food closets or meal delivery for elderly advertised.
39a	Jan 28, 2017 4:49 AM	I have not seen the citys demographics listed.
39b	Jan 29, 2017 4:49 AM	I am not pleased with police helicopter activity after dark
39c	Jan 30, 2017 4:49 AM	I am not pleased with 911 alerts after bedtime that do not require my action.
40	Jan 27, 2017 4:47 AM	Police patrolling neighborhoods regularly.
40a	Jan 28, 2017 4:47 AM	More walking paths & bike lanes.
41	Jan 27, 2017 4:35 AM	More and better choice of restaurants and stores, e.g. Chili's and Best Buy. Stores and Restaurants of this quality would help me to not have to drive outside of West Sacramento to eat and shop.
42	Jan 27, 2017 4:21 AM	The new dog park on linden was remodeled poorly If your're sitting on the bench you can't even see your dog
43	Jan 27, 2017 4:16 AM	Less loud concerts. Keep West Sac "boring"!
44	Jan 27, 2017 4:14 AM	I'm very concerned about Homeless People. They beg/hang out in front of some stores Dollar Tree on Harbor. Am-pm on Harbor. Walgreens. Biglots. Rideaid. Library. It is kind of scary to go out at night.
45	Jan 27, 2017 4:08 AM	Lower crime in the city and dealing with the going homeless issues.
46	Jan 27, 2017 4:00 AM	A place for the homeless.
47	Jan 27, 2017 3:45 AM	Elderly folks who no longer drive need affordable public transportation within WS. Taxi service very expensive.
47a	Jan 28, 2017 3:45 AM	Homelessness is a BIG issue in WS.... always at Safeway, Walgreens. Will not shop in those areas alone.
48	Jan 27, 2017 3:12 AM	We want safety and to be able to stay in our own homes for the duration of our lives! We want the police and city to adress the homeless in our neighborhoods!
49	Jan 27, 2017 3:08 AM	A good community center that offers classes like art, music, dancing, taking photos with an iPhone, and guest speakers on a variety of subjects like local/CA history.
50	Jan 27, 2017 2:35 AM	Access to inexpensive health maintenance programs
51	Jan 27, 2017 2:34 AM	I am a Aarp member. I really appreciate the city's efforts with regards to senior citizens and their needs.

52	Jan 27, 2017 2:26 AM	Streets in neighborhood to be well maintained and not just patched.over and over. Seymour St. Has not been resurfaced in over 28 years.
53	Jan 27, 2017 2:12 AM	Parks that support the neighbor and not sports related! Maybe a community art center.
54	Jan 27, 2017 2:04 AM	As new residents we appreciate that this initiative is in place and will seek to remain informed. Thank you to members of the committee.
55	Jan 27, 2017 1:59 AM	The recreation center: swimming, workout area, childcare, great personnel .. Nugget, Target...would like more services right in west sac.
56	Jan 27, 2017 1:53 AM	I am curious why there is so many questions about transit and pedestrian facilities, but not about traffic. Being able to get to necessary services in my car without sitting in traffic is important to me.
57	Jan 27, 2017 1:41 AM	Access to library services both in the library and from at home.Parks and recreation services designed for a variety of ages and abilities.
58	Jan 27, 2017 1:41 AM	The cities senior center is located in an area that greatly serves the population on that side of west Sacramento is not practical for seniors on the south side
59	Jan 27, 2017 1:33 AM	Classes such as art, yoga, book groups, cooking, and exercise for personal growth and socializing
59a	Jan 28, 2017 1:33 AM	Pets/feral-neighborhood cats: resources for spay/neuter and a pet foodbank for all.
60	Jan 27, 2017 1:32 AM	Activities that cater to those retired! Affordable gyms and exercise facilities that cater to seniors with discounted rates for mid morning workouts. Group activities(yoga, walking groups, book clubs, nature hikes, social activities).
61	Jan 27, 2017 1:32 AM	More recreational parks and hiking paths along the river.
62	Jan 27, 2017 1:29 AM	None at this time. Thanks
63	Jan 27, 2017 1:17 AM	Access to safe bicycle lanes/trails is more important to me than any other type of transportation. Thank you.
64	Jan 27, 2017 1:16 AM	Bike Trails, Hiking: We need a safe way for our West Sacramento Families to connect to events and activities; the road by the tank farms is not safe.
65	Jan 27, 2017 1:14 AM	More restaurants and a movie theatre would be nice for West Sac.
66	Jan 27, 2017 1:13 AM	Leisure time activities geared for seniors e.g. exercise and computer and continuing education classes.
67	Jan 27, 2017 1:12 AM	No
68	Jan 27, 2017 1:06 AM	affordable 55+ housing
69	Jan 22, 2017 3:09 PM	A private 55 and older gated community with a golf course and other amenities for active retirees.
70	Jan 21, 2017 3:42 AM	Arts, culture, and quality dining.
71	Jan 21, 2017 3:21 AM	Public transportation that is more frequent that hourly.
72	Jan 20, 2017 5:01 PM	Environmental & social justice
73	Jan 20, 2017 6:11 AM	A directory listing all companies that provide special discounts for seniors.An advocate who contacts local businesses to negotiate senior discounts.
74	Jan 18, 2017 11:45 PM	Bike trails and community tennis courts.
75	Jan 18, 2017 8:39 PM	Social opportunities for aging residents: cultural, recreational, volunteer groups.

75a	Jan 19, 2017 8:39 PM	Walkable neighborhoods with appropriate (single story, universal design, downsized) housing opportunities (rental and ownership) with easy access to activity centers, shopping, entertainment, recreation, medical services, etc.
76	Jan 17, 2017 6:21 PM	Convenient, cost effective grocery shopping
77	Jan 16, 2017 11:32 PM	Variety of recreation services for a variety of abilities.
78	Jan 16, 2017 3:01 AM	Affordable housing options which contain accessible design elements - few or no stairs, or substitute ramps/railing; bathrooms equipped with safety railings and wide entry to accommodate mobility assistance devices; etc.
78a	Jan 17, 2017 3:01 AM	And of course.....safe, well lit, options for reliable transportation and shopping nearby.
79	Jan 16, 2017 1:00 AM	Timely communication. Many Elderly homeowners do not have computers or smart phones and are therefore uninformed because the City discontinued the monthly newsletter (utility bill insert).
80	Jan 15, 2017 6:56 PM	
81	Jan 15, 2017 6:44 PM	Social interaction programs. Great restaurants. Safe yet affordable grocery & pharmaceutical stores.
82	Jan 15, 2017 6:06 PM	Safe, wide bike paths that connect to one another. We need a better local newspaper.
83	Jan 15, 2017 2:29 PM	Opportunities for seniors to learn about health and safety, growing old with dignity, in home care services, etc.
84	Jan 15, 2017 6:46 AM	Somehow we need to establish communication, transportation and motivation techniques to encourage seniors to stay involved in life.
85	Jan 15, 2017 5:14 AM	Non-emergency medical transportation.
86	Jan 15, 2017 3:47 AM	Indoor & outdoor FUN social events for those 50+. Excellent care for our parents (memory care, Assisted Living faculties, etc.).
87	Jan 15, 2017 1:15 AM	Safe bike lanes and trails, extensive well lit walking trails, continuing care pet friendly integrated retirement communities -CCRCs and RCFEs. Educational options - Osher , Ucd Davis, sac state renaissance.
88	Jan 14, 2017 11:44 PM	Good quality restaurants in inviting locales and conveniently located specialty shops.
89	Jan 14, 2017 11:33 PM	Moore safe bike lanes
90	Jan 14, 2017 11:15 PM	Easy access to the Sacramento river (Yolo side) for handicapped persons.
91	Jan 14, 2017 10:59 PM	Improved dog park with inside perimeter paved path, trash cans outside the fence to be emptied frequently, a larger small dog area, and maintained lawn. Then it would be more used by all ages more often.
92	Jan 14, 2017 10:37 PM	another excess to Sacto. south of freeway 80/50 over the river now
93	Jan 14, 2017 9:40 PM	Activities like Volksmarching (or organized walks in differing locations of West Sacramento each time, that are group oriented
94	Jan 14, 2017 9:09 PM	Over 80 tax relief and reduced or capping Mello-Roos on property tax. Fixed incomes that even include social security do not keep up with inflation.
95	Jan 14, 2017 8:47 PM	low income senior housing, apartments and assisted living facilities.
96	Jan 14, 2017 8:21 PM	Security! Safe walking trails and riverfront access.
97	Jan 14, 2017 7:04 PM	Affordable emergency response/transport (ambulance)

98	Jan 14, 2017 5:16 PM	Public outdoor spaces, sidewalks, parks, and vacant lots that are clean, safe, and attractive -- without homeless campers and their trash, or feral cats.
99	Jan 14, 2017 3:43 PM	Housing is too expensive for people on fixed income. Older adults need their pets for companionship. Places either charge big pet deposit or don't allow at all.
100	Jan 14, 2017 2:54 PM	Community events and gatherings such as farmer's markets, Off the Grid (The Barn and Riverfront), fairs and festivals Increased unique dining options (not fast food) Increase bike lanes and trails
101	Jan 14, 2017 12:51 PM	Meals on wheels and other food delivery services for shut-ins.
102	Jan 14, 2017 12:08 PM	More businesses that allow us to keep our money in West Sacramento: Costco Movie Theatre, Small/family businesses
103	Jan 14, 2017 9:33 AM	Benches to sit on in parks, bus stops.
103a	Jan 15, 2017 9:33 AM	I wish I had an indoor pool for water aerobics.
103b	Jan 16, 2017 9:33 AM	More local businesses: I have to go to the YMCA in Sacramento. I have to go to Timberlake Rd for a Physical Therapist. I have to go to Sacramento for a movie or a good restaurant, or any hobby items, except for Walmart.
104	Jan 14, 2017 5:15 AM	Outreach to seniors who do not have internet access. Timely notification - the city & county does not mail information to homes, what is available online is posted weeks late.
105	Jan 14, 2017 4:19 AM	.... it would be swell if there was a way to lower garbage fees for households that don't make as much garbage
105a	Jan 15, 2017 4:19 AM	I favor water meters for the same reason: pay for what you use
106	Jan 14, 2017 4:19 AM	How about some new construction townhouses or condos for seniors at a reasonable price?
107	Jan 14, 2017 2:37 AM	A senior assisted living facility. Condos, apartments or town houses that are single story residents for seniors.
108	Jan 14, 2017 2:24 AM	senior living apartments
109	Jan 14, 2017 1:59 AM	Access to information about what is going on in West Sac.
110	Jan 14, 2017 1:31 AM	Designated car-free bicycle trails / separated from traffic by barriers like in Portland, Oregon / I do not ride my bicycle on trails that are not car-free. I ride my bike on sidewalks rather than risk a fatal injury from an inattentive or texting driver.
111	Jan 14, 2017 1:06 AM	Recreation facilities that offer classes and equipment for older citizens who are still working.
112	Jan 14, 2017 1:01 AM	I'm concerned about panhandling. (This is not a critique of persons who are homeless and trying to improve their lives.)
112a	Jan 15, 2017 1:01 AM	Stiffer penalties for package thieves.
112b	Jan 16, 2017 1:01 AM	Better bike trails from the southport area to Jefferson blvd and to local businesses.
113	Jan 14, 2017 12:49 AM	Recreational services
114	Jan 14, 2017 12:22 AM	Fitness Programs - Yoga, stretching, water aerobics, etc
115	Jan 13, 2017 11:53 PM	Subsidized services for the elderly.
116	Jan 14, 2017 11:31 PM	Housing located in areas where seniors don't have to drive to most services. Housing designed for seniors (single story units, stacked flats, universal design) for both purchase and rent.

116a	Jan 15, 2017 11:31 PM	Recreational and entertainment opportunities both indoor and outside, and assistance with transportation to activities in nearby communities.
116b	Jan 16, 2017 11:31 PM	Volunteer opportunities.
117	Jan 13, 2017 11:26 PM	Social programs:1. Yoga, tai-chi or other stretching exercises for all levels and fun activities - bingo, card games,, coloring, ceramics, pottery, learning classes like languages3. Music lessons - piano, guitar, tonnette
118	Jan 13, 2017 11:16 PM	It would be nice if there was parking near trails, for example, when South River Road is closed to traffic, seniors will have a hard time accessing the new trail without parking nearby.
119	Jan 13, 2017 11:04 PM	I would like to see affordable housing for seniors like those built on the waterfront by Raley field.
120	Jan 13, 2017 10:57 PM	Maintain quality city services, ie: police, fire, etc.
121	Jan 13, 2017 10:33 PM	I would like to read more about meals on wheels and volunteering efforts for west sacramento
122	Jan 13, 2017 7:18 PM	Affordable housing with shuttle services to affordable grocery shopping in town, as well thrift stores, pet care stores, and popular events. A senior center would be very helpful.
123	Jan 13, 2017 12:27 AM	Adult programs in the evening, such as some of the things provided at the Senior Center in the Community Center, that now, are only provided in the daytime hours.... such as Zumba/exercise classes and the crochet/knit or crafting groups.

Bryte Café Listening Session Results

April, 2017

Ref. #	Community Improvement Items	Importance Rating (1 = High, 5 = Low)										Total
		1		2		3		4		5		
		#	%	#	%	#	%	#	%	#	%	
7	Reliable public transportation	7	78%	1	11%	1	11%	0	0%	0	0%	9
1	Well-Lit, safe streets and intersections	5	71%	1	14%	0	0%	0	0%	1	14%	7
3	Respectful and helpful hospital and clinic staff	5	56%	0	0%	2	22%	1	11%	1	11%	9
5	Safe public transportation stops or areas	5	56%	2	22%	1	11%	0	0%	1	11%	9
6	Well-maintained public transportation vehicles	5	50%	2	20%	2	20%	0	0%	1	10%	10
8	Well-maintained streets	5	71%	2	29%	0	0%	0	0%	0	0%	7
9	Sidewalks that are in good condition and safe for pedestrians	4	50%	3	38%	0	0%	0	0%	1	13%	8
11	A variety of health care professionals	4	50%	1	13%	1	13%	1	13%	1	13%	8
4	Well-maintained hospitals and care facilities	3	38%	3	38%	0	0%	1	13%	1	13%	8
12	Transportation to and from volunteer activities	3	50%	1	17%	1	17%	0	0%	1	17%	6
15	Affordable home health care	3	38%	2	25%	1	13%	1	13%	1	13%	8
17	Home repair services for low-income and older adults	2	25%	2	25%	1	13%	2	25%	1	13%	8
18	Conveniently-located emergency care centers	2	25%	2	25%	2	25%	1	13%	1	13%	8
2	Well-maintained homes and properties	1	13%	4	50%	2	25%	0	0%	1	13%	8
14	Job training opportunities for older adults	1	14%	1	14%	3	43%	2	29%	0	0%	7
19	Easy-to-find information about local volunteer opportunities	1	14%	0	0%	3	43%	1	14%	2	29%	7
20	Jobs that are adapted to meet the needs of people with disabilities	1	13%	2	25%	3	38%	1	13%	1	13%	8
21	A range of flexible job opportunities for older adults	1	13%	1	13%	3	38%	2	25%	1	13%	8
10	Well-maintained public buildings	0	0%	4	50%	3	38%	0	0%	1	13%	8
13	Volunteer training opportunities	0	0%	3	50%	3	50%	0	0%	0	0%	6
16	Local schools that involve older adults in events and activities	0	0%	4	50%	3	38%	0	0%	1	13%	8

Exhibit F

City of West Sacramento
Age-Friendly Action Plan
Accountability Matrix

Project #	Project	Sub-Task	Lead Department
March 2017			
3	Complete the ADA Transition Plan	Kick-Off Meeting	Public Works
April 2017			
3	Complete the ADA Transition Plan	Staff Training	Admin Services
May 2017			
2	Adopt a Mobility Action Plan	Apply for ARB Car Sharing and Mobility Options Pilot Program funding for Pilot 2 Flexible Transportation Service	Public Works
June 2017			
1	Adopt a Bike, Pedestrian and Trails Master Plan	Conduct Level of Traffic Stress Analysis	Public Works
		Prepare Draft Plan	Public Works
2	Adopt a Mobility Action Plan	Apply for SACOG TDM Innovations Grant funding for Pilot 2 Flexible Transportation Service	Public Works
9	Expand WSPD "Coffee with a Cop" Program	Modify format plan for “Coffee with a Cop” to include fraud prevention and volunteer recruitment	Police
11	Partner with Yolo DA to Broaden Anti-Fraud Awareness for Older Adults	Schedule partnered senior-focused fraud awareness presentations	Police
July 2017			
12	Partner with Red Cross to Assure Older Residents Have Smoke Alarms	Meet with ARC	Fire

Project #	Project	Sub-Task	Lead Department
		August 2017	
3	Complete ADA Transition Plan	Draft Self Evaluation Report	Admin Services
3	Complete ADA Transition Plan	Data Collection	Public Works
4	Create Printed Quarterly Newsletter for Older Residents	Prepare Document Format	City Manager's Office
		Assemble Mailing List	City Manager's Office
6	Broadband Expansion Pilot Projects	Conduct North Area Survey	Community Development
		Provide information on ATT Access Program	Community Development
		Identify economic challenges to broadband adoption	Community Development
8	Expand WSPD "VIP" Program	Revise volunteer application form	Police
		Calendar four senior living site-/senior focused recruitment events	Police
2	Adopt Mobility Action Plan	Deploy Pilot 1 Downtown Shuttle	Public Works
1	Adopt a Bike, Pedestrian and Trails Master Plan	Adopt Updated Plan	Public Works
		September 2017	
12	Partner with Red Cross to Assure Older Residents Have Smoke Alarms	Establish funding source for smoke alarms	Fire
3	Complete the ADA Transition Plan	Draft Transition Plan	Admin Services
4	Create Printed Quarterly Newsletter for Older Residents	Prepare Draft Document	City Manager's Office
		Mail First Edition at Start of Q4 2017	City Manager's Office
11	Partner with Yolo DA to Broaden Anti-Fraud Awareness for Older Adults	Develop training for senior volunteers to deliver fraud awareness training in their communities	Police
12	Partner with Red Cross to Assure Older Residents Have Smoke Alarms	Establish a process to identify needs	Fire
		October 2017	
6	Broadband Expansion Pilot Projects	Adopt Broadband Action Plan	Public Works
3	Complete the ADA Transition Plan	Public Comment Period	Public Works

Project #	Project	Sub-Task	Lead Department
November 2017			
12	Partner with Red Cross to Assure Older Residents Have Smoke Alarms	Interact with residents to offer/install smoke alarms	Fire
1	Adopt a Bike, Pedestrian and Trails Master Plan	Develop Age Friendly Appendix	Public Works
		Develop Safe Routes to School Appendix	Public Works
2	Adopt Mobility Action Plan	Apply for a Caltrans Sustaainable Transportation Planning Grant	Public Works
3	Complete the ADA Transition Plan	Presentation to City Council	Public Works
December 2017			
17	Develop Strategies to Eliminate Health Disparities	Expand farmers' markets	City Manager's Office
		Enforce tobacco control laws	City Manager's Office
18	Increase Awareness Among Older Residents of City Code Enforcement Services	Include CE Articles in Age-Friendly Newsletter	Community Development
		Code Enforcement Annual Utility Bill Insert -- 2017	Community Development
		Include CE Articles on Age-Friendly Website	Community Development
		Administer a Survey to Gauge Public Understanding of CE	Community Development
January 2018			
16	Participate in Partnerships that Promote the Health and Well-Being of Older Adults	Consider enhanced cooperation with the Yolo Healthy Aging Alliance	Parks and Recreation
		Join Yolo County Healthy Aging Work Group	City Manager's Office
February 2018			
5	Maintain and Expand Age-Friendly Web Content	Develop New Content	City Manager's Office
March 2018			
11	Partner with Yolo DA to Broaden Anti-Fraud Awareness for Older Adults	Provide train-the-trainer training regarding fraud awareness for seniors	Police
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2018 Q1 Edition of Printed Newsletter for Older Residents	City Manager's Office
5	Maintain and Expand Age-Friendly Web Content	Go Live with Expanded Age-Friendly Content	City Manager's Office

Project #	Project	Sub-Task	Lead Department
9	Expand WSPD "Coffee with a Cop" Program	Add three senior-focused events	Police
		April 2018	
8	Expand WSPD "VIP" Program	Complete recruitment events	Police
11	Partner with Yolo DA to Broaden Anti-Fraud Awareness for Older Adults	Schedule peer-led fraud awareness training with senior volunteers as lead presenter	Police
		June 2018	
3	Complete the ADA Transition Plan	Transition Plan Bi-Annual Projects (for FY 18)	Public Works
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2018 Q2 Edition of Printed Newsletter for Older Residents	City Manager's Office
11	Partner with Yolo DA to Broaden Anti-Fraud Awareness for Older Adults	Deliver peer-led fraud awareness training	Police
20	Continue Enabling Urban Mixed-use Development to Create a More Walkable City	Explore financing methods to support the development of urban, mixed use development.	Economic Dev./Housing
		September 2018	
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2018 Q3 Edition of Printed Newsletter for Older Residents	City Manager's Office

Project #	Project	Sub-Task	Lead Department
December 2018			
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2018 Q4 Edition of Printed Newsletter for Older Residents	City Manager's Office
7	Offer Computer Classes for Older Adults	Consider use of City resources to facilitate transportation to/from computer classes	City Manager's Office
		If funding for new laptops is found, begin scheduling computer classes closer to participant's homes	City Manager's Office
13	Develop Additional Affordable Housing	Continue to work with non-profit partner to plan Phase II of Delta Lane project	Economic Dev./Housing
		Investigate viable funding sources for development of Phase II of Delta Lane Project	Economic Dev./Housing
17	Develop Strategies to Eliminate Health Disparities	Encourage development of health care facilities	Community Development
		Restrict liquor stores and fast food restaurant	Community Development
		Support new community gardens and urban farms	City Manager's Office
18	Increase Awareness Among Older Residents of City Code Enforcement Services	Code Enforcement Utility Bill Insert - - 2018	Community Development
19	Partner with Outside Entities to Organize Neighborhood Cleanups	Identify Partners	Community Development
		Conduct Planning Meetings	Community Development
		Advertise Cleanup Event	Community Development
		Implement Cleanup Event	Community Development
20	Continue Enabling Urban Mixed-use Development to Create a More Walkable City	Complete the Washington Specific Plan targeted to walkable, urban development.	Community Development

Project #	Project	Sub-Task	Lead Department
2019 and Beyond			
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2019 Q1 Edition of Printed Newsletter for Older Residents - March 2019	City Manager's Office
2	Adopt a Mobility Action Plan	Deploy Pilot 2 Flexible Transportation Service (contingent on grant funds) - June 2019	Public Works
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2019 Q2 Edition of Printed Newsletter for Older Residents - June 2019	City Manager's Office
14	Seek Outside Funding for a Targeted Grant Program for Age-in-Place Home Improvements	Seek non-profit and/or for-profit partners for targeted home	Economic Dev./Housing
		Seek funding alternatives for targeted home improvement grants - June 2019	Economic Dev./Housing
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2019 Q3 Edition of Printed Newsletter for Older Residents - September 2019	City Manager's Office
6	Broadband Expansion Pilot Projects	Implement Wi-Fi Mesh Pilot - December 2019	Community Development
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2019 Q4 Edition of Printed Newsletter for Older Residents - December 2019	City Manager's Office
6	Broadband Expansion Pilot Projects	Develop program(s) to help reduce economic challenges - December 2019	Community Development
18	Increase Awareness Among Older Residents of City Code Enforcement Services	Code Enforcement Utility Bill Insert - December 2019	Community Development
2	Adopt a Mobility Action Plan	Prepare draft Mobility Action Plan (contingent on grant funds) - March 2020	Public Works
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2020 Q1 Edition of Printed Newsletter for Older Residents - March 2020	City Manager's Office
2	Adopt a Mobility Action Plan	Adopt Final Mobility Action Plan (contingent on grant funds) - June 2020	Public Works
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2020 Q2 Edition of Printed Newsletter for Older Residents - June 2020	City Manager's Office

Project #	Project	Sub-Task	Lead Department
20	Continue Enabling Urban Mixed-use Development to Create a More Walkable City	Re-design and reconstruct infrastructure in the Grand Gateway and southern portion of Washington neighborhood to provide walkable street grids, sidewalks, lighting and place-making enhancements - June 2020	Economic Dev./Housing
		Complete ADA accessibility and safety upgrades to the River Walk Trail from the I Street Bridge to the Broderick Boat Ramp - June 2020	Economic Dev./Housing
4	Create Printed Quarterly Newsletter for Older Residents	Mail 2020 Q3 Edition of Printed Newsletter for Older Residents - September 2020	City Manager's Office
		Mail 2020 Q4 Edition of Printed Newsletter for Older Residents - December 2020	City Manager's Office
18	Increase Awareness Among Older Residents of City Code Enforcement Services	Code Enforcement Utility Bill Insert - December 2020	Community Development
20	Continue Enabling Urban Mixed-use Development to Create a More Walkable City	Pursue the reuse of the I Street Bridge as a bike/ped pathway, depending upon approvals and funding - December 2020	Public Works
10	Work to Enhance Supportive Housing Services for the Homeless	Identify a site and secure a site for the development of a minimum of 20 units of affordable housing targeted to families and individuals experiencing homelessness or at-	Economic Dev./Housing

Project #	Project	Sub-Task	Lead Department
		Ongoing	
5	Maintain and Expand Age-Friendly Web Content	Curate Content to keep Age-Friendly Web Material Current	City Manager's Office
6	Broadband Expansion Pilot Projects	Engage providers on north area infrastructure gaps	Community Development
7	Offer Computer Classes for Older Adults	Market existing classes at Arthur F. Turner Community Library	City Manager's Office
		Pursue grant funding to facilitate purchase of laptop computers	City Manager's Office
10	Work to Enhance Supportive Housing Services for the Homeless	Provide outreach, referrals and case management for persons experiencing homelessness and persons at risk of homelessness including housing search assistance.	Economic Dev./Housing
		Maintain active participation in the Yolo County Homeless and Poverty Action Coalition (HPAC) which acts as the local Continuum of Care to coordinate housing and the mental health, medical assistance and substance abuse services needed to successfully maintain housing.	Economic Dev./Housing
		Provide funding towards the Yolo County Homeless Coordinator position.	Economic Dev./Housing
13	Develop Additional Affordable Housing	Continue to monitor/support existing senior affordable housing developments: The Rivers Senior Apartments, Margaret McDowell Manor and Eskaton Wilson Manor	Economic Dev./Housing

Project #	Project	Sub-Task	Lead Department
15	Continue to Provide Recreational and Educational Programs for Adults	Coordinate Senior Resource Fair	Parks and Recreation
		Generation Bridge	Parks and Recreation
		Grandparents Day Picnic	Parks and Recreation
		Fitness/Exercise Classes for Older Residents	Parks and Recreation
		Craft Classes for Older Residents	Parks and Recreation
		Games for Older Residents	Parks and Recreation
		Community Center Shuttle	Parks and Recreation
		Shopping Shuttle	Parks and Recreation
		Information and Support Services	Parks and Recreation
16	Participate in Partnerships that Promote the Health and Well-Being of Older Adults	Enhance marketing for Yolo County health programs (e.g. inoculation clinics, etc.) benefiting older residents	City Manager's Office
		Enhance marketing to help Meals on Wheels identify volunteers	City Manager's Office
		Explore partnership with a health organization (e.g. Sutter, Kaiser) or non-profit (e.g. Center for Land-Based Learning) to promote healthy living for older residents	City Manager's Office