



AUGUST 23, 2017
CITY COUNCIL CHAMBERS
3:30 P.M. Closed Session; 4:30 P.M. Regular Session
201 N. Broadway, Escondido, CA 92025

MAYOR	Sam Abed
DEPUTY MAYOR	John Masson
COUNCIL MEMBERS	Olga Diaz Ed Gallo Michael Morasco
CITY MANAGER	Jeffrey Epp
CITY CLERK	Diane Halverson
CITY ATTORNEY	Michael McGuinness
DIRECTOR OF COMMUNITY DEVELOPMENT	Bill Martin
DIRECTOR OF ENGINEERING SERVICES	Julie Procopio

ELECTRONIC MEDIA:

Electronic media which members of the public wish to be used during any public comment period should be submitted to the City Clerk's Office at least 24 hours prior to the Council meeting at which it is to be shown.

The electronic media will be subject to a virus scan and must be compatible with the City's existing system. The media must be labeled with the name of the speaker, the comment period during which the media is to be played and contact information for the person presenting the media.

The time necessary to present any electronic media is considered part of the maximum time limit provided to speakers. City staff will queue the electronic information when the public member is called upon to speak. Materials shown to the Council during the meeting are part of the public record and may be retained by the Clerk.

The City of Escondido is not responsible for the content of any material presented, and the presentation and content of electronic media shall be subject to the same responsibilities regarding decorum and presentation as are applicable to live presentations.



Council Meeting Agenda

**August 23, 2017
3:30 P.M. Meeting**

Escondido City Council

CALL TO ORDER

ROLL CALL: Diaz, Gallo, Masson, Morasco, Abed

ORAL COMMUNICATIONS

In addition to speaking during particular agenda items, the public may address the Council on any item which is not on the agenda provided the item is within the subject matter jurisdiction of the City Council. State law prohibits the Council from discussing or taking action on such items, but the matter may be referred to the City Manager/staff or scheduled on a subsequent agenda. (Please refer to the back page of the agenda for instructions.) Speakers are limited to only one opportunity to address the Council under Oral Communications.

CLOSED SESSION: (COUNCIL/SUCCESSOR AGENCY/RRB)

- I. CONFERENCE WITH LABOR NEGOTIATOR (Government Code §54957.6)**
- a. **Agency Negotiator:** Sheryl Bennett and Jeffrey Epp
Employee Organization: Escondido City Employee Association: Administrative/Clerical/Engineering Bargaining Unit
 - b. **Agency Negotiator:** Sheryl Bennett and Jeffrey Epp
Employee Organization: Escondido City Employee Association: Supervisory Bargaining Unit
- II. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code §54956.8)**
- a. **Property:** 901 West Washington Avenue, APNs 232-090-72, -54, and -57 (Public Works Yard)
City Negotiator: Jeffrey Epp, City Manager
Negotiating Parties: Prospective Purchasers
Under Negotiation: Price and Terms of Agreement
 - b. **Property:** 455 North Quince Street, APN 232-091-27 (Wickline Bedding)
City Negotiator: Jeffrey Epp, City Manager
Negotiating Parties: Prospective Purchasers
Under Negotiation: Price and Terms of Agreement

ADJOURNMENT



Council Meeting Agenda

**August 23, 2017
4:30 P.M. Meeting**

Escondido City Council

CALL TO ORDER

MOMENT OF REFLECTION:

City Council agendas allow an opportunity for a moment of silence and reflection at the beginning of the evening meeting. The City does not participate in the selection of speakers for this portion of the agenda, and does not endorse or sanction any remarks made by individuals during this time. If you wish to be recognized during this portion of the agenda, please notify the City Clerk in advance.

FLAG SALUTE

ROLL CALL: Diaz, Gallo, Masson, Morasco, Abed

PROCLAMATIONS: American Legion Day - September 16, 2017

ORAL COMMUNICATIONS

The public may address the Council on any item that is not on the agenda and that is within the subject matter jurisdiction of the legislative body. State law prohibits the Council from discussing or taking action on such items, but the matter may be referred to the City Manager/staff or scheduled on a subsequent agenda. (Please refer to the back page of the agenda for instructions.) NOTE: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker and limited to a total of 15 minutes. Any remaining speakers will be heard during Oral Communications at the end of the meeting.

CONSENT CALENDAR

Items on the Consent Calendar are not discussed individually and are approved in a single motion. However, Council members always have the option to have an item considered separately, either on their own request or at the request of staff or a member of the public.

1. **AFFIDAVITS OF PUBLICATION, MAILING AND POSTING (COUNCIL/SUCCESSOR AGENCY/RRB)**
2. **APPROVAL OF WARRANT REGISTER (Council/Successor Agency)**
3. **APPROVAL OF MINUTES: None Scheduled**

4. **TREASURER'S INVESTMENT REPORT FOR THE QUARTER ENDED JUNE 30, 2017 -**

Request the City Council receive and file the Quarterly Investment Report.

Staff Recommendation: **Receive and File (City Treasurer's Office: Douglas W. Shultz)**

5. **ANNUAL DESTRUCTION OF RECORDS -**

Request the City Council approve authorizing the destruction of City records and Police Department records for the following departments and divisions: City Attorney, City Clerk, City Manager, City Treasurer, Community Development, Community Services, Employee Benefits, Engineering, Finance, Fire, Hale Avenue Resource Recovery Facility, Housing, Human Resources, Library, Payroll, Police, Public Works, Risk Management, and Utilities.

Staff Recommendation: **Approval (City Clerk's Office: Diane Halverson)**

RESOLUTION NO. 2017-92

6. **ESTABLISHING THE PROPERTY TAX RATE AND FIXED CHARGE ASSESSMENTS FOR GENERAL OBLIGATION BONDED INDEBTEDNESS -**

Request the City Council approve establishing the property tax rate and fixed charge assessments for bonded indebtedness for Fiscal Year 2017-18.

Staff Recommendation: **Approval (Finance Department: Sheryl Bennett)**

RESOLUTION NO. 2017-118

7. **CONSULTING AGREEMENTS FOR THE PREPARATION OF THE FINAL ENVIRONMENTAL IMPACT REPORT AND CONTINUATION OF PLANNING SERVICES FOR THE CITYWIDE SPHERE OF INFLUENCE UPDATE AND THE SAFARI HIGHLANDS RANCH PROJECT; AND RELATED BUDGET ADJUSTMENTS (ENV 15-0009 AND SUB 15-0019) -**

Request the City Council approve a First Amendment to the Consulting Agreement with Michael Baker International for the sum of \$120,860 to prepare the Final Environmental Impact Report for the proposed Citywide Sphere of Influence Update and the 550 residential lot development known as Safari Highlands Ranch; approve a Consulting Agreement with John Helmer for the sum of \$90,000 to continue providing professional services on the project as a contracted extension of City staff; and approve a Planning Division budget adjustment of \$210,860. Authorizing these requests does not have a legally binding effect on any possible future discretionary action.

Staff Recommendation: **Approval (Community Development Department: Bill Martin)**

A) RESOLUTION NO. 2017-121 B) RESOLUTION NO. 2017-122

C) RESOLUTION NO. 2017-124

8. **SECOND AMENDMENT TO CONSULTING AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE SOUTHWEST SEWER REALIGNMENT PROJECT -**

Request the City Council approve authorizing a Second Amendment to the Consulting Agreement with NV5 in an amount not to exceed \$48,000.

Staff Recommendation: **Approval (Utilities Department: Christopher W. McKinney)**

RESOLUTION NO. 2017-123

CONSENT – RESOLUTIONS AND ORDINANCES (COUNCIL/SUCCESSOR AGENCY/RRB)

The following Resolutions and Ordinances were heard and acted upon by the City Council/Successor Agency/RRB at a previous City Council/Successor Agency/Mobilehome Rent Review meeting. (The title of Ordinances listed on the Consent Calendar are deemed to have been read and further reading waived.)

9. **AMENDMENT TO ARTICLE 57 (MISCELLANEOUS USE RESTRICTIONS) OF THE ESCONDIDO ZONING CODE TO ESTABLISH ELECTRIC VEHICLE CHARGING REGULATIONS (AZ 17-0002)**

Approved on August 16, 2017 with a vote of 5/0

ORDINANCE NO. 2017-11 (Second Reading and Adoption)

CURRENT BUSINESS

10. **LIBRARY OUTSOURCING CONTRACT -**

Request the City Council hear a presentation, take public comment and (1) authorize the City Manager and City Attorney to negotiate a contract with Library Systems and Services, LLC (LS&S) to provide day-to-day operational services at the Escondido Public Library, including provisions to expand the number of hours the Library is open to the public; (2) authorize staff to engage in good faith negotiations with all applicable bargaining units effected by outsourcing of Library services to meet and confer on any decision to outsource and the effects of any outsourcing; and (3) direct the City Manager and City Attorney to return with appropriate terms and conditions upon which the City Council may enter into a contract for the management of the Library.

Staff Recommendation: **Consider for Approval (City Manager's Office: Jeffrey Epp)**

FUTURE AGENDA

11. **FUTURE AGENDA -**

The purpose of this item is to identify issues presently known to staff or which members of the City Council wish to place on an upcoming City Council agenda. Council comment on these future agenda items is limited by California Government Code Section 54954.2 to clarifying questions, brief announcements, or requests for factual information in connection with an item when it is discussed.

Staff Recommendation: **None (City Clerk's Office: Diane Halverson)**

COUNCIL MEMBERS' SUBCOMMITTEE REPORTS

CITY MANAGER'S WEEKLY ACTIVITY REPORT

The most current information from the City Manager regarding Economic Development, Capital Improvement Projects, Public Safety and Community Development.

- [WEEKLY ACTIVITY REPORT -](#)

ORAL COMMUNICATIONS

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ADJOURNMENT

UPCOMING MEETING SCHEDULE				
Date	Day	Time	Meeting Type	Location
August 30	-	-	No Meeting	-
September 6	-	-	No Meeting	-
September 13	-	-	No Meeting	-
September 20	Wednesday	3:30 & 4:30 PM	Regular Meeting	Council Chambers

TO ADDRESS THE COUNCIL

The public may address the City Council on any agenda item. Please complete a Speaker's form and give it to the City Clerk. Submission of Speaker forms prior to the discussion of an item is highly encouraged. Comments are generally limited to 3 minutes.

If you wish to speak concerning an item not on the agenda, you may do so under "Oral Communications." Please complete a Speaker's form as noted above.

Nomination forms for Community Awards are available at the Escondido City Clerk's Office or at <http://www.escondido.org/city-clerks-office.aspx>

Handouts for the City Council should be given to the City Clerk. To address the Council, use the podium in the center of the Chambers, STATE YOUR NAME FOR THE RECORD and speak directly into the microphone.

AGENDA, STAFF REPORTS AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <http://www.escondido.org/meeting-agendas.aspx>
- In the City Clerk's Office at City Hall
- In the Library (239 S. Kalmia) during regular business hours and
- Placed in the Council Chambers (See: City Clerk/Minutes Clerk) immediately before and during the Council meeting.

AVAILABILITY OF SUPPLEMENTAL MATERIALS AFTER AGENDA POSTING: Any supplemental writings or documents provided to the City Council regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 201 N. Broadway during normal business hours, or in the Council Chambers while the meeting is in session.

LIVE BROADCAST

Council meetings are broadcast live on Cox Cable Channel 19 and U-verse Channel 99 – Escondido Gov TV. They can also be viewed the following Sunday and Monday evenings at 6:00 p.m. on those same channels. The Council meetings are also available live via the Internet by accessing the City's website at www.escondido.org, and clicking the "Live Streaming –City Council Meeting now in progress" button on the home page.

Please turn off all cellular phones and pagers while the meeting is in session.

**The City Council is scheduled to meet the first four Wednesdays
of the month at 3:30 in Closed Session and 4:30 in Open Session.
(Verify schedule with City Clerk's Office)**

**Members of the Council also sit as the Successor Agency to the CDC, Escondido Joint Powers
Financing Authority and the Mobilehome Rent Review Board.**

**CITY HALL HOURS OF OPERATION
Monday-Friday 8:00 a.m. to 5:00 p.m.**



If you need special assistance to participate in this meeting, please contact our ADA Coordinator at 839-4643. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility.

Listening devices are available for the hearing impaired – please see the City Clerk.



CITY COUNCIL STAFF REPORT

Consent Item No. 4

August 23, 2017

File No. 0490-55

SUBJECT: Treasurer's Investment Report for the Quarter Ended June 30, 2017

DEPARTMENT: City Treasurer's Office

RECOMMENDATION:

It is requested that the City Council receive and file the Quarterly Investment Report.

PREVIOUS ACTION:

The Investment Report for the quarter ended March 31, 2017, was filed with the City Clerk's Office on May 2, 2017, and presented to the City Council on May 10, 2017.

BACKGROUND:

From April 1, 2017 to June 30, 2017, the City of Escondido's (City)'s investment portfolio increased from \$113.23 million to \$136.22 million. The adjusted average annual yield slightly increased from 1.20 percent to 1.24 percent. An excess of cash receipt inflows over cash payment outflows for the quarter resulted in an increase of \$22.99 million in the book value of the investment portfolio. Major components of the net \$22.99 million increase are:

	<u>In Millions</u>
Sales Tax Allocations	\$ 8.67
County Property Tax Allocation	8.31
Property Tax In-Lieu Allocation	6.16
County Redevelopment Distribution	6.75
Project Reimbursements	7.77
CALPERS Contributions	(6.96)
San Diego County Water Authority Payments	(4.42)
Employee Health and Benefit Payments	(2.27)
Change in Operational Account Balance	(1.02)
Net Increase in Investment Portfolio	<u>\$22.99</u>

Details of the City's investment portfolio are included in the attached reports that are listed below:

- Summary of Investment Allocation Graph as of June 30, 2017
- Summary of Investment Portfolio Yield for the last 12 months
- Summary and Detailed Reports of Investment Portfolio – April 2017 through June 2017
- Schedule of Investments Matured – April 2017 through June 2017
- Schedule of Funds Managed by Outside Parties as of June 30, 2017

There are adequate funds to meet the next six month's expected expenditures. The Bank of New York Mellon Trust's monthly statement is the source for the market valuation. At June 30 the current portfolio investment balance exceeded the City's \$23.2 million current investment policy requirement by \$35.4 million. As of June 30, 2017, the City is in compliance with all requirements of the City Investment Policy.

Investment transactions are executed in compliance with the City of Escondido's Investment Policy. Investment purchases have been made in accordance with the City's prioritized Investment Policy objectives of safety of principal, sufficiency of liquidity, and maximization of yield. The City's investment portfolio has therefore historically been comprised of United States Treasury Notes, obligations issued by United States Government Agencies, FDIC Insured Certificates of Deposit, Money Market accounts, and investments in the Local Agency Investment Fund (LAIF) established by the State Treasurer. Over the past five years, a decline in the City's average annual investment portfolio yield has been realized, decreasing from 1.72 percent at June 2012 to 1.24 percent at June 2017. This decline is representative of the continuous decline in investment interest rates and the portfolio's maturing, higher yielding investments being replaced with newer, lower yielding investments.

The Investment Committee will continue to monitor the City's portfolio trends and will investigate the feasibility of other allowable investment options that are consistent with the City's investment strategy and objectives. Additional information on these options and recommendations will continue to be communicated to the City Council by the Investment Committee.

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Douglas W. Shultz, City Treasurer
8/10/2017 4:12 p.m.

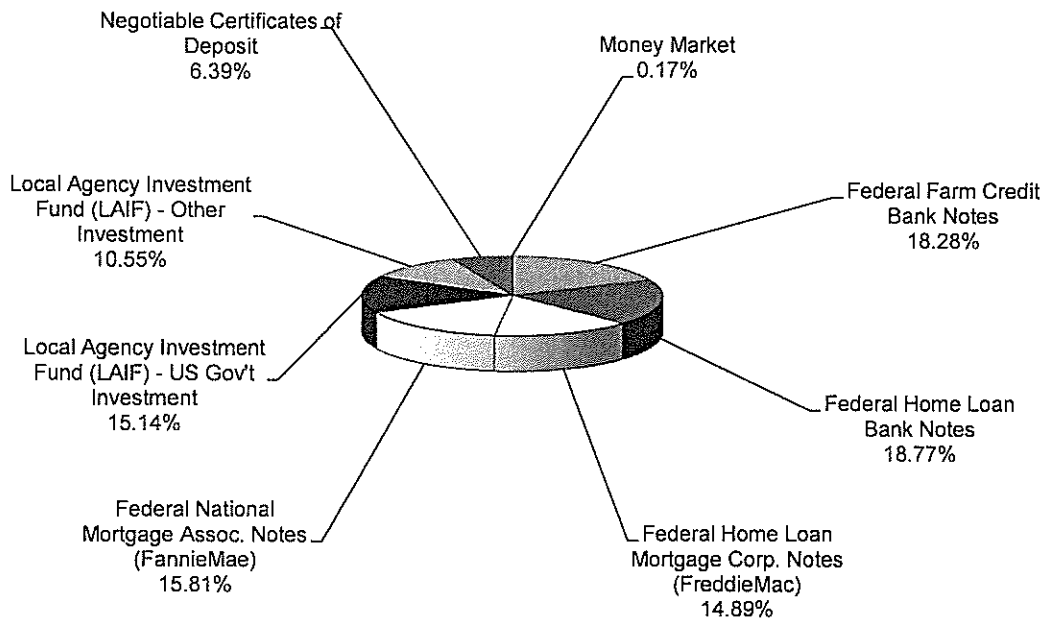
ATTACHMENTS:

1. Summary of Investment Allocation Graph as of June 30, 2017
2. Summary of Investment Portfolio Yield for the last 12 months
3. Summary and Detailed Reports of Investment Portfolio – April 2017 through June 2017
4. Schedule of Investments Matured – April 2017 through June 2017
5. Schedule of Funds Managed by Outside Parties as of June 30, 2017

**City of Escondido
Summary of Investment Allocation
as of June 30, 2017**

Investment Type	Book Value	Market Value	Percent of Portfolio at Market
Federal Farm Credit Bank Notes	\$ 24,964,902.24	\$ 24,831,456.70	18.28%
Federal Home Loan Bank Notes	25,533,497.86	25,485,174.05	18.77%
Federal Home Loan Mortgage Corp. Notes (FreddieMac)	20,426,257.79	20,219,447.40	14.89%
Federal National Mortgage Assoc. Notes (FannieMae)	21,533,048.09	21,476,150.90	15.81%
Local Agency Investment Fund (LAIF) - US Gov't Investment	20,564,557.39	20,564,557.39	15.14%
Local Agency Investment Fund (LAIF) - Other Investment	14,328,889.13	14,328,889.13	10.55%
Negotiable Certificates of Deposit	8,641,000.00	8,678,611.76	6.39%
Money Market	225,569.80	225,569.80	0.17%
Reported Total Investments - June 2017	\$ 136,217,722.30	\$ 135,809,857.13	100%
Reported Total Investments- March 2017	\$ 113,226,740.35	\$ 112,709,272.25	
Change from Prior Quarter	\$ 22,990,981.95	\$ 23,100,584.88	
Portfolio Effective Duration	1.66		
Portfolio Effective Duration - (Excluding LAIF and Money Market)	2.24		

**Summary of Investment Allocation as of June 30, 2017
(Excluding General Obligation Bond Proceeds)**



CITY OF ESCONDIDO
SUMMARY OF INVESTMENT PORTFOLIO YIELDS
FOR THE LAST 12 MONTHS
As of June 30, 2017

<u>Date</u>	<u>Book Value</u>	<u>Yield</u>
Jun-17	\$136,217,722.30	1.3040%
May-17	\$133,258,604.63	1.2860%
Apr-17	\$114,999,393.02	1.2930%
Mar-17	\$113,226,740.35	1.2640%
Feb-17	\$119,341,309.73	1.2240%
Jan-17	\$123,860,796.07	1.2130%
Dec-16	\$110,386,187.72	1.2510%
Nov-16	\$109,392,054.91	1.2340%
Oct-16	\$109,921,908.42	1.2380%
Sep-16	\$107,945,314.33	1.2100%
Aug-16	\$114,975,643.16	1.2010%
Jul-16	\$128,036,102.57	1.1320%
Average Portfolio Interest Yield		1.2375%

City of Escondido
Investment Portfolio - by Asset Class, Summary
Report Format: By Totals
Portfolio/Report Group: All Portfolios
As of 4/30/2017

<u>Description</u>	<u>Face Amount</u>	<u>Cost Value</u>	<u>Market Value</u>	<u>Book Value</u>	<u>Days to Maturity</u>	<u>YTM @ Cost</u>
California Local Agency Investment Fund	20,893,446.52	20,893,446.52	20,893,446.52	20,893,446.52	1	0.884
Federal Agency Coupon Securities	86,015,000.00	86,633,572.94	86,055,426.25	86,455,452.07	883	1.365
Money Market Account	225,494.43	225,494.43	225,494.43	225,494.43	1	0.200
Negotiable Certificate of Deposit	7,425,000.00	7,425,000.00	7,448,918.59	7,425,000.00	612	1.635
Total / Average	<u><u>114,558,940.95</u></u>	<u><u>115,177,513.89</u></u>	<u><u>114,623,285.79</u></u>	<u><u>114,999,393.02</u></u>	<u><u>703</u></u>	<u><u>1.293</u></u>



Douglas W. Shultz, City Treasurer

City of Escondido
Portfolio Holdings
Investment Portfolio - by Asset Class
Report Format: By Transaction
As of 4/30/2017

Description	CUSIP No.	Settlement Date	Face Amount	Market Value	Book Value	Days to Maturity	YTM @ Cost	% of Portfolio
California Local Agency Investment Fund								
LAIF LGIP	LGIP7282	05/31/2011	20,893,446.52	20,893,446.52	20,893,446.52	1	0.884	18.24
Sub Total / Average			20,893,446.52	20,893,446.52	20,893,446.52	1	0.884	18.24
Federal Agency Coupon Securities								
FFCB 0.95 2/25/2019	3133EGBR5	07/14/2016	1,500,000.00	1,491,510.00	1,501,609.27	666	0.890	1.31
FFCB 1.4 2/2018	3133EEWH9	04/02/2015	3,000,000.00	2,994,630.00	3,000,000.00	337	1.000	2.62
FFCB 1.11 2/20/2018	3133EEQM5	02/20/2015	3,000,000.00	3,001,410.00	3,000,000.00	296	1.110	2.62
FFCB 1.14 6/29/2020	3133EGJD8	06/29/2016	2,000,000.00	1,956,380.00	1,995,980.51	1,156	1.205	1.75
FFCB 1.4 10/14/2021	3133EGYQ2	10/27/2016	2,000,000.00	1,953,800.00	1,994,845.71	1,628	1.460	1.75
FFCB 1.46 10/28/2020	3133EFLZ8	10/28/2015	1,000,000.00	985,350.00	1,000,000.00	1,277	1.460	0.87
FFCB 1.55 9/27/2019	3133EG2D6	01/27/2017	2,000,000.00	2,002,340.00	2,001,881.19	880	1.510	1.75
FFCB 1.61 8/1/2018	3133ECW75	02/03/2014	1,000,000.00	1,005,540.00	1,002,058.77	458	1.440	0.87
FFCB 1.7 3/4/2019	3133EDTU6	05/27/2016	1,750,000.00	1,763,825.00	1,767,881.76	673	1.135	1.53
FFCB 1.8 11/12/2019	3133EEBN9	11/12/2014	5,000,000.00	5,034,050.00	5,000,000.00	926	1.800	4.36
FFCB 2.46 8/5/2020	3133ECW91	06/30/2016	1,500,000.00	1,533,780.00	1,567,562.29	1,193	1.047	1.31
FFCB 4.81 9/1/2020	31331S4M2	06/30/2016	310,000.00	338,489.00	347,633.88	1,220	1.080	0.27
FFCB 5.125 11/15/2018	31331YEJ5	12/26/2013	760,000.00	804,969.20	796,500.44	564	1.856	0.66
FHLB 1.05 12/29/2017	3130A3N83	12/29/2014	3,000,000.00	2,999,190.00	3,000,000.00	243	1.050	2.62
FHLB 1.375 2/18/2021	3130A7CV5	06/24/2016	2,000,000.00	1,976,040.00	2,006,982.71	1,390	1.280	1.75
FHLB 1.375 3/9/2018	313378A43	12/26/2013	2,000,000.00	2,005,520.00	1,997,661.68	313	1.516	1.75
FHLB 1.375 3/9/2018	313378A43	03/28/2013	3,000,000.00	3,008,280.00	3,012,351.98	313	0.883	2.62
FHLB 1.525 3/30/2020	3130AASN9	04/26/2017	2,000,000.00	1,997,820.00	1,998,127.03	1,065	1.558	1.75
FHLB 1.625 6/14/2019	313379EE5	06/16/2014	3,000,000.00	3,012,630.00	2,989,993.83	775	1.790	2.62
FHLB 1.75 12/14/2018	313376BR5	12/26/2013	895,000.00	901,739.35	893,741.92	593	1.841	0.78
FHLB 1.75 3/12/2021	313382K69	04/27/2016	1,000,000.00	999,960.00	1,009,281.12	1,412	1.500	0.87
FHLB 1.875 11/29/2021	3130AABG2	12/16/2016	2,000,000.00	2,004,240.00	1,980,493.13	1,674	2.100	1.75
FHLB 1.875 6/11/2021	313379RB7	06/24/2016	2,000,000.00	2,007,240.00	2,041,649.60	1,503	1.350	1.75
FHLB 4.625 9/11/2020	3133XD4P3	05/25/2016	2,350,000.00	2,577,386.00	2,595,766.14	1,230	1.410	2.05
FHLMC 1.7 2/28/2017	3137EADJ5	12/20/2013	1,500,000.00	1,500,405.00	1,499,784.94	89	1.060	1.31
FHLMC 1.125 8/12/2021	3137EAEC9	08/17/2016	3,000,000.00	2,913,510.00	2,976,553.36	1,565	1.314	2.62
FHLMC 1.25 10/2/2019	3137EADM8	03/16/2016	1,000,000.00	994,580.00	998,111.77	885	1.330	0.87
FHLMC 1.25 8/1/2019	3137EADK2	07/02/2015	3,000,000.00	2,989,980.00	2,980,675.23	823	1.546	2.62

City of Escondido
Portfolio Holdings
Investment Portfolio - by Asset Class
Report Format: By Transaction
As of 4/30/2017

Description	CUSIP No.	Settlement Date	Face Amount	Market Value	Book Value	Days to Maturity	YTM @ Cost	% of Portfolio
FHLMC 1.4 8/22/2019	3134G3A91	03/15/2016	1,000,000.00	998,340.00	1,002,474.84	844	1.290	0.87
FHLMC 1.55 8/21/2020	3134G3D64	05/26/2016	1,195,000.00	1,191,761.55	1,201,499.53	1,209	1.380	1.04
FHLMC 1.65 1/29/2021	3134G34D9	07/13/2016	2,410,000.00	2,389,876.50	2,456,279.46	1,370	1.123	2.10
FHLMC 1.65 8/28/2020	3134G3F96	05/26/2016	1,000,000.00	996,950.00	1,008,691.08	1,216	1.380	0.87
FHLMC 1.75 5/21/2021	3134G44H8	07/13/2016	2,000,000.00	1,982,560.00	2,040,842.35	1,482	1.230	1.75
FHLMC 2 3/12/2020	3134G3QX1	03/15/2016	1,250,000.00	1,263,537.50	1,269,074.72	1,047	1.450	1.09
FNMA 0.875 5/21/2018	3135G0WJ8	12/20/2013	1,500,000.00	1,495,305.00	1,490,056.85	386	1.526	1.31
FNMA 0.875 8/28/2017	3135G0MZ3	06/13/2014	2,000,000.00	1,999,400.00	1,998,802.05	120	1.061	1.75
FNMA 0.875 8/28/2017	3135G0MZ3	02/03/2014	2,000,000.00	1,999,400.00	1,998,807.37	120	1.060	1.75
FNMA 1 2/26/2019	3135G0J53	05/19/2016	1,000,000.00	993,700.00	998,024.68	667	1.110	0.87
FNMA 1 8/28/2019	3135G0P49	01/27/2017	2,000,000.00	1,979,820.00	1,979,466.60	850	1.447	1.75
FNMA 1.06 5/29/2018	3136G05G2	12/20/2013	500,000.00	499,165.00	497,503.78	394	1.540	0.44
FNMA 1.125 10/19/2018	3135G0E58	03/03/2017	2,000,000.00	1,996,260.00	1,997,817.70	537	1.200	1.75
FNMA 1.25 5/6/2021	3135G0K69	05/19/2016	1,000,000.00	981,720.00	990,167.14	1,467	1.505	0.87
FNMA 1.25 8/17/2021	3135G0N82	10/11/2016	3,000,000.00	2,929,440.00	2,978,870.16	1,570	1.420	2.62
FNMA 1.25 8/28/2018	3136G1F53	03/16/2016	1,000,000.00	1,001,590.00	1,002,220.16	485	1.080	0.87
FNMA 1.5 11/30/2020	3135G0F73	04/26/2017	2,000,000.00	1,988,920.00	1,988,812.16	1,310	1.661	1.75
FNMA 1.75 1/30/2019	3136FTZZ5	02/03/2014	2,595,000.00	2,613,087.15	2,598,913.18	640	1.660	2.27
Sub Total / Average			86,015,000.00	86,055,426.25	86,455,452.07	883	1.365	75.08
Money Market Account								
Bank of America MM	MM0555	05/31/2011	225,494.43	225,494.43	225,494.43	1	0.200	0.20
Sub Total / Average			225,494.43	225,494.43	225,494.43	1	0.200	0.20
Negotiable Certificate of Deposit								
Ally Bank 1.1 6/19/2017	02006LFD0	06/18/2014	248,000.00	248,059.40	248,000.00	50	1.100	0.22
American Exp Centurion 2 11/28/2018	02587DWJ3	11/28/2014	247,000.00	248,324.66	247,000.00	577	2.000	0.22
American Exp Fed Svgs Bk 2 7/24/2019	02587CAJ9	07/24/2014	247,000.00	249,172.24	247,000.00	815	2.000	0.22
Barclays Bank 2.099 7/23/2019	06740KHK6	07/28/2014	247,000.00	249,717.12	247,000.00	814	2.099	0.22
Berkshire Bank 1 6/19/2017	084601DZ3	06/19/2015	248,000.00	248,023.83	248,000.00	50	1.000	0.22
BMW 1.95 6/20/2019	05580AAL8	06/20/2014	247,000.00	248,889.80	247,000.00	781	1.950	0.22
Capital One NA 2 8/12/2019	14042E5L0	08/12/2015	247,000.00	249,154.36	247,000.00	834	2.000	0.22

City of Escondido
Portfolio Holdings
Investment Portfolio - by Asset Class
Report Format: By Transaction
As of 4/30/2017

Description	CUSIP No.	Settlement Date	Face Amount	Market Value	Book Value	Days to Maturity	YTM @ Cost	% of Portfolio
Cardinal Bank 1.25 6/19/2018	14147VEV4	06/19/2015	249,000.00	247,550.60	249,000.00	415	1.250	0.22
Celtic Bank 1.25 12/20/2017	15118RJL2	12/20/2013	246,000.00	245,869.77	246,000.00	234	1.250	0.21
Charter Bank Eau claire 1.5 8/6/2018	16116PHH7	08/05/2014	248,000.00	247,286.01	248,000.00	463	1.500	0.22
Cit Bank 2.2 11/26/2019	17284C4L5	11/26/2014	247,000.00	250,455.95	247,000.00	940	2.200	0.22
Comenity Capital Bank 2 10/13/2020	20033AND4	10/13/2015	249,000.00	250,914.04	249,000.00	1,262	2.000	0.22
Compass Bank 1.2 5/14/2018	20451PKT2	05/13/2015	248,000.00	246,512.77	248,000.00	379	1.200	0.22
Discover FS 2 6/18/2019	254671W48	06/18/2014	247,000.00	249,147.39	247,000.00	779	2.000	0.22
Enerbank USA 2.05 8/28/2019	29266NB30	08/28/2014	247,000.00	249,411.86	247,000.00	850	2.050	0.22
EVERBANK FL 1.6 7/30/2019	29976DZM5	07/30/2015	248,000.00	247,846.24	248,000.00	821	1.600	0.22
FIRST BUSINESS 1.5 10/30/2019	31938QP65	10/30/2015	248,000.00	246,997.91	248,000.00	913	1.500	0.22
Flushing Bank 1.45 6/26/2018	34387ABQ1	06/26/2015	248,000.00	247,110.25	248,000.00	422	1.450	0.22
Gold Coast Bank 1.2 10/30/2017	38058KCS3	12/30/2013	246,000.00	245,836.29	246,000.00	183	1.200	0.21
Goldman Sachs 1.1 6/19/2017	38147JH96	06/18/2014	248,000.00	248,059.50	248,000.00	50	1.100	0.22
Iberia Bank 1 10/16/2017	45083AEK43	04/16/2015	247,000.00	246,696.29	247,000.00	169	1.000	0.22
KEY BANK NA 1.35 10/29/2018	49306SVK9	10/28/2015	248,000.00	246,847.00	248,000.00	547	1.350	0.22
Live Oak Banking Co. 1.85 7/30/2019	538036CA0	10/30/2014	247,000.00	248,235.22	247,000.00	821	1.850	0.22
Park National Bank 2.1 3/26/2019	700654AV8	09/26/2014	247,000.00	249,300.83	247,000.00	695	2.100	0.22
Private Bank 1.1 7/21/2017	74267GUT2	07/21/2014	248,000.00	248,038.64	248,000.00	82	1.100	0.22
Sallie Mae Bank 2.1 8/13/2019	795450SJ5	08/13/2014	247,000.00	249,718.16	247,000.00	835	2.100	0.22
SYNCHRONY BANK 2.25 7/17/2020	87165HKM1	07/17/2015	247,000.00	250,946.29	247,000.00	1,174	2.250	0.22
SYNOUVUS 1.2 11/6/2017	87164DFW5	11/05/2014	248,000.00	247,828.81	248,000.00	190	1.200	0.22
Third Fed S & L 2 11/25/2019	88413QAW8	11/24/2014	247,000.00	249,193.93	247,000.00	939	2.000	0.22
Unity Bank 1.65 10/30/2020	91330ABC0	10/30/2015	249,000.00	247,773.43	249,000.00	1,279	1.650	0.22
Sub Total / Average			7,425,000.00	7,448,918.59	7,425,000.00	612	1.635	6.48
Total / Average			114,558,940.95	114,623,285.79	114,999,393.02	703	1.293	100.00

City of Escondido
Investment Portfolio - by Asset Class, Summary
Report Format: By Totals
Portfolio/Report Group: All Portfolios
As of 5/31/2017

<u>Description</u>	<u>Face Amount</u>	<u>Cost Value</u>	<u>Market Value</u>	<u>Book Value</u>	<u>Days to Maturity</u>	<u>YTM @ Cost</u>
California Local Agency Investment Fund	32,893,446.52	32,893,446.52	32,893,446.52	32,893,446.52	1	0.925
Federal Agency Coupon Securities	92,015,000.00	92,659,913.94	92,178,765.75	92,469,625.38	879	1.388
Money Market Account	225,532.73	225,532.73	225,532.73	225,532.73	1	0.200
Negotiable Certificate of Deposit	7,670,000.00	7,670,000.00	7,703,570.28	7,670,000.00	589	1.633
Total / Average	<u><u>132,803,979.25</u></u>	<u><u>133,448,893.19</u></u>	<u><u>133,001,315.28</u></u>	<u><u>133,258,604.63</u></u>	<u><u>643</u></u>	<u><u>1.286</u></u>



Douglas W. Shultz, City Treasurer

City of Escondido
Portfolio Holdings
Investment Portfolio - by Asset Class
Report Format: By Transaction
As of 5/31/2017

Description	CUSIP No.	Settlement Date	Face Amount	Market Value	Book Value	Days to Maturity	YTM @ Cost	% of Portfolio
California Local Agency Investment Fund								
LAIF LGIP	LGIP7282	05/31/2011	32,893,446.52	32,893,446.52	32,893,446.52	1	0.925	24.77
Sub Total / Average			32,893,446.52	32,893,446.52	32,893,446.52	1	0.925	24.77
Federal Agency Coupon Securities								
FFCB 0.95 2/25/2019	3133EGBR5	07/14/2016	1,500,000.00	1,491,765.00	1,501,534.36	635	0.890	1.13
FFCB 1.4 2/2018	3133EEWH9	04/02/2015	3,000,000.00	2,996,280.00	3,000,000.00	306	1.000	2.26
FFCB 1.11 2/20/2018	3133EEQM5	02/20/2015	3,000,000.00	2,998,830.00	3,000,000.00	265	1.110	2.26
FFCB 1.14 6/29/2020	3133EGJD8	06/29/2016	2,000,000.00	1,959,720.00	1,996,088.30	1,125	1.205	1.51
FFCB 1.4 10/14/2021	3133EGYQ2	10/27/2016	2,000,000.00	1,960,020.00	1,994,943.86	1,597	1.460	1.51
FFCB 1.46 10/28/2020	3133EFLZ8	10/28/2015	1,000,000.00	993,610.00	1,000,000.00	1,246	1.460	0.75
FFCB 1.55 9/27/2019	3133EG2D6	01/27/2017	2,000,000.00	2,002,080.00	2,001,814.92	849	1.510	1.51
FFCB 1.61 8/1/2018	3133ECW75	02/03/2014	1,000,000.00	1,005,140.00	1,001,919.42	427	1.440	0.75
FFCB 1.7 3/4/2019	3133EDTU6	05/27/2016	1,750,000.00	1,759,870.00	1,767,058.09	642	1.135	1.32
FFCB 1.8 11/12/2019	3133EEBN9	11/12/2014	5,000,000.00	5,037,150.00	5,000,000.00	895	1.800	3.76
FFCB 2.46 8/5/2020	3133ECW91	06/30/2016	1,500,000.00	1,534,755.00	1,565,806.69	1,162	1.047	1.13
FFCB 4.81 9/1/2020	31331S4M2	06/30/2016	310,000.00	338,175.90	346,677.61	1,189	1.080	0.23
FFCB 5.125 11/15/2018	31331YEJ5	12/26/2013	760,000.00	802,468.80	794,494.21	533	1.856	0.57
FHLB 1.05 12/29/2017	3130A3N83	12/29/2014	3,000,000.00	2,997,120.00	3,000,000.00	212	1.050	2.26
FHLB 1.375 2/18/2021	3130A7CV5	06/24/2016	2,000,000.00	1,981,280.00	2,006,826.98	1,359	1.280	1.51
FHLB 1.375 3/9/2018	313378A43	12/26/2013	2,000,000.00	2,001,480.00	1,997,893.27	282	1.516	1.51
FHLB 1.375 3/9/2018	313378A43	03/28/2013	3,000,000.00	3,002,220.00	3,011,128.62	282	0.883	2.26
FHLB 1.525 3/30/2020	3130AASN9	04/26/2017	2,000,000.00	1,999,980.00	1,998,181.55	1,034	1.558	1.51
FHLB 1.625 6/14/2019	313379EE5	06/16/2014	3,000,000.00	3,013,380.00	2,990,394.08	744	1.790	2.26
FHLB 1.75 12/14/2018	313376BR5	12/26/2013	895,000.00	901,157.60	893,807.69	562	1.841	0.67
FHLB 1.75 3/12/2021	313382K69	04/27/2016	1,000,000.00	1,003,020.00	1,009,077.36	1,381	1.500	0.75
FHLB 1.875 11/29/2021	3130AABG2	12/16/2016	2,000,000.00	2,011,620.00	1,980,854.37	1,643	2.100	1.51
FHLB 1.875 6/11/2021	313379RB7	06/24/2016	2,000,000.00	2,012,780.00	2,040,790.56	1,472	1.350	1.51
FHLB 2.25 3/11/2022	313378CR0	05/09/2017	2,000,000.00	2,035,360.00	2,022,640.56	1,745	2.000	1.51
FHLB 4.625 9/11/2020	3133XD4P3	05/25/2016	2,350,000.00	2,575,318.00	2,589,572.04	1,199	1.410	1.77
FHLMC 1.7 2/28/2017	3137EADJ5	12/20/2013	1,500,000.00	1,500,060.00	1,499,859.85	58	1.060	1.13
FHLMC 1.05 9/28/2018	3134GAMD3	05/04/2017	1,000,000.00	997,340.00	997,270.93	485	1.258	0.75
FHLMC 1.125 8/12/2021	3137EAEC9	08/17/2016	3,000,000.00	2,924,730.00	2,977,017.80	1,534	1.314	2.26

City of Escondido
Portfolio Holdings
Investment Portfolio - by Asset Class
Report Format: By Transaction
As of 5/31/2017

Description	CUSIP No.	Settlement Date	Face Amount	Market Value	Book Value	Days to Maturity	YTM @ Cost	% of Portfolio
FHLMC 1.25 10/2/2019	3137EADM8	03/16/2016	1,000,000.00	995,990.00	998,177.91	854	1.330	0.75
FHLMC 1.25 8/1/2019	3137EADK2	07/02/2015	3,000,000.00	2,990,610.00	2,981,403.14	792	1.546	2.26
FHLMC 1.4 8/22/2019	3134G3A91	03/15/2016	1,000,000.00	999,240.00	1,002,383.94	813	1.290	0.75
FHLMC 1.55 8/21/2020	3134G3D64	05/26/2016	1,195,000.00	1,194,223.25	1,201,332.88	1,178	1.380	0.90
FHLMC 1.65 1/29/2021	3134G34D9	07/13/2016	2,410,000.00	2,395,949.70	2,455,232.26	1,339	1.123	1.81
FHLMC 1.65 8/28/2020	3134G3F96	05/26/2016	1,000,000.00	998,300.00	1,008,469.51	1,185	1.380	0.75
FHLMC 1.75 5/21/2021	3134G44H8	07/13/2016	2,000,000.00	1,987,840.00	2,039,988.02	1,451	1.230	1.51
FHLMC 1.875 8/17/2021	3134G92Y2	05/09/2017	2,000,000.00	2,008,040.00	1,997,963.12	1,539	1.900	1.51
FHLMC 2 3/12/2020	3134G3QX1	03/15/2016	1,250,000.00	1,264,262.50	1,268,509.95	1,016	1.450	0.94
FNMA 0.875 5/21/2018	3135G0WJ8	12/20/2013	1,500,000.00	1,494,720.00	1,490,855.39	355	1.526	1.13
FNMA 0.875 8/28/2017	3135G0MZ3	06/13/2014	2,000,000.00	1,999,140.00	1,999,111.52	89	1.061	1.51
FNMA 0.875 8/28/2017	3135G0MZ3	02/03/2014	2,000,000.00	1,999,140.00	1,999,115.47	89	1.060	1.51
FNMA 1 2/26/2019	3135G0J53	05/19/2016	1,000,000.00	994,530.00	998,116.49	636	1.110	0.75
FNMA 1 8/28/2019	3135G0P49	01/27/2017	2,000,000.00	1,983,040.00	1,980,215.46	819	1.447	1.51
FNMA 1.06 5/29/2018	3136G05G2	12/20/2013	500,000.00	498,865.00	497,700.18	363	1.540	0.38
FNMA 1.125 10/19/2018	3135G0E58	03/03/2017	2,000,000.00	1,997,020.00	1,997,943.68	506	1.200	1.51
FNMA 1.25 5/6/2021	3135G0K69	05/19/2016	1,000,000.00	983,970.00	990,374.92	1,436	1.505	0.75
FNMA 1.25 8/17/2021	3135G0N82	10/11/2016	3,000,000.00	2,944,380.00	2,979,287.37	1,539	1.420	2.26
FNMA 1.25 8/28/2018	3136G1F53	03/16/2016	1,000,000.00	999,880.00	1,002,078.25	454	1.080	0.75
FNMA 1.5 11/30/2020	3135G0F73	04/26/2017	2,000,000.00	1,991,740.00	1,989,076.91	1,279	1.661	1.51
FNMA 1.75 1/30/2019	3136FTZZ5	02/03/2014	2,595,000.00	2,613,165.00	2,598,723.64	609	1.660	1.95
FNMA 1.875 9/18/2018	3135G0YM9	05/04/2017	1,000,000.00	1,008,010.00	1,007,912.25	475	1.258	0.75
Sub Total / Average			92,015,000.00	92,178,765.75	92,469,625.38	879	1.388	69.29
Money Market Account								
Bank of America MM	MM0555	05/31/2011	225,532.73	225,532.73	225,532.73	1	0.200	0.17
Sub Total / Average			225,532.73	225,532.73	225,532.73	1	0.200	0.17
Negotiable Certificate of Deposit								
Ally Bank 1.1 6/19/2017	02006LFD0	06/18/2014	248,000.00	248,021.57	248,000.00	19	1.100	0.19
American Exp Centurion 2 11/28/2018	02587DWJ3	11/28/2014	247,000.00	248,348.42	247,000.00	546	2.000	0.19
American Exp Fed Svgs Bk 2 7/24/2019	02587CAJ9	07/24/2014	247,000.00	249,526.64	247,000.00	784	2.000	0.19

City of Escondido
Portfolio Holdings
Investment Portfolio - by Asset Class
Report Format: By Transaction
As of 5/31/2017

Description	CUSIP No.	Settlement Date	Face Amount	Market Value	Book Value	Days to Maturity	YTM @ Cost	% of Portfolio
Barclays Bank 2.099 7/23/2019	06740KHK6	07/28/2014	247,000.00	250,049.83	247,000.00	783	2.099	0.19
Berkshire Bank 1 6/19/2017	084601DZ3	06/19/2015	248,000.00	248,008.61	248,000.00	19	1.000	0.19
BMW 1.95 6/20/2019	05580AAL8	06/20/2014	247,000.00	249,224.04	247,000.00	750	1.950	0.19
Capital One NA 2 8/12/2019	14042E5L0	08/12/2015	247,000.00	249,532.05	247,000.00	803	2.000	0.19
Cardinal Bank 1.25 6/19/2018	14147VEV4	06/19/2015	249,000.00	247,753.36	249,000.00	384	1.250	0.19
Celtic Bank 1.25 12/20/2017	15118RJL2	12/20/2013	246,000.00	245,930.11	246,000.00	203	1.250	0.19
Charter Bank Eau claire 1.5 8/6/2018	16116PHH7	08/05/2014	248,000.00	247,444.55	248,000.00	432	1.500	0.19
Cit Bank 2.2 11/26/2019	17284C4L5	11/26/2014	247,000.00	250,886.00	247,000.00	909	2.200	0.19
Comenity Capital Bank 2 10/13/2020	20033AND4	10/13/2015	249,000.00	251,712.38	249,000.00	1,231	2.000	0.19
Compass Bank 1.2 5/14/2018	20451PKT2	05/13/2015	248,000.00	246,999.05	248,000.00	348	1.200	0.19
Discover FS 2 6/18/2019	254671W48	06/18/2014	247,000.00	249,469.98	247,000.00	748	2.000	0.19
Enerbank USA 2.05 8/28/2019	29266NB30	08/28/2014	247,000.00	249,856.58	247,000.00	819	2.050	0.19
EVERBANK FL 1.6 7/30/2019	29976DZM5	07/30/2015	248,000.00	248,423.29	248,000.00	790	1.600	0.19
FIRST BUSINESS 1.5 10/30/2019	31938QP65	10/30/2015	248,000.00	247,689.06	248,000.00	882	1.500	0.19
Flushing Bank 1.45 6/26/2018	34387ABQ1	06/26/2015	248,000.00	247,269.29	248,000.00	391	1.450	0.19
Franklin Synergy Bank 1.6 8/30/2019	35471TDK5	05/31/2017	245,000.00	245,384.14	245,000.00	821	1.600	0.18
Gold Coast Bank 1.2 10/30/2017	38058KCS3	12/30/2013	246,000.00	245,979.29	246,000.00	152	1.200	0.19
Goldman Sachs 1.1 6/19/2017	38147JH96	06/18/2014	248,000.00	248,021.63	248,000.00	19	1.100	0.19
Iberia Bank 1 10/16/2017	45083AEK43	04/16/2015	247,000.00	246,791.24	247,000.00	138	1.000	0.19
KEY BANK NA 1.35 10/29/2018	49306SVK9	10/28/2015	248,000.00	246,941.19	248,000.00	516	1.350	0.19
Live Oak Banking Co. 1.85 7/30/2019	538036CA0	10/30/2014	247,000.00	248,758.07	247,000.00	790	1.850	0.19
Park National Bank 2.1 3/26/2019	700654AV8	09/26/2014	247,000.00	249,409.88	247,000.00	664	2.100	0.19
Private Bank 1.1 7/21/2017	74267GUT2	07/21/2014	248,000.00	248,058.35	248,000.00	51	1.100	0.19
Sallie Mae Bank 2.1 8/13/2019	795450SJ5	08/13/2014	247,000.00	250,075.27	247,000.00	804	2.100	0.19
SYNCHRONY BANK 2.25 7/17/2020	87165HKM1	07/17/2015	247,000.00	251,592.55	247,000.00	1,143	2.250	0.19
SYNOUVUS 1.2 11/6/2017	87164DFW5	11/05/2014	248,000.00	247,933.51	248,000.00	159	1.200	0.19
Third Fed S & L 2 11/25/2019	88413QAW8	11/24/2014	247,000.00	249,664.73	247,000.00	908	2.000	0.19
Unity Bank 1.65 10/30/2020	91330ABC0	10/30/2015	249,000.00	248,815.62	249,000.00	1,248	1.650	0.19
Sub Total / Average			7,670,000.00	7,703,570.28	7,670,000.00	589	1.633	5.78
Total / Average			132,803,979.25	133,001,315.28	133,258,604.63	643	1.286	100.00

City of Escondido
Investment Portfolio - by Asset Class, Summary
Report Format: By Totals
Portfolio/Report Group: All Portfolios
As of 6/30/2017

<u>Description</u>	<u>Face Amount</u>	<u>Cost Value</u>	<u>Market Value</u>	<u>Book Value</u>	<u>Days to Maturity</u>	<u>YTM @ Cost</u>
California Local Agency Investment Fund	34,893,446.52	34,893,446.52	34,893,446.52	34,893,446.52	1	0.978
Federal Agency Coupon Securities	92,015,000.00	92,659,913.94	92,012,229.05	92,457,705.98	849	1.388
Money Market Account	225,569.80	225,569.80	225,569.80	225,569.80	1	0.200
Negotiable Certificate of Deposit	8,641,000.00	8,641,000.00	8,678,611.76	8,641,000.00	755	1.752
Total / Average	<u>135,775,016.32</u>	<u>136,419,930.26</u>	<u>135,809,857.13</u>	<u>136,217,722.30</u>	<u>623</u>	<u>1.304</u>



Douglas W. Shultz, City Treasurer

City of Escondido
Portfolio Holdings
Investment Portfolio - by Asset Class
Report Format: By Transaction
As of 6/30/2017

Description	CUSIP No.	Settlement Date	Face Amount	Market Value	Book Value	Days to Maturity	YTM @ Cost	% of Portfolio
California Local Agency Investment Fund								
LAIF LGIP	LGIP7282	05/31/2011	34,893,446.52	34,893,446.52	34,893,446.52	1	0.978	25.70
Sub Total / Average			34,893,446.52	34,893,446.52	34,893,446.52	1	0.978	25.70
Federal Agency Coupon Securities								
FFCB 0.95 2/25/2019	3133EGBR5	07/14/2016	1,500,000.00	1,489,860.00	1,501,461.87	605	0.890	1.10
FFCB 1.4 4/2/2018	3133EEWH9	04/02/2015	3,000,000.00	2,995,830.00	3,000,000.00	276	1.000	2.21
FFCB 1.11 2/20/2018	3133EEQM5	02/20/2015	3,000,000.00	2,997,570.00	3,000,000.00	235	1.110	2.21
FFCB 1.14 6/29/2020	3133EGJD8	06/29/2016	2,000,000.00	1,960,260.00	1,996,192.61	1,095	1.205	1.47
FFCB 1.4 10/14/2021	3133EGYQ2	10/27/2016	2,000,000.00	1,950,840.00	1,995,038.84	1,567	1.460	1.47
FFCB 1.46 10/28/2020	3133EFLZ8	10/28/2015	1,000,000.00	990,250.00	1,000,000.00	1,216	1.460	0.74
FFCB 1.55 9/27/2019	3133EG2D6	01/27/2017	2,000,000.00	1,997,820.00	2,001,750.79	819	1.510	1.47
FFCB 1.61 8/1/2018	3133ECW75	02/03/2014	1,000,000.00	1,003,740.00	1,001,784.56	397	1.440	0.74
FFCB 1.7 3/4/2019	3133EDTU6	05/27/2016	1,750,000.00	1,757,647.50	1,766,260.98	612	1.135	1.29
FFCB 1.8 11/12/2019	3133EEBN9	11/12/2014	5,000,000.00	5,023,900.00	5,000,000.00	865	1.800	3.68
FFCB 2.46 8/5/2020	3133ECW91	06/30/2016	1,500,000.00	1,528,860.00	1,564,107.72	1,132	1.047	1.10
FFCB 4.81 9/1/2020	31331S4M2	06/30/2016	310,000.00	336,362.40	345,752.18	1,159	1.080	0.23
FFCB 5.125 11/15/2018	31331YEJ5	12/26/2013	760,000.00	798,516.80	792,552.69	503	1.856	0.56
FHLB 1.05 12/29/2017	3130A3N83	12/29/2014	3,000,000.00	2,997,510.00	3,000,000.00	182	1.050	2.21
FHLB 1.375 2/18/2021	3130A7CV5	06/24/2016	2,000,000.00	1,978,460.00	2,006,676.27	1,329	1.280	1.47
FHLB 1.375 3/9/2018	313378A43	12/26/2013	2,000,000.00	2,002,000.00	1,998,117.39	252	1.516	1.47
FHLB 1.375 3/9/2018	313378A43	03/28/2013	3,000,000.00	3,003,000.00	3,009,944.73	252	0.883	2.21
FHLB 1.525 3/30/2020	3130AASN9	04/26/2017	2,000,000.00	1,994,120.00	1,998,234.31	1,004	1.558	1.47
FHLB 1.625 6/14/2019	313379EE5	06/16/2014	3,000,000.00	3,010,200.00	2,990,781.41	714	1.790	2.21
FHLB 1.75 12/14/2018	313376BR5	12/26/2013	895,000.00	899,824.05	893,871.33	532	1.841	0.66
FHLB 1.75 3/12/2021	313382K69	04/27/2016	1,000,000.00	998,920.00	1,008,880.17	1,351	1.500	0.74
FHLB 1.875 11/29/2021	3130AABG2	12/16/2016	2,000,000.00	2,004,200.00	1,981,203.96	1,613	2.100	1.47
FHLB 1.875 6/11/2021	313379RB7	06/24/2016	2,000,000.00	2,005,900.00	2,039,959.23	1,442	1.350	1.47
FHLB 2.25 3/11/2022	313378CR0	05/09/2017	2,000,000.00	2,028,600.00	2,022,251.32	1,715	2.000	1.47
FHLB 4.625 9/11/2020	3133XD4P3	05/25/2016	2,350,000.00	2,562,440.00	2,583,577.74	1,169	1.410	1.73
FHLMC 1.7 7/28/2017	3137EADJ5	12/20/2013	1,500,000.00	1,499,955.00	1,499,932.34	28	1.060	1.10
FHLMC 1.05 9/28/2018	3134GAMD3	05/04/2017	1,000,000.00	996,350.00	997,439.74	455	1.258	0.74
FHLMC 1.125 8/12/2021	3137EAEC9	08/17/2016	3,000,000.00	2,918,070.00	2,977,467.26	1,504	1.314	2.21

City of Escondido
Portfolio Holdings
Investment Portfolio - by Asset Class
Report Format: By Transaction
As of 6/30/2017

Description	CUSIP No.	Settlement Date	Face Amount	Market Value	Book Value	Days to Maturity	YTM @ Cost	% of Portfolio
FHLMC 1.25 10/2/2019	3137EADM8	03/16/2016	1,000,000.00	994,500.00	998,241.92	824	1.330	0.74
FHLMC 1.25 8/1/2019	3137EADK2	07/02/2015	3,000,000.00	2,988,030.00	2,982,107.57	762	1.546	2.21
FHLMC 1.4 8/22/2019	3134G3A91	03/15/2016	1,000,000.00	998,140.00	1,002,295.97	783	1.290	0.74
FHLMC 1.55 8/21/2020	3134G3D64	05/26/2016	1,195,000.00	1,190,196.10	1,201,171.60	1,148	1.380	0.88
FHLMC 1.65 1/29/2021	3134G34D9	07/13/2016	2,410,000.00	2,387,538.80	2,454,218.84	1,309	1.123	1.77
FHLMC 1.65 8/28/2020	3134G3F96	05/26/2016	1,000,000.00	995,760.00	1,008,255.09	1,155	1.380	0.74
FHLMC 1.75 5/21/2021	3134G44H8	07/13/2016	2,000,000.00	1,991,500.00	2,039,161.25	1,421	1.230	1.47
FHLMC 1.875 8/17/2021	3134G92Y2	05/09/2017	2,000,000.00	1,999,120.00	1,998,002.82	1,509	1.900	1.47
FHLMC 2 3/12/2020	3134G3QX1	03/15/2016	1,250,000.00	1,260,287.50	1,267,963.39	986	1.450	0.92
FNMA 0.875 5/21/2018	3135G0WJ8	12/20/2013	1,500,000.00	1,494,870.00	1,491,628.18	325	1.526	1.10
FNMA 0.875 8/28/2017	3135G0MZ3	06/13/2014	2,000,000.00	1,999,340.00	1,999,411.01	59	1.061	1.47
FNMA 0.875 8/28/2017	3135G0MZ3	02/03/2014	2,000,000.00	1,999,340.00	1,999,413.63	59	1.060	1.47
FNMA 1 2/26/2019	3135G0I53	05/19/2016	1,000,000.00	993,330.00	998,205.33	606	1.110	0.74
FNMA 1 8/28/2019	3135G0P49	01/27/2017	2,000,000.00	1,980,460.00	1,980,940.17	789	1.447	1.47
FNMA 1.06 5/29/2018	3136G05G2	12/20/2013	500,000.00	498,795.00	497,890.25	333	1.540	0.37
FNMA 1.125 10/19/2018	3135G0E58	03/03/2017	2,000,000.00	1,993,780.00	1,998,065.60	476	1.200	1.47
FNMA 1.25 5/6/2021	3135G0K69	05/19/2016	1,000,000.00	982,350.00	990,576.00	1,406	1.505	0.74
FNMA 1.25 8/17/2021	3135G0N82	10/11/2016	3,000,000.00	2,932,620.00	2,979,691.13	1,509	1.420	2.21
FNMA 1.25 8/28/2018	3136G1F53	03/16/2016	1,000,000.00	998,760.00	1,001,940.93	424	1.080	0.74
FNMA 1.5 11/30/2020	3135G0F73	04/26/2017	2,000,000.00	1,987,720.00	1,989,333.12	1,249	1.661	1.47
FNMA 1.75 1/30/2019	3136FTZ25	02/03/2014	2,595,000.00	2,608,545.90	2,598,540.21	579	1.660	1.91
FNMA 1.875 9/18/2018	3135G0YM9	05/04/2017	1,000,000.00	1,006,240.00	1,007,412.53	445	1.258	0.74
Sub Total / Average			92,015,000.00	92,012,229.05	92,457,705.98	849	1.388	67.77
Money Market Account								
Bank of America MM	MM0555	05/31/2011	225,569.80	225,569.80	225,569.80	1	0.200	0.17
Sub Total / Average			225,569.80	225,569.80	225,569.80	1	0.200	0.17
Negotiable Certificate of Deposit								
Ally Bank 1.9 6/22/2020	02006L3N1	06/22/2017	245,000.00	246,242.02	245,000.00	1,088	1.900	0.18
American Exp Centurion 2 11/28/2018	02587DWJ3	11/28/2014	247,000.00	248,059.31	247,000.00	516	2.000	0.18
American Exp Fed Svgs Bk 2 7/24/2019	02587CAJ9	07/24/2014	247,000.00	248,989.21	247,000.00	754	2.000	0.18

City of Escondido
Portfolio Holdings
Investment Portfolio - by Asset Class
Report Format: By Transaction
As of 6/30/2017

Description	CUSIP No.	Settlement Date	Face Amount	Market Value	Book Value	Days to Maturity	YTM @ Cost	% of Portfolio
Barclays Bank 2.099 7/23/2019	06740KHK6	07/28/2014	247,000.00	249,492.67	247,000.00	753	2.099	0.18
BMW 1.95 6/20/2019	05580AAL8	06/20/2014	247,000.00	248,606.41	247,000.00	720	1.950	0.18
Capital One Bank USA NA 2.4 6/1/2022	1404203C2	06/01/2017	245,000.00	250,403.77	245,000.00	1,797	2.400	0.18
Capital One NA 2 8/12/2019	14042E5L0	08/12/2015	247,000.00	248,979.90	247,000.00	773	2.000	0.18
Cardinal Bank 1.25 6/19/2018	14147VEV4	06/19/2015	249,000.00	248,038.76	249,000.00	354	1.250	0.18
Celtic Bank 1.25 12/20/2017	15118RJL2	12/20/2013	246,000.00	245,893.73	246,000.00	173	1.250	0.18
Charter Bank Eau claire 1.5 8/6/2018	16116PHH7	08/05/2014	248,000.00	247,377.25	248,000.00	402	1.500	0.18
Cit Bank 2.2 11/26/2019	17284C4L5	11/26/2014	247,000.00	250,228.71	247,000.00	879	2.200	0.18
Comenity Capital Bank 2 10/13/2020	20033AND4	10/13/2015	249,000.00	250,894.24	249,000.00	1,201	2.000	0.18
Compass Bank 1.2 5/14/2018	20451PKT2	05/13/2015	248,000.00	247,232.34	248,000.00	318	1.200	0.18
Discover FS 2 6/18/2019	254671W48	06/18/2014	247,000.00	248,843.24	247,000.00	718	2.000	0.18
Enerbank USA 2.05 8/28/2019	29266NB30	08/28/2014	247,000.00	249,284.33	247,000.00	789	2.050	0.18
EVERBANK FL 1.6 7/30/2019	29976DZM5	07/30/2015	248,000.00	247,905.46	248,000.00	760	1.600	0.18
FIRST BUSINESS 1.5 10/30/2019	31938QP65	10/30/2015	248,000.00	247,130.69	248,000.00	852	1.500	0.18
Flushing Bank 1.45 6/26/2018	34387ABQ1	06/26/2015	248,000.00	247,516.85	248,000.00	361	1.450	0.18
Franklin Synergy Bank 1.6 8/30/2019	35471TDK5	05/31/2017	245,000.00	244,846.75	245,000.00	791	1.600	0.18
Gold Coast Bank 1.2 10/30/2017	38058KCS3	12/30/2013	246,000.00	245,908.56	246,000.00	122	1.200	0.18
Goldman Sachs Bank USA 2.35 6/21/2022	38148PKX4	06/21/2017	245,000.00	249,877.07	245,000.00	1,817	2.350	0.18
Iberia Bank 1 10/16/2017	45083AEK43	04/16/2015	247,000.00	246,798.74	247,000.00	108	1.000	0.18
KEY BANK NA 1.35 10/29/2018	49306SVK9	10/28/2015	248,000.00	246,823.04	248,000.00	486	1.350	0.18
Live Oak Banking Co. 1.85 7/30/2019	538036CA0	10/30/2014	247,000.00	248,188.51	247,000.00	760	1.850	0.18
Medallion Bank Utah 2.05 6/28/2021	58403B6Y7	06/28/2017	245,000.00	247,036.56	245,000.00	1,459	2.050	0.18
Mercantile Bank of MI 1.8 6/8/2020	58740XZJ2	06/07/2017	245,000.00	245,515.82	245,000.00	1,074	1.800	0.18
Park National Bank 2.1 3/26/2019	700654AV8	09/26/2014	247,000.00	248,923.61	247,000.00	634	2.100	0.18
Private Bank 1.1 7/21/2017	74267GUT2	07/21/2014	248,000.00	247,989.06	248,000.00	21	1.100	0.18
Sallie Mae Bank 2.1 8/13/2019	795450SJ5	08/13/2014	247,000.00	249,502.11	247,000.00	774	2.100	0.18
SYNCHRONY BANK 2.25 7/17/2020	87165HKM1	07/17/2015	247,000.00	250,788.56	247,000.00	1,113	2.250	0.18
SYNOUVUS 1.2 11/6/2017	87164DFW5	11/05/2014	248,000.00	247,900.58	248,000.00	129	1.200	0.18
Third Fed S & L 2 11/25/2019	88413QAW8	11/24/2014	247,000.00	249,049.16	247,000.00	878	2.000	0.18
Unity Bank 1.65 10/30/2020	91330ABC0	10/30/2015	249,000.00	247,986.84	249,000.00	1,218	1.650	0.18
Venture Bank Bloomington 1.6 9/6/2019	92326XDN8	06/06/2017	245,000.00	244,845.36	245,000.00	798	1.600	0.18
WEX Bank 1.8 6/2/2020	92937CFS2	06/02/2017	245,000.00	245,512.54	245,000.00	1,068	1.800	0.18
Sub Total / Average			8,641,000.00	8,678,611.76	8,641,000.00	755	1.752	6.36
Total / Average			135,775,016.32	135,809,857.13	136,217,722.30	623	1.304	100.00

City of Escondido
Transactions Summary
Investment Maturities
From 4/1/2017 to 6/30/2017

<u>Issuer</u>	<u>Investment Type</u>	<u>CUSIP Number</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Coupon Rate</u>	<u>Principal Matured</u>
Federal National Mortgage Association	Agency	3135G0JA2	05/31/12	04/27/17	1.125	2,000,000
Leader Bank NA	CD	52168UCU4	10/23/14	04/21/17	1.050	248,000
Ally Bank	CD	02006LFD0	06/18/14	06/19/17	1.100	248,000
Berkshire Bank	CD	084601DZ3	06/19/15	06/19/17	1.000	248,000
Goldman Sachs	CD	38147JH96	06/18/14	06/19/17	1.100	248,000
Total						<u><u>2,992,000</u></u>

CITY OF ESCONDIDO
 FUNDS MANAGED BY OUTSIDE PARTIES
 As of June 30, 2017

<u>Type of Funds / Institution</u>	<u>Market Value</u>	<u>Interest Rate</u>	<u>Type of Investment</u>
<u>BOND FUNDS</u>			
BANK OF NEW YORK:			
1986-1R/98 Auto Parkway Assessment District	\$ 338,046.78	0.334%	Money Market
1998-1 Rancho San Pasqual Assessment District	344,218.70	0.328%	Money Market
2007A & 2007B JPFA Lease Revenue Bonds (1995 CDC Refunding)	1.00	0.000%	Cash
2007 COP - Water Project	6,065,975.69	0.048%	Money Market
2012 JPFA Revenue Bonds (Water System Financing)	20,130,256.76	0.674%	LAIF/Money Market
2012 JPFA Revenue Bonds (Wastewater System Financing)	2,928,058.76	0.674%	LAIF/Money Market
2013 Community Facility District - Hidden Trails (2001 Refunding)	1.01	0.000%	Cash
2015A Wastewater Bond (2004A Refunding)	497,966.09	0.256%	Discount Note
2015B Wastewater Bond (2004B Refunding)	215,201.55	0.256%	Discount Note
TOTAL FUNDS MANAGED BY OUTSIDE PARTIES	<u><u>\$30,519,726.34</u></u>		

CITY COUNCIL STAFF REPORT

Consent Item No. 5

August 23, 2017

File No. 0160-35

SUBJECT: Annual Destruction of Records

DEPARTMENT: City Clerk's Office

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2017-92, authorizing the destruction of City records and Police Department records as set forth in Exhibit "A" and Exhibit "B," which are attached to the Resolution, for the following departments and divisions: City Attorney, City Clerk, City Manager, City Treasurer, Community Development, Community Services, Employee Benefits, Engineering, Finance, Fire, HARRF, Housing, Human Resources, Library, Payroll, Police, Public Works, Risk Management, and Utilities.

FISCAL ANALYSIS:

None

BACKGROUND:

The records identified for destruction are more than two years old. These records do not affect the title to real property or liens thereon, are not court records, are not evidence in any claim file or any pending litigation or potential claim or litigation, are not required to be kept further by a statute and are no longer required by the City.

Authority to destroy these records is requested as provided by California Government Code Section 34090 et seq. Said records consist of documents identified in Exhibit "A" and Exhibit "B" attached to Resolution No. 2017-92. The Department Head and the City Attorney's office have reviewed the records for historical value and for compliance with the established retention requirements, and consent to their destruction.

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Diane Halverson, City Clerk
8/16/2017 8:43 p.m.

Eva Heter, Assistant City Clerk
8/16/2017 9:13 a.m.

ATTACHMENTS:

1. Resolution No. 2017-92
2. Resolution No. 2017-92 - Exhibit A
3. Resolution No. 2017-92 - Exhibit B

RESOLUTION NO. 2017-92

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
AUTHORIZING THE DESTRUCTION OF
CERTAIN POLICE DEPARTMENT RECORDS
AND CITY RECORDS

WHEREAS, the City Clerk of the City of Escondido has described and identified City records and Police Department records, which are more than two (2) years old that do not affect the title to real property or liens thereon, are not court records, are not required to be kept further by a statute and are no longer required by the City Clerk as listed in Exhibit "A" and Exhibit "B," and are of a classification qualifying for destruction in accordance with the provisions of Government Code Section 34090 et seq.; and

WHEREAS, the City Attorney consents to the destruction of the described records in the certification and application of the City Clerk as set forth in Exhibit "A" and Exhibit "B," which are attached to this Resolution and incorporated by this reference; and

WHEREAS, once the destruction of records is complete, as set forth in Exhibits "A" and "B," both of which are incorporated by this reference, the City Clerk is authorized to certify the destruction of records.

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

1. That the above recitations are true.
2. That the City Council finds that there is good cause to approve the destruction of the identified City records as set forth in Exhibit "A," and the identified Police Department records as set forth in Exhibit "B."

City of Escondido Destruction Report - Exhibit A

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
City Clerk - 004					
8547	08547	0640-10 - Statement of Economic Interests	05/31/2017	03/01/1988	05/31/2010
Utility Billing - 022.1					
9695	09695-BOX	0480-31 - Credit Card Slips	06/07/2017	01/25/2010	06/07/2010
9696	09696-BOX	0480-25 - Billings & Receipts	10/10/2016	10/02/2011	10/10/2011
9701	09701-BOX	0480-31 - Credit Card Slips	01/26/2017	09/15/2009	01/26/2010
9723	09723-BOX	0480-25 - Billings & Receipts	07/12/2016	07/05/2011	07/12/2011
9732	09732-BOX	0480-25 - Billings & Receipts	08/03/2016	07/26/2011	08/03/2011
9734	09734-BOX	0480-25 - Billings & Receipts	07/25/2016	07/13/2011	07/25/2011
Community Development / Housing 200.1					
9986	09986	0875-14 - Senior Housing Program	12/31/2016	03/15/2000	12/31/2011
9987	09987	0875-14 - Senior Housing Program	12/31/2016	12/15/1999	12/31/2011
Community Services - 101					
10036	10036	0480-25 - Billings & Receipts	12/31/2015	08/01/2009	12/31/2010
Accounts Payable - 022.2					
10126	10126-BOX	0470-10 - Accounts Payable	07/01/2016	01/01/2011	07/01/2011
Code Enforcement - 250					
10138	10138	0480-35 - Business Licenses	11/30/2016	02/19/1980	11/30/2011
10139	10139	0480-35 - Business Licenses	01/31/2017	07/25/1990	01/31/2012
10140	10140	0480-35 - Business Licenses	12/31/2016	03/14/2001	12/31/2011
Accounts Payable - 022.2					
10149	10149	0470-10 - Accounts Payable	07/31/2016	02/01/2011	07/31/2011

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Accounts Payable - 022.2					
Code Enforcement - 250					
10286	10286	0480-35 - Business Licenses	11/01/2016	01/31/1983	11/01/2011
10287	10287	0480-35 - Business Licenses	12/31/2016	01/30/1951	12/31/2011
10288	10288	0480-35 - Business Licenses	01/31/2017	03/07/1983	01/31/2012
Community Services - 101					
10309	10309	1140-10 - Recreation Classes	12/31/2015	01/01/2008	12/31/2012
10311	10311-BOX	0450-20 - Time Cards	12/31/2016	01/01/2009	12/31/2011
10315	10315	0730-40 - Departmental Personnel Files	12/31/2016	01/01/2008	12/31/2011
Code Enforcement - 250					
10324	10324	0480-35 - Business Licenses	12/31/2016	02/12/1980	12/31/2011
10328	10328	0480-35 - Business Licenses	12/31/2016	01/01/2010	12/31/2011
10329	10329	0480-35 - Business Licenses	12/31/2016	01/01/2010	12/31/2011
10330	10330	0480-35 - Business Licenses	12/31/2016	01/01/2010	12/31/2011
10339	10339	0480-35 - Business Licenses	05/30/2017	11/07/1994	05/30/2012
10373	10373	0480-35 - Business Licenses	03/30/2017	11/21/1974	03/30/2012
Finance - 022					
10458	10458-BOX	0480-10 - Accounts Receivable	12/01/2016	07/01/2011	12/01/2011
10492	10492-BOX	0480-32 - Paid NSF (Non-Sufficient Fund Checks)	12/21/2016	08/06/2008	12/21/2011
Utility Billing - 022.1					
10569	10569-BOX	0480-25 - Billings & Receipts	10/17/2016	10/10/2011	10/17/2011
10570	10570-BOX	0480-25 - Billings & Receipts	10/26/2016	10/18/2011	10/26/2011
10571	10571-BOX	0480-25 - Billings & Receipts	09/12/2016	09/06/2011	09/12/2011
10572	10572-BOX	0480-25 - Billings & Receipts	11/03/2016	10/27/2011	11/03/2011
10575	10575-BOX	0480-25 - Billings & Receipts	04/24/2017	04/16/2012	04/24/2012
10576	10576-BOX	0480-25 - Billings & Receipts	05/01/2017	04/25/2012	05/01/2012
10577	10577-BOX	0480-25 - Billings & Receipts	03/21/2017	03/13/2012	03/21/2012
10579	10579-BOX	0480-25 - Billings & Receipts	09/01/2016	08/25/2011	09/01/2011
10580	10580-BOX	0480-25 - Billings & Receipts	11/14/2016	11/07/2011	11/14/2011
10581	10581-BOX	0480-25 - Billings & Receipts	09/29/2016	09/21/2011	09/29/2011

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Utility Billing - 022.1					
10582	10582-BOX	0480-25 - Billings & Receipts	12/05/2016	11/28/2011	12/05/2011
10583	10583-BOX	0480-25 - Billings & Receipts	09/20/2016	09/13/2011	09/20/2011
10592	10592-BOX	0480-25 - Billings & Receipts	10/06/2016	10/03/2011	10/06/2011
10594	10594-BOX	0480-25 - Billings & Receipts	03/29/2017	03/22/2012	03/29/2012
10595	10595-BOX	0480-25 - Billings & Receipts	11/23/2016	11/15/2011	11/23/2011
10598	10598-BOX	0480-25 - Billings & Receipts	04/12/2017	04/02/2012	04/12/2012
10599	10599-BOX	0480-25 - Billings & Receipts	06/28/2017	06/14/2012	06/28/2012
10600	10600-BOX	0480-25 - Billings & Receipts	01/05/2017	12/28/2011	01/05/2012
10604	10604-BOX	0480-25 - Billings & Receipts	02/08/2017	01/31/2012	02/08/2012
10606	10606-BOX	0480-25 - Billings & Receipts	06/13/2017	06/04/2012	06/13/2012
10609	10609-BOX	0480-25 - Billings & Receipts	05/31/2017	05/23/2012	05/31/2012
10611	10611-BOX	0480-25 - Billings & Receipts	02/22/2017	02/09/2012	02/22/2012
10612	10612-BOX	0480-25 - Billings & Receipts	05/22/2017	05/15/2012	05/22/2012
10613	10613-BOX	0480-25 - Billings & Receipts	08/24/2016	08/17/2011	08/24/2011
10614	10614-BOX	0480-25 - Billings & Receipts	12/15/2016	12/06/2011	12/15/2011
10615	10615-BOX	0480-25 - Billings & Receipts	03/12/2017	03/01/2012	03/12/2012
10616	10616-BOX	0480-25 - Billings & Receipts	08/16/2016	08/04/2011	08/16/2011
10618	10618-BOX	0480-25 - Billings & Receipts	01/30/2017	01/23/2012	01/30/2012
10620	10620-BOX	0480-25 - Billings & Receipts	01/19/2017	01/09/2012	01/19/2012
10621	10621-BOX	0480-25 - Billings & Receipts	02/28/2017	02/23/2012	02/29/2012
10624	10624-BOX	0480-31 - Credit Card Slips	09/30/2016	04/01/2008	09/30/2009
10626	10626-BOX	0480-25 - Billings & Receipts	12/27/2016	12/19/2011	12/27/2011
10627	10627-BOX	0480-31 - Credit Card Slips	09/30/2016	03/01/2009	09/30/2009
Payroll - 022.3					
10793	10793	0450-55 - Leave Registers	12/31/2016	07/01/2011	12/31/2011
10795	10795	0450-14 - Direct Deposit Reports	12/31/2016	01/01/2011	12/31/2011
Community Services - 101					
10835	10835-BOX	1140-30 - After School Recreation Programs	12/31/2016	01/01/2010	12/31/2011
10836	10836-BOX	1140-30 - After School Recreation Programs	12/31/2016	01/01/2010	12/31/2011
10837	10837-BOX	1140-30 - After School Recreation Programs	12/31/2016	01/01/2010	12/31/2011
10838	10838-BOX	1140-30 - After School Recreation Programs	12/31/2015	01/01/2009	12/31/2010
10839	10839-BOX	1140-30 - After School Recreation Programs	12/17/2015	08/23/2010	12/17/2010
10840	10840-BOX	1140-30 - After School Recreation Programs	12/31/2015	01/01/2009	12/31/2010

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Community Services - 101					
10841	10841-BOX	1140-30 - After School Recreation Programs	12/31/2015	01/01/2009	12/31/2010
10844	10844-BOX	1140-30 - After School Recreation Programs	12/31/2015	01/01/2009	12/31/2010
10847	10847-BOX	1140-30 - After School Recreation Programs	12/17/2015	08/23/2010	12/17/2010
10850	10850-BOX	1140-30 - After School Recreation Programs	06/13/2016	01/31/2011	06/13/2011
10852	10852-BOX	1140-30 - After School Recreation Programs	12/31/2016	01/01/2010	12/31/2011
10853	10853-BOX	1140-30 - After School Recreation Programs	12/31/2016	01/01/2010	12/31/2011
10854	10854-BOX	1140-30 - After School Recreation Programs	12/31/2016	01/01/2010	12/31/2011
10855	10855-BOX	1140-30 - After School Recreation Programs	12/31/2016	01/01/2010	12/31/2011
10857	10857-BOX	1140-30 - After School Recreation Programs	12/31/2015	01/01/2009	12/31/2010
10858	10858-BOX	1140-30 - After School Recreation Programs	06/13/2016	01/31/2011	06/13/2011
10861	10861-BOX	1140-30 - After School Recreation Programs	12/17/2015	08/23/2010	12/17/2010
10862	10862-BOX	1140-30 - After School Recreation Programs	06/13/2017	12/03/2011	06/13/2012
10863	10863-BOX	1140-30 - After School Recreation Programs	01/28/2016	08/23/2010	01/28/2011
10864	10864-BOX	1140-30 - After School Recreation Programs	12/31/2016	01/01/2010	12/31/2011
10865	10865-BOX	1140-30 - After School Recreation Programs	12/31/2015	01/01/2009	12/31/2010
10866	10866-BOX	1140-30 - After School Recreation Programs	12/31/2015	01/01/2009	12/31/2010
10868	10868-BOX	1140-30 - After School Recreation Programs	01/28/2016	08/23/2010	01/28/2011
10871	10871-BOX	1140-30 - After School Recreation Programs	12/31/2016	01/01/2010	12/31/2011
10872	10872-BOX	1140-30 - After School Recreation Programs	06/13/2016	01/03/2011	06/13/2011
10873	10873-BOX	1140-30 - After School Recreation Programs	04/13/2016	01/01/2011	04/13/2011
Utility Billing - 022.1					
10903	10903-BOX	0480-31 - Credit Card Slips	12/30/2016	01/02/2009	12/30/2009
Finance - 022					
10929	10929	0450-20 - Time Cards	11/26/2016	10/02/2011	11/26/2011
10930	10930	0450-20 - Time Cards	12/24/2016	11/27/2011	12/24/2011
10931	10931	0450-20 - Time Cards	08/06/2016	06/12/2011	08/06/2011
10933	10933	0450-20 - Time Cards	10/01/2016	08/07/2011	10/01/2011
Accounts Payable - 022.2					
10938	10938	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10939	10939	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10940	10940	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10941	10941	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Accounts Payable - 022.2					
10942	10942	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10945	10945	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10946	10946	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10947	10947	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10948	10948	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10949	10949	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10950	10950	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10951	10951	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10952	10952	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
Purchasing - 022.4					
10953	10953	0470-25 - Purchase Orders	06/30/2017	07/01/2011	06/30/2012
10954	10954	0470-25 - Purchase Orders	06/30/2017	07/01/2011	06/30/2012
10955	10955	0470-25 - Purchase Orders	06/30/2017	07/01/2011	06/30/2012
10956	10956	0470-25 - Purchase Orders	06/30/2017	07/01/2011	06/30/2012
Accounts Payable - 022.2					
10957	10957-BOX	0470-10 - Accounts Payable	02/23/2017	06/24/2011	02/23/2012
10958	10958-BOX	0470-10 - Accounts Payable	01/01/2017	07/01/2011	01/01/2012
10959	10959	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10960	10960	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10961	10961	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10962	10962	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10963	10963-BOX	0470-10 - Accounts Payable	06/30/2017	06/01/2011	06/30/2012
10964	10964-BOX	0470-10 - Accounts Payable	06/08/2017	06/24/2011	06/08/2012
10965	10965	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10966	10966	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10967	10967	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10968	10968	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10969	10969	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10970	10970	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10971	10971	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10972	10972	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10973	10973	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10974	10974	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Accounts Payable - 022.2					
10975	10975	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10976	10976	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10977	10977	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10978	10978	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10979	10979	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10980	10980	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
10981	10981	0470-10 - Accounts Payable	06/30/2017	07/01/2011	06/30/2012
Finance - 022					
10982	10982	0450-54 - 1099 Tax Forms	06/30/2017	07/01/2003	06/30/2012
10984	10984	0400-15 - Travel Expense Statements	06/30/2017	07/01/2011	06/30/2012
10985	10985	0400-15 - Travel Expense Statements	06/30/2017	07/01/2011	06/30/2012
Library - 104					
11025	11025-BOX	0480-15 - Daily Cash Receipts	06/30/2017	01/01/2006	06/30/2012
11026	11026-BOX	0480-15 - Daily Cash Receipts	12/31/2016	04/01/2011	12/31/2011
Finance - 022					
11052	11052	0480-15 - Daily Cash Receipts	07/05/2016	01/21/2009	07/05/2011
11053	11053	0480-15 - Daily Cash Receipts	07/21/2016	11/17/2009	07/21/2011
Human Resources - 023					
11075	11075	0750-70 - Eligibility Lists	08/31/2016	12/01/2010	08/31/2013
Payroll - 022.3					
11110	11110	0450-10 - Individual Employee Payroll Files	12/29/2016	10/06/1989	12/29/2011
11111	11111	0450-10 - Individual Employee Payroll Files	12/30/2016	07/14/1986	12/30/2011
11112	11112	0450-10 - Individual Employee Payroll Files	12/10/2016	08/16/1982	12/10/2011
11114	11114	0450-10 - Individual Employee Payroll Files	12/16/2016	09/20/1982	12/16/2011
11115	11115	0450-10 - Individual Employee Payroll Files	12/29/2016	12/10/1981	12/29/2011
11116	11116	0450-10 - Individual Employee Payroll Files	11/19/2016	02/25/1980	11/19/2011
11117	11117	0450-10 - Individual Employee Payroll Files	12/29/2016	02/23/1981	12/29/2011
11127	11127	0450-55 - Leave Registers	06/30/2017	01/01/2012	06/30/2012
11128	11128	0450-20 - Time Cards	02/18/2017	12/25/2011	02/18/2012

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Payroll - 022.3					
11130	11130	0450-20 - Time Cards	06/09/2017	04/15/2012	06/09/2012
11131	11131	0450-20 - Time Cards	04/14/2017	02/19/2012	04/14/2012
Community Services - 101					
11185	11185-BOX	1100-25 - Credit Vouchers	12/31/2015	01/01/2006	12/31/2012
Finance - 022					
11199	11199	0480-15 - Daily Cash Receipts	12/01/2016	02/01/2008	12/01/2011
11207	11207-BOX	0480-15 - Daily Cash Receipts	07/12/2016	03/18/2008	07/12/2011
11208	11208-BOX	0480-15 - Daily Cash Receipts	12/28/2016	09/13/2010	12/28/2011
Community Services - 101					
11241	11241-BOX	1130-20 - Adult Sports Activities	12/31/2015	01/01/2011	12/31/2012
Utility Billing - 022.1					
11248	11248-BOX	0480-31 - Credit Card Slips	02/11/2017	09/07/2000	02/11/2010
Community Services - 101					
11273	11273	1140-10 - Recreation Classes	12/01/2015	01/01/2010	12/01/2012
11274	11274	0450-20 - Time Cards	12/31/2016	01/01/2008	12/31/2011
11275	11275	1140-10 - Recreation Classes	03/01/2016	06/01/2011	03/01/2013
Finance - 022					
11313	11313	0480-15 - Daily Cash Receipts	07/26/2016	04/27/2011	07/26/2011
11316	11316	0480-15 - Daily Cash Receipts	08/31/2016	03/21/2011	08/31/2011
11324	11324	0480-15 - Daily Cash Receipts	10/31/2016	12/08/2010	10/31/2011
11325	11325	0480-15 - Daily Cash Receipts	12/19/2016	10/27/2010	12/19/2011
Community Services - 101					
11334	11334-BOX	1140-10 - Recreation Classes	06/30/2016	04/01/2013	06/30/2013
11338	11338-BOX	1140-10 - Recreation Classes	06/30/2016	04/01/2013	06/30/2013
11340	11340-BOX	0480-15 - Daily Cash Receipts	12/31/2016	01/01/2011	12/31/2011
11341	11341-BOX	0450-20 - Time Cards	12/31/2015	08/01/2010	12/31/2010

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Community Services - 101					
11355	11355-BOX	1140-10 - Recreation Classes	12/31/2016	07/01/2013	12/31/2013
11356	11356-BOX	1140-20 - Specific Events Programs/Large Gatherings	12/31/2016	01/01/2013	12/31/2013
Finance - 022					
11375	11375	0480-40 - Taxes	12/31/2016	09/10/2009	12/31/2011
11376	11376	0480-15 - Daily Cash Receipts	01/01/2017	06/12/2006	01/01/2012
11377	11377	0480-15 - Daily Cash Receipts	09/30/2016	11/19/1963	09/30/2011
11378	11378	0480-40 - Taxes	01/24/2017	05/12/2008	01/24/2012
11384	11384	0480-15 - Daily Cash Receipts	03/28/2017	03/05/2008	03/28/2012
11465	11465-BOX	0480-15 - Daily Cash Receipts	04/30/2017	04/01/2012	04/30/2012
11466	11466-BOX	0480-15 - Daily Cash Receipts	03/31/2017	03/01/2012	03/31/2012
11467	11467-BOX	0480-15 - Daily Cash Receipts	05/31/2017	05/01/2012	05/31/2012
11468	11468-BOX	0480-15 - Daily Cash Receipts	06/30/2017	06/01/2012	06/30/2012
11469	11469-BOX	0480-15 - Daily Cash Receipts	08/31/2016	07/01/2011	08/31/2011
11470	11470-BOX	0480-15 - Daily Cash Receipts	12/31/2016	11/01/2011	12/31/2011
11471	11471-BOX	0480-15 - Daily Cash Receipts	02/28/2017	01/01/2012	02/28/2012
11472	11472-BOX	0480-15 - Daily Cash Receipts	10/31/2016	09/01/2011	10/31/2011
11505	11505	0400-40 - Check Registers	08/31/2016	04/28/2011	08/31/2011
11506	11506	0480-15 - Daily Cash Receipts	03/31/2017	03/01/2012	03/31/2012
11507	11507-BOX	0480-15 - Daily Cash Receipts	06/12/2017	01/09/2012	06/12/2012
11508	11508	0480-15 - Daily Cash Receipts	02/28/2017	02/01/2012	02/28/2012
11509	11509	0480-15 - Daily Cash Receipts	05/31/2017	05/01/2012	05/31/2012
11510	11510	0480-15 - Daily Cash Receipts	01/31/2017	01/01/2012	01/31/2012
11511	11511	0400-40 - Check Registers	04/25/2017	01/19/2012	04/25/2012
11513	11513	0480-15 - Daily Cash Receipts	04/30/2017	04/01/2012	04/30/2012
Treasurer - 005					
11539	11539	0420-60 - Banking Daily Worksheets	02/28/2017	02/01/2012	02/28/2012
11540	11540	0420-60 - Banking Daily Worksheets	01/31/2017	01/01/2012	01/31/2012
11541	11541	0420-60 - Banking Daily Worksheets	12/31/2016	12/01/2011	12/31/2011
11542	11542	0400-40 - Check Registers	06/30/2017	07/01/2010	06/30/2012
11543	11543	0420-30 - Bank Statements & Reconciliations	06/30/2017	05/20/2003	06/30/2012
Utility Billing - 022.1					
11553	11553-BOX	0480-25 - Billings & Receipts	05/14/2017	05/02/2012	05/14/2012

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Utility Billing - 022.1					
11558	11558-BOX	1320-32 - Meter Reads	12/31/2016	10/25/2005	12/31/2012
11565	11565-BOX	0480-31 - Credit Card Slips	12/31/2016	01/01/2009	12/31/2009
11574	11574-BOX	0480-20 - Billing & Service Request	03/08/2017	04/02/2007	03/08/2012
Public Works - 889					
11608	11608-BOX	0450-20 - Time Cards	05/12/2017	03/04/2012	05/12/2012
11613	11613-BOX	0450-20 - Time Cards	12/24/2016	10/16/2011	12/24/2011
11615	11615-BOX	0450-20 - Time Cards	03/03/2017	12/25/2011	03/03/2012
11617	11617-BOX	0450-20 - Time Cards	10/15/2016	08/07/2011	10/15/2011
11618	11618-BOX	0450-20 - Time Cards	08/06/2016	05/29/2011	08/06/2011
Treasurer - 005					
11660	11660-BOX	0420-60 - Banking Daily Worksheets	08/30/2016	08/01/2011	08/30/2011
11662	11662-BOX	0420-60 - Banking Daily Worksheets	11/30/2016	11/01/2011	11/30/2011
11663	11663-BOX	0420-60 - Banking Daily Worksheets	04/30/2017	04/01/2012	04/30/2012
11664	11664-BOX	0420-60 - Banking Daily Worksheets	05/31/2017	05/01/2012	05/31/2012
11665	11665-BOX	0420-60 - Banking Daily Worksheets	07/31/2016	07/01/2011	07/31/2011
11666	11666-BOX	0420-60 - Banking Daily Worksheets	10/31/2016	10/01/2011	10/31/2011
11668	11668-BOX	0420-60 - Banking Daily Worksheets	09/30/2016	09/01/2011	09/30/2011
11669	11669-BOX	0420-60 - Banking Daily Worksheets	03/31/2017	03/01/2012	03/31/2012
Community Services - 101					
11672	11672-BOX	1140-30 - After School Recreation Programs	01/31/2017	08/01/2011	01/31/2012
11673	11673-BOX	1140-30 - After School Recreation Programs	06/30/2017	01/01/2011	06/30/2012
11674	11674-BOX	1140-30 - After School Recreation Programs	06/30/2017	01/01/2012	06/30/2012
11676	11676-BOX	1140-30 - After School Recreation Programs	01/31/2017	08/01/2011	01/31/2012
11678	11678-BOX	1140-30 - After School Recreation Programs	06/30/2017	01/01/2011	06/30/2012
11682	11682-BOX	1140-30 - After School Recreation Programs	12/31/2015	01/01/2009	12/31/2010
11683	11683-BOX	1140-30 - After School Recreation Programs	01/31/2017	08/01/2011	01/31/2012
11684	11684-BOX	1140-30 - After School Recreation Programs	01/31/2017	08/01/2011	01/31/2012
11686	11686-BOX	1140-30 - After School Recreation Programs	06/30/2017	08/01/2011	06/30/2012
11688	11688-BOX	1140-30 - After School Recreation Programs	06/30/2017	01/01/2011	06/30/2012
11689	11689-BOX	1140-10 - Recreation Classes	12/31/2015	01/01/2011	12/31/2012
11690	11690-BOX	1140-30 - After School Recreation Programs	01/31/2017	08/01/2011	01/31/2012
11691	11691-BOX	1140-30 - After School Recreation Programs	06/30/2017	01/31/2011	06/30/2012

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Community Services - 101					
Treasurer - 005					
11742	11742	0420-62 - Banking Cash Reconciliation Worksheets	06/30/2017	07/01/2011	06/30/2012
Finance - 022					
11745	11745	0480-15 - Daily Cash Receipts	06/30/2017	06/01/2012	06/30/2012
HARRF - 411.2					
11768	11768-BOX	0450-20 - Time Cards	06/30/2017	12/26/2010	06/30/2012
11789	11789-BOX	1360-20 - Chain of Custody (Drinking Water)	12/31/2016	01/01/2004	12/31/2004
11793	11793-BOX	1360-40 - Water Quality Complaints	12/31/2016	01/01/2004	12/31/2004
City Clerk - 004					
12039	12039-BOX	0670-65 - Public Records Requests	11/26/2015	09/27/2013	11/26/2013
12040	12040-BOX	0670-65 - Public Records Requests	02/20/2016	11/14/2013	02/20/2014
Finance - 022					
12115	12115	0480-70 - Grants, Successful	06/30/2017	07/01/2010	06/30/2012
12126	12126	0420-62 - Banking Cash Reconciliation Worksheets	12/31/2016	05/01/2011	12/31/2011
Treasurer - 005					
12127	12127-BOX	0420-60 - Banking Daily Worksheets	06/30/2017	06/01/2012	06/30/2012
Community Services - 101					
12185	12185-BOX	1140-10 - Recreation Classes	12/31/2015	01/01/1998	12/31/2012
12186	12186-BOX	0600-12 - Community Service Agreements, Instructors	12/31/2015	01/01/2001	12/31/2012
12187	12187-BOX	0600-12 - Community Service Agreements, Instructors	12/31/2015	01/01/2001	12/31/2012
12188	12188-BOX	0600-12 - Community Service Agreements, Instructors	12/31/2015	01/01/2001	12/31/2012
City Clerk - 004					
12243	12243-BOX	0670-65 - Public Records Requests	06/16/2016	04/23/2014	06/16/2014
12244	12244-BOX	0670-65 - Public Records Requests	04/14/2016	02/18/2014	04/14/2014

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Community Services - 101					
12264	12264-BOX	1140-10 - Recreation Classes	12/31/2015	01/01/2011	12/31/2012
12265	12265-BOX	1140-10 - Recreation Classes	12/31/2015	01/01/2012	12/31/2012
12266	12266-BOX	1130-20 - Adult Sports Activities	12/31/2015	01/01/2012	12/31/2012
12267	12267-BOX	1130-20 - Adult Sports Activities	12/31/2015	01/01/2012	12/31/2012
12268	12268-BOX	0900-20 - Facility Use/Permits/Insurance Binders	12/31/2015	01/01/2011	12/31/2012
12269	12269-BOX	1140-10 - Recreation Classes	12/31/2015	01/01/2009	12/31/2012
12270	12270-BOX	1140-10 - Recreation Classes	12/31/2015	01/01/2011	12/31/2012
12271	12271-BOX	1140-10 - Recreation Classes	12/31/2015	01/01/2012	12/31/2012
Utility Billing - 022.1					
12333	12333-BOX	0480-20 - Billing & Service Request	12/31/2016	01/01/2011	12/31/2011
12334	12334-BOX	0400-75 - Utility Billing & Cashier Reports	02/28/2017	05/04/2011	02/29/2012
Community Services - 101					
12355	12355-BOX	1130-30 - Youth Sports Activities	12/31/2015	01/01/2011	12/31/2012
City Clerk - 004					
12393	12393-BOX	0670-65 - Public Records Requests	09/18/2016	07/21/2014	09/18/2014
12394	12394-BOX	0670-65 - Public Records Requests	07/23/2016	06/30/2014	07/23/2014
Fire - 600					
12409	12409-BOX	0450-20 - Time Cards	12/31/2016	01/01/2011	12/31/2011
12410	12410-BOX	0450-20 - Time Cards	12/31/2016	01/01/2010	12/31/2011
Human Resources - 023					
12452	12452	0750-70 - Eligibility Lists	07/31/2016	01/01/2011	07/31/2013
Community Services - 101					
12475	12475	1140-10 - Recreation Classes	06/30/2017	01/01/2014	06/30/2014
12476	12476	1140-10 - Recreation Classes	12/31/2016	01/01/2013	12/31/2013
12477	12477	1140-10 - Recreation Classes	04/30/2016	01/01/2013	04/30/2013
12478	12478	1140-10 - Recreation Classes	02/28/2017	01/01/2014	02/28/2014
12481	12481	1140-10 - Recreation Classes	12/31/2016	09/01/2013	12/31/2013

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Community Services - 101					
12482	12482	1140-10 - Recreation Classes	08/31/2016	05/01/2013	08/31/2013
Police - 500					
12510	12510	0450-20 - Time Cards	10/01/2016	06/26/2011	10/01/2011
12511	12511	0450-20 - Time Cards	12/24/2016	10/02/2011	12/24/2011
12512	12512	0450-20 - Time Cards	03/31/2017	12/25/2011	03/31/2012
12513	12513	0450-20 - Time Cards	06/23/2017	04/01/2012	06/23/2012
Community Development / Housing 200.1					
12521	12521	0875-14 - Senior Housing Program	05/29/2017	12/17/2002	05/29/2012
12522	12522	0875-14 - Senior Housing Program	06/04/2017	08/26/2002	06/04/2012
12524	12524	0875-14 - Senior Housing Program	05/29/2017	05/02/2003	05/29/2012
12528	12528	0875-14 - Senior Housing Program	06/11/2017	07/10/2000	06/11/2012
1083021		0875-20 - Housing Rehabilitation	07/06/2016	04/26/1996	07/06/2012
1083028		0875-14 - Senior Housing Program	06/25/2017	02/02/2000	06/25/2012
Utility Billing - 022.1					
1083075		0400-75 - Utility Billing & Cashier Reports	12/31/2016	01/01/2004	12/31/2011
1083076		0400-75 - Utility Billing & Cashier Reports	02/15/2017	08/09/2010	02/15/2012
Community Services - 101					
1083095		1100-15 - Site Supervisors Incident Reports	06/30/2015	08/01/2007	06/30/2012
Community Development / Housing 200.1					
1083118		0873-01 - Funding Program HOMES	12/31/1999	01/01/1993	12/31/1994
1083119		0480-70 - Grants, Successful	12/31/2014	01/01/2009	12/31/2009
City Clerk - 004					
1083148		0670-65 - Public Records Requests	02/17/2017	12/09/2014	02/17/2015
1083149		0670-65 - Public Records Requests	12/09/2016	09/22/2014	12/09/2014
Finance - 022					
1083184		0480-15 - Daily Cash Receipts	10/31/2016	05/09/2011	10/31/2011

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Finance - 022					
City Clerk - 004					
1083267		0670-65 - Public Records Requests	04/23/2017	02/17/2015	04/23/2015
1083270		0670-65 - Public Records Requests	05/14/2017	04/24/2015	05/14/2015
Police - 500					
1083353		0770-20 - Volunteer Records	10/31/2016	06/01/2012	10/31/2014
Community Services - 101					
1083356		0900-20 - Facility Use/Permits/Insurance Binders	12/31/2016	01/01/2013	12/31/2013
1083359		1130-20 - Adult Sports Activities	12/31/2016	01/01/2013	12/31/2013
1083360		1140-10 - Recreation Classes	12/31/2016	01/01/2013	12/31/2013
Human Resources - 023					
1083420		0750-70 - Eligibility Lists	04/24/2017	07/01/2011	04/24/2014
1083421		0750-70 - Eligibility Lists	02/01/2017	02/01/2012	02/01/2014
1083422		0750-70 - Eligibility Lists	03/31/2017	03/01/2012	03/31/2014
1083423		0750-70 - Eligibility Lists	08/02/2016	07/01/2011	08/02/2013
1083424		0750-70 - Eligibility Lists	02/01/2017	01/01/2011	02/01/2014
1083425		0750-70 - Eligibility Lists	03/25/2017	04/01/2013	03/25/2014
1083426		0750-70 - Eligibility Lists	02/22/2017	01/01/2013	02/22/2014
1083591		0770-20 - Volunteer Records	07/31/2013	01/01/1998	07/31/2011
1083592		0770-20 - Volunteer Records	12/31/2015	01/01/2002	12/31/2013
1083594		0770-20 - Volunteer Records	12/31/2015	01/01/2013	12/31/2013
1083595		0770-20 - Volunteer Records	12/31/2014	01/01/2012	12/31/2012
City Manager - 002					
1083677		0100-50 - City Manager's Weekly Update	12/24/2016	01/09/2013	12/24/2014
Community Development / Housing 200.1					
1083683		0480-70 - Grants, Successful	12/31/2012	01/01/2004	12/31/2007
Utility Billing - 022.1					

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Utility Billing - 022.1					
1083687		1320-32 - Meter Reads	06/30/2017	01/01/2013	06/30/2013
1083688		1320-32 - Meter Reads	12/31/2016	01/01/2012	12/31/2012
1083689		1320-32 - Meter Reads	12/31/2016	01/01/2012	12/31/2012
1083690		1320-32 - Meter Reads	06/30/2017	01/01/2013	06/30/2013
1083691		1320-32 - Meter Reads	06/30/2017	01/01/2013	06/30/2013
City Clerk - 004					
1083798		0110-20 - Departmental Reports & Studies	12/15/2015	01/14/2009	12/15/2010
City Attorney - 003					
1083809		0170-11 - Claims Against the City - Rejected	09/28/2016	01/15/2013	09/28/2014
Finance - 022					
1083871		0480-15 - Daily Cash Receipts	12/31/2015	01/01/2010	12/31/2010
1083873		0480-15 - Daily Cash Receipts	12/31/2013	01/01/2008	12/31/2008
Employee Benefits - 023.1					
1083923		0720-22 - Benefits, Retired Employees	12/31/2016	07/23/1973	12/31/2013
City Clerk - 004					
1083958		0650-45 - Nomination Documents	12/01/2014	02/01/1990	12/01/2006
Utility Billing - 022.1					
1083981		0480-25 - Billings & Receipts	10/18/2016	12/01/2010	10/18/2011
Finance - 022					
1083994		0480-15 - Daily Cash Receipts	04/30/2013	01/01/2007	04/30/2008
1083997		0400-30 - Fixed Assets	06/30/2016	07/01/2013	06/30/2014
1083998		0480-15 - Daily Cash Receipts	12/31/2015	01/01/2010	12/31/2010
1083999		0480-15 - Daily Cash Receipts	12/31/2015	01/01/2010	12/31/2010
1084000		0480-15 - Daily Cash Receipts	12/31/2012	01/01/2007	12/31/2007
1084001		0480-15 - Daily Cash Receipts	12/31/2012	01/01/2007	12/31/2007
1084002		0480-15 - Daily Cash Receipts	12/31/2014	01/01/2009	12/31/2009

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Finance - 022					
1084003		0480-15 - Daily Cash Receipts	12/31/2013	01/01/2008	12/31/2008
City Clerk - 004					
1084016		1220-20 - Video Recordings of City Council Meetings	12/01/2016	11/19/2003	12/01/2010
Treasurer - 005					
1084024		0490-60 - Investment Reports & Studies	06/30/2017	07/01/2013	06/30/2014
Utility Billing - 022.1					
1084039		0480-20 - Billing & Service Request	12/31/2015	01/01/2010	12/31/2010
1084054		0480-20 - Billing & Service Request	12/31/2016	01/01/2011	12/31/2011
1084059		0480-20 - Billing & Service Request	12/31/2015	01/01/2009	12/31/2010
1084063		0480-20 - Billing & Service Request	01/05/2017	01/14/2008	01/05/2012
1084067		0480-20 - Billing & Service Request	03/29/2017	01/03/2012	03/29/2012
1084068		0480-20 - Billing & Service Request	06/29/2017	04/02/2012	06/29/2012
Community Services - 101					
1084071		0600-11 - Departmental Contracts and Agreements	04/16/2015	11/14/2001	04/16/2012
City Attorney - 003					
1084078		0170-11 - Claims Against the City - Rejected	02/12/2017	03/03/2014	02/12/2015
Finance - 022					
1084081		0480-30 - Paramedic Billings	12/31/2014	01/01/2009	12/31/2009
1084082		0480-10 - Accounts Receivable	12/31/2004	01/01/1990	12/31/1999
1084083		0480-30 - Paramedic Billings	12/31/2015	01/01/2010	12/31/2010
1084084		0480-10 - Accounts Receivable	12/31/2008	01/01/1998	12/31/2003
Police - 500					
1084085		0450-20 - Time Cards	12/31/2016	06/01/2007	12/31/2011
Finance - 022					
1084101		0480-10 - Accounts Receivable	12/31/2013	01/01/2007	12/31/2008

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Finance - 022					
1084110		0480-30 - Paramedic Billings	12/31/2012	01/01/2007	12/31/2007
1084111		0480-30 - Paramedic Billings	12/31/2013	01/01/2008	12/31/2008
1084112		0480-30 - Paramedic Billings	12/31/2016	01/01/2011	12/31/2011
Utility Billing - 022.1					
1084113		0480-20 - Billing & Service Request	03/30/2016	07/09/2008	03/30/2011
Treasurer - 005					
1084120		0490-50 - Investment Statements	06/30/2014	02/01/2000	06/30/2009
Finance - 022					
1084189		0480-10 - Accounts Receivable	05/10/2015	12/28/1984	05/10/2010
Utility Billing - 022.1					
1084196		0480-31 - Credit Card Slips	02/28/2014	07/01/2006	02/28/2007
Community Services - 101					
1084197		0480-25 - Billings & Receipts	01/31/2012	11/02/2005	01/31/2007
1084198		0480-25 - Billings & Receipts	01/31/2012	11/01/2005	01/31/2007
Utility Billing - 022.1					
1084199		0420-47 - Armored Transport Receipts	12/31/2008	03/01/2006	12/31/2006
1084200		0480-31 - Credit Card Slips	01/31/2014	08/01/2006	01/31/2007
Community Services - 101					
1084201		0480-25 - Billings & Receipts	09/30/2012	11/02/2005	09/30/2007
Utility Billing - 022.1					
1084203		0480-31 - Credit Card Slips	06/30/2014	02/01/2007	06/30/2007
1084204		0480-31 - Credit Card Slips	07/31/2013	11/01/2005	07/31/2006
1084205		0480-31 - Credit Card Slips	06/30/2013	11/01/2005	06/30/2006
1084206		0480-31 - Credit Card Slips	09/30/2014	03/01/2007	09/30/2007

Box Number	User Box Number Box Description	Record Series Title	Box Destruction	Box From Date	Box To Date
Treasurer - 005					
1084207		0420-40 - Check Stubs	06/30/2008	01/01/2003	06/30/2003
1084208		0420-40 - Check Stubs	12/31/2008	07/01/2003	12/31/2003
1084210		0420-40 - Check Stubs	12/31/2009	07/01/2004	12/31/2004
1084213		0420-40 - Check Stubs	02/28/2011	07/01/2005	02/28/2006
1084214		0420-40 - Check Stubs	12/31/2007	10/01/2002	12/31/2002
1084215		0420-40 - Check Stubs	07/31/2011	03/01/2006	07/31/2006
1084216		0420-40 - Check Stubs	06/30/2010	12/01/2004	06/30/2005
1084217		0420-40 - Check Stubs	09/30/2007	05/01/2002	09/30/2002
1084218		0420-40 - Check Stubs	06/30/2009	01/01/2004	06/30/2004
1084219		0420-30 - Bank Statements & Reconciliations	12/31/2016	01/01/2008	12/31/2011
1084220		0420-30 - Bank Statements & Reconciliations	12/31/2012	09/01/2002	12/31/2007
1084226		0490-50 - Investment Statements	05/28/2013	01/22/1993	05/28/2008
1084256		0490-40 - Investment Committee	06/30/2006	07/01/2002	06/30/2003
1084278		0490-50 - Investment Statements	05/31/2012	12/19/2005	05/31/2007
1084279		0490-50 - Investment Statements	06/30/2012	07/01/2006	06/30/2007
1084286		0490-50 - Investment Statements	04/24/2013	01/13/1984	04/24/2008
1084321		0490-50 - Investment Statements	06/30/2008	07/01/1999	06/30/2003
Payroll - 022.3					
1084331		0460-10 - Deferred Compensation Reports	12/19/2015	12/21/2014	12/19/2015

Total Box Count: 376

I hereby certify that pursuant to the foregoing authority, the above-described records were destroyed on _____,

Name Title Date



**CITY OF ESCONDIDO
DESTRUCTION OF PUBLIC RECORDS**

I hereby certify that: the records listed below are more than two years old, do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the legislative body of the City or of any City Board or Commission, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the Government Code of California.

The following records may be destroyed, after approval by City Council, as specified by Government Codes 34090 and 34090.6. Records in Category A qualify for destruction by being not less than two years old. These records are dated between January 1, 2001 and December 31, 2014. Records in Category B qualify for destruction by being not less than three years old. These records are dated between FY2001-FY2012. Records in Category C qualify for destruction by being not less than three years old. These records are dated between January 1, 2001 and December 31, 2012. Records in Category D qualify for destruction by being not less than four years old. These records are dated between January 1, 2001 and December 31, 2012. Records in Category E qualify for destruction by being not less than five years old. These records are dated between January 1, 2001 and December 31, 2011. Records in Category F qualify for destruction by being not less than five years old. These records are dated between January 1, 2011 and December 31, 2011. Records in Category G qualify for destruction by being not less than seven years old. These records are dated between January 1, 2001 and December 31, 2009.

Department Head

Police Department

Department

8-15-17
Date

I have reviewed the above-described records for historical value and for compliance with the established retention requirements, and I consent to their destruction.

City Attorney

8/16/2017
Date

I hereby certify that pursuant to the foregoing authority, the above-described records were destroyed on _____.

Name

Title

Date

CITY OF ESCONDIDO DESTRUCTION OF PUBLIC RECORDS

A. Records in Category A qualify for destruction by being not less than two years old.

1. Records of telephone and radio communications recorded in the normal course of business on a daily basis (where such recordings are not evidence in any claim file or any pending litigation or potential claim or litigation);
2. Auction Records;
3. Death Reports, where there are natural causes involved and the investigation has been closed;
4. Lost and Found property reports where the items referred to have either not been located or have been otherwise disposed of according to law;
5. Impounded and stored property reports, including abated vehicle reports, where items referred to have been released or otherwise disposed of according to law;
6. Missing persons and runaway juvenile reports where the persons referred to have been returned or been found;
7. Officer reports not associated with a crime report and where other considerations do not warrant retention of documents;
8. Demands for payment;
9. Records of purchases;
10. Parking citations, traffic citation court lists, voided citation logs, and traffic citations not associated with an arrest;
11. Field Interview forms;
12. Dispatch complaints;
13. Outside requests for statistical information and surveys;
14. Police vehicle assignment log, licenses, & registration renewal
15. Command Van equipment and repairs, driver and schedule
16. Police Quarterly Newsletter;
17. Police statistics and surveys, request for departmental information;
18. Police Reserve applications and background information for non-hires.

B. Records in Category B qualify for destruction by being not less than three years old and four years after audit, dated between FY2001-FY2012.

1. 0480-70 - Grants, Successful - Grants for city programs obtained from County, State and Federal organizations, including Literacy grants:
 - a) EBM08A – Edward Byrne Memorial Grant - 2008;
 - b) AREB09 – Edward Byrne Memorial Grant – ARRA - 2009;
 - c) GEBM07 – Edward Byrne Memorial Grant - 2007;
 - d) Program 30125 – Less than Lethal Life Saving Equipment grant – 2009;
 - e) SCVPSG – School Community Violence Prevention Services – 2011;
 - f) SCVP11 – School Community Violence Prevention Services – 2011;
 - g) BRUT06 – Police Service Dog, Training and Equipment – 2006;
 - h) GRIP11 – CA prevention and intervention program – 2011;
 - i) GEBM11 – Edward Byrne Memorial Grant – 2011;

CITY OF ESCONDIDO DESTRUCTION OF PUBLIC RECORDS

- j) GEBM12 – Edward Byrne Memorial Grant – 2012;
- k) GLLE03 – LLEBG Grant – 2003;
- l) GLLE02– LLEBG Grant – 2002;
- m) Program 30080 – LLEBG Grant – 2001;
- n) PSNGUN – Safe Neighborhoods – 2012;
- o) DOJ011 – Justice and Health Grant – 2011

C. Records in Category C qualify for destruction by being not less than three years old.

- 1. Massage, Bingo Secondhand dealer, Pawnbroker, Alternative Healthcare, and Holistic Healthcare licenses that have been inactive for three years;
- 2. Canine bite reports;
- 3. False alarm appeals;
- 4. Bicycle school reports and lists;
- 5. Chaplaincy Program applications, meeting minutes, and training;
- 6. Citizen patrol reports and organizational information;
- 7. Awareness Academy;
- 8. Community Work Service Program;
- 9. Watch Commander Arrest Logs;
- 10. Explorer events, Cadet Records.

D. Records in Category D qualify for destruction by being not less than four years old.

- 1. Misdemeanor arrest, crime and investigative reports, in which the time periods set forth by the court for probation or jail terms have expired and the individual involved is not the subject of any pending investigations;
- 2. Property logs;
- 3. Traffic accident reports and related material which do not involve pending litigation of which the Department has been notified;
- 4. Officer Daily Reports;
- 5. Civil Disturbances, Riot Reports;
- 6. Juvenile Detention logs and correspondence;
- 7. Sobering Center reports and correspondence.

E. Records in Category E qualify for destruction by being not less than five years old.

- 1. Citizen complaints of misconduct relating to members of the Department and the investigation reports associated with those complaints;
- 2. Arrest records of juveniles, order sealed by the court;
- 3. Towing Services application, appeals correspondence, and contracts;
- 4. Police After Action reports & Investigations, DUI checkpoints and grant related activities;
- 5. Bicycle Licenses and Registrations;
- 6. COPPS referrals and reports regarding projects and programs.

CITY OF ESCONDIDO DESTRUCTION OF PUBLIC RECORDS

F. Records in Category F qualify for destruction by being not less than five years old, which contain Internal Affairs investigations of both citizen and internal complaints.

- | | |
|---------------|---------------|
| 1. 2011-01-E | 11. 2011-11-I |
| 2. 2011-02-I | 12. 2011-12-E |
| 3. 2011-03-I | 13. 2011-13-E |
| 4. 2011-04-I | 14. 2011-14-E |
| 5. 2011-05-E | 15. 2011-15-E |
| 6. 2011-06-E | 16. 2011-16-I |
| 7. 2011-07-E | 17. 2011-17-E |
| 8. 2011-08-E | 18. 2011-18-E |
| 9. 2011-09-E | 19. 2011-20-I |
| 10. 2011-10-E | |

G. Records in Category G qualify for destruction by being not less than seven years old.

1. Daily Watch Logs/Resumes;
2. Felony arrests, crime and investigative records where the suspect is no longer in custody, imprisoned, on probation or parole, nor the subject of any active investigation;
3. Inactive personnel files for employees separated from the Department in excess of seven years and where the Department has not received any requests for information from those files in that time period;
4. Traffic accident reports involving a death where the Department has not been notified of any pending litigation;
5. Asset Forfeiture reports of acquisition and disposition of seized property;
6. Drug Enforcement Administration reports and task force information;
7. Emergency Operations Center, Disaster Preparedness Manual;
8. Shooting Board of Review board meeting reports.



CITY COUNCIL STAFF REPORT

Consent Item No. 6

August 23, 2017

File No. 0440-35

SUBJECT: Establishing the Property Tax Rate and Fixed Charge Assessments for General Obligation Bonded Indebtedness

DEPARTMENT: Finance Department

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2017-118 to establish the property tax rate and fixed charge assessments for bonded indebtedness for Fiscal Year 2017-18.

FISCAL ANALYSIS:

A total of \$4,785,300 will be needed for the annual debt service payments for the General Obligation Bonds. This represents \$1,457,650 due in March 2018 for Fiscal Year 2017-18 and \$3,327,650 due in September 2018 for Fiscal Year 2018-19.

PREVIOUS ACTION:

The City Council certified the results of the November 2, 2004 election approving Proposition P on December 1, 2004. On July 12, 2006, the City Council authorized the issuance and sale of the General Obligation Bonds. The Bonds provided financing for the construction of three new fire stations, a replacement of Fire Station 1, and a combined police and fire headquarters facility.

The City of Escondido General Obligation Bonds, Election of 2004, Series A (Fire, Police, and Emergency Response Measure) were sold on August 1, 2006, and subsequent to the April 22, 2015 adoption of Resolution No. 2015-60R, authorizing the sale and issuance of the City of Escondido General Obligation Refunding Bonds Series 2015, were redeemed in their entirety. The General Obligation Refunding Bonds Series 2015 were issued on June 9, 2015.

BACKGROUND:

General Obligation Bonds are secured by the legal obligation to levy an ad valorem property tax upon taxable property within the City in an amount sufficient to pay the yearly debt service (principal and interest) payment. The debt service payment for March 2018 is \$1,457,650 and the debt service payment for September 2018 is \$3,327,650. The City is required to set a tax rate to meet these financial obligations. The assessed value for property in Escondido is used as the basis for applying the levy to taxable properties.

Property Tax Rate for General Obligation Bonds
 August 23, 2017
 Page 2

The starting point for calculating the property tax levy is the current year taxable assessed value. To this assessed value amount, a delinquency factor is applied. The City's fiscal year 2016-17 actual delinquency rates for secured and unsecured property were 1.18 percent and 2.64 percent respectively, and the five-year average delinquency rates were .90 percent and 1.97 percent.

For Fiscal Year 2017-18, the City has used a 3.5 percent delinquency factor in calculating the property tax rate for both secured and unsecured property. This rate represents a 1.0 percent increase from the prior year factor, taking into account the last fiscal year of inclining delinquency rates while still providing a conservative provision for estimated fiscal year 2017-18 delinquencies. The delinquency factors used in calculation of the property tax rate for the past five tax years 2012-13 to 2016-17 were 3.0 percent, 3.0 percent, 3.0 percent, 2.5 percent, and 2.5 percent, respectively.

The County of San Diego has provided to the City the estimated 2017-18 Fiscal Year assessed valuations to be used for the tax rate computation. A two-year comparison of the City's secured and unsecured assessed valuations, as adjusted by the applicable annual delinquency factor, is shown below. The net collectible assessed valuations increased by approximately 5.82 percent. This increase in net collectible assessed value will cause a decrease in the calculated property tax rate for fiscal year 2017-18.

Description	FY 2015-16	FY 2016-17	% Increase (Decrease) in Valuation
Secured Assessed Valuation	\$13,718,353,532.00	\$14,706,818,260.00	
Less Delinquency Factor	(342,958,838.30)	(514,738,639.10)	
Net Collectible Secured	13,375,394,693.70	14,192,079,620.90	6.11%
Unsecured Assessed Valuation	487,598,609.00	482,415,492.00	
Less Delinquency Factor	(12,189,965.23)	(16,884,542.22)	
Net Collectible Unsecured	475,408,643.78	465,530,949.78	(2.08%)
TOTAL ALL NET COLLECTIBLE	\$13,850,803,337.48	\$14,657,610,570.68	5.82%

The property tax rate calculation takes into account any additional financial resources in the Debt Service Fund that may be used to reduce the amount of tax levy needed, including investment interest received, fund balance, penalties and interest received on delinquent property tax receipts, and other miscellaneous taxable revenue.

In order to collect the required debt service, the property tax rate will be set at 0.02701 per \$100 of assessed value. This represents \$27.01 per \$100,000 of assessed value, resulting in a decrease of \$1.75 when compared to last year's property tax rate of \$28.76.

Based on current and updated information, we estimate that the average annual tax rate over the life of the bonds will be \$31.48 per \$100,000. This estimate assumes a future annual growth in secured assessed valuation of 2.0 percent, and allows for estimated future delinquencies of 3.5 percent. During the November 2, 2004 election, the ballot measure provided to the citizens of Escondido estimated that the average annual tax rate over the life of the bonds would be \$33.44 for \$100,000 of assessed valuation for single family homes, based on a 3 percent annual growth rate in secured assessed valuations.

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Sheryl Bennett, Director of Administrative Services
8/16/2017 9:58 a.m.

Joan Ryan, Asst. Director of Finance
8/16/2017 9:58 a.m.

ATTACHMENTS:

1. Resolution No. 2017-118
2. Resolution No. 2017-118 – Exhibit A Certificate and Calculation of Property Tax Rate for 2017-18

RESOLUTION NO. 2017-118

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
ESTABLISHING THE PROPERTY TAX RATE
AND FIXED CHARGE ASSESSMENTS FOR
BONDED INDEBTEDNESS FOR FISCAL
YEAR 2017-18

WHEREAS, the City Council of the City of Escondido desires to establish the rate of property tax required to generate an amount of revenue from the tax base to provide sufficient moneys to pay debt service on the voter approved bonded indebtedness payable during the fiscal year ending June 30, 2018; and

WHEREAS, the total net taxable secured assessed valuation of the City of Escondido is now estimated at \$14,706,818,260 full value; and

WHEREAS, the total net taxable unsecured assessed valuation of the City of Escondido is now estimated at \$482,415,492 full value.

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

1. That the above recitations are true.
2. That the property tax rate within the City for the City of Escondido General Obligation Refunding Bonds, Series 2015 (Fire, Police, and Emergency Response Measure) for the fiscal year ending June 30, 2018, be and hereby is established at \$0.02701 per \$100 assessed value.

3. That the City Manager and the Director of Administrative Services are each hereby directed and authorized to take any and all actions necessary to ensure that such property tax rate is enrolled with the County of San Diego Auditor & Controller, including, but not limited to, filing the Tax Amount Rate Certificate attached hereto as Exhibit "A" and is incorporated by this reference.

\$61,520,000
CITY OF ESCONDIDO
San Diego County, California
General Obligation Refunding Bonds, Series 2015
(Fire, Police and Emergency Response Measure)

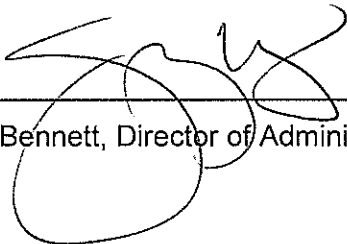
I, Sheryl Bennett, hereby certify that I am the Director of Administrative Services of the City of Escondido (the "City"), and as such I am authorized to execute this certificate on behalf of the City.

I hereby further certify that in connection with the City's \$61,520,000 General Obligation Refunding Bonds, Series 2015 (Fire, Police and Emergency Response Measure) the City Council has adopted the attached Resolution No. 2017-118 establishing the tax rate and fixed charge assessments for bonded indebtedness for 2017-18 and attached herewith is the summary for the calculation of the property tax rate for 2017-18.

IN WITNESS WHEREOF, I hereunto set my hand this 23rd day of August, 2017.

CITY OF ESCONDIDO

By:



Sheryl Bennett, Director of Administrative Services

City of Escondido
 General Obligation Refunding Bonds, Series 2015
 Calculation of Debt Service Requirements
 Fiscal Year 2017-18

Description	Delinquency Rate at 3.50%	FY 17-18 Tax Rate Calculation
Resources Required:		
FY 17-18 Debt Service Payments:		
March 2018	\$ 1,457,650.00	
September 2018	<u>3,327,650.00</u>	
Total Required		\$ 4,785,300.00
Resources Available:		
Cash as of June 30, 2017	4,048,310.66	
Debt Service Payment, September 2017	(3,273,250.00)	
Payment of Trustee Fees	(1,000.00)	
Consultant Fees	<u>(3,250.00)</u>	
Remaining Cash Resources after next Debt Service Payment	770,810.66	
FY 16-17 Property Tax Revenue Apportionment #12, not yet recorded in G/L	<u>47,402.01</u>	
Total Resources Available for FY 17-18 Debt Service Payments		<u>818,212.67</u>
Net FY 17-18 Tax Revenues needed for Debt Service Requirement		3,967,087.33
Unsecured Calculation:		
FY 17-18 Taxable Unsecured Assessed Valuation for the City - without Homeowners Exemptions	482,415,492.00	
Delinquency Factor	<u>(16,884,542.22)</u>	
Estimated Net Collectible Unsecured Assessed Valuation	465,530,949.78	
FY 16-17 Tax Rate Per \$100 of Net Assessed Value	<u>0.028760</u>	
Total Unsecured times Tax Rate divided by \$100		<u>133,886.70</u>
Total Remaining FY 17-18 Debt Service Coverage Requirement to be Levied against Secured Property		<u>\$ 3,833,200.63</u>
Secured Calculation:		
FY 17-18 Taxable Secured Assessed Valuation for the City - without Homeowners Exemptions	14,706,818,260.00	
Delinquency Factor	<u>(514,738,639.10)</u>	
Estimated Net Collectible Secured Assessed Valuation	14,192,079,620.90	
Net FY 17-18 Collectible Taxable Secured Assessed Valuation divided by \$100		<u>\$141,920,796.21</u>
FY 17-18 Tax Rate per \$100 of Net Assessed Value		<u>0.02701</u>

CITY COUNCIL STAFF REPORT

Consent Item No. 7

August 23, 2017

File No. 0600-10, A-3191, A-3198

SUBJECT: Consulting Agreements for the Preparation of the Final Environmental Impact Report and Continuation of Planning Services for the Citywide Sphere of Influence Update and the Safari Highlands Ranch Project; and Related Budget Adjustments (Case No. ENV 15-0009 and SUB 15-0019)

DEPARTMENT: Community Development Department, Planning Division

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2017-121 approving a First Amendment to a Consulting Agreement with Michael Baker International for the sum of \$120,860 to prepare the Final Environmental Impact Report (EIR) for the proposed Citywide Sphere of Influence Update and the 550 residential lot development known as Safari Highlands Ranch. It is requested that the City Council also adopt Resolution No. 2017-122 approving a Consulting Agreement with John Helmer for the sum of \$90,000 to continue providing professional services on the project as a contracted extension of City staff. Since each request includes related budget adjustments, it is also requested that the City Council adopt a companion resolution (Resolution No. 2017-124), to approve a Planning Division budget adjustment of \$210,860. Authorizing these requests does not have a legally binding effect on any possible future discretionary action.

FISCAL ANALYSIS:

Since 2015 the costs to prepare the Draft EIR, as well the costs to cover staff and consultant review, have been funded by the applicant, Safari Highlands Ranch, LLC. The requested City Council action to adopt Resolution Nos. 2017-121 and 2017-122 would allocate more resources to the work program. City Council Resolution No. 2017-124 approves a budget adjustment for a total of \$210,860 into Account Number 229-138602.

- The First Amendment to the Consulting Agreement with Michael Baker International would increase the Consultant fee for environmental services from \$296,475 to \$417,335. A budget adjustment of \$120,860 to Account Number 229-138602 is being requested to fund the amendment to the EIR contract.
- The Consulting Agreement with John Helmer to facilitate the City's review of the development plan proposal has an estimated total cost of \$90,000. A budget adjustment of \$90,00 to Account Number 229-138602 is being requested to fund extension of contract staff services.

After the City Council authorizes the budget appropriation, the project applicant will deposit any outstanding balance to the City.

BACKGROUND:

Currently, the City's Planning Division is experiencing an increase in development applications, which impacts staff resources. Staff has made every effort to minimize delays and is evaluating opportunities to maintain and promote organizational effectiveness and efficiency. One such strategy is through the use of professional consultants. Consultants are not employees of the City, but are used as a third-party resource to help expedite planning services, environmental services, and project case file management during temporary increases in the volume of applications.

Previously, the City entered into an agreement with Michael Baker International, based on the qualifications of the consultant, and prospective reliability, and quality of service. On March 23, 2016, the City Council approved Resolution No. 2016-34, authorizing the Mayor and City Clerk to execute, on behalf of the City, an agreement with Michael Baker International for the preparation of a Draft EIR. Since then, significant progress has been made. City staff anticipates the Draft EIR will be available for public review and comment in fall 2017. Since the final deliverable under the existing contract is to circulate the Draft EIR for public review and comment, additional funds are needed now that the project is close to reaching this milestone. Previously, the City Council appropriated \$296,475 to address this Draft EIR work. The need for further funding totals \$120,860 at this point to complete the project's environmental review process. The applicant will reimburse the City for all of these costs. Because of the complexity of this project, plus the level of interest expressed by both public and agency stakeholders, staff expects that there will be a significant level of comments submitted on the Draft EIR. This agreement amendment would provide funding for Michael Baker International to respond to the comments, make necessary edits to the document and prepare the Final EIR and related documentation which would be presented to the City Council at a future public hearing when the City Council considers the project.

The applicant has also been reimbursing the City for staff time and for a planning consultant who is managing the project for the City. To date, approximately \$174,012 has been utilized to fund contract staff services. The services performed under these prior contracts have been fully funded by the project applicant, with no cost to the City. Although the consultant has performed services in accordance with the usual and customary professional care and generally accepted practice, the contract(s) have recently expired or have been terminated. Therefore, the City must enter into a new contract for completion of contract staff services. City staff recommends that the City Council

authorize the City Manager to enter into an agreement with John Helmer for continued contract extension staff services. Because this would be a new City contract, City staff solicited three (3) quotes from catalogued vendors in accordance with the City's procurement policies. In consideration of the total scope, budget fee, and remaining level of effort, John Helmer demonstrated the best value for the City's needs. The applicant confirmed the selection. Future costs associated with processing this project including reimbursement of staff and consultant costs will continue to be funded by the applicant and will not impact City funds.

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Mike Strong, Assistant Director of Planning
8/15/2017 3:05 p.m.

ATTACHMENTS:

1. Resolution 2017-121
2. Resolution No. 2017-121 - Exhibit A
3. Resolution 2017-122
4. Resolution No. 2017-122 - Exhibit A
5. Resolution 2017-124
6. Resolution No. 2017-124 - Exhibit A

RESOLUTION NO. 2017-121

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, AUTHORIZING THE MAYOR AND CITY CLERK, TO EXECUTE, ON BEHALF OF THE CITY, A FIRST AMENDMENT TO THE CONSULTING AGREEMENT WITH MICHAEL BAKER INTERNATIONAL FOR THE PREPARATION OF A FINAL ENVIRONMENTAL IMPACT REPORT FOR THE PROPOSED CITYWIDE SPHERE OF INFLUENCE UPDATE AND SAFARI HIGHLANDS RANCH PROJECT

Case No.: ENV 15-0009, SUB 15-0019

WHEREAS, the applicant for the residential project known as Safari Highlands Ranch is proposing a Master Planned Community (“the Project”) involving 550 single-family residential lots, 13 open space lots, 15 Home Owners Associate lots, eight private street lots, two public facilities lots, one fire station lot, one public park lot, and one private park lot on 1,098 acres of vacant property northeast of the Rancho Vistamonte Community and north of the San Diego Zoo Safari Park in unincorporated San Diego County; and

WHEREAS, the Project application entitlements includes a Sphere of Influence update, Development Agreement, Annexation to the City of Escondido, Specific Plan, Amendment to the Escondido General Plan regarding Specific Plan #3, Amendment to Escondido General Plan Circulation Element, Tentative Subdivision Map; Rezoning; Grading Exemptions; Specific Alignment Plan; and various Annexations and Detachments subject to approval of the Local Agency Formation Commission; and

WHEREAS, after issuing a Request for Qualifications seeking qualified consulting firms to prepare the EIR and receiving proposals from qualified consultants,

staff deemed Michael Baker International as the most qualified consulting firm to prepare the EIR; and

WHEREAS, on March 23, 2016, the City Council approved Resolution No. 2016-34, authorizing the Mayor and City Clerk to execute, on behalf of the City, a Consulting Agreement with Michael Baker International in the amount of \$296,475.00 for the preparation of a Draft Environmental Impact Report (“EIR”) for the project, stating that the technical studies prepared for the Project supported this approach to satisfying California Environmental Quality Act (“CEQA”) requirements; and

WHEREAS, a trust account was set up by staff and the applicant has deposited funds into that account to cover all EIR-related preparation fees; and

WHEREAS, the final Consultant deliverable, due to the City under the March 23, 2016 Consulting Agreement, is to circulate the EIR for public review and comment. Additional funds and a First Amendment to the Consulting Agreement are needed now that the project is close to reaching this milestone; and

WHEREAS, upon receipt of comments on the Draft EIR from the public and interested agencies and in order to complete the requirements of CEQA, it will be necessary to prepare responses to the comments and prepare a Final EIR, consistent with State law; and

WHEREAS, the City Council desires at this time and deems it to be in the best public interest to approve said First Amendment to the Consulting Agreement with Michael Baker International to complete the Final EIR, in accordance with the Scope of Work identified as Attachment “A” to Exhibit “A.”

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

1. That the above recitations are true.
2. That the Mayor and City Clerk are authorized to execute, on behalf of the City, a First Amendment to the Consulting Agreement with Michael Baker International in the amount not-to-exceed \$120,860.00 for preparation of the Final EIR. A copy of the First Amendment to the Consulting Agreement is attached as Exhibit "A" and is incorporated herein by this reference as though fully set forth.



CITY OF ESCONDIDO
FIRST AMENDMENT TO CONSULTING AGREEMENT

This "Amendment" is made this 23rd day of August, 2017

Between: CITY OF ESCONDIDO
a municipal corporation
201 N. Broadway
Escondido, California 92025
("CITY")

And: Michael Baker International
9755 Clairemont Mesa Blvd. Suite 100
San Diego, CA 92124
Attn: Bob Stark, AICP
(858) 614-5000
("CONSULTANT")

Witness that whereas:

- A. CITY and CONSULTANT entered into an agreement on March 23, 2016 ("Agreement"), wherein CITY retained CONSULTANT to provide services to prepare a Draft Environmental Impact Report (EIR) for the Citywide Sphere of Influence Update and Safari Highlands Ranch Project; and
- B. CITY and CONSULTANT desire to amend the Agreement to include additional work, which is defined in "Attachment A" to this Amendment, which is incorporated by reference;

NOW THEREFORE, it is mutually agreed by and between CITY and CONSULTANT as follows:

1. The CONSULTANT will furnish the services described in "Attachment A" to this Amendment.
2. CITY will compensate the CONSULTANT in an additional amount not to exceed \$120,860.00 pursuant to the conditions contained in "Attachment A" to this Amendment.

- All additional terms under the Agreement between CITY and CONSULTANT still apply to the additional work to be performed by CONSULTANT under this Amendment. If any of the terms of this Amendment conflict with the Agreement, this Amendment must prevail.

IN WITNESS WHEREOF, the parties below are authorized to act on behalf of their organizations, and have executed this Agreement as of the date set forth below.

CITY OF ESCONDIDO

Date: _____

Sam Abed
Mayor

Date: _____

Diane Halverson
City Clerk

Michael Baker International

Date: _____

(Consultant signature)

Title

(The above signature must be notarized)

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY
MICHAEL R. MCGUINNESS, City Attorney

By: _____

ATTACHMENT “A”

Safari Highlands Ranch and Citywide Sphere of Influence Update EIR Amended Scope of Work

TASK A – Project Meetings and Management

Michael Baker’s project manager will continue to coordinate regularly with the City’s project manager. Thus far, management coordination has largely consisted of weekly phone calls, with occasional in person meetings with additional City staff and the applicant team. This task also includes ongoing project administration tasks such as financial and schedule management and updates. A total of 32 hours for our project manager and 16 hours for our deputy project manager are included in this task, assuming 1-2 hours per week, on average of management and meeting time. Should the project schedule be extended, or additional meetings beyond the assumed hours become necessary, a contract amendment may be required.

TASK B – Public Workshops and Hearings

Michael Baker’s project manager will prepare for and attend one public workshop to present findings of the Draft EIR; one Planning Commission hearing; and two City Council hearings. Michael Baker will be available to attend additional public meetings upon City request and approval of a contract amendment. This task also includes limited support staff time for preparation of meeting materials and exhibits.

TASK C – EIR Revisions Due to Technical Report Revisions

This task includes budget to revise the administrative draft of the Draft EIR as a result of City- and applicant-initiated changes to project plans and technical studies (see accompanying list of revisions).

TASK D – Review and Code Comment Letters

At the conclusion of the 45-day Draft EIR review period, Michael Baker will review comment letters received on the Draft EIR. Michael Baker will assign a coding system to the comment letters, allowing for ease of reference to letters and individual comments within each letter. A PDF of all scanned and coded letters will be assembled and distributed to the project team, along with a summary table that identifies all agencies, organizations, and individuals that provided comments. Michael Baker will have a meeting with City staff and the applicant team (as necessary) to discuss the comments and formulate an action plan for responses.

TASK E – Responses to Comments

Michael Baker will prepare draft responses to comments for all comments received, compiled into a comprehensive document that will serve as a chapter in the Final EIR. Due to the controversial nature of the project, and the expectation that voluminous

comments will be received, Michael Baker has allocated 256 hours of total staff time to prepare the responses to comments. It is inherently difficult to estimate the actual level of effort required, given the uncertainties of the number and extent of comments that will be received. As part of TASK D, Michael Baker and the City will gauge the extent of the comments and make a determination as to whether the budget allocated for TASK E is sufficient. Excluded from this task is any technical modeling or surveying that may be required to respond to technical comments. It is assumed that the applicant would provide technical responses, which would then be peer reviewed by Michael Baker technical professionals.

TASK F – Mitigation Monitoring and Reporting Program

A Mitigation Monitoring and Reporting Program (MMRP) will be prepared per the requirements of CEQA Guidelines Section 15097. The MMRP will be prepared as an independent document that explains the purpose and legal requirements for mitigation and presents a table that includes all of the EIR mitigation measures with corresponding columns for timing of implementation, responsibility for implementation, and responsibility for monitoring and oversight.

TASK G – Final EIR

Michael Baker will prepare an administrative draft of the Final EIR for the City and applicant to review and provide comments. The Final EIR will include the responses to comments chapter detailed in TASK E, as well as any necessary revisions to the text of the Draft EIR stemming from comment letters. A “Revisions to the Draft EIR” chapter will serve this function and provide all revisions as errata in underline and ~~strikeout~~ format. Michael Baker assumes one round of review and revisions of the Final EIR document.

TASK H – Assistance with Findings and Public Notices

Michael Baker will assist the City with their preparation of the project’s Findings of Fact and Statement of Overriding Considerations in accordance with State CEQA Guidelines Section 15091. Michael Baker will also assist with the City’s preparation of public notices (e.g. Notice of Determination). Note, Michael Baker has included limited hours for these assistance tasks, including 12 hours for our project manager. This task is intended to provide support to the City, but not to author the documents in whole.

EXCLUSIONS TO AMENDED SCOPE OF WORK

This scope, similar to our original contracted scope, does not include document reproduction, filing fees, or public noticing. Michael Baker can assist with these tasks, as necessary, at additional cost.

Task Description	Approximate Person Hours						Total Estimated Hours	Expenses	Total Estimated Fee
	Principal In Charge	Senior Planner	Associate Planner/ Technical Analyst	Editing and GIS	Administrative Assistant				
<i>Hourly Rate:</i>	\$195	\$165	\$115	\$95	\$65				
A Project Meetings and Management	32	16			8	56	\$ 400	\$ 9,800	
B Public Workshop; PC Hearing; CC Hearings (2)	40	16	10	16		82		\$ 13,110	
C EIR Revisions due to Technical Report Revisions	32	64	48	24		168		\$ 24,600	
D Review and Code Comment Letters	12	12	12	12		48		\$ 6,840	
E Responses to Comments	72	96	56	32		256		\$ 39,360	
F Mitigation Monitoring and Reporting Program	6	8	20	4		38		\$ 5,170	
G Final EIR	20	24	48	12		104		\$ 14,520	
H Assistance with Findings and Public Notices	12	12	24	4		52		\$ 7,460	
EXCLUSIONS:									
Document Printing									
Filing Fees									
Distribution of Public Notices (with exception that MBI will file documents with the State Clearinghouse)									
Totals	226	248	218	104	8	804	\$ 400	\$120,860	

RESOLUTION NO. 2017-122

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ESCONDIDO, CALIFORNIA, AUTHORIZING THE MAYOR AND CITY CLERK, TO EXECUTE, ON BEHALF OF THE CITY, A CONSULTING AGREEMENT WITH JOHN HELMER TO PROVIDE CONTRACT EXTENSION STAFF SERVICES FOR THE PROPOSED CITYWIDE SPHERE OF INFLUENCE UPDATE AND SAFARI HIGHLANDS RANCH PROJECT

Case No.: ENV 15-0009, SUB 15-0019

WHEREAS, the applicant for the residential project known as Safari Highlands Ranch is proposing a Master Planned Community (“the Project”) involving 550 single-family residential lots, 13 open space lots, 15 Home Owners Associate lots, eight private street lots, two public facilities lots, one fire station lot, one public park lot, and one private park lot on 1,098 acres of vacant property northeast of the Rancho Vistamonte Community and north of the San Diego Zoo Safari Park in unincorporated San Diego County; and

WHEREAS, the Project application entitlements include a Sphere of Influence update, Development Agreement, Annexation to the City of Escondido, Specific Plan, Amendment to the Escondido General Plan regarding Specific Plan #3, Amendment to Escondido General Plan Circulation Element, Tentative Subdivision Map; Rezoning; Grading Exemptions; Specific Alignment Plan; and various Annexations and Detachments subject to approval of the Local Agency Formation Commission; and

WHEREAS, the City participated in bidding and evaluation process of competitive quotes or proposals to search for the vendor or qualified consulting firm that

would provide the best price, best quality, delivery time, and other factors deemed advantageous to the City. In accordance with the City's purchasing policies, Planning Division staff solicited three (3) quotes from catalogued vendors and qualified consulting firms. After receiving the proposals from qualified consultants, Planning Division staff deemed John Helmer as the most qualified for this assignment; and

WHEREAS, the Director of Community Development recommends the execution of a Consulting Agreement ("Agreement") with John Helmer to provide contract extension staff services; and

WHEREAS, the City Council desires at this time and deems it to be in the best public interest to approve said Consulting Agreement with John Helmer for contract extension staff services, in accordance with the Scope of Work identified as Attachment "A" to Exhibit "A."

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

1. That the above recitations are true.
2. That the City Council accepts the recommendation of the Director of Community Development.
3. That the Mayor and City Clerk are authorized to execute, on behalf of the City, an Agreement with John Helmer in the amount not-to-exceed \$90,000.00 for contract extension staff services. A copy of the Consulting Agreement is attached as Exhibit "A" and is incorporated herein by this reference as though fully set forth.



CITY OF ESCONDIDO
CONSULTING AGREEMENT

This Agreement is made this _____ day of _____, 20__.

Between: CITY OF ESCONDIDO
a Municipal Corporation
201 N. Broadway
Escondido, California 92025
Attn: Bill Martin, Director of Community Development
760-839-4557
("CITY")

And: JOHN HELMER
708 Fieldstone Lane
Encinitas, CA 92024
Jwhelmer4@gmail.com
760-415-2098
("CONSULTANT")

Witness that whereas:

- A. It has been determined to be in the CITY's best interest to retain the professional services of a consultant to conduct the Planning Division review of the Safari Highlands, LLC, Discretionary Permit General Application submitted to the CITY of July 13, 2015 (CITY Planning Case No. SUB 15-0019); and
- B. The CONSULTANT is considered competent to perform the necessary professional services for CITY;

NOW, THEREFORE, it is mutually agreed by and between CITY and CONSULTANT as follows:

1. Services. The CONSULTANT will furnish all of the services as described in "Attachment A" which is attached and incorporated by this reference.
2. Compensation. The CITY will pay the CONSULTANT in accordance with the conditions specified in "Attachment A," in the sum of **not to exceed \$90,000**. Any breach of this Agreement will relieve CITY from the obligation to pay CONSULTANT, if CONSULTANT has not corrected the breach after CITY provides notice and a reasonable time to correct it. If this Agreement is amended at any time, additional compensation of CONSULTANT contained in subsequent amendment(s) shall not exceed a cumulative total of twenty-five percent (25%) of the maximum payment provided for in this Section 2.

3. Scope of Compensation. The CONSULTANT will be compensated for performance of tasks specified in "Attachment A" only. No compensation will be provided for any other tasks without specific prior written consent from the CITY.
4. Duties. CONSULTANT will be responsible for the professional quality, technical accuracy, timely completion, and coordination of all reports and other services furnished by the CONSULTANT under this Agreement, except that the CONSULTANT will not be responsible for the accuracy of information supplied by the CITY.
5. Personnel. The performance of services under this Agreement by certain professionals is significant to the CITY. CONSULTANT will assign the persons listed on "Attachment B," which is attached and incorporated by this reference, to perform the Services described in Paragraph 1, and will not add or remove persons from the list without the prior written consent of the CITY. If no designation is made, then CONSULTANT may not assign services without obtaining the advance written consent of the CITY. CONSULTANT will not subcontract any tasks under this Agreement without obtaining the advance written consent of the CITY.
6. Termination. Either CONSULTANT or the CITY may terminate this Agreement with thirty (30) days advance written notice.
7. City Property. All original documents, drawings, electronic media, and other material prepared by CONSULTANT under this Agreement immediately becomes the exclusive property of the CITY, and may not be used by CONSULTANT for any other purpose without prior written consent of the CITY.
8. Insurance.
 - a. The CONSULTANT shall secure and maintain at its own cost, for all operations, the following insurance coverage, unless reduced by the City Attorney:
 - (1) General liability insurance. Occurrence basis with minimum limits of \$1,000,000 each occurrence, \$2,000,000 General Aggregate, and \$1,000,000 Products/Completed Operations Aggregate; and
 - (2) Automobile liability insurance of \$1,000,000 combined single-limit per accident for bodily injury and property damage, unless waived as provided in 8(b) below; and
 - (3) Workers' compensation and employer's liability insurance as required by the California Labor Code, as amended, or certificate of sole proprietorship; and
 - (4) Errors and Omissions professional liability insurance with minimum coverage of \$1,000,000.
 - b. It is the parties' understanding that the use of a motor vehicle is not a primary subject of this Agreement. CONSULTANT acknowledges that operating a motor vehicle is outside the scope of this Agreement and occurs only at the convenience of the CONSULTANT. A waiver of automobile liability insurance is only effective if both sets of initials appear below, otherwise such insurance is required.

Acknowledged by CONSULTANT _____

Waiver appropriate by CITY _____

- c. Each insurance policy required above must be acceptable to the City Attorney.
 - (1) Each policy must provide for written notice within no more than thirty (30) days if cancellation or termination of the policy occurs. Insurance coverage must be provided by an A.M. Best's A- rated, class V carrier or better, admitted in California, or if non-admitted, a company that is not on the Department of Insurance list of unacceptable carriers.
 - (2) All non-admitted carriers will be required to provide a service of suit endorsement in addition to the additional insured endorsement.
 - (3) Both the General Liability and the Automobile Liability policies must name the CITY specifically as an additional insured under the policy on a separate endorsement page. The CITY includes its officials, employees, and volunteers. The endorsement must be ISO Form CG 20 10 11 85 edition or its equivalent for General Liability endorsements and CA 20 01 for Automobile Liability endorsements.
 - (4) The General Liability policy must include coverage for bodily injury and property damage arising from CONSULTANT's work, including its on-going operations and products-completed operations hazard.
 - (5) The General Liability policy must be primary and noncontributory and any insurance maintained by CITY is excess.
 - d. In executing this Agreement, CONSULTANT agrees to have completed insurance documents on file with the CITY within fourteen (14) days after the date of execution. Failure to comply with insurance requirements under this Agreement will be a material breach of this Agreement, resulting in immediate termination at CITY's option.
9. Indemnification. CONSULTANT (which in this paragraph 9 includes its agents, employees and subcontractors, if any) agrees to indemnify, defend, and hold harmless the CITY from all claims, lawsuits, damages, judgments, loss, liability, or expenses, including attorneys' fees, for any of the following:
- a. Any claim of liability arising out of the negligence or any acts or omissions of CONSULTANT in the performance of this Agreement;
 - b. Any personal injuries, property damage or death that CONSULTANT may sustain while using CITY-controlled property or equipment, while participating in any activity sponsored by the CITY, or from any dangerous condition of property; or
 - c. Any injury or death which results or increases by any action taken to medically treat CONSULTANT.
10. Anti-Assignment Clause. The CONSULTANT may not assign, delegate or transfer any interest or duty under this Agreement without advance written approval of the CITY, and any attempt to do so will immediately render this entire Agreement null and void. Unless CONSULTANT assigns this entire Agreement, including all rights and duties herein, to a third party with the CITY'S written consent, CONSULTANT shall be the sole payee under this Agreement. Any and all payments made pursuant to the terms of this Agreement are otherwise not assignable.
11. Costs and Attorney's Fees. In the event that legal action is required to enforce the terms and conditions of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees and costs.

12. Independent Contractor. CONSULTANT is an independent contractor and no agency or employment relationship, either express or implied, is created by the execution of this Agreement.
13. Merger Clause. This Agreement and its Attachments, if any, are the entire understanding of the parties, and there are no other terms or conditions, written or oral, controlling this matter. In the event of any conflict between the provisions of this Agreement and any of its Attachments, the provisions of this Agreement must prevail.
14. Anti-Waiver Clause. None of the provisions in this Agreement will be waived by CITY because of previous failure to insist upon strict performance, nor will any provision be waived by CITY because any other provision has been waived, in whole or in part.
15. Severability. The invalidity in whole or in part of any provision of this Agreement will not void or affect the validity of any other provisions of this Agreement.
16. Choice of Law. This Agreement is governed by the laws of the State of California. Venue for all actions arising from this Agreement must be exclusively in the state or federal courts located in San Diego County, California.
17. Multiple Copies of Agreement/Counterparts. Multiple copies and/or counterparts of this Agreement may be executed, including duplication by photocopy or by computerized scanning device. Each duplicate will be deemed an original with the same effect as if all the signatures were on the same instrument. However, the parties agree that the Agreement on file in the office of the Escondido City Clerk is the copy of the Agreement that shall take precedence should any differences exist among copies or counterparts of the document.
18. Provisions Cumulative. The foregoing provisions are cumulative and in addition to and not in limitation of any other rights or remedies available to the CITY.
19. Notices to Parties. Any statements, communications or notices to be provided pursuant to this Agreement must be sent to the attention of the persons indicated below. Each party agrees to promptly send notice of any changes of this information to the other party, at the address first above written.
20. Business License. The CONSULTANT is required to obtain a City of Escondido Business License prior to execution of this Agreement.
21. Compliance with Applicable Laws, Permits and Licenses. CONSULTANT shall keep itself informed of and comply with all applicable federal, state, and local laws, statutes, codes, ordinances, regulations, and rules in effect during the term of this Agreement. CONSULTANT shall obtain any and all licenses, permits, and authorizations necessary to perform services set forth in this Agreement. Neither CITY, nor any elected nor appointed boards, officers, officials, employees, or agents of CITY shall be liable, at law or in equity, as a result of any failure of CONSULTANT to comply with this section.
22. Immigration Reform and Control Act of 1986. CONSULTANT shall keep itself informed of and comply with the Immigration Reform and Control Act of 1986. CONSULTANT affirms that as an employer in the State of California, all new employees must produce proof of eligibility to work in the United States within the first three days of employment and that only employees legally eligible to work in the United States will be employed on

this public project. CONSULTANT agrees to comply with such provisions before commencing and continuously throughout the performance of this Agreement.

IN WITNESS WHEREOF, the parties below are authorized to act on behalf of their organizations, and have executed this Agreement as of the date set forth below.

CITY OF ESCONDIDO

Date: _____

Sam Abed
Mayor

Date: _____

Diane Halverson
City Clerk

John Helmer

Date: _____

(Consultant signature)

Title

(The above signature must be notarized)

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY
MICHAEL R. MCGUINNESS, City Attorney

By: _____

THE CITY OF ESCONDIDO DOES NOT DISCRIMINATE AGAINST QUALIFIED PERSONS WITH DISABILITIES.

SERVICES

ATTACHMENT A

The consultant proposes the following tasks and estimated hours needed to complete review and processing of the Safari Highlands Ranch and City-wide Sphere of Influence Update project. All work would be on a time and materials basis with a not-to-exceed cost of \$90,000.00 at an hourly rate of \$120.00/hour. All work would be completed at the direction of the City during FY 2017/18:

Task 1. Project Management and Administration (120 hours)

- Maintain all project electronic and paper files
- Regularly meet with and provide project updates and information to City management
- Coordinate with City departmental staff and consultants on both Safari Highlands Ranch and Sphere of Influence Update and Annexation.
- Regularly meet and coordinate with applicant and applicant's team
- Provide regular updates and/or memos to Planning Division management
- Complete other tasks as assigned by the City

Task 2. Draft/Final Environmental Impact Report Review (160 hours)

- Meet with EIR consultant and applicant on a regular basis
- Coordinate with EIR consultant to review and comment on Draft EIR comments.
- Coordinate with applicable City staff and other agencies as necessary
- Work with team to resolve issues/conflicts regarding response to comments as they arise
- Coordinate with EIR consultant on preparation of Final EIR

Task 3. Public and Private Stakeholder Outreach (110 hours)

- Maintain project information on City website
- Respond to public inquiries
- Schedule, coordinate and attend public stakeholder meetings or workshops
- Coordinate with City of San Diego and County of San Diego regarding permits and/or issues relevant to each respective jurisdiction
- Coordinate with San Diego County and State and Federal resource agencies regarding Multiple Species Conservation Plan documentation

Task 4. Planning Commission and City Council Meetings (260 hours)

- Compile and coordinate all relevant documents and materials
- Prepare comprehensive Planning Commission staff report
- Prepare necessary resolutions/ordinances
- Attend Planning Commission public hearing(s)

- Coordinate with City staff, EIR consultant and applicant on any additional issues raised by Planning Commission
- Prepare City Council staff report and any relevant materials.
- File any CEQA related notices

Task 5. Local Agency Formation Commission Actions (100 hours)

- Compile and submit all necessary Sphere of Influence and annexation documentation
- Coordinate with LAFCO and City staff regarding process and public hearings
- Work with City and other stakeholders to resolve any outstanding issues
- Coordinate with City staff regarding LAFCO hearing(s)
- File any necessary documentation if needed

TOTAL ESTIMATED HOURS FOR FISCAL YEAR 2017/18 = 750 HOURS

In connection with the work covered by the aforementioned services, at any time during the process of the work, order other work or materials incidental thereto. If any such work and materials is not listed as a pay item with a contract unit price or if compensation is not included under the terms of the professional services contract, such work will be designated as Extra Work, and shall be performed by the CONSULTANT as directed. In the event the completion of specific tasks identified in the Scope of Work significantly exceeds the hours originally budgeted for under the Scope of Work, CONSULTANT, subject to prior written approval by the CITY, may bill for such additional time at the rate corresponding to the task(s) in question under the Rate Schedule.

The City may also reject the request if work line items can be traded under the existing budget or if the request can be handled in-house with existing staff resources, while remaining within the overall not to exceed amount. If other conditions necessitate additional services or a change in services, any increase in compensation or contract amendment must be authorized and funded in advance by the CITY. No compensation for Extra Work or any other change in the contract will be allowed unless the Extra Work or change has been authorized in writing by the CITY, and the compensation or method of determining such compensation is stated in such written authority.

RESOLUTION NO. 2017-124

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
AUTHORIZING THE CITY COUNCIL TO
APPROVE AMENDING THE FISCAL YEAR
2017-2018 BUDGET

WHEREAS, on June 14, 2017, the City of Escondido City Council adopted Resolution No. 2017-75 appropriating the budget for Fiscal Year 2017-18; and

WHEREAS, changes in anticipated revenues and/or expenditures of the City of Escondido necessitates a revision of the appropriations for Fiscal Year 2017-18 and the City Council has reviewed the proposed 2017-18 budget amendments; and

WHEREAS, the City Council has reviewed the proposed Fiscal Year 2017-18 budget amendment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Escondido, California:

1. That the above recitations are true.
2. That the City Council of the City of Escondido, does hereby adopt the amendments for Fiscal Year 2017-18 as summarized herein and reflected in Exhibit "A," which is attached to this Resolution and incorporated by this reference as though fully set forth.



CITY OF ESCONDIDO
BUDGET ADJUSTMENT REQUEST

Date of Request: 8/23/17
 Department: Community Development
 Division: Planning
 Project/Budget Manager: Mike Strong 4556
 Name Extension
 Council Date (if applicable): 8/23/17
 (attach copy of staff report)

For Finance Use Only	
Log #	<u>BA 08-02</u>
Fiscal Year	<u>2018</u>
<input type="checkbox"/>	Budget Balances
<input type="checkbox"/>	General Fund Accts
<input type="checkbox"/>	Revenue
<input type="checkbox"/>	Interfund Transfers
<input type="checkbox"/>	Fund Balance

Project/Account Description	Account Number	Amount of Increase	Amount of Decrease
Safari Highlands Ranch Project	229-138602	210,860.00	
Deposit by Developer	2100-718		210,860.00
Reimbursement from Outside Agency	4370-229	210,860.00	

Explanation of Request:

The Safari Highlands Ranch applicant will be paying \$210,860.00 for the increased cost of preparing an EIR for the project as well as for payroll reimbursement and outside consultant related costs.

APPROVALS

<u>WMS</u> Department Head	<u>8-15-17</u> Date	_____ City Manager	_____ Date
<u>Jodi Low</u> Finance	<u>8/15/17</u> Date	_____ City Clerk	_____ Date

CITY COUNCIL STAFF REPORT

Consent Item No. 8

August 23, 2017

File No. 0600-10, A-3186

SUBJECT: Second Amendment to Consultant Agreement for Construction Management Services for the Southwest Sewer Realignment Project

DEPARTMENT: Utilities Department, Construction and Engineering Division

RECOMMENDATION:

It is requested that the City Council adopt Resolution No. 2017-123, authorizing a Second Amendment to the Consulting Agreement with NV5 in an amount not to exceed \$48,000.

FISCAL ANALYSIS:

Approval of this request will result in a new contract amount of \$521,080. Funding for this amendment is available in the Southwest Sewer Realignment CIP No. 808810.

PREVIOUS ACTION:

On February 10, 2016, the City Council (1) adopted Resolution No. 2016-22, authorizing the Mayor and City Clerk to execute a Public Improvement Agreement with CCL Contracting, Inc., the lowest responsive and responsible bidder, in the amount of \$8,511,050 for construction of the Southwest Sewer Realignment Project; (2) adopted Resolution No. 2016-23 authorizing the Mayor and City Clerk to execute a Consulting Agreement with NV5 in the amount of \$386,040 for construction management services for the Southwest Sewer Realignment Project; and (3) approved a budget adjustment in the amount of \$3,890,000 to the Southwest Sewer Realignment CIP No. 808810 to cover the costs for completing the project.

On April 19, 2017, the City Manager approved a First Amendment to the Consulting Agreement with NV5, which was part of the allowable contingency, in an amount not to exceed \$87,040, for continued construction management services for the Southwest Sewer Realignment Project. The first amendment to the agreement resulted in a new contract amount of \$473,080.

BACKGROUND:

Sewer Lift Station Numbers 6, 9, and 11 are deteriorating and in need of replacement. The Southwest Sewer Realignment Project will construct gravity sewer mains that will permanently redirect wastewater flows to bypass these three lift stations and convey the flows to existing Sewer Lift Station Number 1, located southeast of Interstate 15 and Via Rancho Parkway. The project will install approximately 18,200 linear feet (3.5 miles) of 8-inch and 12-inch sewer main using three types of construction methods: open trench, pipe bursting, and tunneling.

Construction of the Southwest Sewer Realignment project began on March 24, 2016. The project is approximately 91 percent complete and anticipated to finish by mid-September 2017.

In late 2016 and early 2017, the project experienced delays surrounding the tunnel boring operation, which resulted in the extension of the construction completion date by approximately three months. This time extension resulted in the need for Amendment 1 to the Construction Management contract with NV5. The delay started in October 2016 when the tunnel boring machine mined a portion of the tunnel, hit extremely hard rock and became stuck. The remaining portion of tunnel was constructed with a jack and bore tunneling machine starting from the opposite end of the proposed tunnel alignment. This construction method was significantly slower than the tunnel boring machine. After the jack and bore machine converged with the first section of tunnel where the tunnel boring machine was stuck, a large diameter shaft was drilled just above the convergence point to extract both pieces of equipment.

Subsequent to the initiation of the First Amendment, the project completion date was further extended due to construction delays caused by excessive mold growth in the first tunnel section. An environmental specialist assessed the mold and determined that it posed a significant health risk to workers. A 1,200 linear-foot section of the 60-inch tunnel required mold abatement before workers could install any pipe in the tunnel. In addition to the mold, the project was also delayed due to an unmarked 8-inch pipeline that conflicted with the proposed sewer alignment, which resulted in an additional 180-feet of new pipeline being installed to avoid the conflict.

When the construction manager alerted the City that the project completion date would extend past the date anticipated in the First Amendment, NV5 was asked to reduce their time on the project to best preserve their budget from the First Amendment, and to ensure appropriate services throughout the extended period. Due to mold in the tunnel and unmarked pipeline conflict, a second Amendment to the contract with NV5 is needed to provide the necessary funding, on a time and material basis, to extend construction management services through the end of the anticipated construction period of mid-September 2017.

Although the project has experienced time delays resulting in extensions to the completion date, the construction contract with CCL Contracting, Inc. has stayed within the original City Council approved budget. The successful construction to date can directly be attributed to the construction management team, which has effectively managed the construction contract and negotiated fair and reasonable costs for change in conditions on the project.

Second Amendment to Consulting Agreement – Southwest Sewer Realignment Project
August 23, 2017
Page 3

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Christopher McKinney, Dir. of Utilities
8/15/2017 6:16 p.m.

Angela Morrow, Dep. Dir. of Utilities/Const. & Eng.
8/15/2017 3:43 p.m.

ATTACHMENTS:

1. Resolution No. 2017-123
2. Resolution No. 2017-123 - Exhibit "A"

RESOLUTION NO. 2017-123

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
AUTHORIZING THE MAYOR AND CITY
CLERK TO EXECUTE, ON BEHALF OF THE
CITY, A SECOND AMENDMENT TO THE
CONSULTING AGREEMENT WITH NV5 FOR
CONSTRUCTION MANAGEMENT OF THE
SOUTHWEST SEWER REALIGNMENT
PROJECT

WHEREAS, on February 10, 2016, the City Council (1) adopted Resolution No. 2016-22, authorizing the Mayor and City Clerk to execute a Public Improvement Agreement with CCL Contracting, Inc., in the amount of \$8,511,050; (2) adopted Resolution No. 2016-23 authorizing the Mayor and City Clerk to execute a Consulting Agreement with NV5 in the amount of \$386,040; and (3) approved a budget adjustment in the amount of \$3,890,000 to the Southwest Sewer Realignment CIP No. 808810 to cover the costs for completing the Southwest Sewer Realignment Project (the "Project"); and

WHEREAS, on April 19, 2017, the City Manager approved a First Amendment to the Consulting Agreement with NV5, which was part of the allowable contingency, in an amount not to exceed \$87,040, resulting in a new contract amount of \$473,080, for continued construction management services for the Project; and

WHEREAS, the construction management team has provided a valuable service by effectively managing the construction contract, mitigating constraints and potential risks, negotiating fair and reasonable costs for change in conditions, and keeping the construction contract within the original City Council approved budget; and

WHEREAS, the Director of Utilities recommends authorization of a Second Amendment to the Consulting Agreement with NV5 in the amount of \$48,000, bringing the total contract value to \$521,080 to complete the project; and

WHEREAS, deeming it to be in the best public interest, the Director of Utilities requests the City Council approve a Second Amendment to the Consulting Agreement to continue third-party construction management services.

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

1. That the above recitations are true.
2. That the City Council accepts the recommendation of the Director of Utilities.
3. That the Mayor and City Clerk are authorized to execute, on behalf of the City, a Second Amendment to the Consulting Agreement with NV5 for construction management services on the Southwest Sewer Realignment Project, in substantially similar form to that which is attached and incorporated to this Resolution as Exhibit "A," and subject to final approval as to form by the City Attorney.



CITY OF ESCONDIDO
SECOND AMENDMENT TO CONSULTING AGREEMENT

This "Amendment" is made this _____ day of _____, 20__.

Between: CITY OF ESCONDIDO
a municipal corporation
201 N. Broadway
Escondido, California 92025
Attn: Randy Manns
760-839-6290 x7031
("CITY")

And: NV5
15092 Avenue of Science, Suite 200
San Diego, CA 92128
Attn: Roland Elvera, P.E.
858-385-0500
("CONSULTANT")

Witness that whereas:

- A. CITY and CONSULTANT entered into an agreement on February 25, 2016 ("Agreement"), wherein CITY retained CONSULTANT to provide services for construction management and inspection services for the Southwest Sewer Realignment Project; and
- B. CITY and CONSULTANT desire to amend the Agreement to include additional work, which is defined in "Attachment A" to this Amendment, which is incorporated by reference;

NOW THEREFORE, it is mutually agreed by and between CITY and CONSULTANT as follows:

- 1. The CONSULTANT will furnish the services described in "Attachment A" to this Amendment.

- 2. CITY will compensate the CONSULTANT in an additional amount not to exceed \$48,000, pursuant to the conditions contained in "Attachment A" to this Amendment.

- 3. All additional terms under the Agreement between CITY and CONSULTANT still apply to the additional work to be performed by CONSULTANT under this Amendment. If any of the terms of this Amendment conflict with the Agreement, this Amendment must prevail.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first above written.

CITY OF ESCONDIDO

Date: _____

 Sam Abed
 Mayor

Date: _____

 Diane Halverson
 City Clerk

Date: _____

NV5

 Carmen Kasner
 Regional Chief Executive

(The above signature should be notarized)

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY
MICHAEL R. MCGUINNESS, City Attorney

By: _____

THE CITY OF ESCONDIDO DOES NOT DISCRIMINATE AGAINST QUALIFIED PERSONS WITH DISABILITIES.



August 11, 2017

Attachment A
Page 1 of 2

Randy Manns,
Utilities Construction Project Manager
Construction and Engineering
City of Escondido, California
1521 South Hale Avenue
Escondido, Ca 92029

Project: Southwest Sewer Realignment Project A-3186

Subject: Extension of Construction Management Services for Southwest Sewer Realignment Project

Dear Mr. Manns:

This letter is to request an extension to the Construction Management Services Contract for the Southwest Sewer Realignment Project for the City of Escondido through completion of construction. Based on the current project status we anticipate construction being completed by the early September 2017, with project close-out completed by mid-September 2017. This request to extend the CM Services is due to the extended time Tunnel Operations have endured to mine through the "extreme hard rock" conditions along with environmental (mold growth) conditions experienced. As you know the tunnel portion is a critical section of the sewer realignment project. Without the tunnel complete, the pipelines tie-ins, and connections to existing lift stations cannot put the new system into service.

This request will extend the CM Services on a Time & Material basis for another 1 month(s) (mid-September 2017) and will increase the budget a total of \$48,000.00.

The scope and fee for the services that NV5 will continue to provide for the Project is as per the original scope of services agreement. Mr. William Janda will continue to handle CM, coordination, inspection and document control full time throughout the remaining duration of the project. The extended budget reflects the individual hourly rate based on a Time and Material fee.

Please contact me at your convenience to discuss this proposal and the project in greater detail.

Sincerely,
NV5, Inc.

Roland Elvera, P.E.
Construction Manager

Fees

All work for Tasks 2 of the Extension of CM Services in this request will be performed for a time and materials fee, not to exceed \$48,000. The cost breakdown is shown below:

#	Task Description	Total Cost
Task 2	Inspection Requirements	\$48,000
Total	Extension of CM Services	\$48,000

ORDINANCE NO. 2017-11

AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF ESCONDIDO, CALIFORNIA,
AMENDING ARTICLE 57 (MISCELLANEOUS
USE RESTRICTIONS ORDINANCE) OF THE
ESCONDIDO ZONING CODE

APPLICANT: City of Escondido
PLANNING CASE NO.: AZ 17-0002

The City Council of the City of Escondido, California, DOES HEREBY ORDAIN
as follows:

SECTION 1. That proper notices of a public hearing have been given and
public hearings have been held before the Planning Commission and City Council on
this issue.

SECTION 2. The City Council has duly reviewed and considered all evidence
submitted at said hearings, including, without limitation:

- a. Written information;
- b. Oral testimony from City staff, interested parties, and the public;
- c. The staff report, dated August 16, 2017, which along with its attachments
is incorporated herein by this reference as though fully set forth herein;
and
- d. Additional information submitted during the Public Hearing.

**A COPY OF THIS ORDINANCE IS
ON FILE IN THE OFFICE OF THE
CITY CLERK FOR YOUR REVIEW.**



CITY COUNCIL STAFF REPORT

Current Business Item No. 10

August 23, 2017

File No. 0600-10

SUBJECT: Library Services

DEPARTMENT: City Manager's Office

RECOMMENDATION:

It is requested that City Council: (1) authorize the City Manager and City Attorney to negotiate a contract with Library Systems and Services, LLC (LS&S) to provide day-to-day operational services at the Escondido Public Library, including provisions to expand the number of hours the Library is open to the public; (2) authorize staff to engage in good faith negotiations with all applicable bargaining units effected by an outsourcing of Library services to meet and confer on any decision to outsource and the effects of any outsourcing; and (3) direct the City Manager and City Attorney to return with appropriate terms and conditions upon which the City Council may enter into a contract for the management of the Library.

BACKGROUND:

Escondido is a full-service city, first incorporated in 1888, and maintains its own police department, fire department, water and wastewater utilities and other support related city departments including a public Library.

The current Escondido Public Library opened its doors in 1980. The facility currently operates 51 hours per week, from 10:00 am to 8:00 pm on Monday and Tuesday, 10:00 am to 6:00 pm Wednesday thru Friday, and 10:00 am to 5:00 pm on Saturday. The Escondido Public Library is currently closed on Sunday. The Library maintains an extensive collection of materials, including historical materials in the Pioneer Room.

The City of Escondido has approximately 1,000 total employees, of which approximately 761 are full-time and 266 are part-time. Of the 761 full-time employees, 148 are sworn members of the police department, 85 are sworn members of the Fire Department, and 149 are Water, Wastewater, and Public Works Employees. The Escondido Public Library has 44 employees, of which 22 are full-time and 22 are part-time. The 2017/2018 budgeted operating expenditures on the Library are \$3,670,055.

FINANCIAL CONSIDERATIONS:

For the past several years, the Escondido City Council has adopted a balanced budget without the use of reserves. Financial stability is one of the four parts of the City Council Action Plan. Planning ahead is a key part of maintaining financial stability.

Generally speaking, the 761 full-time employees of the City, including the full-time Library employees, are members of the California Public Employees Retirement System (CalPERS), which is a defined benefit pension plan. The financial woes of CalPERS have been widely discussed for some time. Both CalPERS and numerous financial experts agree that due to funding short falls in recent years, plan design changes had to be made. In 2013 California pension reform became law under Public Employees' Pension Reform Act, which reduced pension benefits of newly hired employees. However, savings from the reform will take many years to be realized.

The general fund budget which was adopted by the Escondido City Council on June 14, 2017, projected future deficits because of an issue commonly known as the "CalPERS unfunded liability." The future deficits are primarily related to the CalPERS' unfunded liabilities. Deficits in 2018/2019 are estimated at \$1.8 million and in 2019/2020 are estimated at \$6.5 million.

In order to maintain pension sustainability, the CalPERS Board periodically reviews specific factors to determine if adjustments need to be made which can impact the long-term funding of the system. Over the past few years, adjustments have been made to demographic assumptions, such as higher salaries and retirement rates, and also the expectation that retired employees are living longer. Since these assumptions ultimately impact employer pension costs, the Board also developed a strategic plan to spread out costs to local public agencies over 30 years, with increases phased in over five years beginning in Fiscal Year 2016/2017 to address the unfunded liability issue and the pension plan's future stability for promised benefits.

The CalPERS Board has also recently made adjustments to the discount rate (assumed rate of return), which will also impact public agencies. The discount rate will be incrementally lowered from 7.5% to 7.0% within the next three years, beginning Fiscal Year 2018/19. The rate of return for fiscal years 2014/2015 and 2015/2016 have been well under the 7.5% assumed rate, at 2.4% and 0.61%, respectively.

Lowering the discount rate increases a city's unfunded liabilities. CalPERS has implemented a 30-year amortization payment schedule for agencies to pay off their unfunded liabilities in 30 years.

The City will have an estimated additional \$14.6 million increase in additional CalPERS payments from fiscal year 2018/2019 to 2022/2023. The below chart breaks out the City's projected total CalPERS payments and the portion related to the unfunded liability.

**CalPERS CONTRIBUTIONS
(In Millions)**

Fiscal Year	Unfunded Liability Portion	Total CalPERS Projected Cost
2016-2017	\$11.8	\$20.6
2017-2018	\$13.7	\$22.2
2018-2019	\$16.2	\$25.0
2019-2020	\$19.1	\$28.3
2020-2021	\$21.4	\$31.5
2021-2022	\$24.2	\$34.3
2022-2023	\$26.7	\$36.8

More in-depth information regarding CalPERS can be found at www.CalPERS.ca.gov and at <https://www.escondido.org/pers-actuarial-valuation-reports.aspx>.

As a full-service city, Escondido will have higher unfunded liabilities because the City has more CalPERS employees. For example, the cities of San Marcos, Vista, and Poway would have lower unfunded liabilities because their law enforcement services are outsourced to the County Sheriff.

The City continues to evaluate the impact of these changes on our current and long-term budget plans. In September 2017 the City Council will have a workshop on options to address the City's CalPERS long-term funding obligations. In any event, this environment demands constant scrutiny of opportunities to cut costs while preserving services.

PROPOSED LIBRARY MANAGEMENT SERVICES:

A company called "Library Systems and Services" (LS&S) has submitted a proposal for a partnership to manage Library operations in a more cost-effective manner while maintaining high quality programs and services. City representatives first met LS&S at a League of California Cities conference in 2016. These conferences provide a chance for a wide range of private companies to present an equally wide range of services to public entities.

LS&S has been providing Library management services for over 30 years, and has contracted with public entities across the United States to provide library management services. For example, one of the references received by the City during the public process was from Sumter County, Florida. LS&S manages five libraries for Sumter County, under a contract which has been in place October 1,

2013. And while the company is based in Maryland¹, a great portion of its work is here in California. LS&S has contracted to manage the Riverside County Library System since 1997, and still manages their 35 branches today. LS&S also manages libraries in Simi Valley, Santa Clarita, Moorpark, Moreno Valley, and the Shasta County Library System, including the City of Redding. Many of these public entities, as well as librarians with these entities, have provided the City with positive references of the services LS&S provides. These references have been placed on the City's website for public viewing as they have been received.

LS&S provided the City of Escondido with a proposed scope of services which includes:

- Strategic and operational leadership
- Adding Sunday library hours
- Deploying contemporary library technology and enhance user experiences
- Lowering informational technology costs
- Improving efficiency
- Providing real-time collection analysis
- Streamlining cataloging
- Enhancing multiple genres of programs
- Reducing administrative tasks

LS&S acknowledges that existing Library programs and services are effective and serve the community. They have never indicated any plans to reduce programming as a means to achieve their proposed cost savings in the scope of services they would offer to the City. In fact, they have proposed expanding programming offerings. A contract between the City and LS&S would guarantee that programs and services continue to meet the needs of the community.

In addition to those services, LS&S provides support and planning for the existing and future library, along with space design and analysis.

POTENTIAL NEW LIBRARY:

For quite some time, the City Council has demonstrated their expressed policy support for constructing a new library involving the following actions:

¹ A certain amount of public comment has criticized a library run by a company based in Maryland, even though the individuals running the library would live and work in Escondido or surrounding communities. LSS is based in Maryland simply because the company started with a contract with the Federal Department of Energy running their library systems. The contract was awarded under a small business award program and the Federal Department of Energy was located in Germantown, Maryland. The owners settled in Maryland to service the contract and remained, also choosing to incorporate in Maryland. Today, LSS reports that it actually does approximately 60% of its business in California and pays approximately 60% of its taxes in California. The company's core support services of information technology, west coast human resources, and collection management reside in California.

- In October 2001, the City Council authorized a contract with Cardell/Thomas and Associates and David Smith in the amount of \$136,465 and \$43,000, respectively, for architectural and library planning services and approved a budget adjustment in the amount of \$150,000 from the Reserve for Library Facilities Account to the Main Library Expansion Feasibility Study Account, all for design of a library expansion on the existing site.
- In June 2002, the City Council approved the Escondido Main Library Master Plan for construction of an 86,000 square foot new main library and associated 220 space parking structure; adopted a Resolution approving an application for grant funds from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act; approved the Application Form, including supporting documents; approved the Joint Venture Agreement with the Escondido Union School District; certified ER 2001-28, Mitigated Negative Declaration; adopted a Resolution for acquisition of real property associated with the Library Expansion. This item was approved unanimously.
- In March 2003, the City Council approved an application for grant funds from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. This turned out to be unsuccessful.
- In January 2004, the City Council again authorized an application for grant funds from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 and earmarked an additional \$776,000 of City reserves.
- In July 2006, the City Council approved an ad hoc Citizen's Task Force to explore the possibilities for the construction of a new library and appointments to the Task Force.
- In September 2006, it was requested that the City Council reaffirm the current plan for the Main Library as the site for a new municipal library rather than the Grape Day Park proposal and direct staff to seek proposals for a comprehensive, professional study on funding the new library as stated in the Council Action Plan for FY 2007-08. This motion carried.
- In November 2009, it was requested that the City Council authorize staff to transfer \$50,000 from the Trust Fund balance into the Trust Fund Special Projects account, to be used for a grant to the Escondido Library Endowment Foundation and to help the Foundation fund a planning study for a new library proposal. This motion carried unanimously.
- In October 2013, the City Council received a Library Conceptual Design, presented by Group 4 Architecture, Research + Planning, Inc., as Phase I of the Escondido Public Library expansion. As a result of the presentation, the City Council directed staff to explore funding sources for the project.

- In June 2014, the City Council adopted a Five-Year Capital Improvement Program, which approved adding \$257,000 to the existing Library Expansion project account.
- In August 2015, the City Council provided direction to staff to explore a general obligation bond measure, including the hiring of consultants to provide strategic planning and polling, while exploring joint development partnership opportunities.
- In March 2016, the City Council heard a report from City staff on the outcome of the Library expansion survey which indicated that 68% of respondents would vote to support a \$50 million bond measure for an expanded Library. The City Council provided direction to study the feasibility of a plan to build a new library in Grape Day Park, including other park enhancements.

However, it should be noted that to date, none of the efforts to raise new funding have occurred, and the City has been universally unsuccessful in grant applications for new funding. A solid argument can be made that the LS&S contract actually positions the City better to seek voter support for a bond issue. In addition to demonstrated prudence with this important public resource, the savings could also be earmarked for a new facility. This would be at the policy discretion of the City Council. LS&S also suggests that their common experience with other libraries they manage is a resulting expanded user base for the library, which arguably results in a commensurate increase in the overall base of support. This increases the chances for necessary voter support for a bond measure.

Technically speaking, the proposed LS&S outsourcing contract will have no impact on the policy direction towards a new library because the outsourcing contract is for operations only. However, at the Library Board of Trustees meetings, many speakers and the Trustees themselves raised the possibility that a contract with LS&S would be “demoralizing” to some extent on volunteers and actually jeopardize the prospects of sufficient voter support for a bond issue. The consensus appears to be that a new bond issue is necessary to provide the amount of money needed for a new library.

A balanced analysis of the concept of outsourcing as it relates to developing a new library facility includes potential disadvantages. Chief among such issues includes the potential loss of volunteers, donations and related community support if a private company takes over the management of daily operations. In 2016, volunteers contributed over 29,080 hours of service to Library operations. These service hours can conservatively be estimated at a value of \$685,000. Community volunteers provide great value and are a real asset to operations. For example, the Friends of the Library raise and donate \$75,000/year to the Library. These funds provide \$50,000 in circulating materials and \$25,000 for cultural and reading programs for children, teens and adults.

A loss of support group participation (Library Foundation, Friends of the Library, Friends of the Pioneer Room, Friends of Literacy Services) is possible as these stakeholders may object to outsourcing management. Current Library Administration and staff have developed and cultivated strong relationships and effective operating procedures with the support groups. The backing of the

support groups (or lack thereof) and their influence on the community could determine the outcome of a potential bond measure for a new library and expanded Grape Day Park.

While the vocal community members who have publicly addressed the issue are no doubt passionate about the Library and its employees, the threat of refusing to support a new library facility and other library patrons needing their assistance and patronage is ironic. The chief objection to the outsourcing appears to be the contention that employees of a private company will not provide the same level of service as public employees thereby depriving those most in need of library services of the best experience possible. Yet, these same dedicated community members and experienced volunteers claim they will now abandon efforts to build a much needed new facility and help these same needy patrons simply in protest of this proposed decision. Whether these sentiments will resonate amongst all current and potential volunteers remains to be seen.

LS&S has experience in constructing new facilities in other communities (Riverside, Moorpark) and references indicate LS&S does a good job of retaining volunteers and increasing the user base. In addition, LS&S is well positioned with its national presence to better partner with the City in seeking support for a bond measure. Indeed, one could argue that the financial stability provided by the outsourcing contract provides a greater opportunity for a new library.

COST ANALYSIS:

Staff members from the City's Finance Department reviewed the City's current cost to provide Library services and compared the City's costs to the LS&S proposal. Both a summary and a detailed cost comparison have been on the City's website and are attached as Attachment B to this staff report.

According to the comparison, the City will save approximately \$400,000 for each year of the contract with LS&S, in addition to recognizing additional hours the Library will be open to the public.

The cost savings determined by the Finance Department are both firm and realistic. Representatives from LS&S have taken the position that City costs will actually increase more than assumed in the City model, and moreover, that the City does not accurately address the overhead costs currently dedicated toward Library services. LS&S argues these overhead savings will be greater than the City anticipates. If LS&S representatives are correct in these additional assumptions, City savings will actually exceed the \$400,000.

OUTSOURCING GENERALLY:

Most public comment has referred to "privatizing" the Escondido Public Library. However, the word "privatize," which is identified as a transitive verb in Merriam-Webster's online dictionary, refers to "a change from public to private control or ownership." There is no change of ownership proposed for the Escondido Public Library, and the change of control is limited to that permitted by the contract between the City and LS&S. Even that contract would retain substantial controls with the City.

Moreover, the role and supervision responsibilities of the Library Board of Trustees would remain intact as defined by the California Education Code.

The term “outsourcing” is more precisely suited to the LS&S proposal, and involves the contracting of work to be done by outside workers, again as defined by Merriam-Webster’s online dictionary. While some public comment appears to indicate that the Library is being singled out for outsourcing, a great deal of City goods and services are already provided by outside companies. These include:

- Animal control, contracted with the San Diego County Humane Society;
- Management of the California Center for the Arts, contracted with the Arts Center;
- Reidy Creek and the Vineyard golf courses, contracted with JC Resorts and American Golf;
- Sales tax monitoring and reporting, contracted with a company called “MuniServices”;
- Waste and recycling collection and disposal, contracted with Escondido Disposal, Inc.;
- Collection services, contracted with Conrad Companies;
- Auditing services, contracted with the Pun Group; and
- Many other highly specialized projects are also outsourced including design, engineering, building plan check, planning, landscape and equipment maintenance, architectural, and legal services.

Outsourcing Library management would be nothing new. Other private companies do a wide range of work without apparent concern—all street paving, utility installation, and most public construction projects (i.e. the Police and Fire Headquarters) were constructed by private firms.

HOURS OF OPERATION:

In addition to the cost savings, LS&S also proposes to make the Escondido Public Library open to the public a greater number of hours. Indeed, the number of hours which the Library is open to the public has been a concern in the past and motivated, at least in part, an inquiry into moving to the County of San Diego system several years ago.

Currently, the Escondido Public Library is open 51 hours per week; 10:00 am to 8:00 pm on Monday and Tuesday, 10:00 am to 6:00 pm Wednesday thru Friday, 10:00 am to 5:00 pm on Saturday and is closed Sunday. LS&S proposes to have the Library open an additional 9 hours. This itself would be a substantial public benefit from the proposal.

After LS&S made its proposal, current Library staff came forward with a proposal for extra hours within the current budget. On July 25, 2017, Interim Library Director Cynthia Smith advised that hours could not be expanded previously because of a continuous run of vacancies caused by unprecedented turnover over the last few years. Library staff indicated that turnover could be attributed to numerous, successive retirements, and “an improved economy which has given way for movement and opportunities in the profession.” However, “...with most Library positions filled, an outstanding team of professional and paraprofessional staff and employees are cross-trained to work

in multiple service areas within job categories,” and expanded hours were now feasible. A proposed schedule for 60 hours a week, including being open Sunday, was presented.

The model proposed assumed that all full-time Library employees would work a 40-hour week and the 9/80 schedule used by the remainder of the City (other than Public Safety) would not be an option. Thus, the model would be inconsistent with the remainder of the City workforce and would also require negotiation with the bargaining unit for these employees. The LS&S proposal contains no such constraints. The model proposed would also not alleviate the City of the long-term CalPERS obligations, or achieve the financial savings generated by the LS&S proposal.

CRITICISM OF LS&S:

As may be expected, LS&S has been subjected to a certain amount of criticism, particularly from those who have an interest in maintaining the status quo. Nearly all criticism of LS&S which has occurred during the public process focuses on their status as a private company, alleged employment practices and assertions the company will not do as good a job as the current public employees. Few, if any, comments have been received regarding the day to day operations of LS&S at any given library. Few, if any, comments were received about the collections which LS&S maintains, and few, if any, comments have been received regarding the level of programming at libraries which LS&S operates. At least one comment asserted that LS&S employees have more limited tenure in a given position than City employees. However, it appears that LS&S employees actually have added flexibility by being part of a larger library system. Moreover, no specific evidence came forward that any LS&S librarians were transferred involuntarily.

Some have commented that LS&S branch managers are not always librarians with Master of Library Science (MLS) degrees. LS&S maintains a lower ratio of professional MLS credentialed staff to a higher ratio of paraprofessional staff. LS&S career opportunities posted are predominantly for paraprofessional library associates and most positions are part-time. These ratios may be more of a matter of management style than criticism.

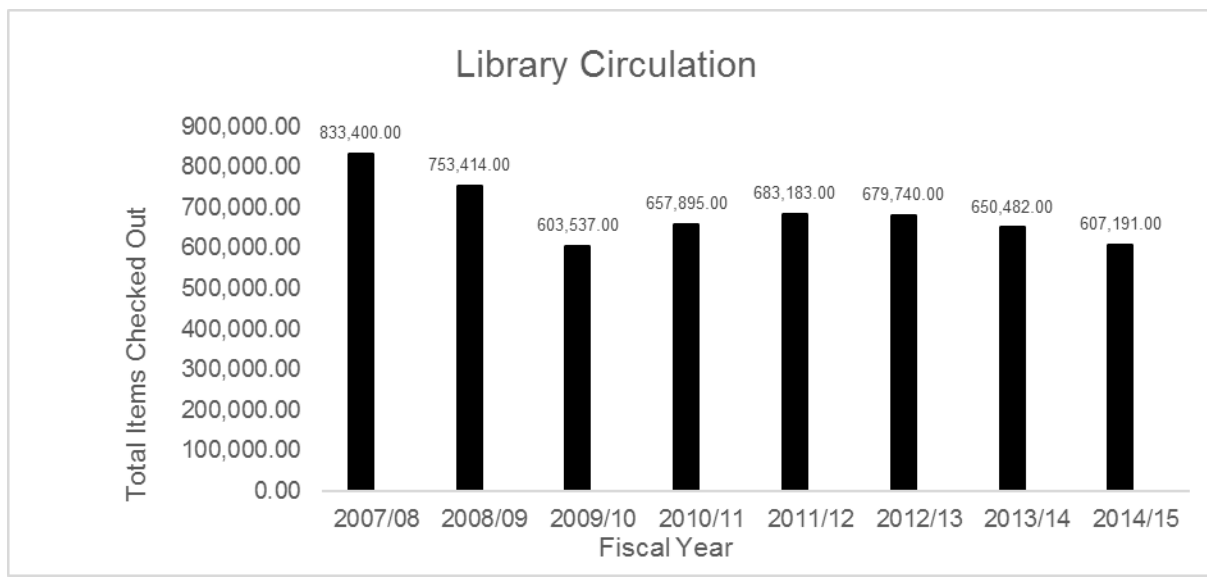
The focus of the City Council should be primarily on maintaining a quality public library that serves the needs of the citizens. Internal hiring practices of LS&S should not be the City’s primary concern, so long as LS&S honors its contractual commitments to the City in terms of the services provided. In this regard, the evidence received would support the contract with LS&S. Indeed, overall, the evidence indicates that LS&S has no problem hiring and retaining library professionals. No concerns were expressed about the quality of LS&S professionals by other jurisdictions.

THE GRAND JURY REPORT:

While not dispositive to the issue of whether or not the City wishes to outsource Library operations to LS&S, a recent report of the San Diego Grand County Jury does provide relevant information to the discussion.

The 2016/2017 San Diego County Grand Jury found that in its current form, the Escondido Public Library is inadequate to serve the community and that the Escondido library's programs do not meet the community needs. The Grand Jury also determined that an effective marketing plan was not being employed to attract more people to the library's resources, programs, and activities.

The Grand Jury also focused on two different sets of statistics. One set involved the total circulation of the library, which includes all checked-out materials, including electronic materials. That chart reflects a consistent decline:



The City responded to the Grand Jury Report by agreeing with some aspects and disagreeing with others. A copy of the Grand Jury's report and the City's response is on the City's website. The City disagreed partially with findings that the current Library inadequately serves the community and does not meet community needs. The City countered and explained criticism of the budgeting process (i.e. the practice of returning unallocated funds to the City's General Fund), and disagreed with a finding that a marketing plan did not exist and in fact countered this contention by providing a thorough accounting of the various, innovative, and far-reaching marketing efforts undertaken by existing Library staff. The City noted that a recommendation regarding programming had already been implemented, that it was exploring a bond offering for a new Library, and investigating opportunities with LS&S to operate and manage the Library.

The City's response was submitted on June 12, 2017, and was signed by four of the five members of the City Council. Councilmember Diaz refused to sign the document because it contained a reference to exploring the possibility of management and operation by LS&S.

CURRENT ESCONDIDO LIBRARY EMPLOYEES:

As noted above, approximately 22 full-time and approximately 22 part-time city employees work at the Library. Of these employees, 18 are members of the Escondido City Employees' Association, and one member is with the Teamsters' Local 911, both of which are recognized labor groups of the City.

California law permits the City the discretion to outsource these positions. However, prior to any decision by the City Council, the City must meet and confer with these employees through their labor group in good faith to discuss the decisions and their effects on the wages, hours and working conditions of the employees. LS&S has proposed, and the City would require, all of the current employees be offered a position with LS&S to continue the work at the library at the same salary. Benefits would be similar except with respect to retirement benefits. LS&S offers a traditional 401k plan to all of its employees, whereas, full-time City employees are members of CalPERS and currently have a defined benefit plan. However, the value of CalPERS benefits generally depends on the length of employment, and those employees who are not vested in CalPERS (i.e. have been members less than five years) may not consider the difference to be significant.

Some employees may wish to seek other public sector jobs, and other employees may be absorbed into other positions in the City, taking advantage of vacancies that arise.

In any event, any contract with LS&S will require that all current Library employees be guaranteed a position with LS&S, and the City will discuss with the bargaining group and/or the employees a plan to implement this requirement to ensure that this outsourcing effort will not result in the loss of any jobs.

OWNERSHIP AND MAINTENANCE OF CURRENT LIBRARY FACILITIES:

Under the LS&S proposal, the Library facilities and collections will remain under City ownership and while the City will remain responsible for capital improvements and repairs, LS&S will be responsible for day-to-day maintenance, including janitorial services. The City's cost for the facilities has been included in the cost comparison model, i.e. even after taking care of the facilities, the savings on an annual basis exceed \$400,000.

The current facilities would maintain all present signage, and the facility would continue to be known as the "Escondido Public Library."

PROCESS:

As noted earlier, this process originated with LS&S and City representatives meeting at a League of California Cities Conference in the fall of 2016. Initial meetings were held between City staff and LS&S representatives to discuss feasibility. Reference to the concept of outsourcing was made in public meetings on the City Council Action Plan, proposed on April 5, 2017, and adopted on June 28,

2017, as well as the City's Operating Budget, adopted on June 14, 2017. A firm proposal was obtained from LS&S and extensive costing analysis was conducted leading up to this report.

Materials were placed on the City's website home page under "current issues" as they became available. Initially, materials consisted only of a fact statement, background on the Grand Jury Report, and basic information on LS&S. As of today, the site contains a robust set of documents, both as to LS&S and other jurisdictions, costing information (in summary form for quick reference and in more detail), the LS&S proposal, links to various websites, and a list of nearby LS&S libraries and tour information for those interested.

The Library Board of Trustees also conducted two separate meetings, on July 11 and August 8, 2017, to hear from the public regarding the concept. One meeting occurred before the costing information was available and the second occurred afterwards. Public participation was extensive—both meetings were held at the Library in the Turrentine Room, with the first meeting being "standing room only" and the second meeting with nearly as many. According to Chairman Guiles, 56 speakers were heard from at the two meetings. LS&S made a presentation at the first meeting and City staff were also available and answered questions. Both LS&S and City staff representatives were available at the second meeting. A presentation was made by a representative of the Save Our Escondido Public Library Coalition.

With one or two possible exceptions (depending on how comments were construed) every single person at each meeting who spoke publicly did so in opposition to the concept. In advance of this City Council meeting, Councilmember Diaz also spoke at both meetings, outlining her views in opposition. Following all of the public testimony at the second meeting, the Trustees discussed their role as defined by their by-laws and unanimously voted to recommend against a contract with LS&S. They have submitted a formal statement of their position to the City Council which has also been posted on the City's website.

In addition, the City has received dozens of emails and letters of which staff is aware as of the date of this staff report. There has been extensive press coverage, including television coverage of the issue at one of the Trustee's meetings, at least two articles in the *Union Tribune*, articles in the *Times Advocate*, coverage on social media, editorial pieces in the *Union Tribune*, including two separate pieces by *Union Tribune* writer, Logan Jenkins. In fact, the second piece by Mr. Jenkins praised Councilmember Diaz for "shining a bright light on this issue".

BOARD OF TRUSTEES:

Public Libraries are required by law (California Education Code) to have a Board of Trustees. The Library Board of Trustees reports to City Council as an advisory body and advocate.

A proposed contract with LS&S would not impact the current operations or mission of the Escondido Library Board of Trustees. No concerns from the Board of Trustees were expressed as to the continued functions of the Board under the LS&S model. Current Trustees would remain in place,

and the Board would continue its current mission. The only change with this proposal is that the Library Director employed by LS&S (and any others the Board may desire) would provide the staff support for the Board.

As may be expected, a segment of the population and various Library employees have expressed vehement opposition to the prospect of outsourcing Library operations to LS&S. This opposition has ranged from criticism of LS&S, support for public employees running the library rather than private employees, and concerns about the impact on levels of service. Interim Library Director Cynthia Smith has indicated she is “deeply concerned about the qualitative issues and long-range implications related to outsourcing the Library to LS&S.” She has concluded that “if the City Council truly wants to encourage middle to high income residents to live, work, and play in Escondido, having a public library with an outstanding reputation will be important to achieve this goal.” She further recommends that the Council should “continue their investment in Escondido Public Library operated as is, under its current structure.”

THE COUNTY ALTERNATIVE:

San Diego County maintains a system of libraries in various parts of the county, with centralized administrative services maintained at the San Diego County Operations Center. There are 33 total branches in the County system.

A detailed discussion of the County system is attached as Attachment A. It concludes by noting that if the City Council wishes to pursue the County alternative, the City should engage with the County and prepare a detailed proposal and comparative analysis.

While a cost comparison analysis has not been conducted because a specific County-transfer proposal is not on the table, it should be noted that County employment is more similar to City employment than the private sector. In areas such as retirement costs, savings may not be as significant as the LS&S proposal.

While some speakers at the Library Board of Trustees meetings referenced exploration of the County alternative, most speakers took the position that the Library should continue to be run by City employees and that whether operations were transferred to the County or LS&S was not a dispositive factor.

Preliminary conversations with County officials indicated that some capital money may be available from County sources for a new library if the City were to transfer operations to the County. Those discussions have not been pursued towards terms or amount of such a contribution. Nothing in the negotiations or contract with LS&S would preclude the City from exploring the County option, including capital dollars.

SUMMARY:

To comply with California law as it relates to labor practices, staff requests that the City Council sequence its decisions as follows:

- 1) Direct the City Manager and City Attorney to develop, through negotiations with LS&S, contract terms that would be generally agreeable to the City for the outsourcing proposal.
- 2) Meet and confer over those terms with the necessary labor groups.
- 3) Direct staff to return with a proposed contract for City Council's decision once negotiations with both LS&S and the labor groups have been completed.

APPROVED AND ACKNOWLEDGED ELECTRONICALLY BY:

Jeffrey R. Epp, City Manager
8/17/2017 2:40 p.m.

ATTACHMENTS

1. Attachment A – The County Alternative
2. Attachment B – Cost Savings Analysis

DATE: July 21, 2017

TO: Jeffrey R. Epp, Escondido City Manager

FROM: Cynthia Smith, Interim Director, Library and Community Services

SUBJECT: Preliminary Library Outsourcing Overview Regarding the Option to Join San Diego County Public Library

As part of a study to consider outsourcing Library services, this memo provides an overview relative to exploring the option to turn Escondido Public Library (EPL) operations over to the San Diego County Library system (SDCL).

Information contained herein was obtained from the San Diego County/San Diego County Library websites; prior research conducted by staff in 2010 and related correspondence; and the *California Education Code* that governs the establishment, operations, and responsibilities of public libraries: Title 1, Division 1, Part II, Chapter 6, [19100 – 19116].

This study was conducted internally, without contacting or consulting staff from SDCL System.

Background

The question of outsourcing Library services to San Diego County was brought up at a City Council meeting on January 27, 2010. Subsequently, an article, *Escondido: Seeking Better Services for Less, City May Ask County to Run its Libraries*, appeared online in the *North County Times* on January 29, 2010 and in print on January 30, 2010. Following this article, former City Librarian, Laura Mitchell, and former Director of Community Services, Jerry Van Leeuwen, met with José Aponte, who was Director of the SDCL system, and Don Knowles, SDCL Financial Analyst.

No further discussions with Mr. Aponte occurred, although a few letters were exchanged between Mr. Aponte, and Mr. Van Leeuwen and Ms. Mitchell. Following the correspondence, the issue was not pursued further. Documentation from these meetings is attached.

California Library Law

California Education Code Title 1, Division 1, Part II, Chapter 6, [19100 – 19116] states that a governing body, such as Escondido's City Council, may notify the County Board of Supervisors that the City wants to become a part of the County Library system. Sections 19106 and 19107 provide direction for this action:

19106

Before any board of trustees, common council, or other legislative body of any city, or the board of trustees of any library district gives notice that the city or library district desires to become a part of the county free library system, or gives notice of withdrawal from the system, the board of trustees, common council, or other legislative body of the city or the board of trustees of the library district shall publish at least once a week for two successive weeks prior to the giving of either notice, in a newspaper designated by the board of trustees, common council, or other legislative body of the city or the board of library trustees of the library district, and circulating throughout the city or library district, notice of the contemplated action, giving the date and the place of the meeting at which the contemplated action is proposed to be taken.

(Enacted by Stats. 1976, Ch. 1010.)

19107

The board of supervisors of any county in which a county free library has been established may enter into contracts with any city maintaining a free public library, and any such city, through its board of trustees or other legislative body, may enter into contracts with the county to secure to the residents of the city the same privileges of the county free library as are granted to, or enjoyed by, the residents of the county outside of the city, or such privileges as are agreed upon in the contract, upon such consideration named in the contract as is agreed upon, to be paid into the county free library fund. Thereupon the residents of the city shall have the same privileges with regard to the county free library as the residents of the county outside of the city, or such privileges as are agreed upon by the contract.

(Enacted by Stats. 1976, Ch. 1010.)

Essentially, the County of San Diego must accept Escondido Public Library into its system as a branch library. Contractual obligations defining payment, management of facilities, and terms and conditions for operation would be required between the City of Escondido and San Diego County. The particular contractual elements are unknown at this time; however, the points discussed in this memo highlight most considerations.

Considerations

- San Diego County would operate the Library by taking on responsibility for personnel and staffing; organizational management; administration; collection development and maintenance; technology systems; digital services; programs and outreach offered to the community; grants; publicity, promotion, and marketing; volunteers; and support groups.
- The City of Escondido would own the Library facilities (over 50,000 sq. ft. with the main Library, Mathes Center/Pioneer Room, and Literacy Learning Center) and be responsible for maintenance of the buildings and its campus.
- The City would continue to be responsible to pay for insurance, utilities (water, gas, electricity), maintenance, security systems, and other expenses related to running the facility and repairs. Costs related to the operation of the building can be estimated from a history of payments and internal service fund actuals.
 - As a major consideration, decisions would have to be made on the conversion and operation of technology systems; major and minor computer equipment and peripherals; staff and public network access (Wi-Fi, fiber network, servers, etc.); as well as telephone services. These systems are currently supported by the City's Information Systems Department. It would need to be determined if equipment would remain as City property or be turned over to the County. It's possible, but not probable, that the County would start fresh and replace systems and equipment.
 - The City's Information Systems Department would need to be involved in defining the fine points related to data lines, connections, firewalls, software, system security, computer equipment, and separating networks. San Diego County would need to establish their own communication and connectivity to the Library facility. Information Systems Department expertise will be needed to address these issues.
- Escondido Public Library's facility, footprint, and campus does not fit the typical SDCL branch model. The main Library is far larger than any SDCL branch (the largest being El Cajon and Vista at ~31,000 sq. ft. and the average branch size is ~10,000 sq. ft.). SDCL would have to take this into consideration when planning how to organize the operation.
- Planning, negotiation, and implementation to convert Escondido Public Library to a SDCL branch would involve a protracted process. An exact time frame is hard to predict but it is estimated to take at least two years to complete the process and possibly up to five years.

- It is not known how easy or difficult it would be for SD County to take on the expense of planning and transition. Project teams would have to be formed by the City and County to plan for the handover.

Financial Impact and Costs

- The City of Escondido would have to pay the County to operate the Library from property tax collected in Escondido. City officials, including the Finance Department and City Attorney, would need to be involved in this matter and meet with the County Administrative Officer and SD County officials. At this time, these costs are unknown. Research and studies would have to be conducted by San Diego County to develop a proposal.
 - Previous research indicates that 1% of property tax revenue in Escondido would go to the County Library.
- The City would no longer receive revenue from the Library's collection of overdue fines, fees for lost or damaged items, media fees, and room rentals.
- The City would no longer be responsible for personnel costs associated with Library staff salaries, pension (CalPERS), and fringe benefits. San Diego County would have to study this question and factor in the cost of personnel into its contract proposal.
- A decision would need to be made about the future of the Library Trust Fund (over \$200,000). What would become of its assets, some of which produce dividends?
 - There are several other EPL funds, received from bequests that are earmarked for specific use, e.g., the Ryan Fund (~\$28,000 balance) and the Neihoff Fund (\$36,000).
- A decision would have to be made about the administration and wrap-up of current or outstanding capital improvement projects.
- The full cost of changing City systems to County systems is unknown and must be studied.
 - EPL and SDCL utilize different integrated library systems (ILS) to manage patrons and material holdings. EPL's catalog is over ~165,000 items and its patron database is over ~65,000 records. In order for SDCL to integrate EPL's holdings, EPL's data records would need to be exported, cleaned, and integrated into the SDCL ILS. Likewise, all of EPL's 165,000 items would need to be re-tagged and converted to the SDCL system. The cost is unknown and SDCL would have to factor this into its cost model for transfer, integration, and ongoing maintenance.
 - EPL patron accounts would need to be reconciled. Outstanding debts from fines and fees would need to be collected and/or cleared.
 - New library cards would need to be issued by SDCL to EPL patrons.

- Contracts and agreements with EPL vendors would need to be terminated. SDCL would need to add in the costs of picking up Escondido's population to its vendor agreements for software and digital services. These costs are unknown, but typically, agreements are based upon the number of population served. Since SDCL is a large entity, the cost could be marginal.
- It is unknown if the Escondido Branch would continue to be eligible for the E-Rate 90% discount for public Internet service through the California State Broadband initiative. SDCL would have to budget an estimated (at least) \$30,000/year to provide high-speed broadband Internet access. If so, this cost would likely be added to the contract.
 - EPL was an early adopter in the California State Library broadband initiative through CENIC. EPL's public access broadband at 1gbps through the City's fiber optic network is exceptional. It is not known if SDCL has the capability to provide requisite high-speed broadband and upgraded Wi-Fi services through its own network.

Staff

- Should EPL be turned over to the County, it is assumed that EPL staff would be laid-off or terminated. Current EPL staff cannot be guaranteed continued employment with SD County because the County follows competitive civil service employment practices. SD County also has organized employee associations, as the City of Escondido does, and labor practices, along with standing MOUs, must be considered.
- The assumption is made that SDCL would try to facilitate hiring City staff given civil service parameters. San Diego County Library's job descriptions, job titles, classifications, and compensation are different than the City of Escondido's. Employees would have to recognize that their job titles, compensation, and duties may not transfer one-to-one.
- Status quo cannot be sustained. EPL staff hired by SDCL could be placed in another branch within the system. It is possible that SDCL administration would transfer existing staff to EPL to fill positions.
- Administrative staff positions, other than a branch manager, would be eliminated. SDCL branches are managed by Librarian II or Librarian III supervisors. SDCL administrative services are centralized at the SD County Operations Center in Kearny Mesa.

Advantages

- SDCL is a well-respected and high-functioning system, with a network of 33 branches, two bookmobiles, and two 24/7 *Library to Go* kiosks.

- SDCL branches are open 7 days a week, and longer hours than EPL.
- SDCL has a large collection of books and eBooks.
- SDCL offers extensive inter-library loan (ILL) services through membership in the *Circuit* and *Link+*.
- SDCL's offerings of online resources (databases) available through its website surpasses EPL's.
- SDCL offers slightly higher salaries and the SDCERA/SDCERS retirement and pension program.
- With a larger system, SDCL may be able to offer more career advancement and development opportunities for staff members.
- EPL/Escondido Branch could be eligible for SD County Community Grants.
- Community acceptance of SDCL is perceived as favorable to privatization. Tax dollars stay within the County or at least locally. Local representation is accessible in District 3. Finally, community members perceive this as a more transparent move.

Disadvantages

- There would be a loss of local control in serving Escondido's community and diminished contact with City management, City employee involvement, and operations.
- The decision to turn EPL over to SD County could jeopardize community support for the Library, with a possible negative impact to support group and volunteer participation.
- The EPL Board of Trustees would disband; the San Diego County Board of Supervisors would become the governing body and have control over the Library's funding and direction. Each district supervisor is responsible for multiple libraries, with possible competing interests (District 3 SDCL branches include: Del Mar, Solana Beach, Encinitas, Cardiff-by-the-Sea, and possibly Escondido Branch).
- SDCL has a floating collection. Books and materials may start at a "home" branch, but remain at the branch at which they are returned. Items housed at branches may be requested and sent out from that location, but may not return to a "home" location. SDCL collections often become unbalanced, top heavy or sparse and need to be regulated. EPL's collection of materials would become a floating collection, available throughout the County.
- Projected improvements for the existing facility and actions for a new Escondido Library building would have to be approved by the SD County Board of Supervisors. The County Supervisor, Administrative Officer, and City officials would have to work cooperatively towards a new Library building.

- Staffing levels would be approved by the SD County Board of Supervisors and Chief Administrative Officer.
- Under SDCL, Escondido Branch would not have to comply with City of Escondido's General Plan Quality of Life Standards.
- SDCL has one representative for its entire system on the Serra Cooperative Library System Administrative Council. EPL would lose its representation in Serra and associated committees.
- SDCL does not operate a local history archive and probably would not have the capacity or plans to support EPL's Pioneer Room. This will be a great concern to the community. The fate of the archive and local history documents, photos, maps, rare books, directories, yearbooks, and other primary sources requires careful consideration. In addition, housing and storage of the City of Escondido's administrative records from the City Clerk's Office would no longer be available through the Pioneer Room.
- Special projects, grants and initiatives would have to be approved by the Board of Supervisors or the SDCL Director.
- EPL's administrative staff would be displaced or laid off. There would not be administrative staff to work on projects, initiatives, and maintain contact with Escondido City staff and community organizations. This work is centralized at SDCL headquarters, located at the County Operations Center in Kearny Mesa.
- Escondido would lose its marketing presence with the loss of its own website, graphic designer, production of eNewsletters, news releases, and social media.
 - Compared to EPL, SDCL branches have no autonomy and are marketed minimally in calendars on the website.
- The Escondido Library Foundation (ELF) probably would not continue as a 501 (c) (3) with the same mission. SDCL has its own foundation which supports programs. The disposition of the ELF is to be determined.
- Funding for EPL Literacy Services would be lost. SDCL operates its own literacy program, *LEARN San Diego*. It is hoped that SDCL would adopt EPL's *Read.Succeed* Adult Literacy program into their own.
- The Escondido Public Library Friends of Literacy Services Library would likely disband.
- SDCL is probably not interested in taking on Escondido's bookmobile. The fate of the EPL bookmobile is uncertain as it is used primarily as an outreach vehicle because of its size.
- Volunteer services would likely decline without an onsite volunteer coordinator. In 2016, EPL had 220 volunteers who provided 29,000 hours of service.

- City of Escondido inter-departmental cooperation and partnerships would dissolve or be diminished.
- Relationships cultivated by existing EPL staff with community members, community organizations, local school systems, and businesses would suffer or dissolved during a protracted transition.
- SDCL follows a centralized collection development model which minimizes authority for the selection and maintenance of materials from the local professionals working directly with the community.
- A significant disruption of service to EPL patrons could occur during the transition of patrons from the EPL database to the SDCL database – particularly as it relates to the use of online resources such as eBooks, eAudiobooks, eMagazines, and research databases.

No Advantage/Push

- EPL and SDCL conduct high-quality community programs for children, teens, and adults. Storytimes, chess club, summer reading, concerts and book clubs would continue.
- Community outreach to schools and organizations would continue, eventually.
- The Friends of the Escondido Public Library support group would likely continue as a 501 (c) (3) to support Escondido Branch programs.

Questions, “Unknowns” and Transition Issues

Issues related to the transition of Escondido Public Library to the San Diego County branch system follow.

- Transition issues would need to be identified at a granular level to determine who would be responsible for details related to the City’s capital assets, such as equipment and EPL’s collection of materials (approximately 165,000 items).
- Would the City of Escondido be responsible for daily custodial maintenance, room set up, emergency or unexpected clean-up?
- Who would be notified in the event of a security alarm, fire alarm issue, or emergency?
- Comprehensive project planning, will be required to accomplish a smooth transition. Should the City elect to turn EPL over to SDCL, staff who are already working at maximum levels will be required to make this happen. This will place a hardship on staff from both systems.

- An extensive public awareness campaign would need to be coordinated in order to inform Escondido residents and other current EPL patrons about this transition and the need to exchange their EPL library card for a SDCL card.

Issues raised in this memo require further research, cost analysis, and clarification. The intent here is to highlight primary considerations to raise awareness about current EPL systems and operations. To achieve a greater understanding of this matter, SD County would need to be involved to gain knowledge of their considerations and requirements.

If you require more information or have questions, please contact me.

Highlights

Library Systems and Services Proposal

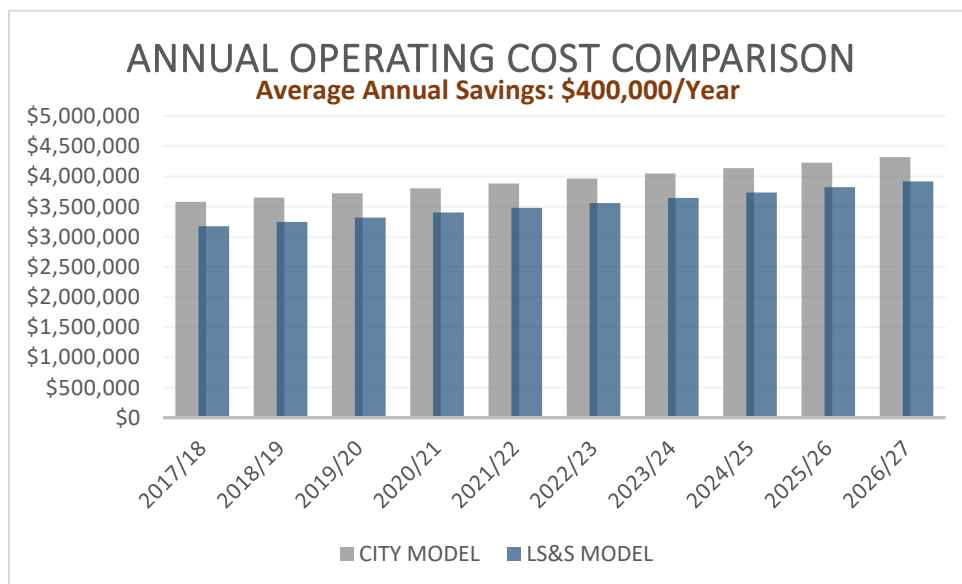
LS&S proposal generates over \$400,000 in annual savings to the City, totaling over \$4 million in 10 years

The LS&S proposal includes the following:

- Library open 7 days per week, 60 hours total each week
- All costs associated with staffing the Library and its programs
- Responsibility for supplies and materials to operate the library, maintenance of equipment, and service contracts
- Advertising and printing
- Janitorial services
- Utilities

Ongoing City Responsibilities:

- The portion of CalPERS for “unfunded liability,” which is the current value of benefits for all past service of current members.
- Internal service charges such as Building Maintenance, Fleet Services, Duplicating, Telecommunications, Office Automation and Insurance
- \$250,000 a year for additional library books and materials



CITY OF ESCONDIDO'S FINANCIAL ANALYSIS OF CURRENT LIBRARY SERVICES AND LS&S PROPOSAL

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	TOTAL SAVINGS OVER 10 YEARS
CITY MODEL:³											
Operating Budget	3,670,055	3,329,520	3,398,090	3,470,864	3,553,920	3,633,342	3,715,214	3,799,625	3,886,668	3,976,436	
Less: PERS-Unfunded Liability ⁵	(340,535)	-	-	-	-	-	-	-	-	-	
Add:											
3% Salaries ⁶	-	45,019	46,370	47,761	49,194	50,670	52,190	53,755	55,368	57,029	
2% of PERS-Normal Cost General Fund Increases ⁷	-	4,000	6,000	14,000	8,000	8,000	8,000	8,000	8,000	8,000	
5% Medical	-	12,430	13,052	13,704	14,389	15,109	15,864	16,657	17,490	18,365	
3% Other Overhead	-	3,507	3,613	3,721	3,833	3,947	4,066	4,188	4,314	4,443	
3.5% Maintenance of Equipment Contracts	-	3,613	3,740	3,871	4,006	4,146	4,291	4,442	4,597	4,758	
ADJUSTED OPERATING BUDGET	3,329,520	3,398,090	3,470,864	3,553,920	3,633,342	3,715,214	3,799,625	3,886,668	3,976,436	4,069,031	
Library Materials	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	
ANNUAL TOTAL COST	3,579,520	3,648,090	3,720,864	3,803,920	3,883,342	3,965,214	4,049,625	4,136,668	4,226,436	4,319,031	
LS&S MODEL:³											
Operating Budget ¹	2,475,000	2,545,000	2,617,250	2,701,818	2,778,772	2,858,185	2,945,131	3,034,685	3,121,925	3,216,933	
Library Materials ²	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	
SUBTOTAL	2,725,000	2,795,000	2,867,250	2,951,818	3,028,772	3,108,185	3,195,131	3,284,685	3,371,925	3,466,933	
Internal Service Charges ⁴ , Less Janitorial Services	449,949	449,949	449,949	449,949	449,949	449,949	449,949	449,949	449,949	449,949	
ANNUAL TOTAL COST	3,174,949	3,244,949	3,317,199	3,401,767	3,478,721	3,558,134	3,645,080	3,734,634	3,821,874	3,916,882	
ANNUAL COST/(SAVINGS)	(404,571)	(403,141)	(403,665)	(402,153)	(404,621)	(407,080)	(404,545)	(402,034)	(404,562)	(402,149)	(4,038,521)
% Change	11%	11%	11%	11%	10%	10%	10%	10%	10%	9%	

NOTES:

¹ Assumes 3% annual increases

² Library materials are kept at a flat historical amount of \$250,000.

³ Library is currently open 51 hours per week and closed on Sunday. LS&S proposes that library be open 60 hours per week, including Sunday.

⁴ Internal service charges excluded from LS&S original proposal that are still a cost to the City. Assumes 0% annual increases for both models.

⁵ The cost of PERS unfunded liability, which is the current value of benefit for all past service of current members, will remain a cost of the City.

⁶ Three-year average General Fund salary increase. Includes step increases.

⁷ Based on 6/30/2016 PERS Valuation projections

⁸ LS&S calculation of savings is greater than the City's due to differences in evaluating pension commitments, growth rate of employee service costs and other direct charges. This information is not included in the above modeling.



FUTURE CITY COUNCIL AGENDA ITEMS
Updated August 16, 2017

*AGENDA ITEMS AND CITY COUNCIL MEETING DATES ARE SUBJECT TO CHANGE.
CHECK WITH THE CITY CLERK'S OFFICE AT 839-4617*

August 30, 2017
NO MEETING (5th Wednesday)

September 6, 2017
NO MEETING (Labor Day)

Weekly Activity Report



August 17, 2017

FEATURED THIS WEEK

Increased Wi-Fi Usage leads to Upgrades to the Downtown Wireless

Our downtown Wi-Fi has been a huge success and its usage continues to grow. We have just increased the bandwidth to keep up with demand. The numbers show the success of this project as our residents are heavily using the free Wi-Fi in the downtown area.

Safety Concern Leads to Quick Action

A resident contacted City Council this week with a concern for the safety of her hearing impaired child. She has lived in town for while and her son had a close call on their street this week. City staff is working quickly to get street signs in place on her street indicating that a deaf child is in the area.

Great Coverage from the Coast News Group

The article highlights the exciting new development happening in South Escondido. "An influx of new buildings is introducing a modern vibe to South Escondido's rustic landscape just as city planners are preparing to roll out draft guidelines for high-quality development that will blend in with the area's existing structures..." Read the full article here:

<http://www.thecoastnews.com/2017/08/11/new-buildings-bring-feeling-of-life-to-south-escondido/>

SPECIAL EVENTS

Christ Bible Church Community Event – Grape Day Park

Saturday, August 19 from 10 a.m. to 3 p.m.

Free community event with activities.

ECONOMIC DEVELOPMENT

Herman Construction Group Inc., a small business based in Escondido, recently received a \$9.4 million contract modification to design and build a structure at Vandenberg Air Force Base in Santa Barbara County. Read the full article here:

<http://sdbj.com/news/2017/aug/15/escondido-construction-firm-awarded-pentagon-contr/>

COMMUNITY DEVELOPMENT

Major Projects Update

The following major projects are currently being reviewed and coordinated with Planning, Engineering, Fire, Building and Utilities staff. A complete description of each project can be viewed [here](#). Updates provided below cover project milestones that occurred last week.

Commercial / Office:

1. Escondido Research and Technology Center – East (ERTC) (Developer: James McCann) – A grading plan for a temporary parking lot to serve the hospital was approved June 13, 2016, and the parking lot is now under construction.
2. Escondido Research and Technology Center – West (ERTC) (Developer: James McCann) – Construction is underway on the approximately 76,000 square foot medical office building with a linear accelerator. A plan for a new two-story, 57,000 SF, 52-bed Palomar Rehabilitation Institute was submitted on July 31, 2017 and is now being reviewed by staff. The facility is proposed in an existing parking lot south of the hospital.
3. Springhill Suites (Developer: Raj Patel, San Bernardino Hospitality LLC) – Final interior design changes to meet Marriott's current generation prototype were approved by Esgil and Planning on July 11, 2017. Final design is close for the traffic signal at the project driveway entry.
4. Centre City Commercial Center (Developer: Todd Dwyer) – The Plot Plan has been approved and demolition has started. The applicant has submitted grading, building and landscape plans and the final parcel map. The expedited plan check process started on July 25, 2017.

Industrial

1. StorQuest 222 W. Mission Ave. (Developer: The William Warren Group, Inc.) – The grading plan has been approved and the mylars are in Engineering awaiting final posting of deposits and fees. Building plans have now been approved by Esgil, Planning and Fire. Landscape plans were submitted on June 7, 2017 and Planning reviews have been returned to the applicant.
2. Escondido Self-Storage Facility (Developer: Brandywine Homes, Inc.) – Building plans grading plans, landscape plans and the final map have been submitted and comments have been provided by staff and Esgil. Revised grading, street and improvement plans were submitted by the applicant on July 14, 2017. Planning comments will be issued this week.
3. Innovative Industrial Development (Developer: Scott Merry, Badiiee Development) – Comments on the building permit application have been returned. Landscaping drawings were submitted on May 9, 2017. The second check of the grading plan is nearing approval.
4. North American Self-Storage (Developer: Russ Colvin) – This project is participating in the expedited plan check program. The demo permit has been issued. Building plans were approved by Esgil, Planning and Fire the last week of June. The grading plan was approved on August 1, 2017. The applicant is finalizing the improvement plans in response to Utilities comments on the Metcalf water line.

City Projects

1. Micro-Filtration Reverse Osmosis (Developer: City of Escondido Utilities Department) – *No further updates to this item will be provided while litigation is in progress:* The Planning

Commission approved the proposed CUP on December 13, 2016. An appeal of that decision was filed and the City Council denied the appeal on January 11, and affirmed the Planning Commission's decision to approve the project.

2. Lake Wohlford Replacement Dam (Developer: City of Escondido Utilities Department) – A Draft EIR was prepared and issued for a 45-day public review period that began on October 4, 2016 and closed on November 17, 2016. Staff and AECOM are now in the process of coordinating responses to the comments that were received during the public review period. A field visit with staff from the state and federal wildlife agencies took place on May 11, 2017, to review biological mitigation requirements. Staff sent a follow-up letter to the wildlife agencies on June 29, 2017, seeking clarification on the proposed biological mitigation requirements.

Institutional

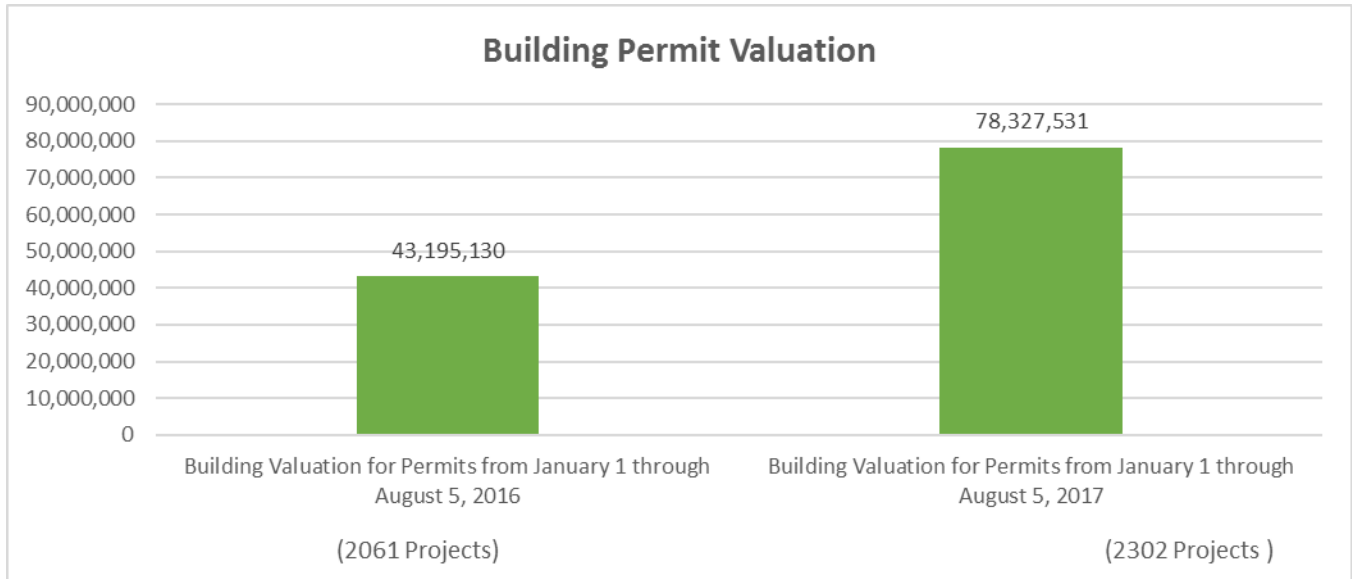
1. Escondido United Reformed Church (Developer: Brent Cooper) – The applicant submitted a CUP modification application on May 25, 2017, to increase the size of the sanctuary and classroom buildings and delete Phase 4. That modification was approved by the Planning Commission on June 27, 2017. Plan check has been underway during the CUP modification process with the building plans already in third plan check and the grading plan in second plan check.
2. Self-Realization Fellowship Center (Developer: John Pyjar, Domusstudio Architecture) – The CUP application was submitted on November 14, 2016. Staff reviewed the initial submittal and sent a letter to the applicant on December 14, 2016, indicating that the application was incomplete. The applicant resubmitted revised plans and technical studies on May 19, 2017, and staff has been issuing comments on the various documents.

Residential

1. Citron (formerly Stella Park) Condominiums (Developer: William Lyon Homes) – Building plans were submitted on April 6, 2017. Esgil and Planning have provided comments. Fire has approved the building plans. The rough grading has been completed on the site. The applicant resubmitted the precise grading plan on July 14, 2017.
2. Wohlford (Developer: Jack Henthorne) – The Draft EIR has been posted on the city website and released for a 45-day public review period that ended on May 12, 2017. The EIR consultant provided the responses to public comments and Final EIR has recently been provided to the Planning Division. City staff is currently working to upload all of the content and schedule the item with the Planning Commission for review and consideration.
3. Safari Highlands Ranch (SHR) (Developer: Jeb Hall, Concordia Homes) – A second revised tentative map depicting various minor changes and clarifications to roads, easements and drainage facilities was submitted on April 25, 2017. Revised technical engineering reports as well as responses to staff comments also have been submitted for review. The revised studies have been loaded on the City's website at the following link: [Safari Highlands Ranch Specific Plan - City of Escondido](#).

4. 701 San Pasqual Valley Rd (Developer: Bob Stewart) – A three-year extension of time for the previously approved ten-lot subdivision (Tract 895) was approved by the City Council on June 7, 2017. Staff comments on the revised tentative map were issued the last week of July.
5. Escondido Gateway (Developer: Carolyn Hillgren, Lyon Living) – Demolition of the former police building commenced on July 25, 2017 and should be completed by the end of this week. Building plans have been approved by Esgil and Fire. Grading plans have been approved by Utilities, Planning and Fire.
6. The Villages at Escondido Country Club (Developer: Jason Han, New Urban West, Inc.) – Planning staff has provided a location on the city’s website for ECC project-related documents and plans. A 45-day public review period for the Draft EIR commenced on June 28, 2017, and was recently extended by one-week to end on August 18, 2017. The one-week extension allows for a 52-day public review and comment period. Staff and the EIR consultant hosted an open house on July 31, 2017, to provide information related to the Draft EIR and accept written comments. The Draft EIR and appendices have been placed on the city website. This information along with project status and other related information can be accessed at the following link: [ECC - City of Escondido](#)
7. Ivy/Valley Parkway Mixed-Use Development (Developer: Abad Rahan Pars Inc./ Norm Wieme, Architect): The applicant has indicated that grading and building plans are expected to be submitted into plan check soon. The reimbursement agreement for new water infrastructure that will be installed by the project in the adjoining alley is being readied for City Council approval.
8. North Avenue Estates (Developer: Casey Johnson) – An application to re-entitle aspects of the previously approved project that have expired and modify the project design to reflect new storm water requirements was submitted to the Planning Division on March 7, 2017. A revised tentative map was submitted last week and is currently being reviewed by staff. A new annexation survey of surrounding property owners was mailed out at the request of LAFCO. A neighborhood meeting hosted by staff and the project applicant occurred on August 9, 2017. City staff is currently receiving survey feedback from surrounding property owners to determine next steps with LAFCO.
9. Aspire and The Ivy (Developer: Addison Garza, Touchstone Communities) – The project consists of three separate downtown sites proposed for mixed-use, residential and parking garage project components on Parking Lot 1, Parking Lot 4 and the former Escondido Surgery Center property. Applications were submitted for entitlement processing on June 23, 2017. A project kick-off meeting with the applicant and city staff occurred on July 13, 2017. On July 24, 2017, staff sent a letter to the applicant indicating the project application submittal was incomplete.

Building Division



Building Permits Issued Last Week	Total Valuation
67	\$20, 624

1. Our building inspectors responded to 189 inspection requests for the week.
2. A total of 17 solar photovoltaic permits were issued for the week. The Building Division has issued 581 solar permits this year, to date, compared to 779 issued during the same time last year.
3. Building has issued 132 single family dwelling permit this year and 224 multi-family units. Compared with 46 single family dwelling and 88 multi-family dwellings for same time last year.
4. Projects nearing permit issuance are:
 - a. 917 W Lincoln, 3 new apartment buildings, 9 units.
 - b. 700 W Grand Ave Gateway project (previous police/fire building)
5. The construction of the abandon 3-story mixed use building at 300 S Escondido Blvd (City Plaza) has received partial approval of roof faming and rough framing inspections and drywall is being installed throughout along with the exterior lath.
6. Drywall is being installed in the first floor units at the Meadowbrook 3-story apartment building with underground garage at 2081 Garden Valley Glen. The nursely care facility is now open. *No change from the previous week. Work is on-going.*
7. Escondido Disposal has received final inspection approval for the administration and recycling buildings and Phase II of their construction to begin next week.
8. Demolition of the previous bank building at 444 S Escondido Blvd is nearing completion. *No change from the previous.*

9. The medical office building at 2125 Citracado Pkwy has completed the 2nd and 3rd floor concrete slabs and framing is on-going.
10. The medical office building at 1951 Citracado Pkwy is beginning construction of the building roof framing. *No change from the previous week. Work is on-going.*
11. The Westminster Seminary at 1725 Bear Valley Pkwy is proceeding with the framing all of the buildings. *No change from the previous week. Work is on-going.*
12. The Emanuel Faith Church at 639 E 17th Ave and the Church of Resurrection at 1445 Conway has started the framing of the roof framing structural steel. *No change from the previous week. Work is on-going.*
13. The new Veterans Village project at 1540 S Escondido Blvd has received underground plumbing, partial foundation and masonry inspections for the residential buildings. *No change from previous week. Work is on-going.*
14. The Calvin Christian church at 2000 N Broadway is nearing final inspection approval for the new Sanctuary building. *No change from the previous. Work is on-going.*

Housing and Neighborhood Services Division:

Housing and Neighborhood Services will be offering a free Neighborhood Leadership Training course open to Escondido residents. Classes will be on Mondays, starting September 11, 2017 through October 30, 2017 from 6:00 p.m. – 8:00 p.m. This Neighborhood Leadership Training offers opportunities for participants to build and strengthen leadership skills, provides networking opportunities, and tools which can be applied towards developing stronger communities.

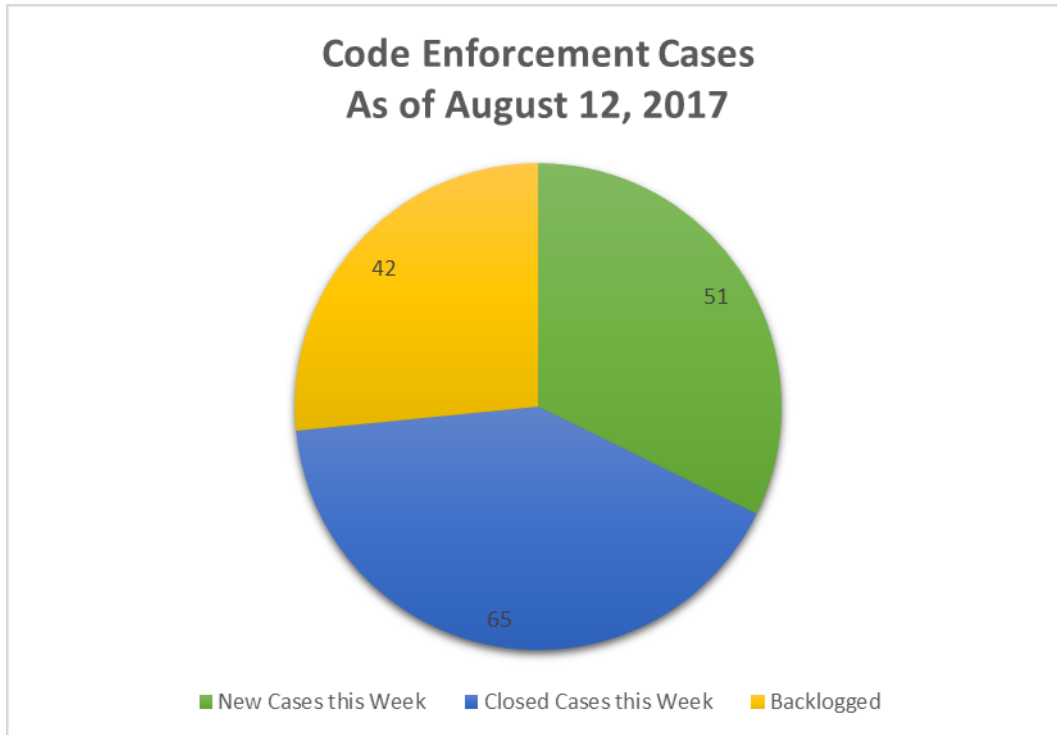
Participants will also obtain information and tools to:

- Identify existing talents and put them to practice
- Speak in public with confidence
- Learn tools that will help their personal growth and community
- Learn or strengthen interpersonal communication, team and planning skills applicable to their work, neighborhood and school
- Learn how to effectively use technology as a practical and innovative tool to unite communities

Translation in Spanish will be available and refreshments will be provided for attendees. To learn more, please go to the Neighborhood Services Website at the following link.

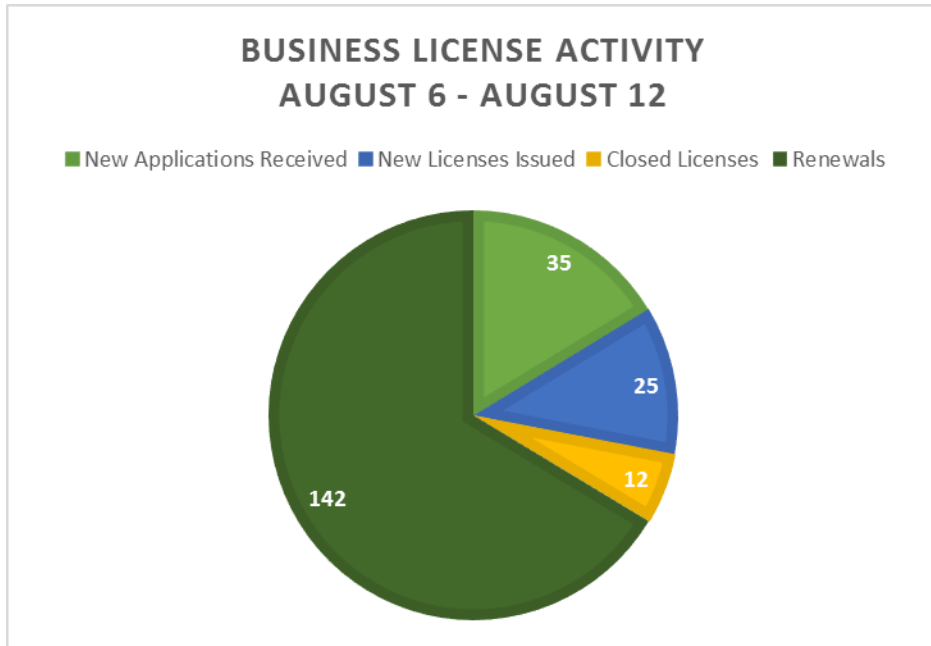
<https://www.escondido.org/neighborhood-services.aspx> and <https://www.escondido.org/Data/Sites/1/media/PDFs/Neighborhood/2017NeighborhoodLeadershipTrainingFlyer.pdf> or contact Dulce Salazar at (760) 839-4057 or dsalazar@escondido.org

Code Enforcement

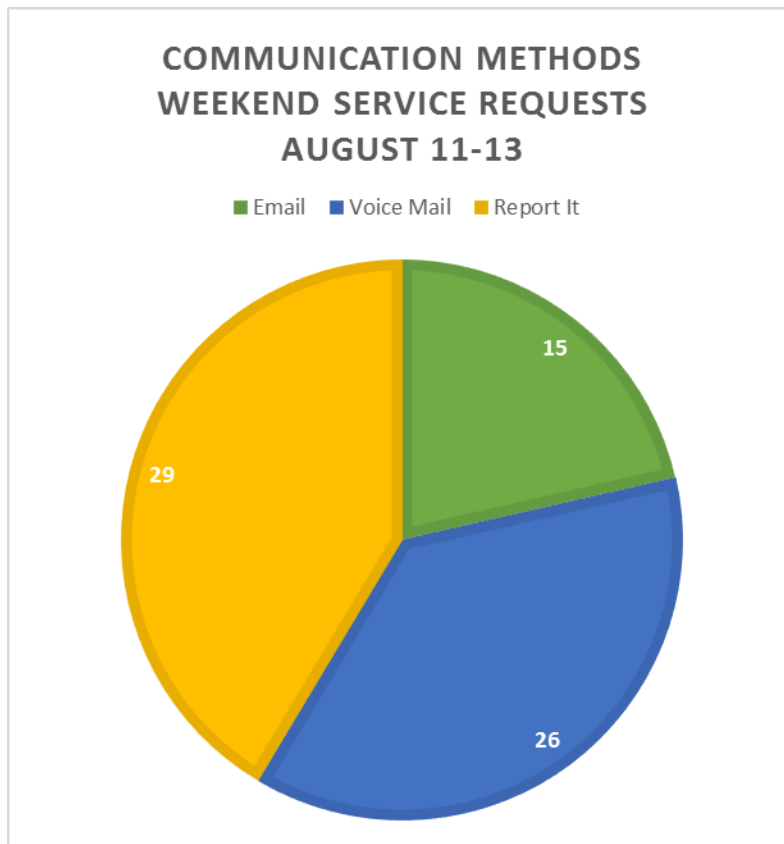


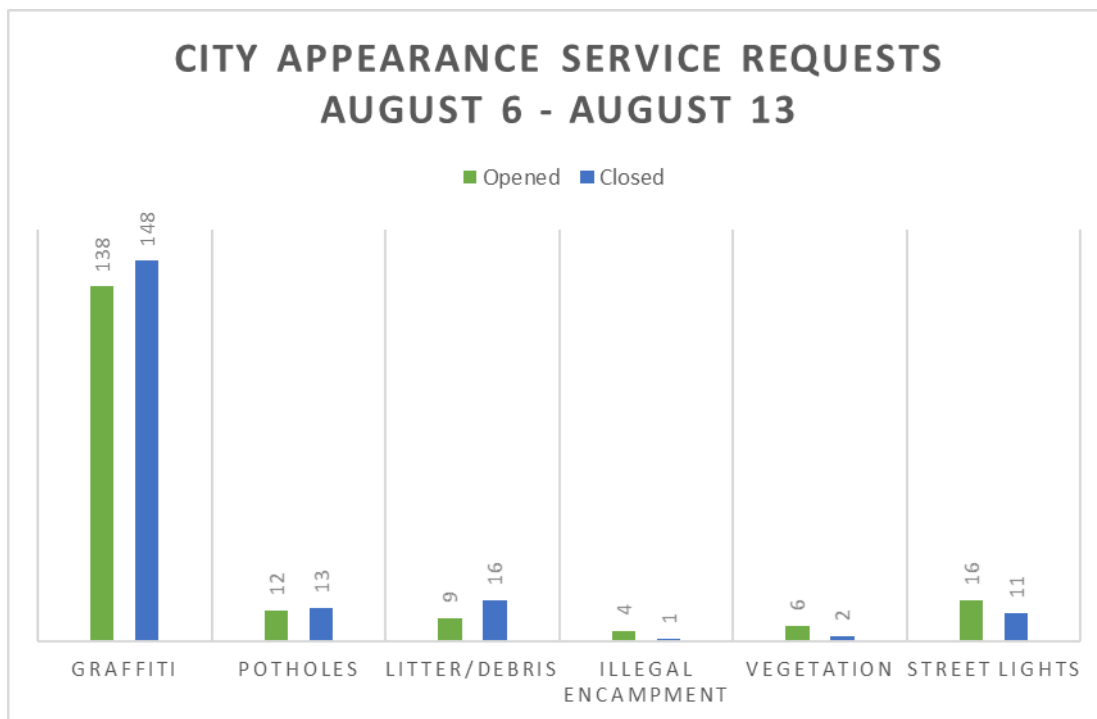
Total Open Code Cases	Illegal Signs Confiscated over the Previous Weekend
384	115

Business Licensing



Public Works Operations





Graffiti Restitution

Collected This Week	Collected Year to Date
\$85	\$6114.51

ENGINEERING

Capital Improvements

East Valley Pkwy/Valley Center Road Widening Project

This project will widen the bridge over Escondido Creek north of Lake Wohlford Road, widen Valley Center Road, add medians and landscaping, and construct sidewalk from Beven Drive to the northern City limit. This project bid on May 25, 2017 and was awarded by the City Council at the July 12, 2017 meeting. The signed contract was received on August 8, setting into motion the preconstruction meeting. Staff is developing a web site link which will provide information regarding project status and project contact information. The link will be available on the City's website in early September.

Neighborhood Streetlight Project

This project will add new streetlights to meet current lighting standards, and retrofit existing streetlights with LED fixtures at five established communities throughout the City (Cedar-Cedar Brook, Mission Grove, Rose to Foxdale, Rustic Village, The Elms). Five bids were received, with the apparent low bid being \$500,580.00. It is anticipated that award of the construction contract will be requested of the City Council at the August 16, 2017 meeting.

Encino Street Storm Drain Repair:

The final construction of the 42" storm drain replacement was started on Monday, August 7, 2017. Installation of the asphalt berm and sidewalk are scheduled for August 16, 2017.

Annual Street Maintenance Project

No changes from that reported last week: Bid documents for the next annual street maintenance project are being prepared. The project will replace uplifted sidewalks and trees, apply pavement treatments, and restripe with bike lanes in compliance with the City's Bike Master Plan. This year's project will focus in the NE Maintenance Zone, which is bounded by Broadway on the West, Lincoln on the South, and the City limits on the North and East. In addition, resurfacing is planned on portions of Lincoln, El Norte, Broadway, Felicita and Andreasen. Staff expects to finalize bid documents later this summer, request City Council award of the contract, and begin construction in the Fall. The list of streets to be paved will be posted on the Engineering page of City's website in August.

Private Development

Pradera - Lennar Communities

Phase 7 homes are being released for occupancy this week.

Lexington Model Homes - KB Homes

No activity to report this week.

Citron Project by William Lyon Homes

The mass grading of the project will be completed this week; the project is located 2516 S. Escondido Boulevard.

Escondido Boulevard at 3rd Avenue

No changes from that reported last week: The contractor is continuing to place framing along the third floor, lane closures along 3rd Avenue will be ongoing to allow for the lifting of construction materials to the third floor roof.

Tract 932 - Canyon Grove Shea Homes Community

The final offsite traffic signal located at the Ash/ Vista intersection was energized on August 15th, in advance of the school reopening. The first home releases for occupancy are scheduled for next week, there are 178 units remaining.

Latitude II Condominiums by a Lyon Homes Partnership: Washington Avenue at Centre City Parkway

The construction of the offsite water main located on Centre City Parkway between Mission Avenue and the project is continuing this week with water quality testing being performed. The traffic signal relocation at Washington Avenue / Centre City Parkway intersection has been delayed. The new mast arm is on back order which will also delay the installation of the storm drain for this section of the project.

Veterans Village

No changes from that reported last week: The project's offsite water improvement is continuing this week.

Tract 877 – Bernardo Ave. by Ambient Communities

The onsite construction of the concrete curb and gutter improvement was completed this week.

Palomar Medical Center

The construction of the second new driveway approach is continuing this week. The contractor has completed the rough grading of the temporary parking lot pad across from the main entrance to the hospital. Streetlight are being stood this week, the lights for the parking lot are powered by a solar panel system.

Victory Industrial Park

No changes from that reported last week: The grading operation at this site, including the importing of material, will continue this week. The project is located at 2005 Harmony Grove Road and is 5.4 acres in size.

Centerpoint Project

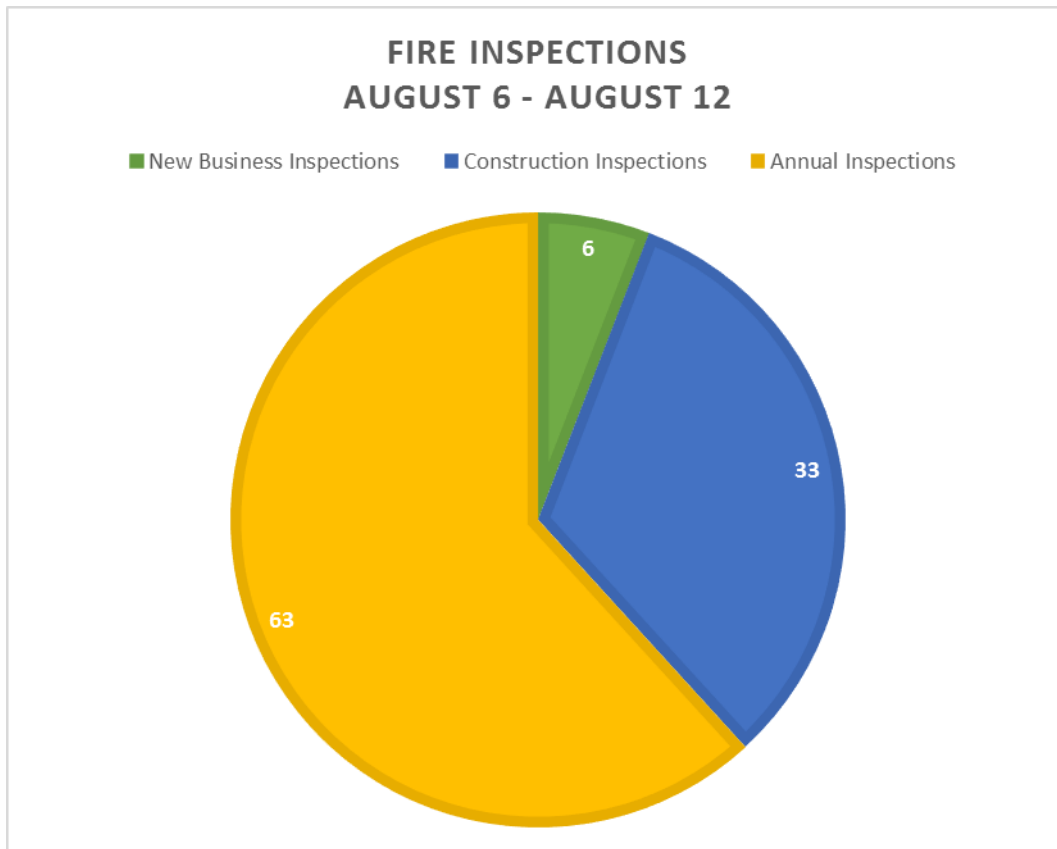
The offsite improvements have been started which include storm drain, water and sewer pipeline work. The first water line tie in is scheduled for Thursday of this week during a night time operation. The project is located at 999 Broadway.

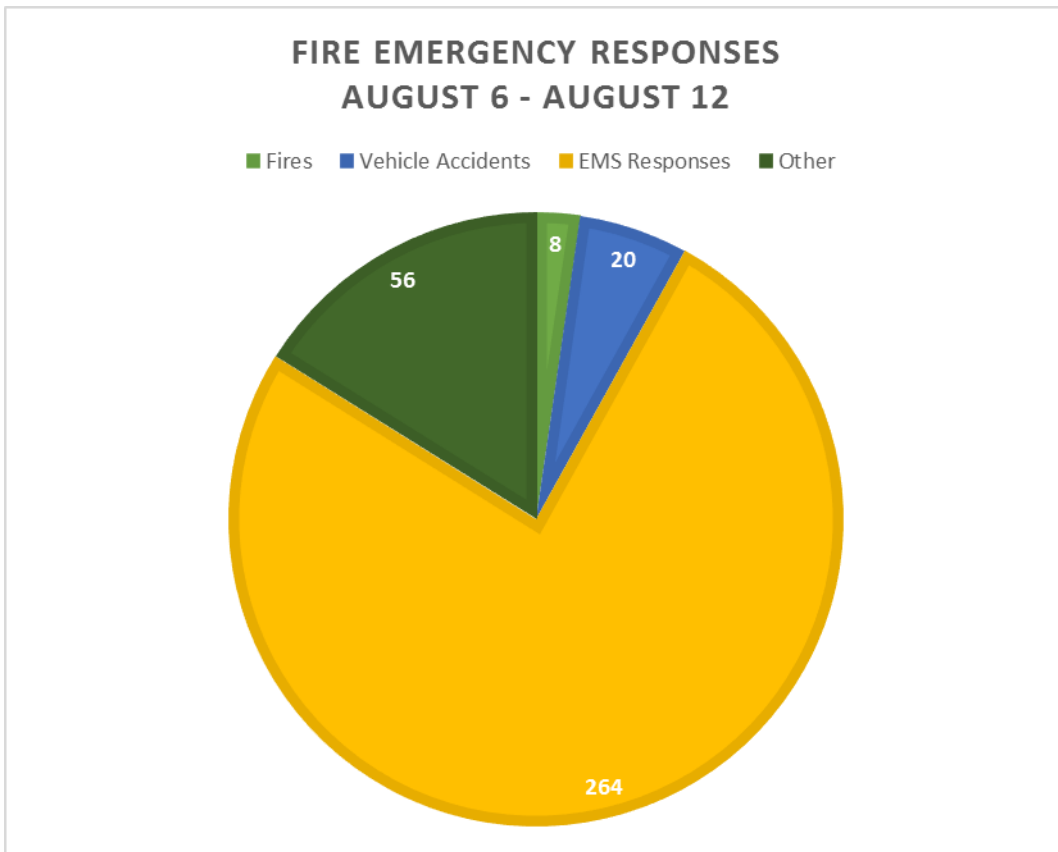
Spring Hill Suites Hotel/ La Terraza Boulevard

The grading operation in continuing this week.

FIRE

Inspections:





Total Emergency Responses (Year To Date)	10,193
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News:

- On Saturday, August 5, 2017, the City of Escondido Fire Department sent a Battalion Chief, a Captain and Brush Engine 133 with 4 firefighters as part of a North Zone Strike Team to assist with the Parker 2 Fire (near the Oregon border). On Monday, August 7, 2017, The City of Escondido Fire Department also sent a Captain as a “Line Medic” to help support the Parker 2 Fire. As of Sunday, August 13, 2017, the fire was over 7,900 acres and 80% contained. A Forest Closure is still in effect for areas impacted by the Parker 2 Fire. While containment on the fire continues to increase, there are still significant hazards inside the fire perimeter, including weakened trees, still burning stump holes which can be hard to detect and even a possibility that remaining islands of unburned vegetation will continue to ignite and burn. There are still over 600 firefighters working to contain the Parker 2 Fire.
- On Wednesday, August 9, 2017 at approximately 03:07 AM, the Escondido Police and Fire Communication Center received a report of smoke in the area of 1025 N Escondido Blvd. A fire engine responded for a smoke check. Upon arrival they found a large amount of smoke coming from the garage of a two story apartment unit. The engine company on scene requested a first alarm structure fire response at 03:16 AM. The first arriving engine began firefighting efforts. Aggressive action by the firefighters contained and controlled the fire in approximately 15 minutes. The apartment was undergoing renovation and was vacant at time of the fire. There were no injuries to firefighter’s or civilians. In all, five fire engines, one truck, one rescue ambulance and one Battalion Chief responded to the fire. The cause of the fire is under investigation.

- On Monday, August 14, 2017, The City of Escondido Fire Department sent a Captain, Engineer and 2 Firefighters on OES 8632 to the Blaine Fire in Moreno Valley. A total of 404 Firefighters are working on containment and have utilized 35 engines, 12 crews, 2 water tenders, 1 air attack, 2 air tankers, and 2 helicopters. As of Monday, August 14, 2017 at 14:00 hours, the fire was 30% contained and had burned over 1,000 acres.

POLICE

INCIDENTS:

- On 8/6/17, at 22:55 hours, a DUI enforcement officer attempted to stop a Honda Accord for traffic violations. The vehicle failed to yield and a pursuit was initiated. The vehicle eventually got onto the 15 northbound, reaching speeds in excess of 100 mph. Due to the excessive speed, and when he lost sight of the vehicle merging to the 78 Fwy, the officer terminated the pursuit as the vehicle exited the freeway, onto the Nordahl exit. As officers and deputies searched the area, a citizen reported that a vehicle had crashed into a dumpster enclosure at 704 Center Dr. (City of San Marcos). While combing the area, officers located the driver, a documented West Side Gang member, hiding under several layers of debris and rubbish in a metal trash bin. The driver was arrested for Felony Evading. Escondido Police Department reported on the arrest, and San Marcos Sheriff's handled the collision report. Great teamwork by the responding officers and deputies.
- On 8/7/17 at 19:35 hours, EPD units responded to a home in the 1800 block of Cortez Ave in reference to a 63-year-old male who had entered his estranged wife's garage and was waving a 6" blade knife. The victim has a valid and served Restraining Order against the male. When officers arrived, the male suspect was alone in the victim's residence, extremely intoxicated and had made statements to the victim that he "wanted the police to kill him". Officers developed a plan and made P.A. announcements from the street. The suspect ultimately exited the home and was arrested after a minor use of force (no injuries).
- On 8/8/17 at 02:37 hours, officers responded to 975 Del Dios Rd in reference to a suspicious male pacing back and forth in the parking lot. This was the third service call regarding this subject; he was gone upon police arrival the two previous times. Officers contacted the male in question and arrested him for public intoxication. Incident to arrest, officers discover the following in his possession: cell phones, electronic scales, over 500 Xanax pills, cocaine, heroin, mushrooms, marijuana and cash indicative of illegal street drug sales.
- On 8/8/17 at 05:25 hours, officers respond to the 3100 block of Willow Tree Ln in reference to a hot-prowl residential burglary that just occurred. The Reporting Party advised he can identify the suspect. Units converge and located the female suspect in a vehicle and took her into custody without incident. The vehicle was determined to be an unreported stolen car from Escondido. Suspect booked for Burglary and Auto Theft.
- On 8/8/17 at 12:20 hours, a male victim called 911 from the Transit Center (700 W. Valley Pkwy) to report he was the victim of a robbery which occurred a couple hours before at the same location. The victim stated the suspect, (Black Male Adult, 6'0", heavy, possible transient) struck him over the head, from behind, and knocked him into

the rose bushes. The victim said he must have been knocked out for 2 hours and when he awoke, he was missing \$20 from his pocket. The victim does not think he could ID the suspect. The victim had a small hematoma on the back of his head and small cuts, presumably from the bushes he fell into. During the previous 2 hours, dispatch did not receive and fight calls or disturbances from the transit center.

- On 8/9/17 at 03:10 hours, officers and the Fire Department were dispatched to 1025 N. Escondido Blvd reference smoke seen coming out of a vacant apartment. Officers quickly determined the apartment's garage was on fire and evacuated adjoining apartments; the complex has 4 attached units. A short time later the Fire Department extinguished the fire and determined the adjoining units were habitable. In addition, evidence clearly suggests the fire was intentionally set. A Fire Department Arson Investigator and an EPD Field Evidence Technician responded to the scene.
- On 8/10/17 at 07:25 hours, a male suspect was contacted in front of 16 Rancho Drive in reference to a call from family that he was destroying property, violent and under the influence of a controlled substance. Upon arrival, the suspect was pacing in the roadway and holding cutting shears in his right hand and a piece of brick in his left. He refused to comply with orders given and when he attempted to advance on officers, 40mm Less Lethal was deployed. The suspect dropped the weapons and was taken into custody following an additional minor use of force. No officers were injured and the suspect was transported to Palomar Medical Center for medical clearance before being booked into Vista Detention Facility on multiple charges.
- On 8/11/17, at 19:00 hours, officers responded to the Home Depot, 1475 E. Valley Pkwy, in reference to an assault where the suspect struck the victim in the head with an aluminum cane. The suspect was located and arrested by officers a short distance away, at the Wal-Mart on E. Valley Pkwy. The victim did not require medical attention.
- On 8/11/17 at 19:05 hours, officers responded to the Boost Mobile (639 W. 9th Ave) in reference to a radio call of an armed robbery which had just occurred. The two suspects were described as a heavy set Hispanic male and a heavy set Hispanic female. The weapon used was a silver colored handgun. Both suspects left on foot in a northern direction from the Boost Mobile.
- On 8/12/17 at 09:30 hours, a male adult suspect was in a verbal argument with 3 juvenile subjects near the Autozone at 440 W. Felicita Ave. During the argument, the suspect produced a knife and began chasing the juveniles and attempted to stab all three. One of the juveniles fell to the ground while running away and was stabbed once in the abdomen. Police responded and located the suspect at the nearby McDonalds. The suspect was taken into custody following a minor use of force. The juvenile was transported to Palomar Medical Center and was reported in stable condition following surgery. he suspect was booked into Vista Detention Facility on Attempt Murder charges.
- On 8/12/17 at 13:49 hours, a Patrol Sergeant was flagged down at 200 W. El Norte Pkwy regarding a fight. The Sgt. attempted to contact the two subjects involved. A short foot pursuit ensued resulting in both subjects being taken into custody. One of the

subjects resisted arrest and was taken into custody following a use of force. Two officers received very minor injuries as a result of the arrest.

- On 8/12/17 at 15:38 hours, three Hispanic males entered the Vons (2345 E. Valley Pkwy) and attempted to leave without paying for liquor. When they were detained by a store employee, one male ran away and the other two males tackled the employee/victim. The victim dropped her cell phone at which point, one of the males grabbed the phone from the ground and all three exited the store, with the liquor and the victim's cell phone (phone value at \$600). The victim suffered abrasions to her elbow and a complaint of pain to her arm from the assault. The suspects were not located.
- On 8/12/17 at 21:50 hours, Palomar Medical Center called in reference to a patient that punched a nurse in the face, threatened to shoot everyone and was extremely combative. It took several officers and staff members to restrain the suspect. During the restraining process, the suspect intentionally kicked an officer in the head. The suspect was ultimately identified as a 15-year-old male who was brought in by medics earlier as a medical transport. The juvenile was later booked into Juvenile Hall for multiple assault charges. Neither the officers nor the suspect was injured; the nurse had a complaint of pain to the face.

COPPS:

The EPD COPPS (Community Oriented Policing and Problem-Solving) Unit is dedicated to increasing the quality of life for the residents of Escondido through pro-active responses to crime trends and community issues. Addressing crime and public nuisance in Grape Day Park is one project the Unit has been tasked with, along with patrolling the Downtown Business District and surrounding areas.

This Week:

- 5 arrests were made
- 7 citations were issued
- The COPPS Unit covered Public Works members while abating property in the Flood Control Channel under Hwy 78
- An officer located a recently homeless mother with two children. They were provided with numerous resources and officers are currently looking for a family to take them in temporarily

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