

RESPONSE TO COUNCIL QUESTIONS RE: 8/14/18 CITY COUNCIL AGENDA

Agenda Item #: 1.B

Title: Approve the List(s) of Claims and Bills Approved for Payment by the City Manager

Council Question: Please provide additional information on the following:

- A. \$211,089.52 to R J GORDON CONSTRUCTION INC for Construction Services?

Staff Response: This is a progress payment related to the Landfill Post-Closure Erosion Protection Project. A contract in the amount of \$561,696 was awarded for this project on March 27, 2018 (RTC 18-0144).

- B. \$301,283.23 to SYNAGRO-WWT INC for Miscellaneous Services and \$312,410.09 to SYNAGRO-WWT INC for Miscellaneous Services?

Staff Response: This payment is for dredging and dewatering of solids at the Water Pollution Control Plant completed in April 2018. Council most recently increased the existing contract with Synagro-WWT, Inc. to \$10.7 million and extended the term through June 30, 2019 on June 26, 2018 (RTC 18-0523).

- C. \$125,946.53 to CIC for Construction Services?

Staff Response: This is a progress payment for the project to upgrade the fuel system at the Sunnyvale Golf Course. Council awarded a contract on November 28, 2017 to Construction Corp of Mountain View in the amount of \$285,895 (RTC 17-0955).

- D. \$944,185.00 to CALIFORNIA JOINT POWERS RISK MANAGEMENT for Insurances - Public Liability, Software Licensing & Support, and Insurances - Property and Fire

Staff Response: This is a payment to the California Joint Powers Risk Management Authority for the City's annual Liability and Property Insurance Premium as well as the license for software to assist the City in managing insurance certificate tracking.

- E. \$334,158.17 to ECONOLITE SYSTEMS INC for Services Maintain Land Improv, for example invoice 23564 for \$37,339.72

Staff Response: Econolite Systems Inc. completes traffic signal maintenance and repair. Council awarded a \$340,000 increase to an existing contract from \$2.29 million to \$2.63 million on June 26, 2018 (RTC 18-0553). Econolite does both preventative and emergency response work at many locations throughout the City. The referenced invoice was to install new conductor wire at the Mary Avenue and Maude Avenue intersection in March of 2018.

Agenda Item #: 1.C

Title: Reject All Bids Received for the Maude Avenue Bikeway and Streetscape Project (PW18-06)

Council Question: Please send out the design for the Maude Project. There are already traffic issues along the

cooridor, and removal of the porkchop island would be safer, but could dramatically affect traffic. I'm interested to see what solutions they have come up with (and tried with their pilot)

Staff Response: The Signing and Striping Plan showing the proposed improvements starts on Sheet 19 – 23 (attached). The Project included a pilot installation of bike lanes along Maude Avenue from Borregas Avenue to North Mathilda Avenue on a trial basis. The trial installation also included changes to the turn lanes on Maude Avenue as it approaches North Mathilda Avenue. One left turn was removed and the remaining left turn was lengthened to allow more queueing and less blockage of the through lane. The pilot striping has been in place for over a year and there have been little to no issues or complaints so the striping will be made permanent with this project.

Removal of the pork chop island at N. Sunnyvale Ave/Maude Ave was analyzed as part of the Maude Avenue Roadway Allocation Study completed by Kimley Horn in 2015. According to the results of the analysis, there will be no change in delay at this intersection when compared to the baseline conditions.

Agenda Item #: 1.E

Title: Adopt the City's Investment Policy for Fiscal Year 2018/19 and Receive the Annual Performance Report for Fiscal Year 2017/18

Council Question: Staff is proposing to increase the percentage portfolio size limitations on three permitted investments: (a) Negotiable Certificates of Deposit (from 30% to 40%); (b) Commercial Paper (from 15% to 25%); and (c) Money Market Mutual Funds (from 10% to 20%). For each of these permitted investments, please specify the current percentage of portfolio, and the rationale for the policy percentage increase. If required by Council, which currently permitted investments would Staff recommend decreasing the policy limitation by 10 percentage points?

Staff Response: As of July 28, 2018, the City's last accounting period end, Negotiable Certificates of Deposit comprised 0% of the City's funds. Commercial Paper comprised 2.44% of the City's funds. Money Market Funds comprised 0.05% of the City's funds.

- Expansion of the concentration limits for these money market securities will allow the City's investment policy to be better aligned with California Government Code Sections §53601(h) and (l). Due to the additional credit analysis and daily portfolio management oversight that is currently applied to the portfolio, the City's investment advisor believes that the added flexibility from increasing the concentration limits to the amount allowed by Code is prudent. The expansion continues to be mitigated by the per-issuer limit of 5%. This increase may also prove to be advantageous for the City in the current rising rate environment.
- Through this review staff identified that the increase in Negotiable Certificates of Deposit was erroneously added into the proposed changes—a different section of Code was being incorrectly applied when the Policy was being edited. Negotiable Certificates of Deposit must remain at 30% per California Government Code Sections §53601(i). Staff will present a revised policy at the Council meeting correcting the error.
- Staff does not recommend decreasing any of the currently permitted investments by 10 percentage points.

Council Question: For Municipal Securities, is it correct to say that the current policy has no percentage

portfolio size limitation (e.g. is unlimited)? What is the current percentage of portfolio for this investment type?

Staff Response: It is correct that the City's current policy has no percentage portfolio size limitation for Municipal Securities. Though concentration limits are not required by Code for Municipal Securities, staff and the City's investment advisor believe that the proposed limits will provide the City better risk management over Municipal Securities. Municipal Securities comprise 4.25% of the City's funds as of July 28, 2018.

Council Question: For permitted investment 12 (Mortgage-Back Securities), what is the rationale for lowering the minimum rating category from "AAA" to "AA"?

Staff Response: This change will better align the City's investment policy with California Government Code Section §53601(o). Due to the additional credit analysis and daily portfolio management oversight that is currently applied to the portfolio, the City's investment advisor believes that the added flexibility that will come from changing the credit quality to the limit allowed by Code is prudent.

Council Question: I reviewed the State Treasurer's website on the LAIF and am unable to find anything pertaining to "maximum amounts permitted". What is the practical implication of removing the 20% limitation (essentially making investments in the LAIF unlimited) and what is the rationale for proposing this?

Staff Response: Current LAIF limits may be found here:

<https://www.treasurer.ca.gov/pmia-laif/onlineguide.pdf> (Appendix A, Section 3E, page 16)

Limiting the City's funds invested in LAIF to the LAIF statutory limit makes for a stronger policy, as LAIF's current limit of \$65 million is less than the City's current limit of 20% (20% of the City's funds is equal to over \$106 million). The current policy was a holdover from when the total investment funds were small enough that investing the maximum in LAIF would be in excess of 20% of the total.

Council Question: What is the rationale for this sentence: "Percentage and holding limits listed in this section apply at the time the security is purchased." Does this mean the City no longer is required to periodically rebalance its portfolio? What are the practical implications of this?

Staff Response:

- Code requirements are understood to apply at time of purchase. This language was added to better align with this interpretation.
- Every time the City spends funds, the percentages of each security type in the portfolio will change. If the City uses a large enough amount of its cash, and the percentages change to levels higher than allowed by Code, the City is not considered to be in violation of Code requirements. This language recognizes that the City is not in violation of Code, and is not immediately required to sell unplanned securities and incur possible realized losses.
- Likewise, if credit conditions change, the City is not immediately required to sell unplanned securities and incur possible realized losses—rather, the City must formulate a plan to manage downgraded securities as provided by the section of the policy titled "Risk/Safety."

The investment policy requires regular comparison of the portfolio investment outcomes to a benchmark that City staff have identified with help from the City's investment advisor. The advisor will regularly rebalance the portfolio to be in line with the City's benchmark as well as with Code.

Council Question: At the bottom of page 4 is a new paragraph that would exempt currently-held securities from new policy requirements. What is the purpose of this? Wouldn't this make measuring the portfolio at any given times versus policy limits significantly more difficult?

Staff Response: This language was included to facilitate gradual changes to the portfolio in the case that a change to policy limits does not require an immediate, unplanned sale of securities in order to bring the portfolio in line with said changes abruptly. The City's investment advisor, as well as City staff, will be monitoring portfolio limits versus policy limits at all times.

Council Question: It seems to me that the section on Social and Environmental Responsibility to be political in nature and principally in the purview of Council. Where did the carve-out for "not used in the national defense of the United States" come from and what are the practical implications of such a change?

Staff Response:

- Per the direction of the City Council, the policy currently discourages investments in nuclear weapons and firearms, among other sectors.
- As the language is currently written, it could be interpreted that the policy discourages the City from investing in U.S. Treasury obligations, as the United States government, which issues U.S. Treasury obligations, manufactures firearms and nuclear weapons.
- U.S. Treasury obligations are an integral part of any investment program that has stated goals of safety and liquidity. Exclusion of U.S. Treasuries would add a considerable and undue amount of risk to the City's investment program. This "carve out" language is recommended to ensure that U.S. Treasury obligations continue to be permitted in the portfolio.

Council Question: What is the standard return on LAIF?

Staff Response: Through August 8, 2018 LAIF was yielding 1.95%.

Council Question: If we only had 11.6 percent of the portfolio in LAIF, why is staff suggesting removing a maximum?

Staff Response: Limiting the City's funds invested in LAIF to the LAIF statutory limit makes for a stronger policy, as LAIF's current limit of \$65 million is less than the City's current limit of 20% (20% of the City's funds is equal to over \$106 million). The current policy was a holdover from when the total investment funds were small enough that investing the maximum in LAIF would be in excess of 20% of the total.

Council Question: What is the "maximum investment amount permitted by LAIF" and does it change? (maximum in money deposited or percentage)?

Staff Response: The LAIF statutory limit is currently \$65 million. This is reviewed periodically by LAIF and adjusted as appropriate.

Agenda Item #: 6
Title: Resolution Adopting Council Policy 4.4.1 Establishing a Suicide Prevention Policy

Council Question: the proposed council policy includes the wording "...and it is the 11th leading cause of death in the State of California". That may certainly be true right now, but it isn't likely to remain that specific value in future years, while this policy will remain verbatim regardless. We don't want to have to approve policy language changes every year just to keep the statement accurate. Can staff please propose suggested wording

changes to remove this and any additional specific references in the proposed policy that are likely to fall out of date?

Staff Response: Staff agrees with Council's comments and encourages the Council to include suggested changes as part of the motion.

Council Question: Does Staff have any first efforts that they would like to initiate in the implementation of this policy?

Staff Response: Staff has connected with the Santa Clara County Behavioral Health and the Library and Community Services Director to start a discussion on training opportunities for staff regarding suicide prevention

Agenda Item #: 7

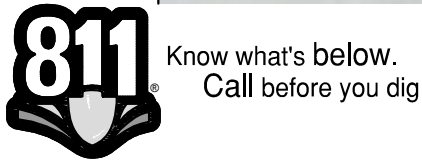
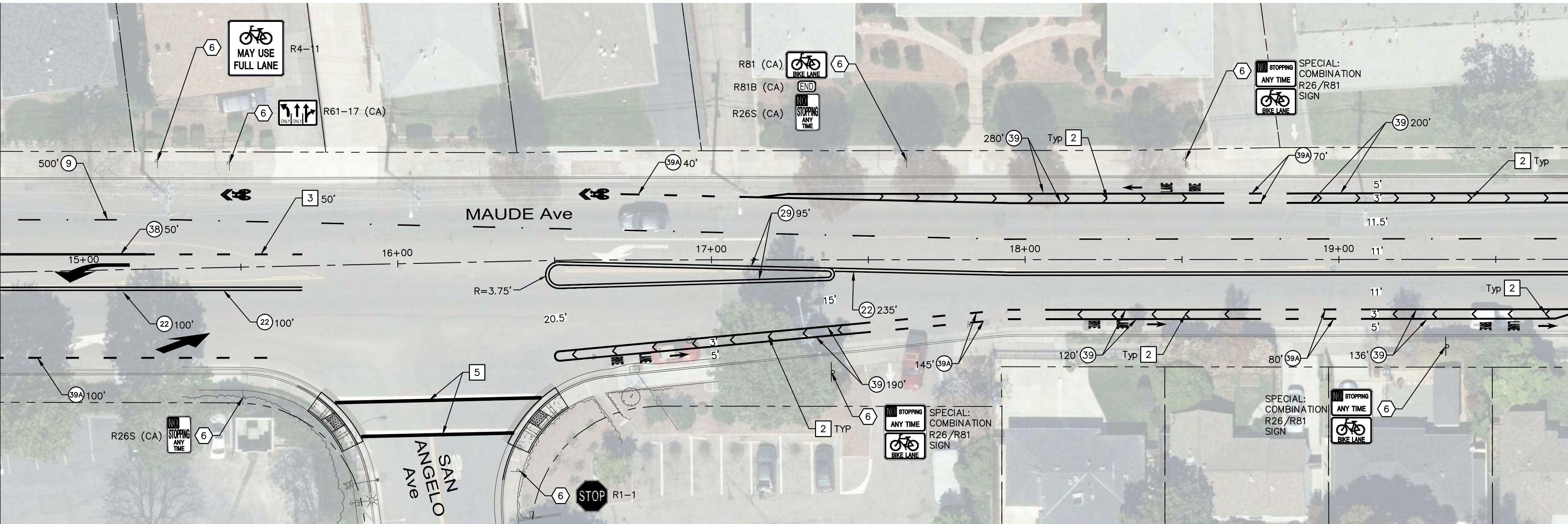
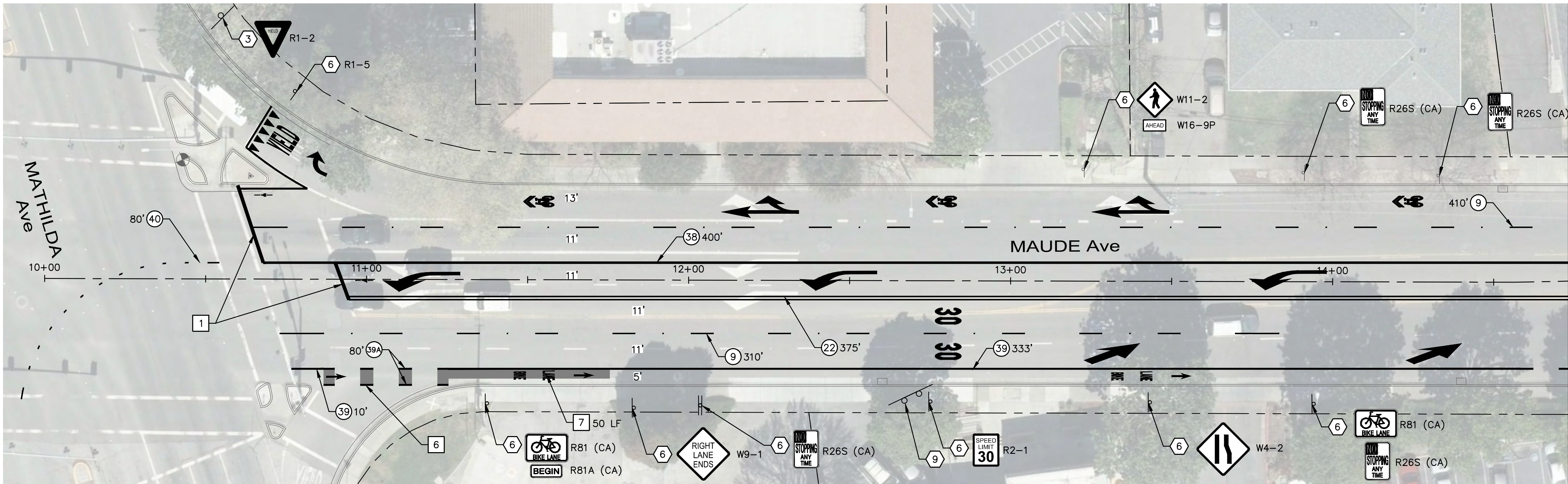
Title: Adopt a Resolution Establishing the New Classification of Budget Manager and Amending the City's Salary Resolution to Update the Schedule of Pay to Add the Budget Manager Classification and Increase the Pay Range of the Assistant Director of Finance Classification

Council Question: Is the intent to add an additional head count to the Budget Division, or to change the responsibility of one of the existing roles there? I assume from the Fiscal Impact section that "conversion" means it's the latter?

Staff Response: The Budget Office is currently staffed by three Budget Analyst I/II positions. The FY 2018/19 Budget included exchanging one Budget Analyst I/II for the Budget Manager classification. The action recommended by staff simply establishes the classification in the salary resolution.

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- 7 INSTALL NEW SPECIAL SIGN ON EXISTING/NEW METAL POST OR STREET LIGHTING/ELECTRICAL POLE. SEE SHEET 4E-2 OF THE 2006 CITY OF SUNNYVALE STANDARD DETAILS.
- 8 INSTALL 2" I.D. GALVANIZED STEEL POLE PER VTA BUS STOP AND PASSENGER FACILITIES STANDARDS (MARCH 2010). VTA TO RELOCATE EXISTING BUS STOP FLAG SIGN AND AMENITIES TO NEW LOCATION AFTER CONSTRUCTION IS COMPLETED.
- 9 INSTALL PROJECT INFORMATION SIGN. EXACT LOCATION TO BE DETERMINED BY CITY INSPECTOR.

STRIPING NOTES

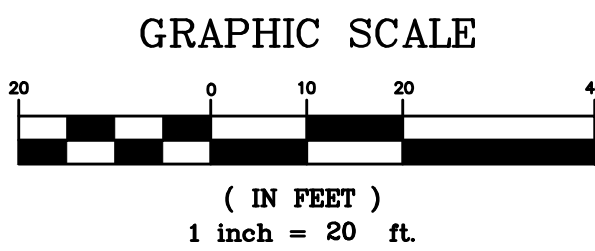
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- (R) REMOVE EXISTING MARKING BY GRINDING. GRINDING OF MARKING SHALL BE IN A BLOCK CONFIGURATION. SEE NOTE 2 BELOW.
- 1 INSTALL 12" WHITE LINE (THERMOPLASTIC).
 - 2 INSTALL 4" CHEVRON WHITE LINE (THERMOPLASTIC) 12' APART ON CENTER.
 - 3 INSTALL STRIPING DETAIL NUMBER 37B PER CALIFORNIA MUTCD FIGURE 3A-111(CA).
 - 4 INTERSECTION GREEN PAVEMENT MARKING (THERMOPLASTIC). SEE DETAIL 3 ON SS-06 FOR DETAILS.
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- GREEN BIKE LANE
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- WORD KEEP
- WORD CLEAR
- WORD SLOW
- WORD SCHOOL
- WORD XING
- WORD STOP



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Drawn By:	CG/NP
Checked By:	JP/MH
Consultant's Job No.	097318016

CITY OF SUNNYVALE
DEPARTMENT OF PUBLIC WORKS
SIGNING AND STRIPING PLAN
MAUDE AVENUE BIKEWAY AND STREETSCAPES



City of Sunnyvale
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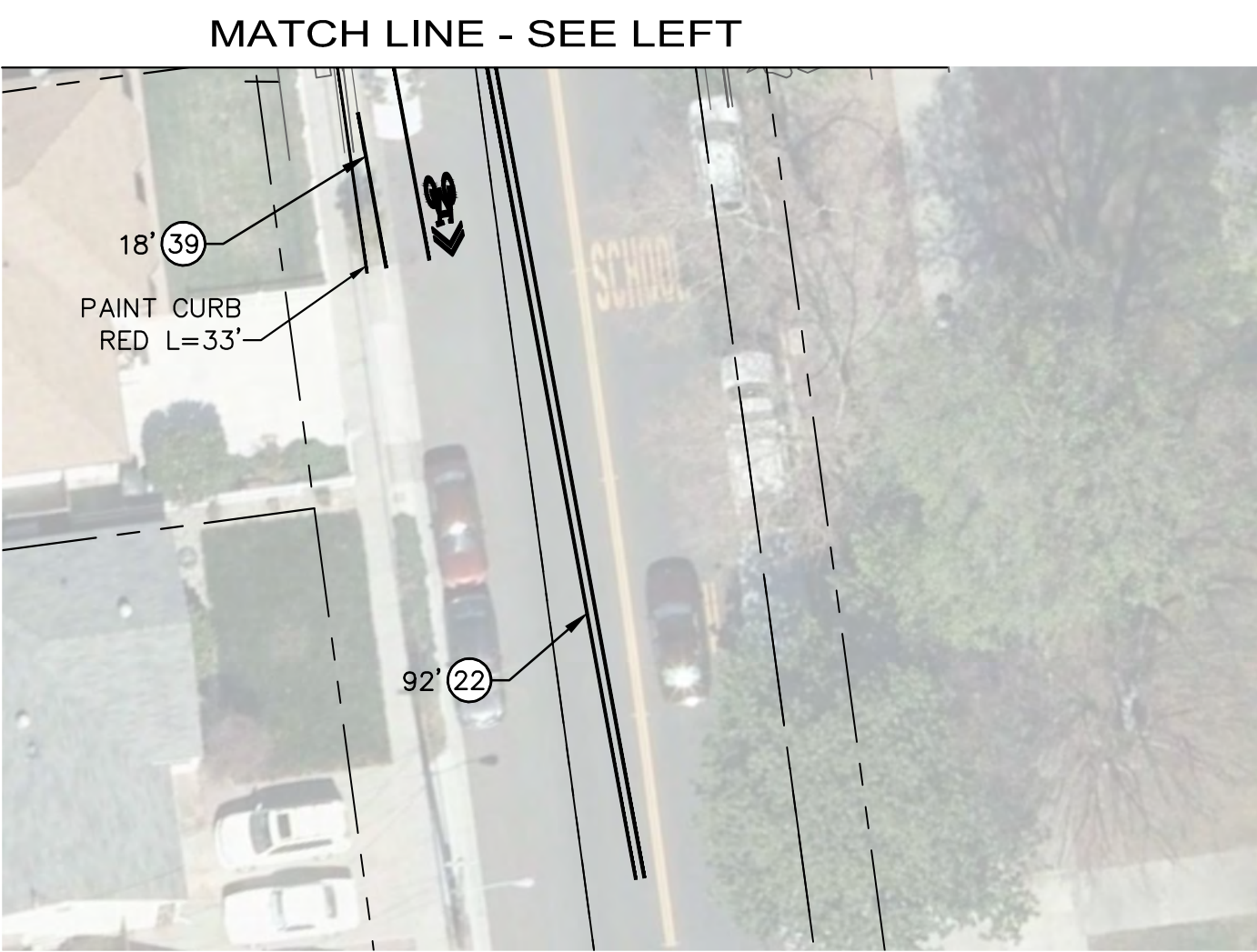
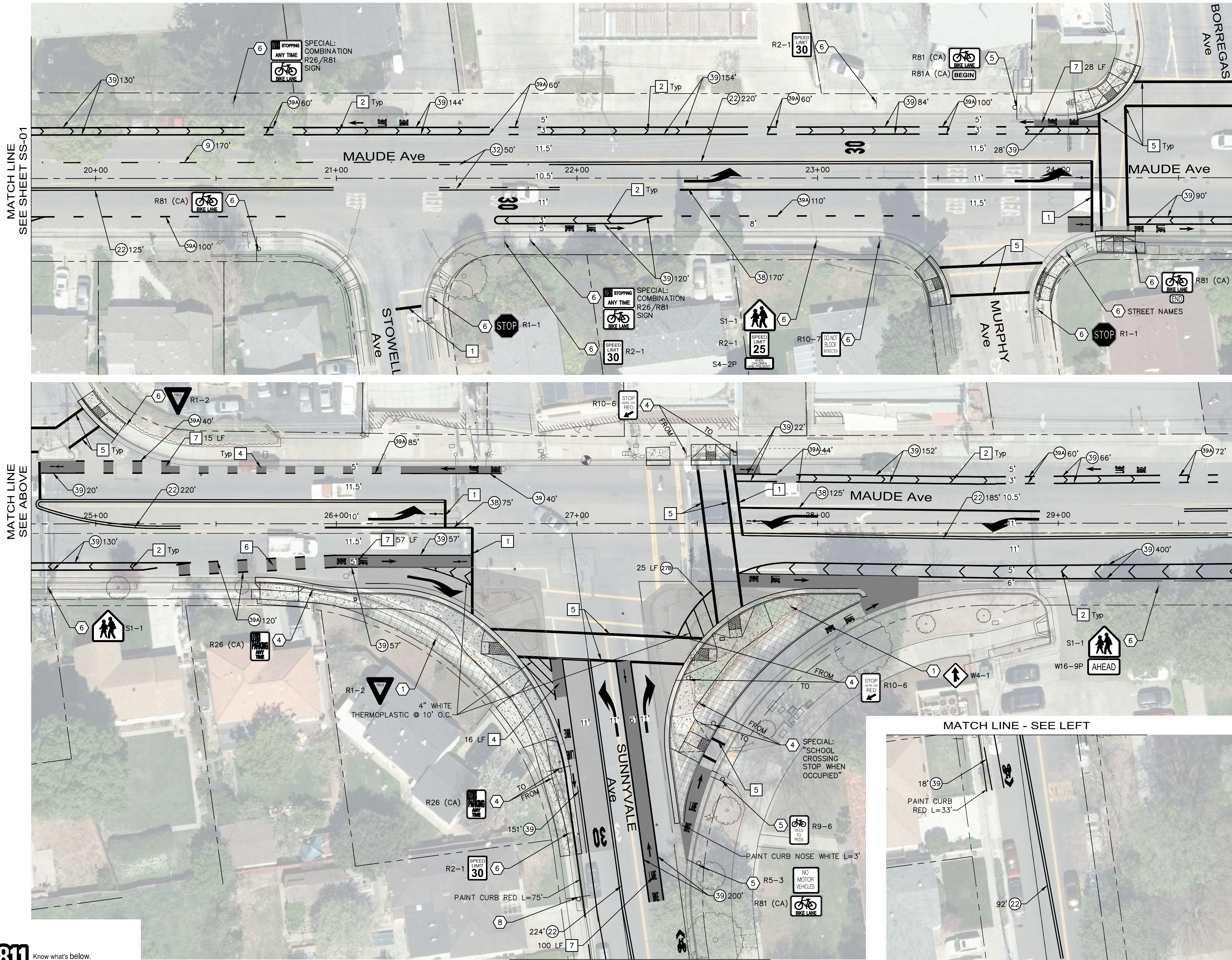
Department of Public Works
456 West Olive Avenue
P.O. Box 3707
Sunnyvale 94088-3707

City of Sunnyvale
Project No.

Drawing No.
SS-01
Sheet **19** of **31**

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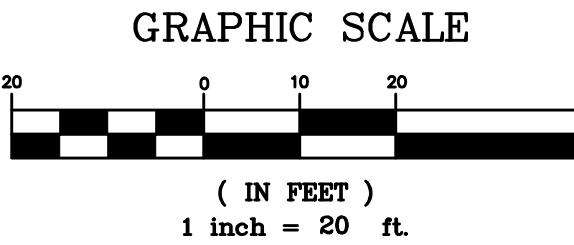
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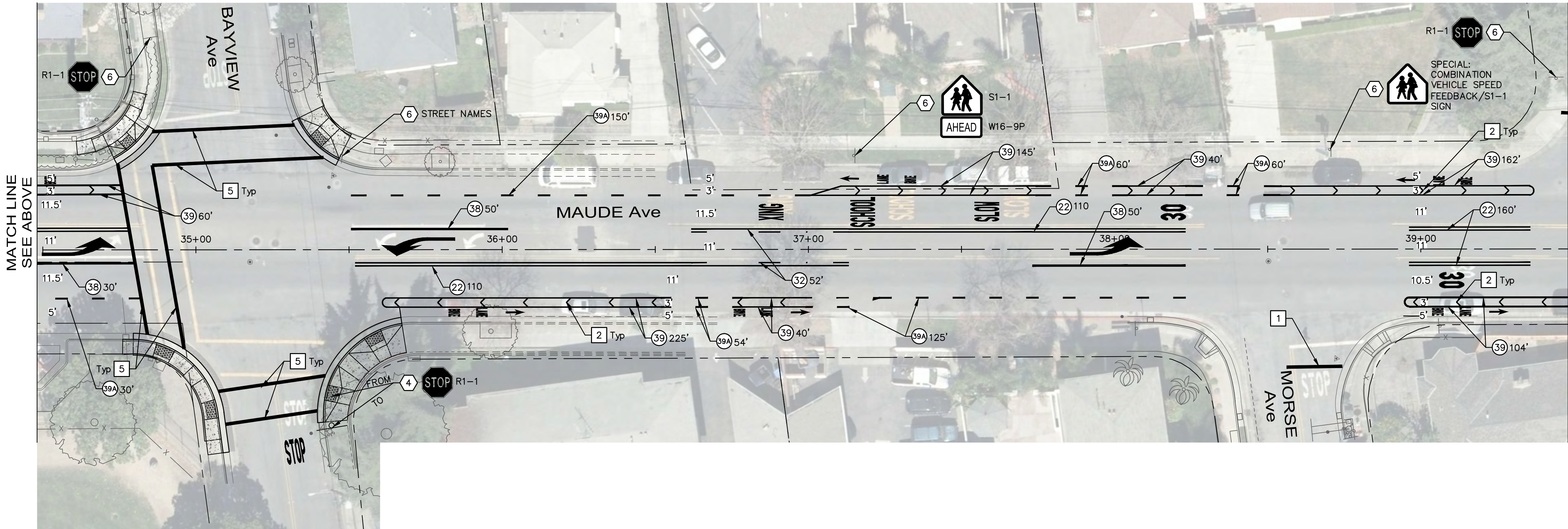
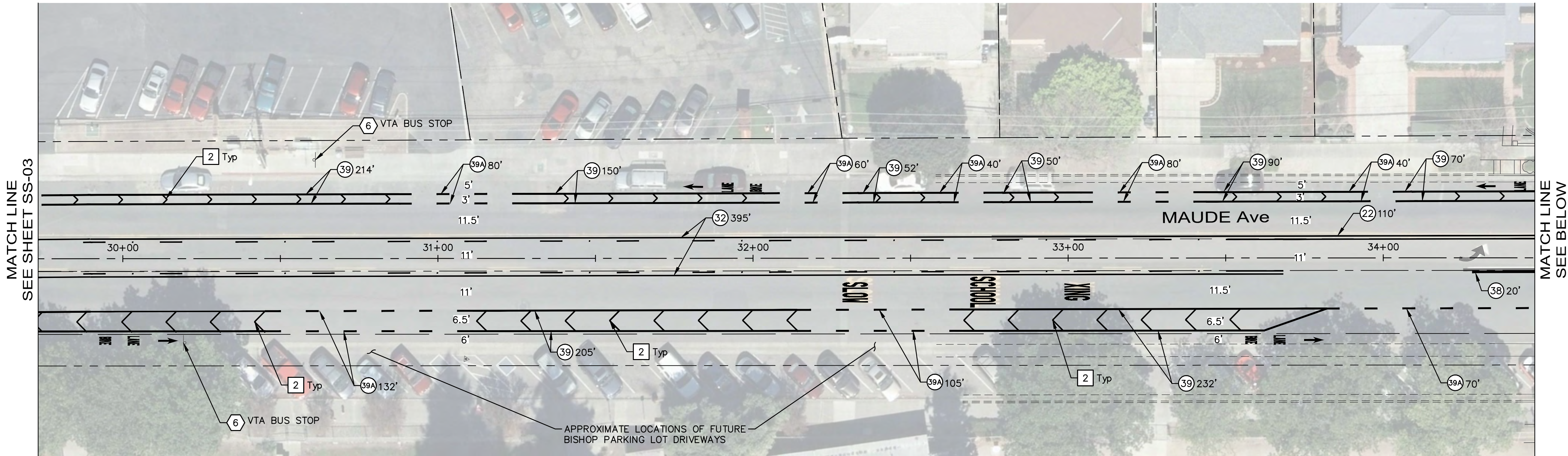
City of Sunnyvale
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Drawing No.
SS-02
Sheet **20** of **31**

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NOTE: VTA TO RELOCATE FLAG SIGN ONTO NEW POST ON SUNNYVALE AVE. SEE SHEET SS-02.



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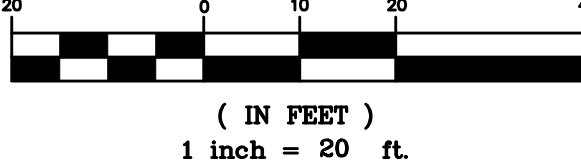
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GRAPHIC SCALE



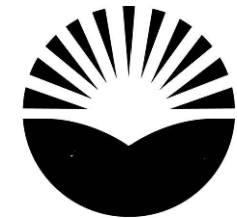
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Scale	AS SHOWN
Designed By:	DC/NP
Drawn By:	CG/NP
Checked By:	JP/MH
Consultant's Job No.	097318016

CITY OF SUNNYVALE
DEPARTMENT OF PUBLIC WORKS
SIGNING AND STRIPING PLAN
MAUDE AVENUE BIKEWAY AND STREETSCAPES



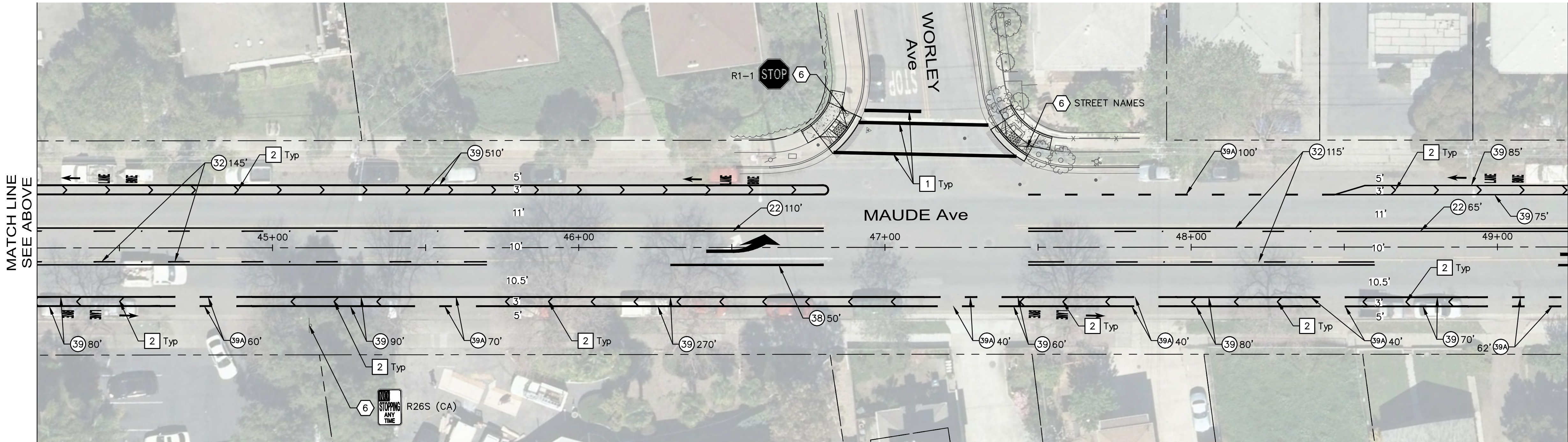
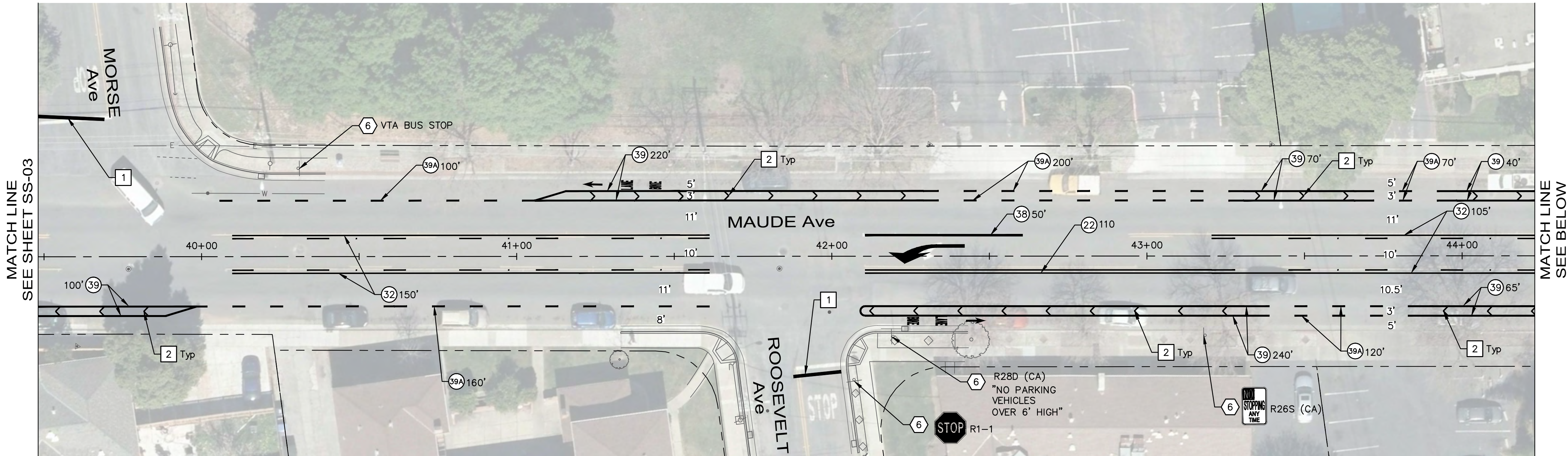
City of Sunnyvale
Santa Clara County
California
Department of Public Works
456 West Olive Avenue
P.O. Box 3707
Sunnyvale 94088-3707

City of Sunnyvale
Project No.

Drawing No.
SS-03
Sheet **21** of **31**

K:\BAY_RDW\097318016 - Maude Ave Bikeway & Streetscapes - DC\08 CADD\PlanSheets\26 SS-05.dwg 3/5/2018 10:04 AM

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SIGNING NOTES

- 1 REMOVE AND SALVAGE EXISTING SIGN(S).
- 2 INSTALL NEW SIGN(S) ON EXISTING STREET LIGHTING OR ELECTRICAL POLE.
- 3 INSTALL NEW SIGN(S) ON NEW METAL POST PER CITY STD 5E.
- 4 REMOVE AND RELOCATE EXISTING SIGN TO LOCATION SHOWN.
- 5 INSTALL NEW SIGN(S) ON EXISTING METAL POST.
- 6 EXISTING SIGN TO REMAIN.
- 7 INSTALL NEW SPECIAL SIGN ON EXISTING/NEW METAL POST OR STREET LIGHTING/ELECTRICAL POLE. SEE SHEET 4E-2 OF THE 2006 CITY OF SUNNYVALE STANDARD DETAILS.
- 8 INSTALL 2" I.D. GALVANIZED STEEL POLE PER VTA BUS STOP AND PASSENGER FACILITIES STANDARDS (MARCH 2010). VTA TO RELOCATE EXISTING BUS STOP FLAG SIGN AND AMENITIES TO NEW LOCATION AFTER CONSTRUCTION IS COMPLETED.
- 9 INSTALL PROJECT INFORMATION SIGN. EXACT LOCATION TO BE DETERMINED BY CITY INSPECTOR.

STRIPING NOTES

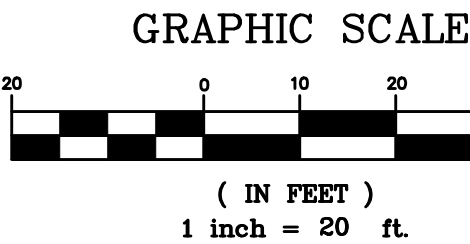
- (XX) INSTALL STRIPING DETAIL NUMBER "XX" PER 2015 CALTRANS STANDARD PLANS RSP A20A, RSP A20B, RSP A20C, RSP A20D, AND RSP A24A.
- (R) REMOVE EXISTING MARKING BY GRINDING. GRINDING OF MARKING SHALL BE IN A BLOCK CONFIGURATION. SEE NOTE 2 BELOW.
- 1 INSTALL 12" WHITE LINE (THERMOPLASTIC).
- 2 INSTALL 4" CHEVRON WHITE LINE (THERMOPLASTIC) 12' APART ON CENTER.
- 3 INSTALL STRIPING DETAIL NUMBER 37B PER CALIFORNIA MUTCD FIGURE 3A-111(CA).
- 4 INTERSECTION GREEN PAVEMENT MARKING (THERMOPLASTIC). SEE DETAIL 3 ON SS-06 FOR DETAILS.
- 5 INSTALL 12" YELLOW LINE (THERMOPLASTIC).
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NOTES:

1. ALL SIGN CODES REFER TO THE 2014 CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (CAMUTCD), AND 2006 CITY OF SUNNYVALE STANDARD PLANS, UNLESS OTHERWISE NOTED.
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4. FURNISH AND INSTALL BLUE REFLECTIVE MARKER FOR EACH FIRE HYDRANT ALONG MAUDE AVENUE PER CITY OF SUNNYVALE STANDARD PLAN 2E-1.
5. ALL EXISTING SIGNS TO REMAIN UNLESS OTHERWISE NOTED.
6. SEE SHEET SS-06 FOR PAVEMENT DELINEATION AND SIGN DETAILS AND SCHEDULES.
7. SEE SHEET E-01 FOR SIGNS MOUNTED ON SIGNAL EQUIPMENT.

LEGEND AND ABBREVIATIONS:

- PROPOSED MARKING PER CALTRANS STANDARD DETAILS
- EXISTING MARKING TO REMAIN
- PROPOSED STRIPING
- EXISTING STRIPING TO REMAIN
- NEW ROADSIDE SIGN ON POST OR POLE
- PAVEMENT ARROW (TYPE IV) (R)
- PAVEMENT ARROW (TYPE IV) (L)
- PAVEMENT ARROW (TYPE III) (R)
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- BIKE LANE LEGEND AND ARROW
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- PAVEMENT ARROW (TYPE I, 10')
- SHARROW
- YIELD LINE
- GREEN BIKE LANE
- NUMERAL 30
- WORD KEEP
- WORD CLEAR
- WORD SLOW
- WORD SCHOOL
- WORD XING
- WORD STOP



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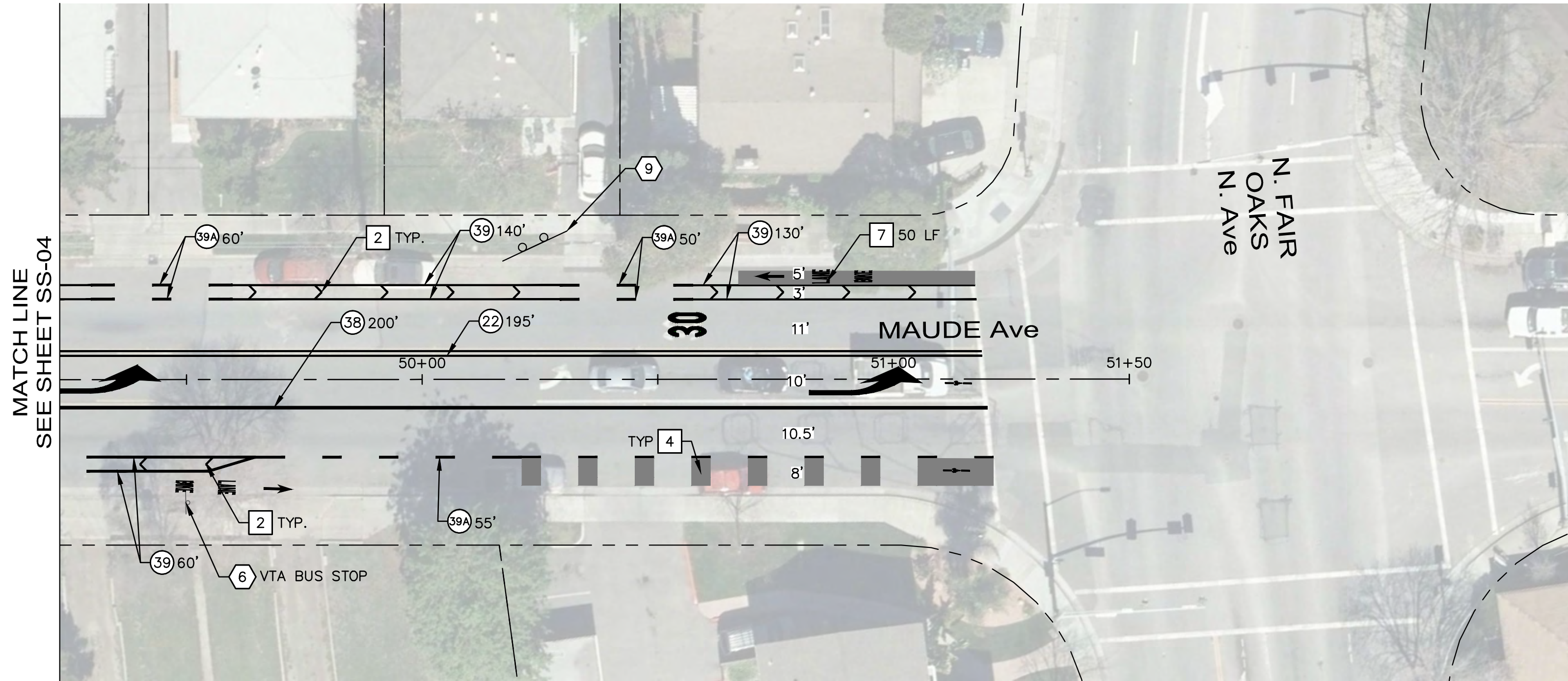
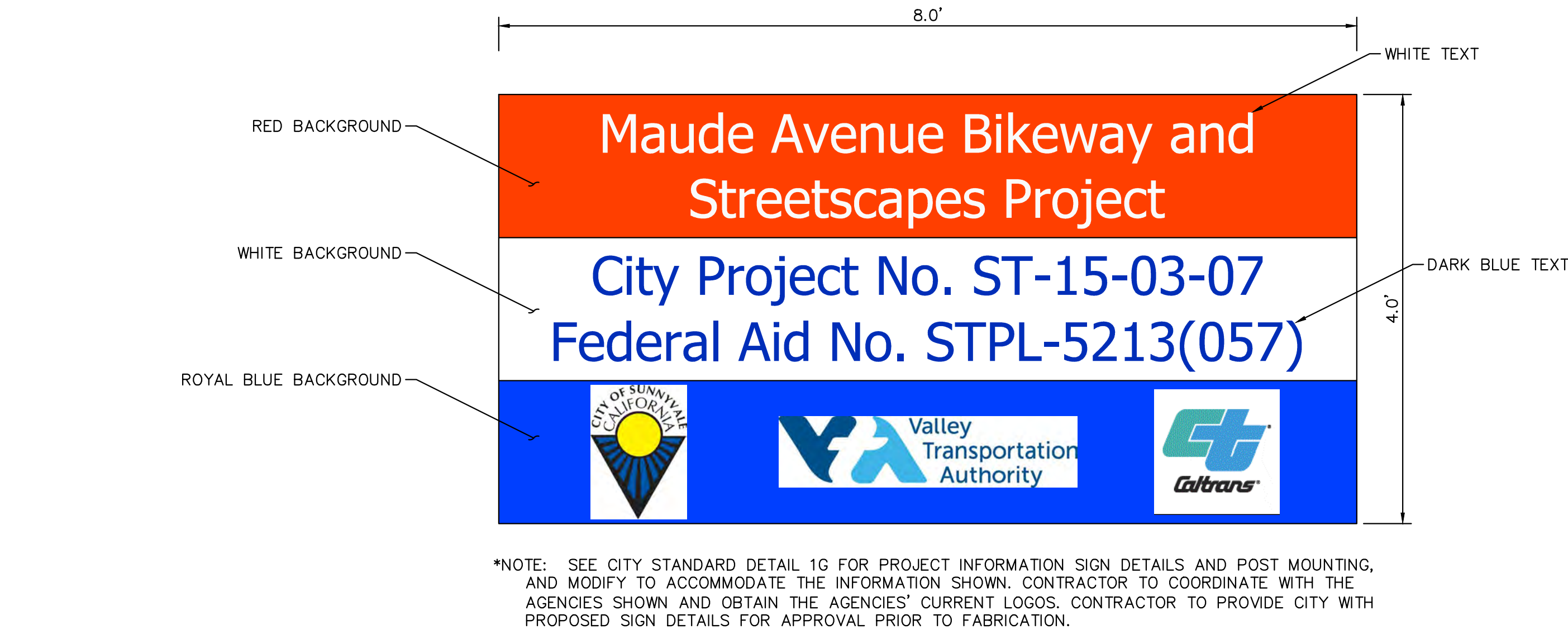
Drawing No.
SS-04
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Know what's below.
Call before you dig.



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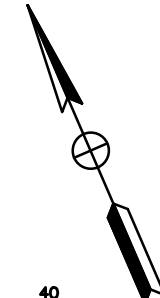
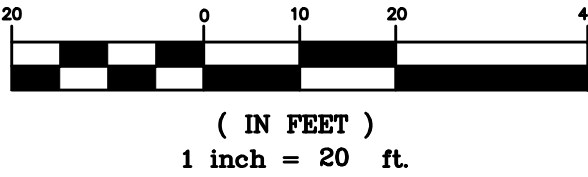
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GRAPHIC SCALE



Rev.	Description	Date

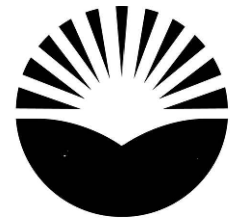
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Sheet **23** of **31**

FOR REDUCED PLANS
ORIGINAL SCALE IS IN INCHES

