

**BENICIA CITY COUNCIL  
REGULAR MEETING AGENDA**

**City Council Chambers  
February 04, 2014  
6:00 PM**

*Times set forth for the agenda items are estimates.  
Items may be heard before or after the times designated.*

*Please Note:  
Regardless of whether there is a Closed Session scheduled, the open session will begin  
at 7:00 PM*

**I. CALL TO ORDER (6:00 PM):**

**II. CLOSED SESSION (6:00 PM):**

**A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

**Property: 1 Commandant's Lane**

**Negotiating Parties: City Attorney, City Manager and Economic  
Development Manager**

**Under Negotiation: Instruction to negotiator on both payment and lease  
terms**

**III. CONVENE OPEN SESSION (7:00 PM):**

**A. ROLL CALL.**

**B. PLEDGE OF ALLEGIANCE.**

**C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC.**

A plaque stating the fundamental rights of each member of the public is posted at the entrance to this meeting room per section 4.04.030 of the City of Benicia's Open Government Ordinance.

**IV. ANNOUNCEMENTS/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS:**

**A. ANNOUNCEMENTS.**

- 1. Announcement of action taken at Closed Session, if any.**
- 2. Openings on Boards and Commissions:**

We are currently in the process of interviewing for Board and Commission recommendations for appointment.

- 3. Mayor's Office Hours:**  
**Mayor Patterson will maintain an open office every Monday (except holidays) in the Mayor's Office of City Hall from 6:00 p.m. to 7:00 p.m. No appointment is necessary. Other meeting times may be scheduled through the City Hall office at 746-4200.**
- 4. Benicia Arsenal Update**

Update from City Attorney.

**B. PROCLAMATIONS.**

**C. APPOINTMENTS.**

**D. PRESENTATIONS.**

- 1. LIBRARY ANNUAL REPORT**
- 2. SMALL BUSINESS DEVELOPMENT CENTER (SBDC) UPDATE**

**V. ADOPTION OF AGENDA:**

**VI. OPPORTUNITY FOR PUBLIC COMMENT:**

This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the agenda that is within the subject matter jurisdiction of the City Council. State law prohibits the City Council from responding to or acting upon matters not listed on the agenda. Each speaker has a maximum of five minutes for public comment. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of your entire group. Speakers may not make personal attacks on council members, staff or members of the public, or make comments which are slanderous or which may invade an individual's personal privacy.

**A. WRITTEN COMMENT.**

**B. PUBLIC COMMENT.**

**VII. CONSENT CALENDAR (7:30 PM):**

Items listed on the Consent Calendar are considered routine and will be enacted, approved or adopted by one motion unless a request for removal or explanation is received from a Council Member, staff or member of the public. Items removed from the Consent Calendar shall be considered immediately following the adoption of the Consent Calendar.

**A. APPROVAL OF THE MINUTES OF THE JANUARY 21, 2014 CITY COUNCIL MEETING. (City Clerk)**

**B. ACCEPTANCE OF WATER TREATMENT PLANT SECURITY SURVEILLANCE IMPROVEMENT PROJECT. (City Manager)**

This security project, located at the Water Treatment Plant, included installation of video cameras, monitors, digital video recording equipment, electronic card readers for the magnetic door locks, hatch alarms, motion detectors, security system commissioning, and ancillary electrical improvements for power.

WEST Corporation completed the project on January 10, 2014, twenty four (24) working days beyond the project deadline. Liquidated damages of \$6,000 (\$250 per day x 24) will be assessed by the City against the contractor from the 10% retention funds. In order to keep the project properly managed during the construction delays, the contract purchase order with the construction management firm, California Technical Concepts, will be increased by \$9,204 to a new contract amount of \$53,637.

**Recommendation: Adopt a resolution:**

**1) Accepting the Water Treatment Plant Security Surveillance Improvement Project as complete, assessing liquidated damages of \$6,000 for project delays, authorizing the City Manager to sign the Notice of Completion and authorizing the City Clerk to file same with the Solano County Recorder; and**

**2) Approving a contract purchase order increase of \$9,204 with the construction management firm, California Technical Concepts, due to the project delay.**

**C. REVIEW AND ACCEPTANCE OF THE INVESTMENT REPORTS FOR THE QUARTERS ENDED SEPTEMBER 30, 2013 AND DECEMBER 31, 2013. (Interim Finance Director)**

The investment portfolio is in compliance with the City's Investment Policy and California Law. Additionally, the City has adequate investments to meet its

expenditure needs for the next six months. The Finance Committee has reviewed and accepted both reports.

**Recommendation: Accept, by motion, the Investment Reports for the quarters ended September 30, 2013 and December 31, 2013.**

- D. Approval to waive the reading of all ordinances introduced and adopted pursuant to this agenda.**

**VIII. ADJOURNMENT (8:00 PM):**

**Public Participation**

The Benicia City Council welcomes public participation.

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter jurisdiction of the agency and which is not on the agency's agenda for that meeting. The City Council allows speakers to speak on non-agendized matters under public comment, and on agendized items at the time the agenda item is addressed at the meeting. Comments are limited to no more than five minutes per speaker. By law, no action may be taken on any item raised during the public comment period although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the City Council.

Should you have material you wish to enter into the record, please submit it to the City Manager.

**Disabled Access or Special Needs**

In compliance with the Americans with Disabilities Act (ADA) and to accommodate any special needs, if you need special assistance to participate in this meeting, please contact Anne Cardwell, the ADA Coordinator, at (707) 746-4211. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting.

**Meeting Procedures**

All items listed on this agenda are for Council discussion and/or action. In accordance with the Brown Act, each item is listed and includes, where appropriate, further description of the item and/or a recommended action. The posting of a recommended action does not limit, or necessarily indicate, what action may be taken by the City Council.

Pursuant to Government Code Section 65009, if you challenge a decision of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing. You may also be limited by the ninety (90) day statute of limitations in which to challenge in court certain administrative decisions and orders (Code of Civil Procedure 1094.6) to file and serve a petition for administrative writ of mandate challenging any final City decisions regarding planning or zoning.

The decision of the City Council is final as of the date of its decision unless judicial review is initiated pursuant to California Code of Civil Procedures Section 1094.5. Any such petition for judicial review is subject to the provisions of California Code of Civil Procedure Section 1094.6.

### **Public Records**

The agenda packet for this meeting is available at the City Manager's Office and the Benicia Public Library during regular working hours. To the extent feasible, the packet is also available on the City's web page at [www.ci.benicia.ca.us](http://www.ci.benicia.ca.us) under the heading "Agendas and Minutes." Public records related to an open session agenda item that are distributed after the agenda packet is prepared are available before the meeting at the City Manager's Office located at 250 East L Street, Benicia, or at the meeting held in the Council Chambers. If you wish to submit written information on an agenda item, please submit to the City Clerk as soon as possible so that it may be distributed to the City Council. A complete proceeding of each meeting is also recorded and available through the City Clerk's Office.



**AGENDA ITEM**  
**CITY COUNCIL MEETING DATE - FEBRUARY 4, 2014**  
**PRESENTATION**

**DATE** : February 1, 2014  
**TO** : City Manager  
**FROM** : Library Director  
**SUBJECT** : **LIBRARY'S ANNUAL REPORT**

**RECOMMENDATION:**

Hear presentation on the Annual Report of the Library

**EXECUTIVE SUMMARY:**

An annual report has been prepared by the Library, approved by the Board of Library Trustees, and is being presented to Council in accordance with Benicia Municipal Code section 2.36.130.

**BUDGET INFORMATION:**

No budget impact.

**GENERAL PLAN:**

Relevant Goals and Policies:

- Goal 3.4: Support the library and the services it provides to the community.
  - Policy 3.4.1: Maintain and expand library services.

**STRATEGIC PLAN:**

Relevant Strategic Plan Issue and Strategies:

- Strategic Plan Issue #5: Maintain and Enhance a High Quality of Life
  - Strategy #6: Support Benicia Public Library's ability to meet the public's expanding needs for information, communication, and literacy

**BACKGROUND:**

The Library collects data on a fiscal year basis and is required to submit the information to the State Library, usually in the late summer or early fall. This year's information collection was delayed by the State until November, 2013: as a result, the annual report was not approved by the Board of Trustees until January 2014.

**SUMMARY:**

The Annual Report by the Benicia Public Library provides an update on the current state of the Library and trends in service. The presentation will provide

information on new programs and future plans.

Attachments:

- Memorandum on the Library's Annual Report
- 2012-13 California Public Library Survey
- Annual Report -- brochure

# Benicia Public Library

## MEMORANDUM

To: Board of Library Trustees  
From: Diane Smikahl, Library Director  
Date: December 1, 2013  
Re: Library's Annual Report

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Attached please find the Annual Report submitted by the Benicia Public Library to the California State Library. The Board of Library Trustees has seen and approved the report, and it is ready for you to review and to share with the City Council, as directed in the Board of Library Trustees ordinance.

Fiscal Year 2012-2013 was a transitional year for the Library. Of significant operational importance was the December 2012 retirement of Daveta Cooper, Head of Technical Services. The position will not be filled until 2014-15, as we are waiting for sales tax funds to stabilize. While the position is unfilled, responsibilities have been absorbed by other staff, with the majority being assumed by Librarian II (now Senior Librarian) Anita Falltrick and Library Manager Fran Martinez-Coyne.

Our regional consortiums remain in flux. The North Bay Cooperative Library System (NBCLS) struggles with unfunded pension and health care liabilities for former employees. The functions for the system have been absorbed into NorthNet Library System (NLS) and NBCLS will be terminated if/when its members can determine how to manage these unfunded liabilities.

NorthNet Library System (NLS) continues to provide our Library with regional consortium opportunities and benefits for its members. This year, we received money from NLS for an innovation grant (still underway) and for supplemental training for staff.

On the local level, our Solano, Napa and Partners (SNAP) group had a variety of challenges. SNAP members currently contract with Solano County Library for automation services. Several members believe there is a different, less expensive way of attaining this service, and the partners worked throughout the year on assessing the needs of the SNAP libraries and identifying systems that would meet those requirements. In addition, we looked at creating a new management structure for the organization, for without the contract with Solano County to serve as a unifying platform, the partners need to create a Joint Powers Agreement or other structure to serve as a base for the collaboration.

Finally, one of the greatest changes last year was in the upgrade of our automation system itself. As you know, this automation system (also called an Integrated Library System or ILS) is shared by all SNAP members, and in February 2012, the SNAP libraries migrated from an antiquated legacy system (Carl.Solution) to a new product (Carl.X). During the rest of the year, we caught up with reporting and data changes associated with the migration, as the new system allows us to collect data slightly differently. With new processes in place and the database cleaned, we consider that we have a new

baseline to use for future data collection. Staff in the Solano County Automation Department finished learning to use the new reporting system, which allowed generation of reports that we were waiting for (such as the report with the number of registered borrowers that was needed in July).

Obsolete patron records were purged, giving us a much more realistic and accurate count of the number of people with library cards. Although we regularly delete old information, the migration resulted in ‘deep cleaning’, allowing us to feel confident that the numbers now are an accurate depiction of the number of patrons being served and of the holdings in our collection. With the data collected on 12/31/2013, we found that the number of registered borrowers increased 16% between 7/1/2012 and 12/31/2013.

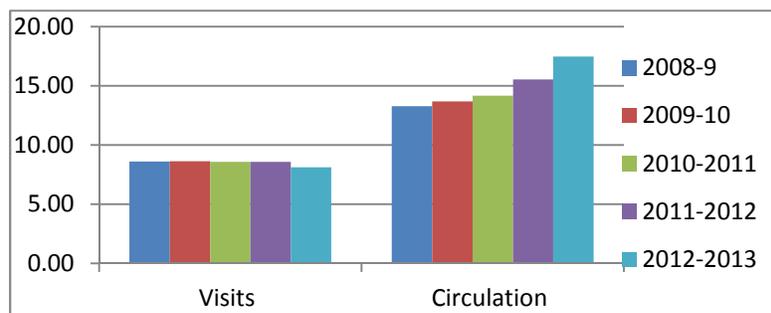
Other core Library service numbers continue to change with a decline in the number of visits, program attendance, reference questions, and use of public internet. Also, the use of the Library seems to have shifted somewhat: staff has commented that people are using the library now for specific, more targeted, purposes.

	2008-09	2009-10	2010-11	2011-12	2012-13	Difference	% change
<b>Circulation</b>	<b>371,581</b>	<b>384,056</b>	<b>384,134</b>	<b>418,396</b>	<b>474,472</b>	56,076	<b>13.40%</b>
<b>Visits</b>	<b>240,813</b>	<b>242,359</b>	<b>232,326</b>	<b>231,197</b>	<b>220,798</b>	-10,399	<b>-4.50%</b>
<b>Registered borrowers</b>	<b>19,712</b>	<b>19,847</b>	<b>19,950</b>	<b>16,550<sup>1</sup></b>	<b>17,925</b>	1,375	<b>8%</b>
<b>Program attendance</b>	<b>15,591</b>	<b>9,441</b>	<b>9,716</b>	<b>15,618</b>	<b>15,016</b>	-602	<b>-3.85%</b>
<b>Reference Questions</b>	<b>36,216</b>	<b>35,845</b>	<b>31,996</b>	<b>30,110</b>	<b>27,090</b>	-57,200	<b>-10.03%</b>
<b>Use of Public Internet</b>	<b>61,515</b>	<b>58,434</b>	<b>70,488</b>	<b>73,504</b>	<b>62,709</b>	10,795	<b>-14.69%</b>

### Trends in Benicia Library’s use

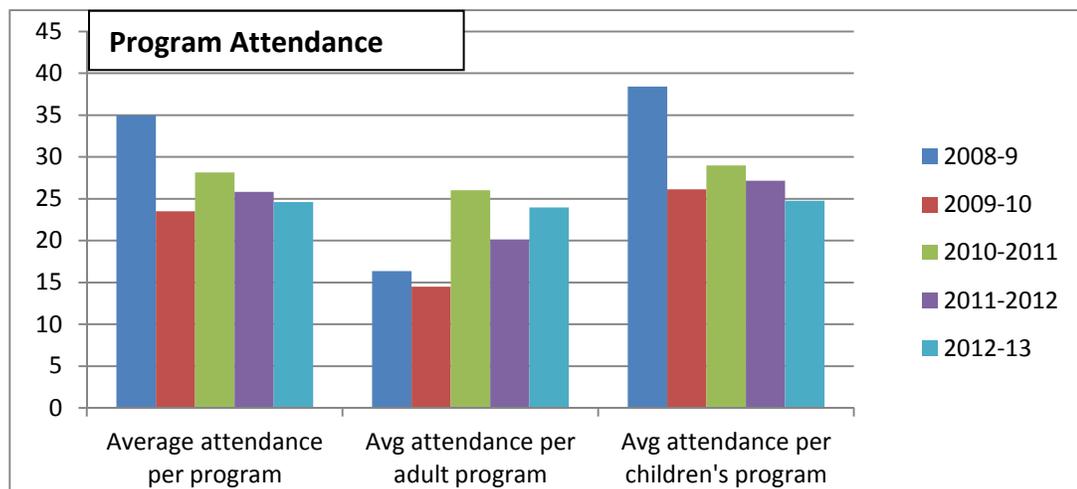
- Circulation per capita has continued to increase. This year, an additional 56,076 items were checked out. Library circulation has increased each year for the past five years: a total of 102,891 more items were checked out this year by Benicia residents than circulated in 2008-9, which is a 27% gain over five years. Part-time staff at the circulation desk has allowed us to retain a high level of service in this area.

Visits and Circulation per capita



<sup>1</sup> Information on # borrowers as of June 30, 2012 was reported too late for State Report input. Correct number is 16,550, not 20,034 as was indicated in the State Report.

- Number of people visiting the Library decreased by 5%.
  - Since the hours of operation, number of programs, and other factors remain stable, the reason 5% fewer people visited the Library is difficult to determine. It could be due to more people having their own access to the Internet and/or wireless at home. It could be that more remote services (downloadable books, e-books, e-audiobooks, etc.) have resulted in fewer people coming into the Library for services. It could be that the Library did not have an exhibit this year, while we had exhibits and associated programs in many previous years. While it's easy to speculate, it's impossible to determine the actual cause for declining visits to the Library.
- Total attendance at programs has declined in the past five years by 30%.
  - Programs are an area of Library service that has been strategically reduced, in response to budget decreases over the past few years and to public input.
  - The number of children's librarians on staff has been reduced by 50% in the last five years. This has resulted in a drop in the # of children's programs by 17%, most noticeably between 2008-9 and 2009-10. Since that time, attendance has remained the same at about 25 per program.
  - Attendance at adult programs also has slightly increased. In the last five years, the average attendance per adult program has gone from 16 per program to 24 per program: a noticeable increase.
  - Attendance numbers were counted a little differently this year. Staff gained the ability to sort numbers more accurately, so some of the adult attendance at programs, events and study sessions that had previously been counted with children's programs was correctly included in the adult programming data. This resulted in increases in adult program attendance while children's program attendance declined.



- The number of registered borrowers, or people who hold library cards, increased by 8%.
  - Data from 2011-12 was attained too late to be included in last year's reports, so the number that we reported was incorrect. The true number was considerably lower due to numerous borrower records being purged with the Carl.X migration in February 2012. The migration caused problems with lost data and staff encountered difficulties in getting year-end data. As a result, the only number that was available to use was the number of borrowers registered in January 2012 (pre-migration).
  - The correct number of borrowers that should have been reported was 16,550, not 20,034. This was 21% fewer registered borrowers than were in the system in January 2012. This is considered to be a false drop in numbers, as it is likely this was caused by a deep cleaning of the system and clearing out 'dead wood'.
  - Some of the records that were added to the system this year may have been for borrowers that previously were inactive in the system, whose records were deleted during the deep cleaning.
  
- Reference questions decreased by 10% and Internet use decreased by 14%.
  - Reference questions being asked have declined nationally, probably due to the instant gratification/success people have found by "Googling" an answer. The questions that are asked now are often more challenging and require more time to answer or to obtain credible documentation.
  - Internet and wireless access may have declined as the community recovers from the "Great Recession." A more prosperous community may have better online access now than in the past few years.

#### Statewide Trends in Library Use

Prior to last year's analysis, I was able to obtain information from the State Library that allowed me to include information on library trends in the State. This year, however, State Library data is not yet available. Without this data, it is impossible to provide meaningful information on statewide trends or to compare this data with that from Benicia.

However, the Pew Research Center published a paper in January 2013 which provides data for libraries nationally and can be used to look at larger trends in libraries. A summary of this report, Library Services in the Digital Age, can be found under the heading "National Trends in Library Use."

**Benicia trends and comparison with the most recent State numbers available (2010-11)**

Benicia is above the State mean in all numbers except: 1) number of reference questions per public service hour; 2) Average attendance per program and per children’s program; and 3) Population (number of residents) served by FTE staff.

	2008-9	2009-10	2010-2011	2011-2012	2012-2013	Percent change	% Above or Below State mean
<b>Public service hrs.</b>	3,224	3,103	3,117	3,084	3,081	0%	
<b>Population</b>	27977	28,086	27,118	26,919	27,163	1%	
<b>Pop of children under 5</b>	1510	1,514	1,510	1,286	1,286	0%	
<i>Per Capita data:</i>							
<b>Public service hours</b>	0.12	0.11	0.11	0.11	0.11	0%	90%
<b>Visits</b>	8.61	8.63	8.57	8.59	8.13	-5%	84%
<b>Circulation</b>	13.28	13.67	14.17	15.54	17.47	12%	173%
<b>Reference Questions</b>	1.29	1.24	1.18	1.12	1.00	-11%	41%
<b>Reference Questions per public service hour</b>	11.23	11.55	10.26	9.76	8.79	-10%	-25%
<b>Use of Public Internet per Year</b>	2.20	2.08	2.04	1.88	1.62	-14%	78%
<b>Use of public wireless</b>			0.57	0.85	0.69	-18%	N/A
<i>Program data:</i>							
<b>Total program attendance per capita</b>	0.72	0.47	0.66	0.58	0.55	-5%	150%
<b>Average attendance per program</b>	34.94	23.51	28.16	25.81	24.62	-5%	-16%
<b>Average attendance per adult program</b>	16.37	14.51	26.01	20.12	23.95	19%	15%
<b>Average attendance per children's program</b>	38.40	26.12	28.98	27.17	24.75	-9%	-27%
<i>Other data:</i>							
<b>Number of registered borrowers</b>	19,712	19,847	19,950	16,550	17,925	8%	Statistically not relevant
<b>Number of registered borrowers per capita</b>	0.70	0.71	0.74	0.62	0.69	7%	15%
<b>Funding per capita</b>	\$82.87	\$75.21	\$79.44	\$71.91	\$67.81	-6%	118%
<b>Materials expenditures per capita</b>	\$6.72	\$5.36	\$4.38	\$5.57	\$5.59	0%	162%
<b>Population served by FTE staff</b>	1,089	1,386	1,337	1,393	1,434	3%	-58%

### National Trends in Library use

The Pew Research Center published a report in January 2013 that explores the changing world of library services by exploring the activities at libraries that are already in transition and the kinds of services citizens would like to see if they could redesign libraries themselves. It is part of a larger research effort by the Pew Research Center's Internet & American Life Project that is exploring the role libraries play in people's lives and in their communities. The research is underwritten by the Bill & Melinda Gates Foundation.

This report contains findings from a survey of 2,252 Americans ages 16 and above between October 15 and November 10, 2012. The surveys were administered half on landline phones and half on cellphones and were conducted in English and Spanish. The margin of error for the full survey is plus or minus 2.3 percentage points. Following is a summary of key findings.

#### *Library services in the digital age<sup>2</sup>:*

*Patrons embrace new technologies – and would welcome more.  
But many still want printed books to hold their central place.*

### **Summary of findings**

The internet has already had a major impact on how people find and access information, and now the rising popularity of e-books is helping transform Americans' reading habits. In this changing landscape, public libraries are trying to adjust their services to these new realities while still serving the needs of patrons who rely on more traditional resources. In a new survey of Americans' attitudes and expectations for public libraries, the Pew Research Center's Internet & American Life Project finds that many library patrons are eager to see libraries' digital services expand, yet also feel that print books remain important in the digital age.

The availability of free computers and internet access now rivals book lending and reference expertise as a vital service of libraries. In a national survey of Americans ages 16 and older:

- 80% of Americans say **borrowing books** is a "very important" service libraries provide.
- 80% say **reference librarians** are a "very important" service of libraries.
- 77% say **free access to computers and the internet** is a "very important" service of libraries.

Moreover, a notable share of Americans say they would embrace even wider uses of technology at libraries such as:

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<sup>2</sup> Library services in the digital age by Kathryn Zickuhr, Lee Rainie, and Kristen Purcell. Report release date: January 22, 2013. Full summary and link to complete report at: <http://libraries.pewinternet.org/2013/01/22/library-services/>

- **Online research services allowing patrons to pose questions and get answers from librarians:** 37% of Americans ages 16 and older would “very likely” use an “ask a librarian” type of service, and another 36% say they would be “somewhat likely” to do so.
- **Apps-based access to library materials and programs:** 35% of Americans ages 16 and older would “very likely” use that service and another 28% say they would be “somewhat likely” to do so.
- **Access to technology “petting zoos” to try out new devices:** 35% of Americans ages 16 and older would “very likely” use that service and another 34% say they would be “somewhat likely” to do so.
- **GPS-navigation apps to help patrons locate material inside library buildings:** 34% of Americans ages 16 and older would “very likely” use that service and another 28% say they would be “somewhat likely” to do so.
- **“Redbox”-style lending machines or kiosks located throughout the community where people can check out books, movies or music without having to go to the library itself:** 33% of Americans ages 16 and older would “very likely” use that service and another 30% say they would be “somewhat likely” to do so.
- **“Amazon”-style customized book/audio/video recommendation schemes that are based on patrons’ prior library behavior:** 29% of Americans ages 16 and older would “very likely” use that service and another 35% say they would be “somewhat likely” to do so.

These are some of the key findings from a new national survey of 2,252 Americans ages 16 and older by the Pew Research Center’s Internet & American Life Project and underwritten by a grant from the Bill & Melinda Gates Foundation. The interviews were conducted on October 15-November 10, 2012 and done on cell phone and landlines and in English and Spanish.

### **Public priorities for libraries**

Asked for their thoughts on which services libraries should offer to the public, majorities of Americans are strongly in favor of:

- **Coordinating more closely with local schools:** 85% of Americans ages 16 and older say libraries should “definitely” do this.
- **Offering free literacy programs to help young children:** 82% of Americans ages 16 and older say libraries should “definitely do” this.
- **Having more comfortable spaces for reading, working, and relaxing:** 59% of Americans ages 16 and older say libraries should “definitely do” this.
- **Offering a broader selection of e-books:** 53% of Americans ages 16 and older say libraries should “definitely do” this.

These services were also most popular with the library staff members in our online panel, many of whom said that their library had either already implemented them or should “definitely” implement them in the future.

At the same time, people have different views about whether **libraries should move some printed books and stacks out of public locations to free up space for tech centers, reading rooms, meeting rooms, and cultural events**: 20% of Americans ages 16 and older said libraries should “definitely” make those changes; 39% said libraries “maybe” should do that; and 36% said libraries should “definitely not” change by moving books out of public spaces.

### **Changes in library use in recent years**

In the past 12 months, 53% of Americans ages 16 and older visited a library or bookmobile; 25% visited a library website; and 13% used a handheld device such as a smartphone or tablet computer to access a library website. All told, 59% of Americans ages 16 and older had at least one of those kinds of interactions with their public library in the past 12 months. Throughout this report we call them “recent library users” and some of our analysis is based on what they do at libraries and library websites.

Overall, 52% of recent library users say their use of the library in the past five years has not changed to any great extent. At the same time, 26% of recent library users say their library use has increased and 22% say their use has decreased.

### **How people use libraries**

Of the 53% of Americans who visited a library or bookmobile in person in the past 12 months, here are the activities they say they do at the library:

- 73% of library patrons in the past 12 months say they visit to **browse the shelves for books or media.**
- 73% say they visit to **borrow print books.**
- 54% say they visit to **research topics that interest them.**
- 50% say they visit to **get help from a librarian.** Asked how often they get help from library staff in such things as answering research questions, 31% of library patrons in the past 12 months say they frequently get help, 39% say they sometimes get help, 23% say they hardly ever get help, and 7% say they never get help.
- 49% say they visit to **sit, read, and study, or watch or listen to media.**
- 46% say they visit to **use a research database.**
- 41% say they visit to **attend or bring a younger person to a class, program, or event designed for children or teens.**
- 40% say they visit to **borrow a DVD or videotape of a movie or TV show.**
- 31% say they visit to **read or check out printed magazines or newspapers.**
- 23% say they visit to **attend a meeting of a group to which they belong.**
- 21% say they visit to **attend a class, program, or lecture for adults.**
- 17% say they visit to **borrow or download an audio book.**
- 16% say they visit to **borrow a music CD.**

### **Internet use at libraries**

Some 26% of Americans ages 16 and older say they used the computers there or the WiFi connection to go online. Here's what they did on that free internet access:

- 66% of those who used the internet at a library in the past 12 months **did research for school or work.**
- 63% say they **browsed the internet for fun or to pass the time.**
- 54% say they **used email.**
- 47% say they **got health information.**
- 41% say they **visited government websites or got information about government services.**
- 36% say they **looked for jobs or applied for jobs online.**
- 35% say they **visited social networking sites.**
- 26% say they **downloaded or watched online video.**
- 16% say they **bought a product online.**
- 16% say they **paid bills or did online banking.**
- 16% say they **took an online class or completed an online certification program.**

Additionally, some 36% of those who had ever visited a library say the library staff had helped them use a computer or the internet at a library.



# Benicia

## 2012-13 California Public Library Survey

CURRENT YEAR

*PREVIOUS YEAR*

### Directory Update #1-48

THE FIELDS (IN GREEN) BELOW ARE FOR **CSL USE ONLY**

1	LIBRARY_ID	M813	<i>M813</i>
2	FSCS_ID	CA0163	<i>CA0163</i>
3	Short_Name	Benicia	<i>Benicia</i>
4	Name	Benicia Public Library	<i>Benicia Public Library</i>
Director			
(If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)			
5	Courtesy Title (Ms., Mr., Dr.)	Ms.	<i>Ms.</i>
6	First Name	Diane	<i>Diane</i>
7	Middle Name or Initial (only if used)		
8	Last Name	Smikahl	<i>Smikahl</i>
9	Title	Library Director	<i>Library Director</i>
10	Street Address	150 E. L St.	<i>150 E. L St.</i>
11	City	Benicia	<i>Benicia</i>
12	Zip	94510	<i>94510</i>
13	Zip4	3281	<i>3281</i>
14	Mailing Address	150 E. L St.	<i>150 E. L St.</i>
15	Mail City	Benicia	<i>Benicia</i>
16	Mail Zip	94510	<i>94510</i>
17	Mail Zip4	3281	<i>3281</i>
18	Public Phone Number- Administration	(707) 746-4343	<i>(707) 746-4343</i>
19	Reference Phone Number	(707) 746-4343	<i>(707) 746-4343</i>
20	FAX	(707) 747-8122	<i>(707) 747-8122</i>
21	TDD for Deaf.	N/A	<i>N/A</i>
22	Library Director's Email address	dsmikahl@ci.benicia.ca.us	<i>dsmikahl@ci.benicia.ca.us</i>
23	Library's Public Email address	N/A	<i>N/A</i>
24	Library's Web Address	<a href="http://www.benicialibrary.org">http://www.benicialibrary.org</a>	<i><a href="http://www.benicialibrary.org">http://www.benicialibrary.org</a></i>
25	House District(s)	7	<i>7</i>
26	State Senate District(s)	2	<i>2</i>
27	Assembly District(s)	8	<i>8</i>
28	ILL Period: # of Weeks	4	<i>4</i>
29	ILL Photocopy free up to 10 pages?	Y	<i>Y</i>
30	Copy fee. ONLY if answer to #29 is No; otherwise, leave blank.		
31	Name of person completing this survey.	Toni Yosick	<i>Toni Yosick</i>
32	Phone # of person completing this survey.	(707) 746-4354	<i>(707) 746-4354</i>
33	Email address of person completing this survey.	TYosick@ci.benicia.ca.us	<i>TYosick@ci.benicia.ca.us</i>

THE FIELDS (IN GREEN) BELOW ARE FOR **CSL USE ONLY**

34	Size Sq. Miles	12.6	<i>12.6</i>
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# IV.D.1.13

35	Interlibrary Relationship Code	ME	ME
36	Legal Basis Code	CI	CI
37	Administrative Structure Code	SO	SO
38	FSCS Public Library Definition	Y	Y
39	Geographic Code	CII	CII
40	Legal Service Area Boundary Change	N	N
41	LIBR_TYPE	PHMD	PHMD
42	MSA_NAME	SFNS	SFNS
43	COUNTY	Solano	Solano
44	CLSASYSTEM	NLS	NLS
45	TABLE	6	6
46	STATE	CA	CA
47	FISCAL_YR	2012-13	2011-12
48	INST_CODE	P	P

### Population and Outlets #201-212

201	Population of the Legal Service Area	27,163	26,919
202	Population of Children under 5 Years	1,286	1,286
203	Population of Children Age 5-14	3,671	3,671
204	Registered Users as of June 30	17,925	20,034
205	Children Borrowers Age 0-14	3,696	3,424
206	Main Library ( <i>Enter 1 if there is a main or central library, leave blank if not</i> )	1	1
207	Branches ( <i>see Help</i> )	0	0
208	Stations ( <i>Must have staff &amp; separate quarters</i> ).	0	0
209	Total Branches + Stations (#207 + #208)	0	0
210	Bookmobiles. Vehicle count.	0	0
211	TOT_OUTLET(#206 + #207 + #208 + #210)	1	1
212	TOT_SQFEET (SUM #34 ALL OUTLETS)	31,700	31,700

### Library Staff #251-259

251	Total count of persons employed - full and part time.	42	42
252	ALA Librarians (FTE) who have accredited ALA Masters	5.95	6.18
253	FTE Total Librarians (ALA or other)	5.95	6.18
254	FTE Special Professionals	1.49	1.92
255	FTE Lib. Tech. Assistants	5	5
256	FTE Other	6.5	6.22
257	ALL_SUPPRT (#254 + #255 + #256)	12.99	13.14
258	TOTAL_STAF (#253 + #257)	18.94	19.32
259	FTE Volunteers ( <i>Average FTE per week - not hours</i> )	3.63	2.16

### IV.D.1.14 Rational Expenses #301-308

301	Local Government ( <i>all sources - see Help</i> )	\$1,670,819	\$1,718,130
302	State Funds (e.g. CLSA, PLF, ELLI, etc.)	\$22,642	\$44,671
303	Federal Funds (e.g. LSTA or other)	\$0	\$0
304	All Other Operating Income	\$148,538	\$172,921
305	<b>Total Operating Income (#301 + #302 + #303 + #304)</b>	\$1,841,999	\$1,935,722

THE FIELDS (IN GREEN) BELOW ARE FOR **CSL USE ONLY**

306	CLSA_TBR	0	
307	CA Library Literacy Services		
308	PLF ALLOCATION	0	

### **Income - for Capital Outlay #309-313**

309	Local Government ( <i>taxes and allocations - see Help</i> )	\$5,439	\$29,572
310	State Funds	\$0	\$0
311	Federal Funds	\$0	\$0
312	Other Income	\$0	\$14,973
313	<b>Total Capital Outlay Income CAPOUT_INC (#309 + #310 + #311 + #312)</b>	\$5,439	\$44,545

### **Standard Operating Expenditures #401-411**

401	Salaries & Wages Expenditures	\$1,062,174	\$1,146,096
402	Employee Benefits Expenditures	\$401,983	\$437,685
403	<b>Total Staff Expenditures (#401 + #402)</b>	\$1,464,157	\$1,583,781
404	Print Materials Expenditures (except Serials)	\$88,524	\$87,409
405	Print Serial Subscription Expenditures	\$6,120	\$6,849
406	<b>Total Print Materials Expenditures (#404 + #405)</b>	\$94,644	\$94,258
407	Electronic Materials Expenditures	\$20,749	\$28,788
408	Other Materials Expenditures	\$36,566	\$26,925
409	<b>Total Collection Expenditures (#406 + #407 + #408)</b>	\$151,959	\$149,971
410	All Other Operating Expenditures	\$225,883	\$201,970
411	<b>Total Operating Expenditures (#403 + #409 + #410)</b>	\$1,841,999	\$1,935,722

### **Capital Expenditures #500**

500	Capital Expenditures	\$5,439	\$44,545
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### **Specific Expenditures #501-503**

501	Preservation	\$0	\$0
502	Expenditure for Children's Materials	\$29,077	\$26,320
503	Adult Literacy Program	\$55,770	\$91,668

### **Collections #601-618**

1,889 1,431

601	Children's Books Added		
602	Books Children Held as of June 30	38,199	37,174
603	Books Young Adult Held as of June 30	5,666	6,103
604	Book Volumes Added	5,271	4,894
605	Book Titles Added	4,256	3,894
606	Books Total Held as of June 30	84,808	95,574
607	Government Documents in separate collections	298	504
608	<b>Total Print Materials Held (#606 + #607)</b>	85,106	96,078
609	Electronic Books	11,080	43,489
610	Total Physical Audio Materials	5,463	5,063
611	Total Online Audio Materials	2,278	18,323
612	Total Physical Video Materials	6,224	6,440
613	Total Online Video Materials	0	0
614a	Databases - Local/Coops & Other	17	15
614b	Databases - State	0	0
614c	<b>Databases - Total (#614a + #614b)</b>	17	15
615	Number of Current Print Serial Subscriptions	144	154
616	Number of records in library catalog as of June 30	88,115	88,776
617	Children's Audio Materials held as of June 30	986	937
618	Children's Video Materials held as of June 30	1,685	1,707

### **Library Services, Annual #801-821**

800	<b>Total Public Service Hours (SUM #21 + #26) from Bookmobiles &amp; Outlets respectively</b>	3,081	3,084
801	Library Visits	220,798	231,197
802	Reference Questions ( <i>omit directional</i> )	27,090	30,110
803	Circulation of Children's Materials	170,536	162,877
804	Circulation Non-English	3,565	211
805	Circulation Non-Book	198,001	151,456
806	Circulation of Electronic Materials	5,671	
807	Total Circulation	474,472	418,396
808	ILL loans to others	49,646	43,034
809	ILL loans received	61,290	48,713
810	Pre-School Programs - Number	193	176
811	Pre-School Programs - Attendance	4,504	3,987
812	School Age Programs - Number	142	149
813	School Age Programs - Attendance	3,767	4,174
814	Young Adult Programs - Number	176	164
815	Young Adult Programs - Attendance	4,374	5,123
816	Adult Programs - Number	99	116
817	Adult Programs - Attendance	2,371	2,334
818	<b>Children's Programs - Number (#810 +</b>	335	325

819	Children's Program Attendance (#811 + #813)	8,271	8,161
820	Total Programs - Number (#810 + #812 + #814 + #816)	610	605
821	Total Programs - Attendance (#811 + #813 + #815 + #817)	15,016	15,618

### Salary Survey #901-918

901	Director (monthly rate) - Begin	9,181	9,181
902	Director (monthly rate) - Final	11,160	11,160
903	Assistant Dir. - Begin	5,905	5,905
904	Assistant Dir. - Final	7,178	7,178
905	Chief Lib. Div. - Begin	5,135	5,135
906	Chief Lib. Div. - Final	6,242	6,242
907	Branch Libn - Begin	N/A	N/A
908	Branch Libn - Final	N/A	N/A
909	Entry Level Librarian - Begin	4,059	4,059
910	Entry Level Librarian - Final	4,934	4,934
911	Journeyman Librarian - Begin	4,465	4,465
912	Journeyman Librarian - Final	5,427	5,427
913	Lib. Tech. Asst. - Begin	3,066	3,066
914	Lib. Tech. Asst. - Final	3,727	3,727
915	Clerk Non-Pro. ( <i>see Help</i> ) - Begin	3,138	3,138
916	Clerk Non-Pro. ( <i>see Help</i> ) - Final	3,815	3,815
917	Mgr. Of Spec. Services (non-MLS) - Begin	4,044	4,044
918	Mgr. Of Spec. Services (non-MLS) - Final	4,916	4,916

### Electronic Services #856-862

856	Took advantage of CA Teleconnect subsidies during this report year.	No	No
857	Took advantage of federal E-RATE subsidies during this report year.	No	No
858	Does your library meet CIPA compliance requirements? Y/N ( <i>see Help for Children's Internet Protection Act requirements</i> )	No	No

#### Electronic Resources Usage

859	Uses (sessions) of Public Internet Computers (per year)	62,709	50,514
860	Virtual Visits to Library Website	117,444	130,390
861	Does your library use the Radio Frequency Identification (RFID) system for circulation? Y/N	No	No
862	GPTERMS (#28 + #41) from Bookmobiles and Outlets respectively.	20	20

### Referenda #863-870

If no referenda [during report](#) year then [leave blank](#)

863	Referenda Election Date (MM/DD/YYYY)	N/A
-----	--------------------------------------	-----

06/05/2012

864	Local Agency Authorizing Election	n/a	<i>Supervisors</i>
865	Funding Purpose	n/a	<i>Operations</i>
866	Type of Tax		<i>Sales Tax</i>
867	Percentage of "Yes" Vote (Ex.: 66.5)		<i>80.1</i>
868	Vote Requirement to Pass		<i>Supermajority</i>
869	Vote Outcome		<i>Pass</i>
870	Notes		<i>renewal of existing tax</i>

### **Mobile Libraries #1-31**

If no mobile libraries then leave blank.

THE FIELDS (IN GREEN) BELOW ARE FOR **CSL USE ONLY**

- 1 **FSCS\_ID**
- 2 **LIBRARY\_ID**
- 3 **LIB\_CODE**
- 4 **Short\_Name**
- 5 **Bookmobile Name**
- 6 **Street:**
- 7 **City:**
- 8 **Zip:**
- 9 **Zip4:**
- 10 **County:**
- 11 **Phone:**
- 12 **Type:**
- 13 **Make:**
- 14 **Model:**
- 15 **Year:**
- 16 **Chassis Manufacturer:**
- 17 **Length:**
- 18 **Book Capacity in Volumes:**
- 19 **Miles traveled/year:**
- 20 **Number of individual stops on route per week:**
- 21 **Total hours in public service for the year (omit travel time):**
- 22 **Total number of weeks per year in public service:**
- 23 **Librarians on vehicle - FTE**
- 24 **Driver/clerks on vehicle - FTE**
- 25 **Support Staff off vehicle - FTE**
- 26 **Total materials circulation per year**
- 27 **Yearly operating and maintenance cost. (Examples: fuel, maintenance, repair, labor and parts. Do not include personnel costs.)**
- 28 **Number of Internet Terminals - General Public**
- 29 **FISCAL\_YR**

## **IV.D.1.18**

**Library Outlet #1-46**THE FIELDS (IN GREEN) BELOW ARE FOR **CSL USE ONLY**

1	FSCS_ID	CA0163.002	CA0163.002
2	LIBRARY_ID	M813	M813
3	LIB_Code	M813.001	M813.001
4	Short_Name	Benicia	Benicia
5	Outlet Name:	Benicia Public Library	Benicia Public Library
6	Street Address:	150 E. L St.	150 E. L St.
7	City:	Benicia	Benicia
8	ZIP:	94510	94510
9	ZIP+4:	3281	3281
10	Mail Address:	150 E. L St.	150 E. L St.
11	Mail City:	Benicia	Benicia
12	Mail ZIP:	94510	94510
13	Mail ZIP+4:	3281	3281
14	County:	Solano	Solano
15	FAX:	(707) 747-8122	(707) 747-8122
16	Phone:	(707) 746-4343	(707) 746-4343
17	Type of Outlet:	CE	CE
18	This Facility is Owned by:	CITY - City	CITY - City
19	This Facility is in need of:	N/A - Not Applicable	N/A - Not Applicable
20	State Senate District(s)	2	2
21	State Assembly District(s)	8	8
22	U.S. House District(s)	7	7
23	Population Served By Outlet.	27,163	26,919
24	Total Outlet Staff, in FTE.	18.94	19.32
25	Hours Open, Weekly.	62	62
26	Hours Open, Annually.	3,081	3,084
27	Weeks Open, Annually.	52	52
28	Total Number of Volumes Held by Outlet.	99,608	95,574
29	Total Annual Circulation by Outlet.	474,472	418,396
30	Total Outlet Operating Expenditures.	1,841,999	1,935,722
31	Year in which Outlet was Originally Built.	1993	1993
32	Month and Year outlet opened ( <i>i.e.</i> , 06/2008)	06/1993	06/1993
33	Year in which Outlet was Remodeled.	N/A	N/A
34	Size of Outlet, sq. ft.	31,700	31,700
35	Number of Reader Seats in Outlet	210	210
36	Days per week outlet is open to the public.	7	7
37	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes	Yes
38	Housed in separate quarters?	Yes	Yes
39	Established schedule of hours for public service?	Yes	Yes
40	Degree of Adequacy of this Facility.	9	9

41	Number of Internet Terminals--General Public.	20	20
42	Internet Connection. What is your library's highest connection speed to the Internet?	6.1Mbps - 10Mbps	<i>6.1Mbps - 10Mbps</i>
43	Wi-Fi. Is Wireless available at this location? (Y/N)	Yes	<i>Yes</i>
44	MSA (Metropolitan Statistical Area) Status:	NC	<i>NC</i>
45	FISCAL_YR CODE	2012-2013	<i>2011-12</i>
46	OUTLET_TYPE_SORT_CODE		

MINUTES OF THE  
REGULAR MEETING – CITY COUNCIL  
January 21, 2014

City Council Chambers, City Hall, 250 East L Street, complete proceedings of which are recorded on tape.

**I. CALL TO ORDER:**

Mayor Patterson called the meeting to order at 7:01 p.m.

**II. CLOSED SESSION:**

Mayor Patterson called the Closed Session to order at 9:05 p.m.

Mayor Patterson adjourned the Closed Session meeting at approximately 10:15 p.m.

**A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) or (3) of  
subdivision (d) of Section 54956.9: (1 case)**

**III. CONVENE OPEN SESSION:**

**A. ROLL CALL**

Vice Mayor Campbell was not present at roll call. He arrived at 7:29 p.m.

All other Council Members were present.

**B. PLEDGE OF ALLEGIANCE**

Patty Gavin led the Pledge of Allegiance.

**C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF PUBLIC**

**IV. ANNOUNCEMENTS/PROCLAMATIONS/ APPOINTMENTS/PRESENTATIONS:**

**A. ANNOUNCEMENTS**

1. Announcement of action taken at Closed Session, if any.
2. Openings on Boards and Commissions:

Arts and Culture Commission  
2 full terms  
Application Due Date: January 24, 2014

Benicia Housing Authority Board of Commissioners  
2 full terms (tenants)  
Application Due Date: January 24, 2014

Civil Service Commission  
4 full terms  
Application Due Date: January 24, 2014

Community Sustainability Commission  
2 full terms  
Application Due Date: January 24, 2014

Economic Development Board  
1 full term  
Application Due Date: January 24, 2014

Historic Preservation Review Commission  
1 unexpired term  
1 full term  
Application Due Date: January 24, 2014

Open Government Commission  
3 full terms  
Application Due Date: January 24, 2014

Parks, Recreation and Cemetery Commission  
1 full term  
Application Due Date: January 24, 2014

**3. Mayor's Office Hours**

**B. PROCLAMATIONS**

**C. APPOINTMENTS**

- 1. RECOMMENDATION OF REAPPOINTMENT OF NANCY LUND TO THE SOLANO TRANSPORTATION AUTHORITY (STA) BICYCLE ADVISORY COMMITTEE FOR A THREE YEAR TERM ENDING DECEMBER 2016**

**RESOLUTION 14-04 - A RESOLUTION RECOMMENDING THE**

**REAPPOINTMENT OF NANCY LUND TO THE SOLANO TRANSPORTATION AUTHORITY (STA) BICYCLE ADVISORY COMMITTEE FOR A THREE YEAR TERM ENDING DECEMBER 2016**

On motion of Mayor Patterson, Council adopted Resolution 14-03, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Hughes, Strawbridge  
Noes: (None)

**D. PRESENTATIONS**

**V. ADOPTION OF AGENDA:**

On motion of Council Member Schwartzman, seconded by Council Member Hughes, Council adopted the Agenda, as presented, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Hughes, Strawbridge  
Noes: (None)

**VI. OPPORTUNITY FOR PUBLIC COMMENT:**

**A. WRITTEN COMMENT**

Nine items received (copies on file).

**B. PUBLIC COMMENT**

1. Jasmine Powell - Ms. Powell discussed concerns regarding housing in the Planned Development Area being proposed in the Benicia Industrial Park.
2. Constance Beutel - Ms. Beutel discussed upcoming events being sponsored by the Community Sustainability Commission.
3. Helaine Bowles - Ms. Bowles discussed upcoming events at the Benicia public Library.
4. Elizabeth d'Huart - Ms. d'Huart discussed upcoming events at the Benicia Historical Museum.
5. Council Member Strawbridge - Council Member Strawbridge discussed several events she recently attended.

**VII. CONSENT CALENDAR:**

On motion of Council Member Schwartzman, seconded by Council Member Strawbridge, Council adopted the Consent Calendar, as presented, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Hughes, Strawbridge

Noes: (None)

- A. APPROVAL OF THE MINUTES OF THE JANUARY 7, 2014 CITY COUNCIL MEETING**
- B. DENIAL OF CLAIM AGAINST THE CITY BY THOMAS AND BARBARA COLMER**
- C. APPROVE THE AMENDMENT TO THE CONTRACT SERVICES AGREEMENT BETWEEN THE CITY OF BENICIA AND RENNE SLOAN HOLTZMAN SAKAI FOR FINANCIAL SERVICES**

**RESOLUTION 14-05 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AMENDING THE CONTRACT WITH RENNE SLOAN HOLTZMAN SAKAI LLP FOR FINANCIAL SERVICES**

- D. ADOPT THE RESOLUTION APPROVING THE CITY OF BENICIA PARTICIPATING IN THE COOPERATIVE COUNTY AGREEMENT FOR COUNTYWIDE AERIAL IMAGERY SERVICES**

**RESOLUTION 14-06 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING PARTICIPATION OF THE CITY OF BENICIA IN THE COOPERATIVE COUNTY AGREEMENT FOR COUNTYWIDE AERIAL IMAGERY SERVICES**

- E. Approval to waive the reading of all ordinances introduced and adopted pursuant to this agenda.**

**VIII. BUSINESS ITEMS:**

- A. APPROVE CONCEPTUAL DESIGN AND PLACEMENT OF PUBLIC ART AT COMMUNITY CENTER**

**RESOLUTION 14-07 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING THE DESIGN AND PLACEMENT OF PUBLIC ART FOR THE COMMUNITY CENTER AND AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR THE DESIGN AND CONSTRUCTION OF THE PUBLIC ART**

Diane Smikahl, Library Director, reviewed the staff report.

Patty Gavin, Arts & Culture Commission Member, reviewed a PowerPoint presentation (copy on file).

Council Member Hughes and Staff discussed concerns regarding possible noise that might bother staff who are trying to work.

Council Member Strawbridge and Staff discussed how to get the word out so that people will come and see the artwork. She would like to see some sort of tourism/marketing outreach.

Public Comment:

1. Constance Beutel - Ms. Beutel spoke in support of the proposed item.
2. Tom Gavin - Mr. Gavin spoke in support of the proposed item.

**B. BENICIA INDUSTRIAL PARK BUS HUB PROJECT: ADOPTION OF THE MITIGATED NEGATIVE DECLARATION AND APPROVAL OF THE CONCEPTUAL PLAN, CONFIRMATION OF COMPLIANCE WITH REGIONAL MEASURE 2, APPROVAL OF AN AGREEMENT FOR FINAL PROJECT DESIGN, APPROVAL OF AN AGREEMENT WITH SOLANO TRANSPORTATION AUTHORITY TO ACQUIRE THE PROPERTY AND USE \$500,000 IN STATE TRANSIT ASSISTANCE FUNDING FOR THE PROJECT, AND DIRECTION TO STAFF TO INITIATE THE PUBLIC HEARING PROCESS FOR CONSIDERATION OF A MOBILE FOOD VENDING ORDINANCE FOR THE INDUSTRIAL ZONING DISTRICT**

**RESOLUTION 14-08 - A RESOLUTION ADOPTING THE MITIGATED NEGATIVE DECLARATION AND APPROVING THE CONCEPTUAL PLAN FOR THE BENICIA INDUSTRIAL PARK BUS HUB PROJECT AND AUTHORIZING THE CITY CLERK TO FILE THE NOTICE OF DETERMINATION WITH THE SOLANO CLERK OF THE BOARD**

**RESOLUTION 14-09 - A RESOLUTION CONFIRMING PROJECT COMPLIANCE AS THE REGIONAL MEASURE 2 (RM2) IMPLEMENTING AGENCY AND REQUESTING THE METROPOLITAN TRANSPORTATION COMMISSION ALLOCATE \$175,000 IN RM2 FUNDING FOR THE FINAL DESIGN PHASE OF THE BENICIA INDUSTRIAL PARK TRANSIT HUB PROJECT**

**RESOLUTION 14-10 - A RESOLUTION APPROVING A CONSULTANT CONTRACT WITH MARK THOMAS & COMPANY IN THE AMOUNT OF \$163,926 FOR THE FINAL DESIGN OF THE BENICIA INDUSTRIAL PARK BUS HUB PROJECT CONTINGENT UPON THE AWARD OF A \$175,000 REGIONAL MEASURE 2 GRANT AND AUTHORIZING THE CITY MANAGER**

**TO EXECUTE THE CONTRACT ON BEHALF OF THE CITY**

**RESOLUTION 14-11 - A RESOLUTION APPROVING AN AGREEMENT FOR THE SOLANO TRANSPORTATION AUTHORITY (STA) TO ACQUIRE THE RIGHT-OF-WAY ON BEHALF OF THE CITY AND CONTRIBUTE \$500,000 IN STATE TRANSIT ASSISTANCE FUNDING (STAF) TO THE BENICIA INDUSTRIAL PARK TRANSIT HUB PROJECT, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY**

Heather McLaughlin, City Attorney, reviewed the action that Council was being asked to take tonight.

Mike Roberts, Senior Civil Engineer, reviewed the staff report and a PowerPoint presentation (copy on file).

Brad Kilger, City Manager, reviewed the handouts with the suggested revisions.

Council Member Schwartzman suggested adding a semi colon after 'Valero Crude by Rail Project' on the resolution amendment (handout).

Mayor Patterson suggested separating the comments/discussion so the process would be less confusing.

Public Hearing Opened (for the mitigated negative declaration and project compliance)

**Public Comment:**

1. Bill Simpkins - Mr. Simpkins spoke in opposition to the proposed project. He discussed concerns regarding surveys, maintenance, funding, and purpose.

Staff and representatives from the STA discussed Mr. Simpkin's concerns.

2. Hector Barragan - Mr. Barragan discussed their requested changes to the agreement. They look forward to working with the City to ensure a positive outcome for all.
3. John Gardner, Counsel for the Barragan Family - Mr. Gardner discussed the lack of viable alternative properties for the Barragans to relocate their food truck business. They look forward to working with Staff and the STA in a way that will benefit everyone. He discussed concerns regarding long term access for their food trucks, parking, restroom facilities, and hours of operation.
4. Jose Barragan - Mr. Barragan hoped everyone could work together to make this a win win situation for everyone involved. Their family has worked in that area for over 20 years.

## Public Hearing Closed

Council Member Hughes discussed the issue of property rights. He was pleased at how far the City, STA, and the Barragan Family have come in the past few weeks. He hoped Staff would continue to work to resolve the outstanding issues. He and the Mayor would stay involved in the process.

Council Member Schwartzman asked for clarification on the process and how the Barragan's concerns would be addressed if the resolutions are passed tonight.

Mayor Patterson discussed how proud she was of all parties involved in the process.

Ms. McLaughlin discussed the suggested revision to the third resolution regarding the consultant contract with Mark Thomas & Company (copy on file).

### Public Comment:

None

Brad Kilger, City Manager, reviewed the suggested amendments to the resolution approving an agreement for the STA to acquire the right-of-way (copy on file).

Vice Mayor Campbell and Staff discussed the proposed strikeouts regarding the draft mobile food truck ordinance. Mayor Patterson suggested Council direct staff to prepare the mobile food truck ordinance, and to begin the public hearing process with the Planning Commission.

Council Member Hughes discussed the City and Council's commitment to work towards a fair process for the Barragans.

Vice Mayor Campbell discussed support for proceeding with the mobile food truck ordinance.

### Public Comment:

None

Council Member Hughes asked Staff to confirm they would continue to work with the Barragans (they would).

On motion of Council Member Hughes, seconded by Council Member Schwartzman, Council adopted Resolution 14-08, as amended, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Strawbridge

Noes: (None)

On motion of Council Member Schwartzman, seconded by Council Member Strawbridge, Council adopted Resolution 14-09, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Strawbridge  
Noes: (None)

On motion of Council Member Schwartzman, seconded by Council Member Strawbridge, Council adopted Resolution 14-10, as amended, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Strawbridge  
Noes: (None)

On motion of Council Member Schwartzman, seconded by Council Member Strawbridge, Council adopted Resolution 14-11, as amended, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Strawbridge  
Noes: (None)

On motion of Council Member Schwartzman, seconded by Council Member Hughes, Council directed City Staff to initiate a public hearing process for consideration of a draft mobile food ordinance , on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Strawbridge  
Noes: (None)

**C. MAYOR PATTERSON REQUEST TO AGENDIZE AN ITEM TO CONSIDER MODERNIZING CITY COUNCIL AGENDA TEMPLATE**

Mayor Patterson reviewed the staff report.

Public Comment:

None

On motion of Council Member Schwartzman, seconded by Council Member Hughes, Council approved placing an item to consider modernizing the City Council agenda template on a future agenda, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Strawbridge  
Noes: (None)

**D. Council Member Committee Reports:**

- 1. Mayor's Committee Meeting.(Mayor Patterson) Next Meeting Date: January 29, 2014**
- 2. Association of Bay Area Governments (ABAG)<http://www.abag.ca.gov/>. (Mayor Patterson and Council Member Strawbridge)Next Meeting Date: TBD**
- 3. Finance Committee. (Vice Mayor Campbell and Council Member Strawbridge)Next Meeting Date: January 24, 2014**
- 4. League of California Cities. (Mayor Patterson and Vice Mayor Campbell) Next Meeting Date: April 30, 2014**
- 5. School Liaison Committee. (Council Members Strawbridge and Council Member Hughes) Next Meeting Date: March 6, 2014**
- 6. Sky Valley Open Space Committee. (Vice Mayor Campbell and Council Member Schwartzman) Next Meeting Date: TBD**
- 7. Solano EDC Board of Directors. (Mayor Patterson and Council Member Strawbridge) Next Meeting Date: February 13, 2014**
- 8. Solano Transportation Authority (STA). <http://www.sta.ca.gov/> (Mayor Patterson and Council Member Schwartzman) Next Meeting Date: February 5, 2014**
- 9. Solano Water Authority-Solano County Water Agency and Delta Committee. <http://www.scwa2.com/>(Mayor Patterson and Council Member Hughes) Next Meeting Date: February 13, 2014**
- 10. Traffic, Pedestrian and Bicycle Safety Committee. (Vice Mayor Campbell and Council Member Schwartzman) Next Meeting Date: April 17, 2014**
- 11. Tri-City and County Cooperative Planning Group. (Mayor Patterson and Council Member Strawbridge) Next Meeting Date: March 10, 2014**
- 12. Valero Community Advisory Panel (CAP). (Mayor Patterson and Council Member Hughes) Next Meeting Date: TBD**
- 13. Youth Action Coalition. (Mayor Patterson, Council Member Strawbridge and Council Member Hughes) Next Meeting Date: January 22, 2014**

14. **ABAG-CAL FED Task Force-Bay Area Water Forum.**  
<http://www.baywaterforum.org/> (Mayor Patterson)Next Meeting  
Date: TBD
15. **SOLTRANS Joint Powers Authority (Mayor Patterson, Council Member Hughes and Council Member Schwartzman) Next Meeting**  
Date: February 20, 2014

**IX. ADJOURNMENT:**

Mayor Patterson adjourned the meeting to Closed Session at 8:58 p.m.

**AGENDA ITEM**  
**CITY COUNCIL MEETING DATE - FEBRUARY 4, 2014**  
**CONSENT CALENDAR**

**DATE** : January 28, 2014

**TO** : Mayor and Council

**FROM** : City Manager

**SUBJECT** : **ACCEPTANCE OF WATER TREATMENT PLANT SECURITY SURVEILLANCE IMPROVEMENT PROJECT**

**RECOMMENDATION:**

Adopt a resolution:

- 1) Accepting the Water Treatment Plant Security Surveillance Improvement Project as complete, assessing liquidated damages of \$6,000 for project delays, authorizing the City Manager to sign the Notice of Completion and authorizing the City Clerk to file same with the Solano County Recorder; and
- 2) Approving a contract purchase order increase of \$9,204 with the construction management firm, California Technical Concepts, due to the project delay.

**EXECUTIVE SUMMARY:**

This security project, located at the Water Treatment Plant, included installation of video cameras, monitors, digital video recording equipment, electronic card readers for the magnetic door locks, hatch alarms, motion detectors, security system commissioning, and ancillary electrical improvements for power. WEST Corporation completed the project on January 10, 2014, twenty-four (24) working days beyond the project deadline. Liquidated damages of \$6,000 (\$250 per day x 24) will be assessed by the City against the contractor from the 10% retention funds. In order to keep the project properly managed during the construction delays, the contract purchase order with the construction management firm, California Technical Concepts, will be increased by \$9,204 to a new contract amount of \$53,637. The project was budgeted for \$336,273 and was completed under budget at \$333,673.11. Sufficient funds are available in the Water System Replacement Fund, Major Water Capital Fund, and System Capacity Fund to cover the final costs, as per the adopted City Budget. The last step of the project requires formal acceptance by the City Council and filing of the Notice of Completion by the City Clerk, which allows the City to process the final payment to the contractor.

**BUDGET INFORMATION:**

**Project Budget**

Construction Contract.....	\$238,402.00
Construction Contingency (5%) .....	\$11,920.00
Construction Management.....	\$27,590.00
Engineering Support Services .....	\$11,635.00
Control Room Consoles .....	\$46,726.00
<b>Total Construction Budget .....</b>	<b>\$336,273.00</b>

**Project Expenditures**

Construction Cost Paid to Date (\$227,674.61 minus 10% retention) ...	\$209,907.15
Retention Payment (10% of \$227,674.61).....	\$22,767.46
Minus Liquidated Damages (\$250/day x 24 days) .....	\$-6,000.00
Adjusted Retention Payment.....	\$16,767.46

**Final Construction Cost..... \$221,674.61**

Construction Management .....	\$53,637.50
Engineering Support .....	\$11,635.00
Control Room Consoles.....	\$46,726.00

**Total Project Cost ..... \$333,673.11**

The total project cost is \$333,673.11, which is \$2,599.89 less than the project budget. The ten percent (10%) retention of \$22,767.46 for construction will be released, less liquidated damages of \$6,000 and any contractor liens after 35 days following recording with Solano County. The increased purchase order amount to California Technical Concepts of \$9,204 will be funded from the liquidated damages (\$6,000) and the balance (\$5,681) will be allocated from the construction contingency. Sufficient funds are available in the Water Enterprise Funds as per the adopted City budget.

**GENERAL PLAN:**

Relevant General Plan Goal:

- Goal 2.28: Improve and maintain public facilities and services

**STRATEGIC PLAN:**

Relevant Strategic Plan Issue and Strategies include:

- Strategic Issue #1: Protecting Community Health and Safety
- Strategic Issue #4: Preserving and Enhancing Infrastructure

**BACKGROUND:**

WEST Corporation was awarded the construction contract in May 2013 and began work on June 27, 2013 with a project completion date of September 30 (65 working days). Michael Wright with California Technical Concepts, serving as the construction manager (CM), noticed irregularities during the early phase of the project, such as WEST was eager to begin construction but failed to supply proper material submittals for review, had materials delivered that did not meet the project specification, and hired an electrician that did not perform to the industrial electrical code requirements. The CM and the Water Treatment Plant Superintendent discussed these significant issues in July, but decided that the problems were not insurmountable for the continued success of the project and that the CM would work more closely with the contractor to correct these issues.

During August, it was apparent that the contractor was having difficulties delivering proper submittals and the electrician's workmanship was still deficient. The CM and the Superintendent discussed what options were available to the City, including dismissing the contractor and asking the City Council to award the second bidder to complete the project. The monetary difference between the 1<sup>st</sup> and 2<sup>nd</sup> bid was \$84,324, and so the decision was made to extend the completion date to October 31, 2013 (87 working days), thus allowing the contractor to rectify the problems identified by the CM. This included the replacement of the original electrician and the hiring of a qualified industrial electrician (Benicia Bay Electric). Due to the change in electricians and unexpected delays in some material delivery, it was agreed to extend the project to a final completion date of November 30, 2013 (105 working days), and this was communicated to the contractor on November 19 via e-mail. The contractor eventually completed the project on January 10, 2014, twenty-four (24) working days beyond the November 30 deadline. The contractor was informed in a January 14, 2014 e-mail that liquidated damages cited in the construction contract would be assessed due to project delays, caused solely by the contractor.

Because the contractor delayed the completion of the project, the contract with the CM had to be extended. On December 19, the City Manager approved the increase of the CM purchase order from \$27,590 to \$44,433.75 to cover expenses in October and November (two months beyond the original completion date of September 30). The CM expenses for December and January total \$11,681. The final cost for CM to perform construction management services was \$53,637.50. If not for the tenacious actions on part of the CM, this project would not have been completed successfully.

Staff proposes that the liquidated damages of \$6,000 should be assessed for delays solely caused by the contractor. The additional \$26,047.50 paid to the

CM to see the project to completion represents the business costs of managing a challenged contractor. Firing the original contractor and hiring the second lowest bid would have cost the City far more in money and time. It should also be noted that due to the careful management of the project by the CM, the contractor completed the project for \$227,674.61; a cost savings of \$10,727 from his original bid. It should be noted that the additional cost of construction management (\$26,048) can be partially recovered from the \$6,000 for liquidated damages, the \$10,727 in realized savings, and the balance from contingency funds available in the budgeted accounts.

Attachments:

- Proposed Resolution
- Notice of Completion
- E-mail declaring final completion date of project
- December 19, 2013 Consultant Agreement Modification memo
- January 10, 2014 Consultant Agreement Exhibit B cost summary
- Project Chronology

**RESOLUTION NO. 14-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA ACCEPTING THE WATER TREATMENT PLANT SECURITY SURVEILLANCE PROJECT AS COMPLETE, ASSESSING LIQUIDATED DAMAGES OF \$6,000 FOR PROJECT DELAYS, AUTHORIZING THE CITY MANAGER TO SIGN THE NOTICE OF COMPLETION, AND AUTHORIZING THE CITY CLERK TO FILE SAME WITH THE SOLANO COUNTY RECORDER; AND APPROVING AN AMENDMENT AND PURCHASE ORDER INCREASE OF \$9,204 WITH THE CONSTRUCTION MANAGEMENT FIRM, CALIFORNIA TECHNICAL CONCEPTS, DUE TO THE PROJECT DELAY**

**WHEREAS**, by Resolution No. 13-29, City Council awarded the construction contract for the Water Treatment Plant Security Surveillance Project to WEST Corporation in the amount of \$238,402 and the construction management contract to California Technical Concepts in the amount of \$27,590; and

**WHEREAS**, WEST Corporation completed the project on January 10, 2014, twenty-four (24) working days beyond the project deadline in accordance with the plans and specifications; and

**WHEREAS**, liquidated damages of \$6,000 (24 days @ \$250 per day) will be assessed by the City against the contractor from the 10% retention funds; and

**WHEREAS**, the total construction cost is \$221,674.61 [which includes the construction costs paid to date (\$204,907.15) and the 10% retention (\$22,767.46) less \$6,000 for liquidated damages]; and

**WHEREAS**, the final cost of the construction management contract with California Technical Concepts is \$53,637.50 due to the project delay, requiring a purchase order increase in the amount of \$9,204; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Benicia hereby accepts the Water Treatment Plant Security Surveillance Project as complete for a final construction cost of \$333,673.11 and approves a contract amendment and a purchase order increase with the construction management firm, California Technical concepts, in the amount of \$28,525 [funded between 045-8045-9896 (46%), 596-8259-9960 (23%), 090-8205-9198 (28%) and 090-8205-8106 (3%)].

**BE IT FURTHER RESOLVED** that the City Manager is hereby authorized to sign the Notice of Completion and the City Clerk is authorized to file said Notice with the Solano County Recorder.

\* \* \* \* \*

On motion of Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, the above Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 4<sup>th</sup> day of February 2014, and adopted by the following vote:

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Elizabeth Patterson, Mayor

Attest:

\_\_\_\_\_  
Lisa Wolfe, City Clerk

\_\_\_\_\_  
Date

Recorded at the request of:  
CITY OF BENICIA

After recording return to:  
CITY OF BENICIA  
ATTN: PUBLIC WORKS DIRECTOR  
250 EAST L STREET  
BENICIA, CA 94510

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN THAT:

1. The City of Benicia, 250 East L Street, Benicia, CA, 94510, is the owner of the property described as:

**Water Treatment Plant**, located at 100 Water Way, situated in the City of Benicia, County of Solano, State of California, (APN 0080-030-150)

Nature of title as stated owner: In Fee.

2. A work of improvement known as the **Water Treatment Plant Security Surveillance Improvement Project** at the property described was completed and accepted by the City Council of the City of Benicia on February 4, 2014.
3. The name of the contractor for the improvement is **WEST Corporation of Cayucas, California.**

CITY OF BENICIA

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Brad Kilger, City Manager

Attest: \_\_\_\_\_  
Lisa Wolfe, City Clerk

The undersigned, being duly sworn, says: that she is the person signing the above document; that she has read the same and knows the contents thereof, and that the facts stated therein are true, under penalty of perjury.

\_\_\_\_\_

Lisa Wolfe, City Clerk

**Scott Rovanpera - Fwd: Commissioning results from today**

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**From:** Michael Wright <michaelw@caltechconcepts.com>  
**To:** Dan Walsh <dwalsh@westcorporation.com>  
**Date:** 11/19/2013 9:51 PM  
**Subject:** Fwd: Commissioning results from today  
**CC:** Scott Rovanpera <Scott.Rovanpera@ci.benicia.ca.us>, Phyllis Cameron <wes...>

---

Dan,

Please take the time to read and fully understand the brevity of this very important email.

I was hoping to see you at the project site today...sorry that you weren't able to make it back for the training and to chat about the state of the project. It is clear that even with the radios aside, West is in no position for the commissioning to continue this week.

Based on discussions with the City of Benicia today, the city is graciously extending the deadline for West to complete the project to the 100% state (including WEST's internal testing and adjusting) by no later than November 30, 2013. This decision is based on failed previous assurances by you on at least 2 separate occasions that the project would be 100% completed and ready for testing/commissioning. The first deadline was Monday last week and then again Monday this week.

We only agreed on Monday last week that user training would take place today because of assurances from you that the project would be complete. When working with Sal yesterday it was clear that several missing items were never ordered or ordered so late in the game that they had just arrived yesterday...including the photo camera, 2 surface boxes for the S880 IDS keypads, and I believe we are still missing the workstation UPS devices...etc, etc, wireless door opening button for the reception desk, memory card for photo camera, and the list goes on.

It is also clear to me that while Sal may have connected the wiring to the boards, etc there has been little if any actual "testing" by West to vet/confirm that the systems are properly functioning and actually pass any commissioning that we will necessarily do. This was borne out by our visual inspections on Monday and again today.

The items contained in my punch list email from very early this morning are not intended to be all inclusive but intended as a way to get you kick-started on the remedies for those things that *were* identified. It is West's responsibility to make certain that the systems are 100% installed and ready for testing and commissioning, not just connected and partially functioning.

Mika was on site a good portion of the day installing the base station radio and the radio at P3. Radio installation is scheduled to be completed by the end of this week...pending weather delays. The new radio for P3 is available for Sal to test the camera traffic w/o impacting the existing SCADA traffic as of 2:00 this afternoon.

It is my fervent hope and prayer that West is 100% complete and ready for Commissioning on or before November 30, 2013.

**West is so notified that commissioning & final acceptance testing will proceed as follows:**

1. Dan Walsh is to personally inform Michael Wright and Scott Rovanpera via email when West has fully and 100% completed the installation and has certified that the installation meets all project requirements, including correct shop drawings and submittals.
  - o You will need to make time to review the drawing changes with Sal. His as-built drawings

were not complete enough to hand off without explanations, at least as of Monday this week. Be certain that all the field changes have been captured in your drawing revisions.

We will use the revised drawings for the commissioning exercises.

2. If this notification is received on or before Friday November 29, then commissioning will commence on Monday December 2, 2013 at 10:00 AM and will continue until 4:00 PM that day, and will recommence at 8:00 AM on each successive day until completed.
3. If this notification occurs later than Friday November 29, then a commissioning date will be coordinated between West, CTC and the City on Monday December 2, 2013.
4. Commissioning will commence on the designated day and will continue as long as the system functions as designed. If 5 major or 8 minor failures (or an unacceptable combination of these 2 failure categories) is reached the commissioning will immediately cease and West will be notified in writing that they have failed the commissioning and that repairs/remedies must be made.
5. West must then make corrections noted and fully retest any failed items.
6. Dan Walsh is to inform Michael Wright and Scott Rovanner via email when West has made repairs and certifies that the system is again 100% ready for commissioning.
7. Once notification occurs, a date and time of the Owner's choosing will be selected as the new schedule for the repeat commissioning efforts.
8. Commissioning will commence on the agreed upon day and will continue as long as the system functions as designed. If 3 major or 5 minor failures are reached (or an unacceptable combination of these 2 failure categories), the commissioning will cease and West will be notified in writing that they have failed the commissioning and that repairs/remedies must once again be corrected.
9. This process will continue until the system commissioning has been satisfactorily completed.
10. Installation activities, repairs, adjustments, etc completed after November 30 will be subject to liquidated damages per *General Provisions (Section 8) Item 8-1.07*.

I am on vacation beginning Friday this week, so I am including Phyllis in this email just to be sure you get it...since we seem to have email receipt issues from time to time.

I wish you success in this endeavor...nothing would make me happier than to see you finish this project ASAP.

Cheers,

Michael

On Tue, Nov 19, 2013 at 12:51 AM, Michael Wright <[michaelw@caltechconcepts.com](mailto:michaelw@caltechconcepts.com)> wrote:

Dan,

Sal and I reviewed the installations today with relatively disappointing results. There are many items that have not been tested/vetted/installed by West that make it impossible to proceeding with the commissioning efforts. I am willing to generate a preliminary punch list with Scott's approval, however I will recommend tomorrow that we delay the commissioning efforts until you can tell us unequivocally that West is completely finished with the work you can do...so everything except the radio related items. Here's a brief listing of items that should be completed prior to continuing the commissioning efforts:

- Cameras and IR illuminators should be aimed according to the clients direction. We discussed this at last weeks (11/11/13) meeting
- Altronix power supply batteries are missing.
- AMAG 12 VDC batteries are missing.
- AMAG CAB4A AC power LED's are not working for several locations.
- P1 CAB4A is missing the tamper switch lever.
- Wireless door release for front door at main building has not been installed.
- UPS units for the main console work stations have not been installed.

- Main Gate and SC1 locations are still on temp AC power.
- AMAG panel at the R3 location still does not have AC power connected.
- Wire labels in several locations have text that does not match boards in the cabinet or don't make sense.
- AMAG boards supplied do not match the submittal drawings. Example is that 4DBC is listed, however a 2DBC with 4DC has been provided, so port assignments do not match.
- Devices are not landed at ports/locations as indicated in the shop drawings.
- Drawings should be accurate (updated/corrected) before next round of "commissioning" is attempted.
- At SC-2 location, the 1 1/2" conduit between the AC power enclosure and the network enclosure is not secured, but is hanging loose due to incorrect conduit nuts being used.
- Top and bottom caps are missing from the 2 1/2" pipes used for camera mounting locations.
- P2 had an active hatch alarm according to the IDS keypad indications.
- P2 could not arm because the PIR was continually activating during the Arm procedure PIR should not be active when the area is disarmed. (Typical for all areas)
- P1 PIR devices did not appear to work as no lights ever activated, however Arming was interrupted by messages that one of the PIR's was active.
- IDS keypads do not have countdown feature enabled.
- Panel labeling not complete
  - 120 VAC panel & breaker number labels
  - Panel names matching submittal drawings missing from inside of panels
- Viking E-30 units are not working due to phone line issue. Verified that no dial tone exists on line to front gate.
  - Leo did contact the COB telecom person for assistance and asked them to help out, however I did not hear back from anyone so far
- 120 VAC outlets in SC-2 AC enclosure do not appear to be properly grounded.

The software appears to be functioning well enough that the training can take place tomorrow, however any difficulties in the fully functioning software could mean training may need to be repeated, so training should proceed at your own risk since the commissioning was halted due to unacceptable results yesterday.

I'll be on site beginning around 9 AM or so, depending on traffic...

Cheers,

--

Michael E. Wright  
 California Technical Concepts  
 11 Fawn Ct  
 Oakley, CA 94561  
 925-219-0202 Office  
 925-695-6687 Cell  
 888-519-0202 E-Fax  
<http://www.caltechconcepts.com>

--

Michael E. Wright  
 California Technical Concepts  
 11 Fawn Ct  
 Oakley, CA 94561  
 925-219-0202 Office





Public Works Department  
**MEMORANDUM**

**Date:** December 19, 2013  
**To:** Melissa Morton, Public Works Director  
**From:** Scott Rovanner, WTP Superintendent  
**Re:** **Consultant Agreement Modification for California Technical Concepts**

---

**ISSUE:** To modify the Consultant Agreement (Agreement) and increase the purchase order to California Technical Concepts for extended Construction Management services for the Benicia Water Treatment Plant Security Surveillance Project.

**BACKGROUND:** Michael Wright, sole proprietor of California Technical Concepts (CTC), was hired to provide construction management (CM) and commissioning services for the 2013 WTP Security Surveillance Project. WEST Corp. was awarded the construction contract for the project on May 21, was issued a "Notice to Proceed" on June 14, and scheduled to have the project completed by September 30, 2013. CTC estimated the time needed for CM based on this 3-½ month schedule of work. Due to numerous delays and construction issues, the project completion date has been extended to December 30 – nearly three months after the original deadline. This additional time has resulted in more work for CTC to provide remaining CM and commissioning. The Agreement stipulates in Section 2.b(i) that the "CONSULTANT shall not be responsible for performance delays caused by others, or delays beyond CONSULTANT'S control, and such delays shall extend the times for performance of the work by CONSULTANT." In Section 3.b, the "CITY shall make no payment to CONSULTANT for any additional services unless such services and payment have been mutually agreed to and this Agreement has been formally amended in accordance with Section 7." Section 7 states "Modifications or amendments to the terms of this Agreement shall be in writing and executed by both Parties."

**JUSTIFICATION:** WEST Corp was the lowest bidder at an amount of \$238,402. The engineer's estimate was \$287,500 and the next lowest bid was received at \$322,726. The \$107K difference between the low and 2<sup>nd</sup> lowest bid seemed like a windfall for the City, but ultimately cost more in terms of construction management to complete the project. Michael Wright has provided excellent and critical construction management services for a project that the City could not have managed. CTC's expertise in the security and surveillance field has been invaluable, and CTC has protected the interests of the City at every turn. The time delays on part of the

contractor is mainly a failure of providing timely equipment submittals at the beginning of the job, and for providing competent craftsmen to perform the construction, specifically the industrial electrician. CTC has consistently held the contractor accountable to the specifications and commitments outlined in the construction contract. Through the keen management of CTC and the cost savings of over \$17K found during the project (see attached Change Log), an increase to CTC's purchase order can be readily justified.

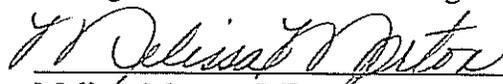
**FISCAL IMPACTS:** CTC's original purchase order amount is for \$27,590. CTC has estimated that another \$16,843.75 will be necessary to cover the CM expenses from October through November, 2013. Additional work performed in December and continued consulting by CTC will be either by separate agreement or amending the Agreement by the City Council.

<b>Original Cost Proposal</b>	<b>\$27,590.00</b>
Project Extension – October costs	\$8,006.25
Project Extension – November costs	\$8,837.50
<b>Modified Cost Proposal - Exhibit B</b>	<b>\$44,433.75</b>

Monies for consultants were allocated for the Security Surveillance Project (CIP WO11) in Acct #090-8205-9198 "System Improvements". As recommended by the Management Analyst, the Finance Director has been requested to transfer \$100K in Acct 9198 as a carryover from FY 2012-13 to cover consultant and construction costs for this project.

**RECOMMENDATION:** I recommend that the Consultant Agreement with California Technical Concepts be modified per the proposed cost summary as shown in Exhibit B, dated December 5, 2013; and that Purchase Order #13-0715 be increased by \$16,843.75 to cover remaining expenses for the construction management and commissioning of the Security Surveillance Project.

**APPROVAL:**

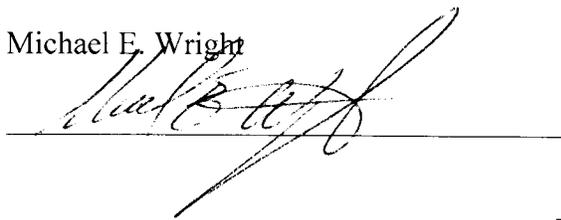
 Date: 12/19/13  
Melissa Morton, P.E.  
Public Works Director

**EXHIBIT B (AMENDED 1/10/2014)**

TASKS AND FEES: The CONSULTANT will provide the fees for the requested consulting services as outlined in Exhibit A in the table listed below:

Task	Fee
Owner's representative services (Tasks #1 - 6)	\$
Testing and commissioning plan (Tasks #7 & 8)	\$
Commissioning the system (Task #9)	\$
Witnessing the testing and training (Tasks #10)	\$
Project close-out (Task #11)	\$
Preliminary warranty inspection (Task #12)	\$
Annual Warranty inspection (Task #13)	\$
<b>Actual project invoicing through 9/30/2013</b>	\$25,112.50
<b>Total Base Cost (Expected 9/30/13 completion date)</b>	\$
Unused project funds available for continuing CM services at the end of September 2013	-\$2477.50
Project Extension October 2013 Due to contractor deficiencies	\$8006.25
Project Extension, November 2013 Due to contractor deficiencies	\$8837.50
Project Extension, December 2013 Due to contractor deficiencies	\$8181.25
Project Extension, January 2014 Due to contractor deficiencies	\$3500.00
Total Extended Cost	\$28,525.00
<b>Total Project Cost</b>	<b>\$53,637.50</b>

Michael E. Wright



Date: January 10, 2014



## Security Surveillance Project Chronology Deficiencies

Timeframe	Contractor Activity	Construction Manager Efforts
June 2013	WEST begins work on June 27	CM reviews project calendar
July 2013	WEST installs electrical components and orders material that do not meet specification. WEST has not provided equipment/material submittal to CM for review. During conduit installation in Chemical Building, workers damage caustic feed pump discharge and luckily escape chemical splash.	CM reminds WEST that they must send material and equipment submittals through him to City's Engineering Services consultant before purchasing any materials. Submittals rejected multiple times for incorrect and incomplete informational of 7/31. CM recommends that the City extend project deadline from 9/30 to 10/31 to allow WEST time to submit proper material submittal.
August 2013	WEST has installed conduit at WTP and the electrician's work does not meet NEC code and the craftsmanship is woeful. WEST has installed wrong equipment (lighting panel, transformer), conduits are poorly installed, and hangers are not level. Work must be corrected before proceeding to wire install.	CM and WTP discuss the option of firing West and hiring the 2 <sup>nd</sup> lowest bid. Idea is rejected due to monetary and time constraints. CM and City agree that substantially more time will have to be spent monitoring and coaching WEST on successfully completing the Public Works requirements for the project
September 2013	WEST submits drawing set for installation. WEST revises drawing sets. Conduit installation at pump stations needs further corrections. Lack of qualified technicians is slowing down progress.	CM rejects multiple drawing set submittals as woefully deficient Billing and prevailing wage audit discrepancies are showing up and invoices/wage reports are being rejected for incorrect information.
October 2013	Transformer mounting does not meet code and must be re-located. Camera light pole is not installed to proper depth but is approved by the engineer. Gate stanchion is delivered damaged.	City Inspector inspects electrical progress and notes that much of the work will not pass inspection. CM instructs WEST to fire on-staff residential level electrician and hire a qualified industrial/commercial level electrician to finish the job.
November 2013	WEST hires Benicia Bay Electric to complete the electrical work. BBE replaces all conduits in WTP basement and installs transformer and lighting panel per code.	11/11/13 West indicates project to be completed by 11/18/19. CM and City extend final project deadline to 11/30 and make it clear that no further extensions will be allowed. CM outlines the remaining timeline and emphasizes LD will apply after 11/30.
December 2013	WEST attempts to complete project during 1 <sup>st</sup> week in December but many items are not ready for commissioning or testing. Gate stanchion replacement has not occurred, O&M manuals are not submitted according to spec, as-built drawings require further corrections.	CM is expecting to perform final commissioning as scheduled by contractor but WEST is not ready. Final electrical inspection is approved on 12/5. Payroll records do not match up with workers at the job site. As-built drawings still rejected as being inaccurate and incomplete
January 2014	WEST completes project on 1/10/14 with training.	CM accepts the project as complete and signs off on all punch-list items



**AGENDA ITEM**  
**CITY COUNCIL MEETING DATE - FEBRUARY 4, 2014**  
**CONSENT CALENDAR**

**DATE** : January 28, 2014

**TO** : City Manager

**FROM** : Interim Finance Director

**SUBJECT** : **REVIEW AND ACCEPTANCE OF THE INVESTMENT REPORTS FOR THE QUARTERS ENDED SEPTEMBER 30, 2013 AND DECEMBER 31, 2013**

**RECOMMENDATION:**

Accept, by motion, the Investment Reports for the quarters ended September 30, 2013 and December 31, 2013.

**EXECUTIVE SUMMARY:**

The investment portfolio is in compliance with the City's Investment Policy and California Law. Additionally, the City has adequate investments to meet its expenditure needs for the next six months. The Finance Committee has reviewed and accepted both reports.

**BUDGET INFORMATION:**

These reports have no impact on the City's budget.

**GENERAL PLAN:**

There is no effect on the City's General Plan.

**STRATEGIC PLAN:**

Relevant Strategic Plan Issues and Strategies:

- Strategic Issue #3: Strengthening Economic and Fiscal Conditions
  - Strategy #4: Manage City finances prudently

**BACKGROUND:**

The City's investment portfolio consists of cash balances in checking accounts (less outstanding checks), Local Agency Investment Fund, treasury bills, federal agency notes, corporate notes, certificates of deposits and trustee accounts, which manage the installment payments and reserves for bonds issued by the City.

The City has adequate investments to meet its expenditure requirements for the next six months. In addition, the City's investment portfolio is in compliance with

Government Code Sections 53600 et seq. and the City's Investment Policy. The Finance Committee reviewed and accepted the September 30, 2013 and the December 31, 2013 Investment Reports, as well as PFM Asset Management's quarterly review of the portfolio, at the November 22, 2013 and January 24, 2014 meetings, respectively. The attached reports summarize the City's investments by purchase date, maturity date, investment type, issuer of investment, cost, current yield and yield to maturity.

Attachments:

- Investment Report for the quarter ended September 30, 2013
- Investment Report for the quarter ended December 31, 2013

**City of Benicia  
Investment Report  
As of September 30, 2013**

Type of Investment	Name of Issuer	Purchase Date	Maturity Date	Current Yield	Yield to Maturity	Par Value	Cost of Investment	Current Market Value
<b>On Demand</b>								
L.A.I.F.				0.260%		\$ 6,269,079.52	\$ 6,269,079.52	\$ 6,272,636.09
Checking	Bank of America			0.600%		2,924,077.86	2,924,077.86	2,924,077.86
Money Market	PFM Funds - Prime			0.000%		88,493.18	88,493.18	88,493.18
Subtotal						9,281,650.56	9,281,650.56	9,285,207.13
<b>Up to 6 Months</b>								
US Obligation	FHLMC	24-Jan-11	25-Feb-14	1.390%	1.310%	375,000.00	375,697.50	376,941.75
US Obligation	FFCB	16-Aug-11	5-Mar-14	2.080%	0.410%	750,000.00	782,550.00	756,424.50
US Obligation	US Treasury	1-Apr-11	15-Mar-14	1.190%	1.250%	600,000.00	599,976.56	603,258.00
Subtotal						1,725,000.00	1,758,224.06	1,736,624.25
<b>6 Months to 1 Year</b>								
US Obligation	US Treasury	26-Mar-10	30-Apr-14	1.880%	2.220%	250,000.00	246,650.39	252,607.50
US Obligation	FHLB	10-Jun-11	28-May-14	1.380%	0.880%	500,000.00	507,305.00	504,102.50
Cert of Deposit	JP Morgan Chase Bank	12-Aug-13	11-Aug-14	0.390%	0.420%	675,000.00	675,000.00	675,096.39
US Obligation	US Treasury	25-Aug-11	15-Aug-14	0.490%	0.370%	750,000.00	752,988.28	752,519.25
US Obligation	FHLMC	24-Aug-11	27-Aug-14	0.990%	0.620%	750,000.00	758,490.00	756,048.00
US Obligation	FNMA	28-Jan-11	16-Sep-14	2.910%	1.580%	1,000,000.00	1,050,010.00	1,027,817.00
US Obligation	FHLMC	14-Sep-11	19-Sep-14	0.490%	0.600%	1,100,000.00	1,096,642.58	1,103,544.20
Subtotal						5,025,000.00	5,087,086.25	5,071,734.84
<b>1 Year to 2 Years</b>								
Cert of Deposit	Svenska Handelsbanken	5-Apr-13	6-Oct-14	0.490%	0.480%	650,000.00	649,901.01	650,982.15
US Obligation	US Treasury	28-Dec-12	31-Oct-14	2.340%	0.260%	975,000.00	1,012,819.34	998,422.43
US Obligation	FHLMC	1-Jun-12	25-Nov-14	0.890%	0.500%	760,000.00	764,628.40	764,943.04
US Obligation	US Treasury	11-Jan-12	15-Dec-14	0.190%	0.350%	750,000.00	747,802.73	750,820.50
US Obligation	US Treasury	29-Feb-12	28-Feb-15	2.320%	0.430%	585,000.00	618,843.16	602,869.92
Cert of Deposit	Bank of Nova Scotia	6-Mar-13	6-Mar-15	0.990%	0.590%	550,000.00	550,000.00	550,468.60
Cert of Deposit	Rabobank Nederland	29-Apr-13	29-Apr-15	0.600%	0.610%	675,000.00	675,000.00	672,571.35
US Obligation	US Treasury	9-Sep-13	30-Sep-15	1.170%	0.480%	500,000.00	507,890.63	509,219.00
Subtotal						5,445,000.00	5,526,885.27	5,500,296.99
<b>2 Years to 3 Years</b>								
US Obligation	FNMA	14-Sep-11	26-Oct-15	1.560%	0.930%	800,000.00	822,536.00	819,564.80
Corporate Note	Colgate-Palmolive	24-Dec-12	1-Nov-15	1.370%	0.650%	475,000.00	484,758.40	482,543.48
US Obligation	FNMA	16-Nov-12	21-Dec-15	0.400%	0.450%	375,000.00	374,126.25	374,008.13
US Obligation	US Treasury	5-Dec-12	31-Dec-15	2.020%	0.360%	110,000.00	115,916.80	114,262.50
Corporate Note	General Electric	8-Jan-13	8-Jan-16	1.000%	1.110%	275,000.00	274,117.25	274,914.20
Corporate Note	Bank of New York	20-Dec-12	15-Jan-16	2.410%	0.830%	500,000.00	525,250.00	516,956.50
US Obligation	FHLMC	24-Feb-12	24-Feb-16	0.990%	0.890%	700,000.00	702,898.00	701,703.10
US Obligation	FHLMC	21-Mar-12	21-Mar-16	0.990%	0.970%	500,000.00	500,515.00	501,497.00
US Obligation	FNMA	15-Feb-13	30-Mar-16	0.500%	0.540%	465,000.00	464,469.90	463,862.61
US Obligation	FNMA	30-Jul-12	11-Apr-16	2.290%	0.590%	750,000.00	798,960.00	782,766.00
Corporate Note	Toyota Motor	17-May-13	17-May-16	0.800%	0.610%	290,000.00	289,881.10	289,745.67
Corporate Note	GE Cap Corp	12-Jul-13	12-Jul-16	0.930%	0.930%	350,000.00	350,000.00	351,249.85

**City of Benicia  
Investment Report  
As of September 30, 2013**

Type of Investment	Name of Issuer	Purchase Date	Maturity Date	Current Yield	Yield to Maturity	Par Value	Cost of Investment	Current Market Value
Corporate Note	Wells Fargo & Co	29-Jul-13	20-Jul-16	1.190%	1.280%	410,000.00	409,606.40	410,179.99
Corporate Note	IBM Corp	26-Dec-12	22-Jul-16	1.840%	0.850%	650,000.00	675,129.00	669,322.55
Corporate Note	Procter & Gamble	9-Jan-13	15-Aug-16	1.370%	0.840%	650,000.00	663,981.50	660,577.45
US Obligation	US Treasury	30-Aug-13	31-Aug-16	0.980%	0.820%	475,000.00	477,597.66	480,046.88
US Obligation	FNMA	5-Oct-12	28-Sep-16	1.180%	0.560%	900,000.00	924,264.00	913,063.50
Subtotal						8,675,000.00	8,854,007.26	8,806,264.21
<b>3 Years to 5 Years</b>								
US Obligation	FNMA	30-Jul-12	27-Apr-17	1.090%	0.840%	750,000.00	760,080.00	752,584.50
Corporate Note	Berkshire Hathaway	15-Jan-13	15-May-17	1.580%	1.260%	275,000.00	278,918.75	277,324.03
US Obligation	FHLMC	8-Jun-12	6-Jun-17	1.200%	1.120%	500,000.00	501,925.00	499,678.00
US Obligation	FHLMC	31-Jul-12	28-Jul-17	1.080%	0.860%	750,000.00	755,017.50	747,688.50
US Obligation	FNMA	10-Sep-12	28-Aug-17	0.900%	0.820%	700,000.00	701,736.00	693,056.70
US Obligation	US Treasury	5-Nov-12	31-Oct-17	0.700%	0.740%	150,000.00	150,087.89	147,937.50
Corporate Note	Chevron	5-Dec-12	5-Dec-17	1.110%	0.990%	85,000.00	85,459.85	83,780.42
Corporate Note	Chevron	5-Dec-12	5-Dec-17	1.110%	1.100%	145,000.00	145,000.00	142,919.54
Corporate Note	Berkshire Hathaway	11-Feb-13	9-Feb-18	1.510%	1.580%	350,000.00	349,513.50	346,647.70
Corporate Note	Wal-Mart Stores	11-Apr-13	11-Apr-18	1.120%	1.140%	255,000.00	254,765.40	249,302.54
Corporate Note	Colgate-Palmolive	2-May-13	1-May-18	0.920%	1.000%	505,000.00	502,591.15	489,681.33
Corporate Note	Microsoft Corp	2-May-13	1-May-18	1.020%	1.010%	160,000.00	159,899.20	155,850.24
Corporate Note	Apple	3-May-13	3-May-18	1.030%	1.080%	300,000.00	298,893.00	288,976.20
US Obligation	FNMA	24-May-13	21-May-18	0.920%	1.050%	550,000.00	545,352.50	534,349.75
US Obligation	FNMA	31-May-13	21-May-18	0.920%	1.190%	250,000.00	246,212.50	242,886.25
Corporate Note	Chevron	24-Jun-13	24-Jun-18	1.700%	1.720%	425,000.00	425,000.00	423,623.00
Subtotal						6,150,000.00	6,160,452.24	6,076,286.20
Total (before fiscal agent accounts)						\$ 36,301,650.56	\$ 36,668,305.64	\$ 36,476,413.62
Fiscal Agent Accounts							1,987,095.93	1,987,095.93
<b>TOTAL INVESTMENT PORTFOLIO</b>						\$ 38,655,401.57	\$ 38,463,509.55	

Total (before fiscal agent accounts)

Fiscal Agent Accounts

**TOTAL INVESTMENT PORTFOLIO**

**WEIGHTED AVERAGE MATURITY OF THE INVESTMENT PORTFOLIO**

1.92 Years

Mark to Market \$ (191,892.02)

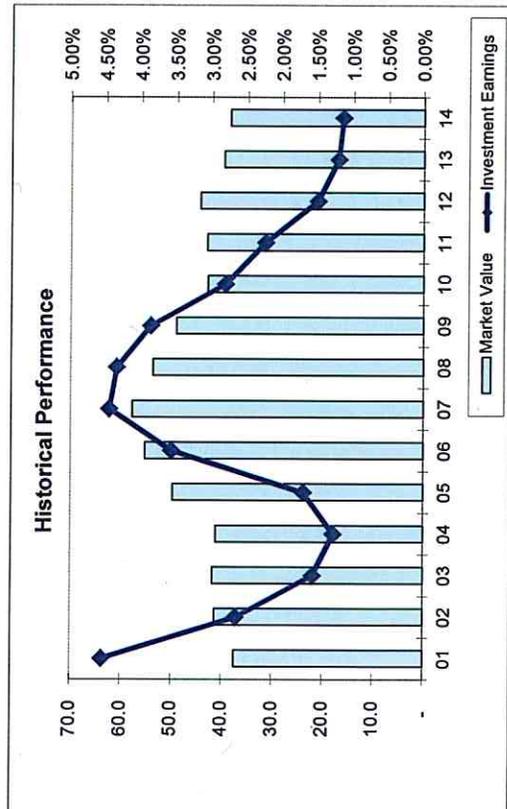
The City of Benicia complies with Government Code Sections 53600 et seq. and the City's Investment Policy. The source of market value is US Bank. The City has the ability to meet expenditure requirements for the next six months. This report to the best of my knowledge, is accurate representation of the City of Benicia's investments.

  
Brenda Olwin, Interim Finance Director

City of Benicia  
Historical Portfolio Comparison

Market Value (Millions)					
Fiscal Year / Quarter	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Annual Average
2001	33.0	36.7	37.7	42.8	37.5
2002	39.3	41.5	40.3	44.6	41.4
2003	39.7	43.4	39.5	44.8	41.8
2004	39.3	42.8	41.1	41.8	41.3
2005	38.7	53.8	50.0	56.6	49.8
2006	46.9	54.9	55.1	64.3	55.3
2007	57.4	59.3	54.4	60.1	57.8
2008	51.9	54.7	51.4	56.8	53.7
2009	48.1	52.1	47.3	48.7	49.1
2010	42.6	43.7	39.4	45.7	42.9
2011	37.6	46.2	35.7	52.6	43.0
2012	46.6	45.7	40.2	45.0	44.4
2013	39.2	41.3	36.1	42.4	39.8
2014	38.5				38.5

Investment Earnings					
Fiscal Year / Quarter	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Annual Average
01	4.76%	4.82%	4.58%	4.07%	4.55%
02	3.62%	2.72%	2.27%	2.01%	2.66%
03	1.90%	1.61%	1.41%	1.34%	1.57%
04	1.38%	1.28%	1.24%	1.20%	1.28%
05	1.31%	1.43%	1.74%	2.33%	1.70%
06	2.52%	3.76%	3.84%	4.16%	3.57%
07	4.34%	4.44%	4.46%	4.57%	4.45%
08	4.56%	4.48%	4.20%	4.15%	4.35%
09	4.01%	4.07%	4.03%	3.36%	3.87%
10	3.17%	2.83%	2.65%	2.60%	2.81%
11	2.51%	2.38%	2.15%	1.95%	2.25%
12	1.76%	1.64%	1.43%	1.21%	1.51%
13	1.22%	1.26%	1.20%	1.18%	1.21%
14	1.15%				1.15%



Investment Earnings - Dollars						
Fiscal Year / Quarter	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Mark to Market *	Annual Average
2008	319,769	789,398	474,720	327,578	403,879	578,836
2009	275,114	580,504	577,776	469,555	267,309	542,565
2010	299,040	294,913	226,519	289,374	(196,842)	228,251
2011	267,030	235,311	165,343	162,677	(352,938)	119,356
2012	46,173	132,826	130,494	36,619	47,338	98,312
2013	88,542	100,933	79,202	(83,281)	(155,017)	7,595
2014	N/A					-

\* Mark to market is the difference between current year minus prior year's mark to market gain or loss.



**City of Benicia  
Investment Report  
As of December 31, 2013**

Type of Investment	Name of Issuer	Purchase Date	Maturity Date	Current Yield	Yield to Maturity	Par Value	Cost of Investment	Current Market Value
<b>On Demand</b>								
L.A.I.F.	L.A.I.F.			0.260%		\$ 10,074,076.67	\$ 10,074,076.67	\$ 10,076,974.18
Checking	Bank of America			0.600%		3,126,916.57	3,126,916.57	3,126,916.57
Money Market	PFM Funds - Prime			0.000%		24,704.53	24,704.53	24,704.53
Subtotal						13,225,697.77	13,225,697.77	13,228,595.28
<b>Up to 6 Months</b>								
US Obligation	FHLB	10-Jun-11	28-May-14	1.390%	0.860%	500,000.00	507,305.00	502,523.00
Subtotal						500,000.00	507,305.00	502,523.00
<b>6 Months to 1 Year</b>								
US Obligation	US Treasury	25-Aug-11	15-Aug-14	0.490%	0.370%	375,000.00	376,494.14	375,879.00
US Obligation	FHLMC	24-Aug-11	27-Aug-14	0.990%	0.620%	750,000.00	758,490.00	754,361.25
US Obligation	FNMA	28-Jan-11	16-Sep-14	2.930%	1.580%	1,000,000.00	1,050,010.00	1,020,411.00
US Obligation	FHLMC	14-Sep-11	19-Sep-14	0.490%	0.600%	1,100,000.00	1,096,642.58	1,102,619.10
Cert of Deposit	Svenska Handelsbanken	5-Apr-13	6-Oct-14	0.390%	0.480%	650,000.00	649,901.01	650,542.10
US Obligation	US Treasury	28-Dec-12	31-Oct-14	2.350%	0.260%	975,000.00	1,012,819.34	992,862.00
US Obligation	FHLMC	1-Jun-12	25-Nov-14	0.690%	0.500%	760,000.00	764,628.40	764,018.12
US Obligation	US Treasury	11-Jan-12	15-Dec-14	0.190%	0.350%	750,000.00	747,802.73	750,615.00
Subtotal						6,360,000.00	6,456,788.20	6,411,307.57
<b>1 Year to 2 Years</b>								
US Obligation	US Treasury	29-Feb-12	28-Feb-15	2.340%	0.430%	565,000.00	618,843.16	599,647.82
Cert of Deposit	Bank of Nova Scotia	6-Mar-13	6-Mar-15	0.590%	0.590%	550,000.00	550,000.00	551,646.70
Cert of Deposit	Rabobank Nederland	29-Apr-13	29-Apr-15	0.600%	0.610%	675,000.00	675,000.00	673,545.38
Corporate Note	JP Morgan Chase Bank	26-Dec-13	30-Jul-15	0.490%	0.430%	550,566.50	550,566.50	550,179.30
US Obligation	US Treasury	9-Sep-13	30-Sep-15	1.180%	0.480%	400,000.00	406,312.50	406,484.38
US Obligation	FNMA	14-Sep-11	26-Oct-15	1.560%	0.930%	800,000.00	822,536.00	817,480.80
Corporate Note	Colgate-Palmolive	24-Dec-12	1-Nov-15	1.380%	0.650%	475,000.00	484,758.40	481,821.48
US Obligation	FHLB Global Notes	30-Dec-13	30-Dec-15	0.400%	0.390%	550,000.00	549,835.00	549,078.75
Subtotal						4,585,000.00	4,657,851.56	4,629,884.61
<b>2 Years to 3 Years</b>								
Corporate Note	General Electric	8-Jan-13	8-Jan-16	0.990%	1.110%	275,000.00	274,117.25	275,687.50
Corporate Note	Bank of New York	20-Dec-12	15-Jan-16	2.420%	0.830%	500,000.00	525,250.00	515,831.00
Corporate Note	Cisco Systems	20-Dec-13	22-Feb-16	4.990%	0.620%	550,000.00	607,860.00	605,073.70
US Obligation	FHLMC	24-Feb-12	24-Feb-16	0.990%	0.890%	700,000.00	702,898.00	700,687.90
US Obligation	FHLMC	21-Mar-12	21-Mar-16	0.990%	0.890%	500,000.00	500,515.00	500,768.50
US Obligation	FNMA	15-Feb-13	30-Mar-16	0.500%	0.540%	465,000.00	464,469.90	464,500.13
US Obligation	FNMA	30-Jul-12	11-Apr-16	2.300%	0.590%	750,000.00	798,960.00	781,246.50
Corporate Note	Toyota Motor	17-May-13	17-May-16	0.790%	0.810%	290,000.00	289,881.10	290,309.43
Corporate Note	GE Cap Corp	12-Jul-13	12-Jul-16	0.990%	0.930%	350,000.00	350,000.00	352,455.60
Corporate Note	Wells Fargo & Co	29-Jul-13	20-Jul-16	1.190%	1.280%	410,000.00	409,606.40	413,041.38
Corporate Note	IBM Corp	26-Dec-12	22-Jul-16	1.840%	0.850%	650,000.00	675,129.00	667,775.55

**City of Benicia  
Investment Report  
As of December 31, 2013**

Type of Investment	Name of Issuer	Purchase Date	Maturity Date	Current Yield	Yield to Maturity	Par Value	Cost of Investment	Current Market Value
Corporate Note	Procter & Gamble	9-Jan-13	15-Aug-16	1.370%	0.840%	650,000.00	663,981.50	659,485.45
US Obligation	US Treasury	30-Aug-13	31-Aug-16	0.990%	0.820%	475,000.00	477,597.66	479,453.13
US Obligation	FNMA	5-Oct-12	28-Sep-16	1.180%	0.560%	900,000.00	924,264.00	912,850.20
US Obligation	FHLMC	3-Oct-13	14-Oct-16	0.890%	0.770%	550,000.00	551,672.00	551,902.45
Subtotal						8,015,000.00	8,216,201.81	8,171,078.42
<b>3 Years to 5 Years</b>								
US Obligation	FNMA	30-Jul-12	27-Apr-17	1.090%	0.840%	750,000.00	760,080.00	752,917.50
Corporate Note	Berkshire Hathaway	15-Jan-13	15-May-17	1.580%	1.260%	275,000.00	278,918.75	277,852.10
US Obligation	FHLMC	8-Jun-12	6-Jun-17	1.190%	1.120%	500,000.00	501,925.00	500,019.53
US Obligation	FHLMC	31-Jul-12	28-Jul-17	1.000%	0.860%	750,000.00	755,017.50	745,263.00
US Obligation	FHLMC	1-Nov-13	29-Jun-17	1.000%	0.860%	950,000.00	951,330.00	944,301.90
US Obligation	FNMA	10-Sep-12	28-Aug-17	0.910%	0.820%	700,000.00	701,736.00	691,126.80
US Obligation	US Treasury	5-Nov-12	31-Oct-17	0.710%	0.740%	150,000.00	150,087.89	147,281.25
US Obligation	FNMA	3-Dec-13	26-Oct-17	0.910%	1.080%	700,000.00	694,589.00	688,093.00
Corporate Note	Chevron	5-Dec-12	5-Dec-17	1.120%	0.990%	85,000.00	85,459.85	83,129.41
Corporate Note	Chevron	5-Dec-12	5-Dec-17	1.120%	1.100%	145,000.00	145,000.00	141,808.99
Corporate Note	Berkshire Hathaway	11-Feb-13	9-Feb-18	1.510%	1.580%	350,000.00	349,513.50	346,060.40
Corporate Note	Wal-Mart Stores	11-Apr-13	11-Apr-18	1.130%	1.140%	255,000.00	254,765.40	247,477.50
Corporate Note	Microsoft Corp	2-May-13	1-May-18	1.020%	1.010%	160,000.00	159,899.20	156,091.84
Corporate Note	Apple	3-May-13	3-May-18	1.030%	1.080%	300,000.00	296,893.00	290,084.10
US Obligation	FNMA	24-May-13	21-May-18	0.930%	1.050%	550,000.00	545,352.50	532,021.60
US Obligation	FNMA	31-May-13	21-May-18	0.930%	1.190%	250,000.00	248,212.50	241,828.00
Corporate Note	Chevron	24-Jun-13	24-Jun-18	1.700%	1.720%	425,000.00	425,000.00	423,396.05
Corporate Note	Coca-Cola	1-Nov-13	1-Nov-18	1.620%	1.680%	350,000.00	349,499.50	345,402.40
Subtotal						7,645,000.00	7,653,278.59	7,553,955.37
Total (before fiscal agent accounts)						\$ 40,330,697.77	\$ 40,717,123.93	\$ 40,497,344.25
Fiscal Agent Accounts							1,289,769.88	1,289,769.88
<b>TOTAL INVESTMENT PORTFOLIO</b>						\$	42,006,893.81	\$ 41,787,114.13

Total (before fiscal agent accounts)

Fiscal Agent Accounts

**TOTAL INVESTMENT PORTFOLIO**

**WEIGHTED AVERAGE MATURITY OF THE INVESTMENT PORTFOLIO**

1.84 Years

Mark to Market \$ (219,779.66)

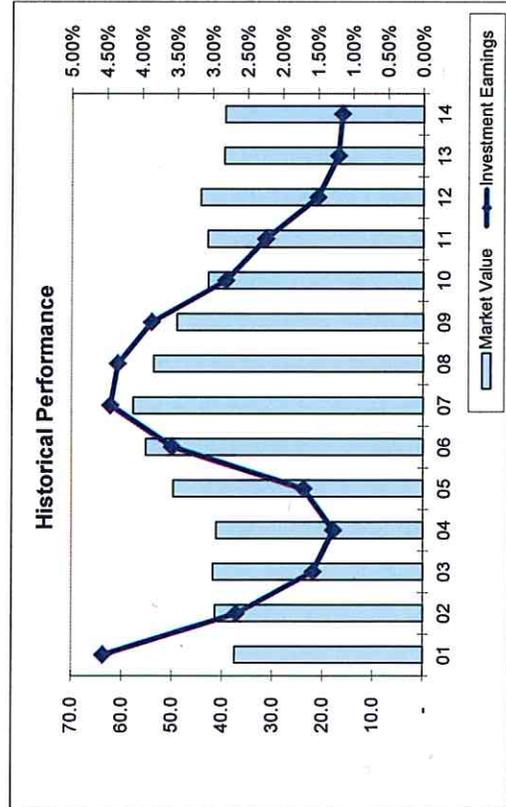
The City of Benicia complies with Government Code Sections 53600 et seq. and the City's Investment Policy. The source of market value is US Bank. The City has the ability to meet expenditure requirements for the next six months. This report to the best of my knowledge, is accurate representation of the City of Benicia's investments.

  
Brenda Olwin, Interim Finance Director

City of Benicia  
Historical Portfolio Comparison

Market Value (Millions)					
Fiscal Year / Quarter	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Annual Average
2001	33.0	36.7	37.7	42.8	37.5
2002	39.3	41.5	40.3	44.6	41.4
2003	39.7	43.4	39.5	44.8	41.8
2004	39.3	42.8	41.1	41.8	41.3
2005	38.7	53.8	50.0	56.6	49.8
2006	46.9	54.9	55.1	64.3	55.3
2007	57.4	59.3	54.4	60.1	57.8
2008	51.9	54.7	51.4	56.8	53.7
2009	48.1	52.1	47.3	48.7	49.1
2010	42.6	43.7	39.4	45.7	42.9
2011	37.6	46.2	35.7	52.6	43.0
2012	46.6	45.7	40.2	45.0	44.4
2013	39.2	41.3	36.1	42.4	39.8
2014	38.5	40.5			39.5

Investment Earnings					
Fiscal Year / Quarter	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Annual Average
01	4.76%	4.82%	4.58%	4.07%	4.55%
02	3.62%	2.72%	2.27%	2.01%	2.66%
03	1.90%	1.61%	1.41%	1.34%	1.57%
04	1.38%	1.28%	1.24%	1.20%	1.28%
05	1.31%	1.43%	1.74%	2.33%	1.70%
06	2.52%	3.76%	3.84%	4.16%	3.57%
07	4.34%	4.44%	4.46%	4.57%	4.45%
08	4.56%	4.48%	4.20%	4.15%	4.35%
09	4.01%	4.07%	4.03%	3.36%	3.87%
10	3.17%	2.83%	2.65%	2.60%	2.81%
11	2.51%	2.38%	2.15%	1.95%	2.25%
12	1.76%	1.64%	1.43%	1.21%	1.51%
13	1.22%	1.28%	1.20%	1.18%	1.21%
14	1.15%	1.17%			1.16%



Investment Earnings - Dollars						
Fiscal Year / Quarter	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Mark to Market *	Annual Average
2008	319,769	789,398	474,720	327,578	403,879	576,836
2009	275,114	580,504	577,776	469,555	267,309	542,565
2010	299,040	294,913	226,519	289,374	(196,842)	228,251
2011	267,030	235,311	165,343	162,677	(352,938)	119,356
2012	46,173	132,626	130,494	36,619	47,338	98,312
2013	88,542	100,933	79,202	(83,281)	(155,017)	7,595
2014	N/A	N/A				-

\* Mark to market is the difference between current year minus prior year's mark to market gain or loss.

