



**BENICIA CITY COUNCIL
REGULAR MEETING AGENDA**

**City Council Chambers
March 19, 2013
6:00 PM**

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

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

II. CLOSED SESSION (6:00 PM):

- A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case- regarding the County's Property Tax Administration Fee
- B. 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 (7:00 PM):

- A. ROLL CALL.**
- B. PLEDGE OF ALLEGIANCE.**
- C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF 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:**
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: Written update from City Attorney.**

B. PROCLAMATIONS.

1. **In Recognition of National Poetry Month - April 2013**
2. **In Recognition of Sunshine Week - March 10-16, 2013**

C. APPOINTMENTS.

1. **Appointment of Vice Mayor Tom Campbell to a City Council Subcommittee for a one-year term ending March 19, 2014.**
2. **Reappointment of Don Dean to the Planning Commission for a four year term ending January 31, 2017.**

D. PRESENTATIONS.

1. **Poetry Out Loud Contest Winners - Lois Requist - Benicia Poet Laureate**

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 (7:45 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 MINUTES OF THE FEBRUARY 19, 2013 CITY COUNCIL MEETING. (City Clerk)

B. BENICIA'S SAFE ROUTES TO SCHOOL (SR2S) LOCAL PLAN UPDATE. (Public Works Director)

The Solano Transportation Authority is updating their countywide SR2S plan, which is used as a comprehensive planning document for Solano County and to attract grant funding. Benicia's SR2S Community Task Force, comprised of elected officials and staff from the City and School District, has met over the past year to update the current plan, including conducting walking audits at three Benicia schools. At their last meeting, the Task Force voted unanimously to recommend that the City Council adopt the draft Benicia SR2S Plan Update.

Recommendation: Adopt a resolution approving Benicia's Safe Routes To School (SR2S) Local Plan Update, forwarding the recommended projects and programs to the Solano Transportation Authority (STA) for inclusion into their countywide SR2S plan update, retaining the Benicia SR2S Community Task Force to continue steering projects and programs, and designating the SR2S Local Plan Update as a guiding document.

C. DENIAL OF THE CLAIM AGAINST THE CITY BY LISA WILKERSON AND REFERRAL TO INSURANCE CARRIER. (City Attorney)

Claimant alleges that she could not see the new portion of the island at 6:45 a.m. on Military and First Street. She asserts there were no barriers, reflectors or painted markings on the new portion of the island, which caused her to hit it resulting in two flat tires and the need for a wheel alignment.

Recommendation: Deny the claim against the City by Lisa Wilkerson.

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

VIII. BUSINESS ITEMS (8:00 PM):

A public hearing should not exceed one hour in length. To maximize public participation, the council requests that speakers be concise and avoid repetition of the remarks of prior speakers. Instead, please simply state whether you agree with prior speakers.

A. VALERO IMPROVEMENT PROJECT (VIP) ACCOUNT FUNDING RECOMMENDATIONS. (Community Development Director)

Per the Valero/Good Neighbor Steering Committee Settlement Agreement, the Community Sustainability Commission (CSC) reviews proposals and recommends funding from the VIP Account to the City Council for projects that meet the criteria of the agreement. Funds are disbursed for the projects approved by Council as the VIP Account is replenished by Valero.

Recommendation: Adopt a resolution approving allocations from the VIP account to be disbursed as funds become available in order of priority, and authorize the City Manager to execute a contract with Dominican University and a contract amendment for the Climate Action Plan Coordinator.

- B. **Council Member Committee Reports:**
(Council Member serve on various internal and external committees on behalf of the City. Current agendas, minutes and meeting schedules, as available, from these various committees are included in the agenda packet. Oral reports by the Council Members are made only by exception.)

1. **Mayor's Committee Meeting.**
(Mayor Patterson)
Next Meeting Date: March 20, 2013
2. **Association of Bay Area Governments.**
(ABAG) <http://www.abag.ca.gov/>.
(Mayor Patterson and Council Member Strawbridge)
Next Meeting Date: April 18, 2013
3. **Finance Committee.**
(Vice Mayor Campbell and Council Member Strawbridge)
Next Meeting Date: March 22, 2013

- 4. League of California Cities.
(Mayor Patterson and Vice Mayor Campbell)
Next Meeting Date: April 18, 2013**
- 5. School Liaison Committee.
(Council Members Strawbridge and Council Member Hughes)
Next Meeting Date: June 13, 2013**
- 6. Sky Valley Open Space Committee.
(Vice Mayor Campbell and Council Member Schwartzman)
Next Meeting Date: May 3, 2013**
- 7. Solano EDC Board of Directors.
(Mayor Patterson and Council Member Strawbridge)
Next Meeting Date: May 9, 2013**
- 8. Solano Transportation Authority.
(STA) <http://www.sta.ca.gov/>
(Mayor Patterson and Council Member Schwartzman)
Next Meeting Date: April 10, 2013**
- 9. Solano Water Authority-Solano County Water Agency and Delta
Committee.
<http://www.scwa2.com/>
(Mayor Patterson)
Next Meeting Date: April 11, 2013**
- 10. Traffic, Pedestrian and Bicycle Safety Committee.
(Vice Mayor Campbell and Council Member Schwartzman)
Next Meeting Date: April 18, 2013**
- 11. Tri-City and County Cooperative Planning Group.
(Council Member Hughes)
Next Meeting Date: June 10, 2013**
- 12. Valero Community Advisory Panel (CAP).
(Mayor Patterson and Council Member Hughes)
Next Meeting Date: March 20, 2013**
- 13. Youth Action Coalition.
(Mayor Patterson, Council Member Strawbridge and Council
Member Hughes)
Next Meeting Date: March 27, 2013**

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: March 21, 2013

IX. ADJOURNMENT (9:00 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 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 Clerks Office.

CITY COUNCIL MEETING
BENICIA ARSENAL UPDATE

March 19, 2013

1. The working group for the FAQ for the Arsenal project met on March 11 and reviewed the FAQ and maps. Further meetings will be scheduled as needed.
2. Research on the City's insurance policies continues.
3. Please sign up for the email list if you want to be notified of updates.
4. Work continues on developing the strategy and gathering information. If you have any information that you believe is relevant, please get it to the City Attorney. We are continuing to upload pertinent documents to the Benicia web site.



PROCLAMATION

IN RECOGNITION OF

NATIONAL POETRY MONTH

APRIL 2013

WHEREAS, the Academy of American Poets established the month of April as National Poetry Month in 1996; and

WHEREAS, National Poetry Month is now the largest literary celebration in the world; and

WHEREAS, poetry enhances and enriches the lives of all Americans; and

WHEREAS, poetry, as an essential part of the arts and humanities, affects every aspect of life in America today, including education, the economy, community pride and development; and

WHEREAS, poetry has produced some of the nation's leading creative artists and has inspired other artists in fields such as music, theatre, film, dance, and the visual arts; and

WHEREAS, National Poetry Month seeks to highlight the extraordinary legacy and ongoing achievements of American poets, introduce Americans to the pleasures and benefits of reading poetry, and make poetry an important part of our children's education.

NOW, THEREFORE, BE IT RESOLVED THAT I, Elizabeth Patterson, Mayor of the City of Benicia, on behalf of the City Council, do hereby proclaim April 1 through 30, 2013 as National Poetry Month. I encourage all residents to celebrate the cultural riches our community has to offer and to recognize the important role of poetry in creating and sustaining this great nation with appropriate ceremonies, activities and programs.

Elizabeth Patterson, Mayor
March 19, 2013





PROCLAMATION

IN RECOGNITION OF

SUNSHINE WEEK

March 10-16, 2013

WHEREAS, James Madison, the Father of the U.S. Constitution, wrote that the "the consent of the governed" requires that the people be able to "arm themselves with the power which knowledge gives," and

WHEREAS, the City of Benicia is dedicated to improving access to city government so that the people will be more informed about what their city is doing, and so that they may be involved in a more meaningful and knowledgeable way; and to place the City of Benicia at the forefront of open government practices in California; and

WHEREAS, in 2005, the City of Benicia adopted an Open Government Ordinance to increase the public trust and confidence in the city government, as well as public awareness and knowledge about their government, with open meetings, easier access to public records, ethical guidelines and a watchdog commission; and

WHEREAS, the City Council requires annual training about open government laws for itself and its Boards and Commissions; and

WHEREAS, Sunshine Week supports the public's right to know about their government and its actions. Sunshine Week enlightens and empowers people to get involved in their government at all levels, make access to government information easier so they can be well informed and help make their communities better.

NOW, THEREFORE, BE IT RESOLVED THAT I, Elizabeth Patterson, Mayor of the City of Benicia, on behalf of the City Council, do hereby honor and recognize Sunshine Week, March 10-16, 2013 and commit to work diligently to continue to enhance public access to City records and information, to improve information available electronically, and to make access to public meetings easier.

Elizabeth Patterson, Mayor
March 19, 2013



AGENDA ITEM
CITY COUNCIL MEETING DATE - MARCH 19, 2013
PROCLAMATION

DATE : February 4, 2013
TO : City Council
FROM : City Attorney
SUBJECT : **PROCLAMATION ON SUNSHINE WEEK**

RECOMMENDATION:

Recognize March 11-16 as Sunshine Week and direct staff to continue to keep a log of public record requests.

EXECUTIVE SUMMARY:

The Open Government Commission requests that a proclamation be issued regarding open government and Sunshine Week.

BUDGET INFORMATION:

There are no new budget impacts from this proclamation.

GENERAL PLAN:

N/A

STRATEGIC PLAN:

N/A

BACKGROUND:

At their January 28, 2013 meeting, the Open Government Commission considered the annual proclamation for Sunshine Week. The Commission recommends that the proclamation be issued.

The Commission discussed the importance of open government and the importance of having informed citizens participate in government. Citizen participation is key to making sure that the public's trust and confidence in their government is enhanced and maintained. The City of Benicia is ahead of many cities since it has an Open Government Ordinance and has annual training on open government.

One way to enhance open government in Benicia is to consider specific actions to enhance the public's right to know about their government. The Commission reviewed the following items to propose to the City Council:

- Consider whether any amendments to the Open Government Ordinance could be made to strengthen transparency in the City.
- Review the public record log for 2012 requests. The City currently accepts requests by the following methods: phone, U.S. mail (or its equivalent), over the counter and online. A log was created in 2012 to show whether the policy of posting more documents on line is working to improve responsiveness to records requests and to see if certain kinds of documents are routinely requested and might be candidates for posting online. The log attached reflects the following information:
 - The date the request was received;
 - A brief summary of the request;
 - The nature of the response (partial or full grant, denial);
 - The number of elapsed days until a response is rendered and until the records are made available, if different;
 - An indicator to denote if no records were available.

Submissions which provide no address or contact information are still logged but responses are not provided to the requestor unless it can be provided while the requestor waits.

It appears to staff that the numbers of record requests have decreased but there was no log kept previously so we cannot document this. It also appears that requests are for records that are not posted on the city's website.

The Open Government Commission will continue to review and monitor the Open Government Ordinance for possible improvements. The Commission also suggests the Council continue to direct staff to continue a log of public records requests to see if there are trends the type of records requested and if those records could then be placed on the web site if they are not already there.

It is the expectation of the Open Government Ordinance that this work could be accomplished with minimal impact on staff.

Attachments:

- Proclamation
- Log of Public Record Requests 2012

Public Records Request 2012

No. of requests	Dated Received	Summary of Request	Granted or denied	# Days until response rendered	Records produced yes or no
1	1/13/12	Business license records	granted	10	Yes
2	01/30/12	Records/bills regarding slip and fall	granted	1	Yes
3	2/6/12	Agmts between city and private sector authorizing revenue sharing under the Bradley-Burns Uniform Local sales and Use tax.	granted	15	No
4	2/17/12	Floor plans for 133 B Street, Bldg 500	granted	authorization from architect of record. Plans were sent to Blue Print Express.	Yes
5	2/23/12	Employment documents pertaining to Gene Gantt	granted	unknown	Yes
6	5/22/12	Building permits Roger Williams Contractor	granted	28	Yes
7	5/29/12	Utility billing records request for water turn on date for Brandy Shepphard	granted	12	Yes
8	6/6/12	Business license records for waterview apartments	granted	1	Yes
9	6/11/12	Documents concerning medical marijuana	granted	referred to ordinances on city website	Yes
10	6/14/12	Records regarding dept policy, rules, regulations for searching cellular phone of arrestees	granted	7	Yes
11	6/18/12	Solar project/pump station 3 documents	granted	4	Yes
12	6/20/12	Worker's Compensation documents	granted	6	Yes
13	8/3/12	Stale dated checks	granted	Unknown	unknown

No. of requests	Dated Received	Summary of Request	Granted or denied	# Days until response rendered	Records produced yes or no
14	8/31/12	Contracts with the city and Sabine & Morrison	granted	same day	Yes
15	9/5/12	Code violation/distressed property addresses	granted	Unknown	Yes
16	10/9/12	Environmental concerns	granted	13	Yes
17	10/10/12	Arsenal proposals, consulting agmts or contracts provided by the city to Lawrence S. Bazel	granted	6	directed to city website to obtain documents
18	10/19/12	Documents relating to DuPont and or E.I. DuPont de nemours & Co.	granted	12	No docs
19	10/24/12	Waters End	granted	subpoena for production of records	Yes
20	11/6/12	Letter to Mr. Moss at 362 Lori Drive	granted	7	Yes
21	11/6/12	Documents between city and Benicia Industries	granted	4	Yes
22	12/6/12	Copies of all reports for individuals regarding case FCR295926	unknown	14	unknown

IV.B.2.6

RESOLUTION NO. 13-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA CONFIRMING THE MAYOR'S APPOINTMENT OF VICE MAYOR TOM CAMPBELL TO A CITY COUNCIL APPOINTMENT SUBCOMMITTEE FOR A ONE-YEAR TERM ENDING MARCH 19, 2014

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Benicia that the appointment of Vice Mayor Tom Campbell to a City Council Appointment Subcommittee by Mayor Patterson is hereby confirmed contingent on the adoption of the subcommittee resolution.

The above Resolution was approved by roll call by the City Council of the City of Benicia at a regular meeting of said Council held on the 19th day of March 2013 and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

RESOLUTION NO. 13-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA CONFIRMING
THE MAYOR'S REAPPOINTMENT OF DON DEAN TO THE PLANNING
COMMISSION FOR A FOUR YEAR TERM ENDING JANUARY 31, 2017**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Benicia that the reappointment of Don Dean to the Planning Commission by Mayor Patterson is hereby confirmed.

The above Resolution was approved by roll call by the City Council of the City of Benicia at a regular meeting of said Council held on the 19th day of March 2013 and adopted by the following vote:

Ayes:

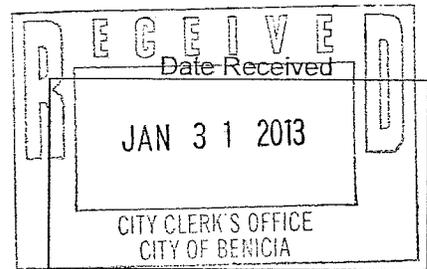
Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk



City of Benicia Board/Commission/Committee Application

It is the intent of the City Council to have Boards, Commissions or Committees composed of people from all geographical, social, environmental and economic sectors of the community and to avoid potential conflicts of interest.

Please check the board, commission, or committee you wish to apply for:

- Arts and Culture Commission
- Benicia Housing Authority Board of Commissioners
- Board of Library Trustees
- Civil Service Commission
- Economic Development Board
- Finance Committee
- Historic Preservation Review Commission
- Human Services Board
- Open Government Commission
- Parks, Recreation & Cemetery Commission
- Planning Commission
- Sustainability Commission
- Sky Valley Open Space Committee
- Uniform Code Board of Appeals

Name: Donald Dean

Address: [REDACTED], Benicia

Phone: (Work) _____ (Home) 707 745-6708

(Cell) _____ Fax: _____

Email: donald@deanandglobal.net Years as Benicia resident: 16

Occupation/Employer: Environmental Planner - self employed

Please note your most recent community or civic volunteer experience: _____

One term Planning Commission

Please describe any applicable experience/training: more than 25

years as planner and environmental consultant

All applications are considered public records and will be retained in an active file for at least one year from date of receipt.

Signature: [Signature] Date: 1/31/13



Planning Commission Application

In addition to completing the City of Benicia Board/Commission/Committee Application form, please respond to the following questions:

1. What interests you about this Commission? Have you attended a Planning Commission meeting? If so, when?

see attached

2. Participation on this Commission involves monthly meetings, periodically special meetings, and possibly attending community events related to planning. Do you feel you have the time and commitment to be a viable member of this Commission?

yes.

3. Is there a particular segment of planning and development that interests you more than others?

land use, sustainability, economic development

4. Why do you think planning needs to play a lead role in fortifying the quality of life in Benicia? Do you see an area of planning that needs to be expanded at this point? How does zoning reinforces the goal of the General Plan?

most of the key decisions relating to the growth, development and maintenance of the city are essentially land use decisions. Zoning determines how the General Plan is implemented. It provides the detailed framework for decision making.

Donald J. Dean

[REDACTED]
Benicia, CA 94510
[REDACTED]

Education

- University of California, Berkeley: Master's Degree, City and Regional Planning (MCP)
- State University of New York at Cortland: Bachelor of Arts (BA) History

Experience

More than 25 years experience in the planning field. Self-employed as a planning consultant providing extension to staff planning services and preparing environmental documents for public agencies in the Bay Area and Northern California. Specializing in California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) compliance. Current and past clients include the San Francisco Bay Area Rapid Transit District, the County of Sonoma, and the cities of Orinda, Moraga, and San Ramon.

Governmental Experience

- Former member of the Benicia Historic Preservation Review Commission
- Current member Planning Commission

Goals and Objectives

- Provide a consistent planning process for all applicants.
- Encourage the Planning Commission to provide leadership on land use issues in the city.
- Ensure that individual projects are considered within the framework of the city's long-term planning goals and General Plan.
- Integrate the environmental process into the city's planning process to a greater degree than at present.
- Maintain and enhance the integrity of the city's historic districts.
- Encourage historic tourism and related development.
- Encourage sustainable growth and sustainable land use practices.
- Encourage revitalization of the Benicia Industrial Park.

MINUTES OF THE
REGULAR MEETING – CITY COUNCIL
February 19, 2013

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 Closed Session to order at 6:00 p.m. All Council Members were present.

II. CLOSED SESSION:

**A. CONFERENCE WITH LABOR NEGOTIATOR
(Government Code Section 54957.6 (a))**

Agency negotiators: City Manager, Administrative Services Director

Employee organizations: City Manager, City Attorney, Senior Managers, Benicia Middle Management Group, Local 1, Benicia Public Service Employees' Association (BPSEA), Benicia Police Officers Association (BPOA), Benicia Firefighters Association (BFA), Benicia Dispatchers Association (BDA), Police Management, Unrepresented.

III. CONVENE OPEN SESSION:

Mayor Patterson called the Open Session to order at 7:04 p.m.

A. ROLL CALL

All Council Members were present.

B. PLEDGE OF ALLEGIANCE

Ellen Kolowich 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.

Ms. McLaughlin reported that Council received information from staff, and provided direction to staff.

2. Openings on Boards and Commissions:

Arts and Culture Commission
1 unexpired term
2 full terms
Open Until Filled

Planning Commission
1 Full Term
Application Due Date: February 19, 2013

3. Mayor's Office Hours:

Mayor Patterson announced she would not be in her office on 2/26 and 3/4, as she would be out of the country.

4. Benicia Arsenal Update: Included in Packet

Mayor Patterson reviewed the staff report. There is no new information to go on the City's website.

B. PROCLAMATIONS

C. APPOINTMENTS

1. Reappointment of Jennifer A. Deal to the Sky Valley Open Space Committee for a four year term ending January 31, 2017.

RESOLUTION 13-17 - A RESOLUTION CONFIRMING THE MAYOR'S REAPPOINTMENT OF JENNIFER A DEAL TO THE SKY VALLEY OPEN SPACE COMMITTEE FOR A FOUR YEAR TERM ENDING JANUARY 31, 2017

On motion of Mayor Patterson Council adopted Resolution 13-17, on roll call by the following vote:

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

D. PRESENTATIONS

1. Wolf Communications - Semi-Annual Report

Jack Wolf, Wolf Communications, reviewed the update on the Tourism Marketing Program (copy on file).

Council Member Strawbridge and Mr. Wolf discussed the total print value pieces that were reported, the need to find a better way for people to find the tourism website, and possibly tying the new tree lights on First Street into the tourism campaign.

Council Member Hughes thanked Mr. Wolf for his efforts. He believed the Tourism Marketing Plan has made a difference for the City of Benicia.

Vice Mayor Campbell, Mr. Wolf, and Staff discussed the Benicia Industrial Park, and what could be done to improve the vacancy in the Industrial Park. Vice Mayor Campbell would like to see a judicial (not too expensive) plan on what could be done to improve vacancy.

Council Member Schwartzman expressed his thanks for the work Mr. Wolf and staff has done.

Mayor Patterson expressed thanks for Mr. Wolf's and staff's efforts. She had a question on the media outreach public relations. She would like to see the bicycling and sports activities promoted. She suggested 'Tired of the America's Cup crowd, come to Benicia. She also suggested connecting with the chamber and main street websites. She acknowledged the program was benefiting the City. She asked if the State Parks could be listed on the tourism map.

Public Comment:

None

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, Campbell, Hughes, Strawbridge
Noes: (None)

VI. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

Three items (copies on file).

B. PUBLIC COMMENT

1. Lisa Villarreal - Ms. Villarreal invited Council and the public to attend 3 fundraising events to benefit BHS Challenge Day and Grad Night.
2. Ellen Kolowich - Ms. Kolowich discussed concerns regarding the new gateway on Military West (in front of Safeway). She was concerned about the portion of the center divider that sticks out. She felt the design posed a hazard to drivers. She also felt the poles that the signal buttons are located on were not safe due to their placement. There is also the lack of a ramp (wheelchair) on one of the bus stop areas.
3. Council Member Schwartzman asked that the curb issue be addressed. Staff indicated that all of the issues raised by Ms. Kolowich would be investigated.
4. H.R. Autz - Mr. Autz invited Council and citizens to attend Benicia Yacht Club's Opening Day on the Straight event. He would like that event added to the list of events for the City of Benicia.
5. Elizabeth d'Huart - Ms. d'Huart announced upcoming events at the Benicia Historical Museum. She discussed ideas addressing the vacancy issue in the Industrial Park.

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, Campbell, Hughes, Strawbridge
Noes: (None)

A. APPROVAL OF MINUTES OF THE FEBRUARY 5, 2013 CITY COUNCIL MEETING

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

VIII. BUSINESS ITEMS:

- A. DISCUSSION OF AN ORDINANCE CHANGING THE ELECTION DATE FOR GENERAL MUNICIPAL ELECTIONS TO EVEN-NUMBERED YEARS AND EXTENDING THE TERMS OF CURRENT COUNCIL MEMBERS BY UP TO 12 MONTHS**

Heather McLaughlin, City Attorney, reviewed the staff report. She clarified that tonight's report was for informational purposes only. The item was being presented so Council could discuss it and provide direction to Staff.

Council Member Hughes and Staff discussed the notification process, and whether there is a more efficient and less expensive way to gather statistically significant feedback from citizens, rather than sending the notifications out to every registered voter.

Vice Mayor Campbell asked for clarification on the rules for general law and charter cities changing election cycles.

John Gardner, Solano County Assistant Registrar of Voters, reviewed a PowerPoint presentation on election costs for the City of Benicia.

Vice Mayor Campbell and Mr. Gardner discussed election year scenarios in the PowerPoint presentation. Mr. Gardner clarified the difference in the number of registered voters in the County/Education system.

Council Member Schwartzman and Mr. Gardner discussed the actual and hypothetical costs listed in the presentation.

Council Member Hughes and Mr. Gardner discussed the issue of voter turnout.

Public Comment:

1. Bonnie Silveria - Ms. Silveria spoke in support of moving to an even-year election cycle. She supports increasing voter turnout and decreasing cost. She supported increasing the elected official's terms.
2. Ellen Kolowich - Ms. Kolowich spoke in support of moving to an even year election cycle. She supported increasing the elected official's terms.
3. H.R. Autz, City Treasurer - Mr. Autz spoke in support of moving to an even year election cycle.

Vice Mayor Campbell and Mr. Gardner discussed the actual and hypothetical costs listed on the last page of the PowerPoint presentation.

Vice Mayor Campbell discussed the reported actual and hypothetical costs. Vice Mayor Campbell discussed the City's voter turnout (clarifying that the turnout in 2011 was 40+% as opposed the reported 20+ %). He discussed concerns regarding whether the move would save the City money, how changing to an even-year election cycle would affect the City's local election, and the Chicago study provided by Mayor Patterson.

Mr. Gardner discussed the County's level of confidence with the numbers that

were provided in the PowerPoint presentation. Mr. Gardner stated he was 100% confident with the 'actual' numbers provided.

Mayor Patterson discussed the Chicago study that she provided. Voter turnout is the most important thing.

Council Member Schwartzman stated that he had received a lot of comments from citizens supporting changing the election cycle. He clarified that the extension or decrease of terms also affected the treasurer and clerk. He supported changing to even-year election. It would save the City money and it would increase voter turnout. It would give the citizens one full year without campaigns, mailers, etc. He has not had any citizens approach him who did not support changing cycles.

Council Member Strawbridge asked for clarification on the proposed post cards being mailed out. She suggested using a local vendor if possible. She requested the introduction and first reading of the ordinance be postponed until the first April meeting, as she would not be at the 3/19 meeting. She was impressed with the reported numbers for voter turnout in even year elections.

Council Member Hughes thanked Mr. Gardner for presenting the information, as it clarified issues for him. He asked that Council consider the idea brought up by Mr. Gardner (in written correspondence). Council Member Hughes was concerned that the decision to extend the elected official's terms seemed self-serving. Staff stated that the cases they had looked at all extended terms, as opposed to shortening terms. Staff discussed the issue of staggered terms and continuity on the council.

Vice Mayor Campbell clarified that Mr. Lowry's suggestion could not work, as it would violate State law.

Council Member Schwartzman discussed concerns regarding having an entire council that could turn over every four years. Staggering terms provides assured continuity.

Mayor Patterson asked if anyone in the public wanted to address Mr. Lowry's suggestion, as it was information provided after the agenda was presented to the public.

Public Comment:

None

Vice Mayor Campbell discussed the City's budget cycle and concern whether there would be savings by switching cycles. There were no guarantees whether the other cities and school districts would be changing cycles. The City could

end up with higher costs that it is currently paying.

Council, Staff, and Mr. Gardner, discussed delaying the introduction and first reading of the ordinance until the 4/2/13 meeting so that Council Member Strawbridge could participate in the discussion. Council decided they could delay the introduction and first reading until the 4/2/13 meeting.

Council Member Hughes made a motion to direct staff to send the postcards notifying the citizens and soliciting their feedback prior to the 3/19 meeting (even though it would be presented at the 4/2 meeting), introduce the ordinance on 4/2/13, and bring it back for the second reading and adoption on 4/19/13.

On motion of Council Member Hughes, seconded by Council Member Schwartzman, Council directed staff to send the postcards notifying citizens of the proposed election cycle change, soliciting feedback prior to the 4/2/13 meeting, to present the introduction and first reading of the ordinance at the 4/2/13 meeting, and the second reading and adoption of the ordinance at the 4/19/13 meeting, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Hughes, Strawbridge

Noes: Campbell

B. Council Member Committee Reports:

1. **Mayor's Committee Meeting.(Mayor Patterson) Next Meeting Date: TBD**
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: March 22, 2013**
4. **League of California Cities. (Mayor Patterson and Vice Mayor Campbell) Next Meeting Date: February 21, 2013**
5. **School Liaison Committee. (Council Members Strawbridge and Council Member Hughes) Next Meeting Date: March 7, 2013**
6. **Sky Valley Open Space Committee. (Vice Mayor Campbell and Council Member Schwartzman) Next Meeting Date: May 1, 2013**
7. **Solano EDC Board of Directors. (Mayor Patterson and Council**

Member Strawbridge) Next Meeting Date: March 14, 2013

- 8. Solano Transportation Authority (STA). <http://www.sta.ca.gov/> (Mayor Patterson and Council Member Schwartzman) Next Meeting Date: March 13, 2013**
- 9. Solano Water Authority-Solano County Water Agency and Delta Committee. <http://www.scwa2.com/>(Mayor Patterson and Council Member Hughes) Next Meeting Date: March 13, 2013**
- 10. Traffic, Pedestrian and Bicycle Safety Committee. (Vice Mayor Campbell and Council Member Schwartzman) Next Meeting Date: April 18, 2013**
- 11. Tri-City and County Cooperative Planning Group. (Mayor Patterson and Council Member Strawbridge) Next Meeting Date: March 11, 2013**
- 12. Valero Community Advisory Panel (CAP). (Mayor Patterson and Council Member Hughes) Next Meeting Date: March 20, 2013**
- 13. Youth Action Coalition. (Mayor Patterson, Council Member Strawbridge and Council Member Hughes) Next Meeting Date: February 27, 2013**
- 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 21, 2013**

IX. ADJOURNMENT:

Mayor Patterson adjourned the meeting at 8:55 p.m.

AGENDA ITEM
CITY COUNCIL MEETING DATE - MARCH 19, 2013
CONSENT CALENDAR

DATE : February 26, 2013

TO : City Manager

FROM : Interim Public Works Director

SUBJECT : **BENICIA'S SAFE ROUTES TO SCHOOL (SR2S) LOCAL PLAN UPDATE**

RECOMMENDATION:

Adopt a resolution approving Benicia's Safe Routes To School (SR2S) Local Plan Update, forwarding the recommended projects and programs to the Solano Transportation Authority (STA) for inclusion into their countywide SR2S plan update, retaining the Benicia SR2S Community Task Force to continue steering projects and programs, and designating the SR2S Local Plan Update as a guiding document.

EXECUTIVE SUMMARY:

The Solano Transportation Authority is updating their countywide SR2S plan, which is used as a comprehensive planning document for Solano County and to attract grant funding.

Benicia's SR2S Community Task Force, comprised of elected officials and staff from the City and School District, has met over the past year to update the current plan, including conducting walking audits at three Benicia schools. At their last meeting, the Task Force voted unanimously to recommend that the City Council adopt the draft Benicia SR2S Plan Update.

BUDGET INFORMATION:

There are no budget impacts to the City associated with this Council action. STA funded the plan update.

GENERAL PLAN:

Relevant General Plan Goal:

- Goal 2.28: Improve and maintain public facilities and services

STRATEGIC PLAN:

Relevant Strategic Plan Issues:

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

ENVIRONMENTAL REVIEW:

Benicia's SR2S Local Plan Update will be incorporated into STA's countywide SR2S plan, which will be brought before the STA Board for approval. Congestion management agency programs are statutorily exempt per Section 1527 of the California Environmental Quality Act.

BACKGROUND:

Detailed information on this item is provided in the attached March 1, 2013 memo from STA.

Attachments:

- March 1, 2013 Correspondence from STA
- Proposed Resolution
- Draft Benicia SR2S Local Plan



DATE: March 1, 2013
TO: Benicia City Council
FROM: Danelle Carey, SR2S Assistant Program Manager
RE: Benicia SR2S Local Plan Update



Background:

On February 13, 2008, the STA Board adopted STA's first Safe Routes to School Plan and authorized STA staff to create a Safe Routes to School Program in Solano County. The STA's SR2S Plan process included over 100 committee members and over 450 parents, teachers, students, and neighbors at 29 schools across the county. Each city developed a local SR2S plan, developed in partnership with local SR2S task forces reviewing school plans within their community, which were adopted by each city's council and school board. These local plans were then incorporated into the STA's countywide SR2S plan.

The 2013 SR2S Plan update involved identifying local task force stakeholders, facilitating local task force meetings, facilitating school site walking audits & evening planning events, drafting recommendations, and now seeking the approval from city councils, school boards, STA committees, and the STA Board. The STA's SR2S Advisory Committee (SR2S-AC) is helping to guide the planning process by reviewing materials prior to their use during meetings and within documents. The mapping project mirrors the process used during the pilot mapping process to produce an additional 65-70 maps.

Discussion

Robert Semple, Matthew Turner Elementary Schools and Benicia Middle school were selected to be reviewed as a part of the plan update. The City of Benicia's SR2S Community Task Force conducted walk audits at the three schools, observing drop off and pick up activities at identified locations of interest and documented concerns. As a result of these walk audits, several recommendations for improvements were made to improve the traffic circulation, congestion and walk ability for children. The recommendations were reviewed and prioritized by Benicia's SR2S Community Task Force. In addition to any infrastructure improvements recommended, the plan also includes educational and encouragement programs in the plan to assist with awareness and travel safety. (See Attachment A for details).

The STA SR2S Program applied for \$1.2M from the One Bay Area Grant (OBAG) in August 2012. Our application included a proposal to create a SR2S Engineering program to be used to fund the priority infrastructure projects identified in the SR2S plan over the next four years. There will be board action on OBAG funds at the March 13, 2013 STA Board Meeting. If granted the funds, each city in Solano County will have the opportunity to apply for grant funding (through the STA) for any particular project(s) identified in the plan.

Benicia Community Task Force and the Solano Transportation Authority request that the City Council adopt the draft plan update. Once the plan is adopted, it will be included in the Countywide SR2S Plan update which is scheduled to go before the STA board in May 2013.

Recommendation:

The Benicia Safe Routes to School Community Task Force considered this item at their September 17, 2012 meeting and voted unanimously to recommend the City Council adopt the proposed Benicia SR2S Plan Update.

Requested Action:

1) That the City Council approve the local recommended projects and programs for forwarding to the STA for inclusion in the countywide plan update; 2) that the local SR2S community task force be appointed to continue steering SR2S related projects and programs for Benicia; 3) that the local SR2S Plan be approved as the guiding document for planning and implementing SR2S projects.

Attachment:

- A. Benicia SR2S Local Plan Update

RESOLUTION NO. 13-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING BENICIA'S SAFE ROUTES TO SCHOOL (SR2S) LOCAL PLAN UPDATE, FORWARDING THE RECOMMENDED PROJECTS AND PROGRAMS TO THE SOLANO TRANSPORTATION AUTHORITY (STA) FOR INCLUSION INTO THEIR COUNTYWIDE SR2S PLAN UPDATE, RETAINING THE BENICIA SR2S COMMUNITY TASK FORCE TO CONTINUE STEERING PROJECTS AND PROGRAMS, AND DESIGNATING THE SR2S LOCAL PLAN UPDATE AS A GUIDING DOCUMENT

WHEREAS, STA's SR2S program is intended to improve the safety and increase the use of pedestrian and bicycle modes of student travel by enhancing related infrastructure and programs; and

WHEREAS, STA is in the process of updating their countywide SR2S plan which identifies and prioritizes potential infrastructure projects; and

WHEREAS, Benicia's SR2S Community Task Force, comprised of elected officials and staff from the City and School District, has met over the past year to complete Benicia's draft SR2S Local Plan Update; and

WHEREAS, said Task Force voted unanimously at their last meeting to recommend that the City Council adopt the draft update; and

WHEREAS, after adoption by the City Council, by forwarding the update for inclusion into the countywide SR2S update, STA will qualify identified projects and programs for future grant funding; and

WHEREAS, continued guidance from the Benicia SR2S Community Task Force will facilitate the successful implementation of future projects and programs.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby approves Benicia's SR2S Local Plan Update, forwards the recommended projects and programs to STA for inclusion into their Countywide SR2S Plan Update, retains the Benicia SR2S Community Task Force to continue steering projects and programs, and designates the SR2S Local Plan Update as a guiding document.

On motion of _____, seconded by _____, 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 19th day of March 2013, and adopted by the following vote:

Ayes:
Noes:
Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

Benicia

Local Community Task Force

The Benicia Safe Routes to School Community Task Force conducted three official meetings to initiate, develop, and prioritize recommendations as part of the 2013 SR2S Plan Update process. Several members of the Task Force were also present at the walk audits conducted for the three selected schools: Benicia Middle School, Matthew Turner Elementary, and Robert Semple Elementary. The membership of the Benicia SR2S Community Task Force is shown in **Table 1**.



Table 1: Benicia Task Force Membership

Name	Position
Tom Campbell	Vice Mayor
Alan Schwartzman	Council Member
Rose Switzer	Board Member, Benicia Unified School District
Lindsay Dalske	Vice Principal, Benicia Middle School
Melissa Morton	Director, Public Works
Mike Roberts	Senior Civil Engineer, Public Works

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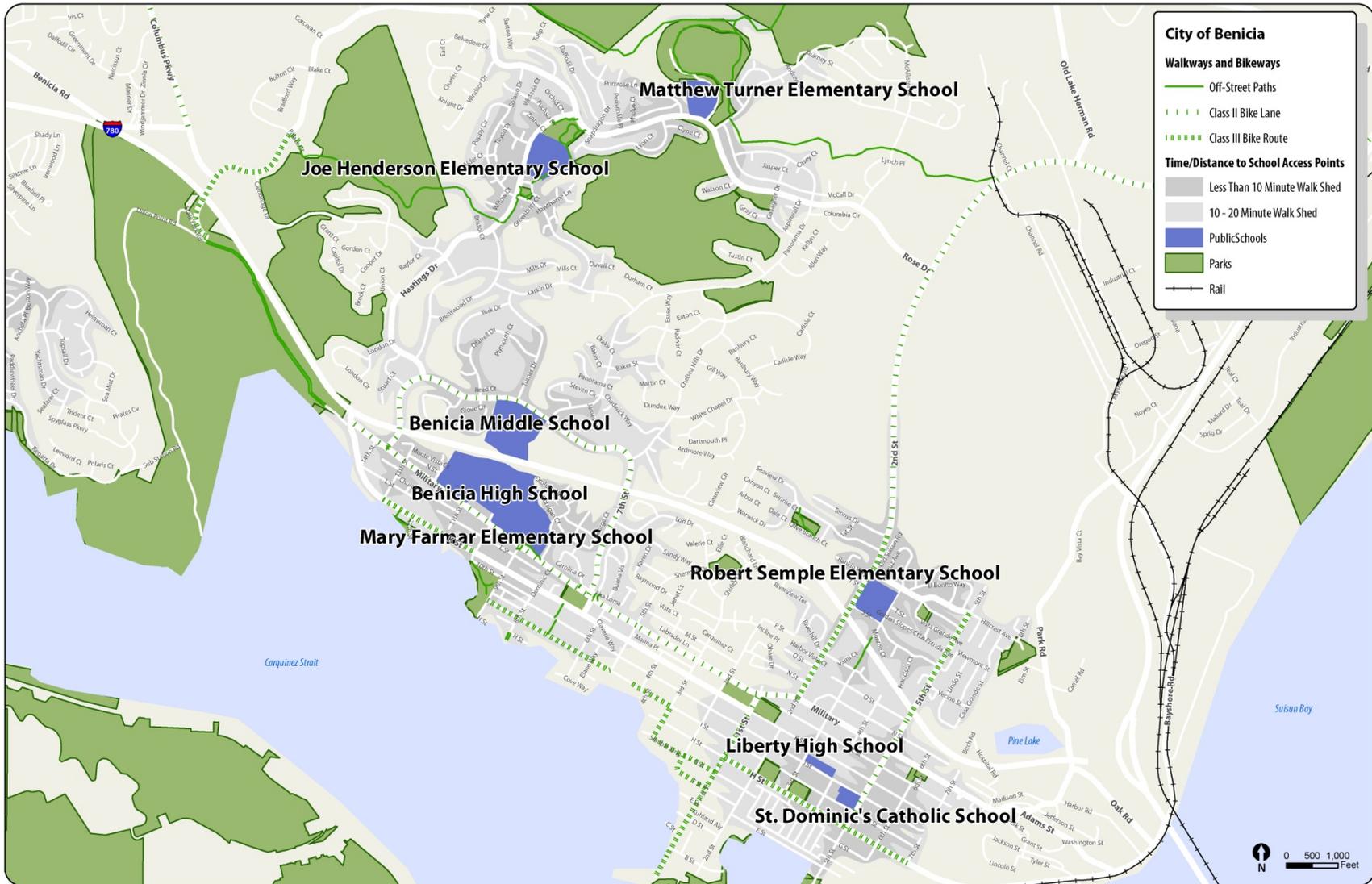


Figure 1: Benicia schools, parks, and walksheds

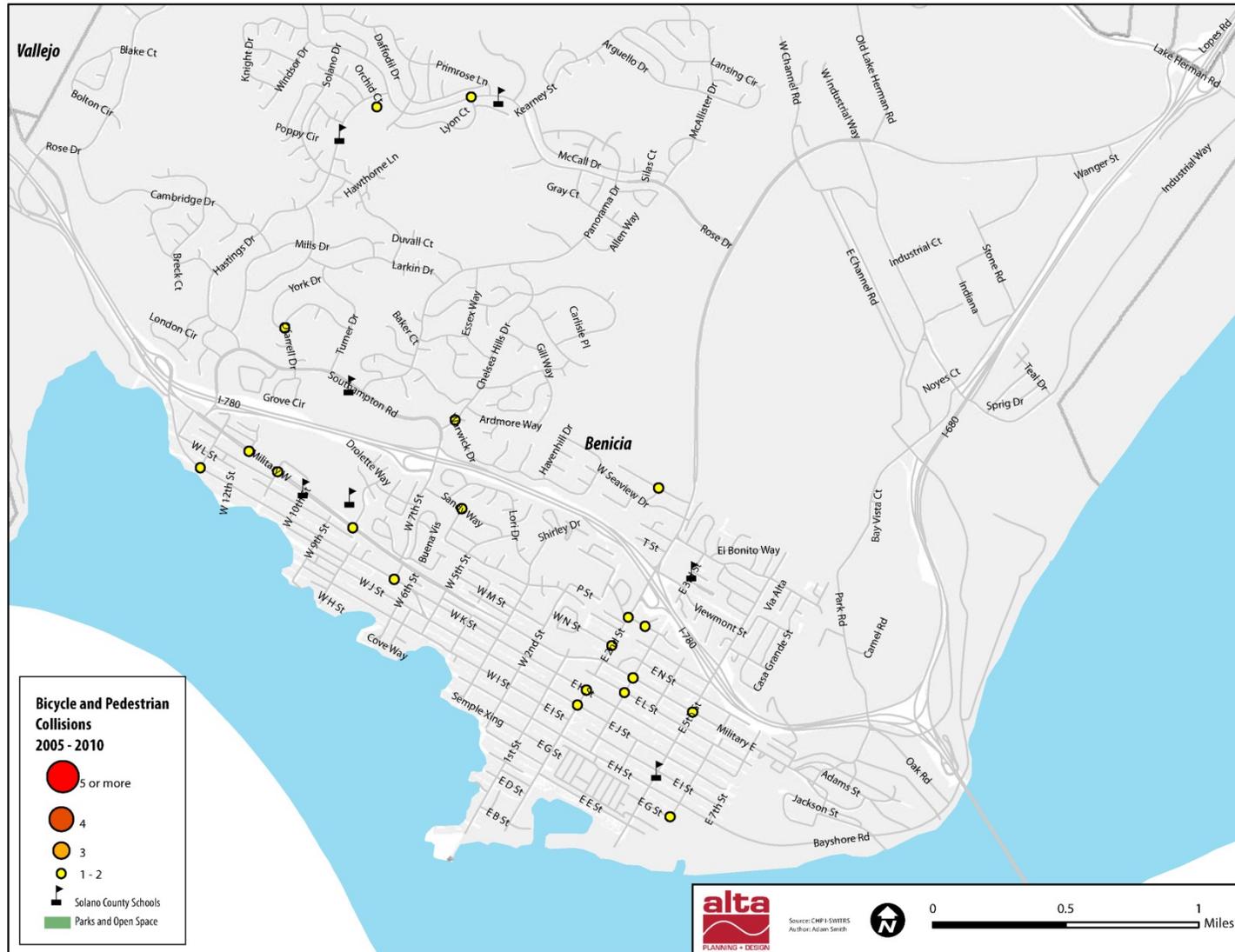


Figure 2: Benicia Bicyclist & Pedestrian Collisions, 2005-2010

2008 STA SR2S Plan

During the 2008 STA SR2S Plan, a Consultant-led walk audit was conducted at Benicia High and City-led walk audits were conducted at Benicia Middle School, Joe Henderson Elementary, Mary Farmar Elementary, Matthew Turner Elementary, Robert Semple Elementary and St. Dominic’s Catholic School. Out of the thirty six (36) Benicia infrastructure projects identified in the 2008 STA SRS Plan, fifteen (15) projects were completed. Major project implementation took place at Benicia High School and St. Dominic’s Catholic School. Six (6) remaining projects are incorporated into the 2013 STA SR2S Plan Update.

Benicia High

The City implemented all recommendations from the 2008 STA SR2S Plan. These improvements included closure of sidewalk gaps on West 10th Street and West 11th Street, and a ‘road diet’ (4 to 2 lane conversion with center two-way left turn lane) of Military West with the following elements included: bike lanes, curb extensions and high-visibility crosswalks at two intersections, improved bus shelters and pedestrian seating, and a relocated crosswalk at the intersection with West 10th Street.

St. Dominic’s Catholic School

The City constructed curb extensions and a high-visibility crosswalk on 5th Street adjacent to school grounds. The Benicia SR2S Task Force expressed interest in following up on these completed projects to further improve pedestrian safety around the school.

Programmatic Achievements

Benicia has implemented a number of programmatic recommendations in the 2008 STA SR2S Plan, dealing with enforcement, education, and encouragement. Also since 2008, three schools (Benicia Middle, Matthew Turner Elementary, and Joe Henderson Elementary) have participated in hand tally travel surveys.

Encouragement

Four schools in Benicia will participate in the STA Walking School Bus pilot program in the 2012-2013 school year: Mary Farmar Elementary, Matthew Turner Elementary, Joe Henderson Elementary, and Robert Semple Elementary. Safety Assemblies and Bike Rodeos have also been held at each of these four schools.

In fall 2011, four schools participated in International Walk & Roll to School Day: Matthew Turner Elementary, Joe Henderson Elementary, Robert Semple Elementary, and St. Dominic’s Catholic School. These schools also participated in the same event in 2012, as did Mary Farmar Elementary School.



Comprehensive crossing improvements for St. Dominic’s Catholic School at E 5th Street and E J Street were completed as part of implementation of the 2008 SR2S Plan recommendations.

Enforcement

Matthew Turner Elementary has a robust Student Safety Patrol program, where students assist crossing guards at multiple locations on school grounds.

Carried-Over Recommendations

Benicia Middle

The 2008 STA SR2S Plan recommends one project at Benicia Middle which will be carried over with modifications in the current plan. The original recommendation was for a speed table at the intersection of Southampton Road at Turner Drive. This project has been adjusted to recommend a pedestrian-activated flashing beacon at this intersection, along with several related pedestrian improvements.

Matthew Turner Elementary

The 2008 Plan recommends a new crosswalk across the Community Park parking lot entrance to help formally establish the pedestrian desire line (the natural path of pedestrians) toward Kearney Street. Support for this recommendation continues and has been refined to incorporate ADA accessible curb ramps and landing areas.

Robert Semple Elementary

The 2008 Plan recommends lighting and aesthetic enhancements for the pedestrian tunnel under Interstate 780. This tunnel provides the only east/west access to Robert Semple Elementary that avoids significant highway-generated traffic. This recommendation has expanded to include repair of sidewalks approaching the tunnel and ensuring ADA compliance for access to and from the tunnel.

Joe Henderson Elementary

The 2008 Plan recommends widening the sidewalk along Hastings Drive immediately adjacent to and north of the school, and to open the back school gate where it connects to a Class I pathway. Both of these recommendations are carried over to support and improve suggested walking routes to school.

Mary Farmer Elementary

The 2008 Plan recommendation to pave the existing pathway between the school's playground area and Drolette Way is carried over in the 2013 Plan. The current pathway does not meet ADA, but is a significantly more direct access point for student families coming to/from the north and east of the school.

2013 Plan Walk Audit Recommendations

Benicia Middle School

The recommendations at Benicia Middle School focus on improving Southampton Road, the street that fronts the school. Priority pedestrian projects include new crosswalks across Southampton Road, both to the east and west of the school; sidewalk widening along the school frontage; and the installation of a pedestrian-actuated flashing beacon at Southampton Road and Turner Drive. Recommended improvements to this intersection also include sidewalk expansion and accessibility upgrades across the street and securing agreements with adjacent churches to use their parking lots for remote drop-off.

Matthew Turner Elementary

The recommendations at Matthew Turner Elementary focus on improving circulation around the school and improving pedestrian access. To address circulation, the report recommends studying a reconfiguration of Dempsey Drive and the distribution of drop-off and pick-up areas to disperse the concentration of drivers. To improve pedestrian access, additional facilities are recommended to formalize the route across the Benicia Community Park parking lot to/from the well-used pedestrian paths from Kearney Street. A recommendation in the initial phase of this report, the City will implement bike lanes on Rose Drive as part of the Rose Drive Traffic Calming Program.

Robert Semple Elementary

The recommendations at Robert Semple Elementary comprehensively address pedestrian access and safety. Sidewalk gaps and broad, offset (skewed) intersections are nearby the school, making for a difficult pedestrian environment. This report recommends using striping treatments to reduce the size of these offset intersections, creating 90 degree angle approaches for drivers and reducing the crossing distance for pedestrians. Improved pedestrian facilities along the suggested walking route to/from the tunnel under Interstate 780 and at the intersection of Hillcrest Avenue and E 3rd Street. This report also recommends a program of sidewalk construction to close gaps along walking routes to the east of the school near Duncan Graham Park.

Additional New Projects

St. Dominic's Catholic School

The Benicia SR2S Community Task Force identified one additional project – outside of the walk audit recommendations – for consideration of funding through this Plan. The project would serve St. Dominic's Catholic School and involve the installation of an actuated Rapid Rectangular Flashing Beacon (RRFB) at the uncontrolled crosswalk at the intersection of East J Street at 5th Street. This is the crosswalk where bulb-outs had been constructed as a 2008 STA SR2S Plan priority project.

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Table 2: Benicia Unified Priority Engineering Projects

Benicia - Safe Routes to School Capital Project List (DRAFT)

Total Project Costs Identified \$740,500 **Total Priority Projects** \$424,000 **Grants (Reasonable Anticipated, 5 years)** \$250,000

School District	School Name	Travel Plan ID #	Project Description	Funding Priority	Lead Agency	Cost Estimates
BUSD	Robert Semple Elementary	2	<ul style="list-style-type: none"> Use hatch markings and/or soft hit posts to square up the El Bonito Ave/La Cruz Ave intersections Install curb extension on southwest corner of Hillcrest Ave/3rd Street with new high visibility crosswalk and curb ramps Enhance southern crosswalk to high-visibility yellow, refresh others as necessary 	High	City	\$35,000
BUSD	Robert Semple Elementary	8	<ul style="list-style-type: none"> Construct sidewalk segments on El Bonito Way to close gaps on two blocks adjacent to the school Construct a sidewalk segment on the north side of Vista Grande Avenue Construct sidewalk segment on Hillcrest Ave (south side) Use hatchings to square up Vista Grande/Hillcrest/Linda Vista intersection 	High	City	\$100,000
BUSD	Robert Semple Elementary	6	<ul style="list-style-type: none"> Install curb extensions at northwest and southwest legs; fill in landscape strip along 3rd Street with all-weather accessible walking surface Replace existing yellow transverse crosswalks with high-visibility yellow crosswalks Stripe a new high-visibility crosswalk in the east leg and reduce crossing distances/curb radii by providing hatched bulb-outs and/or soft hit posts. 	High	City	\$95,000
BUSD	Benicia Middle	2	<ul style="list-style-type: none"> Install Rectangular Rapid Flash Beacon (RRFB), or similar device, and related school crossing signage at Southampton Road and Turner Drive Provide truncated domes on existing curb ramps 	High	City	\$25,000
BUSD	Benicia Middle	2	<ul style="list-style-type: none"> Widen sidewalks on north side of Southampton Road at Turner Road Widen sidewalks on southern side of intersection along school frontage 	High	City & BUSD	\$125,000

School District	School Name	Travel Plan ID #	Project Description	Funding Priority	Lead Agency	Cost Estimates
BUSD	Matthew Turner Elementary	2	<ul style="list-style-type: none"> Construct a landing pad for the existing crosswalk on the eastern side of Dempsey Drive at the Benicia Community Park parking lot entrance install high-visibility yellow crosswalk at parking lot entrance, with curb ramps 	High	City	\$16,000
BUSD	Matthew Turner Elementary	3	<ul style="list-style-type: none"> Study options for reconfiguring Dempsey Drive at intersection with Rose Drive to provide two ingress lanes for improved access to the Benicia Community Park parking lot; options to be studied include conversion of an existing egress lane (within existing roadway cross section) or widening roadway to four travel lanes Construct a curb ramp at southern end of the crosswalk across Rose Drive 	High	City	\$25,000
BUSD	Robert Semple Elementary	3	<ul style="list-style-type: none"> Replace existing crosswalk at 2nd Street with high-visibility yellow crosswalk 	Medium/High	City	\$3,000
BUSD	Benicia Middle	1, 2	<ul style="list-style-type: none"> Widen sidewalks west of school driveway entrance at the bus stop Replace white diagonal crosswalk in school parking lot with high-visibility yellow crosswalk 	Medium	BUSD	\$12,000
BUSD	Joe Henderson Elementary	2008 Plan	<ul style="list-style-type: none"> Open rear school gate where Class I pathway connects to campus 	Medium	BUSD	\$1,000
BUSD	Mary Farmar Elementary	2008 Plan	<ul style="list-style-type: none"> Pave and upgrade accessibility of existing pathway behind school at Drolette Way 	Medium	BUSD	\$100,000
BUSD	Robert Semple Elementary	6	<ul style="list-style-type: none"> Construct sidewalk on the north side of S Street to close existing gap 	Medium/Low	City	\$45,000
BUSD	Robert Semple Elementary	7	<ul style="list-style-type: none"> Install additional lighting in tunnel Repave sidewalk approach and retrofit pathway for ADA access and compliance 	Medium/Low	City	\$42,000
BUSD	Matthew Turner Elementary	1	<ul style="list-style-type: none"> Refresh curb paint and signage at load zones in school parking lot 	Medium/Low	BUSD	\$500
BUSD	Robert Semple Elementary	1	<ul style="list-style-type: none"> Replace yellow curb loading zone at the school entrance with white curb Designate yellow curb area to the west as bus/van loading zone Make western parking lot an additional loading zone Refresh white pavement striping in loading zones 	Low/Medium	BUSD	\$1,000
Private	St. Dominic's Catholic School	Task Force	<ul style="list-style-type: none"> Install pedestrian-actuated flashing beacon at East J and 5th Streets 	Low	City	\$15,000
BUSD	Joe Henderson Elementary	2008 Plan	<ul style="list-style-type: none"> Widen sidewalk along Hastings Drive adjacent to and north of school 	Low	City	\$50,000
BUSD	Robert Semple Elementary	4	<ul style="list-style-type: none"> Retrofit/upgrade existing ramp pathway to meet ADA requirements 	Low	BUSD	\$40,000

School District	School Name	Travel Plan ID #	Project Description	Funding Priority	Lead Agency	Cost Estimates
BUSD	Benicia Middle	4	<ul style="list-style-type: none"> • Install fence or use vegetation to discourage students from cutting through the landscaping. • Install curb ramps with truncated domes at driveway. 	Low	City	\$10,000

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Benicia Middle School Travel Plan

Principal:	Michael Minahen
Enrollment:	1,225
Arrival:	8:30 AM
Dismissal:	3:10 PM;
	Wednesday, 1:20 PM
Mode Share:	19% walk/bike (May 2011)
	19% walk/bike (Oct 2010)
Walk Score¹:	60/100
Free/Reduced Lunch:	20.3% in 2010-2011



Benicia Middle School is located adjacent to Interstate-780 in northern Benicia

Layout

Benicia Middle School is located in western Benicia on Southampton Road, a primary east/west arterial with bicycle lanes and no street parking. A landscaped median on Southampton Road gives way at intersections to left-turn pockets. Interstate-780 runs along the south side of the school, and the majority of students travel along Southampton Road. The only marked crossing of Southampton Road is a high-visibility ladder crosswalk in front of the school, on the west side of Turner Drive. Transverse crosswalks parallel Southampton Road on the north side at O’Farrell Drive, Turner Drive, at adjacent church parking lot driveways, and on the south side at the entrance and exit to the school parking lot. A speed feedback sign is located just east of Grove Circle, on the eastbound approach to the school.

Two churches sit across the street from the school on either side of Turner Drive, both of which have large parking used for school loading. The school has a formal agreement with the First Baptist Church, located on the northeast corner of Southampton Road and Turner Drive. The church provides breakfast for students and parents drop off and pickup in the parking lot. The Church of Jesus Christ of Latter-Day Saints allows student loading in the parking lot, but without a formal agreement.

A shopping center east of the school attracts students after school and some parents pick up there. Students walk on the south side of Southampton Road to access the shopping center. The Southampton Road crossing of Interstate-780 to the south is the only pedestrian crossing of the freeway within 0.8 miles.

The main driveway for Benicia Middle School is blocked to through traffic during drop off and pick up times. The main access point is directly in front of the school on Southampton Road. Students who bicycle may access the school to the west side of the campus. There is no bicycle or pedestrian access to the south, west, or east of the school. There is a gated bicycle parking area on the school campus north of the main entrance. No marked crossing is provided across Southampton Road where students emerge with their bicycles.

Site Visit

The project team conducted a walk audit at Benicia Middle School in the afternoon of Friday, March 23rd. Conditions were sunny, with no indication of unusual factors influencing normal pick-up behaviors. Participating in the walk audit was Vice Principal Dalske, representatives from the community Task Force, the City of Benicia Public Works Department, and the Solano Transportation Authority. Participants

¹ See www.walkscore.com for more information.

observed traffic and pedestrians in front of the school, west of the school where students exit with bicycles and where the buses load, at the church parking lots, and east of the school at Southampton Road.



Most student exit the school from the front and cross Southampton Road, where the crossing guard allows them to cross at an angle

Loading Zones

The designated loading zone for Benicia Middle School is along Southampton Road. Many students cross the school driveway at the wide marked crossing to wait at the southwestern corner of the intersection of Southampton Road at Turner Drive. Students are picked up along Turner Drive or in the church parking lots. Some students also ride the City of Benicia bus (SolTrans) from the bus stop located to the west end of campus.

There is a crossing guard at the intersection of Southampton Road and Turner Drive, who stops traffic in all directions to facilitate diagonal pedestrian crossing. Teachers assist with directing students from the median between the school parking lot and Southampton Road.

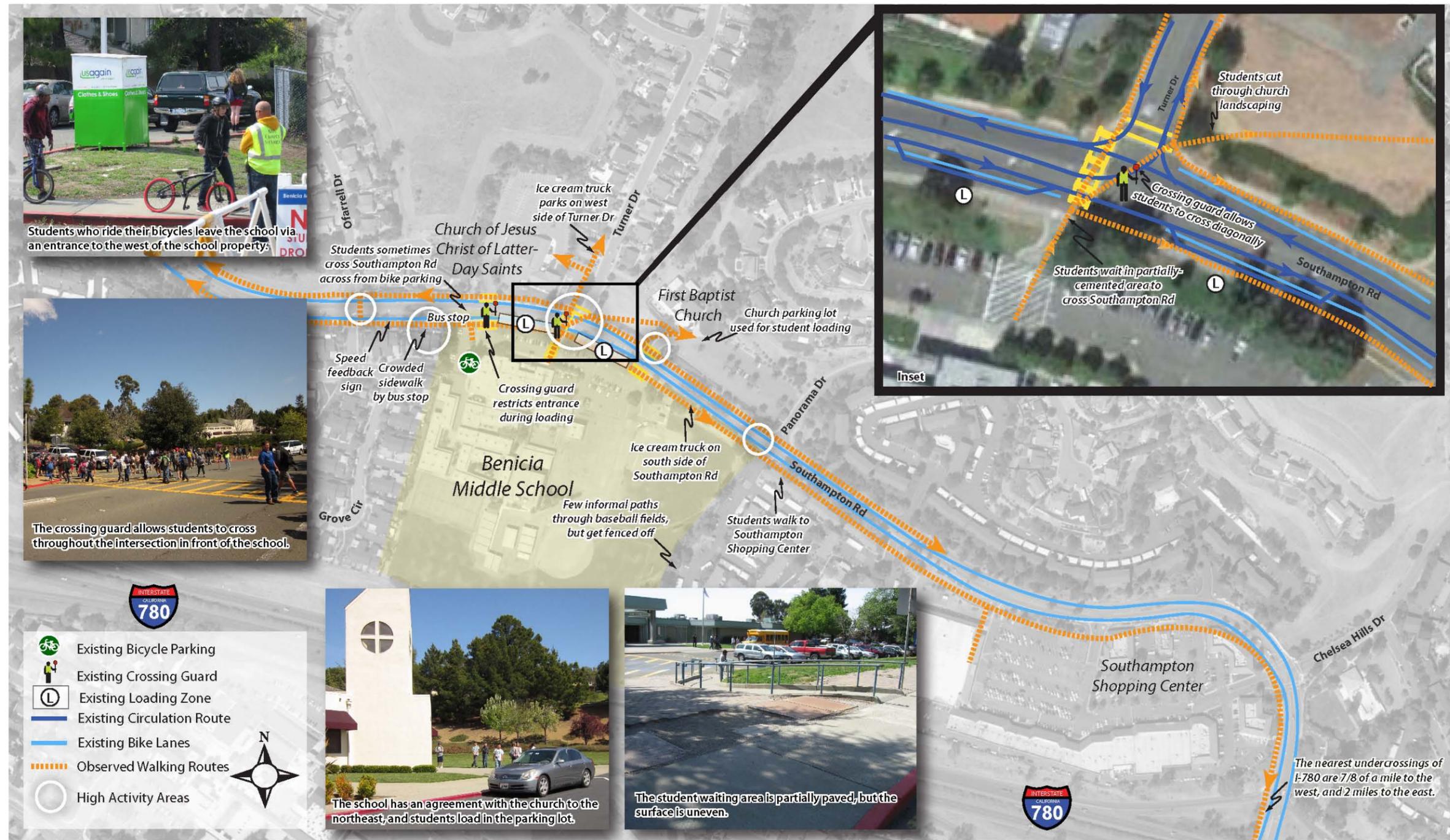
Other Plans

The **2004 Solano County Pedestrian Master Plan** identifies pedestrian connections to the Southampton Shopping Center as a priority for the City of Benicia, and finds Southampton Road to be a major pedestrian route. It also notes the possibility of an enhanced crosswalk at Turner Drive and Southampton Road, as well as other (unspecified) school access safety improvements.

The **2011 STA Safe Routes to Transit Plan** proposed a park and ride lot along Southampton Road, which would be a transit facility of regional significance.

The **2008 Solano County Safe Routes to School Plan** included improvement plans for Benicia Middle School. Projects include improving the informal trail in the open space north of Southampton Road, which does not appear to be utilized as a current route to or from school. In addition, the Plan recommends installation of a “table top” treatment (also known as a raised intersection) at the Southampton Road and Turner Drive intersection. The Plan also recommends a crossing of Southampton Road at Grove Circle, and a long term recommendation of connecting the Middle School and High School via a bicycle/pedestrian bridge over I-780. Non-engineering recommendations include speed feedback signs on Southampton Road, which have been implemented, as have school bicycling encouragement programs (a Bike Rodeo).

The **Land Use + Transportation Element of the Benicia Climate Action Plan** calls for reinstating school buses throughout the Benicia Unified School District (BUSD), and also notes Benicia’s success in implementing Safe Routes to School infrastructure programs.



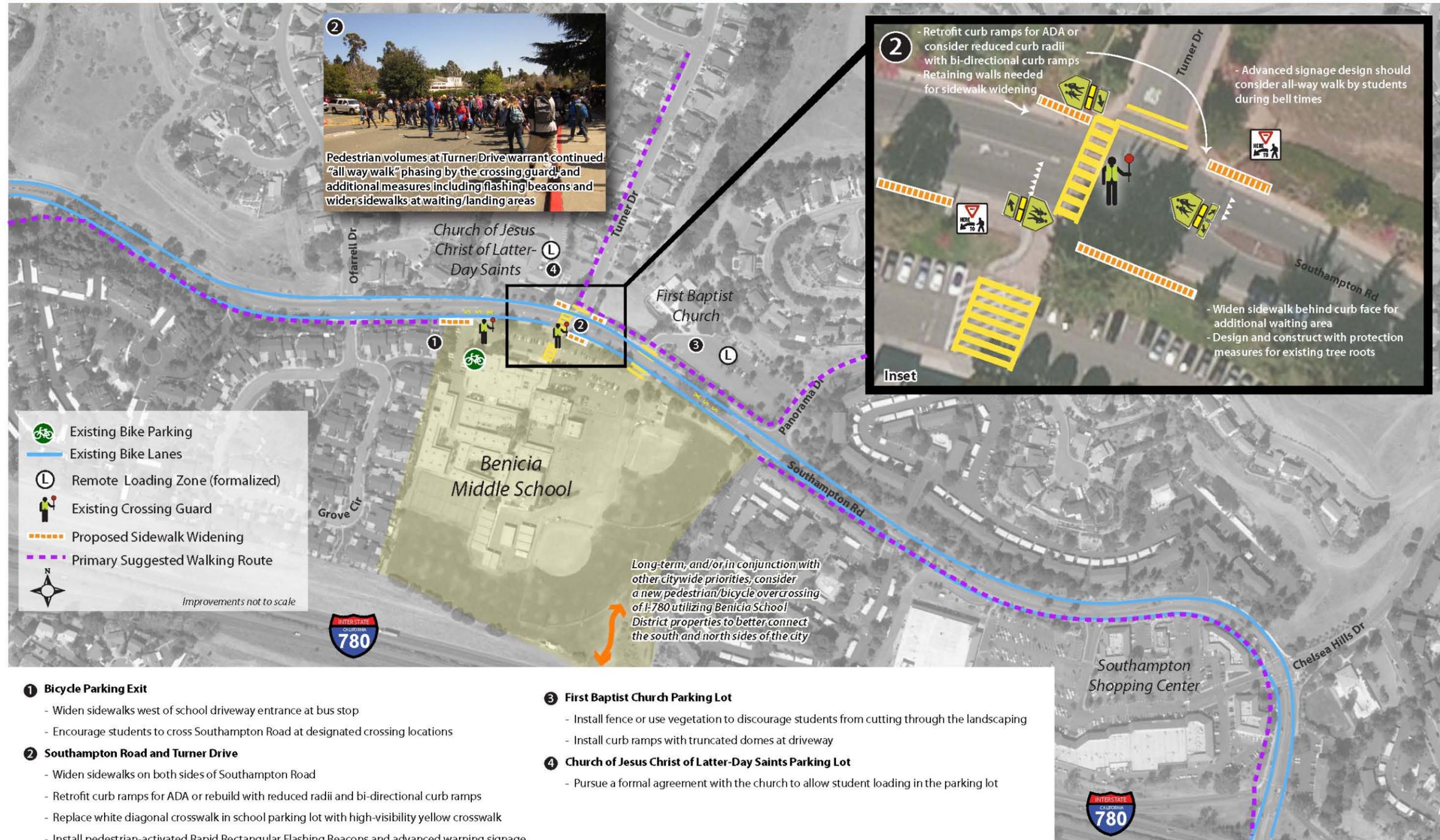
Benicia Middle School Existing Conditions

DRAFT 10-2012

Solano County Transportation Authority SR2S
www.solanoSR2S.ca.gov



Figure 3: Benicia Middle School Existing Conditions



Benicia Middle School Recommended Improvements*

*Funding for recommended improvements is limited. The improvements listed are only recommendations, and will need funding for construction and maintenance before implementation can be considered.

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Figure 4: Benicia Middle Recommended Improvements

Benicia Middle Existing Conditions and Recommendations

Bicycle Parking Exit

Bicycle parking is located within the school fence on the west side of school grounds. Students leave through a gate and cross the parking lot via a marked crossing. There are, however, no marked crosswalks across Southampton Road at this location.

This location is also where the school buses line up to wait for students. The sidewalks lack capacity for the large volume of students who line up to get on the buses; students congregate on the dirt adjacent to the sidewalk.

A crossing guard ensures that parents do not turn into the school driveway entrance to park or load their students. The bus for special education students is allowed to load in the school parking lot.



A crossing guard prevents parents from driving into the school parking lot to load students, and SolTrans buses pick students up west of the school

Recommendation (ID #1)

The District should encourage students leaving from this exit to walk to the main crosswalk of Southampton Road at Turner Drive or to walk on the south side of the road. The City should explore enlarging the sidewalk adjacent to the bus loading area to facilitate the high volume of waiting students after school. The expanded sidewalk would be built behind the curb on the adjacent dirt strip at this location.

Southampton Road and Turner Drive

The majority of students exit Benicia Middle School via the front entrance and cross Southampton Road at Turner Drive. Students cross the wide crosswalk in the school parking lot and wait for the crossing guard in the partially-paved area in the southwest corner of the intersection. When the crossing guard allows, the majority cross diagonally to the northeast corner of the intersection. Due to the large volume of students crossing at this intersection, students spill out throughout the intersection.



Sidewalk extensions are needed to accommodate the highest volume of pedestrians

Recommendation (ID #2)

The 2008 Solano County Safe Routes to School Plan recommends a raised intersection at Southampton Road and Turner Drive. In lieu of a raised intersection, the City has identified a pedestrian-activated Rapid Rectangular Flashing Beacon (RRFB), or similar device, as the preferred improvement on Southampton Road.

Additional recommendations include widening the sidewalks on both sides of Southampton Road to accommodate the volume of student pedestrians. Sidewalk expansion on the south side of the street will, by necessity, be on school property and the District should coordinate with the City on the project. Retrofitting

all curb ramps with yellow truncated domes is recommended, as is restriping the white diagonal crosswalk in the school parking lot as yellow high-visibility.



Students cut through the landscaping to get picked up at the First Baptist Church parking lot

First Baptist Church Parking Lot

Benicia Middle School has an agreement with the First Baptist Church on the northeast corner of Southampton Road and Turner Drive, allowing student pick-up.

Students access the church via an informal dirt path northeast of Southampton Road and Turner Drive across the church lawn, or along the north side of Southampton Road and up the driveway. The parking lot has few conflicts with pedestrians and automobiles. Drivers access the parking lot via a dedicated left turn lane on Southampton Road. The driveway has a transverse crosswalk and no curb ramps.

Recommendations (ID #3)

The School could encourage more parents to use the church parking lots as a loading zone. This disperses traffic on Southampton Road and reduces congestion. The City could also work with the church to install fencing or use additional vegetation to discourage students from walking through the landscaping at the corner of Southampton Road and Turner Drive.

At the church driveway, new curb ramps with truncated domes are recommended for improved access.

Church of Jesus Christ of Latter-Day Saints Parking Lot

The Church of Jesus Christ of Latter-Day Saints on the northwest corner of Southampton Road and Turner Drive informally allows parents to drop off and pick up their students in the parking lot. The large size of the parking lot and separate entrance and exit results in few conflicts between students walking and drivers.

Recommendation (ID #4)

The School should consider pursuing a formal agreement with the church to allow student loading in the parking lot.

Summary of Recommendations

Table 3 lists the recommended improvements to address safety and circulation issues around Benicia Middle School; **Figure 3** maps existing conditions and **Figure 4** presents an improvement plan of these recommendations. The project IDs in **Table 3** correspond to those in **Figure 4**. The table identifies the agency likely to lead the improvement, recommended priority for implementation and a planning level cost estimate. The priority level is based upon the predicted safety improvement of the recommendation, the projected cost of the improvement, and the improvement feasibility.

Cost estimates do not include additional engineering or design work that may be required for some of the recommendations.

Table 3: Benicia Middle School Recommended Improvements

ID	Location	Recommendations	Lead Agency	Priority Level	Cost
1	Bicycle Parking Exit	<ul style="list-style-type: none"> Widen sidewalks west of school driveway entrance. 	BUSD	Middle	\$10,000
2	Southampton Road at Turner Drive	<ul style="list-style-type: none"> Widen sidewalks on both sides of Southampton Road. Provide truncated domes on curb ramps. Install pedestrian-activated Rapid Rectangular Flashing Beacons (RRFBs) at intersection. Replace white diagonal crosswalk in school parking lot with high-visibility yellow crosswalk. 	City of Benicia/ BUSD	High	\$152,000
3	First Baptist Church parking lot entrance	<ul style="list-style-type: none"> Install fence or use vegetation to discourage students from cutting through the landscaping. Install curb ramps with truncated domes at driveway. 	City of Benicia	Low	10,000
4	LDS Church Parking Lot	<ul style="list-style-type: none"> Pursue a formal agreement with the church to allow student loading in the parking lot. 	BUSD	Low	N/A
Total Cost					\$172,000

Matthew Turner Elementary School Travel Plan

Principal:	Barbara Sanders
Enrollment:	K-5, 534
Arrival:	K-5, 8:40 AM
Dismissal:	K, 1:40 PM; 1-3, 2:53 PM; 4-5, 3:05 PM; Friday, 12:40 PM
Mode Share:	13% walk/bike (Oct. 2011), 10% walk/bike (May 2011)
Walk Score²:	52/100
Free/Reduced Lunch:	0% in 2011-2012, 6% in 2010-2011



Matthew Turner Elementary is located in an exclusively residential area of northern Benicia

Layout

Matthew Turner Elementary is located at the northern edge of Benicia, nestled amongst hillside residential communities. Development surrounding the school is interspersed with preserved open space hilltops, limiting the number of through roadways. To north of the school are the playing fields and parking lots of the Benicia Community Park, followed by dedicated open space. Rose Drive, one of the connecting thoroughfares in the community, bounds the school on the south. Dempsey Drive, which serves both the school and Benicia Community Park, bounds the school on the east. To the west of the school are single family homes which all front onto Primrose Lane.

There is a significant trail system in the community surrounding Matthew Turner Elementary. The Rollye Wiskerson Trail is located to the north of Benicia Community Park and travels from Vallejo and the Bay Ridge Trail in the west to Lake Herman in the east. A spur from this trail travels southeast to E 2nd Street. Another pathway travels off-street from the western end of Rose Drive to Hastings Drive. This pathway continues behind Joe Henderson Elementary and Jack London Park, emerging at Rose Drive just west of Matthew Turner Elementary. The northern side of Rose Drive, from this point until McAllister Drive, has a detached extra-wide sidewalk which functions like a Class I multi-use path. The lack of access points to the trail limit its utility to serve students walking to and from school.

Matthew Turner Elementary has three access points for students:

- The main gate fronting onto Dempsey Drive;
- A side gate into the staff parking lot and vanpool loading zone; and
- A rear gate from the playground to Benicia Community Park, which is currently locked.

There are three banks of “toaster” style bicycle racks adjacent to the main gate entrance.

Site Visit

The project team conducted a walk audit at Matthew Turner Elementary on the afternoon of Monday April 23rd, where they observed the pick-up period after dismissal. Conditions were sunny and windy, with no indication that weather impacted normal pick-up activities. The walk audit was attended by the school principal, representatives from the Solano County Public Health, from the City of Benicia, and from STA.

² See www.walkscore.com for more information.

Participants observed traffic and pedestrians at the intersection of Rose Drive at Dempsey Drive, at the loading zone at the school's main gate, around the parking lots for Benicia Community Park, and at a trail crossing nearby on Kearney Street. Participants convened afterwards to discuss their findings.



Students waiting at Matthew Turner's main loading loop



Signage at the vanpool entrance prohibits other vehicles



The school's lone crossing guard is at the intersection of Rose Drive at Dempsey Drive

Loading Zones

There is one formal loading zone for drivers at Matthew Turner Elementary and one formal loading zone for vanpools. The formal loading zone for drivers is at the school's main gate entrance, where there is also a visitor parking lot. Drivers enter the loading zone from a STOP controlled intersection on Dempsey Drive, traveling through a loading loop which has two speed bumps and a painted yellow curb. There are lane markings for three lanes of travel in the loading zone. The curbside lane is lined with soft-hit bollards, separating it from the other two lanes. On the day of the walk audit, staff had blocked off the two left-most lanes of the loading zone, requiring drivers to travel through the curbside lane. One staff member assists students loading into cars.

There is a formal vanpool loading zone in the staff parking lot, which is separate from the driver loading loop and visitor parking lot. This loading zone has a separate entrance off of Dempsey Drive and exits onto Rose Drive. This loading zone was previously used by buses, but staff told participants that bus service was ended a few years ago. Currently, vanpools and transportation for special needs students are allowed to load here. There is extensive signage at the entrance prohibiting other drivers. This loading zone & parking lot also provide pedestrian access to Rose Drive.

There are four additional informal loading zones at Matthew Turner Elementary. One loading zone is on Rose Drive adjacent to the staff parking lot. This is a fairly small zone, and parking is prohibited closer to the intersection of Rose Drive at Dempsey Drive. There is an informal loading zone on Primrose Lane, which students walk to from Rose Drive. There is an informal loading zone in the parking lot for Benicia Community Park, whose entrance is at the same intersection as the entrance to the school's formal loading loop. The last informal loading zone is on Kearney Street, alongside the park just east of the school.

There is one formal crossing guard for Matthew Turner Elementary, who is posted at the intersection of Rose Drive at Dempsey Drive. On the day of the walk audit, she seemed tasked more with managing traffic at the intersection than with helping students and parents cross the street. Matthew Turner Elementary also has a robust

Student Patrol program. Students outfitted with florescent vests and pole-mounted stop signs were posted at the entrance and exit to the driver loading loop, at the entrance to the vanpool loading zone, and at the crosswalk to the Benicia Community Park parking lot entrance.

Bicycling

The rate of bicycling at Matthew Turner Elementary is low. While bicycle parking is placed prominently at the school entrance, students are required to submit a signed parent authorization form before school staff will permit them to bike to school. Grades 3-5 may ride to school alone after submitting this form, while grades K-2 must be accompanied by a parent when they bike to school. The form requires not only a student and parent signature, but also those of their teacher and the principal. This rigorous approval process may be a contributing factor to the low bicycling rate, and should be reconsidered by school staff.



The bike racks at Matthew Turner Elementary were almost empty on the day of the walk audit

Other Plans

The City of Benicia will soon implement the Rose Drive Traffic Calming project, in the spring of 2013. The bike lane will extend existing bike lanes on Rose Drive from the western terminus at Panorama Drive to Dempsey Drive, with sharrows installed on Rose Drive from Dempsey Drive to Hastings Drive.

Initial draft recommendations for Matthew Turner Elementary also included installation of signage at a crosswalk on Kearney Avenue. This signage has since been installed, as reflected on the recommendation map in **Figure 6**, but is not included in the report recommendations.

The **Countywide Pedestrian Master Plan** calls for additional “school access safety enhancements” in the area surrounding Benicia Community Park & Lake Herman.

The **2008 STA SR2S Plan** calls for sidewalk and crosswalk improvements on Dempsey Drive, a pedestrian path from the school to Kearney Street, and extending “no parking” zones along Rose Drive and Primrose Lane. As of this report, only the pedestrian path from the school to Kearney Street has been completed.

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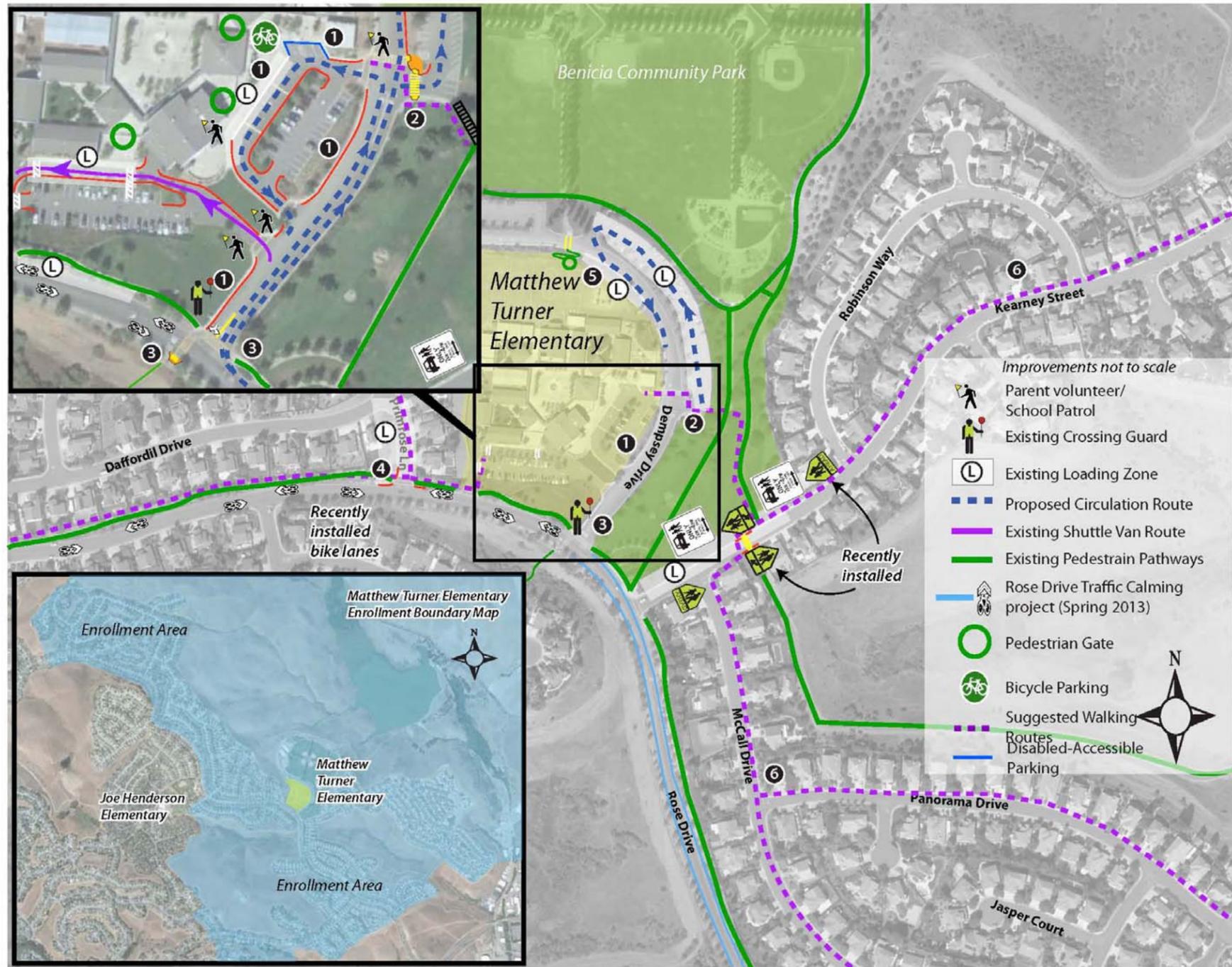


Matthew Turner Elementary School Existing Conditions

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Figure 5: Matthew Turner Elementary Existing Conditions



- School Grounds Curb Painting**
 - Refresh red curb along the school-adjacent side of Dempsey Drive
 - Replace the yellow curb in the loading zone with white curb
 - Replace the green 5-minute parking curb with additional blue curb for disabled parking
- Benicia Community Park parking lot entrance**
 - Construct a landing pad for the existing crosswalk on the eastern side of Dempsey Drive
 - Stripe a high-visibility yellow crosswalk across the parking lot entrance, with curb ramps at both ends
- Dempsey Drive at Rose Drive**
 - Construct a curb ramp at southern end of the crosswalk across Rose Drive

Option 1

 - Reconfigure Dempsey Drive at the intersection with only one egress lane and two ingress lanes, allowing for a dedicated lane to access the Benicia Community Park parking lot. As necessary, active traffic control could be used to expand egress capacity for large events

Option 2

 - Study widening Dempsey Drive at the intersection to provide two lanes of travel in both directions
- Rose Drive at Primrose Lane**
 - Stripe red curb at this intersection to improve driver sightlines and reduce instances of drivers encroaching the crosswalk to look for cross-traffic
- Rear School Gate**
 - Unlock rear gate and use adjacent sidewalk as an additional loading zone
 - Recruit a parent volunteer to monitor the gate while open
- Walking School Bus**
 - Work with Matthew Turner PTA to organize walking school buses from the two neighborhoods to the east
 - Designate specific walking school bus stops along the routes

Matthew Turner Elementary School Recommended Improvements* DRAFT 10-2012

*Funding for recommended improvements is limited. The improvements listed are only recommendations, and will need funding for construction and maintenance before implementation can be considered.

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Figure 6: Matthew Turner Elementary Recommended Improvements

Matthew Turner Elementary Existing Conditions and Recommendations

School Loading Loop & Parking Lot

The school loading loop at Matthew Turner Elementary works fairly smoothly, but long driver backups occur on Dempsey Drive during drop-off and pick-up periods. The loading area in the loop has a painted yellow curb. At the top of the loading loop are three parking spaces, two of which are striped with blue curb for disabled access and one space striped with green curb for short-term parking. Once drivers begin queuing during drop-off and pick-up periods, these three parking spots become fully blocked. Walk audit participants observed that any drivers parking in those spots often must wait until the end of the loading period to exit.

The west side of Dempsey Drive, adjacent to the school parking lots, is striped with red curb that is very faded. In some areas, the curb is so faded as to appear painted white with a pink tint.

Recommendation (ID #1)

The District should consider replacing the existing yellow curb in the loading loop with white curb, and moving the green curbed parking space at the top of the loading loop. This parking space will always be blocked by queuing drivers waiting to enter the loading loop, and therefore should not be designated for short-term parking. The curb at this space could be striped blue to provide an additional disabled-accessible parking space, and one of the parking spaces in the visitor parking lot could be striped green for short-term parking.

The City should also refresh the faded red curb along Dempsey Drive, reinforcing its designation as a no-parking zone.



The red curb at Matthew Turner is in need of refreshing

Benicia Community Park Parking Lot Entrance

The entrance to the school loading loop and visitor parking lot from Dempsey Drive is also the entrance to the first parking lot for Benicia Community Park. The intersection is STOP controlled in all direction and there is a yellow transverse crosswalk in the western leg of the intersection and a yellow ladder crosswalk in the northern leg of the intersection. The eastern end of the ladder crosswalk has no curb ramp or landing area for crossing pedestrians. There is a stairway from this end of the crosswalk down to the Benicia Community Park parking lot. The crossing is managed by two Student Patrol volunteers.



Parents and students crossing the entrance to the Benicia Community Park parking lot

Walk audit participants observed a high volume of parent and student pedestrians crossing Dempsey Drive at this location. Many parents on the day of the walk audit chose to park in the Benicia Community Park parking lot instead of waiting in the queue for the loading loop. Students were also observed crossing the entry lane to the parking lot, which currently has no markings or curb ramps, in order to walk through the park downhill to another loading zone on Kearney Street. Students crossing the parking lot entry lane were

often placed into conflict with drivers turning into the parking lot. On the southern side of the parking lot entry lane is a sidewalk which terminates at a stairway down to a pedestrian path. This pedestrian path travels south to Rose Drive and north to the Benicia Community Park.



The crosswalk landing at Dempsey Drive needs improvements

the intersection could also be striped, requiring a curb ramp on the southern end where the crosswalk meets the existing sidewalk. This will provide a direct, marked route for students and parents to access the stairway leading down to Kearney Street.



Rose Drive at Dempsey Drive



Missing curb ramp at Rose Drive

Recommendation (ID #2)

The City and District should work together to consider pedestrian travel improvements between the school and Kearney Street. Encouraging parents and students to use this route could significantly reduce the amount of congestion on Dempsey Drive. With the high volume of pedestrians crossing the parking lot entry lane in order to travel to Kearney Street, additional infrastructure is needed to denote the presence of pedestrians.

It is recommended that the City construct a concrete landing pad at the eastern end of the crosswalk in the northern leg of the intersection, outfitted with bi-directional curb ramps. An additional high-visibility yellow crosswalk in the eastern leg of

Rose Drive at Dempsey Drive

This intersection is the only access point for drivers traveling to Matthew Turner Elementary. During pick-up, walk audit participants observed long backups on Rose Drive in both directions by drivers waiting to get into the queue on Dempsey Drive. There are yellow ladder crosswalks in the northern and western legs of this intersection, and the southern end of the western crosswalk has no curb ramp. The school's single crossing guard manages traffic at this intersection.

There are two lanes of travel eastbound on Rose Drive at this intersection, with the left lane dedicated for left turns onto Dempsey Drive. There is one lane of travel westbound on Rose Drive, though drivers on the day of the walk audit were observed queuing in two lanes, with the right lane queuing to turn right onto Dempsey Drive. Dempsey Drive has one dedicated right turn lane and one dedicated left turn pocket onto Rose Drive. The space taken up by the left turn pocket requires there be only one lane of travel northbound on Dempsey Drive at the intersection. After clearing the turn pocket, northbound Dempsey Drive expands to two lanes of travel. The left lane is a dedicated left turn for entry into the loading loop, while the right lane is for through traffic to Benicia Community Park and for right turns into the park's parking lot.

When traffic backs up to the intersection, drivers who are trying to access the park or the park’s parking lot (a preferred location for park-and-walk) are blocked by drivers waiting to access the loading loop because of the single ingress lane caused by the left turn pocket.

Pedestrian volumes were low at this intersection on the day of the walk audit. Most northbound pedestrians accessed Rose Drive to the north via the staff parking lot, while southbound pedestrians crossed to Kearney Street at the Benecia Community Park parking lot entrance.

Recommendation (ID #3)

The City should install a curb ramp in the southern side of this intersection with yellow truncated domes.

The City should conduct a traffic study to determine the impacts of reconfiguring the intersection. If impacts are not high, the City may consider reconfiguring the Dempsey Drive leg of this intersection to better facilitate circulation. The left turn pocket on Dempsey Drive could be removed, creating a single exit lane for both right and left turns. This would allow the creation of two lanes of travel on Dempsey Drive northbound, allowing through traffic for drivers en route to the Benecia Community Park parking lot. As this intersection is STOP controlled, a dedicated left turn pocket on Dempsey Drive is less necessary.



The bottleneck for drivers entering Dempsey Drive from Rose Drive

If a traffic study shows significant impacts from a reconfiguration, the City may consider widening Dempsey Drive at the intersection with Rose Drive. This roadway expansion would allow for two travel lanes in both directions, alleviating traffic concerns for both ingress and egress traffic.

Rose Drive at Primrose Lane

Walk audit participants observed a large number of student pedestrians traveling northbound on Rose Drive, via the staff parking lot, on the day of the walk audit. Parents were observed parking on Primrose Lane and waiting for students in order to avoid traffic on Dempsey Drive. Primrose Lane is STOP controlled, with through traffic on Rose Drive. There is no red curb striped at this intersection, and cars park right up to the crosswalk on both sides. This caused an issue, as drivers on Primrose Lane often encroached on the crosswalk while trying to look for oncoming traffic on Rose Drive.

Recommendation (ID #4)

The City may consider striping additional red curb adjacent to the crosswalk at Rose Drive & Primrose Lane. This red curb will improve driver sightlines, reducing the need to encroach on the crosswalk before making a turning movement onto Rose Drive.



The rear gate at Matthew Turner is currently locked

Rear School Gate

There is a locked pedestrian gate at the northern end of the school’s playing fields. This gate has a ramp leading down to Dempsey Drive and a yellow transverse crosswalk leading to Benecia Community Park.

Recommendation (ID #5)

The sidewalks and parking lots immediately north of the school were practically empty on the day of the walk audit. Creating an additional loading zone in this area, accessible for students via the locked pedestrian gate, could help relieve congestion at the schools' loading loop. The District should consider unlocking this gate, which could be overseen by either a staff member or parent volunteer, and encouraging parents to use this northern area as an alternative loading zone.



Matthew Turner Elementary sits at the top of the hillside in this photo

Kearney Street Crossing

Kearney Street runs parallel to Dempsey Drive, and its northern side fronts the southern edge of the Benicia Community Park. Parents were observed on the day of the walk audit using this park frontage as a remote loading zone, to avoid congestion on Dempsey Drive. A trail spur from the Rollye Wiskerson Trail runs down to Kearney Street, crossing Kearney Street at a yellow ladder crosswalk approximately 200 feet east of Kearney Street's intersection with Rose Drive. After the crossing, this trail continues to E 2nd Street. As a result of this report's initial recommendations, Assembly B and D signage was added to this crossing.

Walk audit participants identified the two neighborhoods near this crossing on the north side of Rose Drive as a possible route for a walking school bus.

Recommendations (ID #6)

The District should work with the Matthew Turner Elementary PTA to organize a walking school bus, with routes along McCall Drive, Panorama Drive, and Kearney Street. The new improvements on Kearney Street and at the Benicia Community Park parking lot (ID #2), will contribute to creating a pedestrian-friendly walking school bus route from these locations.

Summary of Recommendations

Table 4 lists the recommended improvements to address safety and circulation issues around Matthew Turner Elementary; Figure 5 maps existing conditions and Figure 6 presents an improvement plan of these recommendations. The project IDs in

Table 4 correspond to those in Figure 6. The table identifies the agency likely to lead the improvement, recommended priority for implementation and a planning level cost estimate. The priority level is based upon the predicted safety improvement of the recommendation, the projected cost of the improvement, and the improvement feasibility.

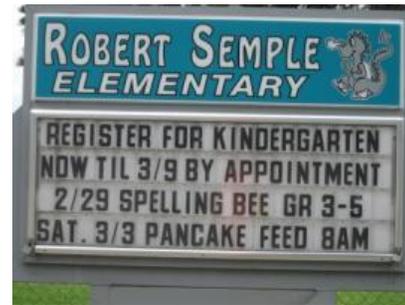
Cost estimates do not include additional engineering or design work required for some of the recommendations.

Table 4: Matthew Turner Elementary Recommended Improvements

ID	Location	Recommendations	Lead Agency	Priority Level	Cost
1	School Grounds Curb Painting	<ul style="list-style-type: none"> Refresh red curb along the school-adjacent side of Dempsey Drive. 	City of Benicia	Middle/Low	\$500
2	Benicia Community Park parking lot entrance	<ul style="list-style-type: none"> Construct a landing pad for the existing crosswalk on the eastern side of Dempsey Drive. Stripe a high-visibility yellow crosswalk across the parking lot entrance, with curb ramps at both ends. 	City of Benicia	High	\$16,000
3	Dempsey Drive at Rose Drive	<ul style="list-style-type: none"> Construct a curb ramp at southern end of the crosswalk across Rose Drive. Conduct traffic study of intersection. According to results, pursue one of two options: (1) Reconfigure Dempsey Drive at intersection, with only one egress lane two ingress lanes, allowing dedicated lane to access Benicia Community Park parking lot. (2) Consider road widening to allow extra lane on Dempsey Drive if reconfiguration not feasible. 	City of Benicia	High	\$25,000
4	Rose Drive at Primrose Lane	<ul style="list-style-type: none"> Stripe red curb at this intersection to improve driver sightlines and reduce instances of drivers encroaching the crosswalk to look for cross-traffic. 	City of Benicia	Low	\$50
5	Rear School Gate	<ul style="list-style-type: none"> Unlock rear gate and use adjacent sidewalk as an additional loading zone. Recruit a parent volunteer to monitor the gate while open. 	District	Low	N/A
6	Walking School Bus	<ul style="list-style-type: none"> Work with Matthew Turner PTA to organize walking school buses from the two neighborhoods to the east. Designate specific walking school bus stops along the routes. 	District	Middle	N/A
Total Cost					\$41,050

Robert Semple Elementary School Travel Plan

Principal:	Gary Dias
Enrollment:	K-5, 429
Arrival:	Kindergarten, 8:25 AM; Grades 1-5, 8:35 PM
Dismissal:	Kindergarten, 1:30 PM Grades 1-3, 2:55 PM Grades 4-5, 3:05 PM All Grades (Friday), 12:40 PM
Mode Share:	N/A
Walk Score³:	51/100
Free/Reduced Lunch:	38% in 2011-12, 47% in 2010-11



Robert Semple Elementary is located in eastern Benicia

Layout

Robert Semple Elementary is located in eastern Benicia amid established residential neighborhoods. It is located just north of Interstate 780. Athletic fields separate the school from busy East 2nd Street and the school's main entrance and passenger loading loop are accessed from East 3rd Street. A short, steep hill separates the passenger loading loop from East 3rd Street.

A pedestrian tunnel passes under Interstate 780 at East 3rd Street to the south of the school, connecting to sections of the City where significant numbers of students live. S Street, a quiet street with single family homes on one side, forms the southern boundary of the school. Single family homes border Robert Semple Elementary to the north, all of which front onto Hillcrest Avenue.

Many of the neighboring residential streets, especially to the east, do not have sidewalks. East 5th Street is the nearest collector street to the east, which received traffic calming and pedestrian treatments in 2009 as part of the East 5th Street Smart Growth Project.



Students being picked up curbside at the main school entrance

Robert Semple Elementary has two access points for students:

- The main entrance in the school parking lot, accessible from 3rd Street; and
- A pedestrian pathway providing access to the back of the school from the intersection of 2nd Street and Hillcrest Avenue

Site Visit

The project team conducted a walk audit at Robert Semple Elementary on the afternoon of Wednesday, March 21st. Weather was warm and sunny, relatively common for a spring day in Benicia. The principal of the school, staff from the City of Benicia, and the Solano Transportation Authority also attended the meeting.

³ See www.walkscore.com for more information.

Simple Elementary School has an active Parent-Teacher Organization, though they are not generally engaged with the traffic situation.

The sites chosen to observe were the intersection of East 2nd Street and Hillcrest Avenue, the intersection of Hillcrest Avenue and 3rd Street, and the intersections of East 3rd Street with Golden Slopes Court and S Street.



Students and parents walking north on the sidewalk along the loading loop

Loading Zones

The primary loading zone for Robert Simple Elementary is a loading loop on East 3rd street. A one-way entry at the northern end and one-way exit at the southern end provide access to the school and its parking lots. There is one row of parallel parking on the side not facing the school entrance; while some parents park in these spots, most parking spaces on the day of the walk audit were occupied by visitors or staff who did not move their cars during school dismissal. There is also a hatched loading zone and a lane for through traffic that is not formally separated from the parking lane. Five speed bumps have been installed in the loading loop.

The loading loop also provides access to two small parking lots. Vans for after-school activities were observed blocking one of the parking lot travel lanes. Without a place for these vans to park out of the travel lane, the second parking lot is effectively closed to driver through traffic. The principal expressed satisfaction with the current loading loop when parents follow the rules of the parking lot. Several staffers assist in the parking lot. Although they were not identified with yellow vests, most parents recognize them.

There are three crossing guards at Robert Simple Elementary. One manages the crosswalk at East 2nd Street and Hillcrest Avenue. Although pedestrian volumes were relatively low on the day of the walk audit, participants identified this crossing as being especially problematic. The second crossing guard manages higher pedestrian volumes at the intersection of Hillcrest Avenue and East 3rd Street. The third crossing guard assists at the intersection of East 2nd Street and St Augustine Road, a heavily traveled crossing for students who live south of Interstate 780. This crossing also has pedestrian-activated in-pavement flashers.

Other Plans

The **2004 Solano County Pedestrian Master Plan** identifies the Hillcrest neighborhood, which encompasses Robert Simple Elementary, as a pedestrian focus area, identifying the possibility of closing some of the sidewalk gaps in conjunction with Safe Routes to School.

The **2008 STA SR2S Plan** calls for mid-block improvements on East 3rd Street, as well as improvements to the pedestrian tunnel under Interstate 780. This report does not recommend mid-block improvements on East 3rd Street, instead concentrating improvements on East 3rd Street at intersection to the north and south of the school. This report does carry-over the recommendation for improvements to the pedestrian tunnel under Interstate 780.



Robert Semple Elementary School Existing Conditions

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Figure 7: Robert Semple Elementary Existing Conditions



- 1 Robert Semple Parking Lot**
 - Replace yellow curb loading zone with white curb; refresh white parking zones pavement striping
 - Recruit older students as volunteer valets to speed up drop-off process; outfit with florescent vests
 - Install signage on 3rd Street directing pedestrians to cross at S Street
- 2 East 3rd Street at Hillcrest Avenue**
 - Construct curb extension in the southwest corner
 - Upgrade southern crosswalk to high-visibility yellow, refresh other crosswalks where necessary
 - Use hatch markings and soft-hit posts (as necessary) to square up La Cruz Ave and El Bonito Way intersections with reduced curb radii and additional pedestrian waiting areas
- 3 East 2nd Street at Hillcrest Avenue**
 - Replace existing yellow transverse crosswalks with high-visibility yellow crosswalks
- 4 School Pedestrian Pathway**
 - Retrofit pathway and curb ramp from 2nd Street at Hillcrest Avenue for ADA compliance
- 5 S Street**
 - Construct sidewalk on the north side of S Street to close existing gap; stripe and sign as new load zone
- 6 S Street at East 3rd Street**
 - Install curb extensions with curb ramps at northwest and southwest legs of intersection; consider filling in dirt landscape strip along 3rd Street to anticipate/respond to increased demand for walking
 - Replace existing yellow transverse crosswalks with high-visibility yellow crosswalks
 - Stripe a new high-visibility crosswalk in the east leg and reduce crossing distances/curb radii with hatched bulb-outs and soft hit posts if necessary
- 7 Interstate 780 Pedestrian Tunnel & Pathway**
 - Install additional lighting in tunnel
 - Re-grade and repave sidewalk to improve ADA access and compliance
- 8 Sidewalk Gap Closures**
 - Construct sidewalk segments on north side of El Bonito Way, south side of Hillcrest Ave, and north side of Vista Grande Ave to close priority gaps
 - Use hatch markings and soft-hit posts (as necessary) to square up the Vista Grande Ave/Hillcrest Ave/Linda Vista St intersection

Robert Semple Elementary School Recommended Improvements*

DRAFT 10-2012

*Funding for recommended improvements is limited. The improvements listed are only recommendations, and will need funding for construction and maintenance before implementation can be considered.

Solano County Transportation Authority SR2S
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Figure 8: Robert Semple Elementary Recommended Improvements

Robert Semple Elementary Existing Conditions and Recommendations

School Parking Lot

The school parking lot has a loading zone and a through travel lane. There is significant congestion through the loading loop that backs up onto East 3rd Street and Hillcrest Avenue. A painted red line directs children to stand back from the curb until their parents arrive. Staff found the red line to be extremely useful in managing the high volume of students waiting for pick-up after school.

Several staff and volunteers help manage the parking lot, with the principal and a school staff member providing direction to students and motorists in the loading area.

The parking lot on the southern end of the loading loop was filled to capacity during school dismissal. Two large vehicles were parked in the lot waiting to transport students to after-school activities.

The loading zone along the front of the school has a painted yellow curb, as does the loading zone immediately south of the school entrance. The furthest southern section of the second loading zone has a painted green curb.

Students who live on Golden Slopes Court and on T Street were observed on the day of the walking audit crossing at legal unmarked crosswalks at the end of these streets and running down the steep grassy hill to the school. While a relatively small number of students, this is an action that should be thoroughly discouraged, especially considering the well-marked crosswalks immediately to the north and to the south on East 3rd Street.

Recommendation (ID #1)

This loading zone could benefit from additional volunteers and management, especially in helping vehicles find available spaces in the loading zone further the south. The District should outfit the current parent volunteers and school staff members with yellow vests to increase their visibility and authority. The District may also consider implementing a student valet program to give 4th and 5th grade students the opportunity to help their school community during the pick-up and drop-off for younger grades. Under the supervision of staff already performing similar tasks in the parking lot loop, such a program could improve the circulation of traffic through the loading loop and elevate student confidence. The District should also replace the yellow curb



A staff person directing students and parents in the passenger loading area



A student runs across 3rd Street to Golden Slopes Court



A KinderCare bus loading in the south parking lot

along the loading zone at the school entrance with white curb and refresh the white pavement striping in the existing loading zones.

The City might install “Use Crosswalk” signage on the sidewalk on the western side of East 3rd Street, adjacent to the intersection with Golden Slopes Court, in consideration with installation of railing along the sidewalk to reinforce the directive for pedestrians to cross to the south at S Street. The District should also seek to engage families on Golden Slopes Court and T Street in a discussion about safe ways to cross East 3rd Street. As they are relatively few families on these streets, outreach can be narrowly targeted.



A crossing guard helping students and parents cross at 3rd and Hillcrest

East 3rd Street at Hillcrest Avenue

Immediately northeast of the school is the intersection of Hillcrest Avenue and East 3rd Street. On the northern side of the intersection, East 3rd Street becomes La Cruz Avenue. The intersection is an all-way stop managed by a crossing guard and has crosswalks in the western, southern, and eastern legs. The western and eastern crosswalks are striped as yellow ladder crosswalks, with all others striped as yellow transverse. La Cruz Avenue meets Hillcrest Avenue at an angle, with wide curb radii on both sides of the street at the intersection. El Bonito Way also has an angled intersection with Hillcrest Avenue immediately to the east, with corresponding wide curb radii and

a long crossing distance for pedestrians. During the most congested periods on the day of the walk audit, vehicles queuing for the parking lot loading zone backed up to East 3rd Street and Hillcrest, blocking the crosswalk. Some motorists were observed passing the queue on the left side, despite Hillcrest Avenue being only one lane in each direction.

A single parking space in the southbound direction on East 3rd Street between the intersection with Hillcrest Avenue and the parking lot driveway impedes the smooth ingress of vehicles into the school loading loop.

Recommendation (ID #2)

The single parking space on the western side of East 3rd Street, immediately south of Hillcrest Avenue, should be repainted as red curb to better facilitate the flow of vehicles into the school parking lot.

The City should consider a curb extension in the southwest corner of East 3rd Street & Hillcrest Avenue, extending out into the roadway on East 3rd Street only. This would provide a shorter crossing for pedestrians, although careful design is needed to maintain appropriate traffic flow on Hillcrest Avenue. In conjunction with or independent from the curb extension, the City should restripe the southern crosswalk at East 3rd Street & Hillcrest Avenue as a high-visibility yellow crosswalk.

In an attempt at low-cost, high-value pedestrian enhancements, the City should discuss with the neighborhood the possibility of using painted hatch markings and/or soft-hit bollards on the southern side of the La Cruz Avenue intersection to bring La Cruz Avenue to a standard width. This treatment will direct drivers to meet the intersection at a perpendicular angle, allowing better sight distances, and would help straighten/shorten the existing angled crosswalk in the southeast corner.

Similarly, the City should restripe the yellow transverse crosswalk at El Bonito Way as high-visibility yellow. The City should also use painted hatch markings and/or soft-hit bollards on both sides of El Bonito Way to orient vehicles perpendicular to Hillcrest Avenue. This treatment will also significantly reduce the crossing distance for students, as well as provide additional pedestrian waiting areas.

East 2nd Street at Hillcrest Avenue

East 2nd Street is an arterial road that connects Interstate 780 with northern Benicia. Traffic speeds are high on this arterial – the speed limit north of the school neighborhood is 45 MPH, which decreases to 35 MPH and then 25 in the school zone, beginning just south of Seaview Drive.

The intersection is offset, and the crosswalks are consequently separated from each other by a stretch of sidewalk. There are yellow transverse crosswalks in the eastern, southern, and western legs of the intersection. Few students were seen walking at the intersection of East 2nd Street and Hillcrest Drive. The intersection is managed by a crossing guard. A pedestrian path from the southeast corner of this intersection provides access to the back of the school. The pathway is in good condition, but its current design does not meet ADA requirements.

Recommendation (ID #3 & 4)

The City should consider moving the school zone speed limit sign on East 2nd Street from its current location at Seaview Drive further north to just before the intersection with Tennys Drive. Adding this extra distance may help southbound drivers on East 2nd Street suitably adjust their speed before nearing the intersection with Hillcrest Avenue. The City should also consider upgrading the existing yellow transverse crosswalks to high-visibility yellow crosswalks. (ID #3)

Long-term, the District should explore funding options to retrofit the existing pedestrian pathway from this intersection to the rear of school grounds to comply with ADA. The slope of travel is currently too steep, and there is no hand railing. (ID #4)

S Street

S street saw relatively low traffic volumes on the day of the walk audit as compared to other streets surrounding the school. There is an existing sidewalk gap on the north side of S Street from East 3rd Street in the east to approximately 100 feet east of the intersection with East 2nd Street in the west. School staff noted that S Street sometimes suffers from drainage deficiencies during rainstorms,



The crosswalk at 2nd Street is managed by a crossing guard



The current pedestrian path to 2nd Street is not ADA compliant



A crosswalk at the intersection of S Street and 3rd Street

leaving sections of the roadway underwater. An unplanted landscaping strip runs alongside the sidewalk on East 3rd Street north of S Street. Assembly A signage on S Street is blocked from sight by overgrown vegetation.

The intersection of East 3rd Street and S Street is a wide intersection with yellow transverse crosswalks on all but the east side of the intersection. One meeting attendee mentioned that students were anxious about the crossing at S Street. Most students using the intersection crossed in groups or accompanied by parents.



A sidewalk on S Street could act as an alternate loading area for students

Recommendation (ID #5 & 6)

The school frontage on S Street should be utilized as an additional student loading zone or parking zone. To accomplish this, the City would need to construct sidewalks on the north side of S Street to close the existing gap in the sidewalk network. This new sidewalk should be adequately signed and its curb painted to indicate its status as a loading or parking zone.

Once sidewalks are constructed along S Street, the District should devise a suggested circulation route for parents, advising them to use this new drop-off and pick-up site. The District may need to oversee this drop-off area with a school staff member or parent volunteer due to its distance from the school entrance. **(ID #5)**

Independent from the sidewalk, the City should consider constructing curb extensions in the northwest and southwest corners of the intersection of East 3rd Street at S Street. This improvement concept includes upgrading the three existing transverse yellow crosswalks to high visibility yellow crosswalks, and striping a new high-visibility yellow crosswalk in the east leg of the intersection. In a similar treatment to the intersections in **ID #2**, the City may utilize painted hatch markings and/or soft-hit bollards in the south and east corners of the East 3rd Street and S Street intersection to reduce the curb radii and shorten pedestrian crossing distances.

The City should also consider filling in the dirt landscaping strip on the East 3rd Street sidewalk north of S Street to better accommodate increased pedestrian traffic. **(ID #6)**



Sidewalk in need of repair leading to the pedestrian tunnel

Pedestrian Tunnel

The pedestrian tunnel under Interstate 780 presents a major opportunity to improve walking and bicycling conditions for Robert Semple Elementary. The tunnel extends from the end of 3rd Street to an all-way stop at Saint Augustine Drive and East 3rd Street. Participants cited concerns about cleanliness and safety along the length of the tunnel. There are some physical infrastructure challenges at the northern end of the tunnel, like a steep grade leading into the tunnel and sidewalk maintenance issues.

Saint Augustine Drive is part of a preferred route to school, providing a crossing at 2nd Street with a crossing guard, school speed limit signage, and pedestrian-actuated

flashing lights. Many students who live across East 2nd Street along Riverhill Drive walk to Robert Semple Elementary using this route.

Improvements to the tunnel would be part of a cohesive strategy to discourage students from crossing at a confusing intersection of S Street, East 2nd Street, which would force students to cross over multiple freeway ramps for I-780 before reaching the same destination to the south.

Recommendation (ID #7)

The City should engage in a repair program for the length of the pedestrian path from one side of I-780 to the other along this tunnel. Priority improvements include improved lighting in and around the tunnel, repair to the damaged sidewalks on the approach to the tunnel, and retrofit of the ramps leading to the tunnel so they meet ADA compliance standards.

The District, in concert with STA staff, should work with the Robert Semple PTA to organize a walking school bus from the neighborhoods south of I-780, utilizing the pedestrian tunnel crossing.

Sidewalks East of Robert Semple Elementary

The street network to the east of Robert Semple, especially along El Bonito Way, Hillcrest Avenue, Linda Vista Street, and Vista Grande Avenue, have significant gaps in their sidewalk network. Closing the gaps in this network will prove to be difficult, as the sidewalks lie on private property and the landscaping of some homes runs right up to the property line against the street. Because of these constraints, there are only limited opportunities to install sidewalk, and each project will need to negotiate easement rights from the property owners impacted.

Duncan Graham Park, located to the east of the school at the intersections of Vista Grande Avenue, Hillcrest Avenue, and Linda Vista Street, could serve as a staging area for a walking school bus. These three streets come together at a very broad, offset intersection at the northern end of the park, with both Linda Vista Street and Vista Grande Avenue running into Hillcrest Avenue at 45 degree angles.

Recommendation (ID #8)

The City should select priority sites for sidewalk gap closure where they might have the largest benefit. The sidewalk segments recommended in this report are on the north side of El Bonito Way on both sides of Corte Del Sol, on the north side of Vista Grande Avenue east of Duncan Graham Park, and on the south side of Hillcrest Avenue east of Duncan Graham Park. The City could also utilize painted hatch marks and/or soft-hit bollards, as in **ID # 2** & **ID # 6**, to “square up” the intersection of Vista Grande Avenue, Linda Vista Street, and Hillcrest Avenue. This can be accomplished by creating a large hatched area on the western side of the intersection, routing northbound traffic on Vista Grande Avenue out to Linda Vista Street.

This neighborhood area is another potential location for a walking school bus. The District, in concert with STA, should work with the Robert Semple PTA to organize one or more walking school buses, potentially utilizing completed sidewalk network segments recommended in **ID #7**. Duncan Graham Park could be used as a meeting place and/or remote drop off location for the walking school bus.

Summary of Recommendations

Table 5 lists the recommended improvements to address safety and circulation issues around Robert Semple Elementary; **Figure 7** maps existing conditions and **Figure 8** presents an improvement plan of these

recommendations. The project IDs in **Table 5** correspond to those in **Figure 8**. The table identifies the agency likely to lead the improvement, recommended priority for implementation and a planning level cost estimate. The priority level is based upon the predicted safety improvement of the recommendation, the projected cost of the improvement, and the improvement feasibility.

Cost estimates do not include additional engineering or design work required for some of the recommendations.

Table 5: Robert Semple Elementary Recommended Improvements

ID	Location	Recommendations	Lead Agency	Priority Level	Cost
1	Robert Semple Parking Lot	<ul style="list-style-type: none"> Replace yellow curb loading zone with white curb Refresh white parking zones pavement striping Install signage on 3rd Street directing pedestrians to cross at S Street 	BUSD	Middle/Low	\$1,000
2	3 rd Street at Hillcrest Avenue & 3 rd Street at S Street	<ul style="list-style-type: none"> Use hatch markings and/or soft hit posts to square up the El Bonito Ave/De la Cruz Ave intersections Install curb extension on southwest corner of Hillcrest Ave/3rd Street with new high visibility crosswalk and curb ramps Enhance southern crosswalk to high-visibility yellow 	City of Benicia	High	\$35,000
3	2 nd Street at Hillcrest Avenue	<ul style="list-style-type: none"> Replace yellow transverse crosswalks with yellow high-visibility crosswalks 	City of Benicia	Middle/High	\$3,000
4	2 nd Street at Hillcrest Avenue	<ul style="list-style-type: none"> Retrofit pathway and curb ramp for ADA compliance 	BUSD	Low	\$40,000
5	S Street	<ul style="list-style-type: none"> Construct sidewalk on north side of St Street 	City of Benicia	Middle/Low	\$45,000
6	3 rd Street at S Street	<ul style="list-style-type: none"> Install curb extensions at northwest and southwest legs; fill in landscape strip along 3rd Street Replace existing yellow transverse crosswalks with high-visibility yellow crosswalks Stripe a new high-visibility crosswalk in the east leg and reduce crossing distances/curb radii by providing hatched bulb-outs and/or soft hit posts. 	City of Benicia	High	\$95,000
7	Interstate 780 Pedestrian Tunnel & Pathway	<ul style="list-style-type: none"> Install additional lighting in tunnel Re-grade and repave sidewalk to improve ADA access and compliance 	City of Benicia	Middle/Low	\$42,000
8	Sidewalk Gap Closures	<ul style="list-style-type: none"> Construct sidewalk segments on El Bonito Way to close gaps on two blocks adjacent to the school Construct a sidewalk segment on the north side of Vista Grande Avenue Construct sidewalk segment on Hillcrest Ave (south side) Use hatch markings and/or soft hit posts to square up the Vista Grande Ave/Hillcrest Ave/Linda Vista St intersection 	City of Benicia	High	\$100,000
Total Cost					\$361,000

**AGENDA ITEM
CITY COUNCIL MEETING DATE - MARCH 19, 2013
CONSENT CALENDAR**

DATE : February 27, 2013

TO : City Council

FROM : City Attorney

SUBJECT : **DENIAL OF THE CLAIM AGAINST THE CITY BY LISA WILKERSON
AND REFERRAL TO INSURANCE CARRIER**

RECOMMENDATION:

Deny the claim against the City by Lisa Wilkerson.

EXECUTIVE SUMMARY:

Claimant alleges that she could not see the new portion of the island at 6:45 a.m. on Military and First Street. She asserts there were no barriers, reflectors or painted markings on the new portion of the island, which caused her to hit it resulting in two flat tires and the need for a wheel alignment.

BUDGET INFORMATION:

This claim is for \$1098.55.

GENERAL PLAN:

N/A

STRATEGIC PLAN:

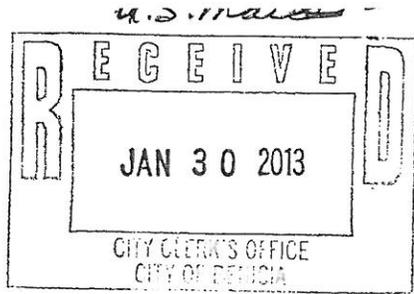
N/A - there is not a relevant Strategic Plan Goal that relates to this agenda item.

BACKGROUND:

Claimant alleges that she could not see the new portion of the island at 6:45 a.m. on Military & First Street. She asserts there were no barriers, reflectors or painted markings on the new portion of the island. Note that this area was still an active construction site at the time of her accident. (See barricades in photos, for example.) As she was driving in a construction area, she should have used more care. She claims the accident caused two flat tires and the need for a wheel alignment. Upon rejection of the claim, the City Clerk should issue a rejection notice using ABAG's Form Letter No. 3 of the ABAG Plan Claims Procedures Manual and process with proof of service by mail form. A copy of the rejection notice and proof of service by mail form should be sent to Jim Nagal (ABAG Claims Examiner) and the City Attorney.

Attachment:

- Copy of Claim Against the City



CLAIM AGAINST THE CITY OF BENICIA

Please return to the City Clerk, 250 East L Street, Benicia, CA 94510

Complete the following, adding additional sheets as necessary.

1. CLAIMANT'S NAME (Print): Lisa Wilkerson

2. CLAIMANT'S ADDRESS: _____
(Street or P.O. Box Number, City, State, Zip Code)

HOME PHONE: _____ WORK PHONE: _____

3. AMOUNT OF CLAIM: \$ 1098.55 (Attach copies of bills/estimates)

If amount claimed is more than \$10,000, indicate where jurisdiction rests:

Limited Civil Case _____
Unlimited Civil Case _____

4. Address to which notices are to be sent, if different from lines 1 and 2 (Print):

(Name)

(Street or P.O. Box Number, City, State, Zip Code)

5. DATE OF INCIDENT: 1-11-13 TIME OF INCIDENT: 7:00 am.

LOCATION OF INCIDENT: 1st street & Military

6. Describe the incident or accident including your reason for believing that the City is liable for your damages: New construction on military + First street. No barrier or reflector or painted marker on new portion of the island. (see attached pictures) At 6:45am could

7. Describe all damages which you believe you have incurred as a result of the incident: not see new portion Two flat tires + wheel alignment. (copy of receipts attached.)

8. Names of public employee(s) causing the damages you are claiming:

Lisa Wilkerson
Signature of Claimant

1/29/13
Date

Any person who, with intent to defraud, presents any false or fraudulent claim may be punished by imprisonment or fine or both.

Note: YOU must file a claim in compliance with Government Code Section 911.2.

(revised 12/18/02)



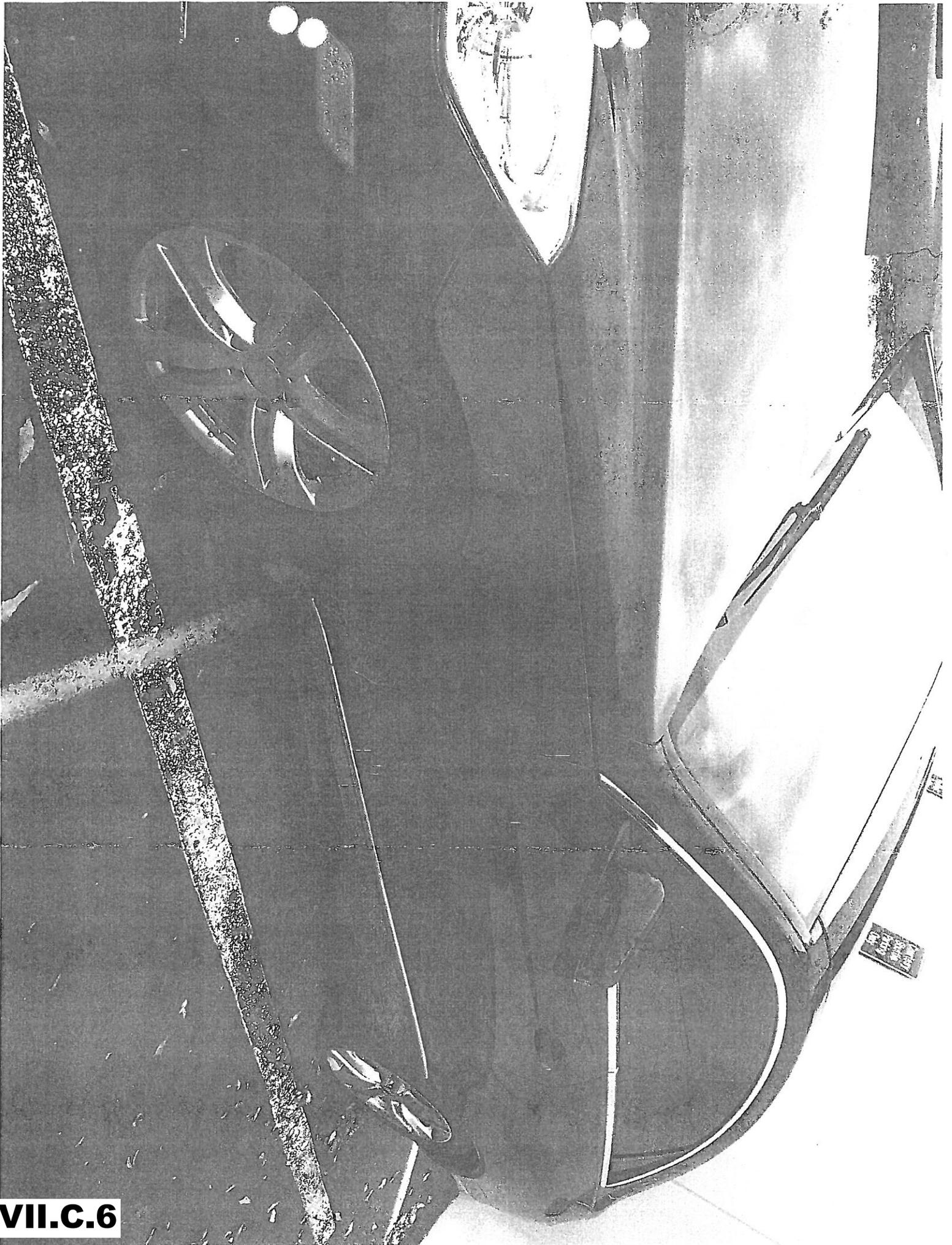
VII.C.4

Small L.A.



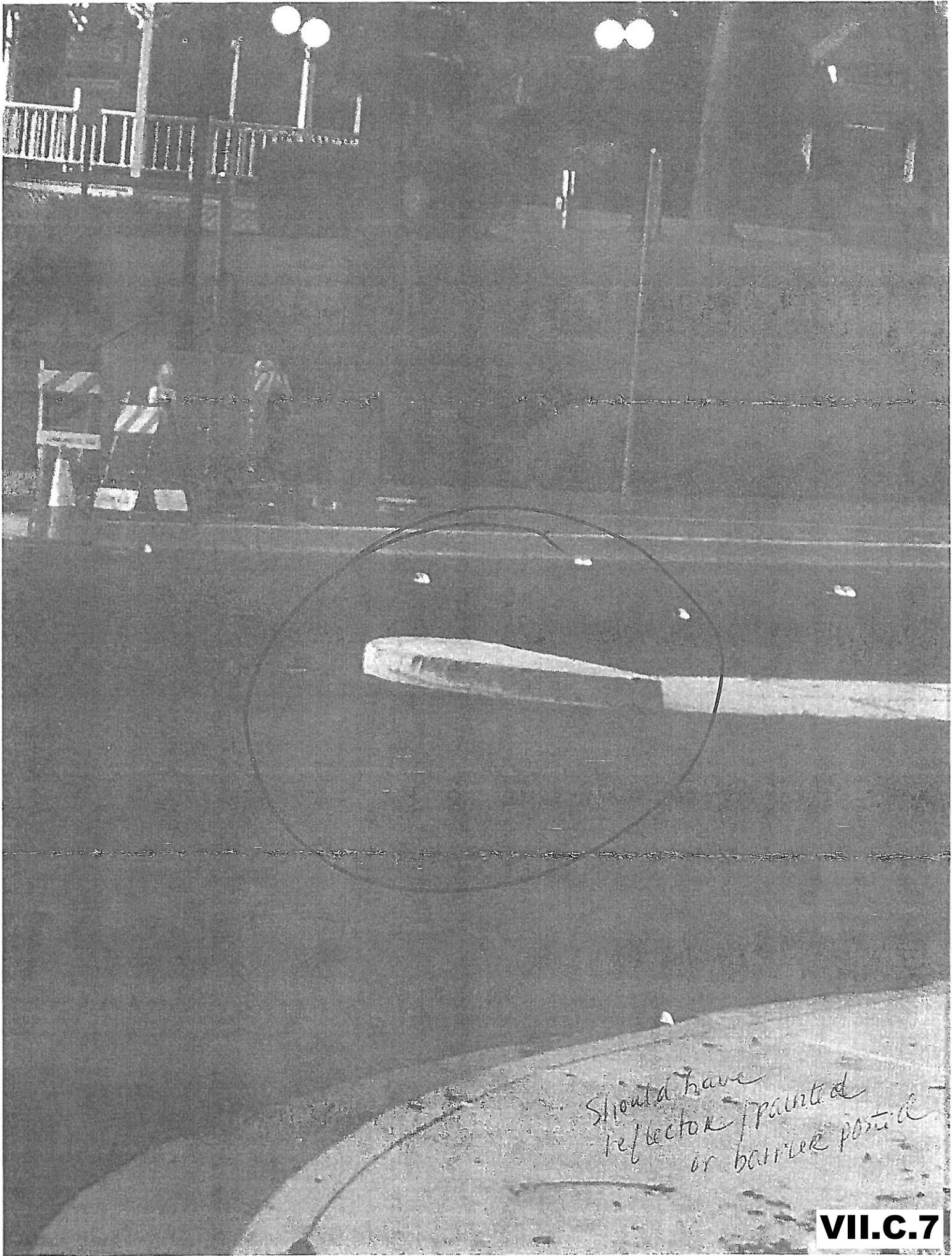
2nd Lt

VII.C.5

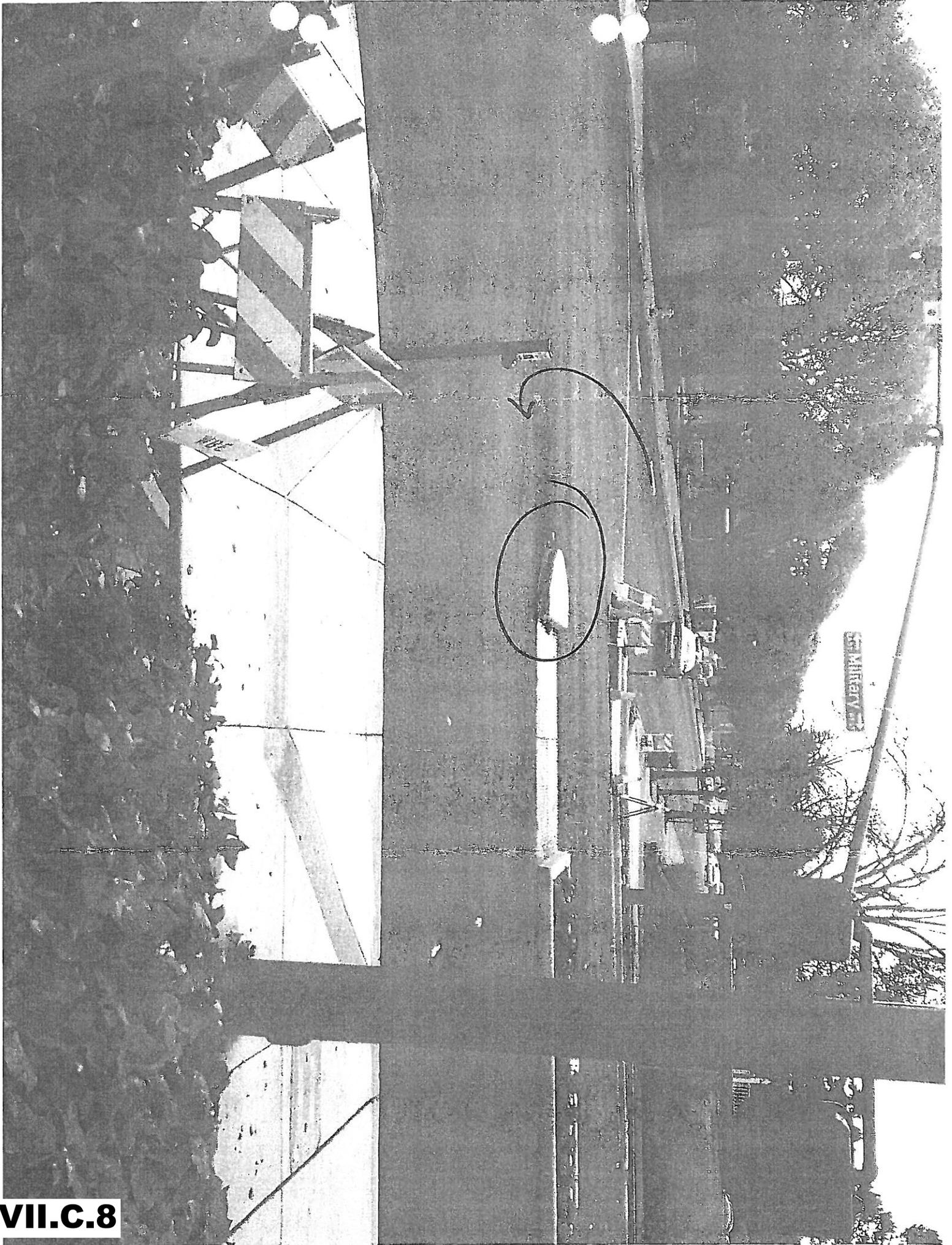


11/11 Mercedes 2114 1/2

VII.C.6



Should have
reflector painted
or barrier post



VII.C.8

CUSTOMER #: 464284

679024



LISA A WELKERSON

INVOICE

Mercedes-Benz
MERCEDES BENZ OF WALNUT CREEK

1301 PARKSIDE DRIVE
WALNUT CREEK, CA 94596
(925) 937-1655

PAGE 1

HOME: IT:
BUS: CELL: SERVICE ADVISOR: 2149 ROBERT SANTOS

Table with columns: COLOR, YEAR, MAKE/MODEL, VIN, LICENSE, MILEAGE IN / OUT, TAG. Row 1: 040BLACK, 11, MERCEDES-BENZ E350C, WDDKJ5GB2BF066968, 6VFS507, 25670/25673, T3145.

Table with columns: DEL DATE, PROD DATE, WARR EXP, PROMISED, PO NO, RATE, PAYMENT, INV DATE. Row 1: 05FEB12 DD, 24JUN10, 02DEC2014, WAIT 15JAN13, 0.00, CASH, 16JAN13.

R.O. OPENED BOOKED OPTIONS: SOLD-STK:TBF066968

10:15 11JAN13 07:28 16JAN13
LINE OPCODE TECH TYPE HOURS LIST NET TOTAL
A C/S: CUSTOMER REPORTS SHE HIT AN ISLAND AND BLEW OUT BOTH LEFT SIDE TIRES MICH 255/40/R17 PRIMACY MXM4 94H 235/45/R17

Table with columns: PARTS, LABOR, OTHER, TOTAL LINE A. Row 1: 158 CC, 36.00, 36.00, 36.00. Row 2: 1 Q-8-40-0777 MICHELIN 235, 275.00, 275.00, 275.00.

25670 CUSTOMER HIT ISLAND BLEW OUT BOTH LEFT TIRES 1.00 REPLACED BOTH LEFT SIDE TIRES AND BALANCED, TORQUED LUG BOLTS, BOTH WHEELS HAVE COSMETIC DAMAGE, SLIGHT

B PREFERRED PACKAGE ALIGNMENT SPECIAL. 4 WHEEL ALIGNMENT HELPS TIRE WEAR AND FUEL ECONOMY.
MA4SP PREFERRED PACKAGE ALIGNMENT SPECIAL. 4 WHEEL ALIGNMENT HELPS TIRE WEAR AND FUEL ECONOMY.

Table with columns: PARTS, LABOR, OTHER, TOTAL LINE B. Row 1: 158 CC, 198.00, 198.00, 198.00.

25673 REQUEST ALIGNMENT, HIT ISLAND AND BLEW OUT TIRES 1.30 PERFORMED ALIGNMENT, SET ANGLES TO SPECS, ROAD TESTED OK

C OWNER STATES CHECK TIRE PRESSURE LIGHT KEEP COMING ON FOR RT REAR TIRE PLEASE ADVISE

Table with columns: PARTS, LABOR, OTHER, TOTAL LINE C. Row 1: 158 IPS, 0.00, 0.00, 0.00 (N/C).

25673 CUSTOMER STATES TIRE PRESSURE LIGHT COMES ON FOR RIGHT REAR 0.00 CHECKED TIRE FOR LEAKS, NO LEAKS FOUND, CHECKED PRESSURES, BOTH RIGHT

Form with sections: Original Estimate, Revised Estimate, HAZARDOUS WASTE DISPOSAL, DESCRIPTION, TOTALS, and signature lines for customer and dealership.

CUSTOMER #: 464284

679024



LISA A WILKERSON

INVOICE

Mercedes-Benz
MERCEDES BENZ OF WALNUT CREEK

1301 PARKSIDE DRIVE
WALNUT CREEK, CA 94596
(925) 937-1655

PAGE 2

HOME:

BUS: SERVICE ADVISOR: 2149 ROBERT SANTOS

Table with columns: COLOR, YEAR, MAKE/MODEL, VIN, LICENSE, MILEAGE IN/OUT, TAG. Includes details for 040BLACK 11 MERCEDES-BENZ E350C and 05FEB12 DD24JUN10 02DEC2014 WAIT 15JAN13.

LINE OPCODE TECH TYPE HOURS LIST NET TOTAL
SIDE TIRES WERE UNDERINFLATED, SET PRESSURES AND RESET LIGHT, ROAD TESTED OK

D *No Interval Due Vehicle History Indicates No Maintenance Interval Due
NID NO INTERVAL DUE
1 IPS (N/C)
PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE D: 0.00

E *Inspect & Adjust Tire Pressures Reset Tire Monitoring System
CARB INSPECT AND ADJUST TIRE PRESSURE AND RESET
TIRE PRESSURE MONITOR
158 IPS (N/C)
PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE E: 0.00
25673 SET TIRES TO 32PSI FRONT AND REAR

F *Complimentary Multipoint Inspection ... a \$74.95 Value
IMB PERFORM MERCEDES-BENZ VEHICLE INSPECTION.
INCLUDES SETTING TIRE PRESSURE ACCORDING TO
MANUFACTURER'S SPECIFICATIONS AND
REACTIVATING TIRE PRESSURE MONITOR SYSTEM.
158 IMP (N/C)
PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE F: 0.00
25673 MULTIPPOINT INSPECTION 0.20 PERFORMED INSPECTION, LEFT SIDE
TIRES BLOWN OUT, LEFT FRONT HEADLIGHT BULB OUT, BRAKES LOOK OK, SET TIRES
TO 32PSI FRONT AND REAR

G *Complimentary Car Wash
WASH COMPLIMENTARY EXTERIOR CAR WASH, GREAT
VALUE! NO CHARGE TO CUSTOMER, INCLUDED WITH
EACH VISIT. EXTERIOR "DRIVE-THROUGH CAR
WASH" AND TOWEL DRY. (ALLOW 15 MINUTES FOR
THIS SERVICE).
1 IPS (N/C)
PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE G: 0.00

Form with fields: Original Estimate, Total Additional Cost Authorized, Approved By, Date & Time, Authorization Obtained By, Revised Estimate, and checkboxes for tire pressure check/inflation service.

Form with fields: HAZARDOUS WASTE DISPOSAL COSTS, DESCRIPTION, TOTALS, LABOR AMOUNT, PARTS AMOUNT, GAS, OIL, LUBE, SUBLET AMOUNT, WASTE DISPOSAL COSTS, TOTAL CHARGES, LESS INSURANCE, SALES TAX, PLEASE PAY THIS AMOUNT.

By signing below, you acknowledge that you were notified of and authorized the Dealership to perform the services/repairs itemized in this invoice and that you received (or had the opportunity to inspect) any replaced parts as requested by you.

DATE CUSTOMER SIGNATURE AUTHORIZED DEALERSHIP REPRESENTATIVE SIGNATURE

VII.C.10

JMER: PLEASE READ IMPORTANT INFORMATION ON BACK.

B.A.R. REG.# AL 242307 EPA# CAL 000300338

CUSTOMER #: 464284

679024



LISA A WILKERSON

INVOICE

Mercedes-Benz
MERCEDES BENZ OF WALNUT CREEK

1301 PARKSIDE DRIVE
WALNUT CREEK, CA 94596
(925) 937-1655

PAGE 3

HOME:)
BUS:) SERVICE ADVISOR: 2149 ROBERT SANTOS

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN / OUT	TAG
040BLACK	11	MERCEDES-BENZ E350C	WDDKJ5GB2BF066968	6VFS507	25670/25673	T3145

DEL. DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
05FEB12	DD24JUN10	02DEC2014	WAIT 15JAN13		0.00	CASH	16JAN13

R.O. OPENED BOOKED OPTIONS: SOLD-STK:TBF066968

10:15 11JAN13 07:28 16JAN13

LINE OPCODE TECH TYPE HOURS LIST NET TOTAL

H** DA003487 LEFT HEADLAMP BULB OUT

CAUSE:

821201 LIGHT BULB(S) - IN ONE FRONT EXTERIOR LAMP
UNIT, REPL.

158 WC (N/C)

1 400809-000007 BULB (N/C)

PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE H: 0.00

25673 DURING INSPECTION FOUND LEFT FRONT HEADLIGHT BULB OUT

REPLACED LEFT HEADLIGHT BULB, OK NOW

I** OWNER REQUESTS REFINISH BOTH LEFT SIDE WHEELS

RIM REPAIR, PAINT OR STRAIGHTEN RIM.

1 CC

0.00 0.00

SUBL EAST BAY WHEELS INV# EB3810 PO#36283

PO#2149

CDI

250.00 250.00

PARTS: 0.00 LABOR: 0.00 OTHER: 250.00 TOTAL LINE I: 250.00

EST: 0.00 11JAN13 10:15 SA: 2149

EST: 848.00 11JAN13 10:15 SA: 2149

Your feedback is important to us and we invite you to complete our Mercedes-Benz survey which will be mailed in 20 days. If you have any concerns please contact me directly at 925-949-2148. Thank you and we value your business.

Sincerely, Tom Slagle Service Director

Original Estimate (Parts & Labor)	Total Additional Cost Authorized	Approved By:	Date & Time	Authorization Obtained By:	*HAZARDOUS WASTE DISPOSAL COSTS: We have added this charge to cover costs associated with the handling, management and disposal of toxic wastes or hazardous substances under California and Federal Law.	DESCRIPTION	TOTALS
\$	\$			<input type="checkbox"/> Telephone <input type="checkbox"/> Fax (See Attached) <input type="checkbox"/> E-mail (See Attached)	ALL PARTS ARE NEW UNLESS OTHERWISE INDICATED. <input type="checkbox"/> Some Parts Not Returnable	LABOR AMOUNT	234.00
Revised Estimate	\$			<input type="checkbox"/> Telephone <input type="checkbox"/> Fax (See Attached) <input type="checkbox"/> E-mail (See Attached)		PARTS AMOUNT	567.00
<input type="checkbox"/> Tire pressure check/inflation service was performed. RF _____ psi LF _____ psi RR _____ psi LR _____ psi <input type="checkbox"/> Customer declined tire pressure check/inflation service. Initials _____						GAS, OIL, LUBE	0.00
By signing below, you acknowledge that you were notified of and authorized the Dealership to perform the services/repairs itemized in this invoice and that you received (or had the opportunity to inspect) any replaced parts as requested by you. DATE _____ CUSTOMER SIGNATURE _____ AUTHORIZED DEALERSHIP REPRESENTATIVE SIGNATURE _____						SUBLET AMOUNT	250.00
						WASTE DISPOSAL COSTS *	0.00
						TOTAL CHARGES	1051.00
						LESS INSURANCE	0.00
						SALES TAX	47.55
						PLEASE PAY THIS AMOUNT	1098.55

NOTICE TO CONSUMER: PLEASE READ IMPORTANT INFORMATION ON BACK.

B.A.R. REG.# AL 242307

EPA# C.

VII.C.11

DealerCAP ©2006 ADP (11/12) SERVICE INVOICE TYPE 2 - SIZC - "LIMITED WARRANTY" - CALIFORNIA 8698022

SMOG# ARD 242307

CUSTOMER COPY

AGENDA ITEM
CITY COUNCIL MEETING DATE - MARCH 19, 2013
BUSINESS ITEMS

DATE : February 19, 2013

TO : City Manager

FROM : Community Development Director

SUBJECT : **VALERO IMPROVEMENT PROJECT (VIP) ACCOUNT FUNDING RECOMMENDATIONS**

RECOMMENDATION:

Adopt a resolution approving allocations from the VIP account to be disbursed as funds become available in order of priority, and authorize the City Manager to execute a contract with Dominican University and a contract amendment for the Climate Action Plan Coordinator.

EXECUTIVE SUMMARY:

Per the Valero/Good Neighbor Steering Committee Settlement Agreement, the Community Sustainability Commission (CSC) reviews proposals and recommends funding from the VIP Account to the City Council for projects that meet the criteria of the agreement. Funds are disbursed for the projects approved by Council as the VIP Account is replenished by Valero.

BUDGET INFORMATION:

Sufficient funds will be available per the Settlement Agreement to fund all of the recommended projects. However, the current cash balance in the VIP Account of \$227,791 is not enough to fund them all, nor is a pending replenishment of the account balance by Valero to \$600,000 per the agreement. Accordingly, it is necessary for the projects to be ranked in chronological order for funding.

GENERAL PLAN:

The overarching Goal of the General Plan is Sustainability.

STRATEGIC PLAN:

Relevant Strategic Plan Issues and Strategies:

- Strategic Issue #2: Protecting and Enhancing the Environment
 - Strategy #1: Reduce greenhouse gas emissions and energy consumption
 - Strategy #3: Pursue and adopt sustainable practices

CLIMATE ACTION PLAN:

Relevant Climate Action Plan Objectives and Strategies:

- Objective EO-1: Increase Public Awareness and Education About Climate Change
 - Strategy EO-1.3. Educational Workshops
 - Strategy EO-1.5. Eco/Sustainable art exhibitions
 - Strategy EO-1.13. Encourage BUSD to Educate K-12 Students on Climate Change and Ways to Reduce GHG Emissions
- Objective E-3: Increase Amount of Solar Energy Production in Benicia
 - Strategy E-3.3. Promote California Solar Initiative and Other Applicable Incentive Programs
- Objective B-4: Green 30% of Historic Structures by 2020
 - Strategy B-4.1. Encourage Energy Efficient Upgrades in Historic Structures
- Objective IC-1: Reduce Energy Consumption in Industrial and Commercial Buildings 20% by 2020
 - Strategy IC-1.1. Building Audit and Efficiency Program
- Objective WW-1: Reduce the Amount of Water Consumed 20% by 2020
 - Strategy WW-1.5. Incentives for Residential Plumbing Fixture Upgrades
- Objective P-5: Increase the Number of Trees in the Community

SUMMARY:

CSC has recommended funding for a variety of projects, which are listed as follows in the chronological order in which staff believes the Commission recommends they be funded, which will be confirmed with CSC at its March 18 meeting and reported to the Council. The Council has already approved Item 3 – Businesses Resources and Incentives Program with the understanding that it could not be funded entirely at one time.

1. Dominican University Workshop Series: \$9,000 in 2013

In September 2012 Council approved \$9,000 for a second educational workshop series. That action required the Council to also approve the contract and work plan (both attached).

2. Additional Day for Climate Action Plan Coordinator: \$15,000 in 2013

In December 2011 the Council allocated \$150,000 for Sonoma State University to provide Climate Action Plan Coordinator services for two years (March 2012 – February 2014). The funding has allowed Alex Porteshawver to work from City Hall three days a week, with support from faculty and students at the university.

Since the addition of the CAP Coordinator, the Commission has been able to reprioritize CAP strategies and make recommendations to the Council on a variety of effective actions to reduce greenhouse gas emissions, reduce energy

consumption, and increase water conservation. A list detailing the achievements of the CAP Coordinator is attached.

With staff shortages and the need to focus on core services, staff service to the Commission and the CAP Coordinator has been impacted. Increasing the on-site presence will support continued implementation of the CAP. The added day each week will also allow the CAP Coordinator to interact directly with the Commission Chair and Vice-Chair outside of CSC meeting times in the interest of expediting projects.

At its March 18 meeting, CSC will consider allocating an additional \$15,000 to add a fourth day per week on-site through February 2014, plus an additional \$120,000 to extend the contract with Sonoma State through June 2015 with a four-day/week on-site presence (see item 8 below). Staff will provide an update of the CSC recommendation from March 18.

3. Business Resources & Incentives Program: \$300,000 in 2013

In April 2012 the City Council allocated \$625,000 for what was then called the Sustainable Management Program, of which \$120,000 has been expended. Of the remaining \$505,000, staff is recommending that \$300,000 be expended in 2013 (and the remainder in 2014 – see item 7 below).

4. Residential Solar Incentives Program: \$100,000 in 2013

The 2010 Amendment to the Valero/Good Neighbor Steering Committee Settlement Agreement included \$185,000 for Solar Installation Incentives for Residential Properties in Benicia. Of that amount \$100,000 was intended for residential solar incentives and \$85,000 was reserved for a Property Assessed Clean Energy (PACE) Program. Since none of the money was expended within two years, additional approval is required to re-allocate these funds per the Settlement Agreement. CSC recommended in September 2012 that \$100,000 be newly allocated for a residential solar incentives program. A report detailing the program is attached. (Additional funds for PACE are no longer needed as the countywide programs are now administered at no cost to the cities.)

5. Residential Plumbing Fixture Upgrades: \$10,000 in 2013

In September 2012 the CSC recommended that \$10,000 be allocated to provide rebates and vouchers to offset the costs of high efficiency toilets, clothes washers, smart irrigation controllers, and sprinkler nozzles. A report detailing the program is attached.

6. Grants Recommended by CSC: \$213,530 in 2013

The CSC reviewed grant applications at its January 28, 2013 meeting. After presentations by each applicant, public comment, and Commission deliberation, the following projects were recommended for funding, and were

ranked in the following order:

1. DST Controls (\$25,000) – Recovering imbedded renewable energy in City's water distribution lines
2. Benicia Historical Museum (\$35,130) – Historical building energy and lighting upgrades
3. Arts Benicia – Green Gallery (\$51,400) – Environmentally-themed exhibitions and related programming in a “greener gallery”
4. Benicia Tree Foundation (\$60,000) – 1,000 Tree Project tree planting campaign
5. Arts & Culture Commission – Public Art (\$30,000) – Eco-sustainable art exhibit title “Wind, Water, Energy”
6. Arts & Culture Commission – Tangled Up in Trash (\$12,000) – Eco-sustainable education program for preschoolers through third grade

Two additional grant proposals were not recommended for funding:

7. Kary Stickney – Path to Sustainability (\$73,752) – K-12 education program
8. Arts & Culture Commission – Everybody Look What's Going On (\$23,500) – Library exhibit

7. Business Resources & Incentives Program: \$205,000 in 2014

This would complete funding of the program (see item 3 above).

8. CAP Coordinator: \$90,000 in 2014; \$30,000 in 2015

These funds would add a fourth day per week on-site and extend the contract from February 2014 through June 2015 (see item 2 above).

Attachments:

- Proposed Resolution
- 2010 Amended Valero / Good Neighbor Steering Committee Settlement Agreement
- Dominican University Contract and Work Plan
- Resolution No. 12-112, approving a grant funding request for \$9,000 for Dominican University workshop series
- Residential Solar Incentives Program Report
- Residential Plumbing Fixture Upgrades Report
- Community Sustainability Commission Minutes – September 17, 2012
- CAP Coordinator Contract Amendment
- CAP Coordinator Achievements
- Grant Funding Requests Recommended for Funding by CSC
- Draft Community Sustainability Commission Minutes - January 28, 2013
- Arts Benicia Letter dated March 7, 2013
- Arts & Culture Commission Letter dated March 11, 2013

RESOLUTION NO. 13-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING ALLOCATIONS FROM THE VIP ACCOUNT AS FUNDS BECOME AVAILABLE, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH DOMINICAN UNIVERSITY AND A CONTRACT AMENDMENT FOR THE CLIMATE ACTION PLAN COORDINATOR

WHEREAS, the Climate Action Plan includes objectives and strategies to implement the goals of the Plan; and

WHEREAS, the duties of the Community Sustainability Commission include to:

- A. Advise the City Council on implementation of the Benicia climate action plan and related city strategic plan performance measures, as appropriate.
- B. Provide recommendations regarding the distribution of climate action and water conservation funds from the 2008 Valero Improvement Plan Settlement Agreement and from future funding sources allocated to support the efforts of making Benicia a more sustained community with reference to the climate action plan; and

WHEREAS, the Community Sustainability Commission reviewed the grant-funding requests at its September 17, 2012 and January 28, 2013 meetings, and recommended City Council approval of numerous requests; and

WHEREAS, the City Council previously approved allocations for the Benicia Resource Incentives Program, Dominican University and a Climate Action Plan Coordinator; and

WHEREAS, the City Council held a public hearing on March 19, 2013 and reviewed the allocation for the Dominican University contract, Climate Action Plan Coordinator contract amendment, Benicia Resource Incentives Program and grant funding requests.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby approves allocations from the VIP Account as funds become available in the following amounts, in chronological order, and authorizes the City Manager to execute a contract with Dominican University and a contract amendment for the Climate Action Plan Coordinator:

1. Dominican University Workshop Series: \$9,000
2. Additional Day for Climate Action Plan Coordinator: \$15,000 in 2013

3. Business Resource Incentives Program: \$300,000 in 2013; \$205,000 in 2014
4. Residential Solar Incentives Program: \$100,000
5. Residential Plumbing Fixture Upgrades: \$10,000
6. DST Controls: \$25,000
7. Benicia Historical Museum: \$35,130
8. Arts Benicia – Green Gallery: \$51,400
9. Arts & Culture Commission – Public Art: \$30,000
10. Arts & Culture Commission – Tangled Up in Trash: \$12,000
11. CAP Coordinator: \$90,000 in 2014; \$30,000 in 2015

BE IT FURTHER RESOLVED THAT funds sufficient to cover the allocations will be transferred from the unallocated Valero/Good Neighbor Steering Committee Settlement Agreement funds, when available.

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 19th day of March, 2013, and adopted by the following vote.

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

AMENDMENT OF AGREEMENT

This Amendment of the Agreement (“Amendment”), entered into this 4TH day of May, 2010, by and between the City of Benicia, a municipal corporation (“City”), the Good Neighbor Steering Committee, an unincorporated association (“GNSC”), and Valero Refining Company-California, a California corporation (“Valero”), (collectively the “parties”) is made with reference to the following:

RECITALS:

A. On July 10, 2008, GNSC and Valero entered into the “2008 VIP Agreement” (“Agreement”) in order to resolve their disputes about preparing an Addendum to the Valero Improvement Project (“VIP”) Certified Environmental Impact Report for the VIP Amendments.

B. On July 10, 2008, the City’s Planning Commission incorporated the terms of the Agreement, along with its Exhibit A, into the conditions of approval for the VIP Amendments use permit.

C. The City, GNSC, and Valero now desire to modify the Agreement, particularly Exhibit A, on the terms and conditions set forth herein to provide more clarity about the uses of the funds.

D. The City, GNSC, and Valero disagree on the interpretation of certain terms of the Agreement including, but not limited to (1) the methodology for interest calculation and distribution and (2) timing of performance related to air quality monitoring requirements. However, the parties now wish to resolve and settle their differences through this Amendment.

E. Since the interpretation of the City’s conditions of approval for the VIP Amendments regarding the payment of funds is at issue, the City Council is the proper body to approve this Amendment on behalf of the City.

NOW, THEREFORE, it is mutually agreed by and between and undersigned parties as follows:

1. The Introductory Paragraph and Paragraphs 1 and 2 of the Commitment to Air Quality Monitoring Section of Exhibit A of the Agreement are replaced as follows:

“1. The Two Hundred and Fifty Thousand Dollars (\$250,000.00) for air monitoring equipment, its maintenance and upkeep, etc. shall be expended for air monitoring equipment and services as detailed in the purchase order and the contract for services attached as Attachment A and Attachment B. Such expenditure shall be completed no later than February 20, 2010. These additional expenditures shall be prioritized by Argos Scientific Inc. (“Argos”) and shall include data management, analysis of the data, and a payment for Argos’ services as detailed in Attachment A and Attachment B. These additional expenditures shall be completed by May 3, 2010 and any equipment shall be in operation by June 1, 2010.”

2. Paragraph 5 of the Commitment to GHG Reduction Initiatives Section of Exhibit A of the Agreement is replaced as follows:

“5. Provide a total not to exceed Four Hundred Thousand Dollars (\$400,000.00) to the Benicia Unified School District (BUSD) for BUSD GHG reduction measures. Such funds shall be paid by Valero to BUSD within thirty (30) days written notice from BUSD District Administration that said funds will be expended for energy conservation projects and costs as identified by BUSD Board of Trustees.”

As of the date of this agreement, \$136,937 has been paid by Valero to BUSD for energy conservation projects and costs as identified by BUSD Board of Trustees as described in Paragraph 5 above.

3. Paragraph 1 of the Commitment to Water Conservation Section of Exhibit A of the Agreement is replaced as follows:

“A. Ten Million Dollar Commitment

Valero shall pay to the City of Benicia Ten Million Dollars (\$10,000,000.00) for water conservation and climate action plan projects as detailed in this Paragraph. These climate action plan projects are in addition to those contemplated in Paragraph 4 of the Commitment to GHG Reduction Initiatives. It is anticipated by the Parties that payment will be made in installments over a 5-year period beginning with the execution of this Amendment. The 5-year period may be more or less in time depending on the funding of projects as specified below.

B. Initial Deposit

Within ten (10) days written notice from the City or BUSD that a separate account (“City VIP Water Fund Account,” “City VIP Account,” or “BUSD Account,” as the case may be) has been established and shall be maintained for the purposes set out herein, Valero shall deliver an initial deposit of One Million One Hundred and Forty-Five Thousand Dollars (\$1,145,000.00) for immediate distribution by the City or BUSD for the following expenditures identified and agreed to by Valero, GNSC, and the City:

• Community Center LEED Design	\$158,000.00
• Hearthstone Solar Panels	30,000.00
• Sustainability Staff Support	75,000.00
• Elementary Education	10,000.00
• BUSD BHS Sage Program	40,000.00
• Public Education on Sustainability	10,000.00
• CAP efficiency/renewable projects	85,000.00
• Solar Installation Incentives for residential properties in Benicia	185,000.00
• Energy/Water Audits for residential properties in Benicia	100,000.00
• Renewable Energy Manager	15,000.00
• BUSD BHS Green Academy	240,000.00
• BUSD BHS On-Site Healthy Lunch	197,000.00
Initial Total	\$1,145,000.00

The parties acknowledge that Valero has already deposited Two Hundred Fifty Thousand Dollars (\$250,000.00) of the above Initial Total with the City for the Solar Panels, Staff Support, Elementary Education, Sage Program, Public Education, and Efficiency/renewable projects.

Upon the required notice, Valero shall deposit Four Hundred Thirty Seven Thousand Dollars (\$437,000.00) with BUSD for the BHS Green Academy and the BHS On-Site Healthy Lunch Program and Four Hundred Fifty Eight Thousand Dollars (\$458,000.00) with the City for the remainder of the projects identified above.

C. Draw Down and Replenishment of City VIP Account

It is anticipated that the City will draw down the City VIP Account to pay for projects and expenses in accordance with this Amendment. Upon thirty (30) days notice from the City that the City VIP Account has declined to Three Hundred Thousand Dollars (\$300,000.00) or less, Valero shall deliver to the City funds sufficient to raise the City VIP Account balance to at least Six Hundred Thousand Dollars (\$600,000.00) until such time that Valero has paid Ten Million Dollars (\$10,000,000.00) into the account.

D. Costs Exceeding City Account Thresholds

It is anticipated by the Parties that from time to time approved projects and costs will exceed the regular City VIP Account threshold of Six Hundred Thousand Dollars (\$600,000.00). In that event and upon thirty (30) days written notice, Valero shall pay to the City good funds sufficient to meet the additional approved project costs and replenish the City VIP Account to at least Six Hundred Thousand Dollars (\$600,000.00). Except as detailed in Sections E, F, and G below, such payments shall not exceed Two Million Dollars (\$2,000,000.00) annually.

The estimated annual spending is set forth in this chart:

Year	Funds	Reserved	Available	Spent	Total Spent/Reserved
2009	\$250,000	N/A		\$250,000	\$250,000
2010	\$2,000,000	\$2,000,000 ¹	\$0.0	TBD	\$2,000,000
2011	\$2,000,000	\$1,750,000 ²	\$250,000	TBD	\$2,000,000
2012	\$2,000,000	\$1,545,000 ³	\$455,000	TBD	\$2,000,000
2013	\$2,000,000	\$1,000,000 ⁴	\$1,000,000	TBD	\$2,000,000
2014	\$1,750,000	\$1,600,000 ⁵	\$150,000	TBD	\$1,750,000
				Total	10,000,000

¹ \$850,000 available for the BCC, \$895,000 available for initial projects \$150,000 for attorney fee in lieu payments identified in §3I, and \$105,000 available for the BUSD campus projects.

² \$1,400,000 available for the CRP I and \$350,000 available for BUSD campus projects.

³ \$1,000,000 available for the BCC and \$545,000 available for the BUSD campus projects.

⁴ \$1,000,000 available for the BCC.

⁵ \$1,600,000 available for CRP II only if terms of §3F are met.

Except for funds reserved for the Condensate Project, if funds have been reserved for a project but not been spent in the calendar year for which they are reserved, the funds may be rolled to the next calendar year only. Unless otherwise agreed to in writing by the parties, any reserved funds not spent by next calendar year are forfeited and go into the total funds available for consideration for future projects pursuant to Section H of this Agreement.

E. Anticipated Annual Threshold

It is anticipated that the payment and distribution of funds will not generally exceed Two Million Dollars (\$2,000,000.00) per year as originally agreed to by the Parties in the Agreement. However, the parties anticipate that projects may come forward for consideration that require payment that exceeds the anticipated annual threshold of Two Million Dollars (\$2,000,000.00). The Parties agree that in such an event and upon written approval from each of the parties, funds shall be advanced from subsequent anticipated annual thresholds.

F. Valero Condensate Recovery Project

Paragraph 1 of the Commitment to Water Conservation Section of Exhibit A of the Agreement provided that Valero could submit projects to receive some of the Water Conservation funding if the projects were discretionary and not regulatorily mandated. Valero has identified projects, known as Condensate Recovery Projects ("CRP I" and "CRP II"). Within five years, these projects, estimated to cost Ten Million Dollars, are expected to recover at least 40,000,000 gallons of water per year for reuse in the Valero Benicia Refinery. The Condensate Recovery Project – Phase I -is anticipated to save 23,652,000 gallons of water per year or the equivalent of the water used by 192 households based on the Benicia average for water usage. The resulting water savings will also result in energy savings since the water will not have to be reheated when the water is reused to make steam.

The parties, therefore, agree that if: (1) Valero commits to construction of Condensate Recovery Project – Phase I ("CRP I"); (2) CRP I has a demonstrable and verifiable water reduction of at least 23,000,000 gallons of water per year; and (3) CRP I is reviewed by the Sustainability Commission; and (4) Valero has secured all permits and approvals necessary to operate CRP I by 12/31/2012, then Valero shall receive a credit toward payment required under paragraph 3(A) above of One Million Four Hundred Thousand Dollars (\$1,400,000.00) to be expended on construction of CRP I. In addition, the disputed interest earnings on the funds held by Valero for the Agreement may be used for this project.

The parties also agree that completion of the Condensate Recovery Projects is valuable to the community. Accordingly, if CRP I is constructed or is in the process of being constructed and (1) Condensate Recovery Project – Phase II ("CRP II") has a demonstrable and verifiable water reduction of at least 17,000,000 gallons of water per year; (2) CRP II is reviewed by the Sustainability Commission; and (3) has received all necessary permits and approvals; and (4) funds have not been used for other water conservation projects identified, reviewed, and approved by the City prior to the Sustainability Commission review of CRP II, then Valero shall receive a credit toward payment required under Paragraph 3(A) above of One Million Six Hundred Thousand Dollars (\$1,600,000.00) to be expended on the construction of the CRP II.

G. Benicia Community Center Construction

The construction of the new Benicia Community Center ("BCC") at the former Mills School site will be another project that (1) will be energy efficient and use techniques and materials in accordance with the City's Climate Action Plan; (2) to the extent permissible under public contracting laws will utilize BUSD's CTE program members, Green Academy, Pathways or similar BUSD technical training pre-apprenticeship program for the construction of the project; (3) will provide a demonstration or model of water conservation, energy efficiency and sustainability; and (4) will be designed and constructed with the objective of LEED certification. To assist in the timely construction of this project, the parties agree that Two Million, Eight Hundred and Fifty Thousand Dollars (\$2, 850,000.00) of the Ten Million Dollars (\$10,000,000.00) shall be designated for this project and drawn down in accordance with Paragraph C above. The City has agreed to accept the Two Million, Eight Hundred and Fifty Thousand Dollars (\$2,850,000.00) over time to allow the Two Million Dollar (\$2,000,000.00) annual threshold to remain in effect.

In addition, One Million Dollars (\$1,000,000.00) shall be designated and drawn down in a manner consistent with Paragraph 2 above for upgrades to the BUSD District Offices/Liberty High School campus for projects that (1) will be designed and constructed with the objective of LEED certification; (2) to the extent permissible under public contracting laws will utilize BUSD's CTE program members Green Academy, Pathways or similar technical training pre-apprenticeship program for the design and construction of the project; (3) will provide a demonstration or model of water conservation, energy efficiency and sustainability; and (4) will help integrate the District/Liberty campus with the BCC.

H. Future Projects

The City's Sustainability Commission shall review and recommend to the City Council for approval additional projects for funding which provide verifiable water reduction by the City, community residents, BUSD, Valero and businesses in Benicia. Any proposed Valero water conservation projects must be discretionary and not regulatorily mandated. Priority shall be given to water reduction projects but additional projects that are greenhouse gas reducing, sustainable or energy efficient and support the City's Climate Action Plan may be considered and recommended for approval if the Sustainability Commission finds that the project will provide a greater value than proposed water reduction projects."

I. Attorneys Fees

In lieu of payment of Attorneys Fees to GNSC, Valero shall, within ten (10) day of full execution of this agreement, pay One Hundred and Fifty Thousand Dollars (\$150,000) on GNSC's behalf as follows:

(a) \$20,000.00 to the Benicia Community Gardens, Inc. a 501(C) 3, for use in their efforts to promote locally produced food;

(b) \$20,000.00 to the City of Benicia to be used to augment the \$15,000.00 already allocated to the Renewable Energy Manager;

(c) \$40,000.00 to the Benicia Community Action Council ("CAC") for installation of solar panels at its Military East location and for implementation of any additional energy conservation measures CAC should choose;

(d) \$40,000.00 to the BUSD to support the horticulture program at Liberty High School, including but not limited to payment of staff salary, benefits; and other costs BUSD deems necessary to maintain and enhance the program.

(e) \$30,000.00 to the City of Benicia for the purchase and installation of bicycle racks (or other appropriate bicycle storage mechanism) throughout the City in order to promote the use of bicycles in the City of Benicia; Each bicycle rack or storage unit shall include a placard indicating the unit is made possible by the efforts of the Good Neighbor Steering Committee. The City agrees that such installation shall occur within 6 months of the execution of this Amendment.

Said payments shall be designated clearly as "on Good Neighbor Steering Committee's behalf."

4. A new Section "Interest on Funds" is added after the Section "Commitment to Water Conservation" Section to Exhibit A of the Agreement as follows:

"Interest on Funds

All interest on funds held by a party shall remain the property of that party. Interest that accrues in the City or BUSD funds such as the City Water Fund Account or the BUSD GHG Reduction Fund, etc. shall become a part of that identified fund and be made available for projects and costs that meet the criteria for expenditures from said fund. Interest earned shall not be credited against payments due from Valero under this or any other agreement and shall not be considered a part of Valero's obligations for such payments. Interest earned shall not be used for projects or costs that do not meet the criteria for expenditures from said funds."

5. Except as expressly modified herein, all other terms and covenants set forth in the Agreement and its Exhibit A shall remain the same and shall be in full force and effect.

6. Consideration

The Parties acknowledge that the commitments and promises made herein are material to each Party's determination to enter into this Amendment and in particular GNSC's determination to forgo action against the City and/or Valero at this time.

Valero expressly acknowledges that performance required under this Agreement is a condition of approval of the VIP Use Permit as originally issued in 2003 and amended in 2008 and as a result, the City has authority to enforce the Agreement and Amendment through the Benicia Municipal Code ("BMC"), including imposition of civil penalties (BMC § 17.128.080) or suspension or revocation the VIP Amendments use permit (BMC § 17.128.060), if Valero materially fails to perform its obligations under the Agreement and Amendment.

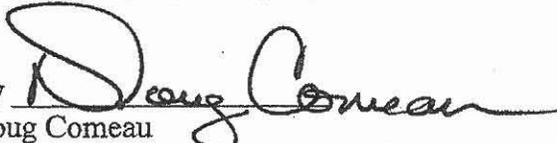
The City agrees that in consideration for GNSC's forbearance, beginning on July 7, 2010 and continuing until all funds available to the City under the Agreement are expended, the City shall produce and deliver to GNSC, Valero, and the Sustainability Commission a detailed annual accounting of all expenditures made by the City pursuant to the terms of the Agreement ("the Accounting".) Additionally, within 60 days of the referenced delivery, the Accounting shall be agendized and reported out at a regularly scheduled and agendized City Council meeting.

7. Recognition

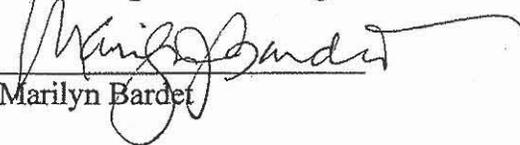
The Agreement and all Amendments to it shall from hereafter be referred to by the Parties as the **Valero/Good Neighbor Steering Committee Agreement, Settlement or Amendments**, as the case may be.

IN WITNESS WHEREOF, the parties hereto have caused this modification of Agreement to be executed on the day and year first above written.

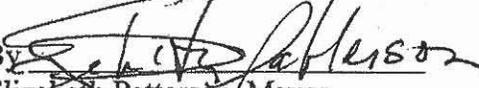
Valero Refining Company-California

By 
Doug Comeau
Vice President of Operations and
General Manager

Good Neighbor Steering Committee


Marilyn Bardet

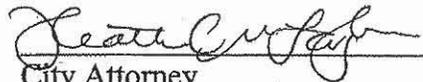
City of Benicia,
A Municipal Corporation

By 
Elizabeth Patterson, Mayor

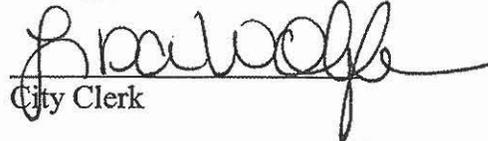
RECOMMENDED FOR APPROVAL:


City Manager

APPROVED AS TO FORM:


City Attorney

ATTEST:


City Clerk

To:
CEREX SCIENTIFIC
DBA ARGOS SCIENTIFIC INC
416 NE 153RD AVE
VANCOUVER WA 98684-3379

Invoice Address:
Valero Refining Company - CA
SAHQAP_BENICIA@VALERO.COM
Fax Number 210-370-6356
PO Box 691330
San Antonio TX 78269-1330

Ship To:
Valero Refining Company - CA
Benicia Plant
3300 Bayshore Road
Benicia, CA 94510

Purchase Order
PO Number: **4501868836**
PO Date: 02/19/2010
Contact Person: Susan Dyar
Telephone: 707/745-7326
Fax Number: (707)745-7992
Email: Susan.Dyar@valero.com
Vendor No: 186336
Delivery Date: 03/01/2010
Requisition No: 10857399

Purchase order number must appear on all packages, invoices, packing lists, and shipping notices.

This purchase order is subject to California state and local taxes if applicable. Valero Refining Company's Seller's Permit Number is SZOHC 97-695409 and its FEIN is 74-2651789.

All goods and services under this P.O. Release will be governed by the terms and conditions of the following contract as amended through the date hereof: ENVIRONMENTAL SERVICES AGREEMENT 2/16/2010

Freight Terms: Payment Terms: NET DUE 30 DAYS
ATTN: DON GAMILES

THIS PURCHASE ORDER IS IN ACCORDANCE WITH THE "ENVIRONMENTAL SERVICES AGREEMENT" EFFECTIVE FEB.16,2010 SIGNED BY DON GAMILES, ARGOS SCIENTIFIC INC. ON FEB.18, 2010 AND DOUG COMEAU, VICE PRESIDENT & GENERAL MANAGER OF THE VALERO BENICIA REFINERY ON FEB. 19, 2010.

PLEASE ADVISE BY FAX RECEIPT OF THIS PURCHASE ORDER OR E-MAIL TO SUSAN DYAR susan.dyar@valero.com, VERIFY CURRENT PRICING AND DELIVERY DATE(S) WITHIN 24 HOURS- THANKS

FAILURE TO PROVIDE THE ABOVE INFORMATION WILL RESULT IN DELAYED PAYMENT

Item	Material#	Description	Quantity	U/M	Unit Price	Net Value
00010		Monthly Support for Monitoring System	1.000	Perf. unit		
Gross Price					30,000.00	30,000.00 USD

To:
 CEREX SCIENTIFIC
 DBA ARGOS SCIENTIFIC INC
 416 NE 153RD AVE
 VANCOUVER WA 98684-3379

Purchase Order
 4501868836

Date
 02/19/2010

Page
 2 of 2

Item	Material#	Description	Quantity	U/M	Unit Price	Net Value	
		Non-Deductible Tax				2,512.50	USD
		Net incl. tax			32,512.50	32,512.50	USD
00020		Maintenance & Calibration Support					
		1.000 Perf. unit	1.000	Perf. unit			
		Gross Price			32,400.00	32,400.00	USD
		Non-Deductible Tax				2,713.50	USD
		Net incl. tax			35,113.50	35,113.50	USD
00030		Canister Sampling Analytic Support					
		1.000 Perf. unit	1.000	Perf. unit			
		Gross Price			9,960.00	9,960.00	USD
		Non-Deductible Tax				834.15	USD
		Net incl. tax			10,794.15	10,794.15	USD
00040		Educational Outreach Program					
		1.000 Perf. unit	1.000	Perf. unit			
		Gross Price			10,200.00	10,200.00	USD
		Non-Deductible Tax				854.25	USD
		Net incl. tax			11,054.25	11,054.25	USD
Total Purchase Order Value:						82,560.00	USD

To:
 CEREX SCIENTIFIC
 DBA ARGOS SCIENTIFIC INC
 416 NE 153RD AVE
 VANCOUVER WA 98684-3379

Purchase Order
 4501863918

Date
 02/12/2010

Page
 2 of 4

Item	Material#	Description	Quantity	U/M	Unit Price	Net Value
00010		Entech TO-14 Canister Sampling Hardware	16.000	each		
		Gross Price			120.00	1,920.00 USD
		Non-Deductible Tax				160.80 USD
		Net incl. tax			130.05	2,080.80 USD
00020		OdaLogger Portable H2S Monitor	1.000	each		
		Gross Price			4,875.00	4,875.00 USD
		Non-Deductible Tax				408.28 USD
		Net incl. tax			5,283.28	5,283.28 USD
00030		RM Young Meteorological Station	1.000	each		
		Gross Price			4,000.00	4,000.00 USD
		Non-Deductible Tax				335.00 USD
		Net incl. tax			4,335.00	4,335.00 USD
00040		Met One PM 2.5 Sampling System	1.000	each		
		Gross Price			14,128.00	14,128.00 USD
		Non-Deductible Tax				1,183.22 USD
		Net incl. tax			15,311.22	15,311.22 USD

To:
 CEREX SCIENTIFIC
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 02/12/2010

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Item	Material#	Description	Quantity	U/M	Unit Price	Net Value	
00050		Ozone Monitor - 2B Tech Model #202	1.000	each			
		Gross Price			7,900.00	7,900.00	USD
		Non-Deductible Tax				661.63	USD
		Net incl. tax			8,561.63	8,561.63	USD
00060		Black Carbon Monitor - Model #AE42	1.000	each			
		Gross Price			24,800.00	24,800.00	USD
		Non-Deductible Tax				2,077.00	USD
		Net incl. tax			26,877.00	26,877.00	USD
00070		Open-Path UV Fenceline Monitor	1.000	each			
		Gross Price			45,640.00	45,640.00	USD
		Non-Deductible Tax				3,822.35	USD
		Net incl. tax			49,462.35	49,462.35	USD
00080		Automated GC Analysis System Model	1.000	each			
		Gross Price			47,470.00	47,470.00	USD
		Non-Deductible Tax				3,975.61	USD
		Net incl. tax			51,445.61	51,445.61	USD
Total Purchase Order Value:						150,733.00	USD

CONSULTANT AGREEMENT

This agreement ("Agreement") entered into _____, 2013, is between the City of Benicia, a municipal corporation (hereinafter "CITY"), and Dominican University of California, a California corporation with its primary office located at 50 Acacia Avenue, San Rafael, CA 94901(hereinafter "CONSULTANT") (collectively, "the Parties").

RECITALS

WHEREAS, CITY has determined it is necessary and desirable to secure certain instructional and educational services for the Benicia Community Sustainability Commission. The scope of work for said service (hereinafter "Project") is attached hereto as Exhibit "A" and is hereby incorporated by reference; and

WHEREAS, CONSULTANT is specially trained, experienced and competent to perform the services required by this agreement; and

WHEREAS, CONSULTANT represents it is qualified and willing to provide such services pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, IT IS AGREED by and between CITY and CONSULTANT as follows:

AGREEMENT

1. INCORPORATION OF RECITALS. The recitals set forth above, and all defined terms set forth in such recitals and in the introductory paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.

2. SCOPE OF SERVICE.

(a) Services to be Furnished. Subject to such policy direction and approvals as CITY through its staff may determine from time to time, CONSULTANT shall perform the services set forth in the Scope of Work labeled Exhibit A, which is attached hereto and incorporated herein by reference.

(b) Schedule for Performance. CONSULTANT shall perform the services identified in Exhibit A according to the completion schedule included in Exhibit A and as expeditiously as is consistent with generally accepted standards of professional skill and care, and the orderly progress of work.

(i) CONSULTANT and CITY agree that the completion schedule in Exhibit

A represents the best estimate of the schedule. CONSULTANT shall comply with completion dates noted in Exhibit A unless a written waiver is granted by the CITY's project manager. In the event that CONSULTANT fails to complete a work product in accordance with the completion date noted in Exhibit A, CONSULTANT agrees to pay the CITY liquidated damages in the amount of \$100.00 per day for each work product that is delayed when such delay is caused by CONSULTANT. CONSULTANT and CITY acknowledge that the actual value of delay is extremely difficult to determine, but the daily penalty specified above represents their best estimate of the daily cost of delay to CITY and shall be the exclusive penalty for delay caused by CONSULTANT.

(ii) 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.

(c) Standard of Quality. All work performed by CONSULTANT under this Agreement shall be in accordance with all applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in CONSULTANT'S field of expertise. CONSULTANT shall function as a technical advisor to CITY, and all of CONSULTANT'S activities under this Agreement shall be performed to the full satisfaction and approval of the Community Development Director.

(d) Compliance With Laws. CONSULTANT shall comply with all applicable federal, state, and local laws, codes, ordinances, regulations, orders, and decrees. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at its own cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals which are legally required for CONSULTANT to practice its profession or are necessary and incident to the due and lawful prosecution of the services it performs under this Agreement. CONSULTANT shall maintain a City of Benicia business license. CONSULTANT shall at all times during the term of this Agreement, and for one year thereafter, provide written proof of such licenses, permits, insurance, and approvals upon request by CITY. CITY is not responsible or liable for CONSULTANT'S failure to comply with any or all of the requirements contained in this paragraph.

3. COMPENSATION.

(a) Schedule of Payment. The compensation to be paid by CITY to CONSULTANT for the services rendered hereunder shall be on a time and materials basis based upon the rate schedule in Exhibit B attached hereto and hereby incorporated by reference. The rate schedule in Exhibit B itemizes those standard and expected expenses for which CONSULTANT shall receive compensation. If CONSULTANT obtains CITY'S prior written approval from Community Development Director, CONSULTANT may be reimbursed for extraordinary costs incurred on the Project.

(b) Additional Services. 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.

(i) Only the City Council can act on behalf of CITY to authorize CONSULTANT to perform additional services.

(ii) CONSULTANT shall not commence any work or services exceeding the Scope of Services in Section 2 without prior written authorization from CITY in accordance with Section 7. CONSULTANT'S failure to obtain a formal amendment to this Agreement authorizing additional services shall constitute a waiver of any and all right to compensation for such work or services.

(iii) If CONSULTANT believes that any work CITY has directed CONSULTANT to perform is beyond the scope of this Agreement and constitutes additional services, CONSULTANT shall promptly notify CITY of this fact before commencing the work. CITY shall make a determination as to whether such work is beyond the scope of this Agreement and constitutes additional services. If CITY finds that such work does constitute additional services, CITY and CONSULTANT shall execute a formal amendment to this Agreement, in accordance with Section 7, authorizing the additional services and stating the amount of any additional compensation to be paid.

(c) Invoicing and Payment. CONSULTANT shall submit monthly invoices for the services performed under this Agreement during the preceding period. Invoices or billings must be submitted in duplicate and must indicate the hours actually worked by each classification and employee name, as well as all other directly related costs by line item in accordance with Exhibit B. CITY shall approve or disapprove said invoice or billing within thirty (30) days following receipt thereof and shall pay all approved invoices and billings within thirty (30) days. Interest at the rate of one and one-half (1.5) percent per month will be charged on all past due amounts starting thirty (30) days after the invoice date, unless not permitted by law, in which case interest will be charged at the highest amount permitted by law. Payments will be credited first to interest, and then to principal.

4. PRODUCT REVIEW AND COMMENT. CONSULTANT shall provide CITY with at least four (4) copies of the course materials for each workshop described in Exhibit A.

5. TERM OF AGREEMENT. This Agreement shall be effective immediately upon the signatures of both Parties and shall remain in effect until the work in Exhibit A is completed, or the Agreement is terminated pursuant to Section 6.

6. TERMINATION:

(a) CITY shall have the right to terminate this Agreement for any reason whatsoever at any time by serving upon CONSULTANT written notice of termination. The Agreement shall terminate three (3) business days after notice of termination is given. The notice shall be deemed given on the date it is deposited in the U.S. mail, certified, postage prepaid, addressed to CONSULTANT at the address indicated in Section 11.

(b) If CITY issues a notice of termination,

(i) CONSULTANT shall immediately cease rendering services pursuant to this Agreement;

(ii) CONSULTANT shall deliver to CITY copies of all writings, whether or not completed, which were prepared by CONSULTANT, its employees, or its subcontractors, if any, pursuant to this Agreement. For purposes of this Agreement, the term "writings" shall include, but not be limited to, handwriting, typewriting, computer files and records, drawings, blueprints, printing, photostating, photographs, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, symbols, or combinations thereof;

(iii) CITY shall pay CONSULTANT for work actually performed up to the effective date of the notice of termination, subject to the limitations prescribed by Section 3 of this Agreement, less any compensation to CITY for damages suffered as a result of CONSULTANT'S failure to comply with the terms of this Agreement. Such payment shall be in accordance with Exhibit B. However, if this Agreement is terminated for fault of CONSULTANT, CITY shall be obligated to compensate CONSULTANT only for that portion of CONSULTANT'S services which are of benefit to CITY.

7. AMENDMENTS. Modifications or amendments to the terms of this Agreement shall be in writing and executed by both Parties.

8. NONDISCLOSURE OF CONFIDENTIAL INFORMATION. CONSULTANT shall not, either during or after the term of this Agreement, disclose to any third party any confidential information relative to the work of CITY without the prior written consent of CITY.

9. INSPECTION. CITY representatives shall, with reasonable notice, have access to the work and work records, including time records, for purposes of inspecting same and determining that the work is being performed in accordance with the terms of this Agreement. Inspections by CITY do not in any way relieve or minimize the responsibility of CONSULTANT to comply with this Agreement and all applicable laws.

10. INDEPENDENT CONTRACTOR. In the performance of the services in this Agreement, CONSULTANT is an independent contractor and is not an agent or employee of CITY. CONSULTANT, its officers, employees, agents, and subcontractors, if any, shall have no power to bind or commit CITY to any decision or course of action, and shall not represent to any person or business that they have such power. CONSULTANT has and shall retain the right to exercise full control of the supervision of the services and over the employment, direction, compensation, and discharge of all persons assisting CONSULTANT in the performance of said service hereunder. CONSULTANT shall be solely responsible for all matters relating to the payment of its employees, including compliance with social security and income tax withholding, workers' compensation insurance, and all other regulations governing such matters.

11. NOTICE. Any notices or other communications to be given to either party pursuant to this Agreement shall be in writing and delivered personally or by certified U.S. mail, postage prepaid, addressed to the party at the address set forth below. Either party may change its address for notices by complying with the notice procedures in this Section. Notice so mailed shall be deemed delivered three (3) business days after deposit in the U.S. mail. Nothing shall preclude the giving of notice by facsimile machine provided, however, that notice by facsimile machine shall be followed by notice deposited in the U.S. mail as discussed above.

If to CITY: Charlie Knox, Community Development Director
City of Benicia
250 East L Street
Benicia, CA 94510

If to CONSULTANT: Sarah Diefendorf, Executive Director
Environmental Finance Center, Dominican University of CA
50 Acacia Avenue
San Rafael, CA 94901

12. OWNERSHIP OF MATERIALS. In the course of providing the educational and instructional services required by this Agreement, CONSULTANT may use and disclose proprietary intellectual property, and all right, title and interest therein shall remain the property of CONSULTANT. Except as specifically provided herein, CITY shall have no rights in the intellectual property of CONSULTANT used in the course of providing the consulting services which are the subject of this agreement.

13. EMPLOYEES; ASSIGNMENT; SUBCONTRACTING.

(a) Employees. CONSULTANT shall provide properly skilled professional and technical personnel to perform all services required by this Agreement. CONSULTANT shall not engage the services of any person(s) now employed by CITY without CITY's prior express written consent.

(b) Assignment. CONSULTANT shall not assign, delegate, or transfer its duties, responsibilities, or interests in this Agreement without the prior express written consent of CITY. Any attempted assignment without such approval shall be void and, at CITY's option, shall terminate this Agreement and any license or privilege granted herein.

(c) Subcontracting. CONSULTANT shall not subcontract any portion of the work to be performed under this Agreement without the prior express written consent of CITY. If CITY consents to CONSULTANT'S hiring of subcontractors, CONSULTANT shall provide to CITY copies of each and every subcontract prior to its execution. All subcontractors are deemed to be employees of CONSULTANT, and CONSULTANT agrees to be responsible for their performance. CONSULTANT shall give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subcontractors, if any, and shall keep the work under its control.

14. BINDING AGREEMENT. This Agreement shall bind the successors in interest, legal representatives, and permitted assigns of CITY and CONSULTANT in the same manner as if they were expressly named herein.

15. WAIVER.

(a) Effect of Waiver. Waiver by either party of any default, breach, or condition precedent shall not be construed as a waiver of any other default, breach, or condition precedent or any other right under this Agreement.

(b) No Implied Waivers. The failure of either party at any time to require performance by the other party of any provision hereof shall not affect in any way the right to require such performance at a later time.

16. NONDISCRIMINATION.

(a) Consultant shall not discriminate in the conduct of the work under this Agreement against any employee, applicant for employment, or volunteer on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, sex, age, sexual orientation or other prohibited basis will not be tolerated.

(b) Consistent with City's policy that harassment and discrimination are unacceptable employer/employee conduct, CONSULTANT agrees that harassment or discrimination directed toward a job applicant, a City employee, or a citizen by CONSULTANT or CONSULTANT'S employee or subcontractor on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, sex, age, sexual orientation or other prohibited basis will not be tolerated. CONSULTANT agrees that any and all violation of this provision shall constitute a material breach of the Agreement.

17. INDEMNITY. CONSULTANT specifically agrees to indemnify, defend, and hold harmless CITY, its officers, agents, and employees from and against any and all actions, claims, demands, losses, expenses including attorneys' fees, damages, and liabilities resulting from injury or death of a person or injury to property, arising out of or in any way connected with the performance of this Agreement, however caused, regardless of any negligence of the CITY, whether active or passive, excepting only such injury or death as may be caused by the sole negligence or willful misconduct of the CITY. The CONSULTANT shall pay all costs that may be incurred by CITY in enforcing this indemnity, including reasonable attorneys' fees.

18. INSURANCE.

(a) Required Coverage. CONSULTANT, at its sole cost and expense, shall obtain and maintain in full force and effect throughout the entire term of this Agreement the following described insurance coverage. This coverage shall insure not only CONSULTANT, but also, with the exception of workers' compensation and employer's liability insurance, shall name as additional insureds CITY, its officers, agents, employees, and volunteers, and each of them:

<u>Policy</u>	<u>Minimum Limits of Coverage</u>
(i) Workers' Compensation	Statutory
(ii) Comprehensive Automobile Insurance Services Office, form #CA 0001 (Ed 1/87 covering auto liability code 1 (any auto))	Bodily Injury/Property Damage \$1,000,000 each accident
(iii) General Liability Insurance Services Office Commercial General Liability coverage on an occurrence basis (occurrence form CG 0001)	\$1,000,000 per occurrence. If Commercial General Liability Insurance or other form with a general aggregate limit shall apply separately to this Project/location, the general aggregate limit shall be twice the required occurrence limit
(iv) Errors and Omissions/ Professional's Liability, errors and omissions liability insurance appropriate to the CONSULTANT's profession.	Generally \$1,000,000 per occurrence

(b) Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions exceeding \$15,000 must be declared to and approved by CITY.

(c) Required Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

(i) For any claims related to this Project, the CONSULTANT'S insurance coverage shall be primary insurance as respects CITY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by CITY, its officers, officials, employees, or volunteers shall be in excess of the CONSULTANT'S insurance and shall not contribute with it;

(ii) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to CITY, its officers, officials, employees, or volunteers;

(iii) The CONSULTANT'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability;

(iv) Each insurance policy required by this Section shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after giving CITY 30 days' prior written notice by certified mail, return receipt requested.

(d) Acceptability of Insurers. CONSULTANT shall place insurance with insurers with a current A.M. Best's rating of no less than [A:VII] unless CONSULTANT requests and obtains CITY'S express written consent to the contrary.

(e) Verification of Coverage. CONSULTANT must provide complete, certified copies of all required insurance policies, including original endorsements affecting the coverage required by these specifications. The endorsements are to be signed by a person authorized by CONSULTANT'S insurer to bind coverage on its behalf. All endorsements are to be received and approved by CITY before work commences.

19. WORKERS' COMPENSATION.

(a) Covenant to Provide. CONSULTANT warrants that it is aware of the provisions of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code. CONSULTANT further agrees that it will comply with such provisions before commencing the performance of the work under this Agreement.

20. FINANCIAL RECORDS. CONSULTANT shall retain all financial records, including but not limited to documents, reports, books, and accounting records which pertain to any work or transaction performed pursuant to this Agreement for four (4) years after the expiration of this

Agreement. CITY or any of its duly authorized representatives shall, with reasonable notice, have access to and the right to examine, audit, and copy such records.

21. CONFLICT OF INTEREST. CONSULTANT shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with CITY'S interest. During the term of this Agreement, CONSULTANT shall not accept any employment or engage in any consulting work which creates a conflict of interest with CITY or in any way compromises the services to be performed under this Agreement. CONSULTANT shall immediately notify CITY of any and all violations of this Section upon becoming aware of such violation.

22. TIME OF THE ESSENCE. CONSULTANT shall prepare and submit for City approval a schedule for the performance of the CONSULTANT's services. This schedule shall include reasonable allowances for review and approval times required by the City, performance of services by the City's Consultant, and review and approval times required by Public Authorities having jurisdiction over the project. The schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project, requested by the City or for delays or other causes beyond the CONSULTANT's reasonable control.

23. SEVERABILITY. If any court of competent jurisdiction or subsequent preemptive legislation holds or renders any of the provisions of this Agreement unenforceable or invalid, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected.

24. GOVERNING LAW AND CHOICE OF FORUM. This Agreement shall be administered and interpreted under California law as if written by both parties. Any litigation arising from this Agreement shall be brought in the Superior Court of Solano County.

25. COSTS AND ATTORNEYS' FEES. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees. In any action seeking recovery of monetary damages, the plaintiff shall not be considered to be the prevailing party unless it recovers at least 66% of the dollar amount requested in the complaint's prayer for relief.

26. INTEGRATION. This Agreement represents the entire understanding of CITY and CONSULTANT as to those matters contained herein and supersedes all prior negotiations, representations, or agreements, both written and oral. This Agreement may not be modified or altered except in accordance with Section 7.

Executed by CITY and CONSULTANT on the date shown next to their respective signatures.
The effective date of this Agreement shall be the date of execution by the CITY as shown below.

DOMINICAN UNIVERSITY OF CA

CITY OF BENICIA

BY: _____
DATED

BY: _____
DATED:

APPROVED AS TO FORM

City Attorney

06/30/03



Exhibit A – Scope of Services

2013 Sustainable Benicia: Green Business Principles & Practices

Free Dominican University Sustainable Benicia Green/Clean Business & Industry Seminar series sponsored by the Community Sustainability Commission

Location: Benicia Community Center, 370 E. L Street, Benicia

Benicia residents 18 years and older and Benicia commercial businesses and Industrial enterprise professionals are invited to sign up for a four seminar workshop program focusing on the essential elements of sustainable enterprises. Participants must be willing to attend and complete all seminar workshops and will receive a letter of completion from Dominican University of California. This series is based on the University's successful Green MBA degree and will start January 31 (5:30-8:45PM) and will complete in February 2013.

Each session will include one or more activities to foster group cohesion and encourage networking. Participants throughout the sessions will work on individual or small group projects or business ideas that will be developed and presented to the class.

This program is limited to 40 participants.

The seminar topics include:

- Sustainability: Making the Case for Business
- Lean, Green and Clean: The Design Revolution and the CleanTech Sector
- Green and Social Marketing Tactics and Strategies
- Action Plans: Profit, People, Planet

This program is funded through the Valero/Good Neighbor Steering Committee Settlement Agreement. To learn more, contact Constance Beutel at cbeutel@sbcglobal.net

The Seminar Workshop series:

First Session, January 31: Information Gathering 5:45 – 7:30

- a. Overview of the program structure
- b. Fine tuning to meet seminar participant needs
- c. Networking with graduates of first series and with current participants

We will examine: Who has a project? Who can help them?

Gauge interest – collaborative learning and possible private Facebook group.

06/30/03

Second Session, February 7 – First Workshop Seminar 5:30 – 8:45 PM

a. Sustainability: Making the Case for Business

This workshop provides an overview and comparative analysis of the major initiatives at the intersection of business development and environmental and social responsibility. For any human activity to be sustainable, it must first be economically viable. In this course, we will explore and better understand:

- The economic, social and environmental sustainability challenges facing today's managers
- Methodologies to help enterprises and conduct integrated sustainability audits
- The business case for long-term shareholder value and stewardship of environmental, social and economic capital
- Risk assessments and adaptive responses, focusing on climate change

Overview of available Benicia, et al resources: Sustainable Management Program, WattzOn, Carbon Lighthouse

Activity: 30 second messaging
Speed networking

Third Session February 14: Second Workshop Seminar: Lean, Green and Clean: The Power of Design in Business Operations 5:30 – 8:45 PM

This session introduces the power of design and systems thinking, and focuses on how businesses, both traditional and operate within larger systems. Participants will use tools to discover the full implications of a product or service's design and learn techniques for mining the wisdom in groups to improve business processes. Includes concepts and analytic methods used to increase the value offered to customers by increasing efficiencies and reducing waste.

Research resource: Video covering Makers Rev

Possible speaker: rep from BSM speaker possible or Solano CleanTech Makers and Innovators association

Activity: speed networking, resource exchange, Context Bull's-eye, ISO 14001, Conversation Mapping

Fourth Session February 21: Third Workshop Seminar: Green and Social Marketing Tactics and Strategies 5:30 – 8:45 PM

This workshop will focus on the principles, vocabulary and competitive challenges of the changing market structures. Tools to maximize marketing dollar return in the for-profit and non-profit environment will highlight:

- The “green” marketplace, the eco consumer, and impact of current events, global trends and sustainable enterprises

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- Marketing research to support business decision-making and sustainability
- Social and green marketing tools
- Green-washing and ethics

Activity: SWOT, Basic presentation skills – refer back to session 2 story exercise. Power of Story – Steve Jobs presentation example. 10-20-30 rule.

Fifth Session February 28: Fourth and Final Workshop Seminar: Action Plans: Profit, People, Planet 5:30 – 8:45 PM

This capstone session synthesizes learnings and focuses on supporting the projects identified by the participating organizations.

Activity: presentations

06/30/03

RESOLUTION NO. 12-112

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING A GRANT FUNDING REQUEST FROM COMMUNITY SUSTAINABILITY COMMISSION WORK GROUP 1 FOR A FALL 2012 OR SPRING 2013 WORKSHOP SERIES TO BE FACILITATED BY DOMINICAN UNIVERSITY IN THE AMOUNT OF \$9,000

WHEREAS, CSC Work Group 1 submitted a grant funding request to the Community Sustainability Commission in the amount of \$9,000 for a Fall 2012 or Spring 2013 Workshop Series to be facilitated by Dominican University; and

WHEREAS, the Community Sustainability Commission reviewed the grant-funding request at its July 16, 2012 meeting, found it consistent with both the Climate Action Plan and the Valero/Good Neighbor Steering Committee Settlement Agreement, and recommended City Council approval of this request; and

WHEREAS, the City Council held a public hearing on September 18, 2012 and reviewed the grant funding request and proposal for the Dominican University Workshop Series.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby approves the funding request by CSC Work Group 1 for \$9,000 from the Valero/Good Neighbor Steering Committee Settlement Agreement funds for a Fall 2012 or Spring 2013 Dominican University Workshop Series.

BE IT FURTHER RESOLVED THAT CSC Work Group 1 will work with Dominican University to formalize the workshop series content and course description.

BE IT FURTHER RESOLVED THAT a contract, with the final work plan, will be presented to the City Council for final approval.

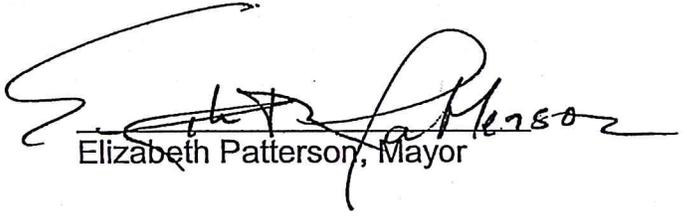
BE IT FURTHER RESOLVED THAT funds sufficient to cover the contract in the amount of \$9,000 will be allocated from the Valero/Good Neighbor Steering Committee Settlement Agreement funds, subject to prior completion of the FY 2011-2012 annual VIP Account summary and availability of funding.

On motion of Council Member **Hughes**, seconded by Council Member **Strawbridge**, 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 18th day of September 2012, and adopted by the following vote.

Ayes: Council Members Campbell, Hughes, Strawbridge and Mayor Patterson

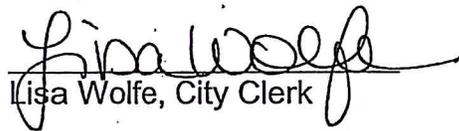
Noes: Council Member Schwartzman

Absent: None



Elizabeth Patterson, Mayor

Attest:



Lisa Wolfe, City Clerk

Residential Solar Incentive Program Proposal

By: Alex Porteshawver, Consulting Climate Action Plan Coordinator

September 11, 2012 (*updated February 26, 2013*)

I. Intro

In May 2012, the Community Sustainability Commission (CSC) ranked Climate Action Plan (CAP) strategies for implementation through February 2014. The CSC selected Strategy E-2.2 Property Assessed Clean Energy (PACE) Program and Residential Solar Program as its number one priority. The CSC recognizes that the use of solar photovoltaic (PV) systems reduces the use of energy from CO₂ generating sources like coal and natural gas, thereby reducing greenhouse gas (GHG) emissions while saving residents money on their monthly utility bills. To achieve this, the City is investigating ways to reduce financial barriers to installing solar PV systems. This report outlines a proposed solar rebate program that would grant residents who lease or purchase solar PV systems a rebate provided they meet certain eligibility requirements.

II. Overview of Solar Rebates Available

Solar rebate programs provide financial support to citizens interested in installing solar PV systems. There are local, state, and federal incentives and rebates available. An overview of these options is provided below.

City Rebates

Cities have chosen different types of subsidies, including up front rebates, performance based incentives (PBIs), reduction in building permit fees, or per watt rebates. PBIs are paid over a certain period of time based on the actual energy produced by the solar PV system. Other rebates are issued at the time of installation and are not dependent on performance. Applicants do not have to repay the rebate amount and do not have to account for how the rebate was spent but do have to submit proof, i.e. final building permit, that the solar PV system was installed.

The sponsoring entity may choose to “assign” the rebate to a third party. For example, a city would issue a rebate check to the chosen solar installer to be used towards a down payment on a solar system. This ensures the rebate is used towards the cost of the system and streamlines the transaction between the solar installer and the homeowner.

Matching Solar Installation Contractor Discounts

Solar installation companies often partner with cities to provide matching discounts that further incentivize residents to go solar. These discounts are bundled with the City rebate and reflected as decreased project cost or decreased monthly lease payments when purchasing or leasing a solar PV system. By partnering with the City, a trusted source of information in the community, solar installation companies are guaranteed a higher saturation rate and increased workflow.

California Incentives

Pacific Gas & Electric Company (PG&E) is a program administrator for the California Solar Initiative (CSI) program. The CSI program provides incentives for the installation of solar technologies including solar PV and solar thermal systems on existing and new residential, commercial, industrial, and agricultural properties. It is designed to create 3,000 megawatts of new solar-produced electricity by 2017 creating cleaner energy and lowering the cost of solar systems for customers. Customers are offered incentives on a step basis, with the amount of rebate diminishing as the steps increase until PG&E reaches its megawatts installed goal. Currently, the CSI rebate is at “Step 10” or \$0.20/watt rebate.¹ The megawatt target has been reached or is near to being reached, but additional funding is available beyond the target; approximately \$3,352,616 and 16.58 MW is still available for new projects.² Future incentives beyond these remaining amounts will depend on allocations of funding.

Federal Incentives

The Energy Policy Act of 2005 established the Residential Renewable Energy Tax Credit. The Energy Improvement and Extension Act of 2008 extended the tax credit to December 31, 2016 and eliminated the \$2,000 credit limit for solar-electric systems beginning in 2009. The American Recovery and Reinvestment Act of 2009 further enhanced the incentive by removing the maximum credit amount for all eligible technologies, including solar PV.

¹ California Solar Initiative – Statewide Trigger Tracker *available at* www.csi-trigger.com (last visited Feb. 26, 2013).

² California Solar Initiative – CSI Incentives Budget Report *available at* http://www.californiasolarstatistics.ca.gov/reports/budget_forecast/ (last visited Feb. 26, 2013).

Property owners are eligible for a personal tax credit of up to 30% of the total project cost. The system must be placed in service on or after January 1, 2006 and on or before December 31, 2016.

III. Examples of Solar Rebate Programs

The CAP Coordinator evaluated existing solar rebate programs offered by nearby cities to determine what program would best fit Benicia.

City of Hercules

The City of Hercules approved a rebate of 50% of the permit fees, eliminated the General Plan Update Fee, and reduced the plan check fee from 75% of the building permit fee to a flat fee of \$35.00. For the average priced system, (\$25,000) the applicant would save approximately \$500. For comparison, the total permit fees for the City of Benicia for a residential solar installation are \$155. Hercules also offers an American Recovery and Reinvestment Act (ARRA) funded per watt rebate of \$2.25. An average sized system, 3KW or 3,000 watts multiplied by \$2.25 equals a total rebate of \$6,750.

City of Richmond

The City of Richmond offers an ARRA-funded \$1.50 per watt-installed rebate in addition to the State's California Solar Initiative (CSI) rebate and the Federal Investment Tax Credit (30% of the total cost to install the system).³ The average rebate is between \$3,000-7,000 depending on the size of the system. Richmond requires that 1/3 of the on-site installation work be completed by a graduate of the City's green collar job training program.

Richmond also partners with GRID Alternatives, a solar non-profit company that manages a portion of the CSI funds, the Single-family Affordable Solar Homes (SASH) Program to install systems on qualified low-income residents' homes free of charge. The City uses ARRA funds to cover the gap between the CSI incentive and total installation costs.

City of Pleasanton

³ 26 USC § 25D (2006).

The Pleasanton City Council approved \$250,000 from the general fund to be used for a solar rebate program. The City offers a \$1,000 cash rebate matched with a solar installation company rebate of \$2,250 for a total cash rebate of \$3,250. The City requires the following:

- Lease/purchase solar PV system
- 1.5KW system or larger
- Copy of lease or purchase agreement
- Reservation of rebate amount
- Physically located in City limits
- Copy of final permit
- Type and number of solar panels installed

City of Pleasanton's rebate program is a straightforward cash rebate program. If approved, applicants are issued a \$1,000 rebate check that can be used toward building permit fees, down payment (if one exists), or monthly utility bills.

IV. Overview of Proposed Benicia Solar Rebate Program

The Valero Good Neighbor Settlement Agreement stipulates that funding is available for solar installation incentives for residential properties in Benicia and the City Council further supported that notion on December 15, 2009 when it first approved establishing a PACE financing district and related incentives.⁴ City Staff directed the CAP Coordinator to investigate a rebate program as a means of incentivizing solar installations.

To increase the number of solar systems installed in the City, the CAP Coordinator recommends that the City:

- Create a program and set a goal of installing 30 additional solar systems.
- Provide a \$3,000 per system rebate matched with a \$0.60/watt rebate⁵ up to \$3,000 rebate for 60 homes from Diablo Solar Services (Martinez, CA), Ally Electric and Solar Inc. (Richmond, CA), or Verengo Solar (Torrance, CA).

⁴ See 2010 Valero-Good Neighbor Settlement Agreement Amendment p.2, § 3.B. City Council further clarified use of those funds on December 15 2009, when it authorized the City to opt-in to the Countywide CaliforniaFIRST program.

⁵ A per watt rebate ensures that the size of the rebate reflects the size of the system. For example, a 1.5KW system is equal to 1,500 watts x \$0.60= \$900 rebate toward total system cost of roughly \$3,871 (including City rebate,

The City has worked diligently to identify solar installation companies as close to Benicia as possible willing to partner with the City and offer an additional rebate to Benicia residents. The City remains willing to partner with local solar installation companies that may also be interested in offering a matching rebate to increase the choices available to Benicia residents.

Installation Goals

The CAP Coordinator considered the enrollment rate in the Benicia Home Energy Program when estimating how many individuals would participate in the Solar Rebate Program. The Benicia Home Energy Program enrolled a little over 200 homes since March 2010. Considering that only 200 households have participated in a free energy audit program, it is estimated that participation will be less in the solar rebate program, which requires more effort and potential out of pocket expenses. In addition, by limiting the number of rebates issued, the City can offer a large enough rebate to persuade individuals who would otherwise not install a solar PV system. Attached are project proposals from Diablo Solar Services that reflect the cost to purchase a 5KW system and the cost to lease a 5KW system.

Diablo Solar Services

The total cost to purchase a 5KW SunTech⁶ system is approximately \$11,188 after applying the Diablo per watt discount, PG&E Rebate, Federal Tax Credit and the

PG&E rebate, and Federal Tax Credit). A 3KW system is equal to 3,000 watts x \$0.60= \$1,800 rebate toward total system cost of roughly \$8,293 (including City rebate, PG&E rebate, and Federal Tax Credit). A 5KW system is equal to 5,000 watt x \$0.60= \$3,000 rebate toward total system cost of roughly \$14,188 (including City rebate, PG&E rebate, and Federal Tax Credit). A per watt rebate helps to encourage residents with higher energy use to install larger systems that end up saving the customer more money and reduce grid demand. Pricing is subject to change.

⁶ SunTech Power Holding Company, Ltd., with its North and South America headquarters located in San Francisco, offers 250 watt modules (panels) that are 15.4% efficient and take up 17.5 square feet of space. With a 3.0 kw DC system (12 modules), the SunTech system will occupy an extra 49 square feet of roof space (a rectangle about 5 ft high by 10 feet wide) as compared to a similarly sized SunPower system. SunPower Corporation, with its corporate headquarters in San Jose, offers modules ranging from 18% to 20% efficient. For example, its 245 watt panel is 19.7% efficient and takes up only 13.4 square feet of space on the roof. Both SunTech and SunPower panels comply with American Recovery and Reinvestment Act (ARRA) mandates and can claim to be "American Made."

City's rebate. A 5KW system is considered an average system size based on the assumption that Benicia residents who are interested in installing a solar system will have a monthly utility bill of approximately \$200-250. If a resident were to purchase the system and finance the system through a Provident Credit Union Solar Loan at 6.5% fixed interested rate, the monthly loan payment would be \$76 over 20 years. Assuming the original utility bill was \$250 minus a \$210 reduction in energy costs for a total bill of \$40 per month plus the \$76 loan payment, the total monthly expense would be \$116. This would result in a total savings of \$134 per month.

Diablo recommends that residents purchase a system instead of leasing because the interest rates are more attractive; according to Diablo Solar, almost all customers (unless their bills are \$350 per month or higher) will end up paying more per month for their lease then they would have for their monthly PG&E bill. However, if a resident wants to lease instead of purchase a system, he or she still has that option. In addition, while SunTech offers a significantly lower priced system as compared to SunPower (3.92KW system costs approximately \$23,550), SunTech does not offer a leasing option.

Ally Electric and Solar Inc.

Ally Electric will match the City's rebate with a \$0.60/watt discount up to \$3,000 for the first 30 systems installed in Benicia. Ally Electric will offer residents the option to lease or purchase with a variety of financing and module options. Ally Electric may offer additional discounts to residents after the City has expended its incentive funds.

Verengo Solar

Verengo Solar will match the City's rebate with a \$0.60/watt discount up to \$3,000 for solar systems at least 2KW. Verengo will offer this discount for up to 60 residents provided the individual signs a contract before December 31, 2013. Verengo will offer a purchase or power purchase agreement (PPA) option to residents.

Low Income Residents

In addition, both comply with California Solar Initiative (CSI) rules and offer a 25 year power production warranty. All monocrystalline PV modules are basically the same; SunPower does offer more efficient panels but they are also close to twice as expensive.

Benicia may also target low-income residents who cannot afford to purchase a solar system even after the rebate or whose credit score makes them ineligible for a solar lease. The City has already partnered with GRID Alternatives in 2009-2010 to install 5 systems in the City. Those installations were free to residents and reduce 8.36 CO₂MT annually. Partnering again with GRID Alternatives, the City will work to identify any remaining qualified low-income households in Benicia. The City will first verify that an interested homeowner lives in “affordable housing”⁷ and will then refer the resident to GRID Alternatives. GRID Alternatives may assist the resident to apply to the SASH Program and verify that the resident meets the following additional criteria:

- Home must be owner occupied.
- Household income must be 80% or below of average median income for Solano County (\$52,063 or below).⁸
- Homeowner must be a PG&E customer.

If the resident meets the above-mentioned criteria, GRID Alternatives will install a solar PV system free of charge. If there is a “gap” between the GRID Alternatives CSI incentive (if still available) and the installation costs, the applicant will simply apply for the rebate and use it to cover the difference. There may be no gap, but the gap usually ranges from \$2,000-4,000, and so the rebate amount offered by the City will most likely cover that difference and ensures the system is installed at no cost to the homeowner.

Program Partners

⁷ "Affordable housing" is defined by California Public Utilities (P.U.) Code § 2852 as a home that cannot be sold without restrictions on the real estate market. Examples include:

- Single-family home has a resale restriction or an equity sharing agreement with a public entity or nonprofit affordable housing provider;
- Single-family home is part of a multi-family complex supported by public funds to enable selling the home at an affordable cost to low income families. Resale is restricted to selling the home to other low income families; or
- Single-family home was purchased or renovated through a first time homebuyer program or home improvement loan program that uses state or federal HOME funding.

⁸ Solano County, County Facts & Figures (2009), *available at* www.co.solano.ca.us/about/county_facts_n_figures.asp.

Diablo Solar Services is a solar installation company located in Martinez, California. Since it was founded in 1984, it has grown to be one of the Bay Area's largest solar pool heating, solar electric, and domestic hot water thermal companies serving over 19,000 customers. Diablo Solar Services has completed more than 100 installations in the City of Benicia since its founding. Diablo Solar Services is willing to enter into a memorandum of understanding with the City formalizing its commitment to:

- Provide an additional \$0.60/watt discount up to \$3,000 for 60 Benicia households,
- Market the program on Diablo Solar Services website,
- Develop and send direct mailers to Benicia residents informing them of the rebate program and offering resources for next steps toward installing a PV system,
- Assist with rebate applications and enrollment reporting/tracking, and
- Attend a City sponsored Solar Workshop.

Ally Electric and Solar Inc. is a solar installation company located in Richmond, California. It was originally incorporated under the name Arco Electric in 1998 and then was reincorporated in 2010 under the name Ally Electric and Solar Inc. Ally Electric has worked with the City of Richmond on its ARRA funded solar incentive program and is excited to provide solar design and installation services in Benicia. Ally Electric and Solar Inc. is willing to enter into a memorandum of understanding with the City formalizing its commitment to:

- Provide an additional \$0.60/watt discount up to \$3,000 for 30 Benicia residents,
- Market the program at the City's Farmers' Market,
- Develop and send direct mailers to Benicia residents informing them of the rebate program and offering resources for next steps toward installing a PV system,
- Canvas neighborhoods in Benicia to provide face-to-face opportunities for residents to learn about solar and the rebate program,
- Assist with rebate applications and enrollment reporting/tracking, and
- Attend a City sponsored Solar Workshop.

Verengo Solar is a solar installation company with six office locations around the United States, including offices in Torrance, Los Angeles, and Anaheim California. Verengo is a national leader in residential solar and has completed thousands of

installations nationwide. One of its leading Bay Area Sales Representatives is a resident of Benicia and is excited to partner with the City and help make the incentive program a success. Verengo is willing to enter into a memorandum of understanding with the City formalizing its commitment to:

- Provide an additional \$0.60/watt discount up to \$3,000 for 60 Benicia residents,
- Attend a City sponsored Solar Workshop
- Assist with City rebate applications and enrollment reporting/tracking
- Provide marketing and outreach support to increase awareness of the City's rebate program.

GRID Alternatives is a solar non-profit company based in Oakland. Under direction from the California Public Utilities Commission (CPUC), they manage a portion of the California Solar Initiative (CSI) funds called the Single-family Affordable Solar Homes (SASH) Program. Utilizing trained volunteers and third-party contractors, GRID Alternatives leverages a CSI incentive and works with cities to install highly subsidized or free of charge solar PV systems on qualified low-income homes. GRID Alternatives may assist the City to reach out to low income residents in Benicia, check eligibility, sign up the resident for an installation, and reserve a rebate if necessary to cover the gap between the CSI incentive and the total installation costs. GRID Alternatives also offers the opportunity for trained volunteers to install systems. If any Benicia resident completed the training required, he or she could assist with installations in Benicia and build experience working in the solar field.

WattzOn will continue to implement the Benicia Homes Save Program. As part of its program, WattzOn suggests a number of energy efficiency retrofits and home upgrades that can reduce energy use and save residents money; this includes installing a solar system. If WattzOn makes a recommendation to the resident to install a system, it can also inform the resident about the Solar Rebate Program. Residents will also be referred to WattzOn if they inquire about the Solar Rebate Program, as an energy audit is a requirement to receive the rebate.

Pacific Gas & Electric Company (PG&E) will provide assistance through its Pacific Energy Resource Center located in San Francisco. A representative will participate in a Solar Workshop hosted by the City and CSC and help increase community

awareness and excitement about solar PV. The Center will also provide print materials for community distribution.

Bright Current will assist the City to educate residents about the benefits of installing solar systems. Bright Current's mission is to educate individuals about the benefits of solar and to provide affordable solar for less than the cost of the grid so all homeowners can benefit from renewable and fixed price power. If after learning about solar an individual is interested in installing a system, Bright Current will competitively bid the project with multiple solar installers and discuss options with the resident before referring them to their chosen installer. A representative from Bright Current will attend the workshop, give a brief overview of the benefits of solar and answer any residents' questions.

V. Recommended Program Criteria

If these criteria are adopted, the City will issue a \$3,000 rebate to residents who lease or purchase solar PV systems provided the following criteria are met:

- Complete reservation form and attach copy of lease/ purchase agreement to set aside funds for 90 days, and within 90 days submit proof of energy assessment completion (dated within 1 year of application), final building permit, and copy of permission to operate letter from Pacific Gas & Electric Company; if applicant cannot meet 90 day deadline, then he/she can apply for one 30-day extension. The City may issue an additional extension based on extenuating circumstances that are no fault of the applicant, i.e. interconnection delay or solar installer delay. The City reserves the right to deny any extension request.
- One rebate per service address.
- Applicant must be owner or tenant⁹ of property where PV system is installed.
- Rebate check issued to system leaser/purchaser or assigned to solar installation company if company agrees to cover the rebate amount until the City has processed the request.
- Installation address must be within City limits.
- System must be interconnected after March 19, 2013.
- Complete an Energy Audit with WattzOn or other qualified energy professional. The resident will need to submit proof that an energy audit was completed (signed letter from energy professional dated within 1 year of rebate application).

⁹ Tenant must receive written permission from property owner before installing a solar system.

Before installing a solar system, residents should identify energy efficiency opportunities that can save energy and money, and insure the system is properly designed for their energy needs.

- Solar PV systems must be designed and installed in conformance with manufacturer specifications and with all applicable electrical and building codes and standards.
- All systems must be installed by a licensed California contractor in accordance with rules and regulations adopted by the State of California Contractors State Licensing Board. Solar installation contractors must have an A, B, C-10 or C-46 license for PV systems.
 - The State of California provides a list of pre-qualified solar installers online at <http://www.gosolarcalifornia.ca.gov/database/search-new.php>. Residents can search for a solar installer by zip code. The City can assist residents with finding a certified contractor.
- 1.5 KW or greater.
- Matching discount

Diablo Solar Services will match the City's \$3,000 rebate with an additional \$0.60/watt discount up to \$3,000. The discount will be reflected by a deduction in total project cost resulting in a decreased down payment and/or monthly lease payments. See attached proposal for cost savings estimates. In addition, Diablo will continue to offer this discount to an additional 30 Benicia residents provided the systems are installed by December 31, 2013.

Ally Electric and Solar Inc. will match the City's \$3,000 rebate with an additional \$0.60/watt discount up to \$3,000. The discount will be reflected by a deduction in total project cost resulting in a decreased down payment and/or monthly lease payments. Ally Electric may continue to offer this discount after the City's expends its incentive funds.

Verengo Solar will match the City's \$3,000 rebate with an additional \$0.60/watt discount up to \$3,000. The discount will either be reflected by a deduction in total system cost if the resident purchases a system or it will be shown as a discount applied to monthly payments to due to Verengo under the terms of a PPA. Verengo will continue to offer this discount to an additional 30 Benicia residents provided a contract is executed by December 31, 2013.

VI. Program Administration

The CAP Coordinator will be responsible for overseeing and implementing the rebate program. She will receive all rebate reservations and applications, review and approve the applications with the assistance of City Staff, and coordinate with the Finance Department to issue rebate checks. The CAP Coordinator will receive the following information from the solar installation company:

- System size,
- Annual projected kilowatt (kWh) production,
- Annual projected cost savings, and
- Annually greenhouse gas (GHG) emission reductions.

If needed, the CAP Coordinator will use the ICLEI Climate and Air Pollution Planning Assistant (CAPPA) tool to input total kilowatt (KW) installed of solar PV to estimate energy savings, cost savings, and GHG reductions.

VII. Marketing the Rebate Program

The rebate program should be promoted through multiple channels to ensure the greatest number of residents are informed of the opportunity.

Sustainable Benicia Website

Comprehensive program information will be posted on the website for easy access. The rebate application form will be available for download so that a resident can fill out the application at home or with the assistance of a solar contractor to ensure they have all the necessary information and supporting documentation, and then bring it to the City for review and approval.

Direct Mailers

The CAP Coordinator will work with Diablo Solar Services and Ally Electric to create a direct mailer explaining the rebate program and the steps required to receive a rebate. The informational flyer will feature a simple cost breakdown of a leased or purchased system, including the deduction for the rebate, and information about Diablo Solar Services. The flyer will be developed and mailed at no cost to the City.

Door-to-Door Canvassing

Ally Electric has agreed to canvas Benicia neighborhoods to explain the solar rebate program and its matching rebate as well as the basics of solar PV systems.

Solar Workshop

The City will host a Solar Workshop that will provide residents with information about solar PV and solar thermal. Pete Shoemaker, Renewables Program Coordinator at the PG&E Pacific Energy Center has already committed to presenting at the Workshop. Bryan Raymond, Sales and Marketing Manager and Senior Solar System Designer and Dave Hampton, Solar System Designer and Benicia resident have also committed to attending the workshop and providing guidance on financing options for solar PV and solar thermal. Will Stockton, Bay Area Sales Representative for Verengo Solar and Benicia resident will also attend. Finally, Bright Current, a solar education and outreach organization based in Oakland, CA, will serve as a third-party resource for residents who have questions about solar. The CAP Coordinator can work with the CSC Education and Outreach Workgroup to plan the event.

Pacific Gas & Electric Energy Resource Center

The PG&E Energy Resources Center is located in San Francisco, but Center staff regularly attends City-sponsored workshops and training to explain the benefits of renewable energy, including solar PV. Center staff will attend the solar workshop hosted by the CSC Education & Outreach Workgroup and inform residents about solar basics. The Center can also provide written materials including brochures.

Farmers' Market

Making face-to-face contact with residents is critical to the success of the rebate program. The CSC Education & Outreach workgroup may choose to set up a table at the Benicia Main Street farmer's market to educate residents about the solar rebate program. The workgroup could inform homeowners of matching rebates provided by Diablo and Ally Electric but could also provide information about where homeowners can go to find other local area solar contractors.

Ally Electric will set up a table at the farmers' market and will promote the rebate program and answer resident questions about solar PV systems.

GRID Alternatives

The City will identify any remaining eligible residents living in "affordable housing" and refer them to GRID Alternatives. If applicable, GRID Alternatives will also

target those eligible residents with direct mailers and possible door-to-door outreach. GRID will assist customers to apply to the SASH program and apply for the City rebate when necessary. GRID Alternatives will provide brochures and flyers when needed.

VIII. Tracking and Reporting Program Successes

The CAP Coordinator will be responsible for tracking and monitoring the rebate program. The Coordinator will utilize individual project proposals to track project energy and cost savings and greenhouse gas (GHG) emission reductions. The Coordinator may also use ICLEI's CAPP software to estimate energy cost savings, kilowatt hour (kWh) reduced, and GHG emission reductions. Utilizing these resources, the CAP Coordinator will monitor and report on the following:

- Number of participants.
- Administrative costs associated with implementing the program.
- Environmental benefits:
 - GHG (CO₂MT) reduction
 - kWh production
- Total KW installed.
- Energy cost savings (projected).

IX. Program Schedule

The program will be launched in November 2012 and run through November 2013. This will allow the CAP Coordinator sufficient time to further develop, implement, and measure program success before the end of the CAP Coordinator contract in February 2014. Below is a more detailed schedule.

July 2012 - present to CSC.

September 2012 - present amended report to CSC.

March 2013 - present to City Council for review and approval

March/April 2013 - begin marketing and outreach (City/Diablo Solar Services/Ally Electric)

April 1, 2013 - begin accepting rebate reservation requests.

May 2013 - evaluate success of marketing and outreach with Program Partners and refine approaches if necessary

September 2013 - develop 6-month program report

December 2013 – measure program success; generate program report for presentation at January 2014 CSC meeting

X. Conclusion

The City has a unique opportunity to partner with local companies and non-profits to offer its residents a chance to reduce or eliminate the cost of installing solar PV systems. By targeting a smaller group of residents, the City can offer a higher rebate amount that will be persuasive to homeowners interested in solar, but who would not have installed a system without this financial assistance. The City can also target low-income homeowners who need help beyond the City/Diablo or City/Ally rebate. Partnering with GRID Alternatives, the City will first help make their homes more energy efficient and then provide renewable energy to those that could never afford it on their own.

Finally, this program will increase opportunities for local individuals to participate in outreach and installations in the City and will help to create additional local jobs and training opportunities in energy efficiency and renewable energy.

Incentives for Residential Plumbing Fixture Upgrades
By: Alex Porteshawver, Consulting Climate Action Plan Coordinator
September 11, 2012 (udpated February 26, 2013)

I. Intro

In California, the demand for water and the demand for energy are related. Because energy is used to pump, treat, and deliver water, reductions in the demand for water will reduce the demand for energy and therefore GHG emissions. Recognizing this interrelationship, the Climate Action Plan (CAP) calls for a 20% reduction of water consumed in Benicia by 2020. One method to reduce demand is to encourage residents to upgrade plumbing fixtures. The Community Sustainability Commission (CSC) recommended, and the City Council approved, Strategy WW-1.5. Incentives for Residential Plumbing Fixture Upgrades as a CAP Coordinator priority. By increasing funding for water conserving incentive programs, residents can use water more efficiently and help the City to meet its conservation goals.

This report provides an overview of federal, state, water district, and city efforts to conserve water through various initiatives including rebate programs. Next, it will provide an overview of a proposed residential plumbing fixture upgrade incentive program for the City of Benicia. This program was developed with significant input from WattzOn (Mountain View, California). On July 17, WattzOn was awarded a contract to develop a residential water and energy savings program for Benicia residents. Building on expertise gained during the initial Benicia Home Efficiency Program and through other water and energy programs developed and implemented by WattzOn, the company made recommendations to the CAP Coordinator about various methods of incentivizing water conservation in Benicia homes. WattzOn will help the City to inform residents about available rebate programs and make suggestions for installation of water conservation fixtures tailored to each households specific needs and water use profile.

II. State Legislation Affecting Water Conservation

In the past few years, the State of California has passed the following legislation that is expected to reduce future water demand by increasing conservation:

CALGreen (Part 11 of Title 24)

These regulations are part of the California Building Standards Code, Title 24, and are known as the California Green Building Standards Code or CALGreen. The purpose of the code is to require and encourage sustainable construction practices. The provisions of this code shall apply to the planning, design, operation, construction, use and occupancy of

every newly constructed building or structure, unless otherwise indicated in the code, throughout the State of California.

Part 11 of Title 24 requires a 20% reduction in water use from “baseline” use with voluntary goals for 30, 40, and 45% reductions. This requirement may be met by either prescriptive or performance methods as outlined below:

Prescriptive Method (replace plumbing fixtures):

- 2.0 gpm showerheads (United States Environmental Protection Agency (EPA) Water Sense Label¹)
- 1.8 gpm bathroom and kitchen faucets (EPA Water Sense Label)
- 1.28 gal/flush toilets (EPA Water Sense Label)
- 5.0 gallons/cycle dishwashers (Energy Star Label²)
- 6.0 gallons/cu ft washing machines (Energy Star Label)

Performance Method (demonstrate water use is reduced by 20%).

Senate Bill 7x7 (“20x2020”)

This legislation, approved in 2009, was introduced to achieve a 20% reduction of statewide per capita water use by the year 2020. The legislation requires each urban retail water supplier to develop targets to reduce per capita water use by 2015 and 2020. (CALGreen, by requiring water efficient fixtures in buildings, will assist the water suppliers to achieve their targets).

The City of Benicia adopted the following water reduction goals when it updated its Urban Water Management Plan in 2011 (Resolution No. 11-77). The City’s goals are as follows:

- Year 2015 (interim) target is 188 gross per capita demand (gpcd)
- Year 2020 is 180 gpcd

SB 407

This legislation became effective January 1, 2010 and establishes requirements for residential and commercial real property built on or

¹ “WaterSense makes it easy to find and select water efficient products and ensures consumer confidence in those products with a label backed by third party, independent, testing and certification.” Products bearing the WaterSense label are at least 20% more water efficient than average products in that category, realize water savings on a national level, provide measurable water savings results, and achieve water efficiency through several technology options. EPA Water Sense Label http://www.epa.gov/WaterSense/about_us/what_is_ws.html

² ENERGY STAR is the government-backed symbol for energy efficiency helping to save money and protect the environment through energy-efficient products and practices. The ENERGY STAR label was established to reduce greenhouse gas emissions and other pollutants caused by the inefficient use of energy and make it easy for consumers to identify and purchase energy-efficient products that offer savings on energy bills without sacrificing performance, features, and comfort. *How a Product Earns the ENERGY STAR Label*, www.energystar.gov/index.cfm?c=products.pr_how_earn (last visited Aug. 28, 2012).

before January 1, 1994, and includes requirements for replacing plumbing fixtures that are not water conserving. Requirements are summarized below:

- On and after January 2014 – All building alterations (involving plumbing fixtures) must include replacing plumbing fixtures with water efficient fixtures.
- On and after January 2017 – Seller or transferor of single-family residential or multi-family must disclose to purchaser requirement to replace plumbing fixtures with water efficient fixtures.
- On and after January 2019 – All noncompliant fixtures in multi-family units must be replaced.

AB 1881

This legislation addresses water conservation for landscaping and requires local agencies, no later than January 1, 2010, to adopt the updated the California Model Landscape Ordinance, or a local landscape ordinance that is at least as effective in conserving water as the updated model ordinance. The requirements set forth in the ordinance apply only to new construction and rehabilitated landscapes that are developer installed and equal to or greater than 2,500 square feet, and to existing landscapes in residential districts one acre in size.³

In 1992, the City Council (Resolution No. 92-209) adopted Water Efficient Landscape Standards and the ordinance became effective in Benicia in 2010. Studies have estimated that the landscape ordinance will reduce water demands by 25% on average statewide.⁴

III. City Water Conservation Policies & Programs

In light of the above-mentioned State legislative mandates and recommendations, the City has developed standards and recommendations to achieve long-term water reductions.

Water Efficient Landscape Standards

The City's Water Efficient Landscape Standards encourage efficient water use through landscape design and maintenance. These standards apply to all new landscaping for commercial, industrial, institutional, multi-family residential, public and private recreational/open space areas, roadways, medians, model home complexes, and all **new** landscaping for **new** single-family residences where the landscaping is installed by the developer.

³ In medium-density residential districts and high-density residential districts, the average yard width is 10ft and the minimum width 6ft. Benicia Zoning Code section 17.24.030 (H).

⁴ NV6 Beyond Engineering, City of Benicia 2012 Water System Master Plan July 2012, 7-3.

Rehabilitated landscapes, **single family residential landscapes installed by the homeowner or builder of individual homes**, and any project with a landscaped area less than 2,500 square feet are exempt except for projects zoned industrial with less than 5,000 square feet of landscaped area.

The requirements indicate that environmental conditions should be taken into consideration to balance aesthetic and functional needs, and cultivated indigenous, “Benicia friendly” and other drought-tolerant species shall be used to the greatest extent possible. Whenever feasible, drip irrigation or similar systems shall be used to minimize water loss, and each irrigation system shall be controlled with an automatic controller.

2012 Water System Master Plan

In September 2012, the City finalized a master plan that analyzes existing water supply sources, existing water system facilities, and evaluates the distribution system. In addition, the report incorporates sustainability recommendations to ensure that Benicia’s resources are protected.

Chapter 7 addresses the impacts of climate change on the City’s water supply and evaluates the environmental impacts of the City’s water supply system. The greenhouse gas emissions related to water and wastewater can be reduced by:

- Reducing operating hours of the facilities and thereby reducing energy demand.
- Increasing the efficiency of facilities that use energy.
- Obtaining energy from renewable resources.
- Reducing water demand, especially during day time hours and summer months.

To reduce water demand the plan calls for implementation of 3 measures:

- Conservation
This includes plumbing fixture upgrades/installation of water efficient fixtures indoors and outdoors.
- Volume Reduction
The City has implemented a number of reduction programs including: billing on a tiered system, education programs, water audit program, and retrofits to City parks with weather based irrigation controllers. It also includes water reuse programs.

➤ **Timing of Water Use**

Indoor water use remains relatively constant year-round, but outdoor irrigation demands can increase average daily demands by several times during summer months. If maximum day demands can be reduced, the size of pumps and treatment required to meet that demand can also be reduced, resulting in energy use reductions.

Urban Water Management Plan

All urban water suppliers in California are required to prepare an Urban Water Management Plan. In 2010, the City completed a required update to its plan, which requires analyses of management tools and options that will maximize resources and minimize the need to import water from other regions. The Plan takes into account certain climate characteristics and calls out water conservation measures found in the Climate Action Plan (CAP) including CAP Strategy WW-1.5. Incentives for Residential Plumbing Fixture Upgrades and other strategies aimed at reducing water use including rebate programs, conservation pricing, public information programs, and school education programs.

City of Benicia & Solano County Water Agency Rebate Program

In 2007, the City and SCWA offered rebates to residences that replace inefficient washing machines and toilets with high efficiency models. Rebates were available up to \$200 for washing machines and up to \$125 for toilets. In 2007, 88 Benicia residents received rebates for replacing washing machines and 6 residents received rebates for replacing inefficient toilets. In 2008, 173 washing machine and 59 toilet rebates were issued in Benicia. The City continues to work with SCWA to offer high efficiency toilet and clothes washer rebates, irrigation controller rebates, and free water audits. The City identifies the top 20% of water users and prioritizes those residences for water audits. In 2012, approximately 130 water audits were conducted. The CAP Coordinator was not able to obtain a copy of the water audits previously completed in the City.

Benicia is responsible for subsidizing 25% of the cost of the rebates and water audits. This expense is paid for out of the Public Works Water Treatment Operations budget.

IV. **Overview of Water Fixture Upgrade Incentive Programs**

Strategy WW-1.5. Incentives for Residential Plumbing Fixture Upgrades in the Climate Action Plan (CAP) is intended to encourage individuals to purchase water conserving plumbing fixtures. Below is an overview of utility, Water District, and nearby city incentive programs.

a. Utility Company Rebates

Pacific Gas & Electric Company (PG&E) offers the following rebates for water conserving fixtures for residential customers:

High Efficiency Clothes Washer

A \$50 rebate is available toward the purchase of a high efficiency clothes washer. The clothes washer must be a Consortium for Energy Efficiency (CEE) Tier 3 Model.⁵ Not all Energy Star models qualify for the rebate. Customers must purchase and install the qualifying product between January 1, 2013 and December 31, 2013.

b. Water District Rebates

Contra Costa Water District

The District currently offers a rebate of up to \$125 per toilet (cost of tank and bowl only, not installation) for purchase and installation of a US EPA WaterSense labeled high efficiency toilet. The District provides a link to the EPA WaterSense website so that the customer can determine what products are eligible for the rebate.

Customers have the following two options to participate in the program:

- **Instant Rebate Voucher.** Customer can use the rebate voucher at participating plumbing vendors at the point of purchase. First, the customer needs to complete an application, then take the voucher to a participating vendor and redeem it like a coupon. The voucher must be used by its expiration date and the toilet must be installed within 30 days after purchase. The customer must also agree to a District inspection to verify installation. Existing toilets to be replaced must be older model (pre-1994) and use 3.5 gallons or more per flush.⁶

⁵ "The Consortium for Energy Efficiency (CEE) developed a Tier Rating system, which compliments the ENERGY STAR certification. Washers, Refrigerators, Dishwashers, and Water Heaters can receive a rating of Tier I, Tier II, or Tier III, based on their energy and water usage. Tier III indicates the most efficient appliance rating. The CEE Tier Rating system is a product of the Super-Efficient Home Appliance Initiative (SEHA). It is based on the Modified Energy Factor (MEF) and the Water Factor (WF) for a given product. For more details about how to actually calculate the CEE Tier Rating and other energy information, you can visit CEE." Products may have a CEE tier rating and an ENERGY STAR certification. In order to qualify for the PG&E, Solano County Water Agency, and City rebate, the high efficiency clothes washer would have to be on all three qualified product lists.

- **Mail-In Rebate.** The mail-in rebate provides a rebate of up to \$125 off the material cost of a new high efficiency toilet. The requirements are the same as for the instant rebate voucher, except the rebate is issued via check after a post-installation inspection has been completed by the District. The customer typically receives the rebate within 6 to 8 weeks after the completion of the inspection.

Solano County Water Agency (SCWA)

SCWA works with the City to encourage customers to participate in its water conservation rebate programs. These rebates help customers save both money and energy via qualified appliance rebates.

Customers may select from a list of qualified appliances and are also provided a non-exclusive list of local retailers/plumbers that sell the approved appliances. SCWA partners with the City to offer the following three rebates:

- **High-efficiency clothes washer rebate**
Effective July 1, 2012, the SCWA is offering a \$75 rebate to residential customers who purchase and install a new high-efficiency clothes washer. The program is effective through June 30, 2013. Applications will be processed until funds are depleted.

To qualify for the rebate, the following must be met:

1. Purchase a new, high-efficiency qualifying clothes washer
 2. Clothes washer must be installed within the SCWA boundary
 3. Submit a rebate application by June 30, 2013
 4. Allow up to 12 weeks for a completed application to be processed.
 5. Submit a copy of a dated sales receipt with a rebate application.
- **High-efficiency toilet rebate**
Effective July 1, 2012 the SCWA is offering a \$100 rebate to residential customers who purchase and install a new high-efficiency toilet. The program criteria are the same as the high-efficiency washer rebate.
 - **Smart Irrigation Controllers**
Effective July 1, 2012, the SCWA is offering a rebate of 50% of the cost of the SMART irrigation controller to residential and commercial customers up to:
 1. \$300 for a controller with 4-12 stations,
 2. \$700 for a controller with 13-24 stations,

3. \$1,000 for a controller with 25 or more stations.

To qualify, the landscape must consist of at least 1,000 square feet but not more than one acre of automatically irrigated area and at least four active stations. The customer must also agree to a free pre and post-installation landscape water survey in order to participate in the program. The existing irrigation system must be well maintained and in good working order prior to participation. New construction does not qualify. Finally, each smart irrigation controller must replace an existing traditional irrigation timer.

c. Water Incentives and Rebates From Other Cities

City of Santa Rosa

The City provides a number of water conservation guides, program brochures, and access to a water use hotline that explains each rebate program and service in detail and offers customers the opportunity to set up an appointment to get more information or to schedule a free indoor/outdoor water check-up.

The City also offers the following rebates:

1. High-efficiency clothes washer - \$25
2. Graywater - \$75/fixture
3. Rainwater - \$0.25/gallon of storage, limited to the estimated peak number of gallons used on site
4. Green Exchange - \$0.50/sq. foot of grass removed up to \$250 or up to 4,100 for irrigation upgrades

To obtain the high efficiency clothes washer rebate, the customer must complete four steps:

1. Be a customer of a participating water retailer;⁷
2. Select a washer from the current list of Consortium for Energy Efficiency (CEE) approved clothes washers;
3. Purchase a new, high-efficiency clothes washer and have it installed in the service area; purchase must occur January 1, 2013 to June 30, 2013; and
4. Submit a completed application and the sales receipt by mail to the address of the participating water retailer. All rebate applications must be postmarked no later than 60 days after purchase date and the new clothes washer must remain on-site for at least 6 months. There is a limit of 1 clothes washer rebate

⁷ The Sonoma-Marín Partnership includes the following water retailers: City of Santa Rosa (\$25), North Marin Water District (\$50), City of Cotati (\$75), City of Rohnert Park (\$75), Town of Windsor (\$50), Valley of the Moon Water District (\$25), City of Sonoma (\$75), and City of Petaluma (\$125).

per household for every 5 years. Customers will receive the rebate check within 8 weeks of submittal of the application.

The City of Santa Rosa requires that each customer fill out a rebate application⁸ and include:

1. Date of purchase
2. Purchase price
3. Store name and contact information
4. Brand
5. Model number

Customers must also verify that they are the legal owner of the property described or have obtained necessary written consent from the property owner to participate in the rebate program. The customer must also warrant that all work performed complies with applicable state and local laws, ordinances and regulations.

City of Corona

The City of Corona and the Metropolitan Water District (MWD) of Southern California and the City of Corona Department of Water and Power currently offer several rebates for several water-saving devices.⁹ Customers are required to apply online and select one of the eligible devices from a list provided by the partnership.

The City and the MWD partnered to offer the following incentives:

Device/Item	MWD Rebate	Corona DWP Added Incentive	Total Incentive
High-Efficiency clothes washer	\$85	\$50	\$135
High-Efficiency toilet	\$0	\$100	\$100
Weather-based irrigation controller	\$80	\$80	\$160
Weather-based irrigation controller large landscape	\$25/station	\$0	\$25/station
Rotating	\$4/nozzle	\$0	\$4

⁸ Sonoma-Marín Partnership High-Efficiency Clothes Washer Water Rebate Application, <http://ci.santa-rosa.ca.us/doclib/Documents/ClothesWasherRebate.pdf> (last visited Jan. 10, 2013).

⁹ City of Corona Department of Water & Power Residential Rebates, <http://www.discovercorona.com/City-Departments/Department-of-Water---Power/Conservation-Main/Residential-Rebates.aspx> (last visited Jan. 10, 2013).

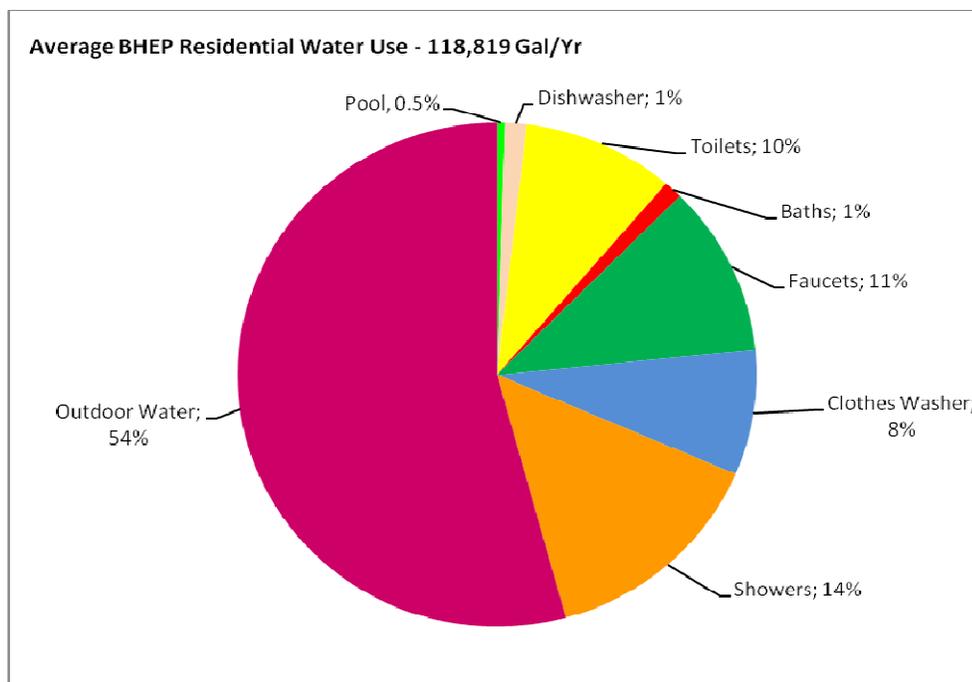
nozzles			
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V. Potential Structure of the Benicia Residential Plumbing Fixture Upgrade Incentive Program

Based on research conducted, the CAP Coordinator proposes a per fixture rebate program that would work in tandem with the recently approved Benicia Homes Save (BHS) program and the SCWA rebate/water audit program to help Benicia residents save water and energy. The BHS program will provide a check-up on water habits, sprinkler settings, and sprinkler performance (broken lines, broken sprinkler heads, misdirected spray). Based on the check-up results, WattzOn will recommend certain water conserving upgrades and assist the resident in filling out a rebate form if a rebate is available for the selected measure. In addition, SCWA interns will make certain recommendations after completing water audits and will inform the resident of available City rebates.

a. Measures

When assessing what measures to incentivize, the CAP Coordinator spoke with WattzOn and reviewed the reports prepared by WattzOn in March 2012, which indicated the average water use in Benicia and type of use by percentage, as shown in the following chart:



The report also indicated the type of water conserving fixtures recommended to Benicia Home Energy Program participants based on residents' preferences.

Water Recommendations	Frequency of Recommendation	Pct of Total
Upgrade to Front Loader	118	26%
Outdoor Opportunities	106	23%
Install High Efficiency Toilets	98	21%
Install low-flow Showerheads	82	18%
Shorten Shower Time	18	4%
Upgrade to Energy Star Dishwasher	17	4%
Install low-flow aerators	11	2%
Use a Pool Cover	4	1%

Total of 193 homes; Recommendations are limited to savings opportunities resident desired to complete. $118 / 193 = 61\%$ of homes wanted to upgrade to a front loader.

Considering the water use breakdown, previous suggestions for water conserving fixtures, the recently approved Benicia Homes Save Program,¹⁰ and feedback from the City Water Quality Technician about the SCWA rebate/water audit program, the CAP Coordinator recommends the City provide rebates for the following fixtures:

- High Efficiency Toilets - \$125/toilet (matched with SCWA \$100 rebate; total rebate=\$225).
- High Efficiency Clothes Washers - \$250/clothes washer (matched with SCWA \$75 and PG&E \$50 rebate; total rebate \$375).
- Smart irrigation controllers – 50% of the cost of a smart irrigation controller up to \$300 for 4-12 active stations.¹¹
- Efficient sprinkler heads – up to \$5/sprinkler head not to exceed total cost of sprinkler head.

a. Rebate Goals

The CAP Coordinator reviewed BHS program goals to determine realistic participation goals for the incentive program. WattzOn will attempt to enroll 60 homes in 1 year. Despite completed water and energy audits, there is no guarantee that all 60 will be interested in completing a rebate application and installing replacement fixtures. The CAP Coordinator discussed rebate goals with City Staff and

¹⁰ The Benicia Homes Save (BHS) program aims to save water and energy in Benicia residences and to provide relevant “green” internships to Benicia High School students. Data from the current Benicia Home Energy Program shows that 54% of the water in a typical Benicia residence goes to outdoor use, but the current program does not cover water. The BHS program will provide a check-up on water habits, sprinkler settings, sprinkler performance (broken lines, broken sprinkler heads, misdirected spray). There will also be a short energy savings component, focused on electricity.

¹¹ For example, CyberRain offers a variety of EPA WaterSense qualified smart irrigation controllers that range from \$435-850 depending on number of zones. Active zones indicate how many valves are required to irrigate the landscape considering the different hydrozones (annual water use), plants, soil makeup, slope, and other factors. Typical residential landscapes have anywhere between 1-12 zones.

WattzOn and proposes that after the first year of the BHS program, the City can revisit these goals. The City may also consider the number of rebates issued as a result of the SCWA program.

According to WattzOn, many residents in Benicia already have low flow toilets (1.6 gallons per flush instead of older 3-5 gallons per flush). In addition, residents have been reluctant to replace clothes washers unless they are in need of a new washer. The SCWA rebate program has replaced 700-900 clothes washers over the past four years, while toilet replacements have totaled approximately 100.

Preferences in brand name and type of toilet and clothes washer also play a role in the number of rebate applicants. For example, a \$250 rebate may cover all or a substantial portion of a cost for a “basic” qualified high efficiency toilet. However, it would cover a lesser portion of a higher end low-flow toilet that can be valued above \$1,000. In addition, although the majority of water use is from outdoor use, (i.e. watering landscapes) smart irrigation controllers and efficient sprinkler heads offer little cost savings. Again, this can be a deterrent for residents. Finally, smart irrigation controllers and efficient sprinkler heads may save large amounts of water, but homeowners do not get to see and show off the upgrade like they would a new toilet or clothes washer and therefore, may be less interested in installing these measures.

These factors, resident behavior, and purchasing preferences are all unknowns and make it hard to predict the number of rebates the City should aim to process. Because of this, the CAP Coordinator proposes that the initial 60 homes serve as a “pilot” to determine the interest in each rebate and the necessary funding levels to ensure rebates are available for the rest of the community. Initially, the CAP Coordinator recommends the following goals and funding amounts:

- 10 completed high efficiency toilet rebates
 - $10 \times \$125 = \$1,250$
- 15 completed high efficiency clothes washer rebates
 - $15 \times \$250 = \$3,750$
- 15 smart irrigation controller rebates
 - $15 \times \$300 = \$4,500$ ¹²
- 30 efficient sprinkler head rebates
 - $30 \times \$5 = \150 ¹³

Proposed funding request: \$10,000

¹² City may expend less than \$4,500 depending on the cost of each irrigation controller.

¹³ City may expend less than \$150 depending on the cost of each sprinkler head.

b. Program Partners

WattzOn

WattzOn will help the City select the appropriate water conservation measures to incentivize, promote the City's rebate program, and assist Benicia residents to complete rebate application forms provided by the City and the SCWA. WattzOn will also report the following statistics as part of the BHS program:

- Number of persons applying for rebate program
- Type of measures recommended
- Annual water savings

SCWA

The City will continue to work with SCWA to provide rebates and free water audits to Benicia residents. SCWA may assist the City to promote the rebate program and fill out rebate forms during water audits conducted in the City.

Pedrotti ACE Hardware, Benicia, CA

The City will partner with Pedrotti ACE Hardware located in the Southampton Shopping Center. This store has agreed to accept rebate vouchers issued by the City, redeemable for high efficiency toilets that meet EPA Water Sense guidelines. Residents may apply for the voucher with the City and use it as a coupon at the store.

VI. Proposed Program Criteria

To give out 10 high-efficiency toilet rebates, 15 high-efficiency washer rebates, 15 smart irrigation controller rebates, and 30 efficient sprinkler head rebates, the CAP Coordinator estimates that \$10,000.00 would be needed for the rebate program from the Valero Good Neighbor Steering Committee Settlement Agreement.

- I. Purchase a new, qualified [high efficiency toilet, high efficiency washer, smart irrigation controller, or efficient sprinkler head] between April 1, 2013 and December 31, 2013.
- II. Submit a rebate application by December 31, 2013.
- III. Allow up to 90 days for your completed application to be processed and a rebate reservation/application and/or voucher to be issued..
- IV. Submit a copy of a dated sales receipt with the rebate application if applying for rebate.
- V. Participate in the Benicia Homes Save Program and complete and water audit, complete a SCWA water audit, or have an audit completed by another water audit professional.

The CAP Coordinator will continue to develop Program Guidelines & Conditions and a list of qualified high-efficiency toilets, high-efficiency washers, smart irrigation controllers, and efficient sprinkler heads. The City will develop the list of qualified appliances using EPA WaterSense, EPA EnergyStar, the Consortium for Energy Efficiency, and/or Smart Water Application Technologies (SWAT)¹⁴ databases. The City will have these lists available to applicants and can assist applicant to select a qualified model available at a local appliance retailer or online.

VI. Program Administration

The CAP Coordinator will be responsible for overseeing and implementing the incentive program. The Coordinator will receive all rebate reservations and applications, review and approve the applications with the assistance of City Staff, and coordinate with the Finance Department to issue rebate checks. The CAP Coordinator will receive the following information from WattzOn and/or SCWA when available:

- Number of persons who applied for the incentive program
- Type of measures recommended
- Type of measures installed
- Annual water savings
- Annual greenhouse gas (GHG) emission reductions if available

If needed, the CAP Coordinator would use the ICLEI Climate and Air Pollution Planning Assistant (CAPPA) software to input the total number of high-efficiency clothes washers and toilets installed to estimate energy savings, cost savings, and water savings.

VII. Marketing the Incentive Program

The CAP Coordinator may market the program using one or more of the following methods:

a. Sustainable Benicia Website

Comprehensive program information will be posted on the website for easy access. The rebate application form will be available for download so that a resident can fill out the application at home or with the assistance of a solar contractor to ensure they have all the necessary information and supporting documentation, and then bring it to the City for review and approval.

b. City Manager's Newsletter

¹⁴ SWAT is a coalition of water purveyors, equipment manufacturers, and irrigation practitioners that have developed a rating system to measure the efficiency of various water fixtures.
http://www.irrigation.org/SWAT/About_SWAT.aspx

Program information will be included in one or more bi-weekly newsletter(s) from the City Manager's office.

c. Benicia Library and Community Center Bulletin Boards
Program information will be posted on bulletin boards at these two facilities.

d. Channel 27
CAP Coordinator and City Staff will develop an announcement that will appear on the City's cable network channel.

e. Announcements at Public Meetings
City Staff will request that announcements regarding the program and available incentives be made during public meetings.

f. WattzOn
Program information would be posted on the WattzOn – City of Benicia web page (<http://www.wattzon.com/group/benicia-home-efficiency-program>). In addition, WattzOn would educate homeowners about the program when conducting water and energy audits via the Benicia Homes Saves Program.

g. SCWA
The City would continue to work with SCWA to promote the rebate programs and encourage residents to participate in SCWA water audits.

VIII. Tracking and Reporting Program Successes
The CAP Coordinator would be responsible for tracking and monitoring the incentive program. The Coordinator would receive project reports/data from WattzOn and/or SCWA when available. Utilizing these resources, the CAP Coordinator would monitor and report on the following:

- a. Number of participants.
- b. Administrative costs associated with implementing the program.
- c. Environmental benefits (GHG emission reductions if available; energy savings)
- d. Gallons/cubic feet of water saved
- e. Type and number of measures installed
- f. Water cost savings

IX. Program Schedule
The City would aim to launch the program in April/May 2013 and offer rebates through December 2013. Below is a more detailed schedule.

September 2012 – present research and proposed program to CSC.
November 2012 – apply for grant funding approval from CSC.
March 2013 – present to City Council for review and approval
October-December 2012 – develop program guidelines/conditions, list of qualified measures, and rebate request form
March 2013 - begin marketing and outreach (City/WattzOn)
April 2013 – begin accepting rebate requests
January 2014 – measure program success.

X. Conclusion

The City and the Community Sustainability Commission (CSC) share a goal of addressing water use efficiency and conserving water. This common interest was solidified when the CSC made Strategy WW-1.5. Incentives for Residential Plumbing Fixture Upgrades a CAP Coordinator Priority and when the City Council approved that and other priorities in July 2012. Working with WattzOn and the data from the successful Benicia Home Efficiency Program, the CAP Coordinator recommends that high-efficiency toilets, high-efficiency washers, smart irrigation controllers, and efficient sprinkler heads qualify for rebates. WattzOn and SCWA would continue to assist the City to educate Benicia residents about these rebates and those provided by the SCWA and assist residents to fill out required forms and attach required sales receipts. By creating a financial incentive program, the City can continue its work toward reducing water consumption citywide.



BENICIA COMMUNITY SUSTAINABILITY COMMISSION

CITY HALL COMMISSION ROOM

REGULAR MEETING MINUTES

**Monday, September 17, 2012
6:00 P.M.**

I. OPENING OF MEETING

- A. Pledge of Allegiance**
- B. Roll Call of Commissioners**

Present: Commissioners Fiscalini, Kerridge, Lamoreux, Shannon, and
Chair Beutel

Absent: None

Present: Ex-Officio Member Muehlbauer

Absent: Ex-Officio Members Bardet, Scott and Switzer

Staff Present: Charlie Knox, Community Development Director
Gina Eleccion, Management Analyst/Recording Secretary
Alex Porteshawver, Climate Action Plan Coordinator

- C. Reference to Fundamental Rights of 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

II. ADOPTION OF AGENDA

Staff requested Item VII-A (Valero/GNSC Accounting) be moved up immediately following the Consent Calender.

On motion of Commissioner Fiscalini, seconded by Commissioner Kerridge, the Agenda, with the suggested change, was approved by the following vote:

Ayes: Commissioners Fiscalini, Kerridge, Lamoreux, Shannon, and Chair
Beutel
Noes: None
Absent: None
Abstain: None

III. OPPORTUNITY FOR PUBLIC COMMENT

A. WRITTEN COMMENT – None.

B. PUBLIC COMMENT – None.

IV. PRESENTATIONS

A. WATER AND SEWER RATES – Discussion of rates and analyses (Melissa Morton, Interim Public Works Director)

Melissa Morton, Interim Public Works Director, gave an overview of Benicia’s water system and rates.

Commissioners asked questions about conserving water and its affects on water rates. Melissa Morton confirmed that a level of conservation was factored into these cost increases, and noted the City was conservative in their estimates.

Questions were raised over incinerating toilets and whether they would be supported. Melissa Morton advised using caution on the use of these and noted the Wastewater Treatment Plant is extremely efficient. She also noted that the water funds have nothing to do with the solar project. The energy savings will pay off the bond debt for the solar project.

The public comment period was opened. There was no public comment on this item. The public comment period was closed.

V. CONSENT CALENDAR

On motion of Commissioner Kerridge, seconded by Commissioner Shannon, the Consent Calendar was approved by the following vote:

Ayes: Commissioners Fiscalini, Kerridge, Lamoreux, Shannon, and Chair
Beutel
Noes: None
Absent: None
Abstain: None

A. Approval of Minutes of July 16, 2012 Regular Meeting

VI. AGENDA ITEMS

A. VALERO/GOOD NEIGHBOR STEERING COMMITTEE SETTLEMENT FUNDS ACCOUNTING

Staff gave an overview and noted that updated accounting will be provided to the City Council and CSC. Commissioners reiterated the importance of accurate accounting.

B. PROPERTY ASSESSED CLEAN ENERGY (PACE) FUNDING

The City originally opted in to a PACE Program in 2009. Due to issues at the federal level, the program was put on hold and is now being re-launched on industrial, commercial, and multi-family residential properties.

Alex Porteshawver, CAP Coordinator, gave an update.

The public comment was opened. No public comment. The public comment hearing was closed.

On motion of Commissioner Shannon, seconded by Vice Chair Kerridge, the consensus of the Commission was to continue participation in the PACE Program.

C. RESIDENTIAL SOLAR PROGRAM

The 2010 Valero/Good Neighbor Steering Committee Settlement Agreement included an allocation for residential solar incentives in the amount of \$185,000. Per City Council discussion, the \$185,000 was intended to include allocations for both residential solar incentives as well as the PACE Program (the latter of which does not require funding).

Alex Porteshawver, CAP Coordinator, gave an overview of the residential solar program. Updates to the program have been made since the July meeting.

The public comment period was opened.

Dave Hampton, Diablo Solar – He questioned what kind of information and marking materials have been put together for the public. Alex Porteshawver noted that this is being worked on.

Patricia Gaithe – She commented on the commercial vs. residential programs.

Greg Jendrom – He noted that he has shopped for solar for the last 3 years. He is supportive of Diablo Solar. He commented on the 60 day period and

the need to extend the time. He commented on the requirement for the WattzOn audit.

The public comment period was closed.

On motion of Commissioner Shannon, seconded by Commission Lamoreux, the consensus of the Commission was to move forward with the Residential Solar Program as presented.

D. CLIMATE ACTION PLAN COORDINATOR STATUS UPDATE

Per contract deliverables, Alex Porteshawver, Consulting Climate Action Plan Coordinator, provided a status update on the following:

1. Water Incentives Program

An overview was given. The Commission was asked to provide feedback. A grant funding application will be submitted to fund this program.

Patricia Gaithe– Commented that this is a good investment.

Consensus of Commission was to move forward with existing \$10k with rebates expended locally.

2. Commercial Building Pilot Program (Verbal Update)

An update was given. A report will be forwarded to the Commission.

3. Potential Grants (Verbal Update)

Alex Porteshawver advised the Commission that grant applications were submitted for Transportation for Clean Air Fund grant, and IBM Smarter Cities Challenge grant.

PG&E Innovator Pilot Program update was given.

E. DISCUSSION – COMMUNITY SUSTAINABILITY COMMISSION PRIORITIES

Chair Beutel discussed CSC priorities. This discussion included the possibility of forming topic-specific work groups, including graywater, wind energy, and cleantech.

Commissioners discussed and ranked priorities. Priorities for ad hoc committees are:

1. Graywater Ordinance
2. Infill Housing Ordinance
3. Energy rating of homes for resale value
4. Plastic Bag Ordinance
5. Water Restrictions

Committees will be formed at a later date.

VII. COMMUNICATIONS FROM STAFF

A. SUBJECTS REQUESTED BY COMMISSION CHAIR

- Building Permits/Voluntary Energy Conservation – Staff advised that there were no voluntary efficiencies completed during the review period.
- Home energy/water audits – Staff advised that home energy audits are continuing. The contract for residential water audits has just been executed.
- Sustainable Benicia Website – Staff is working with the web developer and anticipates an October launch.

VIII. COMMUNICATIONS FROM COMMISSIONERS

A. SUBJECTS REQUESTED BY COMMISSION CHAIR

- Clean Tech Expo – Underway for November 1-3rd. Expo will be held at Benicia Historical Museum.
- Awards – Continued for future discussion.

Commissioner Shannon commented on water wasted while bleeding hydrants. He also commented on Farmers Market barriers being filled with water and emptied without reusing the water.

Commissioner Fiscalini commented on food sustainability.

Commissioner Lamoreux noted that the sustainable food video series is in process and has been educational.

Vice Chair Kerridge commented on the sustainable food video series.

Chair Beutel noted that the drought in the Midwest is very bad.

IX. ADJOURNMENT

Chair Beutel adjourned the meeting at 8:50 p.m.

AMENDMENT TO AGREEMENT

This Amendment of the Agreement, entered into this __ day of _____, 2013, by and between the City of Benicia, a municipal corporation ("CITY") and Center for Sustainable Communities, Sonoma State University, with its primary office located at 1801 East Cotati Avenue, Rohnert Park, CA, 94928 (hereinafter "CONSULTANT") (collectively, "the Parties"), is made with reference to the following:

RECITALS:

A. On February 7, 2012, an agreement was entered into by and between CITY and Center for Sustainable Communities, Sonoma State University ("Agreement").

B. CITY and CONSULTANT desire to modify the Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, it is mutually agreed by and between and undersigned parties as follows:

1. Exhibits A and B of the Agreement have been replaced in their entirety as attached.
2. Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this modification of Agreement to be executed on the day and year first above written.

Center for Sustainable Communities
Sonoma State University

City of Benicia, A Municipal Corporation

By _____
Ruth McDonnell
Director of Contracts & Procurement

By _____
Brad Kilger
City Manager

RECOMMENDED FOR APPROVAL:

Department Head

APPROVED AS TO FORM:

City Attorney

EXHIBIT A Scope of Services

Consultant shall assign an employee to perform Climate Action Plan Coordinator services for the City of Benicia in accordance with the proposal submitted by Consultant dated November 4, 2011, consisting of 27 pages.

The City anticipates it will require the services of the Consultant for a period from February 2012 through June 30, 2015. Normal work hours while assigned to the City shall be as mutually agreed by the City and Consultant.

EXHIBIT B Consultant Fees

Contract not to exceed \$75,000 (Feb 2012- Feb 2013), \$90,000 (Feb 2013-Feb 2014), \$90,000 (Feb 2014-Feb 2015), \$30,000 (March 2015-June 2015), for a total not-to-exceed amount of \$285,000. Individual contractor rates to be determined by Sonoma State University.

**Climate Action Plan (CAP) Coordinator
Progress Update – February 2012-2013**

Prepared by Alex Porteshawver, Consulting CAP Coordinator

March 1, 2013

I. Introduction

In February 2012, Sonoma State University (SSU) was hired to serve as the CAP Coordinator team, with Alex Porteshawver working three days per week from City Hall, supported by faculty and students at the university. During the past year, March 2012- February 2013, the CAP Coordinator has focused on implementing Community Sustainability Commission (CSC) approved priorities. In addition and when time has permitted, the CAP Coordinator has worked on other CAP-related projects in an effort to further reduce greenhouse (GHG) emissions and to promote Benicia’s exceptional sustainability work.

II. CSC Priorities

In May 2012, the CSC approved priorities to serve as a work plan for the CAP Coordinator. Below is a list of achievements related to each of those priorities.

1. Property Assessed Clean Energy (PACE) Program & Residential Solar Program

- i. CaliforniaFIRST program launched – 16 active contracts, most in Northern California.
- ii. Initiated participation in countywide Ygrene district; City Manager signed a letter of support for formation of district.
- iii. Residential solar program approved by CSC – September 2012; program includes partnerships with 3 solar installation companies, WattzOn, PG&E, and Bright Current.
- iv. Created all program documents, applications, and tracking tools.

2. Monitor & Evaluate Progress (in reducing emissions)

- i. Completed GHG Inventory update for baseline year.
- ii. Collected all 2010 and emissions forecast data.
- iii. Conditioned new data, entered into workbook and emissions software.
- iv. Began drafting final GHG Inventory Report.
- v. Began project-by-project emissions reductions calculations (to be included in Final GHG Interim Inventory Report).

- vi. Developed monitoring and tracking tool for City solar sites and energy efficiency upgrades.
 - vii. Began tracking activities in “Best Practices Areas” for Beacon Award (statewide program) recognition.
3. Building Audit & Efficiency Program (Business Resources and Incentives Program – BRIP)
 - i. Assisted Economic Development to select 2 qualified consultants to implement BRIP.
 - ii. Developed project environmental assessment form and environmental benefit tool to be used when allocating funding.
 - iii. Continued partnership with PG&E to develop energy use maps and target highest energy users in City.
 - iv. Facilitated a coordinated outreach event with the Chamber, Benicia Industrial Park Association (BIPA), PG&E, PACE program administrators, and electric vehicle (EV) infrastructure experts.
 4. Incentives for Residential Plumbing Fixture Upgrades
 - i. CSC approved program structure – September 2012.
 - ii. Developed program reporting documents, application forms, and guidelines.
 - iii. Formed partnership with local hardware store (rebate vouchers).
 - iv. Formed partnership with WattzOn to assist with outreach and application process.
 - v. Began investigation of tracking and monitoring tools.
 5. Research Additional Grant Funding
 - i. Reviewed 14 grant solicitations; applied for 4; awarded 3 grants:
 - Transportation for Clean Air Fund (TFCA)--stripe Class II bike lanes and bike sharrows.
 - Jumpstart grant—received free Level II charging station installed and operational at City Hall.
 - National Adaptation Forum—received travel grant to represent Benicia at conference in Denver.
 - ii. Greater Bay Area EV Corridor Project—currently working to apply for a grant that would assist the City to construct a battery storage (emergency back-up), electric vehicle fast charging project at City Hall.
 6. Increase Wind Generation within City Limits

- i. Began conversations with wind-energy experts to determine viable sites for wind turbines.
 - ii. Keep up to date on Federal Production Tax Credit (PTC) and California Self-Generation Incentive Program (SGIP) status.
- 7. Implement Bicycle and Pedestrian Safety Measures
 - i. Applied for and was awarded a TFCA grant to stripe additional Class II bike lanes and bike sharrows on Rose Drive.
 - ii. Grant agreement signed October 2012.
 - iii. Construction to begin Spring 2013.
- 8. Update & Maintain Sustainable Benicia Website
 - i. Assisted City Staff during design and content review process.
- 9. Small Communities Climate Action Partnership (SCCAP-PG&E Innovator Pilot Grant)
 - i. Conducted energy audit at City Hall.
 - ii. Identified eligible energy saving projects.
 - iii. Developed Municipal Energy Plan.
 - iv. Conducted rate analysis (annual savings of \$3,000).
 - v. Presented at Bay Area workshop and statewide call about our participation.
 - vi. Helped launch spin-off group to assist small communities to engage in regional and statewide policy efforts and discussions.

III. Other CAP-related Projects

In addition to implementing CSC CAP Coordinator priorities, the coordinator has identified and worked on other projects that will assist the City and community to reduce greenhouse gas (GHG) emissions.

- 1. Electric Vehicle (EV) Infrastructure Planning
 - i. Received statewide recognition on Small Communities Climate Action Network (SCCAN) call for progressive EV planning efforts.
 - ii. Installed 2 Level II stations at City Hall; developed fee structure, liability policy, and signage replicable at other City sites.
 - iii. Began work with NRG Energy to identify sites for dual direct-current fast charging and Level II charging stations in the City.
 - iv. Began work with the EV Project and Ecotality to identify potential sites for fast charging and Level II charging stations.
 - v. Engaged in conversations with nearby Bay Area cities about Benicia's efforts and policies.

- vi. Began development for a battery storage, electric vehicle fast charging, and emergency-backup demonstration project at City Hall.
- 2. Community Choice Aggregation (CCA)
 - i. Engaged in discussions with City of Richmond to discuss process for joining Marin Clean Energy (MCE).
 - ii. Engaged in discussions with MCE Executive Director about potential for Benicia to join.
- 3. California Adaptation Guide – Pilot Program
 - i. Participated in statewide effort to use California Adaptation Guide, developed at CalPoly University, to identify ways the City can adapt to climate change.
 - ii. Partnered with public works to assess usefulness of guide.
 - iii. Provided feedback on guide to CalPoly.
- 4. Beacon Award
 - i. Received certificate recognizing our Interim Accomplishments:
 - 1. Completed activities in 10 Best Practice Areas.
 - 2. According to PG&E, achieved 7.9% reduction in electricity use and 8% reduction in natural gas use since 2005.
 - ii. Working toward achieving a Silver Award by showing a 5% decrease in total GHG emissions.
- 5. Statewide Policy & Planning
 - i. Actively engaged in helping to shape new Energy Upgrade California program.
 - ii. Informed of Cap and Trade auction results; participated in discussions and attended hearings related to how auction proceeds will be allocated in California.
 - iii. Attended Statewide Climate Action Planning conference to discuss new guides, policies, and best practices.

IV. Conclusion

The CAP Coordinator will continue to implement CSC approved priorities during 2013. In addition, the coordinator will work with City Staff to identify additional CAP-related projects and develop programs that help to reduce GHG emissions, highlight the City’s efforts towards meeting its reduction goals, and help it continue to become a recognized leader in sustainability.

CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION

TITLE PAGE

PART A – BASIC INFORMATION

1. PROJECT/PROGRAM NAME: Recovering Imbedded Renewable Energy in City's Water Distribution Lines

Amount of Funding Request: \$25,000

Organization and/or Person(s) Submitting Proposal: DST Controls

2. ORGANIZATION INFO:

DuSouth Industries DBA DST Controls since 1975
Organization Name

(www.dstcontrols.com, www.dst-solar.com)

651 Stone Road, Benicia, CA 94510

Address

707-745-5117 ext.519

Phone

707-745-8952

Fax

rhayward@dstcontrols.com

Email

Federal ID #: 94-2295506

If a non-profit organization, the year legally established: _____

State in which established:

If a business, the year established, number of years:

Founded 1975 in Benicia

Location: Benicia, CA

3. CONTACT PERSON (for this Application)

Name: Read Hayward

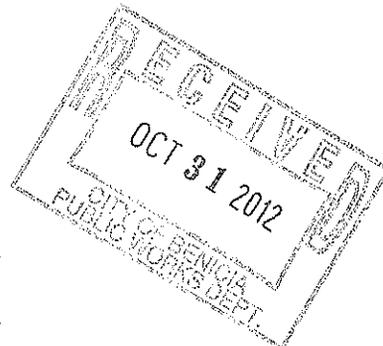
Title: Vice President

Address: 651 Stone Road, Benicia, CA 94510

Phone: 707-748-5519

Fax: 707-745-8952

Email: rhayward@dstcontrols.com



**CITY OF BENICIA
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4. The proposed Project/Program will serve **FOCUS AREAS** of the Benicia Climate Action Plan [CAP] to reduce Greenhouse gases [GHG] and thereby also support Community Sustainability. Please list specific **STRATEGIES** within the **FOCUS AREAS** below that will be addressed (fully or partially) by the proposed Project/Program. Include and explanation of the importance of each **STRATEGY** to the Project/Program's mission. [See CAP page 15 for Focus Areas.]

➤ **EDUCATION/PUBLIC OUTREACH:** This proposed project would provide a method and means to evaluate the potential value (in reclaimed energy) from in-conduit micro hydroelectric generation modules if installed at existing Pressure Reducing Valve (PRV) station, within Benicia's potable water system. The education and public outreach portion of the program would include public reporting of the potential energy that is possible to recover, and educate the public as to the potential benefits of the emerging field of in-conduit micro hydro.

➤ **ENERGY PRODUCTION:** This proposed project is focusing on evaluation the potential for recovering embedded renewable energy in the City of Benicia's own water distribution lines. The City's water agency has six PRV stations that likely have sufficient embedded energy to warrant the installation of in-conduit micro hydroelectric generation modules to produce low cost renewable energy that can be used by the City of Benicia. This project is broken into two phases: Phase One would be the installation of a monitoring system to obtain operating data (electrical power generation potential) for each of the six sites. Phase Two would be the installation of an in-conduit micro hydroelectric generation system in one of the six sites, assuming that the operating data and evaluation determined that the economic paybacks and GHG reductions warrant the investment.

(Only Phase One is being applied for here)

One of the most important features of in-conduit micro hydro is that no fuel is required to produce electricity, so the potential to truly offset carbon based fuels and reduce GHG is very high.

- **TRANSPORTATION & LAND USE: Not applicable**
- **BUILDINGS: Not applicable**
- **INDUSTRIAL & COMMERCIAL: Not applicable**

**CITY OF BENICIA
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- **WATER & WASTEWATER:** This proposed project would be deployed in the City's potable water distribution lines where the existing traditional pressure reducing valves just reduce excess pressures and—with no means to recover the embedded energy—continually squander considerable amounts of otherwise recoverable energy, day-in and day-out.

- The installation of in-conduit micro hydroelectric generation systems would provide the City with lowcost renewable electric power that is not dependent on time of day or weather conditions including cloud cover. Simply put, in-conduit micro-hydro electric generation modules in municipal water systems mean that when consumers use water, electric power is produced.

- **SOLID WASTE: Not applicable**
- **PARKS & OPEN SPACE: Not applicable**

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE SIGNATORY ON BEHALF OF AN APPLICANT ORGANIZATION REQUESTING FUNDS FROM THE COMMUNITY SUSTAINABILITY COMMISSION. A CITY EMPLOYEE MAY BE SIGNATORY WHEN APPLYING FOR FUNDS FOR A PROJECT TO BE ADMINISTERED BY THE CITY OF BENICIA.

 _____ Authorizing Signature	Vice President _____ Title	10/30/12 _____ Date
 _____ Read Hayward Typed Name		

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION **

5. Please provide a budget for the proposed Project/Program. Expenses listed in this document should be consistent with the Project Description. This budget is only for the Project utilizing grant monies.

Do not leave any blank boxes. Use "N/A", if cost category is not applicable.

Note: Column "A" = Total cost of the proposed Project.

Column "B" = Amount requested in this grant application.

Column "C" = The difference between Column A and Column B, or the costs of the Project that are not included in this grant request, if any.

PROJECT DIRECT EXPENSES	TOTAL PROJECT COSTS (A)	GRANT REQUEST AMOUNT (B)	APPLICANT'S OTHER COSTS (C)
Personnel (direct ¹)	5,000.00	2,500.00	2,500.00
Personnel (direct ¹)	2,500.00	2,000.00	500.00
Personnel (support ¹)	5,000.00	0	5,000.00
Benefits (direct ¹)	6,500.00	0	6,500.00
Contract Services	10,000.00	5,000.00	5,000.00
Project Supplies	1,000.00	500.00	500.00
Project Equipment	15,000.00	15,000.00	0
Transportation costs: e.g., gas, rental	0	0	0
Other Direct Costs			
SUBTOTAL	\$45,000.00	\$25,000.00	\$20,000.00

¹ [Provide names, titles & total estimated annual salary or stipend. Attach additional sheets if needed and summarize total here.]

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION (continued)

INDIRECT EXPENSES					
Administrative - personnel		N/A		N/A	N/A
Benefits		N/A		N/A	N/A
Space/office rental		N/A		N/A	N/A
Utilities		N/A		N/A	N/A
Telephone		N/A		N/A	N/A
Office Supplies		N/A		N/A	N/A
Transportation (gas, rental)		N/A		N/A	N/A
Other Indirect Costs		N/A		N/A	N/A
		N/A		N/A	N/A
		N/A		N/A	N/A
SUBTOTAL		\$00.00		\$00.00	\$00.00
TOTAL COSTS (direct & indirect)		\$45,000.00		\$25,000.00	\$20,000.00

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION (continued)

6. APPLICANT'S FINANCIAL SOURCES: Please provide sources of other funds for the proposed Project/Program. Total amount should correspond with Total in Column C (from previous page). Do not include your entire budget here. (It should be attached).

Applicant's Sources of Other Funding (be specific)	Amount or Value	Cash or In-kind (indicate)
Data Analysis of flow and pressure differential	5,000.00	In-Kind
Electric Rate Analysis	5,000.00	In-Kind
TOTAL	\$10,000.00	

7. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicians served with the funds. (If more space is needed to complete your answer, use the reverse side of this page).

Fiscal Year	Project/Program	Amount of City Grant or Loan	Benicians Served
2011-12	none		
2010 - 11	none		
2009 - 10	none		
2008 - 09	none		
2007 - 08	none		
2006 - 07	none		
2005 -06	none		
TOTALS		\$	

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

**PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION
(Please limit Part C to 5 pages)**

8. Brief Project/Program Summary (Three to four sentences describing the grant proposal).

This proposed project would provide for the detailed evaluation of the potential recoverable embedded renewable energy in the City of Benicia's potable water distribution system. The City's water agency has approximately six (6) PRV (water Pressure Reduction Valve) Facilities that likely have sufficient embedded energy to warrant the installation of in-conduit micro hydroelectric generation systems to produce low cost renewable energy that can be used by the city or re-sold to the Utility. This project is broken into two phases: Phase One would be the installation of a monitoring system to obtain operating data (electrical power generation potential) for each of the six sites. Phase Two would be the installation of an in-conduit micro hydroelectric generation system in one of the six sites, assuming that the operating data and evaluation determined that the economic paybacks and GHG reductions warrant the investment. One of the most important features of in-conduit micro hydro is that no fuel is required to produce electricity, so the potential to truly offset carbon based fuels and reduce GHG is very high.

Note: This proposal is for Phase One only.

9. Describe the Project/Program's general purpose and activities:

The project's general purpose is to gather and evaluate the hourly flow and pressure differential for six pressure reducing facilities within the City's water distribution system. This proposal is for the installation of a datalogger, flow meter, and two pressure transducers at a Benicia PRV station. The plan is to install the proposed embedded energy monitoring system at one PRV site at a time, and datalog the operational information for some extended period of time (likely to be 2-3 months per facility). The data would then be analyzed over the whole year. The annual operating data from the entire distribution system would be used to calculate the potential energy-recovery for each of the six (6) PRV facilities. The system would provide the base data for estimation of the total kWhrs producible at each site. Tariff analysis would then be included to calculate levelized cost of energy, paybacks, and total Greenhouse Gas Emissions (GHG) reductions realizable from an in-conduit micro hydroelectric system installed in the City's water system.

10. If sponsored by a non-profit or business, list all financial liabilities or pending legal action:

No pending legal actions against DST Controls (now or ever)

11. If applying for other grants for fiscal years 2011 - 2013, please list the project, funding source(s), proposed budgets and requested amount(s).

No other grants applied for by DST Controls.

**COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

12. At what location(s) will the proposed Project/Program take place, and, if applicable, how long has the organization been at this location?

The proposed project will take place at six of the City's existing PRV facilities within their water distribution system. These sites have been identified by the City's Water Department staff as having a potential to recover embedded energy utilizing in-conduit micro-hydroelectric generation systems. It is anticipated that the equipment will be at each site for approximately two to three months. As data is collected for each site, each site will be evaluated and presented to the City for review and consideration. The next step in the process would be to select those sites that are deemed to be economically viable under present tariffs.

Surveys for possible cost-sharing or funding sources for those sites deemed economically viable would also be done.

The reason this data collection system is so necessary is that it is important to use real operating data to make a thorough and accurate evaluation of the flows and pressure differentials (and thus kWh potential at each site). There is significant daily, weekly, and seasonal variability in flow rates.

In-conduit micro-hydroelectric generation is an emerging technology in the US. Its development is being supported by the California Public Utility Commission (CPUC) and the California Energy Commission. However one of the main barriers to entry in California for in-conduit micro hydro is the lack of specific operating data for particular sites (e.g., the aforementioned hourly flow and pressure data). So while it is possible to evaluate a PRV site based on averages, minimums, and maximums it is estimated that the kWh and revenue projections can be off by 30% or more. By using actual operating data, it will become possible to accurately evaluate sites that might be otherwise qualified or disqualified based on imprecise assumptions. This will allow the City to be able to better predict the paybacks, GHG reductions, and true levelized cost of energy (LCOE).

It should be noted that in-conduit micro hydro, unlike solar or wind, is very site-specific, based on variable (and oftentimes highly variable) hourly flow and pressure data. Presently, there is no simple and easy way to attach a datalogging device to PRV facilities in order to quickly, easily and adequately evaluate a site. This grant proposal will use funds to commission the design and deployment of such a datalogging system for the City's system.

DST Controls is presently a contractor to the City of Benicia, providing SCADA (Supervisory Control and Data Acquisition) and other automation-related services to the City Water Department. DST also has extensive experience in working with companies developing in-conduit micro hydroelectric generation in California.

DST Controls has been engineering and implementing automated monitoring and control solutions for 37 years. It is a Benicia-based—world-wide—leader in industrial data integration, and is currently providing automated energy-monitoring systems for customers such as PG&E, Solar City, Valero Refinery, U.C.s Berkeley and Davis, eBay (data centers), and the U.S. Department of Defense.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

- 13. What are your proposed hours of operations for this Project/Program? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to inquiries by phone or email, answer general questions, etc.?**

The proposed hours of operation would include about two (2) hours to install the data logging system and then automatically collect the data, unattended, for the next two to three (2-3) months for each of six of the City's six (6) PRV sites. Analysis of the data will be done at DST Controls. A DST project manager will be assigned to the project and will be responsible for responding to inquiries by City Staff. The project manager will also be responsible for preparing the quarterly reports, and final report.

- 14. Describe the Project/Program associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of the proposed Project/Program, with respect to goals of the Benicia Climate Action Plan to reduce GHG emissions.**

The project includes the development of specialized equipment to be temporarily installed at six PRV facilities, owned by the City, in order to evaluate these sites for potential in-conduit micro hydroelectric generation systems. The preliminary estimate is that the in-conduit micro hydro stations have the potential to generate from 50 to 100 KW of power for each site, or a total of 300 to 600 KW (or perhaps about 0.5 MW). Uniquely, this renewable energy source has the potential to provide baseload power to the grid. One of the main benefits of in-conduit micro-hydro over other renewable energy sources such as solar and wind, is that it can be true baseload distributed generation, with a high capacity factor and high efficiency rating. (Again, in-conduit micro-hydroelectric generation is by nature, both reliable and predictable due to its lack of dependence on weather factors.)

A review of the Benicia Climate Action Plan (CAP) for Water and Wastewater indicates that nearly a quarter of the City's GHG emissions result from electricity required to pump, treat, deliver, collect and clean water. In-conduit micro-hydro has the potential to significantly contribute to achieving the City's goal to significantly reduce electricity purchased to operate the City's water and wastewater systems.

Regarding the Water and Wastewater Objective Table, Objective WW-3: "Reduce the Amount of Emissions Resulting from Water and Wastewater Operations 95% by 2020," the deployment of in-conduit micro-hydro electricity would indeed allow the City to significantly reduce electricity purchased. And as a consequence, the Water and Wastewater Departments would also thereby reduce GHG emissions and contribute to the City's goal to reduce Water and Wastewater operations emissions by 95% by 2020. This grant would provide the City with the evaluation tools necessary to accurately determine just how much of their GHG emissions objectives could be met with in-conduit micro hydro at the City's existing facilities. It would also provide cost estimates and levelized cost of energy calculations for in-conduit micro-hydroelectric generation.

Strategy WW-3, Install Renewable Energy: Presently the Climate Action Plan calls for feasibility studies for solar, wind, biomass, tidal and geothermal in order to reach 100% of WW3 Objective.

**CITY OF BENICIA
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This grant will allow the City to also conduct feasibility studies of other renewable energy sources such as in-conduit micro-hydroelectric generation. This grant will provide the tools for Benicia to evaluate in-conduit micro-hydroelectric generation as a strategic addition to Benicia's growing fleet of other renewable resources such as wind and solar.

15. Please describe why the proposed Project/Program is necessary for citizens of Benicia and the community as a whole?

The proposed project will benefit the citizens of Benicia community as a whole by providing additional and comparatively cost-effective methods and means to meet its CAP objectives.

In-conduit micro-hydroelectric generation is non-intrusive and utilizes existing City of Benicia-owned infrastructure and it is recovering energy that is embedded and presently lost in the City's system. Properly evaluating the potential energy recovery first is the aim of this proposal because it is so necessary for the City to be able to make prudent investment decisions based on real operating data and science-based assumptions.

16. How will outreach be conducted so that services provided will have an educational "ripple effect" throughout the community?

The outreach portion of the project will include publically available reports that will identify the potential embedded energy that could be recovered from each of the sites, and what the corresponding kWhr production rates and revenue generation and GHG emission reduction potential is for each site.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

17a. List the specific, quantifiable goals of the proposed Project/Program. (Please state the goals in numbers of individuals, families, households or groups projected to be served and then estimate the amount of energy or water savings that may be achieved for each, then total those figures in each category and estimate GHG reduced by the Project/Program over one year.)

ANNUAL GOALS	Numbers served, e.g. individuals, families, households and/or groups	Water & Energy Savings in 1 year	GHG reductions (estimate) in 1 year
Phase One is the Data Collection and Evaluation Phase so no renewable generation equipment will be installed in this phase.	NA	NA	NA
Phase Two would be the possible installation of one to six in-conduit micro hydroelectric generating systems at existing city owned PRV facilities	To Be Determined	TBD	TBD

17b. Discuss how this data will be collected, organized and disseminated throughout the community.

Data will be collected by means of a datalogging system deployed at the existing PRV facilities, using flow meters and pressure transducers in order to obtain real hourly operating data for each of the six sites. This data will then be analyzed to determine the hourly kWhr production, calculate the hourly GHG emission reduction potential, perform tariff analysis, and produce revenue generation estimates. A report will be prepared—and published to the City—for each site as the data becomes available.

18. If the proposed Project/Program is an already existing activity, or part of an existing program of the applicant or his or her organization or business, please explain.

There is no existing activity to collect this type of operating data at this time.

19. Identify similar projects or programs in the community and how the proposed Project/Program differs from them.

There are no similar projects or programs in the community.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

20. REQUIRED ATTACHMENTS: Please verify and check off confirmation indicating that the following required items are attached to the original application.

Do not leave any blank – if an item is not applicable, indicate by “N/A”

Item #	Description	Submitted (verification by City staff)
1	IRS Letter of Tax Exempt Status	N/A
2	Organization's total budget for the current year	Attached
3	Copy of most recent audit or financial statement	Attached
4	Names and addresses of Board of Directors	Attached
5	List of paid principal staff and positions	Attached
6	Job descriptions for principal staff and personnel <i>to be paid partially or in full with grant funding.</i>	Attached
7	Copy of resolution or board meeting minutes indicating organization's support of the project application.	Attached
8	If a partnership, or involving any collaboration with other group or entity, letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility to the proposed Project/Program.	N/A

THANK YOU!

**DST Controls
Budget for F13**

Total Revenue	\$5,527,357.99
<hr style="border-top: 1px dashed black;"/>	
Total Cost of Sales	\$3,231,670.96
Gross Profit 1	\$2,295,687.03
Indirect Expenses	
<hr style="border-top: 1px dashed black;"/>	
Indirect Labor	160,317.20
Payroll Taxes	16,120.18
Employee Benefits	11,482.14
<hr style="border-top: 1px dashed black;"/>	
Total Indirect Expenses	187,919.52
Gross Profit 2	2,107,767.52
Sales and Marketing Expense	
<hr style="border-top: 1px dashed black;"/>	
Sales & Mktg Allocation	186,569.95
Sales Administration	202,861.07
Indir Sales/Quote Labor	30,799.60
<hr style="border-top: 1px dashed black;"/>	
Total Sales and Marketing	420,230.62
Gross Profit 3	1,687,536.90
Operating Expense	
<hr style="border-top: 1px dashed black;"/>	
Officers Salaries	515,648.00
Administrative Salaries	347,492.90
Temporary Labor	12,789.00
Employee Benefits	29,208.39
Employee Training	21,479.20
Accounting & Legal	44,070.28
Consulting Fees	1,820.00
Depreciation & Amortization	28,691.41
Dues & Subscriptions	52,706.77
Entertainment	20,089.14
Insurance	38,468.61
Office Supplies	6,676.99
Office Expense & Projects	15,743.82
Contributions	3,045.00
Payroll Taxes	74,308.72
Auto and Travel	47,633.95
Promotion	5,803.84
Utilities	31,681.90
Repairs & Maintenance	24,614.52
Rent	87,036.25
Taxes & Licenses	15,160.58
Telephone	46,203.90
Recruiting	2,025.00
Interest Paid/Bank Charges	31,155.01
Miscellaneous Expenses	25,128.13
Allocations In	1,074,781.24
Allocations Out - G&A	(1,261,351.19)
<hr style="border-top: 1px dashed black;"/>	

**DST Controls
Budget for F13**

Total Operating Expense	1,342,111.34
Other Income(Expense)	
Miscellaneous Revenues	30,904.23
Freight Out	(27,007.68)
Interest Income	0.48
Rental Income	220,980.00
Non-Operating Rent Expense	(250,000.00)

Total Other Income(Expense)	(25,122.97)

Net Operating Income Before Tax	370,548.53
	=====

DST Controls
Balance Sheet
For the Six Months Ending September 30, 2012

Assets	
Petty Cash	\$200.00
Payroll Account-Umpqua Bank	\$4,491.39
Money Market Fund-Schwab	\$21,591.86
General Account - Umpqua Bank	\$62,907.32
Flexible Spending Account - Umpqua Bank	\$6,839.40
Total Cash	<u>\$96,029.97</u>
Accounts Receivable	\$979,536.30
Accounts Receivable-Officers	\$320,440.48
Accounts Receivable-Other	\$500.00
Recover Employee PR taxes	\$360.77
Unbilled Services Earned	\$91,298.90
Total Accounts Receivables	<u>\$1,392,136.45</u>
Parts - Manufacturing	\$56,003.12
WIP Labor	\$240.00
WIP Parts	\$64,003.25
Inventory Clearing Account	\$0.00
Total Inventory	<u>\$120,246.37</u>
Prepaid Expenses	\$85,010.59
Prepaid Income Taxes	\$7,300.00
Deferred Income Tax-Current	\$20,116.00
Total Prepaid Expenses	<u>\$112,426.59</u>
Machines & Equipment	\$84,801.44
Accum Depreciation - M&E	(\$80,810.56)
Automobiles	\$168,456.46
Accum Depreciation - Autos	(\$155,322.00)
Office Furniture & Equipment	\$431,393.00
Accum Depreciation - OF&E	(\$401,847.85)
Leasehold Improvements	\$148,655.21
Amortization Allow - Leasehold Improvements	(\$54,822.25)
	<u>\$140,503.45</u>
Organization Expense	\$1,243.00
Deposits	\$40.00
Long Term Receivable (Nanospherx)	\$50,250.00
Deferred Income Tax-Non-Current	\$50,231.00
Payroll Clearing Account	\$0.00
Suspense	\$48.75
Total Other Assets	<u>\$101,812.75</u>
 Total Assets	 <u>\$1,963,155.58</u>

**DST Controls
Balance Sheet
For the Six Months Ending September 30, 2012**

Liabilities	
Accounts Payable	\$563,620.37
Purchase Accrual	\$13,082.01
Temporary Labor Accrual	\$0.00
Flexible Spending Payable	\$9,108.73
Payroll Taxes Payable	\$30,670.01
Rent Payable	\$8,000.00
Sales Tax Payable	\$2,971.13
Salaries Payable	\$35,772.98
Salaries Payable - Officers	\$7,787.02
Income Taxes Payable	\$0.00
Interest Payable	\$0.00
Customer Deposits	\$17,100.00
Reimburse Payable - Officers	\$0.00
Reimburse Payable - Employees	\$1,263.01
401(k) Contributions Payable	\$4,921.26
Garnishments Payable	\$547.65
Unearned Revenue	\$28,305.00
Accrued Project Costs - Engrg	\$13,448.00
Pension/Profit Sharing Payable	\$0.00
Contracts Payable - Current	\$0.00
Notes Payable - Credit Line	\$409,500.00
Notes Payable - Officers	\$0.00
Notes Payable - Others	\$0.00
Total Current Liabilities	\$1,146,097.17
Contracts Payable - Long Term	\$35,000.00
Total Long Term Liabilities	\$35,000.00
Common Stock	\$4,150.00
Retained Earnings	\$440,629.09
Additional Paid in Capital	\$63,112.45
Net Profit/Loss	\$274,166.87
Total Stockholders' Equity	\$782,058.41
Total Liabilities and Equity	\$1,963,155.58

DST Controls
Income Statement
For the Six Months Ending September 30, 2012

	<u>September</u>	<u>YTD</u>
Operating Expense		
Officers Salaries	38,729.41	229,176.89
Administrative Salaries	30,480.72	198,567.37
Temporary Labor	1,692.00	7,308.00
Employee Benefits	1,724.38	16,690.51
Employee Training	2,533.34	8,591.68
Accounting & Legal	3,108.78	17,628.11
Consulting Fees		1,040.00
Depreciation & Amortization	2,828.35	16,395.09
Dues & Subscriptions	3,765.14	23,425.23
Entertainment	2,007.23	11,479.51
Insurance	3,701.58	21,982.06
Office Supplies	592.81	3,815.42
Office Expense & Projects	1,566.21	8,996.47
Contributions	500.00	1,740.00
Payroll Taxes	4,552.71	37,154.36
Auto and Travel	6,028.65	27,219.40
Promotion	443.81	3,316.48
Utilities	3,057.69	18,103.94
Repairs & Maintenance	1,380.97	14,065.44
Rent	8,305.00	49,735.00
Taxes & Licenses	1,358.54	8,663.19
Telephone	4,221.78	26,402.23
Recruiting	460.00	810.00
Interest Paid/Bank Charges	3,352.21	17,802.86
Miscellaneous Expenses	3,083.40	14,358.93
Allocations In	100,513.14	614,160.71
Allocations Out - G&A	(118,266.90)	(720,772.11)
	-----	-----
Total Operating Expense	111,720.95	677,856.77
Other Income(Expense)		
Miscellaneous Revenues	3,244.04	17,659.56
Freight Out	(3,080.60)	(15,432.96)
Interest Income	0.10	0.24
Rental Income	18,415.00	110,490.00
Non-Operating Rent Expense	(21,000.00)	(125,000.00)
	-----	-----
Total Other Income(Expense)	(2,421.46)	(12,283.16)
	-----	-----
Net Operating Income Before Tax	85,663.87	274,166.87
	=====	=====

DST Controls
Income Statement
For the Six Months Ending September 30, 2012

	<u>September</u>	<u>YTD</u>
Revenue		
Revenues	\$501,466.52	\$3,082,554.17
Engrg Revenue Recognition Adj	68,215.00	79,427.00
Sales Discount	(743.34)	(3,490.89)
Total Revenue	568,938.18	3,158,490.28
Cost of Sales		
Parts Cost	179,278.36	1,031,245.01
Parts Cost Matching Adj	2,175.00	10,244.00
Purchase Price Variance	16.15	(41.45)
Freight-In	256.82	1,346.87
Packing and Crating	112.50	1,815.44
Direct Labor	82,910.07	505,295.24
Direct Lab Matching Adj	665.00	(154.00)
Subcontractors	20,352.00	152,481.50
Subcontractor Matching Adj	5,069.00	439.00
Field Work Expenses	4,242.26	54,127.53
Field Work Matching Adj	(179.00)	(298.00)
Supplies and Expenses	3,998.41	20,146.11
Supply/Exp Matching Adj	80.00	27.00
Payroll Taxes	6,096.52	39,531.64
Employee Benefits	5,334.55	30,463.23
Total Cost of Sales	310,407.64	1,846,669.12
Gross Profit 1	258,530.54	1,311,821.16
Indirect Expenses		
Indirect Labor	16,299.05	91,609.83
Payroll Taxes	1,688.18	9,211.53
Employee Benefits	1,113.65	6,561.22
Total Indirect Expenses	19,100.88	107,382.58
Gross Profit 2	239,429.66	1,204,438.58
Sales and Marketing Expense		
Sales & Mktg Allocation	17,753.76	106,611.40
Sales Administration	14,843.04	115,920.61
Indir Sales/Quote Labor	7,026.58	17,599.77
Total Sales and Marketing	39,623.38	240,131.78
Gross Profit 3	199,806.28	964,306.80



Automate - Validate

Names and addresses of Board of Directors

Bill Southard, 401 Vista Ct. Benicia, CA 94510
Read Hayward, 648 Snapdragon Pl. Benicia CA 94510

List of paid principal staff and positions

(DST maintains a full time staff of approximately thirty (30) Engineering, Manufacturing, and Office personnel)

Bill Southard, President & CEO
Read Hayward, Vice President
Bryan Irving, Director of Manufacturing
Conn McLean, Director of Engineering
Lisa Hambright, Manager of Finance

Job descriptions for principal staff and personnel to be paid partially or in full with grant funding.

Project Manager: Schedules and oversees monitoring equipment installation. Coordinates data analysis SME's and publishes (to the City) related reports. Liaises with City regarding inquires, requested site visits, and report publications.

Energy Data Analyst: Reviews and evaluates collected data. Performs calculations of predicted energy production, monies saved or accrued, and expected GHG reductions.

Field Technicians: Install and service the data logging systems at the PRV sites.

Dusouth Industries

Minutes of Special meeting of the Board of Directors:

Meeting date: October 29, 2012

The meeting was called to order at 10:00AM by William P. Southard, P.E.

Present at the meeting were: William Southard and Read Hayward

Subject: City of Benicia Sustainability Grant Application.

DST Controls' filing of application for this grant was discussed and approved.

The special meeting was adjourned at 10:30 AM

Respectfully submitted,



H. Read Hayward

Secretary

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

TITLE PAGE

PART A – BASIC INFORMATION

1. **PROJECT/PROGRAM NAME:** Benicia Historical Museum exhibit electrical lighting upgrade, historical building environmental improvement, demonstration lighting project, and display.

Amount of Funding Request: ANNUAL: GRANT PERIOD— 2 YEARS: \$35,129.54

Organization and/or Person(s) Submitting Proposal: Benicia Historical Museum

2. **ORGANIZATION INFO:**

Name: Benicia Historical Museum

Address: 2060 Camel Road, Benicia, CA 94510-2339

Phone: 707.745.5435

Fax: 707.745.5869

Federal ID # (for non-profit or business): 94-2762282

3. **If a non-profit organization, the year legally established: 1981 State in which established: CA**

4. **If a business, the year established, number of years: N/A Location: N/A**

5. **CONTACT PERSON (for this Application)**

Name: Elizabeth d’Huart

Title: Executive Director

Address: 2060 Camel Road, Benicia, CA 94510-2339

Phone: 707.745.5435

Email: eliz@beniciahistoricalmuseum.org

Fax: 707.745.5869

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

6. The proposed Project/Program will serve FOCUS AREAS of the Benicia Climate Action Plan [CAP] to reduce green house gases [GHG] and thereby also support Community Sustainability. Please list all FOCUS AREAS that will be addressed (fully or partially) by the proposed Project/Program and assign a number to each one in order of priority of importance to the Project/Program's mission. [See CAP page 15 for Focus Areas.]

EDUCATION/PUBLIC OUTREACH	ENERGY PRODUCTION	TRANSPORTATION & LAND USE	BUILDINGS
2			1
INDUSTRIAL & COMMERCIAL	WATER & WASTEWATER	SOLID WASTE	PARKS & OPEN SPACE

7. The proposed Project/Program will serve STRATEGIES of the Climate Action Plan that are categorized in the CAP under the Focus Areas cited above. The CAP identifies EIGHT (8) strategic themes [CAP, page 18]. Please identify by all pertinent and relevant CAP STRATEGIES that the proposed Project/Program will serve and assign a number to each one in order of priority of importance to the proposed Project/Program's mission. [Example: Priority 2: Strategy B-2.2. Promote Local Green Building Projects.]

Public Outreach	Solar Energy	Wind Energy	Transportation
Priority 2: EO-1.8: (Informational Kiosks and information displays at city facilities.)			

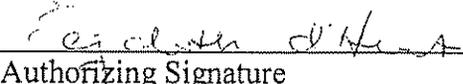
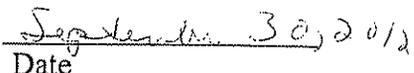
CITY OF BENICIA
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 2011 - 2013 GRANT APPLICATION

Green Building	Energy Efficiency	Water Conservation	Carbon Sequestration
Priority 1: B-4.1 (Encourage Energy Efficient Upgrades in Historic Structures.)			
Strategy B-4.3. (Encourage LEED certification and/or Build It Green's GreenPoint Rated certification for Historic Structures)			
Priority 3: B-4.4: (Educate Property Owners, City Commissions, Local Contractors, and Suppliers.)			

CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION

8. **ORGANIZATION CERTIFICATION:** I hereby certify that all information contained in this application and any attachments are true and accurate.

NO CITY EMPLOYEE SHALL BE SIGNATORY ON BEHALF OF AN APPLICANT ORGANIZATION REQUESTING FUNDS FROM THE COMMUNITY SUSTAINABILITY COMMISSION.

 _____	Executive Director _____	 _____
Authorizing Signature	Title	Date
Elizabeth d'Huart	<i>on behalf of the BHM Boarding Director</i>	

Typed Name		

NOTE: Addendum material attached to application:

Addendum A:

Technical White Paper Proposal Exhibit Areas Lighting Conversion and Historical Building Environmental Improvement at Benicia Historical Museum dated 07 August 2012.

Addendum B:

Resume for Larry F. Lauber.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION (See also page 6 of the White Paper).

9. Please provide a budget for the proposed Project/Program. Expenses listed in this document should be consistent with the Project Description. This budget is only for the Project utilizing grant monies. Do not leave any blank boxes. Use “N/A”, if cost category is not applicable.

Note: Column “A” = Total cost of the proposed Project.

Column “B” = Amount requested in this grant application.

Column “C” = The difference between Column A and Column B, or the costs of the Project that are not included in this grant request, if any.

PROJECT DIRECT EXPENSES	TOTAL PROJECT COSTS (A)	GRANT REQUEST AMOUNT (B)	APPLICANT'S OTHER COSTS (C)
Personnel (direct ¹) N/A (All labor donated)	\$0	\$0	\$0
Benefits (direct ¹)	N/A	N/A	N/A
Contract Services	\$0.00	\$0.00	N/A
Project Supplies	\$25,287.54	\$25,287.54	N/A
Project Equipment Small tools, drills, soldering irons, floor standing drill, and table saw all donated for usage.	\$0 - Donated	\$0 - Donated	\$0 - Donated
Transportation costs: e.g., gas, rental All haling for this project will be donated.	\$0 - Donated	\$0 - Donated	\$0 - Donated
Other Direct Costs Ten (10) foot step ladder (fiberglass) required for two (2) months.	\$500.00	\$500.00	\$0
SUBTOTAL	\$25,787.54	\$25,787.54	\$0

¹ [Provide names, titles & total estimated annual salary or stipend. Attach additional sheets if needed and summarize total here.]

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION (con't)

INDIRECT EXPENSES (Computations based on 10% of BHM average annual expenditures)				
Administrative - personnel				
Elizabeth d'Huart, Executive Director \$36,000 per year	\$3,600		\$3,600	\$3,600
Tania Borostyan Office manager \$12,000 per year	\$1,632		\$1,632	\$1,632
Benefits	\$0		\$0	\$0
Space/office rental	\$0		\$0	\$0
Utilities	\$500		\$500	\$500
Telephone	\$360		\$360	\$360
Office Supplies	\$250		\$250	\$250
Transportation (gas, rental)	N/A		N/A	N/A
Other Indirect Costs	N/A		N/A	N/A
Museum exhibit display preparation	\$3,000		\$3,000	\$3000
In-kind donations	\$24,140.00		N/A	\$24,140.00
SUBTOTAL	\$25,787.54		\$25,787.54	\$0
TOTAL COSTS	\$59,269.54		\$35,129.54	\$59,269.54

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 – 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION (con't.)

10. APPLICANT'S FINANCIAL SOURCES: Please provide sources of other funds for the proposed Project/ Program. Total amount should correspond with Total in Column C (from previous page). Do not include your entire budget here. (It should be attached). (The budget is attached on page 15 of the white paper).

Applicant's Sources of Other Funding (be specific)	Amount or Value	Cash or In-kind (indicate)
* Curator's hours (20) Project Manager hours (480) Storyboard Design hours (80) Presentation Prep. hours (40) Flags Lighting Design hours (80) Flags Software Design hours (160) Technician hours (200) Cabinet Lighting install (300) Construction Building 7 loft doors sealing (60)	\$24,140.00	In-kind, estimate 1420 hours of volunteer labor for this project. Using an average figure of \$17 per hour over all labor categories applied, the amount of \$24,140 is the in-kind donation of time.
Expenses from Column C	\$59,269.54	
TOTAL	\$35,129.54	

*Note: Project manager hours/cost (presently at \$0), would change if Larry Lauber was unavailable to manage project and there was no volunteer with his expertise to take his place.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

11. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicians served with the funds. (If more space is needed to complete your answer, use the reverse side of this page).

Fiscal Year	Project/Program	Amount of City Grant or Loan	Benicians served (estimate)
2011- 12	Museum grants	\$65,000	27,207
2010 - 11	Museum grants	\$65,000	27,049
2009 - 10	Museum grants	\$80,000	26,180
2008 - 09	Museum grants	\$80,000	26,101
2007 - 08	Museum grants	\$75,000	26,157
2006 - 07	Museum grants	\$80,000	26,233
2005 -06	Museum grants	\$50,000	26,186
2004 - 05	Museum grants	\$50,000	26,519
2003 - 04	Museum grants	\$50,000	26,692
TOTALS		\$595,000	238,324

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (Please limit Part C to 5 pages)

12. Brief Project/Program Summary (Three to four sentences describing the grant proposal).

- Provide a current state-of-the-art museum lighting system to advance and augment the City's sustainability lighting program as specified in the Climate Action Plan (CAP). This project will:
 1. Significantly decrease electrical use:
 - Decrease the carbon footprint.
 - Conserve energy for the City and Museum.
 - Help achieve City of Benicia sustainability goals.
 - Decrease expenses for the City and Museum.
 2. Significantly decrease ambient heat.
 3. Significantly decrease the demand on the wiring and decrease the risk of fire.
 4. Significantly decrease bulb and equipment turnover.
 5. Decrease the light impact on our exhibits.
 6. Significantly increase the quality of the exhibits for visitors and staff.
 7. Demonstrate the versatility of solid state lighting by enhancing exhibit presentations through smart lighting, and by reusing removed fixture parts.
- As specified in the CAP document for historical buildings, reduce outside air exposure, improve overall building energy efficiency, and improve the inside air quality.
- Provide a venue for a display and presentation on City of Benicia efforts regarding sustainability and fulfilling the objectives of the Climate Action Plan in a permanent city public museum environment for residents, visitors, and businesses.

13. Describe the Project/Program's general purpose and activities:

General purpose: As above.

Activities: All work order activities (tasks), except the function of a project manager, are described in detail in the attached white paper.

Project Manager Assignment and Responsibilities: Larry Lauber, current member of the Board of Director's and Chair of the Building and Grounds Committee, has been assigned the responsibility to perform all project manager tasks related to this Grant request. See his professional resume that is attached. His responsibilities will include:

- Grant request preparation,
- Development of management tools required,
- Prepare "Work Requests" for each significant work task (Cabinet Lighting, Main Exhibit Area overhead lighting, Industrial Exhibit Area overhead lighting, Building 7 loft doors sealing, lighting demonstration development, etc.), for Board approval,
- Research and prepare procurement requests for each work task,
- Track and manage all procurements made,
- Establish and maintain schedules for all task completion and overall project,
- Establish a method to serialize all Solid State Light bulbs/fixtures,
- Track all parts failures for warranty consideration,
- Prepare monthly project status reports,
- Manage Grant funds status,
- Manage volunteer labor with Executive Director,

- Interface with (and resolve all potential issues) with the appropriate City organizations as appropriate.

14. If sponsored by a non-profit or business, list all financial liabilities or pending legal action:

None. The museum has no debts or pending legal actions.

15. If applying for other grants for fiscal years 2011 - 2013, please list the project, funding source(s), proposed budgets and requested amount(s).

Fiscal Year	Project	Funding Source	Proposed Budget	Requested Amount	Received Amount
2010-2011	Education	Valero Refining Co.	\$15,000	\$15,000	\$15,000
2011-2012	Education	Valero Refining Co.	\$5,000	\$5,000	\$3,500
2011-2012	African American Exhibit	Allied Waste Service	\$3,000	\$3,000	\$3,000
2012-2013	Education/Traveling Trunk	Valero Refining Co.	\$5,000	\$5,000	\$0
2013	World War I/Mizner Benicia Architect Exhibit	Corporate	\$9,000	\$9,000	\$0

16. At what location(s) will the proposed Project/Program take place, and, if applicable, how long has the organization been at this location?

This project will be accomplished at the museum campus (Figure 1 in the White Paper). We have been at the campus since 1984.

17. What are your proposed hours of operations for this Project/Program? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to inquiries by phone or email, answer general questions, etc.?

Staff hours: 9 am to 2 pm Tuesday through Friday.
 Museum hours: 1 - 4 pm Wednesday through Sunday.
 Students/Seniors/Others tours: By appointment.
 Special events as scheduled.
 Special tours by appointment.
 Rentals by appointment.

CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (con't)

18. Describe the Project/Program associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of the proposed Project/Program, with respect to goals of the Benicia Climate Action Plan to reduce GHG emissions.

See the attached White Paper for complete details. The following statements are taken from the White Paper and repeated here: **The estimated yearly reduction of electricity usage is 4,307.5 kilowatt-hours for a savings goal of \$559.98 which represents a 2.97 metric ton reduction of greenhouse gases.**

This proposed lighting conversion project **will make 100% reuse of all lighting tracks currently installed** in the Museum exhibit areas. All new non-track lighting installed will be low voltage fixtures. All new track lighting fixtures will be compatible with the existing tracks and can easily be installed. Therefore, existing 120 volt AC electrical wiring will not require modification and the services of an electrical contractor will not be required.

The purpose of the Flags Exhibit lighting enhancement is to demonstrate the versatility of solid state lighting, and to demonstrate methods to reuse obsolete light fixture aluminum and plastic parts.

The display case lighting currently in the museum is either high voltage (120 Volt) design or no cabinet lighting (lighting is provided by track flood lights located above cabinets). There currently are sixteen (16) vertical cabinets that measure 34 inches wide, 7 feet high and each contains 5-6 shelves. There are seven (7) horizontal cabinets that are waist high, 4 to 8 feet long and almost all surfaces are glass that would not benefit from display lighting. The one additional cabinet (actually two) is a wooden unit 7 feet high and 12 feet wide that provides a display of a tool collection.

This project proposes sixteen (16) vertical cabinets and the “tool display” cabinets be fitted with LED low-voltage linear light fixtures.

This project fulfills the mission of the CAP document as regards historical buildings by the action to reduce the upstairs area exposure of Building 7 (the Museum achieve area) to the outside environment; and thus improve the overall building energy efficiency and inside air quality. This will be accomplished by sealing, from the inside, the “hayloft” door areas. The 1850’s design appears to have incorporated a “hayloft door” design common then in eastern barn design. This building feature remains as it was when the Army closed the Benicia Arsenal. During the time the Army occupied the building, it appears no improvements or changes were made to the doors. No exterior changes will be made to this historic building. All installed sealing structure may, at any time, be removed without damage to the building inside or out. However, inside appearance will minimally be impacted.

Today the “South” doors have significant air gaps and the “North” doors have somewhat less air gaps. The doors are made of wood with no sealing material of any kind. This allows significant amounts of outside air to enter or escape from the building continuously causing degraded air quality and heat loss/gain when least desired. Since room space electrical heaters are used downstairs, the outside air intrusion causes inefficient energy use.

19. Please describe why the proposed Project/Program is necessary for citizens of Benicia and the community as a whole?

- Conserve energy.
- Contribute to community sustainability.
- Reduce Benicia's overall carbon footprint.
- Provide an example of how a public institution can re-engineer a facility to achieve the goals of conservation and sustainability.
- Decrease electrical expenses.
- Improve visibility for museum guests.
- Decrease light impact on artifacts and displays.
- Improve historical building environment and efficiency as regards Climate Action Plan criteria.
- Provide a permanent public exhibit indicating the mission and objectives of the Benicia CAP document, the accomplishments achieved, and the technologies applied.

The City of Benicia CAP rightly emphasizes energy generation through solar energy capture and energy reduction through, among the most important, more efficient lighting installation. The primary technology applied in this project makes use of the significant reduction of energy consumption through the use of Solid State Lighting. Not everyone can deploy solar energy capture technology; however, everyone in the community can invest in Solid State Lighting at some financial level. Therefore, getting the word out to the community offers a significant benefit for reducing our carbon footprint. Educating the community is an important function of this project.

20. How will outreach be conducted so that services provided will have an educational “ripple effect” throughout the community?

A special exhibit featuring the improvements, the technology applied, and the benefits derived will be on display in the Museum for the public to view that incorporates both Museum and City sustainability goals, objectives, and accomplishments.

A public presentation will be conducted for the public to describe the history of lighting in Benicia and the present technologies being applied today to significantly improve lighting efficiencies.

The City of Benicia and the Community Sustainability Commission will be given special mention. Signage will be provided at critical locations in the Museum to inform the public about the grant accomplishments.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (con't)

21(a) List the specific, quantifiable goals of the proposed Project/Program. (Please state the goals in numbers of individuals, families, households or groups projected to be served and then estimate the amount of energy or water savings that may be achieved for each, then total those figures in each category and estimate GHG (reduced by the Project/Program over one year.)

ANNUAL GOALS	Numbers served, e.g. individuals, families, households and/or groups	Water & Energy Savings in 1 year	GHG reductions (estimate) in 1 year
Electrical use decrease.	About 26,900 people a year.	4,307.5 Kilowatt*hours	2.97 metric tons of CO2 (using the EPA Greenhouse Gas equivalencies Calculator)

21(b) Discuss how this data will be collected, organized and disseminated throughout the community.

- Collected by comparing before, during and after improvement electricity bills.
- Organized into chart form for easy comparison.
- Disseminated by press releases.
- A museum display.
 - A storyboard/exhibit will be prominently and permanently displayed at the Museum Industrial Exhibit area entrance identifying the lighting technology timeline, the technology applied to accomplish this conversion, identify old and new equipment, show in chart form energy use reduction, and relate these energy reductions to how many trees are required to reduce the same quantity of CO2 gas, and other relevant sustainability issues.

22. If the proposed Project/Program is an already existing activity, or part of an existing program of the applicant or his or her organization or business, please explain.

It will upgrade an existing electrical and display system. The existing electronic lighting fixtures in the main museum exhibit area are over five years old and have experienced high failure rates probably due to excessive operating temperature during the summer months.

23. Identify similar projects or programs in the community and how the proposed Project/Program differs from them.

We know of no other similar program.

CITY OF BENICIA
 COMMUNITY SUSTAINABILITY COMMISSION
 2011 - 2013 GRANT APPLICATION

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (con't)

24. REQUIRED ATTACHMENTS: Please verify and check off confirmation indicating that the following required items are attached to the original application.

Do not leave any blank – if an item is not applicable, indicate by “N/A”

Attachment Confirmation	Item No.	Item Description
(x)	1.	IRS Letter of Tax Exempt Status
(x)	2.	Organization’s total budget for the current year
(x)	3.	Copy of most recent audit or financial statement
(x)	4.	Names and addresses of Board of Directors
(x)	5.	List of paid principal staff and positions
() N/A	6.	Job descriptions for principal staff and personnel <i>to be paid partially or in full with grant funding.</i>
(x)	7.	Copy of resolution or board meeting minutes indicating organization’s support of the project application.
() N/A	8.	If a partnership, or involving any collaboration with other group or entity, letters of commitment from each organization indicating degree of participation and a budget showing each organization’s financial responsibility to the proposed Project/Program.

25. APPLICATION ADDEUDAM ATTACHMENTS:

Addendum A:

Technical White Paper Proposal Exhibit Areas Lighting Conversion and Historical Building Environmental Improvement at Benicia Historical Museum dated 07 August 2012.

Addendum B:

Resume for Larry F. Lauber.

THANK YOU!

Technical White Paper Proposal
Exhibit Areas Lighting Conversion and Historical Building Environmental
Improvement at Benicia Historical Museum

Larry Lauber

Member, Benicia Historical Museum (BHM) Board of Directors
Electrical engineer with direct experience designing analog, digital, and pulse
width modulation (micro-controller) drivers for high power SSL applications

1. Overview:

The purpose of this project is to:

- Conserve energy.
- Contribute to community sustainability.
- Reduce Benicia's overall carbon footprint.
- Decrease electrical expenses.
- Improve visibility for museum guests.
- Decrease light impact on artifacts and displays.
- Reduce heat load in exhibit spaces.
- Demonstrate exhibit lighting enhancement.
- Improve historical building energy efficiency and inside air quality.

The estimated yearly electrical savings from this project is:

- \$559.98.
- 4307.52 kilowatt-hours.
- 2.97 metric tons of greenhouse gases.

This document specifies the equipment and installation requirements for an exhibit area lighting project at the Benicia Historical Museum. The museum campus buildings are shown in Figure 1. In April 2012 the City of Benicia replaced all office lighting, outside lighting, Stone Hall lighting and Emergency lighting on the Benicia Historical Museum campus with more efficient Solid State Lighting, florescent lighting and induction lighting. Although the City significantly improved the efficiency of the above lighting, the Museum exhibit lighting has not been changed, or efficiency improved. The exhibit lighting, in spite of the fact that 45% of the lighting was installed three years ago, utilizes very inefficient incandescent lights and inefficient cabinet lighting. Since then, rapid advancements in lighting efficiency improvements make it economically practical to consider a lighting conversion to Solid State Lights.

This technical paper (proposed project) addresses the "Exhibit" lighting in the Main Exhibit Area and the Industrial Exhibit Area. Considered for conversion are track lighting fixtures/bulbs and cabinet lighting.

The Main Exhibit Area track lighting is at least five years old. A large number of fixtures have experienced failures in the electronics and have been replaced with various different types (120 volt bulb) fixtures. Some of these fixtures appear to be quite old and may have come from other facilities within the City. It is believed that summer time heating is causing excessive failures of the electronics in the existing fixtures. Change over to Solid State Lighting or inside environment air conditioning controls will solve this problem. Solid State Lighting appears the least expensive.

The Industrial Exhibit Area has the same type of electronic fixtures. However, summer time heating is not as much of a problem because the exhibit area lighting does not operate as much and the building generally remains cooler downstairs where the exhibit area is located. This lighting is only two plus years old and was installed by the City of Benicia. As with the Main Exhibit Area, these track lights are all 50 watt halogen bulb fixtures. Because a considerable amount of energy can be saved, and because halogen light bulbs may become more expensive or impossible to obtain as Solid State Lighting replaces them totally in the near future, I recommend replacement of the existing fixtures in the Industrial Exhibit Area.

The above recommendations, to the best of my knowledge, are 100% in agreement with national museum professional organizations. Given the opportunity, they all recommend proceeding with the conversion to Solid State Lighting for exhibit areas.

The survey and analysis of Benicia Historical Museum Exhibit area conversion to Solid State Lighting (SSL) will give significant weight to reliability when determining replacement potential (Table 1).

The SSL lighting industry is relatively new and some design issues are still being worked out. All SSL fixtures and/or bulbs purchased are required to have a two (2) year warranty. A three (3) year warranty is preferred. Whenever possible, SSL conversion bulbs must utilize Cree light emitting diodes (LEDs). If the recommended fixture or conversion bulb does not utilize Cree LEDs, the selection must be approved by the museum technical management.

There will be one conversion category for existing lighting: A simple remove-and-replace (R&R) with a commercial unit that does not require electrical contractor services.

There are currently 16 vertical (wood and glass) cabinets in the Exhibit Area of Building 9. These cabinets are approximately seven (7) feet high by three (3) feet wide by two and one-half feet deep. There is no lighting in these cabinets, instead, lighting is provided by the track flood lights above. Actual light provided to the exhibited items in the cabinets is limited. Because the light has to travel through a Plexiglas area in the top of the cabinet and through the front

door glass, dark areas can be observed. All new low-voltage cabinet LED lighting fixtures are recommended for these cabinets. "Do-it-yourself" low-voltage lighting kits will be installed by Museum qualified volunteers.

A "Flags Exhibit" lighting enhancement will be accomplished to provide the Museum visitor an enhanced audio/visual presentation, demonstrate the versatility of solid state lighting, and to demonstrate methods to reuse obsolete light fixture aluminum and plastic parts.

Because of the reliability concern, the environment the individual SSL unit will operate in will have to be evaluated against the specifications for the unit.

Museum exhibit areas will require the purchase of a small number of sample units to insure the best lighting units are selected for purchase. Where a large number of R&R units are identified for purchase, it is recommended that a small number first be purchased. If the units perform as specified, additional units would be purchased. The Museum currently has installed two evaluation units in the main Exhibit Area. The fixture and bulb design should allow for adequate cooling of the bulb during summer months.

For warranty purposes, a method will be implemented (a number applied to the unit and a database maintained) to track each SSL unit that is installed. A relational database application will be designed and set up on a computer with automatic data backup capability.

Historical Building 7 on the Benicia Historical Museum campus has no environmental controls of any significance. The building houses the Industrial Exhibit area and offices on the first floor. The second floor is the achieve area for the Museum organization. Observations and inspection of this building indicates significant dust problems within the building are primarily caused by second floor "hayloft type" door areas with large gaps that expose the inside spaces to outside weather and wind. An "inside the building" sealing approach will be proposed.

2. Building 9 (upstairs), The Exhibit Hall area:

The main museum area (Figure 2.) lighting candidates for conversion consist of flood lights using 50 watt MR-16 (70 units) and 50 watt GU10 (16 units) halogen bulbs, and display case lighting. The MR-16 units consume 51 - 58 watts each (50 watt bulb installed and 1- 8 watts from the electronic driver) and the GU10 units consume 50 watts each. All existing lighting tracks will be utilized. No additional tracks are required. The market place currently has SSL GU10 bulbs that are comparable in light output to a 40 -- 45 watt halogen bulb. An R&R bulb would have a 25 – 30 degree beam and a color temperature of 3000K to 3200K. These units sell for \$48 each. Dimming is not a requirement. These SSL bulbs may not fit inside the existing GU10 track lighting fixtures. The Main Exhibit Area currently has eighty-six (86) spot/flood lights installed using

various types of WAC (WAC Lighting Inc.) spot/flood light fixtures (MR16 and GU10 mix). The MR16 units have electronic drivers that are not compatible with the new SSL MR16 bulbs. They also offer limited physical space (length) for new SSL MR16 bulbs that may be too long. Also, the existing fixture's bulb enclosure may impede heat removal.

The preferred lighting fixture for conversion is the WAC model HTK-104 BK lighting H series line voltage (GU10 connector) track head in black. Each fixture costs \$41 delivered.

The available MR16 SSL R&R light bulb units will probably not work with the existing WAC model HHT-809-BK spot/flood lighting fixture's electronics. Therefore, it will be necessary to replace each fixture with the WAC HTK-104 GU10 spot/flood lighting fixtures and the SSL GU10 bulbs. The cost will be \$81 for each spot/flood light.

With the significant reduction in power consumption, there is a resulting ability to add additional light fixtures on a given track. The lights should allow for the possible dark spots that appear with new lighting. Ten (10) fixtures and GU10 bulbs should be purchased at a cost of \$81 each (fixture and bulb).

The energy consumption is expected to be 7 to 9 watts per unit which is an 80% to 86% reduction in energy consumed even with the addition of ten (10) new light fixtures.

The SSL conversion of the main museum spot/flood lighting will require the following materials:

- (1) Ninety-six (96) WAC HTK-104-BK H Series line voltage track head @ \$41 each = \$3,936.00,
- (2) Ninety-six (96) GU10-WW6W-C30 LED bulbs from superbrightleds.com @ \$48 each = \$4,608.00.

The current energy consumption when the museum is open is about 4,370 to 4,860 watts. The conversion units, including the additional 10 lights, will consume 672 to 864 watts. This is a savings of about 3,680 watts or 11,040 watt-hours each day the museum is open. This is a heat load reduction of 7 therms per month (700 cubic feet of natural gas). The heat load reduction will significantly improve the museum visitor's comfort during the summer months.

The display case lighting currently in the museum is either high voltage (120 Volt) design or no cabinet lighting (lighting provided by track flood lights located above cabinets). There currently are:

1. Sixteen (16) vertical cabinets that measure 34 inches wide, 7 feet high and each contains 5-6 shelves and have no cabinet lighting.
2. Ten (10) horizontal cabinets:

- a. Eight (8) are waist high (almost all glass) and are 4 – 8 feet long.
 - b. Two (2) cabinets (for tools display with no cabinet lighting) are 12 feet long and are 7 feet high.
3. The horizontal cabinets with glass tops would not benefit from display lighting.

I propose the sixteen (16) vertical cabinets and the "tool display" cabinets be fitted with LED low-voltage linear light fixtures.

Each section of the tool display cabinets is six (6) feet six (6) inches long and the cabinets are seven (7) feet high. The wood cabinet also has a top and bottom section and the total length is twelve (12) feet. The height is seven (7) feet.

The cabinet lighting installation will require the following approach:

CENTER ISLAND VERTICAL CABINETS: Install cabinet LED low-voltage lighting in the "Tool Display" cabinet and FIVE (5) "Vertical" cabinets (the 7 feet by 3 feet units) located in the "Island" area of the Main Museum. The "Island" is the inside exhibit walls that are provided with 120 VAC outlets on top. The "Island" allows for the routing of low voltage wiring to the five (5) vertical cabinets and tool display cabinet that are located beside the "Island" walls. A 24 VDC 250W power supply will have to be installed to power the lights. Consider placing the PS on top of one of the cabinets and cover the top glass with a square of painted white wood material. Or place the power supply on top of the "island" exhibit wall. The buss wire length will be 200 feet. The power supply will have to be three wire connections to the switched ac power above.

EAST STONE WALL ISLAND'S VERTICAL CABINETS: Currently eight (8) Vertical Cabinets that are located along the "island walls" located beside the East stone wall will require electrical bus power distribution, and a power supply adequate for 10 vertical cabinets plus the "Flags Presentation" lighting. The 450 - 600 watt power supply will be located behind the Flags Exhibit. The buss wire length will be 165 feet. The CURRENT EIGHT (8) vertical cabinets will require 32 3-foot LED strip fixtures. Junction boxes and terminal blocks will be required.

STAND-ALONE EAST STONE WALL ISLAND: Along the East stone wall near the Theater area there is an "island wall" unit that is about 4 feet from the stone wall and, thus, makes it impossible to get power to the wall except from above. This will require installing a cross-piece member from the projector power outlet to the building beam above the subject "island wall" and bring power bus down from there to the "island wall". The subject wall currently has two (2) vertical cabinets and has space for three (3). A 48 watt power adapter could be used with buss wire from the adapter to the "island wall" and distributed from there to the vertical cabinets. This will require 2 distribution boxes and terminal blocks.

Eight (8) 3 foot LED strips will be required. Estimate 80 feet of buss power wire required.

WEST STONE WALL: The West stone wall currently has one (1) vertical cabinet and needs to have provision for locating additional vertical cabinets there as required for exhibits. This will require the purchase of 3 24 watt power adapters and necessary connectors. Also, four 3 foot LED strips are required for the one vertical cabinet there now.

ADDITIONAL COMPONENTS: Purchase the parts required to light one additional vertical cabinet. This will require four (4) 3 foot LED strips, connectors, power supply, etc.

Parts required for the cabinet lighting installation:

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	CERTER ISLAND VERTICAL CABINETS:		
20	LuxBar 24VDC Linear Light Fixture PN LBFA-NW36 Natural White 3 foot fixture. (4 each for 5 vertical cabinets)	\$59.95	\$1,199.00
4	LuxBar 24VDC Linear Light Fixture PN LBFA-NW36 Natural White 3 foot fixture. (4 for tool display cabinet)	\$59.95	\$239.80
24	LB-DF-Lx: LuxBar Diffused Lens Cover 35.5 inches.	\$3.00	\$72.00
1	24VDC Power Supply PN SP-320-24, 320 watt unit. Available at Mouser, Inc. or TRC Electronics, Inc.	\$129.95	\$129.95
1	TRC-E-SP200320 Enclosure, designed to house the Mean Well SP-200, SP-320 or SE-350 power supply, meets NEMA 1 requirements. Note: May need another enclosure for 450 watt power supply, these funds to cover.	\$85.00	\$85.00
1	Kobiconn Power Entry Modules IEC C14 SCREW/SOLDER, PN 161-R30148-E, Mouser, Inc.	\$1.83	\$1.83

1	Volet AC Power Cords 6' 18AWG 10A SVT, PN 17249 10 B1	\$4.47	\$4.47
0	Model LBFA-D4 LuxBar 24VDC Dimmer	\$59.95	
5	Model LBFA-D2 LuxBar 24VDC Dimmer	\$49.95	\$249.75
5	Terminal Block to Dimmer Cable: 6 Ft DC Power Cord Straight 2.1x5.5 18AWG MCM Part #: 27-5990 Distributed By MCM Part #: 027-5990	\$4.11	\$20.55
12	Direct connect jumper PN LBFA-1	\$0.25	\$3.00
12	Bar to Bar Back clip PN LBFA-BC1	\$0.60	\$7.20
220	45 degree type mounting clip % screw PN LBFA-MC2	\$0.25	\$55.00
0	Multiple Cable Joiner for Interconnect Jumper PN LBFA-MCJ, 1 input 4 outputs.	\$3.95	
0	LBFA-PPT: LBFA-PPT LuxBar Pigtail Power Connector	\$1.95	
50	LBFA-MC1: LBFA-MC1 LuxBar Flat Type Mounting Clip	\$0.25	\$12.50
4	Barrier Terminal Blocks PN 1546306-5 .374 Double Row 5P binding screws	\$2.15	\$8.60
4	Hammond Enclosure, PN 1590WBBFL, 4.67in X 3.68in X 1.18in	\$11.03	\$44.12
200	Low voltage wire in feet. (*see below for cost)	\$0.00	\$0.00
1	Power connector for Power Supply.	\$20.00	\$20.00
10	Flat pin Interconnect Jumper PN LBFA-I50 (50cm)	\$2.20	\$22.00
0	Flat pin Interconnect Jumper PN LBFA-I00 (100cm)	\$2.45	
0	Flat pin Interconnect Jumper PN LBFA-I183	\$2.95	

	(183cm)		
	EAST STONE WALL ISLAND'S VERTICAL CABINETS:		
32	LuxBar 24VDC Linear Light Fixture PN LBFA-NW36 (4 EACH per cabinet)	\$59.95	\$1,918.40
32	LB-DF-Lx: LuxBar Diffused Lens Cover 35.5 inches. (4 EACH per cabinet)	\$3.00	\$96.00
8	Model LBFA-D2 LuxBar 24VDC Dimmer	\$49.95	\$399.60
0	Model LBFA-D4 LuxBar 24VDC Dimmer	\$59.95	
8	Terminal Block to Dimmer Cable: 6 Ft DC Power Cord Straight 2.1x5.5 18AWG MCM Part #: 27-5990 Distributed By MCM Part #: 027-5990	\$4.11	\$32.88
1	24VDC Power Supply PN SE-450-24, 450 watt unit. Mouser, Inc. or Superbrightleds.com, or TRC Electronics, Inc.	\$149.00	\$149.00
1	TRC-E-SP200320 Enclosure, designed to house the Mean Well SP-200, SP-320 or SE-350 power supply, meets NEMA 1 requirements. Note: May need another enclosure for 450 watt power supply, these funds to cover.	\$85.00	\$85.00
1	Kobiconn Power Entry Modules IEC C14 SCREW/SOLDER, PN 161-R30148-E, Mouser, Inc.	\$1.83	\$1.83
1	Volex AC Power Cords 6' 18AWG 10A SVT, PN 17249 10 B1	\$4.47	\$4.47
1	Leviton LT113-10W 1000-Watt Advanced Digital Plug-In Timer, 6-Foot Tethered Remote, Grounded Plug, Receptacle, Auto Daylight Savings Adjustment, White (Amazon ASIN: B0040718V4 PN LT113-10W)	\$22.63	\$22.63
4	Barrier Terminal Blocks PN 1546306-5 .374 Double Row 5P binding screws	\$2.15	\$8.60

4	Hammond Enclosure, PN 1590WBBFL, 4.67in X 3.68in X 1.18in	\$11.03	\$44.12
165	Low voltage wire in feet. (*see below for cost)	\$0.00	\$0.00
8	Direct connect jumper PN LBFA-1 (2 EACH per cabinet)	\$0.25	\$2.00
8	Bar to Bar Back clip PN LBFA-BC1 (2 EACH)	\$0.60	\$4.80
0	100CM Flat pin Power Connector PN LBFA-P100 (2 EACH per cabinet)	\$2.70	
0	Multiple Cable Jointer for Interconnect Jumper PN LBFA-MCJ	\$3.95	
8	Flat pin Interconnect Jumper PN LBFA-I50 (50cm) (2 EACH per cabinet)	\$2.20	\$17.60
0	Flat pin Interconnect Jumper PN LBFA-I100 (100cm)	\$2.45	
0	Flat pin Interconnect Jumper PN LBFA-I183 (183cm)	\$2.95	
	STAND-ALONE EAST STONE WALL ISLAND:		
8	LuxBar 24VDC Linear Light Fixture PN LBFA-NW36 (4 EACH per cabinet)	\$59.95	\$479.60
8	LB-DF-Lx: LuxBar Diffused Lens Cover 35.5 inches. (4 EACH per cabinet)	\$3.00	\$24.00
2	Model LBFA-D2 LuxBar 24VDC Dimmer	\$49.95	\$99.90
0	Model LBFA-D4 LuxBar 24VDC Dimmer	\$59.95	
2	Terminal Block to Dimmer Cable: 6 Ft DC Power Cord Straight 2.1x5.5 18AWG MCM Part #: 27-5990 Distributed By MCM Part #: 027-5990	\$4.11	\$8.22
1	24VDC Power Supply PN CPS-24VDC-48W	\$39.95	\$39.95
80	Low voltage wire in feet. (*see below for cost)	\$0.00	\$0.00

4	Barrier Terminal Blocks PN 1546306-5 .374 Double Row 5P binding screws	\$2.15	\$8.60
4	Hammond Enclosure, PN 1590WBBFL, 4.67in X 3.68in X 1.18in	\$11.03	\$44.12
1	Cross-piece Aluminum member and vertical member to run power bus wire.	\$75.00	\$75.00
4	Direct connect jumper PN LBFA-1 (2 EACH per cabinet)	\$0.25	\$1.00
4	Bar to Bar Back clip PN LBFA-BC1 (2 EACH)	\$0.60	\$2.40
0	100CM Flat pin Power Connector PN LBFA- P100 (2 EACH per cabinet)	\$2.70	
0	Multiple Cable Jointer Interconnect Jumper PN LBFA-MCJ	\$3.95	
4	Flat pin Interconnect Jumper PN LBFA-I50 (50cm) (2 EACH per cabinet)	\$2.20	\$8.80
0	Flat pin Interconnect Jumper PN LBFA-I100 (100cm)	\$2.45	
0	Flat pin Interconnect Jumper PN LBFA-I183 (183cm)	\$2.95	
	WEST STONE WALL:		
4	LuxBar 24VDC Linear Light Fixture PN LBFA- NW36 (4 EACH per cabinet)	\$59.95	\$239.80
4	LB-DF-Lx: LuxBar Diffused Lens Cover 35.5 inches. (4 EACH per cabinet)	\$3.00	\$12.00
1	Model LBFA-D2 LuxBar 24VDC Dimmer	\$49.95	\$49.95
1	Terminal Block to Dimmer Cable: 6 Ft DC Power Cord Straight 2.1x5.5 18AWG MCM Part #: 27-5990 Distributed By MCM Part #: 027-5990	\$4.11	\$4.11
1	24VDC Power Supply PN CPS-24VDC-24W, 24 watt PS	\$19.95	\$19.95

1	Barrier Terminal Blocks PN 1546306-5 .374 Double Row 5P binding screws	\$2.15	\$2.15
1	Hammond Enclosure, PN 1590WBBFL, 4.67in X 3.68in X 1.18in	\$11.03	\$11.03
2	Direct connect jumper PN LBFA-1 (2 EACH per cabinet)	\$0.25	\$0.50
2	Bar to Bar Back clip PN LBFA-BC1 (2 EACH)	\$0.60	\$1.20
2	Flat pin Interconnect Jumper PN LBFA-I50 (50cm) (2 EACH per cabinet)	\$2.20	\$4.40
0	Flat pin Interconnect Jumper PN LBFA-I100 (100cm)	\$2.45	
0	Flat pin Interconnect Jumper PN LBFA-I183 (183cm)	\$2.95	
	ADDITIONAL COMPONENTS:		
4	LuxBar 24VDC Linear Light Fixture PN LBFA- NW36 (4 EACH per cabinet)	\$59.95	\$239.80
4	LB-DF-Lx: LuxBar Diffused Lens Cover 35.5 inches. (4 EACH per cabinet)	\$3.00	\$12.00
1	Model LBFA-D2 LuxBar 24VDC Dimmer	\$49.95	\$49.95
1	Terminal Block to Dimmer Cable: 6 Ft DC Power Cord Straight 2.1x5.5 18AWG MCM Part #: 27-5990 Distributed By MCM Part #: 027-5990	\$4.11	\$4.11
1	24VDC Power Supply PN CPS-24VDC-24W, 24 watt PS	\$19.95	\$19.95
2	Direct connect jumper PN LBFA-1 (2 EACH per cabinet)	\$0.25	\$0.50
2	Bar to Bar Back clip PN LBFA-BC1 (2 EACH)	\$0.60	\$1.20
2	Flat pin Interconnect Jumper PN LBFA-I50 (50cm) (2 EACH per cabinet)	\$2.20	\$4.40

0	Flat pin Interconnect Jumper PN LBFA-I100 (100cm)	\$2.45	
0	Flat pin Interconnect Jumper PN LBFA-I183 (183cm)	\$2.95	
2	Hinkley Lighting 0108FT 8-2 Low Voltage 100 Feet Copper Cable, Black: Available at Amazon.	\$239.00	\$478.00
1	Hinkley Lighting 12 gauge low voltage stranded copper 2-wire 250 ft. Available at Home Depot online.	\$209.00	\$209.00
12	SQUARE D Distribution Block, standard, 600 VAC, 175A @ Granger, Inc.	\$8.69	\$104.28
6	Hammond Manufacturing: Enclosures, Boxes, & Cases 7.88 x 4.73 x 3.17" UNPAINTED PN 1590EE @ Mouser, Inc.	\$18.23	\$109.38
1	Grommet, SBR, 1, 3/8 ID, 1/2 Dia, Pk100, Granger, Inc. PN 3MPR1	\$14.49	\$14.49
1	Grommet, SBR, 1, 3/16 ID, 5/16 D, Pk100, Granger, Inc. PN 3MPN8	\$5.56	\$5.56
1	Misc. Paint, wire connectors, Solder, Screws, etc.	\$42.28	\$42.28
4	Terminals Copper Comp Lug 1 Hole #8 AWG, Mouser Part #: 644-LCAS8-10-L	\$1.93	\$7.72
		Subtotal	\$ 7,401.00
		Tax & Shipping	\$1,332.18
		TOTAL	\$8,733.18

The power consumption for new cabinet lighting is estimated to be 525 watts. This new cabinet lighting may eliminate the need for the ten (10) new spot/flood lights identified for exhibit area track lights. The current state of the

Solid State Lighting technology makes it difficult to clearly state that the ten (10) new spot/flood lights will not be required.

The total cost for the main museum area is estimated at: \$17,277.18.

3. Building 7 (downstairs), The Industrial Exhibit:

The high ceiling track lighting in the Industrial Exhibit (Figure 3.) presents a problem. The industry currently is able to provide a 40 -- 45 watt halogen replacement but not one with the light output of a 50 watt halogen. The GU10 LED bulbs that meet our requirements are available in a 25 and 30 degree beam only. A narrower beam would offset the ceiling height. These facts will make it impossible to provide the necessary lighting by converting just the existing fifty-two (52) fixtures.

The current fixtures are the WAC MR16 electronic type. It probably will be necessary to replace all the fixtures. The cost is estimated at \$90 per light for a WAC HTK-104 fixture and a SSL GU10 bulb.

Additional fixtures will have to be purchased to make up for the weaker lighting provided with the SSL R&R units. I recommend twenty (20) additional fixtures and SSL bulbs be purchased to be install in the existing tracks along the walls. This will cost \$90 for each fixture and SSL bulb. Currently being considered is the purchase of several PAR20 narrow beam LED bulbs and fixtures instead of all the 20 "additional" GU10 bulbs and fixtures. The WAC HTK-763-BK fixture and a Toshiba 9P20/830SP8 (8-degree beam) appear to be a reasonable solution. The cost is the same as the GU10 solution.

The total cost for the Industrial Exhibit is estimated at: \$6,480.

It is difficult to put a savings on energy for the Industrial Exhibit area because the use is more limited and lights are generally only on when museum visitors are escorted to the exhibit. Currently the energy consumed is 2,700 watts. With the SSL the energy consumption will be 440 watts. This is a savings of 72.5% when lights are on. If 12 hours/week usage is assumed, a heat loads reduction of 3.5 therms per month (350 cubic feet of natural gas) results.

4. Flags Exhibit Lighting Enhancement:

The purpose of this exhibit lighting enhancement is to demonstrate the versatility of solid state lighting, and to demonstrate methods to reuse obsolete light fixture aluminum and plastic parts.

The current "Flags Exhibit" consists of two audio presentations the visitor may listen to by pushing the appropriate button of two on the wall. One button

activates an audio introduction to the Museum and the other button activates an explanation of California early history. The second presentation describes the respective flag and its meaning in history. Most visitors do not take the time to listen to the second presentation. Therefore, recommend the exhibit audio be changed to just one audio presentation that incorporates both presentations and the total audio length be reduced. Additionally, it was intended that the audio presentation include automatic spot lighting that highlighted the appropriate flag as it is identified in the audio presentation. This was not implemented due to excessive cost for the lighting equipment. This demonstration project proposes an automatic spot lighting solution that will provide an inexpensive solution and recycle some of the parts removed by this exhibit lighting conversion.

The motivation for this project came about for three reasons: (1) the Museum designer had just successfully completed the Campfire Simulator Project for the Patwin Exhibit which consisted of a LED based lamp design and a Micro-Controller (hardware and software) light control design; (2) the designer had previously designed several bicycle LED spot lights; and (3) the designer remembered that the original "Flags Exhibit" in the Museum anticipated the exhibit use spot lights. The Campfire Simulator accomplished several important designs for the present project. First, it proved the capability of driving high power LEDs with a Pulse Width Modulated (PWM) signal from a Micro-Controller (computer) design. And, second, the software program was developed to control, in that case, three LED lights. With easy modifications, the software program from the Campfire Simulator can be made to control the "Flags Exhibit" Spot Lights.

The Micro-Controller hardware will cost \$100, parts for each of the twelve spot lights required will cost \$45, light mounting assembly parts will cost \$373 and miscellaneous items (terminal blocks, wire, screws, etc.) will cost \$45. Power will be provided by a 24VDC supply purchased for the exhibit cabinet lighting task (see Section 2 above). The power load added to the Museum is estimated to be negative. This is because when the audio presentation is played, electrical load is reduced from the standby load. Table 1, as currently presented, includes the standby load based on existing "Flags Exhibit" lighting.

The total cost is \$958.00.

5. Historical Building 7 (Upstairs) Environmental Improvement.

The purpose of this task is to reduce the upstairs area exposure to the outside environment; and thus improve the overall building energy efficiency and improve the inside air quality. This will be accomplished by sealing, from the inside, the "hayloft" door areas. These doors were probably material unloading doors. The 1850's building design appears to have incorporated the "hayloft door" design common then in eastern barn design. This building feature remains as it was when the Army closed the Benicia Arsenal. During

the time the Army occupied the building, it appears no improvements or changes were made to the doors.

Today the "South" doors have significant air gaps and the "North" doors have somewhat less air gaps. The doors are made of wood with no sealing material of any kind. This allows significant amounts of outside air to enter or escape from the building continuously causing degraded air quality and heat loss/gain when least desired. Since room space electrical heaters are used downstairs, the outside air intrusion causes inefficient energy use.

A recommended fix for both door areas is shown in Figure 4 of this document. All design elements and construction steps will, prior to implementation, require City approval. The cost estimate that follows includes a 25% added amount to cover potential cost increases required for project approval.

The estimated cost to implement is:

- a. Lumber 2'X4" redwood Con-Comm S4S, \$11 per 12' length – 20 required - \$220.00
- b. Plywood project panels Type 1 EXT Lauan .1811X4X8 panels, \$11 per panel – 6 panels required - \$66.00
- c. TYVEK Homewrap 3'X100 feet roll - \$43.96
- d. Johns Manville 384"L x 15"W x 3.5"D R-13 Fiberglass Insulation Roll or similar material, \$15 per roll – 5 roll required - \$75.00
- e. Paint for plywood - \$25.00
- f. Tools, screws, nails, etc. will be provided by the Museum organization.
- g. Contract services – none required, all construction will be performed by Museum volunteers.
- h. 25% funds to cover approval changes - \$100.00
- i. Tax on above items - \$42.40.

The total cost is: \$572.36.

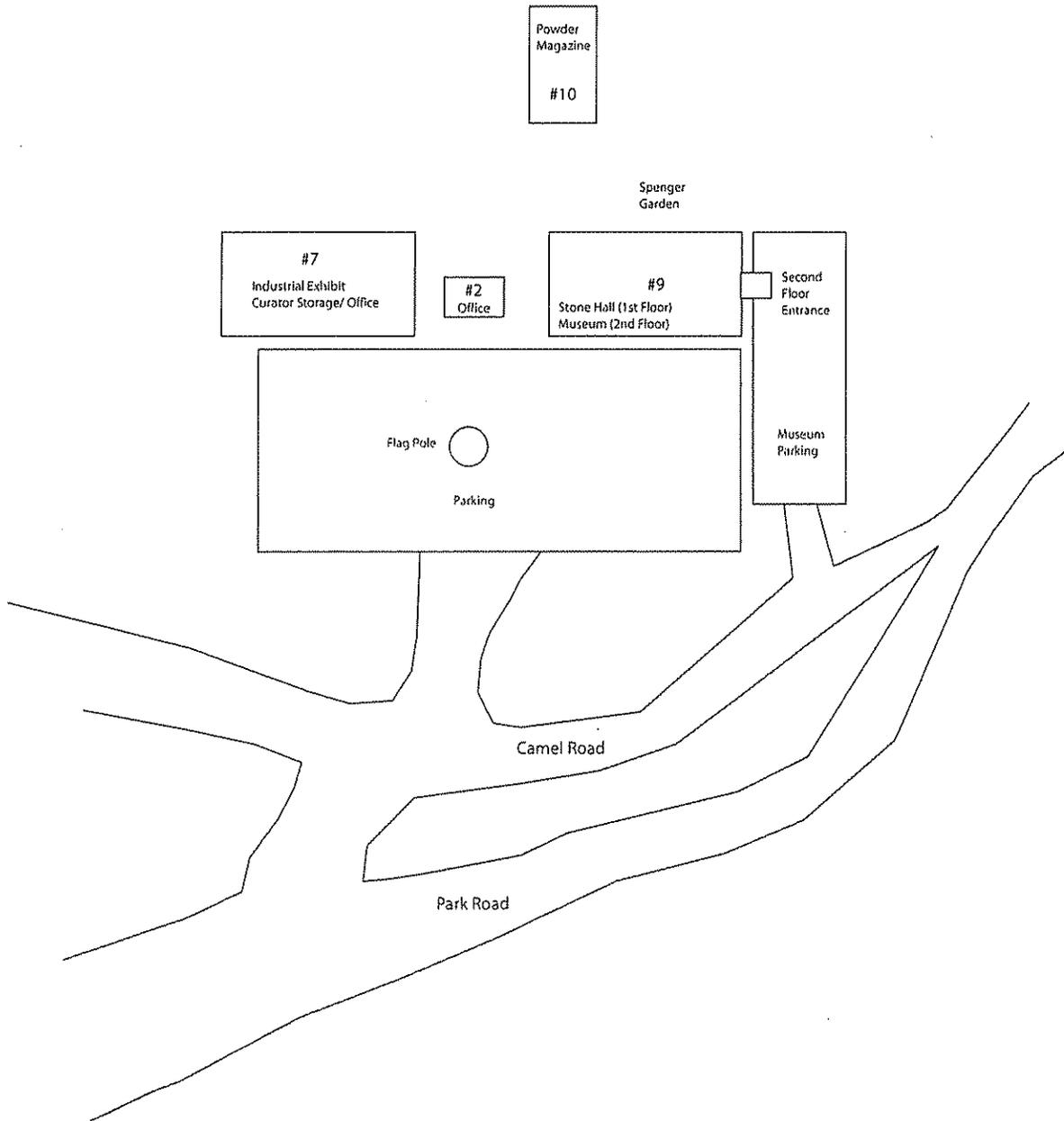
Table 1: Summary of costs and savings¹

Usage Per Week In Hours	Museum Exhibit Area	Labor costs	Parts costs	Total costs	Electrical savings In Watts	Cost per Watt ²	Watt-Hours Savings per Month	Carbon Dioxide Equivalent In Metric Tons per month	Carbon Dioxide Equivalent in Metric Tons per month	Average Usage per year BEFORE conversion (Watt Hours)	Average Usage per year AFTER conversion (watt hours)	Percent Reduction
12	Industrial exhibit	\$0.00	\$6,480.00	\$6,480.00	2,260.00	\$2.87	108,480	0.075	0.900	1,635,840	446,976	73%
20	Exhibit hall.	\$0.00	\$17,277.18	\$17,277.18	3,131.00	\$5.52	250,480	0.173	2.074	4,819,200	744,960	85%
NA	Flags Exhibit Lighting Enhancement	\$0.00	\$958.00	\$958.00	NA	NA	NA	NA	NA	NA	NA	NA
NA	Building 7 (Upstairs) Environmental	\$0.00	\$572.36	\$572.36	NA	NA	NA	NA	NA	NA	NA	NA
	Totals:	\$0.00	\$25,287.54	\$25,287.54	5,391.00	\$4.69	358,960	0.248	2.974	6,455,040	1,191,936	82%
0.13	At \$0.13 per KilloWatt-Hour, the savings per month \$46.66											

Footnotes:

1. The estimates presented are conservative numbers. Actual results will be calculated based on electrical billing results.
2. Cost to reduce the lighting load by one (1) watt for the specified conversion area.

Figure 1. The Benicia Historical Museum campus
Benicia Historical Museum Campus



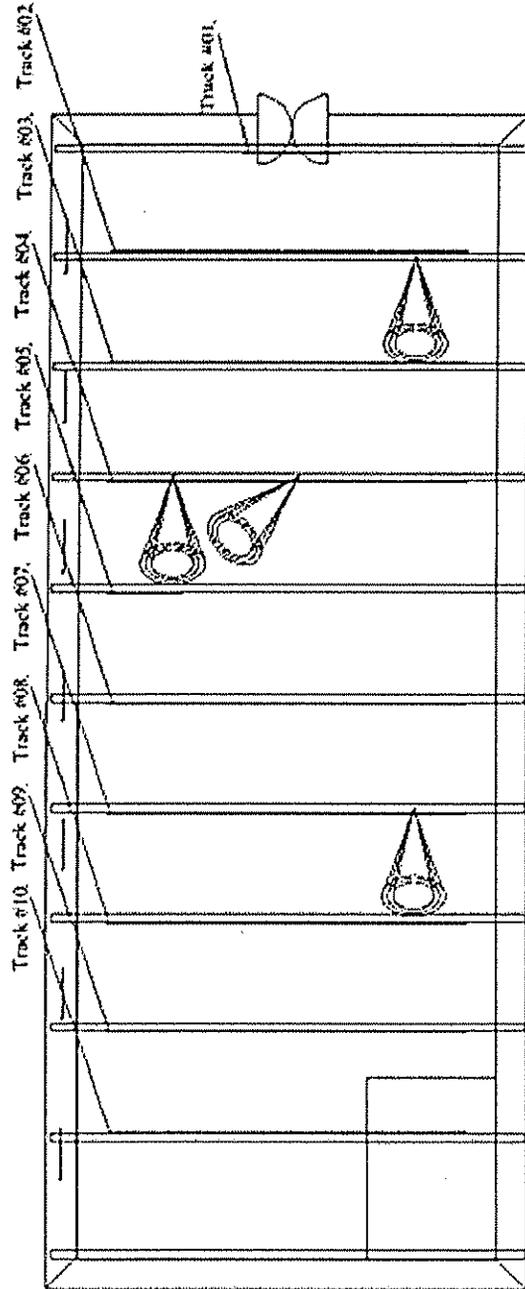


Figure 2. Track Lighting Main Museum Exhibit Area Benicia Historical Museum with sample light fixture beams shown.

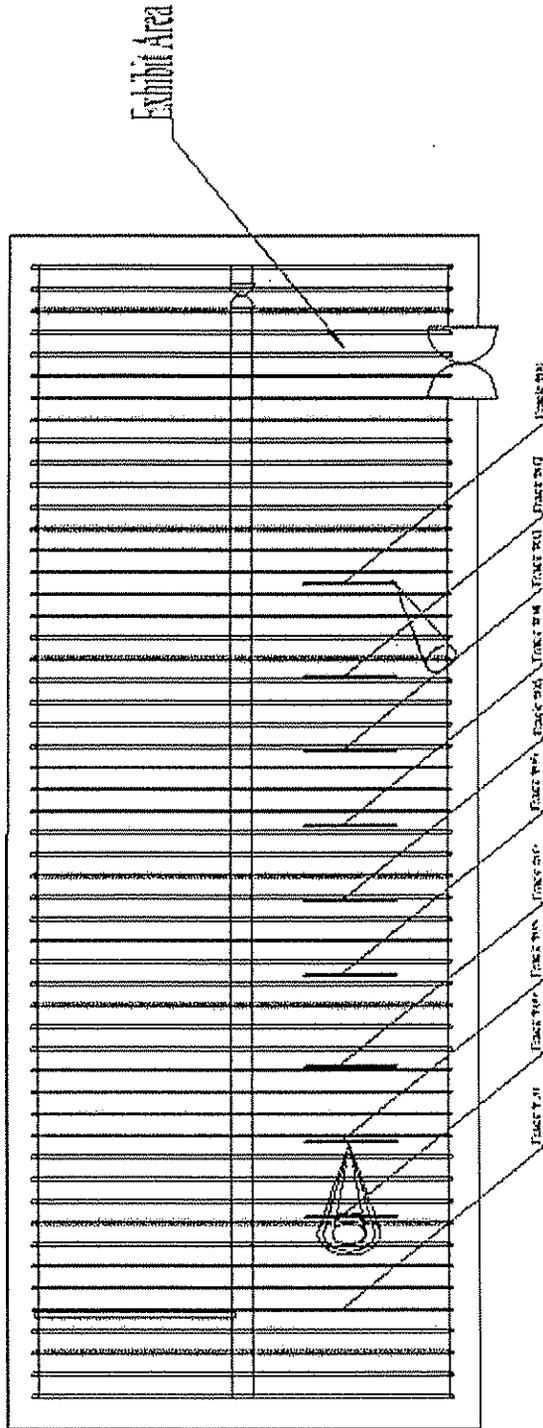
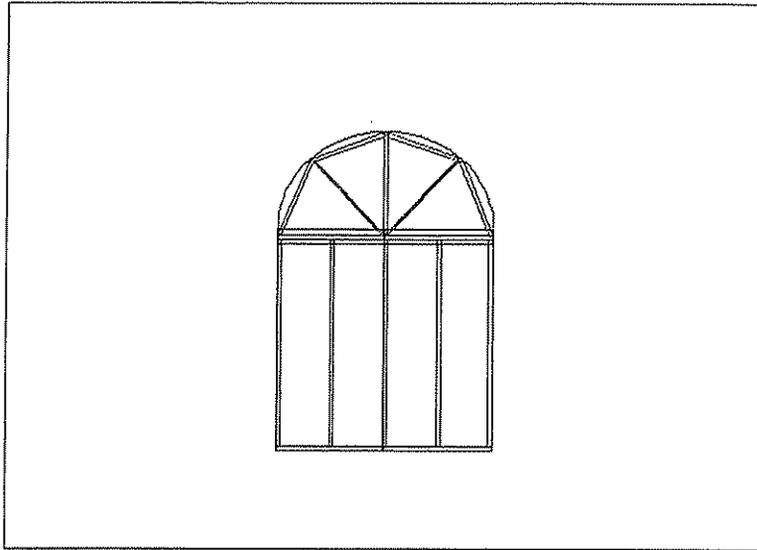


Figure 3. Industrial Exhibit Area, Building 7, Benicia Historical Museum, (Showing Sample SSL Light Beams)

Figure 4. Building 7 upstairs loft doors sealing (8 feet wide X 11.5 feet high structure installed in loft door arches).



Building 7 loft doors sealing construction (back view): Framing constructed of redwood 2X4 common lumber to resist wood rot due to moisture presence. TYVEK wrap placed over the framing on side facing outside. Plywood project panels (.181)x4x8) placed on inside facing framing. Insulating material (fiberglass, etc.) placed between TYVEK and Plywood panels. Framing is not physically attached to the building sandstone brick walls. Instead, framing is held in place by friction forces and building redwood beam (not shown) located approximately 8 feet above space floor. Insulation material will be stuffed between framing and building brick wall surfaces to insure proper sealing. Top arched area of framing will be constructed "in place" to accommodate electrical wiring. Bottom arched area framing will be constructed "on the bench" to insure solid fitting of lumber. The bottom framing will be installed to the arched area and then top framing will be constructed and attached to the bottom framing.

RESUME
LARRY F. LAUBER

353 W. Seaview Drive
Benicia, California 94510

Home Phone: (707) 745-5662
E-Mail: llauber@sonic.net

JOB OBJECTIVE: Engineering Analysis, Test Support, Database Design, or Technical Documentation Writing,

EDUCATION: BS and MS in Electrical Engineering, University of Illinois

OCCUPATIONAL DATA: Systron Donner Inertial Division, October 2000 to 25 July 2003. Perform reliability/failure analysis on a microminiaturized "Yaw Rate Sensor" Unit for the automobile industry. Developed test procedures and performed Production Validation Testing.

Resource Consultants, Inc. August 1995 to April 2000. Performed reliability data collection and analysis for a Navy High Technology Satellite Communications Program. Developed a Maintenance Action Reporting System used to collect data for system operational assessment.

U.S. Navy Civilian Sr. Project Engineer January 1987 to July 1995. Developed a technical library, a database failure (and inventory) reporting system to track equipment installation and early operations problems, and an Installation Scheduling Tool to progress activities around the world. Managed a four-year development of a Terminal Data Node (ORACLE RDBMS) design to receive, process, and distribute operational configuration data.

U.S. Navy Civilian Engineer March 1979 to January 1987. Managed two computer software development contracts (forty-five (45) engineers, programmers and staff) to develop an air traffic control system for the U. S. Marine Corps.

While on active duty with the U.S. Air Force, March 1976 developed operating procedures, a data handling system, computer displays, and managed checkout of a new satellite optical sensor to monitor nuclear test ban treaty. March 1973 managed integration, test, and launch of two experimental IR sensor systems, and managed DSCS II Satellite X-Band communications payload engineering upgrades. November 1970 supervised five programmers and engineers, seven maintenance technicians, and two maintenance contractors. April 1967 designed a real time computer program to analyze aircraft flight control system performance. Developed a computer program to extract aircraft stability derivatives from flight test data.

OTHER EXPERIENCE FACTORS: U.S. Air Force Reserve 1982 through 1990 performed Logistics Engineering assignments for the MX Missile program. Developed a computer program application used to model radar tracking system performance. Summer and fall 2000 taught basic electronics at Heald College in Martinez, CA. Spring 1998 taught Intermediate Algebra at California State University, California Maritime Academy, Vallejo, Ca. Fall 1981 taught Logic Circuit and Systems Design and fall 1983 taught Introduction to Microprocessors at Chapman College, Mare Island Naval Shipyard, Ca.

REFERENCES: Available on request.

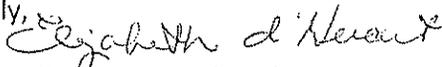
TO WHOM IT MAY CONCERN:

The Benicia Historical Museum was established as a nonprofit organization exempt from Federal income tax under section 501 (c) (3) on April 27, 1982. At that time, the name was Benicia Historical Museum and Cultural Foundation.

On December 9, 2002, with a certificate of amendment of the Articles of Incorporation, the name was changed to Benicia Historical Museum.

The organization's shipping address (Benicia Historical Museum, 2060 Camel Rd., Benicia, CA 94510) differs from the address on the organization's 501 (c) (3) Determination letter, (Benicia Historical Museum and Cultural Foundation, 640 East Second St., Benicia, CA 94510), for the following reason: our organization moved from the original location to the new location in 1984. Please note the documents enclosed.

Sincerely,



Elizabeth d'Huart, Executive Director

District
Director

P.O. Box 2350 Los Angeles, Calif. 90053 -

Person to Contact:

G. Ernst
Telephone Number:(213) 688-6472
Refer Reply to:

Date: QRS:B:30 D

EIN 94-2762282

AUG 23 1983

Gentlemen:

On April 27, 1982, we determined that you were exempt from Federal income tax because you were described under section 501(c)(3) of the Internal Revenue Code. Concurrently, it was determined that you could reasonably be expected to be an organization described in section 170(b)(1)(A)(vi), and that during the advance ruling period you would be treated as an organization which is not a private foundation.

You were advised that at the end of the advance ruling period you must establish with the Service that you were, in fact, an organization so described and that if you did not meet the requirements of section 170(b)(1)(A)(vi) during the ruling period you would be classified as a private foundation for future periods. You were also advised that for purposes of section 507(d) and 4940 of the Code, you were considered to be a private foundation as of the effective date of your exemption under section 501(c)(3).

Based on the information submitted, you fail to meet the requirements of a 170(b)(1)(A)(vi) organization, and, therefore, are classified as a private foundation effective as of the date of this letter.

Your exempt status under section 501(c)(3) of the Code is still in effect.

The following will explain our position in reaching the above conclusion. Also, please note the explanation of your rights of appeal in this matter.

Section 170(b)(1)(A)(vi) and the Regulations thereunder provide that an organization will be treated as a "publicly supported" organization if the total amount of support which the organization "normally" receives from the general public exceeds 33-1/3 percent of the total support received by the organization from all sources except gross receipts from admissions, sale of merchandise, fees for services, etc... received in the exercise of the exempt function.

In determining whether this 33 1/3 percent test is met, contributions by an individual, trust, or corporation are taken into account as support from the general public only to the extent that the total amount of the contributions by any such individual, trust or corporation does not exceed two percent of the organization's total support.

The Regulations further provide that if any organization fails to meet the 33-1/3 percent of support test, it may be treated as publicly supported under section 170(b)(1)(A)(vi) if it meets a facts and circumstances test. This secondary test is applied only if the organization received at least 10 percent of its total support (again exclusive of gross receipts) from the general public.

Section 509(a)(2) requires that an organization normally receive not more than one-third of its support from gross investment income and more than one-third of its support from gifts, grants, contributions, membership fees, and gross receipts from related activities, to the extent such receipts do not exceed the greater of \$5,000 or one percent of the organization's support in a taxable year, from persons other than disqualified persons as defined in section 4946.

There is no "facts and circumstances" test under section 509(a)(2).

Disqualified persons include substantial contributors, foundation managers and members of their families. A substantial contributor is one who has given a total of more than \$5,000 to an organization if that total is more than two percent of all contributions received by the organization to date. Foundation managers include officers, directors, trustees, or any person who has the authority or responsibility to act in those capacities. Members of families include spouses, ancestors, lineal descendants and spouses of lineal descendants.

The information submitted discloses that the support you received does not meet the one-third support tests of either section 170(b)(1)(A)(vi) or 509(a)(2) of the Code. Furthermore, you do not meet the "facts and circumstances test" applicable to section 170(b)(1)(A)(vi) of the Code.

Since you failed to meet the requirements of either section 509(a)(2) or sections 509(a)(1) and 170(b)(1)(A)(vi), you are classified as a private foundation as of the date of this letter. No consideration has been given at this time as to whether you qualify as an operating foundation.

As a private foundation, you are required to file a limited Form 990-PF for each year covered by your advance ruling. Complete only the general information at the top of the form, column (B) of Part I, Part II, and Part VII, and pay all taxes due, with interest as provided by law. If you file within 90 days from the date of this letter, you will not be subject to the penalty provisions of sections 6651 and 6652. Attach a statement to the returns explaining that you have reasonable cause for filing late (your advance ruling) and cite Revenue Procedure 79-8, 1979-1 C.B., 487. The limited Forms 990-PF described in this paragraph should be filed with this office.

Benicia Historical Museum and
Cultural Foundation
Page 3

Since you are classified as a private foundation as of the date of this letter, all parts of the Form 990-PF for your year ending December 31, 1983 should be completed. However, the figures for column (C) of Part I, Part VIII, Part IX, Part X, Part XI, and Part XII (if applicable) and your answers to the questions in Part V should reflect only the period beginning on the above date and ending on the last day of your tax year. Forms 990-PF for subsequent years should be completed and filed according to the instructions for those forms.

If you are in agreement with this proposed determination, we request that you sign and return the enclosed agreement Form 6018. Please note the instructions for signing on the reverse side of this form.

If you are not in agreement with this proposed determination, we recommend that you request a hearing with our office of Regional Director of Appeals. Your request for a hearing should include a written appeal giving the facts, law, and any other information to support your position as explained in the enclosed Publication 892. You will then be contacted to arrange a date for a hearing. The hearing may be held at the office of Regional Director of Appeals or, if you request, at a mutually convenient District Office. A self-addressed envelope is enclosed.

If we do not hear from you within 30 days from the date of this letter, and you do not protest this proposed determination in a timely manner, it will be considered by the Internal Revenue Service as a failure to exhaust available administrative remedies and will then become our final determination. Section 7428(b)(2) of the Internal Revenue Code provides in part that, "A declaratory judgement or decree under this section shall not be issued in any proceeding unless the Tax Court, the Court of Claims, or the district court of the United States for the District of Columbia determines that the organization involved has exhausted administrative remedies available to it within the Internal Revenue Service."

Sincerely yours,



District Director

Enclosures:
Publication 892
Form 6018

VIII.A.141

State of California

SECRETARY OF STATE



I, *Kevin Shelley*, Secretary of State of the State of California, hereby certify:

That the attached transcript of 1 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

18th 1983

Kevin Shelley
Secretary of State



A0591461

CERTIFICATE OF AMENDMENT OF
ARTICLES OF INCORPORATION

OFFICE OF THE
SECRETARY OF STATE
OF THE STATE OF CALIFORNIA

The undersigned certify that:

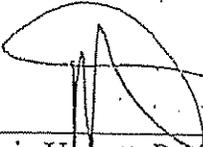
DEC 14 2002

1. They are the president and the secretary, respectively, of Benicia Historical Museum and Cultural Foundation, a California corporation.
2. The title and Article 1 of the Articles of Incorporation of this corporation is amended to read as follows: The name of the corporation is Benicia Historical Museum. In Article 11B of the Articles of Incorporation of this corporation where Foundation is stated should be amended to read as follows: Museum
3. The foregoing amendment of Articles of Incorporation has been duly approved by the board of directors.
4. The foregoing amendment of Articles of Incorporation has been duly approved by the required vote of the members.

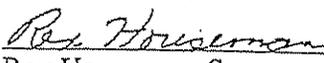
JULIENNE Secretary of State

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: December 9, 2002
California Corporation C1022582



Devin Hassett, President



Rex Houseman, Secretary



Benicia Historical Museum Budget 2012

		Budget
Income		
Contributed support		
	Corporate Donations	15,000.00
	Grant - City of Benicia	50,000.00
	Indiv/business contribution	6,500.00
	Total Contributed support	71,500.00
Earned revenue		
	Bar Sales	2,000.00
	Concert Series	4,850.00
	Fundraising (Net)	10,000.00
	Interest Income	130.00
	Membership Dues	9,500.00
	Museum Admission	10,000.00
	Museum Gift Shop Sales	6,000.00
	Other Revenue	0.00
	Rental Income	27,500.00
	Total Earned revenue	69,980.00
	Total Income	141,480.00
Expense		
Personnel & Benefits		
	Clerical Salaries & Wages	22,300.00
	Director's Salaries	36,000.00
	Grounds & Maintenance	9,600.00
	Payroll Expenses	6,791.00
	Total Personnel & Benefits	74,691.00
Operating Expense		
	Advert/Comm Outreach/Promo	5,653.00
	Bank/CC &/PR Fees	1,450.00
	Collections & Curator	2,000.00
	Commission (15%)	730.00
	Contracts/Consultants	
	Accounting	350.00
	Bands/Performers	3,400.00
	Bookkeeping	6,000.00
	Grant Writer	0.00
	Janitorial	6,700.00
	Copier Lease	2,250.00
	Education	150.00
	Equipment Rental & Maint	75.00
	Exhibits	500.00
	Filing Fees	150.00
	Gift Shop	2,500.00
	Hospitality	200.00
	Insurances	
	Liability/D&O	7,000.00
	Worker's Comp	2,500.00
	Janitorial Supplies	600.00
	Licenses & Permits	280.00
	Materials & Supplies	1,000.00
	Membership/Dues	750.00

Benicia Historical Museum
 Budget 2012

		Budget
	Office Supplies	2,050.00
	Postage	1,500.00
	Printing & Copying	1,500.00
	Security	1,300.00
	Staff Development/Training	800.00
	Telephone/Internet	3,000.00
	Truck Rentals/Travel	500.00
	Volunteer Expenses	0.00
	Total Operating Expense	54,888.00
	Occupancy expense	
	Bldg Repair/Maint	2,000.00
	Pest Control	1,000.00
	Rent	1.00
	Utilities	
	Gas & Electric	5,700.00
	Water	3,200.00
	Total Utilities	8,900.00
	Total Occupancy expense	11,901.00
	Total Expense	141,480.00
	Net Income	0.00
	Depreciation	15,147.00
		(15,147.00)



Finance Department
MEMORANDUM

Date: March 24, 2011
To: Rob Sousa, Finance Director
From: Abby Urrutia, Assistant Finance Director
Re: Museum Audit

On December 22, 2010, I performed an audit of the Benicia Museum. The areas I've audited were the Museum's cash, accounts payable, payroll and general ledger. The main person I dealt with was Doris Laux, a bookkeeper hired by the Museum and on occasion Tonya, an admin assistant. My exit meeting was with David Galligan, Board President.

My review of the Museum's records show that proper procedures have been followed by staff regarding cash receipts, sales from the museum, purchase orders and claim payments, monthly payroll and bank reconciliations. The Museum's records were in order and were easily accessible.

There were three exceptions which were brought to staff's attention and the board president:

1. the General Ledger on June 20, 2010 did not record the interest for the Museum's CD on the Umpqua account
2. missing Bank of the West June 30, 2010 statement
3. a transfer of \$7,500 from the checking account to an Umpqua account did not show any back up documents to substantiate an approved transfer.

Correction to the general ledger for the missed interest for June 30, 2010 was immediately corrected and reflected in the general ledger. Staff will follow-up on the missing bank statement. The transfer was authorized as recalled by the board president with a bunch of emails and conversation between the previous executive director and board president.

Recommendations presented to the board president are as follows:

1. Bank reconciliations were done on a timely manner and reviewed by director; however, no approval signature appears on the reconciliation sheet. After review by director and board members, signature and date of review should appear on the bank reconciliation sheet.
2. All transfers should have back-up documents to show approval from the board.

BENICIA HISTORICAL MUSEUM

BOARD OF DIRECTORS

Louis Alfeld	466 Brentwood Drive	Benicia, CA 94510
Toni Haughey	251 West J St.	Benicia, CA 94510
John Halliday	426 Solano Dr.	Benicia, CA 94510
Larry Lauber	353 West Seaview Dr.	Benicia, CA 94510
James Lessenger	750 West K St.	Benicia, CA 94510
Mary Marino	300 East H St. # 129	Benicia, CA 94510
Elizabeth Murphy	328 Weldon Ct.	Benicia, CA 94510
Bob Rozett	515 Cypress Ct.	Benicia, CA 94510
Carol Scott	235 West Seaview Dr.	Benicia, CA 94510
Bill Scott	235 West Seaview Dr.	Benicia, CA 94510
Susan Sullivan	1543 Sherman Dr.	Benicia, CA 94510

PAID PRINCIPAL STAFF

Elizabeth d'Huart, Executive Director	514 Zinnia Ct.	Benicia, CA 94510
Tania Borostyan, Office Manager	593 Capitol Dr.	Benicia, CA 94510
Charles Pregeant, Complex Caretaker	249 Waterview Terrace	Vallejo, CA 94590



Exhibit A
**BENICIA HISTORICAL MUSEUM
EXECUTIVE DIRECTOR
JOB DESCRIPTION**

DEFINITION:

Working with and under the general supervision of the Personnel Committee, supports and assists the organization's mission which is "The mission of the Benicia Historical Museum is to educate the public about the history of Benicia and the military presence as it relates to the history of California". The Executive Director is responsible for the Benicia Historical Museum's day-to-day operations; museum plant maintenance; staff management; and volunteer oversight.

The Executive Director serves in a leadership and consulting capacity to the BHM Board, fostering cooperative relationships among and with Board Members, and performs other duties in this capacity.

REPRESENTATIVE DUTIES:

The representative duties include, but are not limited to, the following:

- Responsible for providing business, operational and marketing plans to the BHM committees.
- Responsible for providing oversight assistance in the preparation and implementation of budgeting, fundraising and endowment.
- Serves as Chief Curator with management responsibilities and authority for: collections, exhibits and education programs, including the responsibility to approve or reject suggestions from those committees.
- Responsible for buildings and grounds management and maintenance.
- Responsible for developing and maintaining a positive working relationship with local government agencies; city administrators; community organization; businesses; and other museum professionals.
- Responsible for providing administrative policies and procedures to meet all BHM bylaws criteria; and federal, state and city statutory requirements.
- Management responsibility of museum's staff; oversight responsibility of volunteers.



QUALIFICATIONS:

KNOWLEDGE OF:

- Techniques for running successful fundraising campaigns.
- Techniques for writing successful grant proposals.
- Administrative principles and practices, including goal setting, program development, and the evaluation and management of staff.
- Laws, codes and regulations applicable to running a 501, (c) 3 organization.
- Techniques for effectively representing the Benicia Historical Museum in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Principles of leadership, effective supervision and effective public presentations.
- Information technology and records management principles and practices.

ABILITY TO:

- Work ~~ing~~ ^{with} the BHM Board/ committees, administer the multiple programs of the museum.
- Select, train, motivate, develop, and evaluate staff;
- Working with BHM Board/committees, develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Identify and suggest improvements to the administrative process.
- Interpret and apply laws, codes, regulations, and ordinances.
- Prepare and present clear and concise reports, correspondence, policies, procedures, and other written material.
- Use initiative, tact, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of museum work.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be at least two (2) years of management experience. Management of a museum and/or a 501, (c) 3 organization is highly desirable.

Education:

Graduation from a four-year college or university with major course work in museum science, general education or a related field. A Master's Degree is highly desirable.

LICENSE OR CERTIFICATE:

Possession of a valid California driver's license at the date of hire and a safe driving record; or the ability to provide suitable transportation which is approved by the Board of Directors

Office Manager Job Description

Office responsibilities:

- Maintain phone coverage from 9:00am-2:00p.m. Tuesday to Friday.
- Train volunteers provided by the volunteer coordinator in following areas:
 - Office procedures
 - Dispensing information
 - Use of phone and computer systems
- Control accounting input
 - Petty Cash
 - PO & Charges
 - Museum and tour receipts
- Maintain supplies
- Work with computer consultant on maintenance of equipment & procedures
- Maintain computer and paper files
- Set up gift shop procedures for purchasing, sales and accounting
- Manage Web site; money-PayPal
- Camel Tracks production
- Create flyers and ads
- Prepare Board meeting agenda and information for distribution
- Maintain roster of Board members and staff
- Receive and distribute mail

Stone Hall responsibilities:

- Rental areas contracts:
 - Work with events planners
 - Work with complex care taker to maintain Museum facility
- Furniture & equipment:
 - Inventory
 - Assess quality & recommend repair, replacement of furniture
 - Establish inspection procedures for care
 - Control of set up and take down of tables, chairs and sound equipment
 - Keep accurate records of usage

Tour Responsibilities:

- Book tours; take care of all paper work and collect fees
- Conduct tours in Spanish and English.
- Develop advertising, working with Executive Director and Tourism committee

9/28/12

Benicia Historical Museum
 Board of Directors Meeting
 2060 Camel Rd., Benicia, CA
 Wednesday, July 25, 2012
 Stone Hall @ 7:00 p.m.

MINUTES

I. ROLL CALL

NAME	ATTENDANCE	NAME	NAME
Lou Alfeld	present	Robert Rozett	excused
John Halliday	present	Bill Scott	present
Toni Haughey	excused	Carol Scott	present
Larry Lauber	present	Susan Sullivan	present
Jim Lessenger	present		
Mary Marino	present		
Staff		Guest (s)	
Elizabeth D'huart	present	Clay Halliday	present
Tania Borostyan			
Beverly Phelan	present		

GUEST: Clay Halliday, Troop 8 was introduced. His Eagle Scout project of covering the air conditioners area with wood lattice has been completed. Board's appreciation was shown.

II. APPROVAL OF AGENDA

Additions: Old Business F. Change time for Annual meeting.-G. Hall Rental
 New Business: C. Staff

Motion: John Halliday Second: Bill Scott
 Objections: none Motion carried

III. APPROVAL OF MINUTES

Motion: Carol Scott Second: Susan Sullivan
 Objections: none Motion carried

IV. REPORTS

A. President's Report

1. Jim said the work that Clay Halliday had done on the lattice fencing was done well.
2. The docent training had three people attending and the lecture was under 2 hours.
Elizabeth remarked that it was a very good lecture and that we should have it on our Website in future.
3. Jim asked for a motion to accept Donnell Rubay's resignation.

Motion: Lou Alfeld Second: Bill Scott
Objections: none Motion carried

Elizabeth addressed all of the remarks registered by a former board member re policies and procedures, underscoring that actionable items can be brought to the attention and voted upon by the full Board at the monthly Board meeting, or brought from the committees for action. There is no reason in the world that someone could not bring something to the Board.

Motion to accept the President's Report.

Motion: Bill Scott Second: Susan Sullivan
Objections: none Motion carried

B. Executive Director's Report

1. Elizabeth mentioned that the museum was on UTUBE for the Hat exhibit. Benicia Herald did not put Harry in the paper.
2. Elizabeth attended an EDB meeting, CGI will produce videos for the City of Benicia, and we will be filmed and also linked to the BHM website.
3. Our webpage will be advanced.
4. Master gardener came out and told us how we can improve our plants and costs.
5. Had lunch with Mark from Benicia Herald and discussed the lack of cooperation in getting things in the paper. He promises he would do more articles on the museum.
6. Elizabeth mentioned that the State Park would get money from the City for the recreation area.
7. Attended the Chamber of Commerce mixer and docent class. The Main St. meeting discussed using the Railroad Depot as an art gallery and that the museum has been invited to participate in that...to be discussed.
8. Insurance contract: They didn't request a tour of the museum. She thought they would. Insurance contract is now current, renewed.
9. She and Bev worked on a form for incoming artifact loans, especially referring to a specific policy points.
10. An ad campaign is starting for seniors tours. Bill asked if the letters were going out to other counties besides Solano.

Motion to accept Executive Director's report.

Motion: Bill Scott Second: Susan Sullivan

Motion to accept the bylaws.

Motion: Lou Alfeld Second: Bill Scott
Objections: none Motion carried

B. Summer Intern

Our intern Roxanna will have rentals on the website by the end of August/first September.

C. Fundraising/calendar events

Carol mentioned the Bluegrass that was tentatively scheduled for Oct. 7. She feels that we need more time to prepare and advertise for a successful event. Pyramid Brewery will pour, Kinder's ribs or chicken would cost \$10 with \$4 each going to the museum. Carol proposes two performers. Blues Defenders is one. She mentioned April date would give us more time to plan. Also she asked Jason w/Beer Network to pour. She also mentioned a raffle or auction.

Lou came up with ideas for fundraisers:

1. Beer & Bratwurst Fest-German American Society
2. Spaghetti Feed sponsored by Sons of Italy
3. Veterans Day Tribute with our veterans
4. 4th of July
5. Memorial Day
6. We should contact high school and middle school history teachers for history ideas and docents.

Motion to accept Fundraising report.

Motion Susan Sullivan Second Bill Scott
Objections: none Motion carried

Elizabeth mentioned Rotary/Museum C of C mixer and that we should have information on display around the hall about our education programs. Also said that most museums do not provide lectures. Some museums charge for lectures.

A motion to charge for lectures.

Motion: Lou Alfeld Second: Susan Sullivan
Objections: none Motion carried

D. Sustainability Grant

Sustainability is all about light in exhibit areas and to solve problem in Bldg. 7 of air coming in from outside.

Grant document: Elizabeth wants to edit it with Larry. A suggestion was made for the two of them to do some polishing and send it to board members. Elizabeth wants to make it palatable to the City and refer to the CAP "historic structures" sustainability criteria.

Jim called for a motion to approve and authorize Elizabeth to sign the grant document.

Motion: Carol Scott Second: Bill Scott
Objections: none Motion carried

E.Camel Collection

Elizabeth had a long conversation with Pernille Dake and that she wants the best possible both for the family and museum. Ms. Dake sent an email saying she was happy for us to have the camels, but that the family would like a dollar donation amount for their taxes. Elizabeth told the family that we would not have the time to do an individual tax listing for them because we will not have the time to access these items before the end of December... the family says that this may not be a problem. The family has more info on where some of the camels came from for a bio. and narrative values. We would accept the camels as long as there are no terms for these camels. The BHM needs to answer whether or not it advances our mission.

Motion called to accept the Camel Collection.

Motion: Susan Sullivan Second: Carol Scott
Objection: none Motion carried

F.Changing time for annual meeting

Motion called to change meeting time to 4 p.m. Sunday, Sept. 23.

Motion: Susan Sullivan Second Bill Scott
Objections: none Motion carried

G.Hall Rental

Covered previously.

VI.New Business

A.Benicia website project

Covered previously

B.Computers

Elizabeth and Beverly are having trouble with their computers. Fred worked on Elizabeth's computer and Bev's is okay for now.

Note: Nominating Committee is Susan Sullivan, Toni, Bev and Elizabeth.

Docent training should use the buddy system.

We have a volunteer list.

C.Staff

Tania will be gone from now until the middle of Sept. for surgery recovery. Elizabeth will be gone Aug. 5 to 10 on vacation.

Motion to adjourn.

Motion: John Halliday
Objections: none

Second: Bill Scott
Motion carried

CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011-2013 GRANT APPLICATION

TITLE PAGE

PART A – BASIC INFORMATION

1. PROJECT/PROGRAM NAME: Green Gallery Program

Amount of Funding Request: ANNUAL: \$51,400
GRANT PERIOD = 2 YEARS:

Organization and/or Person(s) Submitting Proposal:

Arts Benicia, Inc.

2. ORGANIZATION INFO:

Arts Benicia, Inc.
Organization Name

991 Tyler Street, Suite 114, Benicia, CA, 94510
Address

707/747-0131 707/ 747-0241
Phone Fax

larnie@artsbenicia.org
Email

Federal ID # (for non-profit or business): 68-0157927

If a non-profit organization, the year legally established: 1987

State in which established: California

If a business, the year established, number of years: N/A

Location: N/A

3. CONTACT PERSON (for this Application)

Name: Larnie Fox

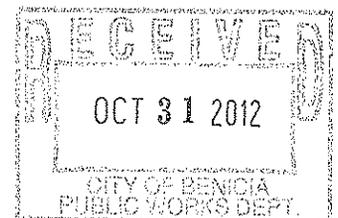
Title: Executive Director

Address: 991 Tyler Street, Suite 114, Benicia, CA, 94510

Phone: 707/747-0131

Fax: 707/ 747-0241

Email: larnie@artsbenicia.org



**CITY OF BENICIA
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2011-2013 GRANT APPLICATION**

4. The proposed Project/Program will serve FOCUS AREAS of the Benicia Climate Action Plan [CAP] to reduce Greenhouse gases [GHG] and thereby also support Community Sustainability. Please list specific STRATEGIES within the FOCUS AREAS below that will be addressed (fully or partially) by the proposed Project/Program. Include and explanation of the importance of each STRATEGY to the Project/Program's mission. [See CAP page 15 for Focus Areas.]

• **EDUCATION/PUBLIC OUTREACH**

1. **Exhibitions:** We are proposing two major exhibitions, one in 2013, and one in 2014 that address environmental concerns. Both exhibitions would include the following: panel discussions, Family Art Days, press campaigns, school tours and locally sourced foods for the opening receptions. *Exhibitions are a powerful way to communicate about important issues on a deep level.*
2. **Green Umbrella:** Continuing and reinvigorating our leadership of this innovative collaboration, including participation in Arbor Day activities, events in the Avant Garden, Coastal Cleanup and Earth Day Celebrations. *Working together, we can accomplish more, foster innovative ideas through multiple perspectives and be eligible for larger grants.*
3. **Land Art:** Working with the Waterfront Committee and the Arts and Culture Commission, Arts Benicia would commission and coordinate a temporary or permanent site-specific work by an established land artist. *Artists working directly with land can make powerful statements and raise important questions about our relationship with our Earth.*
4. **Adult Classes:** A series of studio classes for adults and that use renewable or recycled materials and/or create with art that addresses environmental issues. *Noting that people have differing learning styles, providing adults with opportunities to "learn by doing" is very powerful.*
5. **Children's Classes:** A series of hands-on classes for children that use recycled materials and/or teach children about the importance of a healthy environment and the fragility of our Earth and introduce the concept of sustainability. *In the long run, providing children with the intellectual tools for creative thinking and decision-making is unquestionably the most important way to create a more sustainable future. Art education provides rare opportunities for this kind of learning to take place.*
6. **Art in the Schools:** Working with members of the children's art committee Arts Benicia would offer hands-on programs in Benicia schools and field trips to the gallery that would utilize recycled materials to teach children about recycling, environmental concerns and sustainability. *Working with the schools provides us not only with the opportunity to reach children, but to reach teachers who will have a huge impact on the way the next generation thinks, and therefore on global sustainability.*
7. **Panel Discussions** that address how the arts interact with the environment. *These popular programs provide important, direct means of reaching a diverse audience.*
8. **Awards program** to recognize outstanding achievements in the community for addressing environmental concerns. *Working with our Green Umbrella partners, artist-created awards will provide fun, but powerful, incentives for community "green leaders".*

**CITY OF BENICIA
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2011-2013 GRANT APPLICATION**

- **ENERGY PRODUCTION**

N/A

- **TRANSPORTATION & LAND USE**

N/A

- **BUILDINGS**

Moving from halogen to **LED lighting**. Please see attached LED transition strategy documentation. *With this transition, Arts Benicia will save 4,063 kilowatt hours of energy and 2.4 metric tons of CO2 annually.*

- **INDUSTRIAL & COMMERCIAL**

N/A

- **WATER & WASTEWATER**

N/A

- **SOLID WASTE**

Recycling: By formalizing and strengthening our recycling program, especially after events, and working with our Green Umbrella partners to begin a composting program, *we will provide a good example to our community.*

- **PARKS & OPEN SPACE**

N/A

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
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ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE SIGNATORY ON BEHALF OF AN APPLICANT ORGANIZATION REQUESTING FUNDS FROM THE COMMUNITY SUSTAINABILITY COMMISSION. A CITY EMPLOYEE MAY BE SIGNATORY WHEN APPLYING FOR FUNDS FOR A PROJECT TO BE ADMINISTERED BY THE CITY OF BENICIA).



Authorizing Signature

Executive Director
Title

October 31, 2012
Date

Larnie Fox
Typed Name

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011-2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION **

5. Please provide a budget for the proposed Project/Program. Expenses listed in this document should be consistent with the Project Description. This budget is only for the Project utilizing grant monies.

Do not leave any blank boxes. Use "N/A", if cost category is not applicable.

Note: Column "A" = Total cost of the proposed Project. Column "B" = Amount requested in this grant application. Column "C" = The difference between Column A and Column B, or the costs of the Project that are not included in this grant request, if any.

Note: A detailed spreadsheet that breaks these figures out for each proposed activity is available upon request.

PROJECT DIRECT EXPENSES	TOTAL PROJECT COSTS (A)	GRANT REQUEST AMOUNT (B)	APPLICANT'S OTHER COSTS (C)
Personnel (direct) Director Larnie Fox Annual Salary \$41,800	\$ 11,207	\$ 9,167	\$ 2,040
Personnel (direct) Program/Development Coordinator Laura Buchan Annual Salary \$18,600	\$ 7,085	\$ 6,115	\$ 970
Personnel (direct) Admin Coordinator Peg Jackson Annual Salary \$8,500	\$ 3,847	\$ 2,912	\$ 935
Personnel (direct) Exhibition Coordinator Mary Shaw Annual Salary \$4,500	\$ 3,950	\$ 3,590	\$ 360
Personnel (direct) Children's Art Coordinator (Not yet Hired) Annual Salary \$15,840	\$ 7,970	\$ 2,970	\$ 5,000
Benefits (direct)	N/A	N/A	N/A
Contract Services	\$ 21,475	\$ 10,475	\$ 11,000
Project Supplies	\$ 8,075	\$ 6,975	\$ 1,100
Project Equipment	\$ 6,350	\$ 6,100	\$ 250
Transportation costs	N/A	N/A	N/A
Other Direct Costs	N/A	N/A	\$390
Subtotal	\$ 69,959	\$ 48,304	\$ 22,045

1. [Provide names, titles & total estimated annual salary or stipend. Attach additional sheets if needed and summarize total here.]

**CITY OF BENICIA
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PART B – BUDGET INFORMATION (continued)

INDIRECT EXPENSES	TOTAL PROJECT COSTS (A)	GRANT REQUEST AMOUNT (B)	APPLICANT'S OTHER COSTS (C)
Administrative personnel	N/A	N/A	N/A
Benefits	N/A	N/A	N/A
Space/office Rental	\$ 7,430	\$ 1,370	\$ 6,060
Utilities	\$ 1,140	\$ 1,140	N/A
Telephone	\$ 303	\$ 203	\$ 100
Office Supplies	\$ 346	\$ 283	\$ 63
Transportation	\$ 100	\$ 100	N/A
Other Indirect Costs	N/A	N/A	N/A
Subtotal	\$ 9,319	\$ 3,096	\$ 6,223
TOTAL COSTS	\$ 79,278	\$ 51,400	\$ 28,268

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011-2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION (continued)

6. APPLICANT'S FINANCIAL SOURCES: Please provide sources of other funds for the proposed Project/Program. Total amount should correspond with Total in Column C (from previous page). Do not include your entire budget here. (It should be attached).

Applicant's Sources of Other Funding (be specific)	Amount or Value	Cash or in-Kind (indicate)	Note
Art Sales	\$1,110	Cash	Supports Exhibitions
Adult Tuition	\$11,500	Cash	Supports Adult Classes
Children's Tuition	\$5,000	Cash	Supports Children's Classes
Solano County workforce Investment Board	\$3,960	Cash	Supports Children's Art Coordinator
Individual Donations 2012	\$1,423	Cash	Supports Children's Programs
Wilson Family Foundation	\$1,500	Cash	Supports Children's Programs
Westamerica Bank	\$500	Cash	Supports Children's Programs
American Association of University Women	\$275	Cash	Supports Children's Programs
Valero Energy Foundation	\$3,000	Cash	Supports Children's Programs
TOTAL	\$28,268		

7. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicians served with the funds. (If more space is needed to complete your answer, use the reverse side of this page

Fiscal Year	Project/Program	Amount of City Loan or Grant	Benicians Served
2011-12	General Operating Funds	\$37,900	9,140
2010-11	General Operating Funds	\$58,525	12,600
2009-10	General Operating Funds	\$65,000	14,400
2008-09	General Operating Funds	\$58,560	12,500 (est.)
2007-08	General Operating Funds	\$58,560	12,500 (est.)
2006-07	General Operating Funds	\$48,975	10,500 (est.)
2005-06	General Operating Funds	\$48,975	10,500 (est.)

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011-2013 GRANT APPLICATION**

**PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION
(Please limit Part C to 5 pages)**

8. Brief Project/Program Summary (Three to four sentences describing the grant proposal).

As Arts Benicia celebrates its accomplishments over the 25 years of the organization's history, it is also beginning a process of looking to the next 25 years, and asking ourselves important questions about the sustainability of our group, of the community of artists that we represent, and of the town as a whole. A grant from the Sustainability Commission will enable us to address issues that are arising from this process directly. Specifically, we will address these issues by environmentally-themed exhibitions and related programming, with classes, art experiences, discussions and outreach for children and adults, and by the example of our "greener" gallery.

9. Describe the Project/Program's general purpose and activities:

Purpose: To contribute to the creation of a sustainable City, community of Artists and Arts Benicia through exhibitions, education, outreach, and by example.

Activities:

- Two major **Exhibitions**, including Family Art Days, press campaigns, school tours and receptions featuring locally sourced foods.
- Continuing and reinvigorating our leadership of **Benicia's Green Umbrella** coalition.
- Creating site-specific **Land Art** in or around Benicia.
- A series of **Adult Classes** that create art with renewable or recycled materials and/or addresses environmental issues.
- A series of **Children's Classes** that use recycled materials and/or teach children about the importance of a healthy environment and the fragility of our Earth and introduce the concept of sustainability.
- **Art in the Schools**, hands-on programs for Benicia schools utilizing recycled materials to teach children about recycling, environmental concerns and sustainability.
- **Panel Discussions** that address how the arts interact with the environment.
- **Awards program** to recognize outstanding achievements in the community for addressing environmental concerns in partnership with the CSC and Green Umbrella partners.
- **Green Gallery** practices, including using LEDs for gallery lighting and formalizing our recycling policies.

10. If sponsored by a non-profit or business, list all financial liabilities or pending legal action:

None.

**CITY OF BENICIA
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11. If applying for other grants for fiscal years 2011-2013, please list the project, funding source(s), proposed budgets and requested amount(s).

Project	Funding Source	Proposed Budget	Requested Amount
Children's Art Programming	Union Pacific Railroad Foundation	\$37,000	\$5,000
General Operating	AT&T Foundation	\$170,000	\$2,500
General Operating	City of Benicia	\$170,000	\$37,900
General Operating	Matson Foundation	\$170,000	\$2,500
Arts Benicia Artists in Residence	Fleishhacker Foundation	\$5,000	\$3,000
Arts Benicia Artists in Residence	Andy Warhol Foundation	\$5,000	\$3,000

12. At what location(s) will the proposed Project/Program take place, and, if applicable, how long has the organization been at this location?

The majority of this program will take place at Arts Benicia, 911 Tyler Street, Suite 114, Benicia. We have been at this site since 1993. Other activities will take place in the Avant Garden, in Benicia Schools, and tentatively in the Depot Building, 90 First Street, Benicia.

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

13. What are your proposed hours of operations for this Project/Program? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to inquiries by phone or email, answer general questions, etc.?

Our gallery is open from 12-5 pm, Thursday through Sunday during exhibitions and by appointment. Office hours between exhibitions are 12-5 pm, Thursday and Friday. Office and gallery are often open at other times as well. Classes, panel discussions, in-school programs, etc., will occur at diverse times.

14. Describe the Project/Program associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of the proposed Project/Program, with respect to goals of the Benicia Climate Action Plan to reduce GHG emissions.

Note: Most of our activities fall under the Education and Public Outreach Category, and as such the GHG reduction amount is not applicable as noted in the CAP on pages 15 and 21. However, we strongly believe that education and outreach do lead to substantial GHG reductions.

- **Exhibitions:** Visual art is a powerful and emotional way of communicating realities about our shared Earth and its limited resources. The arts reach people in deep and meaningful ways that traditional modes of education and promotion cannot. Artists often address environmental concerns in their work through choice of materials and narrative content. Arts Benicia has a proud history of addressing environmental concerns with its exhibitions, which we intend to continue into our next 25 years with support from the Sustainability Commission.

**CITY OF BENICIA
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We are proposing two major exhibitions, one in 2013, and one in 2014 that address environmental concerns, as called for by **CAP strategy EO-1.5**, Eco/Sustainable art exhibitions. While the actual content of each exhibition will be decided by jurors, curators, exhibition committee and staff, the work will relate directly to environmental themes. The 2013 Exhibition is tentatively titled "Vessels", with the theme of container as vehicle. Materials would be recycled or renewable. We have one artist tentatively identified, Phyllis Thelen, who creates fantastic air and watercraft from dried plant materials; palm tree husks, dried weeds, etc. We will explore notions of bodies as vessels and the Earth as a vessel. The 2014 exhibition is unplanned as yet, but it will address environmental issues in exciting and innovative ways. Our goals in hosting these exhibitions and related events would include illustrating the deep connections we all have with the Earth and leveraging the emotional content of the work to raise awareness, and encourage direct involvement with the many environmental issues facing our community.

Both exhibitions would include the following:

- **Panel discussions** in which artists and environmentalists react to the messages in the art, and educate the public about environmental issues. (See below).
 - **Family Art Days**, in which children and their parents are invited to view and consider the exhibition, then make art relating to it. This presents excellent opportunities for engaging young people and the public with environmental concerns through hands-on art activities, and is consistent with CAP strategy EO-1.3, Educational Workshops.
 - **Press campaigns**, drawing attention to the environmental content of the work presented, again drawing awareness to the environmental issues dealt with in the exhibitions.
 - Arts Benicia would offer **School tours** to Benicia schools during these exhibitions, consistent with CAP strategy EO-1.13. Children would learn about environmental concerns in the context of the exhibitions, and would do a hands-on project based on the work in the exhibition.
 - Partner with Community Garden and Avant Garden to provide and promote **locally sourced foods** for opening receptions and events.
- Continuing and reinvigorating our leadership of the **Green Umbrella** group, including collaborations with the Tree Foundation, especially on their Arbor Day celebration, with the Avant Garden (continuing our "Art in the Garden" initiative), Coastal Cleanup and Earth Day Celebrations. Other partners include the Historical Museum and the Arts and Culture Commission. These collaborations utilize strategies found in **CAP strategies EO-1.10 and IC-2.2**, though in this case the goal would be to strengthen local non-profits' participation in environmental activities.
 - **Land Art:** Working with the Waterfront Committee and the Arts and Culture Commission, Arts Benicia would commission and coordinate a temporary or permanent site-specific work by an established land artist that addresses local environmental concerns at a Benicia waterfront location to be determined by AB, the Waterfront Committee and the artist. AB will send out a call for proposals, and select a jury to choose the artist. The piece would be well publicized and documentation of the work would be available online. If congruent with our exhibition schedule, documentation of the work would be displayed in our gallery.
 - **Adult Classes:** We will offer a series of studio classes for adults and that use renewable or recycled materials and/or create with art that addresses environmental issues. Some of our classes currently use recycled materials. The proposed program would focus specifically on these interesting materials, and draw connections between recycling/reuse and land use issues. This meets the criteria for **CAP strategy EO-1.3**, Educational Workshops.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
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- **Children's Classes:** Arts Benicia is in the process of beginning a pilot program of summer day camps and after-school classes for children from 18 months to 18 years of age working with the Historical Museum and the Workforce Investment Board of Solano County. We propose to offer a series of hands-on classes for children that use recycled materials and/or teach children about the importance of a healthy environment and the fragility of our Earth and introduce the concept of sustainability. This meets the criteria for **CAP strategy EO-1.3**, Educational Workshops.
- **Art in the Schools:** Working with members of the children's art committee Arts Benicia would offer hands-on programs to Benicia schools that would utilize recycled materials to teach children about recycling, environmental concerns and sustainability. This meets the criteria for **CAP strategy EO-1.13**.
- Moving toward a "**Green Gallery**":
 - Moving from halogen to **LED lighting**. AB Exhibition Coordinator Mary Shaw has already done the research necessary to successfully transition to LEDs, saving 4,063.15 kilowatt hours of energy use and reducing GHG emissions by 2.398 metric tons CO2 annually. In addition to the environmental benefits, LED lights have a brightness and a color temperature that in our opinion is superior to standard halogens for gallery applications. Please see attached LED Transition Strategy documentation.
 - Formalizing our **recycling policies** including composting with guidance from Avant Garden members. Our practices have the potential to become a model for other non-profits and businesses. By setting an example for our community, we help achieve goals consistent with **CAP Strategy SW-2.4**.
- In the context of each of the two proposed exhibitions, AB will host **Panel Discussions** as called for by **CAP strategy EO-1.3**, Educational Workshops, that address how the arts interact with the environment, how to make the local arts community sustainable over the next 25 years, and related subjects. We will encourage the discussion of creative solutions as well as identifying problems. An exemplary organization dedicated to long-term thinking, Long Now, sent us a letter of support and has agreed to play a role in our planning process, including participating such discussions.
- Partner with Green Umbrella members and the CSC to establish an **awards program** to recognize outstanding achievements in the community for green building practices, waste diversion, and reduction, energy and water conservation and public outreach, as called for by **CAP strategy EO-1.2**. Specifically, Arts Benicia member artists would create artist-made awards (clay or glass trophies, hand painted certificates, etc.), to recognize local environmental "stars" for use in the awards program.

15. Please describe why the proposed Project/Program is necessary for citizens of Benicia and the community as a whole?

Benicia is a community surrounded by industrial centers that, while providing employment, often compromise our clean air and water. We are also a community on the water's edge, so that sea level rise associated with climate change will have a direct impact on us. Therefore, it is important for residents and those from surrounding communities become educated about the consequences of environmental degradation, and about what can be done to mitigate those consequences.

**CITY OF BENICIA
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16. How will outreach be conducted so that services provided will have an educational “ripple effect” throughout the community?

Art can have a very deep and powerful effect on the way people think and feel. Awareness gained through encountering, discussing or making art has effects that are often deeper and more enduring than what can be communicated in more conventional modes. This is especially true of children’s art education. In making art, especially under the guidance of a skilled teaching artist, a child learns to make a series of decisions, and to take responsibility for those decisions. As our audience of artists, art appreciators and young artists take the insights gained from their encounters with environmentally conscious art out into their daily lives, and into their future, a powerful and lasting “ripple effect” will be generated.

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

17a. List the specific, quantifiable goals of the proposed Project/Program. (Please state the goals in numbers of individuals, families, households or groups projected to be served and then estimate the amount of energy or water savings that may be achieved for each, then total those figures in each category and estimate GHG reduced by the Project/Program over one year.)

ANNUAL GOALS	Numbers served	Water & Energy savings (est.) in 1 yr.	GHG reductions (est.) in 1 yr.
Two Exhibitions	1500	N/A	N/A
Education	550	N/A	N/A
Green Umbrella	4,000	N/A	N/A
LEDs	9,000	4,063.15 KWh	2.398 metric tons CO2

17b. Discuss how this data will be collected, organized and disseminated throughout the community

We will post data about energy saved through the conversion to LEDs on our website, Facebook and in our Currents email. We will also publicize the outreach programs in the same way as well as press releases.

18. If the proposed Project/Program is an already existing activity, or part of an existing program of the applicant or his or her organization or business, please explain.

This proposal builds on existing exhibitions, classes, programs and strategies, but adds a strong focus on environmental issues.

19. Identify similar projects or programs in the community and how the proposed Project/Program differs from them.

We are not aware of any focused projects or programs functioning in the community.

20. REQUIRED ATTACHMENTS: Please verify and check off confirmation indicating that the following required items are attached to the original application.

Do not leave any blank – if an item is not applicable, indicate by “N/A”

THANK YOU!

Internal Revenue Service
District Director

Department of the Treasury

P O BOX 36001 STOP SF-4-4-46
SAN FRANCISCO, CA 94102

Date: JAN. 25, 1989

ARTS BENICIA INC
1063 JEFFERSON STREET SUITE 212
BENICIA, CA 94510

Employer Identification Number:
68-0157927

Case Number:
959019020

Contact Person:
ROLAND FORTIER

Contact Telephone Number:
(415) 556-0319

Accounting Period Ending:
December 31

Foundation Status Classification:
509(a)(1)

Advance Ruling Period Ends:
Dec. 31, 1992

Caveat Applies:
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors

**Arts Benicia
Budget 2012**

	Budget	Actuals	Percent	Projection	Difference
Ordinary Income/Expense					
Income					
Contributed Income					
Board Membership Contributions	1,350	1,521	113%	1,708	358
Business	3,000	6,093	203%	6,993	3,993
Challenge Grant		0		0	0
Corporate Underwriting		0		0	0
Grants		0		0	0
Government - City of Benicia	37,500	28,125	75%	37,500	0
Government - other		0		0	0
Foundation		0		0	0
Corporate	7,500	6,500	87%	7,500	0
Non profit	4,500	4,275	95%	5,575	1,075
Total Foundation	12,000	10,775	90%	13,075	1,075
Total Grants	49,500	38,900	79%	50,575	1,075
Individual Donations	15,000	1,265	8%	8,015	-6,985
Legacies & Bequests		0		0	0
Special Projects		4,703		4,703	4,703
Total Contributed Income	68,850	52,482	76%	71,994	3,144
Earned Income		0		0	0
Adventure Packages	1,000	0	0%	0	-1,000
Advertising Revenue	500	1,340	268%	1,340	840
Art Sales	37,000	20,130	54%	24,028	-12,972
Entry Fees	10,000	6,745	67%	10,078	78
Food & Beverage Sales	3,800	2,991	79%	4,441	641
Lectures		0		0	0
Membership	7,650	9,135	119%	11,585	3,935
Product Sales	500	342	68%	467	-33
Rental Income	150	350	233%	375	225
Special Events		0		0	0
Ticket Sales	9,000	8,406	93%	8,406	-594
Tuition	25,600	20,064	78%	24,664	-936
Total Earned Income	95,200	69,503	73%	85,384	-9,816
Total Income	164,050	121,985	74%	157,378	-6,673
Gross Income	164,050	121,985	74%	157,378	-6,673
Expense					
Advertising	1,300	896	69%	896	404
Artist Proceeds	9,800	1,455	15%	8,455	1,345
Bank Service Charges					
Merchant Bankcard fees	1,260	391	31%	705	555
Greater Giving fees	966	594	62%	594	372
Bank Charges - Other	600	216	36%	516	84
Total Bank Service Charges	2,826	1,202	43%	1,815	1,011
Bulk Mail Service		0		0	0
Casual Labor		0		0	0
Catering	2,500	0	0%	2,050	450
Conferences & Meetings		25		25	-25
Decor	1,200	921	77%	1,120	80
Delivery/Shipping	100	0	0%	100	0
Dues, Fees & Subscriptions	414	227	55%	339	75
Equipment Rental		-170		-170	170
Facilities Rental	300	743	248%	743	-443
Hired Security	300	440	147%	440	-140
Honorarium		400		400	-400
Hospitality	300	180	60%	180	120
Instructor Fees	15,360	9,518	62%	12,435	2,925
Insurance		0		0	0

**Arts Benicia
Budget 2012**

	Budget	Actuals	Percent	Projection	Difference
Workers Compensation	900	0	0%	450	450
Liability Insurance	1,930	1,964	102%	1,964	-34
Total Insurance	2,830	1,964	69%	2,414	416
Licenses and Permits	10	415	4148%	415	-405
Model Fees	2,640	2,250	85%	2,875	-235
Office Supplies	1,200	1,595	133%	1,895	-695
Operating Supplies	3,550	2,077	59%	2,752	798
Payroll Expenses	70	1,697	2424%	1,719	-1,649
Performance Fees	630	2,300	365%	2,300	-1,670
Postage & Mailing	800	559	70%	819	-19
Printing	1,750	2,559	146%	2,742	-992
Professional Fees		0		0	0
Accounting	1,062	1,066	100%	1,192	-130
Computer Support & Maintenance		439		439	-439
Consulting	700	533	76%	533	167
Curator Services	200	200	100%	200	0
Grant Writer	250	75	30%	75	175
Graphic Design		0		0	0
Moderator		0		0	0
Total Professional Fees	2,212	2,263	102%	2,389	-177
Receptions	1,140	1,403	123%	1,783	-643
Recruitment		0		0	0
Rent		0		0	0
Gallery/Office rent	7,800	5,950	76%	8,050	-250
Classroom/Studio rent	7,800	5,950	76%	8,050	-250
Total Rent	15,600	11,900	76%	16,100	-500
Repairs		0		0	0
Classroom/Studio repairs	262	0	0%	66	196
Gallery/Office repairs	720	265	37%	445	275
Computer Repairs		0		0	0
Equipment Repairs		0		0	0
Leasehold Repairs		0		0	0
Total Repairs	982	265	27%	511	471
Salaries & Wages		0		0	0
Employer Taxes	7,443	6,348	85%	8,224	-781
Gross Wages	76,590	62,405	81%	81,705	-5,115
Total Salaries & Wages	84,033	68,753	82%	89,929	-5,896
Signage	1,400	1,087	78%	1,132	268
Travel Expenses	10	3	30%	3	7
Utilities		0		0	0
Garbage	856	679	79%	901	-44
Gas & Electric	2,300	1,783	78%	2,346	-46
Internet Service & Web Site	420	350	83%	420	0
On-line services	1,200	585	49%	710	490
Security System	432	539	125%	755	-323
Telephone	1,200	713	59%	1,014	186
Water	300	0	0%	300	0
Total Utilities	6,708	4,649	69%	6,446	263
Miscellaneous		0		0	0
Mystery to Solve		75		75	-75
Total Expense	\$ 159,965	\$121,652	76%	165,128	5,163
Net Ordinary Income	4,085	332		-7,750	11,836
2011 Deficit		3,426		3,426	
Net Income	659			-11,176	



Financial Statement

As of October 31, 2012

ASSETS

Current Assets

Checking/Savings

01 Umpqua Checking	2,672.53
02 Paypal	294.25
03 Petty Cash 2011	<u>143.56</u>

Total Checking/Savings 3,110.34

Accounts Receivable

Accounts Receivable	<u>287.03</u>
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Total Accounts Receivable 287.03

Other Current Assets

Building Fund	1,550.00
Undeposited Funds	172.28
Workers Comp Security Deposit	<u>2,492.43</u>

Total Other Current Assets 4,214.71

Total Current Assets 7,612.08

Fixed Assets

Fixed Assets

Computer	2,935.67
Equipment	2,672.24
Furniture & Fixtures	3,467.50
Leasehold Improv. - A/D	-3,972.00
Leasehold Improvements	21,931.47
Lights	<u>779.83</u>

Total Fixed Assets 27,814.71

Total Fixed Assets 27,814.71

TOTAL ASSETS 35,426.79

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Sales Tax Adjustment 0.04

Total Accounts Payable 0.04

Other Current Liabilities

Payroll Liabilities

CA PIT/SDI -7.92

Federal Withholding -36.00

FICA

Company -40.92

Employee -27.82

Total FICA -68.74

Medicare

Company -9.57

Employee -9.57

Total Medicare -19.14

State Withholding -5.71

SUI/ETT 76.92

Payroll Liabilities - Other -2,628.84

Total Payroll Liabilities -2,689.43

Restricted Fund Liabilities

Accounts Payable - Restricted 1,550.00

Total Restricted Fund Liabilities 1,550.00

Sales Tax Payable 93.37

Unrestricted Fund Liabilities

Sales Tax Payable -28.85

Total Unrestricted Fund Liabilities -28.85

-1,074.91

Total Current Liabilities -1,074.87

Total Liabilities -1,074.87

Equity

Opening Bal Equity 110.45

Retained Earnings 45,389.53

Net income -8,998.32

Total Equity 36,501.66

TOTAL LIABILITIES & EQUITY 35,426.79



Contact Information

Personal and Confidential – not for public distribution

Board of Directors

Susan Mann (9-13-2010) <i>Chair</i>	707.330.4986	susanmann12@gmail.com	108 East K Street Benicia, CA 94510
Nikki Basch-Davis (8-12-2010) <i>Vice Chair</i>	707.746.5052 h 925.212.8096 c	nikkibdavis@sbcglobal.net	442 Marina Place Benicia, CA 94510
Robert Nelson (01.01.2008) <i>Treasurer</i>	707.745.1014 h 707.85.3478 c	twokabob@yahoo.com	1720 Shirley Dr Benicia, CA 94510
Cherry Moore (01.01.2008) <i>Secretary</i>	415.497.1723 c	clmoore111@gmail.com	1822 Shirley Dr Benicia, CA 94510
Mark Eanes (09-11-2012)	707.980-0710 c	mark@markeanes.com	991 Tyler Street #214 Benicia, CA 94510
Katya Madrid (9-13-2010)	510.367.0622	katyamadrid@gmail.com	1311 Nob Hill Ave. Pinole, CA 94564
Chris Meade (09-11-2012)	707-297-6365	musicartvinescm@aol.com	1857 Shirley Drive Benicia, CA 94510
Barrie Robinson (09-11-2012)	707-297-6673	bkr@berkeley.edu	2270 Clearview Circle Benicia, CA 94510
Karen Schlumpp (09-11-2012)	925-899-6741	karenschlumpp@hotmail.com	650 Daffodil Drive Benicia, CA 94510
Susan Sullivan (4-11-2011)	707.746.1130 h 707.334.4350 c	susansullivan94510@yahoo.com	1543 Sherman Drive Benicia, CA 94510
Doug Snyder (09-11-2012)	707-745-8808	doug@94510.org	443 Heather Court Benicia, CA 94510
John Young (2-16-2012)	707.495.0311	jfyong@jps.net	129 Old Oak Lane Santa Rosa, CA 95409



Paid Principal Staff and Positions, Arts Benicia

Name	Position
Larnie Fox	Executive Director
Laura Buchan	Program and Development Coordinator
Peg Jackson	Administrative Coordinator
Mary Shaw	Exhibition Coordinator

Executive Director Job Description

The Executive Director shall ensure that Arts Benicia's programs meet the organization's mission and its established criteria for artistic quality, as well as the community's arts needs. The executive Director represents the organization locally and regionally, fosters collaboration with other city and community-based agencies and advocates for the organization in fund development and to expand city and civic collaborations, business partnerships, and other professional relationships. Working with the Board of Directors and the Exhibition Committee, the Executive Director will identify Arts Benicia's audiences and develop programs to enrich the community culturally, and is responsible for overseeing the implementation and evaluation of programs.

Primary Objective: The function of the Executive Director is to serve as the chief executive officer of Arts Benicia.

Reports to: The Arts Benicia Board of Directors

Principal Responsibilities:

- Assure the consistent achievement of the organization's mission
- Ensure the organization has an effective long term and short term strategic plan
- Provide leadership in all aspects of the organization's programs and operations including education programs, classes, exhibits and related public events
- Work with Finance Committee to oversee Arts Benicia's financial objectives and manage the organizational budget
- Ensure the acquisition of funding essential for Arts Benicia operations
 - Work with the Fund Development Committee to design and implement a comprehensive fund raising strategy
 - Develop contacts and build relationships for individual and corporate contributions
- Interface with the Board of Directors
 - Partner with the Board in the governance of the organization
 - Attends all Board Meetings
 - Partner with Board Chair to effectively communicate with the AB Board of Directors
 - Assist in the training, development and recruitment for the Board
 - Serve as a non-voting member of the Executive Committee of the Board
 - Ex-officio member of all Board committees. Provide assistance and information to all Board committees for their functioning and success
- Hire and supervise Arts Benicia staff
 - Develop Job Descriptions for all paid staff
 - Ensure that appropriate Human Resource policies are in effect
 - Update Arts Benicia Employee Handbook
- Oversee the recruitment, development and management of volunteers for a broad range of tasks and responsibilities
- Network and collaborate with artists, other art organizations and essential community agencies
- Represent the organization's vision, mission activities, programs and goals, both internally and externally
- Strive to engage the local and regional community in the work of Arts Benicia
- Ensure the proper maintenance of all essential records and documents
- Ensure the compliance of the organization with Federal, State and Local regulations

Job Description for Program and Development Coordinator

Development

- Research grants from foundations, corporations and government entities.
- Prepare grant request materials.
- Work with Executive Director to maintain relationships with funding entities and donors.
- Work with Executive Director to prepare direct appeals and to solicit individual donations.
- Work with Administrative Coordinator to ensure that donors, funders, members and volunteers are appropriately thanked.
- Prepare monthly staff reports including gallery attendance, volunteer hours and grant calendar.
- Work collaboratively with event committees to plan and coordinate fundraising events
- Work collaboratively with Membership Committee to nurture relationships with members and to recruit new members.
- Attend all events and receptions onsite and offsite as Arts Benicia's staff liaison; coordinate reception logistics with committee members; oversee set-up of tables, chairs, equipment, etc. if needed.
- Manage coordination of event rentals, rental equipment and off-site events.
- Recruit, train and supervise volunteers and interns.
- Track all volunteer hours, including committees.
- Nurture relationships with volunteers and potential volunteers.
- Represent Arts Benicia to the public, answer emails to info@artsbenicia.org, phone calls and voice messages.

Programs

- Work collaboratively committee members and other staff in developing a varied and engaging exhibition and events schedule including onsite and offsite exhibits, arts events, fundraising and family events, etc.; Manage Arts Benicia's Exhibition and Events schedule.
- Manage all exhibition logistics including exhibition research, outreach/correspondence to artists; oversee intake and outtake of artwork, label/price list creation, bio. book assembly, and in association with exhibitions coordinator, manage installation, de-installation and lighting of each exhibit.
- Work closely with, set schedules and provide guidance for the Exhibits Coordinator.
- Attend meetings of the Exhibition Committee, maintain records of exhibition proposals and present them to the committee.
- Keep accurate records (both electronic and hard files) of exhibits and events.
- Maintain upcoming exhibition schedule internally and online.
- Work with Exhibits Coordinator to oversee maintenance and cleanliness of facility.
- Manage accurate records of installation and reception supply inventories.
- Oversee production of gallery signage: Artist/Curator statements, sponsorship signage, title wall signage
- Assist with adult education program in association with Administrative Coordinator and Adult Education Committee: interface with instructors and students; maintain and publicize course schedule.
- Coordinate, and publicize Family Art Days and other programs for Children in association with Executive Director and Children's Art Committee.

Publicity

- Compose and distribute press releases, calendar listings, social media and PSAs for each exhibit, event or course.
- Maintain an exhibition and events press schedule
- Produce press kits when necessary and mail to appropriate publications.
- Design, or oversee the design of promotional materials (announcement cards, posters, fliers, multimedia presentations, advertisements, etc). Ensure branding and message is consistent. Prepare Specification sheets for the graphic designer if needed.
- Coordinate the printing and mailings of materials with printers, mail house and Post Office. Request quotes for press (ads) and print jobs.
- Design and produce all marketing signage for special events such as the Art Auction and Open Studios.
- Develop content and design of *Currents*, Arts Benicia's e-newsletter.
- Web site management: ensure all exhibitions, events and courses are posted to Art Benicia's web site in a timely manner.
- Keep accurate records (both electronic and hard files) of exhibits and events.
- Ensure that exhibits and events are photographically documented when necessary.



Job Description for Administrative Coordinator

Arts Benicia

Bookkeeping

- **Accounts payable and receivable**
- **Payroll**
- **Weekly reporting**
- **Sending tax forms and preparing materials for tax purposes**
- **Maintaining records**
- **Bank liaison / reconciliation**
- **Cash flow management**

Administrative duties

- **Attend weekly staff meetings and financial check-ins**
- **Track members and send renewal notices when membership is lapsed**
- **Acknowledge new members and donors with thank-you letters**
- **Keep member and donor records up to date**
- **Play a role in generating collateral materials**
- **Maintain email list for mass emails**
- **Assist with events, work drop-off and pick up**

Clerical duties

- **Filing**
- **Maintain class rosters**
- **Mailings**
- **Maintain office supplies**

Receptionist duties

- **Greet visitors, answer the phone, take messages and be the 'public face' of Arts Benicia to artists, members and members of the public**
- **Create outgoing messages**
- **Keep gallery open on designated days, sell art and memberships, and accept donations**



Job Description for Exhibition Coordinator

Responsibilities:

Exhibitions

- Design exhibitions with Director and Program Coordinator
- Design and Install Arts Benicia Presents Exhibitions offsite
- Take primary responsibility for installing artwork in gallery
- Set lights
- Ensure public safety in gallery
- Protect and maintain artwork as necessary
- Supervise volunteers during installations
- Work with Director and Program Coordinator to lay out work
- Report any damage of facilities or artwork

Gallery Maintenance

- Order supplies as necessary
- Coordinate with Director and Program Coordinator to repair gallery or suggest repairs as necessary

General Maintenance

- Maintain and make repairs to Arts Benicia facilities as requested by Director
- Assist with storage of artwork and equipment



AB Meeting Minutes

Monday, October 25, 2012

Attendees: Susan Mann Cherry Moore; Bob Nelson; Doug Snyder; Nikki Basch-Davis; John Young; Karen Schlummp; Mark Eanes; Katya Madrid; Susan Sullivan; Chris Meade; Barrie Robinson Larnie Fox, ED. **Absent:**

	DISCUSSION	ACTION
I.	Call to Order at 5:00 pm by Susan Mann	
II.	Adoption of Agenda Doug/Mark moved to accept the agenda	Motion made and approved
III.	Approval of Minutes/Notes Changes approved and Karen/Mark motioned for approval.	Motion made and approved
IV.	Sustainability Grant: Motion made requesting that the Board approve a resolution for Arts Benicia's application for the City of Benicia's 2013 Community Sustainability Commission Grant. Motion made by Board Members John Young and Mark Eanes.	Motion made and approved
V.	Motion made to adjourn Chris Meade/Mark Eanes	
VI.	Meeting adjourned Motion made by: Susan Mann/John Young	Motion made and approved

Board of Directors:

Susan Mann – BOD Chair, Fund Development

OPEN – BOD Vice-Chair, Co-Chair Auction; Nominating Committee

Cherry Moore - BOD Secretary; Co-Chair Auction; Chair Open Studios; Chair Membership; Nominating Committee

Bob Nelson – BOD Treasurer; Chair Nominating; Chair Exhibition

Susan Sullivan – Chair Youth Education

Nikki Basch-Davis -; Chair Adult Ed; Member of Fund Development, Member 25th Anniversary

Katya Madrid – Chair 25th Celebration; Chair AB Presents; Originator/Chair smARTE

John Young – Chair Fund Development

Mark Eanes

Karen Schlummp

Doug Snyder

Chris Meade

Larnie Fox, Executive Director

THE LONG NOW FOUNDATION

—fostering long term responsibility—

Executive Director
Alexander Rose

President
Stewart Brand

Co-Chair
Danny Hillis

Secretary and Treasurer
Kevin Kelly

Board Members
Chris Anderson
Stewart Brand
Douglas Carlston
Esther Dyson
David Eagleman
Brian Eno
Danny Hillis
Mitchell Kapor
Michael Keller
Kevin Kelly
Roger Kennedy
Kim Polese
David Rumsey
Paul Saffo
Peter Schwartz

Larnie Fox
Director, Arts Benicia
991 Tyler Street, Suite 114
Benicia, CA, 94510

October 25, 2012

Dear Larnie Fox,

We are pleased to offer this letter of support for Arts Benicia and their proposal to the City of Benicia Sustainability Commission.

The Long Now Foundation was established in 01996* to develop the Clock and Library projects, as well as to become the seed of a very long-term cultural institution. The Long Now Foundation hopes to provide a counterpoint to today's accelerating culture and help make long-term thinking more common. We hope to creatively foster responsibility in the framework of the next 10,000 years.

Our Foundation's projects include creating the 10,000 Year Clock, The Rosetta Project which is an archive of all human languages, the Seminars About Long-term Thinking and our public Museum. This work involves building relationships with other cultural and scientific institutions to develop and promote our mission.

With this letter we offer our statement of support for Arts Benicia, as the organization seeks to fulfill its mission and become more sustainable. The areas of public spaces, programs, and community outreach are especially resonant between our organizations and we look forward to an exchange of ideas on these topics.

Wishing you all the best in your pursuits,



Danielle Engelman
Director of Programs
The Long Now Foundation

* The Long Now Foundation uses five-digit dates, the extra zero is to solve the deca-millennium bug which will come into effect in about 8,000 years.



LED Transition Strategy

1. Lighting information: Arts Benicia Gallery & FAQs

Total Arts Benicia electric bill: (2011)
\$2,237.63

Percentage of the electric bill for gallery lighting (2011): 75%
\$1,646.76/yr (includes office and kitchen/bathroom)

Gallery Lighting system currently in use: 110 volt AC to Buck Boost transformer to 12 volt DC to High-line cable halogen lighting system. (Power Feed: Supplies the system from an external transformer used in conjunction with feeder cable).

Total wattage available on 12 volt DC lines in the Gallery:
Line 1: 850watts (main front bay/title wall)
Line 2: 900 watts (split line/450 watts ea.) (south bay, Jackson St. side)
Line 3: 850 watts (small front wall and elevator wall)
Line 4: 850 watts (south bay, Tyler St. side)
Line 5: 850 watts (middle bay)
Total DC available wattage for use: 4300 watts (Gallery only)

Total wattage in use on 12 volt DC lines, using 35w and 50w MR16 Halogen lights:
Line 1: 385 watts
Line 2: 900 watts
Line 3: 305 watts
Line 4: 490 watts
Line 5: 270 watts
2,350 total watts in use

What is the remaining unused wattage? 1950 watts

Can we add more halogen lights? NO, not enough housing hardware. We are using everything we have. We do not have enough parts to rebuild a single complete MR16 housing unit.

What is the cost to add more MR16 housing? Old housing hardware that we currently use is unavailable. Would have to switch to new MR16 hardware housing for same system. This will cost approximately \$75-\$100 for each housing unit.

How many MR16 lights could be added to current gallery lighting system to access unused wattage? Approximately 20, 35watt lights could be added, although it would look pretty cluttered.

What would it cost to add more MR16 hardware housing? Approximately \$2000 just for hardware housing units

Can we use the current DC system with LEDs? YES

Will the LED bulbs fit into the current bulb housing? (can we switch them out) YES, they can be used with the same hardware housing.

What is the difference in lumens between the halogens and LEDs? Negligible at 40lumens/watts for either but halogens degrade more quickly. As a test, I replaced 2, 50-watt halogens with 2, 35-watt equivalent LEDs (@7 watts ea.) and the LEDs are brighter.

What is the cost per bulb of the 50 watt, MR16 halogen lights we currently use? \$8.00/bulb, retail

What is the cost of LED bulbs? \$22-\$25/bulb, retail

Assuming the halogen bulbs would be exchanged for LEDs, what would be the total cost to replace the halogens with LEDs? In the gallery's current set-up, we would need to purchase 50 LEDs to replace the halogen lights in use. 50@\$25 ea=\$1250 for a one-to-one replacement.

2. Arts Benicia Gallery Lighting Requirements and Use During Exhibitions

8 Exhibitions in 2011 (open Thurs-Sun. 12-5pm)

AOC/24 days@5hrs/day=120 hrs

Next Gen/16 days@5 hrs/day=80 hrs

Open Studios/12 days@5 hrs/day=60 hrs

Fire Sale/4 days@5 hrs/day=20 hrs

ABAIR/(residency during installation-Phase 1)

Phase 1=3.5 weeks/8 hours per day=192 hrs, Phase 2=3.5 weeks. Reg. schedule 12:00pm-5:00pm x4 days=20 hours

Auction Preview/12days@5 hrs/day=60 hrs

Emerging Curators/Collateral Damage/24 days@5 hrs/day=120 hrs

Gems/12 days@5 hrs/day=60 hrs

2011 Family Art Days 12pm-4pm (incls. 1 hr. set up and 1 hr. break down time)

7@4

hrs=28 hrs (can't find dates on Google calendar for these, so approximating 1 per exhibit, with Emerging Curators as exception)

2011 smARTE events (??) (6:00PM)7pm-(11:00 pm)10pm (incl 1 hr set up and 1 hr breakdown) 2@5 hrs=10 hrs

2011 Artist Talks (Emerging Curators, ABAIR) included in smARTE event

Total exhibition hours 2011=732 hours

Total number of days gallery lights on for exhibits: 150*

*does not include partial lighting (kitchen/office) during office hours (usually 10:00am-12:00pm, or later in the evening, after 5pm).

3. General usage and maintenance, cumulative hours/days in which all lights are on in the Arts

Benicia Gallery (excludes exhibition hours, which are listed above):

24-27 hours **gallery repair and prep**: 8 exhibits @ 27 hrs ea.=216 hrs/24 days

32-36 hours for **installation**: 8 exhibits@ 36 hrs ea.= 288 hrs/32 days

16 hours for **layout**: 8 exhibits @ 16 hrs ea= 128 hrs/24 days

4 hours (scheduled) to **receive work**: 8 exhibits@4 hours ea.=32 hrs/8 days

4 hours (scheduled) for **pick up work**: 8exhibits@4 hrs ea. = 32 hours/8 days

5 hours **Opening Reception** (7pm-10pm)(including set up & break down):

for 8 exhibits @ 5 hrs= 40 hrs/8 days

Auction prep (week prior, gallery only), 5 days @4 hrs/day= 20 hrs

Auction move (Friday prior, gallery only), 1 day@ 9 hrs= 9 hrs

Post auction cleanup (following week) 5 days@ 4 hrs/day= 20 hours

2011 Total general gallery lighting hours: 785 hrs

Total days gallery lights on for maintenance and receptions: 116

2011 Total general gallery lighting hours: 785 hrs

*2011 Total exhibition hours =732 hours**

2011 Family Art Day hours = 28 hours

2011 smARTE & Artist Talk = 10 hrs

2011 Arts Benicia Gallery

total lights-on hours* = 1555 hrs

total days lights on=266 days

* this number does not include classroom

4. Making the switch from Halogen to LED:

How much money would Arts Benicia save on its electric bill annually?

Each LED is 4-10 watts and is equivalent to a 35-50 watt halogen.

Total wattage currently used with halogen lighting: 2350 watts

Total wattage use if halogens are replaced with LEDs: 50 LEDs @10 watts ea=500w

Energy Savings calculation:

Wattage x hours used/day =kWh (kilowatt hour)

1000

Using the average of a 6.5 hour day (5hr low+ 8 hr high/2=6.5)

Halogens:

2350w x 6.5 hours/day= 15,275w/d= 15.275 kWh/day average usage

1000

1000

15.275 kWh x266 days=4,063.15 kWh

LEDs:

500w x 6.5 hours/day =3,250w/d= 3.2kWh/day average usage

1000

1000

3.2kWh x 266 days = 851.2 kWh

Green House Gas Emission data:

2350w@1555 hours of gallery lights-on use in 2011

According to the 2011 electric bill for the Arts Benicia Gallery, we use between 14-28kWh/day. Estimate 266 days of gallery lights-on for 2011 (section 3). Using above kWh calculation-- 15.275kWh/day @ 266 days =4,063.15 kWh

PGE Billing: Arts Benicia was billed for a total of 4955kWh in 2011.

The following numbers are estimated.

Arts Benicia currently pays about \$130/month (average)

\$130/30 days = about \$4.33/day= about \$.66/kWh

With Halogen bulbs: \$.66/kWh x 15.275kWh/day = \$10.00/day (current system)

With LED replacements: \$.66/kWh x 3.2 kWh/day = \$2.11/day

Savings: approximately \$8.00/day

Average electric bill, if lights are changed to LEDs should be about \$63/month*

Halogen: 15.275kWh electricity equivalent to .011 metric tons of CO₂ x 266 days=
2.93 metric tons of CO₂/year

LED: 3.2kWh electricity equivalent to .002 metric tons CO₂ x 266 days= .532 metric tons CO₂/year

Reduction: 2.398 metric tons CO₂/yr

* kWh calculations only include gallery lighting changes. Calculations do not include computers, office machines, small kitchen electrics or any kitchen appliances. Calculations do not include classroom. Calculations do not include PG&E rate changes from 2011 to 2012.

5. US EPA Equivalencies: GHGE (greenhouse gas emissions) in metric tons

2.93 metric tons of CO₂ is equivalent to:

.575 CO ₂ emissions from passenger vehicles, annual
382 CO ₂ emissions from gallons of gasoline
6.8 CO ₂ emissions from barrels of oil consumed
.039 CO ₂ emissions from tanker trucks of gasoline
.365 CO ₂ emissions from electricity usage, homes, one year
.254 CO ₂ emissions from energy usage, homes, one year
75.1 Carbon sequestered by tree seedlings-over 10 years
.625 Carbon sequestered annually by pine or fir forests-one year
.029 Acres of forest preserved from deforestation, Carbon sequestered annually
122 propane cylinders, CO ₂ emissions (from home barbeques)
.016 burning railcars of coal, CO ₂ emissions
1.0 ton of waste: greenhouse gas emissions AVOIDED by recycling rather than sending to landfill

Formula for Greenhouse Gas Emission Equivalencies: US EPA 2007

6.8956×10^{-4} metric tons CO₂ / kWh

References:

<http://www.epa.gov/cleanenergy/energy-resources/refs.html>

GHGE calculator <http://www.epa.gov/cleanenergy/energyresources/calculator.html>

CO₂ explanation <http://www.epa.gov/climatechange/ghgemissions/gases/co2.html>

MR16 new hardware/housing

Bruck Lighting: http://www.brandlighting.com/bruck_high-line.html

<http://greenlogic.com/wwwgreenlogiccom/bid/34544/Total-Cost-of-Ownership-TheValue-of-Energy-Saving-LED-Bulbs>

<http://www.pge.com/notes/rates/tariffs/electric.shtml>

<http://www.technologyreview.com/news/427504/edisons-revenge-the-rise-of-dc-power/>

<http://www.eia.gov/tools/faqs/faq.cfm?id=77&t=3>

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

TITLE PAGE

PART A – BASIC INFORMATION

1. PROJECT/PROGRAM NAME: Benicia Tree Foundation – 1,000 Trees Project

Amount of Funding Request: ANNUAL: \$60,000

GRANT PERIOD = 2 YEARS: \$120,000 January 2013 – December 2014 (2 years)

Organization and/or Person(s) Submitting Proposal: Tina Marchetti, Executive Director

2. ORGANIZATION INFO:

Name: Benicia Tree Foundation

Address: 979 Lincoln Street OR PO Box 1877, Benicia, CA 94510

Phone: (707) 745-4546

Fax: (707) 745-4546

Email: beniciatree@gmail.com

Federal ID # (for non-profit or business): #271218587

If a non-profit organization, the year legally established: 2009

State in which established: CA

If a business, the year established, number of years: N/A

Location: N/A

3. CONTACT PERSON (for this Application)

Name: Tina Marchetti

Title: Executive Director

Address: 979 Lincoln Street OR PO Box 1877, Benicia, CA 94510

Phone: (707) 745-4546

Fax: (707) 745-4546

Email: beniciatree@gmail.com



4. The proposed Project/Program will serve FOCUS AREAS of the Benicia Climate Action Plan [CAP] to reduce greenhouse gases [GHG] and thereby also support Community Sustainability. Please list all STRATEGIES within the FOCUS AREAS below that will be addressed (fully or partially) by the proposed Project/Program. Include an explanation of the importance of each STRATEGY to the Project/Program's mission. [See CAP page 15 for Focus Areas.]

- **EDUCATION/ PUBLIC OUTREACH (Priority: 4)**
 - **Strategy EO-1.12. Demonstration Gardens**
 - Our Projects act as a demonstration of the right tree in the right place.
 - **Strategy EO-1.13. Encourage BUSD to Educate K-12 Students on Climate Change and Ways to Reduce GHG Emissions**
 - Our Projects on school property include an education component to assist in integrate climate change into the curriculum.
 - **Strategy EO-1.14. Green Science and Technology Fair**
 - Arbor Day incorporates a science and art contest. Additionally, our Projects would provide a basis for numerous green science education projects.
- **ENERGY PRODUCTION**
 - N/A
- **TRANSPORTATION AND LAND USE (Priority: 3)**
 - **Strategy T-3.5. Revise Streetscape Design Standards**
 - Benicia Tree Foundation has worked with the City of the City Tree ordinance and other projects affecting the tree streetscape design.
- **BUILDINGS (Priority: 5)**
 - **Strategy B-3.3. Home Energy and Water Audits**
 - BTF works with BUSD on school planting projects. These school plantings include an education component which discusses the tree impact on energy and water usage.
 - **Strategy B-4.4. Educate Property Owners, City Commissions, Local Contractors, and Suppliers**
 - BTF works to educate all citizens regarding the benefits of trees in a green building practice.
- **INDUSTRIAL & COMMERCIAL (Priority: 6)**
 - **Strategy IC-1.1. Building Audit and Efficiency Program**
 - Tree plantings are a part of a comprehensive building energy plan to increase efficiency measures and decrease energy usage.
 - **Strategy IC-1.5. Provide Green Building Consulting and Technical Assistance**
 - Benicia Tree Foundation offers assistance to homeowners and other community members on Right Tree, Right Place program.
- **WATER & WASTEWATER (Priority: 2)**
 - **Strategy WW-1.1. Cash for Grass Rebate Program**
 - BTF can offer education on low water landscape and our Keep Tree Program offers assistance in planting a tree on private properties.

- **Strategy WW-1.7.** Develop a Business Outreach Program
- **SOLID WASTE**
 - N/A
- **PARKS & OPEN SPACE (Priority: 1)**
 - **Strategy P-4.1.** Tree Maintenance Program
 - BTF projects include planning the maintenance to ensure the long term success of Benicia's tree canopy.
 - **Strategy P-4.2.** Increase the Number of City Trees
 - BTF will work with the City on increasing tree streets. We have participated in the annual Arbor Day plantings on City Trees.
 - **Strategy P-5.1.** Residential Tree Fund
 - The Tree Keeper Program provides assistance and education for residential trees. We would work with the City on implementing this project to increase the residential tree canopy.
 - **Strategy P-5.2.** Adopt-A-Tree Program
 - BTF can provide expertise and assistance with the Adopt-A-Tree program.
 - **Strategy P-6.1.** Develop a City-Approved Tree and Plant List
 - BTF has worked with the City of the Tree Master Plan which will ideally include a list of trees and plants.
 - **Strategy P-7.1.** Community Gardens in City Parks and Underutilized Sites
 - Our planting are focused on the Right Tree in the Right Place. Additionally our outreach at the event and on our website promotes community engagement. Also, we have numerous programs includes Tree Keepers to provide assistances to community members that need assistance implementing a tree planting on their own.

CITY OF BENICIA - COMMUNITY SUSTAINABILITY COMMISSION - 2011 - 2013 GRANT APPLICATION

ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE SIGNATORY ON BEHALF OF AN APPLICANT ORGANIZATION REQUESTING FUNDS FROM THE COMMUNITY SUSTAINABILITY COMMISSION. A CITY EMPLOYEE MAY BE SIGNATORY WHEN APPLYING FOR FUNDS FOR A PROJECT TO BE ADMINISTERED BY THE CITY OF BENICIA.

 _____	<u>Executive Director</u>	<u>10-31-12</u>
Authorizing Signature (Tina Marchetti)	Title	Date

Tina Marchetti on behalf of Benicia Tree Foundation
Typed Name

PART B – BUDGET INFORMATION**

5. Please provide a budget for the proposed Project/Program. Expenses listed in this document should be consistent with the Project Description. This budget is only for the Project utilizing grant monies.

Do not leave any blank boxes. Use "N/A", if cost category is not applicable.

Note: Column "A" = Total cost of the proposed Project.
 Column "B" = Amount requested in this grant application.
 Column "C" = The difference between Column A and Column B, or the cost of the Project that are not included in this grant request, if any

**Two Year Grant Proposal - Project Budget - Benicia Tree Foundation
 January 2013 – December 2014**

PROJECT DIRECT EXPENSES	BTF Total (2 Year) Project Costs 2013-2014	Sustainability Commission Grant Request Amount	BTF Cost Share
<i>Personnel (direct)</i>			
Executive Director (36 Hr. x 2,000) (Tina Marchetti)	\$ 72,000.00	\$ 68,400.00	\$ 3,600.00
Labor Burden (Taxes, Insurance)	\$ 8,640.00	\$ 8,208.00	\$ 432.00
<i>Subtotal Personnel</i>	\$ 80,640.00	\$ 75,972.00	\$ 4,668.00
<i>Non-Personnel</i>			
<i>Personnel (support)</i>	\$ 0.00	\$ 0.00	\$ 0.00
<i>Benefits (direct)</i>	\$ 0.00	\$ 0.00	\$ 0.00
<i>Contract Services</i>			
Certified Arborist (\$150 Hr. discounted at rate of \$75 Hr. x 200 Hours) (often Ed Brennan)	\$ 15,000.00	\$ 6,000.00	\$ 9,000.00
<i>Project Supplies</i>			
Trees (700 Trees, Average \$45 tree)	\$ 31,500.00	\$ -	\$ 31,500.00
Tree Support (stakes, ties, mulch, fertilizer, etc.)	\$ 8,400.00	\$ -	\$ 8,400.00
Volunteer Supplies (Water, etc.)	\$ 1,000.00	\$ 1,000.00	\$ -
Volunteer Recognition (Girl Scout Patches, Prizes for Participation, etc.)	\$ 2,000.00	\$ 2,000.00	\$ -
<i>Project Equipment</i>			
Hand Tools (Shovels, Rakes, Etc.)	\$ 2,500.00	\$ 2,000.00	\$ 500.00
Enclosed - Secure Utility Trailer	\$ 5,000.00	\$ 4,000.00	\$ 1,000.00
Equipment Rental	\$ 4,000.00	\$ 3,600.00	\$ 400.00
Water Trailer	\$ 10,000.00	\$ 9,000.00	\$ 1,000.00
<i>Transportation Costs (e.g., gas, rental)</i>			
Mileage (Delivery of materials & equipment to project sites)	\$ 1,110.00	\$ 999.00	\$ 111.00
<i>Other Direct Costs</i>			
<i>Educational & Promotional Materials</i>	\$ 5,000.00	\$ 5,000.00	\$ -
SUBTOTAL DIRECT EXPENSES	\$ 166,150.00	\$ 109,571.00	\$ 56,579.00

CITY OF BENICIA - COMMUNITY SUSTAINABILITY COMMISSION - 2011 - 2013 GRANT APPLICATION

INDIRECT EXPENSES			
Administrative Personnel	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Office Rental	\$ 9,600.00	\$ 2,400.00	\$ 7,200.00
Utilities	\$ -	\$ -	\$ -
Telephone, Web Communications	\$ 3,600.00	\$ 900.00	\$ 2,700.00
Office Supplies	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
Transportation (Gas, Rental)	\$ 550.00	\$ -	\$ 550.00
<i>Other Indirect Costs</i>			\$ -
Fiscal Management of Project	\$ 1,440.00	\$ 1,269.00	\$ 171.00
Liability Insurance	\$ 5,400.00	\$ 4,860.00	\$ 540.00
<i>SUBTOTAL INDIRECT EXPENSES</i>	\$ 22,590.00	\$10,429.00	\$ 12,161.00
TOTAL COSTS - DIRECT & INDIRECT	\$ 188,740.00	\$ 120,000.00	\$ 68,740.00
Annual Request (2013 & 2014)		(\$60,000 Per Year)	

6. APPLICANT’S FINANCIAL SOURCES: Please provide sources of other funds for the proposed Project/Program. Total amount should correspond with Total in Column C (from previous page). Do not include your entire budget here. (It should be attached).

Applicant's Sources of Other Funding (be specific)	Amount or Value	Cash or In-Kind (indicate
VIP Good Neighbor Settlement	\$ 19,000.00	Cash
Tree-Keeper Memberships	\$ 6,000.00	Cash
California ReLeaf	\$ 15,000.00	Cash
In-Kind Donations of Materials	\$ 8,000.00	In-Kind
Sponsorships	\$ 8,000.00	Cash
Miscellaneous Grants & Donations (pending grants include CalFire)	\$ 12,740.00	Cash
TOTAL	\$ 68,740.00	Cash & In-Kind

7. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicians served with the funds. (If more space is needed to complete your answer, use the reverse side of this page).

The Benicia Tree Foundation has received funds via the VIP Good Neighbor Settlement. *These funds are from Valero – Benicia, were stipulated in the agreement as being designated to the BTF, and not considered to be City grants or loans, but rather a settlement fund that is administered by the City of Benicia.* BTF has not received any grants or loans directly from the City of Benicia.

Fiscal Year	Project/Program	Amount of City Grant or Loan	Benicians served
2011-12	N/A	N/A	N/A
2010-11	N/A	N/A	N/A
2009-10	N/A	N/A	N/A
2008-09	N/A (not formed yet)	N/A	N/A
2007-08	N/A (not formed yet)	N/A	N/A
2006-07	N/A (not formed yet)	N/A	N/A
2005-06	N/A (not formed yet)	N/A	N/A
TOTALS	N/A	\$0.00	N/A

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (Please limit Part C to 5 pages)

8. Brief Project/Program Summary (Three to four sentences describing the grant proposal).

The **1,000 Trees Project** will make history as Benicia's first major tree planting campaign, dramatically improve the tree canopy in Benicia, and sequester an estimated 1,000 tons of CO₂ in tree biomass. The Benicia Tree Foundation is seeking the support needed to plant the remaining 700 trees in an intensive community wide campaign that will complete the goal of planting 1,000 trees in Benicia within the next 3 years (2013-2015). Two hundred of these trees have already been planted and funding has been secured and sites identified to plant another 100 trees in 2012, completing the planting of first 300 trees. The remaining 700 trees we propose to plant in the years 2013-2015 will be planted at BUSD school sites, private property and on public land such as parks and rights of way.

9. Describe the Project/Program's general purpose and activities:

This proposal, and the work of the Benicia Tree Foundation, is directly in alignment with the City of Benicia Climate Action Plan. As stated in the CAP:

"Trees provide a number of benefits to the community. Increasing the number of trees in Benicia will increase the amount of carbon dioxide absorbed from the atmosphere. They provide shade to naturally cool buildings, create wind barriers to surrounding areas, and enhance streetscapes to encourage alternative modes of transportation. Benicia currently lacks a formalized approach for increasing the amount of trees within the community, as well as criteria for selecting trees based on drought tolerance and carbon sequestration characteristics. The Benicia General Plan recognizes the significance of trees and plants to absorb carbon dioxide, release oxygen, and store carbon."

The **1,000 Tree Project** will provide the formalized approach to significantly increase our tree canopy. Our outreach programs will guide citizens, business owners, and city stakeholders on planting the right trees in the right places. Trees most appropriate for residential, business, school, and municipal sites will be identified, sourced, and acquired, making it easy for citizens to be engaged in tree planting. Tree plantings will be located through current BTF programs which include School Campus Forestry Initiative, Benicia Tree Keeper Program, and the City Tree Subcommittee. All aspects of the project will be documented to reflect on successes and failures, capture best practices, ensure future replication and sustainability of the community forest.

The 1,000 Trees Project addresses a major concern in Climate Action Plan: Carbon Sequestration.

Because one of California's largest refineries is located in Benicia, carbon emissions are among the highest in the State of California. Given the level of industry in Benicia, reducing the total level of CO₂ emissions and pollutants in Benicia will be very challenging. However, there are actions that can be readily taken by the citizens of Benicia to increase the levels of *carbon sequestration* in the community. There is ample space for tree planting, and the **1,000 Trees Project** can be the first stage of a rigorous effort to sink carbon into locally grown bio-mass (trees) that also provide multiple co-benefits such as: reducing carbon emissions (shading structures and reducing the need for air conditioning, mitigating the heat island effect); calming traffic (creating safer traffic/pedestrian corridors) providing shaded streets for pedestrians and bicyclists (reducing vehicle emissions), cleaning the air (filtering soot and other toxic constituents), improving property values (increasing the net tax base), and reducing water use (use of drought tolerant native trees and shading of landscaped areas thereby reducing rates of evapotranspiration in residential and commercial landscapes), pollution, and runoff (a city's urban forest can reduce peak storm runoff by 10 to 20 percent, according to the USDA Forest Service).

The act of planting and maintaining trees provides activity that gives an immediate sense of reward to the participants, and the results of these efforts increase significantly while the trees mature. The landscape in Benicia has already been dramatically improved by the presence of trees, transforming

what was historically a relatively barren landscape dominated by marsh, scrub, and grassland. The **1,000 Trees Project** builds upon an established pattern of wide spread tree planting in the community with transformative effect.

In 2010, BTF adopted a Strategic Plan to plant 1000 trees in five years by establishing a cadre of dedicated tree advocates in Benicia will help advance and leverage support for trees in the city. The primary goal of the BTF strategic plan is to *expand the tree canopy in Benicia*. As of June 2012, we have planted 200 trees. So far, these efforts have engaged over 1,000 volunteers, averaging 5 volunteers involved for each tree planted, and contributing over 2,000 hours of volunteer time. With our existing resources, we will plant at least 100 more trees by March 2013.

This grant will allow us to leverage current and future revenue and increase the number of trees planted to 700 by 2015, and engage thousands of volunteers and participants in the community. This will be accomplished through a strategy of education, information, networking, volunteer opportunities directed at tree planting events, guided by our strategic plan. Please note that our proposed project budget provides substantial matching funds – with the Benicia Tree Foundation assuming responsibility for almost all material and equipment costs.

In addition, we will continue to implement our other two key strategic plan goals:

- Identifying and addressing leading environmental and health issues affected by the urban forest by sequestering and reducing CO2 emissions, engaging a broad cross section of the public in climate action and education, mitigating air pollution and increased temperatures, and reducing waste water runoff.
- Aligning with tree initiatives of local government and other community organizations. This will include continuing our work with the Benicia Unified School District (School Campus Forestry Initiative) and the City of Benicia City Tree Master Plan, City Tree Ordinance, Sustainable Management Program, and streetscape/traffic calming projects).

If this project is approved for funding by the Sustainability Commission, BTF can leverage this funding by using it as matching funds for future grants, extending the impact and assuring that Benicia can complete its first major community forestry campaign and ensure that the tree canopy in Benicia will continue to grow.

10. If sponsored by a non-profit or business, list all financial liabilities or pending legal action: None.

11. If applying for other grants for fiscal years 2011 - 2013, please list the project, funding source(s), proposed budgets and requested amount(s).

BTF currently has been awarded (\$7,000) from California Releaf for 2012-2013. Additionally, BTF has received grants from California ReLeaf for the last two consecutive years. An application of \$66,625 is pending for the State's Green Trees for the Golden State grant program to fund trees, supplies, and equipment. Additional grant writing and funding initiatives are also planned.

12. At what location(s) will the proposed Project/Program take place, and, if applicable, how long has the organization been at this location?

1. School sites in the Benicia Unified School District.
2. Private property owned by residents and businesses, including properties in industrial zones, landscape lighting districts, and community garden sites.
3. Publicly owned parks, open space land, and rights of ways.

13. What are your proposed hours of operations for this Project/Program? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to inquiries by phone or email, answer general questions, etc.?

Tree planting events are held on weekdays or weekends, depending on the availability of the participants who are mostly volunteers from the community. Project staff will be available to respond to phone, email, or general questions during regular business hours, Monday – Friday from 9am to 5pm.

14. Describe the Project/Program associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of the proposed Project/Program, with respect to goals of the Benicia Climate Action Plan to reduce GHG emissions.

Goal	Objective	Measurable	Timeline
Carbon Sequestration & Reduction of CO2 Emissions	Engage the public, private, and business sectors in a city tree planting and education campaign.	Plant, inventory, and track 700 trees and calculate the benefits.	Three year project timeline: 700 Trees planted by end of 2015. (200 -250 trees per year, 2013-2015)
	Expand the forest canopy on BUSD campuses while engaging students, teachers, administrators, parents, and community members in tree planting and education.	Trees Planted and Tracked on BUSD School Property	See above
	Expand the community forest canopy by engaging residential and business property owners in Benicia in tree planting and education thru the TreeKeeper Program and Sustainable Management Program.	Trees Planted and Tracked on Private Property in Benicia	See above
	Significantly expand the municipal tree inventory, applying tree solutions to a traffic calming, green street projects, and waste water runoff.	Trees Planted and Tracked on Property owned by the City of Benicia or Caltrans.	See above
Public Outreach and Engagement	Engage the citizens and students of Benicia in climate action and education, providing hands on opportunities to reduce GHG emissions, save energy, and reduce water use.	More than 4,500 hours of documented engagement with volunteers, students, citizens, and city employees.	1500 hours of documented engagement per year (2013-2015)
Energy & Water Conservation	Mitigation of air pollution, heat island effect, and storm water runoff in Benicia.	Documented impact of 700 trees planted on air pollution, energy savings, and storm water runoff.	Annual reports produced in the Spring Quarter in 2013, 2014, and 2015.

15. Please describe why the proposed Project/Program is necessary for citizens of Benicia and the community as a whole?

The vision and work associated with implementing the Climate Action Plan in Benicia faces a number of great challenges. Many elements of the plan, and the work of the Sustainability Commission, remain conceptual to most citizens in Benicia, and relatively few citizens have been able to get their hands directly on climate action projects. Tree projects engage citizens, business owners, and other

stakeholders directly in “hands-on” activities that require a variety of decisions (selecting appropriate tree species, where to plant, consideration of maintenance issues, etc.) and actions (planting the tree and maintaining the tree).

Greenhouse gases (e.g., CO₂) are invisible, and a “metric ton of CO₂” is merely an abstract concept to most people who hear the term. A tree literally embodies CO₂ and carbon in a concrete and measurable form. Educating citizens on how trees sequester CO₂ in the form of carbon provides opportunities for developing a deeper understanding of the carbon sink and flow process, and how human activities directly affect the global climate. The education that comes along with tree planting is impactful because it is joined together with a rewarding and positive experience: ask anyone who has planted a tree – there is a tremendous sense of accomplishment in digging a hole and planting something green and beautiful that has the potential to grow big and strong while improving the environment as well as human well-being. The **1,000 Trees Campaign** will help to make the work of the Climate Action Plan more tangible to hundreds of Benicians and provide engaging opportunities for the community to participate in responding to climate change and for building a more sustainable future. Tree planting events will help raise the important issues associated with climate change, and establish a cadre of citizen volunteers who are prepared to take more active roles in implementing future climate action projects.

Without a proactive city-wide coordinated effort, Benicia will experience a decline in the tree population—a trend that is already occurring throughout many cities in the U.S.

16. How will outreach be conducted so that services provided will have an educational “ripple effect” throughout the community?

The Benicia Tree Foundation has a successful track record in engaging hundreds of volunteers in the process of planting the first 300 trees of the 1,000 Tree Campaign. A diverse range of community stakeholders have been involved, including Parent Teacher Groups, elected officials, the Girl Scouts, Cub Scouts, Boy Scouts, civic organizations, local businesses, private property owners, city staff and many more. Traffic on the BTF website has increased 580% since it was established only two years ago, indicating a strong and growing interest in tree planting activities. The work of the organization has also been featured repeatedly in local media, on Facebook, and on other sites. News releases are distributed for all events and an archive of all the coverage of events is on the BTF website (<http://www.beniciatrees.org/news>). BTF will also participate in the outreach efforts of the Sustainability Commission and the City of Benicia (e.g. Sustainable Management Program).

17a. List the specific, quantifiable goals of the proposed Project/Program. (Please state the goals in numbers of individuals, families, households or groups projected to be served and then estimate the amount of energy or water savings that may be achieved for each, then total those figures in each category and estimate GHG reduced by the Project/Program over one year.)

THREE YEAR GOAL (2013-2015)	ANNUAL GOALS 2013-2015	(Projected) Numbers Served, e.g., individuals, families, households, or groups	(Projected) Water & Energy Savings in 1 Year	(Projected) GHG Reductions in 1 year
Plant trees on three BUSD School Sites	An average of 200 to 250 trees planted per year.	An average of 300 students, teachers, parents, and community members engaged in tree planting and climate change education at each school. Trees planted will benefit students for	One Deodar Cedar with a trunk of 12" can intercept 1,235 gallons of water runoff per year. A mature Monterey Pine (38 ft. tall)	A large tree can clean 330 lbs of CO ₂ from the atmosphere through direct sequestration in the tree's wood.

		generations to come.	planted near a home can save 143kWh in Electricity and 234 kBtu in Gas per year or a savings of \$38.69 per year. Because our plantings involve a diversity of species, the total calculation of benefits will only be possible once the species are selected. Benefit calculations are based on current research in the field of urban forestry.	This would amount to 104 tons of CO2 per year for 700 mature trees. This is a generalized quantification, actual reductions will be measured once the species are selected. Obviously, as the trees mature and grow larger, the GHG reductions increase accordingly.
Plant trees on Private Property		An average of 100 Families or Business Owners will be engaged in tree planting and climate change education each year. Many of these trees will be planted in locations that will also benefit the neighbors, or customers and employees that frequent the business sites. Private property owners will be encouraged to invite the participation of their neighbors and friends.		
Plant trees on Publicly Owned Property		At least 200 volunteers will be engaged in tree planting and climate change education activities each project year and many more will benefit from trees planted on public sites (parks, along streets, etc.)		
Note: During the course of this project, it will be necessary to adjust the mix of trees planted on school sites, private property, or publicly owned property. The total number of trees planted will remain the same: 700 trees.				

17b. Discuss how this data will be collected, organized and disseminated throughout the community.

Each tree planting and education event will be documented – sign in sheets by participants, flyers for events, news releases, web site content, etc. Feedback will be collected from participants. BTF utilizes web based project sites that make all information readily accessible to funders and participants. Annual reports on the project will be produced, including metrics of interest to the Sustainability Commission. Additionally, we plan to provide both photographic and video documentation of tree plantings and events that can be shared via YouTube.

18. If the proposed Project/Program is an already existing activity, or part of an existing program of the applicant or his or her organization or business, please explain.

The Benicia Tree Foundation 1,000 Trees Campaign is already established. The Tree-Keeper and Campus Forestry Programs are two successful elements of this campaign. Several hundred trees will already be in the ground by the time this proposal is considered or approved, providing a strong basis of momentum in the community. BTF is committed to participate in the Sustainable Management Program by educating businesses on the benefits of shading paved areas and reducing heat island effect.

19. Identify similar projects or programs in the community and how the proposed Project/Program differs from them. None that we are aware of, however, we do work closely with several organizations.

20. REQUIRED ATTACHMENTS: Please verify and check off confirmation indicating that the following required items are attached to the original application.

Do not leave any blank – if an item is not applicable, indicate by “N/A”

Item #	Description	Submitted (verification by City staff)
1	IRS Letter of Tax Exempt Status	X
2	Organization’s total budget for the current year	X
3	Copy of most recent audit or financial statement	X
4	Names and addresses of Board of Directors	X
5	List of paid principal staff and positions	X
6	Job descriptions for principal staff and personnel to be paid partially or in full with grant funding	X
7	Copy of resolution or board meeting minutes indicating organization’s support of the project application.	X
8	If a partnership, or involving any collaboration with other group or entity, letters of commitment from each organization indicating degree of participation and a budget showing each organization’s financial responsibility to the proposed Project/Program.	N/A

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 15 2010**

BENICIA TREE FOUNDATION
C/O JESSICA WALSH-KRENICKI
2445 36TH ST
SACRAMENTO, CA 95817

Employer Identification Number:
27-1218587
DLN:
17053026308010
Contact Person: DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 23, 2009
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

BENICIA TREE FOUNDATION

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Attachment 2 – Annual Budget

Detailed Information on the Budget	
INCOME	
Grants	
Foundation & Trust Grants	30,000.00
Corporate and Business Grants	9,000.00
Non Profit Organization Grants	9,975.00
<i>Sub- Total Grants</i>	<i>48,975.00</i>
Direct Public Support	
VIP Good Neighbor Settlement	38,000.00
Miscellaneous Contributions	1,000.00
Tree-Keeper Membership	500.00
Individual & Business Contributions	1,000.00
Interest Received on Grants	18.82
<i>Sub-Total Direct Public Support</i>	<i>40,518.82</i>
TOTAL INCOME	89,493.82
EXPENSE	
Business Expenses	
Bank Charges and Fees	3,497.04
<i>Sub-Total Business Expenses</i>	<i>3,497.04</i>
Contract Services	
Outside Contract Services	3,180.00
<i>Sub-Total Outside Contract Services Expenses</i>	<i>3,180.00</i>
Facilities & Equipment	
Equipment Rental and Maintenance	328.40
Rent, Parking, & Utilities	7,000.00
Vehicle Expense	2,049.44
<i>Sub-Total Facilities & Equipment Expense</i>	<i>9,377.84</i>
Operations	
Education	543.54
Employer Payroll Expenses	6,314.10
Fuel for Vehicles	544.58
Irrigation Expenses	394.14
Office Storage	109.04
Office Supplies	1,035.32
Payroll Processing Fee	2,042.06
Postage & Mailing Services	192.80

Printing and Copying	1,861.62
Promotional Expenses	2,389.16
Supplies	4,801.30
Telephone and Telecommunications	3,159.02
Tools	2,042.90
Advertising	2,001.36
Awards- Gifts	112.00
Insurance: Liability, Vehicle, D&O	3,204.00
Membership and Dues	728.00
Miscellaneous Expenses	2,079.48
Meetings and Travel Expenses	404.52
Salaries and Wages	35,000.00
<i>Sub-Total Operations Expense</i>	<i>68,958.94</i>
TOTAL EXPENSE	85,013.82
NET ANNUAL REVENUE	4,480.00

Benicia Tree Foundation
Profit & Loss
 July 2011 through June 2012

	<u>Jul '11 - Jun 12</u>
Ordinary Income/Expense	
Income	
Direct Public Grants	
Corporate and Business Grants	5,000.00
Foundation and Trust Grants	3,547.75
Nonprofit Organization Grants	
CA Releaf Grant Program	4,987.62
Total Nonprofit Organization Grants	<u>4,987.62</u>
Total Direct Public Grants	13,535.37
Direct Public Support	
Corporate Contributions	
Valero Settlement Agreement	38,000.00
Corporate Contributions - Other	150.00
Total Corporate Contributions	38,150.00
Individ, Business Contributions	375.00
Direct Public Support - Other	255.00
Total Direct Public Support	38,780.00
Other Types of Income	
Interest Received	9.41
Total Other Types of Income	<u>9.41</u>
Total Income	<u>52,324.78</u>
Gross Profit	52,324.78
Expense	
Awards and Grants	
Benefits Paid To or For Members	25.00
Total Awards and Grants	25.00
Business Expenses	
Bank Charges	
Adjustments	0.00
Bank Charges - Other	120.00
Total Bank Charges	120.00
Fines, Penalties, Judgments	1,688.52
Total Business Expenses	1,808.52
Contract Services	
Outside Contract Services	1,590.00
Total Contract Services	1,590.00
Facilities and Equipment	
Equip Rental and Maintenance	164.20
Rent, Parking, Utilities	3,500.00
Vehicle Expense	1,024.72
Total Facilities and Equipment	<u>4,688.92</u>

5:44 PM
08/27/12
Accrual Basis

Benicia Tree Foundation
Profit & Loss
July 2011 through June 2012

	<u>Jul '11 - Jun 12</u>
Operations	
Education	271.77
Employer Payroll Expenses	3,157.05
Fuel for Truck	272.29
Irrigation Expenses	197.07
Office Storage	54.52
Office Supplies	517.66
Payroll Processing Fees	1,021.03
Postage, Mailing Service	96.40
Printing and Copying	930.81
Promotion Expense	1,194.58
Salaries and Wages	38,251.92
Supplies	2,400.65
Telephone, Telecommunications	1,579.51
Tools	1,021.45
Operations - Other	4,540.00
Total Operations	<u>55,506.71</u>
Other Types of Expenses	
Advertising Expenses	969.68
Awards/Gifts	31.00
Insurance - Liability, D and O	1,602.00
Memberships and Dues	364.00
Other Costs	397.74
Other Types of Expenses - Other	642.00
Total Other Types of Expenses	<u>4,006.42</u>
Travel and Meetings	
Fuel Travel	36.77
Travel	165.49
Total Travel and Meetings	<u>202.26</u>
Total Expense	<u>67,827.83</u>
Net Ordinary Income	-15,503.05
Other Income/Expense	
Other Expense	
Program Admin Allocations	13.00
Total Other Expense	<u>13.00</u>
Net Other Income	-13.00
Net Income	<u><u>-15,516.05</u></u>

Attachment 4 - Benicia Tree Foundation / Board Roster & Contact List

Name	Address	Phone (Work, Home & Cell)	Email
Jessica Walsh-Krenicki (Voting Board Member, Board President)	2580 West El Camino Avenue, #9103 Sacramento, CA 95833	Work: (858) 605-4820 Cell: (415) 595-1147	Jessica.Walsh-Krenicki@active.com jwalshkrenicki@gmail.com
Barbara Wood (Voting Board Member, Board Financial Officer)	400 Reed Court Benicia, CA 94510	Home: (707) 745-6353 Cell: (707) 980-0426	phinkudo@aol.com
Steve Goetz (Voting Board Member, Board Secretary)	347 Goldenslopes Court Benicia, CA 94510	Home: (707) 745-4675 Cell:	sgoet@sbcglobal.net
Alison Fleck (Voting Board Member, Vice President)	743 Cheryl Drive Benicia, CA 94510	Home: (707) 747-9463 Cell: (707) 319-9797	awfleck@sbcglobal.net
Rae Lynn Fiscalini (Voting Board Member)	427 Brentwood Drive Benicia, CA 94510	(707) 745-9229	rae@fiscalini.com
Non-Board Members			
Name	Address	Phone (Work, Home & Cell)	Email
Tina Marchetti (Executive Director)	925 Lakeville Street, #322 Petaluma, CA 94952	Work: (707) 745-4546 Cell: (415) 497-5480	tina@lotusmc.com
Ed Brennan (Advisor)	Home 336 E. 2 nd Street Benicia, CA 94510 Office 979 Lincoln Street Benicia, CA 94510	Work: (707) 751-0869c Cell: (707) 980-0533	edbrennanarborist@sbcglobal.net
Larry Lamoreux (Advisor)	783 West J Street Benicia, CA 94510	Home: (707) 745-9745 Cell: (925) 683-0122	larrylamoreux@comcast.net
Elaine Estrada (Emeritus Board Member)	224 St. Augustine Drive Benicia, CA 94510	Home: (707) 747-1531 Cell: (707) 208-5429	tabouliwho@comcast.net
Bonnie Weidel (Emeritus Board Member)	940 Tyler Street, # 5 Benicia, CA 94510	Business: (707) 745-5788 Home: (707) 745-1402	bweidel@att.net
Marilyn Bardet (Advisor)	333 East K Street Benicia 94510	Home: (707) 745-9094 Cell: (707) 816-9777	mjbardet@sbcglobal.net

Attachment 5- Principle Staff Position (paid)

The Benicia Tree Foundations work is mainly performed by volunteers and board members. We have one paid position of an Executive Director to work on organization and education. This position was held by Wolfram Alderson and is now held by Tina Marchetti.

Name	Address	Phone (Work, Home & Cell)	Email
Tina Marchetti Executive Director – Paid Position (only paid position)	925 Lakeville Street, #322 Petaluma, CA 94952	Work: (707) 745-4546 Cell: (415) 497-5480	tina@lotusmc.com

EXECUTIVE DIRECTOR – BENICIA TREE FOUNDATION

JOB DESCRIPTION

The Executive Director is responsible for the professional leadership and management of BTF. The Executive Director, working in conjunction with the board, volunteers, donors, and other organizations will move BTF forward in the development and implementation of the organization's mission, and strategic plan.

MISSION AND STRATEGIC PLAN

The mission of BTF is to strengthen community by promoting and supporting tree planting, maintenance, and education. To help fulfill this mission, the BTF has adopted the following **Strategic Goals**:

1. **Build and Expand the Tree Canopy**
 - a) Calculate the current size of Benicia's tree canopy.
 - b) Identify locations in Benicia where concentrated tree plantings would do the most good.
 - c) Establish partnerships to implement one or more large tree planting projects or programs.
2. **Identify and Address Leading Environmental and Health Issues**
 - a) Gather the data and statistics on air and water quality conditions in Benicia.
 - b) Identify successful examples of reducing air and water pollution by planting trees.
 - c) Educate the community on how trees can improve our environment and health.
3. **Align With Tree Initiatives of Others**
 - a) Encourage actions by the City, its commissions and staff in support of BTF's Strategic Plan.
 - b) Support completion of a city-sponsored street tree master plan for Benicia.
 - c) Support implementation of the Community Climate Action Plan by planting trees.
 - d) Ensure the update of the City's Stormwater Management Plan promotes tree planting.
 - e) Advocate elements of a comprehensive urban forestry program in the City Budget, General Plan and Development Code.

RESPONSIBILITIES

The Executive Director is responsible for:

- Providing leadership in developing and implementing programs, organizational and financial plans authorized by the Board.
- Promoting active and broad participation by volunteers in all areas of the organization's work.
- Attending Board meetings, maintaining official records and documents, and ensuring compliance with federal, state and local regulations.
- With the president and secretary of the Board of Directors, conducting official correspondence of the organization, and jointly, with designated officers, execute legal documents.
- Assuring that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
- Drafting and balancing an annual budget.
- Manage cash flows and maintaining the fiscal solvency of BTF.
- Ensuring proper fiscal accounting and controls in accordance with the guidelines of funding sources and with sound accounting practices.
- Identifying and securing funding sources, developing and sustaining a diverse funding base.
- Developing, tracking and managing grant proposal and responses with board approval.
- Maintaining a working knowledge of significant developments and trends in urban forestry and sustainability.

- Conducting events, public relations, education, and programs
- Effectively publicizing the activities of the organization, its programs and goals.
- Establishing sound working relationships and cooperative arrangements with community groups, organizations, and government agencies.
- Representing the programs and point of view of the organization to agencies, organizations, and the general public.
- Recruiting and managing volunteers, maintaining a climate that attracts, keeps, and motivates consultants and volunteers.
- Fostering mutually beneficial relationships with businesses and government agencies.

A RESOLUTION SUPPORTING THE 1,000 TREES PROJECT APPLICATION TO THE

BENICIA SUSTAINABILITY COMMISSION (THREE YEAR FUNDING APPLICATION)

<Approved August 28, 2012 by the Board of Directors of the Benicia Tree Foundation>

RESOLVED by the Board of Directors of the Benicia Tree Foundation, that

WHEREAS, the 1,000 Trees Project is central to our mission and strategic plan,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Benicia Tree Foundation hereby approves:

1. The submittal of a three-year application for funding from the Sustainability Commission.
2. Authorizes the Executive Director of the Benicia Tree Foundation to execute a funding agreement with the Sustainability Commission should project funds be awarded.

* * * * *

PASSED AND ADOPTED at a regular Board meeting of the Benicia Tree Foundation, located in the City of Benicia, California, held on the August 28, 2012 by the following vote by members of the Board:

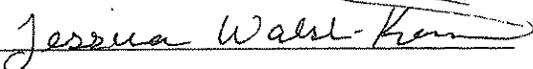
AYES, Steve Goetz, Rae Lynn Fiscalini, Alison Fleck, Barbara Wood, Jessica Walsh-Krenicki

NOES, None

ABSENT, None

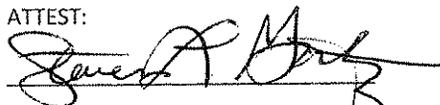
ABSTAIN, None

CITY OF BENICIA, CALIFORNIA

By: 

Jessica Walsh-Krenicki, President of the Board

ATTEST:



Steve Goetz, Secretary of the Board

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

Public Art – Re-purposed/recycled glass and metal art used to engage viewers in the realities of energy consumption and strategies for energy savings.

Executive Summary

A work of public art is being planned to serve as the focus of a permanent eco-sustainable art exhibit and educational medium in the city's new LEED-certified Community Center. The purpose is to create an artistic vehicle of glass and metal using a significant amount of re-purposed and recycled materials with a conceptual theme of "Wind, Water, Land". The intent of the piece is to serve as a catalyst for reflection and action regarding the effects of climate change, and more specifically, energy usage.

It will be collaboratively designed and created by local Benicia artists who are internationally and/or nationally known. The art piece will be accompanied by an interactive component, consisting of informative and educational questions that provoke and enlighten observers about both the realities of energy consumption and strategies for energy savings. This portion of the project will be designed and implemented by a local electrical engineer with experience in museum display design.

The Community Center was selected as its location because of its environmental integrity and because it has the capacity to reach citizens of all ages – from children to adults. The installation will be a significant piece and, as such, will attract attention. It will be located near the Community Center's reception area and will consume the length of a long wall, 22 feet long and 6 feet high. As art inspires and speaks to the heart and mind of the viewer, it is our goal to employ art to promote environmental awareness, eco/sustainable education, and inspire positive action for years to come.

Advancing the Climate Action Plan.

The public art project contributes to Strategies in Education and Public Outreach:

- Strategy EO- 1.3 "Educational Workshops",
- Strategy EO- 1.5 "Eco/Sustainable Art Exhibitions, and
- Strategy EO- 1.13 "Encourage BUSD to Educate K-12 Students on Climate Change and Ways to Reduce GHG Emissions".

The Commission will host an unveiling that will include an art exhibit of additional work by the contributing artists. All attendees will have an opportunity to experience the permanent interactive component of the exhibit. Questions will be included to stimulate thought and encourage action to achieve water and energy conservation, emission reduction, and sustainable efficiency. The questions will focus on individual and family energy awareness and usage. Programs will be provided that include a speaker(s), take away informational materials, and a hands-on opportunity for children to create art from recycled items.

The public artwork will contribute to the CAP's goal of creating "ripples throughout the community." Approximately 295 people on a daily basis will have the opportunity to view the artwork (5 years and under- 60, 6 to 10 years- 80, 11 to 17 years- 65, 18 and over- 90). First time viewers, including students on school field trips, will have an opportunity to interact with the educational component, while those who are repeat visitors will be reminded of the message each time they pass by the art piece.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

Outcomes

The intended outcome of the public art project is more informed citizens who will take steps to reduce their own energy usage and reduce greenhouse emissions. The educational component includes recommendations for actions that individuals and families can take. These actions include participating in a home energy audit, employing renewable energy systems such as solar panels, and learning their carbon footprint using a carbon footprint calculator. There will be an ongoing visitor roster and a survey tool available. Individuals will be invited to share not only their reactions to the art piece, but to indicate what they have learned about energy efficiency and conservation.

Collaboration That Will Expand Our Reach

The public art project is collaboration between the City of Benicia, Benicia's Arts and Culture Commission, Benicia's Community Center, the Benicia Historical Museum, six internationally and/or nationally known local artists: Micheal and Nicholas Nourot, David Lindsay, Mike Kendall, David Nourot, and Brian Giambastiani. Larry Lauber, electrical engineer, from the Benicia Historical Museum, will design and implement the audio capabilities for interactive learning. Students from area schools will have the opportunity to partner in the project. Administrators and teachers in schools throughout Benicia will be notified about the opportunity for eco/sustainable learning opportunities when planning student field trips to the Leed certified Community Center to view and experience this significant public art piece.

Public Art Project Management

The Benicia Arts and Culture Commission has collaboratively documented a Benicia Public Art Program with members of the Public Art Committee, the Library Director, and City Staff. This document provides the policies for the program and guidance for the implementation of procedures. It establishes the Benicia Arts and Culture Commission as the manager of the Public Art Program, while the City Council has final approval for the recommended public art. The final art rendering design would be recommended by the Benicia Arts and Culture Commission to the City Council for necessary approval as clearly stated in the Public Art Program.

The Arts and Culture Commission has several artist board members, one of whom has considerable experience in large-scale public art from conception to completion. The commissioner artists can serve in an oversight capacity helpful in the establishment of this public art piece. The professional collaborating partner artists are extremely knowledgeable and experienced each in their own field, assuring our success in the creation and establishment of an outstanding public piece, which will celebrate Benicia and its citizens.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

Address: 937 Bolton Circle, Benicia, CA 94510

Phone: 707-748-1574 **Fax:** N/A

Email: ElaineEisner@comcast.net

4. The proposed Project/Program will serve FOCUS AREAS of the Benicia Climate Action Plan [CAP] to reduce Greenhouse gases [GHG] and thereby also support Community Sustainability. Please list specific STRATEGIES within the FOCUS AREAS below that will be addressed (fully or partially) by the proposed Project/Program. Include an explanation of the importance of each STRATEGY to the Project/Program's mission. [See CAP page 15 for Focus Areas.]

➤ **EDUCATION/PUBLIC OUTREACH**

The Public Art piece will fulfill the "Public Education and Outreach" focus area. The specific strategies it will address are:

- Strategy EO- 1.3 "Educational Workshops",
- Strategy EO- 1.5 "Eco/Sustainable Art Exhibitions",
- Strategy EO-1.13 "Encourage BUSD to Educate K-12 Students on Climate Change and Ways to Reduce GHG Emissions".

The Public Art piece, comprised of a significant amount of repurposed and recycled glass and metal is a sustainability themed education and public outreach permanent exhibit to be installed at the Community Center. The Community Center was selected because of its environmental integrity and because it has the capacity to reach citizens of all ages.

The intent of the art piece is to serve as a catalyst for reflection and action regarding the effects of climate change, and more specifically, energy usage. The art piece will be accompanied by a permanent interactive component, consisting of informative and educational questions that provoke and enlighten observers about both the realities of energy consumption and strategies for energy savings.

Administrators and teachers throughout Benicia will be notified about the prospect for eco/sustainable learning opportunities when planning field trips to the LEED certified Community Center to view and experience this significant art piece and its accompanying interactive component.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION **

5. Please provide a budget for the proposed Project/Program. Expenses listed in this document should be consistent with the Project Description. This budget is only for the Project utilizing grant monies.

Do not leave any blank boxes. Use "N/A", if cost category is not applicable.

Note: Column "A" = Total cost of the proposed Project.

Column "B" = Amount requested in this grant application.

Column "C" = The difference between Column A and Column B, or the costs of the Project that are not included in this grant request, if any.

PROJECT DIRECT EXPENSES	TOTAL PROJECT COSTS (A)	GRANT REQUEST AMOUNT (B)	APPLICANT'S OTHER COSTS (C)
Personnel (direct ¹)	N/A	N/A	N/A
Personnel (direct ¹)	N/A	N/A	N/A
Personnel (support ¹)	N/A	N/A	N/A
Benefits (direct ¹)	N/A	N/A	N/A
Contract Services	\$30,000	\$30,000	N/A
Project Supplies	N/A	N/A	N/A
Project Equipment	N/A	N/A	N/A
Transportation costs: e.g., gas, rental	N/A	N/A	N/A
Other Direct Costs	N/A	N/A	N/A
SUBTOTAL	\$30,000	\$30,000	N/A

¹. [Provide names, titles & total estimated annual salary or stipend. Attach additional sheets if needed and summarize total here.]

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION (continued)

INDIRECT EXPENSES					
Administrative - personnel		N/A		N/A	N/A
Benefits		N/A		N/A	N/A
Space/office rental		N/A		N/A	N/A
Utilities		N/A		N/A	N/A
Telephone		N/A		N/A	N/A
Office Supplies		N/A		N/A	N/A
Transportation (gas, rental)		N/A		N/A	N/A
Other Indirect Costs		N/A		N/A	N/A
SUBTOTAL		\$N/A		\$N/A	\$N/A
TOTAL COSTS		\$30,000		\$30,000	\$N/A

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION (continued)

6. **APPLICANT’S FINANCIAL SOURCES:** Please provide sources of other funds for the proposed Project/Program. Total amount should correspond with Total in Column C (from previous page). Do not include your entire budget here. (It should be attached).

Applicant’s Sources of Other Funding (be specific)	Amount or Value	Cash or In-kind (Indicate)
N/A	N/A	N/A
TOTAL	\$N/A	\$N/A

7. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicians served with the funds. (If more space is needed to complete your answer, use the reverse side of this page).

Fiscal Year	Project/Program	Amount of City Grant or Loan	Benicians served
2011-12	N/A	N/A	N/A
2010 - 11	N/A	N/A	N/A
2009 - 10	N/A	N/A	N/A
2008 - 09	N/A	N/A	N/A
2007 - 08	N/A	N/A	N/A
2006 - 07	N/A	N/A	N/A
2005 -06	N/A	N/A	N/A
TOTALS		\$N/A	N/A

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION

(Please limit Part C to 5 pages)

8. Brief Project/Program Summary (Three to four sentences describing the grant proposal).

The public art installation will be a significant piece, and as such, will attract attention. It will be located near the Community Center's reception area and will consume approximately 2/3 of a wall, 22 feet long and 6 feet high at its greatest height. An interactive component will be located nearby that will include questions to stimulate thought and encourage action to achieve water and energy conservation, emission reduction, and sustainable efficiency.

9. Describe the Project/Program's general purpose and activities:

Using a conceptual theme of "Wind, Water, Land" the public art piece of repurposed/recycled glass and metal will serve as an artistic vehicle to inspire and speak to the heart and mind of the viewer. The goal is to employ this catalyst to promote environmental awareness, eco/sustainable education, and inspire positive action for years to come. The interactive component that will accompany the piece also serves as a way to engage the viewer and thus increase the education efforts to achieve objectives of the Climate Action Plan.

10. If sponsored by a non-profit or business, list all financial liabilities or pending legal action:

N/A

11. If applying for other grants for fiscal years 2011 - 2013, please list the project, funding source(s), proposed budgets and requested amount(s).

N/A

12. At what location(s) will the proposed Project/Program take place, and, if applicable, how long has the organization been at this location?

This project will take place in the City's new LEED-certified Community Center.

CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

- 13. What are your proposed hours of operations for this Project/Program? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to inquiries by phone or email, answer general questions, etc.?**

Most of the construction of the art piece and the interactive component will be done off-site. The timing of the unveiling of the piece is yet to be determined, but most likely will occur during the Community Center's normal operating hours. There will be planned programs during the unveiling celebration.

The art piece and its interactive component may be viewed during the Community Center's normal operating hours, Monday through Friday, 8:30 a.m. to 5:00 pm.

- 14. Describe the Project/Program associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of the proposed Project/Program, with respect to goals of the Benicia Climate Action Plan to reduce GHG emissions.**

This public art project is collaboration between five internationally/nationally known artists. These professional artists are extremely knowledgeable and experienced each in their own field, assuring the creation and establishment of an outstanding public piece. What better way to reach and educate the community about Benicia's Climate Action Plan to reduce GHG than an exceptional permanent art piece that will inspire and motivate individuals and families to take action for years to come. Those inspired viewers will be encouraged to ripple the message so that others will come. Those who are repeat visitors to the Community Center will be reminded of the message each time they pass by the art piece.

The outcome of the public art project will be more informed citizens who will take steps to reduce their own energy usage and thus reduce greenhouse emissions. The educational component includes recommendations for actions that individuals and families can take. These actions include participating in a home energy audit, learning their carbon footprint using a carbon footprint calculator, and employing renewable energy systems, such as solar panels. There will be take away informational materials, an ongoing visitor roster, and a survey tool available. Individuals will be invited to share not only their reactions to the art piece, but to indicate what they have learned about energy efficiency and conservation.

- 15. Please describe why the proposed Project/Program is necessary for citizens of Benicia and the community as a whole?**

Located in Benicia's Community Center and created by renowned Benicia glass and metal artists, "Water, Wind and Land" is necessary for citizens of Benicia as it will reach, educate and inspire our community in a way no other project could. The installation will be a significant piece and, as such, will attract attention. It will be located near the Community Center's reception area and will consume the length of a long wall, 22 feet long and 6 feet high.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

The art piece will be accompanied by an interactive component, consisting of informative and educational questions that provoke and enlighten observers about both the realities of energy consumption and strategies for energy savings.

The Community Center was selected as its location because of its environmental integrity and because it has the capacity to reach citizens of all ages – from children to adults.

As art inspires and speaks to the heart and mind of the viewer, it is our goal to employ art to promote environmental awareness, eco/sustainable education, and inspire positive action for years to come.

16. How will outreach be conducted so that services provided will have an educational “ripple effect” throughout the community?

We anticipate approximately 295 people on a daily basis will view the artwork (5 years and under- 60, 6 to 10 years- 80, 11 to 17 years- 65, 18 and over- 90). First time viewers, including students on school field trips, will have an opportunity to interact with the educational component, while those who are repeat visitors will be reminded of the message each time they pass by the art piece.

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

17a. List the specific, quantifiable goals of the proposed Project/Program. (Please state the goals in numbers of individuals, families, households or groups projected to be served and then estimate the amount of energy or water savings that may be achieved for each, then total those figures in each category and estimate GHG reduced by the Project/Program over one year.)

ANNUAL GOALS	Numbers served, e.g. individuals, families, households and/or groups	Water & Energy Savings in 1 year	GHG reductions (estimate) in 1 year
Create a Public Art piece to serve as a permanent eco-sustainable art exhibit.	*295 people visit the Community Center a day. Those walking past the front desk will see the art piece.	N/A	N/A
Educate K-12 students and adults on water and energy savings, and GHG emission by creating an interactive component (for the Public Art) consisting of informative and educational questions that provoke and enlighten observers about both the realities of energy consumption and strategies for energy savings.	*295 people visit the Community Center a day. Those walking past the front desk may have the opportunity to interact with the educational component.	N/A	N/A
Public unveiling/celebration of Public Art piece and Contributing Artists' Exhibition. Public programs that include a speaker(s), take away informational materials, and a hands on opportunity for children to create art from recycled items.	**Estimate 200	N/A	N/A

*The number of daily Community Center visitors was provided by the Parks and Community Services Director. ** Two hundred (200) is an estimate only based on the fact that these are new programs.

17b. Discuss how this data will be collected, organized and disseminated throughout the community.

At the Public Art Unveiling, all attendees will have the opportunity to experience the interactive component of the exhibit. Questions will be included to stimulate and encourage action to achieve water and energy conservation, emission reduction, and sustainable efficiency. There will be an ongoing visitor roster and survey tool available. Individuals will be invited to share not only their reactions to the piece, but to indicate what they have learned about energy efficiency and conservation

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- 18. If the proposed Project/Program is an already existing activity, or part of an existing program of the applicant or his or her organization or business, please explain.**

We know of no existing projects or programs in Benicia using the creation of a public art piece to engage and educate our community about water & energy savings and GHG emissions.

- 19. Identify similar projects or programs in the community and how the proposed Project/Program differs from them.**

We know of no similar projects or programs in Benicia using the creation of a public art piece to engage and educate our community about water & energy savings and GHG emissions.

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

- 20. REQUIRED ATTACHMENTS: Please verify and check off confirmation indicating that the following required items are attached to the original application.**

Do not leave any blank – if an item is not applicable, indicate by “N/A”

Item #	Description	Submitted (verification by City staff)
1	IRS Letter of Tax Exempt Status	N/A
2	Organization’s total budget for the current year	N/A
3	Copy of most recent audit or financial statement	N/A
4	Names and addresses of Board of Directors	N/A
5	List of paid principal staff and positions	N/A
6	Job descriptions for principal staff and personnel <i>to be paid partially or in full with grant funding.</i>	N/A
7	Copy of resolution or board meeting minutes indicating organization’s support of the project application.	Refer to Attachment B- Benicia Arts and Culture Commission approval
8	If a partnership, or involving any collaboration with other group or entity, letters of commitment from each organization indicating degree of participation and a budget showing each organization’s financial responsibility to the proposed Project/Program.	N/A

THANK YOU!

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION (continued)

INDIRECT EXPENSES					
Administrative - personnel		N/A		N/A	N/A
Benefits		N/A		N/A	N/A
Space/office rental		N/A		N/A	N/A
Utilities		N/A		N/A	N/A
Telephone		N/A		N/A	N/A
Office Supplies		N/A		N/A	N/A
Transportation (gas, rental)		N/A		N/A	N/A
Other Indirect Costs		N/A		N/A	N/A
SUBTOTAL		\$N/A		\$N/A	\$N/A
TOTAL COSTS		\$30,000		\$30,000	\$N/A

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

TANGLED-UP IN TRASH

Caterpillar Puppets – Interactive Sustainability Programs for Pre-School – Third Grade

Overview

This program interactively educates our youngest citizens – preschoolers! More specifically, this eco-sustainable program focuses on preschoolers through third graders and represents a continuation of the early education puppet programs provided by Caterpillar Puppets from 2009-2011. This next and new puppet program, *Tangled-Up in Trash* reinforces the lessons learned in earlier puppet assemblies, lessons that included:

- What is the watershed?
- Why does clean water matter?
- What is a storm drain?
- How can we keep the watershed clean? (“Only Rain Down the Storm Drain”)
- What happens if we don’t keep the watershed clean? (Creek, Bay and Ocean animals get sick and can die)

Tangled-Up in Trash focuses on the disastrous effect of plastic bag trash on the turtles, ducks and seabirds. Audience members will meet a Benicia town mascot puppet “Mr. Mallard,” who makes each student a member of the “Clean-Up Club” with a club card that reminds them of the lessons they have learned. A coloring sheet with the main puppet characters is given to each student to take home and ripple the learning to their families and friends.

Tangled-up in Trash offers twenty-five (25) school programs each thirty (30) minutes long (average audience of 75 – 100) that reaches an estimated 1,875 children. The reach is expanded to a minimum of 2,000 children annually through venues that include Benicia’s public and private schools and the Benicia Public Library and public events like the Sustainability Fair, Arbor Day, Farmers Market and Costal Clean-up Day. The programs will be conducted at the venues and/or event locations as scheduled.

Advancing the Climate Action Plan – Education and Public Outreach

The Caterpillar Puppet program is designed to contribute to the Benicia Climate Action Plan (CAP) Strategies:

- EO-1.3 Educational Workshops and
- EO-1.13 Encourage BUSD to Educate K-12 Students on Climate Change and Ways to Reduce CHG Emissions

**CITY OF BENICIA
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The programs are a unique and effective way of involving our youngest citizens in caring about their actions and the actions of their families and friends to help create a sustainable future. The engagement they have with the characters in the plays such as a budding child environmentalist, creatures they know and see around them; a frog, a duck, a raccoon, a sea turtle and a dragonfly, give them reasons to directly care about the concepts being taught. Through early positive exposure to conservation, children can begin to form sustainable habits. This continuing program provides an important opportunity for reinforcement of and leading to the integration of additional values and newly learned behaviors.

Outcomes

Educating our youngest children is an investment in our community's eco-sustainable future. Through these programs, children gain a vocabulary about issues facing our community. Quick pre-show student surveys about prior knowledge of the target lessons are used to make sure the programs are offering and encouraging the understanding needed to reach CAP emission reduction goals. Teacher evaluation sheets are also completed to make sure that educational goals are being met.

Collaborations that Expand Public Outreach

This program entails working with the public and private schools, so that the school leaders and teachers, although not officially, essentially become partners. The phone conversations and planning meetings that are held with the Superintendent of Schools, principals, pre-school directors and others both present the program and Benicia's Climate Action Plan goals. In particular, teachers are encouraged to design follow-up activities in their schools for interested "Clean-Up Club" members. As in the past, the Park and Recreation Department, Department of Public Works, Farmer's Market, Main Street, Public Library, Community Garden and Tree Foundation will be informed of the availability of the puppet programs and look forward to ways they can be integrated into their activities and, thus, broadening our partners and reach.

Caterpillar Puppets Program Management

Joe and Ronna Leon, owners of Caterpillar Puppets, have over 30 years of experience. They provide the highest level of both artistic excellence and educational value. The Alameda Countywide Clean-Water Program, the Marin County Water District and Vallejo Department of Public Works are just a few of their clients.

Please visit the Caterpillar Puppet website - www.caterpillarpuppets.com/

**CITY OF BENICIA
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TITLE PAGE

PART A – BASIC INFORMATION

1. PROJECT/PROGRAM NAME: Tangled-Up in Trash – Caterpillar Puppetry – Interactive Sustainability Programs for Pre-school – Third Grade

Amount of Funding Request: ANNUAL: \$12,000 for one program year 2013.

GRANT PERIOD = 2 YEARS: \$24,000. Note that the 2-year amount includes two (2) programs, years 2013 and 2014.

Organization and/or Person(s) Submitting Proposal:

Benicia Arts and Culture Commission

2. ORGANIZATION INFO:

The Benicia Arts and Culture Commission was established in 2009 to ensure that arts and culture are integral to our community's quality of life, economic vitality and central identity.

Organization Name

Benicia Arts and Culture Commission

c/o Benicia Library, 150 East L Street, Benicia, CA 94510

Address

(707) 746-4358

N/A

Phone

Fax

hbowles@ci.benicia.ca.us

Email

Federal ID # (for non-profit or business): City of Benicia 94-6000298

Established by City of Benicia Ordinance 09-15, August 18, 2009

If a non-profit organization, the year legally established: State in which established: CA

If a business, the year established number of years: N/A

Location: N/A

3. CONTACT PERSON (for this Application)

Name: Elaine Eisner

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

Title: Chair, Benicia Arts and Culture Commission

Address: 937 Bolton Circle, Benicia, CA

Phone: (707) 748-1574 **Fax:** N/A

Email: ElaineEisner@comcast.net

4. The proposed Project/Program will serve FOCUS AREAS of the Benicia Climate Action Plan [CAP] to reduce Greenhouse gases [GHG] and thereby also support Community Sustainability. Please list specific STRATEGIES within the FOCUS AREAS below that will be addressed (fully or partially) by the proposed Project/Program. Include and explanation of the importance of each STRATEGY to the Project/Program's mission. [See CAP page 15 for Focus Areas.]

➤ **PUBLIC EDUCATION AND OUTREACH**

Strategies EO-1.3 Educational Workshops and EO1.13 Encourage BUSD to Educate Preschool - 3 Students on Climate Change – *Tangled-Up in Trash* interactively educates our youngest citizens – preschoolers! More specifically, this eco/sustainable program focuses on preschoolers through third graders and represents a continuation of the early education puppet programs provided by Caterpillar Puppets from 2009-2011. This next and new puppet program, *Tangled-Up in Trash* focuses on reinforcing the lessons learned in earlier puppet assemblies, lessons that included:

- What is the watershed?
- Why does clean water matter?
- What is a storm drain?
- How can we keep the watershed clean? (“Only Rain Down the Storm Drain”)
- What happens if we don't keep the watershed clean? (Creek, Bay and Ocean animals get sick and can die)

Tangled-Up in Trash focuses on the disastrous effect of plastic bag trash on the turtles, ducks and seabirds. Audience members will meet the Benicia town mascot puppet “Mr. Mallard,” who makes each student a member of the “Clean-Up Club” with a club card that reminds them of the lessons they have learned. A coloring sheet with the main puppet characters is given to each student to take home and ripple the learning to their families and friends.

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ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE SIGNATORY ON BEHALF OF AN APPLICANT ORGANIZATION REQUESTING FUNDS FROM THE COMMUNITY SUSTAINABILITY COMMISSION. A CITY EMPLOYEE MAY BE SIGNATORY WHEN APPLYING FOR FUNDS FOR A PROJECT TO BE ADMINISTERED BY THE CITY OF BENICIA.



Benicia Arts & Culture Commission, Chair October 24, 2012

Authorizing Signature

Title

Date

Elaine Eisner

Typed Name

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION **

5. Please provide a budget for the proposed Project/Program. Expenses listed in this document should be consistent with the Project Description. This budget is only for the Project utilizing grant monies.

Do not leave any blank boxes. Use "N/A", if cost category is not applicable.

Note: Column "A" = Total cost of the proposed Project.

Column "B" = Amount requested in this grant application.

Column "C" = The difference between Column A and Column B, or the costs of the Project that are not included in this grant request, if any.

PROJECT DIRECT EXPENSES	TOTAL PROJECT COSTS (A)	GRANT REQUEST AMOUNT (B)	APPLICANT'S OTHER COSTS (C)
Personnel (direct ¹)	N/A	N/A	N/A
Personnel (direct ¹)	N/A	N/A	N/A
Personnel (support ¹)	N/A	N/A	N/A
Benefits (direct ¹)	N/A	N/A	N/A
Contract Services – See Attachment A	\$24,000	\$24,000	N/A
Project Supplies	N/A	N/A	N/A
Project Equipment	N/A	N/A	N/A
Transportation costs: e.g., gas, rental	N/A	N/A	N/A
Other Direct Costs	N/A	N/A	N/A
SUBTOTAL	\$24,000	\$24,000	\$ N/A

**CITY OF BENICIA
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2011 - 2013 GRANT APPLICATION**

¹. [Provide names, titles & total estimated annual salary or stipend. Attach additional sheets if needed and summarize total here.]

PART B – BUDGET INFORMATION (continued)

INDIRECT EXPENSES					
Administrative personnel		N/A		N/A	N/A
Benefits		N/A		N/A	N/A
Space/office rental		N/A		N/A	N/A
Utilities		N/A		N/A	N/A
Telephone		N/A		N/A	N/A
Office Supplies		N/A		N/A	N/A
Transportation (gas, rental)		N/A		N/A	N/A
Other Indirect Costs		N/A		N/A	N/A
SUBTOTAL		\$0		\$0	\$0
TOTAL COSTS (direct & indirect)		\$24,000		\$24,000	\$0

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

PART B – BUDGET INFORMATION (continued)

6. APPLICANT’S FINANCIAL SOURCES: Please provide sources of other funds for the proposed Project/Program. Total amount should correspond with Total in Column C (from previous page). Do not include your entire budget here. (It should be attached).

Applicant’s Sources of Other Funding (be specific)	Amount or Value	Cash or In-kind (indicate)
N/A	N/A	N/A
TOTAL	\$N/A	\$N/A

7. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicians served with the funds. (If more space is needed to complete your answer, use the reverse side of this page).

Fiscal Year	Project/Program	Amount of City Grant or Loan	Benicians served
2011-12	N/A	N/A	N/A
2010 - 11	N/A	N/A	N/A
2009 - 10	N/A	N/A	N/A
2008 - 09	N/A	N/A	N/A
2007 - 08	N/A	N/A	N/A
2006 - 07	N/A	N/A	N/A
2005 -06	N/A	N/A	N/A
TOTALS		\$N/A	N/A

**CITY OF BENICIA
COMMUNITY SUSTAINABILITY COMMISSION
2011 - 2013 GRANT APPLICATION**

**PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION
(Please limit Part C to 5 pages)**

8. Brief Project/Program Summary (Three to four sentences describing the grant proposal).

Tangled-up in Trash is a sustainability themed educational program focused to our youngest citizens, preschool through third graders. *Tangled-up in Trash* offers twenty-five (25) school programs each thirty (30) minutes long (average audience of 75 – 100) that reaches an estimated 1,875 children. The reach is expanded to a minimum total of 2,000 children annually through venues that include Benicia’s public and private schools and the Benicia Public Library and public events like the Sustainability Fair, Arbor Day, Farmers Market and Costal Clean-up Day. Benicia town mascot puppet, Mr. Mallard will enroll our young citizens in the Clean-up Club and guide the children to learn sustainable key-words such as ‘watershed’, and influence their actions for a lifetime.

9. Describe the Project/Program’s general purpose and activities:

Tangled-Up in Trash focuses on the disastrous effect of plastic bag trash on the turtles, ducks and seabirds. Mr. Mallard makes each student a member of the “Clean-Up Club” with a club card that reminds them of the lessons they have learned. A coloring sheet with the main puppet characters is given to each student to take home and ripple the learning to their families and friends. The objective is to increase the youngest citizens’ awareness and understanding of the role they can play in the community’s sustainable focus areas. They will ripple the learning to their parents, neighbors and friends.

10. If sponsored by a non-profit or business, list all financial liabilities or pending legal action:

N/A

11. If applying for other grants for fiscal years 2011 - 2013, please list the project, funding source(s), proposed budgets and requested amount(s).

N/A

12. At what location(s) will the proposed Project/Program take place, and, if applicable, how long has the organization been at this location?

This program offers twenty-five (25) school programs each thirty (30) minutes long (average audience of 75 – 100) that reach an estimated 1,875 children. The reach is expanded to a minimum of 2,000 children annually through venues that include Benicia’s public and private schools and the Benicia Public Library and public events like the Sustainability Fair, Arbor Day, Farmers Market and Costal Clean-up Day.

**CITY OF BENICIA
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PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

13. What are your proposed hours of operations for this Project/Program? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to inquiries by phone or email, answer general questions, etc.?

The programs will be conducted at the venues and event locations at the time mutually agreed and scheduled.

Venues include Benicia’s public and private schools and the Benicia Public Library. Public events will be scheduled for the Sustainability Fair, Arbor Day, Farmers Market and Coastal Clean-up Day.

14. Describe the Project/Program associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of the proposed Project/Program, with respect to goals of the Benicia Climate Action Plan to reduce GHG emissions.

Tangled-Up in Trash reinforces the clean water lessons learned in earlier puppet assemblies 2009 through 2011, lessons that included:

- What is the watershed?
- Why does clean water matter?
- What is a storm drain?
- How can we keep the watershed clean? (“Only Rain Down the Storm Drain”)
- What happens if we don’t keep the watershed clean? (Creek, Bay and Ocean animals get sick and can die)

Tangled-Up in Trash reinforces and then focuses on the disastrous effect of plastic bag trash on the turtles, ducks and seabirds. Audience members will meet a Benicia town mascot puppet “Mr. Mallard,” who makes each student a member of the “Clean-Up Club” with a club card that reminds them of the lessons they have learned. A coloring sheet with the main puppet characters is given to each student to take home and ripple the learning to their families and friends.

15. Please describe why the proposed Project/Program is necessary for citizens of Benicia and the community as a whole?

Tangled-up in Trash is necessary for the community’s youngest citizens. Through early positive exposure to conservation, children can begin to form sustainable habits. This continuing program

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provides an important opportunity for reinforcement of and leading to the integration of additional values and newly learned behaviors.

Mr. Mallard and his puppet friends will reach a demographic scope that is missed through other strategies. The puppets will:

- Impart knowledge by intellectually and visually stimulating the children’s minds ensuring a greater percentage of retention,
- Invite interest, reflection and action, and
- Serve as a powerful catalyst.

16. How will outreach be conducted so that services provided will have an educational “ripple effect” throughout the community?

Collaborations that Expand Outreach – Because the program entails working in and with the public and private schools, the school leaders and teachers, although not officially, essentially become partners. The phone conversations and planning meetings that are held with the Superintendent of Schools, principals, pre-school directors and others both present the program and Benicia’s Climate Action Plan goals.

In particular, teachers are encouraged to design follow-up activities in their schools for interested “Clean-Up Club” members. As in the past, the Park and Recreation Department, Department of Public Works, Farmer’s Market, Main Street, Public Library, Community Garden and Tree Foundation will be informed of the availability of the puppet programs and look forward to ways they can be integrated into their activities and, thus, broadening our partners and reach.

The planned outreach also includes public events like the Sustainability Fair, Arbor Day, Farmers Market, Benicia Public Library and Costal Clean-up Day.

PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

17a. List the specific, quantifiable goals of the proposed Project/Program. (Please state the goals in numbers of individuals, families, households or groups projected to be served and then estimate the amount of energy or water savings that may be achieved for each, then total those figures in each category and estimate GHG reduced by the Project/Program over one year.)

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<u>ANNUAL GOALS</u>	Numbers served, e.g. individuals, families, households and/or groups	Water & Energy Savings in 1 year	GHG reductions (estimate) in 1 year
Tangled-up in Trash Total programs – 25 thirty-minute long programs	Average Audience 75 – 100 per school program	N/A	N/A
Total Public events	Estimate 125	N/A	N/A

17b. Discuss how this data will be collected, organized and disseminated throughout the community.

Quick pre-show student surveys about prior knowledge of the target lessons are used to make sure the programs are offering and encouraging the understanding needed to reach CAP goals. Teacher evaluation sheets are used to make sure that educational goals are being met.

The collected data will be documented in required quarterly reports and local newspaper articles.

18. If the proposed Project/Program is an already existing activity, or part of an existing program of the applicant or his or her organization or business, please explain.

Tangled-up in Trash is not part of any existing activity or program.

19. Identify similar projects or programs in the community and how the proposed Project/Program differs from them.

There are no similar projects or programs in Benicia.

**CITY OF BENICIA
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PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (continued)

20. REQUIRED ATTACHMENTS: Please verify and check off confirmation indicating that the following required items are attached to the original application.

Do not leave any blank – if an item is not applicable, indicate by “N/A”

Item #	Description	Submitted (verification by City staff)
1	IRS Letter of Tax Exempt Status	N/A
2	Organization’s total budget for the current year	N/A
3	Copy of most recent audit or financial statement	N/A
4	Names and addresses of Board of Directors	N/A
5	List of paid principal staff and positions	N/A
6	Job descriptions for principal staff and personnel <i>to be paid partially or in full with grant funding.</i>	Refer to Attachment A
7	Copy of resolution or board meeting minutes indicating organization’s support of the project application.	Refer to Attachment B – Benicia Arts and Culture Commission Approvals.
8	If a partnership, or involving any collaboration with other group or entity, letters of commitment from each organization indicating degree of participation and a budget showing each organization’s financial responsibility to the proposed Project/Program.	N/A

THANK YOU!



BENICIA COMMUNITY SUSTAINABILITY COMMISSION

CITY HALL COMMISSION ROOM

REGULAR MEETING MINUTES

**Monday, January 28, 2013
6:00 P.M.**

I. OPENING OF MEETING

A. Pledge of Allegiance

B. Roll Call of Commissioners

Present: Commissioners Barrow, Fiscalini, Kerridge, Lamoreux, Shannon, and
Chair Beutel

Absent: None

Present: Ex-Officio Members Bardet, Muehlbauer (arrived late), Scott and
Switzer

Absent: None

Staff Present: Charlie Knox, Community Development Director
Melissa Morton, Interim Public Works Director
Mario Giuliani, Economic Development Manager
Gina Eleccion, Management Analyst/Recording Secretary
Alex Porteshawver, Climate Action Plan Coordinator

C. Reference to Fundamental Rights of Public

II. ADOPTION OF AGENDA

Chair Beutel requested that Item A be moved to March. Charlie Knox, Community Development Director, noted he is prepared to give a brief report on this item tonight.

On motion of Commissioner Shannon, seconded by Commissioner Kerridge, the agenda was approved, as amended, by the following vote:

Ayes: Commissioners Barrow, Fiscalini, Kerridge, Shannon and Chair Beutel
Noes: Commissioner Lamoreux
Absent: None
Abstain: None

III. ELECTION OF OFFICERS

Chair Beutel nominated Commissioner Kerridge as Chair, seconded by Commissioner Barrow. Commissioner Kerridge nominated Commissioner Fiscalini as Vice Chair.

Ayes: Commissioners Barrow, Beutel, Fiscalini, Kerridge, Lamoreux and Shannon
Noes: None
Absent: None
Abstain: None

IV. OPPORTUNITY FOR PUBLIC COMMENT

A. WRITTEN COMMENT - None

B. PUBLIC COMMENT - Ex-Officio Bardet commented that staff resources are limited and she is supportive of additional time for the CAP Coordinator and looks forward to discussing this at the March meeting.

V. PRESENTATIONS

A. CITY WATER PROJECTS

Melissa Morton, Interim Public Works Director, presented options for a City Water Project.

Commissioners asked questions about the project costs. The PG&E CARE Program was discussed. Commissioners would like to see a grant proposal to include low-income and seniors.

Alex Porteshawver, CAP Coordinator, reminded the Commission that there is a cost-comparison spreadsheet.

It was noted that reducing water can also result in energy savings and greenhouse gas reductions.

B. BENICIA RESOURCE INCENTIVES PROGRAM

Mario Giuliani, Economic Development Manager, gave an overview of the program and the collaboration between Economic Development and the Community Sustainability Commission. This is a tremendous resource for our industrial businesses.

Commissioners commented on the program, its impact to businesses, and its positive effect on the community and reduction of greenhouse gas emissions.

The public comment was opened. There was no public comment. The public comment was closed.

VI. CONSENT CALENDAR

On motion of Commissioner Beutel, seconded by Commissioner Barrow, the Consent Calendar was approved by the following vote:

- Ayes: Commissioners Barrow, Beutel, Fiscalini, Lamoreux, Shannon, and Chair Kerridge
- Noes: None
- Absent: None
- Abstain: None

A. Approval of Minutes for December 12, 2012 Special Meeting

VII. AGENDA ITEMS

A. INCREASE FUNDING AND ROLE OF CLIMATE ACTION PLAN COORDINATOR

With recent additional staff shortages in the Planning Division, direct service to the Commission has been impacted. With an increase in funding and role of the Climate Action Plan Coordinator, the CAP Coordinator could provide direct service to the Commission.

This item was continued to the March meeting.

The public hearing was opened. There was no public comment. The public hearing was closed.

B. CLIMATE ACTION PLAN COORDINATOR STATUS UPDATE

Per contract deliverables, Alex Porteshawver, Contract Climate Action Plan Coordinator, provided status updates on the following:

- I. **Greenhouse Gas Emission Inventory** - Alex Porteshawver, CAP Coordinator, gave an overview. She noted that there is a new version of the Climate Action Climate Protection (CACCP) software, which includes updated California coefficients. The older model, used for the baseline inventory in 2008, used national coefficients. The new software more accurately depicts Benicia’s emissions. A report was provided to the Commission and public.
- II. **Property Assessed Clean Energy (PACE) Program (Verbal Update)**
- III. **Water and Solar Incentives Status (Verbal Update)**
- IV. **Small Cities Partnership (Verbal Update)**
- V. **Wind Energy (Verbal Update)**
- VI. **Grant Funding (Verbal Update)**

C. CONSIDERATION OF GRANT FUNDING REQUESTS

Gina Eleccion suggested that the Commission decide on a process to have all presentations prior to making a recommendation. In addition, she clarified that the Benicia Tree Foundation has only been allocated \$200,000, not the \$700,000 as noted in the memo. Chair Kerridge agreed that all presentations should be given, then Commission would score and rank proposals. She suggested funding only those scoring 70 points or higher.

BENICIA HISTORICAL MUSEUM – BUILDING RETROFIT - \$35,130

Elizabeth d’Huart gave an overview of the proposal. The Museum is responsible for maintenance of the interior of the buildings and grounds.

Commissioners asked questions of the applicant. There was no public comment on this item.

BENICIA TREE FOUNDATION – 1,000 TREES PROGRAM - \$120,000

Tina Marchetti, Executive Director, and Steve Goetz, Board Secretary, gave an overview of the project.

Commissioners asked questions of the applicant and commented on the funding requested for salary.

Public comment:

Larry Laubner, Benicia Historical Museum – He noted that there is a way to convert trees planted to CO2 emissions.

ARTS BENICIA – GREEN GALLERY - \$51,400

Larnie Fox, Executive Director, gave an overview of the project.

Commissioners asked questions of the applicant.

There was no public comment on this item.

DST CONTROLS – HYDROELECTRIC GENERATION - \$25,000

Read Hayward, DST Controls, and Sandy Walker, gave an overview of the project.

Commissioners asked questions of the applicant.

There was no public comment on this item.

KARY STICKNEY – PATH TO SUSTAINABILITY - \$73,752

Kary Stickney gave an overview of the project. She presented examples of her projects and the activities that would be included.

Commissioners asked questions of the applicant.

Public Comment:

A citizen commented on the need to include St. Dominic’s in school programs.

ARTS & CULTURE COMMISSION - PUBLIC ART - \$30,000

Patty Gavin gave an overview of the project.

Commissioners asked questions of the applicant.

Public Comment:

Lee Wilder Snider thanked Elizabeth d’Huart from the Benicia Historical Museum for laying out the process.

TANGLED UP IN TRASH (CATERPILLAR PUPPETS) - \$24,000

Joe Leon gave an overview of the project.

Commissioners asked questions of the applicant.

There was no public comment.

EVERYBODY LOOK WHAT’S GOING ON - \$23,500

Ronna Leon gave an overview of the project.

Commissioners asked questions of the applicant.

There was no public comment on this item.

A recess was called at 10:40 p.m. The meeting was reconvened at 10:50 p.m.

Chair Kerridge stated that commissioners scored and ranked each application to get an average. She noted that the Commission has to make the finding that projects are more important than water conservation projects, per Section H of the Settlement Agreement.

Ranking and average points were as follows:

DST Controls – 81 points

On motion of Commissioner Barrow, seconded by Commissioner Beutel, the above grant application was recommended for funding by the following vote:

Ayes: Commissioners Barrow, Beutel, Fiscalini, Lamoreux, Shannon and Chair Kerridge

Noes: None

Absent: None

Abstain: None

Benicia Historical Museum – 74.6 points

On motion of Commissioner Shannon, seconded by Commissioner Barrow, the above grant application was recommended for funding by the following vote:

Ayes: Commissioners Barrow, Beutel, Fiscalini, Lamoreux, Shannon and Chair Kerridge

Noes: None

Absent: None

Abstain: None

Arts Benicia – Green Gallery - 72.2 points

On motion of Commissioner Lamoreux, seconded by Commissioner Beutel, the above grant application was recommended for funding by the following vote:

Ayes: Commissioners Barrow, Beutel, Fiscalini, Lamoreux, Shannon and Chair Kerridge

Noes: None

Absent: None

Abstain: None

There was unanimous agreement by the commissioners that the projects recommended for funding meet the criteria required by Section H of the settlement agreement:

“The City’s Sustainability Commission shall review and recommend to the City Council for approval additional projects for funding which provide verifiable water reduction by the City, community residents, BUSD, Valero and businesses in Benicia...Priority shall be given to water reduction projects but additional projects that are greenhouse gas reducing, sustainable or energy efficient and support the City’s Climate Action Plan may be considered and recommended for approval if the Sustainability Commission finds that the project will provide a greater value than proposed water reduction projects.”

Benicia Tree Foundation - 65.75 points

Commissioner Shannon, seconded by Commissioner Barrow, recommended approval of the grant application, as submitted. After discussion, Commissioner Beutel requested to amend the motion to fund 1 year at \$60,000. The amended motion was accepted and the above grant application was recommended for funding, for 1 year at \$60,000, by the following vote:

Ayes: Commissioners Barrow, Beutel, Shannon and Chair Kerridge
Noes: None
Absent: None
Abstain: Commissioners Fiscalini and Lamoreux (both abstained due to current or past involvement with the Benicia Tree Foundation)

Public Art - Wind, Water, Air – 64.8 points

On motion of Commissioner Beutel, seconded by Commissioner Barrow, the above grant application was recommended for funding by the following vote:

Ayes: Commissioners Barrow, Beutel, Fiscalini, Lamoreux, Shannon and Chair Kerridge
Noes: None
Absent: None
Abstain: None

Tangled Up In Trash – 61.1 points

On motion of Commissioner Lamoreux, seconded by Commissioner Barrow, the above grant application was recommended for funding by the following vote:

Ayes: Commissioners Barrow, Fiscalini, Lamoreux, Shannon
Noes: Commissioners Beutel, Shannon, Chair Kerridge
Absent: None
Abstain: None

The motion did not carry.

On motion of Commissioner Lamoreux, seconded by Commissioner Barrow, the above grant application was recommended for funding, 1 year at \$12,000, by the following vote:

Ayes: Commissioners Barrow, Beutel, Fiscalini, Lamoreux, Shannon
Noes: Commissioner Shannon and Chair Kerridge
Absent: None
Abstain: None

Everybody Look What's Going On – 52.8 points

No motion to fund

Path to Sustainability – 52.6 points

A motion was made by Commissioner Lamoreux, seconded by Commissioner Fiscalini, to approve the above grant application. The vote was as follows:

Ayes: Commissioners Fiscalini and Lamoreux
Noes: Commissioners Barrow, Beutel Shannon, Chair Kerridge
Absent: None
Abstain: None

The motion to fund was not approved.

VIII. COMMUNICATIONS FROM STAFF

A. SUBJECTS REQUESTED BY COMMISSION CHAIR

IX. COMMUNICATIONS FROM COMMISSIONERS

- 2013 Sustainable Benicia Workshop Series – a handout was given to commissioners.
- Request for reports from Ex-Officio Members – Commissioner Beutel commented that it might be beneficial to get reports from Ex-Officio Members.
- Article – “Bloom Town” – an article was distributed.

Ex-Officio Switzer stated that this is her last meeting and she will be replaced by Janice Adams and Michael Gardner. Commissioners and Staff thanked Ex-Officio Switzer for her service.

X. ADJOURNMENT

Chair Kerridge adjourned the meeting at 12:02 a.m.

March 7, 2013

Dear Council Members, Mayor and City Manager,

I'm writing for two purposes. The first is to urge you not to consider any further cuts to the Arts and Culture Commission budget and the second is urge you and your colleagues to vote to approve the Community Sustainability Commission's grant recommendations.

1. The Council has the difficult job of looking at ways to address a budget shortfall. The arts are always a tempting target, but are especially vulnerable. If the budget for the Arts and Culture Commission is cut, we and the other nonprofits that they support will be forced to cut back on programs including exhibitions, children's art, adult classes, events and much more. What may look like a small cut to the City could drastically hamper our efforts. The last time council cut funding to the Arts and Culture Commission, we cut staff time and focused our remaining resources on fund development, and so experienced a significant drop in number of Benicians served. Ultimately revenue from other sources went down as well. With the focus on economic development, tourism and the Industrial Park, it would be counterproductive to make cuts that would ultimately diminish one of the City's four visitor centers that is located in the heart of the Arsenal artist's community.

I'd like to add that we are keenly aware that this is Benicia taxpayer money. As a former Palo Alto City Staff person, I understand why the privilege of being entrusted with taxpayer dollars carries serious obligations to our community with it.

Take a look at these findings from a recent study by Americans for the Arts:

"Nationally, the nonprofit arts and culture industry generates \$166.2 billion in economic activity annually—a 24 percent increase in just the past five years. That amount is greater than the Gross Domestic Product of most countries. This spending supports 5.7 million full-time jobs right here in the United States an increase of 850,000 jobs since our 2002 study. What's more, because arts and culture organizations are strongly rooted in their communities, these are jobs that necessarily remain local and cannot be shipped overseas.

Our industry also generates nearly \$30 billion in revenue to local, state, and federal governments every year. By comparison, the three levels of government collectively spend less than \$4 billion annually to support arts and culture—a spectacular 7:1 return on investment that would even thrill Wall Street veterans."

2. On Tuesday, March 19, you will vote to approve (or not) the Community Sustainability Commission's recommendations on grant funding originating from the Valero/Good Neighbor Steering Committee Settlement. I will be out of town on that day, so will not be able to attend the meeting or speak to Council, as I would like.

The CSC approved grant requests from Arts Benicia, and the Arts and Culture commission, and a few other interesting organizations and individuals, and you will vote on their recommendations. We are hoping that you validate the hard work the CSC has put into assessing these grant requests. If Arts Benicia gets funding from this source we are poised to launch two exciting years of exploring the many interfaces between arts and the environment in classes for adults and children, exhibitions, seminars and special projects. Each item in our grant proposal addresses a specific item from the City's Climate Action Plan. Please remember that the arts are especially well suited for reaching people on an emotional, gut level. While it is impossible to measure the tons of CO2 that would be sequestered by our outreach efforts, it is also impossible to deny that the information and inspiration discovered through hands-on arts experiences, direct contact with powerful work in exhibitions, and listening to artists, community leaders and environmental experts in dialogue would have a powerful impact on all those who participate. Note that all of the funds from that grant would be earmarked to address items from the grant, and would specifically address environmental and sustainability issues. Because this money is earmarked, it would not be a substitute for the core program funding we have been getting through the Arts and Culture Commission.

Thank you all so much for the difficult work you do for our town!

Sincerely,



Larnie Fox
Executive Director
Arts Benicia

Benicia Arts and Culture Commission

150 East L Street
Benicia, CA 94510

March 11, 2013

Mayor Patterson, Council Members Campbell, Hughes, Schwartzman and Strawbridge,

The Community Sustainability Commission recently recommended grant funding for an art piece proposed by the Arts and Culture Commission. This permanent work of public art is being planned to serve as the focus of an eco-sustainable art exhibit and permanent educational tool in the City of Benicia's LEED- certified Community Center, a building used on any given day by approximately 295 people of all ages. The Arts and Culture Commission feels that there could not be a better place than in the community center for an art piece that combines the work of renowned local artists with the leadership in energy and environmental design that is Benicia's vision.

The piece will be composed of recycled/repurposed glass and metal with a conceptual theme of "Wind, Water, and Land". As art speaks to the heart and mind of the viewer, this significant piece will serve as a catalyst for reflection and action regarding the effects of climate change and energy usage. It will advance the climate action plan through education and public outreach. The art piece is to be accompanied by an interactive display consisting of information and educational questions to enlighten viewers about the realities of energy consumption and provide strategies individuals and families can take for energy savings. At its unveiling there will be an art exhibit of additional work by the contributing artists, take away informational materials, an educational speaker, and the opportunity for children to create art from recycled items. There will be an ongoing visitor roster, and a survey tool whereby individuals can share their reaction to the art, what they have learned about energy conservation, and what they personally plan to do to reduce energy consumption.

Six well-known resident artists of Benicia, highly respected in their fields, will collaborate on the project. They are Micheal Nourot, Nicholas Nourot, Brian Giambastiani, David Lindsay, Mike Kendall, and David Nourot. Larry Lauber, electrical engineer, will design and implement the interactive display. This grant would fund the materials and artist's labor for the piece while they would each individually donate design and creative efforts. The artists feel this is a way to give back to their community. The concept, design and location for the public piece are subject to approval by the City of Benicia as guided by the policies and procedures in the City of Benicia's Public Art Policy.

The current conceptual theme of "Wind, Water, Land" was selected to identify characteristics of the City of Benicia. The conceptual design starts with the viewer seeing industrial looking rough and raw materials; as the eye moves along, the piece begins to transform, not only in materials, but in shape as it becomes soft and flowing. Clouds and cattail images represent wind, and a section with bubble shapes

on the lower section represents water. Raw materials transform into life growing out of it, from static to moving, from renewable into renewed, and the whole piece, in the shape of an infinity symbol, represents the infinity of our world, dependent upon the world's sustainability. On an adjacent wall will be an interactive area presenting an audio explanation of the piece with an accompanying interactive learning display.

The Arts and Culture Commission requests your support for this permanent Public Art piece. It is a true collaboration on the part of many entities and will celebrate Benicia and its citizens in its immersed pursuit of eco-sustainability. It is a visual symbol or metaphor of what we want for this beautiful community in which we live, and what we want for the world. This permanent eco-sustainable public art piece, along with its permanent interactive learning display will inspire and resonate for years to come.

Thank you for your consideration.

Patty Gavin

Patty Gavin

Chair, Public Art Committee

Arts and Culture Commission

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : March 11, 2013
TO : Mayor Patterson
FROM : City Manager
SUBJECT : **MAYORS' COMMITTEE MEETING**

The following information is provided for your committee report at the March 19, 2013 City Council meeting.

The Mayors' Committee meetings are held quarterly at 6:00 pm in Vallejo. The next meeting will be on March 20, 2013 at Zio Fraedo's Restaurant. The agenda for this meeting is not yet available.

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : February 26, 2013
TO : Mayor Patterson
Council Member Strawbridge
FROM : City Attorney
SUBJECT : **ABAG COMMITTEE MEETING** &

The following information is provided for your committee report at the March 19, 2013 council meeting:

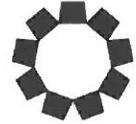
- The Spring General Assembly is scheduled for Thursday, April 18, 2013 from 8:30 a.m. to 2:30 p.m., and will be held at Jack London Square Pavilion, 98 Broadway (Broadway and Embarcadero Oakland).

Attachments:

- ABAG General Assembly Business Meeting Agenda
- April 19, 2012 (Draft) General Assembly Summary Minutes
- (Proposed) Budget and Work Program 2013-2014

ASSOCIATION OF BAY AREA GOVERNMENTS

Representing City and County Governments of the San Francisco Bay Area



ABAG

AGENDA

ABAG GENERAL ASSEMBLY BUSINESS MEETING

Thursday, April 18, 2013, 12:15 PM

98 Broadway—Pavilion (Old Barnes and Nobles Site)
Jack London Square
Oakland, California

The ABAG General Assembly may act on any item on this agenda.

Agenda and attachments available at [ABAG Home Page](#)

For information, contact Fred Castro, Clerk of the Board, at (510) 464 7913.

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. CONFIRMATION OF QUORUM**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF GENERAL ASSEMBLY BUSINESS MEETING SUMMARY
MINUTES OF APRIL 19, 2012**

Action
Attachment: Summary Minutes April 19, 2012
- 5. PRESIDENT'S REPORT**

Information
- 6. PROPOSED ANNUAL BUDGET AND WORK PLAN FOR FISCAL YEAR 2013-
2014, INCLUDING MEMBER DUES**

Action
Attachment: Proposed Annual Budget and Work Plan
- 7. ANNOUNCEMENTS**
- 8. ADJOURNMENT**



Ezra Rapport, Secretary-Treasurer

Agenda

SUMMARY MINUTES (DRAFT)
ABAG General Assembly
Business Meeting, April 19, 2012
Oakland Marriott City Center
Oakland, California

1. CALL TO ORDER

The meeting was called to order by President Mark Luce, Supervisor, County of Napa, at 12:18 p.m.

President Luce led members in the Pledge of Allegiance.

2. CONFIRMATION OF QUORUM

Kenneth Moy, Legal Counsel, and Fred Castro, Clerk of the Board, reported that quorum was present.

County Delegates and Alternates Present

Supervisor Karen Mitchoff
Vice Chair Brad Wagenknecht
County Administrator John Maltbie
Supervisor David Cortese
Supervisor Barbara R. Kondylis
Vice Chair David Rabbitt

Jurisdiction

County of Contra Costa
County of Napa
County of San Mateo
County of Santa Clara
County of Solano
County of Sonoma

County Delegates Absent

Supervisor Malia Cohen
Supervisor Scott Haggerty
Supervisor Susan Adams

Jurisdiction

City and County of San Francisco
County of Alameda
County of Marin

City/Town Delegates and Alternates Present

Jurisdiction

County of Alameda

Vice Mayor Marge Atkinson
Councilmember Susan Wengraf
Councilmember Eric Swalwell
Councilmember Ruth Atkin
Vice Mayor Suzanne Lee Chan
Vice Mayor Ana M. Apodaca
Councilmember At Large Rebecca Kaplan
Vice Mayor Michael J. Gregory
Councilmember Jim Navarro

City of Albany
City of Berkeley
City of Dublin
City of Emeryville
City of Fremont
City of Newark
City of Oakland
City of San Leandro
City of Union City

County of Contra Costa

Councilmember Wade Harper
Councilmember Julie Pierce
Councilmember Timothy Grayson
Councilmember Janet Abelson
Councilmember William Wilkins
Mayor Carol Federighi
Vice Mayor Janet Kennedy

City of Antioch
City of Clayton
City of Concord
City of El Cerrito
City of Hercules
City of Lafayette
City of Martinez

Vice Mayor Amy Worth
Councilmember Jack Weir
Vice Mayor Jim Rogers
Councilmember Phil O'Loane
Councilmember Cindy Silva
Councilmember Karen Mendonca

City of Orinda
City of Pleasant Hill
City of Richmond
City of San Ramon
City of Walnut Creek
Town of Moraga

County of Marin

Councilmember Ann Morrison
Mayor Pro Tem Pat Eklund
Councilmember Carla Condon

City of Larkspur
City of Novato
Town of Corte Madera

County of Napa

Councilmember Belia R. Bennett
Mayor Jack Gingles

City of American Canyon
City of Calistoga

County of San Mateo

Vice Mayor Christine Wozniak
Councilmember Cliff Lentz
Councilmember David Canepa
Councilmember Rick Kowalczyk
Vice Mayor Peter Ohtaki
Vice Mayor Gina Papan
Councilmember Sue Digre
Councilmember Robert Grassilli
Councilmember Robert Ross
Vice Mayor Pedro Gonzalez

City of Belmont
City of Brisbane
City of Daly City
City of Half Moon Bay
City of Menlo Park
City of Millbrae
City of Pacifica
City of San Carlos
City of San Mateo
City of South San Francisco

County of Santa Clara

Councilmember Rich Waterman
Vice Mayor Orrin Mahoney
Councilmember Peter Arellano
Councilmember Ronit Bryant
Councilmember Greg Schmid
Councilmember Sam Liccardo
Councilmember Kevin Riley
Councilmember Emily Lo
Mayor Anthony (Tony) Spitaleri

City of Campbell
City of Cupertino
City of Gilroy
City of Mountain View
City of Palo Alto
City of San Jose
City of Santa Clara
City of Saratoga
City of Sunnyvale

County of Solano

Councilmember Christin Strawbridge
Vice Mayor Dane Besneatte
Councilmember Curtis Hunt
Vice Mayor Erin Hannigan

City of Benicia
City of Dixon
City of Vacaville
City of Vallejo

County of Sonoma

Councilmember Mike Maacks
Mayor Susan Harvey
Mayor Jake Mackenzie
Councilmember John Sawyer

City of Cloverdale
City of Cotati
City of Rohnert Park
City of Santa Rosa

Councilmember Sam Salmon
City/Town Delegates Absent

Town of Windsor
Jurisdiction

City and County of San Francisco

Legislation and Governmental Affairs Director
Jason Elliott

City and County of San Francisco

County of Alameda

Mayor Marie Gilmore
Councilmember Francisco Zermeno
Mayor John Marchand
Mayor John Chiang
Councilmember Jerry Thorne

City of Alameda
City of Hayward
City of Livermore
City of Piedmont
City of Pleasanton

County of Contra Costa

Mayor Robert (Bob) Taylor
Mayor Kevin Romick
Councilmember Tim Banuelos
Mayor Ben Johnson
Councilmember Paul V. Morris
Councilmember Robert Storer

City of Brentwood
City of Oakley
City of Pinole
City of Pittsburg
City of San Pablo
Town of Danville

Count of Marin

Mayor Gerald Butler
Mayor Garry Lion
Vice Mayor Marc Levine
Councilmember Linda Pfeifer
Councilmember David Weinsoff
Councilmember Christopher Martin
Vice Mayor Kay Coleman
Mayor Jim Fraser

City of Belvedere
City of Mill Valley
City of San Rafael
City of Sausalito
Town of Fairfax
Town of Ross
Town of San Anselmo
Town of Tiburon

County of Napa

Mayor Jill Techel
Councilmember Catarina Sanchez
Mayor John F. Dunbar

City of Napa
City of St. Helena
Town of Yountville

County of San Mateo

Councilmember Cathy Baylock
Councilmember David E. Woods
Mayor Art Kiesel
Councilmember Barbara Pierce
Mayor Jim Ruane
Mayor Richard Garbarino
Mayor Bill Widmer
Vice Mayor Joanne F. del Rosario
Councilmember Christine M. Krolik
Vice Mayor John Richards
Mayor David Tanner

City of Burlingame
City of East Palo Alto
City of Foster City
City of Redwood City
City of San Bruno
City of South San Francisco
Town of Atherton
Town of Colma
Town of Hillsborough
Town of Portola Valley
Town of Woodside

County of Santa Clara

Mayor Pro Tem Jarrett Fishpaw
Vice Mayor Pete McHugh
Mayor Susan Garner
Councilmember Gordon Siebert
Councilmember Ginger Summit
Mayor Steve Rice

City of Los Altos
City of Milpitas
City of Monte Sereno
City of Morgan Hill
Town of Los Altos Hills
Town of Los Gatos

County of Solano

Mayor Harry T. Price
Councilmember Janith Norman
Councilmember Michael A. Segala
Councilmember Dilenna Harris

City of Fairfield
City of Rio Vista
City of Suisun City
City of Vacaville

County of Sonoma

Councilmember Jim Wood
Mayor David Glass
Mayor Guy Wilson
Councilmember Laurie Gallian

City of Healdsburg
City of Petaluma
City of Sebastopol
City of Sonoma

3. PUBLIC COMMENT

William Wilkins, Councilmember, City of Hercules, spoke about how General Law counties and cities could increase their revenue by changes to the Revenue and Tax Code related to local ordinances for documentary transfer tax.

4. APPROVAL OF SUMMARY MINUTES, APRIL 14, 2011, GENERAL ASSEMBLY BUSINESS MEETING*

President Luce recognized a county motion, and a second, to approve the minutes of the General Assembly Business Meeting of April 14, 2011. The county motion passed unanimously.

President Luce recognized a city motion, and a second, to approve the minutes of the General Assembly Business Meeting of April 14, 2011. The cities motion passed unanimously.

5. PRESIDENT'S REPORT

President Luce announced his pleasure to serve as the President for the next two years. He reported on upcoming challenges and noted that ABAG is in its 51st year of service. Members were encouraged to contact the President about improvements and new services ABAG can provide its members. Members interested in serving on ABAG committees were asked to contact the President for consideration for appointment.

6. PROPOSED ANNUAL BUDGET AND WORK PLAN—FISCAL YEAR 2012-2013*

President Luce recognized Acting Executive Director Patricia Jones who presented a summary of the Annual Budget and Work Program for fiscal year 2012-2013, including annual member dues, which was reviewed by the Finance Committee and forwarded by the Executive Board to the General Assembly for approval.

President Luce recognized a city motion, which was seconded, to approve the Annual Budget and Work Plan for Fiscal Year 2012-2013, including member dues. The city motion passed unanimously.

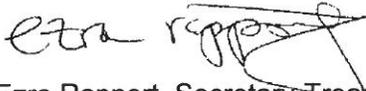
President Luce recognized a county motion, which was seconded, to approve the Annual Budget and Work Plan for Fiscal Year 2012-2013, including member dues. The county motion passed unanimously.

7. ANNOUNCEMENTS

There were no other announcements.

8. ADJOURNMENT

Meeting adjourned at about 12:25 PM.



Ezra Rapport, Secretary-Treasurer

** Indicates attachments.*

PROPOSED
BUDGET AND WORK PROGRAM

 Association of Bay Area Governments



OUR

Bay Area

Fiscal Year 2013 - 2014

VIII.B.2.9

EXECUTIVE BOARD

OFFICERS

President - Mark Luce
Supervisor, County of Napa

Vice President - Julie Pierce
Mayor, City of Clayton

Treasurer - Ezra Rapport
Executive Director

Secretary / Legal Counsel - Kenneth Moy
Legal Counsel

Immediate Past President - Dave Cortese, Supervisor, County of Santa Clara

Desley Brooks
Councilmember, City of
Oakland

Scott Haggerty
Supervisor, County of
Alameda

Harry Price
Mayor, City of Fairfield

Ronit Bryant
Councilmember, City of
Mountain View

Bill Harrison
Mayor, City of Fremont

Jean Quan
Mayor, City of Oakland

Carmen Chu
Supervisor, County of
San Francisco

Dave Hudson
Councilmember, City of
San Ramon

David Rabbitt
Supervisor, County of
Sonoma, and Legislation and
Governmental Organization
Committee Chair

Kansen Chu
Councilmember, City of
San José

Ash Kalra
Councilmember, City of
San José

Katie Rice
Supervisor, County of Marin

Dave Cortese
Supervisor, County of Santa
Clara, and Regional Planning
Committee Chair

Edwin M. Lee
Mayor, City of San Francisco

Tim Sbranti
Mayor, City of Dublin

Pat Eklund
Mayor, City of Novato

Sam Liccardo
Councilmember, City of
San José

Linda Seifert
Supervisor, County of Solano

Jason Elliott
Dir, Legislative/Government
Affairs, City of San Francisco

Mark Luce
Supervisor, County of Napa,
ABAG President, and
Administrative Committee
Chair

Warren Slocum
Supervisor, County of
San Mateo

Richard Garbarino
Vice Mayor, City of South
San Francisco

Karen Mitchoff
Supervisor, County of
Contra Costa

Joaquin Torres
Office of the Mayor, City of
San Francisco

Leon Garcia
Mayor, City of American
Canyon

Dave Pine
Supervisor, County of
San Mateo

Richard Valle
Supervisor, County of
Alameda

John Gioia
Supervisor, County of
Contra Costa, and Finance
and Personnel Committee
Chair

Julie Pierce
Mayor, City of Clayton,
ABAG Vice President

Mike Wasserman
Supervisor, County of
Santa Clara

Joe Pirzynski
Councilmember, City of
Los Gatos

Advisory Member
William D. Kissinger
Regional Water Quality
Control Board

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EXECUTIVE DIRECTOR'S MESSAGE

The prospects for Our Bay Area are looking up as the fiscal gloom hanging over California the last five years appears to be finally lifting. Assuming the trend continues, we can expect significant economic activity in the Bay Area as job growth here is more robust than the rest of the nation.

ABAG has worked hard to develop land use and housing plans with local governments to help the Bay Area thrive and develop housing for the next generation.

As our region grows economically, ABAG is

looking forward to moving ahead with the Sustainable Communities Strategy adopted by the Metropolitan Transportation Commission (MTC) and the ABAG Executive Board. The Preferred Scenario, known as the Jobs-Housing Connection Strategy, is the result of an ongoing collaboration between the regional agencies and local government. The Strategy focuses future growth close to transit and services; it is estimated that 70-80% of housing and about 66% of jobs are expected to be located in Priority Development Areas (PDAs) that were 100% self nominated by local governments.

Implementing the Strategy is the next great task for the region. To support the development of the Bay Area, ABAG staff has worked with MTC to develop the eligibility criteria for the One Bay Area Grant (OBAG). OBAG requires that Congestion Management Agencies (CMAs) align with local policies to support PDA development and housing. The CMAs are now taking responsibility for PDA planning grants in consultation with ABAG.



Ezra Rapport
ABAG Executive Director

Development of the SCS has focused not only on supporting compact development in PDAs, but also on economic development, social equity, and the conservation of natural resources and open space. Since the inception of the planning process, an equity working group, a regional advisory working group, and workshops with the region's business community have helped guide the development of scenarios and policies to support robust economic growth. The Jobs-Housing Connection Strategy addresses economic development and job creation by linking new housing to the location of growing industry clusters and transit-served job centers. The Strategy addresses equity by emphasizing the need to create a wider diversity of housing in close proximity to affordable transit and employment opportunities. Land preservation is addressed by focusing future development within the region's existing urban footprint. In addition, the Strategy supports the HUD-funded Regional Prosperity Plan by identifying potential locations for prioritizing economic development.

Ultimately, the Bay Area and the rest of California will depend on State reforms of local government financing reserved for infill development. Several legislative bills are weaving their way through Sacramento, but none that are remotely capable of replacing redevelopment. The State is still facing a high degree of uncertainty in resolving the fiscal crisis. Until schools and higher education are reasonably funded, the State will not support property tax reallocation for infill development. In this year's Strategic Growth Council grant, ABAG will partner with the University of California at Berkeley (CREC) to assess state investment models throughout the United States, and modify them to meet California's constitutional challenges. We expect significantly more progress on this issue in 2013-2014.

Climate change and its effects are a major concern of the region. ABAG has looked in several directions to try to help reduce the Bay Area's carbon footprint and reduce sea level rise: accelerating the adoption of electric vehicles, and helping residential and commercial



property owners make their buildings more energy efficient.

Under the leadership of the Bay Area Air Quality Management District (BAAQMD) and the Electric Vehicle (EV) Strategic Council (incubated by ABAG), the consultant, ICF Kaiser, has completed a comprehensive regional strategy for the deployment of EV in the Bay Area. ABAG will be working with local governments to share best practices to facilitate greater ownership of EVs in the Bay Area.

ABAG's POWER staff, recently won a \$26 million award from the California Public Utilities Commission (CPUC) for a San Francisco Bay Area Regional Energy Network (BayREN). BayREN will coordinate nine Bay Area Counties in implementing energy efficiency programs in the Bay Area. This program allows local governments working in the ABAG area to be funded for pilot energy saving programs.

In terms of preparing the Bay Area for climate change, ABAG and Bay Conservation Development Commission (BCDC) staffs have agreed to work together in a regional sea level rise adaptation strategy to be initially pursued in three phases: (1) considering sea level rise exposure in the current SCS and its Environmental Impact Report; (2) supporting subregional and local planning adaptation planning efforts; and (3) developing a regional sea level rise adaptation strategy incorporates protection of regionally important environmental resources.

A major earthquake still poses the greatest risk to the Bay Area. ABAG's Resilience Initiative has convened workshops to facilitate an effective recovery of major regional systems including housing, businesses, infrastructure, and essential goods and services (including supply chains and delivery systems). Each of the workshops attracted more than 125

representatives from local, state and federal government, utilities, private business, and non-profits. A series of papers was prepared from the initiative's workshop discussions that review the Bay Area's regional recovery capacity, and recommend a larger role for ABAG's Infrastructure Committee.

ABAG's San Francisco Estuary Partnership (SFEP) attracts federal money to the Bay Area, even in this era of reduced federal



Lake Merritt Waterfront Housing, Oakland

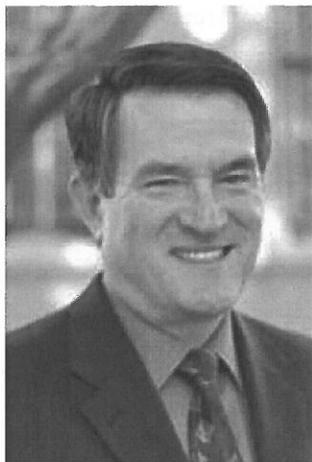
programs. SFEP promotes estuary protection of watersheds and wetlands, integrated watershed stewardship, and water quality protection.

ABAG's enterprise units, PLAN, POWER, and FAN, continue to succeed and are financially healthy while performing important services for our members. Look inside the work program for additional details.

ABAG will maintain its collaboration with all levels of government to strengthen the region. We look forward to an exciting and challenging 2013-2014, building Our Bay Area.

PRESIDENT'S MESSAGE

The Sustainable Communities Strategy has dominated much of the Executive Board's attention during 2012. This has been an undertaking of major significance for the region and our communities. Linking land use and transportation planning with the goal of reducing greenhouse gas emissions is setting a new standard for how communities plan. The work that all of us have been engaged in will help



*Mark Luce
ABAG President
Supervisor, County of Napa*

to make our Bay Area an even more desirable place to live for us and those who come after us. As we have participated in this planning and visioning process, we have kept the diversity of our region in the forefront of our minds. We recognize

that the Bay Area is made up of many types of communities and people. We are not all the same. Many of us want growth and development. Others want to limit that growth or want no growth at all. What we do know is that we're all in this together and what happens in one community can impact the neighboring community. That's one of the key reasons that looking at our Bay Area from a regional perspective has so much merit. We want to ensure that the legacy we leave for our children and grandchildren is one that we can all be proud of.

I encourage you to view the Sustainable Communities Strategy or Plan Bay Area as it is called, as a dynamic document. While ABAG, MTC and our other regional partners, the BAAQMD and BCDC, have taken the lead on the planning effort for this document, it has been a collaborative effort with cities and counties and numerous stakeholder groups.

When adopted in April after a series of Public Hearings throughout the region, we will not dust off our hands and say, "the end." Once complete, we will begin the updating process. The plan will not remain stagnant. It will change as our region changes.

During this last year the Executive Board has continued to search for new ways to be relevant to our members and to provide needed programs and services. Our service programs continue to receive high marks from our members. If you are not familiar with ABAG Finance Authority, ABAG PLAN, our risk management pool, and ABAG Power, I encourage you to learn more about them. They exist to support the work of local government. If, in the pages of this Budget and Work Program, you don't find the information you need on one of the programs on ABAG's work, please contact me or the staff. We need your feedback on our work. It helps us to know what we are doing right and what we could do better.



*Julie Pierce
ABAG Vice President
Mayor, City of Clayton*

Last year upon assuming the office of ABAG President, I extended an invitation to you to let me know how ABAG can serve you more effectively. That is a standing invitation. Together, we can do great things for this region and our Bay Area.



*ABAG President, and Supervisor,
County of Napa*

ABAG PLANNING AND RESEARCH PROGRAMS

The July 2013 final adoption of Plan Bay Area, the first Sustainable Communities Strategy for the region, and the Regional Housing Need Allocation will open a path for implementation of Priority Development Areas (PDAs) throughout the nine counties. Plan Bay Area brings together housing, transportation, economic development, and land use strategies into a set of priorities that can guide development to strengthen the qualities of neighborhoods and ensure the protection of natural resources and rural areas. Public and private investments in PDAs are pursuing more affordable housing around transit, shops and entertainment and better access to jobs. At the same, Priority Conservation Areas (PCAs) are retaining and enhancing the qualities of our natural environment and agricultural lands. The next steps following plan adoption will include more detailed discussion of economic development policy and strategies for regional resilience in the face of natural disasters.

During FY 2013-2014 working closely with the Metropolitan Transportation Commission (MTC), local jurisdictions, and congestion management agencies, ABAG will provide planning assistance, research support and institutional coordination for the implementation of PDAs and PCAs. The sections below describe ABAG programs within the Department of Planning and Research that will support our Bay Area during the next fiscal year.

Priority Development Areas (PDAs)

Plan Bay Area has defined integrated planning and policy measures intended to accommodate the Bay Area's future growth in a manner that provides for a high quality of life, a sound economic future, and incorporates state and regional climate change goals to meet the challenge of a Sustainable Bay Area. Consistent with Plan Bay Area, the Regional Housing Need Allocation (RHNA) provides a short-term strategy to support the planning of affordable housing across jurisdictions for the 2014-2022 period. RHNA will inform the development of housing elements for each local jurisdiction.

One of the first regional implementation strategies is the One Bay Area Grant program, which directs transportation and infrastructure-related funding to communities seeking to advance focused growth. ABAG, in coordination with MTC and Congestion Management Agencies (CMAs), develop the guidelines for



VTA-Villa Torino TOD, Santa Clara County

PDA implementation in this grant program. Several tasks will be explored in the implementation of PDAs:

- Expand expertise on infill development and complete communities: ABAG and MTC, as national leaders in regional sustainable development strategies, will need to retain and expand its expertise on spurring investment in infill development, land use and housing policy, parking strategies, place making and street design, and connecting communities across our diverse region to economic opportunities.
- Facilitate learning from successful cases: ABAG regional planners are a conduit for knowledge exchange between jurisdictions facing similar obstacles to infill development, and are often able to support local planners by making contacts with regional and state agencies or by providing expertise and additional technical resources.
- Assist CMAs in the development of land use and housing expertise: Regional planners can assist CMA staff by providing data and

Planning Programs cont. on page 5

ABAG PLANNING AND RESEARCH PROGRAMS

Planning Programs cont. from page 5

analysis as well as by transferring responsibility for the PDA Planning program, including customization of existing guidelines to the unique needs of each County and its PDAs. ABAG Planning and Research will assist CMAs in evaluating jurisdiction housing policies as part of each County's long-term PDA Investment & Growth Strategy.



Mountain View, PDA

- **Identify new funding for public investments and housing production:** Through coordination with state and federal agencies, as well as non-profit and other housing developers, ABAG staff can target and pursue funding opportunities to support infill housing that meets the needs of households at a variety of income levels. ABAG will also pursue partnerships and investment in other facets of Complete Communities infrastructure, including schools, parks, and water and sewer services.
- **Prioritization of PDAs:** Regional agencies play an important role in helping ensure that strategic investments in selected PDAs support concrete implementation of Plan Bay Area. Identifying and prioritizing public investments intended to support private investment in PDAs should consider criteria such as anticipated housing growth, regional transit investment, Communities of Concern,

and level of planning completed.

- **Showcase adopted plans for PDAs to promote private and public investments:** PDAs are recognized as key areas to accommodate sustainable development with community and local jurisdiction support. Regional agencies need to continue their efforts to showcase PDAs through public events, media, and websites.
- **Regional coordination:** Many infill challenges require expertise or partnerships beyond a single jurisdiction. ABAG and MTC can provide a key role engaging water suppliers, school districts, state agencies, and other service providers who serve multiple jurisdictions. MTC and ABAG may also coordinate cross-jurisdiction corridor planning and implementation activities.
- **Outreach:** As part of Plan Bay Area implementation, ABAG and MTC will reach out to local jurisdictions and stakeholders to discuss opportunities for advancing PDAs and solicit feedback on emerging policies and programs.

ABAG and MTC will work collaboratively on a Regional PDA Implementation Support Program that provides expertise tailored to the specific implementation needs of selected PDAs. This draws upon the experience of MTC and ABAG staff built throughout the planning and implementation of PDAs over the past six years. It brings together a team from the regional agencies with expertise addressing specific challenges, including knowledge of best practices and successful precedents from the Bay Area, as well as a group of on-call consultants and technical experts. The program will assist local jurisdictions in the development of technical reports, policies, and regulations supporting the development of PDAs and implementation of existing plans. Key areas of expertise will include:

- Housing production and affordability
- Economic development strategies
- Infrastructure and streets

ABAG PLANNING AND RESEARCH PROGRAMS

- Urban Design
- Complete Communities: Schools and parks.

ABAG and MTC will also consider PDA Innovative Partnership Grants to address the complexity and scale of infill tasks. Partnerships across jurisdictions and agencies in the Bay Area have proven to be effective in supporting successful implementation of neighborhood plans. This grant will support coordination of tasks for greater efficiency in infrastructure improvements. It will also expand community support for infill development and complete communities. Grants could address some of the following tasks:

- Transfer of responsibilities over street design from Caltrans to local jurisdictions
- Assessment of retail corridors development potential and access
- Green infrastructure along main corridors
- City-School partnership: neighborhood stabilization and improving educational outcomes
- Mitigation strategies to improve air quality across jurisdictions.

These efforts will address the challenges identified by jurisdictions in consultation with regional agencies. Staff may bring in consultant services as needed, as well as partner organizations. Matching funding is likely from grants, jurisdiction staff time, grant funding, and non-profit partners.

Fiscal Year 2013-2014 Priorities

ABAG will build upon the success of the PDA planning program and adoption of Plan Bay Area to focus on implementation efforts, including expanding staff expertise, assisting CMAAs and jurisdictions in PDA planning, identifying funding to support infill, publicizing PDAs, and providing targeted grant support.

Priority Conservation Areas (PCAs)

Regional planning strategies can help protect and maintain our natural habitat, water resources, agricultural land, and open space. Priority Conservation Areas (PCAs) complement PDAs by identifying locations with

high ecological, recreational and economic value. More than 100 locally selected PCAs provide a framework to refine the PCA program and advance regional open space strategies. Adoption of Plan Bay Area sets the stage for implementation activities, including:

1. One Bay Area Grant (OBAG) PCA Grant Pilot Program: ABAG and MTC are assisting local jurisdictions and CMAAs in implementing a \$10 million program to support projects in PCAs. Continued assistance and evaluation of this pilot project will help inform future opportunities for grant funded conservation projects.
2. PCA Strategies: ABAG has worked with local jurisdictions, special districts, and stakeholders to explore regional conservation strategies, such as prioritizing PCAs based upon scientific data, developing a regional agricultural preservation plan, and creating a regional mapping resource for conservation



Creekside Park, El Cerrito

data. The ABAG RPC plays a central role in refining and advancing these policies, which would be implemented through partnerships.

3. New PCA Applications: ABAG will work with jurisdictions and other stakeholders to evaluate and potentially establish additional PCAs. This may involve refinement of existing PCA guidelines.

Planning Programs cont. on pg. 7

ABAG PLANNING AND RESEARCH PROGRAMS

Planning Programs cont. from pg. 6

Fiscal Year 2013-2014 Priorities

ABAG will work with MTC to implement the OBAG PCA program, lead development of regional conservation strategies, and consider applications for new PCAs as needed.

Regional Resilience Initiative

A central part of advancing implementation of Plan Bay Area is integrating mitigation planning into land use and transportation planning activities. ABAG staff is leading a Regional Resilience Initiative to develop strategies to reduce the impacts of future earthquakes and recovery planning to bounce back and rebuild quickly after the impact of an earthquake. Key tasks for this fiscal year include:

1. Integrate disaster resilience considerations into Plan Bay Area implementation actions, including relevant strategies identified in the Policy Background Papers described below.



San Mateo, TOD

2. Identify hotspots where housing seismic vulnerability, vulnerable populations, and high hazard areas intersect and seek to identify strategies that can strengthen housing and improve the resilience of these areas.
3. Engage infrastructure providers to better understand interdependencies between infrastructure such as water, fuel, roads, and transit serving the entire region as well as the airport system.

4. Develop a recovery toolkit for local governments to improve their disaster resilience and capacity for recovery from earthquakes by providing a manual of actions including sample ordinances, local government success stories, best practices, lessons learned from other events, and suggestions for implementation.

Fiscal Year 2013-2014 Priorities

ABAG will advance the Regional Resilience Initiative, expanding partnerships and providing data and resources to local jurisdictions, as well as integrating resilience considerations in Plan Bay Area implementation activities.

Regional Prosperity Plan

ABAG regional planners are part of a collaborative effort involving the regional agencies, business and non-profit communities, and local jurisdictions to develop a set of actions to enhance economic opportunity and workforce housing supply across the Bay Area. This HUD grant-funded effort includes two key tasks in which ABAG staff is involved:

1. A community-rooted process to develop and implement a regional Economic Opportunity Strategy to expand economic opportunities for low and moderate income people.
2. Implementation of a strategy for Housing the Workforce by creating and preserving housing affordable to low income workers.

To connect the Prosperity Plan directly to Plan Bay Area, ABAG will develop place-based economic development strategies tailored to the Place Types selected by jurisdictions for the region's PDAs.

Financial Year 2013-2014 Priorities

ABAG will play a key role in developing a regional economic opportunity strategy, partnering with local jurisdictions, regional agencies, and other stakeholders.

Regional Policy Background Papers

ABAG staff will produce a set of Policy Background Papers addressing housing, open

ABAG PLANNING AND RESEARCH PROGRAMS

space, economic development, and complete communities advanced strategies at the more refined level of detail necessary to support Plan Bay Area implementation. In the upcoming year, ABAG will work with the Regional Planning Committee (RPC) and other stakeholders to refine the policies proposed in five papers, which address:

1. Housing
2. Open Space and Conservation
3. Economic Development
4. Complete Communities
5. Resilience.

The policy refinement process following completion of these papers will set the stage for identifying implementation partnerships between ABAG, jurisdictions, the non-profit and private sector, regional and state agencies, and other stakeholders.

Fiscal Year 2013-2014 Priorities

ABAG will complete and refine five policy background papers, setting the stage for partnerships for implementation.

Research, Data and Analysis

The completion of the Land Use Model (UrbanSim) was a major milestone in ABAG's research work, and opens new possibilities for analysis of future land use scenarios at both the regional and local level. The wealth of regional data now available can be integrated into an improved regional mapping resource. Enhanced expertise on housing and the real estate market will allow ABAG to provide jurisdictions with baseline data and strategic information.

ABAG staff will focus on several major research tasks during 2013-2014:

1. **Assess regional housing development potential and displacement risks:** ABAG will take advantage of the arrival of a Senior Researcher with real estate market expertise to perform a robust analysis of the housing development potential within individual PDAs and the relative risks of displacement for existing low and moderate income residents.

2. **Expand UrbanSim's Capabilities:** Next steps in the deployment of UrbanSim include refinements in the integration of land use and transportation models, data updates, PDA assessment, and development of additional capabilities to analyze low-income housing, redevelopment, public finance, and property taxation.



Farmers Market's provide locally grown produce

3. **Improve Mapping Resources:** The research team will engage in the reorganization of parcel data and development of interactive maps to display PDA information, as well as other land use, housing and economic data. Staff will also explore the integration of multiple data sources and data access to local jurisdictions.

Fiscal Year 2013-2014 Priorities

ABAG staff will conduct a thorough assessment of the development potential and displacement risk in PDAs, refine the UrbanSim land use model, and reorganize and enhance mapping resources.

Regional Planning Committee

The RPC is one of ABAG's key standing committees and includes representation from local governments, as well as public agency and non-profit organizations. Beyond local governments, organizations represented on the RPC include those with an emphasis on affordable housing, education, environmental sustainability, building industry, and economic

ABAG PLANNING AND RESEARCH PROGRAMS

Planning Programs cont. from pg. 8

development and social justice. The RPC hears issues of regional concern, covering a range of planning issues, and makes policy recommendations to the ABAG Executive Board. The RPC has an important role in shaping regional policy given ABAG's expanding role in coordinating planning initiatives in the Bay Area and the need for in-depth planning discussions about Plan Bay Area implementation.

Fiscal Year 2013-2014 Priorities

The RPC will address and make policy recommendations to the Executive Board on regional planning issues including considerations related to implementation of Plan Bay Area, and issues related to regional recovery planning, energy efficiency, and other issues of regional significance.



Downtown Walnut Creek

Clearinghouse

ABAG provides information to public and private agencies and the public related to public capital improvement projects and their potential environmental impacts. ABAG has continued to improve access to the clearinghouse and broadened distribution of documents for public review.

Fiscal Year 2013-2014 Priorities

ABAG will continue its clearinghouse functions. This includes tracking of regionally-significant public projects to facilitate review and discussion.

Regional Airport Planning Commission

The Regional Airport Planning Commission (RAPC) is a joint committee of ABAG, the Metropolitan Transportation Commission, and the Bay Conservation and Development Commission. It oversees preparation of the Regional Airport Systems Analysis included in the Regional Transportation Plan. RAPC also provides a forum for discussion of land use, non-air transportation, and environmental issues related to airports.

Fiscal Year 2013-2014 Priorities

ABAG will continue to staff and provide leadership to advance RAPC's work program.

Intergovernmental Coordination

In Fiscal Year 2013-2014, coordination between the ABAG Department of Planning and Research and our regional agency partners, as well as local governments, will support implementation of Plan Bay Area. This strategy integrates multiple regional tasks, such as land use planning, transportation investments, reduction of air contaminants, and addressing sea level rise. Strong local-regional collaboration is imperative to ensure that local governments, congestion management agencies, and policymakers develop a sense of ownership and carry a realistic implementation approach to the Bay Area's Sustainable Communities Strategy.

Fiscal Year 2013-2014 Priorities

ABAG planning staff will expand upon previous efforts to advance the agency's role in coordinating regional and local planning initiatives in the Bay Area.

For further information, contact Miriam Chion at 510-464-7919 or e-mail MiriamC@abag.ca.gov.

HAZARDOUS WASTE ALLOCATION/ BAY AREA GREEN BUSINESS PROGRAM

Since 1990, the Hazardous Waste Management Facility Allocation Committee (www.abag.ca.gov/hazwaste/) has developed innovative programs that enable ABAG members, their residents and businesses to enhance our Bay Area by preventing pollution, conserving resources and reducing waste.

Established in response to state legislation that required counties to plan for facilities to manage hazardous wastes, the Committee directed ABAG to develop a regional "fair-share" allocation process. With periodic revisions to address changing waste streams, ABAG staff use the process to follow hazardous waste trends and inform local and regional pollution prevention activities.

In 1996, in partnership with federal and state agencies, the Committee launched the Bay Area Green Business Program (www.greenbiz.ca.gov). The nation's first comprehensive environmental certification for small businesses, the Program verifies that applicants meet

Current initiatives include support for Extended Producer Responsibility to shift the expense for safe management of spent hazardous consumer wastes, such as batteries, fluorescent lights, pharmaceuticals, and computers away from local governments and back to manufacturers.

In Fiscal Year 2013-14, the Hazardous Waste Committee and Green Business Program will:

- Increase the number of certified green businesses in the Bay Area to 2,600.
- Produce case studies on local government sustainable purchasing efforts to speed implementation of such programs throughout the region.
- Research the potential to site facilities that process spent batteries, used computers, and similar products in the Bay Area.



rigorous performance standards. The recognition allows consumers to choose environmentally responsible firms. More than 2,400 businesses have been certified in our region, close to 3,000 statewide. The Program's approach and reputation make it a model that other jurisdictions throughout the state and nation have emulated, enhancing our Bay Area's reputation for environmental leadership. In October 2011, Governor Brown signed legislation creating the California Green Business Program, which encompasses the Bay Area and sister programs that are operating around the state.

- Monitor and advise the Legislation and Governmental Organization Committee on legislative and other efforts to implement Extended Producer Responsibility.



For further information, contact Ceil Scandone at 510-464-7961 or e-mail CeilS@abag.ca.gov.

SAN FRANCISCO BAY TRAIL AND SAN FRANCISCO BAY AREA WATER TRAIL

San Francisco Bay is the body of water that defines our region. It is an essential natural resource and a key part of our quality of life in the Bay Area. The San Francisco Bay Trail and the San Francisco Bay Area Water Trail are two regional programs that inspire people from throughout the area to experience the Bay in different ways -- along its edges and on its waters. As these two trail systems are expanded, Bay Area residents and visitors will enjoy even more opportunities for recreation, active transportation, and environmental education.

The San Francisco Bay Trail is a visionary plan for a shared-use bicycle and pedestrian path that will one day allow continuous travel around San Francisco Bay. At the end of 2012, 330 miles of trail had been completed. Eventually, the Bay Trail will extend over 500 miles to link the shoreline of nine counties, passing through 47 cities and crossing seven toll bridges. ABAG administers the Bay Trail Project and provides regional leadership for its completion. MTC provides funding for overall administration.

The San Francisco Bay Area Water Trail is a network of landing and launch sites around San Francisco Bay for non-motorized small boats. ABAG plays a role in implementing this new regional trail in partnership with the Coastal Conservancy, the Bay Conservation and Development Commission, and the California Department of Boating and Waterways. The Coastal Conservancy provides funding for ABAG's administrative role and for improvements to launch sites that become part of the Water Trail system.

In 2012, nine miles of Bay Trail were completed, including key openings in two National Parks and within several disadvantaged shoreline communities. The second edition of the San Francisco Bay Shoreline Guide was published by UC Press in August. The Water Trail officially

designated three sites along the trail network; designed the Water Trail logo, launched the website and Facebook page, created a brochure, and completed a survey of 500 boaters.

Work Plan for Fiscal Year 2013-14

SAN FRANCISCO BAY TRAIL

- Work to complete a continuous 500-mile Bay Trail system by closing gaps in the trail and ensuring that the trail is incorporated into project designs and constructed.
- In partnership with the Coastal Conservancy, solicit, review, award and manage grants to local jurisdictions for planning, design and construction of Bay Trail as part of the \$6 million Conservancy grant program.
- Work with the Bay Trail Board of Directors to develop a strategic plan for the Bay Trail Project.
- Continue to update and use the Gap Analysis Study data to identify and initiate new spending opportunities and new Bay Trail grants.
- Pursue funding strategies for trail development and maintenance, including



Riding the Bay Trail from Berkeley to Richmond

SAN FRANCISCO BAY TRAIL AND SAN FRANCISCO BAY AREA WATER TRAIL

research and partnership building for a future statewide park bond.

- Work as a member of the San Francisco Bay Restoration Authority Advisory Committee to identify funding opportunities for future wetland restoration and public access projects.
- Continue to work within the One Bay Area program to highlight trails as components of the Sustainable Communities Strategy and regional transportation system.
- Advocate for bicycle and pedestrian access to and across Bay Area toll bridges, including the west span of the Bay Bridge and the Richmond-San Rafael Bridge as well as safe and seamless connections to the Carquinez, Benicia-Martinez, and East Span Bay bridges.
- Install Bay Trail signs along all complete sections of the Bay Trail.
- Update the Bay Trail website to create a valuable resource for regional partners and the public about progress of the Bay Trail.
- Publish project updates; provide outreach and education; meet regularly with agency staff; and participate in trail dedications and other public events.



Kayaking at Herod's Head Beach

- Continue implementation of the Education, Outreach & Stewardship Program through development and installation of Water Trail signage, updates to the Water Trail website, and distribution of the brochure.
- In partnership with the Coastal Conservancy, solicit, review, award and manage grants to local jurisdictions for planning, design and construction of Water Trail sites as part of the \$1 million Conservancy grant program.
- Publish project updates; provide outreach and education; meet regularly with agency staff and Water Trail site owners; and participate in trail dedications and other public events.

SAN FRANCISCO BAY AREA WATER TRAIL

- Share responsibilities with the Coastal Conservancy and other partners to expand the San Francisco Bay Area Water Trail.
- Work with land owners and managers of potential Water Trail sites to prepare for official site designation.



For further information,
contact Laura Thompson at 510-464-7935
or e-mail LauraT@abag.ca.gov
www.baytrail.org
www.sfbaywatertrail.org

SAN FRANCISCO ESTUARY PARTNERSHIP—ONE BAY DELTA ESTUARY

2012 Accomplishments

The staff of the San Francisco Estuary Partnership, working with a broad set of agencies and partner organizations, accomplished much in 2012. We kicked-off a number of new projects, and continued work on a wide array of exciting actions to address the Partnership's mandate to "protect, enhance, and restore the San Francisco Bay-Delta Estuary."

Highlights of 2012 include obtaining significant new funds to begin important efforts to reduce ant pesticide use in the region and designing better flood control projects to provide habitat restoration benefits. We staffed the 7th Biennial Bay Delta Science Conference in October attended by nearly a thousand participants.

the health of the Estuary. Public outreach efforts continued with a design update and the continuing publication of our well regarded Estuary newsletter and with speaking engagements to various local organizations. We launched a revised SFEP website with great new features including an interactive map that helps connect people to their watersheds. Building on our 2011 State of the Bay Report, SFEP and ABAG called upon the various Bay Delta decision makers already busy working to find Delta solutions to include more freshwater inflow as part of any Delta solution. ABAG members have championed our Bay Delta system which now suffers from a chronic state of drought.



San Rafael Canal Aerial View

U.S. Army Corps of Engineers

The Partnership supported many local jurisdictions around the region by providing financial assistance with trash capture efforts and, in so doing, we helped to make our streams and bay cleaner and healthier for people, fish and wildlife. Based on our successful model of green stormwater treatment with the City of El Cerrito, the Partnership acquired funding for additional treatment devices along the length of San Pablo Avenue--we are now at work in seven cities all along the San Pablo Avenue corridor to bring better stormwater treatment along the Avenue.

Partnership staff, agency and NGO partners, consultants, and contractors continue to work on over 40 projects directed at improving

Work Plan for 2013:

In keeping with this year's ABAG Budget theme of "One Bay Area," SFEP and partners will continue to focus efforts on projects that help to restore and protect our natural resources across all the counties of the region.

SFEP's estimated annual budget for 2013 is \$8.2 million, with much of this funding going to partners to aid their efforts in implementing the actions called for in the CCMP.

Key projects include:

- Working with the seven corridor cities to help treat polluted stormwater runoff and

SAN FRANCISCO ESTUARY PARTNERSHIP—ONE BAY DELTA ESTUARY

lessen peak stormwater flows along San Pablo Avenue; assisting the City of Campbell with a green street project; collaborating with San Francisco Estuary Institute and Bay Friendly Landscaping to design and monitor stormwater projects and assisting with public outreach on these projects.

- Staffing, together with the California Coastal Conservancy, the San Francisco Bay Restoration Authority which is tasked to find the resources needed, to complete important wetland restoration work around the Bay.
- Providing communication assistance to the State Water Board on water pollution regulation efforts and managing the oversight of environmental projects --part of the San Francisco Regional Board's Administrative Civil Liability program in lieu of fines.
- Working with local partners and flood control agencies to complete three restoration projects that also provide flood control benefits and sediment reuse.
- Educating boaters and the general public on best practices through the Boater Education Program, publication of the Estuary newsletter, and website podcasts on a variety of topics.
- Completing our \$5 million regional trash capture and reduction project working with over 65 cities from around the region.
- Aiding the Bay-Delta Science Program with contract assistance and conference management.
- Working to develop regional messages about how to reduce specific pollutants.
- Conducting outreach to Bay Area cities and counties to improve land use policies to promote green infrastructure under

the Bay Area Integrated Regional Water Management Plan.

- Managing grants to implement projects that improve water quality, flood management, and ecosystem restoration in Bay Area disadvantaged communities.

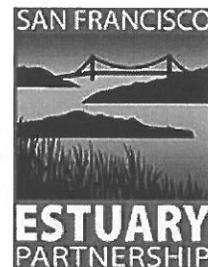


Harbor Seals

Lyrinda

- Launching our new Watershed Program with information services and staff and funding support. Working with agencies and organizations working to improve watershed health in the region.
- Working with the State and Regional Water Quality Control Boards to complete a stream and wetland protection policy.
- Providing technical support services to the Santa Clara Valley Water District, Alameda County Flood Control Program, Caltrans, the San Francisco Public Utilities Commission, and County of Marin.

Please see details on all our projects at www.sfestuary.org



For further information, contact Judy Kelly at 510-622-8137 or e-mail jakelly@waterboards.ca.gov

ABAG POWER

ABAG Publicly Owned Energy Resources (ABAG POWER) is a joint powers agency (JPA) formed by ABAG in 1997 to acquire energy on behalf of local governments, as well as provide energy management and telecommunication services.

ABAG POWER currently offers natural gas aggregation to 38 local governments and special districts in the Pacific Gas and Electric (PG&E) service territory. ABAG POWER provides a public sector approach to pooled purchasing, and each public agency is guaranteed a voice in program operations and decisions through its representative to the ABAG POWER Board of Directors and Executive Committee. ABAG and ABAG POWER are also working to expand their energy conservation and management services



Natural Gas Pipe Line Worker

to local jurisdictions through the implementation of energy efficiency, renewable energy, and general sustainability programs.

Gas Aggregation Program

The natural gas purchasing pool has now completed its sixteenth year of operation. ABAG POWER purchases natural gas on behalf of members and arranges for it to be delivered to the PG&E system for distribution. The goal of ABAG POWER's Natural Gas Program is to provide both cost savings and price stability. These goals differ from that of PG&E which is incentivized to provide low cost gas on a near term (monthly) basis. ABAG POWER stabilizes its gas prices by layering in longer term gas purchases, with the alternate objective

of diversifying its gas purchase portfolio. The Program uses a continuous three year ahead planning cycle to design its purchasing strategy. Market rates for natural gas have remained relatively low since the extreme highs during the summer of 2008. This retreat in prices is thought to be caused by a combination of the overall down-turn in the economy, as well as recent gas discoveries using new drilling techniques. Prices are expected to edge slowly higher in the near future.

Price volatility remains a significant risk. There are many factors that can cause significant price volatility, including: abnormal weather patterns, increased demand from gas powered electric generators, restrictions in gas transportation capacity and/or imports, the price of oil, regulatory actions, and political instability. In addition, an increased focus on environmental issues may cause regulatory actions that produce increased costs for using petroleum products, including natural gas.

ABAG POWER continues to follow regulatory actions that may affect both the natural gas and electrical energy markets.

In Fiscal Year 2013-14, ABAG POWER will:

- Continue to provide cost effective natural gas aggregation and delivery services for local governmental agencies. This will include active solicitations among natural gas marketers, and the addition of new gas suppliers, as necessary, to continue receiving the most competitive pricing. The program will pursue longer-term fixed price gas products in order to stabilize program costs.
- The Program will look for additional ways of improving the customer service aspects of the program, in particular with respect to billing and analysis functions.
- Although ABAG POWER primarily supplies natural gas to smaller "core" customers, it also implements a "noncore" program to supply larger facilities. Qualified, noncore customers can take advantage of lower gas transportation rates that are

ABAG POWER

not available to PG&E customers. ABAG POWER currently supplies gas to three noncore facilities (City of Santa Rosa, City of Watsonville, County of San Mateo). We will continue to encourage additional participants in both the core and noncore programs.

Other ABAG Energy/Sustainability Initiatives

GREEN COMMUNITIES. In 2012, in partnership with PG&E, ABAG implemented two projects to assist local governments with their sustainability and energy efficiency efforts:

- **GHG Inventory Assistance** - ABAG provided resources to assist local governments to complete an inventory of their greenhouse gases resulting from municipal operations in accordance with the Local Government Operations Protocol (LGOP).
- **Energy Efficiency Project Training** - ABAG provided "What's Next" workshops for local government staff to assist them in initiating and implementing energy efficiency projects in their agency facilities.

While these two programs will be completed at the end of 2012, ABAG anticipates partnering with PG&E on similar projects in the coming year.

DOE BETTER BUILDINGS PROGRAM. ABAG is a subcontractor to LA County as part of the state and national Better Buildings Program coordinated by the Department of Energy (DOE). Four Bay Area agencies (Alameda County, San Francisco, San Jose, Sonoma County) are implementing variety energy efficiency retrofit projects under this program. These projects will be evaluated for potential expansion to other areas of the country.

SAN FRANCISCO BAY AREA REGIONAL ENERGY NETWORK (BAYREN). During the past year, ABAG applied for, and received funding (\$26.5 million) from the California Public Utilities Commission (CPUC) for the creation and implementation of the BayREN.

The BayREN will be led by ABAG in collaboration with the nine Bay Area Counties, and is intended to implement effective energy savings programs during calendar years 2013-14. The program is expected to save over 11 million kWhs and 600,000 therms.



Solar Lighting, UC Davis Robert Mondavi Institute for Wine and Food Science Rutherford

The four main program elements are:

- Single Family Energy Retrofit
- Multi-family Energy Retrofit
- Energy Efficiency Codes and Standards
- Financing for Energy Efficiency Projects.

ELECTRIC VEHICLES (EV). In the past year ABAG has taken significant steps toward promoting EVs in the Bay Area. In 2013, ABAG's EV activities will include:

- EV Corridor - Installation of EV charging infrastructure in public locations. Provide EV drivers with the ability to travel across the region without "range anxiety."
- Collaboration in the regional EV planning activities.

In addition, ABAG is a principal sponsor of the Bay Area EV Strategic Council which provides coordination with other Bay Area Regional Agencies, as well as regulatory bodies and private industry.



For further information, contact Jerry Lahr at 510-464-7908 or e-mail JerryL@abag.ca.gov

ABAG PLAN CORPORATION

ABAG PLAN Corporation provides property, liability and crime coverage to 29 cities and towns in the greater Bay Area. In addition to PLAN, the SHARP Program (Workers Compensation Shared Risk Pool) provides its members with affordable Workers Compensation coverage.

ABAG PLAN has approximately \$45 million in assets and has returned over \$22 million in dividends to its members since inception. ABAG PLAN continues to offer its members significant premium savings over time. The PLAN program has also invested an average of \$1.4 million dollars each of the past five years in our Loss Control and Safety Grant program to help members supplement their fiscal needs in the area of Risk Management and Loss Prevention.



Impacted Area, San Bruno.

John Kidd

The success of ABAG PLAN is largely attributable to the active participation of its members in PLAN governance and Risk Management Best Practices. This active participation enables its members to better manage their limited financial resources and support member efforts to improve the lives of those who live within their communities. By focusing on key areas of municipal exposure to loss and by placing emphasis on the costs and benefits of our Risk Management program(s), ABAG PLAN has assisted members in reducing hazards and in the implementation of loss control measures to reduce losses in public playgrounds, parks, police operations and claims related to sidewalks, sewers, and trees.

In 2013, ABAG PLAN will continue to work with its members providing Risk Management and Loss Control consulting services, as well as superior Claims Administration services. Our goal is to provide high quality service to PLAN members which will allow them to effectively manage the complex risk they face as municipal enterprises.

Through ABAG PLAN, members have at their disposal, a wide array of resources to assist them in maintaining or improving the health and safety of their citizens and employees. ABAG and its members are working together to share resources and best practices that help members meet the broad array of challenges they face.

ABAG PLAN Priorities – Fiscal Year 2013/14

INSURANCE PROGRAM

- ABAG PLAN will focus on continuing to provide stable loss funding rates for the Liability Program.
- Premium stabilization and broadening coverage will be a focus of our Property Program.
- PLAN will rely heavily on the use of claim analytic reports to further analyze loss performance and develop appropriate risk management/loss reduction strategies
- Claim file reviews will be scheduled for each member and will be an ongoing focus for strategic planning.

ABAG PLAN continues to maximize recovery and subrogation opportunities which effectively reduce “net” loss dollars and preserve a significant amount of claim dollars for our members.

RISK MANAGEMENT PROGRAM

- ABAG PLAN provides a broad range of training focused on the unique needs of our members.
- We will continue to provide technical training support and training resources to our members to enhance their technical skills in Claims and Risk Management.
- Our grant program will be used to support our Risk Management Best Practices and Loss Control programs.



For further information, contact Jim Hill at 510-464-7969 or e-mail JimH@abag.ca.gov

ABAG FINANCIAL SERVICES

ABAG Financial Services has been providing conduit financing to various public and private organizations throughout the state of California since 1978. Its Programs provide convenient, cost saving, and secure means to meet the capital financing needs of public agencies and their nonprofit partners serving the public interest. To date, the Agency has provided over \$8 billion in low cost investment capital for projects in more than 240 local jurisdictions. The Agency helps its Members to provide for construction of new hospitals and medical clinics, transit systems, affordable housing, schools, museums, water and wastewater systems, and other Member-owned infrastructure. The Agency takes special focus on assisting in the construction and preservation of affordable housing, providing financing to date for nearly twelve-thousand units in nearly one-hundred affordable apartment communities.

In the 2013-2014 fiscal year, ABAG Financial Services will continue to offer:

- Economical funding for developers of affordable multi-family housing,

independent schools, hospitals, clinics, and other voluntary healthcare providers through the various programs of the ABAG Finance Authority;

- Tax-Exempt Lease financing through ABAG Credit Pooling and ABAG Leasing, programs providing the lowest available cost source for funding for both major lease secured projects and smaller capital equipment needs; and,
- Continue to offer comprehensive services to meet the land-secured and economic development financing needs of member agencies.

The Agency will also continue to offer its industry leading pooled financing vehicle for Water and Wastewater Districts. This financing pool provides easy access and low cost funding for the smaller borrowing needs of ABAG Members and special districts in their jurisdictions.



Facilities at Lucile Salter Packard Children's Hospital in Palo Alto, Financed with Bonds Issued by the ABAG Finance Authority

ABAG Finance Authority for Nonprofit Corporations
A program created by
Association of Bay Area Governments

For further information,
contact Clarke Howatt at 510-464-7932
or e-mail ClarkeH@abag.ca.gov

ABAG TRAINING CENTER

The ABAG Training Center has been an ABAG service program since 1979, created to provide economical alternatives for local government employees to obtain professional development training. Today, our courses focus on safety training for field workers and first responders. The courses satisfy requirements of the Occupational Safety and Health Administration (OSHA) and the U.S. Department of Transportation (DOT). These courses reach students in the Bay Area and around the world through our web-based identity, www.hazmatschool.com.

The Training Center had another strong Fiscal Year in 2012-13. We retained a number of large state and corporate clients, and revenues increased despite the continued slow economy.

More than 7,000 students receive training through hazmatschool.com each year. A number of technical upgrades, including optimizing our course offerings for mobile platforms, have positioned the program for the future.

In Fiscal Year 2013-14, ABAG Training Center will:

- Introduce a new modern look for our homepage and course descriptions.
- Grow revenues to exceed previous years.
- Strive as we grow to maintain personalized service and a worthwhile training experience for our members and clients.



For further information,
contact Brian Kirking at 510-464-7996
or e-mail BrianK@abag.ca.gov

FISCAL MANAGEMENT SERVICES

ABAG continues to offer fiscal management services to Bay Area public purpose entities and region-wide grant programs. In addition to ABAG itself, we provide financial services to ABAG PLAN Corporation, ABAG Comp Shared Risk Pool, ABAG Finance Authority for Nonprofit Corporations, ABAG Publicly Owned Energy Resources, and the San Francisco Bay Area Water Emergency Transit Authority. These services include accounting, financial reports, cash management, investments, debt issuance, grants management, and other related financial support services. Over the last year, several grants furthering sustainability have been awarded and required substantial fiscal oversight including grants for location and installation of electric vehicle (EV) charging stations, and for the promotion and incentivizing the evaluation of energy efficiency of homes and the installation of enhancements such as insulation,

double-paned windows and solar panels. The complexity in managing the fiscal side of these projects, especially those under the American Recovery and Reinvestment Act of 2009 (ARRA federal grants), manifested itself in a record six Single Audits for the second year in a row. In spite of this increased scrutiny, the Federal government granting agencies and our external auditors continue to provide an unqualified (positive) opinion as to our fiscal accountability and have reported no fiscal deficiencies. This continuing clean record places ABAG and its related entities in a preferred position by demonstrating its capacity to manage large grants, thereby facilitating applications to obtain additional funding for ongoing energy transformation, land use sustainability planning, promotion of infrastructure for electric vehicles, and environmental programs.

The following diagram is a summary of significant entities currently receiving fiscal management services:

Agency	Type of Business	Assets (\$ millions) 6/30/12	Year Services Started
ABAG PLAN Corporation	General, property, public officials liability insurance	\$45.14	1986
ABAG Comp Shared Risk Pool	Workers comp insurance	\$3.98	1989
ABAG Finance Authority for Nonprofit Corporations	Conduit debt insurance for public entities	\$4.20	1990
ABAG Publicly Owned Energy Resources	Natural gas aggregation pool	\$4.07	1997
San Francisco Bay Area Water Emergency Transit Authority	Development of water transit	\$162.68	2000

In Fiscal Year 2013-14

- Review and update, in collaboration with Information Technology, business continuation and disaster recovery plans for ABAG services. While documenting the plans, will identify the necessary resources and implement the plans, including such items as off-site operation sites, enabling staff to work from remote locations, and critical supply caches for special check stock and other items.
- Continue to provide error-free grants fiscal management services with the

incorporation of best practices and additional automation tools to improve the timely and efficient provision of services.

- To initiate regularly scheduled, monthly meetings with our significant entities to review service levels with the manager of each to discuss service enhancements to better serve them, for example reporting timelines, formatting of reports, and resolving coding issues.

For further information, contact Herbert Pike at 510-464-7902 or e-mail HerbertP@abag.ca.gov

LEGISLATIVE ACTIVITIES

During 2012, ABAG's Legislation and Governmental Organization Committee (L&GO) focused on supporting integrated planning and environmentally healthy communities, and finance legislation that included balanced revenue streams and fiscal reform. Legislation establishing innovative financing for planning and infrastructure services to assist local government was a priority focus. These legislative efforts included a concerted pursuit of resources and incentives for a stable source of funding to support regional integrated planning.

More than 27 state bills and two federal bills were reviewed and considered during the 2012 Legislative Session by the L&GO Committee, which is composed of elected officials from throughout the region. ABAG Vice President and Clayton Councilmember Julie Pierce serves as L&GO chair, with Sonoma County Supervisor David Rabbitt as Vice Chair. Seven of the bills tracked and supported by ABAG became law and three were vetoed. The bills passed addressed state planning, community development, the San Francisco Bay Restoration Authority, and increased composition of the Metropolitan Transportation Commission. Financing mechanism bills related to the housing bonds, the housing-related parks program, Greenhouse Gas Reduction Account also became law. Legislation considered in 2012 reflected the full range of Committee legislative priorities: from dismantling redevelopment agencies to Sustainable Communities Investment Authority and AB 32 Investment Fund; from

Energy Assessment financing to Housing Trust Funds and neighborhood revitalization; and from local government oversight/sidewalk repairs to reports on lost/stolen firearms.

Committee activities throughout the year included policy briefings, a Legislative Workshop and reception co-hosted by ABAG, CalCOG and CSAC, and face-to-face work with legislators about Bay Area needs and challenges.

In Fiscal Year 2013, the Legislation and Governmental Organization Committee will:

- Focus on SB 375 and sustainable community strategies implementation, which would include such legislative objectives as housing element reform, the securing of affordable housing funding, and CEQA/Entitlement Efficiency.
- Pursue legislation to lower the 2/3 supermajority vote threshold for infrastructure taxes and bonds and continue to closely monitor finance reform and the fiscal impacts of unfunded mandates on local government.
- Continue work with legislators on developing a stable source of income for regional planning agencies that includes innovative financing and resources and incentives for planning, infrastructure, and services to assist local governments to fulfill SB 375 obligations.



ABAG - CALCOG Legislative Workshop in Sacramento

For further information, contact Patricia Jones at 510-464-7933, e-mail PatJ@abag.ca.gov, or Kathleen Cha at 510-464-7922, e-mail KathleenC@abag.ca.gov.

COMMUNICATIONS

Engaging our Bay Area cities, towns, and counties in ABAG planning initiatives and service programs was a critical focus of the Communications Department in 2012. Regional conferences, workshops, publications, media, and web outreach helped provide a platform for discussion about sustainable growth, economic resilience, and complete communities with our local governments and community stakeholders.

ABAG's Spring General Assembly, "Jobs-Housing Connection-The Sustainable Communities Strategy" (April 19th), offered an interactive forum for discussing job creation, housing options, land-use-transportation priorities, and the constrained economy. The Fall General Assembly, "Creating a Resilient Region—Protecting Our Investments," (October 18th) brought together almost 200 Bay Area elected officials, staff, and business and community leaders to discuss the interconnection of economic resilience with long term disaster resilience and recovery planning.

Category winners were: the **Alameda County Public Works Agency** for Streetlight Retrofit Project, receiving a Preserving and Protecting Environment award; an Urban Design award to **Union City** for its Intermodal Station District Connections; Public-Private Partnership award to the **Grand Boulevard Initiative** that encompasses the El Camino Real PDA stretching from Daly City to San Jose; and an On the Ground, Getting It Done award to the **City of Palo Alto and the Palo Alto Housing Corporation** for Tree House Apartments. The Distinguished Leadership Award was presented to **San Mateo County Supervisor Rose Jacobs Gibson** in recognition of her significant legacy of leadership and advocacy for regional and local issues. The Communications Department documented the best practices of the 2012 Growing Smarter Together awardees in a special DVD, currently on view at www.abag.ca.gov/smarter.html, where video highlights of past recipients are also available.



Recipients of the Sixth Annual ABAG Growing Smarter Awards, during the Spring General Assembly

ABAG's Sixth Annual Growing Smarter Together Awards acknowledging Bay Area local governments, agencies and leadership was a key feature of the 2012 Spring General Assembly. Award winners showcased achievements in planning, community revitalization, and community partnerships while preserving and protecting the environment.

ABAG initiatives and regional research were highlighted through periodic print and online publications such as *Service Matters*, *POWER Matters*, and *Risk Matters*. The ABAG Website news section featured ABAG programs and other agency trends and events—from land use planning to local government surveys to environmental programs, campaigns, and

Communications cont. on pg. 23

COMMUNICATIONS

Communications cont. from pg. 22

resource publications. The significance of SCS PLAN Bay Area Workshops, symposia on "Being Sewer Smart," the Estuary Partnership and demonstration projects, and the Bay Trail Project achievements were also spotlighted, not only through articles, website features, and press releases, but also through special meetings and workshops. Timely communications were disseminated through extensive online news alerts providing links to conference proceedings, best practice case studies and briefings, and presentation audio archives.

Furthering the collaborative sustainability focus, the Communications group provided meeting coordination, marketing, outreach, project management and administration for Energy programs (Green Communities, Energy Upgrade Marketing and Outreach, Benchmarking, and EV Readiness--Ready, Set, Charge); and Bay Trail/Management Intern Fundraisers. Multi-agency coordinating team support was also provided for concept development and writing of One Bay Area Website, Plan Bay Area Q&A and other outreach materials, as well as Priority Development (PDA) and Priority Conservation (PCA) Area project descriptions for Plan Bay Area.

Media coverage included articles and TV and radio interviews on subjects such as earthquake retrofits, hazard mitigation and long-term disaster recovery planning; energy efficiency and retrofit financing, and regional perspectives on jobs-housing-economy. Press releases and media interviews on SCS, Plan Bay Area, Retrofit Bay Area, Energy Upgrade Bay Area, Energy Efficiency, Ready Set Charge-Guide to EV Ready Communities, and risk management helped extend outreach to local communities, elected officials and business leaders. These and other year-long efforts helped meet an underlying goal of raising the level of active participation by local governments and other stakeholders in ABAG programs and services.

In Fiscal Year 2013-14, the Communications Group will:

- Continue partnerships with other regional agencies to implement outreach and public engagement strategies for Plan Bay Area, the region's Sustainable Communities Strategy (SCS).
- Support a Speakers Bureau of local government officials and staff to promote ABAG programs and services and collaborate with communities to implement land use and transportation priorities.

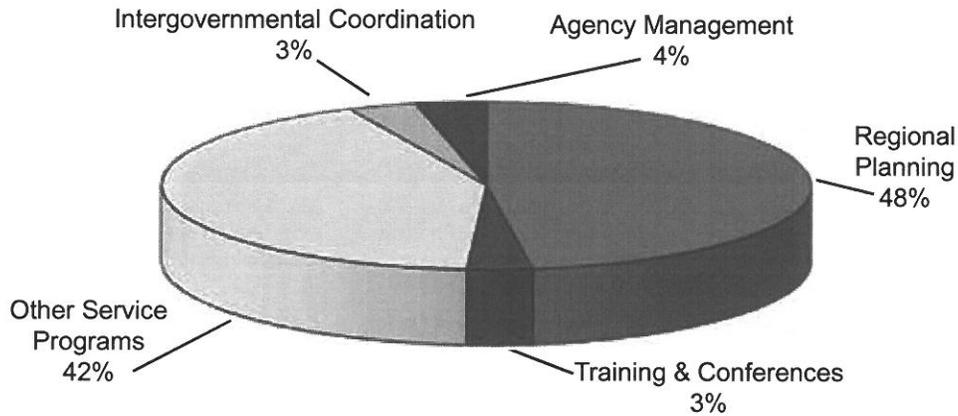


Enrico Moretti, Keynote Speaker at the ABAG Fall General Assembly 2012

For further information, contact
Patricia Jones at 510-464-7933, e-mail PatJ@abag.ca.gov,
or Kathleen Cha at 510-464-7922, e-mail KathleenC@abag.ca.gov.

SUMMARY OF REVENUES AND EXPENSES BY PROGRAM GROUP

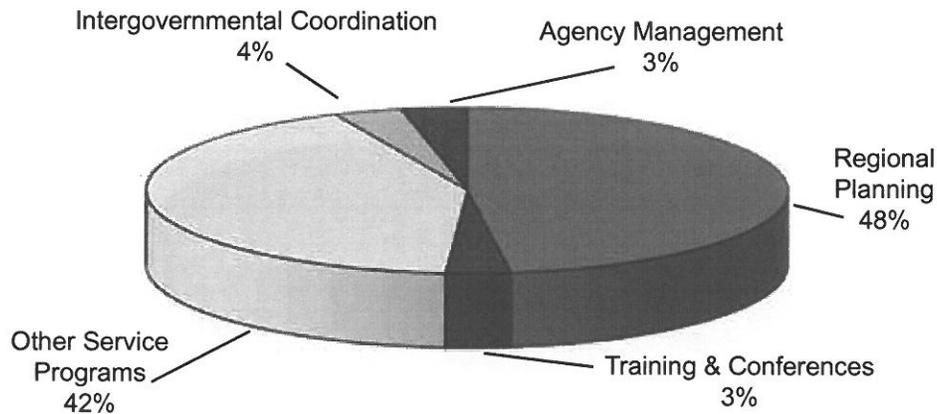
For further information, contact Herbert Pike at 510-464-7902 or e-mail HerbertP@abag.ca.gov



Revenues by Program Group

Regional Planning	11,670,000
Training & Conferences	800,000
Other Service Programs	10,290,061
Intergovernmental Coordination	835,000
Agency Management	864,102

Total 24,459,163



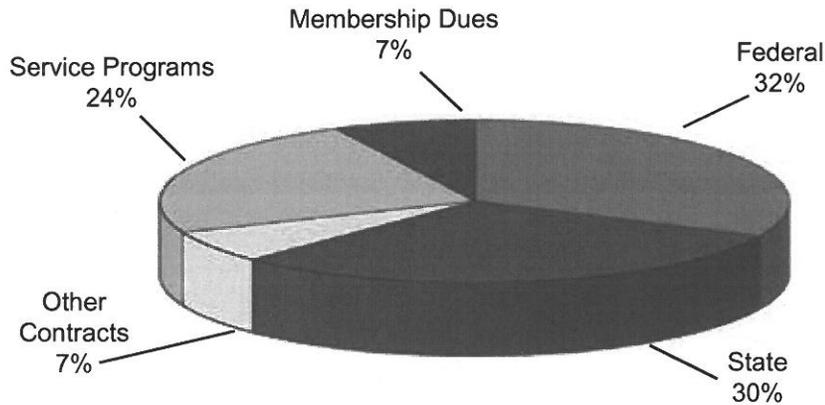
Expenditures by Program Group

Regional Planning	11,670,000
Training & Conferences	800,000
Other Service Programs	10,290,061
Intergovernmental Coordination	835,000
Agency Management	814,102

Total 24,409,163

SUMMARY OF REVENUES BY FUNDING SOURCE AND EXPENSES BY CATEGORY

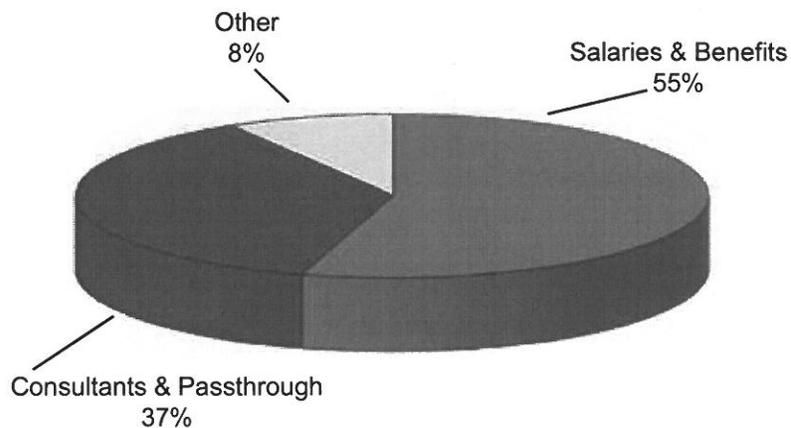
For further information, contact Herbert Pike at 510-464-7902 or e-mail HerbertP@abag.ca.gov



Revenues by Funding Source

Federal	7,835,000
State	7,425,000
Other Contracts	1,571,061
Service Programs	5,854,000
Membership Dues	1,774,102

Total 24,459,163



Expenses by Category

Salaries & Benefits	13,334,163
Consultants & Passthrough	9,000,000
Other	2,075,000

Total 24,409,163

PROPOSED OPERATING BUDGET

For further information, contact Herbert Pike at 510-464-7902 or e-mail HerbertP@abag.ca.gov

ABAG PROPOSED OPERATING BUDGET REVENUES AND EXPENSES

	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted (April 2012)	FY 13-14 Proposed (Jan 2013)
REVENUES				
Federal	11,357,126	16,619,320	7,750,000	7,835,000
State	3,152,640	4,870,445	4,525,000	7,425,000
Other Contracts	1,238,774	1,923,557	1,003,636	1,571,061
Service Programs	5,297,196	5,208,293	6,030,000	5,854,000
Membership Dues	1,676,290	1,729,750	1,726,225	1,774,102
TOTAL REVENUES	22,722,026	30,351,365	21,034,861	24,459,163
EXPENSES				
Salaries and Benefits	11,072,490	11,580,246	11,901,861	13,334,163
Consultant services	5,182,782	13,671,920	5,000,000	5,000,000
Passthrough	4,337,718	3,025,126	2,000,000	4,000,000
Equipment and supplies	221,651	157,476	240,000	225,000
Outside Printing	101,087	79,877	125,000	100,000
Conference and meeting	348,050	265,785	350,000	300,000
Depreciation	181,666	198,851	190,000	190,000
Interest	58,772	60,632	65,000	75,000
Building maintenance	241,683	235,633	265,000	275,000
Utilities	89,241	81,188	95,000	95,000
Insurance	141,160	140,888	150,000	160,000
Postage	46,976	42,623	52,000	50,000
Telephone	56,390	55,086	66,000	60,000
Committee (per diem)	87,225	85,000	85,000	90,000
Other	446,785	538,810	400,000	455,000
TOTAL EXPENSES	22,613,676	30,219,141	20,984,861	24,409,163
Net Surplus/(Deficit)	108,350	132,224	50,000	50,000

PROPOSED REVENUES BY FUNDING SOURCES

ABAG PROPOSED OPERATING BUDGET

For further information, contact Herbert Pike at 510-464-7902 or e-mail HerbertP@abag.ca.gov

REVENUES	FY 10-11 Actual	FY 11-12 Actual	FY 12-13 Adopted (Apr 2012)	FY 13-14 Proposed (Jan 2012)
FEDERAL REVENUES				
EPA - Environmental Programs	2,713,503	2,121,286	3,250,000	3,320,000
MTC - FTA	473,604	230,019	500,000	250,000
MTC - FHWA	1,172,255	1,285,597	1,650,000	1,200,000
MTC - STP Exchange	795,809	871,257	750,000	900,000
MTC - HUD Grant	0	0	0	50,000
U.S. Geological Survey	168,931	95,849	50,000	65,000
U.S. Fish & Wildlife Services	19,007	39,446	0	0
(1) NOAA	28,674	0	0	0
(2) FEMA	0	0	50,000	50,000
(3) ARRA	5,610,727	11,695,884	0	0
New Energy Grants - Federal	0	0	1,500,000	2,000,000
U.S. Dept. of Interior	374,616	153,669	0	0
U.S. Dept. of Homeland Security	0	126,313	0	0
Subtotal	11,357,126	16,619,320	7,750,000	7,835,000
STATE REVENUES				
MTC - TDA	950,712	100,802	1,200,000	1,200,000
MTC - Bay Trail	250,040	232,529	200,000	250,000
Bay Trail RDP	503,617	1,517,952	250,000	250,000
CA Dept. of Fish & Game	3,806	99,978	0	0
Cal Trans	713,289	236,393	400,000	400,000
RWQCB120,434	891,488	300,000	1,000,000	0
California Resources Agency	584,587	215,969	500,000	500,000
CA Business, Transp., Housing Agency	26,155	0	0	0
CA Dept. of Conservation (Prop. 84)	0	1,012,961	650,000	500,000
CA Energy Commission	0	197,688	1,000,000	3,000,000
CA Dept. of Water Resources	0	315,620	25,000	325,000
CA Dept. of Boats & Waterways	0	13,311	0	0
CA Dept. of Parks & Recreation	0	35,754	0	0
Subtotal	3,152,640	4,870,445	4,525,000	7,425,000
OTHER CONTRACTS				
BALANCE Foundation	29,834	21,104	30,000	25,000
Haz Waste MOU Committee	111,462	90,024	120,000	120,000
MTC	61,140	448,449	0	450,000
BAAQMD	61,140	0	0	0
Santa Clara--SFEP	116,342	123,016	120,000	125,000
Fiscal Agent Services (WETA)	74,833	82,476	116,436	100,000
Alameda County SFEP	125,166	122,077	130,000	135,000
Coastal Conservancy	0	202,648	70,000	75,000
Bay Ridge Trail Council	4,355	0	0	0
Admin. Civil Liability/Northbay Outreach	49,460	78,900	50,000	50,000
Rose Foundation - IPM	635	0	0	0
PG&E - Energy Efficiency	202,631	233,564	150,000	150,000
SFPUC - Estuary	120,563	74,560	120,000	75,000
Friends of the Estuary	9,020	430	36,000	30,000
San Francisco Foundation	75,000	0	0	0
Hewlett Foundation	50,000	0	0	0
Silicon Valley Community Foundation	3,708	9,080	0	15,000
Reformulated Gasoline Settlement Fund	142,585	247,794	50,000	0
STARS Deferred Comp Program	900	1,200	1,200	1,200
Other Local Match/FEMA grants	0	0	10,000	15,000
City & County of San Francisco	0	183,875	0	200,000
Consortium of Public Agencies	0	4,195	0	4,861
East Bay Municipal Utility District	0	165	0	0
Subtotal	1,238,774	1,923,557	1,003,636	1,571,061
SERVICE PROGRAMS				
Data Center	76,300	87,833	75,000	75,000
Publications	21,867	13,003	20,000	20,000
Training	562,138	523,718	650,000	600,000
Financial Services	1,486,722	1,263,741	1,600,000	1,500,000
Workers' Compensation	93,562	98,307	110,000	110,000
ABAG PLAN Corp.	2,477,832	2,757,784	2,900,000	2,900,000
Bay Trail Nonprofit	33,775	5,539	10,000	10,000
Web Hosting	4,304	4,230	5,000	4,000
Power Purchasing Pool Fees	272,994	314,941	390,000	400,000
Conference Services	242,563	113,244	245,000	200,000
Other	25,139	25,953	25,000	35,000
Subtotal	5,297,196	5,208,293	6,030,000	5,854,000
MEMBERSHIP DUES				
ABAG Dues (local and cooperating)	1,676,290	1,729,750	1,726,225	1,774,102
Total Revenues	22,722,026	30,351,365	21,034,861	24,459,163

(1) NOAA - National Oceanic and Atmospheric Administration (2) FEMA - Federal Emergency Management Agency (3) ARRA - American Recovery and Reinvestment Act

PROPOSED REVENUES AND EXPENSES BY PROGRAM

For further information, contact Herbert Pike at 510-464-7902 or e-mail HerbertP@abag.ca.gov

EXPENSES BY PROGRAM AREA	Total Expenses	REVENUE SOURCES						Total Revenues	GF Equity General Fund Equity
		Federal Contracts	State Contracts	Other Contracts	Services Programs	Member Dues			
REGIONAL PLANNING									
Planning & Research	3,850,000	2,400,000	1,450,000				3,850,000	0	
Bay Trail	1,660,000	450,000	750,000	450,000	10,000		1,660,000	0	
SF Estuary	5,650,000	2,890,000	1,975,000	690,000	35,000	60,000	5,650,000	0	
Earthquake Mitigation	375,000	95,000	250,000	15,000	15,000		375,000	0	
Haz Waste MOU Committee	120,000			120,000			120,000	0	
Other Planning	15,000			15,000			15,000	0	
Subtotal	11,670,000	5,835,000	4,425,000	1,290,000	45,000	75,000	11,670,000	0	
TRAINING & CONFERENCES									
Training Center	600,000				600,000		600,000	0	
Conference Services	200,000				200,000		200,000	0	
Subtotal	800,000	0	0	0	800,000	0	800,000	0	
OTHER SERVICE PROGRAMS									
Web Hosting	4,000				4,000		4,000	0	
Power Purchasing Pool	400,000				400,000		400,000	0	
Energy Programs	5,179,861	2,000,000	3,000,000	179,861			5,179,861	0	
Data Center/Publications	95,000				95,000		95,000	0	
Financial Services	1,500,000				1,500,000		1,500,000	0	
ABAG PLAN Corp.	2,900,000				2,900,000		2,900,000	0	
Workers' Compensation	110,000				110,000		110,000	0	
Fiscal Agent Services	101,200			101,200			101,200	0	
Subtotal	10,290,061	2,000,000	3,000,000	281,061	5,009,000	0	10,290,061	0	
INTERGOV. COORDINATION									
Communications Group	750,000				750,000		750,000	0	
Legislation	85,000	0			85,000		85,000	0	
Subtotal	835,000	0	0	0	0	835,000	835,000	0	
AGENCY MANAGEMENT									
	814,102				814,102		864,102	50,000	
TOTAL	24,409,163	7,835,000	7,425,000	1,571,061	5,854,000	1,724,102	24,459,163	50,000	

PROPOSED ABAG MEMBERSHIP DUES

Assessments include increase in membership fee from \$668 for FY 12-13 to \$683 for FY 13-14 in accordance with CPI increase of 2.29 percent.

For further information, contact Herbert Pike at 510-464-7902 or e-mail HerbertP@abag.ca.gov

JURISDICTION	Population 1/1/12	Approved FY 12-13 Dues	Proposed FY 13-14 Dues
COUNTY OF ALAMEDA	1,532,137	\$137,662	\$141,736
Alameda	74,640	\$13,514	\$13,919
Albany	18,488	\$3,953	\$4,019
Berkeley	114,821	\$19,455	\$19,991
Dublin	46,785	\$8,915	\$9,126
Emeryville	10,200	\$2,454	\$2,524
Fremont	217,700	\$30,587	\$31,454
Hayward	147,113	\$23,096	\$23,774
Livermore	82,400	\$14,785	\$15,246
Newark	43,041	\$8,213	\$8,450
Oakland	395,341	\$45,123	\$46,358
Piedmont	10,807	\$2,560	\$2,633
Pleasanton	71,269	\$12,939	\$13,343
San Leandro	86,053	\$15,421	\$15,870
Union City	70,646	\$12,807	\$13,236
COUNTY OF CONTRA COSTA	1,065,117	\$99,514	\$102,553
Antioch	103,833	\$18,196	\$18,704
Brentwood	52,575	\$9,828	\$10,146
Clayton	10,996	\$2,598	\$2,667
Concord	123,206	\$20,443	\$20,973
Danville	42,450	\$8,116	\$8,344
El Cerrito	23,774	\$4,840	\$4,973
Hercules	24,272	\$4,929	\$5,063
Lafayette	24,159	\$4,907	\$5,043
Martinez	36,225	\$7,012	\$7,220
Moraga	16,152	\$3,504	\$3,598
Oakley	36,532	\$7,019	\$7,276
Orinda	17,819	\$3,793	\$3,899
Pinole	18,560	\$3,925	\$4,032
Pittsburg	64,706	\$11,784	\$12,220
Pleasant Hill	33,440	\$6,539	\$6,718
Richmond	104,887	\$18,329	\$18,827
San Pablo	29,105	\$5,772	\$5,935
San Ramon	74,378	\$13,352	\$13,874
Walnut Creek	65,233	\$11,947	\$12,311
COUNTY OF MARIN	254,790	\$33,784	\$34,566
Belvedere	2,090	\$1,035	\$1,060
Corte Madera	9,351	\$2,313	\$2,371
Fairfax	7,522	\$1,991	\$2,040
Larkspur	12,058	\$2,788	\$2,859
Mill Valley	14,172	\$3,149	\$3,241
Novato	52,447	\$9,875	\$10,125
Ross	2,443	\$1,098	\$1,124
San Anselmo	12,468	\$2,860	\$2,933
San Rafael	58,305	\$10,849	\$11,126
Sausalito	7,138	\$1,923	\$1,971
Tiburon	9,059	\$2,261	\$2,318

PROPOSED ABAG MEMBERSHIP DUES

Assessments include increase in membership fee from \$668 for FY 12-13 to \$683 for FY 13-14 in accordance with CPI increase of 2.29 percent.

For further information, contact Herbert Pike at 510-464-7902 or e-mail HerbertP@abag.ca.gov

JURISDICTION	Population 1/1/12	Approved FY 12-13 Dues	Proposed FY 13-14 Dues
COUNTY OF NAPA	138,255	\$22,157	\$22,736
American Canyon	19,809	\$4,142	\$4,258
Calistoga	5,200	\$1,583	\$1,621
Napa	77,805	\$14,080	\$14,460
St. Helena	5,875	\$1,700	\$1,743
Yountville	2,999	\$1,197	\$1,224
COUNTY AND CITY OF SAN FRANCISCO			
County	812,538	\$79,563	\$81,361
City	812,538	\$79,563	\$81,361
COUNTY OF SAN MATEO	729,443	\$72,335	\$74,389
Atherton	6,888	\$1,888	\$1,926
Belmont	26,123	\$5,261	\$5,397
Brisbane	4,347	\$1,432	\$1,467
Burlingame	29,106	\$5,786	\$5,936
Colma	1,789	\$986	\$1,006
Daly City	102,593	\$18,066	\$18,558
East Palo Alto	28,467	\$5,672	\$5,820
Foster City	30,895	\$6,100	\$6,258
Half Moon Bay	11,478	\$2,682	\$2,754
Hillsborough	11,006	\$2,596	\$2,669
Menlo Park	32,513	\$6,370	\$6,550
Millbrae	22,069	\$4,499	\$4,666
Pacifica	37,658	\$7,289	\$7,479
Portola Valley	4,411	\$1,443	\$1,479
Redwood City	78,244	\$14,121	\$14,535
San Bruno	42,451	\$8,050	\$8,344
San Carlos	28,719	\$5,716	\$5,866
San Mateo	98,298	\$17,506	\$17,964
S. San Francisco	64,307	\$11,840	\$12,152
Woodside	5,386	\$1,609	\$1,655
COUNTY OF SANTA CLARA	1,816,486	\$160,318	\$165,593
Campbell	39,882	\$7,666	\$7,880
Cupertino	59,022	\$10,906	\$11,249
Gilroy	50,158	\$9,382	\$9,733
Los Altos	29,460	\$5,815	\$5,999
Los Altos Hills	8,027	\$2,076	\$2,132
Los Gatos	29,854	\$5,899	\$6,071
Milpitas	66,966	\$12,410	\$12,607
Monte Sereno	3,373	\$1,261	\$1,292
Morgan Hill	39,127	\$7,480	\$7,744
Mountain View	75,275	\$13,621	\$14,027
Palo Alto	65,544	\$11,987	\$12,364
San Jose	971,372	\$91,536	\$94,687
Santa Clara	118,813	\$19,927	\$20,458
Saratoga	30,363	\$5,995	\$6,162
Sunnyvale	142,896	\$22,553	\$23,280

PROPOSED ABAG MEMBERSHIP DUES

Assessments include increase in membership fee from \$668 for FY 12-13 to \$683 for FY 13-14 in accordance with CPI increase of 2.29 percent.

For further information, contact Herbert Pike at 510-464-7902 or e-mail HerbertP@abag.ca.gov

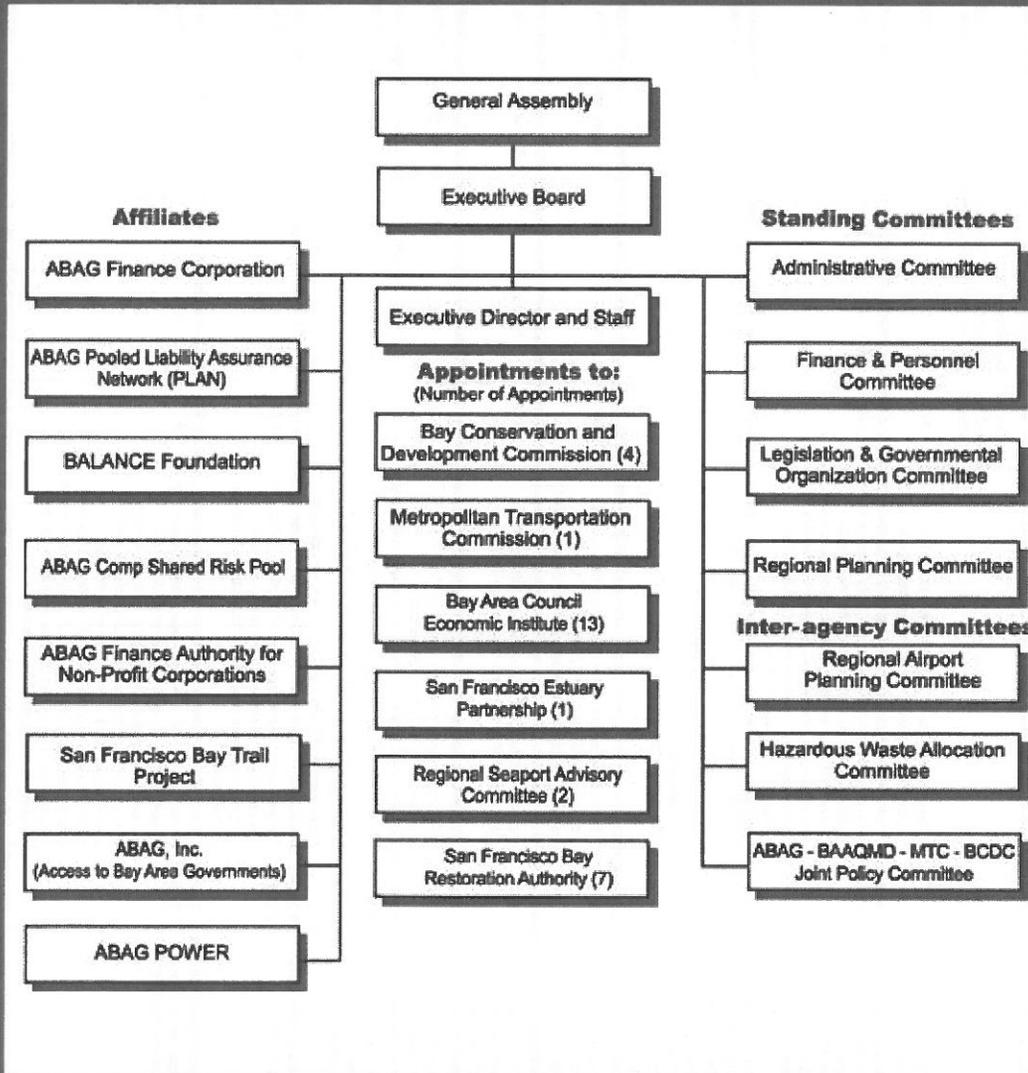
JURISDICTION	Population 1/1/12	Approved FY 12-13 Dues	Proposed FY 13-14 Dues
COUNTY OF SOLANO	413,786	\$46,893	\$47,906
Benicia	26,919	\$5,452	\$5,541
Dixon	18,282	\$3,920	\$3,982
Fairfield	106,379	\$18,398	\$19,002
Rio Vista	7,418	\$1,979	\$2,022
Suisun City	27,978	\$5,645	\$5,732
Vacaville	92,092	\$16,678	\$16,903
Vallejo	115,928	\$19,737	\$20,120
COUNTY OF SONOMA	487,011	\$52,849	\$54,049
Cloverdale	8,629	\$2,197	\$2,240
Cotati	7,276	\$1,957	\$1,996
Healdsburg	11,442	\$2,692	\$2,748
Petaluma	58,165	\$10,880	\$11,102
Rohnert Park	40,846	\$7,936	\$8,054
Santa Rosa	168,841	\$25,732	\$26,319
Sebastopol	7,405	\$1,978	\$2,019
Sonoma	10,665	\$2,558	\$2,608
Windsor	27,003	\$5,420	\$5,556
Totals	7,249,563	\$1,718,725	\$1,766,602
DUES PER CAPITA RATES			
First 50,000		0.1764247	0.1804648
Next 50,000		0.1671392	0.1709667
Next 100,000		0.1145213	0.1171438
Remaining Population over 200,000		0.0820220	0.0839003

* Dues are up from the prior year because CA Dept. of Finance population projections reflect an increase of 43,480 (0.6 percent) from the prior year in addition to the CPI increase.



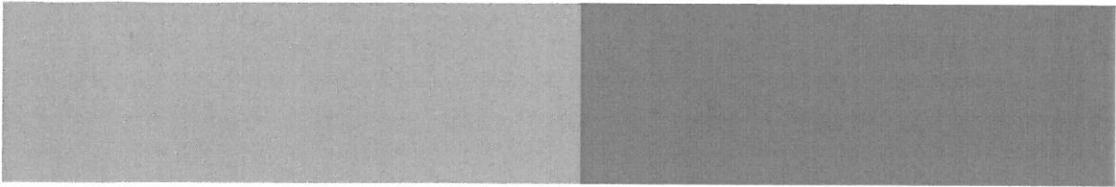
EV Ready Workshop

ABAG ORGANIZATIONAL STRUCTURE



ABAG AFFILIATED ENTITIES

Name	Year Started	Purpose	Assets (\$000's) 6/30/12	Revenues (\$000's) FY 11/12	No. of Members	Board of Directors	Legal Structure
ABAG Finance Corporation	1985	Serve as a lessor in debt financings for ABAG members and other jurisdictions.	44	1	N/A	ABAG F&PC	501(c)(4)
ABAG Pooled Liability Assurance Network Corporation (ABAG PLAN Corporation)	1986	Provide general liability, property and public officials' errors and omissions insurance coverage to member cities in the pool; also, provide loss prevention programs, claims administration, police training and other risk management services.	45,142	9,110	29	Separate	501(c)(4)
BALANCE Foundation (Bay Area Leaders Addressing the Challenge of the Economy and the Environment)	1987	Raise funds to study and provide a forum for regional issues. Serve as advocates for programs to promote economic development and protect the environment.	532	367	N/A	ABAG Pres. Vice Pres. and one other director	501(c)(3)
ABAG Comp Shared Risk Pool (SHARP)	1989	Provide workers' compensation insurance coverage to member jurisdictions in the pool; provide claims administration services.	3,979	558	5	Separate	JPA
ABAG Finance Authority for Non-profit Corporations	1990	Serve as conduit issuer of debt financings for non-profit and other organizations.	4,199	1,360	71	Separate	JPA
San Francisco Bay Trail Project	1990	Develop and maintain regional Bay Trail around the San Francisco Bay.	80	13	N/A	Separate	501(c)(3)
ABAG, Inc. (Access to Bay Area Governments)	1994	Promote efficiency in governments by improving intergovernmental coordination and cooperation and citizen access through education, training and computer networks.	0	524	N/A	ABAG F&PC	501(c)(3)
ABAG POWER	1997	Purchase natural gas and electricity (electricity currently suspended) on behalf of local governments and special districts in Northern California.	4,071	6,907	36	Separate	JPA
San Francisco Bay Restoration Authority	2008	The San Francisco Bay Restoration Authority (Authority) is a new regional government agency charged with raising and allocating resources for the restoration, enhancement, protection, and enjoyment of wetlands and wildlife habitat in the San Francisco Bay and along its shoreline. The Authority was created by the California legislature in 2008 with the enactment of AB 2854 (Lieber).	0	0	7	ABAG	Regional Entity



ABAG Officers

Supervisor, County of Napa

Mark Luce

President

Mayor, City of Clayton

Julie Pierce

Vice President

Supervisor, County of Santa Clara

Dave Cortese

Immediate Past President

ABAG Management

Ezra Rapport

Executive Director

Patricia M. Jones

Assistant Executive Director

Acknowledgements

Graphic Design

Victoria Rutherford

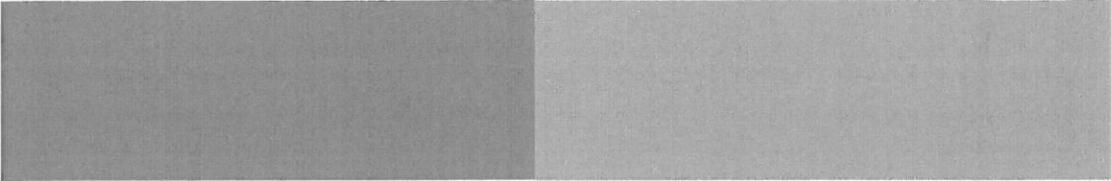
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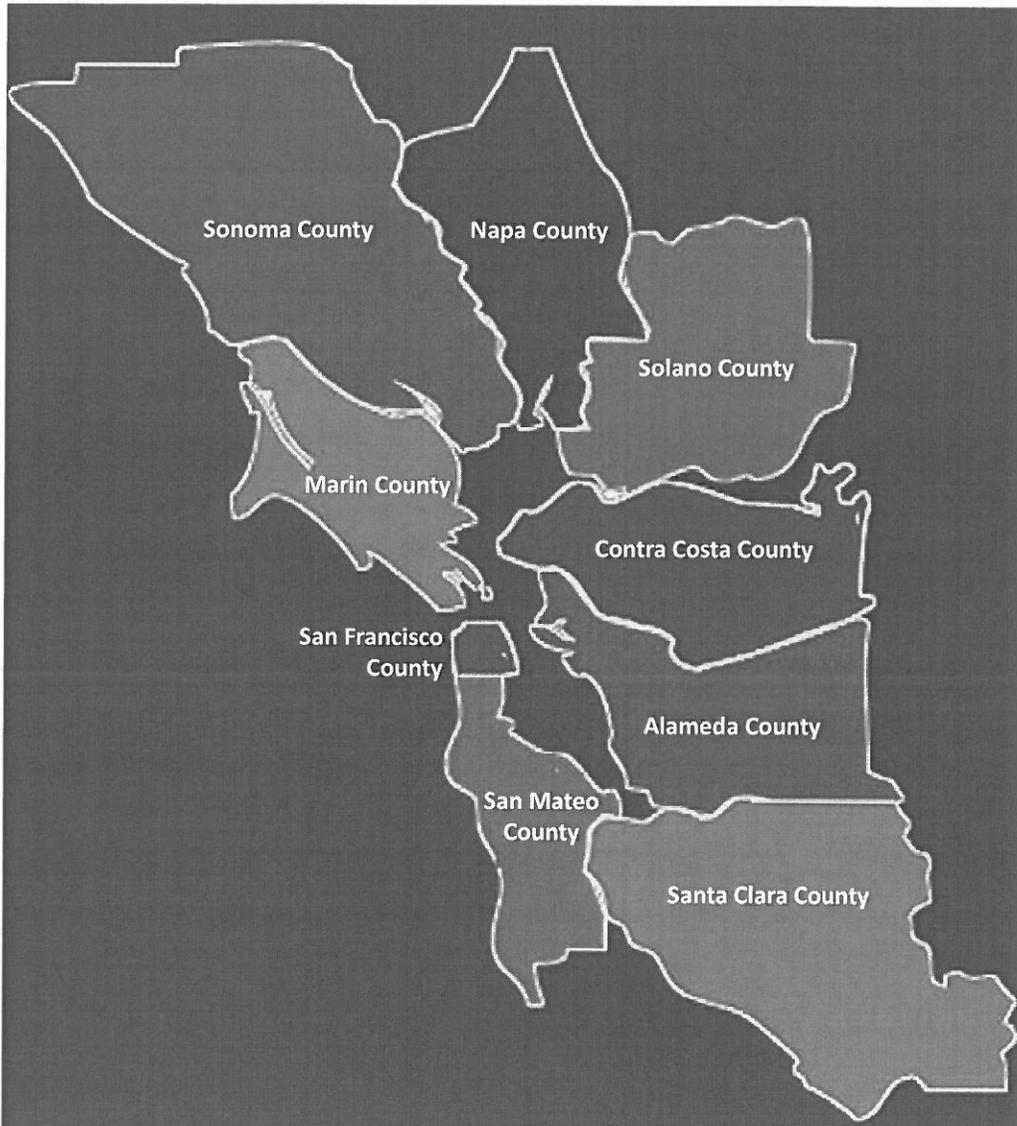
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94604-2050

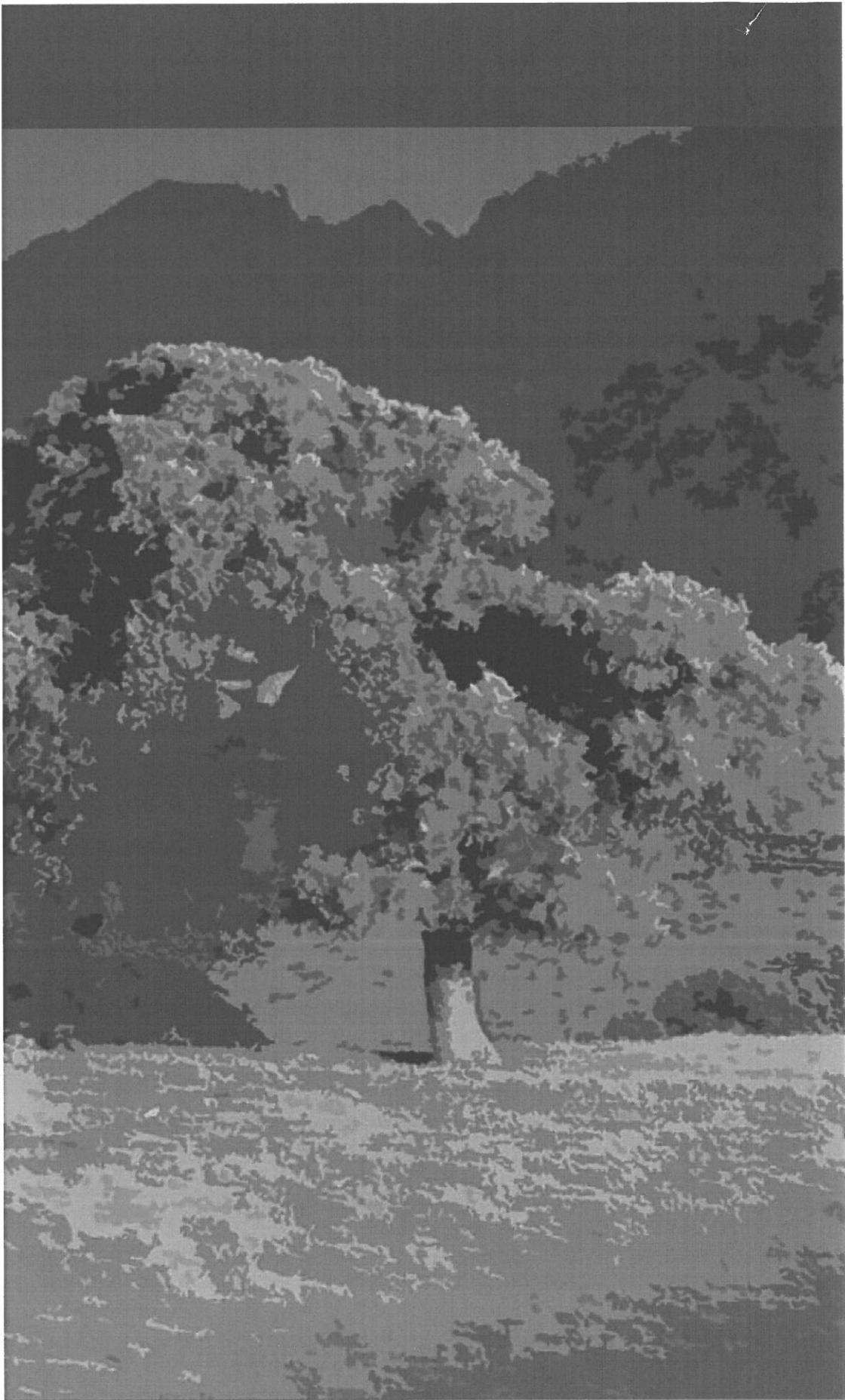
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Mission Statement

ABAG is committed to enhancing the quality of life in the San Francisco Bay Area by leading the region in advocacy, collaboration, and excellence in planning, research, and member services.





Publication#: P012013

VIII.B.2.48

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : March 6, 2013

TO : Council Member Campbell
Council Member Strawbridge

FROM : Finance Director

SUBJECT : **FINANCE COMMITTEE REPORT**

The following information is provided for your committee report at the March 19, 2013 Council meeting.

The last Finance Committee meeting was held on February 15, 2013; draft minutes for the meeting are attached for your review. The next meeting will be held on Friday, March 22, 2013 at 8:00 am; a copy of the agenda is also attached.

Attachment:

- February 15, 2013 Finance Committee Meeting Draft Minutes
- March 22, 2013 Finance Committee Draft Agenda

FINANCE COMMITTEE
****DRAFT** REGULAR MEETING MINUTES**
FEBRUARY 15, 2013 – 8:00 AM

1. Call to Order at 8:00 AM

2. Roll Call

Attended by Chairperson Larry Grossman, Committee Members: Chris Carvalho, Michael Clarke and Kathy Griffin; Council Member Tom Campbell; City Treasurer H.R. Autz. Absent: Committee Member Lee Wines, Council Member Christina Strawbridge. Staff present: City Manager Brad Kilger and Finance Director Karan Reid.

3. Pledge of Allegiance

Not performed due to lack of flag in the meeting room at the Community Center.

4. Notice to the Public

No public was present.

5. Action Items

A. Elections of Chairperson and Vice-Chairperson for the Interim Period until the Finance Committee is fully staffed. This item was moved up on the agenda and considered first.

On motion of Committee Member Clarke, seconded by Committee Member Carvalho, the Committee elected Larry Grossman to serve as Chairperson for the interim period until the Committee is fully staffed on roll call by the following vote:

Ayes: Carvalho, Clarke, Griffin, Grossman

Noes: (None)

Abstain: (None)

On motion of Committee Member Carvalho, seconded by Chairperson Grossman, the Committee elected Michael Clarke to serve as Vice-Chairperson for the interim period until the Committee is fully staffed on roll call by the following vote:

Ayes: Carvalho, Clarke, Griffin, Grossman

Noes: (None)

Abstain: (None)

B. Approval of Agenda

On motion of Vice-Chairperson Clarke, seconded by Committee Member Carvalho, the Committee approved the Agenda on roll call by the following vote:

Ayes: Carvalho, Clarke, Griffin, Grossman

Noes: (None)

C. Approval of Minutes from the meeting held on January 25, 2013

On motion of Committee Member Carvalho, seconded by Vice-Chairperson Clarke, the Committee approved the minutes of the January 25, 2013 meeting, on roll call by the following vote:

Ayes: Carvalho, Clarke, Griffin, Grossman

Noes: (None)

D. Additional Items:

- i. Vice Chairperson Clarke requested an item be placed on the next agenda to provide an update on how the budget gap will be addressed. City Manager Brad Kilger and Finance Director Karan Reid stated that a City Council Study Session will take place on March 12 and an update will be provided to the Committee at its next meeting. Kilger and Reid also reiterated that the Committee will be kept informed as to the progress of the plan to close the budget gap as the budget development process moves forward.
- ii. Vice Chairperson Clarke requested an update on the Marina Fund Study Session be provided at the next Committee meeting.
- iii. Chairperson Grossman commented on the accomplishments of the Finance Committee over the last four years and recognized the efforts of the previous Chairperson Dennis Lowry and Vice Chairperson Lee Wines.
- iv. The Committee Requested a CAFR Study session of 2 hours be scheduled to review the City's Annual Financial Report in more detail.

6. Discussion Items

A. Review of Financial Report for the Month of January 2013

Finance Director Reid informed the committee that there are no significant changes in the General Fund as presented to Council on January 22, 2013. Expenditures are lower than what staff was expecting and the City is anticipating a recovery period of 18 to 24 months. The Committee requested a future agenda item to review the City's Reserve Policy and how it works. Committee Member Griffin requested copies of prior months' financial reports for the current fiscal year; those reports were provided on February 15, 2013 after the meeting. Additional information was requested on Franchise Fee Revenue and Inter-Fund Transfers Out; the following responses were emailed to the Committee on February 15, 2013:

- i. Franchise Fee Revenue: current year compared to last year: The variance is a result of timing differences of the receipt of payments in the previous year compared to the current year. For the 2 largest franchisers, fewer payments were received in the prior year. Allied Waste typically pays the second quarter fees in January; however, that payment was received in February of 2012. Comcast generally pays half the fees in February; however, this payment was received at the end of January for FY 12/13. Overall, this revenue stream appears to be on target with budget.

- ii. **Interfund Transfer-Out Expenditures:** current year compared to last year: The most significant variance between actuals is the first debt service transfer was posted in January 2012 and had not been posted in January 2013; this amounts to about \$195,000. In addition, transfers to the Storm Water fund and Marina fund only reflect the first quarter transfer in FY12/13 compared to two quarters recorded through January 2012 in the prior year. The most significant variance on the budget is that the prior year includes a \$530,000 transfer to the Insurance Fund for Workers' Compensation; this item was approved and recorded in June 2012.

B. Review Warrant Register for Month of January 2013

The Committee reviewed the warrant register for January 2013; with Reid clarifying a warrant for a donation in the amount of \$500 was for the City's donation to the Senior Center.

7. Update on Status of Reformatting Monthly Financial Report

Implementation of the accounting software upgrade is of late summer or early fall 2013. The Committee requested a Sub-Committee be formed in late Spring/Early Summer to make recommendations for report formats as part of the system upgrade.

8. Update on Status of Updating Long Range Budget Model

Staff is continuing to fine tune assumptions as information is received. Staff will meet with the sub-committee before presenting the model to the entire committee.

9. Public Comment

None.

10. Adjournment

There being no further business, the meeting was adjourned at 10:00 a.m.

**FINANCE COMMITTEE
DRAFT REGULAR MEETING AGENDA
COMMISSION ROOM
MARCH 22, 2013 - 8:00AM**

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Notice to the Public

A plaque stating the Fundamental Rights of each member of the public is posted at the entrance to the Commission Room per Section 4.04.030 of City of Benicia Ordinance No. 05-6 (Open Government Ordinance).

5. ACTION ITEMS

A. Approval of Agenda

B. Election of Chairperson and Vice Chairperson for the remainder of fiscal year ending June 30, 2013

C. Approval of minutes for meeting held on February 15, 2013

D. Additional Items

6. DISCUSSION ITEMS

A. Budget/Strategic Plan Update

Karan Reid will review the report to be presented to City Council on March 19, 2013.

B. Review Financial Reports for the Month of February 2013

The Finance Committee reviews monthly financial report. Committee Members are encouraged to review and provide any questions specific to the financial reports to the Finance Director prior to the meeting.

Recommendation: Review Monthly Financial Report.

C. Review Warrant Registers for Month of February 2013

A monthly audit of payments to vendors that supply services to the City of Benicia. Members of the Finance Committee review the warrant register and request that further information be provided by staff as necessary. It is encouraged that Committee Members submit their questions to the Finance Director prior to the meeting.

Recommendation: Review Warrant Register.

D. Update on Status of Reformatting Monthly Financial Report

E. Update on Status of Updating Long Range Budget Model Projections

F. Solar Project Financial Review Status Update

G. Schedule CAFR Study Session

Potential dates: Thursday April 11 or Thursday May 9

7. Public Comment

8. Committee Member Comments

9. Adjournment

The FIN... helping to steady the course through challenging financial waters.

Public Participation

The Benicia Finance Committee 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 Finance Committee 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 5 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 Finance Committee.

Should you have material you wish to enter into the record, please submit it to the Finance Director.

Disabled Access

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the Human Resources Department, 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 this meeting.

Meeting Procedures

All items listed on this agenda are for Committee 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 Finance Committee.

Pursuant to Government Code Section 65009, if you challenge a decision of the Finance Committee 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 Finance Committee 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 Finance Committee 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.

**AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : March 11, 2013

TO : Mayor Patterson
Vice Mayor Campbell

FROM : City Manager

SUBJECT : **LEAGUE OF CALIFORNIA CITIES**

The following information is provided for your committee report at the March 19, 2013 City Council meeting.

The next North Bay Division General Membership Meeting will be held on Thursday, April 18, 2013 at the City of Fairfield.

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : March 11, 2013

TO : Council Member Strawbridge
Council Member Hughes

FROM : City Manager

SUBJECT : **CITY COUNCIL/SCHOOL BOARD LIAISON COMMITTEE**

The following information is provided for your committee report at the March 19, 2013 City Council meeting.

This committee meets quarterly at the Benicia Unified School District Board Room located at 350 East K Street. The next meeting will be Thursday, June 13, 2013 at 8:30 am at the BUSD Board Room. The agenda for that meeting is currently unavailable.

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : March 7, 2013

TO : Vice Mayor Campbell
Council Member Schwartzman

FROM : City Manager

SUBJECT : **SKY VALLEY OPEN SPACE COMMITTEE**

The following information is provided for your committee report at the March 19, 2013 Council meeting.

The Sky Valley Open Space Committee meets quarterly. The first meeting of 2013 (February 6) was cancelled due to a lack of agenda items. The next regularly scheduled meeting is May 3, 2013.

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : March 5, 2013

TO : Mayor Patterson
Council Member Strawbridge

FROM : City Manager

SUBJECT : **SOLANO EDC BOARD OF DIRECTORS**

The following information is provided for your committee report at the March 19, 2013 Council meeting.

The last Board of Directors meeting was held on Thursday, January 24, 2013. The agenda for that meeting was previously issued; the minutes are attached.

The next Board of Directors meeting is scheduled for Thursday, March 14, 2013 at 9:00 am at Jelly Belly Candy Company. The agenda for that meeting is not yet available.

Attachment:

- Minutes for January 24, 2013



SOLANO EDC BOARD OF DIRECTORS MEETING

January 24, 2013, 9:00 AM

CALL TO ORDER

Chairman Reynolds called the meeting to order at 9:00 am at the Jelly Belly Candy Company.

Attending were:

Jack Batchelor	Constance Boulware	Beverly Byl	Elaine Crombie	Jim Dunbar
Ed Farewell	Mario Giuliani	Daryl Halls	Steve Hardy	Natalie Hicks
S. Huddleston	Tim Kubli	Jowel Laguerre	Albert Lavezzo	Sandy Person
Sean Quinn	Tom Recknagel	Scott Reynolds	Jay Speck	C. Strawbridge
Hermie Sunga	Scott Thomas	Skip Thomson	Patsy Van Ouwerkerk	

Absent were:

Robert Bloom	Rebecca Brandt	Joanie Erickson	Terry Glubka	Norm Hattich
Brad Kilger	Laura Kuhn	Jim Lindley	Catherine Moy	Elizabeth Patterson
Brooks Pedder	Debra Russo	Bob Simpson	Talyon Sortor	Sue Vaccaro
Louise Walker				

APPROVAL OF MINUTES

Chairman Reynolds called for approval of minutes of the November meeting. Upon motion duly made (Batchelor) and seconded (Quinn) it was RESOLVED, that the minutes of the November 14, 2012 meeting of the Solano EDC Board of Directors be accepted as submitted.

ELECTION OF 2013 BOARD OF DIRECTORS

Chairman Reynolds called for the acceptance of the results of the Board election. He noted 39 ballots were received. 47 were unanimous, 2 were split vote. He welcomed new Board members Skip Thomson who replaced Mike Reagan and Tim Kubli who replaced Jack Krebs. Upon motion duly made (Lavezzo) and seconded (Speck) it was RESOLVED, that the voting results of the Board Election and the director replacements be accepted.

TREASURERS REPORT

Treasurer Quinn presented the financial report for the month of December 2012. Upon motion duly made (Recknagel) and seconded (Van Ouwerkerk) it was RESOLVED, that the Treasurer's Report be accepted.

ADVOCACY COMMITTEE REPORT

Vice-Chair Huddleston informed the group the committee meets monthly on the third Tuesday at the EDC office. He asked directors for input on issues to discuss with legislators. A breakfast event is planned for February 22 with Assembly members Susan Bonilla, Jim Frazier and Mariko Yamada as panelists to discuss state issues affecting Solano's economy.

ECONOMIC DEVELOPMENT TASK FORCE

Committee chair Mario Giuliani noted at the last meeting Chuck Rieger presented an update on the Solano Center for Business Innovation. The group is planning on inviting guest speakers on various topics as an added value.

Sandy Person

President

sandy@solanoedc.org

Patricia Uhrich

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PRESIDENT’S REPORT

President Person provided updates on: prospect activity; membership renewals; February 28 Manex workshop in Benicia; OEA grant and East Bay Broadband Consortium Summit.

ELECTION OF 2013 CHAIRMAN

Chairman Reynolds opened nominations for the 2013 Chairman. Scott nominated Patsy Van Ouwerkerk. There were no additional nominations. Upon motion duly made (Laguerre) and seconded (Lavezzo) it was RESOLVED, that the Patsy Van Ouwerkerk be elected the 2013 Chairman.

CHAIRPERSON’S REMARKS

Newly-elected Chairman Van Ouwerkerk thanked Scott for serving five years as Chairman.

Calendar items were discussed. The meeting adjourned 10:04 am.

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : March 12, 2013

TO : Mayor Patterson
Council Member Schwartzman

FROM : Interim Director of Public Works

SUBJECT : **SOLANO TRANSPORTATION AUTHORITY**

The following information is provided for your committee report at the March 19, 2013 City Council meeting.

The minutes are attached from the February 13, 2013 meeting. The regular STA Board meeting was held on March 13, 2013 and the agenda for that meeting is attached. The next regular meeting is scheduled for April 10, 2013 at Suisun City Hall and the agenda for that meeting is unavailable.

Attachments:

- February 13, 2013 Minutes
- March 13, 2013 Agenda



Solano Transportation Authority

SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
February 13, 2013

1. CALL TO ORDER

Chair Hardy called the regular meeting to order at 6:00 p.m. A quorum was confirmed.

MEMBERS

PRESENT:

Jack Batchelor, Chair	City of Dixon
Steve Hardy, Vice-Chair	City of Vacaville
Elizabeth Patterson	City of Benicia
Harry Price	City of Fairfield
Norman Richardson	City of Rio Vista
Osby Davis	City of Vallejo
Pete Sanchez	City of Suisun City
Jim Spering	County of Solano

MEMBERS

ABSENT:

None.

STAFF

PRESENT:

Daryl K. Halls	Executive Director
Bernadette Curry	Legal Counsel
Janet Adams	Deputy Executive Director/Director of Projects
Johanna Masiclat	Clerk of the Board/Office Manager
Jayne Bauer	Legislative & Marketing Program Manager
Susan Furtado	Accounting & Administrative Svc. Manager
Liz Niedziela	Transit Manager
Judy Leaks	Program Manager
Robert Guerrero	Senior Planner
Sofia Recalde	Mobility Management Program Coordinator
Sam Shelton	Project Manager
Sara Woo	Associate Planner
Sheila Jones	Administrative Assistant
Karla Valdez	SR2S Program Coordinator

ALSO

PRESENT:

In Alphabetical Order by Last Name:

Dane Besneatte	City of Dixon Councilmember and new STA Board Alternate Member
Constance Boulware	City of Rio Vista Vice Mayor and new STA Board Alternate Member
Robert Cattey	Property Owner, Highway 12 Industrial Park
Lisa Chavez	District Representative for Senator Lois Wolk
Amanda Dum	City of Suisun City
Bill Emlen	Solano County
Erin Hannigan	Solano County Supervisor District 1 and new STA Alternate Board Member
Dilenna Harris	City of Vacaville Vice Mayor and new STA Alternate Board Member
Mike Hudson	City of Suisun City Vice Mayor and new STA Alternate Board Member
Joe Leach	City of Dixon
Wayne Lewis	City of Fairfield
Brian McLean	Vacaville City Coach
Doanh Nguyen	Caltrans
Mike Roberts	City of Benicia
Hermie Sunga	City of Vallejo Councilmember and new STA Board Alternate Member
Matt Tuggle	Solano County

2. CONFIRM QUORUM/STATEMENT OF CONFLICT

A quorum was confirmed by the Clerk of the Board. There was no Statement of Conflict declared at this time.

3. APPROVAL OF AGENDA

By consensus, the STA Board approved the agenda to include corrections and modifications to the Board Agenda and Packet as follows:

1. Item VIII.A, STA Board Meeting Minutes of January 30, 2013 – Under Adjournment, the next regular meeting of the STA Board should read as February 13, 2013 instead of January 9, 2013;
2. Item VIII.H, Federal Transit Administration (FTA) Non-Urbanized Area Program (FTA Section 5311) and Funding Opportunities, the recommendation should be corrected as shown below in ~~strike through~~ *italics*:
Recommendation:
~~Forward a recommendation to the STA Board to~~ Approve the Federal Section 5311 Allocation for Solano County for FY 2012-13 as shown in Attachment B.
3. Item IX.A, Authorize Implementation of a Regional Measure 2 (RM 2) Project Implementation and Funding Strategy with the City of Vallejo for Vallejo Station, Curtola Park and Ride, and I-80 Express Lanes Projects, table until a future meeting of the STA Board.

4. SWEARING-IN OF NEW STA BOARD MEMBER/BOARD ALTERNATES

- **Dane Besneatte**
Alternate Board Member representing the City of Dixon
- **Constance Boulware**
Alternate Board Member representing the City of Rio Vista
- **Erin Hannigan**
Alternate Board Member representing the County of Solano
- **Dilenna Harris**
Alternate Board Member representing the City of Vacaville
- **Hermie Sunga**
Alternate Board Member representing the City of Vallejo

5. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

6. EXECUTIVE DIRECTOR'S REPORT

Daryl Halls provided an update on the following topics:

- Five New STA Board Alternates *
- STA Board Members Head to Sacramento to Discuss Prospects for State Funding for Transportation *
- I-80/I-680/State Route (SR) 12 Interchange Project Update*
- State Route 12 East Project Vote Delayed by California Transportation Commission (CTC)
- Revised OneBayAreaGrant (OBAG) Assessments for Project Selection *
- Regional Measure (RM) 2 Fund Swap with Vallejo to Fully Fund Two Project and Initiate Express Lanes on I-80 in Vallejo *
- Allocation of Funds for Three Solano Express Bus Purchases *
- Dixon Pedestrian Underpass Project Prepares for Construction *
- Discussion of STA Board Workshop Agenda Topics *
- SNCI Forms Seven New Vanpool Starts in January
- STA Staff Update

7. COMMENTS FROM METROPOLITAN TRANSPORTATION COMMISSION (MTC), CALTRANS, AND STAFF:

MTC Report:

Board Member and MTC Commissioner Spring reported that at an earlier meeting, the Bay Area Toll Authority (BATA) Oversight Committee approved MTC staff's recommendation to amend the composition of the Bay Area Infrastructure Financing Authority (BAIFA) governing board to include a Solano County representative and to authorize MTC and BAIFA to enter into an agreement through which MTC would allow BAIFA to assume MTC's responsibility for the development, operation and financing of the 270-mile Network addressed in the 2011 CTC action. He added that MTC staff will seek approval in March.

Caltrans Report:

None presented.

STA Reports:

A. Presentation: I-80/I-680/SR 12 Interchange Project presented

1. SR 12 Jameson Canyon
2. Cordelia Truck Scales
3. I-80/I-680/SR 12

Presented by Janet Adams

B. Directors Report

1. Planning
Presented by Robert Guerrero
2. Projects
3. Transit/Rideshare

8. CONSENT CALENDAR

On a motion by Board Member Price, and a second by Board Member Sanchez, the STA Board approved Consent Calendar Items A through H as amended.

A. Minutes of the STA Board Meeting of January 9, 2013

Recommendation:

Approve STA Board Meeting Minutes of January 9, 2013.

B. Minutes of the STA Board Special Meeting of January 30, 2013

Recommendation:

Approve STA Board Meeting Minutes of January 30, 2013.

C. Draft Minutes of the TAC Meeting of January 30, 2013

Recommendation:

Approve Draft TAC Meeting Minutes of January 30, 2013.

D. Fiscal Year (FY) 2012-13 Second Quarter Budget Report

Recommendation:

Receive and file.

E. Proposition 1B Allocation for Replacement of 3 SolanoExpress Buses

Approve the following:

1. Allocation of \$2,360,202 of Prop. 1B-PTMISEA funds to SolTrans and allocation of \$581,467 of STAF as the local match to purchase three (3) intercity buses for SolanoExpress;
2. Designate two (2) SolanoExpress buses to Fairfield and Suisun Transit (FAST);
3. Designate one (1) SolanoExpress bus to Solano County Transit (SolTrans); and
4. Specify three (3) SolanoExpress buses for services on Routes, 30, 78, or 90 per agreement between STA and FAST and STA and SolTrans.

F. Dixon West B Street Pedestrian Undercrossing Construction Advertisement

Recommendation:

Approve the following authorizing the Executive Director to:

1. Advertise the project for construction, once the final funding authorization is obtained from Caltrans; and
2. Award the construction contract to the lowest responsive bidder contingent on the bids being within the authorized funding limit.

- G. **Status of Marketing Plan for SolanoExpress and SNCI Program**
Recommendation:
Authorize the STA Board Chair to appoint a SolanoExpress Marketing Sub-Committee.
- H. **Federal Transit Administration (FTA) Non-Urbanized Area Program Section**
Recommendation:
Approve the Federal Section 5311 Allocation for Solano County for FY 2012-13 as shown in Attachment B.

9. ACTION – FINANCIAL ITEMS

- A. **This item was tabled at the request of STA staff until a future meeting of the STA Board.**
Authorize Implementation of a Regional Measure 2 (RM 2) Project Implementation and Funding Strategy with the City of Vallejo for Vallejo Station, Curtola Park and Ride, and I-80 Express Lanes Projects

10. ACTION – NON-FINANCIAL ITEMS

- A. **Legislative Update**
Jayne Bauer provided an update on current legislation. She stated that STA staff met with staff members of our state legislators on January 28th in Sacramento and that STA is working with STA’s state legislative advocate, Gus Khouri of Shaw/Yoder/Antwih, Inc., to schedule meetings in February between STA Board members and our legislators at the State Capitol. She noted that these bills (SCA 4 and SCA 8) are identical measures that are aimed at lowering the voter threshold from 66% to 55% for local transportation sales tax measures. She noted that currently 19 counties have a local sales tax approved by their voters dedicated to transportation. These local measures are now providing nearly 70% of available resources for transportation financing in California.

Public Comments:

None presented.

Board Comments:

Board Member Patterson conveyed her strong support for these bills and their ability to cover funding for all modes of transportation.

Recommendation:

Adopt the following positions on legislative bills:

1. SCA 4 (Liu) – Support
2. SCA 8 (Corbett) – Support

On a motion by Board Member Patterson, and a second by Board Member Sperring, the STA Board unanimously approved the recommendation.

- B. **Status of State Route (SR) 12 East Safety Project**
Janet Adams provided an overview of State Route (SR) 12 East Safety Project. She stated that the second SR 12 East SHOPP project is ready to proceed and Caltrans has completed its environmental and design process, and has acquired most of the right-of-way needed. She commented that one property remains to be acquired and Caltrans has requested that the CTC approve a Resolution of Necessity (RON) to allow Caltrans to

initiate the Eminent Domain process for this remaining right-of-way needed for the project. She highlighted the Caltrans staff report for the January 8, 2013 CTC hearing, (Attachment A) and the Highway 12 Association letter in support of the property owner (Attachment B).

Board and Public Comments:

Board Member Sperring stated that Caltrans is responsible for establishing an applicable recommendation with the property owner. He suggested that if a solution cannot be made the STA should engage to prevent further delay of this project. He stated that the sequence should be to move forward with the project and wait for Caltrans to come back with a recommendation that the Board can respond to.

Board Member Richardson stated that a resolution was brought forth by the County whereas Cattey Lane would become a public road. . He stated that Robert Cattey would dedicate Cattey Lane and promised to maintain it and therefore allow Caltrans to establish a left turn pocket on a follow-up project.

Board Member Patterson expressed concerns on the drainage flood issues and that expediting this project may pose safety and future project construction problems.

Board Member Richardson responded that Caltrans had read the maps incorrectly. He stated that the wetland was not on Mr. Cattey's property and that they did not want water draining across State Route (SR) 12 onto another resident's property but that is the natural course of water flow supplying water to three surrounding wetlands in which cannot be blocked. He stated that Caltrans did not offer any solutions to the issue.

Daryl Halls provided background on the delays pertaining to this three phase corridor safety improvement approach. He stated that the delays were due to budget constraints and environmental challenges. He described the turn pocket option and its potential policy issues.

Mr. Robert Cattey, Rio Vista property owner, addressed the STA Board with ongoing concerns regarding Caltrans' final resolution and position on constructing a left turn pocket on SR 12 at Cattey Lane and potential flooding in the area. He described the congestion and camera footage of accidents occurring throughout this area. He stated that without a left turn pocket it is dangerous to his family and other employees. He proposed to Caltrans that closing the main entrance could be explored but has been unsuccessful with them. He stated that a meeting was held at his ranch last week with Mayor Richardson, County staff, and Caltrans to discuss options and he proposed construction of a culvert.

Board Member Patterson asked if the culvert will affect the feasibility of the project.

Board Member Richardson responded that it will not and noted that insertion of an intersection and changing Cattey Lane to a County Road is another option. He suggested to go with a larger culvert now and noted that closing the road could pose problems for emergency exits from Trilogy Golf Course.

Board Member Batchelor asked if based on the changes mentioned above would cause a revision of the CEQA for compliance.

Doanh Nguyen of Caltrans responded that any change in the work scope would require environmental clearance from associated agencies and would affect CEQA and require re-consulting from USFWS and the Water Board and noted that both sides of the highway in this area are flood zones. He recommended keeping the project as is to get the funding at the March CTC meeting and begin the project in 2014.

Board Member Patterson stated that the overall project needs to satisfy Caltrans, the property owner and the safety.

Board Member Richardson recommended that Caltrans re-examine the drainage issue.

Board Member Spring recommended sending a letter to CTC stating that this project needs to move forward with these improvements for the safety of daily drivers and ask the CTC to direct Caltrans to work with Solano County and the City of Rio Vista to find a solution to Mr. Cattey's concerns. He stated that the flooding issue also needs to be examined.

Board Member Patterson concurred and proposed to amend the recommendation to show that it is the direction of STA staff ask the CTC to direct Caltrans to work with the property owner and Solano County to resolve the issue raised by the property owner.

Recommendation:

Approve the following:

1. Authorize the Chair to forward a letter to the CTC supporting approval of the Caltrans Right of Necessity (RON) for the SR 12 East Safety Project *to move forward*; and
2. ~~Authorize the STA to work with Caltrans, the City of Rio Vista and the County of Solano to identify a viable solution to the access and safety issues that have been identified.~~ *Ask the CTC to direct Caltrans to work with the property owner and Solano County to resolve the issue raised by the property owner.*

On a motion by Board Member Spring, and a second by Board Member Richardson, the STA Board unanimously approved the recommendation as amended shown above in ~~strikethrough~~ *bold italics*.

C. OneBayArea Grant (OBAG) Candidate Projects Assessment and Funding Eligibility

Sam Shelton presented the OBAG Candidate Projects Assessment and Funding Source Eligibility. He stated that at the January 9, 2013 Board meeting discussion of the OBAG Candidate Projects Assessment Matrix, the STA Board tabled their action until their next meeting to allow the TAC members who were absent during the January 2, 2013 TAC meeting more time and opportunity to review the assessment. He added that on January 9, 2013, the City of Benicia submitted a comment letter requesting several changes to the OBAG Selection Criteria (Attachment D) and that STA staff recommends adjusting the criteria regarding "proportional equity" to criteria that describes how many different jurisdictions benefit from a project (Attachment E). He concluded that STA staff will score a project with a "yes" if that project benefits residents from multiple jurisdictions.

Public Comments:

None presented.

Board Comments:

Board Member Patterson asked what metric system was used for the “number of residents” criteria that would benefit pedestrians in areas with high volumes of traffic?

Sam Shelton referred Board Member Patterson to the last criteria definition found on page 124 of the STA Board packet, which describes that projects will be ranked “yes” if that project is located in areas with high volumes of county traffic and if that project provides service to large populations. He noted that this methodology was reviewed by the STA Board at their December 2012 meeting. Board Member Patterson stated that it would be useful if the metric for this criteria was included in the report.

Recommendation:

Approve the OneBayArea Grant (OBAG) Candidate Projects Assessment results as shown in Attachment E.

On a motion by Board Member Sperring, and a second by Vice-Chair Davis, the STA Board unanimously approved the recommendation.

D. Discussion of Agenda Topics for STA Board Retreat/Workshop

Daryl Halls provided an overview of the items to be discussed at the March 13th Board workshop. He stated that Caltrans, the Metropolitan Transportation Commission and the STA Technical Advisory Committee representatives will participate as guest speakers.

Public Comments:

None presented.

Board Comments:

Board Member Sperring supports the topics to be discussed.

Board Member Patterson suggested inviting other transportation agencies outside of Solano County such as TransForm to provide their input on Mobility Management.

Recommendation:

Approve the following:

1. Schedule a special STA Board Retreat for March 13, 2013 at 1:00 to 5:00 p.m.;
and
2. Request STA staff develop a draft meeting agenda for consideration by the STA Board at the meeting of February 13, 2013.

On a motion by Board Member Sperring, and a second by Board Member Richardson, the STA Board unanimously approved the recommendations.

11. INFORMATIONAL – DISCUSSION NECESSARY

A. Senate Bill (SB) 1339 – Regional Commuter Benefit

Judy Leaks reviewed the development of SB 1339 Regional Commuter Benefit which authorizes a four-year pilot program to enable the Bay Area Air Quality management District (BAAQMD) and the Metropolitan Transportation Commission (MTC) to jointly adopt a regional commute benefit requirement for employers with 50 or more full-time employees.

NO DISCUSSION NECESSARY

B. Status of Priority Development Area (PDA) Assessments and Investment Strategy

C. Development of Solano County Priority Conservation Areas (PCA) Pilot and Investment Strategy

D. Solano County Annual Pothole Report Development Update

E. Proposed Solano Community College Transportation Fee Program

F. Bicycle Advisory Committee (BAC) and Pedestrian Advisory Committee (PAC) Priority Projects Review

G. Funding Opportunities Summary

H. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2013

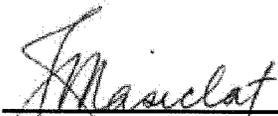
12. BOARD MEMBER COMMENTS

13. ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

A **STA Board Workshop** from 1:00 – 5:00 p.m. will be held at the Clubhouse, Rancho Solano Country Club, 3250 Rancho Solano Pkwy. in Fairfield prior to the regularly scheduled meeting of the STA Board at 6:00 p.m., **Wednesday, March 13, 2013, Suisun Council Chambers.**

Attested by:


Johanna Masiclat
Clerk of the Board

/March 4, 2013
Date



STA BOARD MEETING AGENDA
6:00 p.m., Regular Meeting
Wednesday, March 13, 2013
Suisun City Hall Council Chambers
701 Civic Center Drive
Suisun City, CA 94585

Mission Statement: To improve the quality of life in Solano County by delivering transportation system projects to ensure mobility, travel safety, and economic vitality.

Public Comment: Pursuant to the Brown Act, the public has an opportunity to speak on any matter on the agenda or, for matters not on the agenda, issues within the subject matter jurisdiction of the agency. Comments are limited to no more than 3 minutes per speaker unless modified by the Board Chair, Gov't Code § 54954.3(a). By law, no action may be taken on any item raised during the public comment period (Agenda Item IV) although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency. **Speaker cards are required in order to provide public comment. Speaker cards are on the table at the entry in the meeting room and should be handed to the STA Clerk of the Board. Public comments are limited to 3 minutes or less.**

Americans with Disabilities Act (ADA): This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact Johanna Masiclat, Clerk of the Board, at (707) 424-6008 during regular business hours at least 24 hours prior to the time of the meeting.

Staff Reports: Staff reports are available for inspection at the STA Offices, One Harbor Center, Suite 130, Suisun City during regular business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. You may also contact the Clerk of the Board via email at jmasiclat@sta-snci.com. **Supplemental Reports:** Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the STA Clerk of the Board and copies of any such supplemental materials will be available on the table at the entry to the meeting room.

Agenda Times: Times set forth on the agenda are estimates. Items may be heard before or after the times shown.

ITEM

BOARD/STAFF PERSON

- | | |
|---|--------------------|
| <p>1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
(6:00 – 6:05 p.m.)</p> | <p>Chair Hardy</p> |
| <p>2. CONFIRM QUORUM/ STATEMENT OF CONFLICT
An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.</p> | <p>Chair Hardy</p> |

STA BOARD MEMBERS

Steve Hardy Chair	Osby Davis Vice-Chair	Elizabeth Patterson	Jack Batchelor, Jr.	Harry Price	Norman Richardson	Pete Sanchez	Jim Spering
City of Vacaville	City of Vallejo	City of Benicia	City of Dixon	City of Fairfield	City of Rio Vista	City of Suisun City	County of Solano

STA BOARD ALTERNATES

Dilenna Harris	Hermie Sunga	Alan Schwartzman	Dane Besneatte	Rick Vaccaro	Constance Boulware	Mike Hudson	Erin Hannigan
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3. APPROVAL OF AGENDA

4. OPPORTUNITY FOR PUBLIC COMMENT

(6:05 – 6:10 p.m.)

5. EXECUTIVE DIRECTOR’S REPORT – Pg. 7

Daryl K. Halls

(6:10 – 6:15 p.m.)

6. COMMENTS FROM CALTRANS, THE METROPOLITAN TRANSPORTATION COMMISSION (MTC), AND STA

(6:15 – 6:45 p.m.)

A. Proclamation of Appreciation for Larry Mork

Chair Hardy

B. Proclamation of Appreciation for Sam Shelton

C. Directors Report

1. Planning

Robert Macaulay

2. Projects

Janet Adams

3. Transit/Rideshare

Liz Niedziela/Judy Leaks

7. CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

(Note: Items under consent calendar may be removed for separate discussion.)

(6:45 - 6:50 p.m.)

A. Minutes of the STA Board Meeting of February 13, 2013

Johanna Masiclat

Recommendation:

Approve STA Board Meeting Minutes of February 13, 2013.

Pg. 13

B. Draft Minutes of the TAC Meeting of February 27, 2013

Johanna Masiclat

Recommendation:

Approve Draft TAC Meeting Minutes of February 27, 2013.

Pg. 23

C. Draft Minutes of the TAC Special Meeting of March 6, 2013

Johanna Masiclat

Recommendation:

Approve Draft TAC Meeting Minutes of March 6, 2013.

Pg. 29

D. SolanoExpress Intercity Transit Consortium 2013 Work Plan

Liz Niedziela

Recommendation:

Approve the SolanoExpress Intercity Transit Consortium 2013 Work Plan as shown on Attachment B.

Pg. 31

E. Solano County Transit (SolTrans) Amended Fiscal Year (FY) 2012-13 Transportation Development Act (TDA)

Liz Niedziela

Recommendation:

Approve the SolTrans Amended FY 2012-13 TDA Claim for \$594,200 for capital projects.

Pg. 37

- F. Fiscal Year (FY) 2013-14 Transportation Fund for Clean Air (TFCA) 40% Program Manager Funds** Robert Guerrero
Recommendation:
Approve the following:
1. \$220,000 from FY 2013-14 TFCA Program Manager Funds for the Solano Napa Commuter Information Program; and
 2. Authorize the Executive Director to issue a call for projects for the remaining balance of FY 2012-13 TFCA Program Manager Funds in the amount of \$75,000.
- Pg. 41**
- G. Solano Bicycle Advisory Committee (BAC) and Pedestrian Advisory Committee (PAC) Member Appointments** Sara Woo
Recommendation:
Appoint the following for a three-year term:
1. Mike Segala to the BAC representing Solano County;
 2. Barbara Wood to the BAC representing member-at-large; and
 3. Kathy Hoffman to the PAC representing Bay Area Ridge Trail Council.
- Pg. 43**
- H. Contract Amendment I-80/I-680/State Route (SR) 12 Interchange – Initial Construction Project Final Design and Construction Design Support** Janet Adams
Recommendation:
Approve a contract amendment for Mark Thomas & Co. in the not-to-exceed amount of \$1,450,000, to cover final design and engineering services during construction for the I-80/I-680/SR12 Interchange – Initial Construction Package.
- Pg. 49**
- I. Allocation Request - I-80/I-680/State Route (SR) 12 Interchange Project** Janet Adams
Recommendation:
Approve the attached Resolution 2013-11 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$0.9 million in Regional Measure 2 or AB1171 funds for the I-80/I-680/SR 12 Interchange Project - ICP for Final Design (PS&E) phase.
- Pg. 55**
- J. Jepson Parkway Implementation** Janet Adams
Recommendation:
Approve the following:
1. Authorize STA to be the Co-Lead for the Right-of-Way for Segment 1 of the Jepson Parkway Project; and
 2. Designate the Executive Director to execute right-of-way documents and contracts for Segment 1 of the Project consistent with the intent of this item.
- Pg. 73**

8. ACTION FINANCIAL ITEMS

- A. STA's Fiscal Year (FY) 2012-13 Mid-Year Budget Revision** Daryl Halls
Susan Furtado
Recommendation:
Adopt the STA's FY 2012-13 Mid-Year Budget Revision as shown in Attachment A.
(6:50 – 6:55 p.m.)
Pg. 75
- B. Interim Solano Intercity Bus Replacement Funding Plan** Nancy Whelan,
Transit Consultant
Recommendation:
Approve the interim Solano Intercity Bus Replacement Funding Plan as follows:
1. The cost sharing and funding plan for 28 intercity bus replacement over the next 10 years using the formula from the Intercity Transit Funding Agreement as shown in Attachment A;
 2. The STA commit to providing 20% of the funding plan over the next 10 years;
 3. Request MTC fund 20% of the Solano Intercity Bus Replacement Funding Plan as specified in Attachment A;
 4. The other members of the Intercity Transit Funding Group support providing the remaining 60% of the funding plan as specified in Attachment A; and
 5. Request that MTC release reserved FY 2014 Section 5307 funds for the Fairfield, Vacaville, and Vallejo urbanized areas based on the interim cost sharing and funding plan.
- (6:55 – 7:00 p.m.)
Pg. 79
- C. Allocation of OneBayArea Grant (OBAG) Project Funds** Sam Shelton
Recommendation:
Approve the STA OneBayArea Grant (OBAG) Funding Strategy as shown in Attachment F.
(7:00 – 7:15 p.m.)
Pg. 83
- D. Allocation of Priority Development Area (PDA) and Surface Transportation Program (STP) Planning Funds** Robert Guerrero
Approve the following planning projects for MTC/STA PDA Planning Funds and remaining STP funds:
1. MTC PDA Planning Fund:
 - A. \$163,000 to City of Suisun City for the Downtown Waterfront Specific Plan
 - B. \$850,000 to City of Fairfield for the Downtown and West Texas Street PDA
 2. STA STP Planning Fund
 - A. \$250,000 to City of Benicia for the Benicia Industrial Park Transportation Plan

B. \$75,000 to the City of Dixon for a Downtown Specific Plan

C. \$161,000 to the City of Rio Vista for a Downtown Specific Plan.

(7:15 – 7:20 p.m.)

Pg. 125

E. Allocation of Priority Conservation Area (PCA) Project and Planning Funds

Robert Guerrero

Recommendation:

Forward a recommendation to the STA Board to approve the following project and plan for PCA fund allocation:

1. \$1.175 million for the County of Solano for the Suisun Valley Farm to Market Phase I Project; and
2. \$75,000 for a Solano PCA Assessment Plan.

7:20 – 7:25 p.m.)

Pg. 135

9. ACTION NON-FINANCIAL ITEMS

A. Legislative Update

Jayne Bauer

Recommendation:

Approve the following:

1. Authorize the Executive Director to seek amendments to include Solano County in AB 935 (Frazier); and
2. Add to the 2013 STA Legislative Priorities and Platform under Section V. Ferry:

Seek legislation to specify that Solano County will have a statutorily-designated representative on the WETA Board.

(7:25 – 7:30 p.m.)

Pg. 143

B. Solano Comprehensive Transportation Plan (CTP) Solano CTP Review for 2005 to 2012 Chapter

Robert Macaulay

Recommendation:

Approve the Solano CTP Past Activities Chapter as shown in Attachment A.

(7:30 – 7:35 p.m.)

Pg. 239

10. INFORMATIONAL –NO DISCUSSION NECESSARY

A. Project Delivery Update and 2013 TIP Development
Pg. 241

Jessica McCabe

B. Transit Performance Initiative (TPI)
Pg. 251

Liz Niedziela

C. Funding Opportunities Summary
Pg. 263

Sara Woo

**D. STA Board and Advisory Committee Meeting Schedule
for Calendar Year 2013**
Pg. 269

Johanna Masiclat

11. BOARD MEMBERS COMMENTS

12. ADJOURNMENT

The next regularly scheduled meeting of the STA Board at **6:00 p.m., Wednesday, April 10, 2013**, Suisun Council Chambers.

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : March 12, 2013

TO : Mayor Patterson
Council Member Hughes

FROM : Director of Public Works

SUBJECT : **SOLANO COUNTY WATER AGENCY**

The following information is provided for your committee report at the March 19, 2013 City Council meeting.

The draft minutes of the February 14, 2013 meeting are attached along with the agenda for the March 14, 2013 meeting. The SCWA also has a Delta Committee that typically meets each month directly before the regular SCWA meeting. The next meeting date is April 11, 2013 and the agenda for that meeting is not currently available.

Attachments:

- ❑ SCWA Minutes for February 14, 2013
- ❑ SCWA Meeting Agenda for March 14, 2013

**SOLANO COUNTY WATER AGENCY
BOARD OF DIRECTORS MEETING MINUTES**

MEETING DATE: February 14, 2013

The Solano County Water Agency Board of Directors met this evening at the Solano County Water Agency. Present were:

Mayor Jack Batchelor, City of Dixon
Mayor Harry Price, City of Fairfield
Mayor Pete Sanchez, City of Suisun City
Mayor Elizabeth Patterson, City of Benicia
Mayor Steve Hardy, City of Vacaville
Mayor Elizabeth Patterson, City of Benicia
Mayor Norm Richardson, City of Rio Vista
Supervisor Erin Hannigan, Solano County District 1
Supervisor Linda Seifert, Solano County District 2
Supervisor Jim Spering, Solano County District 3
Supervisor John Vasquez, Solano County District 4
Supervisor Skip Thomson, Solano County District 5
Director Bob Bishop, Solano Irrigation District
Manager Don Holdener, Maine Prairie Water District
Director Dale Crossley, Reclamation District No. 2068

CALL TO ORDER

The meeting was called to order at 7:00 P.M. by Chairman Spering.

APPROVAL OF AGENDA

On a motion by Supervisor Hannigan and a second Mayor Price the Board unanimously approved the agenda.

PUBLIC COMMENT

There were no public comments.

CONSENT ITEMS

On a motion by Supervisor Seifert and a second Mayor Batchelor the Board approved the following Consent Items.

- (A) Minutes
- (B) Expenditure Approvals

WELCOME ASSEMBLYMEMBER JIM FRAZIER

Newly elected Assembly Member for the 11th District, Jim Frazier gave an introduction to the Board. He is a member on the Assembly Accountability & Administrative Review, Insurance, Transportation, and Water, Parks & Wildlife committees. Mr. Frazier expressed his gratitude to the Board Members for their assistance in educating him on Solano County issues. Mr. Frazier described his passion for the Delta and its interests and also for CEQA reform. Mr. Frazier was appointed by the Speaker of the House to be a State representative on the Delta Protection Commission and the State Public Works Board. He looks forward to working with the Board on water matters.

The chair briefly adjourned the meeting to allow Assembly Member Frazier to meet Board members.

BOARD MEMBER REPORTS

There were no Board Member reports.

GENERAL MANAGER'S REPORT

There were no additions to the written report.

DELTA REPORT

General Manager Okita gave the Board a presentation on the status of key Delta activities. He focused mainly on the Bay Delta Conservation Plan (BDCP), but briefly reported on the Delta Stewardship Council Delta Plan, the State Water Project/Central Valley Project Biological Opinions and the 2014 Water Bond. Solano's main Delta interests are water quality, Delta levees/flood control, economic impacts on agriculture and the NBA Alternate Intake Project. David reviewed the current status of BDCP and current issues internal and external to BDCP. Bill Emlen, Director of the County Resource Management Department, explained the Cache Slough Study that will look at local impacts of habitat restoration projects. This study is funded by the water contractors and SCWA. Supervisor Thomson reported on the Washington DC trip of the Delta Counties Coalition. The Board reaffirmed the current Delta strategy of identifying local concerns and negotiating mitigation for local impacts.

OUTREACH TO STATE LEGISLATORS

At the January meeting the Board approved the Executive Committee to develop a draft report to introduce State Legislators on the Agency's current issues. A draft Annual Report to the State Legislators has been prepared for review by the Board Members. Chairman Sperring requested that the Board Members review the draft and provide comments. Chairman Sperring acknowledged the talented efforts of SCWA Administrative Assistant Sandra McLean on the project.

SWEENEY CREEK HOME RAISING PROGRAM

Eight years ago the Board, upon recommendation of the Flood Control Advisory Committee implemented a Home Raising Program as a solution to chronic flooding on Sweeney Creek. Presently, the landowner is responsible for the costs to determine if their home meets the criteria to be eligible for the Program. The Flood Control Advisory Committee recommends allowing survey and design costs, up to \$5,000, with a 20% landowner share to be an eligible project cost, to help the landowner determine if the program would be beneficial. These are funds that will be advanced by SCWA, without raising the \$25,000 per landowner limit for the Program. On a motion by Mayor Sanchez and a second by Mayor Richardson the Board unanimously approved the modification to the Sweeney Creek Home Raising Program to allow up to a \$5,000 advancement, with a 20% cost share, to eligible landowners for survey and design costs.

TIME AND PLACE OF NEXT MEETING

The next regularly scheduled meeting will be Thursday, March 14th, 2013 from 6:30 – 7:00 P.M. at the Solano County Water Agency offices. City County Coordinating Council is planned to meet at 7:00 P.M.

ADJOURNMENT

This meeting of the Solano County Water Agency Board of Directors was adjourned at 8:38 P.M.

David B. Okita, General Manager
and Secretary to the Board of Directors of the
Solano County Water Agency

SOLANO COUNTY WATER AGENCY



BOARD OF DIRECTORS:

Chair:

Supervisor Jim Spring
Solano County District 3

Vice Chair:

Mayor Harry Price
City of Fairfield

Mayor Jack Batchelor
City of Dixon

Director Bob Bishop
Solano Irrigation District

Director Dale Crossley
Reclamation District No. 2068

Mayor Osby Davis
City of Vallejo

Supervisor Erin Hannigan
Solano County District 1

Mayor Steve Hardy
City of Vacaville

Mayor Elizabeth Patterson
City of Benicia

Mayor Norm Richardson
City of Rio Vista

Director Gene Robben
Maine Prairie Water District

Mayor Pete Sanchez
City of Suisun City

Supervisor Linda Seifert
Solano County District 2

Supervisor Skip Thomson
Solano County District 5

Supervisor John Vasquez
Solano County District 4

GENERAL MANAGER:

David Okita, PE
Solano County Water Agency

BOARD OF DIRECTORS MEETING

DATE: Thursday, March 14, 2013

TIME: 6:30 -7:00 p.m. (Note: There is a CCCC meeting this month)

PLACE: Berryessa Room
Solano County Water Agency Office
810 Vaca Valley Parkway, Suite 203
Vacaville

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF AGENDA**

4. **PUBLIC COMMENT**

Limited to 5 minutes for any one item not scheduled on the Agenda.

5. **CONSENT ITEMS**

(A) Minutes: Approval of the Minutes of the Board of Directors meeting of February 14, 2013 is recommended.

(B) Expenditure Approvals: Approval of the February checking account register is recommended.

(C) **Increase Contract Amount for Education Programs:**

1. Approval of Amendment #3 to agreement with ZunZun to increase contract amount by \$5,000 from \$75,000 to \$80,000 for the Solano School Education Program is recommended.

810 Vaca Valley Parkway, Suite 203
Vacaville, California 95688
Phone (707) 451-6090 • FAX (707) 451-6099
www.scwa2.com



VIII.B.9.5

2. Approval of Amendment #3 to agreement with Ursula Heffernon to increase contract amount by \$5,500 from \$27,500 to \$33,000 for the Solano County High School Education Program is recommended.

(D) MOU for Upper Reach of Putah Creek Restoration Project: Authorization for Chairman to execute a memorandum of understanding with the Yolo Basin Foundation to specify tasks for SCWA in its role as lead CEQA Agency for upper portion of “Lower Putah Creek Restoration from the Toe Drain to Putah Diversion Dam” grant project managed by the Yolo Basin Foundation is recommended.

(E) Amendment to Agreement with DWR for Funding Alternate Intake Project: Authorize General Manager to execute Amendment No. 2 to the “Agreement for Funding Among the Department of Water Resources, Solano County Water Agency and Napa County Flood Control and Water Conservation District for the Cost of Environmental Analysis, Planning and Design of the North Bay Aqueduct Alternate Intake Project” to extend the term of the agreement from December 31, 2012 to December 31, 2014.

6. BOARD MEMBER REPORTS

RECOMMENDATION: For information only.

7. GENERAL MANAGER’S REPORT

RECOMMENDATION: For information only.

8. LEGISLATION

RECOMMENDATIONS:

1. Hear report from Board members and staff on legislative visits held on February 26.
2. Support SB 735 (Delta HCP exemption from Delta Plan), SB 750 (Water meters multi-unit structures), and SB 42 (Water Bond).

9. DELTA REPORT

RECOMMENDATION: Hear report from Supervisor Thomson on activities of Delta Counties Coalition and Delta Protection Commission.

10. SCWA AUDIT

RECOMMENDATION: Accept fiscal year 2011-2012 audit and staff response to findings.

11. TIME AND PLACE OF NEXT MEETING

Thursday, April 11, 2013 at 7:00 pm at the SCWA offices.

The Full Board of Directors packet with background materials for each agenda item can be viewed on the Agency's website at www.scwa2.com.

Any materials related to items on this agenda distributed to the Board of Directors of Solano County Water Agency less than 72 hours before the public meeting are available for public inspection at the Agency's offices located at the following address: 810 Vaca Valley Parkway, Suite 203, Vacaville, CA 95688. Upon request, these materials may be made available in an alternative format to persons with disabilities.

Mar.2013.bod.agd

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : March 5, 2013

TO : Vice Mayor Campbell
Council Member Schwartzman

FROM : Director of Public Works

SUBJECT : **TRAFFIC, PEDESTRIAN AND BICYCLE SAFETY (TPBS) COMMITTEE**

The following is provided as your committee report for the March 19, 2013 City Council meeting.

The last TPBS Committee meeting was held on October 18, 2012. The January 17, 2013 meeting was cancelled.

The updated Safe Routes to School routes have finalized and are scheduled for City Council approval at the March 19, 2013 meeting.

The next regularly scheduled TPBS Committee meeting is set for Thursday, April 18, 2013 at 7:00 pm in the Commission Room.

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : March 7, 2013

TO : Vice Mayor Campbell
Council Member Schwartzman

FROM : City Manager

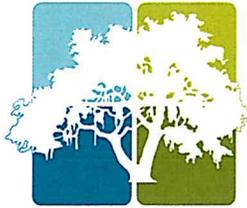
SUBJECT : **TRI-CITY AND COUNTY COOPERATIVE PLANNING GROUP**
"SOLANO OPEN SPACE"

The following information is provided for your committee report at the March 19, 2013 Council meeting.

The next Tri-City and County Cooperative Planning Group meeting is scheduled for March 11, 2013. The agenda is attached for your reference.

Attachment:

- March 11, 2013 Agenda



SOLANO OPEN SPACE

AGENDA

JOINT GOVERNING BOARD / CITIZENS ADVISORY COMMITTEE MEETING

March 11, 2013

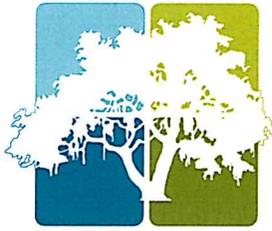
Solano County Administration Center
675 Texas St., Fairfield, CA
Multi Purpose Room, #1600

7:15 p.m.

1. Roll Call
2. **Approval of Agenda**
3. Introductions
4. Public Comment
5. **Approval of Minutes from November 19, 2012**
6. Update on Benicia State Park (Bob Berman)
7. Update on Hiddenbrooke Park (SLT/Vallejo staff)
8. Update on Solano Land Trust Activities (SLT Staff)
9. Solano County Land Acquisition Project (Earmark)
10. Regional Park Issues: Report/Discussion (Subcommittee)
11. Update on Lynch Canyon Sign Installation (Staff)
12. Spring Tour 2013 (SLT/Staff)
 - a. Confirm April 20, 2013 event at Rockville Trails
 - b. Logistics: Time, food, invites, etc.
13. Future Agenda Items/Closing Remarks/Adjourn

Attachments:

November 19, 2012 Minutes
Updated SOS Roster



SOLANO OPEN SPACE

JOINT GOVERNING BOARD/ CITIZENS ADVISORY COMMITTEE MINUTES

November 19, 2012

1. Roll Call

Governing Board Members:

Supervisor Seifert, Mayor Patterson,
Councilperson Hannigan, Councilperson Moy

Citizen's Advisory Committee:

Bob Berman, Harry Englebright, Patricia Gatz,
Bob Webb, Dan Smith, Alice Plutchok, Karlyn
Lewis, Teri Booth

Staff Present:

Brian Miller, City of Fairfield; Bill Tuikka, City of
Vallejo; Matt Walsh, Solano County; Bill Emlen,
Solano County

Others Present:

Sue Wickham, Solano Land Trust; Natalie Dumont,
Solano Land Trust; Janet Mackey, SLT.

2. Approval of Agenda

The agenda was approved.

3. Introductions

Supervisor Seifert welcomed the Governing Board, CAC, staff and interested parties to the meeting and asked that they introduce themselves.

4. Public Comment

None

5. Approval of Minutes of June 11, 2012

The minutes of June 11, 2012 were approved.

6. Updates on Benicia State Park

Mr. Berman reported that the Benicia State Parks are still open. He stated that the two state parks will remain open, at least through June 2013. Volunteer help continues to be needed for ongoing maintenance. Mayor Patterson stated that she was happy with the cooperation of agencies and citizens and should be continued. Supervisor Seifert indicated that the legislators were instrumental in keeping the parks open. A State Park Foundation event was held to focus on local State Parks which was very successful.

7. Update on Hiddenbrooke Park (Orchards)

Bill Tuikka provided an update and referenced the next community meeting to be held on December 3, 2012 at 6:30pm. Vallejo staff noted that the current plans are very conceptual in nature and will be hashed out in more detail. Bob Berman expressed concern that trail access may not be addressed enough. It was generally agreed that Jill Mercurio with the City may need more information and background relating to the old lawsuit settlement. Bill Tuikka stated that could provide this information to Jill. Councilperson Hannigan indicated that these concerns can be addressed now, in the planning stage, rather than later. Bill Tuikka will work with Jill Mercurio as needed.

8. Updates on Solano Land Trust Activities

Sue Wickham and Natalie Dumont provided an update of the various upcoming events at Lynch Canyon, King-Swett Ranch, Rush Ranch, and other SLT properties.

All present noted the installation of the freeway directional signs to Lynch Canyon. Jim Syar and James Irvine were jointly praised for their time and effort to get the signs made and installed. It was agreed that a letter from the SOS Governing Board and CAC should be sent to Jim and James, thanking them for their assistance. Harry Englebright reminded the group that three local signs are still needed to provide directional assistance to travelers to Lynch Canyon.....one sign at Red Top/McGary Rd, one sign at Hiddenbrooke/McGary Rd, and one sign westbound at McGary/Lynch Road. Bill Emlen indicated that he would work with County Public Works to see if the County can make the necessary signs.

9. Solano County Land Acquisition Project (Earmark)

Sue Wickham provided an update on the George Miller earmark. County Public Works staff is taking the lead. They are currently working with their consultant to do an environmental assessment of the three parcels directly west of Lynch Canyon. It is anticipated that this will be completed soon and submitted to Caltrans for their approval early next year. Following that, the appraisal and property negotiations will occur.

10. Regional Park Issues (Discussion by Subcommittee)

Ongoing efforts were discussed by the subcommittee members. These efforts include continued upkeep of the SOS website by Karlyn Lewis and the Lynch Canyon sign installation.

11. 2012-2013 Budget

Brian Miller provided an update of the proposed 2012-2013 budget. The budget was unanimously approved without changes.

12. Spring 2013 Tour and Update at Rockville Trails

The group discussed a date for the Spring 2013 Tour at Rockville Trails. It was tentatively decided to schedule the tour for April 20, 2013.

13. Future Agenda Items/Closing Remarks/Adjourn

- Ongoing updates of Benicia State Parks status
- Hiddenbrooke/Orchards Update
- Update on local sign installation

Meeting was adjourned at 8:30pm.

DRAFT

TRI-CITY AND COUNTY COOPERATIVE GROUP MEMBERSHIP ROSTER

(February 27, 2013)

GOVERNING BOARD

Solano County	Fairfield	Benicia	Vallejo
<p>Erin Hannigan 675 Texas St #6500 Fairfield CA 94533 ehannigan@solanocounty.com</p> <p>707-853-3823 - cell</p>	<p>Catherine Moy 3089 Potrero Way Fairfield, CA 94534 (707) 249-3566</p> <p>catmoy@ymail.com</p>	<p>Elizabeth Patterson c/o City of Benicia 250 E L Street Benicia, CA 94510 elizabeth.patterson@ci.benicia.ca.us</p> <p>elopato@comcast.net</p>	<p>Jesus "Jess" Malagpo</p> <p>jmalgapo@ci.vallejo.ca.us</p> <p>Alternate: Marti Brown 213 Mayo Avenue Vallejo CA 94590 707 704-2688 (cell) mbrown@ci.vallejo.ca.us</p>

PLANNERS GROUP

<p>Matt Walsh County of Solano 675 Texas St., #5500 Fairfield, CA 94533-6341 784-6765 / 784-4805 mwalsh@solanocounty.com</p> <p>Diane Gilliland djgilliland@solanocounty.com</p>	<p>Brian Miller City of Fairfield 1000 Webster Street Fairfield, CA 94533 428-7446 / 428-7621 (fax) bkmiller@fairfield.ca.gov</p>	<p>Amy E. Million City of Benicia Community Development Department 250 East L Street Benicia, CA 94510 amillion@ci.benicia.ca.us</p>	<p>Bill Tuikka City of Vallejo 555 Santa Clara Street Vallejo, CA 94590 648-4326 / 552-0163 (fax) btuikka@ci.vallejo.ca.us</p>
<p>Shane McAfee GVRD 395 Amador Street Vallejo, CA 94590 648-4603 smcaffee@gvrd.org</p>	<p>Nicole Byrd/ Sue Wickham Natalie DuMont Solano Land Trust 1001 Texas St. #C Fairfield, CA 94533 432-0150x207/201 nicole@solanolandtrust.org sue@solanolandtrust.org volunteer@solanolandtrust.org</p>	<p>Dan Sykes Parks Services Mgr. 675 Texas Street Suite 5500 Fairfield, CA 94533 (707) 784-3118 drsykes@solanocounty.com</p>	

MANAGERS GROUP

Solano County	Fairfield	Benicia	Vallejo
<p>Birgitta Corsello, County Administrator County of Solano 675 Texas Street Suite 6500 Fairfield, CA 94533 421-6100 / 421-7975 (fax) bcorsello@solanocounty.com</p> <p>Jodene F. Nolan County Administrator's Office jfnolan@solanocounty.com</p> <p>Emily Combs eacombs@solanocounty.com</p>	<p>Sean Quinn City Manager City of Fairfield 1000 Webster Street Fairfield, CA 94533 428-7402 squinn@fairfield.ca.gov</p>	<p>Brad Kilger City Manager City of Benicia 250 E. L Street Benicia, CA 94510 746-4210 747-8120 (fax) bkilger@ci.benicia.ca.us</p>	<p>Dan Keen City Manager City of Vallejo 555 Santa Clara Street Vallejo, CA 94590 648-4575 / 648-4426 fax dkeen@ci.vallejo.ca.us</p>
<p>Bill Emlen Director Resource Management 675 Texas St., #5500 Fairfield, CA 94533-6341 784-6765 / 784-4805 wfemlen@solanocounty.com</p>	<p>Erin Beavers Community Development Director City of Fairfield 1000 Webster Street Fairfield, CA 94533 428.7461 ebeavers@fairfield.ca.gov</p>	<p>Charlie Knox Planning Director City of Benicia 250 E. L Street Benicia CA 94510 cknox@ci.benicia.ca.us</p>	<p>Ursula Luna-Reynosa Economic Development Director City of Vallejo 555 Santa Clara St. Vallejo, CA 94590 648-4382 uluna@ci.vallejo.ca.us</p>

CITIZEN'S ADVISORY COMMITTEE

Solano County	Fairfield	Benicia	Vallejo
<p>Ramon Castellblanch 508 Laurel Ct Benicia, CA 94510 707 747-6763 ramonc@sfsu.edu</p>	<p>Karlyn Lewis 118 E. Tennessee Fairfield, CA 94533 426-3179 klewis@jimbabwe.com</p>	<p>Dan Smith 365 Military East Benicia, CA 94510 747-6706 hm smithdandy@aol.com</p>	<p>Teri Booth 4167 Summer Gate Ave. Vallejo, CA 94591 teri.booth@hotmail.com</p>
<p>Harry Englebright 1903 Austin Ct Fairfield Ca 94533-1470 707-425-9770 henglebright@comcast.net</p>	<p>Brian Travis 2859 Shelter Hill Drive Fairfield, CA 94534. Brn_trvs@yahoo.com</p>	<p>Bob Webb 438 Greenbrier Court Benicia, CA 94510 747-6806 home RMWebb438@gmail.com</p>	<p>Patricia L. Gatz P.O. Box 324 Vallejo CA 94590 644-2943 pgatz@scronline.com</p>
<p>Alice Plutchok 639 Virginia Street Vallejo, CA 94590 552-8881 aaplus@sbcbglobal.net</p>	<p>Elizabeth Moses P.O. Box 270 Fairfield, CA 94533 mzmozes@yahoo.com</p>	<p>Bob Berman 250 West K. Street Benicia, CA 94510 745-5845 wk 745-3357 hm</p>	<p>Jim Syar Syar Industries P. O. Box 2540 Napa, CA 94558 252-8711 /265-0584 fax jsyar@syar.com</p>

Interested Parties

<p>Tom Kambe / Dave Dolter A.D. Seenohomes Construction 4021 Port Chicago Hwy P.O. Box 4113 Concord, CA 94524-4113 (925) 671-7711 tkambe@seenohomes.com ddolter@seenohomes.com</p>	<p>Craig Snider Chairman Sky Valley Committee 793 Carsten Circle Benicia, CA 94510 craigandlee@sbcglobal.net</p>	<p>Robert Plath Sky Valley Committee 465 West I Street Benicia, CA 94510 carolynplath2003@yahoo.com</p>	<p>Jennifer Deal Sky Valley Committee 680 West J Street Benicia, CA 94510 anideal@juno.com</p>
<p>John Furtado Jr. Vice Chairman Sky Valley Committee 320 St. Augustine Court Benicia, CA 94510 furtadojr@aol.com</p>	<p>Mark Hughes Council Representative Sky Valley Committee 881 Corcoran Court Benicia, CA 94510 mhughes@ci.benicia.ca.us</p>	<p>Robert Perlmutter Shute, Mihaly, & Weinberger 396 Hayes Street San Francisco, CA 94102 (415) 552-7272 (415) 552-5816 (fax) perlmutter@smwlaw.com</p>	

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : March 12, 2013

TO : Mayor Patterson
Council Member Hughes

FROM : City Manager

SUBJECT : **VALERO COMMUNITY ADVISORY PANEL (CAP)**

The following information is provided for your committee report at the March 19, 2013 Council meeting.

The CAP meets quarterly at 6:30 p.m. at the refinery at 610 Industrial Way. The next meeting is scheduled for March 20, 2013.

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORT

DATE : March 12, 2013

TO : Mayor Elizabeth Patterson
Council Member Christina Strawbridge
Council Member Mark Hughes

FROM : Youth Action Coalition

SUBJECT : **YOUTH ACTION COALITION**

The following information is provided for your committee report at the March 19, 2013 Council meeting.

The Benicia Youth Action Coalition met on February 27, 2013. Minutes for that meeting are unavailable. The next meeting is scheduled on March 27, 2013 at 3:30 p.m. in the Commission Room.

**AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : March 11, 2013
TO : City Council
FROM : Mayor Patterson
SUBJECT : **ABAG/CAL FED TASK FORCE/BAY AREA WATER FORUM**

The following information is provided for your committee report at the March 19, 2013 City Council meeting.

The Bay Area Water Forum's last meeting was held on March 26, 2012.

This was the last meeting of the Bay Area Water Forum for 2012, due to a lack of funding.

AGENDA ITEM
CITY COUNCIL MEETING: MARCH 19, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : March 6, 2013

TO : Mayor Patterson
Council Member Hughes
Council Member Schwartzman

FROM : Finance Director

SUBJECT : **SOLANO COUNTY TRANSIT BOARD MEETING**

The following information is provided for your committee report at the March 19, 2013 Council meeting.

The Solano County Transit Joint Powers Authority held a regular meeting on February 21, 2013 in the City of Vallejo City Council Chambers. The meeting highlights were not available at the time this report was prepared; however, the agenda is attached. The meeting highlights from the January 17, 2013 meeting are also attached.

The next regular meeting of the SolTrans Board is scheduled for Thursday, March 21, 2013 at 4:00 p.m. and will be held in the City of Benicia City Council Chambers. The agenda for this meeting was not available as of the date of this report.

Attachment:

- February 21, 2013 SolTrans Board Meeting Agenda
- January 17, 2013 SolTrans Board Meeting Highlights



SOLANO COUNTY TRANSIT
Board Minutes for Meeting of
January 17, 2013

1. CALL TO ORDER

Chair Patterson called the meeting of the SolTrans Board to order at 4:00 p.m. A quorum was confirmed.

DIRECTORS	Elizabeth Patterson, Mayor	City of Benicia, Chair
PRESENT:	Mark Hughes, Councilmember	City of Benicia
	Stephanie Gomes, Councilmember	City of Vallejo, Alternate
	Jim Spering, Supervisor,	MTC Representative
	County of Solano	

DIRECTORS		
ABSENT:	Osby Davis, Mayor	City of Vallejo
	Pete Sanchez, Mayor	Ex-Officio – STA Representative

STAFF

PRESENT:	<i>In Alphabetical Order by Last Name:</i>	
	Mona Babauta	SolTrans Executive Director
	Bernadette Curry	SolTrans Legal Counsel
	Suzanne Fredriksen	SolTrans Clerk of the Board
	Angie Perkins Haslam	SolTrans Program Analyst
	Philip Kamhi	SolTrans Planning & Operations Manager
	Elizabeth Romero	SolTrans Program Analyst
	Erwin Santos	SolTrans Accountant
	Ward Stewart	SolTrans Program Analyst

OTHERS

PRESENT:	<i>In Alphabetical Order by Last Name:</i>	
	Derik Calhoun	MV Transportation
	Gary Gottschall	MV Transportation
	Daryl Halls	Solano Transportation Authority
	Liz Niedziela	Solano Transportation Authority
	Sofia Recalde	Solano Transportation Authority
	Mike Roberts	City of Benicia
	Daniel Smith	SolTrans Public Advisory Committee
	Jim Sveum	Teamsters 315
	Kathy Walsh	SolTrans Public Advisory Committee

3. APPROVAL OF AGENDA

On a motion by Director Spering, and a second by Director Hughes the SolTrans JPA Board unanimously approved the agenda.

A quorum was confirmed by the Clerk of the Board. There was no Statement of Conflict declared at this time.

4. OPPORTUNITY FOR PUBLIC COMMENT

Derik Calhoun, Regional Vice President of MV Transportation, recognized Gary Gottschall, the General Manager (GM) of MV Transportation. He commended Gary on his work with MV Transportation and with SolTrans. He noted that Gary's last day would be January 18, 2013 and that a replacement GM would be introduced at the next board meeting.

Chair Patterson expressed her appreciation for Gary Gottschall's significant contribution over a short period of time.

5. Report from the Executive Director

PROCLAMATIONS & PRESENTATIONS

CONSENT CALENDAR

On a motion by Director Hughes and a second by Director Spering, the SolTrans JPA Board approved Consent Calendar Items 6a through 6d.

6a. Meeting Minutes of December 20, 2012

Recommendation:

Approve the meeting minutes of December 20, 2012.

6b. Public Advisory Committee Meeting Minutes of January 3, 2013

Recommendation:

Approve the Public Advisory Committee Meeting Minutes of January 3, 2013.

6c. Master Contract Award for Planning Consultant Services

Recommendation:

- 1) Approve the award of a Master Contract for Planning Consultant Services for a Not-To-Exceed amount of \$400,000, and
- 2) Authorize the Executive Director to execute the Master Agreement and Task Orders with firms in the certified pool.

6d. Revised 2013 SolTrans Board Meeting Calendar

Recommendation:

Approve the Revised 2013 SolTrans Board Meeting Calendar, as shown in Attachment A.

REGULAR CALENDAR

ACTION ITEMS

7. SolTrans ADA Paratransit Proposed No-Show Policy

Elizabeth Romero presented an overview of the proposed ADA Paratransit No-Show Policy, which incorporated input from STA's Paratransit Coordinating Council (PCC), SolTrans' Public Advisory Committee (PAC), and peer review by various local agencies. She provided highlights of the proposed implementation plan, as well as the preliminary outreach plan.

To be noted, Attachment A to the staff report contained a discrepancy under the "Penalties" heading. The Attachment A verbiage should match what staff presented to the board both verbally and in the PowerPoint Presentation to read as follows, shown below in ~~strikethrough~~ ***bold italics***:

- 3rd Month and thereafter in calendar year—***increasing penalties of one week up to 1 month*** suspension ~~of 28 days~~

Public Comments:

None presented.

Board of Directors Comments:

Director Sperring requested additional information regarding whether the reasons for no-shows can be tracked more closely. He specified that he would like to see a sample, perhaps of a 3 month timeframe, which lists the reasons for no-shows in as much detail as possible. He also suggested that staff explore some type of electronic way to notify riders to remind them of their scheduled trip, possibly by email or an automated phone system.

Elizabeth Romero noted that the reason for each no-show is tracked via a log and that specific reasons beyond the rider's control are excused, such as illness, emergency situations, etc...

Philip Kamhi also noted that the SolTrans Public Advisory Committee has requested that staff explore electronic notifications of scheduled trips to riders.

Mona Babauta confirmed that the monitoring, tracking, and analyzing of no-show data was imbedded into staff's recommendation and stated that staff will be tracking the reasons for missed rides very closely.

Director Hughes requested additional information regarding the no-show statistics for Fiscal Year (FY) 2011-12. He specifically requested whether information exists to show how many individuals the "973" no-shows represents, since there are probably some repeat offenders included in that number. He also requested additional information regarding the appeals process.

Elizabeth Romero noted that in her review of the FY 2011-12 no-show statistics, there were some individuals who had up to 8 no-shows within a given month, and that some individuals had repeated no-shows for several months out of the year.

Philip Kamhi summarized the appeals process, noting that typically a member from PCC or the riding public, along with SolTrans staff would handle the appeal. He stated that there would be some sort of hearing where the rider could express the reasons why they may have had missed trips.

Chair Patterson commended the PAC for their creative and innovative ideas, and expressed appreciation for staff for incorporating those ideas into the final proposal.

Recommendation:

Approve the proposed No-Show Policy and Implementation Plan for SolTrans ADA Paratransit Service.

On a motion by Director Hughes and a second by Director Spring, the SolTrans JPA Board unanimously approved the recommendation.

8. ADA Eligibility Determination Process Options

Elizabeth Romero presented an overview of the current Paratransit Eligibility Determination Process and highlighted the reasons for the proposed changes to the process. She highlighted the advantages to adopting a countywide process as well as the next steps towards ensuring that an eligibility determination process is in place by July 1, 2013 which will meet new Americans with Disabilities Act (ADA) requirements.

Public Comments:

Daryl Halls concurred with SolTrans staff on the advantages to a countywide process. He noted that the STA Board approved the investment in December 2012. He stated that STA is doing a Countywide Mobility Plan; however, a few staff members from other county operators had expressed concerns, which STA had been working to address. He noted that the RFP was on hold for a couple of weeks in order to address specific questions about in-person versus other methods of performing eligibility assessments. He stated that STA favors the in-person assessments as they are the most reliable and that due to STA funding, there will be no increase of cost to the area operators. He also noted that the operators who had initial concerns are now in concurrence and that STA is in a position to release the RFP within the next week. He expressed concern therefore, regarding the language in staff's recommendation which mentions returning to the Board in the event that the countywide effort fails.

Board of Directors Comments:

After discussion and further consideration, the SolTrans JPA Board voted to amend the recommendation as follows:

Recommendation:

Direct staff to work with STA on a countywide procurement for a contractor to conduct ADA paratransit eligibility assessments. ~~but in the event that a countywide effort fails, direct staff to return to the Board in February 2013 with an alternative recommendation.~~

On a motion by Director Spring and a second by Alternate Director Gomes, the SolTrans JPA Board unanimously approved the recommendation as amended, shown above in ~~striketrough~~ font.

9. Selection of Officers of the SolTrans Board

Public Comments:

None presented.

Board of Directors Comments:

None presented.

Recommendation:

Select by majority vote the following officers of the SolTrans Board:

- 1) Selection of the Chair for 2013, commencing with the SolTrans Board meeting of February 21, 2013, from one of the Vallejo representatives, in accordance with the rotation process established by the SolTrans Bylaws.
- 2) Selection of the Vice Chair for 2013, commencing with the SolTrans Board meeting of February 21, 2013, from one of the remaining Directors from either Member City.

Chair Patterson nominated Director Davis to the office of Chair and Director Hughes to the office of Vice Chair.

Alternate Director Gomes seconded the nominations.

The SolTrans JPA Board unanimously approved the nominations.

10. Human Resources Plan

Mona Babauta provided a summary of the plan for obtaining human resources support and the next steps in finalizing the human resources structure. She noted that Regional Government Services (RGS) is currently working on developing job descriptions and salary surveys to ensure that all of the critical functions of the agency are met moving forward. She stated that she is also working with Municipal Resources Group (MRG) to help structure the organization in the most productive manner possible. She cited that she will be working very closely with the Benefits Subcommittee on all of the next steps.

Public Comments:

None presented.

Board of Directors Comments:

None presented.

Recommendation:

Affirm the Executive Director's plan for obtaining human resources support and next steps in finalizing SolTrans' human resources structure.

On a motion by Alternate Director Gomes and a second by Director Spering, the SolTrans JPA Board and unanimously approved the recommendation.

NON-ACTION/ INFORMATIONAL ITEMS

11. Monthly System Report

Philip Kamhi presented an overview of the year-to-date (YTD) fixed route recovery ratio, the local and intercity ridership for July through December 2012, the December 2012 ridership by route, as well as the systemwide ridership for July through December 2012. He noted that the agency is currently exceeding or very close to meeting each of the Board approved Performance Measures and Standards related to system performance, which are noted in the report.

Public Comments:

None presented.

Board of Director Comments:

Director Sperring requested that staff consider including a farebox recovery comparison to agencies of similar size to SolTrans in future reports.

Chair Patterson noted the tremendous increase of ridership due to discounted rides during the holidays, and suggested that staff also explore discounted rides during the week for riders who travel to destinations on a routine basis, such as the Community College and CalMaritime Academy.

Philip Kamhi cautioned that reduced fares throughout the year would typically result in a reduced farebox recovery. He noted that many agencies will provide discounts around the holidays to offset decreased ridership due to vacation time, etc... He also stated that staff has met with Cal Maritime regarding the possibility of offering a service which they would subsidize, and plans to meet with the Community College soon regarding the possibility of a similar service.

Mona Babauta stated that she has given consideration to low-income fare programs or other programs which are done at other places throughout the region. She noted that these programs would be worth researching in order to find out how they might impact ridership.

Chair Patterson also requested that staff consider some sort of late evening service, possibly at 11:00 or 11:30 p.m., for riders who may be traveling from cities such as San Francisco, or Oakland. She noted that there may be potential for increased ridership, and requested that staff report back to the board in the future on this item.

Recommendation:

Informational.

12. 511.org Progress Report

Elizabeth Romero provided an update of the agency's progress with the anticipation of having all of the agency's data on 511.org by February 1, 2013. She noted that 511.org is one of the primary trip planning tools for the Bay Area and participation is required in order to maintain eligibility for federal funding.

Public Comments:

None presented.

Board of Director Comments:

Director Sperring expressed concern that the statement under the fiscal impact section of the staff report is unclear. He noted that it is important, particularly for the public's consumption, to simply state whether there is or is not a fiscal impact associated.

Recommendation:

Informational.

13. TCP Update

Philip Kamhi presented a summary of the anticipated effects of Metropolitan Transportation Commission's (MTC) proposed deference of one half of the projected FY 2014 FTA Section 5307 funding for SolTrans, Fairfield and Suisun Transit (FAST), and Vacaville City Coach. He noted that MTC is deferring this programming until they review the Capital Replacement Plan, which is currently underway in the Countywide Short Range Transit Plan (SRTP).

Mona Babauta stated that staff met with MTC earlier in the day, along with the other transit operators in Solano County who receive Section 5307 funding. She noted that all of the operators are committed to working together to ensure that a financial plan is produced which demonstrates fiscal soundness as well as the ability to meet capital needs in the future. She stated that MTC will then review the financial plan and consider a revision to their TCP Policy which could result in a release of the funds that they are currently holding in reserve.

Public Comments:

None presented.

Board of Director Comments:

Director Sperring noted that he was hopeful that the commission would receive the operators' proposal within the next couple of months to ensure that a timely decision is made, and so that the operators would have the information they need to start planning for the next budget cycle.

Chair Patterson expressed appreciation for Director Sperring in bringing all of the county operators together, and commended staff for providing an informative report.

Recommendation:

Informational.

14. SolTrans Branding Update

Ward Stewart presented highlights of the Solano Express branding design, as well as the new SolTrans bus stop signs.

Public Comments:

None presented.

Board of Director Comments:

Director Gomes requested additional information regarding any coating which might be applied to the signs to ensure that they are not damaged due to graffiti.

Ward Stewart noted that there is a coating that is being applied onto the signs by the vendor as they are produced, but that there is also a method that the agency can utilize once the Route numbers are applied to further ensure that the signs are not damaged.

Chair Patterson expressed concern regarding the printed color of the SolTrans logo. She noted that on her PDF copy, the “Sol” in the SolTrans logo appears orange versus the gold color on the projected PowerPoint.

Ward Stewart noted that staff has ensured that the vendor is printing the exact color of the board approved logo, even though it may appear slightly different on a paper copy printed from a standard office printer.

Recommendation:
Informational.

15. Outcome Report on Public Outreach Promotions

Ward Stewart noted that there was a significant increase in ridership due to the “City is Yours” holiday promotion in Benicia and Vallejo. He also noted that 160 individuals filled out an online survey to receive a discounted monthly pass, and that approximately 15% of those individuals cited that they did not regularly purchase a monthly pass.

Public Comments:
None presented.

Board of Director Comments:
None presented.

Recommendation:
Informational.

STAFF BRIEFINGS

16. Coordinated SRTP Update

Elizabeth Romero provided a timeline for the remaining steps in the coordinated SRTP process.

Public Comments:
None presented.

Board of Director Comments:
None presented.

Recommendation:
Informational.

17. BOARD OF DIRECTORS COMMENTS

None presented.

18. ADJOURNMENT

The meeting was adjourned at 5:00 p.m. The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, February 21, 2013, 4:00 p.m., Vallejo Council Chambers.**

Attested by:



01/18/2013

Suzanne Fredriksen
Clerk of the Board

Date



**BOARD MEETING AGENDA
4:00 p.m., Regular Meeting
Thursday, February 21, 2013
Vallejo Council Chambers**

Public Comment: Pursuant to the Brown Act, the public has an opportunity to speak on any matter on the agenda or, for matters not on the agenda, issues within the subject matter jurisdiction of the agency. Comments are limited to no more than 3 minutes per speaker unless modified by the Board Chair, Gov't Code § 54954.3(a). By law, no action may be taken on any item raised during the public comment period (Agenda Item IV) although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency.

Americans with Disabilities Act (ADA): This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact Suzanne Fredriksen, Interim Clerk of the Board, at (707) 648-4046 during regular business hours at least 24 hours prior to the time of the meeting.

Staff Reports: Staff reports are available for inspection at the SolTrans office, during regular business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. You may also contact the Clerk of the Board via email at suzanne@soltransride.com.

Supplemental Reports: Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the SolTrans Clerk of the Board and copies of any such supplemental materials will be available on the table at the entry to the meeting room.

Agenda Times: Times set forth on the agenda are estimates. Items may be heard before or after the times shown.

ITEM

BOARD/STAFF PERSON

- | | |
|--|---|
| <p>1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
(4:00 – 4:05 p.m.)</p> <p>2. SWEARING IN OF NEW DIRECTORS
& CONFIRM QUORUM/STATEMENT OF CONFLICT</p> <p> 1. Hermie Sunga
 <i>Director representing the City of Vallejo</i></p> <p> 2. Pete Sanchez
 <i>Ex-Officio Director representing the Solano Transportation Authority (STA)</i></p> | <p>Osby Davis, Mayor
City of Vallejo</p> <p>Suzanne Fredriksen
Clerk of the Board</p> |
|--|---|

An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.
(4:05 – 4:10 p.m.)

SOLTRANS BOARD MEMBERS

Elizabeth Patterson	Mark Hughes	Osby Davis	Hermie Sunga	Jim Spering	Pete Sanchez
City of Benicia	City of Benicia	City of Vallejo	City of Vallejo	MTC Representative	STA Ex-Officio
Alternate Board Member Alan Schwartzman			Alternate Board Member Stephanie Gomes		

3. APPROVAL OF AGENDA

4. OPPORTUNITY FOR PUBLIC COMMENT
(4:10 – 4:15 p.m.)

5. REPORT FROM THE EXECUTIVE DIRECTOR
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(4:15 – 4:20 p.m.)

Mona Babauta

PROCLAMATIONS & PRESENTATIONS

CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

(Note: Items under consent calendar may be removed for separate discussion.)

(4:20 – 4:25 p.m.)

6a. Meeting Minutes of January 17, 2013

Recommendation:

Approve the meeting minutes of January 17, 2013.

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Suzanne Fredriksen,
Clerk of the Board

6b. Technical Advisory Committee (TAC) Meeting Minutes of February 8, 2013

Recommendation:

Approve the meeting minutes of February 8, 2013.

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Suzanne Fredriksen,
Clerk of the Board

6c. Master Contract Award for Finance and Administration Services

Recommendation:

- 1) *Approve the award of a Master Contract for Finance and Administration Services for a Not-To-Exceed amount of \$250,000, and*
- 2) *Authorize the Executive Director to execute the Master Agreement and Task Orders with firms in the certified pool.*

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Mona Babauta,
Executive Director

6d. Master Contract Award for Information Technology Professional Services

Recommendation:

- 1) *Approve the award of a Master Contract for Information Technology Professional Services for a Not-To-Exceed amount of \$175,000, and*
- 2) *Authorize the Executive Director to execute the Master Agreement and Task Orders with firms in the certified pool.*

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Mona Babauta,
Executive Director

6e. California Emergency Management Agency Transit Security Grant Acceptance

Philip Kamhi,
Planning & Operations Manager

Recommendation:

- 1) *Adopt Resolution of the Solano County Transit Board of Directors*
 - a. *Authorizing acceptance of FY 2013 Proposition 1B Grant allocations from the California Transit Security Grant Program-California Transit Assistance Fund (CTSGP-CTAF) for Video Surveillance System Components, and*
 - b. *Authorizing the Executive Director to execute and submit all documents required for obtaining financial assistance from the California Emergency Management Agency.*
- 2) *Approve an increase in appropriations in the capital budget for Video Security Systems by \$135,562 for a total budget of \$406,686.*

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6f. Adoption of Incident Report

Bernadette Curry,
Legal Counsel

Recommendation:

Approve the use of the standardized incident report form.

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REGULAR CALENDAR

ACTION ITEMS

7. 6-Month Operating Revenue and Expenses for July 1, 2012 – December 31, 2012

Kristina Botsford,
Budget & Accounting Manager

Recommendation:

Receive FY 12-13 second quarter report on operating revenues and expenses.

(4:25 – 4:40 p.m.)

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8. Board Appointments to Benefits Subcommittee

Mona Babauta,
Executive Director

Recommendation:

Appoint two SolTrans Directors to fill the current vacancies on the Benefits Subcommittee.

(4:40 – 4:50 p.m.)

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9. Inter-operator Fare Agreements

Elizabeth Romero,
Program Analyst

Recommendation:

Approve fare agreements as shown on Attachment A.

(4:50 – 5:05 p.m.)

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NON-ACTION/ INFORMATIONAL ITEMS

10. Monthly System Report

Philip Kamhi,
Planning & Operations Manager

Recommendation:

Informational.

(5:05 – 5:15 p.m.)

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11. ADA Paratransit No Show Policy Outreach

Elizabeth Romero,
Program Analyst

Recommendation:

Informational.

(5:15 – 5:25 p.m.)

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12. STAFF BRIEFINGS

This time is reserved for SolTrans staff to provide a five-minute briefing to the Board on various items of interest. No action will be taken on these matters except to possibly place a particular item on a future agenda for Board consideration.

13. BOARD OF DIRECTORS COMMENTS

14. ADJOURNMENT

The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, March 21, 2013, 4:00 p.m., Benicia Council Chambers.**