

**April 30, 2004**

The Benicia City Council meets the 1st and 3rd Tuesday of each month at 7:30 p.m. in the Council Chambers. Copies of Council Agendas are available in the City Clerk's office on the Friday afternoon before the Council meeting.

**MINUTES OF THE  
SPECIAL MEETING - CITY COUNCIL  
APRIL 30, 2004**

The special meeting of the City Council of the City of Benicia was called to order by Mayor Steve Messina at 4:10 p.m. on Friday, April 30, 2004, in the Commission Room, City Hall, 250 East L Street, complete proceedings of which are recorded on tape.

**ROLL CALL:**

**Present:** Council Members Campbell, Patterson, Smith, Whitney, and Mayor Messina

**All City of Benicia Department Heads**

**Absent:** Council Member Campbell, Monique le Conge

**PLEDGE OF ALLEGIANCE:**

Mayor Messina led the pledge to the flag.

**COMMUNICATIONS:**

**WRITTEN:**

**PUBLIC COMMENT:**

**CITY COUNCIL PRIORITY SETTING WORKSHOP:**

Mayor Messina stated that the purpose of this meeting was to establish priorities on various projects for the next 14-24 months. The projects are outlined in the matrix provided to Council and Staff in the Agenda packet. Mayor Messina explained how the matrix was established.

**Overview by City Manager:**

City Manager Jim Erickson provided an overview of the items that would be discussed. The purpose of the meeting is to establish priorities for the next 14-24 months on projects, programs, and Staff Liaison projects.

The purpose for this exercise is (1) there are finite resources, (2) to define what is most important to Council/Staff, (3) a guide resource allocation, and (4) to align the organization toward priorities.

What Council/Staff will get out of this exercise is (1) Councils' work plan for the next 14-24 months, (2) guidance for budget preparation, (3) guidance for the Capital Improvement Plan, (4) guidance for department work programs, and (5) guidance fore employee performance.

Mr. Erickson reviewed the background that led to the development of the Priority Setting Matrix. He discussed the matrix criteria drivers, which were the City's General Plan and the Strategic Plan.

Qualifications for setting priorities included the 90/10 principle and the limited financial resources.

Mr. Erickson stated that the plan for the meeting is to (1) review how the matrix works, (2) review the

criteria weighting, (3) review individual and combined project priority scores, and (4) have Council discussion and public comment.

After this meeting, the next steps will be to (1) have Staff prepare draft Council Work Program, (2) schedule workshop or Draft Work Program, and (3) have Council review, adjust, and adopt Work Program.

Maintenance of the Council Work Program will include (1) quarterly reports at Council Meetings, and (2) Council approval to add/subtract from the Work Program.

**Council Discussion:**

Vice Mayor Patterson stated that she had not rated the East 5th Street Hotel project, or the ITS project. Mr. Erickson stated that she could now rate the projects and Staff could plug her ratings into the matrix. Vice Mayor Patterson stated that her score on the ITS project would total 38 points. This would move the project up to the next group. Mr. Erickson briefly reviewed details on the East 5th Street Hotel project. Vice Mayor Patterson's score for the East 5th Street Hotel is 41.

Council discussed whether or not the projects that are already underway and resources have been allocated should be included in the matrix (I & I Construction and Ballfield Lighting).

Mayor Messina asked Council Members if any item on the matrix gave them heartache.

Council Member Whitney stated that he is not sure where they (Council/Staff) going with the Traffic Calming project. He asked for clarification on this project. Dan Schiada stated that this project involved enhancing the Traffic, Pedestrian, and Bicycle Safety Committee involvement with the community. It is a matter of looking at creative ways to make the community more 'walkable'. Vice Mayor Patterson stated that this project dovetails with other programs such as beautification, landscaping, trees, pedestrian access, etc.

**Public Comment:**

**Next Steps and direction to staff:**

**ADJOURNMENT:**

Mayor Messina adjourned the meeting at