



**BENICIA CITY COUNCIL
REGULAR MEETING AGENDA**

**City Council Chambers
May 07, 2013
6:30 PM**

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

Please Note:

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

I. CALL TO ORDER (6:30 PM):

II. CLOSED SESSION (6:30 PM):

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Subdivision (b) of Government Code Section 54957)
Title: City Attorney**
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Subdivision (b) of Government Code Section 54957)
Title: City Manager**

III. CONVENE OPEN SESSION:

- A. ROLL CALL.**
- B. PLEDGE OF ALLEGIANCE.**
- C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC.**

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

IV. ANNOUNCEMENTS/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS:

A. ANNOUNCEMENTS.

1. Announcement of action taken at Closed Session, if any.

2. Openings on Boards and Commissions:

Arts and Culture Commission

1 unexpired term

2 full terms

Open Until Filled

Benicia Housing Authority Board of Commissioners

1 full term

Application due date: June 14, 2013

Human Services Board

2 full terms

Application due date: June 14, 2013

Open Government Commission

1 full term

Application due date: June 14, 2013

Historic Preservation Review Commission

2 full terms

1 unexpired term

Application due date: June 14, 2013

Library Board of Trustees

2 full terms

Application due date: June 14, 2013

Parks, Recreation and Cemetery Commission

2 full terms

Application due date: June 14, 2013

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: Verbal update from City Attorney.

B. PROCLAMATIONS.

1. **In Recognition of Emergency Medical Services Week - May 19-25, 2013**
2. **In Recognition of National Preservation Month - May 2013**
3. **In Recognition of Drowning Prevention Month - May 2013**

C. APPOINTMENTS.

D. PRESENTATIONS.

1. **Arts and Culture Commission Annual Report**

V. ADOPTION OF AGENDA:

VI. OPPORTUNITY FOR PUBLIC COMMENT:

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

A. WRITTEN COMMENT.

B. PUBLIC COMMENT.

VII. CONSENT CALENDAR (7:30 PM):

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

A. APPROVAL OF THE MINUTES OF THE APRIL 16, 2013 CITY COUNCIL MEETING. (City Clerk)

B. ACCEPTANCE OF THE ANNUAL REPORT OF THE OPEN GOVERNMENT COMMISSION. (City Attorney)

In accordance with Benicia Municipal Code 4.20.010.D, the Open Government Commission is required to provide an annual report to the City Council on the implementation and compliance of Title 4 (Open Government) of the Benicia Municipal Code.

Recommendation: Accept the annual report of the Open Government Commission.

C. AGREEMENT TO PROVIDE SCHOOL RESOURCE OFFICERS TO BENICIA UNIFIED SCHOOL DISTRICT. (Police Chief)

The proposed agreement with the BUSD continues the established School Resource Officer program, but shares the cost of the program with the School District. Currently, the City funds the total cost of the program, which is approximately \$300,000 a year. Under the proposed agreement, the School District would pay \$150,000 per year toward the cost of the SRO program.

Recommendation: Adopt a resolution approving the agreement between the City of Benicia and the Benicia Unified School District for School Resource Officers.

D. GENERAL PLAN ANNUAL PROGRESS REPORT TO THE STATE OF CALIFORNIA. (Community Development Director)

The City of Benicia's General Plan was adopted on June 15, 1999. California Government Code Section 65400 requires that cities submit an annual report of the status of their General Plan and progress in its implementation to the Governor's Office of Planning and Research and Department of Housing and Community Development. Prior to submittal to the State, the annual report must be presented to the City Council for review and acceptance.

Recommendation: Accept the 2012 General Plan Annual Progress Report and direct the Planning Division to submit the report to the Governor's Office of Planning and Research, and to the Department of Housing and Community Development.

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

VIII. BUSINESS ITEMS (7:45 PM):

A. SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING THE CONTRACT BETWEEN THE CITY OF BENICIA AND PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR LOCAL SAFETY EMPLOYEES TO PROVIDE SECTION 20516 (5.41% EMPLOYEES SHARING COST OF ADDITIONAL BENEFITS) FOR LOCAL FIRE MEMBERS IN BENICIA FIREFIGHTER'S ASSOCIATION (BFA). (Acting Assistant City Manager)

In 2012, the City concluded negotiations with the Benicia Firefighter's Association (BFA). This unit agreed to share in the City's cost of the employer's share of PERS, and contribute 5.41% toward that cost. In order to finalize this change with CalPERS, it is necessary for the City's contract with CalPERS to be amended to reflect the sharing of this cost by all BFA members. The Council adopted a resolution of intention and approved the first reading for this contract amendment on April 2, 2013.

Recommendation: Adopt the ordinance to amend the contract between the City and Public Employee's Retirement System (CalPERS) to provide Section 20516 (5.41% Employees Sharing Cost of Additional Benefits) for local fire members in Benicia Firefighter's Association (BFA).

B. APPROVE THE EXTENSIONS TO THE JULY 1, 2010 TO JUNE 30, 2013 AGREEMENTS BETWEEN THE CITY OF BENICIA AND CITY BARGAINING UNITS. (City Manager)

In 2010 and 2011, City of Benicia employees took a combined reduction in total compensation of approximately 10%. These concessions assisted the City in addressing budget shortfalls in both fiscal years and achieving ongoing structural savings. The City has offered, and the majority of the City's bargaining units have agreed, to extend the current contracts for one additional year, to June 30, 2014.

Recommendation: Adopt the resolution approving the Contract Extension Agreements modifying the existing 2010-2013 Memorandums of Understanding (MOUs) with the senior managers, mid-managers, and police mid-managers, Local #1, Benicia Dispatchers Association (BDA), Benicia Police Officers Association (BPOA), Benicia Public Service Employees Association (BPSEA), and unrepresented employees. If approved, and unless otherwise modified by the Contract Extension Agreements, all terms of the MOUs shall be extended from July 1, 2013 to June 30, 2014.

C. INTRODUCTION OF AN ORDINANCE TO INCORPORATE ZONING REGULATIONS PERTAINING TO COTTAGE FOOD OPERATIONS. (Community Development Director)

Effective January 1, 2013, Assembly Bill No. 1616 states that local jurisdictions shall not prohibit cottage food operations (CFO) in residential dwellings. As a result, a Zoning Ordinance text amendment is proposed to establish regulations pertaining to CFO within the City of Benicia. The proposed amendment to Title 17 would establish an administrative permitting process for cottage food operations to be conducted within a portion of existing dwelling units as an accessory use to the residence involving negligible or no expansion of the dwellings.

Recommendation: Introduce an ordinance amending Benicia Municipal Code Title 17 (Zoning) to incorporate regulations pertaining to cottage food operations.

D. ADOPTION OF 2013-15 STRATEGIC PLAN. (City Manager)

On March 12, 2013, the City Council reviewed several proposed revisions to the City's Strategic Plan, as well as a Priority Project List summarizing priority projects. The Strategic Plan document has been finalized with the proposed modifications, and the next step is Council adoption of plan. Additionally, an updated Priority Project List is provided for Council review.

Recommendation: Adopt the 2013-15 Strategic Plan.

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 Clerk's Office.



PROCLAMATION

IN RECOGNITION OF

Emergency Medical Services Week

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

WHEREAS, the members of medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesavings skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating May 19-25, 2013 Emergency Medical Services Week.

NOW, THEREFORE, BE IT RESOLVED THAT I, Elizabeth Patterson, Mayor of the City of Benicia on behalf of the City Council, do hereby proclaim the week of May 19-25, 2013 as Emergency Medical Services Week.



Elizabeth Patterson, Mayor
May 7, 2013



PROCLAMATION

IN RECOGNITION OF MAY AS NATIONAL PRESERVATION MONTH

WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as a people; and

WHEREAS, Goal 3.1 of the Benicia General Plan is to “Maintain and enhance Benicia’s historic character”; and

WHEREAS, Benicia is committed to preserving and enhancing its unique geographic and cultural inheritance; and

WHEREAS, when you reinvest in older and historic buildings, live in a historic home, or even become a member of the National Trust for Historic Preservation or your local preservation organization, you support a more sustainable world; and

WHEREAS, “See! Save! Celebrate!” is the theme for National Preservation Month 2013, cosponsored by the City of Benicia, Benicia Historical Society and the National Trust for Historic Preservation.

NOW, THEREFORE, BE IT RESOLVED THAT I, Elizabeth Patterson, Mayor of the City of Benicia on behalf of the City Council, do proclaim May 2013 as National Preservation Month, and call upon the people of Benicia to join their fellow citizens across the United States in recognizing and participating in this special observance.



Elizabeth Patterson, Mayor
May 7, 2013



PROCLAMATION

IN RECOGNITION OF

MAY 2013 AS

DROWNING PREVENTION MONTH

WHEREAS, Drowning Prevention Month was established through a collaborative effort across the country to promote water safety, aquatic safety, and drowning prevention; and

WHEREAS, drowning is a leading cause of injury-related death among children under the age of five; and

WHEREAS, each year, near drowning accidents result in life-long disabilities; and

WHEREAS, the Department of Developmental Services and the Drowning Prevention Foundation continue to raise awareness on this issue, and remind parents and caregivers that “kids are not drown proof”; and

WHEREAS, the Benicia Fire Department has partnered with the Drowning Prevention Foundation to promote pool safety and drowning prevention in the community; and

WHEREAS, the month of May 2013 has been identified as National Drowning Prevention Month by the Drowning Prevention Foundation and other child drowning prevention advocates; and

WHEREAS, with temperatures on the rise, more people are heading out to enjoy summer activities, many of which include water and swimming; and

WHEREAS, by becoming informed, each of us can enjoy a fun and safe summer.

NOW, THEREFORE, BE IT RESOLVED THAT I, Elizabeth Patterson, Mayor of the City of Benicia on behalf of the City Council, do hereby recognize the month of May 2013 as Drowning Prevention Month and call this observance to the attention of its citizens.

Elizabeth Patterson, Mayor
May 7, 2013





Benicia Public Library

Memo

To: Brad Kilger, City Manager
From: Diane Smikahl, Library Director
Date: April 22, 2013
Re: Arts and Culture Commission Annual Report

The Arts and Culture Commission's Annual Report, along with this memo, are being provided as accompanying documents for the Commission's May 7 presentation.

As you know, the Arts and Culture Commission is an active, engaged commission. In addition to monitoring the nonprofit organization grants and striving to improve the prosperity of the community through creation of vibrant cultural art opportunities, the commission has worked hard at creating relationships with and between non-profit cultural art organizations in the city. The commission has explored new opportunities for collaborations and is excited about some of the results.

Please note that the Commission is tasked with bringing recommendations to the Council. Four recommendations have been included on page 10 of the annual report: the Commission will be coming forth with more formal requests for action or approval on each item as appropriate.

In addition, the Commission is in the process of finalizing a work plan for 2013-2014 that will be available for Council consideration at a later date.

**CITY OF BENICIA
ARTS AND CULTURE COMMISSION**

**2012 ANNUAL REPORT
MARCH 14, 2013**

**PRESENTED BY THE
ARTS AND CULTURE COMMISSION**

**ELAINE EISNER, CHAIR
SUSAN GARSKE
PATTY GAVIN
KENNY HALL**

**LEE WILDER SNIDER, VICE CHAIR
GETHSEMANE PATTON
BOB SURRETT**

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

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BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

Part I. Executive Summary

Art *and* culture is Benicia's signature, identity, and strength. It adds value to our community's quality of life and attracts visitors. Our Community's art and culture is important to our past and relevant to our future.

The Commission is supported by the library director and a senior staff member and was inaugurated in January, 2010. The diversity of the commissioners – artists, educators, a performer, a filmmaker, a photographer, a business professional – form a group well chosen to advance arts and culture in a manner that benefits our community.

In 2012, its third year, the commissioners focused their sights and activities on strategies to address the Commission's purpose as outlined in the City of Benicia Ordinances No. 09-15 and 11-10.

Overall, the year reflected an emphasis on the following foci:

- 1) Carefully reviewed grantee quarterly reports to best monitor and manage the funding process.
- 2) Continued community building and collaboration between and among arts and culture nonprofits,
- 3) Received City Council Resolution no. 12-107, for the Commission's policy guide and strategy to advance public art and the public art assets of Benicia,
- 4) Finalized a brochure, Experience the Arts and Culture of Benicia, that will serve as a guide to the City's arts and culture assets,
- 5) Organized and documented a grant package that was submitted to the Community Sustainability Commission, and
- 6) Began fundraising and organizing for the first Benicia Film Festival currently scheduled for 2014.

Some of these activities are as yet a work in progress; their outcomes to be achieved in 2013 and 2014.

The Commission's goal is to make a difference in and for the City, contribute to tourism and our economic vitality producing a more-than-satisfactory return on the City's grant investments in nonprofit Art and Culture Organizations. We welcome feedback and input in regard to our progress, plans and direction.

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

Part II. The Mission and Purposes of the Commission

The Commission is governed by the following mission and purpose:

Mission:

The City of Benicia Arts and Culture Commission exists to ensure that arts and culture are integral to our community's quality of life, economic vitality and central identity.

Purpose: (City of Benicia Ordinance No. 09-15)

- A. Advise the City Council and staff on culture and arts related issues.
- B. Evaluate the needs and resources of local culture and arts organizations.
- C. Facilitate, encourage, promote and stimulate arts and culture in our community.
- D. Promote and increase public awareness, locally and beyond the City, of arts and cultural resources and activities.
- E. Support and promote arts and culture as a major element in Benicia's community identity.
- F. Ensure that cultural and artistic elements are integral to the City's quality of life and economic vitality.
- G. Engage youth in culture and arts.

Part III. A Review of the Commission's Third Year

The commissioners continued a work ethic that is based on an active commitment on the part of all commissioners. Along with attending Commission meetings, each commissioner serves on at least one committee and takes on additional work as required. Some activities needed to be revised and/or postponed because of commissioner vacancies.

Following is an overview of the objectives and activities of the Commission's 2012 body of work. It begins with comments on the activities of the Commission as a whole and is followed by the work of the Commission's committees: Community Outreach, Film Festival subcommittee and the Public Art Committee. These committees functioned essentially and effectively as the engines of the Commission. They reflect the way in which the Commission has developed as a collaborative and synergistic assembly of committed commissioners. Each committee action is also cross referenced to its Ordinance Purpose.

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

A. The Commission

Overall, the Commission sought to assume an active role in the community and to represent the City in the best possible manner.

Activities and Outcomes:

1. Reviewed and revised the grant application documentation for the 2013 – 2015 fiscal cycle based primarily on lessons learned from the previous grant cycle. (Ordinance E)
2. Refined a strategy to advertise the grant application process in a manner that would reach all potential grantees. A value of transparency and a commitment to inclusion guided our process. (Ordinance Purpose A, B)
3. Completed Grantee Onsite Visits as scheduled. (Ordinance Purpose F)
4. Carefully reviewed grantee quarterly reports to best monitor and manage the funding process. Only Commission approved quarterly reports are funded for the previous quarter.

Attention was focused on the number of program and/or event attendees to monitor the outreach for each grantee. The opinion is that the number of program and/or event attendees directly impacts the community's economic vitality. The number of people attending program(s) and event(s) in the community is also a key evaluation criterion for the 2013 – 2015 grant cycle. (Ordinance Purpose F)

5. Attended many City Council and (other) Commission meetings as well as community arts and culture meetings, events and activities. (Ordinance Purpose A, E)
6. Submitted an annual report and questionnaire to the City Council to review the Commission's 2012 activities and objectives and make recommendations to the City. (Ordinance Purpose A)
7. Organized the Film Festival Subcommittee within the Community Outreach Committee to organize, fundraise and plan to host the first Benicia Film Festival. The subcommittee is a collaboration with members from Arts Benicia, Benicia High School, Benicia Soroptimists, Elizabeth Edwards a Benicia singer/songwriter and the community. (Ordinance Purpose E, G)
8. Completed two Film Festival fundraisers; Winterhawk wine tasting and silent auction and a garden concert performed by Benicia singer/songwriter Elizabeth Edwards. (Ordinance No.11-10)
9. Conducted an open Roundtable inviting arts and culture nonprofits and organizations providing art and culture events. (Ordinance Purpose D)
10. Organized a sustainability themed package of three grant applications that use art to increase community awareness and more importantly, to significantly enhance the educational efforts to achieve the objectives of the Benicia Climate Action Plan (CAP). (Ordinance Purpose F)

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

B. Grants Ad Hoc Committee

The Grants Ad Hoc Committee was closed in 2012 and the ongoing grant process and applicable documentation was revised and managed by the Commission rather than an Ad Hoc Committee.

C. Community Outreach Committee

Committee Members: Commissioners Elaine Eisner, Susan Garske, Kenny Hall

Mission: Provide leadership to the Commission in its goal to: 1) build collaborative and supportive relationships with arts, culture and other organizations, and 2) raise funds, as needed, to support the mission of the Commission and its grantees. Toward this end, the committee directed its activities to focus on Ordinance Purposes B, C, D, E, F, and G.

Committee Structure: The committee meets monthly. It consists of three Commission members. In 2012, its goal is to add three members, one from an arts organization, one from a cultural organization, and an interested citizen.

Activities and Outcomes:

1. Host nonprofit Roundtable to provide educational support and build relationships with and among arts and culture nonprofits. The Roundtable featured a presentation on fundraising strategies, which was beneficial to the arts and culture organizations. It was useful, as well, in helping the Commission deepen its understanding of the City's arts and culture organizations' needs and capacities. (Ordinance Purposes B, C and E)
2. Advance collaboration between and among nonprofits. The Roundtable surfaced an interest in collaboration between and among arts and culture organizations. One collaborative effort is already benefiting two organizations, and the initiative is building the foundation for future collaborations that we anticipate will result in efficiencies and cost effective results. (Ordinance Purpose C and E)
3. Advance art as integral to the City by utilizing arts and education to advance the goals of the Sustainability Commission. The Community Outreach and Public Art Committees worked together to document a package of three grant applications. The intent is for the package to comprehensively present a focal point for learning, discussion and engaged action with the arts. The Commission recognizes that art can create a significant educational ripple effect that expands audiences' awareness and community member actions needed to ensure Benicia accomplishes its 2007 Resolution to act on climate change. (Ordinance Purpose E)

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

The grant package included the following applications:

- Wind, Water, Land – Public art made with Recycled Metal and Glass. Refer to the Public Art Committee section.
- Tangled-Up in Trash - Caterpillar Puppetry. This program interactively educates our youngest citizens – preschoolers through third graders and is presented by Joe Leon, a puppet artist.
- Everybody Look What’s Going On! – Pairing Poetry and Visual Arts organized and presented by Ronna Leon, Benicia Poet Laureate.

Community Outreach – Film Festival subcommittee

Committee Members: Commissioners Elaine Eisner, Susan Garske, Kenny Hall. Helaine Bowles (Benicia Soroptimists), Elizabeth Edwards (Benicia singer/songwriter), Katya Madrid (Arts Benicia), Matt O’Reilly (BUSD Filmmaking) and community members Angie Droszcz, Vicki Gallagher, Annette Kalkbrenner, Jane Keen and Carolyn Plath.

Committee Structure: The committee meets bi-monthly.

Activities and Outcomes:

4. Continue to organize a film festival dedicated to celebrate the art of filmmaking acknowledging local, national and international films and filmmakers. The Arts and Culture Commission, Benicia Soroptimists and Arts Benicia are working together to initiate an annual film festival in Benicia. The Film Festival is scheduled for the Spring of 2014, (Ordinance Purposes E, F, G).

D. Public Art Committee

Committee Members: Commissioners: Patty Gavin, Chair and Lee Wilder Snider. Community members: Kerry Carney and Karen Schlumpp, (Arts Benicia Board Member).

Mission: Exists to support the inclusion of public art in our community promoting its cultural heritage, history, and artistic identity, while adding warmth, beauty, and accessibility to public spaces. The activities of the committee focus on Ordinance Purpose C, D, E and F.

Committee Structure: The committee meets the 4th Tuesday monthly.

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

Activities and Outcomes:

1. Finalized a policy to guide public art installations in the City. Committee members worked with staff to develop a comprehensive policy, the City of Benicia Public Art Policy and Procedures, designed to serve as a guide for the City's acquisition, display, placement, and retention of public art. The document serves to honor the City's standards and interests, while addressing the development of an enduring and varied collection of artwork that enhances, enlivens, and enriches Benicia.

The Benicia Public Art Program was approved by the Arts and Culture Commission June 14, 2012 and forwarded to the City Council. The City Council approved the program, Resolution no. 12-107 on September 4, 2012. (Ordinance Purpose C, E and F)

2. Identified a priority public art project to install an art piece in the Community Center adjacent to the Parks and Community Services counter.

This public art project collaborates with the City of Benicia, Arts and Culture Commission, Benicia's Community Center, the Benicia Historical Museum and 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.

The committee documented a Community Sustainability Commission grant application in October 2012. *Wind, Water, Land* can create a significant educational ripple effect that expands audiences' awareness of energy consumption and inspire community member actions to advance the Climate Action Plan (CAP). (Ordinance Purpose C, E, F and Ordinance 11-10)

3. Finalized and printed a brochure, 'Experience the Arts and Culture of Benicia' that guides residents and visitors to 'walk' the public art.

The brochure includes thumbnail photos of our public art located on First Street, the Benicia Marina, the Benicia Public Library and the Rose Drive Medical Arts Center. Additionally, arts and culture nonprofit organizations and galleries/studios are listed.

The photograph of Robert Arneson's bench was provided by his wife and local artist Sandra Shannonhouse.

The brochure was available for Benicia's booth at Sunset Celebration Weekend in June. In September it became a walking guide for 'Magic Carpet Ride' an artist retreat to Benicia sponsored by Arts Benicia and hosted by Lorri-Marie Jenkins who began the retreat activities with a walking tour. (Ordinance Purpose C, D and F)

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

Part IV. Looking Ahead to 2013

The Commission's activities are a work in progress. A portion of our 2013 work will bear fruit in the early part of 2014. In addition, the commissioners are in the process of assessing those aspects of our mission that we have not adequately addressed and, of course, we will be readily open to new and unanticipated opportunities as they are presented.

Work in Progress:

- Reprint and redistribute 'Experience the Arts and Culture of Benicia' brochure city wide to Benicia's Visitor Centers, galleries, studios, etc.
- Continue to organize and fundraise for the first Benicia Film Festival.
- Obtain Community Sustainability Commission and City Council approval for funding the public art project and begin the next steps in the process to obtain City Approval for the final metal and glass art piece and its location.
- Public art
 - Work with local artists on the creation and installation of a public art piece in the Community Center subject to City Council approval.
 - Work with staff and appropriate City departments to create a master plan for public art.
 - Document an inventory of all public art.
- Work with nonprofit organization grantees
 - Recommend nonprofit organizations to receive funding for 2013 – 2015 cycle,
 - Monitor and review progress of each grantee quarterly, and
 - Conduct site visits annually.
- Analyze the Commission's strategic plan to ensure that our ordinance mission, purpose, and duties are met, as appropriate; develop strategies to address deficient areas. This activity was completed at the same time the City distributed a survey to each Board/Commission in its process to review City Boards and Commissions.
- Continue to host the Commission's Roundtable.

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

New Areas of Focus:

- Provide input and participation for the Urban Waterfront Enhancement & Master Plan.
- Explore opportunities to collaborate with the Economic Development Board and its Tourism Committee in order to employ arts and culture more fully as a tourism and economic development strategy. The Commission is committed to the economic vitality of our community and knows that the monies provided by the City for the Commission's grant program can provide a significant return on investment. Studies prove that the return on a community's investment in nonprofit grant monies can yield a return of 7:1.¹ This ratio suggests that \$60,000 per annum invested can return \$420,000 in revenue.
- Collaborate with the Benicia Public Library's Innovation Grant project, This Place in History, to identify Benicia's historical sites. The public art could be included in the recommended Quick Reaction (QR) coding requirements. QR-Codes interact with smart mobile phone 'apps' identifying the location of public art pieces.

Recommendations for City Council:

- Increase the budget for nonprofit arts and culture organization grants as these monies are an investment in our community's future and increase economic vitality. Please refer to Footnote 1.
- If the City approves upgraded billboards on Interstate 680 that use digital, light-emitting diode (LED) illumination it is assumed that site rental and a percentage of advertising sales will be received. Five percent (5%) of revenues could be allocated to the Fund Raising-Arts & Culture Account, Division 2223421.
- Enact a public art ordinance fee for public and commercial buildings (a CAP, or Capital Improvement Plan).
- Develop a plan to preserve and maintain the Granizo First Street Mural Tiles.

As we have stated previously, Benicia is a jewel on the landscape of Solano County and the greater Bay Area. Its arts and culture are at the core of its uniqueness. They bring life, color, distinctiveness and resources to our community and the Commission looks forward to supporting and enhancing their presence and contribution in the future.

¹ Americans for the Arts, Arts & Economic Prosperity IV, National Report
http://www.artsusa.org/pdf/information_services/research/services/economic_impact/aepiv/AEP4_NationalSummaryReport.pdf

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

Summary of Commission's 2012 Accomplishments

(Ordinance NO. 09-15 Purposes are referenced to Part III Activities and Outcomes)

A. Advised the City Council and staff on culture and arts related issues.

- Attended many City Council and (other) commission meetings as well as community arts and culture meetings, events and activities. (Part III A5)
- Submitted an annual report and questionnaire to the City Council to review the Commission's 2012 activities and objectives and make recommendations to the City. (Part III A6)
- Refined a strategy to advertise the grant application process in a manner that would reach all potential grantees. A value of transparency and a commitment to inclusion guided our process. (Part III A2)

B. Evaluated the needs and resources of local culture and arts organizations.

- Refined a strategy to advertise the grant application process in a manner that would reach all potential grantees. A value of transparency and a commitment to inclusion guided our process. (Part III A2)
- Conducted an open Roundtable inviting arts and culture nonprofits and organizations providing art and culture events. (Part III A9)
- Hosted nonprofit Roundtable to provide educational support and build relationships with and among arts and culture nonprofits. The Roundtable featured a presentation on fundraising strategies, which was beneficial to the arts and culture organizations. It was useful, as well, in helping the Commission deepen its understanding of the city's arts and culture organizations' needs and capacities. (Part III C1)

C. Facilitated, encouraged, promoted and stimulated arts and culture in our community.

- Hosted nonprofit Roundtable to provide educational support and build relationships with and among arts and culture nonprofits. The Roundtable featured a presentation on fundraising strategies, which was beneficial to the arts and culture organizations. It was useful, as well, in helping the Commission deepen its understanding of the City's arts and culture organizations' needs and capacities. (Part III C1)
- Advanced collaboration between and among nonprofits. The Roundtable surfaced an interest in collaboration between and among arts and culture organizations. One collaborative effort is already benefiting two organizations, and the initiative is building the foundation for future collaborations that we anticipate will result in efficiencies and cost effective results. (Part III C2)

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

- Finalized a policy to guide public art installations in the City. Committee members worked with staff to develop a comprehensive policy, the City of Benicia Public Art Policy and Procedures, designed to serve as a guide for the City's acquisition, display, placement, and retention of public art. The document serves to honor the City's standards and interests, while addressing the development of an enduring and varied collection of artwork that enhances, enlivens, and enriches Benicia.
- Obtained approval for the Benicia Public Art Program by the Arts and Culture Commission June 14, 2012 and forwarded to the City Council. The City Council approved the program, Resolution no. 12-107 on September 4, 2012. (Part III D1)
- Identified a priority public art project to install an art piece in the Community Center adjacent to the Parks and Community Services counter.
- Documented a Community Sustainability Commission grant application in October 2012. Wind, Water, Land can create a significant educational ripple effect that expands audiences' awareness and community member actions needed ensuring Benicia accomplishes its 2007 Resolution to act on climate change. (Part III D2)
- Finalized and printed a brochure, 'Experience the Arts and Culture of Benicia' that guides residents and visitors to 'walk' the public art. (Part III D3)

D. Promoted and increased public awareness, locally and beyond the City, of arts and cultural resources and activities.

- Finalized and printed a brochure, 'Experience the Arts and Culture of Benicia' that guides residents and visitors to 'walk' the public art. (Part III D3)

E. Support and promote arts and culture as a major element in Benicia's community identity.

- Attended many City Council and (other) commission meetings as well as community arts and culture meetings, events and activities. (Part III A5)
- Reviewed and revised the grant application documentation for the 2013 – 2015 fiscal cycle based primarily on lessons learned from the previous grant cycle. (Part III A1)
- Organized the Film Festival Subcommittee within the Community Outreach Committee to organize, fundraise and plan to host the first Benicia Film Festival. (Part III A10)
- Hosted nonprofit Roundtable to provide educational support and build relationships with and among arts and culture nonprofits. The Roundtable featured a presentation on fundraising strategies, which was beneficial to the arts and culture organizations. It was useful, as well, in helping the Commission deepen its understanding of the City's arts and culture organizations' needs and capacities. (Part III C1)

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

- Advanced collaboration between and among nonprofits. The Roundtable surfaced an interest in collaboration between and among arts and culture organizations. One collaborative effort is already benefiting two organizations, and the initiative is building the foundation for future collaborations that we anticipate will result in efficiencies and cost effective results. (Part III C2)
- Advanced art as integral to the City by utilizing arts and education to advance the goals of the Sustainability Commission. The Community Outreach and Public Art Committees worked together to document a package of three grant applications. The intent is for the package to comprehensively present a focal point for learning, discussion and engaged action with the arts. The Commission recognizes that art can create a significant educational ripple effect that expands audiences' awareness and community member actions needed to ensure Benicia accomplishes its 2007 Resolution to act on climate change. (Part III C3)
- Continued to organize a film festival dedicated to celebrate the art of filmmaking acknowledging local, national and international films and filmmakers. The Arts and Culture Commission, the Benicia Soroptimists, and Arts Benicia are working together to initiate an annual film festival in Benicia. (Part III C4).
- Finalized a policy to guide public art installations in the City. Committee members worked with staff to develop a comprehensive policy, the City of Benicia Public Art Policy and Procedures, designed to serve as a guide for the City's acquisition, display, placement, and retention of public art. The document serves to honor the City's standards and interests, while addressing the development of an enduring and varied collection of artwork that enhances, enlivens, and enriches Benicia.

The Benicia Public Art Program was approved by the Arts and Culture Commission June 14, 2012 and forwarded to the City Council. The City Council approved the program, Resolution no. 12-107 on September 4, 2012. (Part III D1)

- Identified a priority public art project to install an art piece in the Community Center adjacent to the Parks and Community Services counter.

The committee documented a Community Sustainability Commission grant application in October 2012. *Wind, Water, Land* can create a significant educational ripple effect that expands audiences' awareness and community member actions needed ensuring Benicia accomplishes its 2007 Resolution to act on climate change. (Part III D2)

F. Ensured that cultural and artistic elements are integral to the City's quality of life and economic vitality.

- Completed Grantee onsite visits as scheduled. (Part III A3)
- Carefully reviewed grantee quarterly reports to best monitor and manage the funding process. (Part III A4)
- Organized a sustainability themed package of three grant applications that use art to increase community awareness and more importantly, to significantly enhance the educational efforts to achieve the objectives of the Benicia Climate Action Plan (CAP). (Part III A10)

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

- Continued to organize a film festival dedicated to celebrate the art of filmmaking acknowledging local, national and international films and filmmakers. The Arts and Culture Commission, Benicia Soroptimists, and Arts Benicia are working together to initiate an annual film festival in Benicia. (Part III C4).
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The Benicia Public Art Program was approved by the Arts and Culture Commission June 14, 2012 and forwarded to the City Council. The City Council approved the program, Resolution no. 12-107 on September 4, 2012. (Part III D1)

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The committee documented a Community Sustainability Commission grant application in October 2012. *Wind, Water, Land* can create a significant educational ripple effect that expands audiences' awareness and community member actions needed ensuring Benicia accomplishes its 2007 Resolution to act on climate change. (Part III D2)

- Finalized and printed a brochure, 'Experience the Arts and Culture of Benicia' that guides residents and visitors to 'walk' the public art. (Part III D3)

G. Engaged youth in culture and arts.

- Organized the Film Festival Subcommittee within the Community Outreach Committee to organize, fundraise and plan to host the first Benicia Film Festival. (Part III A7)
- Continued to organize a film festival dedicated to celebrate the art of filmmaking acknowledging local, national and international films and filmmakers. (Part III C4).

Ordinance No. 11-10 – Fundraising

- Completed two Film Festival fundraisers; Winterhawk wine tasting and silent auction and a garden concert performed by Benicia singer/songwriter Elizabeth Edwards. (Part III A8)

MINUTES OF THE
REGULAR MEETING – CITY COUNCIL
April 16, 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 LEGAL COUNSEL-ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of
Section 54956.9:
One case: Fire Trucks Plus

B. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of
subdivision (d) of Section 54956.9:
One case

III. CONVENE OPEN SESSION:

Mayor Patterson called the Open Session meeting to order at 7:00 p.m.

A. ROLL CALL

All Council Members were present.

B. PLEDGE OF ALLEGIANCE

Various City Volunteers led the Pledge of Allegiance.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF PUBLIC

IV. ANNOUNCEMENTS/PROCLAMATIONS/ APPOINTMENTS/PRESENTATIONS:

A. ANNOUNCEMENTS

Brad Kilger, City Manager, introduced Chief Jim Lydon, as the City's new Fire

Chief.

1. Announcement of action taken at Closed Session, if any.

Heather McLaughlin, City Attorney reported that Council took the following actions:

Item II.A - Council received information from Staff.

Item II.B - Council gave Staff direction to initiate litigation against Fire Trucks Plus.

2. Openings on Boards and Commissions:

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

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.

B. PROCLAMATIONS

1. In Recognition of Law Day - May 1, 2013

2. In Recognition of National Volunteer Week - April 21-27, 2013

Volunteer of the Year Award - Ron Arrants

3. In Recognition of National Public Safety Telecommunicators' Week - April 14 – April 20, 2013

4. In Recognition of "Opening Day on the Strait" - April 20, 2013

C. APPOINTMENTS

D. PRESENTATIONS

V. ADOPTION OF AGENDA:

Karan Reid, Finance Director, reviewed a minor change to item VII.B (copy of amended letter on file w/handouts).

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

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

VI. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

Various items received (copies on file).

B. PUBLIC COMMENT

1. Susan Street - Ms. Street invited Council, Staff, and the public to the first Waterfront Park Master Plan meeting on 4/18/13 at 6:30 p.m. at the Benicia Community Center.
2. Mayor Patterson announced that tonight's meeting would be adjourned in deep sympathy for the survivors and those who lost their lives in bombings at the Boston Marathon last week.

VII. CONSENT CALENDAR:

Council pulled item VII.D for discussion.

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

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

A. APPROVAL OF THE MINUTES OF THE APRIL 2, 2013 CITY COUNCIL MEETING

B. AUTHORIZE THE MAYOR TO SIGN A LETTER TO THE CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC) STATING THE CITY'S OBJECTIONS TO FORCING ABAG POWER TO TAKE AND PAY FOR PIPELINE CAPACITY ACQUIRED BY PG&E

C. PURCHASE AND PLACEMENT OF RESTROOM FACILITY FOR WILLOW GLEN PARK

RESOLUTION 13-25 - A RESOLUTION AUTHORIZING THE PURCHASE AND PLACEMENT OF A NEW RESTROOM FACILITY FOR WILLOW GLEN PARK IN THE AMOUNT OF \$57,698.92 ALLOCATED FROM THE FACILITY MAINTENANCE FUND

D. SECOND READING AND ADOPTION 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

ORDINANCE 13-04 - AN ORDINANCE AMENDING SECTION 1.16.010 (GENERAL MUNICIPAL ELECTIONS) OF TITLE 1 (GENERAL PROVISIONS) OF THE BENICIA MUNICIPAL CODE TO MOVE THE DATE OF THE CITY'S GENERAL MUNICIPAL ELECTION FROM THE FIRST TUESDAY AFTER THE FIRST MONDAY OF NOVEMBER IN ODD-NUMBERED YEARS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY OF NOVEMBER IN EVEN-NUMBERED YEARS AND INCREASE THE CURRENT TERMS OF ELECTED OFFICIALS BY AN AMOUNT NOT TO EXCEED ONE YEAR

Vice Mayor Campbell disclosed exparte communications. He would prefer to hold the 2013 election for the two open seats, as well as an advisory vote to let the voters decide whether to move to even-year elections and whether to increase or decrease terms.

Council Member Schwartzman, Mayor Patterson, and Council Member Hughes disclosed exparte communications.

Council Member Hughes stated that he preferred to have the 2013 election, and have elected officials decrease terms.

Public Comment:

1. Dennis Lowry - Mr. Lowry spoke in support of moving to even-year elections; however he would prefer to decrease elected official terms, rather than increase terms.
2. Robert Livesay - Mr. Livesay spoke in opposition to the proposed ordinance. He discussed concerns regarding extending the terms of elected officials. He discussed an email he sent to Council regarding an alternate way to handle the issue (handout - copy on file).

Heather McLaughlin, City Attorney, discussed the issue of increasing/decreasing terms. If Council wanted to amend the ordinance and decrease terms, and address benefits, it would have to be modified and re-

introduced.

3. Susan Street - Ms. Street discussed Mr. Livesay's proposal. She did not think it was a fair compromise.
4. Bonnie Silveria - Ms. Silveria spoke in support of the proposed ordinance.
5. Kathy Kerridge - Ms. Kerridge spoke in support of the proposed ordinance.

Council Member Schwartzman clarified the cost of the elected official's benefits. He discussed the overwhelming support for moving to even-year elections, the increased election costs the City would face if it does not change to even-year cycles, and concerns regarding the deadline to change before the 2013 election.

Lisa Wolfe, City Clerk, discussed a recent meeting at the Solano County Registered Voters (ROV) office. If Benicia were to switch to even-year elections, the only entities left in the odd-year election cycle would be the City of Vallejo, Dixon Unified School District, Travis Unified School District, Solano Irrigation District, and Cordelia Fire Protection District. All other cities and school districts have submitted resolutions/ordinances to change to even-year elections to the Solano County Board of Supervisors. The cost projections to remain in an odd-year election have increased, as more cities and school districts have changed to even-year cycles.

Vice Mayor Campbell discussed support for changing to even-year elections, but was concerned regarding the prior projected cost. Ms. Wolfe clarified that since the 4/2/13 staff report was written, more cities have changed cycles, increasing the costs of the cities left in the odd-year election pool.

Ms. Wolfe discussed a recent poll she took of California cities that have switched election cycles: who had made the switch, did they increase or decrease terms, and whether they experienced any problems or complications with extending/decreasing terms. Out of the 14 cities that had made the switch to even years increased terms, and no problems or complications were reported.

Council Member Schwartzman clarified Mr. Gardner's (Asst. ROV) projections on best/worst case scenarios. With the new projections, if Benicia switched to even-year elections, the worst case scenario would be approximately \$29,000, and the best case would be approximately \$20,000.

Vice Mayor Campbell discussed best case and worst case scenarios reported by the ROV.

Mayor Patterson discussed Council's options. She spoke in support of the proposed ordinance.

Vice Mayor Campbell discussed concern regarding the claim that changing to an

even-year election cycle would increase voter turnout.

Mayor Patterson discussed the issue of increased voter turnout at even-year elections.

On motion of Council Member Schwartzman, seconded by Council Member Strawbridge, Council adopted Ordinance 13-04, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Strawbridge

Noes: Campbell, Hughes

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

VIII. BUSINESS ITEMS:

- A. COMPREHENSIVE ANNUAL FINANCIAL REPORT AND MEMORANDUM ON INTERNAL CONTROL FOR THE FISCAL YEAR ENDED JUNE 30, 2012**

Karan Reid, Finance Director, reviewed the Staff report.

Vickie Rodriguez, Maze & Associates, reviewed the audit information.

Council Member Schwartzman asked Staff to remove the term 'retreat' from the report (regarding Council/Staff's retreat at the COQ).

Public Comment:

None

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

Ayes: Patterson, Schwartzman, Campbell, Hughes, Strawbridge

Noes: (None)

- B. FISCAL YEAR 2012-13 BUDGET REVIEW AND RESOLUTION AMENDING FY 2012-13 BUDGET**

RESOLUTION 13-26 - A RESOLUTION APPROVING AND ADOPTING AMENDMENTS TO THE BUDGET FOR THE 2012-13 FISCAL YEAR

Karan Reid, Finance Director, reviewed the staff report.

Council Member Schwartzman and Staff discussed the re-budgeting of the Arsenal EIR and Housing Element funds.

Council Member Schwartzman and Staff discussed the budget carryovers.

Mayor Patterson clarified that if Council were to accept the budget revisions, the action could also give direction to staff that carryover funds are subject to review for savings, justification, and criteria for the upcoming budget.

Vice Mayor Campbell and Staff discussed the Transit Fund and how it would be handled with the current and future budgets, and the insurance fund (workers comp).

Council Member Schwartzman and Staff discussed the Transit Fund.

Mayor Patterson and Staff discussed the repayment of the Transit Fund and the unrestricted reserve. Mayor Patterson clarified that the goal is to manage the City's cash, and she would like the issue discussed when the budget workshops begin.

Council Member Strawbridge and Staff discussed the excess salary savings on page VIII.B.15.

Vice Mayor Campbell and Staff discussed the Valero money for the Community Center (staff just sent a request for the funds).

Public Comment:

Jasmine Powell - Ms. Powell requested the City include the Benicia Industrial Park in its budgeting process so that it could be improved.

On motion of Council Member Hughes, seconded by Council Member Schwartzman, Council adopted Resolution 13-26, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Strawbridge

Noes: (None)

C. MAYOR'S REQUEST TO AGENDIZE AN ITEM REGARDING PROPOSED WATER RATE DISCOUNT PROVISIONS AND DEVELOPMENT OF AN OUTREACH PROGRAM FOR THE PG&E ENERGY SAVINGS ASSISTANCE PROGRAM. (MAYOR ELIZABETH PATTERSON)

Mayor Patterson reviewed the staff report.

Vice Mayor Campbell and Staff discussed the possible impact on the City's General Fund, and how disability would be defined.

Staff clarified that this would qualify under the two-step process.

Vice Mayor Campbell and Staff discussed possible timing of implementation, the City's current budget situation, and concerns regarding staff resources.

Public Comment:

None

On motion of Council Member Strawbridge, seconded by Council Member Hughes, Council approved placing the issue of proposed water rate discount provisions on a future agenda for discussion, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Strawbridge

Noes: (None)

On motion of Council Member Strawbridge, seconded by Council Member Hughes, Council approved placing the issue of the development of an outreach program for the PG&E Energy Savings Assistance Program on a future agenda for discussion, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Strawbridge

Noes: (None)

D. MAYOR'S REQUEST TO AGENDIZE AN ITEM REGARDING AMENDING THE GREEN BUILDING ORDINANCE. (MAYOR ELIZABETH PATTERSON)

Mayor Patterson reviewed the staff report.

Staff clarified this item qualified as a two-step process. This item could not be referred to the CSC at this time.

Public Comment:

1. Rae Lynn Fiscalini - Ms. Fiscalini spoke in support of Council placing this item on a future agenda for discussion. She requested the item be referred to the CSC for review, refinement, and clarification.
2. Chuck Reeger - Mr. Reeger spoke in support of Council placing this item on a future agenda for discussion.

Vice Mayor Campbell and Council Member Hughes discussed concerns

regarding 'mandated' programs.

Mayor Patterson discussed support for agendizing this for further discussion.

Ms. McLaughlin cautioned Council on getting into a lengthy discussion on the issue. This item was only on the agenda to see if there was support for placing in on a future agenda for discussion.

Vice Mayor Campbell and Kathy Kerridge (CSC Member) discussed the issue of grants, and who might qualify for them.

Ms. Kerridge asked Council if the CSC could revisit the issue on its own. Ms. McLaughlin clarified that they could not, as Council sets the priorities of the commissions. The commissions have an annual work plan that is approved by Council. Ms. Kerridge spoke in support of Council placing the item on a future agenda for discussion.

Council Member Schwartzman discussed his lack of support for the item, as he was concerned with the issue of 'mandates.'

The request died for lack of support.

E. Council Member Committee Reports:

- 1. Mayor's Committee Meeting.(Mayor Patterson) Next Meeting Date: June 19, 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: April 26, 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: May 8, 2013
9. **Solano Water Authority-Solano County Water Agency and Delta Committee.** <http://www.scwa2.com/>(Mayor Patterson) Next Meeting Date: May 9, 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: TBD
13. **Youth Action Coalition.** (Mayor Patterson, Council Member Strawbridge and Council Member Hughes) Next Meeting Date: April 24, 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: April 18, 2013

IX. ADJOURNMENT:

Mayor Patterson adjourned the meeting at 9:09 p.m. in sympathy and memory of those who have suffered grievous harm in Boston.

**AGENDA ITEM
CITY COUNCIL MEETING DATE - MAY 7, 2013
CONSENT CALENDAR**

DATE : March 27, 2013
TO : City Council
FROM : City Attorney
SUBJECT : **ACCEPTANCE OF THE ANNUAL REPORT OF THE OPEN GOVERNMENT COMMISSION**

RECOMMENDATION:

Accept the annual report of the Open Government Commission.

EXECUTIVE SUMMARY:

In accordance with Benicia Municipal Code 4.20.010.D, the Open Government Commission is required to provide an annual report to the City Council on the implementation and compliance of Title 4 (Open Government) of the Benicia Municipal Code.

BUDGET INFORMATION:

N/A

GENERAL PLAN:

N/A

STRATEGIC PLAN:

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

BACKGROUND:

The officers for the Open Government Commission for 2012 were James Wallace, Chair; James Pucci, Vice Chair; Carol Langford, Sergeant at Arms; and Larry Fullington, Commissioner.

The officers for the Open Government Commission for 2013 are: James Pucci, Chair; Larry Fullington, Vice Chair; Sergeant at Arms, Carol Langford; James Wallace and Susan Lynn Commissioners.

The commission spent time this year working on ways to outreach to the community to get more involvement in the Open Government Commission.

- Members of the public requested that the Commission discuss in more detail independent expenditures relating to campaign ordinances. A memo was drafted by Steven Churchwell regarding the disclosure of political ads in city elections. It was determined by the commissioners to revisit this issue October 2013.
- The Commission reviewed an email from a citizen regarding campaign reporting. The Commission requested a table of campaign spending be prepared so they could review the data and address the citizens' concerns. The City Attorney had summer staff prepare a breakdown of spending amounts of the candidates for a five-year period. After review, the commission requested additional information as well as some clarification be made to reconcile the figures. Some additional information was included on the table such as who won the election, contribution by type and time. The Commission is considering a proposal that Section 1.40.030 Campaign Disclosure in Candidate Election (Ordinance No. 07-18) be amended to add a section C (Monies received from outside source). This issue is still being discussed.
- This year the Commission started a more aggressive public outreach campaign. Efforts included staffing a booth at the Benicia Farmers Market. The Commission decided it would be worthwhile to promote open government to help remind people of the purpose of the commission. This year the open government commissioners will be staffing a booth every Thursday beginning April 25, 2013 through October 24, 2013.
- The Commission reviewed an email from a citizen concerning the monthly study session meetings not being videotaped from the Community Center. It was agreed that the meetings should be videotaped and that staff write a recommendation to council.

Please feel free to add any items on any issues you would like to see the commission focus on in the coming year.

**AGENDA ITEM
CITY COUNCIL MEETING DATE - MAY 7, 2013
CONSENT CALENDAR**

DATE : April 15, 2013

TO : City Manager

FROM : Police Chief

SUBJECT : **AGREEMENT TO PROVIDE SCHOOL RESOURCE OFFICERS TO BENICIA UNIFIED SCHOOL DISTRICT**

RECOMMENDATION:

Adopt a resolution approving the agreement between the City of Benicia and the Benicia Unified School District for School Resource Officers.

EXECUTIVE SUMMARY:

The proposed agreement with the BUSD continues the established School Resource Officer program, but shares the cost of the program with the School District. Currently, the City funds the total cost of the program, which is approximately \$300,000 a year. Under the proposed agreement, the School District would pay \$150,000 per year toward the cost of the SRO program.

BUDGET INFORMATION:

Approving this contract will result in new general fund revenue of \$150,000 per year.

GENERAL PLAN:

N/A

STRATEGIC PLAN:

Relevant Strategic Plan Goal:

- Strategic Issue #1: Protect Community and Environmental Health and Safety

BACKGROUND:

The existing School Resource Officer program provided by the City of Benicia enhances the safe and positive learning environment within the District, promotes a positive working relationship with school staff members to prevent juvenile delinquency, promotes positive attitudes regarding the police role, and informs students of their rights and responsibilities as lawful members of the community. This is accomplished through the assignment of one Benicia Police Officer to each of the secondary school campuses.

Under the proposed agreement to share the cost of this program with the school district, the City agrees to assign one Police Officer, including necessary equipment, to be the School Resource Officer (SRO) at Benicia High School and one Police Officer to be the School Resource Officer at Benicia Middle School.

The SRO's shall:

- Present a positive image of the law enforcement profession.
- Provide students a better understanding of the nature and function of law enforcement, making classroom presentations, as requested.
- Participate in student counseling sessions and parent conferences, when appropriate.
- Provide technical assistance to school administrators.
- Serve as a liaison between the Police Department and the School District.
- Investigate most crimes that occur on school campuses.
- Deter criminal activity and disruptive behavior during school hours, including during school sponsored activities.
- Teach D.A.R.E. (Drug Abuse Resistance Education) at the Benicia Elementary Schools.

The District will pay \$150,000 per fiscal year to the City toward the cost of the SRO program, as well as assign one school administrator at the high school and the middle school to coordinate the activities of the SRO at each campus.

The term of this Agreement shall be for two years, beginning July 1, 2013 through and including June 30, 2015. However, either the District or City may terminate this Agreement upon giving thirty (30) days written notice to the other party.

Attachments:

- Resolution
- Agreement
- SRO Job Description

RESOLUTION NO. 13-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING AN AGREEMENT BETWEEN THE CITY OF BENICIA AND THE BENICIA UNIFIED SCHOOL DISTRICT TO CONTINUE THE ESTABLISHED SCHOOL RESOURCE OFFICER PROGRAM, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY

WHEREAS, the City of Benicia and the Benicia Unified School District desire to continue the School Resource Officer program; and

WHEREAS, both entities recognize the need to formalize the agreement; and

WHEREAS, the term of this agreement shall be from July 1, 2013 to June 30, 2015; and

WHEREAS, the City will annually receive \$150,000 per year from the Benicia Unified School District to fund one SRO position.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council hereby approves an agreement between the City of Benicia and the Benicia Unified School District for the term of July 1, 2013 to June 30, 2015, and authorizes the City Manager to execute the agreement on behalf of the City, subject to approval by the City Attorney.

* * * *

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 on the 7th day of May 2013 and adopted by the following vote:

Ayes:
Noes:
Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

AGREEMENT

SCHOOL RESOURCE OFFICER PROGRAM CITY OF BENICIA AND BENICIA UNIFIED SCHOOL DISTRICT

Agreement is made by and between the City of Benicia, for the Benicia Police Department, hereinafter called "City," and the Benicia Unified School District, hereinafter called "District";

WHEREAS the establishment of a School Resource Officer program has merit in terms of student education, community relations, and school security;

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

1. THE PURPOSE OF THIS AGREEMENT is to continue with the established School Resource Officer program. The School Resource Officer program enhances the safe and positive learning environment within the District, promotes a positive working relationship with school staff members to prevent juvenile delinquency, and promotes positive attitudes regarding the police role and informs students of their rights and responsibilities as lawful members of the community. This is accomplished through the assignment of one Benicia Police Officer to each of the secondary school campuses.
2. THE CITY AGREES to assign one Police Officer, including necessary equipment, to be the School Resource Officer (SRO) at Benicia High School and one Police Officer to be the School Resource Officer at Benicia Middle School. The SROs, under the supervision of the Police Department, will perform law enforcement duties on secondary school campuses during the school year. The intent of the Police Department is to have the SROs on campus on a daily basis when school is in session. The SROs will comply with and adhere to the SRO Job Description attached hereto. The SROs shall:
 - a. Present a positive image of the law enforcement profession.
 - b. Provide students a better understanding of the nature and function of law enforcement, making classroom presentations, as requested.
 - c. Participate in student counseling sessions and parent conferences, when appropriate.
 - d. Provide technical assistance to school administrators.
 - e. Serve as a liaison between the Police Department and the School District.
 - f. Investigate most crimes that occur on school campuses.
 - g. Deter criminal activity and disruptive behavior during school hours, including during school sponsored activities.

- h. Teach D.A.R.E. at the Benicia Elementary Schools.
- 3. THE DISTRICT AGREES to pay the City an amount of \$150,000 per year. Such payment will be made on a fiscal year basis and invoiced by the City in July of each year.

The District will assign one school administrator at the high school and the middle school to coordinate the activities of the SRO at each campus. This administrator will provide input to the police supervisor responsible for evaluating the performance of the SRO.

- 4. The Benicia Police Department shall select the SROs and assign them to the schools. In the event the principal of the school to which the SRO is assigned feels that the particular SRO is not effectively performing his or her duties and responsibilities, the principal shall contact the SRO supervisor. Within a reasonable amount of time after receiving the information from the principal, the SRO supervisor shall advise the Chief of Police of the principal's concern. If the Chief of Police desires, the principal and the Chief of Police or their designees, shall meet with the SRO to mediate or resolve any problems or concerns. The Chief of Police, in his sole discretion, may reassign an SRO in accordance with the policies of the Benicia Police Department.
- 5. The term of this Agreement shall be for two years, beginning July 1, 2013 through and including June 30, 2015. However, either the District or City may terminate this Agreement upon giving thirty (30) days written notice to the other party.

CITY OF BENICIA

BENICIA UNIFIED SCHOOL DISTRICT

Mayor

Board of Trustees

Date

Date

ATTEST:

City Clerk

Superintendent of Benicia Schools

Date

Date

APPROVED AS TO FORM:

APPROVED AS TO FORM:

City Attorney

Attorney

Date

Date

School Resource Officer Job Description

Pursuant to the Agreement between the City of Benicia and the Benicia Unified School District, the School Resource Officer (SRO) will work to enhance the safety of our school campuses and support a positive learning environment for all students. This is achieved through the implementation and use of a variety of strategies including, but not limited to, classroom presentations, counseling, referrals, parent/school liaison assistance, criminal investigations and other duties related to the enforcement of criminal statutes. The SRO is a sworn police officer and at the same time, pursuant to the California Education Code, is an agent of the school district. As such, the SRO is treated as a school administrator when carrying out the duties and responsibilities of a staff member. The SRO will also continually promote open communication and mutual understanding between the police department and the school district and the students.

The general duties and responsibilities of the SRO are as follows:

- The SROs will be available and on campus (except for the use of sick leave, vacation, compensatory time off, department approved training, etc.) on a daily basis.
- The SROs will be available to other schools, as well as the school that they are primarily assigned to.
- The SROs will present a positive image of the law enforcement profession. They will serve as a role model to the students through their display of a positive attitude and respectful behavior.
- The SROs will provide students with a better understanding of the nature and function of law enforcement, by conducting classroom presentations, as requested or required.
- The SROs will prioritize and manage their time (paper correcting, reports, follow-ups) to allow themselves to be visible, present, and in uniform during all school breaks, recesses, lunch-time, and events which require student assembly.
- The SROs will continually deter criminal activity and disruptive behavior before, during, and after school hours. The SRO will respond to the law enforcement needs of the school and enforce violations of law. This will include proper documentation and reporting of those same incidents. The SRO will assist school staff in the enforcement of rules and policies when it is appropriate based upon an actual or potential disruptive reaction by the student.
- The SROs will act as a liaison between the Police Department and the School District. The SROs will provide technical assistance to school administrators by making recommendations on school safety issues and assisting the administration

of the district in developing and implementing plans related to violence prevention.

- In the event that an SRO is absent from their campus for any reason, notification will be made by the SRO to both their assigned school representative, along with the on-duty watch commander. The SROs will make every effort to notify his/her counterpart at the other school of his/her absence.
- The SROs will provide high visibility and directive/preventative patrol, of the perimeter and close proximity of their campuses, as time permits.
- The SROs will participate (i.e. instruct, teach, and provide structure) in those programs designed to educate students, staff, and parents against gangs, violence, drugs, and alcohol.
- In addition to the SROs regular day time school duties they may be required to work additional after hours to provide security for school sporting events, dances and other events approved by the school.
- Any activity that requires additional working hours beyond those scheduled that would incur overtime/compensation time, shall be approved by the SRO supervisor/manager, or watch commander, prior to the beginning of that specific assignment.
- The SROs will not assume extra duties and/or responsibilities from the School Administration without prior approval from the SRO supervisor/commander.
- The SROs will facilitate traffic control training for the campus monitors and other school staff as needed. In addition, the SROs will periodically observe the traffic flow and make recommendations to the school on an as needed basis.
- The SROs will make any community resources that may be available and that they are aware of known to school staff to improve the quality of the educational environment for individual students as well as the school as a whole.

AGENDA ITEM
CITY COUNCIL MEETING DATE - MAY 7, 2013
CONSENT CALENDAR

DATE : April 16, 2013

TO : City Council

FROM : City Manager

SUBJECT : **GENERAL PLAN ANNUAL PROGRESS REPORT TO THE STATE OF CALIFORNIA**

RECOMMENDATION:

Accept the 2012 General Plan Annual Progress Report and direct the Planning Division to submit the report to the Governor's Office of Planning and Research, and to the Department of Housing and Community Development.

EXECUTIVE SUMMARY:

The City of Benicia's General Plan was adopted on June 15, 1999. California Government Code Section 65400 requires that cities submit an annual report of the status of their General Plan and progress in its implementation to the Governor's Office of Planning and Research and Department of Housing and Community Development. Prior to submittal to the State, the annual report must be presented to the City Council for review and acceptance.

BUDGET INFORMATION:

This item has no impact on the City's General Fund.

GENERAL PLAN:

This report is consistent with Implementing, Updating, and Amending the General Plan: Annual Review by Planning Commission (page 11, Benicia General Plan).

STRATEGIC PLAN:

The General Plan Progress report supports many of the Strategic Plan actions by providing a comprehensive update on the 327 programs contained in the General Plan. This comprehensive update serves as a primary performance measure to highlight those that have been accomplished.

BACKGROUND:

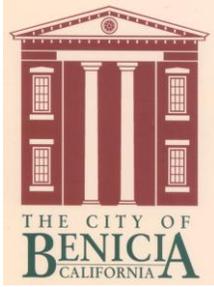
The General Plan Progress Report for 2012 includes up to date information on each of the programs. In addition, the report provides implementation status of

the 1999-2006 Housing Element (part of the General Plan). Staff is currently finishing requests from the State Department of Housing and Community Development on its Draft Housing Element for the 2007-2014 cycle and expects adoption by the end of this calendar year with subsequent certification by the State.

On April 11 the Planning Commission recommended that the Council accept the General Plan Progress Report, with the clarification for Program 2.33.C that the title of the regional group working to save the State Parks is the "Solano County State Parks Committee."

Attachments:

- City of Benicia General Plan Annual Progress Report, Including Annual Housing Element Progress Report for 2012
- Summary of Implementation Changes, General Plan Implementation Report; January 1 – December 31, 2012
- General Plan Implementation Report
- Housing Element Implementation
- City Council Strategic Plan, Fiscal Years 2011-2013
- Planning Commission Staff Report without Attachments
- Planning Commission Minutes of April 11, 2013



City of Benicia

General Plan Annual Progress Report, Including Annual Housing Element Progress Report for 2012

**Prepared by the Community Development
Department, Planning Division**

April 2013

Introduction

This review provides the Planning Commission and City Council with an annual progress report (APR) of General Plan accomplishments, which has been done since its adoption in June 1999. The General Plan is a comprehensive, long-term plan to guide the future of the City between 1999 and 2019 and covers the following elements: land use, circulation, housing, conservation, open space, safety, and noise. The plan includes goals, which spell out what the City wants to accomplish, and policies that guide day-to-day decisions to bring the City closer to achieving its goals, and programs that specify actions the City will take to implement the General Plan. This report includes General Plan accomplishments from January 1, 2012 through December 31, 2012.

Review and Acceptance by Local Legislative Body

The State of California Governor's Office of Planning and Research and the State Department of Housing and Community Development will also receive a copy of Benicia's General Plan progress report, but not until it is reviewed and accepted by Benicia's City Council. The City Council can accept this on consent, or as a discussion item.

Performance Measures

The Planning Division has measured implementation of the General Plan by describing the state of each program as follows:

PRIORITY	
1	Currently Budgeted
2	Request for future funding
3	Not Budgeted
C	Completed
O	Ongoing
PC	Partially Completed

Appendix A contains a listing of all the Goals, Policies, and Programs in the General Plan, organized by section. The first column is color coded by section; the second column shows the reference number; the third column explains whether the statement is a goal, policy, or program; the fourth column provides the corresponding goal/policy/program statement; the fifth column describes the state of each program; the sixth column describes the status; and, the seventh column lists which department or division is responsible for carrying out the program tasks. An outline of Appendix A is shown on the following page.

General Plan Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Land Use and Growth Management						
Economic Development						
Industrial Development						
Port Development						
Historic Arsenal						
Downtown						
Other Commercial Development						
Circulation						
Public & Quasi Public						
Parks and Recreation						
Schools						
Water						
Recycling						
Utilities						
Historic Preservation						
Archaeology						
Cultural						
Art						
Visual Character						
Regional/Sub-regional Open Space & Trails						
Biotic Resources						
Water						
Mineral Resources						
Energy						
Healthy Community						
Hazards						
Noise						

Housing Element Reporting

The State Department of Housing and Community Development has standardized forms for addressing the Housing Element portion of this Annual Progress Report, which is contained in Appendix B.

Consistency with the State Office of Planning & Research General Plan Guidelines

The City of Benicia's General Plan contains four chapters and fifteen subsections

and is organized by a framework of goals, policies, and programs. The Housing Element is separated from the General Plan as an individual document (Appendix B), due to more frequent, state mandated updates.

CHAPTER	SUBSECTION	CONSISTENT WITH STATE GUIDELINES	STATE MANDATED ELEMENT
1. Introduction	What is the General Plan?	Yes	N/A
	Regional Setting	Yes	
	The Planning Area	Yes	
2. Community Development and Sustainability	Land Use and Growth Management	Yes (includes Sustainable Development and Environmental Justice)	Land Use Circulation Conservation Open Space
	Economic Development	Yes (optional element)	
	Circulation	Yes	
	Community Services	Yes	
3. Community Identity	Historic Resources	Yes (optional element, Community Design)	Land Use Conservation Open Space
	Cultural Resources	Yes, (optional element, Capital Improvements, Public Facilities)	
	Visual Character	Yes, optional element (Community Design)	
	Open Space and Conservation of Resources	Yes	
4. Community Health and Safety	Healthy Community	N/A	Land Use Circulation Conservation Safety Noise
	Hazards to the Community	Yes	
	Responses to Hazards	Yes	
	Noise	Yes	

Last Update to the General Plan

The last comprehensive update to Benicia's General Plan was done in 1999. General Plan Guidelines prepared by the State Office of Planning and Research recommend that General Plans are updated regularly and "revised as new information becomes available and as community needs and values change." The City has not significantly changed its primary goal of maintaining Benicia as a small town city; the Goals of the General Plan are still applicable and a comprehensive update is not warranted. The exception of course is the Housing Element, which requires periodic review, evaluation, and revision.

Last year, the City completed the update to the 2007-2014 Housing Element and received certification by the State Department of Housing and Community Development (HCD). The process began in 2008 with a series of public workshops. In October 2009, HCD directed the City to conduct further analyses for 16 subject areas of the Draft Housing Element. These detailed analyses were completed and submitted to the State for review over the next three years. On September 14, 2012, HCD confirmed that the analyses and resulting revisions fully address statutory requirements.

Priorities Established by Council

The City of Benicia's Strategic Plan, which is reviewed and approved by the City Council, is prepared every two years in concert with the City's budget cycle.

"The Strategic Plan differs from the City's General Plan in that the General Plan reflects the City's long-range vision. The Strategic Plan is a plan for the next two [to] five years that will help the City accomplish the goals of the General Plan with shorter term strategies and actions." (Strategic Plan p. 2)

The current Strategic Plan covers the period from July 1, 2011 through June 30, 2013. Appendix C contains the City's two-year priorities as presented in the current Strategic Plan. Economic Development and fiscal efficiency are the focus of the Plan's top five priorities.

Policy Amendments

There have been no General Plan policy amendments made during January 1, 2012 through December 31, 2012.

Projects (planning activities, general plan amendments, major development applications)

In 2012, the Planning Division processed 22 Design Review applications, 10 Use Permit applications, 1 Variance request, and 1 Parcel Merger. No major development applications were acted on last year.

Interagency and Intergovernmental Coordination

The Planning Division continues to be involved in regional planning activities, which for 2012 included: coordination with the San Francisco Bay Area Conservation and Development Commission (BCDC) on construction activities along the waterfront and implementation of the bay trail system; Tri Cities and County Collaborative Planning Group, aka Solano Open Space (a joint powers authority between the cities of Benicia, Fairfield, Vallejo and Solano County for the preservation of open space); collaboration with the Association of Bay Area Governments (ABAG) for the development of a Sustainable Communities

Strategy and obtaining designation of an Employment Investment Priority Development Area within the Industrial Park.

Comments from Boards, Commission on General Plan Implementation

On April 11, 2013 the Planning Commission reviewed the General Plan Annual Progress Report for 2012. The Commission requested that the status of Program 2.33.C include the Solano County State Parks Committee as the name of the newly established regional group.

On May 7, 2013 the City Council is scheduled to review the General Plan Annual Progress Report for 2012. Comments will be incorporated into the final draft for submittal to the Governor's Office of Planning and Research.

Review of Grant Administration for Land Use Planning Activities

The Planning Division continues to apply for grants when opportunities for work programs arise. The City monitors its Housing Rehabilitation Loan Program, originally conceived through a Community Development Block Grant. In order to be more competitive for future funding, the City has applied for and received a Priority Development Area Designation (PDA) for its downtown, and for an Employment Investment Center based PDA for its industrial park. These designations awarded by ABAG make Benicia eligible and more competitive when future funding opportunities arise.

Technological Review, GIS and Website

The Planning Division tracks permit activity with Accela Automation, provides basic Geographical Information Systems (GIS) analysis through the County of Solano's GIS shared interface, updates its website as necessary with pertinent information including planning application forms and guidelines, historic property information, and plans and maps. This year, the City plans to launch a new Sustainable Benicia website in collaboration with the Community Sustainability Commission highlighting Benicia's efforts to implement the Climate Action Plan.

**Appendix A: Summary of Implementation Changes
General Plan Implementation Report; January 1 – December 31, 2012,**

Appendix B: General Plan Implementation Report

Appendix C: Housing Element Implementation Report

Appendix D: City Council Strategic Plan, Fiscal Years 2011 – 2013

Summary of Implementation Changes

General Plan Implementation; January 1 - December 31, 2012

Priority: 1 = Currently Budgeted; 2 = Request for Future Funding; 3 = Not Budgeted; C = Completed; O = Ongoing; PC = Partially Completed

GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Citywide Econ. Development	2.5.D	Program	Continue to offer incentives for locating in Benicia to businesses that maximize jobs or long-term net revenues to the City of Benicia, or both.	3/O	Types of incentives the City may offer include sales tax rebates or deferrals and/or fee deferrals; case-by-case basis (no budget allocation). City is implementing a Business Resource Incentive Program which is an incentive program for businesses in the industrial park to reduce energy costs.	City Manager's Office Economic Development Division
	2.5.H	Program	Develop an "economic development web page" for Benicia with pertinent economic and demographic information, and profiles of key development sites and vacant buildings available for new businesses.	PC/O	See www.BeniciaBusiness.com . A new website will be created and is planned for launch in June 2013.	City Manager's Office Economic Development Division
	2.5.J	Program	Expand the City's economic development strategy to address the potential for eco-tourism (e.g., related to marshlands), recreation, artists, cultural, and historic elements. Conduct a study of the relative merits and strengths of each of these assets in Benicia.	PC/O	In March 2012, the City adopted the Business Development Action Plan, which updates the ED Strategy and focuses on economic recovery from the Great Recession. Focus of City resources should be on the Industrial Park. No eco-tourism focus to date.	City Manager's Office Economic Development Division
	2.12.B	Program	Work to attract economically viable businesses that will create night-life Downtown such as restaurants, cafes, movie theaters, and other entertainment uses.	O	The City of Benicia Office of Economic Development in partnership with the Downtown Business Alliance, is working to enhance the First Street Experience, most notably with the installation of 175,000 decorative tree lights (Dec. 2012).	City Manager's Office; Office of Economic Development

Summary of Implementation Changes

General Plan Implementation; January 1 - December 31, 2012

Priority: 1 = Currently Budgeted; 2 = Request for Future Funding; 3 = Not Budgeted; C = Completed; O = Ongoing; PC = Partially Completed

GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Downtown	2.12.D	Program	Develop public/private partnerships to implement financing mechanisms such as a Business Improvement District to fund capital improvements and repairs to Downtown.	O	Downtown merchants formulated a Business Improvement District (November 2012). The non-profit Downtown Business Alliance is in the process of being formed to administer the BID.	City Manager's Office; Office of Economic Development
	2.12.E	Program	Retain a permanent Main Street Program.	O/2	The current budget allocates \$117,000 annually toward the Main Street Program.	City Manager's Office; Office of Economic Development
	2.12.L	Program	Use the Urban Waterfront Restoration Plan to guide the planning and development of public waterfront improvements; when siting private development; and when designing public access between commercial uses and the waterfront.	O/2	The prior Urban Waterfront Restoration Plan was overridden by Measure C in 2005 with the rezone from a Waterfront Commercial to Open Space Zoning District. Recently, the City received a grant from the Coastal Conservancy to develop a new Waterfront Plan for the area which is currently in process.	Community Development Planning Division and Parks & Community Services Dept.
	2.12.R	Program	Continue to support promotional maps for visitors that identify locations of restaurants, services, specialty retail, recreational, and other facilities that cater to visitors and tourists.	2/O	The City continues to make available information on many attractions and collaborates with Benicia Main Street to further this endeavor. Directional signage was installed in 2009. Staff and Benicia Main Street released a walking brochure and map, noting visitor attractions in June 2012.	City Manager's Office; Office of Economic Development
Circulation	2.24.A	Program	Investigate establishment of Industrial Park bus service.	C/O	With the passing of the Global Warming Solutions Act AB32, staff continues to seek grant funding opportunities for intermodal projects for the Industrial Park.	Public Works Engineering Division and Community Development Planning Division

Summary of Implementation Changes

General Plan Implementation; January 1 - December 31, 2012

Priority: 1 = Currently Budgeted; 2 = Request for Future Funding; 3 = Not Budgeted; C = Completed; O = Ongoing; PC = Partially Completed

GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Parks and Recreation	2.33.C	Program	Work with the State to keep the State Recreation Area open to the public for day use.	O	Staff continues discussions with State Parks staff in finding a collaborative solution to keep the State Recreation Area open beyond the two year moratorium (2014). Staff is also working with the Solano County State Parks Committee, a newly established Solano County regional group in providing possible options	Parks & Community Services Dept.
	2.33.D	Program	Work with the State to assure that the Capital maintains maximum opening hours for public enjoyment and use.	O	City entered into a maintenance agreement to maintain the Capitol grounds. Benicia State Parks Association signed a donor agreement to operate the Capitol and Fisher Hanlon House.	Parks & Community Services Dept.
Historic Preservation	3.1.D	Program	Continue to work and cooperate with the Benicia Historical Society on historic preservation issues.	O	Staff regularly coordinates and continues involvement with and from the Historical Society. In 2012, the Historic Society was invited to participate with the Historic Preservation Review Commission in celebration of National Preservation Month at the Farmer's Market and the Commission's 'Meet & Greet'.	Community Development Planning Division and Parks & Community Services Dept.
Culture	3.3.E	Program	Develop promotional materials that increase community awareness of the Camel Barn museum.	O	Promotional materials for the Historical Museum at the Camel Barns are included with other materials for arts and culture organizations at the Library and are also available through the Economic Development Department.	Library Dept. & City Manager's Office; Office of Economic Development

Summary of Implementation Changes

General Plan Implementation; January 1 - December 31, 2012

Priority: 1 = Currently Budgeted; 2 = Request for Future Funding; 3 = Not Budgeted; C = Completed; O = Ongoing; PC = Partially Completed

GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Art	3.6.B	Program	Encourage expansion of art retailing on First Street.	PC/3	The City contracts with Benicia Main Street to provide business attraction/retention downtown, although art galleries are not specifically identified as a target. In Addition the City has created the Art Walk event which promotes Benicia Artists downtown on the second Saturday each month.	City Manager's Office; Office of Economic Development
	3.6.C	Program	Work with developers and builders to incorporate public art into projects, where applicable.	O/3	The potential for public art is evaluated in concert with development applications. A Public Art Policy was approved by Council in 2012. There is currently no budget to create a comprehensive master plan and funding mechanism.	Community Development Planning Division and Library Dept.
Visual Character	3.8.A	Program	Develop urban design improvements to unify Solano Square with City Park and the Civic Center.	C	In 2012 construction of improvements to the intersection of First Street and Military began (and were completed in early 2013); including enhanced crossings to Solano Square, installation of new sidewalk along driveway entrance to Solano Square and new bus stops. In addition, Solano Square is part of Benicia's Downtown Priority Development Area, which makes the area eligible and more competitive to receive grants for future planning endeavors.	Community Development Planning Division and Public Works Engineering Division
	3.9.B	Program	Investigate and apply for State Scenic highway designation of Interstate Highways I-780 and I-680.	C	I-680 and I-780 are not eligible to be designated as a State Scenic Highway under the current Caltrans criteria. However, I-780 has been designated a "Landscape Freeway."	Public Works Engineering Division

Summary of Implementation Changes

General Plan Implementation; January 1 - December 31, 2012

Priority: 1 = Currently Budgeted; 2 = Request for Future Funding; 3 = Not Budgeted; C = Completed; O = Ongoing; PC = Partially Completed

GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
	3.9.C	Program	Develop a sign enforcement program along the freeways.	3	Not part of the current work program. The Sign Ordinance is enforced through complaints. The Sign Ordinance is undergoing an update and will be complete during 2013/2014.	Community Development Planning Division and City Attorney's Office

General Plan Implementation Report; January 1 - December 31, 2012

Priority: 1 = Currently Budgeted; 2 = Request for Future Funding; 3 = Not Budgeted; C = Completed; O = Ongoing; PC = Partially Completed

GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Land Use and Growth Management	2.1	Goal	Preserve Benicia as a small-sized city.			
	2.1.1	Policy	Ensure that new development is compatible with adjacent existing development and does not detract from Benicia's small town qualities and historic heritage, and to the extent possible, contributes to the applicable quality of life factors			
	2.1.A	Program	Adopt development guidelines that retain the scale and character of the city, preserve public view corridors, and reflect the subdivision and development patterns within existing neighborhoods.	PC	Prior to the adoption of the 1999 General Plan, Benicia adopted the following: Downtown Historic Conservation Plan (1990), Arsenal Historic Conservation Plan (1993), and the Industrial Design Guidelines (1989). In 2007 the City adopted the Downtown Mixed Use Master Plan, which set forth new zoning districts and development standards. Updates or new plans are not part of the current work program.	Community Development Planning Division
	2.1.2	Policy	Make efficient use of land in new development areas consistent with the surrounding neighborhood.			
	2.1.3	Policy	Maintain a visual and physical separation from the cities of Fairfield and Vallejo.			
	2.1.4	Policy	Strive to preserve significant areas of vegetation and open space when approving development projects.			
	2.1.5	Policy	An Urban Growth Boundary is established as shown on the General Plan Land Use Diagram in order to separate the City's urban area from its surrounding greenbelt of open lands and to maintain lands near Lake Herman and north of Lake Herman Road in permanent agriculture/open space use. No urban development is allowed beyond the Urban Growth Boundary. "Urban development" shall mean development requiring one or more basic municipal services including, but not limited to, water service, sewer, improved storm drainage facilities, fire hydrants and other physical public facilities			
	2.1.6	Policy	No urban development beyond the Urban Growth Boundary shall be served by City water and/or sewer services.			
	2.1.7	Policy	The City shall promote compact urban development within the UGB and shall encourage development of public, semi-public, active recreational, and all other uses deemed desirable for the community inside the UGB.			
	2.1.8	Policy	Prior to December 31, 2023, the Urban Growth Boundary designated on the Land Use Diagram, this policy, Policies 2.1.5, 2.1.6, and 2.1.7 and the definition of Urban Growth Boundary in the Glossary, may be amended only by a vote of the			
	2.2	Goal	Maintain lands near Lake Herman and north of Lake Herman Road in permanent agriculture/open space use.			
	2.2.1	Policy	Protect and maintain agricultural and rural land uses, hillsides, two-lane curving roads, watershed, riparian corridors and upland grasslands.			

General Plan Implementation Report; January 1 - December 31, 2012

Priority: 1 = Currently Budgeted; 2 = Request for Future Funding; 3 = Not Budgeted; C = Completed; O = Ongoing; PC = Partially Completed

GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead	
Land Use and Growth Management	2.2.2	Policy	Avoid health risks associated with the inactive IT Panoche Hazardous Waste Facility and land use conflicts with the Syar Quarry.				
	2.2.A	Program	Initiate a variety of planning, regulatory, and financial measures to ensure permanent protection of agricultural and open space uses near Lake Herman and north of Lake Herman Road.	O	The Sky Valley Open Space Committee was established in 2004 to protect agricultural uses and the watershed north of Lake Herman Road through conservation easements and land acquisition. In 2010/2011 the CA Rangeland Trust assisted the city in pursuing conservation easements. To date, no property was put into conservation easements.	Community Development Planning Division	
	2.2.B	Program	Acquire property, development rights, or easements to preserve open space.	O	At this time, property owners not interested in obtaining conservation easements and no financial resources for open space acquisition.	Community Development Planning Division	
	2.2.C	Program	Evaluate incorporating the Northern Area into the Tri-City and County Open Space Area.	O/3	Both Sky Valley Committee and Tri City and County Cooperative Planning Group have had some discussion about this possibility. Requires an amendment to the Joint Powers Agreement between the Cities of Benicia, Fairfield, Vallejo and Solano County.	Community Development Planning Division	
	2.3	Goal	Ensure orderly and sensitive site planning and design for large undeveloped areas of the City, design for large undeveloped areas of the City, consistent with the land use designations and other policies in this General Plan.				
	2.3.1	Policy	Require a Master Plan for new industrial and business park developments on properties under common or single ownership which aggregate to more than 40 acres. (Properties include: Seeno, Valero undeveloped area, Pine Lake north of I-780, Port - south, Port - north.)				

General Plan Implementation Report; January 1 - December 31, 2012

Priority: 1 = Currently Budgeted; 2 = Request for Future Funding; 3 = Not Budgeted; C = Completed; O = Ongoing; PC = Partially Completed

GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Land Use and Growth Management	2.3.A	Program	Ensure adequate funding is available for the long-term maintenance of undeveloped areas preserved when approving land divisions.	O	Staff routinely evaluates as part of a development application.	Community Development Planning Division and Parks & Community Services Dept.
	2.3.2	Policy	Support land divisions where existing buildings with historic or architectural significance are retained and/or improved rather than demolished.			
	2.4	Goal	Ensure that development pays its own way.			
	2.4.1	Policy	Ensure any new development to be fiscally and financially sound and pay its own way with respect to City and School District capital improvements.			
	2.4.A	Program	Monitor development to ensure it does not overburden the City's infrastructure.	O	Evaluated during development review and approval process. Storm water impact fees and developer agreements are currently under evaluation.	Public Works Engineering Division
Citywide Econ. Development	2.5	Goal	Facilitate and encourage new uses and development which provide substantial and sustainable fiscal and economic benefits to the City and the community while maintaining health, safety, and quality of life.			
	2.5.1	Policy	Diversify the mix of economic development programs in the city to include new programs that address Downtown revitalization, tourism, waterfront development, and clusters of related businesses.			
	2.5.A	Program	Consider developing a labor force database as part of the Business Attraction, Expansion, and Retention Program which includes information on labor force costs by occupation and industry sector, turnover rates, productivity, reliability, and other factors. Maintain and update the database annually.	3/O	In conjunction with Solano Economic Development Corporation and Solano Workforce Investment Board	City Manager's Office Economic Development Division
	2.5.B	Program	Target business attraction efforts toward firms that pay high wages and with jobs that relate to the skills and education levels of Benicia residents.	O	A database is maintained in conjunction with Solano Economic Development Corporation.	City Manager's Office Economic Development Division

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Citywide Econ. Development	2.5.C	Program	Evaluate future uses on a cost/revenue basis, taking into account economic diversity for the long term and environmental and community costs and benefits.	O	This occurs with each substantial development or business application submitted to the City.	City Manager's Office Economic Development Division
	2.5.D	Program	Continue to offer incentives for locating in Benicia to businesses that maximize jobs or long-term net revenues to the City of Benicia, or both.	3/O	Types of incentives the City may offer include sales tax rebates or deferrals and/or fee deferrals; case-by-case basis (no budget allocation). City is implementing a Business Resource Incentive Program which is an incentive program for businesses in the industrial park to reduce energy costs.	City Manager's Office Economic Development Division
	2.5.E	Program	Develop business incentives that can be used to attract new businesses (e.g., fee deferral program, use of public financing when appropriate) and performance criteria to ensure that benefits are generated in line with incentives provided.	O	The type of incentive is addressed on a case-by-case basis.	City Manager's Office Economic Development Division
	2.5.F	Program	Continue to maintain and update an economic development strategy which focuses on both the acquisition of new businesses and retention of existing businesses.	O	The Economic Development Board and City Council adopted an Economic Development Strategy in 2007. This was updated in 2012 by the Economic Development Board and City Council with the adoption of the Business Action Development Plan (March 2012).	City Manager's Office Economic Development Division

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Citywide Econ. Development	2.5.G	Program	Continue to implement the programs and actions proposed in the City's latest Economic Development Strategy.	O	Ongoing.	City Manager's Office Economic Development Division
	2.5.H	Program	Develop an "economic development web page" for Benicia with pertinent economic and demographic information, and profiles of key development sites and vacant buildings available for new businesses.	PC/O	See www.BeniciaBusiness.com. A new website will be created and is planned for launch in June 2013.	City Manager's Office Economic Development Division
	2.5.I	Program	Conduct a bi-annual review of fee burdens for key land uses in Benicia and competing jurisdictions in the region to ensure that Benicia's fees are sufficient and competitive and do not create a deterrent to beneficial development.	1	A fee study is done every year in June. A focused evaluation of Planning and Building Divisions' fees was completed September 2005. The proposed changes resulting from the study were adopted by City Council in November 2005. In 2009, the Council reduced Design Review fees for properties in the Historic Overlay Districts.	Community Development Dept. and Finance Dept.
	2.5.J	Program	Expand the City's economic development strategy to address the potential for eco-tourism (e.g., related to marshlands), recreation, artists, cultural, and historic elements. Conduct a study of the relative merits and strengths of each of these assets in Benicia.	PC/O	Tourism is a key component of the new Economic Development (ED) Strategy; a marketing consultant was retained in October 2009 to begin promoting the City's assets more fully. In March 2012, the City adopted the Business Development Action Plan, which updates the ED Strategy and focuses on economic recovery from the Great Recession. Focus of City resources should be on the Industrial Park. No eco-tourism focus to date.	City Manager's Office Economic Development Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Industrial Development	2.6	Goal	Attract and retain a balance of different kinds of industrial uses to Benicia.			
	2.6.1	Policy	Preserve industrial land for industrial purposes and certain compatible "service commercial" and ancillary on-site retail			
	2.6.2	Policy	Other land uses should not adversely affect existing industrial and commercial land uses.			
	2.6.A	Program	Where General Plan amendments propose to convert industrial land to non-industrial or non-commercial uses, require the preparation of a fiscal and economic impact analysis to ensure that the conversion does not adversely affect the city's long-term economic development, or the economic vitality of existing industrial/commercial uses.	O	This would be required at the time of a development application or through a city-initiated amendment to the General Plan. No current amendments are proposed at this time, except for those contained in the Draft Lower Arsenal Specific Plan, which has not yet been adopted by the City Council.	Community Development Planning Division
	2.6.B	Program	Develop criteria for evaluating whether a proposed nonindustrial/non-commercial use would impact the viability of existing industrial/commercial uses. Use the criteria to evaluate non-industrial and non-commercial projects proposed in the Industrial Park.	C	The Zoning Ordinance sets forth four specific criteria that must be met in order to grant a Use Permit or Variance in the Industrial Zones. (BMC 17.32.020, Note "L").	Community Development Planning Division
	2.6.3	Policy	Facilitate continued development of the Industrial Park. Especially encourage general industrial uses to locate in the basin northeast of Downtown (around Industrial Way between East Second and the freeway).			
	2.6.C	Program	For lands designated limited industrial, reduce the length of time and number of steps required for development proposals to proceed, consistent with CEQA, community development policies and ordinances, and the design review process for general industrial lands.	2/O	Staff is preparing a list of potential zoning text amendments for the Industrial Zoning Districts in order to achieve greater economic development and revitalization in the city's primary employment areas. These amendments are being developed in conjunction with Benicia Industrial Park Association (BIPA) and the Chamber of Commerce.	Community Development Planning Division
2.6.4	Policy	Link any expansion of Industrial land use to the provision of infrastructure and public services that are to be developed and in place prior to the expansion.				

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Industrial Development	2.6.D	Program	Continue to update the overall capital improvements program and infrastructure financing plan for the Industrial Park and other major industrial areas.	O	Update is conducted as a regular part of the Capital Improvement Program process.	Public Works Engineering Division
	2.6.E	Program	Develop Industrial Park infrastructure and public services standards, as approved by the City Council. (See also Program 2.28.A.)	PC	Street patching of selected streets completed and the Industrial Way project has been included in budget requests.	Public Works Engineering Division
	2.6.5	Policy	Establish and maintain a land buffer between industrial/commercial uses and existing and future residential uses for reasons of health, safety, and quality of life.			
	2.6.F	Program	Use topography, landscaping, and distance as a buffer between Industrial Park uses and residential uses.	PC/O	The General Plan Land Use Diagram indicates a 200-foot buffer, in the form of Open Space Zoning, between lands owned by Valero and adjacent residential uses. The buffer extends from East 2nd above Tenny Drive, to the north past Rose Drive and north of the industrial area along West Channel Road. The City continues to pay close consideration to the mix of uses in the Industrial Park, both in terms of buffers and compatibility; e.g. General Plan, pg. 33, Policy 2.1.1 aims to ensure that new development is compatible with existing (compatible = capable of existing without detrimental effects.	Community Development Planning Division
	2.7	Goal	Attract and retain industrial facilities that provide fiscal and economic benefits to - and meet the present and future needs of - Benicia.			
	2.7.1	Policy	Attempt to attract high-wage and high-revenue producing companies to Benicia.			

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	2.7.A	Program	Conduct a study of the City's competitiveness for high-wage businesses. Based on the results, determine which types of high-wage businesses could realistically be attracted to Benicia and develop an appropriate business attraction strategy.	C	The industrial/office market and the jobs-workers imbalance are part of the Economic Development Strategy.	City Manager's Office Economic Development Division
Port Development	2.8	Goal	Maintain the viability of the Port now and in the future to benefit the City of Benicia.			
	2.8.1.	Policy	Avoid encroachment by future incompatible uses, and where possible, reduce encroachment from existing incompatible uses, in concert with Policy 2.11.1.			
	2.8.A	Program	Ensure that definitions of "water-related industrial" and "waterfront" land uses are consistent with "water dependent" uses as defined in the Seaport Plan.	C	The San Francisco Bay Area Seaport Plan (prepared in partnership by the Bay Conservation and Development Commission and the Metropolitan Transportation Commission) was adopted in 1996, and last amended in January 2012. The Plan designates the Port of Benicia as an active 3-berth "marine terminal". This use and associated ancillary uses such as ship repair, supportive ground transportation, marine related services, and trucking and railroad yards are permitted uses in Benicia's Water-Related Industrial Zoning District.	Community Development Planning Division
	2.9	Goal	Ensure adequate land for port activity.			
	2.9.A	Program	Work with the Port to evaluate the future level of port activity and need for land in order to sustain an economically viable Port operation.	O	Land use at and near the Port is being considered as part of the Draft Lower Arsenal Mixed Use Specific Plan.	City Manager's Office
	2.9.1	Policy	Encourage and create opportunities and methods for cooperative planning of the Port, Arsenal, and Pine Lake.			
	2.10	Goal	Provide for carefully-defined visual and physical public access where security and safety considerations permit.			

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Port Development	2.10.A	Program	Explore the feasibility of public access to and providing recreation use in the Port in a manner which does not compromise the economic viability or safe operation of the Port.	C/O	Currently addressed by way of development projects requiring BCDC review. Example, UPRR/Amports project resulted in public access improvements to the head of Sulphur Springs Creek Trail, which is adjacent to the Port.	Parks & Community Services Dept. and Community Development Planning Division
Historic Arsenal	2.11	Goal	Encourage the retention and continued evolution of the lower Arsenal into a historic/cultural/commercial/industrial center of mutually compatible uses.			
	2.11.1	Policy	Retain and expand the mix of compatible and balanced uses in the lower Arsenal area.			
	2.11.2	Policy	Continue to allow live/work uses in the lower Arsenal where it can be demonstrated that adequate buffers exist, including noise buffers, and that the presence of residents would not significantly constrain industrial operations, including the flow of goods and materials.			
	2.11.3	Policy	Support the development of the Pine Lake area as an attractive, aesthetic gateway with a water feature.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Historic Arsenal	2.11.A	Program	Require protection of dramatic views of the strait and the incorporation of a gateway/water feature into any development plans for the Pine Lake area.	C	The gateway/water feature element will be implemented if and when a development application is filed by the property owner, Benicia Industries. Any development application for this area would be reviewed for consistency with applicable General Plan policies. Protecting views of the strait are regulated by the Zoning Ordinance, which places a 24 ft. height limit on properties within 150 feet of the shoreline; the Downtown Mixed Use Master Plan sets forth a maximum of 2.5 stories; in addition, the City coordinates with the Bay Conservation and Development Commission for all projects within 100 ft. of the mean high tide. When the Water's End subdivision plan was developed, analysis on impacts on views to Pine Lake was completed.	Community Development Planning Division
	2.12	Goal	Strengthen the Downtown as the City's central commercial zone.			
Downtown	2.12.1	Policy	Emphasize retail sales and service businesses along First Street, preferring retail commercial on the street level and encouraging other commercial, office, and housing as important supporting uses on upper floors.			

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Downtown	2.12.A	Program	Consider improvements to Solano Square to make it more pedestrian friendly.	PC/O	Grant funded improvements to the intersection of First Street and Military are underway; includes enhances crossings to Solano Square and installation of new sidewalk along driveway entrance to Solano Square. In addition, Solano Square is part of Benicia's Downtown Priority Development Area, which will make Solano Square eligible and more competitive to receive grants for additional planning improvements.	Public Works Engineering Division and Community Development Planning Divisions
	2.12.B	Program	Work to attract economically viable businesses that will create night-life Downtown such as restaurants, cafes, movie theaters, and other entertainment uses.	O	The City of Benicia Office of Economic Development in partnership with the Downtown Business Alliance, is working to enhance the First Street experience, most notably with the installation of 175,000 decorative tree lights (Dec. 2012).	City Manager's Office; Office of Economic Development
	2.12.C	Program	Continue business recruitment and marketing efforts for Downtown. Provide promotional information on Benicia's economic and demographic profile, available sites and building space, a directory of support services, and an expedited approvals program.	O	Ongoing.	City Manager's Office
	2.12.D	Program	Develop public/private partnerships to implement financing mechanisms such as a Business Improvement District to fund capital improvements and repairs to Downtown.	O	Downtown merchants formulated a Business Improvement District (November 2012). The non-profit Downtown Business Alliance is in the process of being formed to administer the BID.	City Manager's Office; Office of Economic Development

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Downtown	2.12.E	Program	Retain a permanent Main Street Program.	O/2	The current budget allocates \$117,000 annually toward the Main Street Program.	City Manager's Office; Office of Economic Development
	2.12.F	Program	Promote additional civic and compatible public and private uses in the Civic Center area.	3	On hold due to economic factors. Joint collaboration with Community Development and Parks and Community Services.	City Manager's Office, Community Development Dept. and Parks & Community Services Dept.
	2.12.2	Policy	Permit a mix of residential and commercial uses including detached single-family homes and live/work quarters in the first row of blocks east and west of First Street. Allow small retail commercial businesses on parcels closest to First Street, and small, less intense uses (such as offices, personal services, and bed-and-breakfast establishments) anywhere within the block.			
	2.12.G	Program	Review and modify the zoning ordinance, as needed, to accommodate a mix of uses in the blocks immediately east and west of First Street.	C	In 2007, the Downtown Mixed Use Master Plan was adopted. The focus of the plan was to accommodate a mix of uses along First Street and ensure the historic character of the downtown was maintained through new development standards.	Community Development Planning Division
	2.12.3	Policy	Seek to make Downtown a thriving and vigorous community center offering a variety of activities and attractions for residents and visitors.			
	2.12.H	Program	Continue to promote special events in the Downtown such as a farmers' market, street fairs, art and music festivals. Encourage events that remain open in the early evening. (See policies in Noise section.)	O	The City collaborates with Benicia Main Street to ensure the continuation and expansion of such events.	City Manager's Office

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Downtown	2.12.I	Program	Work with existing restaurants and cafes to provide sidewalk food service where the service will not impede pedestrian flow and where adequate sidewalk space exists.	C/O	The City allows sidewalk table seating with an encroachment permit through the Engineering Division.	City Manager's Office and Public Works Engineering Division
	2.12.J	Program	Maintain public parks, streets, and sidewalks located Downtown in a clean and safe condition.	O	This is done as part of existing City maintenance programs.	Parks & Community Services Dept.
	2.12.K	Program	As the budget allows, provide amenities such as additional benches along First Street and in adjacent public areas; drinking fountains, public art, shade trees and arbors.	3	In 2011, the City installed bicycle racks along First Street in Benicia's historic downtown.	Community Development Planning Division and Parks & Community Services Dept.
	2.12.4	Policy	Create a social, recreational, and economic anchor at the waterfront end of First Street.			
	2.12.L	Program	Use the Urban Waterfront Restoration Plan to guide the planning and development of public waterfront improvements; when siting private development; and when designing public access between commercial uses and the waterfront.	O/2	The prior Urban Waterfront Restoration Plan was overridden by Measure C in 2005 with the rezone from a Waterfront Commercial to Open Space Zoning District. Recently, the City received a grant from the Coastal Conservancy to develop a new Waterfront Plan for the area which is currently in progress.	Community Development Planning Division and Parks & Community Services Dept.
	2.12.M	Program	Investigate the feasibility of a multi-use Community Center.	C	The new Community Center, formerly the Mills Elementary School, was renovated and opened in 2011.	Community Development Planning Division and Parks & Community Services Dept.

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Downtown	2.12.N	Program	By the end of the year 2000, decide on the feasibility of restoring three City-owned structures - the former Southern Pacific Railway Depot and Jurgensen's Saloon, and the Von Pfister Adobe.	PC/3	Jurgensen's Saloon has been fully restored and moved to the corner of First Street and West E Street. The Depot has received a conceptual plan for improvements, but there is no funding to implement it. The Von Pfister Adobe has not been restored; the Parks Dept. is working with the Benicia Historical Society to place/designate the Adobe on the State Historic Register in order to receive funding for restoration.	City Manager's Office and Parks & Community Services Dept.
	2.12.O	Program	Establish a permanent public green on the waterfront south of B Street at Second Street.	O/PC/1	Improvements on the west side have been completed. Recently received funding from the Coastal Conservancy to develop an Urban Waterfront Restoration Plan (to include public access). City Council took legislative action to preserve this area for public open space. This land is within the Open Space Zoning District.	Parks & Community Services Dept.
	2.12.P	Program	Investigate the possibility of developing a west-side marina.	3	No work has been done to date.	City Manager's Office
	2.12.Q	Program	Develop a tourist oriented web page that includes photos and information about Benicia as a tourist destination, such as information on lodging, historic places, restaurants, artists galleries and studios, and recreational and natural resources.	C	The site has been completed and is maintained and updated regularly. www.visitbenicia.org	City Manager's Office

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	2.12.R	Program	Continue to support promotional maps for visitors that identify locations of restaurants, services, specialty retail, recreational, and other facilities that cater to visitors and tourists.	2/O	The City continues to make available information on many attractions and collaborates with Benicia Main Street to further this endeavor. Directional signage was installed in 2009. Staff and Benicia Main Street released a walking brochure and map, noting visitor attractions in June 2012.	City Manager's Office; Office of Economic Development
Other Commercial Development	2.13	Goal	Support the economic viability of existing commercial centers.			
	2.13.1	Policy	Direct new commercial ventures first, towards Downtown, and to other existing economic centers (instead of dispersing resources to new areas).			
	2.13.A	Program	As part of the Business Attraction, Expansion, and Retention Program, maintain an available commercial space and site database with information on size, lease rates, tenant improvements, etc., and make it readily available to prospective businesses.	O	Commercial listings are integrated with the City's Economic Development webpage.	City Manager's Office; Office of Economic Development
	2.13.2	Policy	Preclude extension of the existing commercial development east along Military East and south along East Fifth Street.			
Circulation	2.14	Goal	Enhance Benicia's small-town atmosphere of pedestrian-friendly streets and neighborhoods.			
	2.14.1	Policy	Give priority to pedestrian safety, access, and transit over automobile speed and volume.			
	2.14.A	Program	Reexamine City standards to allow the development of local streets with the minimum pavement width needed in residential areas, at the same time assuring that emergency access is maintained and that pedestrian and vehicular safety are preserved.	C	This is addressed in the City Neighborhood Traffic Calming Program toolbox.	Public Works Engineering Division
	2.14.B	Program	Consider physical and operational changes to reduce speeds (e.g., narrow lane widths and signal timing), and increase traffic speed enforcement.	O	Staff works with the Traffic, Pedestrian and Bicycle Safety Committee; efforts are part of the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division and Police Dept.

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.14.C	Program	Consider residential streets with textured pavements and parallel parking.	O	Implemented as part of the development review process. Examples include Harbor Walk along First Street, and 221 First Street Mixed Use projects. Also included in the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division
	2.14.D	Program	Where feasible redesign corner radii to corners with tight radii to slow vehicles and alert drivers to pedestrians in crosswalks.	O	Ongoing. Examples include Military/West 2nd, East 4th/J, East 5th/L Streets. Included in the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division
	2.14.E	Program	Consider reducing lane widths, as one method of both slowing traffic and making room for parking, wider sidewalks, or bike lanes.	O	Ongoing. Examples include East 5th Street, Hastings Drive, West K Street angled parking. High School Traffic Signal Project. Part of the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division
	2.14.F	Program	Where feasible, provide pedestrian sidewalks in all residential areas along both sides of the street.	O	Implemented as part of the development review process. Also included in the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division
	2.14.G	Program	Evaluate the feasibility of finishing sidewalks along streets where they are currently lacking	O	Examples include East 5th Street and St. Dominic's area Safe Route to Schools Projects. Also included in the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division
	2.14.H	Program	Identify areas where sight distance for vehicle drivers and pedestrian safety can be improved with signs, tree placement, landscaping, parking policy, building design, and streetscape. Prepare a program and schedule for implementing these improvements.	O	Examples include intersections of Military/West 3rd, East 5th/L Street, N Street/O'Hare Drive. Also included in the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division

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Circulation	2.14.1	Program	Identify areas where crosswalk safety can be improved through better lighting and striping, prohibiting right turns on red at specific intersections, installing pedestrian-activated push buttons for signals, installing a textured or raised paving material, and employing crossing guards for school children. Prepare a program and schedule for implementing these improvements.	O	Examples include: preparation of Safe Route to School Maps, Military/West 2nd, East 5th Street Smart Growth project, Benicia High School Changeable Speed Warning Signs, East 2nd/Riverhill Lighted Crosswalk, Benicia High School Traffic Signal Project. Also included in the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division
	2.14.2	Policy	Discourage street widenings and the removal of on-street parking to ease traffic flow.			
	2.15	Goal	Provide a comprehensive system of pedestrian and bicycle routes which link the various components of the community: employment centers, residential areas, commercial areas, schools, parks, and open space.			
	2.15.1	Policy	Make pedestrian and bicycle circulation, and safety improvements a high priority for transportation funding, utilizing locally generated revenues and State and federal grants.			
	2.15.A	Program	Construct public improvements that accommodate and enhance pedestrian and bicycle access.	O	Examples include those mentioned in Program 2.14.1 - plus, improvements to East 3rd Street Pedestrian Tunnel. Included in the City's Neighborhood Traffic Calming Program toolbox.	Public Works Engineering Division
	2.15.B	Program	Provide additional trails along the shoreline.	O	Completed shoreline improvement and installation of additional trail 120 feet south of C Street. Staff continues to seek funding and opportunities to provide trails along the Benicia shoreline. The Planning Division requires public access on development applications within 100 feet of the mean high tide, as required.	Community Development Planning Division and Parks & Community Services Dept.

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Circulation	2.15.C	Program	Provide proper signing for improved trails, fire break trails, and interpretive trails.	O	As trails are developed signage is provided.	Parks & Community Services Dept.	
	2.15.D	Program	Improve safety and pedestrian movement by building curb extensions that narrow the overall width required by pedestrians to cross the street at major pedestrian waiting areas at street intersections, sidewalks, and landscaped areas.	O	Examples include Military/West 2nd Street, East 5th/J Street, East 5th/L Street, and Youth Center Crosswalk, Benicia High School Traffic Signal Project. Included in the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division	
	2.15.E	Program	Identify areas where adequate lighting for pedestrians in urban areas is needed. Install additional lighting as appropriate.	O	Examples include West 7th Street lighting (Chelsea Hills to Lori Drive), and Military West light additions (West 2nd to West 5th).	Public Works Engineering Division	
	2.15.F	Program	Widen the Rose Drive/State Park Road at I-780 overpass to accommodate pedestrians and bicycle traffic.	C	This project was completed in October 2011 and received an American Public Works Association Project of the Year Award.	Public Works Engineering Division	
	2.15.G	Program	Create a protected landscaped sidewalk for West 7th Street between I-780 and Military West.	PC	Sidewalk safety repairs related to erosion are completed with safety fencing installed.	Public Works Engineering Division	
	2.15.2	Policy	Encourage the development of pedestrian paths in hill areas as a way to link neighborhoods to schools, parks, employment centers, and convenience commercial destinations.				
	2.15.H	Program	Continue to implement the pedestrian pathway system in the City's Parks, Trails and Open Space Master Plan especially linkages between the City's residential neighborhood and commercial districts.	O	Examples include St. Catherine's Subdivision and pathway between Community Park and Lake Herman Recreation Area.	Public Works Engineering Division and Parks & Community Services Dept.	
	2.15.I	Program	Facilitate the connection of future Benicia-Martinez Bridge pedestrian/bike lanes to the city pedestrian/bike network Connect paths from existing and proposed regional trail systems to the Boundary Hills and Benicia-Martinez Bridge.	PC	Construction of the bike lanes is completed. Design of the Benicia-Martinez Bridge sidewalk currently underway and grant funding is being secured.	Public Works Engineering Division	

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.15.J	Program	Improve pedestrian and bike access between Downtown and Southhampton.	O	Examples include new bike lanes and sidewalks along East 5th Street (East H Street o Viewmont), and West 7th Street (Cheryl Drive to Military).	Public Works Engineering Division
	2.16	Goal	Ensure access needs of individuals with disabilities.			
	2.16.1	Policy	Provide for adequate public access in all forms (walks, buildings, transportation) in conformance with the Americans for Disabilities Act (ADA).			
	2.16.A	Program	In places that accommodate the public, remove barriers to access or provide alternative services when barriers cannot be removed.	O	Examples include Benicia's Paratransit Program, and walkway and bike projects mentioned in Program 2.15.J.	Public Works Engineering Division
	2.16.B	Program	Require that publicly sponsored programs, activities and transportation facilities are accessible to individuals with disabilities (including employees).	O	Examples include: the annual handicap ramp program, ADA improvements to City Hall and Benicia's Paratransit Program.	Public Works Engineering Division and Parks & Community Services Dept.
	2.16.2	Policy	Encourage private entities to maintain places of business that are physically accessible to all.			
	2.16.C	Program	Assess the cost and feasibility of Policy 2.16.2, including any changes in opportunities or costs for businesses to occupy historic structures.	3	No work has been done to date.	City Manager's Office
	2.17	Goal	Provide an efficient, reliable, and convenient transit system.			
	2.17.1	Policy	Continue to provide transit service to all—and subsidized paratransit service to all qualified—potential users, including youth, the elderly and the disabled, modifying routes and schedules as demand changes.			
	2.17.A	Program	Preserve the personal service provided by Dial-a-Ride.	O/2	Benicia provides a shared-ride, curb-to-curb general public dial-a-ride (DAR) service. General Public is only offered on Saturdays. No service on Sundays. Service is provided by SolTrans (formerly comprised of Benicia Breeze and Vallejo Transit; since 2009).	Finance Dept.

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.17.B	Program	Subsidize transit at a level justified by a cost/benefit study.	O	The City evaluates the performance of the transit system on a monthly basis. There is also a triennial performance review that measures the costs and benefits to the community.	Finance Dept.
	2.17.C	Program	Institute a continuing program to evaluate the transit system to ensure it meets the public's needs.	C/O	SolTrans completed a Short Range Transit Study in January 2012. SolTrans is comprised by the former Benicia Breeze and Vallejo Transit, since 2009.	Finance Dept.
	2.17.D	Program	Allow preferential parking for public transit vehicles.	C/O	This is provided throughout the City.	Public Works Engineering Division
	2.17.E	Program	Set local priorities and needs for future service, taking into account funding uncertainties for Benicia's and other transit systems.	C/O	SolTrans completed a Short Range Transit Study in January 2012. SolTrans is comprised by the former Benicia Breeze and Vallejo Transit, since 2009.	Finance Dept.
	2.17.F	Program	Improve inter-modal coordination of transit services.	C/O	SolTrans completed a Short Range Transit Study in January 2012. SolTrans is comprised by the former Benicia Breeze and Vallejo Transit, since 2009.	Finance Dept.
	2.17.G	Program	Provide attractive and pedestrian-friendly transit stops and buses, including bike racks on buses.	PC/1	Design drawings have been completed to develop an Intermodal Transit Facility on Military West and at City Park; in 2011, new bike racks were installed throughout the downtown and the Community Park.	Community Development Planning Division and Public Works Engineering Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.17.H	Program	Provide transit shelters with good visibility and benches, thus enhancing the pedestrian-transit interface.	PC /1	New shelters will be installed in City Park across from Solano Square. New development projects may be required to provide bicycle parking as outlined in the Zoning Ordinance. In addition, the City seeks ways to improve existing shelters, e.g. new bus shelter along East 5th, north of Military East.	Community Development Planning Division and Public Works Engineering Division
	2.17.2	Policy	Consider nontraditional use of the existing transit system for tours, shuttles, and special events, (e.g., First Street shuttle, First Street to Community Park shuttle, First Street to Arsenal shuttle, State Park shuttle).			
	2.17.I	Program	Optimize the use of existing transit equipment.	O	There is an active capital replacement program that utilizes a \$50,000 contribution from the General Fund as leverage to receive federal and state grants for bus replacement.	Finance Dept.
	2.17.J	Program	Consider a shuttle service between large commercial centers.	O	The Benicia Rocket Service, between the Industrial Park and downtown, was introduced for a trial period. Despite heavy advertising, the usage was minimal and the service was discontinued. Further research will be done during Short Range Transit Plan preparations.	Finance Dept.
	2.17.3	Policy	Coordinate transit service and trip reduction efforts with other agencies.			
	2.17.K	Program	Provide intercity bus service to Vallejo and Fairfield commensurate with available funding.	O	The City has received funding to research this transit option as part of the Short Range Transit Plan. Staff is discussing future needs and options with Vallejo and Fairfield staff.	Finance Dept.

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.17.L	Program	Coordinate school district/city bus schedules for optimum efficiency.	C/O	The City coordinates with the School District to allow for afternoon bus service to school children as part of a fixed route.	Finance Dept.
	2.17.M	Program	Coordinate transit planning with the Contra Costa Transportation Authority (CCTA) and Solano County, and coordinate future mass transit planning with all other regional efforts.	O	This is researched as part of Short Range Transit Plan updates.	Finance Dept.
	2.17.N	Program	Participate in Major Investment Studies (MIS) to assure that transit alternatives are fully considered.	O	This is researched as part of Short Range Transit Plan updates.	Finance Dept.
	2.18	Goal	Encourage the provision of convenient rail service to Benicia with a station near the Benicia Bridge.			
	2.18.1	Policy	Work with BART, Caltrans, BCDC, the Solano Transportation Authority, and MTC in planning a rail station near the Benicia-Martinez Bridge.			
	2.18.A	Program	Consider mixed use, commercial and industrial uses that compliment the train station.	3	The train station is part of the Solano Transportation Authority Livable Communities Plan update, 2012. Project description includes evaluation of alternative sites to construct a Capitol Corridor Commuter Train Station along the I-680 corridor. Project would include a train platform, park and ride facility with 200+ spaces, bus transfer station, long-term bicycle storage, and access improvements. Potential sites are surrounded by industrial zones that allow limited mix of workforce serving uses. Commercial Zones are in proximity; allows live-work by right.	Community Development Planning Division and Public Works Engineering Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.18.B	Program	Plan for convenient auto and transit access to and auto parking at the train station to encourage its use.	3	Train station included in Solano Transportation Authority's Livable Communities Plan update, 2012. Project description includes a train platform, park and ride facility with 200+ spaces, bus transfer station, long-term bicycle storage, and access improvements.	Community Development Planning Division and Public Works Engineering Division
	2.19	Goal	Promote a regional (San Francisco, Oakland, Alameda) and local (Martinez, Port Costa, and Crockett) ferry service.			
	2.19.1	Policy	Work with MTC to establish ferry service. Communicate regularly with them regarding plans and funding for ferry service.			
	2.19.A	Program	Identify ferry service market potential and terminal location options.	3	On hold pending further consideration of Intermodal Station and Vallejo Transit staffing issues.	City Manager's Office and Finance Dept.
	2.20	Goal	Provide a balanced street system to serve automobiles, pedestrians, bicycles, and transit, balancing vehicle-flow improvements with multi-modal considerations.			
	2.20.1	Policy	Maintain at least Level of Service D on all city roads, street segments, and intersections.			
	2.20.A	Program	Identify areas where it would be beneficial to reduce and divert through vehicular traffic from local residential streets. Implement appropriate neighborhood traffic control programs in these areas.	O	Input from Traffic, Pedestrian, and Bicycle Safety Committee. Examples include West K Street and Hastings Drive traffic controls. Included in the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.20.B	Program	Locate new development where there is adequate existing or planned future road and highway capacity and where local residential streets will not be significantly impacted.	C/O	Benicia's adopted Level of Service (LOS) is "D". Traffic impacts of new development are evaluated as part of the project review process. If warranted, a project specific traffic study is prepared and if the project exceeds a LOS of D, then appropriate mitigation measures are required.	Community Development Planning Division and Public Works Engineering Division
	2.20.C	Program	Encourage use of alleys for commercial loading activities when it will not block driveways or mid-block access to the street.	C/O	This occurs during the development review process. Staff recommends this approach to deliveries where appropriate. An example where this was accomplished is Harbor Walk.	Community Development Planning Division
	2.20.2	Policy	Seek alternatives to road widenings.			
	2.20.D	Program	Continue to identify and implement acceptable alternatives to in-town roadway widening, extensions, and large intersections.	O	Examples include East 2nd/Military signal modifications and East 2nd/HWY780 freeway signal project. Included in the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division
	2.20.E	Program	Identify streets where traffic should be slowed.	O	Input from Traffic, Pedestrian, and Bicycle Safety Committee. Examples include Hastings Drive, West K Street, East 5th Street, and Military West at Benicia High School with corrective actions taken place at each location. Included in the City's Neighborhood Traffic Calming Program.	Public Works Engineering Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.20.F	Program	Consider lane narrowing, driver education, traffic speed alert trailers, and other traffic calming remedies.	O	Examples of action taken on West K Street, Hastings Drive, Military West and East 5th Streets. Included in the City's Neighborhood Traffic Calming Program. Four new solar powered radar speed signs.	Public Works Engineering Division and Police Dept.
	2.20.G	Program	Advertise the use of transit, bicycling, and walking for commuting, shopping, recreation, and school trips.	O	Administered by the Solano Transportation Authority.	Public Works Engineering Division
	2.20.H	Program	Reserve right-of-way for new alternate transportation facilities that contribute to street and roadway congestion relief.	O	The City currently retains many existing unimproved alley and street rights-of-way for future uses. Release of these rights-of-way only occurs if it can be clearly determined that no future use is required for transportation purposes.	Public Works Engineering Division
	2.20.I	Program	Coordinate traffic signal improvements and synchronization and continue to implement timing changes.	O	Examples include East 2nd/Hwy780 Signal Project, West 7th/Hwy780 Signal Project, and West 7th Street and East 2nd Street Signal Synchronization Projects.	Public Works Engineering Division
	2.20.J	Program	Develop adequate funding for keeping streets, alleys and sidewalks in good repair.	O	Annual street maintenance is included in the City's budget process. Need new, dedicated funding source.	Public Works Engineering Division
	2.20.K	Program	Identify and prioritize transportation facilities maintenance projects for roadways, sidewalks, and off-street trails and paths.	O	This program is always part of the City's Capital Improvement Program.	Public Works Engineering Division and Parks & Community Services Dept.

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Circulation	2.20.L	Program	Identify areas of the city that are pedestrian-unfriendly and develop corrective plans.	O	The Solano Transportation Authority's Countywide Pedestrian Plan listed the top priority as the State Park Road Bike/Ped Path, which was completed in October 2010.	Public Works Engineering Division and Parks & Community Services Dept.
	2.20.3	Policy	Maintain Lake Herman Road as a rural, two-lane, curving scenic route.			
	2.21	Goal	Encourage Benicia residents and employees to use alternatives to the single-occupant automobile.			
	2.21.1	Policy	Provide and promote a range of travel alternatives to the use of the private automobile.			
	2.21.A	Program	Advertise the benefits of Transportation Demand Management (TDM) measures and conduct public outreach programs to educate the public about options available within the city.	O	Administered by the Solano Transportation Authority.	Public Works Engineering Division
	2.21.B	Program	Implement Transportation Control Measures (TCMs) appropriate to Benicia.	O	Ongoing.	Public Works Engineering Division
	2.21.2	Policy	Encourage new development patterns that facilitate bicycling, walking, and transit for commute, shopping, recreation,			
	2.21.C	Program	Consider denser, mixed-use developments, particularly in the Downtown area.	C/O	In 2007, Benicia approved the Downtown Mixed Use Master Plan with accompanying form-based development regulations. The plan allows for mixed-uses and employs zero lot lines and limited setbacks to achieve greater densities than previously permitted.	Community Development Planning Division
	2.21.D	Program	Consider the feasibility of extending East Second Street from East "L" Street to East "K" Street.	C	Reviewed during facility planning of the Police Department and determined not feasible or desirable.	Public Works Engineering Division
	2.22	Goal	Alleviate traffic congestion near school sites.			
2.22.1	Policy	Work closely with the School District in addressing traffic congestion near schools.				

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.22.A	Program	Develop a plan jointly with the School District for reducing traffic congestion at and near school sites.	O	Implemented jointly by the City, Benicia Unified School District Liaison Committee, and the Traffic, Pedestrian, and Bicycle Safety Committee. Included in the Neighborhood Traffic Calming Program - and Solano Transportation Authority Safe Routes to School Program.	Public Works Engineering Division
	2.22.B	Program	Encourage the School District to continue the comprehensive crossing guard program.	O	Implemented jointly with the Benicia Unified School District Liaison Committee. Included in the City's Neighborhood Traffic Calming Program - and Solano Transportation Authority Safe Routes to School Program.	Public Works Engineering Division
	2.22.C	Program	Adjust phasing/timing of signal lights on routes to schools, and consider providing increased crossing guards and/or police direction of traffic.	O	Implemented jointly by the Police Dept. and the City, Benicia Unified School District (BUSD) with direction from the BUSD Liaison Committee. Separate school resource offices are assigned to Benicia High School and Middle School. New safe route to school maps completed. Also included in the City's Neighborhood Traffic Calming Program - and Solano Transportation Authority Safe Routes to School Program.	Public Works Engineering Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.22.D	Program	Encourage the School District to implement citywide biking and promote carpools for trips to school.	O	Implemented jointly with the Benicia Unified School District Liaison Committee. Also included in the City's Neighborhood Traffic Calming Program - and Solano Transportation Authority Safe Routes to School Program.	Public Works Engineering Division
	2.22.E	Program	Promote School District provision of adequate off-street parking, drop-off and pickup facilities, and designated carpool parking at each school.	O	Implemented jointly with the Benicia Unified School District Liaison Committee. Also included in the City's Neighborhood Traffic Calming Program - and Solano Transportation Authority Safe Routes to School Program.	Public Works Engineering Division
	2.22.F	Program	Study the need for and feasibility of a pedestrian bridge linking the middle school and high school.	3	Staff will recommend that this be funded.	Public Works Engineering Division
	2.23	Goal	Ensure adequate parking while maintaining aesthetic landscape features.			
	2.3.1	Policy	Provide adequate on-street and off-street parking.			
	2.23.A	Program	Continue to allow on-street parking where needed for abutting uses (e.g., Military East).	O	This is allowed and discussed with applicants in affected areas. The Zoning Ordinance allows uses smaller than 2,000 sq. ft. to potentially have reduced parking and the Downtown Mixed Use Master Plan allows on street parking to count towards parking requirements.	Community Development Planning Division and Public Works Engineering Division
2.23.B	Program	Preserve and improve the East Second and "E" Street parking lot. Consider double-deck parking if need warrants.	O	Past efforts included workshops and conceptual designs. No consensus; project on hold for now.	Economic Development Division	

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.23.C	Program	Allow flexible parking requirements for uses smaller than 2,000 square feet.	C	Passed by the City Council in 2001, Ordinance 01-6 allows the Community Development Director to consider deviations from the parking requirement for uses less than 2,000 sq. ft. if certain circumstances warrant approval. BMC 17.74.020 "K". The Downtown Mixed Use Master Plan adopted in 2007 does not require off-street parking for ground floor uses under <3000 square feet.	Community Development Planning Division
	2.23.D	Program	Update parking requirements based on actual local parking generation studies wherever, appropriate, and consider parking proximity to transit corridors.	PC/O/3	The Downtown Mixed Use Master Plan, adopted in 2007, provided more flexible parking requirements in the newly created Zones: Town Core, Town Core Open, Neighborhood General, Neighborhood General Open. The Department recommends revising parking requirements throughout the rest of the City as resources (funding) become available.	Community Development Planning Division
	2.23.2	Policy	Reduce the visibility of parking lots.			
	2.23.E	Program	Allow future parking to be divided into smaller lots with generous internal and perimeter landscaping.	C/O	The Zoning Ordinance requires parking lots to be landscaped. Staff evaluates the applicability of this program during project review. There are no objections to breaking large parking lots into smaller lots as long as parking requirements are met.	Community Development Planning Division

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Circulation	2.23.F	Program	Recommend parking to be located behind or alongside (but not in front of) buildings, where possible.	C/O	Recommended as part of making development more pedestrian friendly. In downtown, the development standards require parking to be located behind buildings.	Community Development Planning Division
	2.24	Goal	Continue to provide safe and direct access to the Industrial Park.			
	2.24.1	Policy	Continue to ensure public access to private roads in the industrial and Port areas.			
	2.24.A	Program	Investigate establishment of Industrial Park bus service.	C/O	With the passing of the Global Warming Solutions Act AB32, staff continues to seek grant funding opportunities for intermodal projects for the Industrial Park.	Public Works Engineering Division and Community Development Planning Division
	2.24.B	Program	Investigate alternate routes that would better accommodate access from the freeway to the Port and Industrial Park.	C	As part of the traffic fee program, various projects to be funded by the program were analyzed. One of those was the East 2nd/Park Road connector, which is intended as a future alternate entryway into the industrial park from East 2nd Street.	Public Works Engineering Division
	2.24.C	Program	Identify solutions to circulation problems associated with truck traffic by maintaining a database of truck-related citizen or business complaints in combination with truck counts and accident data.	O	Review of the situation created by truck traffic in the City is conducted annually as part of the Citywide Accident Review process.	Public Works Engineering Division
	2.25	Goal	Improve auto and non-auto access into the Old Arsenal, without disrupting existing neighborhood, historic, and environmental values.			
	2.25.1	Policy	Consider alternative modes of transportation to the auto in planning new access and in improving existing routes into the Arsenal.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.25.A	Program	Improve access into the Arsenal from I-680.	O	In future budget request. Included in Solano Transportation Authority's Comprehensive Transportation Plan.	Public Works Engineering Division
	2.25.B	Program	Depending on City's determination of need and impacts, decide whether to connect the Lower Arsenal with the Downtown, such as through East "H" Street, including bike, pedestrian, and emergency access.	3	The connection of the Lower Arsenal to the downtown is identified in Solano Transportation Authority's Countywide Bicycle Transportation Plan for pedestrian and bicycle access. The Draft Lower Arsenal Mixed Use Specific Plan (not yet adopted) calls for improved bicycle connectivity to the Arsenal from Downtown through East H Street by way of a new "West Edge Path" to Jackson Street (pg. 2-5 Draft Lower Arsenal Mixed Use Specific Plan); however, the plan may still be revised during the adoption process.	Community Development Planning Division and Public Works Engineering Division
	2.26	Goal	Ensure that scenic and environmental amenities of I-680 and I-780 are not compromised.			
	2.26.1	Policy	Promote the use of freeway right-of-way for alternative commute methods (e.g. car pool lanes, transit, and off-road bike			
	2.26.2	Policy	Encourage the preservation of I-780 as four lanes, but support spot widenings at selected locations (e.g., the approach to the Benicia-Martinez Bridge on/off merge lanes) to address future capacity problems while still maintaining a four-lane			
	2.26.3	Policy	Support Caltrans' Benicia-Martinez Bridge project, advocating the following: (1) continued toll collection in the northbound direction with the toll plaza located at the southern end of the bridge; (2) elimination of existing lane merge problems at the I-680/I-780 interchange; (3) retaining direct access to existing interchanges at East 2nd and East 5th Streets, (4) accommodating rail transit on the bridge in the future, and (5) only widen I- 680 upon evaluation of alternatives.			
	2.26.4	Policy	Ensure that the Benicia-Martinez Bridge project adequately reflects the community's concerns.			
	2.26.A	Program	Continue to monitor and comment on Caltrans planning activities and documentation as the bridge planning process continues.	C	New span of the Benicia-Martinez Bridge has been completed.	Public Works Engineering Division

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	2.27	Goal	Ensure an active community deliberation process in response to Caltrans proposals now and in the future.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Circulation	2.27.1	Policy	Monitor Caltrans' planning process for I-680 and I-780 improvements and communicate the City's concerns and priorities			
	2.27.2	Policy	Ensure the continuation of the following City policies in discussions with Caltrans about changes to I-680 and I-780: A) Preserve the Lake Herman interchange vista look-out and rest area. B) Relocate the Industrial interchange northbound off-ramp and southbound on-ramp from the south end of the Sulphur Creek overcrossing at Bayshore Road to the north end at Industrial Way. C) Use the existing toll building at the existing Benicia-Martinez Bridge for a passenger train station for the UP rail line. Provide adequate access to and automobile parking at the station. Provide for the station to accommodate a light rail passenger line on the new bridge. D) Preserve direct access to and from I-780 at East Second and East Fifth Streets. E) Preserve the existing westbound exit from I-780 at Columbus Parkway and ensure that existing commercial buildings are not removed. F) Keep I-780 four lanes. Support spot widenings at selected locations (e.g., the approach to the Benicia-Martinez Bridge on/off merge lanes) to address future capacity problems while still maintaining a four-lane mainline freeway. G) Only support the widening of I-680 to six lanes upon evaluation of alternatives.			
			H) Do not permit sound walls or retaining walls along I-780; Permit sound walls and retaining walls that the community believes would provide benefits that outweigh drawbacks.			
	2.27.3	Policy	Ensure that the Benicia residential and business community is informed about Caltrans' project planning activities, and solicit public input on Caltrans projects.			
	2.27.A	Program	Review existing plans and work with Caltrans to develop proposals that reflect the consensus.	O	Examples of success included State Park Road Bike/Pedestrian Bridge project.	Public Works Engineering Division
Public & Quasi-Public	2.28	Goal	Improve and maintain public facilities and services.			
	2.28.1	Policy	Require that new development not reduce the levels of service in existing neighborhoods below City standards.			
	2.28.A	Program	Establish standards for city services and facilities, as approved by the City Council (see also Program 2.6.E).	C	Standards have been established and are updated as required. The Department enforces engineering and construction standards, safety standards, and water/wastewater treatment standards, which are either published by the City or an outside regulatory agency. Many of the standards, such as water/wastewater, are thresholds of service and water quality.	Public Works Engineering Division

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	2.29	Goal	Provide for churches to locate where conflicts with adjacent land uses will be minimized.			
	2.29.1	Policy	Inside the Urban Growth Boundary, allow churches outright in community commercial zones and as a conditional use in other zones. Make every effort to provide lands for needed religious assembly when planning large new projects in these zones.			
	2.29.2	Policy	Encourage the location and design of church facilities to be compatible with neighboring properties.			
	2.29.3	Policy	In any future developments, consider earmarking land for quasi-public uses.			
Parks and Recreation	2.30	Goal	Maintain and improve existing parks and recreation programs.			
	2.30.1	Policy	Enhance existing city recreation facilities and programs.			
	2.30.A	Program	Develop programs that promote higher and better use of Benicia's recreation facilities and programs. [Recreation facilities include parks and buildings.]	O	The Community Services Division continually creates and implements ongoing programs that use facilities and parks.	Parks & Community Services Dept.
	2.30.B	Program	Conduct periodic surveys about ways to improve City recreation facilities and programs	O	Ongoing.	Parks & Community Services Dept.
	2.30.C	Program	Direct the Parks, Recreation & Cemetery Commission to annually audit and recommend additions to and updates of the Parks Master Plan.	O/3	The Parks Department has requested funding to update the Parks Master Plan, but no funding has been provided.	Parks & Community Services Dept.
	2.30.D	Program	Establish cooperative relationships with public agencies and applicable public interest groups in developing plans for parks and recreation programs.	O	The Parks Department has worked with public agencies and interested groups to develop programs and facilities. A cooperative relationship was established with Partners Encouraging Parks and Recreation in the Community (PEPRC), a non-profit benefit corporation supporting public parks, recreation and marine programs and facilities in the City of Benicia.	Parks & Community Services Dept.

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Parks and Recreation	2.30.E	Program	Distribute special park features (e.g., gazebos, bandstands, fountains, sculpture, overlooks, etc.) at key locations in neighborhood and community parks to enhance neighborhood character, provide a focus for a park, or create a place for viewing.	O	Staff continues to work with developers to install such features but no City-initiated features are proposed at this time due to lack of funding.	Parks & Community Services Dept.	
	2.30.F	Program	Continue to share City park facilities with the School District and consolidate park and school lands wherever feasible.	O	Staff provides facility requests per the Joint Use Agreement; works with School District to expand availability of facilities.	Parks & Community Services Dept.	
	2.30.G	Program	Develop a process to evaluate existing facilities and determine their utilization.	O	With input from staff, the Parks Recreation and Cemetery Commission, and the community facility utilization is evaluated by staff.	Parks & Community Services Dept.	
	2.30.2	Policy	Increase resident awareness of the available recreational opportunities in the city.				
	2.30.H	Program	Develop public information materials (including a color map and table of citywide recreation facilities), and a comprehensive sign system about parks and recreational opportunities.	O	Quarterly, a brochure is distributed promoting programs and facilities. Staff utilizes a Public, Educational, Governmental channel and the city website to provide information and promote programs.	Parks & Community Services Dept.	
	2.30.3	Policy	Incorporate water conservation into park planning and design.				
	2.30.I	Program	Use primarily native plant species and other drought tolerant plants in all parks and open space areas.	O	Where possible, native and drought tolerant plants are used to replace depleted plantings and for new plantings.	Parks & Community Services Dept.	

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Parks and Recreation	2.30.J	Program	Use drip irrigation and other water efficient irrigation methods in all parks.	O	Both Drip Irrigation and Water-Efficient Irrigation methods are used. An evapotranspiration controller system has been installed at the Community Park, Benicia High School, Jack London, Community Center, City Hall, and Waters End, East Second Street, and Skillman Park.	Parks & Community Services Dept.
	2.30.4	Policy	Protect plant and animal life as part of any park improvement project involving sensitive habitat areas of local or regional significance.			
	2.30.5	Policy	Design park improvements to facilitate accessibility and maintenance.			
	2.30.K	Program	Regulate concessions stands in park and recreation areas consistent with the Parks, Trails, and Open Space Master Plan.	O	Nutritious menus at concession stands to continue to facilitate healthy choices.	Parks & Community Services Dept.
	2.30.6	Policy	Continue to establish appropriate uses and programs for Lake Herman Regional Park that (a) preserve and maintain its natural condition and scenic value while providing for increased, passive, low impact recreational opportunities and (b) maintain and/or enhance Lake Herman's wetlands to attract a variety of wildlife to the area; (c) preserve rock outcroppings and creekside vegetation.			
	2.31	Goal	Maintain safety at parks/open space.			
	2.31.1	Policy	Improve and maintain safety in existing parks and design park improvements to facilitate security and policing.			
	2.31.A	Program	Continue coordination with the City police department to provide mobile patrol of parks and open space areas.	O	Ongoing.	Parks and Community Services Dept. and Police Dept.
	2.31.B	Program	Continue coordination with the City Fire Department regarding fire season warning and control, emergency vehicle access, support facilities, and response.	O	Ongoing.	Parks and Community Services Dept. and Fire Dept.

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	2.31.C	Program	Continue to coordinate with neighborhood watch programs to provide added security at parks, along trails, and in the open space areas.	O	Ongoing.	Parks and Community Services Dept. and Police Dept.
	2.31.D	Program	Coordinate with the Benicia Unified School District regarding safety concerns at joint use facilities.	O	Ongoing.	Parks & Community Services Dept.
	2.32	Goal	Expand the City's park system to accommodate future community needs.			
	2.32.1	Policy	Establish new parks/recreation areas.			
	2.32.A	Program	Ensure that lands dedicated for park land are of sufficient in size to accommodate the uses and facilities proposed, graded for those uses, and free of hazardous and toxic waste materials for each park site.	O	Staff continually works on this. In addition, the General Plan provides standards for three categories of City Parks: Regional (10 acres per 1,000 people), Community (2.5 acres per 1,000 people), and Neighborhood (3.5 acres per 1,000 people).	Parks & Community Services Dept.
	2.32.B	Program	Regularly monitor County, State, and federal funding sources and apply for loans and grants to acquire, develop, and rehabilitate park land and facilities.	O	The City completed renovation of the Commanding Officer's Quarters with a grant from the State of California. Staff actively seeks grants and has been successful on multiple occasions in being awarded grants for various park and public facilities.	Parks & Community Services Dept.

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Parks and Recreation	2.32.C	Program	Identify and incorporate the needs of neighborhoods in developing new parks and facilities.	C/O	The Parks Master Plan designates future park sites based on needs determined at the time the plan was prepared (completed July 1997). However, park needs have changed as neighborhood demographics shift. The Parks Master Plan should be updated every 5 years to determine if identified park needs have changed in neighborhood areas. Currently there is no funding to update the Parks Master Plan.	Parks & Community Services Dept.
	2.32.2	Policy	Continue to develop and enhance recreational benefits of the shoreline and seek public access along the waterfront.			
	2.32.D	Program	Explore public access on private waterfront through collaborative planning or a development review process.	O	Staff collaborates with Planning Division staff when a project along the waterfront triggers a public access requirement and permit from the Bay Conservation and Development Commission.	Parks & Community Services Dept.
	2.33	Goal	Assure long-term maintenance of the State Parks.			
	2.33.A	Program	Develop a Strategic Plan for addressing State park issues.	O	Joint jurisdiction with State Parks.	Parks & Community Services Dept.
	2.33.B	Program	Work with the State to maintain and improve both parks and identify needed improvements. [For example, utility lines that cross the State Recreation Area should be re-routed.]	O	Staff works with State Parks regarding maintenance and operation of the State Capitol and the Benicia State Recreation Area.	Parks & Community Services Dept.

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Parks and Recreation	2.33.C	Program	Work with the State to keep the State Recreation Area open to the public for day use.	O	Staff continues discussions with State Parks staff in finding a collaborative solution to keep the State Recreation Area open beyond the two year moratorium (2014). Staff is also working with the Solano County State Parks Committee, a newly established Solano County regional group in providing possible options	Parks & Community Services Dept.
	2.33.D	Program	Work with the State to assure that the Capital maintains maximum opening hours for public enjoyment and use.	O	City entered into a maintenance agreement to maintain the Capitol grounds. Benicia State Parks Association signed a donor agreement to operate the Capitol and Fisher Hanlon House.	Parks & Community Services Dept.
Schools	2.34	Goal	Ensure adequate school facilities to serve all residential areas.			
	2.34.1	Policy	Approve new residential projects only if adequate school facilities are available or will be available when needed.			
	2.34.A	Program	Continue to work with the School District to identify appropriate sites if needed for future expansion and new construction of public schools.	C/O	Staff routinely enforces this program with any large residential application through the environmental review process, which, among other things, evaluates impacts on school capacities. In addition, the City Manager regularly meets and coordinates with the Benicia Unified School District.	Community Development Planning Division and City Manager's Office
	2.35	Goal	Cooperate with the School District to provide opportunities for citizen use of the schools.			
	2.35.1	Policy	Continue to seek innovative ways for the City to use school facilities and grounds jointly with the School District.			
	2.35.A	Program	Continue to maintain and implement the joint-use agreement between the City and BUSD.	O	Ongoing.	Parks & Community Services Dept.

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	2.35.B	Program	Maintain zoning that, in the event any schools are closed or relocated, will support the reuse of closed school sites for public or quasi-public uses.	C/O	The General Plan Zoning Map designated existing school sites with a Public and Semi-Public Zoning District.	Community Development Planning Division
Water	2.36	Goal	Ensure an adequate water supply for current and future residents and businesses.			
	2.36.1	Policy	Approve development plans only when a dependable and adequate water supply to serve the development is assured.			
	2.36.2	Policy	Continue to pursue and secure adequate water sources of the highest quality available.			
	2.36.A	Program	Pursue use of reclaimed wastewater—especially for major industrial users—where feasible.	3	Funding not available to proceed on the Water Reuse Project with the Valero Refinery.	Public Works Waste Water Division
	2.36.3	Policy	Implement measures to reduce water consumption.			
	2.36.B	Program	Initiate water conservation programs and conduct drought contingency planning.	O	Program implemented through Public Works Water Quality Division. Funding (10million) now available from agreement with Valero.	Public Works Water Quality Division
	2.36.C	Program	Continue to implement City-adopted water conservation Best Management Practices (BMP). (see Glossary)	O	Program implemented through Public Works Water Quality Division. Funding (10million) now available from agreement with Valero.	Public Works Water Quality Division
	2.36.D	Program	Continue to require development to utilize adopted City standards for low-water-use landscaping.	O	Program implemented as part of development review and approval process. Funding (10 million) now available from agreement with Valero. New State Water Efficient Landscape Standards became effective January 2010.	Community Development Planning Division
2.36.4	Policy	Encourage public and private uses to minimize water use and to recycle processed water whenever and wherever feasible.				

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Water	2.36.E	Program	Promote the retrofitting of public buildings with water conservation features.	O	Program shared with Parks and Community Services Dept. Funding (\$10M) now available from agreement with Valero.	Community Development Dept. and Parks & Community Services Dept.
	2.36.F	Program	Assist hospitality-related businesses to actively promote water conservation.	O	Program is implemented through the Public Works Water Quality Division.	Public Works Water Quality Division
	2.37	Goal	Identify and preserve groundwater resources.			
	2.37.1	Policy	Work with the RWQCB to protect groundwater quality.			
	2.37.2	Policy	Ensure the cleanup of groundwater contamination resulting from the IT Panoche Hazardous Waste Facility.			
	2.38	Goal	Protect water quality.			
	2.38.1	Policy	Continue to require the use of feasible and practical Best Management Practices (BMP) to protect receiving waters from adverse effects of construction and urban runoff.			
	2.38.A	Program	Continue the Storm Water Pollution Prevention Program (SWPPP) and the Industrial Pretreatment Program, and continue to implement the Erosion Control Ordinance.	O	Ongoing.	Public Works Water Quality and Engineering Divisions
	2.39	Goal	Provide safe drinking water and improve its taste and odor.			
	2.39.1	Policy	Ensure that water quality goals are consistently met.			
	2.39.A	Program	Continue to cooperate in regional efforts by organizations such as the CALFED Program to improve the quality of the City's source water.	O	Implemented through both the Water Treatment Division and Solano County Water Agency.	Public Works Wastewater Division
	2.39.B	Program	Continue to optimize treatment operations in conjunction with the implementation of the City's five- and 10-year Capital Improvements Programs.	O	Ongoing.	Public Works Wastewater Division
	2.39.C	Program	Educate the public about City efforts to improve the taste and odor of its drinking water.	O	The City distributes information to the public on a monthly basis by including notices/information with monthly water bills.	Public Works Wastewater Division

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Water	2.40	Goal	Ensure adequate wastewater treatment capacity to serve all development shown in the General Plan.			
	2.40.1	Policy	Approve changes in land use designations for new development only if adequate wastewater treatment capacity is assured.			
	2.40.2	Policy	Promote use of reclaimed wastewater where feasible.			
	2.40.A	Program	Prepare, adopt, and implement a sewer maintenance and replacement program.	O	Ongoing.	Public Works Wastewater and Field Maintenance Divisions
	2.40.B	Program	Continue to implement the City's Wet Weather Management Plan.	O	Ongoing.	Public Works Wastewater Division
	2.40.3	Policy	Encourage developments with projected high strength discharges to reduce pollutants directly to the City's wastewater system.			
	2.40.C	Program	Educate developers about recycling and other technological methods where feasible.	O	Managed by the City Manager's Office, supported by Fire Dept., in conjunction with solid waste and recycling contractor.	Fire Dept.
	2.40.D	Program	Continue to pursue the City's Pollution Prevention Program for all users of the City's wastewater system including commercial, industrial, and residential.	O	Ongoing.	Public Works Water Quality Division
	2.40.E	Program	Continue to pursue the City's pretreatment program for industrial dischargers.	O	Ongoing.	Public Works Water Quality Division
	2.41	Goal	Minimize WWTP operational upsets, potential discharge of inadequately treated wastewater, and the emission of odor and noise.			
	2.41.1	Policy	Continue efforts to replace the gaseous chlorine system with a less hazardous chemical (such as a liquid chlorine system) that will address the potential safety impacts to the neighborhood surrounding the WWTP.			
	2.41.2	Policy	Continue to work with neighbors to implement programs that minimize odor, noise, and potential safety impacts to the neighborhood surrounding the WWTP.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Recycling	2.42	Goal	Enhance the recycling of solid waste.			
	2.42.1	Policy	Strive to accomplish the mandated objectives of the California Integrated Waste Management Act.			
	2.42.A	Program	Adopt and implement a Source Reduction and Recycling Plan (SRRP) and Hazardous Household Waste Plan (HHWP) which include components for waste characterization, source reduction, recycling, composting, special waste diversion, education, public information, disposal facility capacity, funding, and the safe use, disposal, and recycling of household hazardous materials	C	Completed	Fire Dept.
	2.42.B	Program	Encourage local recycling facilities to be available to the public.	C	Completed	Fire Dept.
	2.42.C	Program	Pursue establishment of curbside service that would pick up and compost yard waste and make it available to City residents for a reasonable cost.	C	Completed	Fire Dept.
Utilities	2.43	Goal	Allow installation of telecommunications equipment and distribution networks that maintain and protect health, safety, and quality of life and avoid visual clutter.			
	2.43.1	Policy	Minimize the visual impacts of siting exposed commercial antenna structures in scenic corridors and residential and historic districts.			
	2.43.A	Program	Establish design requirements for commercial antennas and associated equipment and distribution networks.	C/O	Benicia's Wireless Communications Ordinance was adopted in 2006 and sets forth requirements for design.	Community Development Planning Division
V.I.D.57	3.1	Goal	Maintain and enhance Benicia's historic character.			
	3.1.1	Policy	Encourage reuse of historic buildings; if feasible, encourage relocation rather than demolition.			
	3.1.A	Program	Continue to maintain a current inventory of historic and architectural resources in the city.	C/O	An updated Historic Resources Inventory was approved in 2009 by the City Council. In addition, a grant funded Historic Context Statement was adopted in 2011.	Community Development Planning Division
	3.1.2	Policy	Enhance the economic potential of historic and architectural assets.			
	3.1.3	Policy	Preserve historic trees and landscapes. (Refer to the Arsenal Historic Conservation Plan, November 1993, for guidance on historic trees and landscaping.)			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Historic Preservation	3.1.B	Program	Become a Certified Local Government (CLG) by applying to the State Department of Historic Preservation.	C	Benicia was granted CLG status in 2007 and currently maintains its status and submits required annual reports to the State Office of Historic Preservation.	Community Development Planning Division
	3.1.C	Program	Define the boundaries necessary to preserve the historical significance of the Camel Barn complex.	3	Not part of the current work program. May require outside resources.	Community Development Planning Division
	3.1.D	Program	Continue to work and cooperate with the Benicia Historical Society on historic preservation issues.	O	Staff regularly coordinates and continues involvement with and from the Historical Society. In 2012, the Historical Society was invited to participate with the Historic Preservation Review Commission in celebration of National Preservation Month at the Farmer's Market and the Commission's 'Meet & Greet'.	Community Development Planning Division and Parks & Community Services Dept.
	3.1.4	Policy	Promote the preservation and enhancement of historic neighborhoods, commercial areas, and governmental districts.			
	3.1.5	Policy	Permit new development, remodeling and building renovation in historic districts when consistent with the policies of the applicable Historic Conservation Plan.			
	3.1.6	Policy	Promote restoration of public and privately-owned historic and architecturally significant properties.			
	3.1.E	Program	Develop a program for inspections of historic structures.	O	City staff conducts annual inspections of historic homes that are under a Mills Contract Agreement with the City. All other structures are not inspected. Regular inspections of city facilities for protection and maintenance are customary. No funds to develop a Historic Structures Report.	Community Development Planning Division and Parks & Community Services Dept.

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Historic Preservation	3.1.F	Program	Seek public and private funding for historic preservation and maintenance.	O	Ongoing.	Community Development Planning Division and Parks & Community Services Dept
	3.1.G	Program	Develop a program for property tax incentives.	C/O	Benicia established a Mills Act Program for owners of historic properties in 2003 and has 34 properties that are participating in Mills Act Contracts since its offering.	Community Development Planning Division
	3.1.H	Program	Consider waiving or reducing building permit fees for qualified work necessary to rehabilitate or restore historic structures.	O	Implemented on a case-by-case basis as determined by the Public Works and Community Development Director. A comprehensive program would require outside resources.	Community Development Planning Division
	3.1.I	Program	Publicize opportunities and incentives for historic preservation to owners of historic buildings.	C/O	A brochure for the public explaining the Mills Act Program is available at the Planning Counter. The City participates in and supports National Preservation Month in May, has attended Benicia's Farmers Market to distribute information, and routinely collaborates with Benicia Main Street, Benicia Historical Society, and Benicia Historical Museum to promote historic preservation.	Community Development Planning Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Historic Preservation	3.1.J	Program	Continue to assist owners of historic homes in lower-income areas with low interest loans through Community Development Block Grants (CDBG), when available.	O	Benicia has a Housing Rehabilitation Loan Program for eligible property owners to assist with home repairs. Until recently, the Vallejo Neighborhood Housing Services group operated this program for the City; its doors are now closed and the program has been transferred to the City.	Community Development Planning Division
	3.1.K	Program	Establish a Historic Preservation Commission.	C	A Historic Preservation Committee was established in 2001. A blended Commission (Design Review and Historic Preservation) was established in 2005. This resulted in a new (blended) Historic Preservation Review Commission (HPRC) and has been operating since.	Community Development Planning Division
	3.1.L	Program	Adopt and maintain a landmarks ordinance.	3	Regulations for landmarks are embedded in the Zoning Ordinance (BMC 17.54 H Overlay), but a separate, stand-alone, ordinance is currently not part of the Department's work program and there is no budget for it.	Community Development Planning Division
	3.1.M	Program	Inform title companies that properties in Benicia may be affected by historic preservation regulations.	PC/3	A complete list of historic properties by address and parcel number has been compiled. The HPRC is discussing the best way to inform title companies and realtors of this list.	Community Development Planning Division
	3.2	Goal	Protect archaeological (including underwater) sites and resources.			
	3.2.1	Policy	Ensure the protection and preservation of artifacts in known, and as yet unidentified, areas.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Archaeology	3.2.A	Program	Work with the California Archaeological Inventory to develop an inventory of existing and potential archaeological sites.	3	Not part of the current work program.	Community Development Planning Division
	3.2.B	Program	Refer development proposals that may adversely affect archaeological sites to the California Archaeological Inventory.	O	Staff implements this program as needed/required.	Community Development Planning Division
	3.2.C	Program	Develop City regulations regarding inspections, code enforcement, and regulation of pot hunters.	3	Not part of the work program. Depending on other department priorities, may require outside consultant resources.	Community Development Planning and Building Divisions, Fire Dept.
	3.2.D	Program	Require that all sites with archaeological resources likely to be disturbed by a proposed project be analyzed by a qualified archaeologist and an appropriate program developed to mitigate any impacts from the project.	O	Staff implements this program as needed/required.	Community Development Planning Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Cultural	3.3	Goal	Increase public awareness of cultural resources and activities.			
	3.3.1	Policy	Preserve and enhance cultural organizations, resources and activities.			
	3.3.A	Program	Utilize the City's web page and other information sources to advertise cultural activities.	C/O	Information is found on the Library's website.	Library Dept.
	3.3.B	Program	Continue City funding of cultural activities and the Camel Barn Museum.	O	City funding for cultural activities and the Historical Museum at the Camel Barns are approved by the City Council during the budget process.	Library Dept.
	3.3.C	Program	Require periodic reports of the results of City funding.	O	The Arts and Culture Commission provides oversight for arts and culture grantees.	Library Dept.
	3.3.D	Program	Investigate the creation of a City-appointed cultural commission.	C	The Arts & Culture Commission was established in 2009 through City Council passage of Ordinance 09-15. Their charge is to create and promote art and cultural programs and activities.	Library Dept.
	3.3.E	Program	Develop promotional materials that increase community awareness of the Camel Barn museum.	O	Promotional materials for the Historical Museum at the Camel Barns are included with other materials for arts and culture organizations at the Library and are also available through the Economic Development Department.	Library Dept. & City Manager's Office; Office of Economic Development
	3.3.F	Program	Expand the museum to include other historic buildings.	O	Ongoing.	Parks & Community Services Dept.
	3.4	Goal	Support the library and the services it provides to the community.			
	3.4.1	Policy	Maintain and expand library services.			
	3.4.A	Program	Keep the library up-to-date with electronic and other technological developments.	O	Ongoing.	Library Dept.

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Cultural	3.4.B	Program	Plan for expanding library services into existing unfinished basement space as needs dictate.	3	On hold pending funding.	Library Dept.
	3.4.2	Policy	New development will be required to underwrite additional materials.			
	3.4.C	Program	Maintain an adequate "book fee." (See Glossary for definition.)	O	Joint jurisdiction with Finance Dept. In 2010, the library book fee was increased to \$235.00	Library Dept.
	3.5	Goal	Promote events with wide community attraction.			
	3.5.1	Policy	Support community-wide and special events, such as arts in the park, a farmers' market, and open studios.			
	3.5.2	Policy	Plan special events while keeping in mind the need to minimize noise and traffic congestion.			
	3.6	Goal	Support and promote the arts as a major element in Benicia's community identity.			
Art	3.6.1	Policy	Attract and retain art-related businesses.			
	3.6.2	Policy	Continue to allow and encourage live/work spaces for artists.			
	3.6.A	Program	Evaluate where live/work spaces are allowed and what restrictions are placed on them.	PC/3	The Zoning Ordinance provides regulations pertaining to live/work units. Further evaluations for live/work and accompanying regulations were done during the development of the Downtown Mixed Use Master Plan and the Draft Lower Arsenal Specific Plan (pending adoption). No other areas are budgeted for evaluation.	Community Development Planning Division
	3.6.B	Program	Encourage expansion of art retailing on First Street.	PC/3	The City contracts with Benicia Main Street to provide business attraction/retention downtown, although art galleries are not specifically identified as a target. In Addition the City has create the Art Walk event which promotes Benicia Artists downtown on the second Saturday each month.	City Manager's Office; Office of Economic Development

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Art	3.6.3	Policy	Enhance public places with art.			
	3.6.C	Program	Work with developers and builders to incorporate public art into projects, where applicable.	O/3	The potential for public art is evaluated in concert with development applications. A Public Art Policy was approved by Council in 2012. There is currently no budget to create a comprehensive master plan and funding mechanism.	Community Development Planning Division and Library Dept.
Visual Character	3.7	Goal	Maintain and reinforce Benicia's small-town visual characteristics.			
	3.7.1	Policy	Ensure that new development is compatible with the surrounding architectural and neighborhood character.			
	3.7.2	Policy	Encourage "place-making"—the arrangement of built elements to create indoor or outdoor spaces that are recognizable and suitable for a specific function or functions.			
	3.7.A	Program	Develop design guidelines for public works and private development that encourage place-making.	C/3	Adopted plans with guidelines for private property include: Downtown Historic Conservation Plan (guidelines only), Downtown Mixed Use Master Plan (place-making zoning requirements), Arsenal Historic Conservation Plan (guidelines), and Industrial Design Guidelines. Public realm is addressed by the Downtown Streetscape Plan. Design guidelines for additional areas are not currently budgeted nor part of the work program.	Community Development Planning Division and Public Works Engineering Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead	
Visual Character	3.7.B	Program	Prepare a citywide urban design plan that addresses landscaping, street trees, landmarks, gateway definitions, vista preservation/enhancement, and protection of shoreline and hillsides.	3	Not part of the current work program. Depending on other Department priorities, may require outside consultant resources.	Community Development Planning Division, Public Works Engineering Divisions and Parks & Community Services Dept.	
	3.7.C	Program	Develop citywide requirements for screening service entrances and equipment.	PC/3	Zoning Ordinance contains regulations requiring mechanical screening. There are not requirements to screen service entries and there is currently no budget, nor part of the current work program.	Community Development Planning Division	
	3.7.D	Program	Develop a schedule and financing plan for undergrounding power and telephone lines.	O	Designated Rule 20A monies are utilized to incorporate undergrounding projects into Capital Infrastructure Projects when major arterials are reconstructed.	Public Works Engineering Division	
	3.7.3	Policy	Encourage consistent street tree planting, other types of landscaping, and neighborhood gardens.				
	3.7.E	Program	Advertise the existence of guidelines for tree preservation, planting, and removal guidelines.	O	Ongoing.	Parks & Community Services Dept.	
	3.7.4	Policy	Where feasible, install and maintain landscape (planter) strips that separate sidewalks from the streets.				
	3.7.F	Program	Establish an adequate minimum width for landscape strips so that plant materials (especially trees) do not damage the sidewalk, curb, or gutter.	C	The Zoning Ordinance sets design standards for parking lots adjoining street property lines, including minimum widths for landscape strips.	Community Development Planning Division	
	3.7.G	Program	Modify the City's street improvement standards to accommodate landscape strips.	PC	Included in the City Neighborhood Traffic Calming Program toolbox.	Public Works Engineering Division	

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Visual Character	3.7.5	Policy	Preserve the grid pattern of Benicia streets.			
	3.7.H	Program	Require that land use and circulation plans for property along arterials minimize the need for sound walls.	C/O	Development applications are reviewed for consistency with General Plan policies and programs. This program would apply to large-scale projects with the potential to generate considerable noise from stationary or non-stationary noise sources.	Community Development Planning Division and Public Works Engineering Division
	3.8	Goal	Preserve First Street as the community focal point of Benicia.			
	3.8.1	Policy	Design new and renovated buildings along First Street to accommodate ground level retail commercial.			
	3.8.A	Program	Develop urban design improvements to unify Solano Square with City Park and the Civic Center.	PC/1	In 2012 construction of improvements to the intersection of First Street (and Military) began and were completed in early 2013); including enhanced crossings to Solano Square, installation of new sidewalk along driveway entrance to Solano Square and new bus stops. In addition, Solano Square is part of Benicia's Downtown Priority Development Area, which makes the area eligible and more competitive to receive grants for future planning endeavors.	Community Development Planning Division and Public Works Engineering Division
	3.8.2	Policy	In the transition areas east and west of First Street, encourage the adaptive re-use, rather than replacement, of existing residential structures.			
	3.9	Goal	Protect and enhance scenic roads and highways.			
	3.9.1	Policy	Preserve vistas along I-780 and I-680.			
	3.9.A	Program	Inventory scenic resources along I-780 and I-680.	3	Not part of current work program. Depending on other Department priorities, may require outside consultant resources.	Community Development Planning Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Visual Character	3.9.B	Program	Investigate and apply for State Scenic highway designation of Interstate Highways I-780 and I-680.	C	I-680 and I-780 are not eligible to be designated as a State Scenic Highway under the current Caltrans criteria. However, I-780 has been designated a "Landscape Freeway."	Public Works Engineering Division
	3.9.C	Program	Develop a sign enforcement program along the freeways.	3	Not part of the current work program. The Sign Ordinance is enforced through complaints. The Sign Ordinance is undergoing an update during 2013/2014.	Community Development Planning Division and City Attorney's Office
	3.9.2	Policy	Work with the State to complete and maintain landscaping of I-680 and I-780.			
	3.9.D	Program	Preserve the trees on the northern edge of former Pine Lake.	C/O	Trees are still present. Program would be implemented when a development application is submitted for this property. In addition, the City has adopted a Trees and Street Trees Ordinance that regulates the removal, alteration, and pruning of trees; the ordinance has a list of protected trees.	Community Development Planning Division and Parks & Community Services Dept.
	3.9.3	Policy	Orient individual building/business signage toward city streets, not toward I-780.			
	3.9.4	Policy	Develop the City's five identified gateways to provide a sense of entry and exit.			
	3.9.E	Program	Prepare land use and design guidelines to direct the nature and character of development at the city's five gateways.	3	The Planning Commission evaluated the city's gateways (2011); developed a process and recommendation to Council; for use when funding becomes available.	Community Development Planning Division
	3.9.5	Policy	Establish definable neighborhoods in future development and revitalization projects.			
	3.10	Goal	Enhance the streetscape along Military East and West.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Visual Character	3.10.A	Program	Develop a concept and streetscape plan for Military.	PC/O	Three significant projects have been completed, or are underway: Western Gateway, Benicia High School Signal, and Downtown intermodal, all of which include improvements along this major west-east spine of Benicia.	Community Development Planning Division and Public Works Engineering Division
	3.11	Goal	Enhance the East Side.			
	3.11.1	Policy	Focus public investment toward undergrounding utilities, completing sidewalks, adding walking paths, park amenities, landscaping, and street trees on the East Side.			
	3.12	Goal	Improve the appearance of the Industrial Park.			
	3.12.1	Policy	Encourage additional attractive, quality development in industrial areas.			
	3.12.A	Program	Continue to implement and revise as necessary the Industrial Design Guidelines.	C/O	Adopted in 1989. The Planning Division routinely enforces these guidelines with industrial development applications. Wholesale revision of the guidelines is not part of the current work program and would likely require outside consultant resources.	Community Development Planning Division
	3.12.B	Program	Adopt an ordinance establishing minimum standards for outdoor storage and yard maintenance within public view.	C	Outdoor storage is regulated in the Zoning Ordinance. For yard maintenance, the City regulates through its Neighborhood Nuisance Code, Weed and Rubbish Code, Property Maintenance Code; and landscape standards require all landscaped areas to be permanently maintained.	Community Development Planning Division
	3.13	Goal	Improve urban design qualities of the waterfront and public access to the shoreline.			
	3.13.1	Policy	Enhance waterfront vistas.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Visual Character	3.13.A	Program	Incorporate public visual areas in new development.	C/O	This is implemented at the time of application submittal. Planning staff coordinates with the Bay Conservation and Development Commission (BCDC) to ensure public access is provided as set forth in Special Area Plan No. 3: Benicia Waterfront, San Francisco Bay Plan (adopted 1977). Recent projects where the city collaborated with BCDC include: 221 First Street, and Sailor Jack's Restaurant at 123 First Street.	Community Development Planning Division
	3.13.2	Policy	Improve pedestrian amenities along waterfront streets and walkways.			
	3.13.3	Policy	Take advantage of water orientation for recreation and industrial uses.			
	3.13.B	Program	Develop a plan for public and pedestrian access to and along the waterfront and shoreline.	PC/1	Both the Downtown Streetscape Master Plan and the Special Area Plan No. 3: Benicia Waterfront, San Francisco Bay Plan provide guidance and direction to ensure public access is provided. The City recently received a grant to prepare a Urban Waterfront Enhancement Plan and consultant selection is underway. Subsequently the city staff, consultant team will solicit participation by the community through civic engagement opportunities.	Parks & Community Services Dept. and Community Development Planning Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Visual Character	3.13.C	Program	Complete the pathway system from Point Benicia along the entire shoreline to the intersection of West Second and G Street.	3	Not part of the current work program. May require outside resources to develop a plan and determine legal and liability issues. Projects where private walkways link to waterfront include Anderson Lane and Semple Crossing housing developments.	Community Development Planning Division
	3.13.D	Program	Use privately dedicated walkways to link to the waterfront.	3	Not part of the current work program. May require outside resources to develop a plan and determine legal and liability issues. Projects where private walkways link to waterfront include Anderson Lane and Semple Crossing housing developments.	Community Development Planning Division
	3.14	Goal	Provide a buffer between Benicia and adjacent Communities.			
	3.14.1	Policy	Continue to implement the provisions of the Tri-City and County Cooperative Plan for Agriculture and Open Space Preservation and the 1979 Benicia/Vallejo Memorandum of Understanding to Preserve the Buffer (often referred to as the			
	3.15	Goal	Provide buffers throughout the community.			
	3.15.1	Policy	Preserve and protect, through a variety of methods, a pattern of open space buffers and greenbelts throughout the			
	3.15.A	Program	Identify and evaluate open spaces (by function, location, size, connectivity, and views of open space).	C/O	The City's shared GIS software with Solano County provides mapping and data capabilities for each parcel in Benicia, including all land zoned Open Space.	Community Development Planning Division and Parks & Community Services Dept

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Regional/Subregional Open Space & Trails	3.15.B	Program	Adopt an open space preservation program aimed at acquiring or assisting in acquiring rights to open space within the Planning Area.	O/3	This is not part of the current work program. Not budgeted. However, the Sky Valley Open Space Committee meets quarterly to discuss other implementation options, e.g. CA Rangeland Trust assistance with conservation easements.	Community Development Planning Division
	3.15.C	Program	Utilize existing land trusts.	O/3	Staff continues to collaborate as needed with the Solano Land Trust.	Community Development Planning Division
	3.15.2	Policy	Preserve public views of public open space and maintain existing vistas (including the Northern Area vistas) wherever possible.			
	3.15.D	Program	Where applicable, require that new developments include view corridors that allow viewing open space from public roadways and public use areas.	C/O	This program is implemented at the time of a development application.	Community Development Planning Division
	3.15.3	Policy	Avoid creating difficult-to-use residual open space in new development areas.			
	3.15.E	Program	Evaluate each proposed open space area to ensure it is large enough to meet its intended purpose.	O	Ongoing as needed.	Parks & Community Services Dept.
	3.15.4	Policy	Use open space as a buffer against natural or man-made hazards.			
	3.15.F	Program	Require open space buffers around known hazardous areas, such as the Exxon Refinery and the IT site.	C/O	The General Plan Land Use Diagram indicates a 200-foot buffer, in the form of Open Space Zoning, between lands owned by Valero and adjacent residential uses. The buffer extends from East 2nd above Tenny Drive, to the north past Rose Drive and north of the Water's End subdivision. Open Space buffers are shown around the IT site as the surrounding area is outside of the City limits.	Community Development Planning Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Regional/Subregional Open Space & Trails	3.15.5	Policy	Encourage the landscaping of existing open spaces, and landscape new open spaces with native plants.			
	3.15.6	Policy	Restore and maintain natural landscapes in a natural manner.			
	3.15.G	Program	Develop a landscape master plan for open space areas.	3	Not part of the current work program. May require outside resources. This may be an unnecessary program given that open space areas already have "natural" landscaping.	Community Development Planning Division
	3.16	Goal	Preserve key land forms which separate Benicia physically and visually from adjacent communities.			
	3.16.1	Policy	Maintain visual and physical separation from Vallejo and Fairfield.			
	3.16.A	Program	Use the westernmost parcels designated as open space to provide a buffer with Vallejo.	C	Parcels along the western edge of City Limits are zoned Open Space.	Community Development Planning Division
	3.16.2	Policy	Work with Vallejo to minimize visible development along the Boundary Hills			
	3.16.3	Policy	Allow no additional access roads between Columbus Parkway and Lake Herman Road.			
	3.17	Goal	Link regional and local open spaces.			
	3.17.1	Policy	Attempt to link existing regional and local open spaces using trails and open space corridors.			
	3.17.A	Program	Acquire open space corridors that link existing regional and local open spaces, where feasible.	PC/3	Dedicated linkages exist amongst a majority of local, regional open space areas. However, there is no budget to formally acquire all of these areas; the linkages that do exist are protected through zoning land use limitations.	Community Development Planning Division
	3.17.B	Program	Construct trails in open space corridors linking regional and local open spaces.	O/3	Staff currently works with other agencies to coordinate the planning and placement of trails.	Parks & Community Services Dept.
	3.18	Goal	Protect agricultural use.			
	3.18.1	Policy	Preserve rangeland north of Lake Herman Road.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Regional/Subregional Open Space & Trails	3.18.A	Program	Investigate land trusts and other mechanisms to ensure continuity of agricultural uses in the northern portion of the Planning Area.	O/3	The Sky Valley Open Space Committee was established in 2004 to protect agricultural uses and the watershed north of Lake Herman Road through conservation easements and land acquisition. The Committee meets quarterly to discuss this issue. The Committee has worked with the California Rangeland Trust and the Solano Land Trust to ensure protection of open space, particularly in the form of conservation easements. This effort depended largely on property owner interest and consent. However, there is no interest and no budget for acquisition.	Community Development Planning Division
	3.19	Goal	Preserve and enhance habitat for special-status plants and animals.			
	3.19.1	Policy	Protect essential habitat of special-status plant and animal species.			
	3.19.A	Program	Require biological assessments in sensitive habitat areas as part of environmental review of proposed development.	C/O	The Planning Division routinely enforces this program with projects that may impact sensitive habitat areas. Typically, a separate biological report is required, which may be incorporated into an Initial Study or Environmental Impact Report.	Community Development Planning Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Biotic Resources	3.19.B	Program	Require retention of essential habitat for special status species. If infeasible, require adequate mitigation for loss of special status species and/or habitat in compliance with State and federal regulations.	C/O	The Planning Division routinely enforces this program with projects that may impact sensitive habitat areas. Staff routinely consults with the Department of Fish and Game and the US Fish and Wildlife Service on these types of projects regarding necessary mitigation measures to avoid or compensate for any impacts to sensitive habitats caused by the project.	Community Development Planning Division
	3.20	Goal	Protect and enhance native vegetation and habitats.			
	3.20.1	Policy	Protect native grasslands, oak woodlands, and riparian habitat.			
	3.20.2	Policy	Restore native vegetation, such as birch grasses and oaks, wherever possible for open spaces of existing developed			
	3.20.A	Program	Encourage community groups to carry out native plant restoration efforts.	3	The California Native Plant Society, Solano County Chapter, "Willis Linn Jepson" is active in the efforts of native plant restoration throughout Solano County. They maintain the Forrest Deaner Garden located at the State Recreation Area and they do native planting. A comprehensive program with funding is not part of the current work program. May require outside resources.	Community Development Planning Division and Parks & Community Services Dept.
	3.20.B	Program	Limit the loss of native vegetation or require mitigation, or both.	C/O	Planning staff routinely enforces this program with projects that may remove vegetation.	Community Development Planning Division
	3.20.C	Program	Require native and compatible non-native plant species, especially drought-resistant species, to the extent possible in landscaping new development and public areas.	3/O	The City does not have mandates to require plants to be native/drought-tolerant; however, staff routinely recommends this as part of the development review process.	Community Development Planning Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Biotic Resources	3.20.3	Policy	Encourage preservation of existing trees. Especially preserve and protect mature, healthy trees whenever practicable, particularly where such trees are of significant size or are of significant aesthetic value to the immediate vicinity or to the			
	3.20.D	Program	Strive to incorporate existing mature, healthy trees into proposed developments.	C/O	The Planning Division routinely enforces this program with projects that may impact mature trees. In the event trees must be removed, replacement trees are a required condition of approval. In addition, the City has a Trees and Street Trees Ordinance that requires a Tree Removal Permit and complete compliance with the Ordinance.	Community Development Planning Division
	3.20.4	Policy	Require protection of movement corridors.			
	3.20.E	Program	Require preservation of open space corridors between Lake Herman, Sulphur Springs Mountain, the Northern Area, the northeast hills, the Benicia State Recreation Area, and the marshlands east of I-680.	3	Not part of the current work program. May require outside resource, including legal counsel. Would require land purchase or purchase of conservation easements to secure corridors.	Community Development Planning Division
	3.21	Goal	Permanently protect and enhance wetlands so that there is no net loss of wetlands within the Benicia Planning Area.			
	3.21.1	Policy	Encourage avoidance and enhancement of sensitive wetlands as part of future development.			
	3.21.A	Program	Continue to require wetland delineation and mitigation as part of environmental review of proposed development.	C/O	The Planning Division routinely enforces this program with projects that may impact wetlands. Staff consults with Department of Fish and Game and the US Fish and Wildlife Service on these types of projects regarding necessary mitigation measures to avoid or compensate for any impacts to wetlands caused by the project.	Community Development Planning Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Biotic Resources	3.21.2	Policy	Require replacement for wetlands eliminated as a result of development at a higher wetlands value and acreage than the area eliminated.			
	3.21.B	Program	Continue to coordinate with the California Department of Fish and Game, United States Fish and Wildlife Service, and the United States Army Corps of Engineers in reviewing proposed wetland modifications.	C/O	Staff routinely consults with these entities on applicable projects.	Community Development Planning Division
	3.21.3	Policy	Encourage development of a Suisun Marsh interpretive center near the I-680/Lake Herman Road interchange.			
	3.21.C	Program	Work with responsible agencies to develop the Suisun Marsh interpretive center near Lake Herman Road and I-680.	3	Not part of the current work program. May require outside resources.	Community Development Planning Division and Parks & Community Services Dept
	3.21.4	Policy	Restore and increase marshland areas.			
	3.21.D	Program	Prepare a Local Protection Program (LPP) for the portion of the Suisun Marsh Secondary Management Area within the Benicia General Plan Planning Area.	3	Not part of the current work program. May require outside resources.	Community Development Planning Division
	3.21.E	Program	Identify small wetlands and require their protection, restoration, and enhancement as part of open space dedication in proposed development and in citywide open space improvements.	C/O	Staff routinely enforces this program with any development application that may affect wetlands. Similarly, if a wetland were in an area being dedicated for open space, it would be preserved and protected. If this program requires a separate study to identify wetlands, a consultant would need to be retained.	Community Development Planning Division
	3.22	Goal	Preserve water bodies.			
	3.22.1	Policy	Avoid development that will degrade existing lakes and streams.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Water	3.22.A	Program	Require that all development in watersheds flowing into lakes and unchannelized streams include features to preserve run-off water quality.	C/O	Staff routinely enforces this program with development applications and if necessary, require preparation of a Stormwater Pollution Prevention Plan, including incorporating Best Management Practices.	Community Development Planning Division
	3.22.B	Program	Require a minimum setback of 25 feet from the top of bank of streams and ravines. Do not allow development within the setback.	C/O	City Council passed Ordinance 01-6 in 2001 making this a requirement in the Zoning Ordinance, BMC 17.70.340.	Community Development Planning Division
	3.23	Goal	Preserve Lake Herman as a municipal water resource.			
	3.23.1	Policy	Ensure the biological, chemical, and physical integrity of Lake Herman.			
	3.23.A	Program	Continue to monitor water quality in Lake Herman and at upstream sources of potential pollution.	O	Ongoing.	Public Works Water Quality Division
	3.23.2	Policy	Prohibit uses that would adversely affect water quality (such as motorized boats or swimming).			
	3.24	Goal	Protect watersheds.			
	3.24.1	Policy	Identify the Benicia watersheds to preserve.			
Mineral Resources	3.25	Goal	Conserve and, where appropriate, develop the mineral resources of regional significance within the Planning Area.			
	3.25.1	Policy	Maintain in open space the mineral resource area of regional significance designated on Sulphur Springs Mountain until a mineral resource extraction and reclamation plan that addresses all potentially significant impacts of extraction has been approved by the responsible agencies.			
	3.26	Goal	Minimize environmental impacts of mineral production.			
	3.26.1	Policy	Minimize exposure of the quarry face from residential areas.			
	3.26.2	Policy	Allow extraction of mineral resources within the Planning Area but beyond the currently permitted quarry area on Sulphur Springs Mountain, only upon approval by the appropriate agencies.			
	3.26.3	Policy	Maintain a variable ridgeline and natural landform representative of the scenic character of the Planning Area.			
	3.26.A	Program	Work with adjacent jurisdictions to establish mineral resource management measures.	O/3	The City reviews and responds to projects within its Planning Area and recently has collaborated with Solano County to review and comment on the proposed Syar Quarry Expansion project.	Community Development Planning Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
	3.26.4	Policy	Prohibit extraction of mineral resources outside the State-designated mineral resource area, and permit extraction of mineral resources inside the State-designated mineral resource area only if applicable policies, mitigation measures, performance standards, rules, and regulations are met.			
	3.26.5	Policy	Require mitigations, setbacks, buffers, and screening.			
	3.26.6	Policy	Require that residential buildings to be constructed within 2,000 feet of the ultimate mineral extraction boundary be analyzed by a qualified engineer to ensure economically feasible measures that minimize the amplification of ground			
Energy	3.27	Goal	Improve energy efficiency.			
	3.27.1	Policy	Promote energy conservation in all new development and during rehabilitation of existing homes.			
	3.27.A	Program	Distribute information on weatherization and energy conservation.	C/O	Brochures published by PG&E are currently available at the Planning, Building, and Engineering Counter.	Community Development Planning and Building Divisions
	3.27.B	Program	Implement State energy conservation requirements in new housing.	C/O	The Building Division requires compliance with these requirements for all building permit applications. The California Green Building Standards Code, 2010 Edition, was adopted by reference in Title 15 of the Municipal Code in 2010.	Community Development Building Division
	4.1	Goal	Make community health and safety a high priority for Benicia.			
Healthy Community	4.1.1	Policy	Strive to protect and enhance the safety and health of Benicians when making planning and policy decisions.			
	4.1.2	Policy	Promote a wide range of health-related services.			
	4.1.A	Program	Develop a citizen input planning process with the Human Services Fund Board to address locally identified community health and health-related concerns.	O	Ongoing.	City Manager's Office
	4.1.3	Policy	All City departments should attempt to address the underlying causes of health, social, and safety issues.			
	4.1.B	Program	Promote measurable health goals and work with health-related agencies to monitor their implementation.	3/O	Developed on an as needed basis with city employees.	Human Resources Division
	4.1.4	Policy	Compile available information pertinent to the health and safety of Benicians.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead	
Healthy Community	4.1.C	Program	Require the Human Services Fund Board to report annually to the City Council and public on the health, well-being, and safety of the community, along with recommendations for improvements.	O	To be reviewed.	City Manager's Office	
	4.1.5	Policy	Clarify City role in providing health services.				
	4.1.D	Program	Inventory health needs, identify holes in the network, and focus on those issues not being addressed.	3/O	Day-to-day basis with city employees.	Human Resources Division	
	4.1.E	Program	Delegate a formal group (e.g., Human Services Fund Board) to be responsible for community health promotion, and require the group to coordinate with a broad range of community representatives.	O	Ongoing.	City Manager's Office	
	4.1.F	Program	Expand the role of the City staff person liaison to the Human Services Fund Board, as needed to support additional tasks assigned to the Board.	O	Ongoing.	City Manager's Office	
	4.2	Goal	Improve access to medical, mental health, and social services for all Benicians, including the elderly and low-income.				
	4.2.1	Policy	Fully utilize and coordinate available resources and efforts through the City's Human Services Fund Board and other governmental and non-governmental agencies.				
	4.2.A	Program	Work with existing health care providers, neighboring cities, and the county, State and federal governments.	3/O	On an as-needed basis.	Human Resources Division	
	4.2.B	Program	Provide and maintain affordable transportation services to and from health facilities (in and out of town), especially for the elderly and disabled.	C/O	Benicia's Paratransit Service provides transit within Benicia and to transfer stations for travel outside of Benicia; in addition this service offers a medical shuttle on Tuesdays and Thursdays for travel to Sutter Solano and Kaiser medical facilities.	City Manager's Office	
	4.3	Goal	Attract additional health services to Benicia.				
	4.3.1	Policy	Promote preventive health care in line with the Child and Adult Preventive Care Guidelines published by the US Public Health Service (1994).				

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Healthy Community	4.3.A	Program	Support the development of a "Center for Human Services".	O	To be reviewed.	City Manager's Office
	4.3.2	Policy	Evaluate the need for and feasibility of new medical facilities in Benicia including a branch of the County Health and Social Services Department.			
	4.3.B	Program	Promote prenatal care, health care for children, teen activities, education and counseling, and intergenerational activities.	O	Several health-related/nutritional courses offered by Community Services.	Parks & Community Services Dept.
	4.3.C	Program	Investigate the feasibility of utilizing existing City buildings to deliver health-related services, and expand the scope of the buildings' uses in conjunction with established neighborhood groups.	C	The new Community Center (formerly Mills Elementary School) offers CPR classes, a myriad of physical fitness courses, and nutritional/healthy cooking classes to the community.	City Manager's Office
	4.3.3	Policy	Promote establishment of demonstration gardens at schools, churches, fire stations, and other sites.			
	4.3.D	Program	Consider utilizing vacant City property for gardening of fruits and vegetables.	O	Since 2000, the City has had a lease agreement with Heritage Presbyterian Church to allow the Swenson Community Garden to be worked and managed by Benicia Community Gardens, Inc.	City Attorney's Office
	4.4	Goal	Reduce the incidence of substance abuse and strive for a drug-free community.			
y Community	4.4.1	Policy	Support the development of the education of all age groups in the prevention of substance abuse.			
	4.4.A	Program	Include law enforcement, the School District, and proprietors of nicotine, alcohol, and prescription drugs in planning and operating substance abuse prevention programs.	O	The department works with Benicia High School's Friday Night Live group to conduct education and "sting" operations to reduce the availability of ATOD and works with Solano County's ATOD Reducing Rates Strategic Plan	Police Dept.
	4.4.B	Program	Identify at-risk populations and work to develop programs and services to address their needs.	O	Implementation through Family Resource Center and a family intervention counselor to work with at-risk families.	Police Dept.
	4.4.2	Policy	Promote safe driving by youth.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Health	4.5	Goal	Establish after-school programs and other constructive activities for youth.			
	4.5.A	Program	Work with the School District on appropriate after-school youth activities.	C	Ongoing.	Parks & Community Services Dept.
	4.6	Goal	Prevent and reduce crime in the community.			
	4.6.1	Policy	Encourage building designs that help to reduce crime.			
	4.6.A	Program	Review the design of new and rehabilitated buildings for ways to increase resident safety.	O	Staff attends Project Review Group meetings scheduled by the Planning Division to review proposed projects. Police Officer(s) provided training in "Crime Prevention Through Environmental Design" (CPTED).	Police Dept. and Community Development Dept.
	4.6.2	Policy	Develop a corrective action plan to deal with high crime areas.			
	4.6.B	Program	Strengthen and expand neighborhood watch programs. Include businesses.	O	Along with the Volunteer Neighborhood Watch Coordinator, an officer has become a member of the Benicia Community Core Council and combining Benicia's Neighborhood Watch Groups with the Benicia Emergency Response Team (BERT) members. The officer also works with the Benicia Chamber of Commerce on the business watch program.	Police Dept.
	4.6.C	Program	Promote the education of citizens on how not to be a victim.	O	A police officer continues to work on an email system that would alert Neighborhood Watch, Business Watch, and BERT members to current crime trends and crime prevention tips.	Police Dept.
	4.6.3	Policy	Maintain an adequate officer-to population ratio in all areas, as approved by the City Council.			
	4.7	Goal	Ensure that existing and future neighborhoods are safe from risks to public health that could result from exposure to hazardous materials.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.7.1	Policy	Actively recruit industries and businesses that sustain environmental quality and have sound, responsible environmental practices and policies, such as "best available control technology" (BACT), source reduction, reduced use of hazardous materials in production, and reduced waste.			
	4.7.2	Policy	Establish a "Community Right-to-know" program to promote general public understanding of Benicia's toxics problems as they affect current and future generations.			
	4.7.A	Program	Using documents that are already publicly available, make available in the Library a list of all known contaminated sites in Benicia, their chemical contents and conditions, and how contamination occurred.	C	As authorized by the City Attorney, records for sites where issues have been resolved were withdrawn from the library collection in 2008. The City maintains its website; documents can be accessed by the public. Free computer access and wireless access is available at the Library.	City Attorney's Office and Library Dept.
	4.7.B	Program	Provide readers with easy directions on how to access information about contaminated sites in Benicia.	O	As authorized by the City Attorney, records for sites where issues have been resolved were withdrawn from the library collection in 2008. The City maintains its website; documents can be accessed by the public. Free computer access and wireless access is available at the Library.	Library Dept.
	4.7.C	Program	Consider establishing an ad hoc environmental task force to collect and disseminate information on environmentally sensitive sites in Benicia.	3	Not part of the current work program. No budget.	Community Development Dept.
	4.7.D	Program	Identify, inventory, and then update sources of hazards in Benicia.	O	Joint jurisdiction with Solano County Environmental Management. Part of the fire code inspection program and County program.	Fire Dept.
	4.7.E	Program	Assess and evaluate Benicia's preparedness to respond to hazard emergencies.	O	Continual evaluation of response priorities by the Fire Department.	Fire Dept.
	4.7.3	Policy	Protect existing and future development from contaminated sites, hazardous landfill waste and debris, chemical spills, and other hazards including unexploded ordnance and explosive waste.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.7.F	Program	Work with state and federal agencies to require that unauthorized hazardous substances be removed from neighborhoods or that other appropriate measures are taken to ensure that such substances do not present health risks to the neighborhood.	O	The Fire Department is involved as requested. An example would be the Dept.'s involvement in the cleanup of the Tourtelot property.	Fire Dept.
	4.7.4	Policy	Promote enforcement of regulatory requirements over the entire term of monitoring of identified hazardous sites within the City Limits, especially sites located in residential neighborhoods and near school playing fields and parks.			
	4.7.5	Policy	Require that all sites known or suspected to have unexploded ordnance and/or a toxic history be tested and remediated before any development can occur.			
	4.7.6	Policy	Prohibit residential development on any land formerly operated as landfill or dump, including land formerly owned or used by the military for military wastes, until the waste and contamination is removed with proper agency oversight, or remediated as required by the appropriate regulatory agencies.			
	4.7.7	Policy	Where environmental testing has been required by State regulatory agencies but is not yet completed withhold City approvals for site grading and other construction activities until a site evaluation is available that provides a reasonable basis for determining that it is safe to commence such activities.			
	4.8	Goal	Protect sensitive receptors from hazards.			
	4.8.A	Program	Identify sensitive receptors in the community and develop methods of protection.	3	Not part of the current work program. May require consultant resources and partnership with other public agencies. Note: Page 175 of the General Plan identifies major sensitive receptors in the community with regards to noise exposure.	Community Development Planning Division
	4.8.B	Program	Establish guidelines to separate sensitive receptors from those who carry, use, process, store or generate hazardous material, including ordnance.	O	Implemented through fire code enforcement program.	Fire Dept.
	4.8.1	Policy	Evaluate potential hazards and environmental risks to sensitive receptors before approving development.			
	4.9	Goal	Ensure clean air for Benicia residents.			
4.9.1	Policy	Establish whether a significant air pollution problem exists in Benicia and the City's role in resolving it.				

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.9.A	Program	Prepare a review of existing air quality information and data sources, the quality and extent of this data, and existing regulatory requirements.	PC/O	In 2007, the City Council authorized a baseline emissions inventory, a forecast, and adopted emission reduction targets. In 2009, a Climate Action Plan (CAP) was adopted by the Council; it contains strategies to reduce greenhouse gas emissions at both city and community-wide levels.	Community Development Planning Division
	4.9.B	Program	Consult with the staff of the BAAQMD and prepare recommendations for actions that the City will take to reduce identified air quality problems toward meeting ambient air quality standards.	PC/O	Excellent air quality is overarching goal in the Climate Action Plan. A 2003 Settlement Agreement with Valero Refinery required Valero to conduct specific air quality monitoring; a 2010 Amendment to that agreement requires continuing/additional monitoring; reports are generated by Valero and Valero Advisory Panel. Currently, a re-inventory of greenhouse gas emissions is underway; another inventory will be done in or by 2020 at the latest.	Community Development Planning Division
	4.10	Goal	Support improved regional air quality.			
	4.10.1	Policy	Support implementation of Bay Area Clean Air Plan.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.10.A	Program	Coordinate air quality planning efforts with other local, regional, and State agencies.		O With the passage the Global Warming Solutions Act (AB32), and specifically with SB375 (Sustainable Communities Strategy and Climate Protection Act), the Planning Division closely coordinates regional planning efforts with ABAG/MTC, specifically in preparing a Sustainable Communities Strategy for the 9 county Bay Area. The City participated in programs offered by ABAG/MTC, such as FOCUS and the designation of (two) Priority Development Areas. The City supports the reduction of greenhouse gas emission and does it part through sustainable planning. In addition, the City adopted a Climate Action Plan and implementation is underway.	Community Development Planning Division
	4.10.B	Program	Require that projects with identified significant air quality impacts include all feasible mitigation measures needed to reduce impacts to less than significant levels.	C/O	Staff routinely enforces this program with any development application by requiring the development to comply with and provide Best Available Management Practices. An example of this is the extensive air quality mitigations required of the Valero VIP project.	Community Development Planning Division
	4.10.2	Policy	Encourage designs and land use strategies that reduce automobile use and promote mixed use, jobs/housing balance, telecommuting, bicycle, and pedestrian facilities, and transit.			
	4.11	Goal	Minimize harm from geologic hazards.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.11.A	Program	Require geotechnical engineering reports to address site stability and building foundation integrity for projects involving substantial grading.	O	Staff requires on an as needed basis.	Community Development Planning Division and Public Works Engineering Division
	4.11.B	Program	Develop guidelines for site-specific geologic and geotechnical reports.	3	Regulated by the Subdivision Map Act and local standards. Recommended for the FY2011/2013 budget.	Public Works Engineering Division
	4.11.C	Program	Require peer review of geotechnical engineering reports if it is determined that City staff does not have the technical expertise to review such reports.	O	Staff requires on an as needed basis.	Community Development Planning Division and Public Works Engineering Division
	4.11.D	Program	Prepare a planning-level geologic hazards map of the Planning Area as needed.	C/3	Not part of the current work program. May require outside resources. However, FEMA's HAZUS-MH Map series program regularly updates geologic conditions, e.g. earthquake, liquefaction, flood, and is readily available online.	Community Development Planning Division and Public Works Engineering Division
	4.11.E	Program	Update the geologic hazards map as new information becomes available.	C/3	Not part of the current work program. May require outside resources. However, FEMA's HAZUS-MH Map series program regularly updates geologic conditions, e.g. earthquake, liquefaction, flood, and is readily available online.	Community Development Planning Division and Public Works Engineering Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.11.F	Program	Develop a Planning Area data base of geologic information for use when making planning decisions and as a resource for the community.	C/3	Not part of the current work program. May required outside resources. However, FEMAs HAZUS-MH Map series program regularly updates geologic conditions, e.g. earthquake, liquefaction, flood, and is readily available online.	Community Development Planning Division and Public Works Engineering Division
	4.11.G	Program	Continue and expand the Unreinforced Masonry Building Program (URM).	3	Chapter 15.60 of the Municipal Code describes the measures taken by the City to identify URM buildings within the City and the URM owners' required responsibilities to inform future tenants, owners, and occupants. This section of the Code was incorporated in 1989. No requirements to retrofit buildings. The 2010 CA Building Code addresses requirements for voluntary retrofits or triggered when certain occupancy classifications are changed. Expansion of this program is not budgeted nor part of work program.	Community Development Building Division
	4.11.H	Program	Consider financial assistance for retrofitting of unreinforced masonry buildings.	3	No budget, not part of work program.	Community Development Building Division
	4.11.I	Policy	Promote public awareness of earthquake-related hazards and safety that includes training the populace to provide stop-gap emergency services following earthquakes.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.11.1	Program	Consider implementing a citizen earthquake response system based on the San Francisco model.	O	The Fire Department manages the Benicia Emergency Response Teams. See www.beniciacc.org/berf . This is a current and active community outreach program; since 2001. Has trained over 500 residents. Community classes are offered.	Fire Dept.
	4.12	Goal	Accommodate runoff from existing and future development.			
	4.12.1	Policy	Regulate runoff from new development so that post-development site peak flow rates are no greater than pre-development levels.			
	4.12.2	Policy	Upgrade existing drainage facilities as necessary to correct localized drainage problems.			
	4.12.3	Policy	Ensure that new development pays its fair share cost of drainage system improvements.			
	4.12.A	Program	Prepare a new citywide storm drain master plan.	3	Funding not available	Public Works Engineering Division
	4.12.B	Program	Adopt a combination of drainage improvement fees and other mechanisms to fund drainage improvements.	C	Revised inspection fees were adopted in 2009.	Public Works Engineering Division and Community Development Building Division
	4.12.C	Program	Accelerate implementation of the existing Storm Drain Master Plan.	C	City Council approved the creation of a storm improvement fund for implementation of storm water management plan and the construction of needed drainage system improvements. Funding not available for new projects.	Public Works Engineering Division
	4.12.4	Policy	Where practicable, discourage the use of storm drain systems, and promote stormwater management strategies which maximize opportunities for absorption of rainfall, overland conveyance of runoff, non-reservoir surface storage, and other measures that reduce development-induced impacts on peak flow rates.			
	4.13	Goal	Prevent property damage caused by flooding.			
	4.13.1	Policy	Continue to implement the floodplain management policy currently followed by the City.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.13.A	Program	Require all potential developers in the Sulphur Springs Creek floodplain to provide flood hazard mitigation measures that ensure the subject properties are not at risk of flooding during the FEMA-designated 100-year base flood.	C/O	Staff routinely enforces this program and would require any development occurring in this area to be built (i.e. raised) above the floodplain.	Community Development Planning Division
	4.13.2	Policy	Promote non-structural solutions to flood problems, where feasible.			
	4.13.B	Program	Where appropriate, promote the use of stormwater retention basins rather than standard engineering modifications to natural channels.	C/O	Staff routinely enforces this program with applicable development applications. On-site filtration is the preferred methodology. The City operates under the Water Board's Phase II Permit.	Public Works Engineering Division and Community Development Planning Division
	4.13.C	Program	Encourage use of meandering drainage channels in all new developments and wherever channels are replaced.	C/O	Staff considers this option as part of its review of development applications. On-site filtration is the preferred methodology. The City operates under the Water Board's Phase II Permit.	Public Works Engineering Division and Community Development Planning Division
	4.14	Goal	Prevent ground and surface water contamination.			
	4.14.A	Program	Inform businesses and the public of current technology and standards for preventing ground and surface water contamination, and regulations governing hazardous material use, storage, and disposal, plus agency reporting requirements.	O	Ongoing.	Public Works Water Quality Division
	4.14.B	Program	Continue to communicate with State, regional, and local agencies and legislatures to relay information on Benicia's current and potential water quality contamination concerns, particularly regarding hazardous waste sites, existing and closed landfills, new and existing waste-generating industries and commercial operations, and City waste disposal and water/sewage treatment facilities.	O	Ongoing.	Public Works Water Quality and Wastewater Divisions

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.14.1	Policy	Implement non-point source pollution strategies.			
	4.14.C	Program	Provide information to the public on provisions of the City's Stormwater Pollution Prevention Plan (SWPPP) program and preparation of SWPPPs for all construction projects of five acres or more. Implement Best Management Practices (BMPs) for stormwater runoff and erosion controls for all development.	O	Implemented through the Storm Water Master Plan. In addition, the Community Development Department is responsible for distributing information to applicants of all development projects.	Public Works Water Quality and Wastewater Divisions and Community Development Dept
	4.14.D	Program	Conduct an outreach program to industry and residents on how to reduce storm water-related pollution.	O	Implemented through the Storm Water Master Plan.	Public Works Engineering Division
	4.15	Goal	Reduce fire hazards.			
	4.15.1	Policy	Promote the creation and maintenance of natural and artificially constructed firebreaks between development and open space areas through the use of fire resistive landscaping, weed abatement, disking, and other methods.			
	4.15.A	Program	Develop a Fire Hazards Response Plan for the urban wild land interface area.	C	The response to urban/wildland areas was modified in 2009.	Fire Dept.
	4.15.B	Program	Conduct a fire-hazard outreach program to neighborhood groups, the elderly, and the handicapped.	O	In April/May 2010 the Fire Dept. hosted a Fire Wise Workshop.	Fire Dept.
	4.15.C	Program	Continue and expand routine fire inspections for businesses for compliance with the Uniform Fire Code and the California Fire Code.	O	Member of Fire and Life Safety Division along with a company inspection program conduct fire and life safety inspections.	Fire Dept.
	4.15.D	Program	Continue the yearly weed abatement program.	O	This program is administered by the Fire Dept.	Fire Dept.
	4.15.2	Policy	Promote the use of fire-resistant landscaping in public and private developments.			
	4.16	Goal	Require hazardous materials and hazardous waste management handling and disposal procedures that are protective of human health and the environment.			
	4.16.1	Policy	Support the Solano County Hazardous Waste Management Plan and its goals, policies, and implementation guidelines for hazardous waste reduction, hazardous waste facility siting, hazardous waste handling and disposal, public education and involvement, and program coordination with regulatory requirements.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.16.A	Program	As part of the permitting process, ensure that the County reviews the design and operating plans for handling and disposal of hazardous wastes for existing and proposed new businesses.	O	Joint jurisdiction with Solano County Environmental Management.	Fire Dept.
	4.16.B	Program	Contact the Solano County Environmental Management Department annually to confirm that hazardous waste generators in Benicia have been granted permits for handling hazardous substances in compliance with federal and State laws, that they dispose of their wastes in accordance with applicable laws, and that they have filed Hazardous Materials Management Plans and Risk Management and Prevention Plans.	O	Joint jurisdiction with Solano County Environmental Management.	Fire Dept.
	4.16.C	Program	Continue reviewing monitoring records for new and existing hazardous waste storage areas for compliance with federal and State law.	O	Joint jurisdiction with Solano County Environmental Management. The Fire Dept. works closely with County staff through inspections of these sites.	Fire Dept.
	4.16.2	Policy	Continue, promote, and expand the City's Household Hazardous Waste Program.			
	4.16.D	Program	Promote use of Benicia's and Pacheco's [now Allied Waste Industries] "drop-off" facilities.	O	The City Manager's Office administers this program and works in conjunction with the Fire Dept. and Allied Waste Industries.	Fire Dept. and City Manager's Office
	4.16.3	Policy	Control water runoff that comes from hazardous substance handling or that enters hazardous substance handling areas.			
	4.16.E	Program	Investigate the potential for the collection and testing of industrial area surface runoff prior to discharge to prevent discharge of hazardous substances into the environment.	O	Part of the City's Storm Water Management Program.	Public Works Engineering Division
	4.17	Goal	Minimize hazardous waste generation.			
4.17.1	Policy	Ensure enforcement of Title 22, §67100 of the California Code of Regulations regarding preparation and implementation of source reduction plans by hazardous waste generators.				

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.17.A	Program	Contact the Solano County Environmental Management Department each September to confirm that new businesses have filed their source reduction plans, if applicable.	O	In cooperation with Solano County Environmental Management.	Fire Dept.
	4.17.B	Program	Situate all new hazardous material storage and handling areas to minimize the possibility of environmental contamination in the event of an accidental spill.	O	Through the Fire Dept.'s inspection program and in cooperation with Solano County Environmental Management.	Fire Dept.
	4.17.C	Program	Enclose areas where hazardous liquids are handled to minimize any rain or moisture coming into contact with hazardous substances.	O	Through the Fire Dept.'s inspection program.	Fire Dept.
	4.18	Goal	Ensure the proper and thorough clean-up of hazardous waste sites including the Rose Drive/Braitto landfill area.			
	4.18.1	Policy	Monitor and participate in the remedial planning process for major hazardous waste sites within the City and monitor implementation of any selected remedial actions to ensure that human health and the environment are protected over			
	4.18.A	Program	Continue to work with the California Department of Toxic Substances Control (DTSC) to expedite the proper and thorough clean-up of waste in the Rose Drive area.	C	Cleanup of Rose Drive was completed in 2002.	City Attorney's Office
	4.19	Goal	Ensure the best possible closure of IT, considering the long-term health effects upon sensitive receptors in the community.			
	4.19.A	Program	For the IT site, continue to communicate Benicia's position that the only acceptable closure plan is a groundwater-divide-based alternative (i.e., a closure plan based on removing waste and contamination that lie outside the main site drainage).	O/2	The City continues to retain an outside consultant who serves as the City's liaison for monitoring, and oversees IT operations.	Public Works Dept.
	4.20	Goal	Reduce health and safety hazards associated with hazardous materials users, hazardous waste generators, and hazardous waste disposal sites and toxic air contaminants.			
	4.20.1	Policy	Establish buffer zones between sensitive land uses and those land uses which involve the significant use, storage, or disposal of hazardous materials, hazardous waste, or toxic air contaminants.			

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
VI.D.93 Community Hazards	4.20.A	Program	Maintain and designate land along East Second Street for nonresidential purposes.	C	Lands west of East 2nd are within the Limited Industrial Zoning District and further bounded by land zoned Open Space, which serves as a buffer. Lands to the east of East 2nd Street are within the General Industrial Zoning District, which meets the City Limit Line.	Community Development Planning Division
	4.20.B	Program	Follow siting criteria for Treatment, Storage, and Disposal (TSD) facilities contained in the Solano County Hazardous Waste Management Plan. (22 California Code of Regulations (CCR)§66260-18; State Health and Safety Code §25201.)	O	Joint jurisdiction with Building Division and Solano County Environmental Management	Fire Dept.
	4.20.C	Program	Evaluate the potential for requiring risk assessment for any new TSD facility, and if indicated by the risk assessment, require a larger buffer zone that will be protective of human health.	O	Joint jurisdiction with Building Division. If an application for a TSD facility is received by the City, it would be routed to the various involved City departments for review and comment. During this stage of the application review process, environmental review and the need for a formal risk assessment would be determined. Mitigations to remedy environmental impacts or reduce the degree of risk to the community would be imposed as conditions of project approval.	Fire Dept.
	4.20.D	Program	Review building applications for any proposed Treatment, Storage, and Disposal (TSD) facilities to ensure that the requirements of the Solano County Hazardous Waste Management Plan are met.	O	Implemented through fire code enforcement program.	Fire Dept.
	4.20.E	Program	Coordinate with Solano County Environmental Management Department to ensure enforcement of community Right-to know laws (Chapter 6.95 of the Health and Safety Code §25500, et seq.).	O	Ongoing.	Fire Dept.

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
Community Hazards	4.20.F	Program	Enforce the Hazardous Waste Property and Border Zone Property Law (Health and Safety Code, Article 11, §25520 through §25241).	O	Joint jurisdiction with the Building Division	Fire Dept.
	4.21	Goal	Reduce significant hazards associated with pipelines, and high voltage transmission lines.			
	4.21.A	Program	Continue to implement existing adopted policies governing development near pipelines.	C/O	Staff routinely enforces this program with any development application in the vicinity of either the Valero Refinery pipelines or the City's water transmission line. Examples of this are the conditions imposed by the City on the Kinder Morgan Pipeline project, a portion of which was located adjacent to the City's water transmission line.	Community Development Planning Division
	4.21.B	Program	Set back all residential uses, schools, and public buildings at least 150 feet from the edge of 230 kilovolt electric transmission line easements.	C/O	The City Council adopted Ordinance 01-6 in 2001 setting this standard in place within the Zoning Ordinance, 17.70.330.	Community Development Planning Division
	4.22	Goal	Update and maintain the City's Emergency Response Plan.			
	4.22.1	Policy	Provide an early community alert and notification system and safe evacuation plan for emergency incidents.			
	4.22.A	Program	Provide the public with information and training on what to do until help arrives in emergency situations.	O	Part of the community outreach program and Benicia Emergency Response Training (BERT)	Fire Dept.
	4.22.B	Program	Develop a siren system to alert and notify the community in an emergency.	C	The City installed the CAN system in February 2001. Two additional sirens were located and installed in 2004 along with other miscellaneous upgrades.	Fire Dept.
	4.22.C	Program	Request voluntary donations from identified sources of hazards to implement the Emergency Response Plan.	C	The City installed the CAN system in February 2001; includes CAN system support.	Fire Dept.
	4.22.D	Program	Consider a City radio station to inform residents in the event of an emergency.	C	The City completed this in February 2001.	Fire Dept.

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead
	4.22.2	Policy	Develop at least two exit routes, where feasible, for new developments. One of the exits could be a pedestrian route.			
	4.22.3	Policy	Provide the public with information on specified emergency evacuation routes.			
	4.22.E	Program	Provide an evacuation route from the Arsenal in addition to Military East.	3	Joint jurisdiction with Police Dept.	Fire Dept.
Noise	4.23	Goal	Reduce or eliminate the effects of excessive noise.			
	4.23.1	Policy	Evaluate the compatibility of proposed projects with respect to existing and future transportation noise levels by utilizing Tables 4-3 and 4-4.			
	4.23.A	Program	Investigate and implement techniques to reduce traffic noise.	O	Part of the City's Traffic Calming Program.	Public Works Engineering Division
	4.23.2	Policy	Use noise dampening building standards, site design, landscaping, and setbacks instead of sound walls, wherever possible.			
	4.23.3	Policy	Use available techniques such as building insulation, berms, building design and orientation, buffer yards, and staggered operating hours to minimize noise at the source.			
	4.23.4	Policy	Control development of noise-sensitive land uses in areas exposed to existing or projected noise which exceed the levels specified in Tables 4-3 and 4-4 unless the project includes specific, effective mitigation measures to reduce interior and exterior noise levels to those specified in Tables 4-3 and 4-4.			
	4.23.B	Program	Investigate conditioning construction of live/work units with a requirement to record a "notice of special restrictions" which would acknowledge the noisy nature of existing adjacent industrial uses.	O	Staff routinely supports this program with any development application in or next to industrial areas. For example, the owner of the bed and breakfast on Jefferson Street signed and recorded such acknowledgement. Also it was a condition of approval for the Yuba Heights 7-lot subdivision.	Community Development Planning Division

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GP Section	No.	General Plan Statement Type	Statement	Priority	Status	Lead	
Noise	4.23.5	Policy	Accommodate roadway improvement projects for build-out of the General Plan by recognizing that existing noise-sensitive uses may be exposed to increased noise levels from roadway repairs, increased traffic, and increased travel speeds. When it is not practical to reduce traffic noise levels to those in Table 4-4, the following criteria will be used as a test of significance for the environmental review of roadway improvement projects: (a) Where existing noise levels are less than 60 dB Ldn at the outdoor activity area of a noise-sensitive use, a 5 dB Ldn increase in noise levels due to a roadway improvement project will be considered significant; (b) Where existing noise levels range between 60 and 65 dB Ldn at the outdoor activity area of a noise-sensitive use, a 3 dB Ldn increase in noise levels due to a roadway improvement project will be considered significant; and (c) Where existing noise levels are greater than 65 dB Ldn at the outdoor activity area of a noise-sensitive use, a 1.5 dB Ldn increase in noise levels due to a roadway improvement project will be considered significant.				
	4.23.C	Program	If needed, revise the City's noise ordinance and consider incorporating the noise level performance standards in Table 4-4.	3	Not part of the current work program. May require outside consultant resources to identify if needed, and to revise the standards.	Community Development Planning Division	
	4.23.6	Policy	Attempt to reduce noise in areas already highly impacted by excessive noise.				
	4.23.D	Program	Identify sources of noise in the community (such as flight patterns, construction noise, traffic, railroads, industrial, and amplified sound). Develop measures to reduce excessive noise to acceptable levels.	C/O	The Noise Element of the General Plan identified noise sources and established standards for maintaining acceptable noise environments for existing and new development. Title 24 (2010 CA Building Code Section 1207) addresses noise between shared tenant spaces in attached units by requiring sound transmission measures to be installed between units to reduce noise from neighbors. In addition, there are requirements (CBC 1207.11) for exterior sound transmission control from sources such as highways and airports.	Community Development Planning and Building Divisions	

**ANNUAL ELEMENT PROGRESS REPORT
2007-2014 Housing Element Implementation
(CCR Title 25 §6202)**

Jurisdiction City of Benicia
Reporting Period 1/1/2012 - 12/31/2012

**Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects**

Housing Development Information						Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions			
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income			See Instructions	See Instructions	
455 West I Street	SF	O				1	1			1	
(9) Total of Moderate and Above Moderate from Table A3 ▶▶▶			0	0		0					
(10) Total by income Table A/A3 ▶▶						1	1				
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT
2007-2014 Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Benicia
Reporting Period 1/1/2012 - 12/31/2012

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. Units 5+	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate						0	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
2007-2014 Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Benicia
Reporting Period 1/1/2012 - 12/31/2012

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2007	2008	2009	2010	2011	2012				Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	147										147
	Non-deed restricted											
Low	Deed Restricted	99										98
	Non-deed restricted					1					1	
Moderate	Deed Restricted	108										108
	Non-deed restricted											
Above Moderate		178	82		19	1	1				103	75
Total RHNA by COG. Enter allocation number:		532										
Total Units ▶ ▶ ▶			82		19	2	1				104	428
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT
2007-2014 Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Benicia
Reporting Period 1/1/2012 - 12/31/2012

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Program 1.01	Work/Coordinate with Housing Authority	2007-2014	Ongoing
Program 1.02	Support the Benicia Housing Authority in their administration of the Section 8 housing voucher program	2007-2014	Ongoing; when eligible
Program 1.03	Consider joining a consortium for source of funding; mortgage revenue bonds/credit certificates, to develop affordable housing and first time homebuyer assistance	2014	Investigating feasibility
Program 1.04	Leverage financial resources and partner with the development community to assist first-time homebuyers with down payments. Apply for Community Development Block Grant (CDBG) funding annually for this purpose	2007-2014	Ongoing; when eligible
Program 1.05	Provide information at City Hall, other public locations, and on the City's website (www.ci.benicia.ca.us) to promote private, State, and federal homebuyer assistance programs to the public	2007-2014	Ongoing

ANNUAL ELEMENT PROGRESS REPORT
2007-2014 Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Benicia
Reporting Period 1/1/2012 - 12/31/2012

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Program 1.06	Provide pre-application technical assistance to affordable housing providers to determine project feasibility and address zoning compliance issues in the most cost-effective and expeditious manner possible	2007-2014	Ongoing
Program 1.07	Continue to educate the public on affordable housing through annual reporting to the Planning Commission and City Council	2007-2014 (Annually)	Ongoing
Program 1.08	Amend the Zoning Ordinance to comply with changes in the State Density Bonus law	2014	Not yet completed
Program 1.09	To encourage the development of second units, amend the Zoning Ordinance for second units (accessory dwelling units) and reduce fees	2013	Not yet completed
Program 1.10	Investigate the feasibility of developing second unit prototype or model plans for homeowners to use	2013	Not yet completed
Program 1.11	Continue to reduce the cost of providing affordable housing by developing a fast tracking process, reducing fees, reducing parking requirements - amend the Zoning Ordinance as necessary	2013	Not yet completed

VII.D.101

ANNUAL ELEMENT PROGRESS REPORT
2007-2014 Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Benicia
Reporting Period 1/1/2012 - 12/31/2012

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Program 1.12	Provide developer incentives such as expedited permit processing and fee deferrals for units that are affordable to lower income households	2007-2014	Ongoing
Program 2.01	Evaluate the inclusionary ordinance and consider changes that would encourage the construction of affordable housing units. such as expedited permit processing and fee deferrals for units that are affordable to lower income households	2014	Not yet completed
Program 2.02	Include SB375 in General Plan Update for high density near transit	2019	To be completed as part of the next General Plan update
Program 2.03	Establish a trust for inclusionary housing in-lieu fees	Annually	Ongoing
Program 2.04	Amend General Commercial zoning district to allow residential uses	2013	Not yet completed
Program 2.05	Consider affordable housing linkage fee on nonresidential development projects	2014	Investigating feasibility
Program 2.06	Monitor funding sources for upstairs residential unit development on First Street	Annually	Ongoing
Program 2.07	Apply for financial assistance for projects in the Priority Development Areas	2007-2014	Ongoing as opportunities arise
Program 3.01	Amend Zoning Ordinance to allow for emergency shelters by right	2013	Not yet completed
Program 3.02	Adopt a reasonable accommodations ordinance	2013	(Typo in the Housing Element indicates timeframe is 2011.) Not yet complete

ANNUAL ELEMENT PROGRESS REPORT
2007-2014 Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Benicia
Reporting Period 1/1/2012 - 12/31/2012

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Program 3.03	Provide assistance to the Community Action Council	2007-2014	Ongoing
Program 3.04	Refer persons in need of transitional housing assistance to the Community Action Council	2007-2014	Ongoing
Program 3.05	Provide social services in all City funded affordable housing projects	2007-2014	Ongoing
Program 3.06	Facilitate the establishment of shared housing	2007-2014	Ongoing
Program 4.01	Expand the use of existing Housing Rehabilitation Loan Program	2007-2014	Ongoing; investigating options
Program 4.02	Provide standard specifications for seismic retrofitting of existing residential structures to assist property owners in meeting current seismic safety standards	2007-2014	Completed; plans available at Community Development Department counter and website
Program 4.03	Implement procedures applicable to inclusionary for-sale units	2007-2014	Ongoing
Program 4.04	Work with mobile home parks to ensure maintenance, upkeep, and compliance with State regulations	2013	Contacting the property owners by during 2013
Program 4.05	Investigate ways to meet the housing need through rehabilitation and preservation of existing units	2007-2014	Ongoing
Program 4.06	Maintain a record of affordable housing units	2007-2014	Ongoing

ANNUAL ELEMENT PROGRESS REPORT
2007-2014 Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Benicia
Reporting Period 1/1/2012 - 12/31/2012

Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Program 5.01	Implement the complaint referral process	2007-2014	Ongoing
Program 5.02	Provide brochures on universal design for the public	2013	Completed, brochures available at the Community Development Department counter and website
Program 6.01	Implement the California Green Building Standards Code, 2010 edition	2007-2014	Ongoing
Program 6.02	Implement the Home Efficiency Program and Solar Rebate Program	2007-2014	Ongoing
Program 6.03	Provide brochures from PG&E and others detailing energy conservation methods	2007-2014	Ongoing
Program 6.04	Establish regulations requiring the development of environmentally sustainable buildings	2007-2014	Ongoing; investigating options
Program 6.05	Provide public education on energy efficiency and sustainable materials	2007-2014	Ongoing

**CITY COUNCIL STRATEGIC PLAN
FISCAL YEARS 2011-2013**

Appendix D

Strategies and Actions	Corresponding General Plan Goals
<p>Provide modern and functional public safety facilities:</p> <ul style="list-style-type: none"> a) investigate funding strategies for a functional police building b) evaluate need to replace emergency generators at Fire Station 11 	<p align="center">Implements the following General Plan Goals:</p> <p align="center">Goal 2.28: Improve and maintain public facilities and services. Goal 4.22: Update and maintain the City's Emergency Response Plan.</p>
<p>Maintain adequate staffing for public safety and a strong EMS program:</p> <ul style="list-style-type: none"> a) maintain current public safety service levels b) explore opportunities for resource sharing/collaboration with other fire service agencies c) explore opportunities for consolidation of fire and emergency medical dispatch services with other agencies 	
<p>Provide a high state of preparedness for disasters/emergencies:</p> <ul style="list-style-type: none"> a) educate citizens on the Community Alert Notification System, and conduct EOC trainings b) establish a community real-time air monitoring system to alert the City and affected community of significant air quality issues c) conduct Emergency Operations Center Exercises, at least twice annually d) ensure all city employees are trained at the proper levels to meet the National Incident Management System standards 	
<p>Promote community preservation and prevent nuisances through increased code enforcement, environmental strategies and community education:</p> <ul style="list-style-type: none"> a) leverage code enforcement resources to resolve systematic quality of life issues b) utilize technology to produce an effective and efficient use of resources 	
<p>Promote community and personal health:</p> <ul style="list-style-type: none"> a) support the Benicia Youth Action Coalition, a community collaborative, working together to reduce underage use of alcohol, tobacco, and other drugs b) review smoking ordinance c) utilize library services and programs to promote community health 	

Strategies and Actions	Corresponding General Plan Goals
<p>Reduce greenhouse gas emissions and energy consumption:</p> <ul style="list-style-type: none"> a) pursue financing mechanism for home and business renewable energy and/or energy conservation methods b) facilitate private construction of at least one alternative energy project c) buy green if fiscally feasible 	<p>Implements the following General Plan Goals:</p> <p>Goal 2.36: Ensure an adequate water supply for current and future residents and businesses.</p> <p>Goal 3.27: Improve energy efficiency.</p>
<p>Implement new water conservation projects/programs:</p> <ul style="list-style-type: none"> a) pursue LEED certification for community center b) implement sustainable solid waste agreement 	
<p>Protect air quality:</p> <ul style="list-style-type: none"> a) pursue multiple mass transit opportunities 	
<p>Implement Economic Development Strategy:</p> <ul style="list-style-type: none"> a) update Economic Development Strategy b) fund and provide staff support for Business Improvement District proposal c) replace “Nationwide” sign with tourism sign on I-680 d) continue tourism brand promotion and marketing (e.g. tourism website) e) formulate Benicia Industrial Park marketing program f) continue funding for non-profit arts and culture organization grants g) pursue planning grant for Downtown Waterfront Park 	<p>Implements the following General Plan Goals:</p> <p>Goal 2.34: Ensure adequate school facilities to serve all residential areas.</p> <p>Goal 2.35: Cooperate with the School District to provide opportunities for citizen use of the schools.</p> <p>Goal 2.5: Facilitate and encourage new uses and development which provide substantial and sustainable fiscal and economic benefits to the City and the community while maintaining health, safety, and quality of life.</p> <p>Goal 2.28: Improve and maintain public facilities and services.</p> <p>Goal 2.7: Attract and retain industrial facilities that provide fiscal and economic benefits to – and meet the present and future needs of – Benicia.</p>
<p>Strengthen Benicia Industrial Park competitiveness:</p> <ul style="list-style-type: none"> a) approve and implement a road resurfacing project 	
<p>Retain and attract business:</p> <ul style="list-style-type: none"> a) prepare Business Development Action Plan b) continue and expand business support tools and policies that balance sustainability with economic vitality c) continue to collaborate with the Benicia Unified School District to support quality education 	
<p>Manage City finances prudently:</p> <ul style="list-style-type: none"> a) prepare and maintain balanced budget with strong emergency and contingency reserve and internal service funds 	

Strategies and Actions	Corresponding General Plan Goals
<p>Increase economic viability of the Industrial Park and other commercial areas, while preserving existing economic strengths and historic resources:</p> <ul style="list-style-type: none"> a) Plan for sustainable Benicia Business Park including pursuing grants for transit oriented development area and Intermodal Station planning b) Plan for investment in the Arsenal including hazard remediation c) Update zoning code to encourage clean energy, high-tech R&D uses in industrial districts 	
<p>Provide safe, functional, and complete streets:</p> <ul style="list-style-type: none"> a) fund street maintenance at a level that will improve pavement management index rating b) Obtain funding for and begin construction of Benicia Bridge/Arsenal Pedestrian Path Project c) Implement traffic calming work program 	<p style="text-align: center;">Implements the following General Plan Goals:</p> <p>Goal 2.15: Provide a comprehensive system of pedestrian and bicycle routes which link the various components of the community; employment centers, residential areas, commercial areas, schools, parks, and open space.</p> <p>Goal 2.17: Provide an efficient, reliable, and convenient transit system.</p> <p>Goal 2.19: Promote a regional (San Francisco, Oakland, Alameda) and local (Martinez, Port Costa, and Crockett) ferry service.</p> <p>Goal 2.20: Provide a balanced street system to serve automobiles, pedestrians, bicycles, and transit, balancing vehicle-flow improvements with multi-modal considerations.</p> <p>Goal 2.28: Improve and maintain public facilities and services.</p>
<p>Increase use of mass transit:</p> <ul style="list-style-type: none"> a) Complete plans for and begin construction of park-and-ride facilities at City Park and West Military at Southampton b) Continue to pursue designation for a WETA-Ferry stop in downtown area c) Continue planning for an intermodal transportation station in vicinity of Benicia Industrial Park and proposed Benicia Business Park 	
<p>Address technology needs:</p> <ul style="list-style-type: none"> a) prepare a City government technology improvement plan b) acquire and implement: (i) upgraded public safety technology, and (ii) enhanced GIS capabilities 	
<p>Provide adequate funding for ongoing infrastructure needs:</p> <ul style="list-style-type: none"> a) implement a plan for funding of reserves for vehicle, equipment and facilities infrastructure b) fund bridge maintenance program 	
<p>Operate community activity centers:</p> <ul style="list-style-type: none"> a) open new community center b) continue to provide support for the library as a community center 	

Strategies and Actions	Corresponding General Plan Goals
Implement the Downtown [Mixed Use] Master Plan: <ul style="list-style-type: none"> a) pursue outside funds for downtown improvements (streetscape, parking and traffic calming enhancements) b) review mixed use and other alternatives for City's [East] E Street lot 	lower Arsenal into a historical/cultural/commercial/industrial center of mutually compatible uses. Goal 2.12: Strengthen the Downtown as the City's central commercial zone. Goal 2.30: Maintain and improve existing parks and recreation programs. Goal 3.1: Maintain and enhance Benicia's historic character. Goal 3.3: Increase public awareness of cultural resources and activities. Goal 3.4: Support the library and the services it provides the community.
Promote arts and culture: <ul style="list-style-type: none"> a) pursue funding sources for arts and culture activities 	
Preserve city-owned historic structures: <ul style="list-style-type: none"> a) continue to seek tenant for occupancy of Commanding Officer's Quarters b) maintain city-owned historic structures (e.g. Historical Museum, SP Depot, Clocktower) 	
Provide support to disadvantaged segments of the community: <ul style="list-style-type: none"> a) obtain grants to provide a transitional shelter b) facilitate construction of affordable housing per updated Housing Element c) continue funding for Human Services grants 	
Support Benicia Public Library's ability to meet the public's expanding needs for information, communication, and literacy: <ul style="list-style-type: none"> a) provide ongoing support for library and literacy services b) plan for future basement expansion 	

**AGENDA ITEM
PLANNING COMMISSION MEETING
APRIL 11, 2013
REGULAR AGENDA ITEMS**

DATE : March 20, 2013

TO : Planning Commission

FROM : Amy Million, Principal Planner

SUBJECT : **GENERAL PLAN ANNUAL PROGRESS REPORT TO THE STATE OF CALIFORNIA**

RECOMMENDATION:

Receive and file the 2012 General Plan Annual Progress Report for final acceptance by the City Council.

EXECUTIVE SUMMARY:

The City of Benicia's General Plan was adopted on June 15, 1999. California Government Code Section 65400 requires that cities submit an annual report of the status of their General Plan and progress in its implementation to the Governor's Office of Planning and Research and Department of Housing and Community Development. Prior to submittal to the State, the annual report must be presented to the City Council for review and acceptance. Given the Planning Commission's duty, right, and power to implement the General Plan, Staff is bringing this Annual Report to the Planning Commission for review and recommendation for final acceptance by the City Council.

BUDGET INFORMATION:

There are no budgetary impacts associated with this report.

ENVIRONMENTAL ANALYSIS:

Implementation activities of the General Plan were addressed in the Final Environmental Impact Report (State Clearinghouse #97122023) to the General Plan, which was certified and adopted on June 15, 1999.

SUMMARY:

The General Plan Annual Progress Report includes a list of all the General Plan's Goals, Policies and Programs organized by section. Each year, Planning Staff works with all City departments on a comprehensive update to the report. In order to provide the Planning Commission and City Council with a list of the

implementation updates specific to 2012, a separate summary of only the updates is included. Please refer to Appendix A: Summary of Implementation Changes, General Plan Implementation Report; January 1- December 31, 2012. The complete list of all General Plan programs is included as Appendix B.

In addition, a copy of the Housing Element's implementation report and the current Strategic Plan are also included. In 2012, the City's 1999-2006 Housing Element was updated to the 2007-2014 Housing Element. The programs from the 2007-2014 Housing Element are reflected in this year's implementation report.

FURTHER ACTION:

With comments from the Planning Commission, a copy of the report will be sent to City Council for their acceptance, with their comments incorporated therein, and subsequently forwarded to the State.

Attachments:

- City of Benicia General Plan Annual Progress Report for 2012, including
 - Appendix A: Summary of Implementation Changes, General Plan Implementation Report; January 1 – December 31, 2012,
 - Appendix B: General Plan Implementation Report
 - Appendix C: Housing Element Implementation Report
 - Appendix D: City Council Strategic Plan, Fiscal Years 2011 – 2013

DRAFT



BENICIA PLANNING COMMISSION

**JOINT MEETING WITH
THE HISTORIC PRESERVATION REVIEW COMMISSION
SPECIAL MEETING MINUTES**

**City Hall Council Chambers
Thursday, April 11, 2013
6:00 P.M.*
*SPECIAL TIME**

I. OPENING OF MEETING

A. Pledge of Allegiance

B. Roll Call of Commissioners

Planning Commission:

Present: Commissioners Cohen-Grossman (arrived 6:10 p.m.),
Dean, Oakes, Smith, Sprague and Chair Sherry (arrived
6:15 p.m.)

Absent: Commissioners Smith and Young

Historic Preservation Review Commission:

Present: Commissioners Berry, Delgado, McKee, Trumbly, Van
Landschoot, and Chair Haughey

Absent: Commissioner vonStudnitz

Staff Present: Charlie Knox, Community Development Director
Amy Million, Principal Planner / Recording Secretary
Heather McLaughlin, City Attorney

C. Reference to Fundamental Rights of Public

II. ADOPTION OF AGENDA

On a motion of Commissioner Van Landschoot seconded by Commissioner Delgado, the agenda was adopted by the following vote:

Ayes: Commissioners Berry, Cohen-Grossman, Delgado, McKee, Oakes,
Sprague, Trumbly, Chair Haughey and Vice –Chair Dean
Noes: None

Absent: Commissioners Cohen-Grossman, Sherry, Smith, vonStudnitz and Young
Abstain: None

III. OPPORTUNITY FOR PUBLIC COMMENT

A. WRITTEN

None.

B. PUBLIC COMMENT

None.

IV. WOOD WINDOW WORKSHOP

Ms. Million provided an overview of the workshop and introduced the presenters.

Nancy Goldenberg, Carey and Company, gave a presentation on the Secretary of the Interior Standards and the guidelines associated with windows.

Bill Essert, Wooden Windows, Inc., gave a presentation on wood windows including the different types, window composition, methodology for repair and the benefits of retaining existing wood windows.

Phil Joy, Joy Housemoving, gave a presentation on how to repair wood windows.

Chris Bowen, Foster Lumber, gave a presentation on the available alternative materials for replacement windows such as vinyl, aluminum and fiberglass.

The presentations were followed by a Q&A session with the Commissions, audience and presenters.

V. PRESENTATION:

A. OPEN GOVERNMENT PRINCIPLES

The City Attorney gave a presentation to the Commissions on the Open Government ordinance, Brown Act, the City's Code of Conducts and other related documents.

VI. ADJOURNMENT OF JOINT MEETING WITH THE HISTORIC PRESERVATION REVIEW COMMISSION; CONTINUATION OF REGULAR MEETING OF PLANNING COMMISSION

Vice-Chair Dean adjourned the joint meeting at 7:45 p.m.

The Commission took a 15 minute recess.

The regular Planning Commission meeting reconvened at 7:57 p.m.

VII. ELECTION OF OFFICERS (CHAIR AND VICE CHAIR)

Commissioner Oakes nominated Sherry/Dean as Chair/Vice-Chair. On a motion by Commissioner Oakes, seconded by Commissioner Cohen-Grossman, the motion was carried by the Commission.

Ayes: Commissioners Cohen-Grossman, Dean, Oakes, Sprague and Chair Sherry
Noes: None
Absent: Commissioners Smith and Young
Abstain: None

VIII. CONSENT CALENDAR

On a motion of Commissioner Cohen-Grossman, seconded by Commissioner Dean, the consent calendar was approved by the following vote:

Ayes: Commissioners Cohen-Grossman, Oakes, Sprague, and Chair Sherry
Noes: None
Absent: Commissioners Smith and Young
Abstain: Commissioner Dean

A. APPROVAL OF MINUTES OF FEBRUARY 14, 2013 REGULAR MEETING

IX. REGULAR AGENDA ITEMS

A. ZONING ORDINANCE TEXT AMENDMENT TO INCORPORATE REGULATIONS PERTAINING TO COTTAGE FOOD OPERATIONS

Ms. Million gave an overview of the draft zoning text amendment.

The Commission requested clarification on the proposed fees, regulations for employees versus working family members, the Zoning Administrator's role and the permitting process.

Public comment was opened.

Krizey Osada, owner of Whipt Bakery in Benicia spoke as the first Cottage Food Operator in Solano County. Ms. Osada requested clarification on the proposed process and provided the Commission with insight on the permitting process through the County's health agency.

Public comment was closed.

RESOLUTION NO. 13-2 OF THE PLANNING COMMISSION OF THE CITY OF BENICIA RECOMMENDING TO THE CITY COUNCIL APPROVAL OF THE

**ZONING ORDINANCE TEXT AMENDMENT TO INCORPORATE REGULATIONS
PERTAINING TO COTTAGE FOOD OPERATIONS**

On a motion of Commissioner Cohen-Grossman, seconded by Commissioner Dean, with a minor change to subsection C.4. to change Zoning Administrator to Community Development Director, the above resolution was approved by the following vote:

Ayes: Commissioners Cohen-Grossman, Dean, Oakes, Sprague and Chair Sherry
Noes: None
Absent: Commissioners Smith and Young
Abstain: None

B. GENERAL PLAN IMPLEMENTATION REPORT

Ms. Million provided an overview of the General Plan implementation report.

The Commission requested clarification on the report process, coordination with City departments and the status of program 2.33. C.

No public comment.

On a motion of Commissioner Dean, seconded by Commissioner Oakes, the Commission received and filed the General Plan Implementation report and recommended approval by the City Council by the following vote:

Ayes: Commissioners Cohen-Grossman, Dean, Oakes, Sprague, and Chair Sherry
Noes: None
Absent: Commissioners Smith and Young
Abstain: None

X. COMMUNICATIONS FROM STAFF

None.

XI. COMMUNICATIONS FROM COMMISSIONERS

Commissioner Cohen-Grossman provided an update on the APA workshop she attended on April 6, 2013 and announced that the CAC meeting for the Urban Waterfront Enhancement and Master Plan would be held on April 18, 2013.

Commissioner Oakes provided an update on the sign ordinance and the committee's progress

XII. ADJOURNMENT

Chair Sherry adjourned the meeting at 8:55 p.m.

AGENDA ITEM
CITY COUNCIL MEETING DATE - MAY 7, 2013
BUSINESS ITEMS

DATE : April 30, 2013

TO : City Manager

FROM : Acting Assistant City Manager

SUBJECT : **SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING THE CONTRACT BETWEEN THE CITY OF BENICIA AND PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR LOCAL SAFETY EMPLOYEES TO PROVIDE SECTION 20516 (5.41% EMPLOYEES SHARING COST OF ADDITIONAL BENEFITS) FOR LOCAL FIRE MEMBERS IN BENICIA FIREFIGHTER'S ASSOCIATION (BFA)**

RECOMMENDATION:

Adopt the ordinance to amend the contract between the City and Public Employee's Retirement System (CalPERS) to provide Section 20516 (5.41% Employees Sharing Cost of Additional Benefits) for local fire members in Benicia Firefighter's Association (BFA).

EXECUTIVE SUMMARY:

In 2012, the City concluded negotiations with the Benicia Firefighter's Association (BFA). This unit agreed to share in the City's cost of the employer's share of PERS, and contribute 5.41% toward that cost. In order to finalize this change with CalPERS, it is necessary for the City's contract with CalPERS to be amended to reflect the sharing of this cost by all BFA members. The Council adopted a resolution of intention and approved the first reading for this contract amendment on April 2, 2013.

BUDGET INFORMATION:

There is no cost associated with this action. This action amends the contract with CalPERS to finalize a cost-sharing arrangement that allows the City to recognize approximately \$146,000 in cost savings.

GENERAL PLAN:

N/A

STRATEGIC PLAN:

Relevant Strategic Plan Issues and Strategies include:
Strategic Issue 3: Strengthening Economic and Fiscal Conditions.

BACKGROUND:

The salary and benefit reductions approved by the Council as part of the current MOU with BFA includes a cost sharing of the employer's share of PERS. In order to finalize this modification with CalPERS, it is necessary to amend the City's contract. There is a defined process that needs to be followed to make such a contract amendment. The first step, per CalPERS regulations, is a resolution of intention and first reading of the ordinance to approve an amendment to the CalPERS contract be presented to the City Council and be made public at a public meeting at least 20 days prior to the adoption of any changes. The approval of the resolution of intention and first reading of the ordinance occurred on April 2, 2013.

Additionally, CalPERS requires a vote of the employees who will participate in the cost sharing. We have received a majority affirmative vote from the members of BFA, allowing us to move forward in the process. The next step is the second reading and adoption of the ordinance, which is scheduled for May 7th, which is at least 20 days after the first reading.

Attachments:

- Proposed Ordinance
- Contract Amendment

CITY OF BENICIA

ORDINANCE NO. 13-

AN ORDINANCE OF THE CITY OF BENICIA AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

WHEREAS, the City of Benicia participates in the California Public Employees Retirement System (CalPERS) for the benefit of its employees and the public they serve; and

WHEREAS, implementing the amendment to the City's CalPERS contract to allow the employees to pay for a share in the employer's share of the CalPERS and will provide for cost savings in the current and future fiscal years; and

WHEREAS, Government Code Section 20471 provides that the City Council's adoption of the ordinance for the contract amendment be "not less than 20 days after the adoption of the resolution of intention...."

NOW, THEREFORE, the City Council of the City of Benicia does ordain as follows:

SECTION 1.

That the amendment to the contract between the City Council of the City of Benicia and the Board of Administration, California Public Employees' Retirement System is hereby authorized, a copy of said amendment being attached hereto, marked Exhibit, and by such reference made part hereof as though herein set out in full.

SECTION 2.

The Mayor of the City Council of the City of Benicia is hereby authorized, empowered, and directed to execute said amendment for and on behalf of said Agency.

SECTION 3.

This ordinance shall become effect thirty days after the date of its adoption, and prior to the expiration of fifteen (15) days from the passage thereof shall be published at least once in the Benicia Herald, a newspaper of general circulation, published and circulated in the City of Benicia and thenceforth and thereafter the same shall be in full force and effect.

* * * * *

On a motion of Council Member _____, seconded by Council Member _____, the foregoing Ordinance was introduced at a regular meeting of the City Council held on the 2nd day of April, 2013 and adopted at a regular meeting of said Council held on the day of _____, 2013 by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

ATTEST:

Lisa Wolfe, City Clerk



EXHIBIT

California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
City Council
City of Benicia

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective October 1, 1967, and witnessed September 11, 1967, and as amended effective July 1, 1971, August 1, 1973, November 1, 1974, January 1, 1977, March 1, 1981, March 1, 1982, April 1, 1986, January 1, 1987, April 17, 1987, May 1, 1992, May 1, 1993, September 18, 1993, November 6, 1998, November 18, 2000, July 1, 2002, June 1, 2011, November 1, 2011 and October 1, 2012 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 16 are hereby stricken from said contract as executed effective October 1, 2012, and hereby replaced by the following paragraphs numbered 1 through 16 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for local miscellaneous members entering membership in the miscellaneous classification on or prior to October 1, 2012, age 60 for local miscellaneous members entering membership for the first time in the miscellaneous classification after October 1, 2012, age 50 for local safety members entering membership in the safety classification on or prior to June 1, 2011 and age 55 for local safety members entering membership for the first time in the safety classification after June 1, 2011.

VIII.A.5

2. Public Agency shall participate in the Public Employees' Retirement System from and after October 1, 1967 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorneys fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Local Fire Fighters (herein referred to as local safety members);
 - b. Local Police Officers (herein referred to as local safety members);
 - c. Employees other than local safety members (herein referred to as local miscellaneous members).

5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

NO ADDITIONAL EXCLUSIONS

6. The percentage of final compensation to be provided for each year of credited prior and current service as a local miscellaneous member in employment before and not on or after July 1, 2002 shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
7. The percentage of final compensation to be provided for each year of credited prior and current service as a local miscellaneous member in employment on or after July 1, 2002 and not entering membership for the first time in the miscellaneous classification after October 1, 2012 shall be determined in accordance with Section 21354.5 of said Retirement Law (2.7% at age 55 Full).
8. The percentage of final compensation to be provided for each year of credited current service as a local miscellaneous member entering membership for the first time in the miscellaneous classification after October 1, 2012 shall be determined in accordance with Section 21353 of said Retirement Law (2% at age 60 Full).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a local safety member entering membership in the safety classification on or prior to June 1, 2011 shall be determined in accordance with Section 21362.2 of said Retirement Law (3% at age 50 Full).
10. The percentage of final compensation to be provided for each year of credited current service as a local safety member entering membership for the first time in the safety classification after June 1, 2011 shall be determined in accordance with Section 21363.1 of said Retirement Law (3% at age 55 Full).
11. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Sections 21624, 21626 and 21628 (Post-Retirement Survivor Allowance) for local safety members only.
 - b. Section 20042 (One-Year Final Compensation) for local safety members entering membership on or prior to June 1, 2011 and for those local miscellaneous members entering membership on or prior to October 1, 2012.

- c. Section 20965 (Credit for Unused Sick Leave).
- d. Section 21573 (Third Level of 1959 Survivor Benefits) for local miscellaneous members only.
- e. Section 20903 (Two Years Additional Service Credit).
- f. Section 20434 ("Local Fire Fighter" shall include any officer or employee of a fire department employed to perform firefighting, fire prevention, fire training, hazardous materials, emergency medical services, or fire or arson investigation services as described in Government Code Section 20434).
- g. Section 21024 (Military Service Credit as Public Service).
- h. Section 21574 (Fourth Level of 1959 Survivor Benefits) for local safety members only.
- i. Section 21548 (Pre-Retirement Option 2W Death Benefit) for local police members only.
- j. Section 20475 (Different Level of Benefits). Section 21363.1 (3% @ 55 Full formula) and Section 20037 (Three-Year Final Compensation) are applicable to local safety members entering membership for the first time in the safety classification after June 1, 2011.

Section 21353 (2% @ 60 Full formula) and Section 20037 (Three-Year Final Compensation) are applicable to local miscellaneous members entering membership for the first time in the miscellaneous classification after October 1, 2012.

- k. Section 20516 (Employees Sharing Cost of Additional Benefits):
Section 21362.2 (3% @ 50 Full formula) and Section 21363.1 (3% @ 55 Full formula) for local police members. From and after November 1, 2011 the police employees of Public Agency shall be assessed an additional 5.336% of their compensation for a total contribution rate of 14.336% pursuant to Government Code Section 20516.
- l. Section 20516 (Employees Sharing Additional Costs):
5.41% for local fire members in the Benicia Firefighters Association, LAFF Local 1186.

12. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on March 1, 1981. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.
13. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.
14. Public Agency shall also contribute to said Retirement System as follows:
 - a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21573 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members.
 - b. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local safety members.
 - c. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - d. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
15. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

16. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CITY COUNCIL
CITY OF BENICIA

BY _____
KAREN DE FRANK, CHIEF
CUSTOMER ACCOUNT SERVICES DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

AGENDA ITEM
CITY COUNCIL MEETING DATE - MAY 7, 2013
BUSINESS ITEMS

DATE : May 1, 2013

TO : City Council

FROM : City Manager

SUBJECT : **APPROVE THE EXTENSIONS TO THE JULY 1, 2010 TO JUNE 30, 2013 AGREEMENTS BETWEEN THE CITY OF BENICIA AND CITY BARGAINING UNITS**

RECOMMENDATION:

Adopt the resolution approving the Contract Extension Agreements modifying the existing 2010-2013 Memorandums of Understanding (MOUs) with the senior managers, mid-managers, and police mid-managers, Local #1, Benicia Dispatchers Association (BDA), Benicia Police Officers Association (BPOA), Benicia Public Service Employees Association (BPSEA), and unrepresented employees. If approved, and unless otherwise modified by the Contract Extension Agreements, all terms of the MOUs shall be extended from July 1, 2013 to June 30, 2014.

EXECUTIVE SUMMARY:

In 2010 and 2011, City of Benicia employees took a combined reduction in total compensation of approximately 10%. These concessions assisted the City in addressing budget shortfalls in both fiscal years and achieving ongoing structural savings. The City has offered, and the majority of the City's bargaining units have agreed, to extend the current contracts for one additional year, to June 30, 2014.

BUDGET INFORMATION:

Given the City's current fiscal situation, no increases in compensation are recommended other than eliminating an additional medical contribution, as the City has implemented less costly health care options, and the majority of the workforce is moving towards lower cost plans. Additionally, there is a cap on the City's contribution toward medical, and employees pay, in full, any future increases to health care premiums. Therefore, the recommendation is to extend contracts by one year with no increases or reductions to compensation, other than elimination of the additional medical reduction which represents a cost of \$50,000.

STRATEGIC PLAN:

Relevant Strategic Plan Issues and Strategies:

Strategic Issue #3: Strengthening Economic and Fiscal Conditions

BACKGROUND:

During the past two fiscal years, all City of Benicia employees took compensation concessions amounting to approximately \$2 million dollars in ongoing structural savings to the City. These concessions greatly assisted the City in addressing budget shortfalls in both the prior and current fiscal years.

In light of the current fiscal environment, the majority of City bargaining groups have agreed to extend their current contracts for one additional year, with no increases to salaries or further reductions. The only full-time bargaining unit not included in the above-noted extension is the Benicia Firefighter Association, which is currently under a contract approved by Council on December 18, 2012, with a term that will also end on June 30, 2014. The City is currently in the process of finishing up negotiations with its one remaining bargaining unit, the BPSEA part-time employees.

Attachments:

- Resolution
- Contract Extension Agreements with bargaining units

RESOLUTION NO. 13-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING CONTRACT EXTENSION AGREEMENTS TO THE JULY 1, 2010 TO JUNE 30, 2013 AGREEMENTS WITH SENIOR MANAGERS, MID-MANAGERS, POLICE MID-MANAGERS, LOCAL #1, BENICIA DISPATCHERS ASSOCIATION, BENICIA POLICE OFFICERS ASSOCIATION, BENICIA PUBLIC SERVICE EMPLOYEES ASSOCIATION AND UNREPRESENTED EMPLOYEES

WHEREAS, the existing Memorandums of Understanding (MOUs) between the City of Benicia and the senior managers, mid-managers, police mid-managers, Local #1, Benicia Dispatchers Association, Benicia Public Service Employees Association, and unrepresented employees cover salaries and other conditions of employment until June 30, 2013; and

WHEREAS, the City has concluded negotiations with the above-noted bargaining units; and

WHEREAS, these groups have agreed to Contract Extension Agreements modifying the existing Memorandums of Understanding (MOUs) to extend their terms one additional year, through June 30, 2014; and

WHEREAS, there are no increases in compensation other than eliminating the additional medical reduction for those bargaining units noted in this resolution and unrepresented employees; and

WHEREAS, unless otherwise modified by the Contract Extension Agreements, which are attached as Exhibit A, all terms of the existing MOU shall be extended from July 1, 2013 – June 30, 2014.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby approves the Contract Extension Agreements with the senior managers, mid-management, police mid-managers, Local #1, Benicia Dispatchers Association, Benicia Police Officers Association, Benicia Public Service Employees Association, and unrepresented employees, extending the term of the current MOUs to June 30, 2014.

On motion of Council Member _____, and 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 7th day of May, 2013 and adopted by the following vote.

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

**Amended Agreement
Between
City of Benicia
and
Senior Managers
Regarding Contract Extension
April 11, 2013**

The City of Benicia, hereby referred to as “City,” and the Senior Managers execute this Contract Extension Agreement modifying the existing Memorandum of Understanding (MOU) with the term of July 1, 2010 – June 30, 2013. Unless otherwise modified by this contract extension agreement, all terms of the MOU shall be extended from July 1, 2013 – June 30, 2014.

The City and Senior Managers agree to the following:

Section VI., Health and Medical Insurance, shall be amended to add a paragraph as follows:

Section VI. Health and Medical Insurance

For fiscal year 2013-14, the parties agree that the City will continue to contribute the following amounts toward medical premiums:

Employee: \$622/month
Employee plus One: \$1,244/month
Employee plus Family: \$1,655.20/month

And the following will be deleted from Section VI:

~~Additional Medical Contribution and Plan Design Changes: Effective July, 2011, a pre-tax deduction equivalent to the anticipated reduction of costs for this unit to move from a zero co pay plan to a \$ 15.00 co-pay plan for the 2011-12 plan year. That deduction is:~~

~~In lieu of Employee: \$19.54/month
Employee + 1: \$39.07/month
Employee plus Family: \$52.64/month~~

~~Given that health care plan design change did not occur in 2011-12 to achieve the savings of the \$15 co-pay plan, employees continue to make this pre-tax deduction toward health in order to achieve the equivalent amount of savings.~~

Section XIV, Closing Clause, shall be amended as follows:

Section XIV. Closing Clause

The terms of this agreement shall remain in effect through June 30, 2014. All other provision of the MOU, including side letters, remain the same unless otherwise modified by the provisions of this agreement.

Senior Managers may request to meet and confer with the City upon written request if for the 2013 – 2014 fiscal year the City negotiates a successor MOU with another bargaining unit with a contract expiring June 30, 2013, and that new contract includes an overall economic increase to that bargaining group during the 2013-2014 fiscal year over the economic package negotiated in the immediate contract expiring on June 30, 2013. If so requested, the City will meet with the Senior Managers for the purpose of negotiating an overall economic increase that is commensurate with the bargaining unit Senior Managers identified as gaining an increase.

Additionally, the City agrees to extend the equivalent of the December holiday closure that occurred in 2012 for December 2013 to all bargaining units with contracts expiring on June 30, 2013, who also agree to extend contracts to June 30, 2014 with no increases or further reductions. This holiday closure and associated leave time will be one-time and non-precedent setting, with the purpose of recognizing the cooperation of those employee units who have agreed to the contract extension. Those employees who are scheduled to work during the holiday closure may take the equivalent leave (i.e., four days) any time during the 2013-14 fiscal year.

This Contract Extension Agreement shall become effective upon ratification by Senior Managers and adoption by the City Council on its regular agenda, in conformance with the Brown Act.

Dated: _____

Dated: _____

For Senior Managers:

For the City:

Andrew Bidou
Police Chief

Brad Kilger
City Manager

Diane Smikahl
Library Director

APPROVED AS TO FORM BY
City Attorney:

Heather Mc Laughlin

**Amended Agreement
Between
City of Benicia
and
Middle Management Employees
Regarding Contract Extension**

April 11, 2013

The City of Benicia, hereby referred to as “City,” and the Middle Management employees, hereby referred to as “Mid Managers,” execute this Contract Extension Agreement modifying the existing Memorandum of Understanding (MOU) with the term of July 1, 2010 – June 30, 2013. Unless otherwise modified by this contract extension agreement, all terms of the MOU shall be extended from July 1, 2013 – June 30, 2014.

The City and Mid Managers agree to the following:

1. Section VI, Health and Medical Insurance, shall be amended to add a paragraph as follows:

For fiscal year 2013-14, the parties agree that the City will continue to contribute the following amounts toward medical premiums:

Employee: \$622/month
Employee plus One: \$1,244/month
Employee plus Family: \$1,655.20/month

The following paragraph will be deleted from Section VI:

~~Additional Medical Contribution and Plan Design Changes: Effective July, 2011, a pre-tax deduction equivalent to the anticipated reduction of costs for this unit to move from a zero co-pay plan to a \$ 15.00 co-pay plan for the 2011-12 plan year. That deduction is:~~

~~In lieu of Employee: _____ \$19.54/month
Employee + 1: _____ \$39.07/month
Employee plus Family: _____ \$52.64/month~~

~~Given that health care plan design change did not occur in 2011-12 to achieve the savings of the \$15 co-pay plan, employees continue to make this pre-tax deduction toward health in order to achieve the equivalent amount of savings.~~

3. Section XIII shall be amended as follows:

XIII. CLOSING CLAUSE

The terms of this agreement shall remain in effect through June 30, 2014. All other provisions of the MOU, including side letters, remain the same unless otherwise modified by the provisions in this agreement.

Mid Managers may request to meet and confer with the City upon written request if for the 2013 – 2014 fiscal year the City negotiates a successor MOU with another bargaining unit with a contract expiring June 30, 2013, and that new contract includes an overall economic increase to that bargaining group during the 2013-2014 fiscal year over the economic package negotiated in the immediate contract expiring on June 30, 2013. If so requested, the City will meet with the Mid Managers for the purpose of negotiating an overall economic increase that is commensurate with the bargaining unit the Mid Managers identified as gaining an increase.

Additionally, the City agrees to extend the equivalent of the December holiday closure that occurred in 2012 for December 2013 to all bargaining units with contracts expiring on June 30, 2013, who also agree to extend contracts to June 30, 2014 with no increases or further reductions. This holiday closure and associated leave time will be one-time and non-precedent setting, with the purpose of recognizing the cooperation of those employee units who have agreed to the contract extension. Those employees who are scheduled to work during the holiday closure may take the equivalent leave (i.e., four days) any time during the 2013-14 fiscal year.

This Contract Extension Agreement shall become effective upon ratification by the Mid Managers and adoption by the City Council on its regular agenda, in conformance with the Brown Act.

Dated: _____

Dated: _____

For the Mid Managers:

For the City:

Rick Knight, Parks & Building Superintendent

Brad Kilger, City Manager

Mario Giuliani, ED Manager

Anne Cardwell,
Administrative Services Director

Approved as to Form:

Heather McLaughlin, City Attorney

**Amended Agreement
Between
City of Benicia
and
Police Mid Managers
Regarding Contract Extension
April 11, 2013**

The City of Benicia, hereby referred to as "City," and the Police Mid Managers execute this Contract Extension Agreement modifying the existing Memorandum of Understanding (MOU) with the term of July 1, 2010 – June 30, 2013. Unless otherwise modified by this contract extension agreement, all terms of the MOU shall be extended from July 1, 2013 – June 30, 2014.

The City and Police Mid Managers agree to the following:

Section VI., Insurance and Occupational Health, shall be amended to add a paragraph as follows:

Section VI. Insurance and Occupational Health

For fiscal year 2013-14, the parties agree that the City will continue to contribute the following amounts toward medical premiums:

Employee: \$622/month
Employee plus One: \$1,244/month
Employee plus Family: \$1,655.20/month

And the following will be deleted from Section VI:

~~Additional Medical Contribution and Plan Design Changes: Effective July, 2011, a pre-tax deduction equivalent to the anticipated reduction of costs for this unit to move from a zero co pay plan to a \$ 15.00 co-pay plan for the 2011-12 plan year. That deduction is:~~

~~In lieu of Employee: \$19.54/month
Employee + 1: \$39.07/month
Employee plus Family: \$52.64/month~~

~~Given that health care plan design change did not occur in 2011-12 to achieve the savings of the \$15 co-pay plan, employees continue to make this pre-tax deduction toward health in order to achieve the equivalent amount of savings.~~

Section X, Closing Clause, shall be amended as follows:

Section X. Closing Clause

The terms of this agreement shall remain in effect through June 30, 2014³. All other provision of the MOU, including side letters, remain the same unless otherwise modified by the provisions of this agreement.

Police Mid Managers may request to meet and confer with the City upon written request if for the 2013 – 2014 fiscal year the City negotiates a successor MOU with another bargaining unit with a contract expiring June 30, 2013, and that new contract includes an overall economic increase to that bargaining group during the 2013-2014 fiscal year over the economic package negotiated in the immediate contract expiring on June 30, 2013. If so requested, the City will meet with Police Mid Managers for the purpose of negotiating an overall economic increase that is commensurate with the bargaining unit Police Mid Managers identified as gaining an increase.

Additionally, the City agrees to extend the equivalent of the December holiday closure that occurred in 2012 for December 2013 to all bargaining units with contracts expiring on June 30, 2013, who also agree to extend contracts to June 30, 2014 with no increases or further reductions. This holiday closure and associated leave time will be one-time and non-precedent setting, with the purpose of recognizing the cooperation of those employee units who have agreed to the contract extension. Those employees who are scheduled to work during the holiday closure may take the equivalent leave (i.e., four days) any time during the 2013-14 fiscal year.

This Contract Extension Agreement shall become effective upon ratification by Senior Managers and adoption by the City Council on its regular agenda, in conformance with the Brown Act.

Dated: _____

Dated: _____

For Police Mid Managers:

For the City:

Mike Greene, Police Lt.

Brad Kilger
City Manager

Scott Prezkurat, Police Lt.

Anne Cardwell
Administrative Services Director

Frank Hartig, Police Lt.

APPROVED AS TO FORM BY
City Attorney:

Heather Mc Laughlin

**Amended Agreement
Between
City of Benicia
and
Public Employees, Union Local #1
Regarding Contract Extension
April 11, 2013**

The City of Benicia, hereby referred to as “City,” and Public Employees Union, Local #1 employees, hereby referred to as “Local #1,” execute this Contract Extension Agreement modifying the existing Memorandum of Understanding (MOU) with the term of July 1, 2010 – June 30, 2013. Unless otherwise modified by this contract extension agreement, all terms of the MOU shall be extended from July 1, 2013 – June 30, 2014.

The City and Local #1 agree to the following:

Section XI., Health and Medical Insurance, shall be amended to add a paragraph as follows:

Section XI. Health and Medical Insurance

For fiscal year 2013-14, the parties agree that the City will continue to contribute the following amounts toward medical premiums:

Employee: \$622/month
Employee plus One: \$1,244/month
Employee plus Family: \$1,655.20/month

And the following will be deleted from Section XI:

~~Additional Medical Contribution and Plan Design Changes: Effective August 1, 2011, a pre-tax deduction equivalent to the anticipated reduction of costs for this unit to move from a zero co pay plan to a \$ 15.00 co pay plan for the 2011-12 plan year. That deduction is:~~

~~In lieu of Employee: \$19.54/month
Employee + 1: \$39.07/month
Employee plus Family: \$52.64/month~~

~~In addition, for August 2011 through June 2012, the monthly pre-tax health deduction was increased by an additional amount to cover the retro portion of concessions as follows: an additional \$1.75/month for in-lieu or employee; \$3.50/month for Employee+1; \$3.97/month for Employee plus Family. These increased amounts ended after the June 2012 paycheck, and employees reverted to the amounts listed above (19.54, 39.07, and 52.64 respectively).~~

Section XVIII, Closing Clause, shall be amended as follows:

Section XVIII. Closing Clause

The terms of this agreement shall remain in effect through June 30, 2014~~3~~. All other provision of the MOU, including side letters, remain the same unless otherwise modified by the provisions of this agreement.

Local #1 may request to meet and confer with the City upon written request if for the 2013 – 2014 fiscal year the City negotiates a successor MOU with another bargaining unit with a contract expiring June 30, 2013, and that new contract includes an overall economic increase to that bargaining group during the 2013-2014 fiscal year over the economic package negotiated in the immediate contract expiring on June 30, 2013. If so requested, the City will meet with Local #1 for the purpose of negotiating an overall economic increase that is commensurate with the bargaining unit Local #1 identified as gaining an increase.

Additionally, the City agrees to extend the equivalent of the December holiday closure that occurred in 2012 for December 2013 to all bargaining units with contracts expiring on June 30, 2013, who also agree to extend contracts to June 30, 2014 with no increases or further reductions. This holiday closure and associated leave time will be one-time and non-precedent setting, with the purpose of recognizing the cooperation of those employee units who have agreed to the contract extension. Those employees who are scheduled to work during the holiday closure may take the equivalent leave (i.e., four days) any time during the 2013-14 fiscal year.

This Contract Extension Agreement shall become effective upon ratification by Local #1 and adoption by the City Council on its regular agenda, in conformance with the Brown Act.

Dated: _____

Dated: _____

For Local #1:

For the City:

Theron Jones
President – Local #1

Brad Kilger
City Manager

Jeff Apkarian
Public Employees Union, Local #1

Anne Cardwell
Administrative Services Director

Gina Elecion

APPROVED AS TO FORM BY
City Attorney:

Heather Mc Laughlin

**Amended Agreement
Between
City of Benicia
and
Benicia Dispatch Association (BDA)
Regarding Contract Extension
April 11, 2013**

The City of Benicia, hereby referred to as "City," and the Benicia Dispatch Association (BDA) employees, hereby referred to as "BDA," execute this Contract Extension Agreement modifying the existing Memorandum of Understanding (MOU) with the term of July 1, 2010 – June 30, 2013. Unless otherwise modified by this contract extension agreement, all terms of the MOU shall be extended from July 1, 2013 – June 30, 2014.

The City and BDA agree to the following:

Section 26.1, Health and Welfare, shall be amended to add a paragraph as follows:

Section 26.1 Health and Welfare

For fiscal year 2013-14, the parties agree that the City will continue to contribute the following amounts toward medical premiums:

Employee: \$622/month
Employee plus One: \$1,244/month
Employee plus Family: \$1,655.20/month

The following will be deleted from Section 26.1:

~~Additional Medical Contribution and Plan Design Changes: Effective September, 2011, a pre-tax deduction equivalent to the anticipated reduction of costs for this unit to move from a zero co-pay plan to a \$ 15.00 co-pay plan for the 2011-12 plan year. That deduction is:~~

~~In lieu of Employee: _____ \$19.54/month
Employee + 1: _____ \$39.07/month
Employee plus Family: _____ \$52.64/month~~

~~Given that health care plan design change did not occur in 2011-12 to achieve the savings of the \$15 co-pay plan, employees continue to make a pre-tax deduction toward health in order to achieve the equivalent amount of savings.~~

Section 29, Closing Clauses, shall be amended as follows:

Section 29. Closing Clauses

29.1 The effective date of this agreement shall be July 1, 2010, and the agreement shall remain in effect through June 30, 2014~~3~~. All other provisions of the MOU, including side letters, remain the same unless otherwise modified by the provisions of this agreement.

BDA may request to meet and confer with the City upon written request if for the 2013 – 2014 fiscal year the City negotiates a successor MOU with another bargaining unit with a contract expiring June 30, 2013, and that new contract includes an overall economic increase to that bargaining group during the 2013-2014 fiscal year over the economic package negotiated in the immediate contract expiring on June 30, 2013. If so requested, the City will meet with BDA for the purpose of negotiating an overall economic increase that is commensurate with the bargaining unit BDA identified as gaining an increase.

Additionally, the City agrees to extend the equivalent of the December holiday closure that occurred in 2012 for December 2013 to all bargaining units with contracts expiring on June 30, 2013, who also agree to extend contracts to June 30, 2014 with no increases or further reductions. This holiday closure and associated leave time will be one-time and non-precedent setting, with the purpose of recognizing the cooperation of those employee units who have agreed to the contract extension. Those employees who are scheduled to work during the holiday closure may take the equivalent leave (i.e., four days) any time during the 2013-14 fiscal year.

This Contract Extension Agreement shall become effective upon ratification by BDA and adoption by the City Council on its regular agenda, in conformance with the Brown Act.

Dated: _____

Dated: _____

For BDA:

For the City:

Teresa Olson
President

Brad Kilger
City Manager

Brayton Stone
Rains Lucia Stern PC

Anne Cardwell
Administrative Services Director

Sarah Schooley

Suzanne Kaluza

Angela Knight

Lauren Teel

APPROVED AS TO FORM BY

City Attorney:

Heather Mc Laughlin

**Amended Agreement
Between
City of Benicia
and
Benicia Police Officers Association (BPOA)
Regarding Contract Extension
April 11, 2013**

The City of Benicia, hereby referred to as “City,” and the Benicia Police Officers Association (BPOA) employees, hereby referred to as “BPOA,” execute this Contract Extension Agreement modifying the existing Memorandum of Understanding (MOU) with the term of July 1, 2010 – June 30, 2013. Unless otherwise modified by this contract extension agreement, all terms of the MOU shall be extended from July 1, 2013 – June 30, 2014.

The City and BPOA agree to the following:

Section 21, Insurance, shall be amended to add the following:

Section 21. Insurance

For fiscal year 2013-14, the parties agree the City will contribute the amounts listed below:

	<u>Police Officer</u>	<u>Sergeant</u>
<u>Employee:</u>	<u>\$265.49</u>	<u>\$196.27</u>
<u>Employee plus One:</u>	<u>\$877.40</u>	<u>\$808.18</u>
<u>Employee plus Family:</u>	<u>\$1,281.93</u>	<u>\$1,212.71</u>

The amounts noted above have been increased from the 2012-13 City contribution amounts by \$19.54/month for in lieu or employee only, \$39.07/month for employee plus one, and \$52.64.month for employee plus family in recognition that the additional pre-tax health reduction of the same amounts, agreed to by other bargaining units, was eliminated as part of the 2013-14 contract extensions. This additional reduction did not apply to BPOA in 2011, when it was negotiated with other units, as BPOA had already agreed to contribute a higher amount toward medical as part of the 2010 successor MOU negotiations.

Section 27, Closing Clauses, shall be amended as follows:

Section 27. Closing Clauses

27.1 The effective date of this agreement shall be July 1, 2010 and the agreement shall remain in effect through June 30, 201~~4~~3. All other provision of the MOU, including side letters, remain the same unless otherwise modified by the provision of this agreement.

BPOA may request to meet and confer with the City upon written request if for the 2013 – 2014 fiscal year the City negotiates a successor MOU with another bargaining unit with a contract expiring June 30, 2013, and that new contract includes an overall economic increase to that

bargaining group during the 2013-2014 fiscal year over the economic package negotiated in the immediate contract expiring on June 30, 2013. If so requested, the City will meet with BPOA for the purpose of negotiating an overall economic increase that is commensurate with the bargaining unit BPOA identified as gaining an increase.

Additionally, the City agrees to extend the equivalent of the December holiday closure that occurred in 2012 for December 2013 to all bargaining units with contracts expiring on June 30, 2013, who also agree to extend contracts to June 30, 2014 with no increases or further reductions. This holiday closure and associated leave time will be one-time and non-precedent setting, with the purpose of recognizing the cooperation of those employee units who have agreed to the contract extension. Those employees who are scheduled to work during the holiday closure may take the equivalent leave (i.e., four days) any time during the 2013-14 fiscal year.

This Contract Extension Agreement shall become effective upon ratification by BPOA and adoption by the City Council on its regular agenda, in conformance with the Brown Act.

Dated: _____

Dated: _____

For BPOA:

For the City:

Kevin Rose
President

Brad Kilger
City Manager

Dave Topaz
Mastagni, Holstedt, Amick, Miller & Johnsen

Anne Cardwell
Administrative Services Director

Damien Sylvester

Ted Criado

Fred Ayala

APPROVED AS TO FORM BY
City Attorney:

Heather Mc Laughlin

**Amended Agreement
Between
City of Benicia
and
Benicia Public Service Employees Association (BPSEA)
Regarding Contract Extension
April 12, 2013**

The City of Benicia, hereby referred to as “City,” and the Benicia Public Service Employees Association (BPSEA) employees, hereby referred to as “BPSEA,” execute this Contract Extension Agreement modifying the existing Memorandum of Understanding (MOU) with the term of July 1, 2011 – June 30, 2013. Unless otherwise modified by this contract extension agreement, all terms of the MOU shall be extended from July 1, 2013 – June 30, 2014.

The City and BPSEA agree to the following:
Section 22.1, Health and Welfare, shall be amended to add a paragraph as follows:

Section 22.1 Health and Welfare

For fiscal year 2013-14, the parties agree that the City will continue to contribute the following amounts toward medical premiums:

Employee: \$622/month
Employee plus One: \$1,244/month
Employee plus Family: \$1,655.20/month

The following paragraph will be deleted from Section 22.1:

~~Beginning with the October 31, 2011 paycheck, in addition to the regular employee contribution to the employer sponsored health plan selected, employees shall contribute a monthly pre-tax contribution to health care costs to reflect health care restructuring savings that the City would achieve from switching to \$15 co-pay health care plan based on the rates for FY 2011-12. In the event an employee is eligible and elects not to participate in the City's health plan, beginning with October 31, 2011 paycheck, the “in lieu” amount will be reduced to reflect health care restructuring savings that the City would achieve from switching to \$15 co-pay health care plan based on the rates for FY 2011-12. This is consistent with the City's desire to pursue citywide structural change relative to health care benefits, and the City is proposing this type of reduction with all units.~~

Section 30, Closing Clauses, shall be amended as follows:

Section 30. Closing Clauses

The effective date of this Memorandum of Understanding shall be **July 1, 2011** and shall remain in effect until **June 30, 2013~~4~~**.

If any section of this Memorandum of Understanding should be found invalid, unlawful, or unenforceable by reason of any existing or subsequent enacted legislation or by judicial authority, all other Sections of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding. In the event of invalidation of any Section, the City and the BPSEA agree to meet within thirty (30) days for the purpose of renegotiating said Section.

BPSEA may request to meet and confer with the City upon written request if for the 2013 – 2014 fiscal year the City negotiates a successor MOU with another bargaining unit with a contract expiring June 30, 2013, and that new contract includes an overall economic increase to that bargaining group during the 2013-2014 fiscal year over the economic package negotiated in the immediate contract expiring on June 30, 2013. If so requested, the City will meet with BPSEA for the purpose of negotiating an overall economic increase that is commensurate with the bargaining unit BPSEA identified as gaining an increase.

Additionally, the City agrees to extend the equivalent of the December holiday closure that occurred in 2012 for December 2013 to all bargaining units with contracts expiring on June 30, 2013, who also agree to extend contracts to June 30, 2014 with no increases or further reductions. This holiday closure and associated leave time will be one-time and non-precedent setting, with the purpose of recognizing the cooperation of those employee units who have agreed to the contract extension. Those employees who are scheduled to work during the holiday closure may take the equivalent leave (i.e., four days) any time during the 2013-14 fiscal year.

This Contract Extension Agreement shall become effective upon ratification by BPSEA and adoption by the City Council on its regular agenda, in conformance with the Brown Act.

Dated: _____
For BPSEA:

Dated: _____
For the City:

Jose Lustan
President

Brad Kilger
City Manager

John Dalrymple
CEA

Anne Cardwell
Administrative Services Director

Ted Kozlik
Vice President

Roy Garibaldi

Ed Greco

APPROVED AS TO FORM BY
City Attorney:

Heather Mc Laughlin

AGENDA ITEM
CITY COUNCIL MEETING DATE - MAY 7, 2013
BUSINESS ITEMS

DATE : April 19, 2013

TO : City Council

FROM : Community Development Director

SUBJECT : **INTRODUCTION OF AN ORDINANCE TO INCORPORATE ZONING REGULATIONS PERTAINING TO COTTAGE FOOD OPERATIONS**

RECOMMENDATION:

Introduce an ordinance amending Benicia Municipal Code Title 17 (Zoning) to incorporate regulations pertaining to cottage food operations.

EXECUTIVE SUMMARY:

Effective January 1, 2013, Assembly Bill No. 1616 states that local jurisdictions shall not prohibit cottage food operations (CFO) in residential dwellings. As a result, a Zoning Ordinance text amendment is proposed to establish regulations pertaining to CFO within the City of Benicia. The proposed amendment to Title 17 would establish an administrative permitting process for cottage food operations to be conducted within a portion of existing dwelling units as an accessory use to the residence involving negligible or no expansion of the dwellings.

BUDGET INFORMATION:

The establishment of a cottage food operation within the City of Benicia would require an administrative permit from the Community Development Department and a business license from the Finance Department. The cost of Community Development Department staff time associated with this permit is anticipated to be the same as with a Home Occupation Permit. Home Occupation Permits are subject to a review fee of \$50 to cover staff time for permit review and administrative processing. Accordingly, the proposed Community Development Department fee is \$50.

Class B business license for a retail establishment issued by the Finance Department would be required. For this class, the business license fee is a minimum of \$65 annually with minimal increases annually per the Consumer Price Index.

GENERAL PLAN:

Relevant General Plan Goals:

- GOAL 2.5: Facilitate and encourage new uses and development which provide substantial and sustainable fiscal and economic benefits to the City and the community while maintaining health, safety, and quality of life.

STRATEGIC PLAN:

Relevant Strategic Plan Issues and Strategies and Actions:

- Strategic Issue 3: Strengthening: Economic and Fiscal Conditions Retain
 - Strategy 3: Retain and attract business
 - Action 3 (b): Continue and expand business support tools and policies that balance sustainability with economic vitality

BACKGROUND:

Effective January 1, 2013, under Assembly Bill No. 1616 a city or county shall not prohibit the establishment of cottage food operations (CFO) within any residential dwelling. A CFO is an enterprise within a private residential dwelling, operated by the occupant of the home, where specified low-risk food products are prepared and/or packaged for sale to consumers.

The law, which modifies Part 7 of Division 104 of the California Health & Safety Code, related to food safety, requires the California Department of Public Health (DPH) to implement and impose certain responsibilities on local planning and environmental health agencies. DPH maintains a list of low-risk foods such as baked goods, candy, dried fruit, honey, nuts, popcorn, coffee, etc. that are considered to be non-hazardous and appropriate for a CFO. The current list is a starting point and DPH will establish a process by which foods can be added to the list or removed.

The Solano County Department of Resource Management, Environmental Health Division is responsible for permitting and inspection of CFO's countywide. Establishment of a CFO requires either registration with the Health Division or a permit depending on whether the CFO is a Class A or Class B. Class A CFO's are only allowed to engage in direct sales (CFO to consumer) and therefore only a self-certification checklist is required; Class B CFO's may engage in both direct and indirect sales (CFO to a third-party retailer to the consumer) and therefore a permit is required.

The highlights of the new law are as follows:

- Operation within a private residence only
- Limit on gross annual sales per calendar year (2013 = \$35,000; 2014 = \$45,000; 2015 = \$50,000 per AB1616)
- 1 employee maximum
- Direct and/or Indirect sales to consumers

- Registration with the Solano County Health Division
- Production is limited to specified nonpotentially hazardous foods

For additional information, please refer to Exhibit A: AB 1616 Frequently Asked Questions.

ANALYSIS:

The most substantive modification to the Zoning Ordinance (Title 17) is the addition Section 17.70.370 Cottage Food Operations which modifies Chapter 17.70 Site Regulations. Chapter 17.70 Site Regulations contains miscellaneous land use and development regulations that are applicable to properties in multiple districts; for specific activities such as home occupations, animal keeping, swimming pools and performance standards.

In addition to the new section, amendments to Sections 17.12.030 Definitions, 17.24.020 RS, RM, and RH districts – Land Use Regulations and 17.70.070 Home Occupations are included for consistency.

This ordinance does not propose any general plan land use or zoning district redesignations.

The proposed ordinance is consistent with the requirement set forth by AB1616 by including a process for approval that does not prohibit establishment of CFO's. The law provides flexibility for local agencies to determine the appropriate permit process and allows for three potential planning review processes:

1. Permitted by right,
2. Nondiscretionary (administrative) permit, or
3. Use permit.

The proposed administrative review process is similar to that for a home occupation and allows a CFO by right in any legal dwelling unit as long as the operation complies with the conditions based on the requirements of AB1616. The conditions as outlined in the draft BMC Section 17.70.370 C are as follows:

1. The applicant for the cottage food operation permit shall be the individual who conducts the cottage food operation from his or her private dwelling unit and is the owner of the cottage food operation. The permit shall not be transferable to another operator, nor transferable to another site.
2. No greater than one cottage food employee, as defined by California Health and Safety Code Section 113758(b)(1), shall be permitted on the premises of the cottage food operation, not including an immediate

family member or household member of the cottage food operator.

3. The cottage food operation shall be registered or permitted by the Solano County Environmental Health Division in accordance with Section 114365 of the California Health and Safety Code. Cottage food operations shall comply with all California Health and Safety Code requirements.

4. The use shall be conducted within the kitchen of the subject dwelling unit except for attached rooms within the dwelling that are used exclusively for storage or bookkeeping. No more than 25 percent of the dwelling or 500 square feet of floor area, whichever is less, may be used for cottage food operations, and it shall not be conducted within an accessory building, except that the Community Development Director may grant approval of storage or minor processing operations within a garage or accessory building if the applicant demonstrates that the kitchen within the residence is not suitable for the type of food to be produced; the activity complies with Health and Safety Code requirements; and no more than 150 square feet of the garage or accessory building is utilized for the operation. No outdoor storage is permitted.

5. One nameplate sign measuring no more than two square feet may be placed on the premises attached to the main building near the business entrance, indicating the property address, name of the business, hours of operation, contact information, and goods provided. The existence of a cottage food operation shall not otherwise be apparent beyond the boundaries of the site.

6. Except for vehicle parking, no outdoor portions of the premises shall be utilized for a cottage food operation including outdoor sales and visitation. No more than one truck, with a maximum capacity of one ton, incidental to the cottage food operation shall be kept on the site. Customer and delivery parking shall not occur by double-parking or blocking of neighboring driveways.

7. The number of parking spaces available to a dwelling unit housing a cottage food operation shall not be reduced to less than the required number of spaces for the dwelling unit. All required parking spaces shall remain available for the purpose of parking vehicles.

8. A cottage food operation shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district. Specifically, direct sales of products from the site of the cottage food

VIII.C.4

operation shall be conducted by prior appointment-only, and shall be limited to no more than two on-site customers at any given time.

9. Direct sales, cottage food operation related sales and loading activities shall not occur between the hours of 8 p.m. and 7 a.m.

10. The use shall conform to the noise standards prescribed in BMC Chapter 8.20.

11. There shall be no on-site consumption of products other than free, small samples.

12. All cottage food operations shall obtain approval from the Solano County Environmental Health Division prior to operation.

The Planning Commission reviewed the draft ordinance on April 11, 2013 and recommended that Subsection C. 4 be modified to state that the Community Development Director is the approval body for storage or minor processing operations with the garage of accessory building. The previous draft had stated this was a function of the Zoning Administrator.

The proposed amendments are shown in the draft ordinance with strikeout through the text to be removed, and new text is underlined.

Attachments:

- Draft Ordinance
- Frequently Asked Questions
- Planning Commission Resolution
- Draft Planning Commission Minutes from April 11, 2013 meeting

CITY OF BENICIA

ORDINANCE NO. 13- REDLINED

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENICIA AMENDING SECTION 17.12.030 (DEFINITIONS) OF CHAPTER 17.12 (DEFINITIONS), SECTION 17.24.020 (RS, RM, AND RH DISTRICTS – LAND USE REGULATIONS) OF CHAPTER 17.24 (RESIDENTIAL DISTRICTS), AND SECTION 17.70.070 (HOME OCCUPATIONS IN R DISTRICTS) OF CHAPTER 17.70 (SITE REGULATIONS), AND ADDING SECTION 17.70.370 (COTTAGE FOOD OPERATIONS) OF CHAPTER 17.70 (SITE REGULATIONS), ALL OF TITLE 17 (ZONING) OF THE BENICIA MUNICIPAL CODE TO UPDATE REGULATIONS PERTAINING TO COTTAGE FOOD OPERATIONS PER SECTION 113758 OF THE CALIFORNIA HEALTH & SAFETY CODE

Section 1.

Section 17.12.030 (Definitions) of Chapter 17.12 (Definitions) of Title 17 (Zoning) shall be amended to add as follows:

“Cottage food operations” means an enterprise within a dwelling unit where cottage food products are prepared or packaged direct, indirect or direct and indirect sale to consumers pursuant to California Health & Safety Code Section 113758.

Section 2.

The definition of Home Occupations of Section 17.12.030 (Definitions) of Chapter 17.12 (Definitions) of Title 17 (Zoning) shall be amended to read as follows:

Home occupations" means occupations conducted in a dwelling unit, garage, or accessory building ~~in a residential district~~ that are incidental to the principal residential use of the lot or site. It does not include cottage food operations defined separately herein.

Section 3.

Section 17.24.020 (RS, RM, and RH districts – Land use regulations.) of Chapter 17.24 (Residential Districts) of Title 17 (Zoning) is amended to add cottage food operations to note G as follows:

17.24.020 RS, RM, and RH districts – Land use regulations.

RS, RM, and RH Districts: Land Use Regulations

- P – Permitted
- U – Use Permit
- L – Limited (See “Additional Use Regulations”)
- – Not Permitted

	RS	RM	RH	Additional Regulations
Accessory Uses	P/U	P/U	P/U	(A)(G)(H)(I)(J)(K)

(G) See BMC 17.70.370 Cottage food operations and BMC 17.70.070, Home occupations in R districts.

Section 4.

Section 17.70.070 (Home Occupations) of Chapter 17.70 (Site Regulations of Title 17 (Zoning) is amended to read as follows:

17.70.070 Home occupations in R districts.

A. Permit Required. A home occupation in a dwelling unit, garage or accessory building ~~an R district~~ shall require a home occupation permit obtained by filing a completed application form with the community development director. The community development director shall issue the permit upon determining that the proposed home occupation complies with the requirements of this section.

Section 5.

Section 17.70.370 (Cottage Food Operations) of Chapter 17.70 (Site Regulations) of Title 17 (Zoning) is added to read as follows:

17.70.370 Cottage food operations

A. Permit Required. A cottage food operation in a dwelling unit shall require a cottage food operations permit obtained by filing a completed application form with the community development director. The community development director shall issue the permit upon determining that the proposed cottage food operation complies with the requirements of this section.

B. Contents of Application. An application for a cottage food operations permit shall contain:

1. The name, address, and telephone number of the applicant;
2. A complete description of the proposed cottage food operation, including the type of food to be prepared, number and occupation of persons employed,

amount of floor space occupied, provisions for storage of materials, and number and type of vehicles used.

3. A copy of the submitted application and/or issued permit from the Solano County Environmental Health Division for operation of the subject cottage food operation.

C. Required Conditions. Cottage food operations shall comply with the following regulations:

1. The applicant for the cottage food operation permit shall be the individual who conducts the cottage food operation from his or her dwelling unit and is the owner of the cottage food operation. The permit shall not be transferable to another operator, nor transferable to another site.

2. No more than one cottage food employee, as defined by California Health and Safety Code Section 113758(b)(1), shall be permitted, not including an immediate family member or household member of the cottage food operator.

3. The cottage food operation shall be registered or permitted by the Solano County Environmental Health Division in accordance with Section 114365 of the California Health and Safety Code. Cottage food operations shall comply with all California Health and Safety Code requirements.

4. The use shall be conducted within the kitchen of the subject dwelling unit except for attached rooms within the dwelling that are used exclusively for storage or bookkeeping. No more than 25 percent of the dwelling or 500 square feet of floor area, whichever is less, may be used for the cottage food operation, and it shall not be conducted within an accessory building, excepting that the Community Development Director may grant approval of storage or minor processing operations within a garage or accessory building if the applicant demonstrates that the kitchen within the residence is not suitable for the type of food to be produced; the activity complies with Health and Safety Code requirements; and no more than 150 square feet of the garage or accessory building is utilized for the operation. No outdoor storage is permitted.

5. One nameplate sign measuring no more than 2 square feet may be placed on the premises attached to the main building near the business entrance, indicating the property address, name of the business, hours of operation, contact information, and goods provided. The existence of a cottage food operation shall not otherwise be apparent beyond the boundaries of the site

6. Except for vehicle parking, no outdoor portions of the premises shall be

utilized for cottage food operation including outdoor sales and visitation. No more than one truck, with a maximum capacity of one ton, incidental to the cottage food operation shall be kept on the site. Customer and delivery parking shall not occur by double-parking or blocking of neighboring driveways.

7. The number of parking spaces available to a dwelling unit housing a cottage food operation shall not be reduced to less than the required number of spaces for the dwelling unit. All required parking spaces shall remain available for the purpose of parking vehicles.

8. A cottage food operation shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district. Specifically, direct sales of products from the site of the cottage food operation shall be conducted by prior appointment-only, and shall be limited to no more than 2 on-site customers at any given time.

9. Direct sales, cottage food operation related sales and loading activities shall not occur between the hours of 8 p.m. and 7 a.m.

10. The use shall conform to the noise standards prescribed in BMC Chapter 8.20.

11. There shall be no on-site consumption of products other than free, small samples.

D. No more than one cottage food operation per dwelling unit is allowed.

E. The permit for a cottage food operation that is not operated in compliance with these regulations shall be revoked by the community development director after 30 days' written notice unless the cottage food operation is altered to comply.

Section 6.

Severability. If any section, subsection, phrase or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

The City Council hereby declares that it would have passed this and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrase or clauses be declared unconstitutional on their face or as applied.

* * * *

On motion of Council Member _____, seconded by Council Member _____, the ordinance was introduced at a regular meeting of the City Council on the 7th day of May, 2013, and adopted at a regular meeting of the City Council held on the 22nd day of May, 2013, by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Elizabeth Patterson, Mayor

ATTEST:

Lisa Wolfe, City Clerk



California Conference
of Directors of
Environmental Health

CALIFORNIA HOMEMADE FOOD ACT

FREQUENTLY ASKED QUESTIONS

AB 1616 (GATTO) – COTTAGE FOOD OPERATIONS

1. When does the new law go into effect?

The new law becomes effective January 1, 2013. The law requires the California Department of Public Health to carry out certain tasks associated with implementation, and imposes certain responsibilities on local planning and environmental health jurisdictions. The California Conference of Directors of Environmental Health (CCDEH) is working with other stakeholders to ensure that the law is implemented in an orderly and effective manner. Further information regarding the status of implementation can be obtained from your local environmental health agency.

Note: The information in this FAQ handout is intended to provide a uniform statewide response to questions posed and will be updated as needed. The questions & answers were evaluated by the CCDEH Ad Hoc AB 1616 Implementation Workgroup. This information should not be construed as a legal interpretation.

AB1616 Chaptered Law: http://www.leginfo.ca.gov/pub/11-12/bill/asm/ab_1601-1650/ab_1616_bill_20120921_chaptered.pdf

2. What is a Cottage Food Operation (CFO)?

A CFO is an enterprise at a private home where low-risk food products are prepared or packaged for sale to consumers.

3. What is meant by “private home?”

“Private home” means a dwelling, including an apartment or other leased space, where individuals reside.

4. Are there limitations on the size of CFO’s sales?

- \$35,000 or less in gross sales in 2013
- \$45,000 or less in gross sales in 2014
- \$50,000 or less in gross sales in 2015 and beyond

5. Can a CFO have employees?

A CFO can have one full-time equivalent employee (not counting family members or household members).

6. What cottage food categories are permitted at a CFO?

Only foods that are defined as “non-potentially hazardous” are approved for preparation by CFO’s. These are foods that do not require refrigeration to keep them safe from bacterial growth that could make people sick. The California Department of Public Health will establish and maintain a list of approved cottage food categories on their website and will establish a process by which new foods can be added to the list and other foods can be challenged and removed. The initial list included in the new law includes:

- 1) Baked goods without cream, custard, or meat fillings, such as breads, biscuits, churros, cookies, pastries, and tortillas
- 2) Candy, such as brittle and toffee
- 3) Chocolate-covered nonperishable foods, such as nuts and dried fruit
- 4) Dried fruit
- 5) Dried pasta
- 6) Dry baking mixes
- 7) Fruit pies, fruit empanadas, and fruit tamales
- 8) Granola, cereals, and trail mixes
- 9) Herb blends and dried mole paste
- 10) Honey and sweet sorghum syrup
- 11) Jams, jellies, preserves, and fruit butter that comply with the standard described in Part 150 of Title 21 of the Code of Federal Regulations (These should be fruit products to assure that they are not potentially hazardous).
- 12) Nut mixes and nut butters
- 13) Popcorn
- 14) Vinegar and mustard
- 15) Roasted coffee and dried tea
- 16) Waffle cones and pizzelles

7. What are the two classifications of CFOs?

- Class A** CFO’s are only allowed to engage in “**direct sale**” of cottage food.
- Class B** CFO’s may engage in both “**direct sale**” and “**indirect sale**” of cottage food.

8. What is meant by “Direct Sale” of cottage food?

“Direct Sale” means a transaction between a CFO operator and a consumer, where the consumer purchases the cottage food product directly from the CFO. Direct sales include, but are not limited to, transactions at holiday bazaars or other temporary events, such as bake sales or food swaps, transactions at farm stands, certified farmers’ markets, or through community-supported agriculture subscriptions, and transactions occurring in person in the cottage food operation.

9. What is meant by “Indirect Sale” of cottage food?

“Indirect Sale” means an interaction between a CFO, a third-party retailer, and a consumer, where the consumer purchases cottage food products made by the CFO from a third-party retailer that holds a valid permit issued by the local environmental health agency in their jurisdiction. Indirect sales include, but are not limited to, sales made to retail shops or to retail food facilities where food may be immediately consumed on the premises.

10. Do I need any special Training or Certification to prepare Cottage foods?

A person who prepares or packages cottage food products must complete a food processor course instructed by the California Department of Public Health within three months of being registered or permitted.

11. Does a CFO need a permit to operate?

- Planning/Zoning:** All CFO’s need to obtain approval from their local city or county planning department. The Homemade Food Act gives planning departments several options to consider, so planning department requirements may vary between jurisdictions.
- Environmental Health:**
 - For “**Class A**” CFO’s (direct sale only), **registration** with the local enforcement agency and submission of a completed “self-certification checklist” approved by the local environmental health agency.
 - For “**Class B**” CFO’s (direct and indirect), a **permit** from the local environmental health agency is required.
- Other Requirements:** Check on other state or local requirements that may be applicable
- Registrations and permits are not transferable between:
 - Persons
 - Locations
 - Type of food sales [i.e., direct sales (Class A) vs. indirect sales (class B)]
 - Type of distribution

12. How much will the registration or permit cost the CFO?

Each local jurisdiction will establish fees that are not to exceed the cost of providing the service. Additional fees may be charged for inspection and/or enforcement activities if the cottage food operation is found to be in violation of California food safety laws on cottage food operations.

13. Will my CFO Registration/Permit allow me to sell at other retail venues?

There may be health permits required to sell at other locations, such as Certified Farmer’s Markets or Swap Meets. Please check with your local enforcement agency for additional permit requirements.

14. How often will a CFO be inspected?

- ❑ **Class A** CFO kitchens and food storage areas (referenced in the law as the “registered or permitted area”) are not subject to initial or routine inspections.
- ❑ **Class B** CFO kitchens and food storage areas are inspected initially prior to permit issuance, and then annually after that.
- ❑ **Class A or B (Other Inspections)** The local environmental health agency may access, for inspection purposes, the registered or permitted area where a cottage food operation is located only if the representative has, on the basis of a consumer complaint, reason to suspect that adulterated or otherwise unsafe food has been produced by the cottage food operation or that the cottage food operation is found to be in violation of California food safety laws on cottage food operations.

15. What are the CFO’s operational requirements

- ❑ All CFOs must comply with the following:
 - No domestic activity in kitchen during cottage food preparation
 - No infants, small children, or pets in kitchen during cottage food preparation
 - Kitchen equipment and utensils kept clean and in good repair
 - All food contact surfaces and utensils washed, rinsed, and sanitized before each use
 - All food preparation and storage areas free of rodents and insects
 - No smoking in kitchen area during preparation or processing of cottage food
 - A person with a contagious illness shall refrain from working
 - Proper hand-washing shall be completed prior to any food preparation or packaging
 - Water used in the preparation of cottage food products must be potable. Cottage food preparation activities include:
 - Washing, rinsing, and sanitizing of any equipment used in food preparation.
 - Washing and sanitizing hands and arms.
 - Water used as an ingredient of cottage food.

16. What would be my food labeling requirements?

- ❑ All cottage food products must be properly labeled in compliance with the Federal, Food, Drug, and Cosmetic Act ([21 U.S.C. Sec. 343 et seq.](#)) The label shall include:
 - The words “Made in a Home Kitchen” in 12-point type
 - The name commonly used for the food product
 - Name of CFO which produced the food product
 - The registration or permit number of the cottage food operation which produced the cottage food product and the name of the local enforcement agency that issued the number
 - Product ingredients in descending order by weight
- ❑ In a permitted food facility, cottage food products served without packaging or labeling shall be identified to the customer as homemade on the menu, menu board or other easily accessible location.

RESOLUTION NO. 13-2 (PC)

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BENICIA RECOMMENDING CITY COUNCIL APPROVAL OF A ZONING TEXT AMENDMENT TO INCORPORATE REGULATIONS PERTAINING TO COTTAGE FOOD OPERATIONS PER THE CALIFORNIA HEALTH & SAFETY CODE BY AMENDING SECTION 17.12.030 (DEFINITIONS) OF CHAPTER 17.12 (DEFINITIONS), SECTION 17.24.020 (RS, RM, AND RH DISTRICTS – LAND USE REGULATIONS) OF CHAPTER 17.24 (RESIDENTIAL DISTRICTS), AND SECTION 17.70.070 (HOME OCCUPATIONS IN R DISTRICTS) OF CHAPTER 17.70 (SITE REGULATIONS), AND ADDING SECTION 17.70.370 (COTTAGE FOOD OPERATIONS) OF CHAPTER 17.70 (SITE REGULATIONS), ALL OF TITLE 17 (ZONING) OF THE BENICIA MUNICIPAL CODE

WHEREAS, this Zoning Ordinance amendment would implement the requirements of State laws AB 1616 (cottage food operations) and AB 2297 (California retail food code) to allow cottage food operations within residences under specific circumstances, and this Ordinance is intended to adopt reasonable standards allowed by State law to provide that cottage food operations within residences do not create unreasonable impacts or endanger public health, safety or welfare; and

WHEREAS, the City's economic development goal as stated in the General Plan Goal 2.5, is to facilitate and encourage new uses and development which provide substantial and sustainable fiscal and economic benefits to the City and the community while maintaining health, safety, and quality of life; and

WHEREAS, the Planning Commission at a regular meeting on April 11, 2013, conducted a hearing, heard public comment and reviewed the proposed draft cottage food operations ordinance and found it to be consistent with the City's General Plan and existing Zoning Ordinance regulations; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Benicia hereby recommends the City Council approve by Ordinance, a zoning text amendment to incorporate the regulations pertaining to cottage food operations.

BE IT FURTHER RESOLVED THAT the Planning Commission of the City of Benicia finds that:

- a) The proposed ordinance would not have a significant effect on the environment and is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301, Class 1 - Existing Facilities, Section 15305, Class 5 - Minor Alteration in Land Use Limitations, and by the General Rule, Section 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. This proposed zoning ordinance text amendment would establish an administrative permitting process for cottage food operations to be conducted within a portion of existing dwelling units as an accessory use to the residence

involving negligible or no expansion of the dwellings. The use of a residence for a cottage food operation does not constitute a change of occupancy.

- b) The proposed zoning text amendment is consistent with all the applicable objectives and provisions of Title 17 of the Benicia Municipal Code and the Downtown Mixed Use Master Plan; and
- c) The proposed text amendment is consistent General Plan Goal 2.5, to facilitate and encourage new uses and development which provide substantial and sustainable fiscal and economic benefits to the City and the community while maintaining health, safety, and quality of life

* * * *

On a motion of Commissioner Cohen-Grossman, seconded by Commissioner Dean, the above Resolution was adopted by the Planning Commission of the City of Benicia at the regular meeting of said Commission held on the 11TH day of April, 2013, and adopted by the following vote:

Ayes: Commissioners Cohen-Grossman, Dean, Oakes, Sprague and Chair Sherry
Noes: None
Absent: Commissioners Smith and Young
Abstain: None

Rod Sherry
Planning Commission Chair

DRAFT



BENICIA PLANNING COMMISSION

**JOINT MEETING WITH
THE HISTORIC PRESERVATION REVIEW COMMISSION
SPECIAL MEETING MINUTES**

**City Hall Council Chambers
Thursday, April 11, 2013
6:00 P.M.*
*SPECIAL TIME**

I. OPENING OF MEETING

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

Planning Commission:

Present: Commissioners Cohen-Grossman (arrived 6:10 p.m.),
Dean, Oakes, Smith, Sprague and Chair Sherry (arrived
6:15 p.m.)

Absent: Commissioners Smith and Young

Historic Preservation Review Commission:

Present: Commissioners Berry, Delgado, McKee, Trumbly, Van
Landschoot, and Chair Haughey

Absent: Commissioner vonStudnitz

Staff Present: Charlie Knox, Community Development Director
Amy Million, Principal Planner / Recording Secretary
Heather McLaughlin, City Attorney

- C. Reference to Fundamental Rights of Public**

II. ADOPTION OF AGENDA

On a motion of Commissioner Van Landschoot seconded by Commissioner Delgado, the agenda was adopted by the following vote:

Ayes: Commissioners Berry, Cohen-Grossman, Delgado, McKee, Oakes,
Sprague, Trumbly, Chair Haughey and Vice –Chair Dean
Noes: None

Absent: Commissioners Cohen-Grossman, Sherry, Smith, vonStudnitz and Young
Abstain: None

III. OPPORTUNITY FOR PUBLIC COMMENT

A. WRITTEN

None.

B. PUBLIC COMMENT

None.

IV. WOOD WINDOW WORKSHOP

Ms. Million provided an overview of the workshop and introduced the presenters.

Nancy Goldenberg, Carey and Company, gave a presentation on the Secretary of the Interior Standards and the guidelines associated with windows.

Bill Essert, Wooden Windows, Inc., gave a presentation on wood windows including the different types, window composition, methodology for repair and the benefits of retaining existing wood windows.

Phil Joy, Joy Housemoving, gave a presentation on how to repair wood windows.

Chris Bowen, Foster Lumber, gave a presentation on the available alternative materials for replacement windows such as vinyl, aluminum and fiberglass.

The presentations were followed by a Q&A session with the Commissions, audience and presenters.

V. PRESENTATION:

A. OPEN GOVERNMENT PRINCIPLES

The City Attorney gave a presentation to the Commissions on the Open Government ordinance, Brown Act, the City's Code of Conducts and other related documents.

VI. ADJOURNMENT OF JOINT MEETING WITH THE HISTORIC PRESERVATION REVIEW COMMISSION; CONTINUATION OF REGULAR MEETING OF PLANNING COMMISSION

Vice-Chair Dean adjourned the joint meeting at 7:45 p.m.

The Commission took a 15 minute recess.

The regular Planning Commission meeting reconvened at 7:57 p.m.

VII. ELECTION OF OFFICERS (CHAIR AND VICE CHAIR)

Commissioner Oakes nominated Sherry/Dean as Chair/Vice-Chair. On a motion by Commissioner Oakes, seconded by Commissioner Cohen-Grossman, the motion was carried by the Commission.

Ayes: Commissioners Cohen-Grossman, Dean, Oakes, Sprague and Chair Sherry
Noes: None
Absent: Commissioners Smith and Young
Abstain: None

VIII. CONSENT CALENDAR

On a motion of Commissioner Cohen-Grossman, seconded by Commissioner Dean, the consent calendar was approved by the following vote:

Ayes: Commissioners Cohen-Grossman, Oakes, Sprague, and Chair Sherry
Noes: None
Absent: Commissioners Smith and Young
Abstain: Commissioner Dean

A. APPROVAL OF MINUTES OF FEBRUARY 14, 2013 REGULAR MEETING

IX. REGULAR AGENDA ITEMS

A. ZONING ORDINANCE TEXT AMENDMENT TO INCORPORATE REGULATIONS PERTAINING TO COTTAGE FOOD OPERATIONS

Ms. Million gave an overview of the draft zoning text amendment.

The Commission requested clarification on the proposed fees, regulations for employees versus working family members, the Zoning Administrator's role and the permitting process.

Public comment was opened.

Krizey Osada, owner of Whipt Bakery in Benicia spoke as the first Cottage Food Operator in Solano County. Ms. Osada requested clarification on the proposed process and provided the Commission with insight on the permitting process through the County's health agency.

Public comment was closed.

RESOLUTION NO. 13-2 OF THE PLANNING COMMISSION OF THE CITY OF BENICIA RECOMMENDING TO THE CITY COUNCIL APPROVAL OF THE

**ZONING ORDINANCE TEXT AMENDMENT TO INCORPORATE REGULATIONS
PERTAINING TO COTTAGE FOOD OPERATIONS**

On a motion of Commissioner Cohen-Grossman, seconded by Commissioner Dean, with a minor change to subsection C.4. to change Zoning Administrator to Community Development Director, the above resolution was approved by the following vote:

Ayes: Commissioners Cohen-Grossman, Dean, Oakes, Sprague and Chair Sherry
Noes: None
Absent: Commissioners Smith and Young
Abstain: None

B. GENERAL PLAN IMPLEMENTATION REPORT

Ms. Million provided an overview of the General Plan implementation report.

The Commission requested clarification on the report process, coordination with City departments and the status of program 2.33. C.

No public comment.

On a motion of Commissioner Dean, seconded by Commissioner Oakes, the Commission received and filed the General Plan Implementation report and recommended approval by the City Council by the following vote:

Ayes: Commissioners Cohen-Grossman, Dean, Oakes, Sprague, and Chair Sherry
Noes: None
Absent: Commissioners Smith and Young
Abstain: None

X. COMMUNICATIONS FROM STAFF

None.

XI. COMMUNICATIONS FROM COMMISSIONERS

Commissioner Cohen-Grossman provided an update on the APA workshop she attended on April 6, 2013 and announced that the CAC meeting for the Urban Waterfront Enhancement and Master Plan would be held on April 18, 2013.

Commissioner Oakes provided an update on the sign ordinance and the committee's progress

XII. ADJOURNMENT

Chair Sherry adjourned the meeting at 8:55 p.m.

**AGENDA ITEM
CITY COUNCIL MEETING DATE - MAY 7, 2013
BUSINESS ITEMS**

DATE : May 1, 2013
TO : City Council
FROM : City Manager
SUBJECT : **ADOPTION OF 2013-15 STRATEGIC PLAN**

RECOMMENDATION:

Adopt the 2013-15 Strategic Plan.

EXECUTIVE SUMMARY:

On March 12, 2013, the City Council reviewed several proposed revisions to the City's Strategic Plan, as well as a Priority Project List summarizing priority projects. The Strategic Plan document has been finalized with the proposed modifications, and the next step is Council adoption of plan. Additionally, an updated Priority Project List is provided for Council review.

BUDGET INFORMATION:

N/A

STRATEGIC PLAN:

Relevant Strategic Issues for this agenda item:

- Strategic Issue 1: Protecting Community Health and Safety
- Strategic Issue 2: Protecting and Enhancing the Environment
- Strategic Issue 3: Strengthening Economic and Fiscal Conditions
- Strategic Issue 4: Preserving and Enhancing Infrastructure
- Strategic Issue 5: Maintain and Enhance a High Quality of Life

BACKGROUND:

The City typically approves the Strategic Plan as part of a two-year budget adoption process. At the March 12, 2013 City Council study session, the Council reviewed several proposed modifications to that document. The only additional modification suggested during the study session was to add an Appendix to the plan that lists other Council adopted plans that are relevant to the Strategic Plan. The suggested Appendix has been added to the document, and the next step is for the Council to adopt the 2013-15 Strategic Plan.

In addition to the Strategic Plan, as requested by Council at the March 12th meeting, an updated Priority Project list is included for the Council's reference.

Projects that have been added or moved to a different tier since the last review of the list are so noted.

Attachments:

- 2013-15 Strategic Plan (clean copy)
- 2013-15 Strategic Plan (with track changes)
- Priority Project List – Updated May 1, 2013



City of Benicia
Strategic Plan
FY 2013-2015

Strategic Planning

The Strategic Planning process is a proven and thoughtful method for determining how an organization's resources can be most wisely allocated. Strategic Planning requires research and analysis before making resource allocation decisions; strategic planning decisions are not randomly made. Strategic Planning requires research and analysis that is:

1. **COMPREHENSIVE:** all of the City's functions and responsibilities are reviewed prior to allocation decisions.
2. **LONG-TERM:** the City's long-term needs and opportunities are reviewed prior to making allocation decisions.
3. **INCLUSIVE:** all stakeholders are invited and encouraged to participate in needs and opportunities assessment prior to allocation decisions.

Strategic Plan Elements

1. **MISSION STATEMENT:** a statement of the City's ultimate purpose and the difference it wishes to make for the community.
2. **VISION STATEMENT:** the character-defining elements of the ideal organization.
3. **VALUES STATEMENT:** the guiding principles the organization believes are right and should guide conduct.
4. **STRATEGIC ISSUES:** the major needs and opportunities facing the organization over the next two to five years that most impact achievement of the Mission and Vision. Numerous, important issues face any organization. The identified Strategic Issues are those that are perceived to be most critical.
5. **STRATEGIES:** one or more approaches to take in order to address the Strategic Issues.
6. **STRATEGIC PLAN ACTION ITEMS:** the specific projects and programs that will be pursued by the organization in the budget period (two years) to implement the Strategies.

The Strategic Plan differs from the City's General Plan in that the General Plan reflects the City's long-range vision. The Strategic Plan is a plan for the next two-five years that will help the City accomplish the goals of the General Plan with shorter-term strategies and actions.

Key points to keep in mind when developing a Strategic Plan include:

- Strategic Planning proceeds from the assumption that resources are limited so we must allocate them based on a review and identification of the highest priorities for the upcoming planning period (two-five years).

- Strategic Plan issues are the five +/- problems and opportunities that will arise in the planning period that will most impact achievement of the City's mission, vision and values.
- Strategic Plan strategies are the most promising approaches or general direction that will resolve the five Strategic Issues.
- Strategic Actions are the most effective projects, programs or activities that will execute or implement the strategies.
- It should be noted that Strategic Actions may be cross-cutting, that is they may fit under more than one Strategic Issue. Actions are listed under the Issue with which they are most clearly aligned. For example, Item 3c "Continue to collaborate with the Benicia Unified School District (BUSD) to support quality education" is listed under Strategic Issue 3: Strengthening Economic and Fiscal Conditions, but it also fits under Strategic Issue 5: Maintain and Enhance a High Quality of Life.
- Actions selected can be new, already planned, or on-going. The point is identifying and selecting actions that will best address the strategies and issues identified in the plan.
- The package of actions selected should not be comprised of only those that are easily achievable. Instead, they should be ambitious, while realistically achievable within resources that can be assembled within the planning period.
- Ultimately, resources required will be considered and evaluated in the budget process. The budget process is about allocating available resources to priorities established by the City Council.
- The last major policy step in the Strategic Planning process is budget adoption.

Implementation Process

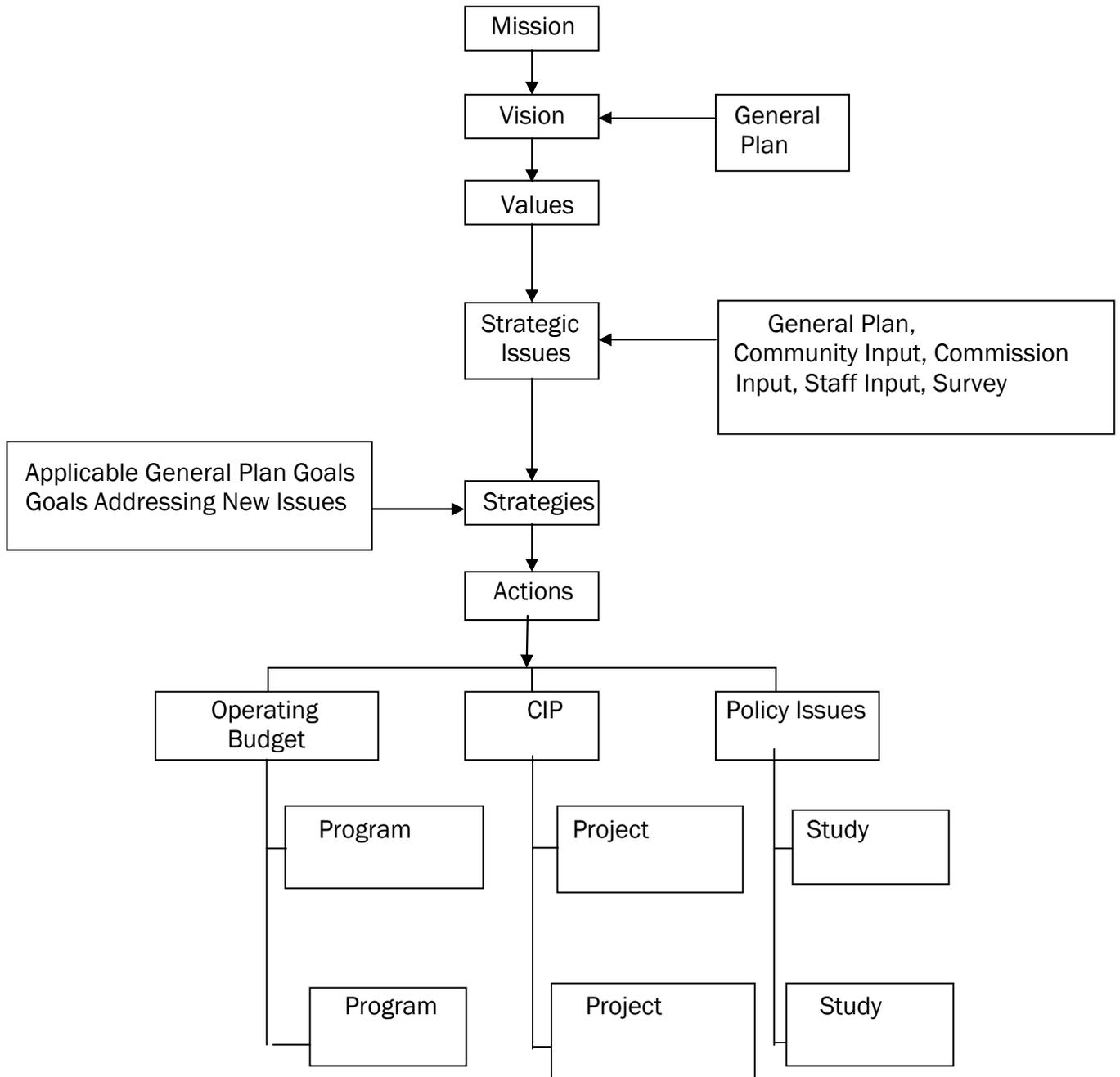
The City's Strategic Plan is achieved by pursuit of the following activities:

1. **BUDGET APPROPRIATION:** allocating our discretionary budget dollars to projects and programs that will address Strategic Plan Issues.
2. **DEPARTMENT STRATEGIC PLANS:** establishment of Strategic Plans by each department that include Actions that address Strategic Plan Issues.

3. **EMPLOYEE PERFORMANCE PLANS:** including objectives in the Performance Plan of every employee that addresses Strategic Plan Issues.
4. **MONITORING PLANS:**
 - a. Employee Performance Plans: supervisors personally review and discuss the employee's performance plan on an annual basis.
 - b. Strategic Action Plan: City Manager and Department Heads review progress once per month at staff meetings, and once per quarter at Council meetings.
 - c. Performance Measures: The 2013-2015 Budget has performance measures identified in each of the department narratives. These measures will be useful for tracking progress on both the Citywide Strategic Plan Actions, as well as other departmental priorities.

The following pages illustrates the process, as well as each of the City's Strategic Plan elements and together comprise the City's Strategic Plan for 2013-2015.

Benicia Strategic Planning Process



City of Benicia

Mission, Vision and Values

City Mission:

- **Excellent Service**

City Vision:

- **To work together to build a sustainable community and enhance the City's overall quality of life.**

City Values or Guiding Principles:

- **Respect**
- **Responsiveness**
- **Integrity**
- **Inclusiveness & Collaboration**
- **Teamwork**

The Mission Vision and Guiding Principles of the Strategic Plan are consistent with the General Plan. The Strategic Plan supports accomplishment of the goals of the General Plan via shorter-term strategies and actions.

STRATEGIC ISSUE 1: Protecting Community Health and Safety

STRATEGIES

- 1) Provide modern and functional public safety facilities
- 2) Maintain adequate staffing for public safety and a strong EMS program
- 3) Provide a high state of preparedness for disasters/emergencies
- 4) Promote community preservation and prevent nuisances through increased code enforcement, environmental strategies and community education
- 5) Promote community and personal health

ACTIONS

- 1) (a) Investigate funding strategies for a functional police building
(b) Evaluate need to replace emergency generators at Fire Station 11
- 2) (a) Maintain current public safety service levels
(b) Explore opportunities for resource sharing/collaboration with other fire service agencies
(c) Explore opportunities for consolidation of fire and emergency medical dispatch services with other agencies
- 3) (a) Educate our citizens on the Community Alert Notification System, and conduct EOC trainings
(b) Establish a community real-time air monitoring system to alert the City and affected community of significant air quality issues
(c) Conduct Emergency Operations Center Exercises, at least twice annually.
(d) Ensure all city employees are trained at the proper levels to meet the National Incident Management System Standards
- 4) (a) Leverage code enforcement resources to resolve systemic quality of life issues
(b) Utilize technology to produce an effective and efficient use of resources
- 5) (a) Continue to support the Benicia Youth Action Coalition, a community collaborative, working together to reduce the underage use of alcohol, tobacco, and other drugs (ATOD) by Benicia Youth
(b) Review smoking ordinance
(c) Utilize library services and programs to promote community health

STRATEGIC ISSUE 1: Protecting Community Health and Safety - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ GOAL 2.28: Improve and maintain public facilities and services.
- ▶ GOAL 4.22: Update and maintain the City's Emergency Response Plan.

STRATEGIC ISSUE 2: Protecting and Enhancing the Environment

STRATEGIES

- 1) Reduce greenhouse gas emissions and energy consumption
- 2) Implement new water conservation projects/programs
- 3) Pursue and adopt sustainable practices
- 4) Protect air quality

ACTIONS

- 1) (a) Pursue financing mechanism for home and business renewable energy and/or energy conservation methods
: (b) "Buy green", if fiscally feasible
- 2) Pursue water conservation projects as opportunities arise
- 3) (a) Pursue LEED certification for community center
- 4) Pursue multiple mass transit opportunities

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.36: Ensure an adequate water supply for current and future residents and businesses.
- ▶ GOAL 3.27: Improve energy efficiency.

STRATEGIC ISSUE 3: Strengthening Economic and Fiscal Conditions

STRATEGIES

- 1) Implement Economic Development Strategy
- 2) Strengthen Benicia Industrial Park competitiveness
- 3) Retain and attract business
- 4) Manage City finances prudently
- 5) Increase economic viability of industrial park and other commercial areas, while preserving existing economic strengths and historic resources

ACTIONS

- 1) (a) Replace Nationwide sign with tourism sign on I-680 freeway
(b) Continue tourism brand promotion and marketing (e.g., tourism website)
(c) Formulate BIP Marketing program
(d) Continue funding for non-profit arts and culture organization grants
(e) Complete master plan for Downtown Waterfront Park
- 2) Continue to approve and implement road resurfacing projects
- 3 (a) Implement Business Development Action Plan
b) Continue and expand business support tools and policies that balance sustainability with economic vitality
(c) Continue to collaborate with the Benicia Unified School District (BUSD) to support quality education
- 4) Prepare and maintain balanced budget with strong emergency and contingency reserve and internal service funds
- 5) (a) Plan for sustainable Benicia Business Park including pursuing grants for transit oriented development area and Intermodal Station planning
(b) Plan for investment in the Arsenal including hazard remediation
(c) Update zoning code to encourage clean energy, high-tech R&D uses in industrial districts

STRATEGIC ISSUE 3: Strengthening Economic and Fiscal Conditions - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.34: Ensure adequate school facilities to serve all residential areas.
- ▶ GOAL 2.35: Cooperate with the School District to provide opportunities for citizen use of the schools.
- ▶ GOAL 2.5: Facilitate and encourage new uses and development which provide substantial and sustainable fiscal and economic benefits to the City and the community while maintaining health, safety, and quality of life.
- ▶ GOAL 2.28: Improve and maintain public facilities and services.
- ▶ GOAL 2.7: Attract and retain industrial facilities that provide fiscal and economic benefits to – and meet the present and future needs of – Benicia.

STRATEGIC ISSUE 4: Preserving and Enhancing Infrastructure

STRATEGIES

- 1) Provide safe, functional and complete streets
- 2) Increase use of mass transit
- 3) Address technology needs
- 4) Provide adequate funding for ongoing infrastructure needs

ACTIONS

- 1) (a) Fund street maintenance at a level that will improve pavement management index rating
(b) Implement traffic calming work program
- 2) (a) Complete plans for and begin construction of a park-and-ride facility at W. Military at Southampton
(b) Continue to pursue designation for a WETA-Ferry stop in downtown area
(c) Continue planning for an intermodal transportation station in vicinity of Benicia Industrial Park and proposed Benicia Business Park
- 3) (a) Prepare a City government technology improvement plan
(b) Acquire and implement: 1) upgraded public safety technology, and 2) enhanced GIS capabilities
- 4) (a) Implement a plan for funding of reserves for vehicle, equipment and facilities infrastructure
(b) Fund bridge maintenance program

STRATEGIC ISSUE 4: Preserving and Enhancing Infrastructure - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ **GOAL 2.15:** Provide a comprehensive system of pedestrian and bicycle routes which link the various components of the community: employment centers, residential areas, commercial areas, schools, parks, and open space.
- ▶ **GOAL 2.17:** Provide an efficient, reliable, and convenient transit system.
- ▶ **GOAL 2.19:** Promote a regional (San Francisco, Oakland, Alameda) and local (Martinez, Port Costa, and Crockett) ferry service.
- ▶ **GOAL 2.20:** Provide a balanced street system to serve automobiles, pedestrians, bicycles, and transit, balancing vehicle-flow improvements with multi-modal considerations.
- ▶ **GOAL 2.28:** Improve and maintain public facilities and services.

STRATEGIC ISSUE 5: Maintain and Enhance a High Quality of Life

STRATEGIES

- 1) Operate community activity centers
- 2) Implement the Downtown Master Plan
- 3) Promote arts and culture
- 4) Preserve City-owned historic structures
- 5) Provide support to disadvantaged segments of the community
- 6) Support Benicia Public Library's ability to meet the public's expanding needs for information, communication and literacy

ACTIONS

- 1) (a) Continue to provide support for the library as a community center
- 2) (a) Pursue outside funds for Downtown improvements (streetscape, parking and traffic calming enhancements)
(b) Review mixed use and other alternatives for the City's E Street lot
- 3) (a) Pursue funding sources for arts and culture activities
- 4) (a) Continue to seek tenant for occupancy of Commanding Officer's Quarters
(b) Maintain City-owned historic structures (e.g. Benicia Historical Museum, SP Depot, Clocktower)
- 5) (a) Obtain grants to provide a transitional shelter
(b) Facilitate construction of affordable housing per updated Housing Element
(c) Continue funding for Human Services grants
- 6) (a) Provide ongoing support for library and literacy services
(b) Plan for future basement expansion

STRATEGIC ISSUE 5: Maintain and Enhance a High Quality of Life – Cont.

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.11: Encourage the retention and continued evolution of the lower Arsenal into a historical/cultural/commercial/industrial center of mutually compatible uses.
- ▶ GOAL 2.12: Strengthen the Downtown as the City's central commercial zone.
- ▶ GOAL 2.30: Maintain and improve existing parks and recreation programs.
- ▶ GOAL 3.1: Maintain and enhance Benicia's historic character.
- ▶ GOAL 3.3: Increase public awareness of cultural resources and activities.
- ▶ GOAL 3.4: Support the library and the services it provides the community.

2013-15 Strategic Plan Appendix

The following City documents are existing plans, adopted by the City Council, that are relevant to the Strategic Plan.

- ▶ Downtown Historic Conservation Plan 1990
- ▶ Downtown Streetscape Design Plan 1990
- ▶ Arsenal Historic Conservation Plan 1993
- ▶ Parks Master Plan 1997
- ▶ Benicia General Plan 1999 and 2007-2014 Housing Element
- ▶ Downtown Mixed Use Master Plan 2007
- ▶ Economic Development Strategy 2007
- ▶ City of Benicia Emergency Operations Plan 2007
- ▶ Strategic Tourism Marketing Plan 2008
- ▶ Benicia Climate Action Plan 2009
- ▶ Public Art Program 2012
- ▶ BIP Technology Needs Assessment 2012
- ▶ Business Development Action Plan 2012
- ▶ Local Hazard Mitigation Plan 2012



City of Benicia

Strategic Plan

FY ~~2011~~2013-~~2013~~2015

Strategic Planning

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- 5) **5)5. STRATEGIES:** one or more approaches to take in order to address the Strategic Issues.
- 6) **6)6. STRATEGIC PLAN ACTION ITEMS:** the specific projects and programs that will be pursued by the organization in the budget period (two years) to implement the Strategies.

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- The last major policy step in the Strategic Planning process is budget adoption.

Implementation Process

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- 2. **DEPARTMENT STRATEGIC PLANS:** establishment of Strategic Plans by each department that include Actions that address Strategic Plan Issues.

| **3. EMPLOYEE PERFORMANCE PLANS:** including objectives in the Performance Plan of every employee that addresses Strategic Plan Issues.

| **4. MONITORING PLANS:**

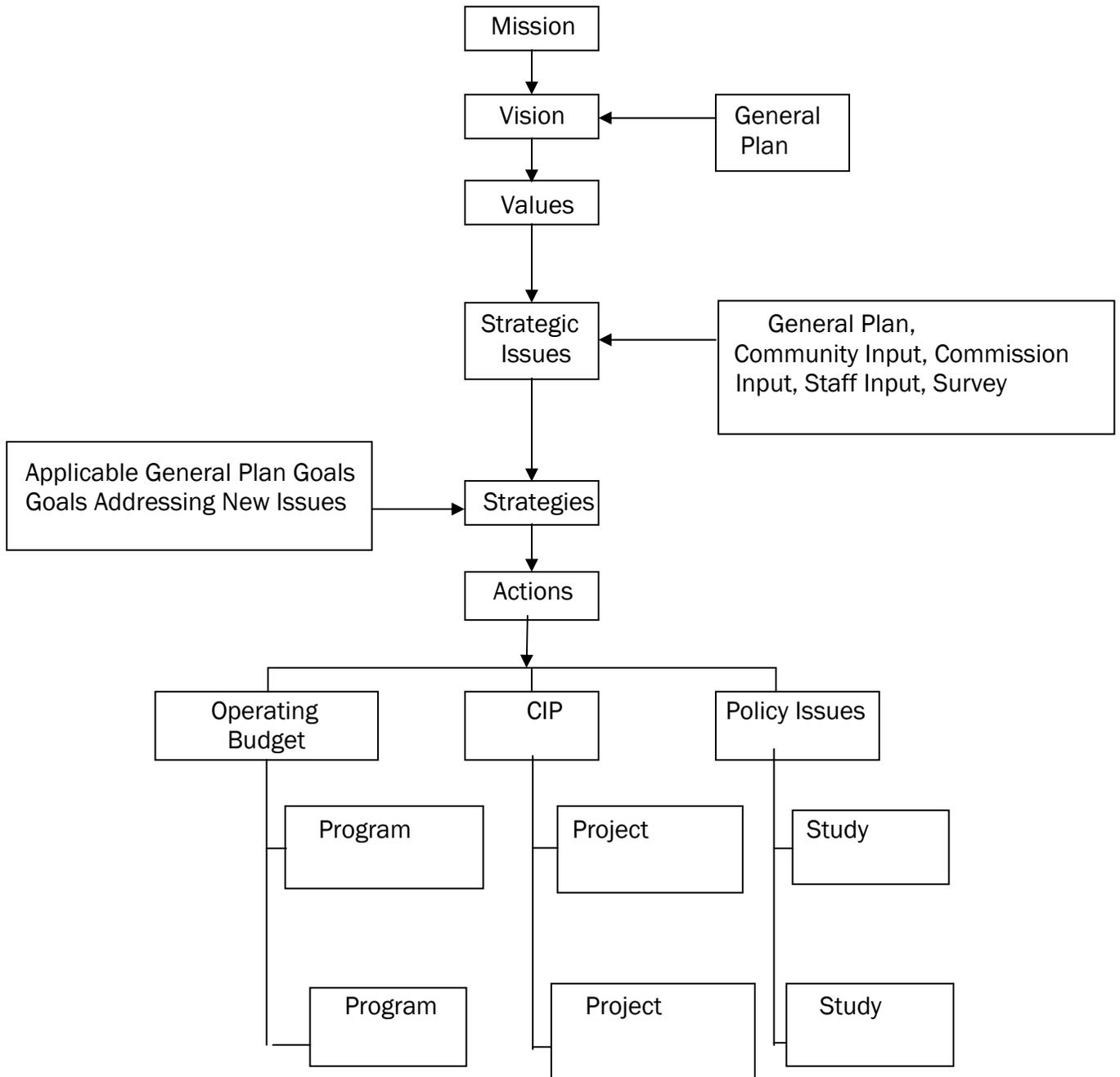
| **a.** Employee Performance Plans: supervisors personally review and discuss the employee's performance plan on an annual basis.

| **b.** Strategic Action Plan: City Manager and Department Heads review progress once per month at staff meetings, and once per quarter at Council meetings.

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Benicia Strategic Planning Process



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STRATEGIC ISSUE 1: Protecting Community Health and Safety

STRATEGIES

- 1) Provide modern and functional public safety facilities
- 2) Maintain adequate staffing for public safety and a strong EMS program
- 3) Provide a high state of preparedness for disasters/emergencies
- 4) Promote community preservation and prevent nuisances through increased code enforcement, environmental strategies and community education
- 5) Promote community and personal health

ACTIONS

- 1) (a) Investigate funding strategies for a functional police building
(b) Evaluate need to replace emergency generators at Fire Station 11
- 2) (a) Maintain current public safety service levels
(b) Explore opportunities for resource sharing/collaboration with other fire service agencies
(c) Explore opportunities for consolidation of fire and emergency medical dispatch services with other agencies
- 3) (a) Educate our citizens on the Community Alert Notification System, and conduct EOC trainings
(b) Establish a community real-time air monitoring system to alert the City and affected community of significant air quality issues
(c) Conduct Emergency Operations Center Exercises, at least twice annually.
(d) Ensure all city employees are trained at the proper levels to meet the National Incident Management System Standards
- 4) (a) Leverage code enforcement resources to resolve systemic quality of life issues
(b) Utilize technology to produce an effective and efficient use of resources
- 5) (a) Continue to support the Benicia Youth Action Coalition, a community collaborative, working together to reduce the underage use of alcohol, tobacco, and other drugs (ATOD) by Benicia Youth
(b) Review smoking ordinance
(c) Utilize library services and programs to promote community health

STRATEGIC ISSUE 1: Protecting Community Health and Safety - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ GOAL 2.28: Improve and maintain public facilities and services.
- ▶ GOAL 4.22: Update and maintain the City's Emergency Response Plan.

STRATEGIC ISSUE 2: Protecting and Enhancing the Environment

STRATEGIES

- 1) Reduce greenhouse gas emissions and energy consumption
- 2) Implement new water conservation projects/programs
- 3) Pursue and adopt sustainable practices
- 4) Protect air quality

ACTIONS

- 1) (a) Pursue financing mechanism for home and business renewable energy and/or energy conservation methods
~~(b) Facilitate private construction of at least one alternative energy project (completed)~~
(eb) "Buy green", if fiscally feasible
- 2) Pursue water conservation projects as opportunities arise
- 3) (a) Pursue LEED certification for community center
~~(b) Implement sustainable solid waste agreement (completed)~~
- 4) Pursue multiple mass transit opportunities

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.36: Ensure an adequate water supply for current and future residents and businesses.
- ▶ GOAL 3.27: Improve energy efficiency.

STRATEGIC ISSUE 3: Strengthening Economic and Fiscal Conditions

STRATEGIES

ACTIONS

- | | |
|--|--|
| <p>1) Implement Economic Development Strategy</p> | <p>1) (a) Update ED Strategy (completed)
 (b) Fund and provide staff support for BID proposal (completed)
 (ea) Replace Nationwide sign with tourism sign on I-680 freeway
 (eb) Continue tourism brand promotion and marketing (e.g., tourism website)
 (ec) Formulate BIP Marketing program
 (fd) Continue funding for non-profit arts and culture organization grants
 (ge) Pursue planning <u>Complete master plan grant</u> for Downtown Waterfront Park</p> |
| <p>2) Strengthen Benicia Industrial Park competitiveness</p> | <p>2) <u>Continue to A</u>pprove and implement <u>a</u> road resurfacing projects</p> |
| <p>3) Retain and attract business</p> | <p>3 (a) Prepare-Implement Business Development — Action Plan
 (b) Continue and expand business support tools and policies that balance sustainability with economic vitality
 (c) Continue to collaborate with the Benicia Unified School District (BUSD) to support quality education*</p> |
| <p>4) Manage City finances prudently</p> | <p>4) Prepare and maintain balanced budget with strong emergency and contingency reserve and internal service funds</p> |
| <p>5) Increase economic viability of industrial park and other commercial areas, while preserving existing economic strengths and historic resources</p> | <p>5) (a) Plan for sustainable Benicia Business Park including pursuing grants for transit oriented development area and Intermodal Station planning
 (b) Plan for investment in the Arsenal including hazard remediation
 (c) Update zoning code to encourage clean energy, high-tech R&D uses in industrial districts</p> |

**City staff is working with BUSD to explore alternative language relative to strategy and strategic actions that, once finalized, will be presented for Council consideration. (see added language – page 3)*

STRATEGIC ISSUE 3: Strengthening Economic and Fiscal Conditions - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.34: Ensure adequate school facilities to serve all residential areas.
- ▶ GOAL 2.35: Cooperate with the School District to provide opportunities for citizen use of the schools.
- ▶ GOAL 2.5: Facilitate and encourage new uses and development which provide substantial and sustainable fiscal and economic benefits to the City and the community while maintaining health, safety, and quality of life.
- ▶ GOAL 2.28: Improve and maintain public facilities and services.
- ▶ GOAL 2.7: Attract and retain industrial facilities that provide fiscal and economic benefits to – and meet the present and future needs of – Benicia.

STRATEGIC ISSUE 4: Preserving and Enhancing Infrastructure

STRATEGIES

- 1) Provide safe, functional and complete streets
- 2) Increase use of mass transit
- 3) Address technology needs
- 4) Provide adequate funding for ongoing infrastructure needs

ACTIONS

- 1) (a) Fund street maintenance at a level that will improve pavement management index rating
~~(b) Obtain funding for and begin construction of Benicia Bridge /Arsenal Pedestrian Path Project (completed)~~
(c) Implement traffic calming work program
- 2) (a) Complete plans for and begin construction of a park-and-ride facilityies at ~~City Park and~~ W. Military at Southampton
(b) Continue to pursue designation for a WETA-Ferry stop in downtown area
(c) Continue planning for an intermodal transportation station in vicinity of Benicia Industrial Park and proposed Benicia Business Park
- 3) (a) Prepare a City government technology improvement plan
(b) Acquire and implement: 1) upgraded public safety technology, and 2) enhanced GIS capabilities
- 4) (a) Implement a plan for funding of reserves for vehicle, equipment and facilities infrastructure
(b) Fund bridge maintenance program

STRATEGIC ISSUE 4: Preserving and Enhancing Infrastructure - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.15: Provide a comprehensive system of pedestrian and bicycle routes which link the various components of the community: employment centers, residential areas, commercial areas, schools, parks, and open space.
- ▶ GOAL 2.17: Provide an efficient, reliable, and convenient transit system.
- ▶ GOAL 2.19: Promote a regional (San Francisco, Oakland, Alameda) and local (Martinez, Port Costa, and Crockett) ferry service.
- ▶ GOAL 2.20: Provide a balanced street system to serve automobiles, pedestrians, bicycles, and transit, balancing vehicle-flow improvements with multi-modal considerations.
- ▶ GOAL 2.28: Improve and maintain public facilities and services.

STRATEGIC ISSUE 5: Maintain and Enhance a High Quality of Life

STRATEGIES

- 1) Operate community activity centers
- 2) Implement the Downtown Master Plan
- 3) Promote arts and culture
- 4) Preserve City-owned historic structures
- 5) Provide support to disadvantaged segments of the community
- 6) Support Benicia Public Library's ability to meet the public's expanding needs for information, communication and literacy

ACTIONS

- 1) ~~(a) Open new community center (completed)~~
(ba) Continue to provide support for the library as a community center
- 2) (a) Pursue outside funds for Downtown improvements (streetscape, parking and traffic calming enhancements)
(b) Review mixed use and other alternatives for the City's E Street lot
- 3) (a) Pursue funding sources for arts and culture activities
- 4) (a) Continue to seek tenant for occupancy of Commanding Officer's Quarters
(b) Maintain City-owned historic structures (e.g. Benicia Historical Museum, SP Depot, Clocktower)
- 5) (a) Obtain grants to provide a transitional shelter
(b) Facilitate construction of affordable housing per updated Housing Element
(c) Continue funding for Human Services grants
- 6) (a) Provide ongoing support for library and literacy services
(b) Plan for future basement expansion

STRATEGIC ISSUE 5: Maintain and Enhance a High Quality of Life – Cont.

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.11: Encourage the retention and continued evolution of the lower Arsenal into a historical/cultural/commercial/industrial center of mutually compatible uses.
- ▶ GOAL 2.12: Strengthen the Downtown as the City's central commercial zone.
- ▶ GOAL 2.30: Maintain and improve existing parks and recreation programs.
- ▶ GOAL 3.1: Maintain and enhance Benicia's historic character.
- ▶ GOAL 3.3: Increase public awareness of cultural resources and activities.
- ▶ GOAL 3.4: Support the library and the services it provides the community.

2013-15 Strategic Plan Appendix

The following City documents are existing plans, adopted by the City Council, that are relevant to the Strategic Plan.

- ▶ Downtown Historic Conservation Plan 1990
- ▶ Downtown Streetscape Design Plan 1990
- ▶ Arsenal Historic Conservation Plan 1993
- ▶ Parks Master Plan 1997
- ▶ Benicia General Plan 1999 and 2007-2014 Housing Element
- ▶ Downtown Mixed Use Master Plan 2007
- ▶ Economic Development Strategy 2007
- ▶ City of Benicia Emergency Operations Plan 2007
- ▶ Strategic Tourism Marketing Plan 2008
- ▶ Benicia Climate Action Plan 2009
- ▶ Public Art Program 2012
- ▶ BIP Technology Needs Assessment 2012
- ▶ Business Development Action Plan 2012
- ▶ Local Hazard Mitigation Plan 2012

Priority Project List - Revised May 1, 2013

PRIORITY PROJECT SELECTION CRITERIA (Project must meet one or more of these criteria to be placed on project list)									
1.	The work implements the City Council's Strategic Plan								
2.	The work would assist the City in achieving fiscal sustainability								
3.	The work is mandated by the State (or other agency); the City could be fined or face similar consequences if the work is not done								
4.	The work would generate revenue, grants or other funding								
5.	The work would prevent higher costs from deferred maintenance								
6.	The work would protect public health or safety								
7.	The City is significantly committed financially to the project								
8.	The work would promote job creation or investment in the community								
Projects in grey have been added since last review of list.									
Projects with an asterisk (*) have been moved up to Tier 1 or to "Completed" since last review of list.									
Category Definitions									
Tier 1 – High Priority, resources/funding available, goal is to complete in FY 13/14									
Tier 2 – Moderate Priority, resources/funding may be available, goal is to complete within FY 13/14 or 14/15, subject to completion of Tier 1 Priorities									
Tier 3 – Low Priority, resources/funding not available									
Note: Projects are not listed in order of priority within tiers.									

Project Description	Lead/Support Department/ Divisions	Date of Initiation	Proposed Completion Date	Strategic Plan Strategy	Status	Project Manager	Phase of a larger project	Est. Project Cost	Funding Source(s)	Selection Criteria
Tier 1 - High Priority (Bold = City Council Major Priorities Selected at 2/11/12 Strategic Planning Workshop)										
1	Implement the Business Development Action Plan with primary focus on enhancing the economic competitiveness of the Benicia Industrial Park (BIP)	ED	Oct-11	Ongoing	Staff has already began various initiatives outlined in the BDAP. Including: Creation of new ED Website (to go live in early 2013), Deployment of Business Resource Incentive Program, Development of Business Retention Program for which \$120,000 of the \$625,000 has already been encumbered, Business Improvement District was formed in November 2012 and the Downtown Alliance was established in January 2013., Continuation of Tourism Program, Development of Broadband Strategy RFP/RFQ proceeding to release June 2013.	Giuliani	BDAP	Additional \$269,000 (recommended in BDAP) Total Non-Staff budget = \$502,700	General Fund	1,2,4,7,8
2	Develop a funding strategy for improving Internet technology in the BIP	ED	Jun-12	Spring 2013	Staff has contracted with Tellus Associates to help develop a broadband strategy, targeting resources from the State PUC. In addition City staff and Tellus continue to partner with the East Bay Broadband Consortium to secure additional resources for a BIP Broadband project.	Giuliani	BDAP	~\$2,000,000	TBD	1,4,7,8

VIII.D.36

Project Description	Lead/Support Department/ Divisions	Date of Initiation	Proposed Completion Date	Strategic Plan Strategy	Status	Project Manager	Phase of a larger project	Est. Project Cost	Funding Source(s)	Selection Criteria
Conduct an inventory and feasibility study for use of City vacant buildings and land	ED/PCS/CD	Apr-12	Fall 2013		Staff is near finalizing a real estate asset inventory list that will be used to prioritize and target lands/buildings that can be developed to maximize use and/or revenue potential. Current efforts include lease agreements for digital billboards and telecommunications structures, short-term tenant use for the SP Depot and tenancy recruitment for the COQ.	Giuliani		\$7,000	General Fund	2,4
4 Conduct an analysis of key departments, functions and to determine if there are operational and/or fiscal efficiency opportunities	CMO/HR/ FINANCE	Apr-13	TBD		Staff is working on identifying specific tasks and timeline for this project per March 12th study session staff report.	Cardwell		Initially staff time - will require some consultant assistance - cost TBD	General Fund and Enterprise Funds	1,2,7
5 Complete an employee compensation study	CMO	TBD	TBD		Staff will be working with City Council to define parameters of the compensation study.	Cardwell		\$20,000 - \$30,000	General Fund	1,2,7
6 Seek alternative funding mechanisms for road maintenance	PW	Ongoing	Ongoing		Staff is exploring all potential funding mechanisms to address the condition of pavement in the City and will schedule a future study session to discuss alternatives with the Council.	Morton				1,2,5,6,7,8
7 Review of FY 2011-12 and 2012-13 Budget and Develop Funding Strategies for Fund Deficits	FINANCE	12-May	Jun-13		Development for the FY13/14 & FY14/15 budget will include a broader budget stabilization plan. Options will be presented during the budget hearings and discussions will include funding strategies to address fund deficits in Transit and Marina funds.	Cardwell/Olwin				
8 Resolution of Arsenal clean-up issue	CAO/ALL	Ongoing	Feb-14	Y	DTSC has reduced the scope of the project. Working Group I worked on the FAQ.	McLaughlin		TBD		1,2,3,6,8
9 Complete the solar energy project	CD	Sep-11	Nov-12	Y	Installation complete. Financial update and close-out scheduled for Council approval Spring 2013.	Knox	Part of 2011-12 Renewable Energy and Conservation Project	Total Cost \$13.2M; PS 3 Cost \$1.8M	All from bonds	1,2,4,7
10 Capitol/Fisher Hanlon House	PCS/ED	Aug-13	Ongoing		City entered into a maintenance agreement to maintain the Capitol grounds. Benicia State Parks Association signed a donor agreement to operate the Capitol and Fisher Hanlon House.	Dotson/Giuliani	N/A	City Maintenance Agreement \$25,500 per year	General Fund (Economic Development; Parks CS)	1
11 State Park (SRA)	PCS/ED	Aug-11	Ongoing		Staff continues discussions with State Parks staff in finding a collaborative solution to keep the State Recreation Area open beyond the two year moratorium (2014). Staff is also working with the newly established Solano County regional group in providing possible options. The State Parks Department Director will be visiting the SRA on April 19.	Dotson/Giuliani	N/A			1

Project Description	Lead/Support Department/ Divisions	Date of Initiation	Proposed Completion Date	Strategic Plan Strategy	Status	Project Manager	Phase of a larger project	Est. Project Cost	Funding Source(s)	Selection Criteria
12 Landscape and Lighting District assessments analysis	PCS/PW	Jan-13	Jun-13		In process of updating preliminary engineering report.	Morton/Dotson		\$427,665	LL&D Funds	2, 4, 5, 6
13 Construct the Downtown Intermodal Facility	PW	May-12	Jun-13		Staff working with contractor to complete final items on Downtown Intermodal Project.	Roberts	Part of project that includes Western Intermodal Facility	Construction cost \$1.2M	\$3M in Regional Measure 2 bridge toll funds	1, 5, 6, 7, 8
14 *Construct Western Intermodal Facility	PW	May-13	Jul-13		Construction scheduled to begin Summer 2013 and be completed Fall 2013. Part of project that includes Downtown Intermodal Facility (construction 2012.)	Roberts	Part of project that includes Downtown Intermodal Facility	\$1.1M	\$3M in Regional Measure 2 bridge toll funds	1, 5, 6, 7, 8
15 Sustainability Website	CD	2011	2013		City staff and CDC members meeting in March to finalize details of site and determine path to launch.	Knox		\$17,000	VIP account	
16 Boatyard Cleanup	CD	2008	2015		State agencies determining timeframe for funding availability.	Knox	Yes	\$1 million	State grants	3, 6
17 Complete GroupWise upgrade	IT	Apr-13	Jun-13	Y	GroupWise upgrade is currently underway	Cardwell		Primarily staff time	N/A	1,2,5,7
18 Complete 2013 Street Repair projects	PW	May-13	Nov-13	Y	Design underway.	Vue		\$900,000	Gas Tax, Allied Waste, and State and Federal grant funds	1, 5, 6, 7, 8
19 Water/Sewer Rates Implementation	PW	Jan-13	Jun-13	Y	Registering low income seniors at the Finance and Public Works counters.	Morton	n/a	n/a	Water Enterprise Fund	2,5 & 6
20 Complete LEED Certification for Community Center	PCS	2009	Jun-13		The City contracted with Alice Sung, Greenbank Associates of Piedmont, CA in an effort to achieve a level of Leadership in Energy and Environmental Design (LEED) certification. The building was designed and constructed with recycled and sustainable material consisting of energy efficient HVAC, cool roof, pavers, low flow irrigation, California friendly plant material, energy efficient appliances and lighting, recycled flooring and countertops, and no voc paint. The final paperwork has been reviewed and finalized and the building will be GOLD Certified. Staff is working with the consultant to schedule a day for a dedication ceremony.	Dotson/Knight	Part of the Community Center Project	LEED Consultant is \$48,425	General Fund, Valero Good Neighbor Steering Committee	1, 4, 7
21 Update Financial Reporting Software	FINANCE	Mar-12	TBD	Y	Staff is currently working on developing an implementation plan for OneSolution.	Cardwell		\$84,000 over 5 years plus additional training costs to be determined.	General Fund	1,2,7

VIII.D.37

VIII.D.38

Project Description	Lead/Support Department/ Divisions	Date of Initiation	Proposed Completion Date	Strategic Plan Strategy	Status	Project Manager	Phase of a larger project	Est. Project Cost	Funding Source(s)	Selection Criteria
Senior Center	PCS	Dec-12	13-Jul	Y	Painted the interior of the main building and replaced the floor. In the process of design to renovate the kitchen.	Dotson/Knight	No	\$125,000	General Fund	1,5,6
Prepare Waterfront Park Master Plan	CD/PCS	Oct-12	Mar-14	Y	The initial community advisory committee meeting was held on April 18. The first public meeting is scheduled for June 5.	Knox/Dotson	Yes. Development of Urban Waterfront Enhancement and Master Plan.	Consultant cost \$153,000	Park Dedication and a grant from the Coastal Conservancy	1,4
24 Von Pfister Adobe	PCS	Jul-13		Y	Submitted application to State Historic Preservation Office for placement of building on the National Register. Initial review was completed and revisions and additional information is requested.	Dotson	Yes	N/A	N/A	1,4
25 Tree Master Plan	PCS	Dec-10		Y	Staff is reviewing the final document with West Coast Arborist and is preparing to submit to the Parks, Recreation and Cemetery Commission for recommendation to Council for approval.	Dotson		\$75,000	GNSC and CAL Fire Grant	1,2,4,6,7
26 *Complete update of ADA Transition Plan	CAO/ALL		2013		Work by the volunteer needed to be redone in large part.	McLaughlin			ABAG Grant	1,3,6
27 *Update Sign Ordinance	CAO/CD	2012	2013		A committee has been formed and is working on a draft. Adoption expected by the end of the year.	McLaughlin			General Fund	1,8
28 Benicia Industrial Park Recruitment/Retention Program	ED	Ongoing	Ongoing	Y	Staff continues to implement the Business Resources Incentive Program as the City's key retention tool. In addition staff has increased business visits and chronicles that information in the business database program Executive Pulse. Staff is also developing information on key BIP properties to market to targeted business groups.	Giuliani		\$40,000	General Fund	1,2,4,7,8
29 Economic Development Website	ED	Summer 2012	Summer 2013	Y	The ED Website "Beniciabusiness.com" is now in beta testing and will be fully operational by summer 2013. This new site will better streamline ED information to various business groups and serve as a platform for online permitting and license renewal when the applicable software is updated.	Giuliani		\$34,000	General Fund	1,2,4,7,8
30 *Zoning Text Amendment for Benicia Industrial Park	ED	Sept-12	Dec-13		The Economic Development Board reviewed a draft of the proposed zoning text amendments in November 2012. The Planning Commission is scheduled to review in June 2013.	Giuliani				
31 Implement new Pension Reform law	HR/FIN	Dec-12	Ongoing		Ongoing and dependent on CalPERS.	Cardwell	No	Staff resources	General Fund	
32 Bridge Maintenance	PW	Jul-13	Jun-14	Y	City bridges deck coating to protect structural rebar as recommended by CalTrans bridge inspector.	Morton	No	\$100,000	General Fund - Carryover	1,5

Project Description	Lead/Support Department/ Divisions	Date of Initiation	Proposed Completion Date	Strategic Plan Strategy	Status	Project Manager	Phase of a larger project	Est. Project Cost	Funding Source(s)	Selection Criteria
33 Rose Drive Traffic Calming	PW	May-12	Jun-14	Y	Striping and signing portion of the plan has already been completed, the remaining improvements include bulbouts at Snapdragon Drive.	Roberts	Yes	\$100,000	Transportation Improvement Fund	1,6
34 Benicia Industrial Park Circulation Study	PW	Mar-13	Jun-14	Y	City to receive \$250,000 planning grant to develop a comprehensive circulation plan for the Industrial Park.	Morton/Knox	No	\$250,000	Planning Grant	1,2,3,8
Tier 2 - Moderate Priority										
1 Design/Construct Industrial Park Intermodal Facility	PW/CD	2005	2015		STA and City staff are in meetings to refine project scope, and discuss property.	Morton		\$1.25M	Regional Measure 2 bridge toll funds	1, 5, 6, 7, 8
2 Secure funding to upgrade fleets	PW	Ongoing	Ongoing	Y	Replacement of vehicles used in enterprise fund activities have been proceeding according to schedule. Staff to examine further grant opportunities for other general fund activity vehicles.	Morton			Police has been successful obtaining grants for vehicles to date.	1, 2, 4, 5
3 Update Employer Employee Relations Resolution	HR	TBD	TBD		Update as part of future negotiations.	Cardwell	Yes - 2014 negotiations	Part of cost of 2014 negotiations	General Fund and Enterprise Funds	2,7
4 Restore employee training funding	FINANCE/HR	Jan-13	Jan-14		Evaluate as part of budget stabilization plan.	Cardwell	Yes - budget	TBD	General Fund and Enterprise Funds	2,3,6,7
5 Update email policy	CAO/IT	2011	Apr-13	Y	Administrative Instruction has been finalized - IT/HR in process of distributing, etc. in conjunction with email upgrade	McLaughlin/ Cardwell				1
6 Develop IT Plan for City	IT	Aug-13	Nov-13	Y	IT staff to work with City departments to develop IT plan.	Cardwell		TBD	General Fund and Enterprise Funds	1,2,5,7
7 Adopt Alcohol Ordinances	CAO/POLICE		TBD	Y	Input will be needed on the scope of the project at this date. Previous drafts will need to be reviewed. Action delayed per Strategic Planning session.	McLaughlin			General Fund	6
8 Adopt Smoking Ordinance	CAO		TBD	Y	The scope of the draft ordinance needs to be reduced and recirculated. Action delayed per Strategic Planning Session.	McLaughlin			General Fund	6
9 Prepare Public Arts Master Plan	LIBRARY	Aug-13	Aug-15	Y	The Benicia Public Art Policy provided a guide for the City's acquisition, display, placement, and retention of public art. This subsequent Public Art Master Plan will create a plan for the acquisition and placement of public art pieces.	Smikahl		NA	General Fund / Donations	1
10 Implement Public Art Program	LIBRARY	2010	Jun-14	Y	Public Art Committee (PAC) is working with local artists on a recycled glass and metal piece to be placed in the community center. The PAC was awarded \$30,000 in funding for the project and plans to bring the conceptual design and proposed location for the project to the Council during summer or fall of 2013.	Smikahl		NA	Grant from CSC / Possible future funding from separate account established for funding public art.	1

VIII.D.40

Project Description	Lead/Support Department/ Divisions	Date of Initiation	Proposed Completion Date	Strategic Plan Strategy	Status	Project Manager	Phase of a larger project	Est. Project Cost	Funding Source(s)	Selection Criteria
Fire apparatus replacement	FIRE	Mar-12	Jun-14	Y	A draft plan has been prepared by the Fire Department and submitted to the Finance Director. The Finance Director is evaluating the plan and calculating costs.	Lydon		Staff Time – Approximately \$500,000	General Fund	1, 2, 5, 6
Develop Fire water rescue capabilities	FIRE	Apr-12	Jun-14		Fire Department is exploring options for ensuring access to a rescue capable boat. The department has trained approximately 1/3 of responders to rescue swimmer levels.	Lydon		Training costs – undetermined. Boat cost – undetermined. Equipment costs – undetermined. Boat maintenance costs - undetermined	General Fund	1, 6
13 Update Personnel Rules and Policies	HR	TBD	TBD		Timing of this project on hold until additional staffing resources available.	Cardwell		TBD	General Fund	
14 Retrofit City Hall Windows	CD/PCS	Dec-10	TBD	Y	Project on hold due to lack of identified funding source.	Knox/Dotson		TBD	TBD	1,2,5,6
15 Library Roof	PCS/LIB	Jan-13	Dec.-13	Y	Staff is currently getting costs to replace sections of the flat roof.	Dotson/Smikahl		TBD	TBD	1,5,6
16 Implement Affordable Health Care Act	HR/FINANCE	TBD	Jan-14		Employee notifications begin in 2013. State health exchange open enrollment scheduled for Fall 2013 with coverage effective January 1, 2014. Staff is currently evaluating the program and its impacts on the City.	Cardwell		Staff resources	Potentially all funds with benefits	
17 Valero Air Monitor	CD/FIRE	2000	Ongoing	Y	Valero and GNSC considering options for use or replacement of existing equipment.	Knox/Lydon		\$500,000 to upgrade equip.	Valero	1
Tier 3- Low Priority										
1 Fill position vacancies and develop succession plans	HR/FINANCE	TBD	Ongoing		Next steps and timing of this project on hold due to GF hiring freeze.	Cardwell		TBD		
2 Obtain grants to provide a transitional shelter	CD	TBD		Y	Sites and funding sources not yet identified; construction schedule and cost not yet estimated.	Knox				1, 6
3 Update Code Enforcement Ordinance	CAO/FIRE/GD		2013	Y	A draft has been circulated to staff to review to make the code enforcement process easier with the limited resources available.	McLaughlin			General Fund	1, 2, 3, 5, 6, 7, 8
4 Upgrade/Improve City website	IT	Aug-12	TBD	Y	Will be incorporated into IT Plan (see #8 - Tier 2). Next steps will be determined based on recommendations of Plan.	Cardwell	Yes - IT Plan	TBD		1,7
5 Adopt Lower Arsenal Specific Plan	CD	Draft Plan released 2007	TBD		Planning Commission and Council to consider resumption of project after State provides clear direction on potential toxics issue - completion date not estimated, no additional funds available.	Knox		\$400,000 in consultant planning work through 2007	General Fund	1, 5, 8

Project Description	Lead/Support Department/ Divisions	Date of Initiation	Proposed Completion Date	Strategic Plan Strategy	Status	Project Manager	Phase of a larger project	Est. Project Cost	Funding Source(s)	Selection Criteria
6 Council Chamber Upgrade	PCS/IT	2012	TBD	Y	Staff is developing a project scope to upgrade the City Council Chambers AV.	Knight/Cardwell		TBD	TBD	5
7 Address Police building space needs	Police	TBD	TBD	Y	The existing police facility was built as a High School in 1942. Upon being condemned as a school facility, it became home to the police department in 1962. The building has undergone a series of remodels and configurations over the years, ending up as it is today with a total of 13,000 square feet, including the portable trailer in the south lot that houses the Investigations Unit. In November of 2003, a bond measure was placed on the ballot (Measure O) that would have generated \$14M in bond funds to build a new police facility (about \$7.5M) with additional monies set aside to make major improvements to the overall "government campus" site that the police department and City Hall currently sits on. Although Measure O passed by a majority vote (51% to 49%), it fell short of the 2/3rd vote needed for the bond measure. Since then, approximately \$2M has been spent on the facility to bring it to current earthquake standards, remodel and upgrade both the Emergency Communication Center and holding facility area, and improve the overall appearance throughout the department.	Bidou		TBD	TBD	1,5,6
8 Library Basement	Library	2007	TBD	Y	Construction plans completed. Bids rejected by Council in 2009 as exceeded budget. On hold until sufficient funds are available to complete the project.					
Completed Projects										
1 Complete installation of FCC Narrow Band upgrade	IT				Completed	Guggemos				
2 Library services: upgrade Integrated Library System and fund training	LIBRARY			Y	Completed	Smikahl				
3 Complete CAD/GIS Software upgrades	PD/IT			Y	Completed	Ayala				
4 Support public information efforts towards passage of Measure L	LIBRARY				Completed	Smikahl				
5 Library services: reorganize to accommodate elimination of state funding	LIBRARY				Completed	Smikahl				
Library services: incorporate regional consortium/network activities	LIBRARY				Completed	Smikahl				
Adopt Arts & Culture Commission Public Arts policy	LIBRARY				Completed	Smikahl				
Implement Fire Records Management System	FIRE				Completed	Vucurevich				

VIII.D.41

VIII.D.42

Project Description	Lead/Support Department/ Divisions	Date of Initiation	Proposed Completion Date	Strategic Plan Strategy	Status	Project Manager	Phase of a larger project	Est. Project Cost	Funding Source(s)	Selection Criteria
complete 2012 Employee negotiations	HR				Completed	Cardwell				
Health Care Plan Redesign	HR				Completed	Cardwell				
complete Microsoft Office upgrade	IT				Completed	Cardwell				
complete 2012 Street Repair projects	PW			Y	Completed	Vue				
Water/Sewer Rates Analysis and Adoption	PW				Completed	Morton				
Construct Park Road Sidewalk	PW			Y	Completed	Roberts				
Close out Community Center	PCS				Completed	Knight				
Update City of Benicia's Emergency Operations Plan	FD			Y	Completed	Vucurevich				
*Develop/Update Financial Policies/Procedures	Finance			Y	Completed	Reid				
*ADA Improvements to Finance Space	Finance			Y	Completed	Reid				