

June 30, 2009 Special Meeting

BENICIA CITY COUNCIL

SPECIAL MEETING AGENDA

City Council Chambers

June 30, 2009

6:00 P.M.

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

I. CALL TO ORDER (6:00 P.M.):

II. CONVENE OPEN SESSION:

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF PUBLIC

III. ADOPTION OF THE AGENDA:

IV. 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.

If approved by the adoption of 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

V. ACTION ITEMS:

[A. Adoption of the 2010 and 2011 Budgets. \(City Manager\)](#)

The City of Benicia approves budgets (the allocation of revenues and expenditures) on a biennial basis. The proposed budgets enable the City to continue to provide the services and facilities that are the foundation for the exceptional quality of life Benicia's residents, businesses and visitors enjoy. The proposed budgets also reflect the strategic issues, strategies and actions developed through the Strategic Plan Update process that occurred over the last ten months. City Council weighed the thoughtful input from the public and City Commissions and translated that input into a Strategic Plan. Staff has used this plan to shape the proposed budgets. The All Funds Budget totals \$69,669,655 for FY 09-10 and \$66,003,533 for FY 10-11. The City Council will consider possible adjustments to expenditures from the June 23, 2009 City Council meeting that may modify these totals.

Recommendation: Adopt the resolution approving the Strategic Plan and authorizing the City of Benicia Municipal Budgets for Fiscal Years 2009-11.

[B. Approval of the job description and salary range for Public Works and Community Development Director. \(Administrative Services Director\)](#)

This action approves the creation of a new position, Public Works and Community Development Department Director, and establishes an appropriate salary range. Recommendation: Adopt the resolution approving a job description and salary range for the position of Public Works and Community Development Director and authorizing the overfilling of the position for a 20-day period.

VI. ADJOURNMENT (9:30 P.M.):

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. If approved by the adoption of the agenda, comments will be 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

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

Meeting Procedures

All items listed on this agenda are for 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

 [1 VA Budget All 6.30.2009 .pdf](#)

 [2 VB PWCD All 6.30.2009.pdf](#)

**AGENDA ITEM
SPECIAL CITY COUNCIL MEETING: JUNE 30, 2009
ACTION ITEM**

DATE : June 25, 2009

TO : City Council

FROM : City Manager

SUBJECT : **ADOPTION OF THE 2010 AND 2011 BUDGETS AND STRATEGIC PLAN**

RECOMMENDATION:

Adopt the resolution approving the Strategic Plan and authorizing the City of Benicia Municipal Budgets for Fiscal Years 2009-11.

EXECUTIVE SUMMARY:

The City of Benicia approves budgets (the allocation of revenues and expenditures) on a biennial basis. The proposed budgets enable the City to continue to provide the services and facilities that are the foundation for the exceptional quality of life Benicia's residents, businesses and visitors enjoy. The proposed budgets also reflect the strategic issues, strategies and actions developed through the Strategic Plan Update process that occurred over the last ten months. City Council weighed the thoughtful input from the public and City Commissions and translated that input into a Strategic Plan. Staff has used this plan to shape the proposed budgets. Using all budget recommendations through the June 23rd Budget Workshop, the All Funds Budget totals \$69,669,655 for FY 09-10 and \$66,003,533 for FY 10-11.

BUDGET INFORMATION:

The Proposed Municipal Budgets include financial estimates relating to the collection of revenues and the appropriation of expenditures for the next two years. Approval of the budgets will authorize staff to initiate transactions in compliance with the stipulated amounts. Individual summaries of the revenues and expenditures are attached to the resolution for reference. Upon approval, total revenues, expenditures and fund balance for all City funds will be:

All Funds Combined	FY 2009-10	FY 2010-11
Revenues	\$64,584,565	\$62,531,155
Expenditures	\$69,778,755	\$66,083,444
Fund Balance	\$35,633,245	\$33,584,366

The Council must adopt the Municipal Budget prior to July 1, 2009 or a resolution authorizing operational appropriations to continue until such time as the Budget is adopted.

BACKGROUND:

Budget Workshop No. 4 is a wrap-up of remaining issues and questions, and consideration of adoption of the two year budget for the period beginning July 1, 2009. A spending plan should be in place by the start of the fiscal year (the day after the Budget Workshop) because there needs to be authorization of expenditures for city government operations. Current authorization resides in the Budget Resolution adopted two years ago and amended from time-to-time. This authority expires at 12:00 AM July 1st.

Remaining Issues and Questions – Budget Workshop No. 3

Remaining issues from Budget Workshop No. 3 held on June 23rd are summarized in the chart below:

Remaining Decision Points for 2009-2011 Budgets

Description	Proposed June 23rd 2009-10	Proposed June 23rd 2010-11	Possible Addition 2009-10	Possible Addition 2010-11
Tourism Funding	\$100,000	\$55,000	\$95,000	\$95,000
Benicia Main Street – Addt'l Support	\$149,000	\$114,000	N/A – already funded request for Year 1	\$35,000
PD - Volunteer Program	\$3,500	\$3,500	\$2,800	\$2,800
Fire – Disaster Preparedness	\$9,140	\$10,000	\$2,860	\$2,000
Community Center	\$560,000	\$50,000	Defer to September 2009	
*Museum Support	\$25,000	\$0	\$5,000	\$30,000
**Human Services & Arts	\$125,000(HS) \$96,170 (Arts)	\$125,000(HS) \$96,170 (Arts)	To be determined	
Totals	\$1,067,810	\$453,670	\$105,660	\$164,800

*Additional amounts are suggested in order to bring the museum funding to the same level as the previous budget period.

** Human Services receives other donations that are allocated to grantees. This is the General Fund portion only.

The “Possible Additions” columns identify funding amounts Council wished to consider as alternatives to the staff or applicable commission recommendations. After discussing the merits of possible additions, any changes to the staff/commission recommendation should be clarified so they may included in the adoption of the budget. The question and answer document attached to this report provides further background information that may be helpful in making decisions on these funding issues.

Considerations regarding Additions to the Recommended Budget: Staff believes decisions to fund additional projects and activities should be very conservative given economic uncertainties and cutbacks in resources and reserves in the proposed budget.

Factors to consider include:

Available Funds: including changes requested by Council from the June 15 Council Meeting, available General Fund reserve above the 20% requirement was \$289,960 at the end of the two year budget. The documentation for this is found in the budget summary pages from the June 23 workshop labeled “Optional Budget Adjustments, 06/18/09”, page IV-A-6. In a \$31 million budget, \$289,960 is less than 1% of the budget total. Many circumstances could cause the budget to wipe such a sum out in the blink of an eye, meaning it will be very easy for operational events and circumstances beyond our control to not only wipe away this surplus reserve, but eat into the 20% reserve.

Large Cut-back in Operating Budgets. given the very difficult economic environment, staff’s “Recommended Budget” reduced departmental budgets from FY 08-09 adopted levels by about 5% to achieve an overall balanced operating budget. This resulted in numerous reductions in the funds that departments have to conduct basic operations. These cuts include the hiring freeze (\$1,350,000 cut in FY 2009-10 and \$1,750,000 cut in FY 2010-11), and an average 10% cut in other operating expenses (\$720,000). Additionally, substantial reductions were proposed in Department charges for replacement of vehicles, equipment and facility replacement. Council is familiar with many of these reductions including:

- 9.5 employee positions frozen presently
- 4.0 more undesignated frozen positions FY 2009-10
- 3.0 more undesignated frozen positions FY 2010-11
- Reduction in book purchases in Library (\$35,000)
- Reduction (\$750,000) in annual contributions to Internal Service Funds for future replacement of vehicles, facilities and equipment

Staff believes services can be maintained during the two-year period without substantial impact to City services. However, given the on-going hiring freeze that assumes freezing an additional 7 positions above the 9.5 already frozen, service delivery will become increasingly difficult and some pinches should be expected.

Appropriating Internal Service Fund Reserves for funding Capital projects and Discretionary Activities. Following the first budget workshop (June 1st) staff, at Council direction, went back to the drawing board to seek funds for additional capital projects, particularly the Library Basement project. At the June 15th workshop, staff presented an alternative that allowed for funding of the Library Basement and some other projects and activities. Funding for these additional projects came primarily from Internal Service funds balances and some from substituting Gas Tax funds for General Fund for street projects.

The appropriation of Internal Service funds for these capital projects was a logical reprioritization of reserve funds given the high priority of the projects in the Strategic Planning

process, the favorable construction bidding climate and opportunity to provide a shot-in-the-arm to the local economy by pursuing them. Nonetheless, there will be a long-term impact on infrastructure replacement from reprioritizing the Internal Service Funds unless additional funding is found in the next three to four years.

Threats to Budget Plan. The first threat is from the State of California as the Governor and legislators seek solutions to a \$24 billion deficit facing the State for FY 2009-10. Proposals are on the table to take local revenues to balance the State Budget. If funds are borrowed under the terms of Prop. 1-A (2004), proposed budgets, in staff's view do not necessarily need to be trimmed due to the Constitutional duty to repay the borrowing within 3 years with interest. If funds are "taken", there would be no duty to repay. This would require revisiting the proposed budget immediately to adjust for the loss of funding. Staff believes the prudent policy is to move forward with budget adoption as intended, not wait for the uncertain outcome of the State's deliberations. If significant, adverse impacts on cities is part of the budget deal, we would immediately schedule new budget sessions to consider and make appropriate adjustments.

There are other threats from an uncertain economy that could have negative impacts on major revenue sources, property taxes and sales taxes. We will monitor revenues closely and call for adjustments should negative occurrences materialize. Additionally, staff will present within 60-days of budget adoption a schedule of Capital projects to Council that is mindful of not getting out too far in front of revenues not yet received.

Future Financial Conditions Beyond the Two Year Budget. Based on what we can see now, the budget two years from now will be very difficult to balance without additional cut-backs or new revenues. Economic conditions will likely be better in two years, but our major revenues may lag given predictions of continued high unemployment and depressed property values. Compounding the impacts on revenues from slow economic recovery, the on-going hiring freeze will make it increasingly difficult to maintain services at current levels. Additionally, restoration of contributions to Internal Service funds at normal levels will be a priority to avoid infrastructure replacement difficulties in future years.

Long Range Budget Model

The Long Range Budget Model (LRBM) has been updated to reflect the information included in the proposed budgets. Several key revenues and expenditures are analyzed to determine possible future trends, along with predictions of possible changes to operating or non-recurring cost structures. This year's LRBM update predicts the City will face similar budgetary conditions for the next 5 years unless there is an improvement in property tax and sales tax receipts or a substantial decrease in the cost of operations. Fortunately, the current reductions in operational costs meet these requirements, although funding issues in Internal Service Fund contributions and certain frozen positions will need to be resolved prior to beginning the next budget cycle in July 2011. The Finance Audit and Budget Committee will review the Long Range Budget Model on August 28, 2009 and a Council presentation is expected in September, along with the update on Community Center funding.

Master Fee Schedule

The Master Fee Schedule is also included in the Budget document for the Council and public's consideration. Due to the duration of the Public Workshops, consideration of the changes has not been addressed. For this reason, approval of the changes will be returned to the City Council on July 7, 2009 for final adoption. Most of the recommended changes reflected in the fee schedule are due to federal, state and county agencies' increases in their fees that the City collects. Others, such as the Parks and Community Services, reflect adjustments approved by the Parks and Recreation Commission as a result of comparable survey information of fees assessed by surrounding communities, while remaining affordable to citizens. A presentation of the major changes will be conducted at the workshop followed by a question and answer period.

Attachments:

- ❑ Summary of Possible Budget Adjustments
- ❑ Questions & Answers from June 23, 2009 Workshop
- ❑ Resolution
- ❑ Continuing Resolution

Possible June 30 Budget Adjustments

Based on Direction from June 23, 2009 Council Meeting

	Proposed 2009-10	Proposed 2010-11
Fund Balance above 20% Requirement	\$ 127,574	289,960
(1) Add: Adjust Main Street to \$114,000	3,500	3,500
(2) Less: Add Second Year Main Street	0	(35,000)
(3) Less: Add Additional Disaster Preparedness	(2,860)	(2,000)
(4) Less: Add Additional Volunteer Training	(2,800)	(2,800)
(5) Less: Add Additional Tourism Funding	(95,000)	(95,000)
(6) Less: Add \$5,000 & Second Year to Museum	(5,000)	(30,000)
(7) Less: Change in Reserve Requirement	(432)	172
(8) Less: HSAB Additional Funding	TBD	TBD
Subtotal:	\$ (102,592)	(161,128)
(9) Less: FY 2009-10 Changes to Fund Balance		(102,592)
Adjusted Surplus Fund Balance	\$ 24,982	26,240
(10) Add: Additional Valero UUT	0	200,000
(11) Less: Facility Maintenance Transfer	0	(100,000)
Adjusted Surplus Fund Balance	\$ 24,982	126,240

Notes:

- (1) The June 23 full-funding adjustment included \$3,500 more than the Main Street Contract requires.
- (2) Add additional funding to show impact of pending second year allocation.
- (3) Add funding for Disaster Preparedness to match previous year.
- (4) Add additional funding for Police Volunteer Support.
- (5) Add additional Tourism Funding to meet Council's request and record pending second year allocation.
- (6) Add additional Museum Funding to meet Council's request and record pending second year allocation.
- (7) Operational adjustments require a corresponding 20% adjustment to the Reserve Requirement.
- (8) Add additional funding for Special Friends and Benicia Community Arts (amounts unknown).
- (9) The additional amounts in FY 2009-10 reduce the amounts available in FY 2010-11.
- (10) Valero estimated the FY 2011 UUT payment would be similar to FY 2010, \$200K above estimates.
- (11) The Facility Maintenance Fund needs funding to cover unexpected existing project costs.

**QUESTIONS & ANSWERS FROM 6/23/09
WORKSHOP
(Including Related Attachments)**

Questions & Answers June 23, 2009 Budget Workshop

At the June 23, 2009 budget workshop, a number of questions were raised by the City Council. Each of the issues raised are summarized below, including options and/or recommendations from staff as to how to address.

1. Tourism Funding:

History: As the Council knows, the City’s tourism efforts have dramatically increased over the past three years. The allocated amount of \$55,000 in both 2007-08 and 2008-09 was more than twice the \$22,000 allocated in 2005-06 and 2006-07. With those funds, the City completed a Strategic Tourism Marketing Plan in 2008 that laid out the course for the future. Among the plan’s recommendations were to form a Tourism Marketing Coalition, designate a tourism manager/point person, form a marketing association in the Arsenal, consider BID funding for tourism, improve directional signage, and implement a comprehensive marketing program, with elements such as a website, collateral, publicity, advertising, and signature events.

In 2008-09, since the adoption of the Plan, staff has worked on implementing its recommendations, and made significant progress. The website, www.VisitBenicia.org, is up. New directional signage is up downtown, and at key intersections on Military, Southampton, East 2nd and East 5th Streets directing visitors to visitor attractions. A Tourism Stakeholders Ad Hoc Committee was formed to guide further implementation efforts and continue the momentum. While the Committee was officially disbanded after its recommendation was formulated, many of the stakeholders have continued meeting as a group to support tourism, thus playing the role of the marketing coalition recommended by the Plan.

What the Full Funding Would Cover: The tourism request, originating with the Committee and endorsed by the EDB, was \$195,000 in 2009-10 and \$150,000 in 2010-11, as shown:

	<u>2009-10</u>	<u>2010-11</u>
Marketing	\$100,000	\$100,000
Marketing Consultant/ Tourism Director	\$ 50,000	\$ 50,000
TBID Consultant	<u>\$ 45,000</u>	<u>\$ -</u>
Total	\$195,000	\$150,000

The two consultant funding amounts are of course estimates, pending issuance of and responses to Requests for Proposals. Two other components of the Committee’s recommendation (as presented to the Council on April 21) were to establish four visitors centers at existing sites and, assuming a TBID was determined to be feasible and was formed, that the City should continue to contribute funding to tourism in future years.

Neither consultant scope of work has been written yet, but the marketing consultant’s would likely include website content, publicity, advertising buys and ad creation, collateral, technical

assistance to local tourist-serving organizations, staffing a phone line, and meeting with staff and tourism stakeholders. The compensation could be structured as a retainer, as an hourly fee, as a percentage of the advertising budget, or some combination. It is unknown at this point. The TBID consultant contract would likely be a flat fee for a defined two-phase project of exploring the feasibility of establishing a TBID and then assisting stakeholders to establish it if it appears feasible. Again, the TBID component was recommended by the stakeholders' committee and is not a City-driven proposal.

The Staff Recommendation and What It Would Cover: In the proposed 2009-11 Budget, staff initially included just the \$55,000 annual allocation for tourism from years past, and later added an alternate option for an additional \$45,000 to fund the TBID consultant. The reasoning for the recommendation, despite the worthiness of the cause, is:

- In a budget cycle without excess surplus, any funding increase from past years must be measured against Strategic Plan priorities and the public's priorities as noted in the citizen survey, leading to the enhanced tourism funding's placement in Tier II.
- A TBID consultant's charge would be to explore private sector funding for tourism to complement the City's contribution in future years.
- A marketing consultant is an ongoing contract likely to carry on year after year, while a TBID consultant would work on a project with a fixed end point.
- A marketing budget of \$100,000 for tourism is a lot compared with the citywide economic development marketing budget of \$3,000.

If the approved 2009-11 Budget includes the \$55,000 recommended by staff or another lesser amount than the initial request, the Economic Development Manager will consult with the EDB as to the best uses of it for continuing implementation of the marketing plan, subject to any Council direction given as part of adopting the Budget. One option would be to use: 1) the majority of the funds for marketing (such as advertising, website maintenance, a third phase of directional signage covering the Arsenal, etc.), 2) a small portion for a limited publicity/marketing consultant contract with a much smaller scope (more advisory in nature), and 3) the remainder to start a TBID consultant, with that project's costs spread over two fiscal years. (The total TBID project time is anticipated to be about twelve months.)

A chart further illustrating the various program elements is attached.

Tourism Funding Spent in 2008-09: As of May 31, about \$37,000 has been spent this fiscal year on tourism marketing, primarily on signage, the website, and advertising (Diablo and Inside Benicia magazines). Staff anticipates the final year-end total will be about \$45,000.

Benicia Main Street Funding

History: Benicia Main Street (BMS) has received operating support and fee-for-service funding from the City for some years. In 2007-09, the approved contractual amount was \$114,000 annually; in 2008-09, that year's amount was increased by \$3,500 to fund sidewalk cleaning. Other fee-for-service activities include \$6,000 for six movies during First Fridays, \$10,000 contribution for July 4th fireworks, and \$35,000 to be spent directly on downtown advertising.

Request: BMS discontinued its signature fundraising event, the Waterfront Festival, beginning in 2007. In 2008, it started a new large event, the Fine Art and Jazz Festival. That event needs a few years to grow into a financial replacement for the Waterfront Festival. BMS requested an enhanced amount of \$35,000 over its prior years' \$114,000, to bridge this gap. The funding would cover the fee-for-service items described above, as well as operating support. In consideration of this enhancement, BMS agreed to assume the lead role in business attraction downtown, complementing the lead role it already plays in business retention. City staff of course will continue to work closely with the organization in this capacity.

A chart further illustrating the various program elements is attached.

2. Human Services & Arts Funding

At the June 23, 2009 workshop, the Council requested that additional information be provided regarding the scoring of the various grant applicants. Specifically, members of the Council expressed an interest in exploring whether some of the applicants, in particular, Benicia Community Arts and Special Friends, which did not receive their full funding request, could be considered for a higher grant amount.

The following information is being provided in order to help the Council evaluate the Board's recommendations. Should the Council wish to amend the recommendations of the Human Services and Arts Board for any of the grant applicants, staff recommends that Council consider this issue along with the other decision points noted in the preceding staff report, in the context of how to allocate the amounts estimated to exceed the 20% reserve for 2009-10 and 2010-11.

Background: As described at previous budget workshops, the Human Services and Arts Board spend a number of months from November 2008 – March 2009 to conduct a comprehensive and extensive Request for Funding (RFF) process. On March 9, 2009, the Board finalized their recommendations to the City Council for the funding of grant applicants.

The Board based those recommendations on a number of criteria, which were outlined in the RFF packet as follows:

Excerpts from the RFF Packets:

Human Services

Each application will be reviewed to determine if the application is responsive to the submission requirements outlined in the RFF. A responsive application is one that follows the requirements of the RFF, includes all documentation, is submitted in the format outlined in the RFF, and is of timely submission. Failure to comply with these requirements may deem your application non-responsive. Applications will be reviewed and scored for qualitative and technical merit according to the criteria described below.

<u>EVALUATION CRITERIA</u>	<u>POINTS</u>
A. Service commensurate with Board's mission and purpose	21.00

B.	Present need of the service provided	20.00
C.	Quantifiable goals attached to measurable and specific outcomes	15.00
D.	Financial ability of agency to provide services to Benicians	10.00
E.	Cost per client vs. impact of the intervention	10.00
F.	Other sources of funding and board matching funds (Not in-kind)	10.00
G.	Outreach Plan	8.00
H.	Past performance providing services to Benicians	6.00
	TOTAL POSSIBLE POINTS	<u>100.00</u>

Arts:

<u>EVALUATION CRITERIA</u>		<u>POINTS</u>
A.	Artistic merit of programs and services	25.00
B.	Organizational Capacity	25.00
C.	Relationship to the community	25.00
D.	Equitable Compensation	5.00
E.	Arts Advocacy	5.00
F.	Application Presentation	5.00
G.	Service commensurate with Board's Mission and Goals	10.00
	TOTAL POSSIBLE POINTS	<u>100.00</u>

A summary of how each applicant scored, based on these criteria, is attached for the Council's reference.

As discussed at previous workshops, the Board utilized three potential funding levels in arriving at their recommendations for Council. The three targets are defined as follows:

Same total budget as 08-09: The total amount of the grants provided in 08-09 for Human Services was \$157,625 and \$96,170 for the arts. The Board used these respective amounts as their first target, and then allocated the funds to the various human services and arts organizations based on their application scores and presentations.

5% less: The board reduced the above-mentioned amounts by 5% and then reallocated the funding across the applicants according to application scores and presentations.

10% less: The board reduced the above-mentioned amounts by 5% and then reallocated the funding across the applicants according to application scores and presentations.

Please see below for charts that summarize, for each applicant, the 08-09 funding amount, the amount requested by the applicant, as well as the Board's recommended funding utilizing the overall 08-09 funding level target and the 5% less target. As is illustrated in the charts, several organizations did not receive their full funding request, even at the highest funding level, since the Board began with a total budget amount for both human services and arts and then allocated those funds based on applicant scores and presentations. Those organizations are summarized

below, along with some notations as to why their application did not score as highly and thus were not recommended to receive their full request.

Human Services:

Organizations	2008-09 Grant Amount	2009-11 Requested Amount (per fiscal year)	Original 2009-11 Recommended Amount	2009-11 Alternative Amount (per fiscal year)
CAC	\$59,735	\$70,690	\$67,156	\$70,690
CSS	\$25,590	\$14,545	\$10,182	\$10,182
FIT	\$20,000	\$30,000	\$28,500	\$30,000
BUSD - SF	\$35,000	\$35,000	\$24,500	\$24,500
Comm. Gardens	\$4,800	\$4,800	\$3,360	\$3,360
CNP	\$5,000	\$5,000	\$4,000	\$5,000
Reach Out	N/A	\$30,000	\$12,000	\$12,000

In general, with the human services organizations, the Board was very conscious of the different functions of the various organizations, for example, the Community Action Council and Families in Transition, are two organizations that provide resources to families in need. Particularly during these difficult economic times, the board considered these two organizations’ roles in addressing such community needs to be of significance. Further, these two organizations also had applications that were very thorough and responsive, and so they scored very well. Thus, these two organizations, in addition to Children’s Nurturing Project, received full funding under the “same total budget as 08-09” funding level.

Several human services organizations did not score as highly, and thus did not receive their full funding request. Those organizations are as follows.

Benicia Unified School District – Special Friends: This organization received an overall score of 76 out of 100. While there were not specific criteria where this organization tended to fall significantly short, in general they did not tend to score quite as highly as the top applicants in the areas of need, cost per client, and other funding sources.

Community Gardens: This organization received an overall score of 75 out of 100. There is not one area that stands out where this group tended to score low, but they generally were not awarded the maximum amount of points for the majority of the criteria.

Catholic Social Services: This organization received an overall score of 73 out of 100. In general, cost per client, quantifiable goals and past performance were the areas that this organization did not score quite as highly as some of the other applicants.

Reach Out: This organization received an overall score of 70. Any applications scoring below 70 were considered ineligible for funding. This organization tended to score lower than other

applicants across all the areas. Further, the Board had concerns regarding the total amount of the request as compared with the proposed scope described in the application.

Arts:

Organizations	2008-09 Grant Amount	2009-11 Requested Amount (per fiscal year)	Original 2009-11 Recommended Amount	2009-11 Alternative Amount (per fiscal year)
Arts Benicia	\$58,560	\$65,000	\$61,750	\$65,000
BOTTG	\$10,550	\$10,675	\$10,675	\$10,675
BPA	\$9,500	\$9,600	\$9,600	\$10,800
BCA	\$17,560	\$9,071	\$9,071	\$9,695

The following arts organizations did not receive their full funding requests:

Benicia Performing Arts: This organization received an overall score of 87 out of 100. In general, this organization’s scores were high, just not as high as Arts Benicia and Benicia Old Town Theater Group, who both received their full requests due to scoring in the 90s. There does not appear to any specific area that this application fell short; it just tended to score not quite as highly as the other two for the majority of the criteria.

Benicia Community Arts: This organization scored lowest in the areas of organizational capacity and application presentation. For example, the maximum number of points for organizational capacity is 25, and BCA scored, on average, 13.5. For application presentation, the maximum number of points possible is 5 and BCA scored, on average, 1.8. While they also did not score as highly, in general, as the top scoring applicants in several of the other areas, these two criteria appear to be where they lost the majority of the available points.

In addition to more information regarding the scoring of applicants, there was a request for additional information on the contract between Parks & Community Services and Benicia Community Arts. Please see attached for a copy of that contract, as well as memo describing the arrangement.

3. Police Department - Volunteer Funding:

The proposed 2009-2011 budget includes \$3,500 for each fiscal year for the Police Department's volunteer services. While this is a notable cut from the previous fiscal period, it is perceived to be an appropriate method of departmental reductions. The impact to the program is that the department could not support any significant growth of this program over the next two-year period in the context of the overall proposed budget, but could maintain existing volunteer staff. While additional volunteer training, supplies and support will not be feasible with this reduced amount, the current level of staff can be maintained with the recommended level of funding proposed in the 2009-2011 budget.

4. Fire Department – Disaster Preparedness

Disaster Preparedness: This budget is reduced from the amended 2008-09 budget of \$12,000.00 to \$9,140.00 for 2009-10. It is not anticipated this cut will significantly impact the department's goals in this area. Further, performance measures will be utilized to assess the Department's progress in activities related to disaster preparedness and an assessment will be done prior to mid-year budget adjustments to ensure that sufficient dollars are available to ensure continuation of related programs. Additional information on related areas of the department's budget is provided below.

BERT: This budget is reduced from the amended 2008-09 budget of \$34,265,000.00 to \$24,750.00 for 2009-10. The 2007-08 budget for this account was \$15,735.00 and was significantly increased for 2008-09 in order to purchase the Internet Based BERT Training Program. The program has been purchased and is complete. Reducing the budget to \$24,750.00 is actually an increase of \$9,015.00 as compared to the 2007-08 budget, which did not include the Internet training program expense. The Fire Department will develop a performance measure for the number of BERT classes we plan to have on an annual bases.

Citywide Emergency Ops Manuals and Training: This line item came into existence in 2008-09. The account is intended to be used for citywide emergency operations needs such as emergency operations center upgrades, incident command system training, table top exercises and updates to our emergency operations plan. This budget is reduced from the amended 2008-09 of \$25,000.00 to \$13,500.00 for 2009-10. In 2008-09 we expended approximately \$9,000.00 on portable amateur radio equipment.

5. Community Center

As noted in the chart summarizing the Council's decisions points for the 2009-2011 budget, it is recommended that further decisions regarding how to proceed on the Community Center be deferred until September 2009. Please see attached for additional information on this topic, including information on estimated cost for a fully-funded project, not including LEED costs, which are not available yet, as well as phasing options. Additionally, information previously provided in the June 23rd packet regarding financing options for the community center is also included for the Council's reference.

Attachments:

- Tourism and Main Street Charts (2)
- Human Services & Arts Summary of Scores
- Contract with Benicia Community Arts
- Community Center – Additional Information
- Debt Ratio Excerpts from 2008 CAFR

Tourism Funding – Program Elements

Element	2008-09 Approved	2009-10 Recommended by EDB & Ad Hoc Committee	2009-10 Staff Alternative as presented 6/1/09	2009-10 Alternative Funding Level Option 06/23/09	2010-11 Recommended by EDB & Ad Hoc Committee	2010-11 Staff Alternative as presented 6/1/09
Marketing (website, advertising, signage, etc.)	\$55,000	\$100,000	\$55,000	\$55,000	\$100,000	\$52,250
Marketing Consultant (to manage marketing program) <i>estimate</i>		\$50,000		\$0	\$50,000	\$0
Tourism Business Improvement District consultant (to help design a private funding mechanism) <i>estimate</i>		\$45,000		\$45,000	\$0	\$0
TOTALS	\$55,000	\$195,000	\$55,000	\$100,000	\$150,000	\$52,250

Benicia Main Street Funding – Program Elements

Program Component	2008-09 Approved	2009-10 Requested by BMS and Recommended by EDB	2009-10 Staff Alternative as presented 6/1/09	2009-10 Alternative Funding Level Option 06/23/09	2010-11 Requested by BMS and Recommended by EDB	2010-11 Staff Alternative as presented 6/1/09
Downtown Advertising pass-through	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
July 4th event support	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
First Fridays movies cost	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Operating support for downtown business retention	\$63,000	\$63,000	\$63,000	\$63,000	\$63,000	\$57,300
Enhancement (operating support while building new signature event)		\$25,000		\$25,000	\$25,000	
Enhancement (sidewalk cleaning)	\$3,500	\$10,000		\$10,000	\$10,000	
TOTALS	\$117,500	\$149,000	\$114,000	\$149,000	\$149,000	\$108,300

GRANT EVALUATION SUMMARY
Benicia Human Services and Arts Board
Budget Cycle 2009-2011

Member #	CAC	CSS	FIT	BUSD - S.F	BUSD - N.P.	Comm Gardens	CNP	Reach Out	Benicia Ballet	Arts Benicia	BOTTG	BPA	BCA	Member Name (Reference Only)
1	94	76	99	80	51	71	99	55	73	100	99	91	70	Becky Billing
2	95	69	90	77	54	73	92	77	67	98	97	87	74	Jerry Pollard
3	87	60	82	73	55	57	76	65	66	73	72	64	71	Mike Caplin
4	98	77	95	79	38	82	82	83	65	95	97	97	69	Leslie Lessenger
5	100	50	100	N/A	N/A	90	N/A	37	74	100	91	93	46	Ellen Blaufarb
6	87	86	73	70	70	89	78	69	70	86	84	83	71	Roy Salazar
7	N/A	75	100	72	34	75	95	78	55	95	100	95	70	Sharon Petrellese
8	92	72	89	70	68	58	68	78	55	90	84	82	83	Bob Surratt
9	92.5	88	100	90	62	76	100	91	70	99	98	89	83	Sandra Kozak
Total Points	746	653	828	611	432	671	690	633	595	836	822	781	637	
Average Points	93	73	92	76	54	75	86	70	66	93	91	87	71	

F:\agendaitems\2009\06-30-09 budget workshop\[V-A attach HS 2009-11 Grant scores.xls]Summary



Parks and Community Services

MEMORANDUM

Date: June 24, 2009
To: Jim Erickson, City Manager
From: Michael Alvarez, Director Parks & Community Services Department
Re: **BCA Contract**

Jim, hopefully the following will clarify the relationship we have with BCA. Presently, we have an agreement for services with Benicia Community Arts to coordinate art classes during the summer months. The program is called "A Lot of Art". I am attaching a copy of the contract and a page from our summer brochure describing the classes offered.

The contract is a 90/10 split of the revenue collected. Last year the program generated \$8,570. The BCA received \$7467.75 and the City received \$1,031.75.

The arrangement we have BCA to conduct "A Lot of Art" is similar to other fee classes we offer. If additional information is requested, please advise.

AGREEMENT FOR ART INSTRUCTION SERVICES

This agreement is entered into by and between the City of Benicia, a municipal corporation of the State of California, (hereinafter "CITY") and BENICIA COMMUNITY ARTS, California 501 C3 non-profit, with its primary office located at P.O. Box 454, Benicia, California 94510, telephone No. (707) 745-2787 (hereinafter "CONTRACTOR").

RECITALS

WHEREAS, CITY and CONTRACTOR each desire to enter into an Agreement whereby CONTRACTOR will perform consulting services for CITY.

NOW, THEREFORE, BE IT RESOLVED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. CONTRACTOR is contracted to coordinate art classes.
2. CONTRACTOR shall establish a resident rate (resident of Benicia) for assigned classes. CITY will establish non-resident rate, which shall be at least 25% more than the resident rate. In addition, CITY will include a \$2.00 administrative fee to both rate structures.
3. CITY agrees to pay CONTRACTOR as full compensation for all services and duties performed, except as otherwise provided herein, the sum of 90%, of the resident rate less the administrative fee of \$2.00 per participant, of the total registered participants of the assigned class. The total compensation to be paid under this Agreement shall not exceed \$24,000.00.
4. CITY agrees to pay CONTRACTOR compensation on a weekly basis.
5. CITY agrees to reimburse CONTRACTOR for pre-approved expenses.
6. CITY agrees to provide office space, supplies, equipment, and support services required to maintain all records and correspondence connected with the planning services. No personal use of CITY equipment, supplies or services is allowed and CONTRACTOR shall comply with all CITY policies regarding use of CITY resources. In the performance of the services in this Agreement, CONTRACTOR is an independent contractor and is not an agent or employee of CITY. CONTRACTOR, its officers, employees, agents, and subcontractors, if any, shall have no power to bind or commit CITY to any decision or course of action, and shall not represent to any person or business that they have such power. CONTRACTOR has and shall retain the right to exercise full control of the supervision of the services and over the employment, direction, compensation, and discharge of all persons assisting CONTRACTOR in the performance of said service hereunder. CONTRACTOR shall be solely responsible for all matters relating to the payment of its employees, including compliance with social security and income tax

5/1/09

withholding, workers' compensation insurance, and all other regulations governing such matters.

7. The term of this Agreement shall be for the period of **twelve (12) months, from January 1, 2009 to December 31, 2009**, or upon reaching the "not-to-exceed" compensation amount, whichever occurs first. This Agreement may be terminated by giving written notice to the other party of that party's intention to so terminate. This Agreement shall be terminated two (2) days from and after the date of delivery or mailing of the notice, unless the notice specifies otherwise.
8. CONTRACTOR, its officers, employees and agents who will perform said services in Benicia must be fingerprinted by the Benicia Police Department prior to providing services. CITY shall pay all fingerprinting fees.
9. Except as otherwise stated herein, any and all obligations of CITY and CONTRACTOR are fully set forth and described in this Agreement. Any changes in this Agreement, including any increase or decrease in the amount of compensation or any change in the term, which shall be mutually agreed upon by and between CITY and CONTRACTOR, shall be set forth in written amendments to this Agreement.
10. NONDISCRIMINATION.
 - (a) CONTRACTOR shall not discriminate in the conduct of the work under this Agreement against any employee, applicant for employment, or volunteer on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, sex, age, sexual orientation or other prohibited basis will not be tolerated.
 - (b) Consistent with City's policy that harassment and discrimination are unacceptable employer/employee conduct, CONTRACTOR agrees that harassment or discrimination directed toward a job applicant, a City employee, or a citizen by CONTRACTOR or CONTRACTOR'S employee or subcontractor on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, marital status, pregnancy, sex, age, sexual orientation or other prohibited basis will not be tolerated. CONTRACTOR agrees that any and all violation of this provision shall constitute a material breach of the Agreement.
11. CONTRACTOR shall defend, indemnify, and hold harmless, the CITY, its officers, employees and agents from and against any and all claims, lawsuits, damage, injury and liability for damages arising in the performance of CONTRACTOR'S services under this Agreement. The CITY shall not be responsible for claims, losses, damage, injury or liability for damages resulting from CONTRACTOR.

5/1/09

12. Written communications and invoices under this agreement shall be addressed as follows:

If to CITY: City of Benicia
Attn: Mario Giuliani
250 East L Street
Benicia, CA 94510

If to INSTRUCTOR: Benicia Community Arts
Attn: Bonnie Weidel
P.O. Box 454
Benicia, CA 94510

13. This Agreement shall be deemed to have been executed and entered into in the City of Benicia, County of Solano, State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date set opposite their respective names.

CITY OF BENICIA
A municipal corporation
of the State of California

CONTRACTOR

By: _____
MARIO GIULIANI
OFFICE OF THE DIRECTOR

DATE

BONNIE WEIDEL

DATE

RECOMMENDED FOR APPROVAL:

Superintendent Date

Supervisor Date

APPROVED AS TO FORM:

City Attorney Date

5/1/09

Sign up now for **A LOT OF ART**

An outdoor visual arts opportunity for children ages 5 through 12

JUNE 30 - AUGUST 6 • Tuesdays, Wednesdays or Thursdays

10:am - 12:00pm or 1:30pm - 3:30pm



ALO is an opportunity for kids to participate in 18 days of hands-on learning just like at Arts in the Park!

This is their opportunity to learn in outdoor seminars unfettered by the constraints of indoor facilities.

While kids do A LOT OF ART they explore tools and materials in an environment designed to encourage independent choice and self-initiated problem solving.

Each day kids organize and translate their ideas into tangible form as they engage in the art process that leads to creative growth and achievement.

Instructors are Artists in Action! They have credentialed leadership experience in working with children and above all knowledge about tools and materials.

Tues. Classes 6/30, 7/7, 14, 21, 28 & 8/4

Session 1 Mornings: 10:00am- Noon
Session 2 Afternoons: 1:30pm- 3:30pm

Wed. Classes 7/11, 8, 15, 22, 29 & 8/5

Session 3 Mornings: 10:00am- Noon
Session 4 Afternoons: 1:30pm- 3:30pm

Thurs. Classes July 2, 9, 16, 23, 30 & 8/6

Session 5 Mornings: 10:00am- Noon
Session 6 Afternoons: 1:30pm- 3:30pm

Register by the session (6 classes):
\$108 residents/ \$135 non-residents

CLOSING RECEPTION:

Friday, August 7th
1:00pm – 4:00pm

Participants, parents and public are invited.

JUNE 30 - JULY 2 CLEVER WITH CLAY

We mold, model, and carve. Make shapes and textures as we use our hands and very few tools to construct functional and fine art.

JULY 7 - 9 ALL ABOUT ME

How tall am I? What colors am I? We print hands and feet in paint and clay, do self-portraits, silhouettes, and poems, make masks and life-size paper dolls.

JULY 14 - 16 LINEAR THINKING

Dots to lines and lines into baskets, wrapping spirit sticks and yarn dolls, weaving with wire and beads! Wow! Lines can lead us everywhere!

JULY 21 - 23 ALL ABOUT TREES

We study colors for leaf prints, and we explore the forest family as we construct with wood or paper or wire to model birds, butterflies, bugs and flowers.

JULY 28 - 30 MAKING MUSIC

Metal and wood will help us make pipes, rhythm sticks, chimes and drums with a group performance each class and at closing reception/exhibit.

AUGUST 4 - 6 WINDY WONDERS AND WATER WORKS

Water is wet, but where is the wind? Help construct the great water machine, or carve ice, use watercolors with wax and oil you can ask: what floats? What flies?

NOTE: Painting at outdoor easels is available every work session.

Register for a session of 6 classes that meet once a week.

Please notify ALOA staff on site if you plan to miss a class. ALOA staff may accommodate makeups, which are limited to one makeup class per child and dependent upon space available.

For more information contact:

Benicia Community Arts at 745-ARTS or info@beniciacommunityarts.org

Register at: Parks and Community Services Dept. in City Hall, 250 East L Street

Community Center – Cost, Phasing and Election Information

The current cost estimate to fully fund the construction of the Benicia Community Center stands at \$4.6 million. This total includes a 10% contingency but does **NOT** include any additional cost associated with making the building LEED certified. Staff is anticipating a final cost estimate, which will include costs associated with LEED, in August 2009.

Fully Funded Project <i>(Does not include LEED Costs)</i>	
Tenant Improvements	\$2,800,000
Parking Lots	\$950,000
Additional Cost ¹	\$500,000
10% Contingency	\$425,000
Total	\$4,675,000

In an effort to prepare for contingency options, should full financing of the project be unavailable, staff developed a phasing plan. The phasing option creates five separate phases identified below with construction costs. Included in the construction cost in phases II through V is a 4% escalation cost. The escalation costs represent the costs associated with start-up and take-down expenses. Furthermore, the phased cost projections are based on a six month lapse between phases. In other words, if a phase is not began every six months, one can anticipate the escalation costs to increase. Another expense to phase the project is the additional design expense required to break up the project into five separate projects.

Phase	Phasing Components	Construction Cost by Phase	With 10% Contingency ²
Phase I	Scout Home, Fire Certification	\$555,000	\$610,500
Phase II	Kid's K/Art Wing, Multipurpose Rm., Parking, Landscaping, Furniture	\$1,715,000	\$1,886,500
Phase III	Classrooms, Conference Room, Landscaping, Parking, AV Equip, Furniture	\$1,858,000	\$2,043,800
Phase IV	Tiny Tots (Preschool Wing), Kitchen	\$400,500	\$440,550
Phase V	Administrative Offices	\$289,500	318,450
	Phase Design Costs	\$50,000	N/A
Total:			\$5,349,800

¹ Additional costs include: furniture, landscaping, AV equipment, playground equipment, fire certification.

² A 10% contingency is the industry minimum for construction projects and is standard for City projects.

Phasing Options:

While not a funding mechanism, the topic of phasing the community center project has been broached by community and City Council members. Shown in the illustration below is the original Benicia Community Center phasing map³. The phasing map serves as a visual aid to illustrate the phasing of the facility. Staff developed a five phase plan, based on contractual obligations, logistics, the ability to seal off non-improved areas and funding. The phasing plan does not eliminate the type of improvements developed through the planning process, such as sound mitigation improvements and the new entry, instead it separates the project in five phases. The following is the breakdown of the five phases:

Phase 1: Scout Home, Fire Certification

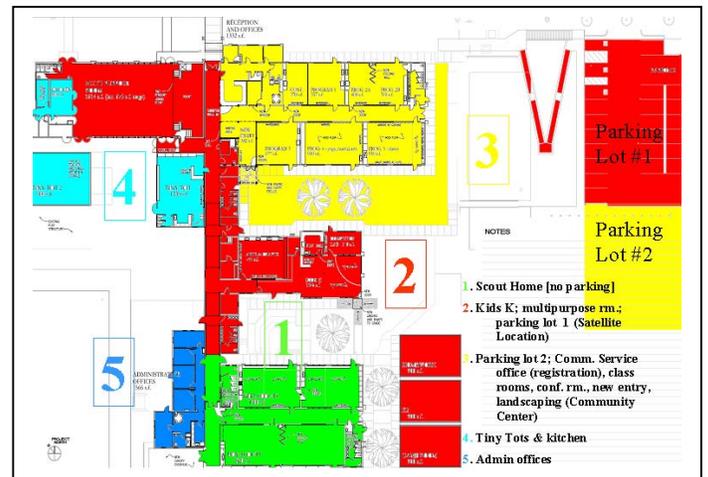
Phase 2: Kids K; Multipurpose Room, Art Room, Computer Lab, Parking Lot 1 Landscaping, Furniture [*Satellite Location Status*]

Phase 3: Community Service Office, Conf. Room, Classrooms, Parking Lot 2, Landscaping, Furniture, AV Equip. (New Entry) – [*Community Center Status*]

Phase 4: Tiny Tot Classrooms, Kitchen

Phase 5: Administrative Offices

Finding a permanent home for the Boy and Girl Scouts has been a priority for the City since the Scout groups were displaced from their homes. In October 2007 the City entered into long term agreements with the Boy and Girl Scouts to house them at the Benicia Community Center. Moreover, the Scout wing is located at the far south entry of the facility, does not require additional parking and is relatively the least expensive wing to improve. Because of these conditions, it made the most sense to phase



the Scout wing first. Starting with the Scout wing, the most logistically sound second phase is to move north and improve the “Kid’s K”, art and computer class wing. This phase would consist of improvement to the main hallway up to the “L” Street entrance, the middle wing (“Kid’s K) and the multipurpose room. The construction of this phase would enable some programming and thus require the construction of a parking lot of approximately thirty-five stalls. The multipurpose room is necessary for the “Kid’s K”

³ This phasing map was developed in Summer of 2008. A revised Phase I which includes the use of the “Scout” Wing by both City and Scout groups is shown below.

program and would be used for limited City programs but would not become operational for rentals until after completion of phase 4, when the kitchen is completed.

The third phase forecasts the completion of the “Community Service” wing, consisting of the registration office, conference room, five classrooms, the new entry and completion of the parking lot. The completion of this wing is one of the most expensive phases but is also one of the easiest to seal off from activity, thus making it more feasible to be phased third rather than second. The third phase also plans for landscaping improvements. It is only after completion of the third phase that the facility could rise to a level of a “community center” as envisioned by the community through the planning process.

The fourth and fifth phases were developed based on programming and use priority. Through the planning process staff and community members articulated a priority for programs. As such, completion of the kitchen for classes and programs and the “Tiny Tots” wing were paramount to completion of administrative offices.

Revised Phase I (Option B)– Scout and City Use

Recognizing that Phase I was a likely scenario but with the desire by the City Council that Phase I accommodate Scout and City use, staff developed Option B. The revision is essentially the implementation of Phase I, as identified in the Facility Master Plan, with the modification that the “Scout Wing” would be shared by the City. Option B provides for one classroom for the Boy Scouts, one classroom for the Girl Scouts, two classrooms and three portables for City use. Under this scenario, the City would transition entirely its after school program from the Youth Center to the Community Center campus. When the entire Community Center comes online the City would vacate the “Scout Wing” and the respective Scout organizations would assume possession as originally proposed.

The cost estimate to complete this option totals \$610,500. This estimate includes a 10% contingency and is the same as was reported at the September 2, 2008 City Council meeting to complete Phase I. Option B, as compared to Phase I, only represents a modification of use, not construction work. The rationale for not recommending any construction changes is two fold. First, by not making any construction modifications, the Scouts may enjoy full and immediate possession without the need to re-construct the rooms when the City vacates. Secondly, there will be no added expense of construction when the City vacates.

Key:
Red = Restroom
Green = Girl Scouts
Blue = Boy Scouts
Purple = City



Election Date and Cost Information

Next available election date: June 2010. Council would have to have all documents, ballot arguments and resolutions completed 88 days prior to election. The cost for this election would be approximately \$10 per registered voter.

The November 2010 election would be the next date. The cost for this election is estimated to be approx. \$7.50 per registered voter. Benicia has 17,120 registered voters. This cost is approximately \$128,000, which would be split by other municipalities that have items on the ballot.

**AGENDA ITEM
SPECIAL CITY COUNCIL MEETING: JUNE 23, 2009
ACTION ITEM**

DATE : June 18, 2009
TO : City Manager
FROM : Finance Director
SUBJECT : **CONSIDERATION OF FINANCING OPTIONS FOR THE BENICIA COMMUNITY CENTER**

RECOMMENDATION:

This is an informational item.

EXECUTIVE SUMMARY:

During the June 15, 2009 Budget Workshop, the City Council requested options for funding the completion of the Benicia Community Center. The following report discusses the options considered by the ad hoc Capital Projects Funding Committee, comprised of Mayor Patterson, Councilmember Schwartzman, the City Manager and staff. A previous summary of the options was provided to the City Council on September 2, 2008.

STRATEGIC PLAN:

Relevant Strategic Plan Goals and Strategies:

- Goal 8.00: Build Organizational Quality and Capacity
 - Strategy 8.20: Measure and track service (i.e. financial) performance

BUDGET INFORMATION:

There is no budget impact at this time.

BACKGROUND:

The ad hoc Capital Projects Funding Committee was very close to making a recommendation for funding the Benicia Community Center when the foreclosure meltdown caused a near collapse of the financial markets. The debacle caused Municipal bond interest rates to increase by 2% to 5% depending on the credit standing of the issuer and/or bond insurer. The rates have subsided somewhat but are still 1% higher than originally reported in September 2008. The current estimate is around 5.5%, which would add approximately \$10,000 in annual interest costs for every \$1 million borrowed.

The attachments to this report describe the types of debt issue that could be issued for the Community Center project and were discussed at the September 2008 meeting, as mentioned

above. In order to meet the Agenda reporting deadline, this report will condense the information into three options for the Council's consideration.

Option 1. The General Fund currently has a 20% undesignated fund balance reserve. The reserve is segmented into three parts: 5% is reserved for Economic Uncertainty, 5% is reserved for Liability Exposure, and 10% is reserved for Disaster Recovery. The City also has \$1 million reserved in the Intermodal Fund to match potential Grants that may be allocated in the future towards this long-term project. This option would redirect the 5% Economic Uncertainty portion of \$1.5 million, along with the Intermodal Reserve of \$1 million, to a Contingency Grant Match and Debt Payment Reserve. This newly created reserve would only be used to cover required grant matches and/or to cover debt payments but only to the extent the General Fund is not able to allocate available funds during difficult budget years, such as the ones we face today.

For example, if the City were to issue \$4 million in certificates of participation to complete the Community Center, the annual payments would be approximately \$320,000 per year. In difficult budget years, making the debt service payments could cause corresponding budget reductions of the same amount, which could mean layoffs or reduced service levels. To avoid these types of impacts, the Contingency Reserve would be used to make the debt payment for that particular fiscal year. In this way, if the full \$2.5 million were placed into the reserve, there would be approximately 9 year's worth of annual payments in the reserve over the course of the 25 year COP, after interest earnings are factored in. This would provide some assurance the debt service payments can be made without impacting future budgets, at least in the early years.

However, the fact remains that this option relies on optimism rather than a guaranteed funding source to cover the large annual debt service payments. In this current economic climate, we do not forecast surplus funds in the next few years.

Option 2. As mentioned in Option 1 above, the General Fund and Intermodal Fund could make \$2.5 million available for the Community Center project. When combined with the \$610,000 currently proposed, there would be \$3.1 million available for the estimated \$4.6 million project. The Council could choose to appropriate the funds to the project, request Contract bids with the "Phasing Alternates", and determine which could be accomplished with the funds available.

This approach assumes the Intermodal Fund is no longer necessary to help support an Intermodal Transportation Center. Staff does not believe a policy decision has been made supporting the elimination of this capital project. This option also runs counter to the policy of maintaining a 20% reserve.

Option 3. Projects of this type are often funded with public support through the election process. This was last utilized to fund improvements at the Wastewater Plant in 1997 and requires at least a 2/3's vote. The costs for borrowing \$4 million would be approximately \$18 per year for an average residence valued at \$300,000. This process would take more time but the funding source would be guaranteed by the community.

There is time to further consider these options, as well as others, post-budget adoption, since the completed construction drawings will not be available until September 2009. Staff has recommended funding for Phase I of the Community Center Project (\$650,000) for FY 2009-10.

An update of the long-range financial forecast will be available soon to help assess capacity to finance capital projects.

Attachments:

- Financing Options
- Financing Presentation

MUNICIPAL FINANCING OPTIONS

TAX ALLOCATIONS BONDS

Under some circumstances an agency may construct buildings which are to be publicly owned. Tax allocation bonds may be made payable from any revenue source available, including the portion of ad valorem taxes on property in the redevelopment project area in excess of the taxes relating to the value of such property at the time of approval of the redevelopment plan. This excess portion is sometimes called the tax increment or the tax allocation.

MARKS-ROOS BONDS

The Marks-Roos Local Bond Pooling Act of 1985 provides Joint Powers Authorities (“JPAs”) with broad powers to issue bonds for a wide variety of purposes. The law was originally enacted to facilitate local bond pooling efforts, which allowed local agencies to achieve lower costs of issuance through spreading fixed costs across a number of small issues. Its usage has been substantially more broad, however, as its flexibility allows it to be used for single project financings as well. The most common uses of the Act with respect to bond issuance are (1) to finance public capital improvements, (2) to create “pooled” bond issues, and (3) to finance working capital or insurance programs.

ASSESSMENT BONDS

Assessments are charges imposed upon land that receives a special benefit from a public improvement. The governing body of the issuer of bonds payable from assessments (“assessment bonds”) identifies the land that will receive the special benefit and establishes an “assessment district.” An assessment district is not a separate legal entity that can act independently of the legislative body that creates it – there is no separate governing board of the district; it cannot sue or be sued.

Assessments have a principal amount and, if not paid when levied, have a principal payment schedule and bear interest. Property owners may pay the full amount of their assessment in cash within 30 days after it is levied. To the extent assessments are not paid in cash, assessment bonds are issued and bond proceeds are combined with any assessments paid in cash to finance the public improvements. The assessment bonds are then payable from the periodic payments on the assessments that were not paid when levied.

MELLO-ROOS BONDS

Bonds may be issued by a Community Facilities District (the “district”), otherwise known as a Mello-Roos district, to finance facilities and those services that are necessary due to growth and development. Services may be financed only to the extent that they are in addition to those provided in the territory of the district before it was created and may not supplant services already available when the district was created. Once formed, a district is a legally constituted governmental entity the sole purpose of which is to finance facilities and services. Bonds issued by a district are secured by the levy of specified special taxes that must be approved by a 2/3 vote of the residents or landowners within the proposed district.

These special taxes are not assessments, and there is no requirement that the special tax be apportioned on the basis of benefit to property, although the special taxes may be so apportioned. A special tax levied by a district is not an ad valorem tax under the California Constitution.

GENERAL OBLIGATION BONDS

General obligation bonds are secured by a pledge of the full faith and credit and the taxing power of the Issuer. They are primarily payable from Ad Valorem property taxes though they may be additionally secured by Revenues of revenue producing facilities financed by the bonds. They are customarily used to finance publicly-owned facilities, including public office building, school building, utility system improvements and infrastructure.

REVENUE BONDS

Public enterprise revenue bonds are bonds that (i) finance facilities for a revenue producing enterprise, and (ii) are payable from the revenues of that enterprise. Examples of such enterprises include an airport, a water system, a power system, a sewer system, a single power plant or a bridge. Revenues may include such items as service charges, tolls, connection fees, admission fees and rents.

CERTIFICATES OF PARTICIPATION / LEASES

Certificates of participation provide an alternative to issuing bonds to finance capital assets over a multi-year period. A public agency may finance a capital asset by leasing it directly from the vendor or leasing company, with the lessor receiving a portion of each rental payment as tax-exempt interest; or if the public agency wishes to utilize a tax-exempt lease in connection with the sale of municipal securities, certificates of participation, representing undivided interests in the rental payments under the tax-exempt lease, may be sold to the public. Lease payments must be annually appropriated in the City's budget.

A typical certificate of participation ("COP") financing for a construction project might be structured as follows: A public agency that wishes to undertake a construction project enters into a tax-exempt lease with a nonprofit corporation, joint powers authority, leasing company, bank or other lessor. The lessor acquires the applicable site, either by purchasing it from a third party or by leasing it from the public agency. The lessor, with the assistance of the public agency, undertakes the construction of the project to be located on the site and leases the improved site to the public agency pursuant to a financing lease. The lessor's rights to receiving payments under the lease are assigned to a trustee, which executes and delivers to an underwriter certificates of participation in the lease payments. A portion of each lease payment is designated as tax-exempt interest. The proceeds of the sale of the certificates of participation are used to pay the costs of acquiring and constructing the improvements.

Prepared by Wulff, Hansen & Co.
August 14, 2008



FINANCING OPTIONS

Community Center, Library, and Other Priority Projects

June 23, 2009

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City of *Benicia*



Table of Contents

- ➔ General Fund Budget Estimates
- ➔ Types of Financial Instruments
- ➔ Debt Service Estimates
- ➔ Sales Tax Override

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City of *Benicia*

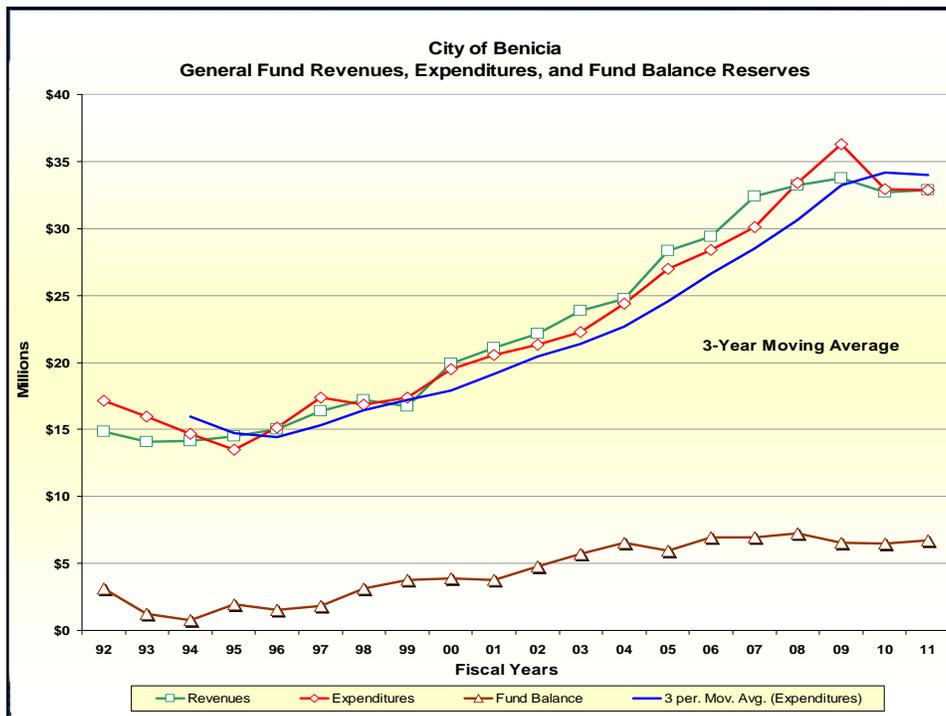


General Fund History

Year	Revenue	Expense	Surplus/ Deficit	Fund Balance	%
2005	24,897,570	25,796,630	(899,060)	5,240,842	20%
2006	29,419,145	28,404,515	1,014,630	6,928,885	27%
2007	32,387,125	30,086,505	2,300,620	6,966,135	25%
2008	33,201,895	33,391,895	(190,000)	7,242,575	23%
2009	33,757,365	36,280,740	(2,523,375)	6,513,785	20%
2010	32,720,300	32,911,330	(191,030)	6,497,840	20%
2011	32,877,255	32,848,900	28,355	6,726,740	21%

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City of Benicia





General Obligation Bonds (GO)

- Bonds are secured by the *ad valorem* property taxes the City would collect after voter approval.
- The moneys received and the debt service paid would be segregated in a restricted fund, similar to existing General Obligation Bonds.
- No affect on City's General Fund.

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City of Benicia



General Obligation Bonds (GO)

- Process for Approval: The City Council must approve the issuance of a general obligation bond issue by a 66% vote (essentially a 4/5 vote) AND a 66% approval of the electors voting on the bond issue.
- Source of Funding: Additional *ad valorem* property taxes would be the source of funding for these bonds. (Not a Parcel Tax)

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City of Benicia



Certificates of Participation (COPs)

- A COP is a tax exempt lease used to finance depreciable property used in City operations.
- Traditionally, COPs are used in sale/lease-back arrangements of unencumbered City improvements
- Since COPs are not classified as bonded debt of the City, voter approval is not necessary, although the Council could order an 'advisory vote'.

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City of Benicia



Certificates of Participation (COPs)

- Process for Approval: Adoption by Resolution of the City Council.
- Source of Funding: For the debt service would be the general revenue collections of the General Fund.

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City of Benicia



Capital Lease

- ➔ A Capital Lease is a tax exempt lease similar to COP's with the following differences:
 - ▶ Private Placement – Not Public Offering
 - ▶ Fixed Interest Rate – Not Based on Maturity
 - ▶ Lower Cost of Issuance – No Underwriter %
 - ▶ No reserve Account for Final Payment
 - ▶ Maturity generally 15 Years – Not 25 years

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City of Benicia



Capital Lease

- ➔ Process for Approval: Adoption by Resolution of the City Council.
- ➔ Source of Funding: For the debt service would be the general revenue collections of the General Fund.

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City of Benicia



Assessment District -Parcel Tax

- ➔ A Tax levied upon individual parcels and generally calculated by type of use, i.e. residential, commercial, industrial and other (refinery).
- ➔ Parcel tax funding is not recommended by bond counsel
 - ▶ The law authorizing a parcel tax does not contain bonding authority.
 - ▶ Commonly used for 'pay as you go' expenses

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City of Benicia



Parcel Tax

- ➔ Process for Approval: The City Council must approve the levy of a parcel tax by a 66% approval of the electors voting on the parcel tax.
- ➔ Source of Funding: The only way to capitalize the value is through COPs, payable from the General Fund and funded through the proceeds of the tax.

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City of Benicia



Summary

- ➔ The interest costs for General Obligation bonds would probably be lower than Certificates of Participation.
- ➔ The interest costs for a parcel tax would probably be slightly higher than either COPs or GOs.
- ➔ The actual interest costs are set the day the City actually brings the issue to market.

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City of Benicia



Debt Service Comparison

Type	Term	Rate	Capitalized Interest	Reserve
GO*	25	5.0%	No	No
COP*	25	5.5%	Yes	Yes
Lease	15	6.0%	Yes	No

* Interest Rate based on average yield and maturity.

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City of Benicia



Debt Service Comparison

Type78	Amount	Factor	Debt Service	Cost per 298K AV
GO Bond 5.0% - 25 Years	1,000,000	7.8%	78,000	\$4.54
COP 5.5% - 25 Years	1,000,000	8.0%	80,000	N/A
Lease 6.0% - 15 Years	1,000,000	10.6%	100,600	N/A

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City of Benicia



Assessed Valuation & Levy

Type	AV in (Million)	Number of Parcels	Average AV (000)	GO Levy (per million)
Residential	\$2,784	9,327	\$298	\$4.54
Commercial	\$176	209	\$842	\$12.80
Industrial	\$609	321	\$1,897	\$28.84
Refinery	\$900	1	\$900,000	\$13,682
Other	\$300	2,033	\$148	\$2.24
Total	\$4,769	11,891	\$401	\$6.10

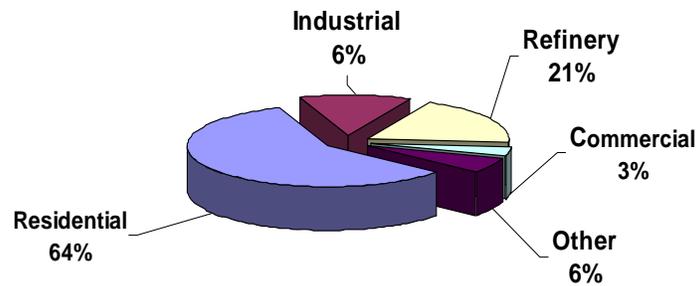
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City of Benicia



Go Bond Levy Distribution

Levy Distribution by Property Type



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City of Benicia



Sales Tax Override

- ➔ **Requires Election**
 - ▶ **2/3's if directed to certain projects**
 - ▶ **50% + 1 if it goes to General Fund**
 - ▶ **Current Sales Tax \$6.4 million**
 - ▶ **1/8 Cent would equal \$800K per year**
 - ▶ **State currently recommending sales tax measure of 1%**

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City of Benicia

CITY OF BENICIA
Notes to Basic Financial Statements

NOTE 7 – LONG-TERM DEBT

The City generally incurs long-term debt to finance projects or purchase assets, which will have useful lives equal to or greater than the related debt.

The City's debt issues and transactions are summarized below and discussed in detail thereafter.

A. Current Year Transactions and Balances

	Original Issue Amount	Balance July 1, 2007	Additions	Retirements	Balance June 30, 2008	Current Portion
GOVERNMENTAL ACTIVITY DEBT						
LONG-TERM DEBT						
1997 General Obligation						
Wastewater Bonds, Series A, 4.4-7.0%, due 08/01/17	\$5,000,000	\$3,410,000		\$235,000	\$3,175,000	\$250,000
1997 General Obligation						
Wastewater Bonds, Series B, 4.125-7%, due 08/01/18	5,000,000	3,635,000		225,000	3,410,000	235,000
2006 Pension Obligation Bonds						
Series A-1 (Current Interest Bonds) 5.69-5.93%, due 06/30/36	7,430,000	6,990,000			6,990,000	630,000
Series A-2 (Capital Appreciation Bonds) 5.67-6.12%, due 06/30/32	6,542,596	6,901,327	\$881,266	470,000	7,312,593	80,000
Casa de Vilarrasa- Capital Lease, 4.50%, due 03/01/25	1,400,000	1,400,000		51,888	1,348,112	54,249
Police and Marina Area Storm Drain Improvements Capital Lease, 4.58%, due 05/16/16	2,200,000	2,022,067		186,176	1,835,891	194,800
Total Governmental Activity Debt		<u>\$24,358,394</u>	<u>\$881,266</u>	<u>\$1,168,064</u>	<u>\$24,071,596</u>	<u>\$1,444,049</u>

CITY OF BENICIA
Notes to Basic Financial Statements

NOTE 7 - LONG TERM DEBT (Continued)

	Original Issue Amount	Balance July 1, 2007	Retirements	Balance June 30, 2008	Current Portion
BUSINESS-TYPE ACTIVITY DEBT					
ENTERPRISE FUND DEBT					
1967 Water Facilities					
Improvement Bonds, 5.4-5.5%, due 09/02/07	\$4,650,000	\$280,000	\$280,000		
2002 Water Revenue					
Refunding Bonds, 1.2-4.4%, due 11/01/17	10,805,000	8,370,000	650,000	\$7,720,000	\$665,000
2005 Wastewater Refunding Revenue Bonds					
2.7-4.15%, due 12/01/19	4,260,000	4,015,000	245,000	3,770,000	260,000
Less unamortized original issue discount		(81,408)	(9,500)	(71,908)	
Total utility bonds payable, net of discount		<u>12,583,592</u>	<u>1,165,500</u>	<u>11,418,092</u>	<u>925,000</u>
State of California Marina Loans, 4.5%, due 08/01/27	6,046,730	4,136,943	137,783	3,999,160	143,983
State Revolving Loan Fund- WWTP, 1.8%, due 12/19/20	20,129,576	14,826,461	940,458	13,886,003	957,415
State Revolving Loan Fund- I & I, 2.6% Due 04/10/25	11,296,658	10,438,243	462,124	9,976,119	474,139
State Revolving Loan Fund- Water Treatment Plant 2.39% Due 7/1/27	13,600,000	<u>11,716,747</u>	<u>463,113</u>	<u>11,253,634</u>	<u>474,248</u>
Total loans payable		<u>41,118,394</u>	<u>2,003,478</u>	<u>39,114,916</u>	<u>2,049,785</u>
Total Business-type Activity Debt		<u>\$53,701,986</u>	<u>\$3,168,978</u>	<u>\$50,533,008</u>	<u>\$2,974,785</u>

CITY OF BENICIA
Notes to Basic Financial Statements

NOTE 7 - LONG TERM DEBT (Continued)

B. 1997 General Obligation Wastewater Bonds, Series A and B

In 1997, the City's voters approved issuance of up to \$30 million in general obligation debt to improve the City's wastewater treatment plant. The 1997 General Obligation Sewer Wastewater Bonds totaling \$10 million were issued in August 1997 (Series A) and May 1998 (Series B). Principal payments are payable annually on August 1 and interest payments are paid semi-annually on February 1 and August 1.

C. 2006 Pension Obligation Bonds

On June 15, 2006, the California Statewide Communities Development Authority issued the 2006 Series A-1 Current Interest Bonds and Series A-2 Capital Appreciation Bonds in the amounts of \$27,985,000 and \$34,828,647, of which \$7,430,000 and \$6,542,596 were the City's portion. The bond proceeds were used to prepay the unfunded liability of the Miscellaneous and Safety pension plans through the California Public Employees' Retirement System. As of June 30, 2008, the City's prepaid pension obligation amounted to \$12,938,284.

The Series A-1 Current Interest Bonds bear interest rates of 5.69%-5.93%. Principal payments are due annually through 2036. Interest payments are payable semi-annually on June 1 and December 1.

The Series A-2 Capital Appreciation Bonds unaccrued discount totaled \$5,172,409 at June 30, 2008. The Bonds do not pay periodic interest. Interest on the Bonds will accrete in value at the rates of 5.67% to 6.12%. Repayments of the accreted principal commenced on June 1, 2008.

D. Casa de Vilarrasa- Capital Lease

In March 2005, the City entered into a Capital Lease for \$1.4 million, at 4.5% interest, to finance the purchase and rehabilitation of the Casa de Vilarrasa forty-unit senior housing complex. Semi-annual payments are due on September 1 and March 1 each year. The first four payments are interest only and are financed from the lease proceeds. The loan principal is to be amortized over 20 years. However, it is anticipated the loan will be repaid in 2014. Ownership of the housing complex will be reverted to the City at the end of the lease. Since the lease is in essence a financing arrangement, the cost of the above project and the amount of the lease have been included in the City's financial statements.

E. Police Building and Marina Area Storm Drain Improvements - Capital Lease

In May 2006, the City entered into a Capital Lease for \$2.2 million, at 4.58% interest, to finance the improvements to the Police Building and the portion of the storm drain system located in the Marina Area. Semi-annual payments are due on December 22 and June 22 each year. Ownership of the improvements will be reverted to the City at the end of the lease. Since the lease is in essence a financing arrangement, the cost of the improvements and the amount of the lease have been included in the City's financial statements.

F. Fire Engine - Capital Lease

In April 2008, the City entered into a Capital Lease for \$365,000, at 3.92% interest, to finance the purchase of a fire engine. Semi-annual payments are due on September 30 and March 31 each year. As of June 30, 2008, the agreement has not been executed. The City is not liable for any payment in current year.

CITY OF BENICIA
Notes to Basic Financial Statements

NOTE 7 - LONG TERM DEBT (Continued)

G. 1967 Water Facilities Improvement Bonds

In 1967, the City issued \$3,060,000 and \$1,590,000, respectively of Water Facilities Improvement Bonds Series A and Series B to finance the acquisition, construction and improvement of the City's water treatment facilities. These bonds are special obligations of the City payable solely from net revenue of the water operation. Principal and interest are payable semi-annually on March 2 and September 2. The final debt service payment was made on September 2, 2007 for both Series A and B.

H. 2002 Water Revenue Refunding Bonds

In September 2002, the City issued Water Revenue Refunding Bonds in the amount of \$10,805,000. The proceeds were used to defease the 1991 Water System Refunding Project Certificates of Participation, prepay the City's 1997 Community Drought Relief Promissory Note, purchase a reserve fund surety bond and pay the costs of issuing the bonds. The Water Revenue Refunding Bonds are secured by a pledge of the available net revenues of the City's Water System and are subject to the prior lien of the 1967 Bonds. Interest rates range from 1.25% to 4.40%. Principal payments are payable annually on November 1 and interest payments semi-annually on May 1 and November 1.

The pledge of future available net revenues of the Water Fund ends upon repayment of the \$9,359,514 in remaining debt service on the bonds which is scheduled to occur in fiscal year 2018. As disclosed in the official statement, available net revenues are expected to provide coverage over debt service of 1.20 over the life of the bonds. For fiscal year 2008, gross Water Fund Revenues including operating revenues and non-operating interest earnings totaled \$8,030,909 and operating costs, not including depreciation or amortization, totaled \$5,510,825. Net Revenues available for debt service totaled \$2,140,084 which represented coverage of 2.66 of debt service payment of \$948,865.

I. 2005 Wastewater Refunding Revenue Bonds

In September 2005, the City issued the 2005 Wastewater Refunding Revenue Bonds in the amount of \$4,260,000. The proceeds were used to partially finance the refunding of the 1993 Refunding Wastewater Revenue Bonds in the outstanding principal amount of \$4,435,000. The 2005 Revenue Bonds are payable solely from and secured by a pledge of the net revenues derived from the sewer operation. Principal payments are payable annually on December 1 and interest payments semi-annually on May 1 and November 1.

The pledge of future net revenues of the Wastewater Fund ends upon repayment of the \$4,692,812 in remaining debt service on the bonds which is scheduled to occur in fiscal year 2020. As disclosed in the official statement, available net revenues are expected to provide coverage over debt service of 1.20 over the life of the bonds. For fiscal year 2008, Wastewater Fund Revenues including operating revenues and non-operating investment income totaled \$7,636,640 and operating costs, not including depreciation or amortization totaled \$4,177,843. Net Revenues available for debt service totaled to \$3,458,797 which represented coverage of 9.00 of debt service payment of \$384,078.

J. State of California Marina Loans

From 1976 through 1984, the State of California loaned the City a total of \$6,046,730 for various construction projects for the City's marina. Interest and principal are payable annually on August 1 through 2027. Debt service is payable from marina revenues.

CITY OF BENICIA
Notes to Basic Financial Statements

NOTE 7 - LONG TERM DEBT (Continued)

K. State Revolving Loan Fund - Wastewater Treatment Plant (WWTP)

In 1998, the City negotiated a State Revolving Fund Loan with the State Water Resources Control Board to finance the remainder of the wastewater treatment plant improvements. The loan is a long-term liability of the Wastewater Enterprise Fund, which borrowed the maximum available of \$20,129,576. While the loan bears no stated interest, the City is required to pay an amount termed Local/State Match in addition to the principal amount of the loan. The City has imputed an interest rate of 1.8% to provide for the payment of this match. Payments are due annually in December through 2020.

L. State Revolving Loan Fund - Inflow & Infiltration (I & I)

In 2003, the City entered into a State Revolving Loan Fund loan agreement with the State Water Resources Control Board to finance the \$12 million inflow and infiltration project at a rate of 2.6%. The loan is a long-term liability of the Wastewater Enterprise Fund, which borrowed the maximum available of \$11,296,658. Payments are due annually on April 10 through 2025.

M. State Revolving Loan Fund-Water Treatment Plant

In 2004, the City entered into a State Revolving Fund loan agreement with the State Department of Water Resources to assist financing the Water Treatment Plant Improvement Project, which will enable the City to meet safe drinking water standards set by the State. The loan is a long-term liability of the Water Enterprise Fund, bearing interest of 2.39%. Principal and interest are payable semi-annually on January 1 and July 1 of each year, commencing January 1, 2008. The maximum amount the City can borrow is \$13,600,000; however, the City only borrowed \$11,716,747. As of June 30, 2008, the outstanding principal amount was \$11,253,634.

N. Debt Service Requirements

Annual debt service requirements are shown below for all long-term debt:

For the Year Ending June 30	Governmental Activities				Business-Type Activities	
	Outstanding Bonds		Capital Leases		Principal	Interest
	Principal (A)	Interest	Principal	Interest		
2009	\$1,195,000	\$715,527	\$249,049	\$141,941	\$2,974,785	\$1,237,430
2010	1,395,000	656,833	260,541	130,448	2,802,990	1,299,554
2011	1,460,000	632,505	272,565	118,424	3,115,051	1,220,133
2012	1,575,000	564,658	285,143	105,848	3,204,811	1,136,554
2013	1,655,000	536,926	298,302	92,689	3,280,831	1,049,139
2014-2018	8,585,001	2,036,059	1,138,486	263,100	17,772,047	3,790,254
2019-2023	2,225,000	1,097,833	463,598	107,955	11,739,544	1,601,531
2024-2028	2,385,001	1,088,155	216,319	12,304	5,714,857	322,415
2029-2033	3,060,000	1,061,174				
2034-2036	2,525,000	308,657				
Total	\$26,060,002	\$8,698,327	\$3,184,003	\$972,709	50,604,916	\$11,657,010
					71,908	
					\$50,533,008	

Less unamortized original issue discount

Net long-term debt of business-type activities

(A) Includes unaccreted discount totaling \$5,172,409

CITY OF BENICIA
Notes to Basic Financial Statements

NOTE 7 - LONG TERM DEBT (Continued)

O. Special Assessment Debt Without City Commitment

At June 30, 2008, the outstanding principal amount of bonded debt issued by special assessment districts in the City was as follows:

McAllister	\$10,850,000
East Second Street	3,135,000
Combined Drake/Gateway	476,000
Fleetside Industrial Refunding	2,490,000

The City has no legal or moral responsibility with respect to the payment of this debt and has therefore not recorded it as a liability. However, the City is responsible for the construction of the improvements financed by the Districts; therefore, the related Capital Projects Funds are reflected in the City's financial statements. The City is also responsible, as the Districts' agent, for recording the Districts' cash receipts, disbursements and balances, which are reported as Agency fund transactions in the financial statements.

NOTE 8 – NET ASSETS AND FUND BALANCES

A. Net Assets

Net Assets is the excess of all the City's assets over all its liabilities, regardless of fund. Net Assets are divided into three captions. These captions apply only to Net Assets, which is determined only at the Government-wide level, and are described below:

Invested in Capital Assets, net of related debt describes the portion of Net Assets which is represented by the current net book value of the City's capital assets, less the outstanding balance of any debt issued to finance these assets.

Restricted describes the portion of Net Assets which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the City cannot unilaterally alter. These principally include developer fees received for use on capital projects and debt service requirements.

Unrestricted describes the portion of Net Assets which is not restricted to use.

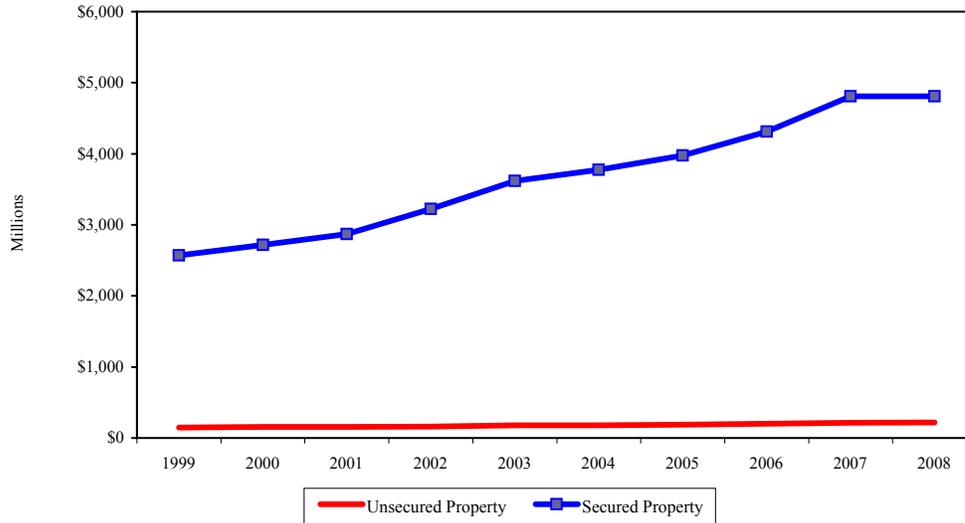
B. Fund Balance Reserves

Reserves are placed by outside entities, such as other governments, which restrict the expenditures of the reserved funds to the purpose intended by the entity that provided the funds. The City cannot modify or remove these reserves. At June 30, 2008, reserves included the following:

Debt Service reserve are the balance of debt service funds legally restricted for the payment of principal and interest on long-term debt, or the portion of proprietary funds retained earnings reserved to retire bond principal.

Prepaid Items reserve is the portion of fund balance set aside to indicate these items do not represent available, spendable resources even though they are a component of assets.

CITY OF BENICIA
ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS



Fiscal Year	Real Property				Total Real Secured Property	Unsecured Property	Total Assessed (a)	Estimated Full Market (a)	Total Direct Tax Rate (b)
	Residential Property	Commercial Property	Industrial Property	Other					
1999	\$1,407,686,638	\$95,676,242	\$861,914,515	\$57,435,910	\$2,422,713,305	\$147,628,449	\$2,570,341,754	\$2,570,341,754	0.27244%
2000	1,538,016,322	95,328,854	881,706,244	49,606,357	2,564,657,777	154,480,328	2,719,138,105	2,719,138,105	0.27000%
2001	1,638,678,509	98,389,465	904,588,050	70,409,318	2,712,065,342	156,242,220	2,868,307,562	2,868,307,562	0.26980%
2002	1,771,391,915	105,823,296	1,127,681,109	58,450,497	3,063,346,817	159,986,840	3,223,333,657	3,223,333,657	0.27047%
2003	1,877,242,130	115,871,808	1,395,918,255	48,987,127	3,438,019,320	178,013,190	3,616,032,510	3,616,032,510	0.29260%
2004	2,007,330,232	120,150,588	1,417,063,456	50,007,479	3,594,551,755	179,959,785	3,774,511,540	3,774,511,540	0.29718%
2005	2,165,141,847	124,906,264	1,426,651,050	69,656,432	3,786,355,593	190,108,523	3,976,464,116	3,976,464,116	0.29257%
2006	2,426,738,885	131,146,054	1,438,207,502	116,638,859	4,112,731,300	201,105,380	4,313,836,680	4,313,836,680	0.26611%
2007	2,823,114,166	142,156,389	1,546,655,534	83,018,745	4,594,944,834	212,949,929	4,807,894,763	4,807,894,763	0.26313%
2008	3,082,710,837	149,511,998	1,278,262,415	78,174,389	4,588,659,639	218,303,830	4,806,963,469	4,806,963,469	0.26295%

Source: Solano County Assessor 1997/98 - 2006/07 Combined Tax Rolls

(a) In 1978, the voters of the State of California passed Proposition 13 which limited taxes to a total maximum rate of 1%, based upon the assessed value of the property being taxed. Each year, the assessed value of the property may be increased by an "inflation factor" (limited to a maximum of 2%). With few exceptions, property is only reassessed as a result of new construction activity or at the time it is sold to a new owner. At that point, the property is reassessed based upon the added value of the construction or at the purchase price (market value) or economic value of the property sold. The assessed valuation data shown above represents the only data currently available with respect to the actual market value of taxable property and is subject to the limitations described above.

(b) California cities do not set their own direct tax rate. The state constitution establishes the rate at 1% and allocates a portion of that amount, by an annual calculation, to all the taxing entities within a tax rate area.

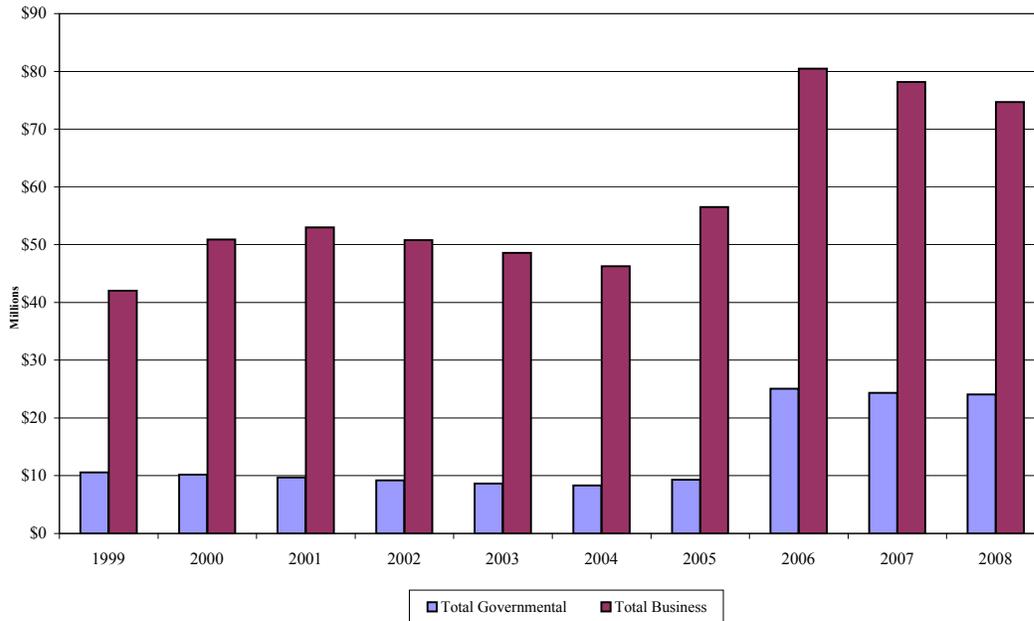
CITY OF BENICIA
PROPERTY TAX RATES
ALL DIRECT AND OVERLAPPING GOVERNMENTS
(PER \$100 OF ASSESSED VALUE)
LAST TEN FISCAL YEARS



Fiscal Year	Basic County Wide Levy	School District Levy	City Levy	Other Levy	Total Levy
1999	\$1.0000	\$0.1309	\$0.0411	\$0.0200	\$1.1920
2000	1.0000	0.0773	0.0348	0.0200	1.1321
2001	1.0000	0.0638	0.0341	0.0200	1.1179
2002	1.0000	0.0682	0.0295	0.0200	1.1177
2003	1.0000	0.0701	0.0198	0.0343	1.1242
2004	1.0000	0.0701	0.0198	0.0200	1.1099
2005	1.0000	0.0723	0.0192	0.0353	1.1268
2006	1.0000	0.0803	0.0187	0.0387	1.1377
2007	1.0000	0.0774	0.0170	0.0370	1.1314
2008	1.0000	0.0823	0.0157	0.0200	1.1180

Source: Solano County Auditor-Controller's Office

CITY OF BENICIA
Ratio of Outstanding Debt by Type
Last Ten Fiscal Years



Governmental Activities				
Fiscal Year	General Obligation Bonds	Pension Obligation Bonds	Lease Obligation	Total
1999	\$10,575,000			\$10,575,000
2000	10,165,000			10,165,000
2001	9,705,000			9,705,000
2002	9,215,000			9,215,000
2003	8,670,000			8,670,000
2004	8,300,000			8,300,000
2005	7,905,000		\$1,400,000	9,305,000
2006	7,485,000	\$13,972,596	3,600,000	25,057,596
2007	7,045,000	13,891,327	3,422,067	24,358,394
2008	6,585,000	14,302,593	3,184,003	24,071,596

Business-Type Activities							
Fiscal Year	Water Revenue Bonds	Sewer Revenue Bonds	Loans Payable	Total	Total Primary Government	Percentage of Personal Income (a)	Per Capita (a)
1999	\$13,980,000	\$5,480,000	\$12,003,337	\$31,463,337	\$42,038,337	4.69%	\$1,465.47
2000	13,450,000	5,325,000	21,956,391	40,731,391	50,896,391	5.16%	1,754.81
2001	12,890,000	5,160,000	25,257,395	43,307,395	53,012,395	5.50%	1,948.99
2002	12,295,000	4,990,000	24,293,039	41,578,039	50,793,039	5.19%	1,880.11
2003	12,065,000	4,815,000	23,055,898	39,935,898	48,605,898	4.82%	1,791.26
2004	11,285,000	4,630,000	22,064,776	37,979,776	46,279,776	4.51%	1,714.70
2005	10,425,000	4,435,000	32,349,308	47,209,308	56,514,308	5.26%	2,068.38
2006	9,550,000	4,260,000	41,620,216	55,430,216	80,487,812	7.12%	2,946.22
2007	8,650,000	4,015,000	41,118,395	53,783,395	78,141,789	6.51%	2,799.18
2008	7,720,000	3,770,000	39,114,917	50,604,917	74,676,513	5.95%	2,669.12

Note : Debt amounts exclude any premiums, discounts, or other amortization amounts.

Sources: City of Benicia
 State of California, Department of Finance (population)
 U.S. Department of commerce, Bureau of the Census (income)

(a) See page 111 (Demographic Statistics) for personal income and population data.

CITY OF BENICIA
Ratio of General Bonded Debt Outstanding
Last Ten Fiscal Years

Fiscal Year	General Obligation Bonds	Total	Percentage of Actual Taxable Value of Property (1)	Per Capita (2)
1999	\$10,575,000	\$10,575,000	0.41%	\$368.65
2000	10,165,000	10,165,000	0.37%	350.47
2001	9,705,000	9,705,000	0.34%	356.80
2002	9,215,000	9,215,000	0.28%	341.09
2003	8,670,000	8,670,000	0.24%	319.51
2004	8,300,000	8,300,000	0.22%	307.52
2005	7,905,000	7,905,000	0.20%	289.32
2006	7,485,000	7,485,000	0.17%	273.99
2007	7,045,000	7,045,000	0.15%	252.36
2008	6,585,000	6,585,000	0.14%	235.36

Note: Details regarding the city's outstanding debt can be found in the notes to the financial statements.

(1) See Schedule of Assessed Value and Estimated Actual Value of Taxable Property for property value data.

(2) Population data can be found in the Schedule of Demographic and Economic Statistics.

**CITY OF BENICIA
COMPUTATION OF DIRECT AND OVERLAPPING DEBT
JUNE 30, 2008**

2007-08 Assessed Valuation \$4,806,963,469

	Total Debt 6/30/2008	Percentage Applicable (1)	City's Share of Debt 6/30/2008
DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT			
Solano County Community College District	\$119,175,000	13.126%	\$15,642,922
Benicia Unified School District	37,893,944	99.213%	37,595,719
City of Benicia	6,585,000	100.00%	6,585,000
City of Benicia 1915 Act Bonds	16,951,000	100.00%	16,951,000
Benicia Municipal Water Facilities District, I.D. No.1		100.00%	
TOTAL GROSS DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT	\$180,604,944		76,774,641
Less: City of Benicia Municipal Water District, I.D. No.1 (100% self-supporting)			
TOTAL NET DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT			76,774,641
 OVERLAPPING GENERAL FUND DEBT:			
Solano County Certificates of Participation	\$137,955,000	12.654%	17,456,826
Solano County Pension Obligation	121,020,000	12.654%	15,313,871
Solano County Board of Education Certificates of Participation	3,220,000	12.654%	407,459
City of Benicia Pension Obligations	13,110,489	100.00%	13,110,489
TOTAL OVERLAPPING GENERAL FUND DEBT	\$275,305,489		\$46,288,645
GROSS COMBINED TOTAL DEBT			\$123,063,286 (2)
NET COMBINED TOTAL DEBT			\$123,063,286

(1) Percentage of overlapping agency's assessed valuation located within the boundaries of the city.

(2) Excludes tax and revenue anticipation notes, enterprise revenue, mortgage revenue and tax allocation bonds and non-bonded capital lease obligations.

RATIOS TO 2007-08 ASSESSED VALUATION:

Direct Debt (\$6,585,000)	0.14%
Total Gross Direct and Overlapping Tax Assessment Debt	1.60%
Total Net Direct and Overlapping Tax Assessment Debt	1.60%
Gross Combined Total Debt	2.56%
Net Combined Total Debt	2.56%

STATE SCHOOL BUILDING AID REPAYABLE AS OF 6/30/08: \$0

Source: California Municipal Statistics, Inc.

**CITY OF BENICIA
COMPUTATION OF LEGAL BONDED DEBT MARGIN
JUNE 30, 2008**

ASSESSED VALUATION:

Secured property assessed value, net of exempt real property	\$4,588,659,639
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BONDED DEBT LIMIT (3.75% OF ASSESSED VALUE) (a)	\$172,074,736
---	---------------

AMOUNT OF DEBT SUBJECT TO LIMIT:

Total Bonded Debt	\$32,377,593
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Less Revenue Bonds, Certificate of Participation not subject to limit	25,792,593
--	------------

Amount of debt subject to limit	6,585,000
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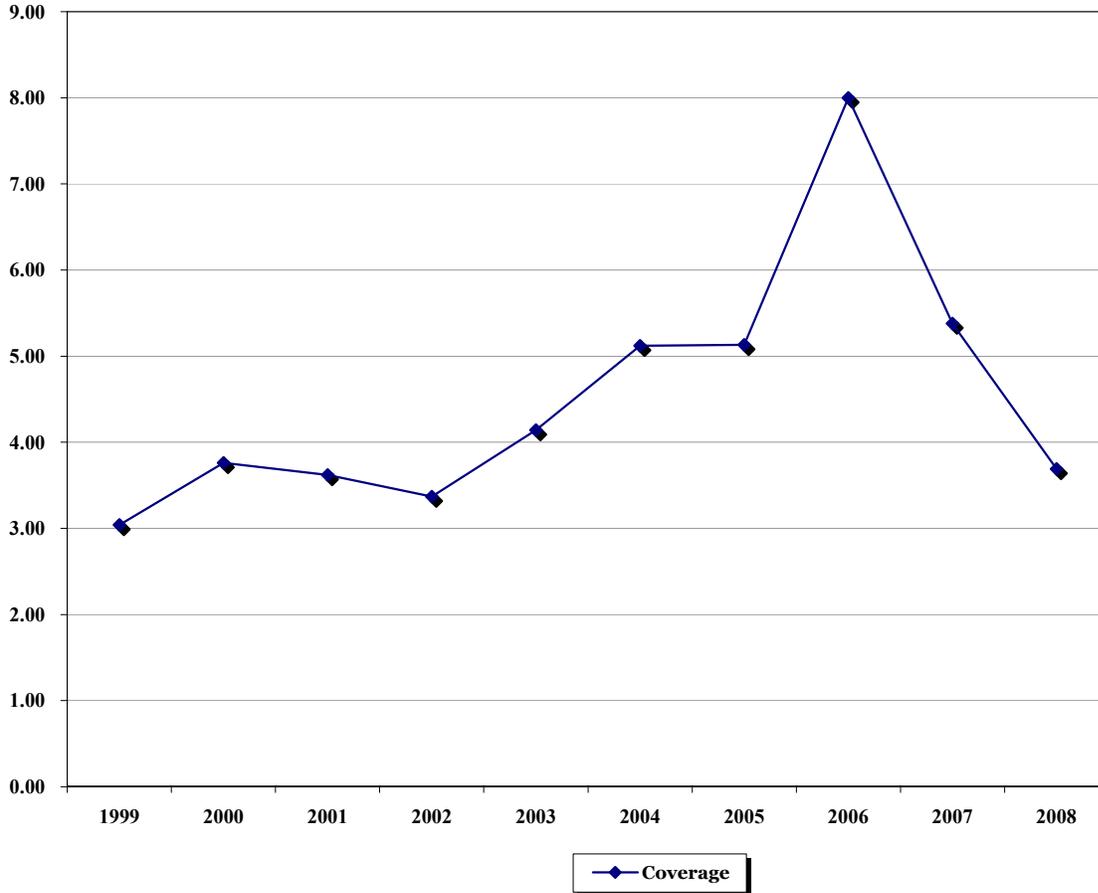
LEGAL BONDED DEBT MARGIN	\$165,489,736
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Fiscal Year	Debt Limit	Total Net Debt Applicable to Limit	Legal Debt Margin	Total net debt applicable to the limit as a percentage of debt limit
1999	\$90,851,749	\$10,575,000	\$80,276,749	13.17%
2000	96,174,667	10,165,000	86,009,667	11.82%
2001	101,702,450	9,705,000	91,997,450	10.55%
2002	114,875,506	9,215,000	105,660,506	8.72%
2003	128,925,725	8,670,000	120,255,725	7.21%
2004	134,795,691	8,300,000	126,495,691	6.56%
2005	141,988,335	7,905,000	134,083,335	5.90%
2006	154,227,424	7,485,000	146,742,424	5.10%
2007	172,310,431	7,045,000	165,265,431	4.26%
2008	172,074,736	6,585,000	165,489,736	3.98%

NOTE:

- (a) California Government Code, Section 43605 sets the debt limit at 15%. The Code section was enacted prior to the change in basing assessed value to full market value when it was previously 25% of market value. Thus, the limit shown as 3.75% is one-fourth the limit to account for the adjustment of showing assessed valuation at full cash value.

CITY OF BENICIA
PLEDGED-REVENUE COVERAGE
WATER AND WASTEWATER REVENUE BONDS
LAST TEN FISCAL YEARS
(amounts expressed in thousands)



Fiscal Year	Gross Revenue (1)	Operating Expenses (2)	Net Revenue Available for Debt Service	Debt Service Requirements			Coverage
				Principal	Interest	Total	
1999	\$9,841	\$4,409	\$5,432	\$660	\$1,124	\$1,784	3.04
2000	11,972	5,226	6,746	685	1,111	1,796	3.76
2001	11,645	5,133	6,512	725	1,072	1,797	3.62
2002	12,247	6,252	5,995	765	1,012	1,777	3.37
2003	11,723	6,153	5,570	805	540	1,345	4.14
2004	14,570	6,349	8,221	965	642	1,607	5.12
2005	15,426	6,837	8,589	1,055	620	1,675	5.13
2006	17,165	6,503	10,662	875	458	1,333	8.00
2007	16,222	7,477	8,745	1,145	482	1,627	5.38
2008	15,668	9,689	5,979	1,175	446	1,621	3.69

Notes: (1) Includes all Water & Wastewater Operating Revenues, Non-operating Interest Revenue, Connection Fees and other Non-operating Revenue
(2) Includes all Water & Wastewater Operating Expenses less Depreciation and Interest

Source: City of Benicia

General Fund Debt to Equity Ratios				
	2008 Actual	2009 Budget	2010 Budget	2011 Budget
General Fund				
Economic Uncertainty	\$ 1,528,083	\$ 1,539,298	\$ 1,553,715	\$ 1,582,781
Exposures Reserve	\$ 1,528,083	\$ 1,539,298	\$ 1,553,715	\$ 1,582,781
Emergency Reserve	\$ 3,056,166	\$ 3,078,596	\$ 3,107,429	\$ 3,165,562
Loan to Transit	\$ 250,000	\$ 203,843	\$ 155,840	\$ 105,917
Undesignated Unreserved	\$ 880,243	\$ 152,750	\$ 24,982	\$ 126,240
Total	\$ 7,242,575	\$ 6,513,785	\$ 6,395,680	\$ 6,563,280

Debt to Equity Ratio				
Outstanding General Fund Debt				
Fire Truck Lease-Insurance Fund	\$ 343,460	\$ 314,853	\$ 285,102	\$ 254,160
Fire Truck Lease-Comerica	\$ -	\$ 327,973	\$ 297,461	\$ 265,613
Vilarrasa Lease-West America	\$ 1,348,112	\$ 1,293,863	\$ 1,237,145	\$ 1,177,846
PD/Marina Storm Lease-West America	\$ 1,835,891	\$ 1,641,090	\$ 1,437,266	\$ 1,224,000
Pension Obligation Bonds-Net GF	\$ 14,302,593	\$ 13,676,377	\$ 13,959,971	\$ 12,743,201
Less: PERS Deposit	\$ (14,302,593)	\$ (13,676,377)	\$ (13,959,971)	\$ (12,743,201)
Total Outstanding Debt	\$ 3,527,463	\$ 3,577,779	\$ 3,256,974	\$ 2,921,619
Debt to Equity Ratio	.49:1	.55:1	.51:1	.45:1

RESOLUTION

RESOLUTION NO. 09-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA ADOPTING THE MUNICIPAL BUDGETS FOR FISCAL YEARS 2009-2010 AND 2010-2011

WHEREAS, the City Manager of the City of Benicia is required to prepare a proposed budget for the City Council; and

WHEREAS, the City Manager conducted several public workshops to gather information necessary to update the Strategic Plan for the City of Benicia, and

WHEREAS, the results of the Strategic Planning workshops were reviewed by the City Council and thereafter utilized as an integral part of the Municipal Budgets; and

WHEREAS, the City Manager presented a proposed two-year budget for fiscal 2009-2010 and 2010-2011 to the City Council on June 30, 2009 for all Municipal Funds; and

WHEREAS, on June 30, 2009, the City Manager proposed the adoption of the Municipal Budgets along with specific adjustments directed by the City Council and listed in the attached Budget Summaries attached to this resolution and hereby included herein; and

WHEREAS, the City Council has reviewed the employee positions listed in the budget document and has considered authorizing the City Manager to fill those positions not specifically exempted, provided said positions have sufficient appropriations; and

WHEREAS, the City Council has reviewed the level of budgeting control needed by the City Manager to ensure efficiency in managing the operations and capital programs of the City, including the authorization budget transfers within a single fund; and

WHEREAS, the City Manager has requested purchasing authority consistent with the Purchasing Policy and Uniform Construction Code approved by the City Council.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby adopts the updated Strategic Plan for the Fiscal Years 2009-10 and 2010-11 and commends its use in the compilation of the Municipal Budgets.

BE IT FURTHER RESOLVED THAT the City Council of the City of Benicia hereby adopts the Municipal Budgets for the Fiscal Years 2009-10 and 2010-11 as evidenced by the attached Budget Summaries and Noted Adjustments.

BE IT FURTHER RESOLVED THAT the City Council hereby directs the City Manager to fill employee positions authorized in the budget document and from time-to-time make recommendations to the City Council on necessary changes in employee positions.

BE IT FURTHER RESOLVED THAT the City Council hereby directs the City Manager to monitor and control the expenditures of each Department and, at the same time,

approve modifications to each Department within a specified fund, so long as the total expenditures within the fund shall not be greater, unless offset by an equal Grant amount.

BE IT FURTHER RESOLVED THAT the City Council hereby directs the City Manager to monitor and assess the fiscal conditions of the State, County and Municipal budgets during the difficult economic times that lie ahead and report to the City Council on a quarterly basis.

BE IT FURTHER RESOLVED THAT the City Council hereby directs the City Manager to approve all requests for purchase authorized in the approved budget, provided that said purchases are consistent with the City's Purchasing Policy and Uniform Construction Code approved by the City Council.

BE IT FURTHER RESOLVED THAT the City Council hereby directs the City Manager to authorize the appropriation of Grant amounts of \$50,000 or less to expedite the delivery of said Grant services or purchases.

On motion of _____, seconded by _____, the above resolution was introduced and passed by the City Council of the City of Benicia at a special meeting of said Council held on the 30th day of June, 2009, and adopted by the following vote:

Ayes:
Noes:
Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

ATTACHMENTS TO THE RESOLUTION

All Funds Summary

	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed 2009-10 (2)	% (2/1)	Proposed 2010-11 (3)	% (3/2)
Revenues								
General Fund	32,387,125	33,201,895	33,757,365	33,737,415	32,720,300	-3%	32,977,255	1%
Special Revenue Funds	3,101,545	3,498,035	3,423,910	3,256,455	3,584,205	5%	3,244,635	-9%
Debt Service Funds	1,129,940	1,174,805	1,266,685	1,166,535	1,161,790	-8%	1,161,790	0%
Capital Project Funds	4,274,580	3,228,560	7,718,215	3,320,950	4,765,960	-38%	2,374,420	-50%
Internal Service Funds	3,618,555	4,450,215	3,766,380	3,879,580	3,701,450	-2%	3,642,820	-2%
Enterprise Funds	39,501,930	19,815,950	21,086,595	16,799,565	17,152,140	-19%	17,631,515	3%
Agency Funds	2,168,535	2,000,870	1,921,080	1,505,014	1,498,720	-22%	1,498,720	0%
Revenue Total	\$ 86,182,210	67,370,330	72,940,230	63,665,514	64,584,565	-11%	62,531,155	-3%
Expenditures								
General Fund	30,086,505	33,391,895	36,280,740	36,261,535	33,013,490	-9%	33,010,200	0%
Special Revenue Funds	3,448,905	2,768,635	4,821,490	3,812,759	4,359,720	-10%	3,891,180	-11%
Debt Service Funds	3,109,095	1,457,400	1,180,750	1,183,745	1,185,970	0%	1,186,645	0%
Capital Project Funds	9,303,000	3,611,090	11,913,085	4,846,350	4,824,210	-60%	3,247,205	-33%
Internal Service Funds	4,142,475	5,414,090	4,464,145	3,692,060	4,227,840	-5%	3,704,569	-12%
Enterprise Funds	44,008,645	21,115,930	31,104,780	29,759,980	20,317,345	-35%	19,206,115	-5%
Agency Funds	2,077,400	1,913,810	1,920,730	1,915,885	1,850,180	-4%	1,837,530	-1%
Expenditure Total	96,176,025	69,672,850	91,685,720	81,472,315	69,778,755	-24%	66,083,444	-5%
Combined Surplus/(Deficit)	(9,993,815)	(2,302,520)	(18,745,490)	(17,806,801)	(5,194,190)	-72%	(3,552,289)	-32%
Fund Balance								
General Fund	6,966,135	7,242,575	6,513,785	6,592,410	6,395,680	-2%	6,563,280	3%
Special Revenue Funds	2,701,315	3,430,715	2,028,685	3,012,381	2,236,866	10%	1,590,321	-29%
Debt Service Funds	1,409,550	1,126,955	1,212,890	1,109,745	1,085,565	-10%	1,060,710	-2%
Capital Project Funds	4,969,135	4,586,605	391,735	3,061,205	3,002,955	-	2,130,170	-29%
Internal Service Funds	3,211,440	3,052,525	2,776,445	3,268,650	2,742,260	-1%	2,680,511	-2%
Enterprise Funds	26,797,153	24,223,427	15,002,214	17,771,529	16,910,430	13%	16,242,295	-4%
Agency Funds	3,236,725	3,196,135	3,196,485	3,214,550	3,259,490	2%	3,317,080	2%
Total Fund Balance	\$ 49,291,453	46,858,937	31,122,239	38,030,469	35,633,245	14%	33,584,366	-6%

General Fund Summary - By Department

	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed Budget 2009-10 (2/1)	%	Proposed Budget 2010-11 (3)	%
						(2)		(3/2)
Revenues								
City Council	0	200	0	1,280	500		500	
City Clerk	50	0	0	0	0		0	
City Treasurer	52,570	56,850	92,510	92,710	97,860	6%	100,815	3%
City Manager	190	570	0	2,400	500		500	
City Attorney	130	0	0	0	0		0	
Economic Development	0	1,000	0	30	0		0	
Human Resources	505	515	0	0	0		0	
Finance	30	0	0	0	0		0	
Library	74,195	67,365	72,770	61,505	64,505	-11%	64,505	0%
Community Development	510,100	482,585	363,450	361,600	361,900	0%	361,900	0%
Police	483,210	453,825	409,630	401,830	406,700	-1%	406,700	0%
Fire	286,275	335,435	402,080	392,080	360,000	-10%	360,000	0%
Public Works	198,000	45,255	89,500	84,550	41,500	-54%	41,500	0%
Parks & Community Services	961,310	1,023,270	948,220	1,032,280	1,023,560	8%	1,023,560	0%
Insurances	0	6,640	23,900	23,900	0		0	
Non-Departmental	27,511,940	29,291,595	29,493,210	29,407,725	29,662,860	1%	30,057,695	1%
Interfund Transfer-In	168,230	78,165	80,415	80,415	80,415	0%	80,415	0%
Revenue Total	\$ 30,246,735	31,843,270	31,975,685	31,942,305	32,100,300	0%	32,498,090	1%
Expenditures								
City Council	82,420	97,075	101,575	102,235	102,100	1%	105,180	3%
City Clerk	69,175	78,010	80,910	77,100	79,715	-1%	81,435	2%
City Treasurer	52,570	56,850	92,510	92,710	97,860	6%	100,815	3%
City Manager	418,230	454,430	546,205	545,355	565,665	4%	583,860	3%
City Attorney	571,485	569,185	579,195	585,940	620,030	7%	635,570	3%
Human Resources	450,820	365,100	375,385	337,880	349,700	-7%	360,930	3%
Finance	999,675	983,070	1,122,410	1,137,405	1,110,365	-1%	1,154,520	4%
Community Grants & Programs	388,225	486,255	506,750	506,750	420,460	-17%	419,180	0%
Economic Development	383,335	454,740	501,495	502,770	439,880	-12%	440,085	0%
Library	1,144,595	1,209,775	1,273,790	1,260,860	1,267,045	-1%	1,230,160	-3%
Community Development	1,227,030	1,433,840	1,487,550	1,404,615	1,432,415	-4%	1,476,555	3%
Police	7,293,635	8,026,425	8,125,060	8,176,180	8,434,240	4%	8,634,190	2%
Fire	6,203,785	6,899,210	6,983,220	7,127,615	7,132,670	2%	7,285,540	2%
Public Works	1,774,765	1,956,655	2,086,645	2,053,595	1,894,985	-9%	1,926,840	2%
Parks & Community Services	4,366,800	5,268,170	5,443,905	5,227,920	5,174,520	-5%	5,287,955	2%
Insurances	725,110	712,735	516,625	581,630	528,855	2%	539,700	2%
Non-Departmental & Debt Service	1,547,545	2,164,320	1,701,290	1,782,685	1,452,220	-15%	1,141,460	-21%
Interfund Transfer-Out	632,785	595,815	698,745	695,055	750,765	7%	781,225	4%
Expenditure Total	\$ 28,331,985	31,811,660	32,223,265	32,198,300	31,853,490	-1%	32,185,200	1%
Operational Surplus/(Deficit)	1,914,750	31,610	(247,580)	(255,995)	246,810		312,890	
Capital Projects & Non-Recurring								
Non-Recurring Revenues	2,140,390	1,358,625	1,781,680	1,795,110	620,000	-65%	479,165	-23%
Non-Recurring Expenditures	1,754,520	1,580,235	4,057,475	4,063,235	1,160,000	-71%	825,000	-29%
Combined Surplus/(Deficit)	2,300,620	(190,000)	(2,523,375)	(2,524,120)	(293,190)		(32,945)	
Transfers to B.S. Loans Receivable	(190,115)	(281,145)	(66,440)	(145,810)	(175,085)		(200,545)	
Transfers to Project Reserves	2,550,535		(1,728,145)	(1,728,145)				
Misc Adj to Fund Balance	(97,050)	(185,295)						
Fund Balance	\$ 6,966,135	7,242,575	6,513,785	6,592,410	6,395,680		6,563,280	
Reserve Percentage	24.6%	22.8%	20.2%	20.5%	20.1%		20.4%	
Over/(Short) of 20% Requirement	1,299,738	880,243	69,132	152,750	24,982		126,240	

Special Revenue Funds Summary

	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed 2009-10 (2)	% (2/1)	Proposed 2010-11 (3)	% (3/2)
Revenues								
BUSD Fields	246,770	0	0	0	0	-	0	-
Community Development Block Grants	56,155	68,435	26,000	19,905	525,615	-	418,900	-20%
Community Services Programs	30,760	58,300	33,810	40,735	34,895	3%	35,175	1%
Fire Special Revenue Funds	8,925	34,700	22,800	9,620	19,000	-17%	7,325	-61%
Gas Tax Funds	518,935	965,965	829,235	685,995	728,640	-12%	753,980	3%
Human Services Fund	117,495	250,210	256,770	256,770	254,995	-1%	254,995	0%
Landscaping & Lighting Districts	458,475	457,045	448,225	432,165	433,635	-3%	432,960	0%
Library Special Revenue Funds	1,146,930	1,123,125	1,127,560	1,070,400	1,039,015	-8%	1,024,735	-1%
Southern Pacific Depot	27,385	20,055	5,880	0	13,100	123%	25,700	96%
Police Special Revenue Funds	400,500	403,050	575,130	551,935	278,405	-52%	277,465	0%
Tourtlot Mitigation	30,455	28,890	18,250	6,600	5,000	-73%	5,000	0%
FEMA OES	20,850	0	0	0	0	-	0	-
Climate Plan Grant	0	2,210	40,000	37,790	0	-100%	0	-
BCDC Grant	0	74,385	0	98,115	242,425	-	0	-100%
Cable Television Activities	37,910	11,665	40,250	46,425	9,480	-76%	8,400	-11%
Revenue Total	\$ 3,101,545	3,498,035	3,423,910	3,256,455	3,584,205	5%	3,244,635	-9%

Expenditures								
BUSD Fields	246,770	0	0	0	0	-	0	-
Community Development Block Grants	0	0	167,500	137,720	582,590	248%	476,875	-18%
Community Services Programs	200	43,200	80,515	80,515	55,300	-31%	55,425	0%
Fire Department Grants	13,975	27,260	37,865	16,400	31,245	-17%	7,325	-77%
Gas Tax Funds	836,130	373,915	1,297,800	823,840	873,100	-33%	935,480	7%
Human Services Fund	139,185	254,600	257,995	271,495	252,900	-2%	252,900	0%
Landscaping & Lighting Districts	450,100	473,340	600,020	542,690	551,540	-8%	536,450	-3%
Library Grants	1,299,285	1,102,605	1,430,910	1,208,290	1,161,075	-19%	1,192,665	3%
Southern Pacific Depot	12,225	15,065	16,540	16,540	7,500	-55%	7,500	0%
Police Department Grants	366,595	347,155	685,245	410,565	526,045	-23%	351,190	-33%
Tourtlot Mitigation	42,515	33,505	112,975	74,975	43,000	-62%	43,000	0%
FEMA OES	13,530	0	0	0	0	-	0	-
Climate Plan Grant	0	2,210	37,790	37,790	0	-100%	0	-
BCDC Grant	0	74,385	0	98,115	242,425	-	0	-100%
Cable Television Activities	28,395	21,395	96,335	93,825	33,000	-66%	32,370	-2%
Expenditure Total	\$ 3,448,905	2,768,635	4,821,490	3,812,759	4,359,720	-10%	3,891,180	-11%

Combined Surplus/(Deficit)	(347,360)	729,400	(1,397,580)	(556,304)	(775,515)	-45%	(646,545)	-17%
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Fund Balance								
BUSD Fields	0	0	0	0	0	-	0	-
Community Development Block Grants	373,305	441,740	300,240	323,925	266,950	-11%	208,975	-22%
Community Services Programs	133,155	148,255	101,550	108,475	88,070	-13%	67,820	-23%
Fire Department Grants	11,585	19,025	3,960	12,245	0	-100%	0	-
Gas Tax Funds	24,855	616,905	148,340	479,060	334,600	126%	153,100	-54%
Human Services Fund	117,425	113,035	111,810	98,310	100,405	-10%	102,500	2%
Landscaping & Lighting Districts	411,105	394,810	243,015	422,255	304,350	25%	200,860	-34%
Library Grants	512,095	532,615	229,265	394,725	272,665	19%	104,735	-62%
Southern Pacific Depot	127,595	132,585	121,925	116,045	121,645	0%	139,845	15%
Police Department Grants	189,800	245,695	131,130	387,065	139,425	6%	65,700	-53%
Tourtlot Mitigation	695,775	691,160	596,435	622,785	584,785	-2%	546,785	-6%
FEMA OES	0	0	0	0	0	-	0	-
Climate Plan Grant	0	0	2,210	0	0	-100%	0	-
BCDC Grant	0	0	0	0	0	-	0	-
Cable Television Activities	104,620	94,890	38,805	47,490	23,970	-38%	0	-100%
Total Fund Balance	\$ 2,701,315	3,430,715	2,028,685	3,012,381	2,236,866	10%	1,590,321	-29%

Capital Project Funds Summary

	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed 2009-10 (2)	% (2/1)	Proposed 2010-11 (3)	% (3/2)
Revenues								
Capital License	285,530	49,605	20,560	18,925	16,950	-18%	39,590	134%
Community Center	15,650	116,815	81,010	255,210	861,780	-	50,000	-94%
Intermodal Center	43,485	52,825	47,000	21,095	50,000	6%	500,000	-
McAllister Assessment Dist.	417,025	1,160	0	1,300	1,100	-	1,100	0%
Park Dedication	735,190	905,455	2,848,145	1,917,340	1,062,110	-63%	135,230	-87%
Police Building	923,160	214,095	0	4,885	0	-	0	-
Traffic Mitigation	376,825	265,255	291,500	143,780	75,000	-74%	75,000	0%
Storm Water Improvements	1,050,515	683,140	290,290	152,025	200,000	-31%	205,000	2%
Donation Funded Projects	7,410	810	0	0	0	-	0	-
Special Fund Street Projects	119,790	890,385	4,137,010	792,010	2,491,020	-40%	835,500	-66%
Casa de Vilarrasa	0	0	0	0	0	-	0	-
Library Basement Project	300,000	49,015	2,700	14,380	8,000	196%	533,000	-
Revenue Total	\$ 4,274,580	3,228,560	7,718,215	3,320,950	4,765,960	-38%	2,374,420	-50%
Expenditures								
Capital License	197,395	372,150	217,360	104,685	190,000	-13%	10,000	-95%
Community Center	227,750	438,275	1,574,645	379,310	560,000	-64%	50,000	-91%
Intermodal Center	0	31,530	173,700	59,725	50,000	-71%	500,000	-
McAllister Assessment Dist.	3,311,380	0	0	0	0	-	0	-
Park Dedication	767,545	1,240,140	3,446,885	3,213,945	400,000	-88%	0	-100%
Police Building	1,273,175	190,455	78,375	31,075	28,065	-64%	0	-100%
Traffic Mitigation	702,445	260,375	1,395,650	294,815	1,005,495	-28%	781,445	-22%
Storm Water Improvements	1,853,245	502,590	290,290	242,015	200,000	-31%	205,000	2%
Donation Funded Projects	157,280	1,760	13,175	0	20,140	53%	0	-100%
Special Fund Street Projects	529,445	537,085	4,347,735	518,375	2,370,510	-45%	835,500	-65%
Casa de Vilarrasa	283,340	0	0	0	0	-	0	-
Library Basement Project	0	36,730	375,270	2,405	0	-100%	865,260	-
Expenditure Total	\$ 9,303,000	3,611,090	11,913,085	4,846,350	4,824,210	-60%	3,247,205	-33%
Combined Surplus/(Deficit)	(5,028,420)	(382,530)	(4,194,870)	(1,525,400)	(58,250)	-99%	(872,785)	1398%
Fund Balance								
Capital License	588,360	265,815	69,015	180,055	7,005	-90%	36,595	-
Community Center	143,780	(177,680)	(1,671,315)	(301,780)	0	-100%	0	-
Intermodal Center	1,017,335	1,038,630	911,930	1,000,000	1,000,000	10%	1,000,000	0%
McAllister Assessment Dist.	20,600	21,760	21,760	23,060	24,160	11%	25,260	5%
Park Dedication	870,240	535,555	(63,185)	(761,050)	(98,940)	57%	36,290	-137%
Police Building	30,615	54,255	(24,120)	28,065	0	-100%	0	-
Traffic Mitigation	2,575,680	2,580,560	1,476,410	2,429,525	1,499,030	2%	792,585	-47%
Storm Water Improvements	(90,560)	89,990	89,990	0	0	-100%	0	-
Donation Funded Projects	21,090	20,140	6,965	20,140	0	-100%	0	-
Special Fund Street Projects	(508,005)	(154,705)	(365,430)	118,930	239,440	-166%	239,440	0%
Casa de Vilarrasa	0	0	0	0	0	-	0	-
Library Basement Project	300,000	312,285	(60,285)	324,260	332,260	-651%	0	-100%
Total Fund Balance	\$ 4,969,135	4,586,605	391,735	3,061,205	3,002,955	667%	2,130,170	-29%

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Internal Service Funds Summary

	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed 2009-10 (2)	% (2/1)	Proposed 2010-11 (3)	% (3/2)
Revenues								
Admin Services - Enterprises	501,265	702,505	735,305	734,170	1,026,440	40%	1,009,700	-2%
Fleet & Equipment Services	401,170	394,860	454,195	454,195	473,425	4%	484,935	2%
Workers' Compensation	544,435	568,060	493,605	429,515	591,895	20%	606,165	2%
Equipment Replacement	119,460	282,630	250,180	163,475	56,255	-78%	69,410	23%
Vehicle Replacement	474,210	899,645	470,275	797,670	267,840	-43%	160,215	-40%
Facility Maintenance	243,715	331,910	20,760	178,555	19,195	-8%	19,395	1%
Retirement Stabilization	1,334,300	1,270,605	1,342,060	1,122,000	1,266,400	-6%	1,293,000	2%
Revenue Total	\$ 3,618,555	4,450,215	3,766,380	3,879,580	3,701,450	-2%	3,642,820	-2%
Expenses								
Admin Services - Enterprises	501,265	702,505	735,305	734,170	1,026,440	40%	1,009,700	-2%
Fleet & Equipment Services	401,170	394,860	454,195	454,195	473,425	4%	484,935	2%
Workers' Compensation	542,390	435,480	571,805	637,835	696,175	22%	708,499	2%
Equipment Replacement	76,710	43,045	156,960	86,390	52,960	-66%	58,055	10%
Vehicle Replacement	352,995	1,162,635	200,385	372,545	215,205	7%	114,745	-47%
Facility Maintenance	277,575	184,975	718,685	282,550	500,000	-30%	25,000	-95%
Retirement Stabilization	1,990,370	2,490,590	1,626,810	1,124,375	1,263,635	-22%	1,303,635	3%
Expense Total	\$ 4,142,475	5,414,090	4,464,145	3,692,060	4,227,840	-5%	3,704,569	-12%
Combined Surplus/(Deficit)	(523,920)	(963,875)	(697,765)	187,520	(526,390)	-25%	(61,749)	-88%
Working Capital								
Admin Services - Enterprises	0	0	0	0	0	-	0	-
Fleet & Equipment Services	0	0	0	0	0	-	0	-
Workers' Compensation	753,945	464,845	808,330	285,130	180,850	-78%	78,516	-57%
Equipment Replacement	302,050	541,635	634,855	618,720	622,015	-2%	633,370	2%
Vehicle Replacement	735,735	472,745	742,635	897,870	950,505	28%	995,975	5%
Facility Maintenance	492,135	639,070	(58,855)	535,075	54,270	-192%	48,665	-10%
Retirement Stabilization	927,575	934,230	649,480	931,855	934,620	44%	923,985	-1%
Total Working Capital	\$ 3,211,440	3,052,525	2,776,445	3,268,650	2,742,260	-1%	2,680,511	-2%

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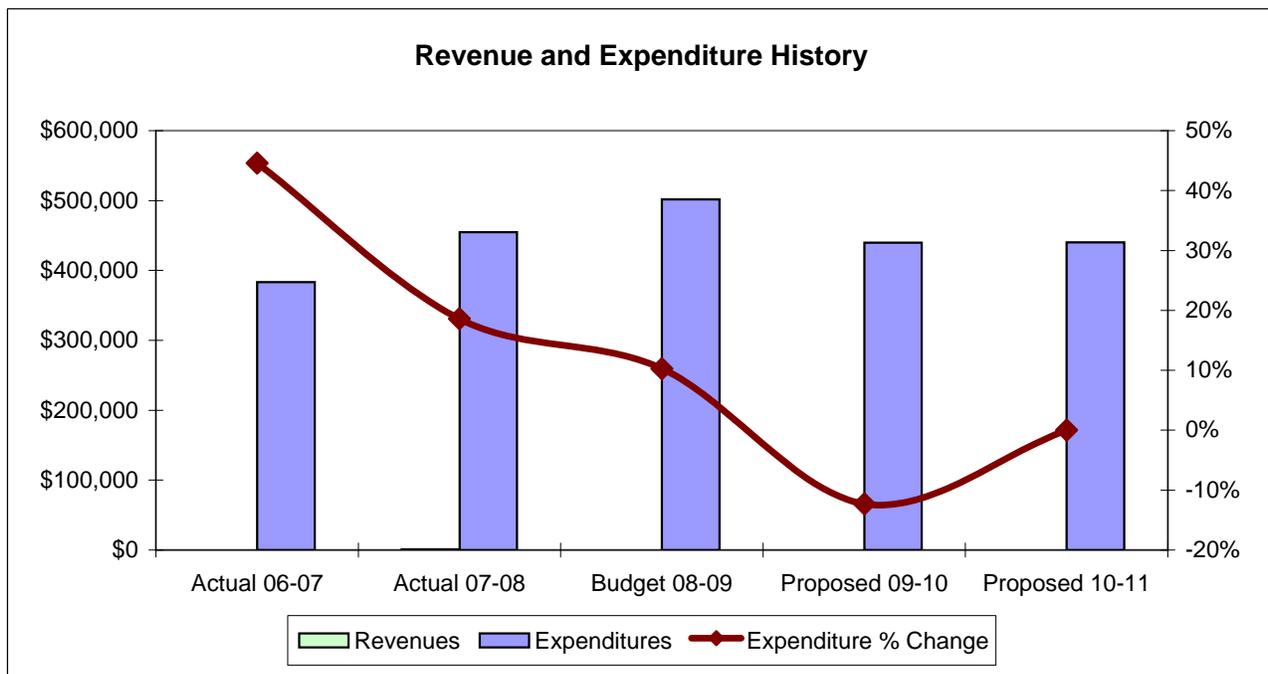
Economic Development

Fund 010 Division 2605	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed 2009-10 (2)	% (2/1)	Proposed 2010-11 (3)	% (3/2)
Revenue Total	\$ 0	1,000	0	30	0	-	0	-
Expenditures								
Salary & Wages	\$ 159,420	177,355	148,645	148,645	152,740	3%	155,795	2%
Benefits	63,315	78,800	74,570	74,570	64,405	-14%	66,450	3%
Services & Supplies *	159,005	196,180	276,700	278,250	221,155	-20%	216,200	-2%
Capital Outlay	0	630	500	225	470	-6%	500	6%
Internal Service Charges	1,595	1,775	1,080	1,080	1,110	3%	1,140	3%
Expenditure Total	\$ 383,335	454,740	501,495	502,770	439,880	-12%	440,085	0%
Net Contribution / (Use)	\$ (383,335)	(453,740)	(501,495)	(502,740)	(439,880)		(440,085)	

* Includes :

Economic Development Expenditures

Chamber of Commerce	5,945	5,945	6,200	6,000	6,200	0%	6,200	0%
Main Street Programs	56,400	112,000	117,500	115,000	114,000	-3%	114,000	0%
Marketing	3,535	475	3,000	3,000	3,000	0%	3,000	0%
Tourism Program	14,085	50,195	55,000	55,000	55,000	0%	55,000	0%
Enhanced Service Level - Main Street	50,000	0	0	0	0	-	0	-
Totals	129,965	168,615	181,700	179,000	178,200	-2%	178,200	0%



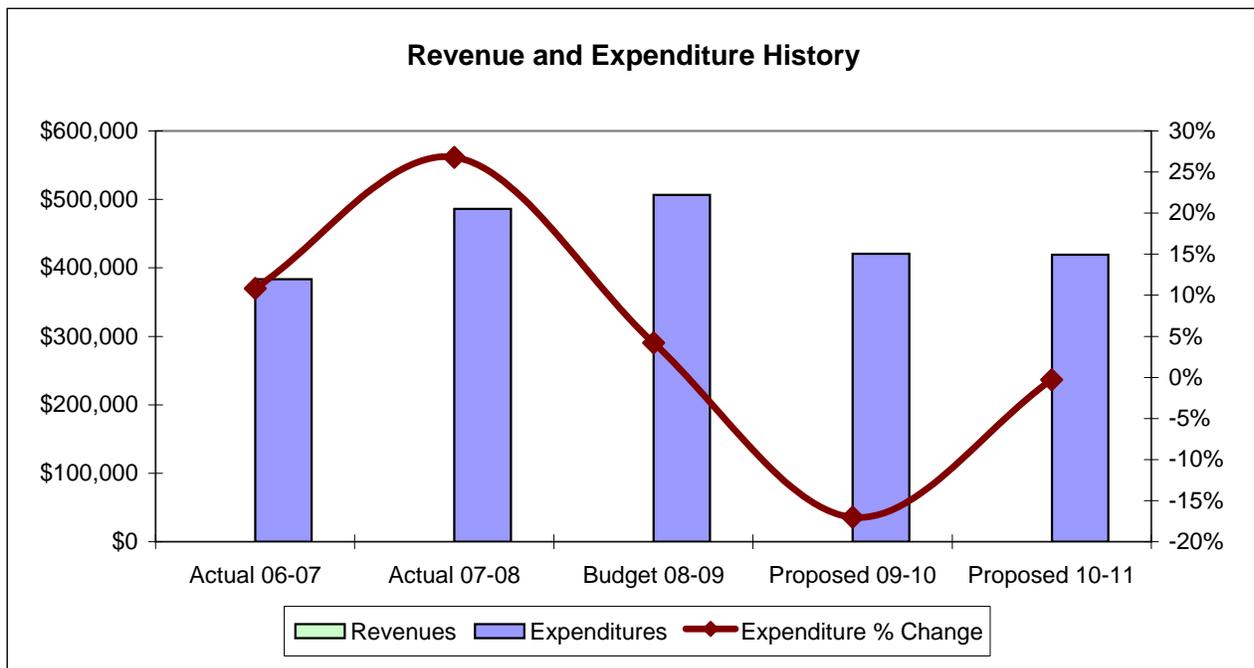
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Community Grants and Programs

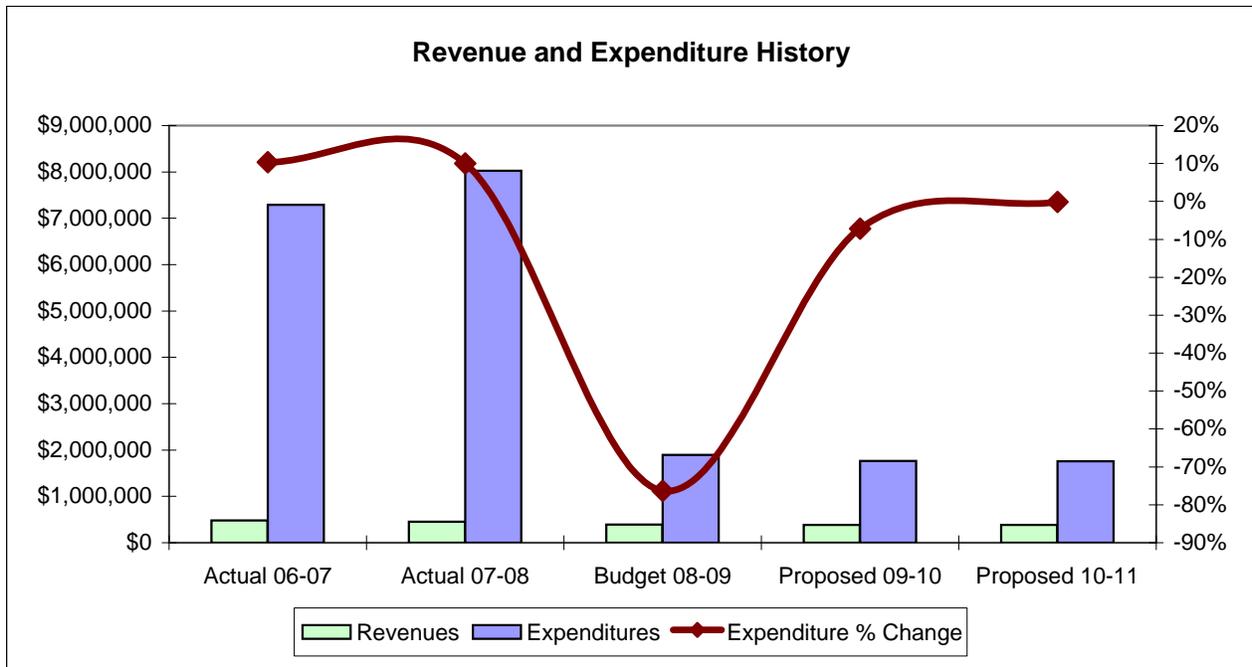
The City of Benicia sponsors several community-based organizations. The non-profits are asked to submit grant requests to the City Council or the Human Services and Arts Board each budget cycle. The applications contain an outline of their plans for using the grants in the community. The HSAB recommends appropriate funding levels for each Grantee, subject to the approval of the City Council.

Fund 010 Division 2305	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed 2009-10 (2)	%	Proposed 2010-11 (3)	%
						(2/1)		(3/2)
Revenue Total	\$ 0	0	0	0	0	-	0	-
Expenditures								
Crossing Guards	\$ 49,125	65,500	65,500	65,500	65,500	0%	65,500	0%
Senior Center Contribution	6,000	6,500	6,000	6,000	6,000	0%	6,000	0%
Tula Sister City	1,290	1,400	1,500	1,500	1,500	0%	1,500	0%
Historical Museum	50,000	75,000	80,000	80,000	50,000	-38%	50,000	0%
Transfer Out-Youth Action Coalition	35,250	40,000	42,105	42,105	12,105	-71%	12,105	0%
Transfer Out-ATOD Match	0	15,105	17,725	17,725	0	-100%	0	-
Transfer Out-Literacy Program	84,390	66,580	72,750	72,750	64,185	-12%	62,905	-2%
Transfer Out-Human Services Grants	81,300	120,000	125,000	125,000	125,000	0%	125,000	0%
Transfer Out-HSAB Arts Grants	76,170	96,170	96,170	96,170	96,170	0%	96,170	0%
Expenditure Total	\$ 383,525	486,255	506,750	506,750	420,460	-17%	419,180	0%
Net Contribution / (Use)	\$ (383,525)	(486,255)	(506,750)	(506,750)	(420,460)		(419,180)	



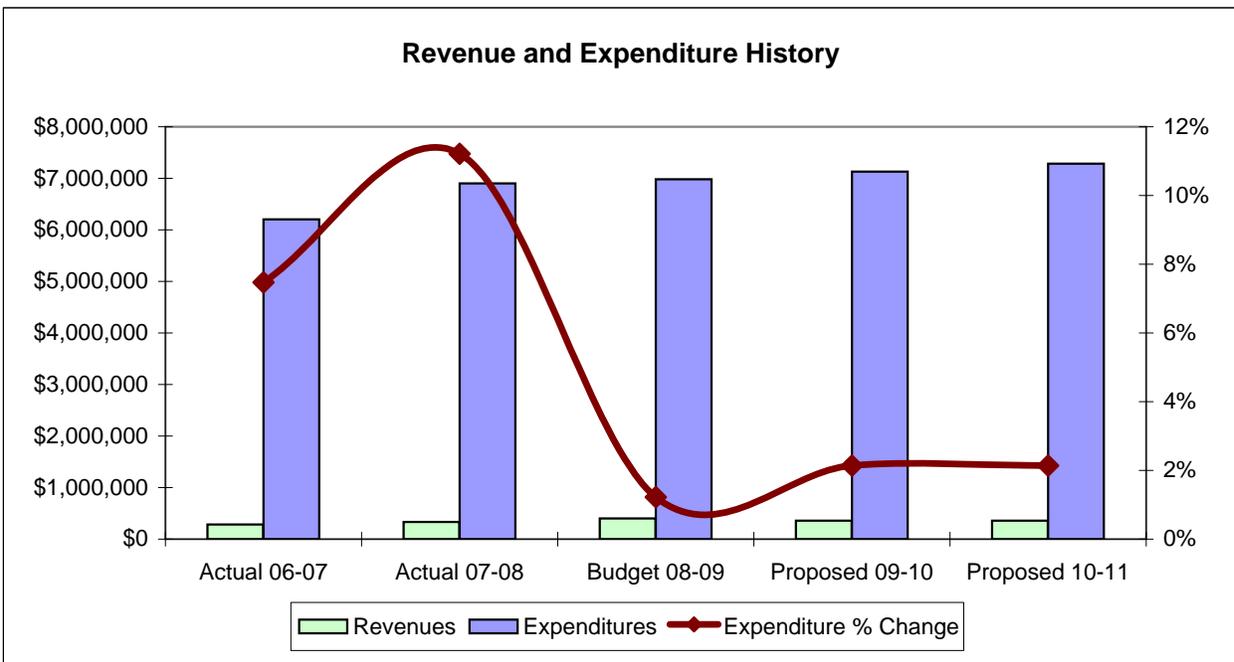
Police Administration

Fund 010 Division 5205	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed 2009-10 (2)	% (2/1)	Proposed 2010-11 (3)	% (3/2)
Revenue Total	\$ 483,210	453,825	389,630	381,830	386,700	-1%	386,700	0%
Expenditures								
Salary & Wages	\$ 4,609,665	5,022,935	770,020	736,790	766,920	0%	785,360	2%
Benefits	1,840,975	2,126,660	390,030	429,795	349,590	-10%	360,245	3%
Services & Supplies	480,835	512,705	531,220	470,315	515,715	-3%	515,715	0%
Capital Outlay	87,585	45,725	32,100	38,440	24,430	-24%	24,430	0%
Internal Service Charges	274,575	318,400	174,360	169,205	104,500	-40%	72,660	-30%
Expenditure Total	\$ 7,293,635	8,026,425	1,897,730	1,844,545	1,761,155	-7%	1,758,410	0%
Net Contribution / (Use)	\$ (6,810,425)	(7,572,600)	(1,508,100)	(1,462,715)	(1,374,455)		(1,371,710)	



Fire

Fund 010 Division 6205	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed 2009-10 (2)	%	Proposed 2010-11 (3)	%
						(2/1)		(3/2)
Revenue Total	\$ 286,275	335,435	402,080	392,080	360,000	-10%	360,000	0%
Expenditures								
Salary & Wages	\$ 3,822,145	4,230,085	4,252,450	4,410,075	4,541,185	7%	4,656,785	3%
Benefits	1,545,420	1,693,220	1,820,495	1,816,430	1,732,770	-5%	1,789,395	3%
Services & Supplies	361,335	393,610	456,135	447,060	407,845	-11%	420,230	3%
Capital Outlay	93,630	116,945	86,200	83,700	82,620	-4%	85,260	3%
Internal Service Charges	381,255	465,350	367,940	370,350	368,250	0%	333,870	-9%
Expenditure Total	\$ 6,203,785	6,899,210	6,983,220	7,127,615	7,132,670	2%	7,285,540	2%
Net Contribution / (Use)	\$ (5,917,510)	(6,563,775)	(6,581,140)	(6,735,535)	(6,772,670)		(6,925,540)	



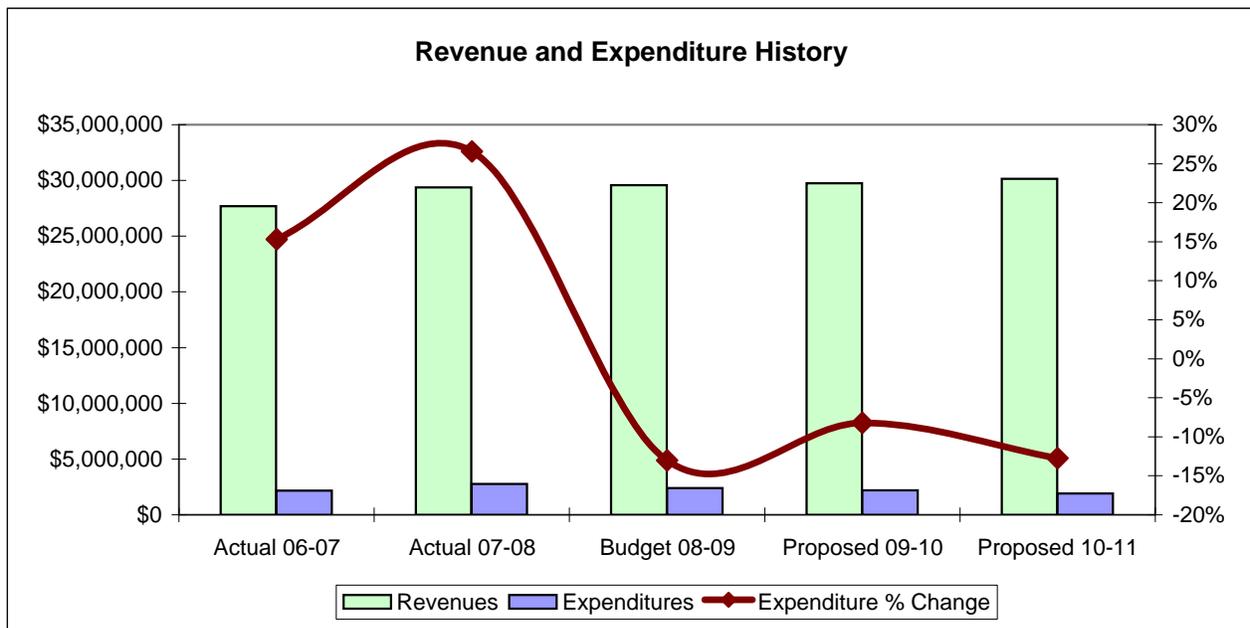
Non-Departmental Division

The Non-Department Division is used to account for revenues and expenditures that are not linked to a single departments activities. The revenues section collects the majority of all General Fund revenues, including Property Tax, Sales Tax, Utility Users Tax and Franchise Fees. The expenditures section records many of the expenses that are shared between departments, such as office supplies, telephone supplies, and consultants used on citywide projects.

Acct	Fund 010 Division 2405	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed 2009-10 (2)	% (2/1)	Proposed 2010-11 (3)	% (3/2)
Revenues									
7011	Property Tax-Secured	\$ 11,366,550	11,857,570	12,461,990	12,461,990	12,586,820	1%	12,574,545	0%
7011	Unitary Tax	148,700	180,560	191,640	191,640	191,640	0%	191,640	0%
7011	Mills Act Agreements	0	0	(35,680)	(35,680)	(35,680)	0%	(35,680)	0%
7011	Valero Appeal Reimbursement	(861,070)	(788,985)	(582,880)	(582,880)	(348,740)	-40%	0	-
7012	Property Tax-Unsecured	466,310	428,705	514,970	514,970	613,605	19%	625,880	2%
7012	Property Tax-Unsecured to Marina Fund	0	(48,000)	(48,000)	(48,000)	(49,000)	2%	(50,000)	2%
7013	Prior Year Tax	(6,980)	21,090	(64,120)	(64,120)	0	-100%	0	-
7014	Homeowners Exemption	133,005	124,235	128,130	128,130	128,130	0%	128,130	0%
7017	Supplemental Property Tax	774,070	421,990	26,155	26,155	50,000	91%	50,000	0%
7018	Valero Property Tax Agreement	0	892,165	658,590	658,590	348,740	-47%	0	-100%
7121	Sales and Use Tax	4,476,265	4,761,260	4,538,000	4,538,000	4,600,000	1%	4,725,000	3%
7122	Sales Tax Triple Flip Offset	1,572,720	1,695,180	1,608,435	1,500,000	1,531,840	-5%	1,608,430	5%
7135	Utility Users Tax - P G & E	1,096,135	1,158,375	1,171,120	1,171,120	1,180,060	1%	1,203,430	2%
7136	Utility Users Tax - C.T.V.	194,715	204,490	201,100	201,100	201,100	0%	205,120	2%
7137	Utility Users Tax - Communications	693,170	745,680	701,360	701,360	701,360	0%	715,390	2%
7138	Utility Users Tax - Valero	1,838,175	2,081,970	2,329,930	2,329,930	2,847,355	22%	2,850,000	0%
7207	Franchise Fee - Solid Waste	130,000	135,000	140,000	140,000	140,000	0%	140,000	0%
7208	Franchise Fee - P G & E	950,595	1,104,400	1,353,240	1,353,240	1,237,490	-9%	1,287,490	4%
7209	Franchise Fee - Cable TV	319,700	342,585	350,000	350,000	350,000	0%	350,000	0%
7210	Franchise Fee - Kinder Morgan	7,520	7,770	7,980	7,980	7,980	0%	7,980	0%
7211	Transient Lodging Tax	253,220	248,375	243,000	243,000	268,000	10%	290,000	8%
7213	Business License Tax	470,675	430,985	464,660	464,660	434,000	-7%	442,680	2%
7214	Real Prop. Transfer Tax	308,450	121,450	76,000	76,000	125,000	64%	150,000	20%
7281	Dog License	20,060	36,410	0	0	0	-	0	-
7411	Investment Earnings	555,720	580,935	420,000	450,950	425,000	1%	425,000	0%
7416	Retirement Stabilization Subsidy	413,085	379,280	461,595	461,595	0	-100%	0	-
7455	Rents & Concessions	94,845	102,840	102,910	102,910	100,000	-3%	100,000	0%
7502	State Vehicle License Fees (VLF)	147,625	196,630	65,225	65,225	125,000	92%	150,000	20%
7502	VLF Swap	1,867,610	1,795,975	1,964,490	1,964,490	1,870,190	-5%	1,889,690	1%
7507	Mandated Cost Reimbursement	26,445	22,835	2,400	2,400	0	-100%	0	-
7696	Admin. Fee Assess. Districts	11,985	12,470	12,470	12,470	12,470	0%	12,470	0%
7710	Refunds and Rebates	19,790	7,990	8,500	8,500	8,500	0%	8,500	0%
7910	Sales/Real/Pers. Property	2,000	21,980	10,000	10,000	10,000	0%	10,000	0%
7940	Miscellaneous Revenue	20,850	7,400	10,000	2,000	2,000	-80%	2,000	0%
7999	Transfer In - Interlibrary Loan	50,000	0	0	0	0	-	0	-
7999	Transfer In - Water Fund	64,675	46,900	48,250	48,250	48,250	0%	48,250	0%
7999	Transfer In - Wastewater Fund	53,555	31,265	32,165	32,165	32,165	0%	32,165	0%
	Allocate Designated Reserves			0	0	0	-	0	-
	Revenue Total	\$ 27,680,170	29,369,760	29,573,625	29,488,140	29,743,275	1%	30,138,110	1%

Non-Departmental Division

Fund 010 Division 2405	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed 2009-10 (2)	% (2/1)	Proposed 2010-11 (3)	% (3/2)
Revenue Total	\$ 27,680,170	29,369,760	29,573,625	29,488,140	29,743,275	1%	30,138,110	1%
Expenditures								
Salary & Wages	\$ 48,385	132,320	(16,600)	63,400	(355,000)	-	(695,000)	96%
Benefits	0	0	0	0	0	-	0	-
Services & Supplies	1,058,785	1,119,730	1,130,715	1,132,110	1,141,560	1%	1,161,560	2%
Capital Outlay	3,225	0	25,755	25,755	25,500	-1%	25,500	0%
Internal Service Charges	437,150	547,540	272,095	272,095	380,160	40%	389,400	2%
Debt Service	0	364,730	289,325	289,325	260,000	-10%	260,000	0%
Interfund Transfers Out	632,785	595,815	698,745	695,055	750,765	7%	781,225	4%
Expenditure Total	\$ 2,180,330	2,760,135	2,400,035	2,477,740	2,202,985	-8%	1,922,685	-13%
Transfers To/From Balance Sheet	0	(111,615)	(145,810)	(145,810)	(225,085)		(250,545)	
Net Contribution / (Use)	\$ 25,499,840	26,721,240	27,319,400	27,156,210	27,765,375		28,465,970	



Capital Projects and Non-Recurring Items

Acct	Fund 011 All Divisions	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09 (2)	Proposed 2009-10 (3)	Proposed 2010-11 (3)
Revenues							
2405	7011	ERAF III Shift - Valero PropTax Agmt	0	396,985	0	0	0
2405	7121	Valero VIP Construction Sales Tax	0	100,000	100,000	100,000	250,000
2405	7138	Valero Utility User Tax	1,234,705	0	0	0	0
2405	7226	Nationwide Settlement	0	78,750	20,670	0	0
2405	7428	Advance from WW Connection	0	0	1,627,010	1,627,010	0
2405	7710	Refunds and Rebates	0	105,795	0	0	219,165
2405	7999	Lease Proceeds from PD Remodel	774,160	16,650	0	0	0
4105	7616	Arsenal Master Plan Reimburse	31,525	43,800	10,000	29,470	10,000
2405	7283	Permit revenues-Tourtelot Prop.	100,000	0	0	0	0
2505	7710	Reimbursement Attorney Fees	0	20,000	20,000	0	0
6105	7549	ABAG Safety Planning (BERT Setup)	0	0	4,000	0	0
2405	7999	Transfer In - Intermodal Trans (Interest)	0	0	0	38,630	0
2405	7999	Transfer In - Facility Maintenance ISF	0	0	0	0	100,000
		Allocate Designated Reserves	0	596,645	0	0	0
Revenue Total		\$ 2,140,390	1,358,625	1,781,680	1,795,110	620,000	479,165
Expenditures							
4205	8001	FT Contract Staff in BLD Insp.	51,215	0	0	0	0
		Salary & Wages	\$ 51,215	0	0	0	0
4205	8070	Health Insurance	5,255	0	0	0	0
4205	8072	Dental Insurance	555	0	0	0	0
4205	8074	Vision Insurance	320	0	0	0	0
4205	8076	Life Insurance	95	0	0	0	0
4205	8080	PERS Retirement	10,955	0	0	0	0
4205	8086	FICA/Medicare	730	0	0	0	0
		Benefits	\$ 17,910	0	0	0	0
4205	8995	Workers' Comp ISF	520	0	0	0	0
		Internal Service Charges Total	520	0	0	0	0
1205	8225	County Election Costs-3 Ballots	0	44,975	0	0	50,000
2405	8100	Citizen Surveys & Other Research	10,200	0	65,600	35,000	0
2405	8100	Appraiser: Valero Appeal	22,490	0	0	0	0
2505	8260	Legal Fees & Settlements	60,000	112,530	170,000	170,000	100,000
3132	8990	Liability Settlements	0	0	50,000	50,000	0
2605	8256	Tourism Carry-Over	0	10,000	20,000	10,000	0
3305	8132	Accela Software BL Enhancement	7,370	0	0	0	0
4105	8106	Professional Services-Historic	2,940	0	0	0	0
6105	8541	BERT Expenses - Setup (ABAG \$4k)	0	0	22,000	22,000	0
		Services & Supplies	\$ 108,210	167,505	327,600	287,000	150,000

Capital Projects and Non-Recurring Items

Acct	Fund 011 All Divisions	Actual	Actual	Amended	Estimated	Proposed	Proposed
		2006-07	2007-08	2008-09 (1)	2008-09	2009-10 (2)	2010-11 (3)
2405 9051	Valero Property Tax Principal Payment	0	0	1,625,735	1,625,735	0	0
2405 9052	Valero Property Tax Interest Payment	0	0	1,275	1,275	0	0
2405 9756	New Security Gate at Corp Yard	9,995	0	0	0	0	0
2405 9999	Transfer Out-Camel Barn Re-Roof	34,000	0	0	0	0	0
2405 9999	Transfer Out-CDD Veh Replacement	35,000	0	0	0	0	0
2405 9999	Transfer Out-PD Veh Replacement	45,000	0	0	0	0	0
2405 9999 B	Transfer Out-Transit Fund CARB	40,235	169,530	(50,000)	0	(50,000)	(50,000)
2405 9999	Transfer Out-Storm Drain Street Sweeping	0	0	49,035	49,035	0	0
3405 9260	Emergency Library Repairs	21,125	0	0	0	0	0
4105 8106	Arsenal Master Plan	250,000	0	0	0	0	0
4105 9182	Arsenal Master Plan EIR	87,995	79,475	33,035	33,035	0	0
4105 9183	Historic Plan Update	8,730	715	11,460	11,460	0	0
4105 9199	Form Based Zoning Codes	5,645	1,000	22,175	0	0	0
9205 9999	Transfer Out-Facility Maint Pool Pumps	0	1,340	0	0	0	0
9205 8134	Building Maintenance Repairs	6,200	0	0	0	0	0
9305 9184	Online Class Registration Software	0	2,660	12,340	12,340	0	0
9505 9612	Install Split Rail Fence at BC Park	10,200	0	0	0	0	0
2605 9187	Business Loans & Grants	0	0	16,845	4,410	0	0
4105 9200	Housing Element Update (Legal Req)	0	0	67,600	60,000	0	0
8705 9999	Corp Yard Repairs (See ISF)	0	25,000	10,000	10,000	0	0
9205 9999	ADA / Modernization (City Hall)	0	50,000	0	0	0	0
3305 9186	Software Upgrades - Windows/Agenda	0	0	12,000	12,000	140,000	0
	Arts & Culture Commission Support	0	0	0	0	20,000	20,000
	BIP Tech Study	0	0	0	0	35,000	0
	Enhanced Main Street	0	0	0	0	35,000	35,000
	Enhanced Tourism	0	0	0	0	140,000	95,000
	Enhanced Museum	0	0	0	0	30,000	30,000
	Capital Outlay	\$ 555,285	329,720	1,811,500	1,819,290	350,000	130,000
2405 9175	Audio/Visual/Comm. Upgrades	25,000	0	0	0	0	0
2605 9188	City Gateway/Wayfinding Improvements	0	0	5,050	5,330	0	0
3405 9999	Library Basement Completion	0	0	0	0	0	525,000
5205 9999	Transfer Out-Police Building Remodel	0	25,000	0	0	0	0
6105 9245	Fire Station #12 Building Remodel	70,000	0	0	0	0	0
9205 9177	Camel Barn Repairs	49,930	0	16,450	15,370	0	0
9205 9620	Youth Activity Center Remodeling	19,560	0	0	0	0	0
9205 9999	Transfer Out-Mills Improve Phase I	0	0	0	0	560,000	50,000
2405 9999	Trnsfr Out-Storm Drain CIP	259,420	345,070	15,000	15,000	0	0
9205 9999	Trnsfr Out-Park Ded Commandants Reside	0	314,400	1,825,145	1,825,145	0	0
9505 9999 B	Trnsfr Out-Park Ded X-Park	200,000	407,990	0	0	0	0
	Capital Projects - Other	\$ 623,910	1,092,460	1,861,645	1,860,845	560,000	575,000

Capital Projects and Non-Recurring Items

Acct	Fund 011 All Divisions	Actual 2006-07	Actual 2007-08	Amended 2008-09 (1)	Estimated 2008-09	Proposed 2009-10 (2)	Proposed 2010-11 (3)
8705 9729	Park Rd Bike Lane	27,165	2,835	0	0	0	0
8705 9733	East 2nd St Overlay	89,285	0	0	0	0	0
8705 9735	East 5th St Overlay	29,900	0	0	0	0	0
8705 9736	East H St Overlay	34,140	0	0	0	0	0
8705 9739	Mills Elementary	13,840	20	0	0	0	0
8705 9740	Sample-School Rte Safety Improv	14,885	(625)	0	0	0	0
8705 9746	1st Street Parking Improvements	23,500	0	0	0	0	0
8705 9754 B	East N Street Improvements/Reimburseme	149,880	(36,720)	(29,370)	0	0	0
8705 9617	First Streeet Sidewalk Improvements	14,875	0	0	10,000	0	0
8705 9999	BHS Tr Signal-Entrance Circulation	0	25,000	0	0	0	0
8705 9758	East 5th Street Smart Growth	0	40	86,100	86,100	0	0
8705 xxxx	W Chnl Rd RR Bridge Removal	0	0	0	0	100,000	0
Capital Projects - Streets		\$ 397,470	(9,450)	56,730	96,100	100,000	0
Expenditure Total		\$ 1,754,520	1,580,235	4,057,475	4,063,235	1,160,000	825,000
Transfers to Balance Sheet		(190,115)	(169,530)	79,370	0	50,000	50,000
Net Contribution / (Use)		\$ 385,870	(221,610)	(2,275,795)	(2,268,125)	(540,000)	(345,835)

CONTINUING RESOLUTION
(Substitute)

RESOLUTION NO. 09-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA
AUTHORIZING APPROPRIATIONS COMMENCING JULY 1, 2009, BASED ON
PRIOR YEAR SPENDING UNTIL SUCH TIME AS THE 2009-2011 BUDGET IS
ADOPTED**

WHEREAS, the adoption of the City's 2009-2011 Budget is scheduled to occur after the end of the 2008-2009 Fiscal Year; and

WHEREAS, staff recommends that the City Council approve a resolution to enable spending at a rate consistent with spending for July 2008 to facilitate the continuing operations of City government during the new fiscal year.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Benicia that Fiscal Year 2009-2010 appropriations, consistent with the spending for the month of July 2008 are hereby appropriated for obligation and expenditure for the fiscal year commencing on July 1, 2009 and ending with the adoption of the 2009-2011 Budget.

BE IT FURTHER RESOLVED that all obligations and expenditures shall be incurred and made in the manner provided by State law and City ordinances and resolutions.

BE IT FURTHER RESOLVED that subsequent to July 1, 2009, no warrant shall be issued or indebtedness incurred that exceeds the unexpended and unencumbered balance of capital improvement project appropriations, unless such has been amended by a supplemental appropriation duly enacted by resolution of the City Council.

On motion of Council Member _____, seconded by Council Member _____, the above Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 30th day of June, 2009 and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

**AGENDA ITEM
CITY COUNCIL MEETING: JUNE 30, 2009
ACTION ITEM**

DATE : June 25, 2009

TO : City Manager

FROM : Administrative Services Director

SUBJECT : **APPROVAL OF THE JOB DESCRIPTION AND SALARY RANGE FOR PUBLIC WORKS AND COMMUNITY DEVELOPMENT DIRECTOR**

RECOMMENDATION:

Adopt the resolution approving a job description and salary range for the position of Public Works and Community Development Director and authorizing the overfilling of the position for a 20-day period.

EXECUTIVE SUMMARY:

This action approves the creation of a new position, Public Works and Community Development Department Director, and establishes an appropriate salary range.

BUDGET INFORMATION:

The salary range for the new position is recommended to be \$11,604 - \$14,105 per month. The compensation for the new position is not yet designated in the 2009-2011 Budget, pending Council approval of the proposed range. However, the salaries for both the existing Public Works Director and existing Community Development Director are included in the proposed budget. It is anticipated that there will be a \$202,020 savings with the adoption of this recommended position. Once approved, the consolidated savings of the Public Works and Community Development Director position will be allocated as follows: General Fund (Non-Departmental Unspecified Salary Savings) - \$141,420; Water Fund - \$30,300; Wastewater Fund - \$30,300.

BACKGROUND:

Approval of the Public Works and Community Development Director position will allow the City to combine the functions of the existing public works and community development departments to enhance operational efficiency and effectiveness, as well as achieve significant cost savings at a time we are facing fiscal challenges. With the upcoming retirement of the current Public Works Director, an opportunity was presented to revisit the organization of these two departments. The vision for the combined departments recognizes that merging the two departments will allow for enhancement in

the areas of service, coordination and overall productivity.

As a result of this proposed organizational change, the scope of responsibility of the new director position will be appreciably greater than is currently assigned to either the existing Public Works or Community Development Director position, as is reflected in the proposed job description. For example one director will now be responsible for the functions of planning, building, code enforcement, engineering, street maintenance, corporation yard/fleet maintenance, and utilities. Although the level of administrative responsibility will essentially be unchanged, the breadth and scope of that responsibility will be greater. Further, the number of staff for which this new director will have responsibility will increase. The combined department will be the largest department in the city, comprising 30% of our full-time workforce. The regulatory, budgetary, and organizational impacts of the decisions made by this new director will also be greater than what either the public works or community development director currently has.

The city's compensation philosophy is to generally set salaries to the middle of the market, using agreed-to compensation elements and specified comparable agencies. Absent strong market data, which was the case with this position, we look internally to set an appropriate compensation level. As a part of the process for identifying an appropriate level of compensation for the new Public Works and Community Development Director, the City Manager met and consulted with the representatives of the Senior Manager Employee Group, and as a result of those discussions, a framework was developed in order to clearly define the process for setting the salary for a senior manager in the event two existing departments are merged or combined under the leadership of a single department head. Side Letter #2 amending specific provisions of the existing Senior Manager Group MOU documents this framework and outlines the relevant criteria; a copy of this side letter is attached.

The criteria set forth in Side Letter #2 provides that, absent strong market data, a 10% adjustment above an existing Department Head salary range is appropriate if there is a merger of existing departments that results in an appreciable increase in the size of the staff and the budget, and significant increase in the impact of independent administrative and managerial decisions related to regulatory compliance and/or reporting; that decisions have high-profile internal and external financial and political impacts, and carry increased organizational risk. This criteria has been met with the combination of the Public Works and Community Development functions. As such, it is recommended that the salary range for the new Public Works and Community Development Director be set 10% above the existing Public Works Director salary. This increase will be more than offset by salary for the unfilled Community Development Director position.

The approval of the attached job description and salary range for this new position is the first step in the combination of these two departments. As the new Public Works and Community Development Director evaluates opportunities for organizational changes and efficiencies through the combination of functions, there may be recommendations for additional organizational and structural changes presented to Council.

The current Public Works Director will be taking vacation prior to his effective retirement date of July 20, 2009. His last day in the office will be July 2, 2009. Rather than appoint an acting

Public Works Director in his absence, I am recommending that we over-fill the position for the 20-day period by making the effective date of the appointment of the new Public Works and Community Development Director effective July 1, 2009. This will allow us to move forward with the implementation of the merger of the Public Works and Community Development functions at the start of the new fiscal year

Attachments:

- ❑ Resolution
- ❑ Public Works and Community Development Director Job Description
- ❑ Side Letter to the Senior Managers Group Memorandum of Understanding (MOU)

RESOLUTION

RESOLUTION NO. 09-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING A JOB DESCRIPTION AND THE SALARY RANGE FOR A PUBLIC WORKS AND COMMUNITY DEVELOPMENT DIRECTOR

WHEREAS, the City Manager has recommended the merging of the existing Public Works and Community Development Departments to enhance operational efficiency and effectiveness, as well as achieve significant cost savings at a time we are facing fiscal challenges: and

WHEREAS, a single Director will be assigned the administration and oversight of these combined Departmental functions; and

WHEREAS, a job description for a Public Works and Community Development Director has been developed to reflect the level and scope of responsibilities to be assigned to this position; and

WHEREAS, a proposed salary range of \$11,604 - \$14,105 per month is recommended for the Director of Public Works and Community Development, effective July 1, 2009; and

WHEREAS, there will be an over-fill of the position for a 20-day period from July 1, 2009 – July 21, 2009.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby establishes the classification of Public Works and Community Development Director, and approves the salary range provided below. With this action, the Public Works Director and Community Development Director will be added to the Senior Manager bargaining group.

A	B	C	D	E
\$11,604	\$12,184	\$12,793	\$13,433	\$14,105

On Motion of Council Member _____, seconded by _____, the above resolution was introduced and passed by the Council of the City of Benicia at a regular meeting of said Council on the 30th day of June, 2009, and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

ATTEST:

Lisa Wolfe, City Clerk

SIDE LETTER

June 22, 2009

Sandra Spagnoli/Michael Alvarez
Senior Management Employee Group

**RE: SIDE LETTER #2 TO AGREEMENT BETWEEN THE CITY OF BENICIA
AND THE SENIOR MANAGEMENT EMPLOYEES FOR THE PERIOD
7/1/06 – 6/30/10**

Dear Sandra and Michael:

Consistent with our discussions, this letter is to confirm and memorialize the agreements between the City and the Senior Management Employees Group regarding setting salary for a Senior Manager in the event two existing departments are merged or combined under the leadership of a single department head.

Specific provisions of the current Agreement between the City and the Senior Management Employees will be amended as outlined below:

II. COMPENSATION

D. Salary Upon the Merger of Two Existing City Departments

The City agrees to set the salary for a Department Head who is taking over responsibility for a second separate and distinct Department through merger in a manner that is consistent with the existing pay plan and that recognizes the increased level and scope of responsibility to be undertaken. Market salary survey data will be collected as set forth in Section XIII of this Agreement. If there is insufficient market data to set the salary for the combined function based on the external market, the salary for the Department Head responsible for the merged departments will be set internally, using the following criteria:

To the extent it is identified that the size of the staff and the budget will increase appreciably under the merger; and to the extent that there is a significant increase in the impact of independent administrative and managerial decisions related to regulatory compliance and/or reporting, that decisions have

high-profile internal and external financial and political impacts, and that decisions carry increased organizational risk, it is agreed that the salary for the Department Head of the merged Department will be set 10% above the salary of the higher of the two Department Heads most recently charged with the merged functions. An increase in size of staff and in budgetary responsibilities alone will not be a sufficient basis for a salary adjustment under this section.

It is agreed that the salary of any Department Head remunerated under this section will be evaluated in conjunction with established salary surveys for the Senior Management Group.

All other terms and conditions set forth in the Agreement remain unchanged.

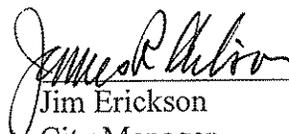
By signature below, the parties confirm agreement on the preceding provisions.

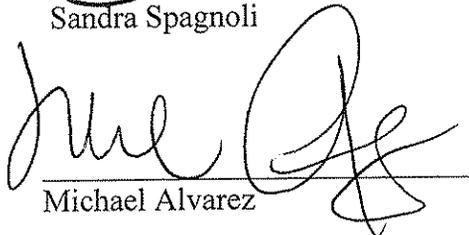
Dated: 6/24/09

BENICIA SENIOR MANAGEMENT GROUP

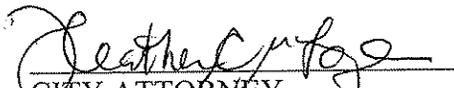
CITY OF BENICIA


Sandra Spagnoli


Jim Erickson
City Manager


Michael Alvarez

Approved as to form:


CITY ATTORNEY

JOB DESCRIPTION



CITY OF BENICIA
PUBLIC WORKS & COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Public Works & Community Development Department, including departmental administration, engineering, street maintenance, corporation yard functions, including fleet maintenance, water/wastewater operations, building, engineering, advanced and current planning services, zoning, and code enforcement. The incumbent in this Department Head position is also responsible for coordinating assigned activities with other departments and outside agencies, providing highly responsible and complex administrative support to the City Manager, and serving as a member of the City's Senior Management Team.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over professional, technical and clerical staff.

REPRESENTATIVE DUTIES

Develop and implement the planning, zoning, code enforcement, development and environmental review program goals, objectives, policies and priorities; oversee the enforcement and compliance of building and zoning ordinances, through subordinate personnel;

Plan, direct and review all public works activities including water supply; wastewater collection and treatment; project design, survey, and inspection; street, vehicle, and equipment maintenance; and transportation and traffic engineering activities;

Supervise and participate in the preparation and administration of the department budget;

Select, supervise, train and evaluate professional, technical and administrative support staff;

Participate in citywide strategic planning activities; confer with and advise staff on problems related to the design and construction of public works systems, the interpretation and enforcement of construction specifications and the design and operation of traffic systems;

Oversee the review of plans, reports, budget estimates and proposed ordinances submitted by division heads; develop and implement plans for the financing of public improvements; review and approve the design and construction of public works improvements;

Act as technical advisor to the City Manager and City Council on public works, engineering, land use, and traffic matters; represent the City in development and land use matters; participate in numerous public meetings;

Supervise and participate in the development and implementation of the capital improvement program and budget;

Provide professional and technical staff assistance on new and on-going physical development policies, issues, and problems; meet with a variety of citizens, governmental representatives, technical experts, and developers on physical issues facing the City including traffic, facilities design, parking, commercial development, zoning, and neighborhood improvements;

Serve as or designate the Secretary to the Planning Commission and manage, through subordinate planning personnel, the City's planning and zoning efforts;

Evaluate and recommend professional planning, engineering and public works consultants and contracts; resolve difficult planning and administrative policy questions; respond to difficult citizen inquiries and complaints.

QUALIFICATIONS GUIDELINES

Knowledge of: Principles and practices of administration as applied to the design and construction of public works facilities and technical inspection services; methods, materials and techniques employed in public works construction; principles and practices of vehicle, equipment maintenance; methods, materials and techniques of street maintenance and repair; principles and practices of comprehensive urban planning and building code enforcement; policy development processes and implementation approaches; principles of economics and statistics related to the work; research methods and sources of information related to urban growth and development; statutes relating to general plans, environmental matters, zoning and land divisions; principles and practices of modern office management; principles of public administration, budget planning and administration, and personnel management.

Ability to: Organize, direct and coordinate the activities of a large department in a manner conducive to full performance and high morale; delegate authority and responsibility and to schedule and program work on a long-term basis; select, supervise, train and evaluate subordinates. and deal with newly emerging attitudes in environmental and economic impact of urban planning; interpret and explain planning and zoning programs to the general public; provide technical and effective advice and assistance to boards, commissions and committees; communicate clearly and concisely, orally and in writing; identify and coordinate a wide variety of interests in the development of land use policy; establish and maintain effective relationships with City officials, other governmental agencies, citizens and the public.

Experience and Education: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience - Seven years of progressively responsible professional experience in urban and environmental planning and/or civil engineering, including four years in a supervisory capacity.

Education- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in urban or regional planning, civil engineering or a closely related field. Graduate degree in engineering, planning or related field is desirable.

License or Certificate:

Possession of a valid California driver's license and proof of automobile liability insurance.

Registration as a Professional Civil Engineer in the State of California and/or accreditation by the American Institute of Certified Planners is desirable, but not required.

Contacts and Relationships: The incumbent has contact with a wide variety of representatives from public and private agencies, including public officials, and serves as the primary City contact on Public Works and Community Development programs. The incumbent serves as external spokesman for the City in matters pertaining to the Department's policies, plans, and objectives, and regularly deals with issues of major importance to the City.

Accountability: The incumbent is accountable for the efficiency of departmental personnel, quality of services directed; effective administration of the Public Works and Community Development programs as defined by the City Council and City Manager; and is expected to be sensitive to community issues as they relate to program service areas.

Working Conditions: Work is performed primarily in an indoor office setting; however, the incumbent makes regular field visits to field operations and public works development sites, which require climbing and traversing over rough, uneven, and/or rocky terrain.

Essential duties require the mental and/or physical ability to; work in a standard office environment; drive a vehicle; read fine print and Video Display Terminals; operate a computer keyboard; converse by telephone, in person, and to large groups and be clearly understood; stamina to work additional hours to meet deadlines and attend night meetings. The incumbent must possess the willingness and ability to work the hours necessary to accomplish the assigned duties; attend evening meetings; travel out of town and attend workshops, conferences, and seminars during working and non-working hours.

POSITION INFORMATION:

Originated: July 2008

Approved by Civil Service: N/A

Approved by City Council:

FLSA: Exempt

Bargaining Unit: Senior Management