

**BENICIA CITY COUNCIL
REGULAR MEETING AGENDA**

**City Council Chambers
July 16, 2013
6:00 PM**

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

Please Note:

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

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

II. CLOSED SESSION:

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

**B. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Property: 3300 Park Road & 3190 Bayshore Road
Negotiating Parties: City Attorney, City Manager & Economic
Development Manager
Under Negotiation: Instruction to negotiator on both payment and lease
terms.**

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

A. ROLL CALL.

B. PLEDGE OF ALLEGIANCE.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF PUBLIC.

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

IV. ANNOUNCEMENTS/PROCLAMATIONS/ APPOINTMENTS/PRESENTATIONS:

A. ANNOUNCEMENTS.

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

2. Openings on Boards and Commissions:

Arts and Culture Commission
1 unexpired term
2 full terms
Open until filled

Human Services Board
2 full terms
Open until filled

Open Government Commission
1 full term
Open until filled

Historic Preservation Review Commission
2 full terms
1 unexpired term
Open until filled

Community Sustainability Commission (Student Commissioner)
1 full term
Open Until Filled

3. Mayor's Office Hours:

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

4. Benicia Arsenal Update.

Verbal update from City Attorney

B. PROCLAMATIONS.

C. APPOINTMENTS.

D. PRESENTATIONS.

V. ADOPTION OF AGENDA:

VI. OPPORTUNITY FOR PUBLIC COMMENT:

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

A. WRITTEN COMMENT.

B. PUBLIC COMMENT.

VII. CONSENT CALENDAR (7:15 PM):

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

A. APPROVAL OF THE MINUTES OF THE JUNE 25, 2013 AND JULY 2, 2013 CITY COUNCIL MEETINGS. (City Clerk)

B. RESPONSE TO 2012-2013 GRAND JURY REPORT "ANIMAL CARE SERVICES." (Police Chief)

The 2012-2013 Solano County Grand Jury investigated the Animal Care Services in Solano County and its cities for compliance with local and state laws. The Grand Jury issued a report on May 28, 2013, which identified one finding and associated recommendations to which the City of Benicia needs to respond to in writing. Under State law, the City Council must approve the response.

Recommendation: Approve, by minute action, the response to the 2012-2013 Grand Jury Report entitled "Animal Care Services."

C. APPROVAL OF A CONTRACT AMENDMENT FOR BUILDING OFFICIAL, PLAN REVIEW AND INSPECTION SERVICES. (Community Development Director)

Bureau Veritas has been providing contract assistance to the Building Division for eight years. The Building Division currently consists of one part-time contract Building Official, one full-time Building Inspector and a Development Technician shared with the Planning Division (compared to three full-time employees in 2009). In December 2012, Valero submitted a Use Permit application for its Crude by Rail Project (12PLN-00063), which is scheduled for Planning Commission review on July 11, 2013. Building Permit plan review for this project would be covered under the current contract; however, the not-to-exceed contract amount would need to be increased. A portion of the building permit fees for the Crude by Rail project cover the increase in the contract amount. The balance of the remaining fees for the project will be realized as building division revenue.

Recommendation: Adopt a resolution approving a contract amendment not-to-exceed \$160,000 per fiscal year with Bureau Veritas, North America, Inc., for Building Official, plan review, and building inspection services, and authorize the City Manager to execute the contract amendment on behalf of the City.

D. ACCEPTANCE OF RAW WATER TRANSMISSION LINE CATHODIC PROTECTION SYSTEM REHABILITATION PROJECT. (Public Works Director)

This cathodic protection rehabilitation project, located along the Raw Water Transmission Line from Lopes Road in Cordelia to the Benicia Water Treatment Plant, replaced two of the six rectifiers that protect the buried water pipeline from corrosion. The last step of the project requires formal acceptance by the City Council and filing of the Notice of Completion by the City Clerk, which allows the City to process the final payment to the contractor. The final construction cost is \$119,923.61, which includes Change Order No. 1.

Recommendation: Adopt a resolution accepting the Raw Water Transmission Line Cathodic Protection System Rehabilitation Project as complete, including approval of Change Order No. 1, authorizing the City Manager to sign the Notice of Completion and authorizing the City Clerk to file same with the Solano County Recorder.

VIII. BUSINESS ITEMS (7:30 PM):

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

A. PRESENTATION OF PROPOSED MUNICIPAL BUDGETS FOR FISCAL YEAR'S 2014 AND 2015. (City Manager)

At the June 25, 2013 Council meeting, staff provided the Council with five-year forecast of the General Fund, which projected an approximate \$1.7 million dollar deficit over the next two-years. The Council also adopted a resolution allowing continuation of the 2012-13 budget through July 31, 2013, as staff required additional time to prepare the budget due to the April departure of the Finance Director. At the July 16th and July 23rd Council meetings, staff will present the proposed 2013-15 budget, including next steps for implementing a long-term budget stabilization plan.

Recommendation: Receive the presentation on the Proposed Municipal Budgets for Fiscal Year's 2014 and 2015 and provide direction to staff, as needed.

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

- 1. Mayor's Committee Meeting.
(Mayor Patterson)
Next Meeting Date: September 18, 2013**
- 2. Association of Bay Area Governments
(ABAG)<http://www.abag.ca.gov/>.
(Mayor Patterson and Council Member Strawbridge)
Next Meeting Date: TBD**
- 3. Finance Committee.
(Vice Mayor Campbell and Council Member Strawbridge)
Next Meeting Date: July 26, 2013**
- 4. League of California Cities.
(Mayor Patterson and Vice Mayor Campbell)
Next Meeting Date: July 31, 2013**

- 5. School Liaison Committee.**
(Council Members Hughes and Council Member Strawbridge)
Next Meeting Date: September 5, 2013
- 6. Sky Valley Open Space Committee.**
(Vice Mayor Campbell and Council Member Schwartzman)
Next Meeting Date: August 7, 2013
- 7. Solano EDC Board of Directors.**
(Mayor Patterson and Council Member Strawbridge)
Next Meeting Date: September 12, 2013
- 8. Solano Transportation Authority (STA).** <http://www.sta.ca.gov/>
(Mayor Patterson and Council Member Schwartzman)
Next Meeting Date: September 11, 2013
- 9. Solano Water Authority-Solano County Water Agency and Delta Committee.** <http://www.scwa2.com/>
(Mayor Patterson and Council Member Hughes)
Next Meeting Date: August 8, 2013
- 10. Traffic, Pedestrian and Bicycle Safety Committee.**
(Council Member Schwartzman and Vice Mayor Campbell)
Next Meeting Date: July 18, 2013
- 11. Tri-City and County Cooperative Planning Group.**
(Mayor Patterson and Council Member Strawbridge)
Next Meeting Date: September 9, 2013
- 12. Valero Community Advisory Panel (CAP).**
(Council Member Hughes and Mayor Patterson)
Next Meeting Date: TBD
- 13. Youth Action Coalition.**
(Council Member Strawbridge and Council Member Hughes)
Next Meeting Date: August 28, 2013
- 14. ABAG-CAL FED Task Force-Bay Area Water Forum.**
<http://www.baywaterforum.org/>
(Mayor Patterson)
Next Meeting Date: TBD
- 15. SOLTRANS Joint Powers Authority**
(Mayor Patterson, Council Member Hughes and Council Member Schwartzman)

Next Meeting Date: August 15, 2013

IX. ADJOURNMENT (9:30 PM):

Public Participation

The Benicia City Council welcomes public participation.

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

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

Disabled Access or special Needs

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

Meeting Procedures

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

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

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

Public Records

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

MINUTES OF THE
REGULAR MEETING – CITY COUNCIL
June 25, 2013

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

I. CALL TO ORDER:

Mayor Patterson called the meeting to order at 6:00 p.m.

II. CONVENE OPEN SESSION:

A. ROLL CALL

All Council Members were present. Vice Mayor Campbell arrived at 6:03 p.m.

B. PLEDGE OF ALLEGIANCE

Sharon Petrellese led the Pledge of Allegiance.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC.

III. ADOPTION OF AGENDA:

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

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

IV. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

Four items received (copies on file).

B. PUBLIC COMMENT

1. Jim Stevenson - Mr. Stevenson asked Council and Staff to update the City's employee recognition.
2. Donald King - Mr. King discussed concerns regarding noise levels from live music at the Rellik. He hoped Council and Staff would look into the issue prior to the next event scheduled around the Fourth of July. The

noise level behind closed doors was 54-60 db.

3. Mayor Patterson - Mayor Patterson reported on her trip to Washington, D.C.

V. STUDY SESSION:

A. BUDGET STUDY SESSION - FIVE YEAR FORECAST AND BUDGET CONTINUATION FOR APPROPRIATIONS AND EXPENDITURES UNTIL JULY 31, 2013

RESOLUTION 13-48 - A RESOLUTION CONTINUING THE FISCAL YEAR 2012-13 BUDGET

Brad Kilger, City Manager introduced the item.

Anne Cardwell, Acting Assistant City Manager, and Brenda Olwin, Interim Finance Director, reviewed the staff report and a PowerPoint presentation.

Council and Staff discussed various points of the PowerPoint presentation.

Council Member Schwartzman stated he didn't have a problem using the reserves down to 15%, but no lower. He was okay with the two-year budget (doing first year, looking at it, then doing second year). He was concerned about the pressure on staff and the possibility of staff leaving. The City needs to focus on core services, Economic Development, and Infrastructure.

Council Member Strawbridge discussed the need to focus on Economic Development. Council needs an inventory of the City's property and buildings. She discussed possibility of public/private partnerships.

Mayor Patterson discussed wanting to focus on the first year of 2-year budget. She would like to see the initial vision of sustainability. It requires integration across a whole system's approach. She discussed Sunnyvale's 20-year long-term plan, budget stabilization fund, looking at non-tax revenues, the need for performance measures (making that a routine part of the budget process), tying performance measures to the City's core missions, look at an expenditure control budget, competition and partnerships, financial incentives, customer service training, entrepreneurial activities, and empowerment of community groups.

Mayor Patterson discussed her 5-point plan: 1) For performance measures, Staff should seek information from others (take advantage of the resources in the County). The performance measures should be reported routinely. 2) There should be comparisons with other organizations. 3) She would like to see incentives. 4) She would like to see competitive bidding. 5) She would like to see the City employees participate in some kind of formal structure to give Council

ideas about how we can improve efficiencies and deliver services effectively.

Mr. Kilger discussed the need to address the performance measures when moving forward into year two of the proposed budget. Staff needs to focus on core services.

Mayor Patterson discussed the need for implementing performance measures and business processes for each department. She did not expect to see it for adoption with the budget in July, but did expect to see it as an identified program that will have support that will produce that. Council has been requesting performance measures for a long time.

Council voted and approved the Resolution, as presented.

Mayor Patterson noted that she forgot to ask for public comment.

Mayor Patterson asked for a motion to reopen the discussion on the item to provide for public input. Council Member Schwartzman made a motion to reopen the discussion, which was seconded by Council Member Hughes, and approved by all Council Members.

Public Comment:

1. Dennis Lowry - Mr. Lowry discussed the need to clarify the resolution by stating that the budget would be adopted on or before 7/31/13, and change the term 'Finance Director' to 'Acting Assistant City Manager.'
2. Sharon Petrellese - Ms. Petrellese asked for clarification when the Human Services Board would be able to notify grantees of funding.

Council Member Schwartzman made a motion to rescind the previous vote, and offer a new motion to amend the Resolution to reflect that the budget would be adopted on or before 7/31/13 and change the Finance Director to the Acting Assistant City Manager language. The motion was seconded by Council Member Hughes, and approved by all Council Members.

On motion of Council Member Schwartzman, seconded by Council Member Hughes, Council adopted Resolution 13-48, on roll call by the following vote:

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

On motion of Council Member Schwartzman, seconded by Council Member Hughes, Council rescinded the previous adoption of Resolution 13-48, and approved Resolution 13-48, as amended, on roll call by the following vote:

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

B. PRESENTATION OF FUNDING RECOMMENDATIONS FROM HUMAN SERVICES BOARD AND BENICIA ARTS & CULTURE COMMISSION

Anne Cardwell, Acting Assistant City Manager, reviewed the staff report.

Council Member Hughes and Staff discussed the non-profit status of grant applicants.

Council Member Schwartzman was not in support of changing the allocations at this time. Council Member Schwartzman, Mayor Patterson, and Staff discussed the issue referenced in the Arts & Culture Commission's minutes regarding fiscal sponsors. He provided Union Pacific's contact information regarding non-profit grants.

Council Member Strawbridge and Staff discussed the minutes of the Human Services boards, where several motions failed regarding groups that had lost their non-profit status. She discussed the need for a formal class for the non-profit groups so they get the information necessary to comply with non-profit regulations. Ms. McLaughlin noted that the Open Government Commission was looking into that issue.

Mayor Patterson gave direction to Staff to do the fiscal agent assessment.

Vice Mayor Campbell and Staff discussed whether or not the groups receiving funding had to be non-profit organizations.

Public Comment:

1. Jim Stevenson - Mr. Stevenson discussed support for grant funding for Benicia Literary Arts.
2. Lois Requist - Ms. Requist discussed support for grant funding for Benicia Literary Arts.
3. Larry Lamoreaux - Mr. Lamoreaux discussed support for grant funding for Benicia Community Garden.
4. Sheila Clyatt - Ms. Clyatt discussed Benicia Community Garden's reinstatement of non-profit status. She spoke in support for reinstating the grant funding to Benicia Community Gardens.
5. Mike Kaplan - Mr. Kaplan discussed the Human Services Board's process for determining which groups should receive funding. He discussed how and why the board came to the decision not to provide funding for the Benicia Community Garden.
6. Larnie Fox - Mr. Fox spoke in support for grant funding for arts and culture groups.
7. Dalene Waranietz - Ms. Waranietz discussed the loss of non-profit status of the Benicia Ballet. She asked for Council's leniency with time, as the IRS is backlogged by 12-16 months.
8. Roy Stutzman - Mr. Stutzman discussed support for grant funding for the

Benicia State Parks Association.

9. Sharon Petrellese - Ms. Petrellese discussed the hard work that went into the recommendations made by the Human Services Board and Arts & Culture Commission.
10. Sheila Clyatt - Ms. Clyatt clarified the number and spaces in the garden donated to those in need in the community.
11. Bob Surratt - Mr. Surratt discussed support for funding for the arts and culture groups.

Council Member Strawbridge, Mr. Lamoreaux, and Ms. Clyatt discussed the issue of private and corporate sponsors and possible funding from the Good Neighbor Steering Committee.

Council Member Schwartzman provided all the groups in Benicia with the following information: Liisa Lawson Stark, Director of Public Affairs, Union Pacific Railroad llstark@up.com and suggested they contact her regarding funding.

Mayor Patterson discussed how the Benicia Community Garden was relevant to the City's General Plan. She recommended the Benicia Community Garden go back to the HSB to clarify issues and request reconsideration. She discussed that the board's recommendation had a lot of merit and carried a lot of weight.

Mayor Patterson stated the following direction to Staff: 1) do additional work on the issue of fiscal agents (and how it could find solutions for the groups that lost their non-profit standing with the IRS), 2) recommendation for providing a hands on instruction class for the non-profit organizations, 3) there was also a request for Staff to look into whether the groups receiving funding had to have non-profit status, and 4) there was a desire to have the audit program available to Council.

Mr. Kilger asked if that was Council's direction to Staff. Mayor Patterson noted there were no objections.

Council Member Hughes noted that the key words were to keep this simple. Council was looking for simple answers.

Vice Mayor Campbell asked for clarification on the audit issue. He thought there was already a procedure in place. He did not want Staff to go overboard.

Mayor Patterson emphasized what Council Member Hughes indicated, and to keep it sweet and simple.

VI. ADJOURNMENT:

Mayor Patterson adjourned the meeting at 9:19 p.m.

MINUTES OF THE
REGULAR MEETING – CITY COUNCIL
July 02, 2013

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

I. CALL TO ORDER:

Mayor Patterson called the Closed Session to order at 6:00 p.m.

All Council Members were present.

II. CLOSED SESSION (6:00 PM):

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

**B. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: Hayes v City of Benicia**

III. CONVENE OPEN SESSION:

Mayor Patterson called the Open Session to order at 7:03 p.m.

A. ROLL CALL

All Council Members were present.

B. PLEDGE OF ALLEGIANCE

Sharon Maher led the Pledge of Allegiance.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC.

IV. ANNOUNCEMENTS/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS:

A. ANNOUNCEMENTS

Mayor Patterson asked for a moment of silence in honor of the firefighters who recently lost their lives in the Arizona wildfires. Tonight's meeting would be adjourned in their honor.

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

Heather McLaughlin, City Attorney, reported the following actions:

Item II.A - Council evaluated the City Attorney. The evaluation would be continued to the next Closed Session if there is sufficient time.

Item II.B - Council gave direction to Staff.

2. Openings on Boards and Commissions:

Arts and Culture Commission
1 unexpired term
2 full terms
Open until filled

Human Services Board
2 full terms
Open until filled

Open Government Commission
1 full term
Open until filled

Historic Preservation Review Commission
2 full terms
1 unexpired term
Open until filled

Community Sustainability Commission (Student Commissioner)
1 full term
Open until filled

3. Mayor's Office Hours:

4. Benicia Arsenal Update

Verbal update from City Attorney

There was no news to report. The State is working diligently with the Army Corp.

B. PROCLAMATIONS

1. JULY 2013 AS PARKS MAKE LIFE BETTER! MONTH

C. APPOINTMENTS

D. PRESENTATIONS

1. REVIEW OF BENICIA INDUSTRIAL PARK BROADBAND ASSESSMENT REPORT AND DISCUSSION OF IMPENDING RELEASE OF RFP/RFI FOR DEVELOPMENT OF A BROADBAND PROJECT

Mario Giuliani, Economic Development Manager, introduced the agenda item.

Steve Blum, Tellus Venture Associates, reviewed a PowerPoint presentation (copy on file).

Council Member Hughes and Mr. Blum discussed Request for Information (RFI) vs. Request for Proposal (RFP).

Vice Mayor Campbell and Mr. Blum discussed the fast changing technology, and what will become available in the near future.

Council Member Strawbridge and Mr. Blum discussed the issue of grant funding available for this type project, State and Federal grant funding availability, and commercial broadband demand.

Mayor Patterson, Mr. Blum, and Staff discussed various companies in the Benicia Industrial Park that are high-tech and require better broadband technology.

Council Member Schwartzman and Mr. Blum discussed the issue of fiber trunk availability. They discussed what other assets the City has (aside from money) that could be used, and the issue of the cost differential between an RFP and RFQ.

Mayor Patterson and Mr. Blum discussed the dire need for broadband/fiber optics in the Benicia Industrial Park (BIP). Benicia needs to be competitive to attract new business. They discussed the issue of fiber optics, and the issue of assessment districts.

Public Comment:

1. Ben Parsons - Mr. Parsons spoke in support of the installation of broadband in the BIP. Companies need the technology and will leave if it does not become available. Mayor Patterson and Mr. Parsons discussed what performance measures would be appropriate to ask for in the RFP. Council Member Hughes asked that when the RFQ or RFP is developed, the City involve BIPA.
2. Sharon Maher - Ms. Maher spoke in support of the installation of

broadband in the BIP. If this does not proceed, the City will be missing out on who might come to live and work in the City, as well as who might leave. The EDB should be involved in the process.

3. Jasmine Powell - Ms. Powell spoke in support of the installation of broadband in the BIP. It would open up a lot of opportunities for the BIP. She suggested using the LED billboard revenue towards this project.
4. Anthony Regina - Mr. Regina's business used to be located in the BIP, but had to move due to poor internet connectivity. It is difficult to find a provider who would install internet connectivity in the BIP.

Mayor Patterson asked Ms. McLaughlin if direction needed to be by minute order or direction to staff. Ms. McLaughlin indicated that it could be direction if that is what Council desired. Mayor Patterson stated it would be helpful to have direction to staff, since there was a discussion on the Council that there was a preference indicated by some for RFP and others for RFQ. Included in the direction would be questions regarding financing (which would include a whole menu on what financing options are available), possibilities for fixed wireless, make sure that there is a variety of performance measures and standards, there should be a schedule, and prior to the RFQ there is an internal City schedule (and indicate that to the responders).

Mayor Patterson stated her preference was for a RFQ.

Council Member Hughes was fine with an RFP, as long as the City manages the expectations of the companies it is sent to, letting them know there are some issues around financing and the challenges the City will have.

Mayor Patterson clarified that the responders should include how they would work with the EDB and necessary property owners and tenants.

Mr. Kilger clarified that all of the above items were addressed except for the last item listed. He would prefer to come back to Council after staff receives the responses and discuss how Council would like to proceed (whether or not to go to the EDB, etc.).

Council Member Schwartzman stated he would prefer to go with a RFP.

Council Member Strawbridge stated she would go with whatever was the fastest. There are a lot of people who are very anxious about getting this done.

V. ADOPTION OF AGENDA:

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

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

VI. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

Two handouts (copies on file).

B. PUBLIC COMMENT

1. Bert Johnson - Mr. Johnson praised City staff for their efforts in maintaining the City parks.

VII. CONSENT CALENDAR:

Council pulled item VII.A for discussion.

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

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

A. APPROVAL OF THE MINUTES OF THE MAY 28, 2013 AND JUNE 18, 2013 CITY COUNCIL MEETINGS

Mayor Patterson discussed her requested change regarding the study session item. She asked that her six point plan be included for clarity.

Vice Mayor Campbell stated he was fine with points 1 and 2, but was not sure about 3. He knew points 4 and 5 were discussed, but he was not sure if Council agreed on doing them.

Ms. Wolfe stated that the six point plan was stated in the meeting; however there was no discussion afterward.

Mayor Patterson stated that it was direction to staff without objection. There was a follow up question regarding Council Member Strawbridge's statement about training. Then there was a discussion regarding if there needed to be a discussion regarding combining commissions, it would come back in a year. The six point plan was given as direction to staff. She suggested continuing the item until Council could review the video.

Council Member Hughes stated that it was complicated, and he had asked for something simple, not taking much of Staff's time, something such as a one page document. He remembered it was discussed that it was a good time to review the boards and commissions to make sure they were running efficiently and effectively, and whether any of them needed to be eliminated, combined, etc. If there was a reason to combine, Council should take a look at it. What Council is looking for is information from Staff so that when it comes back to Council, they could make an informed decision. The discussion was confusing. As he looked at them now, it is requiring more work than he expected when he asked to keep it simple.

Council Member Schwartzman was not sure if it was necessary to include the amendment.

Mayor Patterson clarified the purpose for including the details was because it was a long and complicated discussion. The points were succinctly read. The words could be reduced, but it was her intent to have the exact direction that was given to staff in one place.

Council Member Strawbridge didn't want to complicate the issue. She thought the items were covered in the minutes as presented.

Vice Mayor Campbell asked to continue this so the video could be reviewed.

Council Member Hughes asked Ms. Wolfe if the changes being proposed were said in the meeting. Ms. Wolfe stated that the points were said, but there was no discussion on whether Council agreed to them afterward. Council Member Hughes stated that although it was said without objection, he was not sure if he would agree to all of the points.

Vice Mayor Campbell stated that if Council were to vote yes on the proposed changes, they would be agreeing to all of the items. He would like to review the video to see what was said. What they voted on might not be quite as clear as it sounds.

Mr. Kilger discussed his responsibility in ensuring the direction to staff is clear. He will ask for Council's consensus in the future, if there is a question regarding clarity of Council's direction to staff.

On motion of Council Member Schwartzman, seconded by Council Member Hughes, Council approved the Minutes of the May 28, 2013 and June 18, 2013 City Council meetings, as presented, on roll call by the following vote:

Ayes: Strawbridge, Schwartzman, Campbell, Hughes
Noes: Patterson

- B. DENIAL OF THE CLAIM AGAINST THE CITY BY PAMELA POWERS AND REFERRAL TO INSURANCE CARRIER
- C. DENIAL OF CLAIM AGAINST THE CITY BY FARMERS INSURANCE FOR THEIR INSURED ROBERT HASSARD AND REFERRAL TO INSURANCE CARRIER
- D. DENIAL OF CLAIM AGAINST THE CITY BY JUDY HOUGH AND REFERRAL TO INSURANCE CARRIER
- E. APPROVAL OF SERVICE AGREEMENT BETWEEN THE CITY OF BENICIA AND THE DOWNTOWN BENICIA ALLIANCE

RESOLUTION 13-49 - A RESOLUTION APPROVING A CONTRACT FOR SERVICES WITH THE DOWNTOWN BENICIA ALLIANCE, AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT ON BEHALF OF THE CITY

- F. RESOLUTION SETTING THE FISCAL YEAR 2013-14 SECURED TAX RATE FOR BONDED INDEBTEDNESS FOR THE REFUNDING GENERAL OBLIGATION BONDS, SERIES 2012

RESOLUTION 13-50 - A RESOLUTION SETTING THE FISCAL YEAR 2013-14 SECURED TAX RATES FOR THE REFUNDING GENERAL OBLIGATION BONDS, SERIES 2012

- G. APPROVE THE AMENDMENT TO THE CONTRACT SERVICES AGREEMENT BETWEEN THE CITY OF BENICIA AND RENNE SLOAN HOLTZMAN SAKAI FOR FINANCIAL SERVICES

RESOLUTION 13-51 - A RESOLUTION AMENDING THE CONTRACT WITH RENNE SLOAN HOLTZMAN SAKAI LLP FOR FINANCIAL SERVICES

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

VIII. BUSINESS ITEMS:

- A. PRESENTATION AND DECISION WHETHER OR NOT TO ENDORSE THE UNITED WAY OF THE BAY AREA ANTI-POVERTY CAMPAIGN AND PARTNER PLEDGE BY MINUTE ACTION

Christina Arrostuto, Executive Director of First 5 Solano Children and Families Commission, and Stefan Betts, First 5 Solano, reviewed the report and a PowerPoint presentation (copy on file).

Council Member Hughes and Staff discussed concern regarding not currently having a staff person available. It could be indicated that the City would do its best with the resources available.

Public Comment:

1. Dana Dean - Ms. Dean stated that the Solano County Board of Education approved this program. She fully supports the program and would love to see the other cities and school districts sign on.

Mayor Patterson and Ms. Arrostuto discussed how people with jobs who still have needs would access the program being discussed.

On motion of Council Member Hughes, seconded by Council Member Strawbridge, Council approved endorsing the United way of the Bay Area Anti-Poverty Campaign and Partner Pledge, on roll call by the following vote:

Ayes: Patterson, Strawbridge, Schwartzman, Campbell, Hughes

Noes: (None)

B. PUBLIC HEARING FOR CITY OF BENICIA LANDSCAPING AND LIGHTING DISTRICT FOR FISCAL YEAR 2013-14

RESOLUTION 13-52 - A RESOLUTION ORDERING THE MAINTENANCE OF EXISTING IMPROVEMENTS IN ALL FIVE ZONES OF THE DISTRICT, CONFIRMING THE ASSESSMENT DIAGRAM, APPROVING THE ENGINEER'S REPORT AND ORDERING THE LEVY AND COLLECTION OF CERTAIN ASSESSMENTS FOR THE CITY OF BENICIA LANDSCAPING AND LIGHTING DISTRICT, FISCAL YEAR 2013-14

Mayor Patterson asked if it was possible to add to the resolution direction to staff to do public outreach and notify future needs for rate increases, as requested by Council Member Hughes during past Council meetings. Mr. Kilger discussed Staff's promise to bring the above issues forward in the coming months. Staff is working on engineer reports to reevaluate the L&L funding. Council has made its expectations clear. There will be a robust, proactive public outreach program. Staff will schedule a study session to address the issues in the Fall.

Melissa Morton, Public Works Director, reviewed the staff report.

Council Member Strawbridge and Staff discussed the fees per parcel in the various zones, unchanged fees, and it is a separate assessment from property tax.

Public Hearing Opened

Public Comment:

None

Public Hearing Closed

Council Member Schwartzman and Staff discussed the issue of the review of the L&L District for potential changes being one of Council's top 7 priorities. He thought Staff was clear on Council's wishes, and did not think the resolution needed to be amended.

Council Member Hughes agreed the resolution did not need to be amended. He thought Staff was clear on his prior requests regarding public outreach and rate increases.

On motion of Council Member Hughes, seconded by Council Member Schwartzman, Council adopted Resolution 13-52, as presented, on roll call by the following vote:

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

C. APPROVE LEASE AGREEMENT BETWEEN THE CITY OF BENICIA AND BENICIA MAIN STREET FOR THE HISTORIC SOUTHERN PACIFIC DEPOT

RESOLUTION 13-53 - A RESOLUTION APPROVING THE LEASE AGREEMENT WITH BENICIA FIRST CORPORATION DBA BENICIA MAIN STREET FOR THE HISTORIC SOUTHERN PACIFIC DEPOT AT 90 FIRST STREET AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE LEASE

Mario Giuliani, Economic Development Manager, reviewed the staff report.

Public Comment:

None

On motion of Council Member Schwartzman, seconded by Council Member Strawbridge, Council adopted Resolution 13-53, on roll call by the following vote:

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

D. APPROVE 2013-2014 CONTRACT SERVICES AGREEMENT BETWEEN THE CITY OF BENICIA AND BENICIA MAIN STREET

RESOLUTION 13-54 - A RESOLUTION AWARDING A CONTRACT FOR DOWNTOWN SUPPORT AND ACTIVITIES TO BENICIA MAIN STREET IN THE AMOUNT NOT TO EXCEED \$100,000 AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT ON BEHALF OF THE CITY

Mario Giuliani, Economic Development Manager, reviewed the staff report.

Public Comment:

None

Mayor Patterson and Staff discussed adding the four pillars to future reports, as it is an economic development tool. So, the public would be clear that the Main Street Program was part of the City's economic development. They discussed the cost of Farmers Market and what the City's \$4,000 goes toward.

Council Member Hughes discussed support for Benicia Main Street and the proposed agreement.

Council Member Strawbridge discussed the City's lack of ability and resources to do everything Benicia Main Street does.

Council Member Schwartzman discussed support for the proposed agreement and Benicia Main Street.

Mayor Patterson read the four pillars of Benicia Main Street and discussed why it was important to include them.

On motion of Council Member Strawbridge, seconded by Council Member Schwartzman, Council adopted Resolution 13-54, on roll call by the following vote:

Ayes: Patterson, Strawbridge, Schwartzman, Campbell, Hughes

Noes: (None)

IX. ADJOURNMENT:

Mayor Patterson adjourned the meeting at 9:17 p.m. in memory of the firefighters who lost their lives in the Arizona wildfires, and wished their families well.

AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 16, 2013
CONSENT CALENDAR

DATE : July 2, 2013

TO : City Manager

FROM : Police Chief

SUBJECT : **RESPONSE TO 2012-2013 GRAND JURY REPORT "ANIMAL CARE SERVICES"**

RECOMMENDATION:

Approve, by minute action, the response to the 2012-2013 Grand Jury Report entitled "Animal Care Services."

EXECUTIVE SUMMARY:

The 2012-2013 Solano County Grand Jury investigated the Animal Care Services in Solano County and its cities for compliance with local and state laws. The Grand Jury issued a report on May 28, 2013, which identified one finding and associated recommendations to which the City of Benicia needs to respond to in writing. Under State law, the City Council must approve the response.

BUDGET INFORMATION:

Reviewing the Grand Jury report and preparing the response to the Grand Jury requires staff time. There are no other budget impacts.

GENERAL PLAN:

Relevant General Plan goals:

Goal 2.28: Improve and maintain public facilities and services.

STRATEGIC PLAN:

Relevant Strategic Issues and Strategies and Actions:

- Strategic Issue 4: Preserving and Enhancing Infrastructure
 - Strategy 4.4: Provide adequate funding for ongoing infrastructure needs.

BACKGROUND:

The 2012 – 2013 Solano County Grand Jury performed a review of the Animal Care Services in the City of Benicia investigating the City for compliance with local and state laws. The Grand Jury identified the following Findings and Recommendations to which the City is required to reply:

Finding 3 – Animal control functions in Solano County are fragmented and confusing to the public.

Recommendation 3 – The Solano County Sheriff's Office provide all animal control services for all cities and unincorporated areas of Solano County using funds generated from dog licensing and funds currently being paid by the cities to private companies for existing animal control contracts.

Finding 4 - City of Benicia Corporation Yard holding pens are inadequate for housing animals.

Recommendation 4 - Animals should not be housed at the Benicia Corporation Yard.

Penal Code Section 933 (c) requires the City Council to comment to the Presiding Judge of the Superior Court on the findings and recommendations of the Grand Jury. Penal Code Section 933.05 requires a formal response to the Grand Jury's report. The City is required to submit a response to the Grand Jury by July 30, 2013. This response requires the City to state whether it agrees, disagrees wholly, or disagrees partially with the findings. Further, the response should report what actions the City has or will take in response to the Grand Jury's recommendations. The attached response letter will be sent to the Presiding Judge of the Superior Court on behalf of the City Council.

Attachments:

- ❑ Cover Letter Conveying the Grand Jury Report to the City of Benicia
- ❑ Report on Animal Care Services by the 2012-2013 Solano County Grand Jury
- ❑ Proposed Response Letter from the City

GRAND JURY



Hall of Justice
600 Union Ave
Fairfield, California 94533
(707) 435-2575
Fax: (707) 435-2566

cdclower@solano.courts.ca.gov

May 28, 2013

Sent via email: Elected Officials

Tom Ferrara, Sheriff/Coroner, Solano County
Mayor Elizabeth Patterson, Benicia
Mayor Jack Batchelor, Jr, Dixon
Mayor Harry Price, Fairfield
Mayor Norman Richardson, Rio Vista
Mayor Pete Sanchez, Suisun City
Mayor Steve Hardy, Vacaville
Mayor Osby Davis, Vallejo
Andrew Bidou, Chief of Police, Benicia

RE: 2012-2013 Grand Jury Report Entitled: Animal Care Services

Enclosed please find a copy of the above named report by the 2011-2012 Solano County Grand Jury. This report is provided to you in advance of public release as provided for in Penal Code §933.05(f). Please note that Penal Code §933.05(f) specifically prohibits any disclosure of the contents of this report by a public agency, its departments, officers or governing body prior to its release to the public, which will occur on **May 31, 2013**.

You are required to respond in writing to the Presiding Judge and to provide an electronic copy to the Grand Jury regarding the Findings and Recommendations contained in the report pursuant to Penal Code §933.05. This section of the Penal Code is very specific as to the format of the responses. The Penal Code is also specific about the deadline for responses. You are required to submit your response to the Grand Jury by **July 30, 2013**.

Also, please provide an electronic copy, original form (not pdf) to the Grand Jury office at cdclower@solano.courts.ca.gov

Responses are public records. Should you have any questions, please contact Cheryl Clower, Administrative Assistant to the Grand Jury at (707)435-2575.

Sincerely

A handwritten signature in black ink, appearing to read "Morland McManigal". The signature is written in a cursive, flowing style.

Morland McManigal, Foreman
2012-2013 Solano County Grand Jury

MM/cc



SOLANO COUNTY GRAND JURY
2012-13

ANIMAL CARE SERVICES

ANIMAL CARE SERVICES

2012-13 Solano County Grand Jury

I. SUMMARY

The 2012-13 Solano County Grand Jury elected to inquire and report on animal care services in Solano County and its cities. The Grand Jury found the delivery of services is fragmented, inefficient and confusing to the public. These services would better serve the public if consolidated.

II. INTRODUCTION

Solano County Animal Care Services and Shelter provides animal services within the County at 2510 Claybank Road, Fairfield, California. Animal Care Services is responsible for tracking rabies vaccination, dog licensing, enforcement of State and County laws pertaining to animal control and the care and housing of stray, quarantined or impounded animals. Three other agencies provide partial services to the cities within the County.

III. METHODOLOGY

- Toured Solano County Animal Care Services and Shelter
- Toured Humane Society of the North Bay in Vallejo
- Interviewed the following:
 - Solano County Animal Care Services Staff
 - Sheriff's Office Staff
 - Staff at Humane Society of the North Bay
 - Staff at Vallejo Animal Control
 - Humane Animal Services Staff in Vacaville
- Reviewed the following:
 - Solano County Animal Control Ordinances 4-139 and 4-152
 - Pet Data Incorporated Contract and Memorandum of Understanding
 - Pet Data correspondence
 - Solano County Sheriff's Animal Care Operating Procedures
 - California Health and Safety Code §121690(b)

IV. STATEMENT OF FACTS

Prior to July 2011, Animal Care Services was a division of the Solano County General Services Department and is currently under the direction of the Solano County Sheriff's Office. Solano County Animal Care Services operates the animal shelter at 2510 Claybank Road, Fairfield, California. Animal Care Services is responsible for tracking rabies vaccination, dog licensing, enforcement of State and County laws pertaining to animal control and the care and housing of stray, quarantined or impounded animals. Animal Care Services is managed and operated by a Sheriff's Lieutenant and 17 full-time employees, including animal control officers. In addition, there are four part-time employees, eight volunteers and two part-time contract veterinarians who perform spay/neuter services, as well as care for sick and injured animals in the shelter.

In 2012, the Sheriff issued an administrative order stating, "It is the goal of the Sheriff's Office that, to the greatest extent possible, abandoned animals at the Solano County Animal Shelter are adopted out rather than euthanized."

During the Grand Jury tour of the Solano County Animal Shelter, it was observed that the shelter is in need of renovations and expansion to meet the needs of Solano County. The layout is confusing to the public with the reception/office area located behind the shelter in a temporary portable building.

Solano County Animal Care Services staff informed the Grand Jury that funding for a project in the amount of \$5.4 million has been approved by the Board of Supervisors. The project will add space to the shelter, improve and reconfigure the facility and will change the location of the office reception area. The design will include 54 new inside and outside dog kennels, upgrade existing kennels and expand the spay and neuter clinic. Ground breaking is expected in 2013.

Solano County Ordinance 4-139 requires *every person owning or having control, custody, or possession of any dog over four months of age within the county shall purchase a license*. The Grand Jury was informed the Solano County General Services Department negotiated a three-year contract on July 1, 2011 with Pet Data, Incorporated of Irving, Texas. The contract requires Pet Data, Inc. (a private company) to be responsible for all dog licensing requirements, including communication with veterinarians on rabies vaccinations, processing applications for licenses, issuing licenses, send reminders to owners when licenses become due for renewal. Pet Data, Inc. has a confidentiality agreement to not share personal information of dog owners with any other entities. Sheriff's Office staff indicated they will review all aspects of the contract prior to renewal.

Solano County Animal Care Services is projected to have a budget deficit for fiscal year 2012-13. Historically, the costs of providing services exceed income generated by those services. Therefore, deficits for those services are also projected through 2017-18. Licensing revenue for 2013 is estimated to be approximately \$600,000. This revenue is divided and returned to the city where the dog resides. Of the approximate 69,000 dogs in Solano County, only 19,000 are licensed. Approximately 72 percent of the dogs in Solano County are unlicensed. It is estimated that lost revenue to Solano County and its seven cities (Benicia, Dixon, City of Suisun City, Fairfield, Rio Vista, Vacaville and Vallejo) is approximately \$1.5 million annually. This revenue, if collected, would significantly reduce the deficit in the Animal Care Services budget.

California Health and Safety Code section 121690(b) requires the reporting of rabies vaccination information to local authorities. Solano County Ordinance 4-152 requires *every licensed veterinarian in the county shall submit, at a frequency to be determined by the animal control director, but not more frequently than every two weeks, a record of the names and addresses of the owners of those dogs and cats to which he or she has administered rabies vaccinations, and a brief description of the animal vaccinated during the immediately preceding reporting period to Solano County Animal Care Services or its agent.* The Animal Care Staff has informed the Grand Jury that 20 of 37 veterinarians (54 per cent) in Solano County are not reporting rabies vaccinations. Non-compliance is a violation of Solano County Ordinance 4-152, creating inaccurate rabies vaccination information and loss of revenue.

Animal care and control services within Solano County include the retrieval of strays, surrendered animals, recovery of deceased animals and sheltering. Additional functions include the enforcement of leash laws, quarantines and licensing. There are four separate entities that provide these services in Solano County. The Solano County Sheriff's Office performs animal control services for unincorporated areas in Solano County and animal care services for the entire county, including investigating all animal bite reports. The City of Vallejo contracts with the Humane Society of the North Bay for animal control services in Vallejo. The City of Benicia has one employee designated as an animal control officer. The cities of Dixon, Fairfield, Rio Vista, Suisun City and Vacaville contract with a private company, "Humane Animal Services". The public has expressed confusion over who provides animal control services, where animals are sheltered and who to call to claim lost pets or retrieve deceased pets from public thoroughfares.

The Solano County Grand Jury toured the Humane Society of the North Bay in Vallejo (where Benicia and Vallejo animals are sheltered), the Benicia Corporation Yard pet holding pen and the Humane Animal Services office in Vacaville.

During the tour of the Humane Society of the North Bay, the Grand Jury observed dogs roaming freely in the office area due to the lack of adequate housing facilities.

The Grand Jury visited the Humane Animal Services office in Vacaville. During the visit it was observed there was only one employee present. The employee was tasked with dispatching animal control units, answering incoming calls from citizens and law enforcement agencies from five different cities. The animal control officers are dispatched using a push-to-talk cell phone and have no direct contact with the local law enforcement agency.

The Benicia Corporation Yard has temporary holding pens. The Grand Jury observed these cages to be inadequate in size and lacking proper shelter from nature's elements. The Grand Jury was informed that generally animals are not kept in the holding pens longer than 48 hours; thereafter, the animals are transferred to the Humane Society of the North Bay Vallejo Shelter.

None of these entities are under the control or direction of the Solano County Sheriff's Office.

The public has informed the Grand Jury that the delivery of animal control services in Solano County is fragmented, inefficient and confusing. The Solano County Sheriff's Office staff has indicated it has the capability to consolidate animal control services for efficiency and cost savings, should it be requested by Solano County and any of its cities.

V. FINDINGS AND RECOMMENDATIONS

Finding 1- Fifty-four per cent of veterinarians in Solano County are not reporting rabies vaccinations to Solano County Animal Care Services, via its contracting agent, Pet Data, Incorporated, in violation of Solano County Ordinance 4-152.

Recommendation 1- Solano County Sheriff's Office enforce Solano County Ordinance 4-152.

Finding 2- Approximately, 72 per cent of dogs in Solano County are not licensed in accordance with Solano County Ordinance 4-139. This results in a significant loss of revenue that impacts the Animal Care Services budget.

Recommendation 2- Solano County Animal Care Services enforce Solano County Ordinance 4-139.

Finding 3- Animal control functions in Solano County are fragmented and confusing to the public.

Recommendation 3- The Solano County Sheriff's Office provide all animal control services for all cities and unincorporated areas of Solano County using funds generated from dog licensing and funds currently being paid by the cities to private companies for existing animal control contracts.

Finding 4- City of Benicia Corporation Yard holding pens are inadequate for housing animals.

Recommendation 4- Animals should not be housed at the Benicia Corporation Yard.

COMMENTS

The Solano County Sheriff's Office is having a positive impact on the day-to-day operations of the Solano County Animal Care Services. The Sheriff's Office is in the process of reviewing, modifying and updating their policy and procedures for the division. The Sheriff's Lieutenant assigned to Animal Care Services has consulted with all staff in the division and clarified job expectations and requirements. This has led to an increase in employee morale and performance. The Sheriff's Office staff has introduced innovative programs such as "Free Adoption Month" and "meals on wheels for pets", which delivers donated pet food to low income pet owners.

REQUIRED RESPONSES

Sheriff-Coroner, Solano County (Findings 1, 2, and 3)
Board of Supervisors, Solano County (Findings 1, 2 and 3)
Mayor, City of Benicia (Finding 3 and 4)
Mayor, City of Dixon (Finding 3)
Mayor, City of Fairfield (Finding 3)
Mayor, City of Rio Vista (Finding 3)
Mayor, City of Suisun City (Finding 3)
Mayor, City of Vacaville (Finding 3)
Mayor, City of Vallejo (Finding 3)
Chief of Police, Benicia (Finding 4)

COURTESY COPIES

Clerk, Solano County Board of Supervisors

July 17, 2013

Paul Beeman
Presiding Judge
Superior Court of California
Hall of Justice
600 Union Avenue
Fairfield, CA 94533

Re: City of Benicia Response to Findings 3 and 4 and Recommendation 3 and 4 of the 2012-2013 Grand Jury Report Titled “Animal Care Services”

Dear Judge Beeman:

Pursuant to the provisions of Section 933 (b) of the California Penal Code, the governing body of any public agency subject to the Grand Jury’s review authority must respond to recommendations and findings pertaining to matters under their control within sixty (60) days of receipt of such report. Therefore, the purpose of this letter is to comply with the aforementioned law and to advise you that after review of the 2012-2013 Solano County Grand Jury Report, the City Council of the City of Benicia accepts the Report.

Finding 3 – Animal control functions in Solano County are fragmented and confusing to the public.

Recommendation 3 – The Solano County Sheriff’s Office provides all animal control services for all cities and unincorporated areas of Solano County using funds generated from dog licensing and all funds currently being paid by the cities to private companies for existing animal control contracts.

City’s Response: - The City disagrees. The City of Benicia has its own animal control officer and does not believe that its residents are confused about animal control functions. Animals rarely end up in another city. Having the temporary canine kennels in the City of Benicia allows residents to recover their animals easier than having to drive to Fairfield as proposed by the Grand Jury.

Finding 4 - City of Benicia Corporation Yard holding pens are inadequate for housing animals.

Recommendation 4 - Animals should not be housed at the Benicia Corporation Yard.

Judge Beeman
July 17, 2013
Page 2

City's Response: The City disagrees. In May 2013, the Benicia Police Department completed improvements to the Animal Control canine kennels located at the City of Benicia Corporation Yard. A new roof was installed over both kennels to provide additional cover during all types of weather. This roof is constructed of corrugated aluminum to deflect the wet weather. Under the corrugated aluminum there is approximately 1 ½ inches of insulation and an interior roof comprised of 3/4 inch plywood. There are two large turbine roof vents that allow for the circulation/elimination of hot air. Additionally, a new over-hang for shade was added on the west side of the kennels as this side receives the majority of sunlight throughout the day. Diamond shaped lattice/siding was also installed to allow more ventilation and to enhance keeping the kennels protected from elements, specifically rain being blown in by heavy winds. Finally, an area was constructed to store food for the dogs under the over-hang and it too is protected from the elements.

Each kennel has a dedicated watering system to ensure the dogs always have water. Both kennels have dog houses elevated off the concrete floor and each dog house has clean blankets/bedding.

This response was drafted by City Staff and Approved by the City Council at their meeting on July 16, 2013. Please let me know if you have any questions.

Sincerely,

Brad Kilger
City Manager

cc: City Council
City Attorney
Police Chief
Morland McManigal, Foreman, 2012-2013 Solano County Grand Jury

AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 16, 2013
CONSENT CALENDAR

DATE : June 28, 2013

TO : City Manager

FROM : Community Development Director

SUBJECT : **APPROVAL OF A CONTRACT AMENDMENT FOR BUILDING OFFICIAL, PLAN REVIEW AND INSPECTION SERVICES**

RECOMMENDATION:

Adopt a resolution approving a contract amendment not-to-exceed \$160,000 per fiscal year with Bureau Veritas, North America, Inc., for Building Official, plan review, and building inspection services, and authorize the City Manager to execute the contract amendment on behalf of the City.

EXECUTIVE SUMMARY:

Bureau Veritas has been providing contract assistance to the Building Division for eight years. The Building Division currently consists of one part-time contract Building Official, one full-time Building Inspector and a Development Technician shared with the Planning Division (compared to three full-time employees in 2009). In December 2012, Valero submitted a Use Permit application for its Crude by Rail Project (12PLN-00063), which is scheduled for Planning Commission review on July 11, 2013. Building Permit plan review for this project would be covered under the current contract, however, the not-to-exceed contract amount would need to be increased. A portion of the building permit fees for the Crude by Rail project cover the increase in the contract amount. The balance of the remaining fees for the project will be realized as building division revenue.

BUDGET INFORMATION:

The Council-approved Fiscal Year 2012-13 Building Division budget includes \$75,000 for contract Building Official, plan review and inspection services (Account No. 010-4205-8106).

Total building permit fees to be collected for the Valero Crude by Rail project are estimated at \$182,000. The increase in the contract will be covered by these fees, with the balance of the permit fees being realized as General Fund revenue.

GENERAL PLAN:

Relevant General Plan Goal and Policy:

- ❑ Goal 2.28: Improve and Maintain Public Facilities and Services

STRATEGIC PLAN:

Relevant Strategic Issues and Strategies and Actions:

- ❑ Strategic Issue 3: Strengthening Economic and Fiscal Conditions
 - Strategy 3.3: Retain and attract business

BACKGROUND:

The City has relied on contractors to assist the Building Division for about 10 years, including Bureau Veritas since 2004. Until the retirement of the longstanding full-time Building Official in 2010, these services consisted of plan review and inspection services when workload for the three-person division was unusually high, during staff absences, or for specialized types of construction (such as at the Valero refinery).

With the freezing of the Building Official position, however, the Building Division has required part-time Building Official services, as well as plan check and inspection assistance on occasion. Bureau Veritas is currently providing these services for an annual not-to-exceed amount of \$75,000.

An estimated \$182,000 in building permit fees will be collected for the Valero Crude by Rail project. Based on initial estimates, plan review and inspection services for the project will not exceed \$85,000. A portion of the building permit fees collected for this project will fund this increase. The additional building permit fees will be revenue to the General Fund.

Attachments:

- ❑ Proposed Resolution
- ❑ Proposed Contract Amendment
- ❑ Revised Rate Proposal

RESOLUTION NO. 13-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING A CONTRACT AMENDMENT IN THE AMOUNT NOT-TO-EXCEED \$160,000 FOR FISCAL YEAR 2013-2014 WITH BUREAU VERITAS FOR BUILDING OFFICIAL, PLAN REVIEW AND INSPECTION SERVICES, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY

WHEREAS, a professional consulting firm is needed for building functions including architectural, structural, energy and accessibility plan review services as assigned by the Building Official; and

WHEREAS, Bureau Veritas has demonstrated the expertise necessary to provide the required professional services for the division, primarily for review of ongoing major construction at the Valero Refinery; and

WHEREAS, additional plan review and inspection (pending approval of the project) services will be required for the Valero Crude by Rail project, which will exceed the current not-to-exceed contract amount of \$75,000 per year; and

WHEREAS, a portion of building permit fees collected for the project will fund the additional \$85,000 anticipated to complete the required review and inspections. The additional building permit fees collected will be General Fund revenue.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia approves the contract amendment in the amount not-to-exceed \$160,000 for Fiscal Year 2013-2014 with Bureau Veritas for professional services for the Building Division, Community Development Department and authorizes the City Manager to execute the agreement on behalf of the City, subject to approval by the City Attorney.

* * * * *

On motion of Council Member _____, seconded by Council Member _____, the above Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 16th day of July, 2013, and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

ATTEST:

Lisa Wolfe, City Clerk

AMENDMENT TO AGREEMENT

This Amendment of the Agreement, entered into this _____ day of July, 2013, by and between the City of Benicia, a municipal corporation (“CITY”) and Bureau Veritas, a Delaware Corporation with its primary office located at 180 Promenade Circle, Suite 150, Sacramento, CA 95834, herein called “CONSULTANT”, is made with reference to the following:

RECITALS:

A. On April 13, 2007, an agreement was entered into by and between CITY and Bureau Veritas (“Agreement”). An amendment was executed on January 31, 2008, with addenda on January 26, 2012 and October 4, 2012.

B. CITY and CONSULTANT desire to modify the Agreement on the terms and conditions set forth herein.

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

1. Exhibit A (dated June 11, 2013) replaces the previous exhibit (dated August 21, 2012) and includes Building Official, Plan Review and Inspection Services.
2. Paragraph 3 (a) of the Agreement is modified to add under Compensation: The total cost for services provided by CONSULTANT shall not exceed \$160,000.00 for fiscal year 2013-2014 at the rates set forth in Exhibit A.
3. Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

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

Bureau Veritas

City of Benicia,
A Municipal Corporation

By _____

By _____ Date: _____
Brad Kilger, City Manager

APPROVED AS TO FORM:

Heather McLaughlin, City Attorney



June 11, 2013

City of Benicia
Gina D. Eleccion
Community Development Department
250 East L Street
Benicia, CA 94510

Re: Updated Rates - Valero - Crude by Rail Project

Dear Ms. Eleccion,

We are pleased to provide this updated rate sheet to include hourly rates for Project Inspectors for the Valero project. Below are the updated rates for your review and consideration.

Brian Fenty- Plan Check, Inspection, and Building Official Services	\$55 per hour
Outside Plan Review*	60% for full plan review 40% for Structural only
Chief Building Official Backup and Support Steve Jensen and/or Tom Garcia	Steve - \$100 per hour Tom - \$90 per hour
Project Inspector - Structural	\$95.00 per hour
Project Inspector - Electrical	\$95.00 per hour

*% is based on City collected plan review fee

Thank you for the opportunity to provide services. We are ready to start immediately.

Sincerely,

Pete Guisasola, CBO Director of Municipal Code Compliance
180 Promenade Circle, Suite 150
Sacramento, CA 95834
T. 916.725.4200 / F. 916.725.8242
pete.guisasola@us.bureauveritas.com

**AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 16, 2013
CONSENT CALENDAR**

DATE : July 5, 2013
TO : City Manager
FROM : Public Works Director
SUBJECT : **ACCEPTANCE OF RAW WATER TRANSMISSION LINE CATHODIC PROTECTION SYSTEM REHABILITATION PROJECT**

RECOMMENDATION:

Adopt a resolution accepting the Raw Water Transmission Line Cathodic Protection System Rehabilitation Project as complete, including approval of Change Order No. 1, authorizing the City Manager to sign the Notice of Completion and authorizing the City Clerk to file same with the Solano County Recorder.

EXECUTIVE SUMMARY:

This cathodic protection rehabilitation project, located along the Raw Water Transmission Line from Lopes Road in Cordelia to the Benicia Water Treatment Plant, replaced two of the six rectifiers that protect the buried water pipeline from corrosion. The last step of the project requires formal acceptance by the City Council and filing of the Notice of Completion by the City Clerk, which allows the City to process the final payment to the contractor. The final construction cost is \$119,923.61, which includes Change Order No. 1.

BUDGET INFORMATION:

The Raw Water Transmission Line Cathodic Protection System Rehabilitation Project has a budget and expenditures comprised of the following:

Project Budget

Construction Contract.....	\$112,395.00
Construction Contingency	\$11,240.00
Total Construction Budget	\$123,635.00

Project Expenditures

Original Construction Contract, per Resolution No. 12-155.....	\$112,395.00
Contract Change Order No. 1 (staff approved).....	<u>\$7,528.61</u>
(An anode well had to be relocated due to a conflict with an unidentified underground utility.)	
Final Construction Cost.....	\$119,923.61

The final construction cost is \$119,923.61, which includes \$7,528.61 for Change Order No. 1. The total change order amount represents a 6.7% cost increase from the original construction contract amount, which is within the normal range for construction projects. Sufficient funds are available in Account Nos. 596-8259-9960 (Water Major Capital Projects Fund) and 045-8045-9896 (Water Capital Connection Projects).

GENERAL PLAN:

Relevant General Plan Goal:

- Goal 2.28: Improve and maintain public facilities and services

STRATEGIC PLAN:

Relevant Strategic Plan Issues:

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

BACKGROUND:

The contractor completed the Raw Water Transmission Line Cathodic Protection System Rehabilitation Project to the satisfaction of the City. It is recommended; therefore, that Council accepts this project as complete, including Change Order No. 1.

Attachments:

- Proposed Resolution
- Notice of Completion

RESOLUTION NO. 13-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA ACCEPTING THE RAW WATER TRANSMISSION LINE CATHODIC PROTECTION SYSTEM REHABILITATION PROJECT AS COMPLETE, INCLUDING CHANGE ORDER NO. 1, AUTHORIZING THE CITY MANAGER TO SIGN THE NOTICE OF COMPLETION, AND AUTHORIZING THE CITY CLERK TO FILE SAME WITH THE SOLANO COUNTY RECORDER

WHEREAS, by Resolution No. 12-155, City Council awarded the construction contract for the Raw Water Transmission Line Cathodic Protection System Rehabilitation Project to Corpro Companies of San Leandro in the amount of \$112,395; and

WHEREAS, during the course of construction Contract Change Order No. 1 in the amount of \$7,528.61, was necessary to construct the project properly; and

WHEREAS, Corpro Companies has completed the work in accordance with the plans and specifications and to the satisfaction of the City for a final construction cost of \$119,923.61, including Change Order No. 1.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby accepts the Raw Water Transmission Line Cathodic Protection System Rehabilitation Project as complete for a final construction cost of \$119,923.61 (funded 50% 596-8259-9960 and 50% 045-8045-9896).

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

* * * * *

On motion of Council Member _____, seconded by Council Member _____, the above Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 16th day of July 2013, and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

RECORDED AT THE REQUEST OF:
CITY OF BENICIA

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

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

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

Raw Water Transmission Line, located in easements across miscellaneous properties in the County of Solano, State of California,

Nature of title as stated owner: Easement.

2. A work of improvement known as the **Raw Water Transmission Line Cathodic Protection System Rehabilitation Project** at the property described was completed and accepted by the City Council of the City of Benicia on July 16, 2013.
3. The name of the contractor for the improvement is **Corrpro Companies of San Leandro, California**.

CITY OF BENICIA

Dated: _____

By: _____
Brad Kilger, City Manager

Attest: _____
Lisa Wolfe, City Clerk

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

Lisa Wolfe, City Clerk

AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 16, 2013
BUSINESS ITEMS

DATE : July 8, 2013

TO : City Council

FROM : City Manager

SUBJECT : **PRESENTATION OF PROPOSED MUNICIPAL BUDGETS FOR FISCAL YEAR'S 2014 AND 2015**

RECOMMENDATION:

Receive the presentation on the Proposed Municipal Budgets for Fiscal Year's 2014 and 2015 and provide direction to staff, as needed.

EXECUTIVE SUMMARY:

At the June 25, 2013 Council meeting, staff provided the Council with five-year forecast of the General Fund. The Council also adopted a resolution allowing continuation of the 2012-13 budget through July 31, 2013, as staff required additional time to prepare the budget due to the April departure of the Finance Director. At the July 16th and July 23rd Council meetings, staff will present the proposed 2013-15 budget, including next steps for implementing a long-term budget stabilization plan.

GENERAL PLAN:

Relevant General Plan Policies and Programs:

- Goal 2.28: Improve and maintain public facilities and services

STRATEGIC PLAN:

Relevant Strategic Plan Goals and Strategies:

- Strategic Issue #3: Strengthening Economic and Fiscal Conditions
 - Strategy #4: Manage City finances prudently
 - Action #4: Prepare and maintain balanced budget with strong emergency and contingency reserve and internal service funds.

- Strategic Issue #4: Preserving and Enhancing Infrastructure
 - Strategy #4: Provide adequate funding for ongoing infrastructure needs
 - Action 4(a): Implement a plan for funding of reserves for vehicle, equipment and facilities infrastructure

Background:

In the wake of several years of declining and unstable revenues, the City continues to face challenges in meeting the primary objective of a balanced General Fund budget, and also, sustaining Council mandates for General Fund emergency and contingency reserves. Despite these challenges, the City's financial picture, holistically, is significantly improved over recent budgets, as it incorporates the much-needed increased water and sewer rates, anticipates via rate smoothing future costs relative to CalPERS rate increases, raises internal service rates to address rising costs, and begins to address the unfunded deficit in the Workers' Compensation Fund.

That said the General Fund is challenged to maintain its prior reserve levels, and so, as presented in the attached budget, staff is proposing nearly \$800,000 in additional reductions, primarily via holding positions vacant, which will result in a 16% reserve for 2013-14. In order to maintain a least a 15% reserve level, an additional \$900,000 remains to be addressed for 2015-16. Staff will return in the fall with an update on revenues, as well as a refined work plan for long-term budget stabilization, as described later in this report.

Improved Budget Format:

The proposed budget differs significantly from the City's traditional detail fund format, and moves toward an aggregated, departmental information format. This change is a significant shift toward communicating policy-level information to City decision-makers and the community. Staff's intention is that this budget serves as the first step toward creating a sophisticated information tool that will become inextricably tied to Council's Strategic Plan. Ultimately, the goal is to deliver a document that clearly demonstrates the City's objectives for managing public assets and meeting citizens' needs.

A guide to the new budget format is attached.

Additional Budget-Related Information:

A chart summarizing Council requests from the last budget study session on June 25th, as well as the staff response to each inquiry is included as an attachment to this report. Additionally, various requests/correspondence related to the budget are also included. Staff will address these requests as part of the budget presentation.

Plan for Budget Sustainability:

Following adoption of the 2013-15 City Budget, staff will continue working on initiation of a number of key initiatives over the next 18 months, which will be critical in terms of implementing a long-term budget stabilization plan. The findings of these various initiatives, in particular the cost allocation study and organizational analysis, will better equip the City to implement an effective

budget stabilization plan, as well as position the City to conduct a comprehensive strategic planning process in late 2014. With an understanding of the true cost of City services, along with identifying what opportunities exist for savings via modifications to the organizational structure and/or current operations, the City will be better situated to revisit priorities and align the City's resources with the higher priority City services for the FY2015-17 budget.

Following is a summary of budget-related initiatives and a tentative timeline for implementation.

Budget-Related Initiative	Description	Tentative Timeline
Budget Stabilization Work Plan	Finalize/refine the Budget Stabilization Plan work plan and present to City Council.	Late Summer/Early Fall 2013
Develop recommendations to address 2014-15 budget shortfall (approximately \$900,000)	As additional revenue information is received, staff will refine projections and identify additional measures with the goal of maintaining a 15% reserve in 2014-15.	Fall 2013 – Spring 2014
Implementation of ONESolution ERP	Complete an update to City's chart of accounts and implementation process of a more effective Finance software system.	Summer 2013 – Winter 2014 (12 – 18 months)
Various Accounting Studies	Studies on Marina Fund, POB debt, workers compensation and other internal service fund studies.	Summer 2013 – Winter 2013 (4-6 months)
Organizational Analysis	Key components of this review will include a comprehensive look at external services department organizational structures and potential modifications that would deliver cost savings and/or efficiencies not currently being realized.	Fall 2013 – Spring 2014 (6-8 months)

Budget-Related Initiative	Description	Tentative Timeline
Cost Allocation Study/Master Fee Update	This study will identify the full cost of service eligible for recovery from fees and translate those costs into a fee structure for various programs and/or services.	Winter/Spring 2014 – Fall/Winter 2014 (8-12 months)
IT Plan	Several of the City's current information systems need to be evaluated and/or upgraded.	Winter 2014 – Summer 2014* (6-8 months)

*Timing of initiating the IT Plan will be dependent, to some extent, on the ONESolution implementation, as that effort will require a significant commitment of City's limited IT resources.

It is anticipated the total timeframe for this work plan will be approximately 18 months and will require hard work, as well as the need for difficult decisions to be made by the City Council, employees and citizens.

Budget - Next Steps:

On July 16, 2013, staff will present the proposed 2013-15 budget and, at that meeting, will provide an overview of the budget, followed by individual department budget presentations. There will be a second budget meeting on July 23, 2013, which will include any remaining department presentations and review of various other funds. Adoption of the 2013-15 budget is scheduled for July 23rd.

The proposed 2013-15 budget is available on the City's website at www.ci.benicia.ca.us on the Finance Department page. A hard copy is available upon request from the City Clerk's Office.

Attachments:

- Budget resolutions
- Overview of new budget format
- Summary of Council Requests from June 25th Budget Study Session
- Various budget related correspondence:
 - Letter from Economic Development Board re: Promotion of Downtown Revitalization
 - Arts & Culture Commission Annual Report (see pages 9-10)
 - Email regarding Benicia Community Gardens grant request
 - draft Finance Committee meeting minutes (see comments re: ONESolution implementation)

RESOLUTION NO. 13-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA
ESTABLISHING AN APPROPRIATIONS LIMIT PURSUANT TO ARTICLE XIII B OF
THE CALIFORNIA STATE CONSTITUTION FOR FISCAL YEAR 2013-14**

WHEREAS, Article XIII B of the Constitution of the State of California provides that the total annual appropriations subject to limitation of the State and of each local government shall not exceed the appropriations limit of such entity of government for the prior year adjusted for changes in the cost of living and population except as otherwise provided in said Article XIII B; and

WHEREAS, pursuant to said Article XIII B of the Constitution of the State of California, the City Council of the City of Benicia deems it to be in the best interests of the City of Benicia to establish an appropriations limit for the fiscal year 2013-14; and

WHEREAS, the Acting Assistant City Manager of the City of Benicia has determined that the said appropriations limit for the fiscal year 2013-14 be established in the amount of \$78,712,057; and

WHEREAS, the Acting Assistant City Manager of the City of Benicia has determined that the percentage change in per capita income and the county population is the preferred method of calculation in the cost of living adjustment.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby establishes an appropriations limit for fiscal year 2013-14 pursuant to Article XIII B of the Constitution of the State of California be established in the amount of \$78,712,057, as evidenced by Exhibit 1, attached to this Resolution and hereby incorporated herein.

On motion of Council Member _____ seconded by Council Member _____, the above resolution was approved by the City Council of the City of Benicia at a regular meeting held on the 23rd day of July, 2013, by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe
City Clerk
July ____, 2013

Exhibit 1

CITY OF BENICIA
2013-14 Appropriations Limit Calculation

<u>Description</u>	<u>Amount</u>
2012-13 Appropriations Limit	\$ 74,298,758
2012-13 County population	1.0078
2012-13 Increase in per capita income	1.0512
2013-14 Appropriations Limit	\$ 78,712,057

2012-13 Projected Tax Revenues

<u>Description</u>	<u>Amount</u>
Property Taxes	\$ 12,759,810
Sales & Use Tax	6,925,000
Transient Occupancy Tax	340,000
Utility Users Tax	4,595,000
Business License Tax	480,000
Real Property Transfer Tax	90,000
State Motor-Vehicle Fees	1,850,000
Gas Tax	755,820
Appropriations Subject to Limitation	\$ 27,795,630
Margin	\$ 50,916,427

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RESOLUTION NO. 13-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA ADOPTING THE MUNICIPAL BUDGETS FOR FISCAL YEAR 2013-14 and 2014-15

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 presented a proposed two-year budget for fiscal years 2013-14 and 2014-15 to the City Council on July 23, 2013 for all Municipal Funds; and

WHEREAS, on July 23, 2013, 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 of the City, including the authorization of budget transfers within a single fund; and

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

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby adopts the Municipal Budgets for the Fiscal Years 2013-14 and 2014-15 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 position.

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 than the total approved appropriations, unless offset by an equal Grant amount.

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, provided such grants do not commit the City to additional funding or program requirements.

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 special meeting of said Council held on the 23rd day of July 2013, and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

UNDERSTANDING THE BUDGET LAYOUT

The budget document contains the following sections:

Budget Transmittal and Strategic Plan – This section includes the budget transmittal letter and Council’s Strategic Plan. The Strategic Plan document contains Council’s strategic issues, including detail strategies and actions to meet the overall strategic goal.

Financial Summaries – This section includes all fund level budgets by revenue category and departmental expenditure.

Funds: The budget is categorized by fund group to help organize and account for general, restricted, capital, debt, internal service, or enterprise resources. Each fund is considered a separate accounting entity:

- General Fund – accounts for general city operations, including assigned activity designated by Council action
- Special Revenue Funds – account for restricted or administrative proceeds of a specific revenue source
- Capital Projects Funds – account for major general government capital projects
- Debt Service Funds – account for resources accumulated for payment of general government debt
- Internal Service Funds – account for organizational costs entirely paid by rates charged to other City departments
- Enterprise Funds – account for operations financed and operated in a manner similar to a business enterprise

Department Budgets– This section includes the following information for each City department:

- Department / Division: mission, values, and organizational structure
- Department / Division: summary financial information, including sources of funding, expenditures by division, and character of expenditures
- Department / Division: responsibilities, accomplishments, Strategic Plan action items, priorities, performance measures, significant budget changes, and staffing summary
- Non-departmental: represents citywide costs for capital projects, debt service, insurance, and other administrative costs

EXAMPLE OF HOW TO NAVIGATE THE 2013-2015 BUDGET

The example below will illustrate how the budget numbers “flow” throughout the document.

City Manager’s FY2013-14 Proposed Budget (p.68)

The Department Summary is divided into the following sections:

Sources by Fund: This section reflects the fund group type providing resources for the department expenditures. In this case, of the total expenditures of \$2,837,645; the sources of funds are the General Fund (\$1,976,980+191,955), Special Revenue Funds (\$425,000) and Internal Service Funds (\$243,710). The General Fund sources are divided into three types:

Division Revenues– accounts for external user-fees earned and expended by the division (\$0)

Use of Resources– accounts for general fund resources expended by the division, net of user-fees earned (\$1,976,980)

Assigned Resources – accounts for designated resources used by the division (\$191,955)

Expenditures by Division: This section accounts for total expenditures by each Division total. In subsequent pages, each division financial and narrative is shown separately. Each division detail rolls up to the total Department Summary.

Character of Expenditures: This section aggregates all division expenditures by category: Salaries and Benefits (\$1,643,655), Supplies and Services (\$389,330), and Capital Outlay and Other (\$804,660). For those Departments incurring “Community or Economic” programs, the detail for those programs is also reflected.

Total department expenditures can be traced to each City fund budgeted in the Financial Summaries section. To trace the City Manager’s costs to the related fund budgets, view the funding sources at the top of the Department Summary (p.68). Next, since the City Manager has sources from the General Fund refer also to page 22, General Fund Budget. The “General Fund Sources” on page 68 roll up to the “General Fund Budget” on page 22, where the total of \$1,976,980 General Fund Operating, and \$191,955 General Fund Assigned reflect the total City Manager expenditures budgeted in the General Fund.

This process works for all other fund groups. Again, view the funding sources at the top of the Department Summary (p.68). Next, since the City Manager also has sources in the Special Revenue Funds, refer also to page 27, Special Revenue Funds Budget. The total “Special Revenue Sources” of \$425,000 is reflected as an expenditure on page 27 – where it is further shown that the \$425,000 expenditure relates to the Valero GNSC fund – the fund providing the “resources” for the City Manager expenditures. This logic continues for any funding source reflected in a Department budget.

Summary of Council Requests from June 25, 2013 Budget Study Session

Request	Response
Property tax revenues: Continue to work with County Assessor's Office relative to impacts of ongoing appeals, reassessments in commercial/ industrial, etc. (Mayor Patterson)	Staff will continue to maintain communications with property tax consultant and the County Assessor's Office and provide an update to Council in the fall.
UUT Contract with Valero – what is the contract term and is there a “floor”? (Vice Mayor Campbell)	The initial term of this Agreement shall be for a period often (10) years, commencing on January 1,2007 ("Initial Term"). After the Initial Term, this Agreement shall automatically be extended for two successive five (5) year periods, unless either party cancels such successive five (5) year term by providing written notice one year prior to the start of such successive five (5) year period. There is not a “floor”.
Workers compensation: Questions regarding what are anticipated increases as relates to percent of salaries. What control does City have over rates, etc.? (Vice Mayor Campbell)	This fund will be covered as part of 7/23 budget study session. Additionally, Finance staff will be conducting a study on this topic, which will include a 5-8 year look back to better understand City trends, etc. Staff can report back on this study in the fall.
Affordable Health Care Act: How does the City's health care plan rates compare with the Exchange rates? (Council Member Schwartzman)	HR staff is currently developing a FAQ document to post on the City's website that will answer frequently asked questions such as this, as well as recent modifications to timelines for implementation.
What is status of looking into the benefit of the continued trend of lower natural gas prices in regard to the natural gas franchise? (Mayor Patterson)	Staff needs further clarification from Council on this request.
Request for chart or some type of visual explanation of the “triple flip” relative to sales tax. (Mayor Patterson)	This will be provided as part of budget presentation.
CalPERS questions regarding 2015-16 increases (All)	Staff to schedule separate study session on this topic in the fall due to complexity of subject matter. Council questions on assumptions related to PERS costs in 2013-15 budget to be reviewed during budget study session(s).

Request	Response
Anticipated costs of various budget stabilization initiatives such as cost allocation study, organizational analysis, etc. (Council Member Schwartzman)	Project costs incorporated in 2013-15 budget and will be provided as part of budget presentation.
Inventory of City property and buildings – leveraging/promoting (Mayor Patterson)	Staff is still in the process of performing an inventory of City owned real estate. Among the hundreds of parcels, many are rights of way and water parcels. Approximately six properties/buildings may have some real value or revenue potential.
To have an over-arching goal of sustainability for the economy requires integration across a whole system approach. What are standard practices to achieve this? (Mayor Patterson)	Staff will request clarification and Council direction when staff returns with the budget stabilization work plan in late summer/early fall.
Consider a Budget Stabilization Fund which is a reserve for service deliveries. (Mayor Patterson)	Staff can research this option further as part of budget stabilization plan with direction from majority of the Council.
Consider higher contributions to fund unfunded retirement (this could be pre-tax and an advantage to employees). (Mayor Patterson)	If Council directed staff to pursue this option, it would be subject to meet and confer with the various City bargaining units.
Consider non tax revenues. (Mayor Patterson)	Staff can research this option further as part of budget stabilization plan with direction from majority of the Council.
Consider competition for services giving departments an opportunity to "propose" on services or find partnerships with private profit or nonprofit. (Mayor Patterson)	Staff will request clarification and Council direction when staff returns with the budget stabilization work plan in late summer/early fall.
Consider financial incentives for employees, not limited to time off, added vacation time, or pay. (Mayor Patterson)	If Council directed staff to pursue this option, it would be subject to meet and confer with City bargaining units.
Consider customer service training - not just user-friendly, but find out what the "customer" wants, how the services work and loop back to partnership opportunities. (Mayor Patterson)	Staff will request clarification and Council direction when staff returns with the budget stabilization work plan in late summer/early fall.
Consider entrepreneurial activities, such as providing COQ for Arts Benicia and Benicia Magazine to feature retail art, room displays for historic home needs with collectives of businesses. Or seek COQ as hub building. Find partner who can support effort. (Mayor Patterson)	Staff is working with Estey Real estate to market the location and find a tenant. Contract has not been signed yet.

Request	Response
Consider an <u>expenditure control budget</u> (clearly for year two and beyond) that allocates to each department a fixed percent of the overall city budget and that percentage remains the same each year. (Mayor Patterson)	With Council direction, this could be an option to be explored prior to 2015-17 budget.
“ <u>Business process</u> ” and <u>performance measures</u> for each department as a routine budget tool and staffing assignments. (Mayor Patterson)	Majority of departments do have performance measures that are reported on as part of 2013-15 budget. In preparation for the next strategic planning process, staff will continue to develop/refine performance measures with the input and concurrence of Council.
Use outside third party to gather performance measure information. (Mayor Patterson)	As with many projects, staff will continue to explore utilizing outside resources and/or volunteers in this effort, to extent possible.
Performance measure reports should be part of budget process and reported annually. (Mayor Patterson)	See above item on performance measures.
Initiate comparison of performance measures with other cities, using similar strategy of student power. (Mayor Patterson)	See above item on performance measures and using outside resources.
Develop employee incentives program. (Mayor Patterson)	See above item on financial incentives for employees.
City employees need to be part of dialogue to improve efficiencies and the city needs a formal, transparent structure to set up this process. (Mayor Patterson)	As noted in 6/25 staff report, this is part of the proposed plan for organizational study. More details on study will be presented to Council in future updates.
Grants: Support to non-profits regarding reinstating 501(c)3 status. (Mayor Patterson)	City Attorney noted she would work on this with Open Government Commission.
Grants: Why can only non-profits apply for funding? Are there changed accounting practices? (Council Member Campbell)	See below request & response.
Grants: Can we look at requirements as part of budget process? (Mayor Patterson)	Due to extent of information to review as part of the two scheduled budget meetings and staff time necessary to research these questions, if Council wishes, staff recommends a separate study session be scheduled to address issues related to fiscal sponsorship, eligibility of organizations other than non-profits and board/commission review of financial information of grantees.



THE CITY OF
BENICIA
CALIFORNIA

June 24, 2013

City Council
250 East L Street
Benicia, CA 94510

Re: Promotion of Downtown Revitalization

Dear Mayor and City Council:

As part of our mission, per our Enabling Resolution No. 85-189, we are tasked to explore economic development needs and opportunities and then share those observations and recommendations to you for your review and possible action. One of our specific areas of focus is the promotion of Downtown Revitalization.

To that end, we have received public comment and suggestions advocating for policies and programs that promote and encourage downtown retail establishments. Spurred by these comments and our own desire to look into this matter, the EDB convened a sub-committee to explore retail enhancement efforts that would aid all of the other recent success the City has achieved to revitalize downtown. Following the subcommittee's investigation, the EDB discussed this matter at our April and May Board meetings and took action to recommend that the City Council, during your budget development, consider the following policy and program initiatives.

Policy Initiative(s):

1. Consideration of an ordinance that places a moratorium on certain "oversaturated" business classifications. Additionally, implement limits on business types within the Downtown districts.

Program Initiative(s):

1. Invest in a more robust Business Attraction Program; including such items as collateral materials and marketing/advertising campaign.
2. Develop incentives to tenant/landlords to encourage retail businesses in identified First Street locations

We continue to be enthusiastic and energized to help enhance Benicia's economy and hope that our observations and recommendations help you best implement our Business Development Action Plan. Should the City Council wish to pursue these options, it is encouraged to have City staff with assistance from the EDB further refine and specify these overarching policy and program initiatives. Thank you for your time and consideration of this matter.

Sincerely on behalf of the Economic Development Board,

Ron Myska
Chair, Economic Development Board

**CITY OF BENICIA
ARTS AND CULTURE COMMISSION**

**2012 ANNUAL REPORT
MARCH 14, 2013**

**PRESENTED BY THE
ARTS AND CULTURE COMMISSION**

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

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

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

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BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

Part I. Executive Summary

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

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

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

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

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

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

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

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

Part II. The Mission and Purposes of the Commission

The Commission is governed by the following mission and purpose:

Mission:

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

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

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

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

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

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

BENICIA ARTS AND CULTURE COMMISSION

2012 ANNUAL REPORT

A. The Commission

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

Activities and Outcomes:

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

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

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

BENICIA ARTS AND CULTURE COMMISSION

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B. Grants Ad Hoc Committee

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

C. Community Outreach Committee

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

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

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

Activities and Outcomes:

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

BENICIA ARTS AND CULTURE COMMISSION

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The grant package included the following applications:

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

Community Outreach – Film Festival subcommittee

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

Committee Structure: The committee meets bi-monthly.

Activities and Outcomes:

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

D. Public Art Committee

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

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

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

BENICIA ARTS AND CULTURE COMMISSION

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Activities and Outcomes:

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

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

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

This public art project collaborates with the City of Benicia, Arts and Culture Commission, Benicia's Community Center, the Benicia Historical Museum and six internationally and/or nationally known local artists: Micheal and Nicholas Nourot, David Lindsay, Mike Kendall, David Nourot, and Brian Giambastiani. Larry Lauber, electrical engineer, from the Benicia Historical Museum, will design and implement the audio capabilities for interactive learning.

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

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

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

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

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

BENICIA ARTS AND CULTURE COMMISSION

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Part IV. Looking Ahead to 2013

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

Work in Progress:

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

BENICIA ARTS AND CULTURE COMMISSION

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New Areas of Focus:

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

Recommendations for City Council:

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

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

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

BENICIA ARTS AND CULTURE COMMISSION

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Summary of Commission's 2012 Accomplishments

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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- Continued to organize a film festival dedicated to celebrate the art of filmmaking acknowledging local, national and international films and filmmakers. The Arts and Culture Commission, Benicia Soroptimists, and Arts Benicia are working together to initiate an annual film festival in Benicia. (Part III C4).
- Finalized a policy to guide public art installations in the City. Committee members worked with staff to develop a comprehensive policy, the City of Benicia Public Art Policy and Procedures, designed to serve as a guide for the City's acquisition, display, placement, and retention of public art. The document serves to honor the City's standards and interests, while addressing the development of an enduring and varied collection of artwork that enhances, enlivens, and enriches Benicia.

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

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

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

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

G. Engaged youth in culture and arts.

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

Ordinance No. 11-10 – Fundraising

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

Anne Cardwell - for Mike

From: Sheila Clyatt <saclyatt@gmail.com>
To: <Anne.Cardwell@ci.benicia.ca.us>
Date: 7/4/2013 11:22 AM
Subject: for Mike

Hello, my name is Sheila Clyatt and I am a U.C. Extension Master Gardener and the coordinator for Avant Garden. This email is in response to Benicia's Mayor Elizabeth Patterson and Mike Cuplins **suggestion to follow up on our Grant Application**. Since I am not completely clear about the procedure to **appeal the decision**, I am writing to both of you. I was asked to further address the **broad impact** that Benicia Community Gardens has in the community. I understand that some of our activities were not fully covered in our quarterly reports, but we are all volunteers and not professionals in matters of administration. I hope that the City Council and the Human Services Board **will reconsider its decision** to withdraw its support for Benicia Community Gardens.

Our gardens began growing **food for donation** last year but we have expanded quite extensively this year. In fact, Avant Garden has a very large experimental bed grown by general membership for donation. We also have five separate beds each planted and worked by individuals for donation. One of those donation beds is being cared for by a senior who doesn't have his own bed in the garden but motivated to improve his own health and others by his involvement. This is a common thread in our garden, sharing information and harvest for the good of the whole. The food from the donation beds is currently being harvested and delivered to the Senior Center here in Benicia. **We deliver 3 market baskets on average each week** – the amount I brought to show you at the Council meeting. Most recently, as the seniors have come to know me, they are bringing questions in regard to raising vegetables. I found myself in a role of informal garden expert for Benicia Senior Center!

The other community garden in Benicia, Swenson Garden, provides a unique opportunity for **school groups and rehabilitation groups** to experience growing their own food and learn gardening skills. Currently one bed serves three homeschooling families, one bed is Solano PACE (developmentally disadvantaged adults), and yet another bed is BUSD developmentally disadvantaged minors. Avant Garden also serves a homeschool group. Other outreach we are encouraging is with local **scout groups**. One scout will be basing his Eagle Scout Project on his efforts for creating a Picnic Table for our Thursday night community potlucks. These potlucks are open to all members of the community—members or non members. I have also been in contact with a Junior Girl Scout Troop encouraging them to base their Silver Award Project on the Senior Citizen food donation project. Although, you may not immediately recognize these outreach programs to be all specifically targeting the needy, they are nondiscriminatory in whom they benefit thereby improving the quality of life for all.

I would like to clarify is that Benicia Community Garden serves many more community members than the 60 individual families who are provided beds (*most of our gardeners are couples, some with children- we serve about 150 in our 2 gardens, plus 20 families in our Community Supported Agriculture (another 50 people); our video program brought in 30 people, plus 50 school children taught by our volunteers in the school gardens— approximately 300 people are directly affected by our programs*). Due to Avant Gardens' high visibility and location on one of Benicia's busiest streets it is an ideal place to **educate** many citizens that urban gardening can be successful and produce large quantities of food. In fact, for every hour I spend at the garden approximately 45 minutes is informal

education about food production due to random encounters by visitors. Aside from the informal educational interactions we, we have also hosted **four workshops** this year which are free to the public. I cannot provide you an account of the numbers of people whom we service during these informal sessions nor the economic status of these individuals but believe that when one life is improved many more are impacted.

Currently, Benicia Community Garden members are asked to donate \$70 annually to help maintain the cost of infrastructure: soil, mulch, water and insurance. This donation is only a request and if members cannot afford the contribution, it will be waived. Many of our members join the garden since they have no access to any soil at home. Our members come from all socio and economic backgrounds and range from toddlers to elderly. **We never turn anyone away for the lack of funds.** Growing vegetables requires both physical and time commitments: planting, watering and maintenance require dedication, but it also provides a uniquely personal empowerment. Most of our new members this year have never grown food before, but are committed to improving their health. Aside from the obvious benefits of organic produce which is often too expensive to obtain otherwise, the garden provides a unique place of for community members to improve their physical and psychological ailments. I know from personal interactions with the gardeners that many of them are currently survivors of cancer, strokes, abuse, addictions and other afflictions. The hands on aspect of gardening, the ability to create change on a personal level, the interaction with nature and the joy of creating something useful have restorative properties. It is also an incredible place for cross generation interaction at a healthy industrious endeavor.

The Benicia Community Gardens is not isolated families in a closed environment for personal benefit. We are a long green arm inviting citizens into a beautiful demonstration of successful small scale urban gardening. We are reflection of a strong bonded community who exhibits healthy values by supporting a local endeavor of great value. Through our many extensions, demonstrations and inclusive agenda we are the first trickle in a larger river of a wholesome change.

I truly hope for and wish that Human Services Board will take this additional information in and reconsider its recommendation for funding BCG. It will help our organization to carry its mission forward - to provide all citizen access to healthy food.

FINANCE COMMITTEE
****DRAFT** REGULAR MEETING MINUTES**
JUNE 28, 2013 – 8:00 AM

1. Call to Order at 8:03 AM

2. Roll Call

Attended by Chairperson Larry Grossman, Committee Members: Chris Carvalho, Michael Clarke, Kathy Griffin and Lee Wines; Council Members Tom Campbell and Christina Strawbridge; City Treasurer H.R. Autz.
Staff present: City Manager Brad Kilger, Acting Assistant City Manager Anne Cardwell, and Finance Consultant Brenda Olwin

3. Pledge of Allegiance

4. Notice to the Public

5. Action Items

A. Approval of Agenda

The committee approved the agenda of June 28, 2013:

Ayes: Grossman, Carvalho, Clarke, Griffin and Wines

Noes: (None)

Abstain: (None)

B. Approval of Minutes from the meeting held on May 24, 2013

The Committee approved the minutes of the May 24, 2013 meeting:

Ayes: Grossman, Carvalho, Clarke, Griffin and Wines

Noes: (None)

Abstain: (None)

6. Discussion Items

A. Review of Financial Report for the Month of May 2013

Ms. Olwin provided an overview of the financial report. The committee requested a list of outstanding expenditures for final 30 days of the fiscal year. The committee also discussed the Marina Fund, and it was noted a future study session would be scheduled for the City Council on that fund. There were also questions regarding how the reserve is calculated, and Ms. Olwin indicated she could email the committee information regarding that calculation.

B. Review Warrant Register for Month of April 2013

The Committee reviewed the warrant register for May 2013 – two questions were received prior to the meeting and responses were provided. There was also an inquiry from Committee Member Wines regarding CalPERS and the employee and employer shares, specifically regarding what the dollar amounts are per share, as well as percentages. The Committee discussed and then staff indicated that additional information on this topic would be emailed to the Committee the following week.

C. Work Plan Status

The Committee reviewed the items on the Finance Committee Future Work Plan Items included in the packet and continued to work on prioritizing.

Prior to making changes to the plan, they agreed to move up the item on the ONESolution implementation, since several of the items in the plan are related.

Chair Grossman expressed concern regarding this project. He noted that he feels it is not being managed, given the deadlines keep shifting. The City Manager responded, and reiterated the challenges relative to this project thus far in terms of several transitions with Finance Director position, dealing with the City's budget challenges, etc.

Committee Member Carvalho noted that the challenges have been significant, and that implementing a system such as this can be very difficult and time consuming. He noted that it is not really this committee's task to manage this project, but agreed helpful for the committee to provide staff with input regarding timing and structure of reports, etc. Committee Member Wines agreed, noting the project can take even more time if it is rushed and not well thought out.

Chair Grossman noted that he feels that Council is held back by the current system, and that the Council should put more resources into this project. He emphasized that there needs to be a clear path on this project. Ms. Olwin noted that with the new budget format will better conform with the new system, and that all the account code updating that will be necessary is starting to happen. Chair Grossman inquired about the timeframe and wondered if it could be shortened from the estimated 12-18 months. Committee Member Carvalho noted, based on his experience with such implementations, that timeframe is real and the process is complex.

Council Member Strawbridge noted that Council's priority is to get a budget adopted and recognizes the importance of this, but noted the budget needs to come first.

The committee then returned to discussion of the work plan. The committee discussed each of the items, including Solar, Marina and Transit Funds. They then agreed to make the following modifications to the plan:

- Move "ONESolution Implementation" to #1 and make "Financial Reports – All Funds" a sub-set on that since it is dependent on the implementation.
- "CAFR Report Training" and "Reserve Policy Report" both will be combined as #2, and can be addressed in a one session training with the committee
- "Long Range Financial Forecast" will be #3, and will include "Report on Unfunded Liabilities", and as part of the latter, the committee indicated they would like information on CalPERS.
- The remaining items are lower priority, with "Marina Deficits" and "Update on Solar Project" to be addressed by the Council. Although the committee did note they would like updates at a later time regarding both Transit and Solar.

Chair Grossman brought up the timeline for ONESolution again, wondering if it could perhaps be done in six months. The City Manager noted he would need to discuss

with staff. Council Member Strawbridge inquired as to whether it could be discussed as part of budget, in terms of additional resources for Finance department in order to get this completed. Council Member Campbell noted that there will be a variety of requests relative to the budget, and that there is a need to be realistic on this relative to other requests.

The committee agreed that staff would return with proposed modifications to the plan, then the committee will submit the proposed plan to the City Council

D. Update on the 2013-15 Budget

An update on the budget was provided to the Committee.

E. Update on the Accounting/Payroll System Upgrade (ONESolution)

This item was discussed under Work Plan Status, see above.

7. Public Comment

None

8. Committee Member Comments

None

9. Adjournment

There being no further business, the meeting was adjourned at 10:13 a.m.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 9, 2013
TO : Mayor Patterson
FROM : City Manager
SUBJECT : **MAYORS' COMMITTEE MEETING**

The following information is provided for your committee report at the July 16, 2013 City Council meeting.

The Mayors' Committee meetings are held quarterly at 6:00 pm in Vallejo. The next meeting will be on September 18, 2013 and will be held at Zio Fraedo's Restaurant. The agenda for this meeting is not yet available.

AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 9, 2013

TO : Mayor Patterson
Council Member Strawbridge

FROM : City Attorney

SUBJECT : **ABAG COMMITTEE MEETING**

The following information is provided for your committee report at the July 16, 2013 council meeting:

- The Spring General Assembly was held at Jack London Square Pavilion on Thursday, April 18, 2013.
- The draft minutes for this meeting are attached.
- The date for the Fall Assembly has not been announced yet.

Attachment

SUMMARY MINUTES
ABAG General Assembly
Business Meeting, April 19, 2012
Oakland Marriott City Center
Oakland, California

1. CALL TO ORDER

The meeting was called to order by President Mark Luce, Supervisor, County of Napa, at 12:18 p.m.

President Luce led members in the Pledge of Allegiance.

2. CONFIRMATION OF QUORUM

Kenneth Moy, Legal Counsel, and Fred Castro, Clerk of the Board, reported that quorum was present.

County Delegates and Alternates Present

Supervisor Karen Mitchoff
Vice Chair Brad Wagenknecht
County Administrator John Maltbie
Supervisor David Cortese
Supervisor Barbara R. Kondylis
Vice Chair David Rabbitt

Jurisdiction

County of Contra Costa
County of Napa
County of San Mateo
County of Santa Clara
County of Solano
County of Sonoma

County Delegates Absent

Supervisor Malia Cohen
Supervisor Scott Haggerty
Supervisor Susan Adams

Jurisdiction

City and County of San Francisco
County of Alameda
County of Marin

City/Town Delegates and Alternates Present

Jurisdiction

County of Alameda

Vice Mayor Marge Atkinson
Councilmember Susan Wengraf
Councilmember Eric Swalwell
Councilmember Ruth Atkin
Vice Mayor Suzanne Lee Chan
Vice Mayor Ana M. Apodaca
Councilmember At Large Rebecca Kaplan
Vice Mayor Michael J. Gregory
Councilmember Jim Navarro

City of Albany
City of Berkeley
City of Dublin
City of Emeryville
City of Fremont
City of Newark
City of Oakland
City of San Leandro
City of Union City

County of Contra Costa

Councilmember Wade Harper
Councilmember Julie Pierce
Councilmember Timothy Grayson
Councilmember Janet Abelson
Councilmember William Wilkins
Mayor Carol Federighi
Vice Mayor Janet Kennedy

City of Antioch
City of Clayton
City of Concord
City of El Cerrito
City of Hercules
City of Lafayette
City of Martinez

Vice Mayor Amy Worth
Councilmember Jack Weir
Vice Mayor Jim Rogers
Councilmember Phil O'Loane
Councilmember Cindy Silva
Councilmember Karen Mendonca

City of Orinda
City of Pleasant Hill
City of Richmond
City of San Ramon
City of Walnut Creek
Town of Moraga

County of Marin

Councilmember Ann Morrison
Mayor Pro Tem Pat Eklund
Councilmember Carla Condon

City of Larkspur
City of Novato
Town of Corte Madera

County of Napa

Councilmember Belia R. Bennett
Mayor Jack Gingles

City of American Canyon
City of Calistoga

County of San Mateo

Vice Mayor Christine Wozniak
Councilmember Cliff Lentz
Councilmember David Canepa
Councilmember Rick Kowalczyk
Vice Mayor Peter Ohtaki
Vice Mayor Gina Papan
Councilmember Sue Digre
Councilmember Robert Grassilli
Councilmember Robert Ross
Vice Mayor Pedro Gonzalez

City of Belmont
City of Brisbane
City of Daly City
City of Half Moon Bay
City of Menlo Park
City of Millbrae
City of Pacifica
City of San Carlos
City of San Mateo
City of South San Francisco

County of Santa Clara

Councilmember Rich Waterman
Vice Mayor Orrin Mahoney
Councilmember Peter Arellano
Councilmember Ronit Bryant
Councilmember Greg Schmid
Councilmember Sam Liccardo
Councilmember Kevin Riley
Councilmember Emily Lo
Mayor Anthony (Tony) Spitaleri

City of Campbell
City of Cupertino
City of Gilroy
City of Mountain View
City of Palo Alto
City of San Jose
City of Santa Clara
City of Saratoga
City of Sunnyvale

County of Solano

Councilmember Christin Strawbridge
Vice Mayor Dane Besneatte
Councilmember Curtis Hunt
Vice Mayor Erin Hannigan

City of Benicia
City of Dixon
City of Vacaville
City of Vallejo

County of Sonoma

Councilmember Mike Maacks
Mayor Susan Harvey
Mayor Jake Mackenzie
Councilmember John Sawyer

City of Cloverdale
City of Cotati
City of Rohnert Park
City of Santa Rosa

Councilmember Sam Salmon

Town of Windsor

City/Town Delegates Absent

Jurisdiction

City and County of San Francisco

Legislation and Governmental Affairs Director
Jason Elliott

City and County of San Francisco

County of Alameda

Mayor Marie Gilmore
Councilmember Francisco Zermeno
Mayor John Marchand
Mayor John Chiang
Councilmember Jerry Thorne

City of Alameda
City of Hayward
City of Livermore
City of Piedmont
City of Pleasanton

County of Contra Costa

Mayor Robert (Bob) Taylor
Mayor Kevin Romick
Councilmember Tim Banuelos
Mayor Ben Johnson
Councilmember Paul V. Morris
Councilmember Robert Storer

City of Brentwood
City of Oakley
City of Pinole
City of Pittsburg
City of San Pablo
Town of Danville

Count of Marin

Mayor Gerald Butler
Mayor Garry Lion
Vice Mayor Marc Levine
Councilmember Linda Pfeifer
Councilmember David Weinsoff
Councilmember Christopher Martin
Vice Mayor Kay Coleman
Mayor Jim Fraser

City of Belvedere
City of Mill Valley
City of San Rafael
City of Sausalito
Town of Fairfax
Town of Ross
Town of San Anselmo
Town of Tiburon

County of Napa

Mayor Jill Techel
Councilmember Catarina Sanchez
Mayor John F. Dunbar

City of Napa
City of St. Helena
Town of Yountville

County of San Mateo

Councilmember Cathy Baylock
Councilmember David E. Woods
Mayor Art Kiesel
Councilmember Barbara Pierce
Mayor Jim Ruane
Mayor Richard Garbarino
Mayor Bill Widmer
Vice Mayor Joanne F. del Rosario
Councilmember Christine M. Krolik
Vice Mayor John Richards
Mayor David Tanner

City of Burlingame
City of East Palo Alto
City of Foster City
City of Redwood City
City of San Bruno
City of South San Francisco
Town of Atherton
Town of Colma
Town of Hillsborough
Town of Portola Valley
Town of Woodside

County of Santa Clara

Mayor Pro Tem Jarrett Fishpaw
Vice Mayor Pete McHugh
Mayor Susan Garner
Councilmember Gordon Siebert
Councilmember Ginger Summit
Mayor Steve Rice

City of Los Altos
City of Milpitas
City of Monte Sereno
City of Morgan Hill
Town of Los Altos Hills
Town of Los Gatos

County of Solano

Mayor Harry T. Price
Councilmember Janith Norman
Councilmember Michael A. Segala
Councilmember Dilenna Harris

City of Fairfield
City of Rio Vista
City of Suisun City
City of Vacaville

County of Sonoma

Councilmember Jim Wood
Mayor David Glass
Mayor Guy Wilson
Councilmember Laurie Gallian

City of Healdsburg
City of Petaluma
City of Sebastopol
City of Sonoma

3. PUBLIC COMMENT

William Wilkins, Councilmember, City of Hercules, spoke about how General Law counties and cities could increase their revenue by changes to the Revenue and Tax Code related to local ordinances for documentary transfer tax.

4. APPROVAL OF SUMMARY MINUTES, APRIL 14, 2011, GENERAL ASSEMBLY BUSINESS MEETING*

President Luce recognized a county motion, and a second, to approve the minutes of the General Assembly Business Meeting of April 14, 2011. The county motion passed unanimously.

President Luce recognized a city motion, and a second, to approve the minutes of the General Assembly Business Meeting of April 14, 2011. The cities motion passed unanimously.

5. PRESIDENT'S REPORT

President Luce announced his pleasure to serve as the President for the next two years. He reported on upcoming challenges and noted that ABAG is in its 51st year of service. Members were encouraged to contact the President about improvements and new services ABAG can provide its members. Members interested in serving on ABAG committees were asked to contact the President for consideration for appointment.

6. PROPOSED ANNUAL BUDGET AND WORK PLAN—FISCAL YEAR 2012-2013*

President Luce recognized Acting Executive Director Patricia Jones who presented a summary of the Annual Budget and Work Program for fiscal year 2012-2013, including annual member dues, which was reviewed by the Finance Committee and forwarded by the Executive Board to the General Assembly for approval.

President Luce recognized a city motion, which was seconded, to approve the Annual Budget and Work Plan for Fiscal Year 2012-2013, including member dues. The city motion passed unanimously.

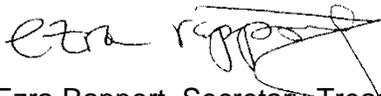
President Luce recognized a county motion, which was seconded, to approve the Annual Budget and Work Plan for Fiscal Year 2012-2013, including member dues. The county motion passed unanimously.

7. ANNOUNCEMENTS

There were no other announcements.

8. ADJOURNMENT

Meeting adjourned at about 12:25 PM.

A handwritten signature in black ink, appearing to read "Ezra Rapport", with a stylized flourish at the end.

Ezra Rapport, Secretary-Treasurer

** Indicates attachments.*

AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 10, 2013

TO : Council Member Campbell
Council Member Strawbridge

FROM : Acting Assistant City Manager

SUBJECT : **FINANCE COMMITTEE REPORT**

The following information is provided for your committee report at the July 16, 2013 Council meeting.

The last Finance Committee meeting was held on June 28, 2013; draft minutes for the meeting are attached for your review. The next meeting will be held on Friday, July 26, 2013 at 8:00 a.m. A copy of the agenda is not yet available.

Attachment:

- June 28, 2013 Finance Committee Meeting Draft Minutes

FINANCE COMMITTEE
****DRAFT** REGULAR MEETING MINUTES**
JUNE 28, 2013 – 8:00 AM

1. Call to Order at 8:03 AM

2. Roll Call

Attended by Chairperson Larry Grossman, Committee Members: Chris Carvalho, Michael Clarke, Kathy Griffin and Lee Wines; Council Members Tom Campbell and Christina Strawbridge; City Treasurer H.R. Autz.
Staff present: City Manager Brad Kilger, Acting Assistant City Manager Anne Cardwell, and Finance Consultant Brenda Olwin

3. Pledge of Allegiance

4. Notice to the Public

5. Action Items

A. Approval of Agenda

The committee approved the agenda of June 28, 2013:

Ayes: Grossman, Carvalho, Clarke, Griffin and Wines

Noes: (None)

Abstain: (None)

B. Approval of Minutes from the meeting held on May 24, 2013

The Committee approved the minutes of the May 24, 2013 meeting:

Ayes: Ayes: Grossman, Carvalho, Clarke, Griffin and Wines

Noes: (None)

Abstain: (None)

6. Discussion Items

A. Review of Financial Report for the Month of May 2013

Ms. Olwin provided an overview of the financial report. The committee requested a list of outstanding expenditures for final 30 days of the fiscal year. The committee also discussed the Marina Fund, and it was noted a future study session would be scheduled for the City Council on that fund. There were also questions regarding how the reserve is calculated, and Ms. Olwin indicated she could email the committee information regarding that calculation.

B. Review Warrant Register for Month of April 2013

The Committee reviewed the warrant register for May 2013 – two questions were received prior to the meeting and responses were provided. There was also an inquiry from Committee Member Wines regarding CalPERS and the employee and employer shares, specifically regarding what the dollar amounts are per share, as well as percentages. The Committee discussed and then staff indicated that additional information on this topic would be emailed to the Committee the following week.

C. Work Plan Status

The Committee reviewed the items on the Finance Committee Future Work Plan Items included in the packet and continued to work on prioritizing.

Prior to making changes to the plan, they agreed to move up the item on the ONESolution implementation, since several of the items in the plan are related.

Chair Grossman expressed concern regarding this project. He noted that he feels it is not being managed, given the deadlines keep shifting. The City Manager responded, and reiterated the challenges relative to this project thus far in terms of several transitions with Finance Director position, dealing with the City's budget challenges, etc.

Committee Member Carvalho noted that the challenges have been significant, and that implementing a system such as this can be very difficult and time consuming. He noted that it is not really this committee's task to manage this project, but agreed helpful for the committee to provide staff with input regarding timing and structure of reports, etc. Committee Member Wines agreed, noting the project can take even more time if it is rushed and not well thought out.

Chair Grossman noted that he feels that Council is held back by the current system, and that the Council should put more resources into this project. He emphasized that there needs to be a clear path on this project. Ms. Olwin noted that with the new budget format will better conform with the new system, and that all the account code updating that will be necessary is starting to happen. Chair Grossman inquired about the timeframe and wondered if it could be shortened from the estimated 12-18 months. Committee Member Carvalho noted, based on his experience with such implementations, that timeframe is real and the process is complex.

Council Member Strawbridge noted that Council's priority is to get a budget adopted and recognizes the importance of this, but noted the budget needs to come first.

The committee then returned to discussion of the work plan. The committee discussed each of the items, including Solar, Marina and Transit Funds. They then agreed to make the following modifications to the plan:

- Move "ONESolution Implementation" to #1 and make "Financial Reports – All Funds" a sub-set on that since it is dependent on the implementation.
- "CAFR Report Training" and "Reserve Policy Report" both will be combined as #2, and can be addressed in a one session training with the committee
- "Long Range Financial Forecast" will be #3, and will include "Report on Unfunded Liabilities", and as part of the latter, the committee indicated they would like information on CalPERS.
- The remaining items are lower priority, with "Marina Deficits" and "Update on Solar Project" to be addressed by the Council. Although the committee did note they would like updates at a later time regarding both Transit and Solar.

Chair Grossman brought up the timeline for ONESolution again, wondering if it could perhaps be done in six months. The City Manager noted he would need to discuss

with staff. Council Member Strawbridge inquired as to whether it could be discussed as part of budget, in terms of additional resources for Finance department in order to get this completed. Council Member Campbell noted that there will be a variety of requests relative to the budget, and that there is a need to be realistic on this relative to other requests.

The committee agreed that staff would return with proposed modifications to the plan, then the committee will submit the proposed plan to the City Council

D. Update on the 2013-15 Budget

An update on the budget was provided to the Committee.

E. Update on the Accounting/Payroll System Upgrade (ONESolution)

This item was discussed under Work Plan Status, see above.

7. Public Comment

None

8. Committee Member Comments

None

9. Adjournment

There being no further business, the meeting was adjourned at 10:13 a.m.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 10, 2013

TO : Mayor Patterson
Vice Mayor Campbell

FROM : City Manager

SUBJECT : **LEAGUE OF CALIFORNIA CITIES**

The following information is provided for your committee report at the July 16, 2013 City Council meeting.

The next North Bay Division General Membership Meeting will be held on Wednesday, July 31, 2013 at Sonoma County.

AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 10, 2013

TO : Council Member Hughes
Council Member Strawbridge

FROM : City Manager

SUBJECT : **CITY COUNCIL/SCHOOL BOARD LIAISON COMMITTEE**

The following information is provided for your committee report at the July 16, 2013 City Council meeting.

This committee meets quarterly at the Benicia Unified School District Board Room located at 350 East K Street. The next meeting will be Thursday, September 5, 2013 at 8:30 am at the BUSD Board Room. The agenda for that meeting is currently unavailable.

AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 8, 2013

TO : Vice Mayor Campbell
Council Member Schwartzman

FROM : City Manager

SUBJECT : **SKY VALLEY OPEN SPACE COMMITTEE**

The following information is provided for your committee report at the July 16, 2013 Council meeting.

The Sky Valley Open Space Committee meets quarterly. The first meeting of 2013 (February 6) and second meeting (May 3) were canceled due to a lack of agenda items. The next regularly scheduled meeting is August 7, 2013.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 8, 2013

TO : Mayor Patterson
Council Member Strawbridge

FROM : City Manager

SUBJECT : **SOLANO EDC BOARD OF DIRECTORS**

The following information is provided for your committee report at the July 16, 2013 Council meeting.

The last Board of Directors meeting was held on Thursday, July 11, 2013. The agenda for that meeting is attached. The minutes are not available.

The next Board of Directors meeting is scheduled for Thursday, September 12, 2013 at 9:00 a.m. at Jelly Belly Candy Company. The agenda for that meeting is not yet available.

Attachment:

- Agenda for July 11, 2013

Solano EDC
Board of Directors Meeting
Thursday, July 11, 2013
Jelly Belly Candy Company (Corporate Offices)

AGENDA

- | | | | |
|-------------|-----|--|-----------------------------|
| 9:00 am | 1. | Call to Order | Patsy Van Ouwerkerk, Chair |
| Action Item | 2. | Approval of 05/09/13 Meeting Minutes | Patsy Van Ouwerkerk, Chair |
| Action Item | 3. | Treasurer's Report – June 2013 | Sandy Person for Sean Quinn |
| Action Item | 4. | Director change:
Dilenna Harris to replace Frank Hurtarte, Kaiser | Patsy Van Ouwerkerk, Chair |
| | 5. | Transportation Update | Daryl Halls |
| | 6. | Chairman's Remarks | Patsy Van Ouwerkerk, Chair |
| | 7. | County Economic Development Strategy | Patsy Van Ouwerkerk, Chair |
| | 8. | President's Report | Sandy Person |
| | 9. | Items from Directors | |
| 10:00 am | 10. | Adjourn Meeting | |

Calendar of Events

- | | |
|----------------|---|
| July 26, 2013 | Solano EDC Breakfast, 7:30-9:00 am at Hilton Garden Inn Fairfield
Keynote Speaker: Senator Lois Wolk, California State Senator |
| Aug 5, 2013 | Solano EDC Golf Classic at Green Valley Country Club |
| Board Meetings | 9:00 am, 2 nd Thursday (odd months), Jelly Belly Candy Company
September 12, November 14 |

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 10, 2013

TO : Mayor Patterson
Council Member Schwartzman

FROM : Director of Public Works

SUBJECT : **SOLANO TRANSPORTATION AUTHORITY**

The following information is provided for your committee report at the July 16, 2013 City Council meeting.

The minutes are attached from the June 12, 2013 meeting. The agenda is attached from the July 10, 2013 meeting. The next regular meeting is scheduled for September 11, 2013 at Suisun City Hall and the agenda for that meeting is unavailable.

Attachments:

- June 12, 2013 Minutes
- July 10, 2013 Regular Agenda



Solano Transportation Authority

SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
June 12, 2013

1. CLOSED SESSION

Vice Chair Davis reported that the STA Board reviewed and unanimously recommended a 1% increase to the Executive Director's annual salary for FY 2013-14 and subject to successfully completing next year's annual performance evaluation with a 3% salary adjustment in Fiscal Year (FY) 2014-15.

2. CALL TO ORDER

Chair Hardy called the regular meeting to order at 6:00 p.m. A quorum was confirmed.

MEMBERS

PRESENT:	Steve Hardy, Chair	City of Vacaville
	Osby Davis, Vice Chair	City of Vallejo
	Elizabeth Patterson	City of Benicia
	Jack Batchelor	City of Dixon
	Harry Price	City of Fairfield
	Norman Richardson	City of Rio Vista
	Pete Sanchez	City of Suisun City
	Jim Spering	County of Solano

MEMBERS

ABSENT: None.

STAFF

PRESENT:	Daryl K. Halls	Executive Director
	Bernadette Curry	Legal Counsel
	Robert Macaulay	Director of Planning
	Johanna Masielat	Clerk of the Board/Office Manager
	Jayne Bauer	Legislative & Marketing Program Manager
	Susan Furtado	Accounting & Administrative Svc. Manager
	Liz Niedziela	Transit Manager
	Judy Leaks	Program Manager
	Robert Guerrero	Project Manager
	Sara Woo	Associate Planner
	Jessica McCabe	Project Assistant
	Danelle Carey	SR2S Assistant Program Manager

3. CONFIRM QUORUM/STATEMENT OF CONFLICT

A quorum was confirmed by the Clerk of the Board. There was no Statement of Conflict declared at this time.

4. APPROVAL OF AGENDA

By Consensus, the STA Board approved the agenda.

5. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

6. EXECUTIVE DIRECTOR'S REPORT

- WETA Presentation on Bay Area Ferry Service *
- I-80/680/SR12 Interchange Project Awaits CTC Construction Allocation Vote*
- STA's Overall Work Plan (OWP) for Fiscal Years FY 2013-14 and 2014-15 *
- Transit Sustainability Study: Financial Assessment of Solano County Transit Operators *
- New Countywide In-Person ADA Eligibility Process to Begin July 1st *
- Marketing Plan for Solano Express *
- City of Benicia Requests to Join with SolTrans and STA for CNG Feasibility Assessment *
- Solano Residents Ride to Commemorate 19th Annual Bike to Work Day *
- SNCI Helps Form Two New Vanpools to Genetech in Vacaville
- Safe Routes to School Program Forms New Walking School Buses

7. COMMENTS FROM METROPOLITAN TRANSPORTATION COMMISSION (MTC), CALTRANS, AND STAFF:

MTC Report:

None presented.

Caltrans Report:

None presented.

STA Staff:

A. STA Reports:

B. Water Emergency Transportation Authority (WETA) Update

Presented by: Nina Rannells, WETA

C. Countywide ADA Eligibility

Presented by: Dave Lee, CARE Evaluators

D. Bike to Work Team Bike Challenge Winners

Presented by: Judy Leaks, SNCI Program Manager

E. Directors Report

1. Planning

2. Projects

3. Transit/Rideshare

8. CONSENT CALENDAR

On a motion by Board Member Patterson, and a second by Board Member Price, the STA Board approved Consent Calendar Items A through M.

- A. Minutes of the STA Board Meeting of May 10, 2013**
Recommendation:
Approve STA Board Meeting Minutes of May 10, 2013.
- B. Draft Minutes of the TAC Meeting of May 29, 2013**
Recommendation:
Approve Draft TAC Meeting Minutes of May 29, 2013.
- C. Fiscal Year (FY) 2012-13 Third Quarter Budget Report**
Recommendation:
Receive and file.
- D. STA's Fiscal Year (FY) 2012-13 Final Year Budget Revision**
Recommendation:
Adopt the STA's FY 2012-13 Final Year Budget Revision as shown in Attachment A.
- E. Fiscal Year (FY) 2013-14 Transportation Development Act (TDA) Matrix - June 2013**
Recommendation:
Approve the following:
1. Approve the FY 2013-14 Solano TDA Matrix – June 2013 as shown in Attachment B for City of Fairfield, Solano County Transit, Solano Transportation Authority, and City of Vacaville;
 2. Authorize the Executive Director to enter into an agreement with the Solano County for the \$72,000 fund swap of FY 2012-13 STAF funds for FY 2013-14 County TDA funds;
 3. Authorize the Executive Director to enter into an agreement with the City of Fairfield and the City of Suisun City for the \$50,000 for operating and maintenance cost for the Suisun City AMTRAK Station; and
 4. Approve Resolution No. 2013-15 authorizing the filing of a claim with MTC for the allocation of \$585,884 TDA funds for FY 2013-14.
- F. Compressed Natural Gas (CNG) Feasibility Study for Benicia**
Recommendation:
Approve the following:
1. Authorize the Executive Director to enter into an agreement with the City of Benicia to develop a Compressed Natural Gas (CNG) Feasibility Study; and
 2. Approve dedicating \$10,000 in State Transit Assistance Funds (STAF) to match the City of Benicia's contribution for the CNG Feasibility Study.
- G. Transit Project Management Contract Amendments**
Recommendation:
Authorize the Executive Director to execute a contract with:
1. Jim McElroy for an amount not-to-exceed \$23,450 to provide transit and operation services for the Cities of Dixon and Rio Vista;
 2. Elizabeth Richards for an amount not-to-exceed \$20,000 to cover additional services related to the completion and implementation of Mobility Management Plan/Programs and extend contract date to June 30, 2014; and
 3. Nancy Whelan Consulting for an amount not-to-exceed \$14,384 to cover additional services related to Project Management services and for an amount not-to-exceed \$28,550 to provide transit financial services for the Cities of Dixon and Rio Vista.

H. Intercity Paratransit Service Memorandum of Understanding (MOU)

Recommendation:

Authorize the Executive Director to enter into the Memorandum of Understanding by and among the Cities of Dixon, Fairfield, Rio Vista, Vacaville, the Solano Transportation Authority, Solano County Transit, and the County of Solano for intercity Paratransit services as shown in Attachment A.

I. Revisions to the Solano County Transit (“SolTrans”) Joint Powers Agreement

Recommendation:

Authorize the Executive Director to execute an amendment to the SolTrans Joint Powers Agreement to amend the language to specifically exclude public-private partnerships from eligibility in membership in SolTrans.

J. I-80/I-680/State Route (SR) 12 Interchange Project - Construction Package 2 for the Final Design Phase

Recommendation:

Approve the attached Resolution No. 2013-16 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$1.597 million in bridge toll funds for the I-80/I-680/SR12 Interchange Project – Construction Package 2 for the Final Design phase.

K. I-80/I-680/State Route (SR) 12 Interchange Project - Construction Package 3 for the Final Design Phase

Recommendation:

Approve the attached Resolution No. 2013-17 and Funding Allocation Request from Metropolitan Transportation Commission (MTC) for \$3.916 million in Regional Measure 2 or AB1171 funds for the I-80/I-680/SR 12 Interchange Project – Construction Package 3 for the Final Design phase.

L. Dixon West B Street Pedestrian Undercrossing Construction Support and Project Management Services

Recommendation:

Authorize the Executive Director to amend:

1. HDR’s current Design Services Contract for Construction Support Services in an amount not to exceed \$75,000; and
2. Quincy Engineering’s Contract for Project Manager Services during construction in an amount not to exceed \$75,000 and a contract extension to December 2014.

M. Jepson Parkway Project Update and Project Management Contract Amendment

Recommendation:

Authorize the Executive Director to amend Quincy Engineering Project Management Contract by \$250,000 and extend the contract to December 2016.

9. ACTION – FINANCIAL ITEMS

- A. None.

10. ACTION – NON-FINANCIAL ITEMS

A. **Transit Sustainability Study (TSS) – Financial Assessment of Solano County Transit Operators**

Derek Wong provided an overview of the development of the Financial Assessment of Solano County Transit Operators and discussed the financial condition of each transit operator heading into the Coordinated Short Range Transit Plan (SRTP). He noted that the Study projects forward five years regarding the relative financial conditions of each operator, and identifies issues to be addressed in the individual SRTPs that are being updated as part of the Coordinated SRTP.

Public Comments:

None presented.

Board Comments:

Board Member Patterson commented that it would be helpful to planners if a Transit Sustainability Study can be included in the Short Range Transit Plan (SRTP) as an appendix. She commented that additional information on per capita data of each transit operators' ridership would also be useful.

Liz Niedziela responded that she will follow up to see if the Transit Sustainability Study can be included in the SRTP as an appendix.

Daryl Halls responded that coordination issues and performance measures will be discussed amongst STA Staff and the Transit Operators, and will be presented to the STA Board at a future STA Board meeting. This will provide the STA Board the opportunity to provide input and to include additional information data to specific studies.

Board Member Jim Spering commented on the local success for Vacaville City Coach in the operating and capital forecast (slide 13) and asked how it can be duplicated to make other transit operating systems as successful. He expressed concern about the projected financial forecast for Fairfield and Suisun Transit (slide 9) and commented that it needs to be closely monitored throughout the 5 year forecast for opportunities for cost savings.

Recommendation:

Receive and file the following:

1. The Transit Sustainability Study Financial Assessment of Solano County transit operators; and
2. The Transit Agency Peer Review: Comparative Analysis.

B. **STA Overall Work Plan (OWP) for Fiscal Years (FY) 2013-14 and 2014-15**

Daryl Halls presented the STA's Overall Work Plan for FYs 2013-14 and 2014-15. He noted that staff updated the agency's OWP in preparation for the start of the next fiscal year and the development of a revision to the FY 2013-14 budget and a proposed budget for FY 2014-15. He highlighted the progress made to date on the plans, projects, and programs contained in the current OWP and projected milestones expected in the next two years and any proposed additions to the list of work tasks to be focused on by the STA Board and staff for the forthcoming two years.

Public Comments:

None presented.

Board Comments:

Board Member Patterson commented that a definition of “a broad spectrum of private public partnerships” should be established.

Daryl Halls responded that based on the private sectors initial reaction to the information that the project sponsors make available, feedback and interests from the private sector will be obtained.

Recommendation:

Approve STA’s OWP for FY 2013-14 and FY 2014-15 as specified in Attachment A.

On a motion by Board Member Price, and a second by Board Member Patterson, the STA Board unanimously approved the recommendation.

C. Marketing Plans for SolanoExpress and Solano Napa Commuter Information (SNCI)

Jayne Bauer and MIG’s Tim Carroll presented the draft marketing plan for review and comment by the STA Board prior to the marketing plan being initiated.

Public Comments:

None presented.

Board Comments:

Board Member Patterson commented that there is a huge barrier as a number of people have never experienced riding the bus and suggested that a travel program that provides guidance to first time riders. She commented that the valuable benefits of text messaging have been noted. She noted that driving has decreased eight consecutive years and hopes to maximize that for transit.

Recommendation:

Approve the following:

1. Marketing Plan and Design Concepts for the SolanoExpress Marketing Campaign; and
2. Marketing Strategy and Action Plan for Solano Napa Commuter Information.

On a motion by Board Member Patterson, and a second by Board Member Price, the STA Board unanimously approved the recommendation.

11. INFORMATIONAL – NO DISCUSSION

- A. **Water Emergency Transportation Authority (WETA) Update Janet Adams**
- B. **Coordinated Short Range Transit Plan Status Update and Coordination Report**
- C. **Mobility Management Plan Update**

- D. Draft OneBayArea Grant (OBAG) Funding Agreement
- E. Legislative Update
- F. Funding Opportunities Summary
- G. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2013

12. BOARD MEMBER COMMENTS

None.

13. ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Attested by:


_____/July 1, 2013
Johanna Masiclat Date
Clerk of the Board

STA BOARD MEETING AGENDA
6:00 p.m., Regular Meeting
Wednesday, July 10, 2013
Suisun City Hall Council Chambers
701 Civic Center Drive
Suisun City, CA 94585

Mission Statement: To improve the quality of life in Solano County by delivering transportation system projects to ensure mobility, travel safety, and economic vitality.

Public Comment: Pursuant to the Brown Act, the public has an opportunity to speak on any matter on the agenda or, for matters not on the agenda, issues within the subject matter jurisdiction of the agency. Comments are limited to no more than 3 minutes per speaker unless modified by the Board Chair, Gov't Code § 54954.3(a). By law, no action may be taken on any item raised during the public comment period (Agenda Item IV) although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency. **Speaker cards are required in order to provide public comment. Speaker cards are on the table at the entry in the meeting room and should be handed to the STA Clerk of the Board. Public comments are limited to 3 minutes or less.**

Americans with Disabilities Act (ADA): This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact Johanna Masiclat, Clerk of the Board, at (707) 424-6008 during regular business hours at least 24 hours prior to the time of the meeting.

Staff Reports: Staff reports are available for inspection at the STA Offices, One Harbor Center, Suite 130, Suisun City during regular business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. You may also contact the Clerk of the Board via email at jmasiclat@sta-snci.com. **Supplemental Reports:** Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the STA Clerk of the Board and copies of any such supplemental materials will be available on the table at the entry to the meeting room.

Agenda Times: Times set forth on the agenda are estimates. Items may be heard before or after the times shown.

ITEM

BOARD/STAFF PERSON

- | | |
|--|---------------------------------------|
| <p>1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
(6:00 – 6:05 p.m.)</p> <p>2. CONFIRM QUORUM/ STATEMENT OF CONFLICT
An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.</p> <p>3. APPROVAL OF AGENDA</p> | <p>Chair Hardy</p> <p>Chair Hardy</p> |
|--|---------------------------------------|

STA BOARD MEMBERS

Steve Hardy Chair	Osby Davis Vice-Chair	Elizabeth Patterson	Jack Batchelor, Jr.	Harry Price	Norman Richardson	Pete Sanchez	Jim Spering
City of Vacaville	City of Vallejo	City of Benicia	City of Dixon	City of Fairfield	City of Rio Vista	City of Suisun City	County of Solano

STA BOARD ALTERNATES

Dilenna Harris	Hermie Sunga	Alan Schwartzman	Dane Besneatte	Rick Vaccaro	Constance Boulware	Mike Hudson	Erin Hannigan
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4. OPPORTUNITY FOR PUBLIC COMMENT

(6:05 – 6:10 p.m.)

5. EXECUTIVE DIRECTOR’S REPORT – Pg. 7

(6:10 – 6:15 p.m.)

Daryl K. Halls

6. COMMENTS FROM CALTRANS, THE METROPOLITAN TRANSPORTATION COMMISSION (MTC), AND STA

(6:15 – 6:30 p.m.)

A. Presentation: Fairfield/Vacaville Intermodal Train Station

George Hicks, City of Fairfield

B. Summary of Washington, D.C. Trip

Chair Hardy

C. Directors Report

1. Planning

Robert Macaulay

2. Projects

Janet Adams

3. Transit/Rideshare

Judy Leaks

7. CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

(Note: Items under consent calendar may be removed for separate discussion.)

(6:30 - 6:35 p.m.)

A. Minutes of the STA Board Meeting of June 12, 2013

Johanna Masiclat

Recommendation:

Approve STA Board Meeting Minutes of June 12, 2013.

Pg. 13

B. Draft Minutes of the TAC Meeting of June 26, 2013

Johanna Masiclat

Recommendation:

Approve Draft TAC Meeting Minutes of June 26, 2013.

Pg. 21

C. Fiscal Year (FY) 2013-14 Transportation Development Act (TDA) Matrix - July 2013

Liz Niedziela

Recommendation:

Approve the FY 2013-14 Solano TDA Matrix – July 2013 as shown in Attachment B for the Cities of Dixon and Rio Vista.

Pg. 27

D. Fiscal Year (FY) 2013-14 State Transit Assistance Funds (STAF) Funding Priorities

Liz Niedziela

Recommendation:

Approve the FY 2013-14 STAF funding priorities as specified in Attachment

C.

Pg. 33

- E. Mobility Management Travel Training Scope of Work** Sofia Recalde
Elizabeth Richards
Recommendation:
 Approve the following:
1. The Travel Training scope of work; and
 2. Authorize the Executive Director to issue a request for proposal and enter into an agreement for Travel Training Consultant Services for an amount not to exceed \$130,000.
- Pg. 39**
- F. Solano Napa Commuter Information (SNCI) Fiscal Year (FY) 2013-14 Work Program** Judy Leaks
Recommendation:
 Approve the Solano Napa Commuter Information Work Program for FY 2013-14 as shown in Attachment A.
Pg. 47
- G. Safe Routes to School (SR2S) Two-Year Work Plan for Fiscal Years (FY) 2013-14 and 2014-15** Danelle Carey
Recommendation:
 Approve the Solano SR2S 2-year Work Plan for Fiscal Years 2013-14 and 2014-15 as shown in Attachment A.
Pg. 51
- H. Fiscal Year (FY) 2013-14 Transportation Development Act (TDA) Article 3 Countywide Coordinated Claim** Sara Woo
Recommendation:
 Approve FY 2013-14 TDA Article 3 Resolution No. 2013-~~18~~ as specified in Attachment A.
Pg. 55
- I. Solano Napa Commuter Information and Solano Safe Routes to School OneBayArea Grant Funding** Judy Leaks
Recommendation:
 Approve the following:
1. Revised funding amount of \$533,000 of OBAG Congestion Mitigation and Air Quality (CMAQ) funds to the STA's Solano Napa Commuter Information Program;
 2. Program \$1,256,00 of OBAG Congestion Mitigation and Air Quality (CMAQ) funds to the STA's Safe Routes to School Program;
 3. STA Resolution No. 2013-19 for \$533,000 for the STA's Solano Napa Commuter Information Program; and
 4. STA Resolution No. 2013-20 for \$1,256,000 for the STA's Safe Routes to School Program.
- Pg. 65**
- J. Paratransit Coordinating Council Membership Status and Appointment** Sofia Recalde
Recommendation:
 Appoint Anne Payne to the Paratransit Coordinating Council as a Social Service Provider for a three-year term.
Pg. 83

- K. Alternative Fuel and Infrastructure Plan Consultant Contract Amendment** Robert Guerrero
Recommendation:
 Approve the following:
1. Authorize the STA Executive Director to execute a contract extension for ICF International to complete the Alternative Fuels and Infrastructure Plan; and
 2. Approve an additional \$15,000 in STAF funding contingent upon approval of STA Board Agenda Item 7.D.
- Pg. 87**
- L. OneBayArea Grant (OBAG) Funding Agreements** Jessica McCabe
Recommendation:
 Authorize the Executive Director to enter into OBAG Funding Agreements with each city for the following approved OBAG capital projects:
1. City of Suisun City's Train Station Improvements;
 2. City of Vacaville's Allison Drive Sidewalk + Class I to Transit Center;
 3. City of Vacaville's Ulatis Creek Class I Bike Lane (McClellan to Depot);
 4. City of Vallejo's Downtown Streetscape (Maine Street);
 5. County of Solano's Vaca-Dixon Bicycle Path; and
 6. County of Solano's Suisun Valley Farm to Market Phase 1 Project
- Pg. 89**
- M. SolanoExpress Marketing Contract Amendment** Liz Niedziela
Recommendation:
 Authorize the Executive Director to:
1. Execute contract amendment with MIG for an amount not-to-exceed \$60,000 to cover additional services related to the SolanoExpress marketing and extend contract date to June 30, 2014; and
 2. Allocated \$7,000 in STAF funds to SolTrans to cover the cost of fare and brochures marketing media for the SolanoExpress routes.
- Pg. 107**
- N. I-80/I-680/State Route (SR) 12 Interchange – Initial Construction Package Contract Amendment for Right-of-Way Services** Janet Adams
Recommendation:
 Approve a budget increase for Right-of-Way acquisition services of \$105,000, for a total budget amount of \$785,000 and a contract amendment for Contra Costa County Real Property Division for the I-80/I-680/SR 12 Interchange - Initial Construction Package (ICP) for a total contract amount not-to-exceed \$785,000.
- Pg. 109**
- O. I-80/I-680/State Route (SR) 12 Interchange – Initial Construction Package PG&E Access Road Construction** Janet Adams
Recommendation:
 Approve STA Resolution No. 2013-21 that authorizes the Executive Director to advertise and award a contract to construct the PG&E Access Road for the WB I-80 to SR 12 (West) Connector and Green Valley Road Interchange Improvements Project (Initial Construction Package) for a total amount not to exceed \$650,000.
- Pg. 111**

- P. I-80 Eastbound Cordelia Truck Scales Relocation Project - Contract Amendment for Engineering Services During Construction** Janet Adams
Recommendation:
 Approve a contract amendment for HDR in the not-to-exceed amount of \$300,000, to cover engineering services during construction of the I-80 Eastbound Cordelia Truck Scales Relocation Project.
Pg. 115
- Q. I-80 Eastbound Cordelia Truck Scales Relocation Project - Contract Amendment for Technology System Integration Services** Janet Adams
Recommendation:
 Approve a contract amendment for Intelligent Imaging Systems Inc. (IIS) in a not-to-exceed amount of \$360,200 to cover Technology System Integration design and equipment and two years of extended maintenance for the technology system for the I-80 Eastbound Cordelia Truck Scales Relocation project.
Pg. 123
- R. I-80/I-680/State Route (SR) 12 Interchange Phase 1 Project – Environmental Mitigation** Janet Adams
Recommendation:
 Authorize the Executive Director to enter into agreements to provide the environmental mitigation required by the I-80/I-680/SR 12 Interchange – Phase 1 project for a not-to-exceed amount of \$13.8 M.
Pg. 127
- S. OneBayArea Grant (OBAG) Programming for Safe Routes to School (SR2S) Projects** Jessica McCabe
Recommendation:
 Approve the programming of \$1,200,000 of Congestion Mitigation and Air Quality (CMAQ) funds for Safe Routes to Schools (SR2S) projects as described in Attachment C.
Pg. 131

8. ACTION FINANCIAL ITEMS

- A. STA’s Fiscal Year (FY) 2013-14 Budget Revision and FY 2014-15 Proposed Budget** Daryl Halls
 Susan Furtado
Recommendation:
 Approve the following:
1. Adopt the STA’s FY 2013-14 Budget Revision as shown in Attachment A;
 2. Adopt the STA’s FY 2014-15 Proposed Budget as shown in Attachment B; and
 3. Approve a modification to the STA’s Staff Organizational Chart establishing the part-time Customer Service Representatives for the SNCI Program.
- (6:35 – 6:50 p.m.)
Pg. 139

- B. STA Regional Transportation Impact Fee (RTIF) Nexus Report** Robert Guerrero
Recommendation:
 Approve the Solano County Regional Transportation Impact Fee Nexus Report as included in Attachment B.
 (6:50 – 7:00 p.m.)
Pg. 153
- C. Solano County Regional Measure 2 (RM 2) Implementation Plan** Janet Adams
Recommendation:
 Approve the Regional Measure 2 Implementation Plan as shown on Attachment A.
 (7:00 – 7:10 p.m.)
Pg. 185

9. ACTION NON-FINANCIAL ITEMS

- A. I-80 Ramp Metering Study and Implementation Plan and Ramp Metering Memorandum of Understanding (MOU)** Robert Guerrero
Recommendation:
 Approve the following:
 1. I-80 Ramp Metering Study and Implementation Plan as shown in Attachment A; and
 2. Authorize the STA Executive Director to enter into a Memorandum of Understanding with Caltrans for the I-80 Ramp Metering Implementation.
 (7:10 – 7:25 p.m.)
Pg. 191

10. INFORMATIONAL – NO DISCUSSION ITEMS

- A. Public-Private Partnership (P3) Update** Jessica McCabe
Pg. 211
- B. Legislative Update** Jayne Bauer
Pg. 225
- C. Fiscal Year (FY) 2012-13 Abandoned Vehicle Abatement (AVA) Program Third Quarter Report** Susan Furtado
Pg. 243
- D. Summary of Funding Opportunities Summary** Sara Woo
Pg. 247
- E. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2013** Johanna Masielat
Pg. 253

11. BOARD MEMBERS COMMENTS

12. ADJOURNMENT

The next regularly scheduled meeting of the STA Board at 6:00 p.m., Wednesday, September 11, 2013, Suisun Council Chambers.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 16, 2013

TO : Mayor Patterson
Council Member Hughes

FROM : Director of Public Works

SUBJECT : **SOLANO COUNTY WATER AGENCY**

The following information is provided for your committee report at the July 16, 2013 City Council meeting.

The draft minutes of the June 13, 2013 meeting are attached along with the agenda for the July 11, 2013 meeting. The next regular meeting is scheduled for August 8, 2013.

Attachments:

- SCWA Draft Minutes for June 13, 2013
- SCWA Meeting Agenda for July 11, 2013

**SOLANO COUNTY WATER AGENCY
BOARD OF DIRECTORS MEETING MINUTES**

MEETING DATE: JUNE 13, 2013

The Solano County Water Agency Board of Directors met this evening at the Solano County Water Agency. Present were:

Mayor Jack Batchelor, City of Dixon
Mayor Harry Price, City of Fairfield
Mayor Pete Sanchez, City of Suisun City
Councilmember Constance Boulware, City of Rio Vista
Mayor Elizabeth Patterson, City of Benicia
Mayor Steve Hardy, City of Vacaville
Supervisor Erin Hannigan, Solano County District 1
Supervisor Linda Seifert, Solano County District 2
Supervisor Jim Spering, Solano County District 3
Supervisor John Vasquez, Solano County District 4
Supervisor Skip Thomson, Solano County District 5
Director Bob Bishop, Solano Irrigation District
Director Dale Crossley, Reclamation District 2068
Manager Don Holdener, Maine Prairie Water District

CALL TO ORDER

The meeting was called to order at 7:00 P.M. by Chairman Spering.

APPROVAL OF AGENDA

On a motion by Mayor Batchelor and a second by Mayor Patterson the Board unanimously approved the agenda.

PUBLIC COMMENT

There were not public comments.

CONSENT ITEMS

On a motion by Mayor Patterson and a second from Supervisor Thomson the Board approved the following Consent Items.

- (A) Minutes
- (B) Expenditure Approvals
- (C) Pre-Approval of Fiscal Year 2013-2014 Payments
- (D) Statement of Investment Policy
- (E) Appropriations Limit

BOARD MEMBER REPORTS

There were no Board Member reports.

GENERAL MANAGER'S REPORT

There were no additions to the written report.

WESTSIDE INTEGRATED REGIONAL WATER MANAGEMENT PLAN

Chris Lee, Principal Water Resource Specialist, gave a presentation on The Westside Integrated Regional Water Management Plan (Westside IRWMP). Proposition 84 allocated \$73 million to the Sacramento Valley funding area to be allocated to the nine IRWMP's within the funding area which includes the Westside IRWMP. The Westside IRWMP area in Solano County generally includes the area west of Vacaville while the area east of Vacaville is located in the Bay Area IRWMP. Public outreach to a wide variety of stakeholders was a key component of efforts to create the Westside IRWMP. The vision for the Westside IRWMP is to address the major challenges and opportunities related to managing water and associated natural resources within the Region including to improve education and awareness, improve habitat and ecosystem health, provide safe and reliable water supplies, sustain and modernize infrastructure, foster reasonable use, manage risks, further collective understanding of watersheds and aquifers, address water quality concerns, and improve opportunities for recreation. Goals and objectives were developed. 140 project ideas from 39 agencies were submitted for inclusion in the Westside IRWMP. The Public Review Draft of Westside IRWMP was released on May 10, 2013. Public comments on the Westside IRWMP were due on June 10, 2013. Staff will be asking the Board of Directors to adopt The Westside IRWMP at their July 2013 meeting as well as adopt a new Memorandum of Understanding with the Regional Water Management Group to implement the Westside IRWMP using the same staff led Coordinating Committee that has worked so well to develop the IRWMP.

SCWA BUDGET FOR FISCAL YEAR 2013-2014

Katherine Phillips, Administrative Services Manager, summarized the proposed FY 2013-2014 budget, as recommended by the Executive Committee, for the Board to consider. Staff had reported to the Board that the operating costs have been funded from the operating revenues in each year until FY 12/13. For calendar year 2013 DWR is charging the Agency a one-time approximately \$4 million cost for corrections to past billings due to a change in cost allocation factors. Because of this event the operating expenses for the State Water Project are not covered by the operating revenues for FY's 12/13 and 13/14. Capital-type projects funded from reserves in the FY 13/14 Proposed Budget includes \$1.3 million dollars in rehab and betterment projects, \$400,000 for a bulkhead project at Putah Diversion Dam, \$3.3 million for two projects - the North Bay Alternate Intake Project and the North Bay Regional Water Quality Research Station, \$300,000 for a long reach excavator, and \$500,000 for the Dixon Watershed flood Control Project. The reserve fund as a percentage of the budget has been reduced from over 100% for the FY 12/13 budget to 83% for FY 13/14 based on the direction from the Board to reduce the reserve fund.

A motion was made by Supervisor Seifert with a second by Mayor Batchelor for adoption of the Water Agency's fiscal year 2013-2014 budget. The Board approved the budget unanimously.

The Board requested the Executive Committee to work with staff to consider a change in budget format for next fiscal year.

CONSULTANT CONTRACTS

On a motion to by Mayor Price and a second by Mayor Hardy the Board unanimously authorized the Chairman to execute the following agreements and amendments for consultant services through fiscal year 2013-2014:

1. 3QC, SCWA Labor Compliance Program, amendment for extension of term only;
2. AD Consultants, Ongoing Groundwater and Data Management Services, contract limit of \$20,000;
3. Agrichem, Nuisance Vegetation Management, contract limit of \$30,112;
4. ARCADIS U.S. Inc., Cache Slough Water Quality Monitoring, contract limit \$50,000;
5. Ayres Associates, Putah Diversion Dam Bulkhead Design and Procurement, new contract – contract limit \$78,600;

6. Blankinship & Associates, Inc., Compliance and Monitoring for Aquatic Pesticide Use, contract limit of \$49,500;
7. BSK Associates, Mercury Monitoring and Support, contract limit of \$12,565;
8. CBEC, North Delta Water Quality Modeling, amendment for extension of term only;
9. CH2MHILL, Solano HCP EIR/EIS, amendment for extension of term only;
10. Clean Lakes, Campbell Lake Algaecide Treatments, contract limit of \$63,650;
11. Conservision Consulting, Outdoor Water Survey Program, amendment for extension of term only;
12. Creativemark Design & Photography, maintain and update the Water Agency website, contract limit of \$15,000;
13. Electric & Gas Industries Association, Solano County High-Efficiency Rebate Program, contract limit of \$275,000;
14. Eyasco, Inc., Data and Website Management, contract limit of \$253,250;
15. Gardensoft, WaterWise Gardening Website, contract limit of \$4,500;
16. GHD, IRWMP Conservation Grant administration, contract limit of \$60,000;
17. GHD, Solano County Commercial and Industrial Water Conservation, contract limit of \$60,000;
18. GHD, Commercial and Industrial Water Savings rebate program, contract limit of \$60,000;
19. Grunstad Landscaping, Landscape Maintenance, contract limit of \$15,000;
20. KC Engineering Company, Construction Materials Testing and Geotechnical Consulting, contract limit of \$30,000;
21. LSA Associates, Habitat Conservation Plan, contract limit of \$254,478;
22. Luhdorff & Scalmanini, Ongoing Groundwater Monitoring Activities, contract limit of \$39,653;
23. Mike Bobbitt and Associates, Geographical Information System Services, amendment for extension of term only;
24. MWH Americas, Inc., Permanent Water Treatment Research Facility for the NBA, amendment for extension of term only;
25. Normandeau Associates, Putah Creek Interdam Reach Trout Habitat Assessment, contract limit of \$65,840;
26. Rock Steady Juggling, Solano School Water Education Program, contract limit of \$17,500;
27. Shandam Consulting, Inc., Professional IT Services, amendment for extension of only;
28. Sierra Controls inc., Assistance with the sharing of data between the SID and SCWA database, contract limit \$2,000;
29. Solano Resource Conservation District, Flood Awareness, contract limit of \$90,000;
30. Solano Resource Conservation District, Welcome to the Watershed, contract limit of \$48,000;
31. Somach, Simmons and Dunn, HCP Legal Services, amendment to contract for extension of term only;
32. Southwest Environmental, Inc., Installation of High-Efficiency Toilets at Commercial, Industrial and Institutional locations, new contract - contract limit of \$400,000;
33. Summers Engineering, Putah Diversion Dam Bulkhead, new contract – contract limit of \$30,000;
34. Summers Engineering, PSC Headwork Improvements, contract limit of \$165,000;
35. Summers Engineering, Mangels Bypass Pipeline, contract limit of \$75,000;
36. The Regents of the University of California, LPCCC – Geomorphic Consultation, amendment for extension of term only;
37. UNAVCO, groundwater Subsidence Station Monitoring, new contract - contract limit of \$9,134;
38. Water Works Consulting, State Water Project Statement of Charge Analysis, amendment for extension of term only.
39. Western Hydrologic Systems, Semi-annual calibration of the flume at the head of the Putah South Canal and miscellaneous assistance with flow calibrations, contract limit \$9,897;
40. Western Weather Group, Semi-annual calibration of the USBR Meteorological Station (MET) on Lake Berryessa, contract limit of \$5,000;
41. Wildlife Survey & Photo Service, Solano Project/LPCCC Biomonitoring for Effects of New Zealand Mud Snails, contract limit of \$157,056;
42. ZunZun, Solano School Education, contract limit of \$25,000;

STATE WATER PROJECT TAX RATE

On a motion by Mayor Patterson and a second by Supervisor Hannigan, the Board established a tax rate of \$0.02 per \$100.00 of assessed valuation for State Water Project Property Tax for fiscal year 2013-2014.

DELTA ISSUES

- A. Supervisor Seifert provided a status update on the Delta Water Coordination Working Group. The Group consists of representatives and staff from the cities, the County, and districts. One goal of the Group is to consolidate positions on Delta issues and the Group is in the process of identifying and prioritizing these issues.
- B. Supervisor Thomson reported that the Sacramento County Supervisor Don Nottoli, Chair of the Delta Protection Commission and a member of the Delta Stewardship Council, will present to the Board at the August meeting. Members of the Delta Counties Coalition had an interview with the editorial board of the Sacramento Bee about the role of the Coalition. The Delta Counties Coalition met with Senator Steinberg regarding the Bay Delta Conservation Plan and its concerns regarding governance of the Plan, conveyance, and the Plan's effects on agriculture.
- C. Manager Okita provided a report on the National Marine Fisheries Service's interests in Yolo Bypass improvements to benefit salmon. The State wants to flood the Yolo Bypass more often to benefit the salmon which causes concerns to the agricultural interest in Yolo County and concerns to Solano County because of the prospect of endangered salmon passing by agricultural diversions. Manger Okita noted that the draft Bay Delta Conservation Plan provide for take coverage for the agricultural diverters in the Delta and funding if screens or consolidation is required. Yolo Bypass improvements are independent of the BDCP because it is a requirement of current State and Federal water project operations to improve the Yolo Bypass. The Agency is involved in the Yolo Bypass improvements and will keep the Board abreast of any developments.

GENERAL MANAGER'S EMPLOYMENT AGREEMENT

The Chairman noted the Executive Committee recommended the Board approve the General Manager's Employment Agreement. On a motion from Mayor Batchelor and a second by Director Crossley the Board approved the General Manager's Employment Agreement and authorized the Chairman to execute the new agreement. Supervisor Thomson abstained from the vote.

TIME AND PLACE OF NEXT MEETING

The next regularly scheduled meeting will be Thursday, July 11, 2013 at 7:00 P.M. at the Solano County Water Agency offices.

ADJOURNMENT

This meeting of the Solano County Water Agency Board of Directors was adjourned at 8:10 P.M.

David B. Okita, General Manager
and Secretary to the Board of Directors of the
Solano County Water Agency

SOLANO COUNTY WATER AGENCY



BOARD OF DIRECTORS:

Chair:

Supervisor Jim Spring
Solano County District 3

Vice Chair:

Mayor Harry Price
City of Fairfield

Mayor Jack Batchelor
City of Dixon

Director Bob Bishop
Solano Irrigation District

Director Dale Crossley
Reclamation District No. 2068

Mayor Osby Davis
City of Vallejo

Supervisor Erin Hannigan
Solano County District 1

Mayor Steve Hardy
City of Vacaville

Mayor Elizabeth Patterson
City of Benicia

Mayor Norm Richardson
City of Rio Vista

Director Gene Robben
Maine Prairie Water District

Mayor Pete Sanchez
City of Suisun City

Supervisor Linda Seifert
Solano County District 2

Supervisor Skip Thomson
Solano County District 5

Supervisor John Vasquez
Solano County District 4

GENERAL MANAGER:

David Okita, PE
Solano County Water Agency

BOARD OF DIRECTORS MEETING

DATE: Thursday, July 11, 2013

TIME: 6:30 -7:30 p.m. – Water Use Efficiency Workshop
7:30 – 8:00 – Board of Directors Meeting

PLACE: Berryessa Room
Solano County Water Agency Office
810 Vaca Valley Parkway, Suite 203
Vacaville

6:30 p.m. - BOARD WORKSHOP - SOLANO WATER USE EFFICIENCY PROGRAM

Staff from SCWA, cities and districts will make a presentation on water efficiency/water conservation programs in Solano County.

7:30 p.m.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **PUBLIC COMMENT**

Limited to 5 minutes for any one item not scheduled on the Agenda.

5. **CONSENT ITEMS**

(A) Minutes: Approval of the Minutes of the Board of Directors meeting of June 13, 2013 is recommended.

(B) Expenditure Approvals: Approval of the June checking account register is recommended.

810 Vaca Valley Parkway, Suite 203
Vacaville, California 95688
Phone (707) 451-6090 • FAX (707) 451-6099
www.scwa2.com



VIII.B.9.7

6. **BOARD MEMBER REPORTS**

RECOMMENDATION: For information only.

7. **GENERAL MANAGER'S REPORT**

RECOMMENDATION: For information only.

8. **DELTA ISSUES**

RECOMMENDATIONS:

- A. Hear Status Report from Delta Water Coordination Working Group and adopt statement on Bay Delta Conservation Plan.
- B. Hear report from Supervisor Thomson on activities of Delta Counties Coalition and Delta Protection Commission.

9. **WESTSIDE SACRAMENTO INTEGRATED REGIONAL WATER MANAGEMENT PLAN**

RECOMMENDATIONS:

- 1. Adopt Resolution 2013-4 approving the Westside Sacramento Integrated Regional Water Management Plan.
- 2. Authorize Chairman to execute a Memorandum of Understanding for implementation of the Westside Sacramento Integrated Regional Water Management Plan.

10. **MANGELS BYPASS PIPELINE**

RECOMMENDATION: Authorize General Manager to execute an agreement with the lowest, responsible bidder for the Mangels Bypass Pipeline project.

11. **TIME AND PLACE OF NEXT MEETING**

Thursday, August 8, 2013 at 6:30 pm at the SCWA offices. City County Coordinating Council meeting is scheduled for 7:00.

The Full Board of Directors packet with background materials for each agenda item can be viewed on the Agency's website at www.scwa2.com.

Any materials related to items on this agenda distributed to the Board of Directors of Solano County Water Agency less than 72 hours before the public meeting are available for public inspection at the Agency's offices located at the following address: 810 Vaca Valley Parkway, Suite 203, Vacaville, CA 95688. Upon request, these materials may be made available in an alternative format to persons with disabilities.

July.2013.bod.agd

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 8, 2013

TO : Vice Mayor Campbell
Council Member Schwartzman

FROM : Director of Public Works

SUBJECT : **TRAFFIC, PEDESTRIAN AND BICYCLE SAFETY (TPBS) COMMITTEE**

The following is provided as your committee report for the July 16, 2013 City Council meeting.

The last TPBS Committee meeting was held on April 25, 2013 (meeting agenda attached). The next regularly scheduled TPBS Committee meeting is Thursday, July 18, 2013 at 7:00 p.m. in the Commission Room.

The last Benicia Safe Routes to School (SR2S) Task Force participated in the Solano SR2S Summit on May 23, 2013. The summit was a forum to provide an overview of the successes of the county-wide SR2S Program in each community, and was hosted by the Solano Transportation Authority and Solano County Public Health (Program overview attached).

Attachments:

- April 25, 2013 Traffic Pedestrian & Bicycle Safety Committee Meeting Agenda
- May 23, 2013 STA SR2S Summit Program Overview



City of Benicia
**TRAFFIC PEDESTRIAN &
BICYCLE SAFETY (TPBS) COMMITTEE**
Rescheduled Regular Meeting

7:00 pm
Thursday, April 25, 2013

Program Room 2
Benicia Community Center
370 East L Street
(please note meeting location change above)

AGENDA

I. Call To Order

- A. Roll Call
- B. Pledge of Allegiance
- C. Fundamental rights statement

II. Approval of Minutes

- A. Draft October 18, 2012 Meeting Minutes

III. Public Comments

IV. Citizen Request

1. Request for Marked Crosswalk on West K at West 7th Street

Recommendation: The TPBS Committee shall receive public comments and consider the installation of a new yellow ladder crosswalk at this location.

V. Action Items

1. Interim All-way Stop at Military East/Grant/Adams/Jefferson Streets

Recommendation: The TPBS Committee shall receive public comments. Staff recommends the interim all-way stop remain in place, and the intersection be monitored until the next TPBS Committee meeting, at which time staff will report back to the Committee.

VI. Adjournment

- 1. Adjourn to the Safe Routes to School (SR2S) Task Force Meeting
(7:30 pm).
-

Public Participation

The Traffic Pedestrian and Bicycle Safety (TPBS) Committee welcomes public participation.

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter jurisdiction of the agency and which is not on the agency's agenda for that meeting. The TPBS Committee allows speakers to speak on agendized and non-agendized matters under public comment. Comments are limited to no more than 5 minutes per speaker. By law, no action may be taken on any item raised during the public comment period although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the TPBS Committee.

Disabled Access

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact Anne Cardwell, the ADA Coordinator at (707) 746-4200. 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 the TPBS Committee discussion and/or action. In accordance with the Brown Act, each item is listed and includes, where appropriate, further description of the item and/or a recommended action. The posting of a recommended action does not limit, or necessarily indicate, what action may be taken by the TPBS Committee.

Public Records

The agenda packet for this meeting is available at the Public Works Department, City Clerk's Office and the Benicia Public Library during regular work 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." ***If you wish to submit written information on an agenda item, please submit to Kathy Trinque, Administrative Secretary, by 5:00 pm, Wednesday, April 24, 2013 for distribution to Committee Members.***

2013 SR2S Summit Program Overview

8:30 a.m. **Registration**

9:00 a.m. **Welcome & Introductions**

9:10 a.m. **SR2S Program Update**

9:20 a.m. **The 5E's**

9:50 a.m. **Community Task Force Presentations**

City of Rio Vista/River Delta School District

City of Dixon/Dixon School District

City of Benicia/Benicia School District

City of Vacaville/Vacaville School District

City of Vallejo/Vallejo School District

City of Suisun City/Fairfield-Suisun School District

City of Fairfield/Fairfield-Suisun School District

City of Fairfield and Vacaville/Travis School District

10:50 a.m. **BREAK**

11:00 a.m. **Breakout Sessions/Panel Discussions**

Mapping Tool (How to Start a Walking School Bus at Your School)

Lessons Learned on How to Successfully Engage Your School in SR2S

Working with Partners to Integrate SR2S into Broader Policies and Plans

12:00 pm **SR2S Success/Tribute (School Successes, Parent/Teacher Champions)**

12:20 p.m. **LUNCH**

12:50 p.m. **The Public Health Case for Safe Routes to School**

1:10 p.m. **Future of SR2S Program Funding**

1:30 p.m. **Keynote Speaker, Senator Lois Wolk**

1:50 p.m. **BREAK**

2:00 p.m. **Breakout Sessions/Panel Discussions**

Mapping Tool (How to Start a Walking School Bus at Your School)

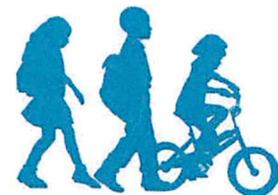
Lessons Learned on How to Successfully Engage Your School in SR2S

Working with Partners to Integrate SR2S into Broader Policies and Plans

3:00 p.m. **Closing Remarks**

safe routes to school

IN SOLANO COUNTY



AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 8, 2013

TO : Mayor Patterson
Council Member Strawbridge

FROM : City Manager

SUBJECT : **TRI-CITY AND COUNTY COOPERATIVE PLANNING GROUP**
"SOLANO OPEN SPACE"

The following information is provided for your committee report at the July 16, 2013 Council meeting.

The Tri-City and County Cooperative Planning Group for June 10, 2013 was canceled. The next meeting is scheduled for September 9, 2013.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 10, 2013

TO : Mayor Patterson
Council Member Hughes

FROM : City Manager

SUBJECT : **VALERO COMMUNITY ADVISORY PANEL (CAP)**

The following information is provided for your committee report at the July 16, 2013 Council meeting.

The CAP meets quarterly at 6:30 p.m. at the refinery at 610 Industrial Way. The next meeting is TBD.

AGENDA ITEM
CITY COUNCIL MEETING: July 16, 2013
COUNCIL MEMBER COMMITTEE REPORT

DATE : July 9, 2013

TO : Council Member Christina Strawbridge
Council Member Mark Hughes

FROM : Youth Action Coalition

SUBJECT : **YOUTH ACTION COALITION**

The Benicia Youth Action Coalition met on June 26, 2013.

Group discussed the upcoming Tobacco Retail Survey that will be conducted on August 1st. The survey is being conducted statewide and a state and countywide report will be provided regarding tobacco sales in local retail establishments. In Benicia, four teams will visit 21 retail locations and using I-PADs will answer pertinent questions. The retail store has the right to decline participating in the survey.

Recapped the recent Benicia and Liberty High School root beer floats event. The graduates were provided root beer floats after their graduation practices. A special commemorative float cup was given to each with the message that said "Congratulations Class 2013-Be Safe Don't Drink and Drive." The students and school staff were very appreciative.

ADAB will present a seminar on Youth & Marijuana on July 10th in Fairfield.

Dates were given for the Middle and High School Parent Back to School Nights. BYAC will be there with the ATOD information booth.

The group postponed reviewing the recent Tri Ethnic Community Readiness Survey. The consultant is providing an update that will include a comparison with the recent California Healthy Kids Survey. The group will begin to review the survey in August.

No July meeting, next meeting August 28th.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 10, 2013
TO : City Council
FROM : Mayor Patterson
SUBJECT : **ABAG/CAL FED TASK FORCE/BAY AREA WATER FORUM**

The following information is provided for your committee report at the July 16, 2013 City Council meeting.

The Bay Area Water Forum's last meeting was held on March 26, 2012.

This was the last meeting of the Bay Area Water Forum for 2012, due to a lack of funding.

AGENDA ITEM
CITY COUNCIL MEETING: JULY 16, 2013
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 9, 2013

TO : Mayor Patterson
Council Member Hughes
Council Member Schwartzman

FROM : Acting Assistant City Manager

SUBJECT : **SOLANO COUNTY TRANSIT (SolTrans) BOARD MEETING**

The following information is provided for your committee report at the July 16, 2013 Council meeting.

The Solano County Transit (SolTrans) Joint Powers Authority held a regular meeting on June 27, 2013 in the City of Vallejo City Council Chambers. The agenda and the Executive Report for the June 27 meeting are attached.

The July 18th meeting in Benicia has been canceled. The next regular meeting of the SolTrans Board is scheduled for Thursday, August 15, 2013 at 6:30 p.m. and will be held in the City of Vallejo City Council Chambers. The agenda for this meeting was not available as of the date of this report.

Attachment:

- June 27, 2013 SolTrans Board Meeting Agenda
- June 27, 2013 Executive Report



**BOARD MEETING AGENDA
4:00 p.m., Regular Meeting
Thursday, June 27, 2013
Vallejo Council Chambers**

Public Comment: Pursuant to the Brown Act, the public has an opportunity to speak on any matter on the agenda or, for matters not on the agenda, issues within the subject matter jurisdiction of the agency. Comments are limited to no more than 3 minutes per speaker unless modified by the Board Chair, Gov't Code § 54954.3(a). By law, no action may be taken on any item raised during the public comment period (Agenda Item IV) although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the agency.

Americans with Disabilities Act (ADA): This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact Suzanne Fredriksen, Interim Clerk of the Board, at (707) 648-4046 during regular business hours at least 72 hours prior to the time of the meeting.

Staff Reports: Staff reports are available for inspection at the SolTrans office, during regular business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. You may also contact the Clerk of the Board via email at suzanne@soltransride.com.

Supplemental Reports: Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the SolTrans Clerk of the Board and copies of any such supplemental materials will be available on the table at the entry to the meeting room.

Agenda Times: Times set forth on the agenda are estimates. Items may be heard before or after the times shown.

ITEM

BOARD/STAFF PERSON

1. CLOSED SESSION:

- A. CONFERENCE WITH AGENCY NEGOTIATOR (Gov't Code §54054.6) :**
Agency Negotiator: SolTrans Board Chair; Employee Organization:
Unrepresented Employee - SolTrans Executive Director
(3:30 – 4:00 p.m.)

2. CALL TO ORDER/PLEDGE OF ALLEGIANCE
(4:00 – 4:05 p.m.)

Osby Davis, Mayor
City of Vallejo

3. CONFIRM QUORUM/STATEMENT OF CONFLICT

Suzanne Fredriksen
Clerk of the Board

An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.

SOLTRANS BOARD MEMBERS

Elizabeth Patterson	Mark Hughes	Osby Davis	Hermie Sunga	Jim Spering	Pete Sanchez
City of Benicia	City of Benicia	City of Vallejo	City of Vallejo	MTC Representative	STA Ex-Officio
Alternate Board Member Alan Schwartzman		Alternate Board Member Stephanie Gomes			

4. APPROVAL OF AGENDA

5. OPPORTUNITY FOR PUBLIC COMMENT
(4:05 – 4:10 p.m.)

6. REPORT FROM THE EXECUTIVE DIRECTOR
Pg. 1
(4:10 – 4:15 p.m.)

Mona Babauta

PROCLAMATIONS & PRESENTATIONS

CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

(Note: Items under consent calendar may be removed for separate discussion.)

(4:15 – 4:20 p.m.)

7a. Meeting Minutes of May 16, 2013

Recommendation:

Approve the meeting minutes of May 16, 2013.

Pg. 5

Suzanne Fredriksen,
Clerk of the Board

7b. Public Advisory Committee (PAC) Meeting Minutes of May 28, 2013

Recommendation:

Approve the meeting minutes of May 28, 2013.

Pg. 15

Suzanne Fredriksen,
Clerk of the Board

7c. Technical Advisory Committee (TAC) Meeting Minutes of May 30, 2013

Recommendation:

Approve the meeting minutes of May 30, 2013.

Pg. 21

Suzanne Fredriksen,
Clerk of the Board

7d. Approval of Fiscal Year (FY) 2013-14 Budget for and Purchase of Bus Stop Amenities Through a Cooperative Purchase

Gary Albright,
Program Analyst

Recommendation:

1. Approve a FY 2013-14 capital budget of \$74,896 for "Bus Stop Amenities";
2. Approve the addition of \$74,896 in Federal ARRA grant funds to fund the capital budget;
3. Approve a contract award to Tolar Manufacturing for the procurement of bus shelters and bus stop amenities in an amount not to exceed \$74,896, subject to legal counsel approval; and
4. Authorize the Executive Director to execute the procurement contract with Tolar Manufacturing, as well as any other contractual documents related to the procurement.

Pg. 25

7e. Contract for SolTrans Legal Services

Mona Babauta,
Executive Director

Recommendation:

Authorize the Executive Director to execute an agreement with Solano County Counsel for the provision of legal services, with the option of two one-year extensions, for a not to exceed annual amount of \$55,000.

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7f. First Amendment to Contract with Water Emergency Transportation Authority

Mona Babauta,
Executive Director

Recommendation:

Authorize the Executive Director to execute the First Amendment to the contract with the San Francisco Bay Area Water Emergency Transportation Authority for the period of July 1, 2013 through June 30, 2014 subject to legal counsel approval.

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7g. First Amendment to Contract with James McElroy

Mona Babauta,
Executive Director

Recommendation:

Authorize the Executive Director to approve the First Amendment to the contract with James McElroy for a total compensation not to exceed \$35,000 in FY 2013-14.

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- 7h. **Contract for Audit Services with Brown Armstrong for Fiscal Year (FY) 2012-2013 and FY 2013-2014** Mona Babauta,
Executive Director
Recommendation:
 1. Approve a contract with Brown Armstrong in a not-to-exceed, annual amount of \$41,500.
 2. Authorize the Executive Director to execute a contract for FY 2012-13 and FY 2013-14, subject to legal counsel approval.**Pg. 41**
- 7i. **Approval of Master Agreement with California Department of Transportation** Elizabeth Romero,
Program Analyst
Recommendation:
 1. Approve the Master Agreement language from the California Department of Transportation (CalTrans) as shown in Attachment B.
 2. Authorize the Executive Director to execute a SolTrans-specific Master Agreement with CalTrans, subject to legal counsel approval.**Pg. 51**
- 7j. **First Amendment to Contract with Municipal Resource Group** Mona Babauta,
Executive Director
Recommendation:
 Authorize the Executive Director to approve the First Amendment to the contract with Municipal Resource Group for a not-to-exceed amount of \$65,000 through June 30, 2014, subject to legal counsel approval.
Pg. 55
- 7k. **Approve SolTrans Fiscal Year (FY) 2012-13 and FY 2013-14 Federal Program of Projects** Elizabeth Romero,
Program Analyst
Recommendation:
 Approve the Board Resolution in Attachment B to program SolTrans' projects into the regional Transportation Improvement Program (TIP).
Pg. 57
- 7l. **90 Day Review of Americans with Disabilities Act (ADA) Paratransit No-Show Policy** Elizabeth Romero,
Program Analyst
Recommendation:
 Accept the 90 Day Review of the No-Show policy with the option to agendaize this item for future discussion if needed.
Pg. 73

7m. Transportation Development Act (TDA), State Transit Assistance Funds (STAF) and Regional Measure 2 (RM2) Claims.

Mona Babauta,
Executive Director

Recommendation:

1. Approve the resolutions as show in Attachments A and B.
2. Authorize the Executive Director to execute and submit required documents for claiming SolTrans' FY 2013-14 Allocation Requests for TDA funds in the amount of \$4,607,501 and STAF funds in the amount of \$929,101.
3. Authorize the Executive Director to execute and submit required documents to claim SolTrans' FY 2013-14 Allocation Request for RM2 funds in the amount of \$1,223,840.

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7n. Approval of Revised 2013 Meeting Calendar

Suzanne Fredriksen,
Clerk of the Board

Recommendation:

Approve the Revised 2013 Meeting Calendar.

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REGULAR CALENDAR

ACTION ITEMS

8. Approval of SolTrans Job Classification Specifications and Compensation and Benefits Structure

Mona Babauta,
Executive Director;
Mary Egan,
Principal, MRG;
Bronnda Silva, MRG;
Valerie Ruxton,
MRG

Recommendation:

1. Approve the six job classification specifications as contained in Attachment A.
2. Approve the salary ranges contained in Table 1 (Recommended Salary Ranges) of this report for the six, new job classifications and the Executive Director.
3. Authorize an employer contribution of \$1,500 per month for health, dental, and vision insurance, effective January 1, 2014, when the California Health Benefit Exchange goes live.
4. Direct the Executive Director to research and analyze the requirements for establishing a Cafeteria and/or Flexible Spending Plan and return to the Board by December 2013 with an update and recommendation.
5. Approve the Deferred Compensation and Retention Incentive program as outlined in Attachment D.
6. Approve holiday, vacation and sick leave recommendations as outlined in Attachment D.
7. Approve the implementation of a "Commuter Benefit" program that could offer either pre-tax deductions from employee paychecks or a subsidy of up to \$75/month limited to trains, buses, vanpool, ferry or bicycle.

8. *Approve the general parameters of the recommended merit-based, pay-for-performance program as outlined in Attachment E.*
9. *Authorize the Executive Director to establish a performance management system, including a pay-for-performance program, using the guidelines found in Attachment E.*
10. *Authorize the Executive Director to initiate staff recruitments as shown in Attachment F and continue the current practice of establishing individual employment contracts for each employee subject to legal counsel approval.*
11. *Authorize the Executive Director to readjust the control points in the salary ranges based on recruitment results.*

(4:20 – 4:40 p.m.)

Pg. 93

9. Contract Approval with Executive Director

Recommendation:

Authorize the Chairperson of the SolTrans Board of Directors to execute an amendment to the Executive Director's Employment Agreement.

(4:40 – 4:45 p.m.)

Pg. 113

Mayor Osby Davis,
Board Chair;
Director Mark Hughes

10. Approval of SolTrans' Federal Title VI Program

Recommendation:

Approve SolTrans Title VI Program, dated May 30, 2013, as reflected in Attachment A.

(4:45 – 4:55 p.m.)

Pg. 115

Gary Albright,
Program Analyst

11. Approve Americans with Disabilities Act (ADA) Paratransit Rider's Guide

Recommendation:

Approve the ADA Paratransit Rider's Guide (Attachment A) for publication, effective July 1, 2013, with any final edits desired by the Board.

Pg. 117

(4:55 – 5:05 p.m.)

Elizabeth Romero,
Program Analyst

12. Service Improvements

Recommendation:

Approve Proposed Service Changes.

Pg. 121

(5:05 – 5:15 p.m.)

Ward Stewart,
Program Analyst

13. Final Draft Coordinated Short Range Transit Plan (SRTP) for Review

Elizabeth Romero,
Program Analyst

Recommendation:

1. *Accept the Final Draft SRTP and provide feedback;*
2. *After the close of the public comment period, which ends July 24, 2013, direct staff to bring the final SRTP and Coordination document to the Board for approval at the August 15, 2013 Board Meeting.*

(5:20 – 5:40 p.m.)

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WORKSHOP

14. Workshop with National Express Transit

NOTE: Supplemental Reports under this section will be provided at the workshop and can also be obtained by contacting the SolTrans Clerk of the Board: (707) 648-4046.

Recommendation:

Informational.

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(5:40 – 6:25 p.m.)

NON-ACTION/ INFORMATIONAL

DISCUSSION ITEMS

NON-DISCUSSION ITEMS

15. System Performance Report

Gary Albright,
Program Analyst

Recommendation:

Informational.

(6:25 – 6:30 p.m.)

Pg. 167

16. Public Outreach Update

Ward Stewart,
Program Analyst

Recommendation:

Informational.

(6:30 – 6:35 p.m.)

Pg. 183

17. STAFF BRIEFINGS

This time is reserved for SolTrans staff to provide a five-minute briefing to the Board on various items of interest. No action will be taken on these matters except to possibly place a particular item on a future agenda for Board consideration.

18. BOARD OF DIRECTORS COMMENTS

19. ADJOURNMENT

The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, August 15, 2013, 4:00 p.m., Vallejo Council Chambers.**



TO: BOARD OF DIRECTORS
PRESENTER: MONA BABAUTA, EXECUTIVE DIRECTOR
SUBJECT: REPORT FROM THE EXECUTIVE DIRECTOR
ACTION: INFORMATIONAL

FINANCIAL:

- On June 12, 2013, the Solano Transportation Authority approved the Transportation Development Act (TDA) matrix, which reflects the amount of TDA funding being claimed by all the transit operators in the County. The matrix is a coordination tool for funding countywide programs such as the Solano Express (Intercity fixed route), intercity paratransit, and STA planning services. Additionally, the Metropolitan Transportation Commission requires that the matrix be approved by the STA prior to the Solano operators submitting their annual TDA claim. Following STA's action, SolTrans' TDA Claim is being presented to the Board for approval under Agenda Item #7m.
- The Federal Transit Administration recently assigned a new grant representative to SolTrans following the retirement of the agency's original representative. My staff and I have been working closely with her on our FTA grants (STP and Section 5307), including a new grant that will be a consolidation of the remaining City of Vallejo grants. Approximately \$4.65 Million in Section 5307 funding will be transferred to SolTrans through the grant consolidation, of which \$3.9 Million will go to SolTrans and \$750,000 will be passed-through to the Water Emergency Transportation Authority (WETA) for a Ferry Rehabilitation project. The \$3.9 Million coming to SolTrans will be programmed to the following projects that were already established under the old Vallejo grants: 1) Operating Assistance, 2) ADA Paratransit Service, 3) Rehabilitation/Renovation of the Operations and Maintenance Facility (1850 Broadway, Vallejo), and 4) Purchase of Alternative-fueled buses. Of the \$3.9 Million amount, only \$760,000 has been reflected in the 10-Year Budget Outlook; the remaining \$3.14 Million is new money coming to the agency that has not yet been accounted for in our financial projections. At the end of the first quarter of FY 2013-14, I plan to update the Budget Outlook to reflect this new money.

OPERATIONS:

- The transition process with National Express Transit (NEXT) is proceeding smoothly. Details on the transition process to-date may be found under Agenda Item #14 (National Express Workshop). However, the top priorities on which staff and NEXT are focusing during the few weeks include the following:

Top Contract Transition Priorities (June 21 – June 30)

	Activity	Responsible Party(ies)
1	Finalizing operations contract and obtaining CalTrans approval.	SolTrans, NEXT
2	Vehicle Audits occurring June 21 and June 22. High resolution pictures of all vehicles occurring on June 28 and 29 to verify condition immediately before turnover.	NEXT, SolTrans, MV
3	Transfer passenger data from MV computers to SolTrans/NEXT computers to allow for scheduling paratransit rides.	NEXT, SolTrans, MV
4	National Express to move into O&M Facility (1850 Broadway, Vallejo) on June 30 to prepare for transition on July 1 st .	NEXT, SolTrans
5	Ensuring NEXT staff is trained on scheduling paratransit rides with SolTrans' scheduling software.	SolTrans, NEXT
6	NEXT obtaining environmental permits to operate facility.	NEXT
7	Completing bus operator licensing through DMV for new bus operators.	NEXT
8	Finalizing maintenance inventory to ensure MV cleans-out unnecessary/obsolete equipment and NEXT has sufficient inventory for maintaining buses on July 1.	NEXT, MV, SolTrans
9	Setting up contract for new vending machines with healthier choices, and for obtaining revenue that will go into Wellness Fund.	NEXT
10	Setting up contracts with vendors for services such as janitorial, utility companies, etc.	
11	Facility repairs underway by MV, especially in bathrooms. SolTrans to inspect repairs before June 30.	MV, SolTrans
12	Distributing new uniforms to employees with SolTrans and NEXT logos.	NEXT
13	Placing orders for fuel and oil to ensure sufficient supplies July 1, and making sure MV fuels all vehicles on Sunday, June 30.	SolTrans, NEXT, MV
14	Verifying that maintenance and operations records, necessary for future audits, remain in the facility.	SolTrans, NEXT
15	Making sure sufficient stock of schedules is available for NEXT to distribute and stock on buses by July 1.	SolTrans, NEXT
16	Ensuring NEXT has keys to facility, fareboxes, bus compartments, etc.	SolTrans
17	MV cleaning and making needed repairs in the garage, as well as maintaining garage doors to ensure their safe and reliable operation. SolTrans inspecting final work beginning June 22 nd .	MV, SolTrans

	Activity	Responsible Party(ies)
18	Ensuring video security cameras are installed on buses to replace MV-owned "DriveCam" cameras.	SolTrans
19	Ensuring that NEXT is prepared to begin "random passenger mile sampling" on July 1 st , as required by the Federal Transit Administration (FTA).	SolTrans

- Alerts have been issued by MTC notifying transit agencies of a potential strike by BART operators the first week of July. SolTrans staff and National Express staff have been working together and remaining involved in coordination efforts being led by MTC. To-date, National Express has well over twenty (20) extra bus operators on staff to ensure that service delivery on July 1st occurs seamlessly, especially in the event of a BART strike. The extra bus operators will allow us to potentially expand service into San Francisco to ensure that our passengers are not left stranded at BART stations. We should also have the ability to augment service into San Francisco, if requested by MTC, to support lacking BART service. **I will keep the Board informed on any plans that we may need to mobilize in the event of a BART strike.**
- Your staff continues to remain heavily involved in the Clipper implementation process with the other Solano County and Napa operators. MTC staff has been working closely with all of us over the past month, and we have another meeting scheduled for the first week of July. I will keep the Board informed as we make progress towards implementing the technology within the next year.

EXTERNAL AFFAIRS:

- SolTrans participated in several outreach events since the last Board meeting including: the Pista Sa Nayon event (June 1st), the Juneteenth event (June 15th), and two open houses on the new ADA Paratransit Eligibility Determination Process going into effect on July 1st. More information on the events may be found in the Public Outreach Report (Agenda Item #16).

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