

**BENICIA CITY COUNCIL
REGULAR MEETING AGENDA**

**City Council Chambers
July 21, 2015
7:00 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 (6:30 PM):

II. CLOSED SESSION (6:30 PM):

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9

Number of potential cases: Five (5).

B. CONFERENCE WITH LABOR NEGOTIATOR

(Government Code Section 54957.6 (a))

Agency negotiators: City Manager, Assistant City Manager and Senior HR Analyst

Employee organizations: Senior Managers, Middle Management, Local 1, Benicia Public Service Employees' Association (BSPEA), Benicia Police Officers Association (BPOA), Benicia Firefighters Association (BFA), Benicia Dispatchers Association (BDA), Police Management and Unrepresented.

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 & Culture Commission
1 unexpired term
Application due date: July 31, 2015

Civil Service Commission
1 full term
Application due date: July 31, 2015

Community Sustainability Commission
1 unexpired term
Application due date: July 31, 2015

Economic Development Board
2 unexpired term
2 full terms
Application due date: July 31, 2015

Finance Committee
1 unexpired term
1 full term
Application due date: July 31, 2015

Human Services Board
1 unexpired term
Application due date: July 31, 2015

SolTrans Public Advisory Committee
1 full term
Application due date: July 31, 2015

Open Government Commission
1 unexpired term
Application due date: July 31, 2015

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**

Update from City Attorney

B. PROCLAMATIONS.

1. **IN RECOGNITION OF NATIONAL NIGHT OUT - AUGUST 4, 2015**

C. APPOINTMENTS.

D. PRESENTATIONS.

1. **PRESENTATION OF ECO-AWARDS**

2. **QUARTERLY WATER UPDATE**

V. ADOPTION OF AGENDA:

VI. OPPORTUNITY FOR PUBLIC COMMENT:

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

A. WRITTEN COMMENT.

B. PUBLIC COMMENT.

VII. CONSENT CALENDAR (7:30 PM):

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

A. APPROVAL OF THE MINUTES OF THE JULY 7, 2015 CITY COUNCIL MEETING. (City Clerk)

B. AWARD OF CONSTRUCTION CONTRACT FOR THE BENICIA INDUSTRIAL PARK BUS HUB PROJECT. (Public Works Director)

This grant-funded project will construct a Bus Hub park and ride facility at the intersection of Park Road and Industrial Way in the Benicia Industrial Park. The Bus Hub would serve the industrial park's work force and commuters traveling to and from Contra Costa County and BART. The project would incorporate traffic circulation improvements requested during the initial public outreach process and attract future grant funding to the industrial park. As part of this project, a 24-inch waterline will be installed along Park Road from the intersection of Industrial Way and Park Road to the eastern of side of Sulfurs Springs Creek. The project is fully funded with a Regional Measure 2 Fund (RM2), Regional Traffic Impact Fee (RTIF), and Water Capacity Fund.

Recommendation: Adopt a resolution accepting bids for June 23, 2015 bid opening for the Benicia Industrial Bus Hub Project, awarding the construction contract to Grade Tech, Inc. in the amount of \$1,434,991.00, authorizing the City Manager to execute the contract on behalf of the City.

C. DENIAL OF CLAIM AGAINST THE CITY BY RICHARD MATLE AND JILLENE ORR AND REFERRAL TO INSURANCE CARRIER. (City Attorney)

The claimants allege that the garage flooded with 4' of water inside due to a blocked storm drain, damaging personal property stored inside the garage and their vehicles parked in the driveway.

Recommendation: Deny the claim against the City by Richard Matle and Jillene Orr.

D. SECOND READING AND ADOPTION OF AN AMENDMENT TO CHAPTER 6.32 (ANIMAL KEEPING) OF THE BENICIA MUNICIPAL CODE TO ALLOW BEEKEEPING IN THE CITY OF BENICIA, AFTER A DETERMINATION THAT THE TEXT AMENDMENT IS EXEMPT FROM CEQA. (Community Development Director)

In response to Council direction, staff prepared a draft amendment to the Municipal Code that would allow beekeeping. The recommended draft ordinance proposes to repeal Section 6.32.060 (Beekeeping) and add Section 6.33 (Beekeeping) of the Benicia Municipal Code which is administered by the Benicia Police Department.

Recommendation: Conduct a second reading and adopt the ordinance to amend Benicia Municipal Code Chapter 6.32 (Animal Keeping) to allow beekeeping in the City of Benicia, after determining that the project is exempt from CEQA.

E. SECOND READING AND ADOPTION OF AN ORDINANCE FOR AN AMENDMENT TO TITLE 8 HEALTH AND SAFETY TO REDUCE THE PERMITTED HOURS OF CONSTRUCTION IN THE CITY OF BENICIA, AFTER DETERMINING THAT THE PROJECT IS EXEMPT FROM CEQA. (Community Development Director)

The proposed amendment to Title 8 of the Benicia Municipal Code is intended to reduce the hours of construction in Benicia for residential zones, downtown mixed-use districts, and properties within 500 feet of a residential zone or downtown mixed-use district. Construction, as specified in BMC 8.20.150, would be permitted from 7:00 a.m. to 7:00 p.m. on weekdays and 8:00 a.m. to 7:00 p.m. on weekends.

Recommendation: Conduct a second reading and adopt the ordinance to amend the Benicia Municipal Code Title 8 (Health and Safety) after a determination that the text amendment is exempt from CEQA.

F. EMERGENCY CONTRACTS FOR CLOCK TOWER ELEVATOR REPLACEMENT. (City Manager)

The Clock Tower elevator is thought to have been installed prior to 1915, and has therefore, been in operation for over 100 years. An early July, 2015 inspection identified defects beyond repair and indicated the need to remove the elevator from operation immediately. A number of weddings and other large events are scheduled at the Clock Tower through fall. Therefore, staff have entered into contracts in order to provide temporary alternate access to the second floor of the Clock Tower that meets Americans with Disabilities standards and to purchase and install the permanent replacement elevator.

Recommendation: Adopt a resolution confirming the emergency contracting by the City Manager to install temporary ADA access and to purchase and install a permanent replacement elevator and associated improvements at the historic Clock Tower.

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

VIII. BUSINESS ITEMS (7:45 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. DROUGHT SURCHARGE UPDATE. (Finance Director)

In October 2014, the City of Benicia adopted drought rates to fund additional expenditures needed to operate the water system during water shortage periods and to recover decreased revenues as a result of reduced consumption. The drought rates are anticipated to be temporary and will terminate when the City determines that water supply conditions have returned to normal or when drought-related costs have been recovered. This report provides an update on the revenues collected as of June 30, 2015 and the cost recovery efforts for the drought related costs and decreased revenues related to conservation efforts. As the drought continues and the revenues remain hampered by low consumption, staff anticipates that the metered customer accounts will take until March 2016 or longer to recover the fiscal impairments associated with the drought.

Recommendation: Receive the update on the drought surcharge on customer utility bills.

B. REQUEST FOR PROPOSALS FOR WATER METER REPLACEMENT PROGRAM. (Public Works Director)

On March 13, 2015, the City issued Requests for Qualifications (RFQ) to 10 firms to provide a Statement of Qualifications (SOQ) and Business Case Analysis (BCA) for a City's water meter replacement program. The program would replace the City's existing, aging, residential and commercial water meters, and also install a remote-read system that is linked to the utility billing software system that allows customer access to water usage and billing data. In response to the RFQ, the City received five SOQs from the following firms: Siemens, Johnson Controls, Ferguson Waterworks, PERCWater, and Aclara. Based on a review of the submitted documents, three firms, most closely met the requirements stated in the Request for Qualifications: Siemens, Johnson Controls, and Ferguson Waterworks. The next step in the process is to issue Requests for Proposals for the program to a short-list of firms.

Recommendation: Review and concur with proposed Request for Proposals for the Water Meter Replacement Program.

**C. 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 16, 2015
2. **Association of Bay Area Governments (ABAG)**
<http://www.abag.ca.gov/>.
(Vice Mayor Hughes and Council Member Schwartzman)
Next Meeting Date: TBD
3. **Finance Committee.**
(Vice Mayor Hughes and Council Member Strawbridge)
Next Meeting Date: July 23, 2015
4. **League of California Cities.**
(Mayor Patterson and Vice Mayor Hughes)
Next Meeting Date: July 29, 2015
5. **School Liaison Committee.**
(Vice Mayor Hughes and Council Members Strawbridge)
Next Meeting Date: September 3, 2015
6. **Sky Valley Open Space Committee.**
(Vice Mayor Hughes and Council Member Campbell)
Next Meeting Date: TBD
7. **Solano EDC Board of Directors.**
(Vice Mayor Hughes and Council Member Strawbridge)
Next Meeting Date: September 10, 2015
8. **Solano Transportation Authority (STA).**
<http://www.sta.ca.gov/>
(Mayor Patterson and Council Member Campbell)
Next Meeting Date: September 9, 2015
9. **Solano Water Authority-Solano County Water Agency and Delta Committee.**
<http://www.scwa2.com/>
(Mayor Patterson, Vice Mayor Hughes and Council Member Campbell)
Next Meeting Date: August 13, 2015
10. **Traffic, Pedestrian and Bicycle Safety Committee.**
(Vice Mayor Hughes and Council Member Strawbridge)
Next Meeting Date: July 16, 2015
11. **Tri-City and County Cooperative Planning Group.**
(Vice Mayor Hughes and Council Member Schwartzman)

Next Meeting Date: July 27, 2015

- 12. Valero Community Advisory Panel (CAP).
(Council Member Campbell and Council Member Schwartzman)
Next Meeting Date: TBD**
- 13. Youth Action Coalition.
(Vice Mayor Hughes and Council Member Strawbridge)
Next Meeting Date: August 26, 2015**
- 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, Vice Mayor Hughes and Council Member
Campbell)
Next Meeting Date: September 17, 2015**
- 16. Marin Clean Energy (MCE).
(Council Member Schwartzman and Council Member Strawbridge)
Next Meeting: August 20, 2015**

IX. ADJOURNMENT (9:00 PM):

Public Participation

The Benicia City Council welcomes public participation.

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

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

Disabled Access or special Needs

In compliance with the Americans with Disabilities Act (ADA) and to accommodate any special needs, if you need special assistance to participate in this meeting, please contact Anne Cardwell, the ADA Coordinator, at (707) 746-4200. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting.

Meeting Procedures

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

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

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

Public Records

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



PROCLAMATION

IN RECOGNITION OF

NATIONAL NIGHT OUT 2015

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug and violence prevention program on August 4th, 2015 entitled "National Night Out"; and

WHEREAS, the "32nd Annual National Night Out" provides a unique opportunity for Benicia to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, the Benicia Police Department Neighborhood Watch Groups play a vital role in assisting the Benicia Police Department through crime prevention efforts, and Benicia is supporting "National Night Out 2015" locally; and

WHEREAS, it is essential for all citizens of Benicia be aware of the importance of crime prevention programs and impact that their participation can have on reducing crime, drugs and violence in Benicia; and

WHEREAS, police-community partnerships, neighborhoods safety, awareness and cooperation are important themes of the "National Night Out" program.

NOW, THEREFORE BE IT RESOLVED THAT I, Elizabeth Patterson, Mayor of the City of Benicia, do hereby call upon all citizens of Benicia to join the Benicia Police Department Neighborhood Watch program in supporting the "32nd Annual National Night Out" on August 4, 2015.

FURTHER, LET IT BE RESOLVED THAT I, Mayor Patterson, Mayor of the City of Benicia and on behalf of the City Council, hereby proclaim Tuesday, August 4, 2015 as "National Night Out" in Benicia, California.

Elizabeth Patterson, Mayor
July 21, 2015



**AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 21, 2015
PRESENTATIONS**

DATE : July 6, 2015
TO : City Manager
FROM : Public Works Director
SUBJECT : **QUARTERLY WATER UPDATE**

RECOMMENDATION:

Receive the City's water supply, customer usage, and conservation update.

EXECUTIVE SUMMARY:

Benicia's state-mandated water conservation target has been reduced from 28% to 20%, according to new requirements released by the State Water Resources Control Board on June 9, 2015. Benicia already is way ahead of state-mandated targets. Benicia has reduced its water use by 27.9% in the last 12 months compared to the 2013 baseline. In April, Benicia's water conservation rate was 35.7%, compared to the statewide average of only 13.6%. In May, Benicia's water conservation rate was 42.8%, compared to the statewide average of 28.9%. In June, Benicia's water use was reduced by 36.2% compared to June 2013. The efforts of all Benicia water customers are acknowledged and appreciated. Not only is Benicia exceeding the state-mandated water conservation target of 20%, but Benicia was one of the highest in the State in April and May.

BUDGET INFORMATION:

No budget impacts are associated with this update.

GENERAL PLAN:

Relevant General Plan Goals:

- Overarching Goal of the General Plan: Sustainability
- Goal 2.36: Ensure an adequate water supply for current and future residents and businesses.

STRATEGIC PLAN:

Relevant Strategic Plan Issue and Strategy:

- Strategic Issue #1: Protecting Community Health and Safety
- Strategy #5: Promote community and personal health

BACKGROUND

California has a climate with drought cycles every 10 to 20 years. The last two severe droughts were in the mid-1970's and late-1980's to early 1990's. On January 17, 2014, the Governor declared a drought and asked for 20% voluntary water reduction. On April 1, the Governor mandated a 25% statewide reduction from 2013 usage (see section "Governor's April 1 Executive Order" below.) Northern California has experienced record low rainfall and snow accumulation so far this year. As a result of the four years of drought, communities in California need to significantly cutback water use.

The City of Benicia has a population of approximately 28,000 people, 8,500 residential water meter service connections, and 1,000 commercial, industrial and institutional connections. The City purchases approximately 10,000 acre - feet or 3.3 billion gallons of water per year, and half of this water is used at the Valero Oil Refinery. The State Water Project (SWP) supplies 75% to 85% of the City's water from the Sacramento - San Joaquin Delta and the Solano Project (SP) supplies 15% to 25% of the City's water from Lake Berryessa. Lake Herman has historically been used as an emergency water supply and temporary storage reservoir.

The City has 3,100 acre-feet of reliable water supply and has purchased water from various agencies when needed. Allocations of water from the SWP have varied from 5% to 65%. When the allocation exceeded 35%, then the City had adequate water supply. Lake Oroville is 38% full and the current SWP allocation is 25%.

Some of the SWP and SP water that is allocated and not used can be carried over or "banked" for use in future years. Approximately 10,000 acre-feet of water has been "banked" in Lake Berryessa for use during a drought. There is 6,500 acre-feet of SWP carryover water.

The City is managing its water supply to maximize the use of the allocated State Water Project water, conserve Solano Project water that can be stored/banked in Lake Berryessa, maximize Lake Herman water storage and delivery, and make improvements to components of the water infrastructure to ensure reliability and redundancy. All of these efforts are intended to ensure, to the extent feasible, an adequate water supply through December 2018 in case the drought continues. A forecast of Benicia's water source supply through 2018 is attached.

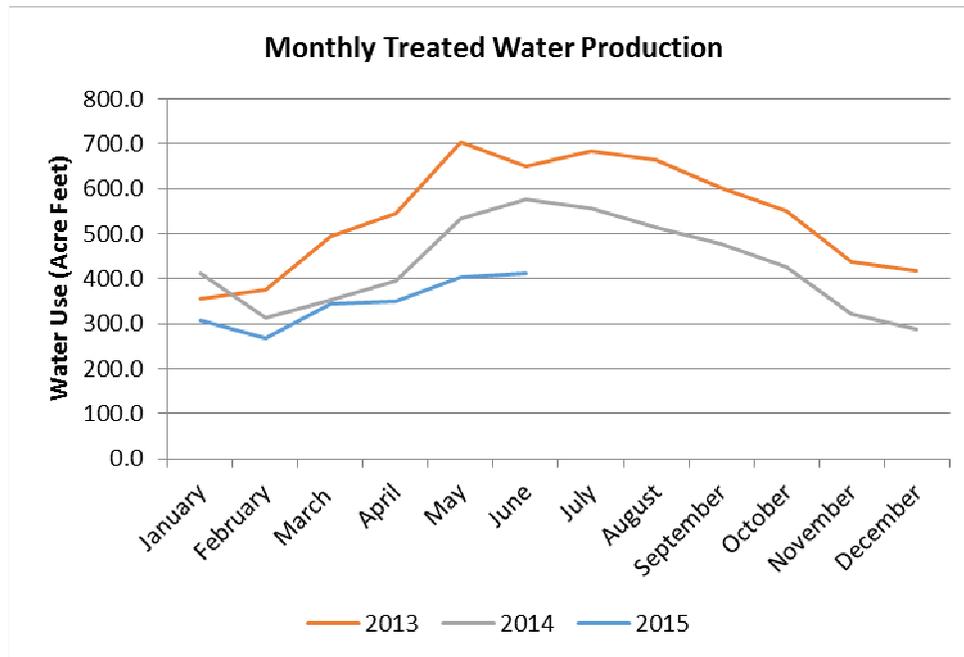
MONTHLY WATER UPDATE

Table 1 and Graph 1 show the monthly treated water production through June. The 12-month cumulative water conservation is 27.9% (from July 2014 through June 2015 compared to the 2013 baseline) shows that the conversation efforts in 2015 are even better than in 2014.

Table 1
Monthly Treated Water Production Leaving the Water Treatment Plant
(in acre-feet)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2013	354.8	375.6	494.1	546.0	703.4	648.5	682.5	662.9	601.8	551.8	438.5	419.2
2014	411.8	312.4	352.3	394.7	534.7	575.0	557.0	515.0	478.2	426.1	320.8	286.5
2015	308.8	268.4	345.0	351.1	402.6	413.6						
2014 percent difference from 2013	16.1%	-16.8%	-28.7%	-27.7%	-24%	-11.3%	-18.4%	-22.3%	-20.5%	-22.8%	-26.8%	-31.7%
2015 percent difference from 2013	-13.0%	-28.5%	-30.2%	-35.7%	-42.8%	-36.2%						

Graph 1
Monthly Treated Water Production Leaving the Water Treatment Plant
(in acre-feet)



Residential Water Use

Monthly reports about residential customer water use are submitted to the State Water Resources Control Board (SWRCB.) Benicia's per capita water use was 81 gallons per person per day (GPPD) in May, compared to the statewide average of 87.5 GPPD, which is the latest information available. Note that various factors can affect the per capita water use comparison such as precipitation, temperature, population, socio-economic measures and even water prices.

Table 2 below shows Benicia's residential gallons per capita per day by month. These figures are calculated by multiplying the monthly treated water production by the residential percentage of treated water (54%), multiplying by a conversion factor of 325,851, dividing by Benicia's population (28,086) and then dividing by the number of days in the month.

Table 2
Residential – Gallons Per Capita Per Day (R-GPCD)

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2013	72	84	100	114	147	135	138	134	126	112	92	85
2014	83	70	71	82	112	120	113	104	100	86	67	58
2015	62	60	70	73	81	86						

Governor's April 1 Executive Order and State-Mandated Conservation Targets

On April 1, 2015, Governor Brown issued an Executive Order mandating a 25% reduction in water use for all urban water users from 2013 usage. The cuts apply to all California urban water suppliers, who are classified into tiers based on per capita water consumption with reduction targets for each agency ranging from 8% to 36% depending on the residential daily water use per person. On June 9, 2015 Benicia's water conservation target was reduced from 28% to 20%. Benicia's target was adjusted after the City submitted revised gallon per person calculations that more accurately reflected water production in 2014 and complied with the Water Board's reporting requirements.

Benicia already is way ahead of state-mandated targets. The efforts of all Benicia water customers are acknowledged and appreciated. Not only are residents and businesses exceeding state-mandated goals, but Benicia's conservation rate in May was among the highest in the state at 26 out of 400.

The following is a summary of Benicia's water conservation enforcement actions, which are reported to the State:

**Table 3
Water Conservation Enforcement Statistics**

Monthly Enforcement Statistics	Jan	Feb	Mar	Apr	May	June
Water Waste Complaints	0	0	0	14	13	10
Contact Follow-ups	0	0	0	14	13	10
Warning Actions (door hangers)	1	4	10	16	1	3
Warning Letters	0	0	1	0	1	0
Penalties (fines issued)	0	0	0	0	0	0

Current Water Portfolio

Table 4 details the usage of all three water supplies in 2014 and 2015.

**Table 4
2014 and 2015 Source Water Usage
(acre-feet)**

	<i>Total Raw Water Demand</i>	<i>State Water Project Supply</i>	<i>Solano Project Supply</i>	<i>Lake Herman Supply</i>	<i>Lake Herman Stored Water</i>
2014					
2014 Total	9,954	6,785	2,138	1,031	0
2015					
January	800	147	0	653	
February	679	541	111	27	
March	813	27	724	62	
April	787	0	742	44	
May	923	489	453		20
June	920	1,126	0		206
2015 Total	4,922	2,330	2,030	787	226

Table 5 identifies the different accounts within the Benicia Water Supply Portfolio. The State Water Project water that the City is guaranteed comes from our "Table A" contract water (4,300-AF), the Carry-over from previous years (6,800-AF), and the remaining water banked with the Mojave Water Agency (1,000-AF). Solano County Water Agency has approved the exchange between Benicia

and Vallejo to trade a portion of Benicia's Carry-over water for Vallejo's Permit Water, at a 1:2 ratio. Vallejo's Permit Water originates from the same source as the North Bay Aqueduct, and can be described as a "use it or lose it" water each calendar year. This exchange with Vallejo can only occur while Vallejo has access to its Permit Water (State Water Resources Control Board rescinded "junior" permit water on May 1).

Table 5
Benicia Water Portfolio for 2014, 2015 and 2016
(in acre-feet)

Water Source	2014	2015	2016
SWP - Table A Allocation	860	4,300	860 ¹
SWP- Advanced Table A	0	?	?
SWP – Carryover	9,396	6,800	10,850
SWP - Article 21	0	?	?
Vallejo Permit Water Exchange	588	211 ²	500 ²
SWP - Settlement Water	1,580	504	?
SWP - Mojave Water Agency Bank	1,000	1,000	0
SWP - Yuba Accord Water	266	?	?
SWP-NOD Allocation	0	?	?
State Water Project Sub-Total	13,690	12,815	12,210
SP - Vallejo 1962 Agreement	1,100	1,100	1,100
SP - SID 2009 Agreement	2,000	2,000	2,000
SP - Vacaville Purchase (July & Dec)	4,000	0	?
SP- Vallejo Exchange (Sept 2014)	166	?	?
SP-Total Carryover	4,697	9,942	11,942
Solano Project Sub-Total	11,963	13,042	15,042
Lake Herman - Projected Supply	1,590	750	750
Grand Total	27,243	26,607	28,002

¹ Assuming the worst case scenario of receiving only 5% of our Table A Allocation.

² Assuming that we can exchange SWP Carryover water for Vallejo's Permit Water.

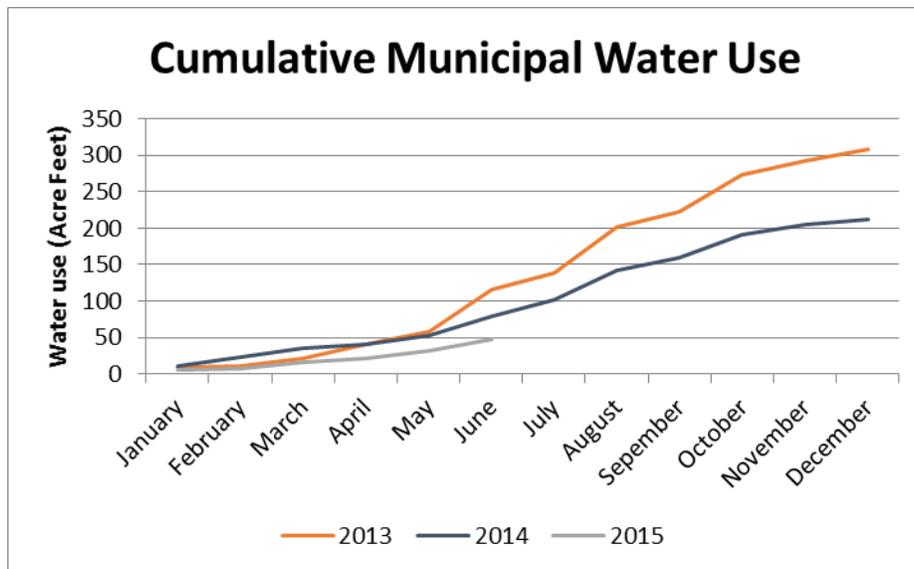
Municipal (City Facilities) Water Use

Table 6 and Graph 2 show the amount of water the City municipal meters have used during this same period. A total of 308 acre-feet were used in 2013 and 212 acre-feet were used in 2014, which is a 31% annual reduction. Major sources of reductions are reduced watering at City parks and the in-plant recycled water project at the Wastewater Treatment Plant that saves 27,000 gallons per day.

Table 6
City Facilities Metered Water Use
(in acre-feet)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2013	8.8	2.3	10.0	18.9	17.9	57.5	22.9	63.3	21.7	50.6	17.8	16.2
2014	10.0	13.6	11.8	4.8	12.5	26.8	22.1	40.3	17.6	30.8	14.1	7.4
2015	4.9	1.6	8.9	6.6	9.8	15.9						
2014 percent difference from 2013	13.6%	491.3%	18.0%	-74.6%	-30.2%	-53.4%	-3.5%	-36.3%	-18.9%	-39.1%	-20.8%	-54.3%
2015 percent difference from 2013	-44.3%	-30.4%	-11.0%	-65.1%	-45.3%	-72.3%						

Graph 2
Cumulative City Facilities Metered Water Use
(in acre-feet)



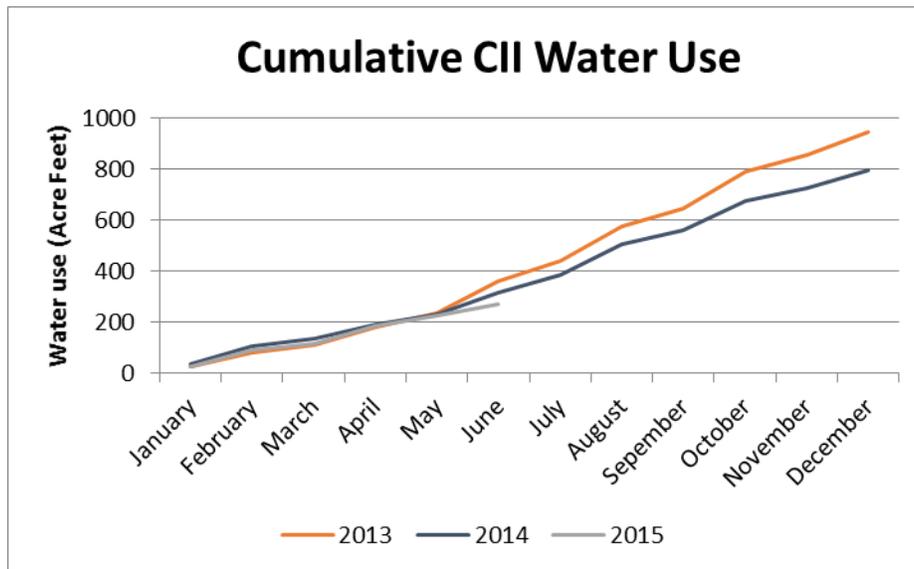
Commercial/Industrial/Institutional (Businesses) Water Use

Table 7 and Graph 3 show the amount of water the Commercial/Industrial/Institutional customers (i.e. includes businesses, schools and churches, but not City facilities) have used during this same period. A total of 945 acre-feet were used in 2013 and 794 acre-feet were used in 2014, which is a 16% annual reduction.

Table 7
Commercial/Industrial/Institutional (CII) Metered Water Use
(in acre-feet)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2013	27.5	51.1	34.2	69.6	53.5	124.1	78.4	135.1	72.4	146.5	65.2	87.7
2014	34.1	72.6	27.4	57.6	37.3	88.4	69.2	117.7	57.0	116.8	50.0	66.2
2015	24.7	67.2	24.5	67.1	40.5	48.4						
2014 percent difference from 2013	24%	42%	-20%	-17%	-30%	-29%	-12%	-13%	-21%	-20%	-23%	-25%
2015 percent difference from 2013	-10%	32%	-28%	-4%	-24%	-61%						

Graph 3
Cumulative Commercial/Industrial/Institutional (CII) Metered Water Use
(in acre-feet)



Solano County Turf Replacement Program Update

The Solano County Water Agency (SCWA) has administered a turf-replacement program since 2010 using state Proposition 84 grant funding that provides rebates to residents who replace their water thirsty lawn with drought-tolerant landscaping. This program will reimburse a property owner \$1.00 per square foot, up to \$1,000 per project.

Last year, the Benicia Community Sustainability Commission (CSC) provided a \$100,000 grant funding for an additional \$1.00/ sq. ft. rebate for Benicia residents for an enhanced rebate of \$2.00 per sq. ft., up to \$2,000, until the grant funds are exhausted. As of June 17, \$93,321 of the \$100,000 CSC grant has been paid to 118 Benicia residents. The balance remaining of \$6,679 will go to residents that are already in the queue, on a first come first serve basis.

Public Works applied for another \$100,000 grant through the CSC on May 15 since this is a popular water conservation rebate program. If that grant is awarded, then the rebate will resume to \$2.00 per square foot, up to \$2,000.

The Table below shows the number of Benicia residents that took advantage of the various water conservation rebates and surveys the City offers through its partnership with Solano County Water Agency.

**Table 8
Water Conservation Program Statistics**

Water Conservation Programs	2007	2008	2009	2010	2011	2012	2013	2014	2015	Totals
High Efficiency Washer Rebates	90	220	387	54	46	76	95	126	39	1133
High Efficiency Toilet Rebates (program discontinued)	3	55	75	139	56	74	130	197	14	743
SCWA Residential Surveys			138	143	61	143	65	55		605
Turf Replacement Rebates					2	5	14	74	37	132
Commercial/Industrial/Institutional High Efficiency Toilet Rebates		99				300				399

Water Leak Detection

The City has hired a leak detection contractor, Utility Services Association, to find leaks throughout the City. The goal is to complete the first sweep of this work by the end of July. Table 9 below shows the City's leak repair history. The Public Works Department goal for Fiscal Year 2015/16 is to repair 150 leaks. So far in 2015, the Department is off to a good start.

**Table 9
Leak Repairs**

WATER LEAK REPAIRS - 2013													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR END TOTALS
Main	0	1	1	1	3	0	2	0	1	2	10	2	23
Service Lateral	10	12	10	5	3	5	7	5	4	5	5	5	76
Total Water Calls	10	13	11	6	6	5	9	5	5	7	15	7	99

WATER LEAK REPAIRS - 2014													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR END TOTALS
Main	2	1	0	0	2	2	2	1	3	4	2	2	21
Service Lateral	4	2	0	5	6	3	9	13	8	4	8	6	68
Total Water Calls	6	3	0	5	8	5	11	14	11	8	10	8	89

WATER LEAK REPAIRS - 2015													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR END TOTALS
Main	1	2	1	2	2								8
Service Lateral	6	6	9	5	5								31
Total Water Calls	7	8	10	7	7								39

Long Term Water Supply Procurement

The City currently has three water supply contracts: State Water Project through the Solano County Water Agency, Solano Project water through the City of Vallejo 1962 Agreement, and Solano Project water through the Solano Irrigation District 2009 Agreement. Prior to 2014, the City has purchased surplus Solano Project carryover water from Vallejo and Vacaville on an “as-needed” basis to meet water quality objectives. The City has also exchanged its State Water Project carry-over water to other cities for their Solano Project carry-over, typically on a 2-part SWP for 1-part SP exchange. In 2014, the City initiated its first large-scale purchase of Solano Project water from the City of Vacaville (4,000 AF at a cost of \$800,000) due to the impacts of the drought and the reduction in our State Water Project allotment.

The continuing drought has created an opportunity for the City to purchase Solano Project water at prices higher than we normally purchase water in our fixed contracts. The Solano Irrigation District suggested a cost of \$383 per AF in

March 2014 when the City began investigating the purchase of additional water. The City of Vacaville thought that this price was excessive and quoted the City \$200 per AF for 2014, leaving the door open that Solano Project water may be available in 2015 at a re-negotiated price. The University of California at Davis expressed an interest to the Solano County Water Agency that it has an entitlement of Solano Project water which it may be interested in selling to the City. No discussions have been held with UC Davis.

These opportunities are encouraging, but present a financial hardship for the City. The City currently does not have any reserve funds to purchase additional water, and if directed, would need to borrow the money from the State or a private institution. These three agencies are willing to sell their carry-over water, which stands the risk of being lost if Lake Berryessa fills and overflow. The transfer of this water to the City would assume those same risks, and thus, the City would be purchasing high-priced water that could be lost if Lake Berryessa spills over.

An alternative to purchase additional water is to reuse water the City already owns. If the City and Valero Refinery agree to a water recycling project, the estimated savings is 2,000 AF per year of raw water that the City does not have to purchase from another agency. If the cost of purchasing water rose to \$300 per AF, this water would become more expensive than the cost of recycling water to be used by the City's largest industrial customer. Valero's annual usage of 5,000 AF per year would be reduced by 40% ($2000/5000 = 0.4$). This 2,000 AF per year of recycled water would allow the City to "bank" the 2,000 AF of water it purchases annually from the Solano Irrigation District. In 5 years, the City would be able to "bank" an entire year of water supply in Lake Berryessa (10,000 AF).

Benicia Water Reuse Project

Benicia is in a position to implement a non-potable water reuse project that would supply approximately 2 million gallons per day (GPD) of for use in cooling towers at the Valero Oil Refinery. This project would reduce the City's water needs by more than 20%, thus increasing the long-term reliability of water supply for City residents and Valero. Obtaining funding in the form of grants or loans will be critical to making this project a reality.

The most likely sources for grant funding are the Federal Title XVI program administered by the U.S. Bureau of Reclamation (USBR), and the Proposition 1 recycled water funding that is being managed by the SWRCB. In addition, low-interest loans are available through the State Revolving Fund program, administered by the SWRCB. The SWRCB funding programs for recycled water are being prioritized on a first come, first served basis and will provide 35% grant funding and 65% financing for eligible projects.

To obtain grants and loans, the City must prepare a Feasibility Study and Facility Planning Report that will specify how the recycled water will be produced at the Benicia Wastewater Treatment Plant (WWTP) and transported to Valero. In addition, the City must prepare environmental review documentation before the project can be considered “shovel-ready” and eligible for construction grants and/or loans.

The City had applied for grants specifically designed for planning studies, but in the last month has learned that grant funding for the Feasibility Study will not be forthcoming. The USBR did not approve the City’s application for a planning grant. In a debriefing, USBR staff indicated that they awarded 7 grants out of a pool of 29 applicants, with the City’s application narrowly missing approval. The SWRCB has told City staff that their rules prohibit more than one planning grant per project. Since the SWRCB did reimburse the City \$75,000 for the “Water Reuse Project Preliminary Design Report” previously conducted in 2008 by CDM Smith, the City is not eligible for the Planning Grant a second time.

Despite this disappointing news, it is important for the City to proceed with a Feasibility Study and Facility Planning Report as quickly as possible to be eligible for construction grants and/or low-interest loans, especially the time-sensitive Proposition 1 programs. The City issued a Request for Proposals for engineering services for the water reuse project in May, and expects to request that the City Council execute an agreement with the most qualified responding firm at an upcoming City Council meeting.

Water Meter Replacement Project

The City of Benicia does not maintain a water meter reliability program. Nearly 60% of the residential water meters are 20 years or older and nearly all of the commercial meters are over 40 years in age. All of the City’s water meters are mechanical by design, and over time, mechanical meter accuracy deteriorates. The City does not have a meter testing program and it is noted that the meter test bench was removed in 1998. Meters are replaced when it becomes apparent that the meter is reading low or not at all. It is theorized that at least half of the non-revenue for water percentage of 26% is due to meter inaccuracy.

The City of Benicia Public Works Department has determined that the most fiscally-responsible approach to resolving this problem is to replace the mechanical meters with solid state (non-mechanical) water meters. There are two major types of solid state water meters, ultrasonic and magnetic. Due to established data whereby solid state water meters maintain their accuracy (within 2%) over their 20 year life cycle, the Department is proposing to the City

Council that approximately 9,800 water meters be replaced in 2016, switching from a mechanical to a solid state design. The Department also is recommending that an automated meter infrastructure (AMI) be constructed, allowing the Finance Department and customers to collect water meter data on a daily basis (if not hourly), as compared to the bi-monthly frequency the City currently employs. A properly integrated AMI system will provide useful data to the City as well as for the customer, such as quickly identifying leaks.

There is a strong consensus among the Public Works Department, the Finance Department, and the City Manager's Office that a properly deployed meter replacement/AMI program will reduce the amount of unaccounted for water and simultaneously, and improve water conservation. If the City Council approves of the Department's recommendation on July 21, a "Request for Proposal" to hire a contractor to administer and deploy the equipment will be issued in August and award could be made in December 2015. Water meter replacement and AMI deployment should start no later than February 2016, and the City is specifying a 9-month construction schedule, with completion slated for 2016.

Reviewing the Business Case Analyses provided by five competent vendors, the most-likely estimated cost to replace all 9,800 water meters is \$3,020,000 and the estimated cost to install a City-wide automated meter infrastructure is \$1,500,000. The total cost of \$4,520,000 would be paid back in 2.07 years by the anticipated annual revenue gain of \$2,180,827 resulting from accurate meter reads. The estimated return on investment over the 20-year life of the meters is \$43,616,500.

Attachments:

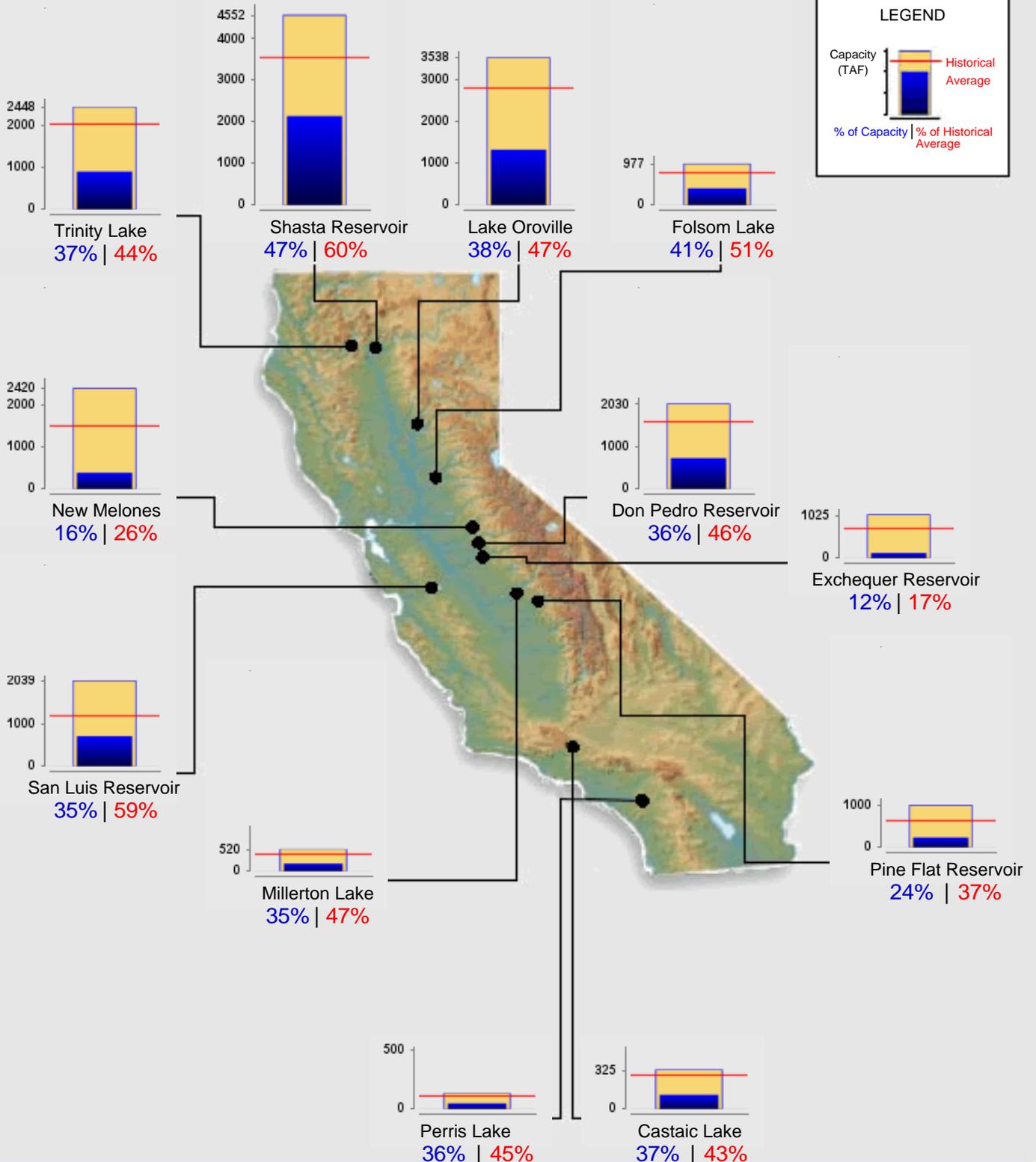
- DWR Reservoir Conditions
- SCWA Weekly Report and Lake Berryessa Storage Graph
- Supply and Demand Forecast through 2018
- Water Supply Scenarios Graph through 2018



Reservoir Conditions

Ending At Midnight - July 8, 2015

CURRENT RESERVOIR CONDITIONS



SOLANO COUNTY WATER AGENCY WEEKLY REPORT

For Week Ending Sunday, July 05, 2015

Last Updated: Tuesday, July 07, 2015

SOLANO PROJECT

Lake Berryessa Surface Elevation	404.34 ft (top of Glory Hole is 439.96 ft)
Surface Elevation Changes from 7/1/2015	-0.4 ft
Lake Berryessa Storage (acre-feet)	941,503 AF (Max 1.6 Million AF)
Storage Changes from 7/1/2015	-6,115 AF
Lake Berryessa % Capacity	58.84%
Distance to Glory Hole	35.62 feet BELOW
Decrease from High Point	120,644 AF (Lake high of 1,062,147 on 02/26/2015)
Putah Creek Releases	72 cfs
Putah Creek Flood Releases	0.00 cfs

Operating to July I-80 requirement of 15 cfs with buffer from riparian diversions. Minimum release at Diversion Dam for July is 43 cfs.

NORTH BAY AQUEDUCT

Current Allocations of Contract Amount

Allocation increased to 25% on January 15, 2015
Initial allocation for 2015 is 10% on December 1, 2014

Delta Conditions: Balanced conditions effective March 16. Term 91 was imposed on April 30.

Flows for the week of 6/28/2015 to 7/5/2015 (units are in CFS)

Monday	46
Tuesday	45
Wednesday	40
Thursday	46
Friday	44
Saturday	41
Sunday	38

RAINFALL			
Lake Solano		Lake Berryessa	
Annual Rainfall Average	Year to Date Rainfall Total	Annual Rainfall Average	Year to Date Rainfall Total
24.15	17.83	25.82	19.08

GENERAL MANAGER'S NOTES

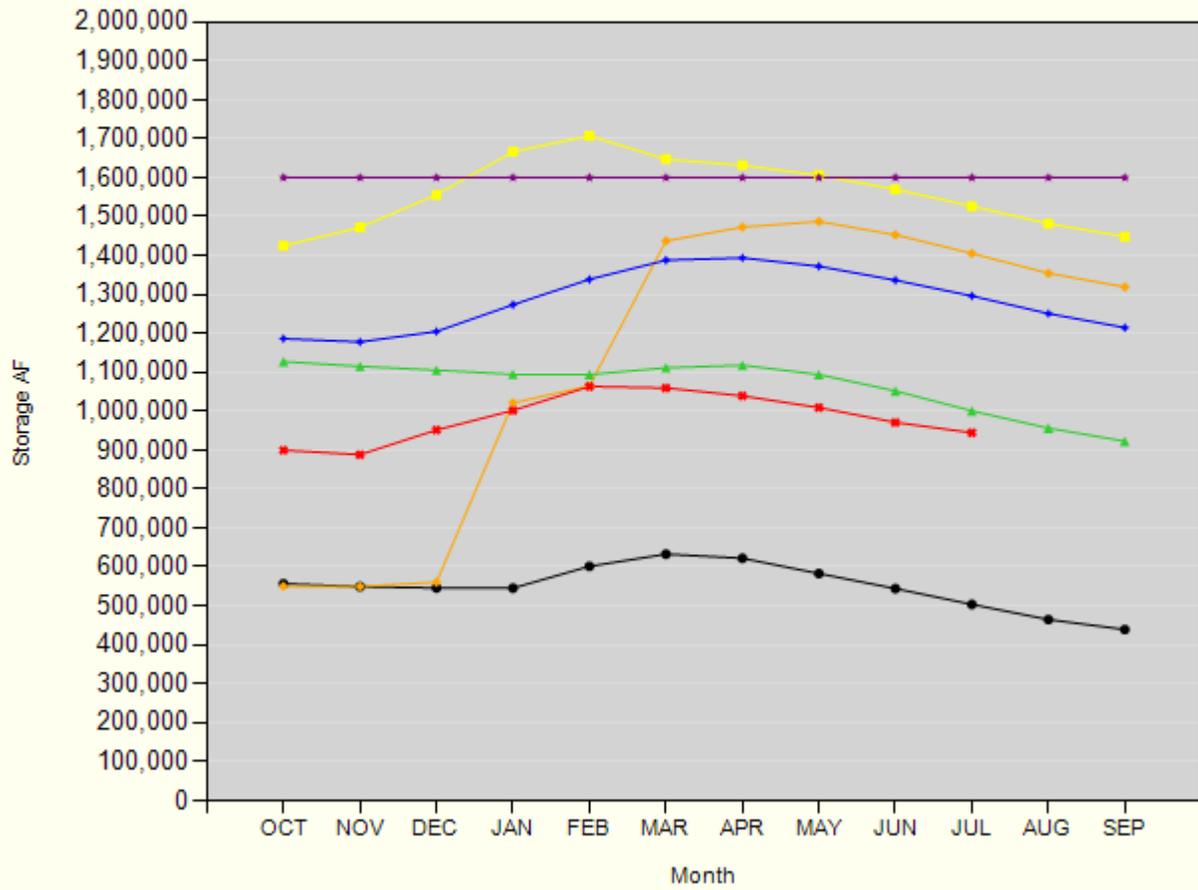
Next Advisory Commission meeting will be **July 22, at 12:30 PM at SCWA Office.**

The next SCWA Board Meeting will take place on **August 13, at 6:00 PM at SCWA Board Room.**

The next Flood Control Advisory Committee Meeting will be on **December 5, at 6:00 PM at SCWA Office.**

Lake Berryessa Storage

—●— 1983 - Highest Storage
 —●— 1995 - Greatest Gain
 —●— 2015
 —●— SPILL LEVEL
—●— 1992 - Lowest Storage
 —●— 2014
—●— Average (1960 - Current)

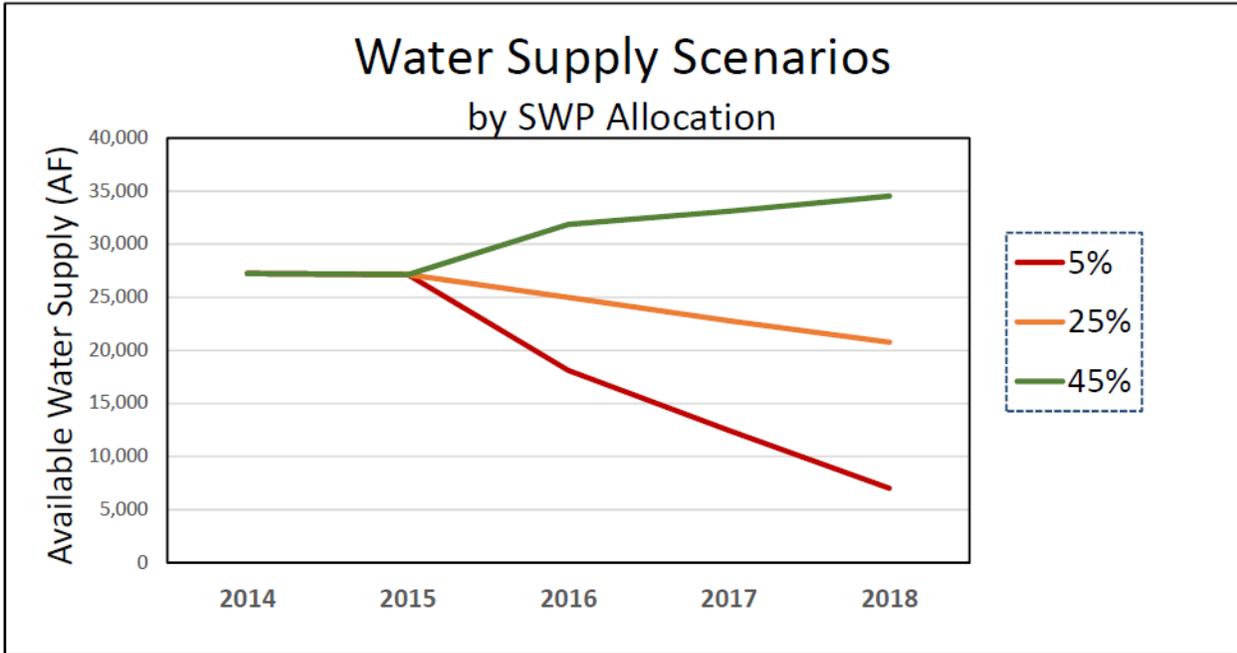


2014 - 2018 Supply versus Demand Table

Last Update July 1, 2015	<i>2014 Available Water Supply (AF) ^{1&2}</i>	<i>2014 New Water Supply</i>	<i>2014 Actual Water Usage (AF)</i>	<i>2015 Available Water Supply (AF) ^{1, 3, 4, 5 & 6}</i>	<i>2015 New Water Supply</i>	<i>2015 Projected Water Usage (AF)</i>	<i>2016 Available Water Supply (AF) ^{1&7}</i>	<i>2016 New Water Supply</i>	<i>2016 Projected Water Usage (AF)</i>	<i>2017 Available Water Supply (AF) ^{1&7}</i>	<i>2017 New Water Supply</i>	<i>2017 Projected Water Usage (AF)</i>	<i>2018 Available Water Supply (AF) ^{1&7}</i>
State Water Project	13,690	3,706	6,785	6,800	5,804	6,532	6,072	860	5,384	1,548	860	860	1,548
Solano Project Water	12,129	3,100	2,138	13,091	3,100	2,482	13,709	3,100	4,075	12,734	3,100	8,525	7,309
Lake Herman	750	1,590	1,031	750	1,008	917	750	452	452	750	526	526	750
Total Water Supply (AF)	26,569		9,954	20,641		9,931	20,531		9,007	15,032		9,911	9,607
Municipal & Industrial - TW			5,166			4,674			4,968			4,968	
Valero Industrial - RW			4,788			4,936			4,943			4,943	
Total Water Demand (AF)			9,954			9,610			9,911			9,911	

- ¹ Assumes 750-AF of runoff into Lake Herman from winter rains
- ² Includes purchase of 4,000 AF of Solano Project Water from Vacaville
- ³ Includes reclassification of carryover to settlement water
- ⁴ Includes the transfer of 1000-AF of Mojave banked water in 2015
- ⁵ Includes transfer of 166-AF of Vallejo SP carryover in 2014
- ⁶ Includes exchange of 197-AF of Vallejo Permit water in 2015
- ⁷ Assumes 5% Allocation of SWP

Water Supply Scenarios Graph
showing 5%, 25%, and 45% State Water Project Allocations



MINUTES OF THE
REGULAR MEETING – CITY COUNCIL
July 07, 2015

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.

Vice Mayor Hughes was absent.

All other Council Members were present.

II. CLOSED SESSION:

A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Initiation of litigation pursuant to subdivision (c) of Section 54956.9
Number of potential cases: One (1)

B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of
Section 54956.9
Number of potential cases: One (1)

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

A. ROLL CALL

Vice Mayor Hughes was absent.

All other Council Members were present.

B. PLEDGE OF ALLEGIANCE

Diane Smikahl led the Pledge of Allegiance.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC.

IV. ANNOUNCEMENTS/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS:

A. ANNOUNCEMENTS

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

Heather McLaughlin, City Attorney, reported the following actions taken during Closed Session:

- II.A - Council authorized the City Attorney to file litigation.
- II.B - Council asked Staff for more information.

2. Openings on Boards and Commissions:

Arts & Culture Commission
1 unexpired term
Application Due Date: July 31, 2015

Civil Service Commission
1 full term
Application Due Date: July 31, 2015

Economic Development Board
2 unexpired terms
2 full terms
Application Due Date: July 31, 2015

Finance Committee
1 full term
1 unexpired term
Application Due Date: July 31, 2015

Human Services Board
1 unexpired term
Application Due Date: July 31, 2015

SoITrans Public Advisory Committee
1 full term
Application Due Date: July 31, 2015

Open Government Commission
1 unexpired term
Application Due Date: July 31, 2015

3. Mayor's Office Hours:

4. Benicia Arsenal Update

Update from City Attorney

Heather McLaughlin, City Attorney, stated there was nothing new to report at this time.

B. PROCLAMATIONS

1. **IN RECOGNITION OF TEN YEARS OF THE OPEN GOVERNMENT ORDINANCE**
2. **IN RECOGNITION OF PARKS MAKE LIFE BETTER MONTH - JULY 2015**

C. APPOINTMENTS

1. **Appointment of Council Member Christina Strawbridge to a City Council Subcommittee for a one-year term ending July 31, 2016**

RESOLUTION 15-68 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA CONFIRMING THE MAYOR'S APPOINTMENT OF COUNCIL MEMBER CHRISTINA STRAWBRIDGE TO A CITY COUNCIL APPOINTMENT SUBCOMMITTEE FOR A ONE-YEAR TERM ENDING JULY 31, 2016

On motion of Mayor Patterson Council adopted Resolution 15-68, on roll call by the following vote:

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

D. PRESENTATIONS

1. **MARIN CLEAN ENERGY (MCE) IMPLEMENTATION - UPDATE**

V. ADOPTION OF AGENDA:

Brad Kilger, City Manager, discussed the revised letter to the Grand Jury regarding mitigating water loss (Item VII.E) Mayor Patterson made suggested revision, which Staff supported.

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

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

VI. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

Three items received (copies on file).

B. PUBLIC COMMENT

1. Kristi Claverie - Ms. Claverie reported that she was able to start her business after last month's public hearing. She requested that Council discuss the issue revising the process for use permits for in-home child care, and do something similar to cities such as Fairfield and Sacramento, as it would be easier on the applicants and neighbors.
2. Claudia Claverie - Ms. Claverie discussed the need to revise the process for in-home child care businesses.
3. Christina Boman - Ms. Boman discussed concern regarding her water bill. She discussed the issue of a permit for a food forest/perma-culture to hopefully provide some sort of a break on water costs.
4. Gretchen Burgess - Ms. Burgess discussed an upcoming Voena performance, and concerns regarding her water bill.
5. Jeanine Thomas - Ms. Thomas discussed concern regarding the water issue in the City.
6. Council Member Campbell - Council Member Campbell commended Benicia Main Street for doing an incredible job over the Fourth of July weekend. He discussed the steps the Parks department recently installed at the pool that will make it easier for senior citizens to get in/out of the swimming pool.

VII. CONSENT CALENDAR:

Council pulled items VII.A and VII.H for discussion.

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

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

A. APPROVAL OF THE MINUTES OF THE JUNE 2, 2015 AND JUNE 16, 2015 CITY COUNCIL MEETINGS

Council Member Strawbridge corrected an item on page VII.4, stating that Patty Gavin was the chair on the Arts and Culture Commission, not the Community Sustainability Commission.

On motion of Council Member Schwartzman, seconded by Council Member Strawbridge, Council adopted the June 2, 2015 and June 16, 2015 City Council meeting minutes, as amended, on roll call by the following vote:

Ayes: Patterson, Strawbridge, Schwartzman, Campbell

Noes: (None)

B. AWARD OF ROCK, FITTINGS AND HARDWARE PURCHASES FY 15/16

RESOLUTION 15-69 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AUTHORIZING THE PURCHASE OF CRUSHED AGGREGATE ROCK FOR FISCAL YEAR 2015-2016 FROM SYAR INDUSTRIES INC. OF VALLEJO, CALIFORNIA, FOR A NOT-TO-EXCEED COST OF \$56,000

RESOLUTION 15-70 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AUTHORIZING THE PURCHASE OF WATER DISTRIBUTION PIPELINE FITTINGS AND HARDWARE FOR FISCAL YEAR 2015-2016 FROM ROBERTS & BRUNE CO. OF OAKLEY, CALIFORNIA, FOR A NOT-TO-EXCEED COST OF \$75,000

C. AMENDMENT TO THE ARTS AND CULTURE COMMISSION'S ORDINANCE CHANGING TIME, FREQUENCY, AND LOCATION OF MEETINGS

ORDINANCE 15- - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENICIA AMENDING CHAPTER 2.104 (ARTS AND CULTURE COMMISSION) OF DIVISION 2 (BOARD AND COMMISSIONS) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE BENICIA MUNICIPAL CODE BY REVISING SECTION 2.104.040 TO AMEND THE COMMISSION'S MEETING TIME AND PLACE

D. RESOLUTION SETTING THE FISCAL YEAR 2015-16 SECURED TAX RATE FOR BONDED INDEBTEDNESS FOR THE REFUNDING GENERAL OBLIGATION BONDS, SERIES 2012

RESOLUTION 15-71 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA SETTING THE FISCAL YEAR 2015-16 SECURED TAX RATES FOR THE REFUNDING GENERAL OBLIGATION BONDS, SERIES 2012

E. CITY OF BENICIA'S RESPONSE TO 2014-15 SOLANO COUNTY GRAND JURY REPORT "MITIGATING WATER LOSS"

- F. CITY OF BENICIA'S RESPONSE TO 2014-2015 GRAND JURY REPORT "TO CHARGE OR NOT TO CHARGE"
- G. APPROVAL OF AMENDMENT TO AGREEMENT WITH SIEMENS INDUSTRY FOR ADDITIONAL STREET LIGHT REPAIR WORK

RESOLUTION 15-72 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING AN AMENDMENT TO AGREEMENT WITH SIEMENS INDUSTRY FOR ADDITIONAL STREET LIGHT REPAIR WORK IN THE AMOUNT OF \$29,635.60 AND AUTHORIZING THE CITY MANAGER TO SIGN THE AMENDMENT TO AGREEMENT ON BEHALF OF THE CITY

- H. APPROVE AN AGREEMENT BETWEEN CITY OF BENICIA AND WOLF COMMUNICATIONS TO PERFORM TOURISM AND MARKETING SERVICES

RESOLUTION 15-73 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AWARDED THE TOURISM MARKETING CONSULTANT CONTRACT TO WOLF COMMUNICATIONS OF SANTA ROSA, CALIFORNIA IN THE AMOUNT NOT-TO-EXCEED \$60,000 AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT ON BEHALF OF THE CITY

Council Member Campbell discussed the excellent work Jack Wolf has done.

Public Comment:

1. Ken Paulk - Mr. Paulk spoke in support of Jack Wolf and the work he has done.

Council Member Strawbridge discussed Jack Wolf's expertise in tourism and marketing. She discussed the work he has done on the City's marketing plan.

Jack Wolf, Wolf Communications, discussed the recent marketing events in Benicia.

On motion of Council Member Strawbridge, seconded by Council Member Schwartzman, Council adopted Resolution 15-73, on roll call by the following vote:

Ayes: Patterson, Strawbridge, Schwartzman, Campbell

Noes: (None)

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

VIII. BUSINESS ITEMS:

A. PUBLIC HEARING FOR CITY OF BENICIA LANDSCAPING AND LIGHTING DISTRICT FOR FISCAL YEAR 2015-16

RESOLUTION 15-74 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA 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 2015-16

Brad Kilger, City Manager, discussed the revised resolution that Mayor Patterson submitted (copy on file). Staff reviewed the suggested amendments and supports the changes.

Graham Wadsworth, Public Works Director, reviewed the staff report.

Public Hearing Opened

Public Comment:

None

Public Hearing Closed

Council Member Campbell and Staff discussed concern regarding running in the red, the need to increase rates, and the need to come up with a date when a rate increase would be discussed by Council (prior to the end of 2015).

Mayor Patterson discussed how she brought this issue forward in 2004 with former Parks Director, Mike Alvarez, predicting that there would be shortfall on the districts regarding landscaping, etc. This could be an opportunity to enhance and improve things such as drainage and trails.

On motion of Council Member Schwartzman, seconded by Council Member Strawbridge, Council adopted Resolution 15-74, as amended, on roll call by the following vote:

Ayes: Patterson, Strawbridge, Schwartzman

Noes: Campbell

B. INTRODUCTION AND FIRST READING OF AN AMENDMENT TO TITLE 8 HEALTH AND SAFETY TO REDUCE THE PERMITTED HOURS OF CONSTRUCTION IN THE CITY OF BENICIA, AFTER DETERMINING THAT THE PROJECT IS EXEMPT FROM CEQA

ORDINANCE 15- - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENICIA AMENDING SECTION 8.20.150 (CONSTRUCTION OF BUILDINGS AND PROJECTS) OF CHAPTER 8.20 (NOISE REGULATIONS) OF TITLE 8 (HEALTH AND SAFETY) OF THE BENICIA MUNICIPAL CODE TO REDUCE THE HOURS OF CONSTRUCTION FOR RESIDENTIAL DISTRICTS, DOWNTOWN MIXED-USE DISTRICTS, AND AREAS WITHIN 500 FEET OF A RESIDENTIAL ZONE OR DOWNTOWN MIXED-USE DISTRICT

Christina Ratcliffe, Community Development Director, reviewed the staff report.

Council Member Schwartzman and Staff clarified that the ordinance modification was addressing the issue of outside noise.

Council Member Campbell and Staff discussed the issue of enforcement.

Public Comment:

None

On motion of Council Member Strawbridge, seconded by Vice Mayor Campbell, Council approved the Introduction and First Reading of the above Ordinance, on roll call by the following vote:

Ayes: Patterson, Strawbridge, Schwartzman, Campbell

Noes: (None)

C. INTRODUCTION AND FIRST READING OF AN AMENDMENT TO CHAPTER 6.32 (ANIMAL KEEPING) OF THE BENICIA MUNICIPAL CODE TO ALLOW BEEKEEPING IN THE CITY OF BENICIA, AFTER A DETERMINATION THAT THE TEXT AMENDMENT IS EXEMPT FROM CEQA

ORDINANCE 15- - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENICIA REPEALING SECTION 6.32.060 (BEE KEEPING) AND ADDING CHAPTER 6.33 (BEEKEEPING) OF TITLE 6 (ANIMAL KEEPING) OF THE BENICIA MUNICIPAL CODE ESTABLISHING STANDARDS AND PERMIT REQUIREMENTS FOR HONEYBEE MANAGEMENT WITHIN THE CITY OF BENICIA

Christina Ratcliffe, Community Development Director, reviewed the staff report.

Council Member Strawbridge and Staff discussed whether bees would be

allowed in the Benicia Community Garden (no - only residential), and concerns regarding the confusing language on VIII.C.6 (b). Staff confirmed they would clean up the language.

Council Member Campbell and Staff discussed concern regarding the possibility of neighbors being allergic to bee stings, the permit process, and the issue of removing the neighbor notification process.

Council Member Schwartzman and Staff discussed the issue of roaming bees, the notification process for neighbors, and concern regarding neighbors who might be severely allergic to bees.

Public Comment:

1. Judy Weatherly - Ms. Weatherly spoke in favor of the proposed ordinance. She discussed the benefits of beekeeping.
2. Jan Pinkerton Spike - Ms. Pinkerton Spike spoke in favor of the proposed ordinance.
3. Christina Boman - Ms. Boman spoke in favor of the proposed ordinance.
4. Gretchen Burgess - Ms. Burgess spoke in favor of the proposed ordinance, concern regarding the permit fee and other various concerns regarding the proposed language, and the need for an educated bee group within Benicia.
5. Rokas Asmonas - Mr. Asmonas spoke in favor of the proposed ordinance.
6. Claudia Claverie - Ms. Claverie spoke in favor of the proposed ordinance.
7. Kristi Claverie - Ms. Claverie discussed the issue of bee sting allergies.
8. Kathy Kerridge - Ms. Kerridge spoke in favor of the proposed ordinance. She suggested changes to the issue of distance where the hives could be kept, lowering the permit fee, and the issue of allergies.
9. Elena Karoulina - Ms. Karoulina spoke in favor of the proposed ordinance.
10. Ken Paulk - Mr. Paulk spoke against the proposed ordinance.

Mayor Patterson and Staff discussed the questions raised regarding permit fees, water, right of entry, having a community group, and the 10-foot restriction.

Council Member Schwartzman and Staff discussed the permit process and the issue of best practices for neighbors.

Council Member Campbell discussed his desire to put something in the ordinance regarding notifying neighbors.

On motion of Council Member Strawbridge, seconded by Council Member

Schwartzman, Council approved the Introduction and First Reading of the above Ordinance, on roll call by the following vote:

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

D. AWARD OF CONTRACT TO TYLER MUNIS FOR ENTERPRISE RESOURCE PLANNING SOFTWARE

Karin Schnaider, Finance Director, reviewed the staff report.

Council Member Schwartzman and Staff discussed the issue of onsite training, and how much staff time could be saved by using a centralized system.

Council Member Campbell and Staff discussed other agencies that are using this product, and how long the company has been in business.

Public Comment:

None

On motion of Council Member Schwartzman, seconded by Council Member Strawbridge, Council approved the award of contract to Tyler Munis for Enterprise Resource Planning Software, on roll call by the following vote:

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

E. MAYOR PATTERSON'S REQUEST TO AGENDIZE DISCUSSION REGARDING LETTER FROM DONALD BASSO

Mayor Patterson reviewed her request to agendize the issue of fair taxation of commercial property.

Public Comment:

1. Don Basso - Mr. Basso clarified his request.
2. Kathy Kerridge - Ms. Kerridge spoke in support of placing this item on a future agenda.

Council Member Schwartzman had some concerns, but could support discussing it. He was concerned about how this might affect businesses.

Council Member Strawbridge requested that when this item is brought back, staff could provide information on how it would affect business and retention.

On motion of Vice Mayor Campbell, seconded by Council Member Strawbridge, Motion to Approve Mayor Patterson's request to agendaize discussion regarding a letter from Donald Basso, on roll call by the following vote:

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

IX. ADJOURNMENT:

Mayor Patterson adjourned the meeting at 9:56 p.m.

**AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 21, 2015
CONSENT CALENDAR**

DATE : July 14, 2015
TO : City Manager
FROM : Public Works Director
SUBJECT : **AWARD OF CONSTRUCTION CONTRACT FOR THE BENICIA INDUSTRIAL PARK BUS HUB PROJECT**

RECOMMENDATION:

Adopt a resolution accepting bids for June 23, 2015 bid opening for the Benicia Industrial Bus Hub Project, awarding the construction contract to Grade Tech, Inc. in the amount of \$1,434,991.00, authorizing the City Manager to execute the contract on behalf of the City.

EXECUTIVE SUMMARY:

This grant-funded project will construct a Bus Hub park and ride facility at the intersection of Park Road and Industrial Way in the Benicia Industrial Park. The Bus Hub would serve the industrial park's work force and commuters traveling to and from Contra Costa County and BART. The project would incorporate traffic circulation improvements requested during the initial public outreach process and attract future grant funding to the industrial park. As part of this project, a 24-inch waterline will be installed along Park Road from the intersection of Industrial Way and Park Road to the eastern of side of Sulfurs Springs Creek. The project is fully funded with a Regional Measure 2 Fund (RM2), Regional Traffic Impact Fee (RTIF), and Water Capacity Fund.

BUDGET INFORMATION:

The proposed project budget is outlined below:

Project Funding

Regional Measure 2 (Acct. #048-7740-9721)	\$945,000
Regional Traffic Impact Fee (Acct. #048-7740-9721)	\$255,000
Local Traffic Impact Fee (Acct. #034-8705-9722)	\$57,000
Allied Waste Vehicle Impact Fee (Acct. #048-7740-9711)	\$156,700
Water Projects (Acct. #045-8045-9896).....	\$230,450
Gas Tax (Acct. #017-8705).....	\$61,964
Total Project Budget	\$1,706,114

A summary of the anticipated construction expenditures is outlined below:

Project Expenditures

Construction Contract (Bus Hub)	\$1,252,491
Construction Contract (Water Line)	\$182,500
Construction Contingency (10%)	\$143,499
Material Testing	\$20,000
Construction Management	<u>\$107,624</u>
Total Project Expenditures	\$1,706,114

GENERAL PLAN:

Relevant General Plan Goals and policies include:

- Overarching Goal of the General Plan: Sustainability
- Goal 2.17: Provide an efficient, reliable, and convenient transit system
- Goal 2.20: Provide a balanced street system to serve automobiles, pedestrians, bicycles, and transit
- Goal 2.28: Improve and maintain public facilities and services

STRATEGIC PLAN:

Relevant Strategic Plan Issue and Strategies include:

- Strategic Issue #2: Protecting and Enhancing the Environment
 - Strategy #4: Protect air quality/Pursue multiple mass transit opportunities
- Strategic Issue #3: Strengthening Economic and Fiscal Conditions
 - Strategy #2: Strengthen Benicia Industrial Park competitiveness
- Strategic Issue #4: Preserving and Enhancing Infrastructure
 - Strategy #1: Provide safe, functional, and complete streets
 - Strategy #2: Increase use of mass transit/Design and construct the Downtown Intermodal Facilities Project

ENVIRONMENTAL REVIEW:

In accordance with the California Environmental Quality Act (CEQA), an Initial Study was conducted to determine whether the proposed Bus Hub Project could have a significant adverse effect on the environment. On the basis of that study, a Mitigated Negative Declaration was prepared. The Initial Study/Mitigated Negative Declaration (IS/MND) was noticed and circulated for a 20-day public comment from October 16 – November 4, 2013. On January 21,

2014, City Council adopted Resolution No. 14-08 approving the revised Mitigated Negative Declaration.

BACKGROUND:

City, STA and Mark Thomas & Company staff have spent years preparing the design documents, preparing the environmental document, and acquiring the property at a total cost of approximately \$910,000. On April 21, the City Council approved the design and authorized the City Manager to submit an allocation request to the Metropolitan Transportation Commission for \$945,000 in construction funding.

On June 23, 2015, four (4) bids were received and opened for the Benicia Industrial Bus Hub Project as summarized below:

RANK	BIDDER'S NAME AND CITY	BASE BID
1	Grade Tech Inc., San Ramon	\$1,434,991.00
2	Granite Rock, San Jose	\$1,442,834.00
3	O.C. Jones & Sons, Berkeley	\$1,579,170.00
4	Redgwick Construction Co., Oakland	\$1,818,346.00
--	<i>Engineer's Estimate</i>	<i>\$1,400,000</i>

The low bid of \$1,434,991.00 submitted by Grade Tech, Inc. of San Ramon was reviewed and determined to be responsive. Grade Tech, Inc. has successfully completed work for other public agencies in the Bay Area and is considered a responsible bidder. The second low bid was only 6% higher than the low bid, which shows that the bid documents were clear and understandable.

The bid includes constructing a Bus Hub park and ride facility at the intersection of Park Road and Industrial Way in the Benicia Industrial Park. The Bus Hub would serve the industrial park's work force and commuters traveling to and from Contra Costa County and BART. The project would incorporate traffic circulation improvements requested during the initial public outreach process and attract future grant funding to the industrial park.

During the design of this project it was found that a 24-inch waterline should be installed along Park Road from the intersection of Industrial Way and Park Road to the eastern side of Sulfur Springs Creek. This waterline is identified in the 2012 Water Master Plan and will begin the process of creating a second waterline

along Park Road, which provides water to downtown Benicia. Once the pipeline is completed to Bay Shore Road, work can be completed on the existing waterline without resulting in water service disruption to residents and businesses in the downtown area. The water line will be installed as part of the Industrial Park Bus Hub Project in order to avoid the need to trench within the new street after the construction is completed. Since the installation of the water line was an addition to the project, the cost for constructing the water line was not included in the original \$1,200,000 engineer's estimate. This portion of the project will be funded using the Water Capacity Fund.

The construction bid for the Bus Hub portion of the project is \$1,252,491 and the bid for the waterline portion of the project is \$182,500. The original engineer's estimate of \$1,200,000 is for the Bus Hub portion only and did not include the installation of the waterline, project contingency, material testing and construction management. The original estimate was prepared several years ago and construction costs have increased. In addition, the reconstruction and realignment of Park Road was added to the project. Therefore, the bids for the Bus Hub exceeded the engineer's estimate by \$52,491. Excluding the cost of waterline portion of the project (\$230,450 including related contingency and construction management) the total project cost for the Bus Hub is \$1,475,664.

The majority of the project construction is funded by Regional Measure 2 funds in the amount of \$945,000 and Regional Traffic Impact Fees in the amount of \$255,000. The remaining \$275,664 for contingency, material testing and construction management will be funded using Republic Services Vehicle impact Fees, Local Traffic Impact Fees and Gas Tax funds that are in the adopted Budget. At this time, staff recommends awarding the contract as bid. Staff is currently working with the contractor to identify potential cost savings in order to minimize use of these City funds. Staff has initially identified approximately \$70,000 in potential savings and will be working with the contractor to execute a change order. The total expected cost for the construction phase of the project is \$1,706,114.

Construction is scheduled to begin in August and be completed within 80 working days.

Attachments:

- Proposed Resolution
- Proposed Intermodal Transit Hub Funding and Financing Plan
- Location Map

RESOLUTION NO. 15-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA ACCEPTING BIDS FOR JUNE 23, 2015 BID OPENING FOR THE BENICIA INDUSTRIAL PARK BUS HUB PROJECT, AWARDING THE CONSTRUCTION CONTRACT TO GRADE TECH, INC. IN THE AMOUNT OF \$1,434,991.00, AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT AND ANY CHANGE ORDERS UP TO THE BUDGET AMOUNT ON BEHALF OF THE CITY

WHEREAS, on May 29, 2015 the Public Works Department made available the construction plans and specifications for the Benicia Industrial Bus Hub Project for public bidding; and

WHEREAS, on June 23, 2015, four bids were received and opened; and

WHEREAS, Grade Tech, Inc., of San Ramon, California was determined to be the bidder submitting the lowest responsive, responsible bid in the amount of \$1,434,991.00 to construct a bus hub park and ride facility at the intersection of Park Road and Industrial Way; and

WHEREAS, a Mitigated Negative Declaration was prepared and approved by Council on January 21, 2014.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby accepts all bids for the June 23, 2015 bid opening, and awards the construction contract in the amount of \$1,434,991.00 for the Benicia Industrial Bus Hub Project to Grade Tech, Inc.

BE IT FURTHER RESOLVED THAT the City Manager is hereby authorized to sign the contract and any change orders up to the budget amount, on behalf of the City, subject to approval by the City Attorney.

On motion of _____, seconded by _____, the above Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 21st day of July, 2015, and adopted by the following vote:

Ayes:

Noes:

Absent:

Attest:

Elizabeth Patterson, Mayor

Lisa Wolfe, City Clerk

Date

City of Benicia Intermodal Transit Hub

Estimated Expenditures (in thousands)

		<u>Estimated Expenditures (September 2012)</u>	
	Preliminary Design	\$	135
	Final Design	\$	175
	Property Acquisition	\$	600
	Construction	\$	1,200
	Total	\$	2,110
Current Revenue			
			<u>Current Budget</u>
	Regional Measure 2 (RM2)	\$	1,250
1	Regional Traffic Impact Fee (RTIF)	\$	100
2	Solano Transportation Authority State Transit Assistance Fund (STAF)	\$	500
3	SolTrans Contribution	\$	-
4	City of Benicia	\$	-
	Total	\$	1,850
		BUDGET BALANCE SHORTFALL	\$ (260)

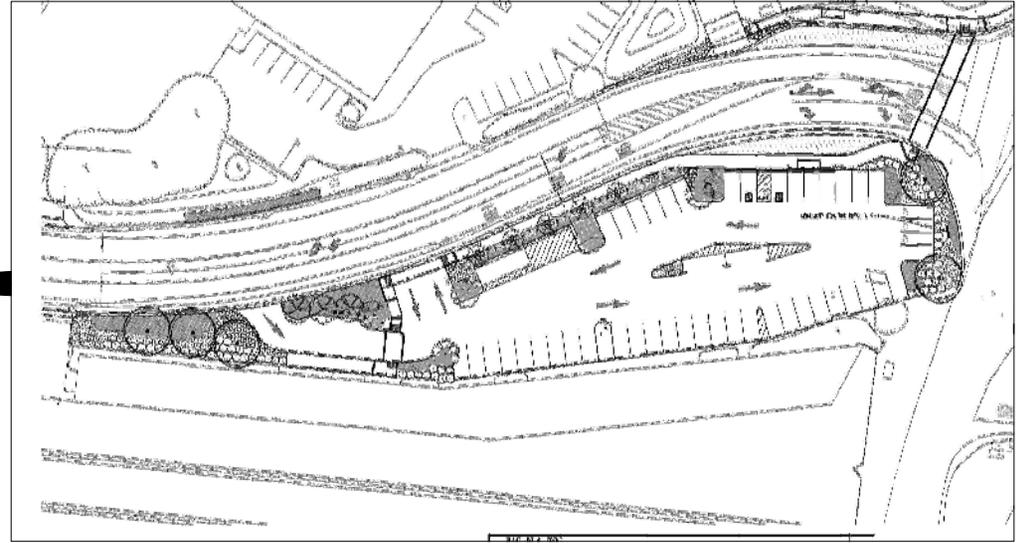
Funding Plan (in thousands)

		<u>Commitment</u>	
	Regional Measure 2 (RM2)	\$	1,250
	Regional Traffic Impact Fee (RTIF)	\$	335
	Solano Transportation Authority State Transit Assistance Fund (STAF)	\$	525
	SolTrans Contribution	\$	-
	City of Benicia	\$	-
	Total	\$	2,110
		BUDGET SHORTFALL	NONE
Funding Plan Details			
1	from RTIF Working Group 3 (Previously dedicated to Columbus Drive)		\$60,000
2	from additional RTIF contributions from Working Group 6 (Transit)		\$175,000
3	from additional STA STAF Program		\$25,000
	Total new funds		\$260,000

Financing Plan (in thousands)

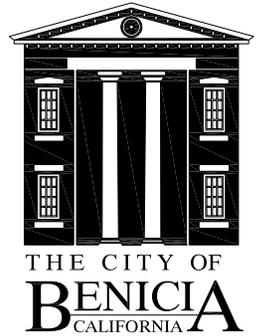
Recognizing the RTIF commitment is long term, the City of Benicia and STA offer the following finance plan to bridge the funding gap. Recommended funding contributions will be repaid as RTIF revenue collects from each Working Group District.

RTIF committed in Funding Plan		\$335
Benicia City Council October Action for Property Acquisition Financing		(\$86)
Remaining balance in need of financing		\$249
Finance contributions:		
1 Solano Transportation Authority State Transit Assistance Fund (STAF)	\$	125
2 City of Benicia and SolTrans Contribution	\$	125
	Finance contributions:	\$ 250



BENICIA INDUSTRIAL BUS HUB PROJECT

LOCATION MAP



AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 21, 2015
CONSENT CALENDAR

DATE : July 1, 2015

TO : City Council

FROM : City Attorney

SUBJECT : **DENIAL OF CLAIM AGAINST THE CITY BY RICHARD MATLE AND JILLENE ORR AND REFERRAL TO INSURANCE CARRIER**

RECOMMENDATION:

Deny the claim against the City by Richard Matle and Jillene Orr.

EXECUTIVE SUMMARY:

The claimants allege that the garage flooded with 4' of water inside due to a blocked storm drain, damaging personal property stored inside the garage and their vehicles parked in the driveway.

BUDGET INFORMATION:

\$44,803.00

GENERAL PLAN:

N/A.

STRATEGIC PLAN:

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

BACKGROUND:

The claimants allege that the garage flooded with 4 feet of water due to a blocked storm drain causing damage to personal property stored in the garage and both their vehicles parked in the driveway. Upon rejection of the claim, the City Clerk should issue a rejection notice to Mr. Matle and Ms. Orr using ABAG's Form Letter No. 3 of the ABAG Plan Claims Procedures Manual and process with proof of service by mail form. A copy of the rejection notice and proof of mail form should be sent to the Claims Examiner for ABAG Plan and the City Attorney.

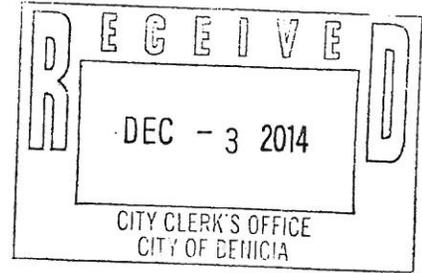
Attachment:

- Claim Against the City

CLAIM AGAINST THE CITY OF BENICIA

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

Complete the following, adding additional sheets as necessary.



1. CLAIMANT'S NAME (Print): RICHARD MATE / JILLENE ORR

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

HOME PHONE: _____ WORK PHONE: ~~_____~~

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

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

Limited Civil Case _____
Unlimited Civil Case _____

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

(Name)

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

5. DATE OF INCIDENT: 12-03-2014 TIME OF INCIDENT: 4:00AM

LOCATION OF INCIDENT: _____

6. Describe the incident or accident including your reason for believing that the City is liable for your damages: FLOODING DUE TO BLOCKED DRAIN.

7. Describe all damages which you believe you have incurred as a result of the incident: 4 ft of WATER INSIDE GARAGE.

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

Jillene Orr _____ 12-3-14
Signature of Claimant Date

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

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

(revised 12/18/02)

**AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 21, 2015
CONSENT CALENDAR**

DATE : July 8, 2015

TO : City Manager

FROM : Community Development Director

SUBJECT : **SECOND READING AND ADOPTION OF AN AMENDMENT TO CHAPTER 6.32 (ANIMAL KEEPING) OF THE BENICIA MUNICIPAL CODE TO ALLOW BEEKEEPING IN THE CITY OF BENICIA, AFTER A DETERMINATION THAT THE TEXT AMENDMENT IS EXEMPT FROM CEQA**

RECOMMENDATION:

Conduct a second reading and adopt the ordinance to amend Benicia Municipal Code Chapter 6.32 (Animal Keeping) to allow beekeeping in the City of Benicia, after determining that the project is exempt from CEQA.

EXECUTIVE SUMMARY:

In response to Council direction, staff prepared a draft amendment to the Municipal Code that would allow beekeeping. The recommended draft ordinance proposes to repeal Section 6.32.060 (Beekeeping) and add Section 6.33 (Beekeeping) of the Benicia Municipal Code which is administered by the Benicia Police Department.

BUDGET INFORMATION:

The Police Department does not anticipate any significant budgetary impacts for processing an administrative beekeeping permit. It is anticipated that the process and Police Department staff time would be similar to the Bingo Permit. A Bingo Permit is subject to a fee of \$50 for minimal permit review and administrative processing. Accordingly, the proposed Police Department fee for a beekeeping permit is \$50.

ENVIRONMENTAL ANALYSIS:

The proposed amendment is exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3), the "general rule" exemption that states that where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is exempt from CEQA. City staff has determined that neither of the draft amendments to the Benicia Municipal Code will have an impact on the environment and therefore is exempt from CEQA under the general rule.

GENERAL PLAN:

The text amendment supports one of the overarching goals of the General Plan, which is Sustainability.

STRATEGIC PLAN:

Relevant Strategic Plan Issues and Strategies:

- Strategic Issue #2: Protecting and Enhancing the Environment
- Strategy Issue #3: Pursue and adopt sustainable practices.

BACKGROUND:

Benicia Community Gardens, as well as various individuals, (collectively, "BCG") requested that the Benicia City Council revise the Benicia Municipal Code to allow urban beekeeping in residential areas. On January 20, 2015, the City Council directed staff to draft a simplified ordinance that would set standards for urban beekeeping within the City. Staff prepared an ordinance with a permit and one without. On April 9, 2015, the Planning Commission held a public hearing and reviewed the ordinances. There were five members of the public that provided comments at the Commission meeting. Three people spoke in support of requiring a permit process, one recommended not requiring a permit, and one gave information only.

The Commission recommended the ordinance with a permit and that the City revisit this issue one year after adoption of the ordinance to evaluate the number of permits, issues and any complaints.

One change was made to the ordinance reviewed by the planning commission. Given the Council's direction of a simple process, and consistent with the procedure for an animal keeper permit in Benicia, staff did not include the public notification component in the draft presented to the Council.

The City Council introduced the ordinance and conducted a first reading on July 7, 2015. Community members spoke in favor of the proposed amendment generally in favor; however some speakers expressed concern about impacts to people with bee allergies. After some discussion, the Council determined that the findings for approval of the ordinance could be made, and directed staff to revise the ordinance and permit to clarify that apiaries are permitted only in the rear yard subject to a minimum setback of 10 feet from rear and side property lines. A final draft ordinance and permit application are attached for review and adoption.

Attachments:

- Draft Ordinance
- Draft permit

CITY OF BENICIA

ORDINANCE NO. 15- (With Permit)

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENICIA REPEALING SECTION 6.32.060 (BEE KEEPING) AND ADDING CHAPTER 6.33 (BEEKEEPING) OF TITLE 6 (ANIMAL KEEPING) OF THE BENICIA MUNIICIPAL CODE ESTABLISHING STANDARDS AND PERMIT REQUIREMENTS FOR HONEYBEE MANAGEMENT WITHIN THE CITY OF BENICIA

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BENICA HEREBY ORDAINS AS FOLLOWS:

Section 1.

Section 6.32.060 of the Benicia Municipal Code is hereby repealed in its entirety.

Section 2.

Chapter 6.33 (Beekeeping) is hereby added to the Benicia Municipal Code to read as follows:

Chapter 6.33
BEEKEEPING

- 6.33.010 Permit required
- 6.33.020 Application
- 6.33.030 Standards
- 6.33.040 Permit Fee
- 6.33.050 Right of Entry for Enforcement.
- 6.33.060 Notice of noncompliance.
- 6.33.070 Revocation of Permit.
- 6.33.090 Public Nuisance and Abatement
- 6.33.100 Non-transferability.

6.33.010 Permit required

A. No person shall keep, maintain or allow any hive of bees on any lot or parcel of land within any zoning district within the City without first obtaining a Beekeeping Permit in accordance with this Chapter. Notwithstanding the foregoing, beekeeping shall not be permitted at any apartment complex, mobile home park, condominium or other common interest development not consisting of single family homes.

B. Persons maintaining apiaries as of the effective date of this Chapter shall, within one hundred and eighty days of such date, either: (i) apply for and obtain approval of a Beekeeping Permit from the City; or (ii) remove such apiaries from the City.

C. The Director shall issue a Beekeeping Permit for the keeping of bees as specified in such Permit and this Chapter when the Director determines that such use: (i) meets the standards set forth in BMC 6.33. Such Permit shall be personal to the applicant and shall not run with the land.

6.33.020 Application.

Applications for Beekeeping Permit required under the Chapter shall be initiated by submitting the following materials to the Director of Animal Control (hereinafter, "Director"):

A. A completed application form signed by an owner and, if applicable, any lawful tenant of the property, lot or parcel of land for which the application is submitted, and shall be accompanied by a fee established by resolution of the City Council.

B. A map showing the location of the proposed apiary(ies) on the parcel; and

6.33.030 Standards

An applicant for a Beekeeping Permit shall declare under penalty of perjury that the apiary(ies) for which a Beekeeping Permit is sought shall, at all times, comply the requirements of such Permit and this Chapter. The criteria set forth below shall be conditions of approval of any Beekeeping Permit issued hereunder, whether or not such criteria are specified or referred to in such Permit. Failure to adhere to such standards or other conditions of approval set forth in the Beekeeping Permit or this Chapter shall be a violation of such Permit and this Chapter.

A. No more than the maximum number of colonies of bees as shown in Table 1 shall be maintained on any property, lot or parcel of land.

Table 1. Maximum number of bee colonies in relation to lot size

Lot/Acreage	Number of Colonies
Up to ¼ acre (1/4 acre = 10,890 sq. ft.)	3 colonies
More than ¼ acre, less than ½ acre (1/2 acre = 21,780)	5 colonies
More than ½ acre, less than 1 acre (1 acre= 43,560 sq. ft.)	7 colonies
1 acre or more	10 colonies per acre maximum

B. All apiaries shall be located in the rear yard and shall be a minimum of 10 feet from the rear and side property lines.

C. The Permittee shall also register the apiaries with the Solano County Agriculture Commissioner as required by Food and Agriculture Code section 29040.

D. It shall be the duty of the Permittee owning, controlling or maintaining an apiary to maintain bees in a condition that will reasonably prevent swarming and aggressive

behavior.

E. It shall be the responsibility of the Permittee to provide adequate water for the bees to prevent bees from seeking water in neighborhood swimming pools, birdbaths, ponds or other community bodies of water.

F. Apiaries shall consist of moveable comb hives in sound and useable condition. Failure to properly maintain or to abandon apiaries shall be cause for revocation of the permit, abatement or other enforcement proceedings.

G. Apiaries shall be situated behind screening that is six feet in height and that such screening, barriers, fencing and establishment of flyways be designed to direct the flight paths of bees away from neighbors and the public.

6.33.040 Permit Fee

The fee for a beekeeper permit shall be set by resolution of the city council and shall be paid to the city before a permit is issued.

6.33.050 Right of Entry for Enforcement.

City enforcement officers shall be empowered to enter upon any premises where honey bees are kept, or upon which there is reason to believe that bees are kept, in order to carry into effect the provisions of this Chapter, in accordance with BMC 6.08.040.

6.33.060 Notice of noncompliance.

The Director may issue a notice of noncompliance to the holder of a Beekeeping Permit should such holder:

- A. Fail to comply with the terms and conditions of the Permit; the provisions of this Chapter, or any state or local law, rule, ordinance or regulation pertaining to the keeping of bees; or

Such notice shall direct the holder to comply with the Permit, this Chapter, or such law, rule, ordinance or regulation or to abate the nuisance within a reasonable period of time. Such notice of noncompliance shall be in writing and shall be given or delivered by personal service, United States mail, or other reliable means of service to the Permit holder at the address shown in the Permit or such other address as the holder may, from time to time, provide in writing to the Director.

6.33.070 Revocation of Permit

- A. Upon reaching the determination that a specific violation of this chapter and/or applicable statute, rule, code, regulation or permit condition warrants suspension, modification or revocation of a beekeeper permit, the director or his or her designee shall prepare and serve a written notice of action recommendation upon the subject permittee.

- B. The notice of action recommendation should include all of the following information:
1. The name and business address of the subject permittee;
 2. A description of the code section(s) violated and/or the actions or conditions which warrant suspension, modification or revocation of the subject permit;
 3. The action proposed (i.e., suspension, modification or revocation of the subject permit or license);
 4. A description of any prior action taken by the director or the department to gain compliance with regards to the subject violation(s);
 5. A description of the procedures involved in taking the proposed action, including the permittee's right to attend an administrative hearing on the proposed action; and
 6. The name, title and telephone number of the director.
- B. The director or his or her designee shall cause a copy of the notice of action recommendation to be provided to the subject permittee by causing a copy of the notice to be delivered to the permittee personally or by causing a copy of the notice to be delivered to the permittee via certified mail, postage prepaid, return receipt requested, and addressed to permittee at the address shown on the permit.
- C. Proof of service of the notice of action recommendation shall be certified at the time of service by a written declaration under penalty of perjury executed by the persons effecting service, declaring the date and manner in which service was made. The declaration shall be affixed to a copy of the notice and retained by the director or his or her designee.
- D. As soon as practicable after service of the notice of action recommendation, the director or his or her designee shall submit a copy of the notice of action recommendation to the city clerk, who, as soon as practicable after receiving said notice, shall fix a date, time and place for the hearing to consider suspension, modification or revocation of the subject permit or license. Such date shall be not less than 10 calendar days and not more than 30 calendar days from the date the notice was submitted to the city clerk.
- E. A hearing on the notice of action recommendation shall thereafter be noticed and conducted in accordance with the procedures set forth at Chapter 1.44 BMC.
- F. The director or his or her designee shall prepare an administrative hearing packet for the hearing officer to review prior to the hearing. The packet shall include a copy of the notice of action recommendation and a staff report, which should include a description of the violations and any actions taken by the

VII.D.6

subject permittee subsequent to the service of the notice, a record of conversations or correspondence between the director, the department and the permittee concerning the violations and/or the notice of action recommendation.

- G. If a beekeeper permit is revoked for cause, the director shall not accept a new application by the same person for the same activity at the same location less than one year after such denial or revocation. On revocation of a permit, no part of the fee is refundable.

6.33.090 Public Nuisance and Abatement

The provisions of this Chapter, shall not authorize the keeping of honey bees in a manner constituting a public nuisance as defined in BMC 1.08.040. The City shall retain the right to abate any common law nuisance, or any nuisance as defined under California Civil Code Sections 3479 through 3480 and BMC 8.04.010 et seq.

6.33.100 Non-transferability.

A Permit issued hereunder may not be transferred or assigned.



BEEKEEPING PERMIT

Purpose: The purpose of the beekeeping regulations is to allow beekeeping in a manner that is respectful of the safety of persons that may be in close proximity to the apiary. Beekeeping can contribute to pollination and better harvests in gardens. By contributing to pollination, urban beekeeping is an important complement to urban food production and to the City's Sustainability goals.

Questions regarding the application process can be addressed to the Animal Control Office, Police Department at (707) 746-3412.

Procedure: The permittee shall submit an application for a beekeeping permit to the Police Department at 200 East L Street. (1) The permittee shall submit plans indicating the location of the apiary(ies) and a signed statement showing and agreeing to compliance with all obligations imposed by Section 6.33.030 and holding the City harmless if said owner does not so comply. (3) If the applicant wishes to receive notification of pesticide applications, register the Apiary with the County of Solano Agricultural Commissioner, pursuant to Section 29101 of the California Food & Agricultural Code.

APIARY REGISTRATION

Applicant (Permitee): _____

Address: _____

Telephone & Email: _____

Contact Name (if different from applicant): _____

Contact Telephone & Email: _____

Number of Beehives on property: _____

BEEKEEPING STANDARDS (BMC Section 6.34.030)

A. No more than the maximum number of colonies of bees as shown in Table 1 shall be maintained on any property, lot or parcel of land.

Table 1. Maximum number of bee colonies in relation to lot size

Lot/Acreage	Number of Colonies
Up to ¼ acre (1/4 acre = 10,890 sq. ft.)	3 colonies
More than ¼ acre, less than ½ acre (1/2 acre = 21,780)	5 colonies
More than ½ acre, less than 1 acre (1 acre = 21,780 sq. ft.)	7 colonies
1 acre or more	10 colonies per acre maximum

B. All apiaries shall be located in the rear yard and shall be at least 10 feet from the rear and side property lines.

C. The Permittee shall also register the apiaries with the Solano County Agriculture Commissioner as required by Food and Agriculture Code section 29040.

D. It shall be the duty of the Permittee owning, controlling or maintaining an apiary to maintain bees in a condition that will reasonably prevent swarming and aggressive behavior.

E. It shall be the responsibility of the Permittee to provide adequate water for the bees to prevent bees from seeking water in neighborhood swimming pools, birdbaths, ponds or other community bodies of water.

F. Apiaries shall consist of moveable comb hives in sound and useable condition. Failure to properly maintain or to abandon apiaries shall be cause for revocation of the permit, abatement or other enforcement proceedings.

G. Apiaries shall be situated behind screening that is six feet in height and that such screening, barriers, fencing and establishment of flyways be designed to direct the flight paths of bees away from neighbors and the public.

Please sketch or attach a Site Plan of the location of the proposed apiary(ies) on the parcel.

In the event the City is required to take legal action to enforce any of the terms of this permit application, Applicant and Property Owner agree to pay to City reasonable attorney fees and costs incurred in such action.

We, the owner and the applicant, will defend, indemnify and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action or proceedings and the City cooperates fully in the defense.

We, the owner and the applicant, hereby verify under penalty of perjury that all adjacent owners and tenants of record adjoining the site, as shown on the last equalized property tax assessment roll have been informed of the intent to conduct beekeeping on the subject property.

Date: _____ Applicant's Signature: _____

Date: _____ Property Owner's Signature: _____

AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 21, 2015
CONSENT CALENDAR

DATE : July 13, 2015

TO : City Manager

FROM : Community Development Director

SUBJECT : **SECOND READING AND ADOPTION OF AN ORDINANCE FOR AN AMENDMENT TO TITLE 8 HEALTH AND SAFETY TO REDUCE THE PERMITTED HOURS OF CONSTRUCTION IN THE CITY OF BENICIA, AFTER DETERMINING THAT THE PROJECT IS EXEMPT FROM CEQA**

RECOMMENDATION:

Conduct a second reading and adopt the ordinance to amend the Benicia Municipal Code Title 8 (Health and Safety) after a determination that the text amendment is exempt from CEQA.

EXECUTIVE SUMMARY:

The proposed amendment to Title 8 of the Benicia Municipal Code is intended to reduce the hours of construction in Benicia for residential zones, downtown mixed-use districts, and properties within 500 feet of a residential zone or downtown mixed-use district. Construction, as specified in BMC 8.20.150, would be permitted from 7:00 a.m. to 7:00 p.m. on weekdays and 8:00 a.m. to 7:00 p.m. on weekends.

BUDGET INFORMATION:

There are no direct impacts to the budget associated with this project.

ENVIRONMENTAL ANALYSIS:

The proposed amendments are exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15061(b)(3), the "general rule" exemption, which states that where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is exempt from CEQA. The proposed amendments reduce the permitted hours of construction within areas currently regulated by the Benicia Municipal Code (Chapter 8.20 Noise Regulations), in order to reduce disturbance of residential neighborhoods at times when they can reasonably expect to be free from loud construction noises.

GENERAL PLAN:

- o GOAL 4.23: Reduce or eliminate the effects of excessive noise.

- Policy 4.23.6 Attempt to reduce noise in areas already highly impacted by excessive noise.

STRATEGIC PLAN:

Relevant Strategic Plan Issues and Strategies:

- Strategic Issue #1: Protecting Community Health and Safety
 - 4. Promote community preservation and prevent nuisances through increased code enforcement, environmental strategies and community education.

BACKGROUND:

The discussion about construction hours was initially raised as a concern of neighbors during the October 28, 2014 Zoning Administrator hearing for the tentative parcel map at 1035 West K Street. During the hearing, adjacent residents expressed concern about noise impacts from the construction of new homes that could continue for several years, depending on when lots were sold and developed. The neighbors indicated that noise in the early morning and evening hours, especially until 10:00 PM and on weekends, would significantly disturb their peace and well-being. The Benicia Municipal Code (BMC) Section 8.20.150 currently allows construction throughout the City from 7:00 a.m. to 10:00 p.m., seven days per week.

On January 20, 2015, the City Council considered an appeal of the tentative parcel map at 1035 West K Street and once again, the concerns of the neighbors regarding construction hours were expressed.

At the City Council meeting of March 3, 2015, Council directed staff to proceed with drafting an ordinance to amend the City's regulations regarding hours of construction. On June 11, 2015, the Planning Commission conducted a public hearing to review the draft ordinance. There was no public comment on the proposed amendments to the ordinance.

During the public hearing, Commissioners discussed the applicability of the proposed ordinance to the Arsenal and Benicia Industrial Park. Staff responded that the ordinance, as written and proposed, applies to residential zones and areas within 500 feet of a residential zone; therefore, the ordinance would not apply to a live-work unit in a commercial district unless it is within 500 feet of a residential zone. Staff further clarified that most industrial areas are excluded because they are located more than 500 feet from residential districts and the ordinance is applicable only to construction activities that would cause "discomfort or annoyance" to a "reasonable person of normal sensitiveness".

After some discussion, the Planning Commission recommended approval of the proposed amendment with the recommendation that weekend construction be permitted during the hours of 8:00 a.m. to 7:00 p.m. (the staff recommendation was to permit weekend construction from 8:00 a.m. to 6:00 p.m.). The City Council introduced the amendment on July 7, 2015.

SUMMARY:

Types of Construction Regulated

As presently drafted, BMC 8.20.150 regulates outside construction or repair work on buildings, structures, projects or operation of any pile driver, power shovel, pneumatic hammer, derrick, power hoist, or any other construction type device, to the extent that “a reasonable person of normal sensitiveness residing in the area is caused discomfort or annoyance”. In light of the City Council’s discussion and direction at their March 3, 2015 meeting, staff reviewed the applicability of the regulations to various types of construction activity and finds that they are adequate. The regulations address the most impactful construction noise sources and activities, while providing flexibility to complete interior and low-noise exterior work according to the property owner’s schedule.

Applicability to Benicia Industrial Park and Benicia Arsenal

As currently written, the BMC does not establish limitations on construction hours for areas more than 500 feet from residences. The amendments would not affect the noise regulations for outlying industrial and commercial areas and would apply to only those areas within 500 feet of a residential zone or downtown mixed-use district. The 500-foot standard is an existing regulation that would not be modified in the amendments.

Most areas of the Benicia Industrial Park are located at least 500 feet from a residential zone, and therefore are not subject to the provisions of BMC 8.20.150 relating to construction hours. However, there are some exceptions including a large parcel located on the west side of West 2nd Street that is owned by Valero and restricted for open space use; as well as number of parcels along West Channel Road in the vicinity of the open space buffer between the Industrial Park and the Water’s End subdivision.

In the Arsenal, areas zoned for General Industrial, Limited Industrial and Waterfront Industrial use directly abut residential zones. These areas, within 500 feet of the residential zones, are subject to the construction hours specified in BMC 8.20.150. Similarly, some properties zoned for commercial use in the Lower Arsenal are located within 500 feet of residential zones in the Main Gate, Clocktower Grove, and Officers’ Row areas.

Attachment:

- Draft Ordinance

CITY OF BENICIA

ORDINANCE NO. 15-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENICIA AMENDING SECTION 8.20.150 (CONSTRUCTION OF BUILDINGS AND PROJECTS) OF CHAPTER 8.20 (NOISE REGULATIONS) OF TITLE 8 (HEALTH AND SAFETY) OF THE BENICIA MUNICIPAL CODE TO REDUCE THE HOURS OF CONSTRUCTION FOR RESIDENTIAL DISTRICTS, DOWNTOWN MIXED-USE DISTRICTS, AND AREAS WITHIN 500 FEET OF A RESIDENTIAL ZONE OR DOWNTOWN MIXED-USE DISTRICT

Section 1. Section 8.20.150 (Construction of Buildings and Projects) of Chapter 8.20 (Noise Regulations) of Title 8 (Health and Safety) of the Benicia Municipal Code is amended to read as follows:

8.20.150 Construction of Buildings and Projects. It is unlawful for any person within
 (1) a residential zone,
 (2) a district within the Downtown Mixed Use Master Plan, or
 (3) a radius of 500 feet from a residential zone or downtown mixed use district
to operate equipment or perform any outside construction or repair work on buildings, structures, or projects or to operate any pile driver, power shovel, pneumatic hammer, derrick, power hoist, or any other construction type device, prior to 7:00 a.m. or after 7:00 p.m. on Monday through Friday, or prior to 8:00 a.m. or after 7:00 p.m. on Saturdays and Sundays, in such a manner that a reasonable person of normal sensitiveness residing in the area is caused discomfort or annoyance unless beforehand a permit therefor has been duly obtained from the city manager or his designee. No permit shall be required to perform emergency work as defined in BMC 8.20.020.

Section 2.

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

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

On motion of Council Member _____, seconded by Council Member _____, the foregoing ordinance was introduced at a regular meeting of the City Council on the 7th day of July, 2015, and adopted at a regular meeting of the Council held on the 21st day of July 2015, by the following vote:

Ayes:

Noes:

Absent:

Attest:

Elizabeth Patterson, Mayor

Lisa Wolfe, City Clerk

Date

**AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 21, 2015
CONSENT CALENDAR**

DATE : July 9, 2015

TO : City Council

FROM : City Manager

SUBJECT : **EMERGENCY CONTRACTS FOR CLOCK TOWER ELEVATOR REPLACEMENT**

RECOMMENDATION:

Adopt a resolution confirming the emergency contracting by the City Manager to install temporary ADA access and to purchase and install a permanent replacement elevator and associated improvements at the historic Clock Tower.

EXECUTIVE SUMMARY:

The Clock Tower elevator is thought to have been installed prior to 1915, and has therefore, been in operation for over 100 years. An early July, 2015 inspection identified defects beyond repair and indicated the need to remove the elevator from operation immediately. A number of weddings and other large events are scheduled at the Clock Tower through fall. Therefore, staff have entered into contracts in order to provide temporary alternate access to the second floor of the Clock Tower that meets Americans with Disabilities standards and to purchase and install the permanent replacement elevator.

BUDGET INFORMATION:

The total cost for use of the temporary elevator for 12 weeks is \$71,232. The purchase and installation of the permanent replacement elevator will cost \$229,900. The funds for both of these items will be drawn from the General Fund reserves and transferred to the Internal Services Fund-Facilities, Account No. 113-9205-9521.

GENERAL PLAN:

Relevant General Plan Goals and Policy:

- GOAL 2.11: Encourage the retention and continued evolution of the lower Arsenal into a historic/cultural/commercial/industrial center of mutually compatible uses.
- GOAL 2.16: Ensure access needs of individuals with disabilities.
 - POLICY 2.16.1: Provide for adequate public access in all forms

- (walks, buildings, transportation) in conformance with the Americans with Disabilities Act (ADA).
- Program 2.16.A: In places that accommodate the public, remove barriers to access or provide alternative services when barriers cannot be removed.
 - Program 2.16.B: Require that publicly sponsored programs, activities and transportation facilities are accessible to individuals with disabilities (including employees).
- GOAL 2.28: Improve and maintain public facilities and services
 - GOAL 3.1: Maintain and enhance Benicia's historic character.

STRATEGIC PLAN:

Relevant Strategic Issues and Strategies and Actions:

- Strategic Issue 5: Maintain and Enhance a High Quality of Life
 - Strategy 4: Preserve City-owned Historic Structures
 - Action 4.b.: Maintained City-owned historic structures (e.g. Benicia Historical Museum, SP Depot, Clock Tower)

ENVIRONMENTAL REVIEW:

The California Environmental Quality Act (CEQA) requires that the City evaluate the impacts of its actions on the physical environment, which includes historic and archaeological resources. The temporary elevator is being evaluated pursuant to CEQA due to its exterior attachment to the Clock Tower. The significance of effects can be evaluated in light of the Secretary of Interior Standards for Rehabilitation which are the standard for review under CEQA relating to historical resource restoration and rehabilitation.

The proposed attachment of a temporary elevator to the Clock Tower will require that four 1-inch diameter holes be drilled through into the belly band between the first and second floor in order to brace the structure. Removal of the brace will be patched with matching concrete such that no alteration of the structure is readily apparent. Because the alterations will not destroy historic materials nor impair the essential form and integrity of the historic property, the project is consistent with the Secretary of Interior Standards for Rehabilitation (particularly Standards 9 and 10) and therefore is exempt pursuant to Class 32 of the CEQA Guidelines, Section 15331.

BACKGROUND:

The Clock Tower, which the City acquired in 1964, is the City of Benicia's largest rental facility, with a maximum seating capacity of 536 and maximum standing capacity of 750. The facility is heavily used and is rented for more than 100 events per year. It is also used for several classes offered through the City. Staff

believes the existing Clock Tower elevator was installed prior to 1915. As a result of two malfunctions of the elevator, staff had the elevator professionally inspected in early July, 2015. The inspection identified defects that could not be repaired, making it necessary to immediately remove the elevator from operation. The sudden and unexpected malfunction of the elevator has caused an immediate danger to the public and to staff. Without the elevator access to the second floor of the building, access to the building does not comply with the law and puts not only City emergency personnel at risk of injury or impairment, as well as other staff members and members of the public, but it could also result in damage to the building if someone tries to modify the elevator. To mitigate these risks, staff has notified facility renters of the lack of disabled access and offered to cancel rentals. As of the date of this report, the only rentals have been for athletic classes and a reunion.

Given the critical nature of the elevator and the unique characteristics of the Clock Tower, the failure of the elevator has created an emergency situation that will not permit a delay resulting from a competitive bidding situation. Because a replacement elevator must be custom built and will take months to build and install, a temporary solution must be found as well to address the emergency.

In order to expedite the process of installing a permanent replacement, staff solicited the attached proposal from Dream Ride Elevator, a Benicia company that successfully installed the elevator in the adjacent COQ. The purchase and installation of the replacement elevator will cost \$229,900.

Staff expect the installation of a replacement elevator to take a minimum of 12 weeks. Given the large number of weddings and other large events scheduled at the Clock Tower during that time, staff assessed two interim solutions that could provide ADA access until the replacement elevator is built and installed: 1) a temporary elevator, which would cost \$71,232, and 2) a temporary 200 foot long construction ramp, which would cost \$67,500. Both solutions would be installed on the exterior of the building for the full 12 weeks required to install the replacement permanent elevator inside the Clock Tower.

Based on these assessments, staff concluded that the temporary elevator would be more effective and aesthetically appropriate, and have therefore executed contracts to:

- 1) Rent and install a temporary elevator on the outside of the Clock Tower
- 2) Install a cement pad to support the temporary elevator
- 3) Create new building access through from the temporary elevator through a second floor window
- 4) Upgrade electrical to power the temporary elevator

Bigge Crane and Rigging Company has submitted a proposal to install the temporary elevator. Additional prep work as noted above is required as well. Each additional month that we need to rent the temporary elevator will cost the City \$9,500 to extend the rental of the temporary elevator and generator. A bid process for the permanent replacement elevator could take three or more months, costing the City an additional \$28,500 or more for the interim ADA access provided by the temporary elevator. Because of the cost of delay and the need to restore full accessibility for this heavily used facility, staff has proceeded with emergency contracting for the temporary elevator and the permanent replacement elevator. Because of the emergency, the City Manager has authorized the temporary and permanent replacement elevators pursuant to Section 3.09.050 of the Benicia Municipal Code. This section requires the City Council to revisit the matter regularly until the project is completed.

Section 3.09.050 of the Benicia Municipal Code details the City's emergency contracting procedures:

Section 3.09.050 Emergency contracting procedures

A. In the event of an emergency, the city council, pursuant to Section 22050(b)(1) of the Public Contract Code of California, delegates to the city manager or, in his/her absence, the public works director, the authority to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

B. If the city manager or public works director orders any action specified in subsection (A) of this section, that person shall report to the city council, at its next meeting required herein, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

C. The city council shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless the city manager or public works director has terminated that action prior to the city council reviewing the emergency action and making a determination pursuant to this subsection.

D. When the city council reviews the emergency action pursuant to subsection (C) of this section, it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Ord. 03-5).

Staff will provide City Council with an update on project progress at every subsequent Council meeting until the project has been completed or terminated.

Because the Clock Tower is a historic building, staff also reviewed the project for compliance with the Arsenal Historic Conservation Plan. The Clock Tower (Arsenal Building 29) is located in the Arsenal Historic District, which is a locally designated historic district and a national Landmark district. The building dates to 1859 and is the first United States military fortress built in the West. It was originally a three-story building, damaged by fire and explosion in 1912 and subsequently restored as a two-story building. The Clock Tower is identified as a Landmark in the Arsenal Historic Conservation Plan (AHCP).

Design Review is required for exterior alterations, except under exemptions identified in the AHCP, which include "repairs of an emergency nature to rehabilitate an unsafe building." While the structure of the Clock Tower is sound, the interior elevator is non-functional and makes the building unsafe to use for most events. The lack of reliable and safe means to transport occupants to the second story creates issues meeting the requirements of the Americans with Disabilities Act and could additionally hinder safe egress from the building in the event of an emergency. Since the temporary elevator is required for safety reasons, it is exempt from Design Review.

Attachments:

- Resolutions

RESOLUTION NO. 15-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA
AUTHORIZING THE RENTAL AND INSTALLATION OF A TEMPORARY
ELEVATOR AND ASSOCIATED IMPROVEMENTS AT THE CLOCK TOWER
IN THE AMOUNT OF \$71,232 ALLOCATED FROM THE GENERAL FUND**

WHEREAS, the former elevator at the Clock Tower is believed to be more than 100 years old; and

WHEREAS, the sudden and unexpected malfunction of the elevator has caused an immediate danger to the public and to staff; and

WHEREAS, a recent inspection made clear the elevator cannot be safely repaired and must be replaced; and

WHEREAS, it has been estimated that the purchase and installation of a replacement elevator will take 12 weeks; and

WHEREAS, the Clock Tower is the City's largest rental facility, accommodating up to 750 guests, and has been reserved for many weddings and special events during the next 12 weeks; and

WHEREAS, the Clock Tower is building number 29 within the Arsenal Historic District, which is on the National Register of Historic Places, recognized on the Historic American Building Survey and a designated City Landmark, and the installation of the temporary exterior replacement elevator will be completed in compliance with the Secretary of the Interior Standards to ensure the integrity of the structure; and

WHEREAS, the installation of the temporary exterior replacement elevator is an emergency repair and is exempt from design review; and

WHEREAS, the project is consistent with the Secretary of Interior Standards for Rehabilitation (particularly Standards 9 and 10) and therefore is exempt pursuant to Class 32 of the CEQA Guidelines, Section 15331; and

WHEREAS, Section 3.09.050 (Emergency Contracting Procedures) of the Benicia Municipal Code enables City Council, in the event of an emergency, to delegate authority to the City Manager to repair or replace a public facility, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and

WHEREAS, a temporary elevator and associated improvements have been installed at the Clock Tower to ensure Americans with Disabilities Act standards continue to be met in this heavily used facility; and

WHEREAS, funds will be drawn from the General Fund reserves for the rental and installation of the temporary elevator and associated improvements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Benicia approves the installation of a temporary elevator and associated improvements at the Clock Tower in the amount of \$71,232 appropriated from the General Fund reserves and transferred to the Internal Services Fund - Facilities, Account Number 113-9205-9521.

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 21st day of July 2015 and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

Date

RESOLUTION NO. 15-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA DELEGATING AUTHORITY TO THE CITY MANAGER TO DIRECT THE PURCHASE AND INSTALLATION OF A REPLACEMENT ELEVATOR AND ASSOCIATED IMPROVEMENTS AT THE CLOCK TOWER IN THE AMOUNT OF \$229,900 ALLOCATED FROM THE GENERAL FUND

WHEREAS, the elevator at the Clock Tower is believed to be more than 100 years old; and

WHEREAS, the sudden and unexpected malfunction of the elevator has caused an immediate danger to the public and to staff; and

WHEREAS, a recent inspection made clear the elevator cannot be safely repaired and must be replaced; and

WHEREAS, it has been estimated that the purchase and installation of a replacement elevator will take a minimum of 12 weeks and temporary access meeting Americans with Disabilities (ADA) standards has been installed; and

WHEREAS, the Clock Tower is building number 29 within the Arsenal Historic District which is on the National Register of Historic Places, recognized on the Historic American Building Survey and a designated City Landmark, and the installation of the permanent replacement elevator will be completed in compliance with the Secretary of the Interior Standards to ensure the integrity of the structure; and

WHEREAS, the project is consistent with the Secretary of Interior Standards for Rehabilitation (particularly Standards 9 and 10) and therefore is exempt pursuant to Class 32 of the CEQA Guidelines, Section 15331; and

WHEREAS, the extremely high cost of providing temporary ADA access, the extensive planned use of the Clock Tower, and the desire to replace the elevator and restore permanent ADA access as soon as possible make clear the benefits of expediting the contracting process for a permanent replacement elevator; and

WHEREAS, Section 3.09.050 (Emergency Contracting Procedures) of the Benicia Municipal Code enables City Council, in the event of an emergency, to delegate authority to the City Manager to repair or replace a public facility, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts; and

WHEREAS, staff have solicited a bid for purchase and installation of a permanent replacement elevator that can be completed in compliance with the City's Emergency Contracting Procedures and which staff have deemed to be a reasonable cost for the services and material provided; and

WHEREAS, funds will be drawn from the General Fund reserves for the purchase and installation of the replacement elevator and associated improvements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Benicia approves the emergency contracting and installation of a permanent replacement elevator and associated improvements at the Clock Tower in the amount of \$229,900 appropriated from General Fund reserves and transferred to the Internal Services Fund, Account No. 113-9205-9521.

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 21st day of July 2015 and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

Date

AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 21, 2015
BUSINESS ITEMS

DATE : July 14, 2015
TO : City Manager
FROM : Finance Director
SUBJECT : **DROUGHT SURCHARGE UPDATE**

RECOMMENDATION:

Receive the update on the drought surcharge on customer utility bills.

EXECUTIVE SUMMARY:

In October 2014, the City of Benicia adopted drought rates to fund additional expenditures needed to operate the water system during water shortage periods and to recover decreased revenues as a result of reduced consumption. The drought rates are anticipated to be temporary and will terminate when the City determines that water supply conditions have returned to normal or when drought-related costs have been recovered. This report provides an update on the revenues collected as of June 30, 2015 and the cost recovery efforts for the drought related costs and decreased revenues related to conservation efforts. As the drought continues and the revenues remain hampered by low consumption, staff anticipates that the metered customer accounts will take until March 2016 or longer to recover the fiscal impairments associated with the drought.

BUDGET INFORMATION:

The water fund drought surcharge is anticipated to generate \$2.3 million in revenue to cover the costs related to the drought and conservation efforts. Valero and the metered customers are predicted to share this cost equally.

GENERAL PLAN:

Relevant General Plan Goals:

- o Overarching Goal of the General Plan: Sustainability
- o Goal 2.36: Ensure an adequate water supply for current and future residents and businesses.

STRATEGIC PLAN:

Relevant Strategic Plan Issue and Strategy:

- Strategic Issue #1: Protecting Community Health and Safety
- Strategy #5: Promote community and personal health
- Strategic Issue 3: Strengthening Economic and Fiscal Conditions
Keeping City-owned property in productive use economically strengthens the City.

BACKGROUND:

Drought rates are designed to recover drought-related expenses, as well as, to achieve a targeted reduction in water consumption, 20%. During times of drought, a water utility has two core objectives: 1) to reduce the amount of water customers consume, and 2) to maintain an adequate amount of revenue to continue operations and to pay for drought-related expenses. The two competing objectives work against each other because, as less water is sold, the more difficult it is to maintain adequate revenue to cover an agency's costs. The drought surcharge was needed to recover drought-related expenses; as well as, to achieve a targeted reduction in water consumption without fiscally impairing the water fund. Total drought-related costs have been estimated at \$2.38 million.

In March 2014, the City retained Bartle Wells Associates (BWA) to evaluate drought rates/surcharges alternatives. At the July 22, 2014 City Council meeting, the City Council directed staff to initiate the Proposition 218 process to implement the proposed drought surcharge outlined in Bartle Wells Associates' (BWA) July 15, 2014 memo. The City Council held a Proposition 218 protest hearing and adopted the drought surcharge on October 15, 2014.

Existing water fund's revenues are derived from metered customers and a water purchase agreement with Valero. The drought surcharge was allocated to these two user groups based upon their water consumption ratio. The rate study considered historical consumption and the target conservation of 20%. The ratio calculated a 50/50 split would exist between Valero water usage and metered customers. Therefore, the drought surcharge were apportioned equally to each user group. However, a true-up at the end of the drought will determine the actual ratio and apply it to the actual drought related costs.

Valero drought surcharge was collected in 12 equal portions beginning in November 2014 through October 2015. The metered customers' drought surcharge was applied to the volume charge component of their utility bills.

The drought surcharge is anticipated to be temporary and will only be in effect until the City recovers the drought-related costs and water supply conditions have stabilized. These drought-related costs include additional water purchases,

added utility expenses to pump water, expenses related to promoting conservation, water saving projects throughout the City, and lost revenue due to a 20 percent overall reduction in consumption.

ANALYSIS:

Methodology for Monitoring the Drought Surcharge

There are four components staff is monitoring relative to the drought surcharge.

1. Drought budget and costs incurred to date. This includes details on calculated lost revenue attributed to the reduction in consumption.

In addition to funding its current operations, the City must also pay for additional costs to manage the drought. These drought-related costs include additional water purchases, added utility expenses to pump water, expenses related to promoting conservation, and water saving projects throughout the City. Because the City's planned water sources were curtailed, the City had to purchase 4,000 acre-feet (AF) of water at a cost of \$827,486 to assure sufficient supply through February 2016. The City continues to incur additional energy costs to pump the additional water. Other expenditures include costs to promote conservation, such as rebates and staff costs for outreach and enforcement. Staff had also developed several water conservation projects throughout the City. Projects include the water main leak detection and repair costs, water reuse/reduction studies, and installing evapotranspiration and drip irrigation at City parks. The objective of these projects is to enable the City to save water. See table 1 for an outline of these budgeted expenses and the year-end estimations for these costs.

Another significant impact is the loss of water sales due to the reduction in consumption. Water fund generates revenues through both a fixed component and variable component on customer bills. The variable revenue sources is derived by billed consumption. Water conservation encourages residential and non-residential customers to lower their water consumption. Unfortunately, as usage declines, the City does not experience a corresponding decrease in its operating expenses.

The drought rates aim to recover net revenue loss due to a decline in water sales. Using FY 2011-2012 consumption as the base year, the loss of revenues was calculated by assuming a 20% drop in consumption rate over a 15 month drought period, May 2014 through July 2015. However, the actual citywide FY 2014-2015 billed consumption rate is approximately 21% lower than the base year. (See table 2 and 3 to see billed customer consumption.) The results are a 25% lower billed consumption revenue because, the higher tiers produce larger revenue collections per unit (1 hcf) of water. As customers move out of the higher tiers, the water fund experiences a larger loss in revenue.

The drought is currently expected to continue into the next season, past November 2015. The longer the drought, the longer customers are asked to conserve; therefore, the larger the loss in revenue. This in turn affects the amount of revenue needed to be collected to mitigate this loss.

2. Surcharge revenue collected to date.

Beginning November 30, 2014, with the passage of the drought surcharge, Valero has made fixed payments of \$99,084 each month. By October 2015, Valero payments will be equal to the 50% of the original drought costs, equal to \$1,189,008 and no further payments are scheduled. The revenue from meter customers is approximately, \$520,000, or 44%, of the drought surcharge costs, as of June 30, 2015. This is from billed consumption from mid-October through June 2015. At the current rate of consumption, it will take another 9 to 12 months to reach the full \$1.2 million for the shared drought costs. This can be tied back to the change in billed consumptions and customers moving out of the top tiers and shifting to the lower. As customers move out of the higher tiers, it will take longer to collect the drought surcharge from metered customers.

Upon the end of the drought, the revenue will be reconciled to the drought costs and the revenue sharing between Valero and metered customers will reflect the actual consumption ration of each. (See table 4 to show consumption ratio calculations)

On the next page is the budgeted revenues and expenses related to the drought. Staff has presented the actuals and estimated totals for each category by fiscal year. Staff will update this in November 2015 to update these budget impacts.

~Continue to next page~

Table 1: Drought Surcharge Budget

	Budget	Actuals FY 2013-2014	Estimated FY 2014-2015	Estimated FY 2015- 2016	Budget Remaining
Drought Surcharge Revenues					
RESIDENTIAL CHARGES	891,756	-	371,456	520,300	-
COMMERCIAL DROUGHT SURCHARGE	297,252	-	149,773	147,479	-
VALERO UNTREATED WATER	1,189,009	-	891,756	297,253	-
Total Drought Related Costs	2,378,017	-	1,412,985	965,032	-
Drought Expenses					
Additional Water Purchase (4000 AF)	776,000		827,486		(51,486)
PG&E utilities	104,900		48,000	56,900	-
Terminal Reserve Bar Screen	100,000	69,239			30,761
	980,900	69,239	875,486	56,900	(20,725)
Additional Conservation Costs					
Water Outreach Consultant	47,000	-	30,000	17,000	-
Prop 218 Printing and Mailing	7,000	-	7,000	-	-
Prop 218 Soft Costs	10,000		10,000		-
Staff time dedicated to drought effort	60,000	-	40,000	6,275	13,725
Water Conservation Promotional Items	10,000		3,000		7,000
	134,000	-	90,000	23,275	20,725
Water Conservation Projects					
Feasibility study irrigating Benicia Community Park	35,000	-	-	35,000	-
Comprehensive Leak Detection	150,000	-	30,000	120,000	-
Water Resuse study	40,000	-	40,000	-	-
Install drip irrigation and plants	39,000	-	-	39,000	-
	264,000	-	70,000	194,000	-
Lost Water Revenue					
Water Loss Revenue due to 20% Conservation	999,117	136,376	862,741	TBD	-
Total Drought Related Costs	2,378,017	205,615	1,898,227	274,175	-

3. Monthly billed usage compared to FY 2011-2012 baseline by customer class and tier.

Total residential billed consumption has been reduced 21.06%. Residential customers have moved almost completely out of the Tier 3. In FY 2011-2012, the annual billed consumption was 66,234 hundred cubic feet (hcf). Last year, this tier had a 59% drop in consumption. Tier 2 for the same periods of comparison had a 40% drop in consumption. Current conservation trends are increasing this gap. Total non-residential billed consumption has been reduced 21.24%.

Table 2: Calculation of Residential Billed Consumption

<u>Consumption Billed</u> (in hundred cubic feet)	<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>	<u>Total Residential</u>
Base Year FY 2011-2012	811,220	528,103	66,234	1,405,557
Drought Surcharge Calculation	648,976	422,482	52,987	1,124,445
Billed Consumption FY 2014-2015	763,617	318,522	27,369	1,109,508
Drought Surcharge Conservation Assumption	-20.00%	-20.00%	-20.00%	-20.00%
Actual Conservation	-5.87%	-39.69%	-58.68%	-21.06%

Table 3: Calculation of Non-Residential Billed Consumption

<u>Consumption Billed</u> (in hundred cubic feet)	<u>Tier 1</u>	<u>Tier 2</u>	<u>Total Non-Residential</u>
Base Year FY 2011-2012	141,956	345,575	487,531
Drought Surcharge Calculation	113,565	276,460	390,025
Billed Consumption FY 2014-2015	126,303	257,694	383,996
Drought Surcharge Conservation Assumption	-20.00%	-20.00%	-20.00%
Actual Conservation	-11.03%	-25.43%	-21.24%

4. Total treated and raw water leaving the system - to monitor both conservation efforts and the Valero allocation.

At the termination date, total drought costs will be calculated and distributed proportionally between Valero and the metered customers. Currently, the rate assumption apportioned the costs equally between Valero water usage and metered customers. This calculation was based upon the historical usage of the Valero's consumption (untreated water) and the metered customers (treated water) and the assumed impact of conservation on these groups over the drought period. While the historical proportion of water consumption was 45% Valero and 55% metered customers, it was recognized that Valero, who had implemented water conservation back in 2000, would unlikely reduce their water consumption further. Conversely, the rate study calculated that the metered customers would conserve 20%, which implied that the treated water consumption would be reduced. This reduction would shift the consumption ratio between the untreated water and treated water to reflect a 50/50 split.

As metered customers have continued to actively conserve, the Valero's proportion use of water has increased. See table 4 for actual proportionate water usage over the last 12 months. Over the last 12 months, the Valero percentage of water use has shifted to an annual average of 52% where it is assumed to remain throughout the surcharge period. During the winter months, this ratio showed Valero's proportion averaging 56%. However, during the summer months, the City's metered customers usage has typically increased, as seen in May and June usage in the table below.

**Table 4: Valero consumption (untreated water)
verses Metered Customer consumption (treated water)**

2014	<i>M&I TW Usage</i>	<i>Valero RW Usage</i>	<i>Total</i>	<i>% M&I</i>	<i>% Valero</i>
July	557	400	957	58%	42%
August	515	433	948	54%	46%
September	478	436	914	52%	48%
October	426	434	860	50%	50%
November	321	397	718	45%	55%
December	287	388	675	43%	57%
2015					
January	309	399	708	44%	56%
February	268	336	604	44%	56%
March	345	422	767	45%	55%
April	351	416	767	46%	54%
May	403	441	844	48%	52%
June	414	434	848	49%	51%
Annual Average	390	411	801	48%	52%

Criteria for the End of the Drought Surcharge and the True-up

Surcharge revenue is to be used explicitly on drought related costs. Therefore, the drought surcharge rates are anticipated to be temporary and proposed to terminate via a resolution when the City Council has determined that sufficient surcharge revenue has been collected to offset drought related costs realized and expected.

At the end of the drought, the actual ratio between untreated water (Valero) and treated water (metered customers) will be determined and multiplied by the total drought costs. This amount will be reconciled against the amount collected from Valero and adjusted as necessary. (Valero true-up)

$$\frac{\text{Meter Raw Water for Valero}}{\text{Meter Raw Water for Valero} + \text{Total Treated Water}} * \text{Total Drought Costs}$$

Based upon the pace of the drought surcharge revenues coming in from the meter customers, approximately 44% of \$1.2 million, it will take 9-12 more months to reach the estimated total. Should the drought continue, the City's water fund will likely continue experiencing other drought related costs, including purchase of additional water supplies and/or lower revenue collections from citywide conservation efforts.

Going forward, as part of the new rate study, the City will need to determine if the current consumption levels are the new "normal". During the last 15 months since the drought was declared, residential and non-residential customers have reached unprecedented conservation efforts. In many ways, these are permanent changes, such as installing drought tolerant landscaping. If customer conservation is the new normal, the City's rates will need to be restructured so that sufficient revenues are generated to meet ongoing operations, even after the drought ends.

AGENDA ITEM
CITY COUNCIL MEETING DATE - JULY 21, 2015
BUSINESS ITEMS

DATE : July 14, 2015

TO : City Manager

FROM : Public Works Director

SUBJECT : **REQUEST FOR PROPOSALS FOR WATER METER REPLACEMENT PROGRAM**

RECOMMENDATION:

Review and concur with proposed Request for Proposals for the Water Meter Replacement Program.

EXECUTIVE SUMMARY:

On March 13, 2015, the City issued Requests for Qualifications (RFQ) to 10 firms to provide a Statement of Qualifications (SOQ) and Business Case Analysis (BCA) for a City's water meter replacement program. The program would replace the City's existing, aging, residential and commercial water meters, and also install a remote-read system that is linked to the utility billing software system that allows customer access to water usage and billing data.

In response to the RFQ, the City received five SOQs from the following firms: Siemens, Johnson Controls, Ferguson Waterworks, PERCWater, and Aclara. Based on a review of the submitted documents, three firms, most closely met the requirements stated in the Request for Qualifications: Siemens, Johnson Controls, and Ferguson Waterworks.

The next step in the process is to issue Requests for Proposals for the program to a short-list of firms.

GENERAL PLAN:

Relevant General Plan Goals:

- Overarching Goal of the General Plan: Sustainability
- Goal 2.28: Improve and maintain public facilities and services
- Goal 2.36: Ensure an adequate water supply for current and future residents and businesses

STRATEGIC PLAN:

Relevant Strategic Plan Goals and Strategies:

- Strategic Issue 2: Protecting and Enhancing the Environment
 - Strategy 2: Implement new water conservation projects/programs
- Strategic Issue 4: Preserving and Enhancing Infrastructure
 - Strategy 4: Provide adequate funding for ongoing infrastructure needs

BUDGET INFORMATION:

The program would be self-funded over a 20-year term, through cost savings that are achieved through the replacement of existing, aging water meters. The program includes a first phase that accelerates meter replacements of the oldest meters in the City. Having water meters that read correctly will increase water fund revenue. The request for proposals requires the consultants to analyze how soon the new revenue will pay for the water meters.

BACKGROUND:

In May, the 2014-2015 Solano County Grand Jury issued a report titled: "Mitigating Water Loss". The Report noted that the City treats 25% more water than is sold. While some water is lost through leaks in the distribution system, the majority of non-revenue water is caused by inaccurate water meters. Sixty percent of the water meters in the city are over 20 years old while the typical replacement schedule by most agencies is 15 years.

As water meters get older they read less flow and eventually stop reading the amount of flow going through the water meter. Since 90% of water enterprise fund expenses are fixed, people with older meters will be paying their proportionate share of these costs after their water meters are replaced. Replacing all water meters will be fairer to all customers. When customers know their true water usage, they are more likely to conserve water.

City Staff worked with Vivian Housen to review what 10 other agencies have done with water meter replacement programs and many used a two-step request for qualifications and request for proposal process when selecting water meter replacement companies to implement an advanced metering infrastructure (AMI) system. One agency was able to recoup the cost of the project within two years.

In March 2015, a request for qualifications was sent to 10 firms to provide a Statement of Qualifications and Business Case Analysis. Staff have evaluated Statements of Qualifications and Business Case Analyses that were submitted by interested firms in April 2015. The BCA is an industry-standard assessment that provides an overview of potential cost savings that might be achieved through

a water meter replacement program. The BCA considers existing meter sizes, age, and accuracy, water usage, and current water meter reading staffing, among other factors.

Three firms, Siemens, Johnson Controls, and Ferguson Waterworks, provided qualifications and a BCA that most closely met the requirements stated in the Request for Qualifications. A summary of staff's review is attached. Following this review, a short-list of the three most qualified firms has been established to receive Requests for Proposals (RFP) for the program.

The RFP seeks a firm or firms that will provide a 2-phase program approach. The first phase replaces the oldest meters in early 2016, in order to achieve an early benefit in terms of improved meter accuracy. The second phase replaces the remaining water meters. The RFP will seek a financing plan for the replacement of the water meters and the installation of an automated meter infrastructure (AMI) remote read system. Although at a higher upfront cost, the AMI system is the recommended remote read system over automated meter reading system (AMR) due to the reduced ongoing operational cost of labor and the ability to obtain water use information instantly. The financing plan may include option of a conventional loan, state revolving funds or private-public partnership under a performance-based contract.

Staff recommends that Council concur with the issuance of a Request for Proposals for the water meter replacement program to three firms: Siemens, Johnson Controls, and Ferguson Waterworks. Staff will evaluate proposals and interview proposing firms, and will bring a recommendation for award to the City Council at a future meeting.

Attachments:

- Grand Jury Report: Mitigating Water Loss
- Table of AMR and AMI Benefits
- Table Summarizing Staff Review of SOQ and BCA
- Example Request for Proposal for Water Meter Replacement Program



SOLANO COUNTY GRAND JURY
2014 - 2015

MITIGATING WATER LOSS

MITIGATING WATER LOSS

2014-2015 Solano County Grand Jury

I. SUMMARY

The 2014-2015 Solano County Grand Jury chose to investigate the water loss and accountability of the municipal water systems throughout the County of Solano. This report also addresses the effects of the current four year drought and the resultant imposition of water conservation measures by each City within the County. This investigative report is about the mitigation of water loss in Solano County.

For purposes of this investigation, water loss is considered to be the difference in the amount of water that is treated by each municipality and the amount of water used that is billed to the final consumer.

The Grand Jury found that cities within the County; Benicia, Dixon, Fairfield, Rio Vista, City of Suisun City, Vacaville and Vallejo, each had annual water loss of 9% to 25% of their total distributed water supply. The Cities did not conduct regularly scheduled water audits in order to discover areas where large amounts of the water supply were being lost. The research indicated that the two main culprits of water loss in all the Cities are distribution pipeline leaks and inaccurate water meters. The Grand Jury completed collection of data for this report as of February 28, 2015.

Each City has implemented intervention programs to control the water losses, but only makes replacement or repairs as a reactive condition. Water conservation programs are instituted in all the Cities within the County. Public awareness is promoted via consumer utility bill inserts, mandatory water reductions and/or excessive water usage surcharges, city website information, and public display campaigns.

II. INTRODUCTION/BACKGROUND

California's drought, now in its fourth year, demonstrates with dramatic force the many deficiencies of the aging infrastructure of the water distribution system in all seven cities within Solano County. This leaking infrastructure is a major cause of water loss for each city. The other significant source of water loss experienced in these cities is inaccurate water meters at residences and businesses.

Solano County has several sources of water. Each city within the county has its own water source or is sourced by one or more State or County water agencies. For example, Rio Vista water is supplied by ground water wells, while Benicia must import all of its water supply. Ground water wells, the State Water Project, and the Solano County Water Agency are the major suppliers of water for Solano County. The Solano Irrigation District is a major distributor of water from the Solano County Water Agency. None of the water sources are infinite, as

ground water wells can pump aquifers dry and drought can empty reservoirs. Water is considered a valuable asset, one not to be wasted or squandered, but conserved and used wisely.

According to the Environmental Protection Agency, the nationwide average water loss in distribution systems is 16%, of which only 75% is recoverable. Water loss must be defined as real loss and apparent loss. Unavoidable annual real water loss, as defined by the American Water Works Association, is estimated at 3.3%. The current industry goal for North American water systems is to limit losses to 10% of the system input volume.

Types of Water Losses

Real water loss is physical. Physical water loss identified in the scope of this investigation includes loss within infrastructure and distribution from leakage during transmission and distribution mains, leakage and overflows from the water storage tanks, and leakage from service connections up to and including the meter. The issue of water loss from pipeline leakage is exacerbated by the shrinking water supplies allocated to Solano County.

Water meters, both at the source and at the service connection, are important for all aspects of the water supply operations and make accurate water auditing possible. Meters make it possible to charge customers based upon the quantities of water that the customers consume. As water meters age, they begin to under record water usage. For the older mechanical meters, a six year life expectancy is average. The older the meter, the less accurate the reading, resulting in consumers not knowing their actual water usage and the specific city not accurately billing for actual water usage. New meters allow for a more accurate reading of water usage and have a life expectancy of at least ten years.

Meters can encourage conservation by making customers aware of their usage, as well as help detect leaks and establish accountability. Meter records provide data that is used for planning purposes to determine future needs and to address water loss in the system.

Apparent water loss as identified in the scope of this investigation consists of unauthorized consumption or theft at hydrants, customer metering inaccuracies, and systematic data handling errors in the meter reading and billing processes.

Non-revenue water loss is identified as a water loss condition resulting from water usage not billed, not paid, and not reported. Unbilled authorized consumption consists of unbilled metered consumption and unbilled un-metered consumption. There can be authorized water losses that are unaccounted for, such as fire suppression, hydrant flushing, water pressure valve checks, and municipal use.

Water Audit vs. Water Management Plan

A water audit identifies and quantifies the water uses and losses from a water system. Each Solano County city had either conducted a formal water audit or generated a water use measurement report in lieu of an audit, but none of the Cities conducted an audit on a scheduled or annual basis. At present, there is no State requirement for cities to conduct water audits.

There is a 1983 State requirement for cities to undertake and implement an Urban Water Management Plan (UWMP) every five years in order to preserve water supply sources and for water conservation programs. The purpose of a UWMP is to ensure that urban water suppliers have adequate water supplies for existing and future demands. Plans must identify and discuss various factors affecting current and projected water supplies and demand, and must identify steps being taken to ensure the availability and reliability of future supplies.

A water management plan will include preventive measures such as infrastructure design that allows for maximum structural integrity and effective maintenance for proactive repairs and optimal operating performance. Pipeline pressure management evaluates areas of excessive pressure and implements controls to reduce pipeline leakage and rupture. Repairing and replacing leaking pipes requires prompt fixes and scheduled detection procedures, as well as inventory of parts and materials.

III. METHODOLOGY

- Questionnaires were sent in November 2014, to the seven cities within Solano County requesting specific details regarding that City's water loss conditions and water loss control programs occurring in the past and current year. A Water Loss Control Comparative Analysis Matrix was prepared by the 2014-2015 Grand Jury.
- Tour of Benicia Water Treatment Plant and interviews with plant and Public Works personnel in September 2014.
- September 18, 2014 interview with Benicia City management.
- Various newspaper articles addressing water loss problems specific to Benicia, Vacaville, Solano County and the Bay Area that were published between August and December 2014 in the Daily Republic, Benicia Herald, Bay Area News Group; and magazine reporting on the California drought in the "The Kiplinger Letter".
- Federal, state and agency documents pertaining to water loss, water usage and water regulations:
 - Water Audits and Water Loss Control for Public Water Systems, Environmental Protection Agency, EPA816-13-002, July 2013
 - Water Loss Control Manual, Julian Thornton, McGraw-Hill Companies, 2002
 - Water Audits and Loss Control Programs, AWWA, Manual M36, 3rd edition, 2009
 - Metered Districts, Software, Help Stem Water Leakage, Carl Yates, "Waterworld", October 2007

- City of Benicia 2014 Water System Facts, September 22, 2014
- **Legislative Action Relative to Water Meters and Water Loss Control**
There are four (4) pertinent California legislative actions concerning water meters:
 - **AB2572** (2004) - requires water services to be billed at a metered rate. This bill, with certain exceptions, will require an urban water supplier to install water meters on all municipal and industrial water service connections that are located in its service area on or before January 1, 2025.
 - **AB1420** (2009) – requires compliance to the Best Management Practices (BMP) of the Urban Water Conservation Council. Also requires that the terms and eligibility for any water management grant or loan made to an urban water supplier (UWS) awarded or administered by the Department of Water Resources (DWR), State Water Resources (SWR), or California Bay-Delta Authority (CBDA) be conditioned on the implementation of the water demand management measures called best management practices.
 - **SBX7-7** (2009) – requires a statewide 20% reduction in urban per capita water use by 2020. It requires that urban water retail suppliers determine baseline water use and set reduction targets according to specified requirements, and requires agricultural water suppliers prepare plans and implement efficient water management practices. Compliance is required for continued State water grants and loan eligibility to special water districts.
 - **Urban Water Management Planning Act of 1983** – requires privately-owned and public water agencies that serve water for municipal purposes to more than 3,000 water service connections, or serve more than 3,000 acre-feet of water per year to prepare and submit an updated Urban Water Management Plan to the California State Department of Water Resources every five years.

IV. STATEMENT OF FACTS

In response to the 2014-2015 Grand Jury questionnaires requesting information regarding water loss experienced during the past years, each City provided the most recent data identifying the percentage of water supply loss, the causes of that water loss, water supply sources, and information on water audits, water loss intervention, and present and future water conservation plans, along with public awareness conservation programs. The data collection from each City was completed as of February 28, 2015, and is profiled below and in the form of the Water Loss Control Comparative Analysis Matrix attached to this report.

CITY OF BENICIA

Benicia states that their water loss is 25%. Inaccurate meters account for 10% of the total loss, water main breaks account for 7%, and service line leaks account for 6%. The remaining 2% of loss is due to theft and reservoir overflows.

All of the City of Benicia's water supply is imported, with 85% of supply received from the State Water Project (SWP) North Bay Aqueduct. The secondary source is Putah Canal water received from the Solano Project (SP). Benicia has an emergency water supply source from Lake Herman located in the City limits. In 2014, the City was put in the position of having to purchase replacement water when the SWP allocation was reduced by 85%.

The City has developed a water meter replacement program which has yet to be instituted. A plan to secure a contractor for the detection of water main and service line leaks is underway. Repair of the leaks by the City will follow with a planned completion by end of 2015. Benicia imposed a three-tier surcharge over and above regular water rates in order to recover the cost of the additional water purchases in 2014. The rate surcharge is intended to encourage conservation. Benicia instituted a program through the Solano County Water Agency (SCWA) to reduce water usage by 20% city-wide.

The City of Benicia has established water conservation signage, publically displayed banners, and conservation pamphlets which are available throughout the City. Additional consumer water conservation information is available on the City website.

CITY OF DIXON

In August 2014, the City of Dixon experienced a change of water providers. The City of Dixon now administers water services for approximately one-half of the City's consumers. A contractor, Severn Trent Services (STS) provides maintenance and operations for those consumers. California Water Service Company (CalWater) provides administration, operations and management for the other half of the City water consumers, primarily in the older, downtown area.

Ground well water is the City of Dixon's only water supply source. In a circumstance when the City would need a supplemental source, there is an agreement in place with Solano County Water Agency for water purchases from the North Bay Aqueduct, but Dixon would need to finance and construct the infrastructure to both deliver and treat that water.

To date, identifiable causes of water loss have included non-calibrated pumping facility meters, contractors not correctly utilizing hydrant meters/ backflow devices during construction practices, and street sweeping services utilizing hydrants without meters for water supply. As the providers have had less than a year to compile pertinent information, they were not able to submit enough water loss data for the purpose of this inquiry. Water audits, which are integral components of operation planning, have not been conducted as of this date by either of the current providers. Initial surveys, however, have begun to identify areas of concern and a means to direct appropriate remedies. Addressing the water loss issues, STS has begun monitoring construction sites and increased the use of hydrant meters and backflow devices, providing leak detection services when requested by customers, and replacing leaking customer meters.

In regard to water conservation programs, the City adopted an Urgency Ordinance on August 26, 2014, to enact water conservation measures. Dixon intends to perform activities to accurately account for water usage. Water conservation programs funded through SCWA are highlighted on the City's website. The City has also used utility bill inserts to increase public awareness of water conservation requirements.

CITY OF FAIRFIELD

Fairfield reports approximately 10% of the total water produced that is treated water and distributed from the water treatment plants is unaccounted for or lost. The primary losses of water are from inaccurate and under-recorded amounts of water that flow through the meters, leaks in pipelines through water services, and unauthorized or unreported consumption.

The City of Fairfield water supply comes from two sources: Lake Berryessa, which is distributed by the Solano Project, and the Sacramento-San Joaquin Delta via the North Bay Aqueduct, administered by the State Water Project.

Within the past few years, Fairfield has replaced all existing water meter heads with radio-read technology, increasing frequency of reads and early leak detection. Infrastructure cast iron water mains still exist and are scheduled for replacement over the next several years as part of the annual pipeline replacement and renewal program.

Although the City of Fairfield completes a desktop water audit each year using software provided by the American Water Works Association, it also conducted a water audit in 2013. The City participates in the regional water conservation program administered by Solano County Water Agency, which includes free customer water audits, free water conservation devices, and rebate programs to help residents reduce usage. As a member of the Urban Water Conservation Council, the City implemented water conservation best management practices, and continues to investigate programs that will reduce unaccounted for and lost water. To promote consumer water conservation, the City website provides conservation information.

CITY OF RIO VISTA

The City of Rio Vista experiences an annual water loss of approximately 9%, calculated by volume of water pumped from flow meters at ground wells compared to the water measured at the metered consumers. Aging equipment, pipelines, valves, and under-reporting water meters are the primary causes of water loss.

The City's only water supply source is seven operating ground water wells. There are no other supplemental water supply sources at this time.

Rio Vista is currently conducting a water audit of their water distribution infrastructure. Since 2010, the City has spent over \$2 million to replace the aging equipment that is a major cause of water loss. In July 2014, Rio Vista adopted the new State requirements for water conservation.

Currently, there is a project under construction for replacing old supply pipelines. There is a plan in 2015 for the City to complete a water meter installation and replacement project to better manage water distribution and production losses.

The City sends water conservation tips in monthly utility bills and also has a demonstration garden at the airport that promotes water conservation.

CITY OF SUISUN CITY

Approximately 22% of total water produced into the Suisun City distribution system is lost. The physical water loss is primarily from leaks in the pipeline system, and apparent water losses due to customer meter read inaccuracies, data handling errors, and water theft.

The City water supply is provided from Lake Berryessa through the Suisun-Solano Water Authority and Solano Irrigation District, and has no other supplemental water supply sources.

In 2013, Suisun City conducted a water audit for calendar year 2011, which confirmed the loss volume and infrastructure leak sources. A thorough leak detection survey and minimum night flow analysis was conducted on the Old Town Suisun City distribution system in 2013. Discovered leaks were repaired, saving an estimated 50 acre foot per year of treated water.

Suisun City water conservation activities are based on the Suisun-Solano Water Authority Urban Water Management Plan. The City's Water Loss Control Program includes implementation of district metered areas for proactive leak detection and advanced pressure management, and the development of a detailed inventory of the customer meters and services using a Geographic Information System that will be implemented by Solano Irrigation District in 2015, for the purpose of meter testing and meter replacement. The City participates in State and local water conservation programs sponsored by Solano Water Agency and the California Department of Water Resources. Suisun City uses local media and mail inserts to increase public water conservation awareness.

CITY OF VACAVILLE

Vacaville reports that approximately 10% of their annual water production is unaccounted for and reported as lost. As with other cities in Solano County, these losses are from breaks or leaks in the distribution pipeline system and the deterioration in accuracy of the water meter consumption reporting.

Vacaville has three annual authorized water sources: 9,000 acre feet from Lake Berryessa through Solano County Water Agency and the Solano Irrigation District; 18,000 acre feet from the North Bay Aqueduct through the Solano Water Project; plus 8,100 acre feet of ground water from the 12 permitted wells located in the City. The City of Vacaville's annual average consumption is approximately 17,200 acre feet of water. There are no other supplemental water sources.

The City has not conducted a formal water audit, but production reports are produced and reviewed on a monthly basis. Annual reports on water production and loss are reported to the State. Ongoing water loss intervention and prevention measures include repair of pipeline breaks and leaks when detected or reported. The City also has a program to replace aging water meters that has been ongoing since 2007. Between 2012 and 2013, the City replaced approximately 14,000 conventional water meters with automatic-read meters for residential customers. The goal is to replace all meters on a ten year cycle, which is the expected time period for the automatic-read meters to remain highly accurate.

Vacaville has an aggressive water conservation program which consists of public and school education, commercial and residential fixtures and landscape rebates and water use surveys. Personalized water usage information has been provided in utility bills since 2009 to aid consumers to better track their usage. The City recently updated its Urban Water Shortage Contingency Plan to comply with State drought regulations, and updated the municipal code sections related to water conservation to align with the Urban Water Shortage Contingency Plan to establish fines and penalties for water waste and prohibitions. Early in 2015, Vacaville implemented a mandatory 20% reduction in water use city-wide. Extensive conservation information is located on the City website.

CITY OF VALLEJO

In Fiscal Year 2013-2014, the City of Vallejo estimated the City's water loss to be 11%. Identified causes of physical water losses are: leakage from water pipeline systems, leakage and overflows at storage facilities, and leakage on service connection laterals up to and including the City's side of the service meter, and under-reporting water meters. Causes of apparent water losses reported are: unauthorized consumption which includes direct water theft, customer metering inaccuracies, and data handling errors, including unmetered City use of water and incorrect allowable unmetered water use.

The City of Vallejo's water supply sources are Lake Berryessa, the Sacramento River via the North Bay Aqueduct, and Lakes Madigan and Frey. Due to drought-related water rights curtailment from the North Bay Aqueduct, the City had to exchange a Lake Berryessa water allotment with the Cities of Benicia and Suisun City for an equal portion of Sacramento River water supply.

An annual estimated water balance report is prepared, but no formal audit has been conducted. A record keeping system tracks several parameters of leak repair, but does not yet capture the full range of required data, including leak running time from report to repair. The City is implementing a new asset management and maintenance activity database software program, which will include information needed for a standard water audit.

Vallejo implements various means to mitigate their water loss. Leak detection equipment is used to pinpoint locations of underground leaks, repairing the leaks when found, and an ongoing water main replacement program to replace aging infrastructure is in place. The

Water Loss Control Program consists of ongoing water meter calibrations and advising customers whenever leaks exist on the customer's side of the meter. The City has a replacement program to replace aging and inaccurate meters and has taken steps to reduce the loss of water through contractor construction mishaps involving pipeline ruptures.

Vallejo has an active water conservation program to reduce municipal water use and loss. In addition to the Wasteful Water Use Prohibition Ordinance, the City adopted the drought restrictions imposed by the State, along with a Water Shortage Contingency Plan to monitor stages of water supply shortage. There is consumer water conservation program information on the City's website.

STATEMENT OF FACTS SUMMARY:

- The seven cities within Solano County have and are experiencing water loss ranging from 9% to 25% of distributed water.
- All cities reported water loss primarily due to leaking pipelines and non-reporting or inaccurately reporting water meters.
- All cities are not conducting water audits on a regularly scheduled basis.
- All cities are planning and/or are progressing in replacement of leaking pipelines, replacing or recalibrating inaccurate water meters, detecting leakage in supply and distribution pipelines.
- All cities have invoked water conservation plans.
- All cities have created and are promoting public awareness programs for community conservation.

V. FINDINGS AND RECOMMENDATIONS

Finding 1

Not all of the cities are conducting regularly scheduled water audits.

Recommendation 1

Each city conduct routine scheduled water audits in order to improve control of water loss and for water supply planning.

Finding 2

All the cities face deteriorating water delivery infrastructure.

Recommendation 2

Each city identify and replace aging infrastructure.

Finding 3

All the cities have identified under-recording water meters as a cause of apparent water loss.

Recommendation 3

Each city comply with programs to address inaccurate reading water meters.

Finding 4

All the cities have developed water loss mitigation and conservation programs that serve their communities.

Recommendation 4

Each city enforce and continue expanding water conservation measures for residential and business consumers.

Comments

The 2014-2015 Grand Jury found the seven cities to be very cooperative in their response to the information requests. Ongoing developments of water supply and conservation complicated by the current drought are a challenge for everyone. Each city has paid attention in varying degrees to address their water concerns. However, the action to mitigate the pipeline infrastructure water losses has been slow and incomplete. All water consumers in Solano County must take responsibility in water conservation efforts.

Required Responses:

City of Benicia – All Findings

City of Dixon – All Findings

City of Fairfield – All Findings

City of Rio Vista – All Findings

City of Suisun City – All Findings

City of Vacaville – All Findings

City of Vallejo – All Findings

Courtesy Copies:

Clerk, Solano County Board of Supervisors

VI. GLOSSARY

Acre foot of water: a unit of volume commonly used in reference to reservoirs, aqueducts, canals, sewer flow capacity, irrigation water and river flows. Defined as the volume of one acre of surface area to a depth of one foot and is equal to 325,851 gallons of water. One acre-foot is taken to be the planned annual water usage of a suburban family household. One acre-foot per year equates to approximately 893 gallons of water per day.

American Water Works Association (AWWA): largest nonprofit, scientific and educational association dedicated to managing and treating public water. With approximately 50,000 members, AWWA provides solutions to improve public health and protect the environment.

Apparent Water Loss: non-physical water loss that occurs due to customer meter inaccuracies, data handling errors and water theft. Water is consumed but is not properly measured or accounted for.

California Water Service Company (CalWater): California Water Service Company (Cal Water) is the largest investor-owned American water utility west of the Mississippi River and the third largest in the country. Formed in 1926, the San Jose-based company serves more than 473,100 customers through 28 Customer and Operations Centers throughout the State. To meet the needs of Dixon customers, eight wells are utilized (with an additional well under construction), one storage tank, and 32 miles of pipeline to pump and deliver one million gallons of local groundwater per day.

Non-Revenue Water Loss: unbilled metered water consumption and un-billed un-metered water consumption with no payment received.

Raw Water: ground or surface water that is taken directly from its source without treatment. Not potable water. Water is considered to be raw until it is treated by a potable water treatment process.

Real Water Loss: physical water loss that occurs due to pipe leaks and breaks, storage tank overflows, and undetected water leaks in the distribution system.

Severn Trent Services (STS): private company employed by City of Dixon to provide water operations services, calibrate well production meters, leak detection services, and monitoring construction sites for hydrant construction meter assembly.

Solano County Water Agency (SCWA): a wholesale water agency providing untreated water to cities and agricultural districts in Solano County from the Federal Solano Project and the North Bay Aqueduct of the State Water Project. The agency also has a flood control function.

Solano Irrigation District (SID): an independent special district, a local government agency, formed in 1948. SID has entitlements for 141,000 acre feet of agricultural and domestic water for service to many areas in Solano County each year. The district is the operator of the Solano Project, which delivers Lake Berryessa water to four cities, the Maine Prairie Water District, and SID customers. The district owns and operates the hydroelectric power plant at the base of Monticello Dam. SID is partners with Suisun City in water delivery.

Solano Project (SP): The Solano Project is mostly in Solano County. Monticello Dam at the Lake Berryessa reservoir is the main project feature. Other important features are Putah Diversion Dam, Putah South Canal with a small terminal reservoir, and the necessary waste-ways, laterals, and drainage works. The project was designed to irrigate approximately 96,000 acres of land. The project also furnishes municipal and industrial water to the principal cities of Solano County. Putah Creek is the source of water for the Solano Project.

State Water Project (SWP): the nation's largest state-built water and power development and conveyance system. Planned, designed, constructed and now operated and maintained by the California Department of Water Resources, this unique facility provides water supplies for 25 million Californians and 750,000 acres of irrigated farmland. SWP is a water storage and delivery system of reservoirs, aqueducts, power plants and pumping plants. Its main purpose is to store water and distribute it to 29 urban and agricultural water suppliers in Northern California, the San Francisco Bay Area, the San Joaquin Valley, the Central Coast, and Southern California. Of the contracted water supply, 70 percent goes to urban users and 30 percent goes to agricultural users. SWP makes deliveries to two-thirds of California's population. SWP is also operated to improve water quality in the Delta, control Feather River flood waters, provide recreation, and enhance fish and wildlife.

Suisun-Solano Water Authority (SSWA): a joint powers authority partnership with Suisun City and the Solano Irrigation District to provide domestic water service in Suisun City. Suisun Solano Water Authority qualifies as an Urban Water Supplier under the Urban Water Management Planning Act. SSWA is a public agency directly providing water for municipal purposes to 8,400 customers. An UWMP is required to be completed for 2010 and every five years thereafter and submitted to the California Department of Water Resources.

Urban Water Conservation Council (UWCC): California Urban Water Conservation Council was created to increase efficient water use statewide through partnerships among urban water agencies, public interest organizations, and private entities. The Council's goal is to integrate urban water conservation Best Management Practices into the planning and management of California's water resources.

Urban Water Management Plan (UWMP): the Urban Water Management Plan has been prepared in response to the Urban Water Management Planning Act, California Water Code Sections 10610 through 10650. The main purposes of the Act are to achieve proper water supply planning.

Urban Water Supplier (UWS): a supplier, either publicly or privately owned, providing water for municipal purposes directly or indirectly to 3,000 or more service connections or supplying 3,000 acre-feet or more of water annually. UWS includes a supplier or contractor for water, regardless of basis of water rights, which distributes or sells for ultimate resale to customers.

VII. APPENDIX

WATER LOSS CONROL COMPARATIVE ANALYSIS MATRIX

CONDITION	BENICIA	DIXON	FAIRFIELD	RIO VISTA	SUISUN	VACAVILLE	VALLEJO
% OF TOTAL WATER SUPPLY LOST	25% between metered treatment plant and metered customers	Data unavailable	9-10% of total treated water	9% annually from pumped flow meters to measured meters	22% of water put into the system	10% of water production lost annually	10.8%, add 3.3% for unavoidable Real Loss
CAUSES OF WATER LOSS	<ul style="list-style-type: none"> *Water main pipe breaks *Service pipeline leaks *Hydrant damage *Reservoir overflows *Unaccounted for water due to low reading meters 	<ul style="list-style-type: none"> *Non-calibrated pumping facility meters *Unmetered hydrant use 	<ul style="list-style-type: none"> * Leaks in supply pipelines and water services * Under-recording of water flow through meters *Unauthorized use *Unreported use (theft) 	<ul style="list-style-type: none"> *Aging equipment, pipelines, valves, water meters 	<ul style="list-style-type: none"> *Apparent Loss: inaccurate meters *Real Loss: leaks and overflows 	<ul style="list-style-type: none"> *Leaks and deterioration or failure of meters 	<ul style="list-style-type: none"> *Theft, old meters, unmetered water leakage
LAST WATER AUDIT	AWWA audit in 2011	Last water audit unknown	<ul style="list-style-type: none"> *2013 *Annual desktop water audit 	No audit reported	Audit in 2013 for calendar year 2011	Annual State reports submitted	Annual water balance estimate only

CONDITION	BENICIA	DIXON	FAIRFIELD	RIO VISTA	SUISUN	VACAVILLE	VALLEJO
INTERVENTION	<ul style="list-style-type: none"> *Leak detection survey and repair *Meter replacement program for all users in 2015 	<ul style="list-style-type: none"> *Calibrating well production meters *Leak detection at customer request *Monitoring hydrant construction meter assembly at construction sites 	<ul style="list-style-type: none"> *Replacing cast iron water mains *Replaced all water meter heads with radio-read meter heads 	<ul style="list-style-type: none"> Since 2010, \$2M spent to replace aging equipment 	<ul style="list-style-type: none"> *Water Audit *Leak detection survey in Old Town with indicated repairs 	<ul style="list-style-type: none"> *System leak repairs *14,000 residential meters replaced during 2012-2013 	<ul style="list-style-type: none"> *Leak identify and repair *Water main replacement program *Replacement aging and inaccurate meters
WATER CONSERVATION PLANS	<ul style="list-style-type: none"> *Voluntary 20% reduction *Implemented drought surcharge on water utility bill *Leak detection and repair *Water main pipe and service pipeline repair 	<ul style="list-style-type: none"> *Compliance with California conservation measures *Enacted Urgency Ordinance 14-012 in 2014 	<ul style="list-style-type: none"> *Free customer water audits *Free water conservation devices *Implement UWCC best management practices 	<ul style="list-style-type: none"> *Adopted State requirements *2015 project to install and replace water meters 	<ul style="list-style-type: none"> *Leak detection and pressure management *Inventory of customer meters 	<ul style="list-style-type: none"> *On-going leak repair *Ten year cycle to replace City meters *Mandatory 20% use reduction. 	<ul style="list-style-type: none"> *Minimize City water use *State and County water recommendations of water waste reporting

CONDITION	BENICIA	DIXON	FAIRFIELD	RIO VISTA	SUISUN	VACAVILLE	VALLEJO
	<ul style="list-style-type: none"> *Reduced hydrant testing *Reduced distribution system flushing program *Water meter replacement *Reduced irrigation at City parks 						
PUBLIC AWARENESS CONSERVATION PROGRAMS	<ul style="list-style-type: none"> *WaterSmart conservation program *Conservation signage in public areas *City website and at community events *Water usage devices and landscape rebates 	<ul style="list-style-type: none"> *Customer utility bill inserts *City website conservation information 	<ul style="list-style-type: none"> *Conservation information on City website *Staff promotes conservation at community events 	<ul style="list-style-type: none"> *Water conservation demo garden *Water-wise flyers inserts in water utility bill 	<ul style="list-style-type: none"> *Solano County Water Agency website *Solano Irrigation District website 	<ul style="list-style-type: none"> *Water use surveys, landscape rebates all with local media coverage *Conservation information on City website 	<ul style="list-style-type: none"> *Public information campaigns *Referrals to Solano County website

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AMI SYSTEM BENEFITS

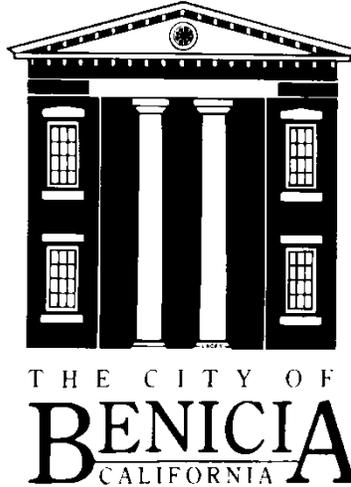
Item	Benefit	Description
1	Increased Revenue	Increased revenue from previously unaccounted for water.
2	Reduced Long-term Operation Costs ^{Note 1}	Reduced meter reading costs resulting from automation.
3	Loss Detection	Helps to identify and locate losses (both customer and system-originating) and detect large leaks. Accelerates dispatch of personnel to investigate and address leaks, thereby reducing operating costs.
4	Theft Detection	Identifies abnormal usage patterns which can be used in theft detection.
5	Trending Data	Improves ability to track and predict changes in trends and demands. Helps to match water production to demand and highlight anomalies, leaks, and high/low flows.
6	Conservation Program Violations	Helps to identify customers violating conservation and outdoor water restriction programs.
7	Remote Turnoff	Allows remote turnoff, which reduces staff field work and unnecessary water distribution costs.
8	Customer Relations	Provides customers with access to real-time usage data.
9	Billing Disputes	Improves timely billing dispute resolution and claim resolution.
10	20% x 2020 Compliance	Increases water conservation efficiency, which will help the City to remain in compliance with the State-mandated 20% reduction in water demand by 2020.
11	Greenhouse Gas (GHG) Reduction	Reduces fossil fuel usage and vehicular emissions associated with manual reads.

Notes:

1. Near-term operational costs may increase with an AMR/AMI system implementation, due to increased leak investigations. However, it is expected that the operational costs will decrease over time.

City of Benicia
Water Meter Implementation Program
Statement of Qualification Summary

SOQ Section	Siemens	Johnson Controls	Ferguson (previously Equarius)
Approach & Scope	Siemens presented a turn-key approach beginning with an investment-grade audit and continuing through design, installation, testing, and project closeout. Siemens provides financing and a performance guarantee and is will help the City determine the most appropriate meter manufacturer(s) and AMI provider.	Johnson Controls presented a turn-key approach beginning with an investment-grade audit and continuing through design, installation, testing, and project closeout. Johnson Controls provides financing and a performance guarantee and is will help the City determine the most appropriate meter manufacturer(s) and AMI provider.	Ferguson will design and install the meters, but does not provide financing or any warranty beyond the one-year construction warranty. Ferguson uses Neptune meters and AMI infrastructure only.
Organization, Management and Team Members	Experienced team with projects similar to the City's project.	Experienced team with projects similar to the City's project.	Experienced in selecting and installing meters.
Qualifications	15 years of experience	15 years of experience	40 years of equipment distribution; 14 years with in-house installation staff.
	400,000 meters installed	Over 1 million meters installed	
	Provided 25 city projects in last 24 months including Vacaville, CA. Currently installing in Monterey, CA. All other clients are in other states.	Provided 20 city projects (no timeframe mentioned), including Tulare and Reedley CA. Other clients are out of state.	Currently under construction in 9 cities and beginning projects in 6 cities.
	Provides financing options	Provides financing options and grant assistance.	No financing provided.
Proposed Schedule	Start to finish 7 to 8 months. Meters installed between months 4 and 8.	Start to finish 8 to 13 months. Meters installed between months 6 and 13.	Start to finish in 11 months. Meter installation period is unclear.
References and Related Work	Three references provided, all using performance-based contracting. None in CA.	Three references provided, all using performance-based contracting. All in CA.	References for four furnish and install projects and one install project. Two of these projects were in CA.



REQUEST FOR PROPOSAL

WATER METER IMPROVEMENT PROGRAM

August, 2015

Important Dates:

Last Date for Data Requests:	_____	August, 2015
Last Date for Other Questions:	_____	August, 2015
Due Date for Proposals:	_____	September, 2015
Selection Interviews:	_____	September, 2015
Award of Agreement:	_____	October, 2015
Project Agreement Start Date:	_____	November, 2015

For General Questions Contact:

Steven Yee, P.E.
Assistant Public Works Director (Interim)
250 East L Street
Benicia, CA 94510
Phone: (707) 746-4240
Fax: (707) 747-1637
Email: SYee@ci.benicia.ca.us

For All Data Requests and Other Questions, Please Contact:

Vivian Housen, P.E.
Principal
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Request for Proposals
Water Meter Implementation Program

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APPENDIX VII. FUNCTIONAL SPECIFICATIONS**ERROR! BOOKMARK NOT DEFINED.**
APPENDIX VIII. METER AND MIU INSTALLATION REQUIREMENTS**ERROR! BOOKMARK NOT
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I. INTRODUCTION

The City of Benicia (“City”) is requesting Proposals from qualified organizations (“Proposers”) to assist the City to implement a Water Meter Improvement Program (“Program”).

BACKGROUND

The City is a general law city located in Solano County. The City is implementing a program to upgrade its water metering and reading system. The approximately 9,800 existing meters are currently manually read, and have reached the end of their service life. New meters are required to replace aging infrastructure, and to assist in capturing accurate water usage, provide more accurate revenue collection, and provide data to assist the City in improving various aspects of water system operations and maintenance. The new meters shall use remote read technology, and must interface seamlessly with the City’s financial and billing systems.

A Request for Qualifications (RFQ) and Business Case Analysis (BCA) was distributed on March 13, 2015. The RFQ and BCA comprised the first step in the Program process and were used to develop a shortlist of qualified firms to receive a Request for Proposals (RFP) for the Program.

PURPOSE OF THE REQUEST

The purpose of this Program is to replace the entire meter system with a turnkey, field-tested, uniform system of new and accurate water meters. The City is soliciting proposals from experienced, qualified Firms to complete planning, design, install, provide post-construction services, and arrange financing for the Program. Due to scheduling constraints, the City is considering implementation of the Program in two phases. The phases will proceed in parallel, and are as follows:

1. **Phase I** – A combination of residential and commercial meters will be upgraded, and AMI infrastructure installed. The AMI infrastructure must be readily expandable to accommodate Phase II meters. Phase I will replace the oldest meters in the City’s water system. See Appendix III for an approximate size and count of meters and a map of the Phase I service areas. The City may decide to implement Phase I with existing City funds.
2. **Phase II** – The Proposer shall design and install meters and associated AMI infrastructure for the remaining neighborhoods. Phase II requires financing by the Proposer. See Appendix III for an approximate size and count of meters and a map of the Phase II service areas.

The Proposer is invited to propose on Phase I only, or combined Phases I and II. The Proposer must clearly indicate in the proposal the phase(s) for which the Proposer would like to be considered. If the Proposal addresses only Phase I, then the Proposal must clearly explain how the proposed AMI system will be designed and installed to best support the needs of Phase II.

City of Benicia
Request for Proposals
Water Meter Implementation Program

The AMI system must have the capability to support different meter manufacturers and to be cost-effectively expanded to include the City's entire service area.

The Proposer must be registered with, and meet the requirements of, the State of California's Department of Industrial Relations (DIR) as required by Labor Code Section 1725.5. Only Proposers registered with the DIR will be considered for the Program.

OBJECTIVES

The desired system is a Fixed Network Advanced Metering Infrastructure (AMI) System. The City's intent is to install an AMI system that meets the City's long-term application needs while being affordable for the City's rate-paying customers. The City will own the entire infrastructure from the collectors down to the meters and meter interface units (MIU). The Proposer shall provide the following:

- A turnkey, field-tested solution. Meters and infrastructure shall each have a minimum service life of 20 years.
- Expected reading accuracy of 98.5% or greater for all water meters in the system during the entire term of the performance guarantee.
- Two-way communication system that utilizes leading-edge technology and leverages open architecture to ensure compatibility with all identified meter types and manufacturers.
- AMI system that is compatible with all off-the-shelf municipal financial and asset management systems, and has the ability to transfer meter reading data to the City's billing software for automated customer invoicing.
- City access to all collected data at any time, without significant increases in IT infrastructure or related costs, in order to perform daily operations, provide customer support, and to do research. The finished system shall also provide for advanced data analysis.
- Enhanced products and services available to customers, such as internet-based information access.

Installation, testing, and training for Phase I and associated AMI infrastructure shall be completed by July 2016. Similarly, Phase II shall be completed by May 2017.

The Phase II project shall be financed by the Proposer. Program financing for Phase I is also desired, if obtaining such financing does not delay the Phase I schedule. A 100 percent project and financial performance guarantee bond is required for the term of any financing.

II. SCOPE OF SERVICES

The following tasks are the primary components of the Scope of Services for this project. See

City of Benicia
Request for Proposals
Water Meter Implementation Program

Appendix VII for additional functional specifications, and Appendix VIII for meter and MIU installation requirements.

In requesting a turnkey system, the City expects that the Proposers are well-versed in the type of work being requested and the field and operating conditions that will be encountered. Thus, this RFP may not include all relevant details and the selected Firm should include all additional details and appropriate contingencies in their Proposal. The Proposer shall provide separate costs for Phase I and Phase II.

1. **Project Development.** This task includes, but is not limited to, the following:
 - Data extraction from existing meters and financial/billing systems
 - Geospatial survey of all existing meters and service locations
 - Field survey and propagation analysis
 - Review of system operations and administrative/billing needs
 - Meter and AMI infrastructure type and sizing analysis
 - Alternatives Analysis Workshop
 - Preliminary Design Report providing a program summary to a 30 percent level of completion
2. **Investment Grade Audit (IGA).** This Task is required for completion by Firms that propose on Phase II of the project, and/or provide financing for Phase I.
 - Existing meter accuracy testing
 - Estimate of lifecycle capital and operational costs and savings from proposed meter replacement program
 - Quantification of financial benefits from meter replacement
 - 20-year performance and financial guarantee based on audit results
3. **Meter Replacement and AMI System Installation.** This task includes, but is not limited to the following:
 - Customer interface and notifications during construction
 - Furnish and install meters and meter transmission units. Includes coordinating with the City's Public Works and Finance departments, and managing all subcontractors and suppliers.
 - Furnish and install fixed location data collection units
 - Furnish and install communication/data transfer system

City of Benicia
Request for Proposals
Water Meter Implementation Program

- Onsite inspection, including all specialty inspections
 - Data migration and verification. Requires uninterrupted meter data on existing metered accounts.
 - Furnish, install, configure, and test necessary software
 - System commissioning and training for the City’s finance and field staff
 - Project management activities
 - As-built drawings, operations/maintenance manuals, and other project documentation
 - Customer information packages including meter “facts”, leak detection, “frequently asked questions” (FAQ), and periodic updates for use on the City’s website during program implementation
4. **Project Financing.** This task is required for Proposers that will also provide project financing for the Program.
- Financing term shall be up to 20 years and shall cover capital costs only.
 - Clearly state financing entity, proposed fixed interest rate, repayment schedule, required collateral and other terms, or any special conditions
 - It is the City’s desire that all of the annual cost saving will exceed annual principal and interest payments. However, the City is open to alternative financing options if shown to be advantageous.
5. **Post-Construction Services.** This task includes the following post-construction services.
- Construction warranty services for one year
 - Annual performance monitoring to confirm that the proposed installation meets conditions established for the service life performance guarantee.
 - On-site and telephone support for City personnel, warranty support, patches and upgrades to system software and firmware to ensure that the system continues to perform to design criteria, and an ongoing service contract for data collection units and software that extends through the service life of the equipment and software.

III. PROPOSAL FORMAT

The Proposal is limited to no more than twenty five (25) double-sided letter-size sheets excluding covers, index, page tabs, and resumes. Information included on these extra sheets will not be considered in the evaluation. Each side of a ledger-size sheet will be counted as 1 double-sided letter-size sheet.

City of Benicia
Request for Proposals
Water Meter Implementation Program

All Proposals shall include the following minimum information. If the requested information was included in the Proposer's SOQ, the Proposer may reference the SOQ in lieu of providing the same information in this Proposal.

COVER LETTER

A transmittal letter signed by a party authorized to sign agreements with the City for the Program described by this RFP. The letter shall clearly indicate that the respondent has carefully read all the provisions in the RFP, and shall be limited to one 2-sided letter-size sheet.

APPROACH

A discussion of the intended approach to the Program that demonstrates the Proposer's understanding of the issues and tasks and the Proposer's ability to address them.

DESCRIPTION OF ORGANIZATION, MANAGEMENT AND TEAM MEMBERS

A description of the team/consultant organization, and a work plan that identifies the personnel to be assigned to each task, if different than shown in the SOQ. The organization description should clearly identify who will be the project manager and the day-to-day contact person for the job.

ORGANIZATION QUALIFICATIONS

Provide an outline of the organization's qualifications indicating relevant background experience and capabilities for this work, a list of major projects both ongoing and planned, and the status of those projects if needed to supplement information in the SOQ.

Information shall be provided for all key staff members for the proposing firm, and for the affiliate and subconsultant firms that are proposed for the Program.

The Preliminary Design must be stamped by a Registered Professional Engineer in the State of California. The Proposer must have a California Class A contractor's license in good standing.

SCOPE OF WORK

The Proposal shall contain a description of each work task with an explanation of how the Proposer plans to approach the tasks and the steps that will be taken to complete the task. The tasks should follow the outline provided above. Proposers must demonstrate that they understand the magnitude and importance of each individual task. Tasks should be organized into phases constituting measurable deliverables.

City of Benicia
Request for Proposals
Water Meter Implementation Program

In addition, the Proposer shall complete the Meter Infrastructure Questionnaire that is included in Appendix I.

PROPOSED PROGRAM SCHEDULE

Time is of the essence for this program. The Proposal shall include a schedule to undertake the work program, on the premise that a Notice to Proceed will be issued in November 2015. Phase I must be completed by July 2016. Phase II must be completed by April 2017.

PROPOSED BUDGET

Indicate the costs and hours for the total project, on a task-by-task basis and on a subconsultant basis, inclusive of reimbursables. Prices quoted must be binding for a minimum of one year, and shall be provided on the Schedule of Prices Worksheet that is included in Appendix IX.

REFERENCES, RELATED EXPERIENCE AND EXAMPLES OF WORK

If the Proposer desires to provide additional references to supplement those references in the SOQ, provide up to 3 additional client references with phone numbers and email addresses for completed projects similar in size and scope to the City's Program. Specify the client, location, consultant firm members and participating individuals and role on team, type of work, implementation results or status, examples of work, and other relevant information as needed. References shall be for projects with which the Proposer worked to implement water meter improvement solutions with demonstrated cost savings.

IV. SELECTION PROCESS

QUALIFICATIONS

All Proposals received by the due date will be evaluated by the City. Only information that is received in response to the RFP will be evaluated. The City will judge the responses of each proposing firm in several critical areas. All Proposers will be invited to an oral interview.

SELECTION CRITERIA

The City will select the most qualified Proposal based on the following factors. Responses to the RFP should address the qualities and indicators that are listed below:

City of Benicia
Request for Proposals
Water Meter Implementation Program

1. *Ability of the Lead Consultant to Design an Approach and Work Plan to Meet the Program Requirements.*

An assessment of the overall quality of the Proposal. Qualities and indicators that will receive consideration include the Proposer's performance in converting the Scope of Services into a work plan; the detail and clarity of the discussion as to the Proposer's approach to undertaking the Program; the Proposer's performance in identifying any special problems or concerns which may be associated with the Program and preliminary ideas about how these obstacles should be addressed; the inclusion of any unique approaches which are designed to save time and money or increase the benefits or effectiveness of the proposed work; the demonstrated ability to work with governmental bodies; and a full understanding of applicable laws or regulations that relate to the Program.

2. *Ability of the Proposer to Carry Out and Manage the Proposed Program.*

An assessment of the past experience of the organization in general. Qualities and indicators that will receive consideration include the number and types of projects the organization or its employees have completed; the variety of projects completed and a demonstration of the organization's ability to undertake this Program; the general level of experience in the areas of supervision, observing and monitoring projects; the organization's ability to realize timetables and quality control objectives; and the demonstrated general ability to bring about a successful completion of the Program under the Proposer's direction.

3. *Capabilities of the Consultant Organization and/or Team.*

Assessment of the capabilities of the organization and individuals that will be engaged in the Program. Qualities and indicators that will receive consideration include the individual professionals who will be working on each task; the various professional, technical, and educational achievements and registration/licenses of each organization and individuals involved; the applicable experience of the proposed assigned staff; and the specific experience gained on similar projects.

4. *Current Workload of the Consultant Organization and/or Team.*

An assessment of the perceived ability of each organization to devote the necessary human resources and management attention to the Program. Qualities and indicators that will receive consideration include the number and size of the projects presently being performed by each organization and the assigned staff; the status of existing projects; the past ability of the organization to deliver projects on a timely basis; and the nature of the existing projects that are behind schedule or past the completion date.

5. *The Proposer and/or Team's Proximity to the City.*

An assessment of the geographic proximity to the Program location; the location of the office from which the proposed Program will be administered; the perceived response time and general availability of the Proposer's management to be on site; the perceived effect that project management location will have on price and the ability of the Program to be completed on a timely basis; and the availability of special travel or communication plans which would effectively mitigate difficulties associated with location will be considered.

6. *Willingness to Comply with the Proposed Agreement Terms.*

A sample agreement is attached. Proposals will be rated based on the exceptions taken to the proposed agreement.

7. *Cost of Proposal.*

Cost, while not determinative, may be considered in the selection process.

V. PROPOSAL DUE DATE, DELIVERY AND AWARD

PROPOSED SELECTION AND PROGRAM SCHEDULE

Last Date for Data Requests:	_____	August, 2015
Last Date for Other Questions:	_____	August, 2015
Due Date for Proposals:	_____	September, 2015
Selection Interviews:	_____	September, 2015
Award of Agreement:	_____	October, 2015
Project Agreement Start Date:	_____	November, 2015

DELIVERY

Four sealed copies of the Proposal, clearly marked with the project name, and one pdf electronic copy of each document should be submitted no later than:

12:00 Noon on August, 2015

to the address below. All copies received by that time will be date and time stamped. Proposals will not be accepted after this time. Proposals should be addressed to:

City of Benicia
Request for Proposals
Water Meter Implementation Program

Graham Wadsworth, P.E.
Public Works Director
City of Benicia
250 East L Street
Benicia, CA 94510

Faxed or emailed Proposals will not be accepted without a concurrent hard copy submittal. Hand carried Proposals will be accepted at the above address. If a hard copy Proposal is submitted, then the pdf electronic copy may be submitted by email to addresses below:

Graham Wadsworth, P.E.
GWadsworth@ci.benicia.ca.us

AWARD OF CONTRACT

It is anticipated that any award of an agreement for services will be made by the City Council at a regularly scheduled Council meeting in December 2015.

VI. CONDITIONS OF REQUEST

GENERAL CONDITIONS

The City reserves the right to cancel or reject all or a portion or portions of the RFP without notice. Further, the City makes no representations that any agreement will be awarded to any organization submitting a Proposal. The City reserves the right to reject any and all Proposals submitted in response to this request or any addenda thereto.

The City also reserves the right to reject any subconsultant or individual working on a consultant team and to replace the subconsultant or individual with a mutually acceptable replacement.

Any changes to the RFP requirements will be made by written addendum.

LIABILITY OF COSTS AND RESPONSIBILITY

The City shall not be liable for any costs incurred in response to this RFP. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the City harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the City of Benicia.

City of Benicia
Request for Proposals
Water Meter Implementation Program

The selected lead Firm for each phase of the Program will be required to assume responsibility for all services offered in the resulting proposal, whether or not they possess them within their organization. The selected lead Firm for each phase of the Program will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

PUBLIC NATURE OF PROPOSAL MATERIAL.

Responses to this RFP become the exclusive property of the City. At such times as a formal recommendation to award an agreement to one Proposer is made to the awarding authority, all submittals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each submittal which are defined by the Proposer as business or trade secrets and plainly marked as “Confidential,” “Trade Secret,” or “Proprietary” or if disclosure is required under the California Public Records Act. Any submittal which contains language purporting to render all or significant portions of the proposal “Confidential,” “Trade Secret,” or “Proprietary,” shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be in a position to establish that the information that a proposer submits is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” the City will provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

VALIDITY

The Proposer agrees to be bound by its proposal for a period of ninety (90) days commencing from the date RFPs are due, during which time the City may request clarification or correction of the RFP for the purpose of evaluation. Amendments or clarifications shall not affect the remainder of the RFP, but only the portion so amended or clarified.

PROGRAM AGREEMENT

A sample agreement has been provided as Appendix II for the proposer’s review and comment. If a proposer wishes to take exception to any of the terms and conditions contained in the consultant agreement, these should be identified specifically; otherwise, it will be assumed that the proposer is willing to enter into the agreement as it is written. Failure to identify contractual issues of dispute can later be the basis for the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated. Otherwise, the City will consider that all items offered are in strict compliance with the RFP, and the successful proposer will be responsible for compliance. The City will consider such exceptions as part of the evaluation process, which may constitute grounds for rejection of the proposal. The agreement will not be executed by the City without first being signed by the proposer.

City of Benicia
Request for Proposals
Water Meter Implementation Program

PERMITS AND LICENSES

Proposer, and all of proposer's subconsultants and affiliates, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses including, but not limited to, a City Business License and City Encroachment Permit, which will be required in connection with the performance of services hereunder.

ORAL AND WRITTEN EXPLANATIONS

The City will not be bound by oral explanations or instructions given at any time during the review process or after the award. Oral explanations given during the review process and after award become binding only when confirmed in writing by an authorized City official. Written responses to question(s) asked by one proposer will be provided to all proposers who received this Request for Proposal.

PROPOSER'S REPRESENTATIVE

The person signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of award.

RESTRICTIONS OR CONDITIONS BASED ON FUNDING OF PROGRAM

Phase II of the Water Meter Replacement Program, and possibly Phase I will be financed by the selected Proposer. The Proposer will provide a 20-year performance guarantee as a component of any financing proposal.

INSURANCE

General liability, automobile, professional liability, workers' compensation, and builder's risk insurance are required in amounts to be set forth in RFP.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 6, 2015
TO : Mayor Patterson
FROM : City Manager
SUBJECT : **MAYORS' COMMITTEE MEETING**

The following information is provided for your committee report at the July 21, 2015 City Council meeting.

The Mayors' Committee meetings are held quarterly in Dixon. The next meeting is September 16, 2015 and the agenda for that meeting is not available.

AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 6, 2015

TO : Vice Mayor Mark Hughes
Council Member Alan Schwartzmann

FROM : City Attorney

SUBJECT : **ABAG COMMITTEE MEETING**

The following information is provided for your committee report at the July 21, 2015 Council meeting.

- The draft minutes are not yet available for the April 23, 2015 Spring General Assembly.
- The video is available at the following link:

<http://abag.ca.gov/meetings/generalassembly.html>
- The date has not yet been scheduled for the next meeting.

AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 8, 2015

TO : Vice Mayor Hughes
Council Member Strawbridge

FROM : Assistant City Manager

SUBJECT : **FINANCE COMMITTEE REPORT**

The following information is provided for your committee report at the July 21, 2015 Council meeting.

The last Finance Committee meeting was held on June 25, 2015; draft minutes for the meeting are attached. The next meeting will be on Thursday, July 23, 2015 at 9:00 a.m.

Attachment:

- June 25, 2015 Draft Meeting Minutes

**Finance Committee
MEETING MINUTES
Commission Room
June 25, 2015 – 9:00 AM**

Alternate Teleconference Location:
14915 SW. 72nd Avenue, Portland, OR 97224

- I. Call to Order at 9:00 a.m.
- II. Roll Call
Attended by: Chairperson Michael Clarke; Committee Members Kathy Griffin, John Potter; City Treasurer Ken Paulk; Council Members Mark Hughes, Christina Strawbridge. Staff present: Anne Cardwell, Assistant City Manager; Karin Schnaider, Finance Director; Heather McLaughlin, City Attorney; Abigail Urrutia, Assistant Finance Director; Mario Giuliani, Economic Development Manager
Absent: Committee Member Alan Nadritch
- III. Pledge of Allegiance
- IV. Notice to the Public
A plaque stating the Fundamental Rights of each member of the public is posted at the entrance of the Commission Room per Section 4.04.0300 of City of Benicia Ordinance No. 05-6 (Open Government Ordinance)
- V. **ACTION ITEMS**
 - A. **Approval of Agenda – moved and seconded.**
Ayes: Chairperson Clarke; Committee Members Griffin, Potter
Noes: none
 - B. **Approval of minutes for meeting held on May 28, 2015 – moved and seconded with minor clarifications by Committee Member Potter and Council Member Hughes.**
Ayes: Chairperson Clarke; Committee Members Griffin, Potter
Noes: none
 - C. **Election of Chairperson and Vice Chairperson for fiscal years ending June 30, 2017**
Chairperson Clarke was nominated and seconded to continue to be the Chairperson.
Ayes: Chairperson Clarke; Committee Members Griffin, Potter
Noes: none

Committee Member Griffin was nominated and seconded to be the Vice Chairperson.
Ayes: Chairperson Clarke; Committee Members Griffin, Potter
Noes: none

Member Potter commented that on the Finance Committee functions and roles, there is no identification of a vice chairperson, only mentions chairperson. This needs to be fixed in one of the committee's reviews. Chairperson Clarke suggested that Member Potter write this up to be considered in the next meeting and can be added as an agenda item. Finance Director Schnaider added that the City is in the process of making a citywide board and commission manual and suggested that this can be added as a recommendation. Member Potter agreed to have this issue be considered at that time.

VI. **DISCUSSION ITEMS**

A. Review Warrant Register for the Month of May 2015

Questions were received prior to the meeting and responses were provided in the packet. Treasurer Paulk stated that the Finance Department is doing a good job in identifying, reviewing, and approving expenditures. More questions and comments were raised for clarification such as the fire boat and the solar project. Finance Director Schnaider informed the committee that the boat was a Fireman's Fund grant and any modifications or enhancements to the fireboat will be in adherence to Solano County and the Coast Guard. The boating program has been modeled after the City of Novato and is located at Station 12. Total costs of the fire boat will be verified from previous warrant registers.

The solar annual report will be brought to the Council tentatively in August 2015 as stated in the work plan. Twice a year, the City gets their annual true ups, meaning all PG&E does their net metering credits true up calculations. The City gets credits monthly, but at the end of the year, true ups are done. There are currently 10 solar production sites within the City. The first annual credits are done in May and the City's larger true-up is expected in July/August. Now that the City has moved to MCE, the true ups will match the timing of when the City joined MCE, every June. Staff is has been developing tools that will show energy savings, which is being currently tested.

B. Completion of Open Government Awareness Training

City Attorney McLaughlin presented the annual open government awareness training and handed out materials. This item is informational only.

C. Finance Committee Work Plan

Finance Director Schnaider presented the six months work plan, with emphasis on the Water/Wastewater funds, 10-year forecast and drought surcharge updates which are tentatively scheduled for a joint City Council and Finance Committee meeting on July 21, 2015. These are advisory, non-decision making meetings; looking with future discussion on possible water/wastewater rate increases. Member Potter inquired about the correct status of the Marina Fund. Finance Director Schnaider clarified that this is a work in progress as Council has directed staff to do further analysis. Potter asked about monthly ERP report as discussed in the February meeting. Chairperson Clarke clarified that it is a verbal monthly report to the committee until ERP implementation. Citywide fee study is still being pushed further as the study is still not complete.

D. Update Enterprise Resource Planning (ERP)

Finance Director Schnaider is preparing a staff report for the City Council, which will be presented on the July 7, 2015 meeting, recommending a contract on the cloud. The staff report is not published yet, but she assures the committee that the company being recommended is a very well established company. There were five companies responding to the RFP. A citywide demonstration is scheduled for July 16, 2015. A discussion on the City's system being hacked/compromised was raised and Finance Director Schnaider stated that an audit on the City's systems firewall has been performed and recommendations for improvement have been implemented.

E. Discussion of Section 3.22.120 A and B of Measure C – continued

Finance Director Schnaider presented the report listing the projects approved for Measure C, showing estimated cost, budget, actual expenditures, estimated start date, completion date and status of the project. There are projects that have started such as the replacement of the promenade railing, playground equipment replacement and the repair of sidewalks. At this time, some projects are still being studied, such as the sidewalk repair. It was clarified that there are two fire vehicles in the list, one fire engine and one brush fire vehicle. The report will be modified to accommodate all necessary information and will make the report easy to comprehend.

VII. Public Comment – none

VIII. Committee Member Comment

Committee Member Potter commented that he is impressed with the City system providing items online.

Chairperson Clarke reminded everyone that there is still a committee member position available and if anyone knows of anyone interested, to encourage them to apply for the open position. He also mentioned about an article on SEC reporting requirements for bonds, with Bank of America being fined for failure of accurate reporting. Finance Director Schnaider assures the committee that the City reports timely on the outstanding bonds.

IX. Adjournment at 10:36 a.m.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 6, 2015

TO : Mayor Patterson
Vice Mayor Hughes

FROM : City Manager

SUBJECT : **LEAGUE OF CALIFORNIA CITIES**

The following information is provided for your committee report at the July 21, 2015 City Council meeting.

The next North Bay Division General Membership Meeting is scheduled for July 29, 2015 and will be hosted by the City of Novato.

AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 6, 2015

TO : Vice Mayor 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 21, 2015 City Council meeting.

This committee meets quarterly. Meetings for 2015 will be held at the Benicia Unified School District's Board Room located at 350 East K Street.

The meeting scheduled for July 30th has been canceled. The next meeting will be on September 3, 2015 at 8:30 a.m. and the agenda is not yet available.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 21, 2015

TO : Vice Mayor Hughes
Council Member Campbell

FROM : City Manager

SUBJECT : **SKY VALLEY OPEN SPACE COMMITTEE**

The following information is provided for your committee report at the July 21, 2015 Council meeting.

The meetings of the Committee are now scheduled on an as-needed basis. At this time, the next meeting date is unknown.

AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 7, 2015

TO : Vice Mayor Hughes
Council Member Strawbridge

FROM : City Manager

SUBJECT : **SOLANO EDC BOARD OF DIRECTORS**

The following information is provided for your committee report at the July 21, 2015 Council meeting.

The next Board of Directors meeting is scheduled for Thursday, July 9, 2015 at 9:00 a.m. at Jelly Belly Visitor's Center. The agenda for this meeting is attached.

The last Board of Directors meeting was held on Thursday, May 14, 2015. The agenda for this meeting was previously issued. The minutes are attached.

Attachments:

- Agenda, Solano EDC Board of Directors July 9, 2015
- Minutes, Solano EDC Board of Directors May 14, 2015



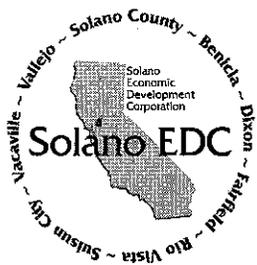
Solano EDC
Board of Directors Meeting
Thursday, July 09, 2015
Jelly Belly Candy Company
Visitors Center Berry Blue Room

AGENDA

- | | | | |
|-------------|-----|--|-------------------|
| 9:00 am | 1. | Call to Order
Welcome and Introductions | Laura Kuhn, Chair |
| | 2. | Welcome to new board member Melyssa Laughlin/Visit Vacaville | |
| Action Item | 3. | Approval of May 14, 2015 Meeting Minutes | Laura Kuhn |
| | 4. | Chairman Remarks | Laura Kuhn |
| Action Item | 5. | Bylaws Revision | Laura Kuhn |
| | 6. | Succession Plan | Laura Kuhn |
| Action Item | 7. | Treasurer's Report – June 2015 | Louise Walker |
| | 8. | President's Report | Sandy Person |
| | 9. | Visit Vacaville presentation | Melyssa Laughlin |
| | 10. | Items from Directors | |
| 10:00 am | 11. | Adjourn Meeting | |

Calendar of Events

- ◆ July 20, 2015 California Competes Tax Credit Workshop – Vacaville City Hall
- ◆ Aug 10, 2015 (NEW DATE) Solano EDC Golf Tournament at Green Valley
- ◆ Sept 17, 2015 Partner Event: North Bay Business Journal Impact Solano
- ◆ 2015 Board meetings Sept 10, Nov 12 – 9 am Jelly Belly Candy Company Visitors Center



SOLANO EDC BOARD OF DIRECTORS MEETING

May 14, 2015

MINUTES

CALL TO ORDER

Chairman Kuhn called the meeting to order at 9:01 am at the Jelly Belly Candy Company.

Attending were:

Jack Batchelor	Brian Bliet	Birgitta Corsello	Elaine Crombie
Pippin Dew-Costa	Mario Giuliani	Daryl Halls	Erin Hannigan
J. Paul Harrington	Steve Huddleston	Mark Hughes	Dan Keen
Ron Kott	Laura Kuhn	James McCracken	Patrick McGuire
Deanna Mott	Barry Nelson	Sandy Person	Jon Quick
Tom Recknagel	Tom Sheaff	Scott Sheldon	Talyon Sortor
Jim Sotiros	Jay Speck	Louise Walker	David White

Absent were:

Greg Armstrong	Travis Armstrong	Len Augustine	John Barkey
Dr. Ramona Bishop	Robert Bloom	Suzanne Bragdon	Rebecca Brandt
Bill Browne	Beverly Byl	Tim Chapa	Dilenna Harris
Marc Hutt	Brad Kilger	Bridgit Koller	Dr. Jewel Laguerre
Albert Lavezzo	Jim Lindley	Harry Price	Scott Reynolds
Michael Segala	Scott Thomas		

APPROVAL OF MINUTES

Chairman Kuhn called for approval of minutes of the March meeting. Upon motion duly made (Walker) and seconded (Huddleston) it was RESOLVED, that the minutes of the March 12, 2015 meeting of the Solano EDC Board of Directors be accepted as submitted.

TREASURERS REPORT

Treasurer Walker presented the financial report for the month of April 2015. Upon motion duly made (Batchelor) and seconded (Dew-Costa) it was RESOLVED, that the Treasurer's Report be accepted.

PRESIDENT'S REPORT

President Person provided an update on: prospect activity; membership events; Moving Solano Forward next steps; Manex programs and broadband grant for the City of Vallejo.

NEW EDC VICE PRESIDENT

President Person introduced Patrick McGuire, new Solano EDC Vice-President. Patrick recently retired from the California Governor's Office of Business and Economic Development.

SOLANO ENERGY WATCH UPDATE

J. Paul Harrington informed directors the program is on track to meet goals. He is currently working on 21 projects putting over \$248,000 back into the business community through energy savings.

TRANSPORTATION UPDATE

Director Halls provided an update on Bike to Work Day; transportation funding challenges; Transportation Research and Education committee and prioritizing projects.

ECONOMIC DEVELOPMENT TASK FORCE UPDATE

Committee Chair Mario Giuliani informed the group at the last meeting Bob Macaulay with the Solano Transportation Authority provided information on the Comprehensive Transportation Plan.

Calendar items were discussed. The meeting adjourned 10:04 am.

Sandy Person

President

sandy@solanoedc.org

Patrick McGuire

Vice President

patrick@solanoedc.org

Patricia Uhrich

Office Manager

pat@solanoedc.org

J. Paul Harrington

Project Manager

Solano Energy Watch

jpaul@solanoedc.org

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707.864.6621

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Website:

www.solanoedc.org

AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 6, 2015

TO : Mayor Patterson
Council Member Campbell

FROM : Director of Public Works

SUBJECT : **SOLANO TRANSPORTATION AUTHORITY**

The following information is provided for your committee report at the July 21, 2015 City Council meeting.

The Minutes from the June 10, 2015 Regular Board meeting are attached as well the agenda for the July 8, 2015 meeting. The next regular meeting will be on September 9, 2015 at Suisun City Hall and the agenda for that meeting is unavailable.

Attachments:

- Minutes from the June 10, 2015 Regular Board Meeting
- Agenda for the July 8, 2015 Regular Board Meeting



**SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
June 10, 2015**

1. CALL TO ORDER

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

MEMBERS

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

MEMBERS

ABSENT: Elizabeth Patterson, Chair City of Benicia

STAFF

PRESENT: Daryl K. Halls Executive Director
Bernadette Curry Legal Counsel
Janet Adams Deputy Exec. Director/Dir. of Projects
Robert Macaulay Director of Planning
Johanna Masiclat Clerk of the Board/Office Manager
Liz Niedziela Transit Program Manager
Philip Kamhi Transit Program Manager
Robert Guerrero Senior Project Manager
Anthony Adams Assistant Project Manager
Drew Hart Associate Planner
Paulette Cooper Commute Consultant

ALSO PRESENT: (In alphabetical order by last name.)

Nathan Atherstone Fairfield and Suisun Transit (FAST)
Kevin Green Daily Republic
George Gwynn Resident, City of Suisun City
Joe Leach City of Dixon
Kevin Moriano City of Suisun City
Graham Wadsworth City of Benicia

2. CONFIRM QUORUM/STATEMENT OF CONFLICT

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

3. APPROVAL OF AGENDA

On a motion by Board Member Jack Batchelor, and a second by Board Member Price, the STA Board approved the agenda. (7 Ayes, 1 Absent)

4. OPPORTUNITY FOR PUBLIC COMMENT

None presented.

5. EXECUTIVE DIRECTOR’S REPORT

- Status of State Funding Discussions for Transportation
- Meetings with State Legislators
- Approval of STA’s Overall Work Program
- Final Budget Revision for FY 2014-15
- Caltrans State Transportation Plan Proposes to Step Away from Corridor and Freight Improvements
- Changes to Regional Rideshare Program Could Impact Successful SNCI Program
- Solano Rail Facilities Plan Highlights the Potential of Rail in Solano County
- STA Joins Celebration Marking the Groundbreaking for New Fairfield/Vacaville Train Station
- SolanoExpress Service Changes
- Water Emergency Transportation Authority (WETA)
- Bike to Work Day Update

6. REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)

None presented.

7. STA PRESENTATION

A. Bike to Work Week Results and Team Bike Challenge Winner

Presented by Paulette Cooper

B. Directors Reports:

- 1. Planning**
- 2. Projects**
- 3. Transit/Rideshare**

8. CONSENT CALENDAR

On a motion by Board Member Batchelor, and a second by Board Member Spring, the STA Board unanimously approved Consent Calendar Items as follows:

1. Items A-H, J (Approved with 7 Ayes, 1 Absent)
2. Item I (Approved with 6 Ayes, 1 Absent, Board Member Spring recused himself from voting.)

A. Minutes of the STA Board Meeting of May 13, 2015

Recommendation:

Approve STA Board Meeting Minutes of May 13, 2015.

- B. Draft Minutes of the TAC Meeting of May 27, 2015**
Recommendation:
 Approve TAC Meeting Minutes of May 27, 2015.
- C. STA’s Fiscal Year (FY) 2014-15 Final Year Budget Revision**
Recommendation:
 Adopt the STA’s FY 2014-15 Final Budget Revision as shown in Attachment A.
- D. Renewal of Administrative Services Contract with the City of Vacaville**
Recommendation:
 Authorize the Executive Director to renew the Administrative Services Contract with the City of Vacaville for Accounting and Personnel Services for a three-year contract term beginning FY 2015-16 through FY 2017-18 for a total amount of \$166,050.
- E. Fiscal Year (FY) 2015-16 Transportation Development Act (TDA) Matrix - June 2015 – Solano Transportation Authority (STA), Solano County Transit (SolTrans), and City of Vacaville**
Recommendation:
 Approve the following:
1. The FY 2015-16 Solano TDA Matrix as shown in Attachment B for Solano Transportation Authority, Solano County Transit and the City of Vacaville; and
 2. STA Resolution No. 2015-05 authorizing the filing of a claim with MTC for the allocation of \$1,070,945 TDA funds for FY 2015-16.
- F. Contract Amendments:**
1. **Transit Finance Consultant Services**
 2. **Transit Corridor Studies Project Manager**
- Recommendation:
 Approve the following:
1. Authorize the Executive Director to execute a contract amendment for Transit Finance Consultant Services contract with NWC Partners, Inc. to extend the contract from June 30, 2015 to June 30, 2016, with no increase in the budget authorization; and
 2. Authorize the Executive Director to execute a contract amendment for Transit Corridor Studies Project Manager and to assist in the implementation of related programs, contract with McElroy Transit to extend the contract from June 30, 2015 to June 30, 2016, with no increase in the budget authorization.
- G. Solano County Priority Development Area Investment and Growth Strategy –One Year Update**
Recommendation:
 Approve the STA PDA Investment and Growth Strategy – One Year Update memo as shown in Attachment A.
- H. Consolidated Transportation Services Agency (CTSA) Advisory Committee – Appointment of Seniors and People with Disabilities Advisory Committee Members**
Recommendation:
 Appoint Susan Rotchy to the CTSA Advisory Committee as the Seniors and People with Disabilities Transportation Advisory Committee representative.

I. Jepson Parkway Project - Final Relocation Impact Statement and Last Resort Housing Plan Amendment

Recommendation:

Adopt the Final Relocation Impact Statement and Last Resort Housing Plan Amendment as shown on Attachment B for the Jepson Parkway Project.

J. Website Services Contract

Recommendation:

Authorize the Executive Director to execute a contract with MIG for website services through June 30, 2017, in an amount not-to-exceed \$70,500.

9. ACTION – NON-FINANCIAL ITEMS

A. Legislative Update

Jayne Bauer summarized three bills which are being recommended for the STA Board to take support positions. She summarized each bill as follows:

Senate Bill (SB) 16

Senator Beall's proposal would do the following:

- Increase the excise tax on gasoline by 10 cents in year one;
- Increase the excise tax on diesel fuel by 12 cents in year one;
- Increase the Vehicle License Fee by 35 percent (totaling 1 percent) over five years;
- Increase vehicle registration fee by \$35;
- Add a new vehicle registration fee of \$100 for zero-emission vehicles;
- Repay transportation loans.

Senator Beall proposes to distribute the new revenues generated by his proposal to cities and counties for local streets & roads maintenance (47.5 percent), to the state for highway and bridge maintenance (47.5 percent), and set aside funding for a state-local partnership program for new self-help counties (5 percent). In Solano County, this would mean approximately \$16-\$20 million annually. STA staff recommends a position of support on SB 16.

SB 508 (Beall)

This Bill would delete the requirement for transit operators to maintain higher farebox requirements based on the 1978-79 fiscal year. The Bill would exempt additional categories of expenditures from the definition of "operating cost" used to determine compliance with required farebox ratios, including, among others, certain health coverage, pension, fuel, insurance, and claims settlement costs.

H.R. 2497 (Denham, R-CA), titled the NEPA Reciprocity Act, would exempt project sponsors from having to satisfy federal environmental laws, including NEPA, Section 404 of the Federal Water Pollution Control Act, Section 106 of the National Historic Preservation Act and sections 7(a)(2), 9(a)(1)(B), and 10(a)(1)(B) of the Endangered Species Act if the state in which the project is being undertaken has environmental laws and procedures that are substantially equivalent to the federal laws. If this Bill became law it would potentially save STA and California project sponsors significant money and time in advancing transportation projects without compromising the environment.

Public/Board Comments:

George Gwynn expressed his opposition to SB 16.

Board Member Spering commented on SB 508 citing that our local transit operators should strive for a higher farebox recovery to remain eligible for funding.

Recommendation:

Approve support positions for the following:

- SB 16 (Beall)
- SB 508 (Beall)
- HR 2497 (Denham)

On a motion by Board Member Price, and a second by Board Member Davis, the STA Board approved the recommendation. (7 Ayes, 1 Absent)

B. SolanoExpress Routes 20, 30 and 40 Service Change Proposal

Nathaniel Atherstone, FAST, presented FAST's proposal for several minor service modifications to SolanoExpress Routes 20, 30 and 40 that are anticipated to improve efficiency. Philip Kamhi summarized the 3rd quarter performance report for all seven Solano Express Routes. He noted that STA is in the process of retaining the consultant for phase two of the Transit Corridor Study that will pick up where phase one left off with a more detailed focus on the preferred service option and priority capital improvement needed to improve service performance and expand ridership.

Public/Board Comments:

None presented.

Recommendation:

Approve FAST's proposed service changes to SolanoExpress Routes 20, 30 and 40 as shown in Attachment A.

On a motion by Board Member Batchelor, and a second by Board Member Spering, the STA Board approved the recommendation. (7 Ayes, 1 Absent)

C. Comment Letter to Caltrans State Transportation Plan 2040

Anthony Adams presented Caltrans' State Transportation Plan 2040 that proposes not to emphasize corridor capacity and freight improvements. He specified that this could impact a number of corridor and freight improvement projects throughout California, including the I-80 Express Lanes, Cordelia Truck Scales Westbound Project, and the I-80/I-680/SR 12 Interchange Project in Solano County.

Public/Board Comments:

Board Member Spering recommended sending a strong letter expressing opposition to the Plan and the impact to Solano County.

Recommendation:

Authorize the STA Chair to submit a comment letter to Caltrans regarding Caltrans' State Transportation Plan 2040.

On a motion by Board Member Batchelor, and a second by Board Member Spering, the STA Board approved the recommendation. (7 Ayes, 1 Absent)

D. 2015 Solano Rail Facilities Plan

Robert Macaulay highlighted the updated status of current rail service for passengers and the priorities for current and future train stations. He also highlighted the status and economic opportunities for the movement of freight. The amended Plan has incorporated changes provided by the STA Board and from comment letters received and recommended adoption by the STA Board.

Public/Board Comments:

Cornelius Wood requested for the STA Board to extend the public comment period and continue this item until the next meeting in July.

The STA Board concurred and noted to table the item until the July 8th Board meeting to provide an opportunity for presentation to the Fairfield and Suisun City City Councils.

E. STA's Overall Work Plan (OWP) for Fiscal Years (FY) 2015-16 and FY 2016-17

Daryl Halls presented the STA's OWP for FY 2015-16 and FY 2016-17. He noted that the plans, projects and programs contained in the current OWP have been updated to reflect milestones achieved in FY 2014-15. He highlighted the milestones from the current OWP.

Public/Board Comments:

None presented.

Recommendation:

Adopt the STA's Overall Work Plan for FY 2015-16 and FY 2016-17 as shown in Attachment A.

On a motion by Board Member Price, and a second by Board Member Davis, the STA Board approved the recommendation. (7 Ayes, 1 Absent)

10. ACTION – FINANCIAL ITEMS

A. MTC Proposal to Modify Regional Rideshare Program and Funding

Judy Leaks summarized MTC's proposal to modify funding for the Regional Rideshare Program. She presented the projected reductions in federal cycle funds (Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Program (CMAQ) in future years that includes reduction of federal cycle funds from \$3.4 million to \$1.6 million per year, including future elimination of rideshare funds to delegated counties that would include STA's Solano Napa Commuter Information Program (SNCI) by Fiscal Year 2017-18. She also noted that the proposed action would be shortsighted in light of the effectiveness of the SNCI's effective Employer and Vanpool programs and the region's efforts to fund, construct, and operate a 400-mile regional Express Lanes network that would include the I-80 corridor in Solano County and is intended to enhance additional Express Bus, Carpool and Vanpool usage.

Public/Board Comments:

Board Member Price suggested staff look into a regional outreach to address the urgency to continue future funding for the Regional Rideshare Program.

Recommendation:

Authorize the Executive Director to send a letter to MTC requesting they continue to fund the employer outreach and vanpool services work in Solano County, Napa County and other delegated counties.

On a motion by Board Member Price, and a second by Board Member Sanchez, the STA Board approved the recommendation. (7 Ayes, 1 Absent)

11. INFORMATIONAL – NO DISCUSSION

- A. 2015 Comprehensive Transportation Plan (CTP) Updated Priority Project Lists**
- B. SolanoExpress Intercity Quarterly Reports**
- C. 2015 Bike to Work Day – Campaign Wrap Up**
- D. Summary of Funding Opportunities**
- E. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2015**

12. BOARD MEMBER COMMENTS

13. ADJOURNMENT

The meeting adjourned at 7:45 p.m. The next regularly scheduled meeting of the STA Board is at **6:00 p.m., Wednesday, July 8, 2015**, Suisun Council Chambers.

Attested by:

 June 25, 2015
Johanna Masielat Date
Clerk of the Board



MEETING AGENDA (AMENDED)

(As of July 6, 2015, the STA Board meeting agenda has been amended. Changes are noted in track changes.)

5:30 p.m., Closed Session
6:00 p.m., STA Board Regular Meeting
Wednesday, July 8, 2015
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. CLOSED SESSION (5:30 – 6:00 p.m.)</p> <ul style="list-style-type: none"> • PERSONNEL MATTERS (Gov't Code §549547):
Public Employee Performance Evaluation: Executive Director | <p>Chair Patterson</p> |
| <p>2. CALL TO ORDER/PLEDGE OF ALLEGIANCE
(6:00 – 6:05 p.m.)</p> | <p>Chair Patterson</p> |
| <p>3. CONFIRM QUORUM/ STATEMENT OF CONFLICT
An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; (3) leave the room until after the decision has been made. Cal. Gov't Code § 87200.</p> | <p>Chair Patterson</p> |

STA BOARD MEMBERS

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

STA BOARD ALTERNATES

Tom Campbell	David Hampton	Jerry Castanon, Jr.	Chuck Timm	Lori Wilson	Curtis Hunt	Jesse Malgapo	Erin Hannigan
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4. APPROVAL OF AGENDA

(6:05 – 6:10 p.m.)

5. OPPORTUNITY FOR PUBLIC COMMENT

(6:10 – 6:15 p.m.)

6. EXECUTIVE DIRECTOR’S REPORT – Pg. 9

(6:15 – 6:20 p.m.)

Daryl K. Halls

**7. REPORT FROM THE METROPOLITAN
TRANSPORTATION COMMISSION (MTC)**

(6:20 – 6:25 p.m.)

Jim Spering,
MTC Commissioner

8. STA PRESENTATIONS

(6:25 – 6:40 p.m.)

A. Presentation: Managed Lanes Implementation Plan

Toshi Shepard-Ohta, MTC

B. Presentation: Phase 2 I-80 Ramp Meter Rate Plan

Dan McElhinney, Caltrans District 4

C. Directors Reports:

1. Planning

Robert Macaulay

2. Projects

Janet Adams

3. Transit/Rideshare/Mobility Management

Philip Kamhi/Liz Niedziela

9. CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

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

(6:40 – 6:45 p.m.)

A. Minutes of the STA Board Meeting of June 10, 2015

Johanna Masiclat

Recommendation:

Approve STA Board Meeting Minutes of June 10, 2015.

Pg. 15

B. Draft Minutes of the TAC Meeting of June 24, 2015

Johanna Masiclat

Recommendation:

Approve Draft TAC Meeting Minutes of June 24, 2015.

Pg. 23

**C. Fiscal Year (FY) 2015-16 Transportation Development Act (TDA)
Matrix - July 2015**

Philip Kamhi

Recommendation:

Approve the following:

1. The FY 2015-16 Solano TDA Matrix as shown in Attachment B for the Solano Transportation Authority, the City of Dixon, and the City of Fairfield.

2. STA Resolution No. 2015-05 authorizing the filing of a claim with MTC for the allocation of TDA funds for FY 2015-16.

Pg. 29

**D. City of Fairfield and Solano County Transit (SolTrans)
SolanoExpress Maps and Schedules Funding Request**

Philip Kamhi

Recommendation:

Approve the following:

1. \$9,717 of State Transit Assistance Funds to the City of Fairfield to reimburse cost for Fairfield and Suisun Transit (FAST) SolanoExpress signage and schedules;
2. Authorize the Executive Director to enter into a funding agreement with the City of Fairfield not-to-exceed \$9,717 for the FAST SolanoExpress signage and schedules;
3. \$7,665.38 of State Transit Assistance Funds to reimburse cost for SolTrans SolanoExpress signage and schedules; and
4. Authorize the Executive Director to enter into a funding agreement with SolTrans not-to-exceed \$7,665.38 for the SolTrans SolanoExpress signage and schedules.

Pg. 37

**E. American Disability Act (ADA) In-Person Eligibility Program
Request for Qualifications (RFQ)**

Kristina Holden

Recommendation:

Authorize the Executive Director to release the RFQ for the Countywide ADA In-Person Eligibility Program.

Pg. 41

F. Solano Travel Training Universal Pass

Kristina Holden

Recommendation:

Approve use of the Travel Training Universal Pass on all Solano County bus systems.

Pg. 43

**G. Transportation Fund for Clean Air (TFCA) 40% Program Manager
Funds**

Drew Hart

Recommendation:

Approve the Driftwood Drive Safe Routes to School project in Suisun City at the amount of \$108,076 for the FY 2015-16 Solano TFCA Program Manager Funds.

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**H. Metropolitan Transportation Commission (MTC) Climate Initiatives
Grant Program Submittals**

Robert Guerrero

Recommendation:

Authorize the Executive Director to submit two grant proposals for the MTC Climate Initiatives Parking Management and TDM Grant program:

1. Managed Lanes Implementation Plan: New Solano Express Bus Service Park and Ride Stop in the City of Dixon for a request of \$1.3 million; and
2. SNCI Commuter Benefits Program for \$500,000.

Pg. 47

- I. Pedestrian Advisory Committee (PAC) and Bicycle Advisory Committee (BAC) Appointments and Reappointments** Ryan Dodge
Recommendation:
 Approve the following:
1. Appoint Joseph D. Joyce representing Solano County to the PAC for a term to expire December 31, 2017;
 2. Reappoint Ray Posey representing the City of Vacaville to the BAC for a term to expire December 31, 2017; and
 3. Reappoint Mick Weninger's representing the City of Vacaville to the BAC for a term to expire December 31, 2017.
- Pg. 48**
- J. Comprehensive Transportation Plan (CTP) Committee Membership** Robert Macaulay
Recommendation:
 Appoint the CTP Committee members as shown in Attachment A.
Pg. 59
- K. Contract Extension - NWC Partners Rio Vista Delta Breeze Financial Services** Philip Kamhi
Recommendation:
 Authorize the Executive Director to execute a contract amendment for Transit Finance Consultant Services contract with NWC Partners, Inc. to extend the contract from June 30, 2015 to June 30, 2016, with no increase in the budget authorization.
Pg. 61
- L. Contract Amendment – Safe Routes to School (SR2S) Solano County Public Health** Sarah Fitzgerald
Recommendation:
 Authorize the Executive Director to enter into an amendment to the agreement with Solano County Public Health to operate and deliver SR2S project and program tasks described in the SR2S budget and work scope for an amount not to exceed \$480,425 through Fiscal Year 2015-16 with the option to extend to FY 2016-17 for \$240,624 as described in Attachment A.
Pg. 65
- M. Contract Amendment - Public Private Partnership (P3)** Robert Guerrero
Recommendation:
 Authorize the Executive Director to amend KPMG's current contract to be extended by one-year.
Pg. 77

N. **REVISED STAFF REPORT - Request for Qualifications (RFQ) for SolanoExpress Transit Marketing Consultant Services for Fiscal Year (FY) 2015-16**

Jayne Bauer

Recommendation:

Approve the following:

1. Local preference goal of 1% for the SolanoExpress Transit Marketing FY 2015-16; and
2. Authorize the Executive Director to issue a Request For Qualifications for consultant services for SolanoExpress transit marketing; and
3. Authorize the Executive Director to enter into an agreement in an amount not-to-exceed \$134,000 for the FY 2015-16 SolanoExpress transit marketing.

Pg. 79

O. **New Vanpool Services Program for Napa County**

Judy Leaks

Recommendation:

Authorize the Executive Director to enter into a contract with Napa County Transportation and Planning Agency (NCTPA) for managing and marketing the Napa County vanpool program for three (3) years for a total amount of \$43,750.

Pg. 83

P. **Fiscal Year (FY) 2015-16 Pedestrian Advisory Committee (PAC) Overall Work Plan**

Ryan Dodge

Recommendation:

Approve the FY 2015-16 PAC Overall Work Plan.

Pg. 87

10. ACTION FINANCIAL ITEMS

A. **STA's Fiscal Year (FY) 2015-16 Proposed Budget Revision and FY 2016-17 Proposed Budget**

Susan Furtado
Daryl Halls

Recommendation:

Approve the following:

1. Adopt the STA's FY 2015-16 Proposed Budget Revision as shown in Attachment A;
2. Adopt the STA's FY 2016-17 Proposed Budget as shown in Attachment B; and
3. FY 2015-16 Cost of Living Adjustment of 1.6% effective July 1, 2015.

(6:45 – 6:50 p.m.)

Pg. 91

- B. Environmental Mitigation Agreement for the Jepson Parkway Project** Janet Adams
Recommendation:
 Authorize the Executive Director to enter into an agreement to provide the environmental mitigation required by the Jepson Parkway Project for Phase 1 for a not-to-exceed amount of \$2.385 M with the Goldfields Conservation Bank.
 (6:50 – 6:55 p.m.)
Pg. 101
- C. Environmental Mitigation Agreement for the North Connector, I-80 East and West Bound Cordelia Truck Scale Projects** Janet Adams
Recommendation:
 Authorize the Executive Director to enter into an agreement to provide the environmental mitigation required by the North Connector, and I-80 East and West Bound Cordelia Truck Scale Projects for a not-to-exceed amount of \$1.28 M with the Solano Land Trust.
 (6:55 – 7:00 p.m.)
Pg. 111
- D. SolanoExpress Service Expansion Recommendation** Philip Kamhi
Recommendation:
 Approve the \$738,000 of Regional Measure 2 (RM2) funding to be used in FY 2015-16 for Phase 2 of the Transit Corridor Study and for SolanoExpress service expansion on Routes 40, 78, 80 and 90 as follows:
1. Transit Corridor Study Phase 2: \$421,742
 2. SolanoExpress Route 40 Midday Service Expansion: \$143,722
 3. SolanoExpress Route 78 Sunday Service Expansion: \$5,000
 4. SolanoExpress Route 78 Increase weekday frequency in middays and evenings: \$55,000
 5. SolanoExpress Route 80 Sunday Service Expansion: \$40,000
 6. SolanoExpress Route 90 Saturday Service Expansion: \$72,536
- (7:00 – 7:10 p.m.)
Pg. 119
- E. Regional Transportation Impact Fee (RTIF) 3rd Quarter Status for Fiscal Year (FY) 2014-15 and Allocation Recommendations for FY 2014-15** Robert Guerrero
Recommendation:
 Approve the following recommendations as specified in Attachment B:
1. RTIF disbursement for all revenue collected in District 1 up to June 30, 2015 for Jepson Parkway Right of Way (ROW) phase for the City of Fairfield segment of the project with a 2/3 and 1/3 local match credit for the Cities of Fairfield and Vacaville segments of the project;
 2. RTIF fund disbursement for the Church Road/SR 12 project for an amount not to exceed available RTIF funds for District 2 in accordance with existing funding agreement;

3. Authorize the Executive Director to enter into a RTIF funding agreement with the County of Solano to disburse up to \$40,000 from District 3 RTIF funds for the SR 37/Redwood St/Fairgrounds Dr. Project;
4. RTIF disbursement for all revenue collected from District 4 up to June 30, 2015 for the Green Valley Overcrossing Project; and
5. RTIF disbursement for all revenue collected from Working Group 6 to June 30, 2015 for the Benicia Bus Hub Project.

(7:10 – 7:20 p.m.)

Pg. 131

F. OneBayArea Grant (OBAG) 2 Funding

Robert Macaulay

Recommendation:

Authorize the STA Chair to send a letter to MTC regarding OBAG 2 funding restoration for Solano County.

(7:20 – 7:25 p.m.)

Pg. 135

11. ACTION NON-FINANCIAL ITEMS

A. 2015 Solano Rail Facilities Plan

Robert Macaulay

Recommendation:

Approve the 2015 Solano Rail Facilities Plan as shown in Attachment A.

(7:25 – 7:30 p.m.)

Pg. 141

B. Managed Lanes Implementation Plan Priority Projects

Robert Guerrero

Recommendation:

Approve the proposed Managed Lanes Implementation Plan list of Solano Projects as identified in Attachment A.

(7:30 – 7:35 p.m.)

Pg. 143

C. REVISED STAFF REPORT - Phase 2 I-80 Ramp Meter Rate Plan

Robert Guerrero

Recommendation:

Approve the [Phase 2 I-80 Ramp Meter Rate Plan](#) as shown in Attachment A.

(7:35 – 7:40 p.m.)

Pg. 147

D. Legislative Update

Jayne Bauer

Recommendation:

Support Assembly Bill X1-2 (Perea)

12. INFORMATIONAL ITEMS – NO DISCUSSION

A. Comprehensive Transportation Plan Updated Projects and Public Comments List

Robert Macaulay

Pg. 149

B.	Priority Development Areas Planning Update Pg. 177	Robert Macaulay
C.	Legislative Update Pg. 179	Jayne Bauer
C.D.	Fiscal Year (FY) 2014-15 Abandoned Vehicle Abatement (AVA) Program Third Quarter Report Pg. 193	Judy Kowalsky
D.E.	Summary of Funding Opportunities Pg. 197	Drew Hart
E. F.	STA Board and Advisory Committee Meeting Schedule for Calendar Year 2015 Pg. 203	Johanna Masiclat

13. BOARD MEMBERS COMMENTS

14. ADJOURNMENT

The next regularly scheduled meeting of the STA Board is at **6:00 p.m., Wednesday, September 9, 2015**, Suisun Council Chambers.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 6, 2015

TO : Mayor Patterson
Vice Mayor Hughes
Council Member Campbell

FROM : Director of Public Works

SUBJECT : **SOLANO COUNTY WATER AGENCY**

The following information is provided for your committee report at the July 21, 2015 City Council meeting.

The draft minutes of the June 11, 2015 meeting are not available. The July meeting has been canceled. The next meeting is scheduled for August 13, 2015.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE: July 8, 2015

TO: Vice Mayor Hughes
Council Member Strawbridge

FROM: Director of Public Works

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

The following is provided as your committee report for the July 21, 2015 City Council meeting.

The TPBS Committee last met on April 16, 2015. A copy of the meeting minutes in draft version are attached for your information. The next scheduled meeting of the TPBS Committee will be July 16, 2015.

Attachment:

- April 16, 2015 TPBS Meeting Draft Minutes

DRAFT Minutes
CITY OF BENICIA
TRAFFIC, PEDESTRIAN AND BICYCLE SAFETY (TPBS) COMMITTEE
Regular Meeting
Thursday, April 16, 2015
7:00 p.m.

I. Call to Order.

Meeting called to order at 7:00 p.m.

1. Roll Call:

Present:

Acting Chair, Vice-Mayor, Mark Hughes

Police Lt. Frank Hartig

Public Works Director/City Engineer, Graham Wadsworth

Principal Civil Engineer, Jason Riley

Absent: Committee Chair, Council Member, Christina Strawbridge

Staff Present: Lisa Kemmer, Public Works Administrative Secretary,

Kathy Trinque, Part Time Administrative Secretary,

2. Pledge of Allegiance – led by Vice-Mayor Mark Hughes

3. Fundamental Rights Statement was read by Acting Chair Mark Hughes

4. Introduction of new TPBSC member Jason Riley, Principal Civil Engineer
and new Public Works Administrative Secretary, Lisa Kemmer

II. Approval of January 15, 2015 Meeting Minutes.

A motion to approve the minutes, as presented, was made by Graham Wadsworth, seconded by Council Member Mark Hughes and adopted by a unanimous vote.

III. Public Comments:

Constance Buetel, Shannon Court; provided a handout and expressed Kudo's to the City of Benicia and Public Works Director Graham Wadsworth for the quick action taken to repair a bump in the roadway on W. 2nd Street north of Military.

As a frequent bicyclist, she described how hazardous the route is from Lori Drive to W. 7th Street to Chelsea Hills. She made a request to add bike lanes on West 7th to Raley's, prune the bushes along West 7th, and add a street light on West 2nd Street north of Military. She also requested that City staff contact Raley's Supermarket to replace the bike racks at supermarket that were removed during the recent remodeling work.

Lt. Frank Hartig, suggested that a possible safer route for bicyclists traveling on West 7th/Southampton Rd is to stay on the left side of the lane and turn into the shopping center at the second entrance, which is a less busy intersection.

Mark Hughes, Vice Mayor, agreed with Lt. Hartig and another option for bicyclists is to travel on the left side on the lane and then at the signal light walk your bike across the intersection at the crosswalk. In regards to the bike racks, it was suggested that Mario Giullani, Economic Development Manager, speak with the Raley's manager about the bike rack issue.

Nancy Lund, City representative to STA Bicycle Advisory Committee and coordinator for the Bike to Work event spoke that also on West 7th Street some bushes are hanging into the street and need trimming. She announced "Bike to work" day on May 14, 2015 and Energizer stations will be in place at the north end of the Benicia-Martinez Bridge near Park Road. Last year there were 35 bikers who came through. She would like to see that number increase to at least 40 this year. Walk to work and school day is May 9, 2015.

Graham Wadsworth stated that he is working on bike route maps with Steve Yee, Interim Assistant Public Works Director since the Community Sustainability Commission has some funds available to complete the work.

Public comments ended at 7:20 p.m.

IV. Verbal Staff Updates

1. Mary Farmer Elementary School -- Extra Police enforcement update

Lt. Frank Hartig, provided a brief update. Lt. Hartig stated that the Police Department sent out a briefing memo to all patrols, however, we have no motorcycle officers right now for the next two weeks due to staffing issues. Patrol cars are out in the morning to provide enforcement at this school. The radar trailer can be put in place at this location. He was not sure of number of citations issued but asked the public to contact him if problems increase here.

Janice Beasley, resident said there was an accident and asked if the Police Department could park a patrol car to encourage safer driving.

Lt. Hartig responded that this approach would only work a short time until drivers "caught on" that it is a empty parked car. If you have a make of vehicle and license plate then report that to the Police Dept. Once both motorcycle officers are up and running again there will be more coverage three days per week for the school.

Vice-Mayor Hughes stated that to improve parent's driving behavior, we could assign additional Police officers at every school, but the City does not have funds or staff for this option.

2. Matthew Turner School request for parking changes, additional crosswalk, Police enforcement and safety patrol

Jason Riley, Principal Civil Engineer, reviewed the request the City received from Ms. Catherine Flitcroft about student safety during drop-off and pick-up

times on the west side of this school. Engineering staff has observed some of the same problems -- cars making illegal U-turns and parking too close to the exit driveway.

Mr. Riley reviewed staff's recommendations as follows:

- 1) Install a loading zone on Rose Drive
- 2) Add red curbs adjacent to the school staff exit driveway
- 3) Continue to look for Safe Route to School funding opportunities for more improvements.

Leslie Beatson, Principal, stated that she has ordered 6 "Do Not Enter" signs for the staff parking lot exit driveway, will paint one way arrows at the driveway, and is also teaching kids to stop before they walk across the driveway.

Catherine Flitcroft, resident of 872 Channing, showed committee members a map of the problem area, specifically where SUV's park on the corner illegally, blocking the site distance and the location of the crosswalk at staff parking lot exit.

The Committee discussed the following:

1. Additional No Parking signage and, if installed, if PD issues citations for one violator, they have to be written for all.
2. Staff will review reasonable options and implement what is needed within the City's budget.

Jason Riley mentioned that we received a petition from residents this evening and that it was presented to Acting Chair, Mark Hughes. The Committee agreed to have verbal update at the next meeting.

3. *East 5th Street/St. Dominic's School striping/curb painting.*

Jason Riley provided a brief update. The curb painting has been completed by City Maintenance and Engineering staff.

4. *East 5th/Vecino Street new crosswalk/bulb-out installation and flashing LED signs update*

Jason Riley provided an update on this item that was discussed at the January meeting. Staff continues to look for funding for the crosswalk and bulb-outs. Mr. Riley will include a request for additional funding in the next two-year budget.

Mark Hughes asked staff to send out an update to those who participated in the discussion of this item at the last meeting (January 2015).

5. *Military West/West 7th Street Intersection Feasibility Study – progress*

Jason Riley provided an update on this item. Staff contracted with Omni-Means, Inc., a traffic engineering firm, to evaluate this intersection and recommend various options. He received their draft report today and will evaluate their

proposed alternatives and present them, along with staff recommendations, at the next TPBS Committee meeting. Unfortunately, the alternatives benefit to cost doesn't meet the safety grant requirements, but staff will apply for other grant funding.

Mr. Wadsworth asked what staff's preliminary recommendation might be.

Mr. Riley stated that a preliminary recommendation is to eliminate one crosswalk on West 7th Street; and add left turn phases to the signal, thus providing protected left turns.

Acting Chair Hughes commented that he has served on TPBS for three terms in past years and some solutions can be quite costly. This intersection keeps coming up as an issue and we are moving in the right direction to improve safety at this location.

Nancy Lund, resident, stated that as a cyclist, when going west on Military, 95% of cars are turning right – the bike lane should be moved to the left side of a new right-turn lane to improve bicycle safety. She also stated that another problem area is Columbus Parkway and Rose Drive where drivers turn right onto Rose Drive. Another similar safety problem for bicyclists is on Military West and 780 off-ramps.

Acting Chair Hughes stated that in the westbound direction, the City needs to add a right turn lane there. Staff has included it on a list for a future budget.

V. Action Items

1. West Manor Neighborhood – review speed data report and consider speed limit reduction below 25 mph.

Jason Riley reviewed the staff report. The West Manor neighborhood has 123 residential properties. The Police department has completed traffic volume and speed data documenting that 85% of vehicles travel between 25 - 36 mph on average. This survey justifies the current speed limit that is posted at 25 mph. Staff recommends keeping the speed limit at 25 mph and installing "25" pavement markings at the departures of the subdivision.

Acting Chair Hughes commented that for West Manor citizens – the speed violators are usually the drivers who live in the subdivision. One solution might be to hold a safety neighborhood block meeting. Unfortunately the speed data doesn't warrant reducing the speed limit.

Lt. Hartig stated, regarding enforcement, if we park a police car nearby, naturally drivers will slow down, but as soon as we leave, they resume speeding. The Police will work some speed enforcement in this area.

Motion by Graham Wadsworth, seconded by Jason Riley, approving staff's recommendation to maintain the speed limit in West Manor at 25 mph and placing speed limit pavement markings on Buena Vista. Approved by a unanimous vote.

2. Stop Sign Warrants Update – review and discuss proposed changes to the existing Stop Sign Warrants and forward to City Council for their approval.

Jason Riley introduced this item and provided background information on the Climate Action Plan and reviewed the study performed by Alex Porteshawver, Consulting Climate Action Plan Coordinator.

Graham Wadsworth stated that the City of Benicia is on the leading edge in regards to climate action for a city this size. It was interesting to see what other cities do about stop signs because they can cause drivers to speed up between signs, increasing emissions. This form could also be used to remove unnecessary stop signs -- which is a long term project. By removing unnecessary stop signs, we can reduce the amount of greenhouse gas emissions.

The Committee discussed how a future program might work.

1. Would we wait for a citizen request or staff to recommend.
2. Staff may look at some smaller streets to see if this would make sense.
3. This is not a top priority but maybe staff could do an analysis as time permits.
4. Prefer to try simple traffic calming measures first.
5. Staff needs to check historical data for the neighborhood as part of the process.
6. Staff needs to solicit input from the neighborhood before removing a stop sign.

The Committee and members of the public held a discussion about various safety topics:

1. Residents may take down license numbers and vehicle information and report it to the PD at ph# 745-3412 and #1 for Dispatch.
2. Volunteers may help with traffic control at the school site – but they may not be respected by other drivers – they can report bad behavior to the PD.
3. How many police patrols are assigned to schools?
4. Lt. Hartig responded that we have 2 resource officers at the high school and middle school – they have other duties, such as working with

- students, teaching DARE, etc. These officers are assigned to the school site and funded by the BUSD, but do help with traffic enforcement.
5. Nancy Lund stated that there are numerous potholes and ruts on Park Road – which is the only bike route to Fairfield. (Bikers do not like East Second Street)
 6. The City received an email concerning the potholes and Measure C will provide funds to do the repairs which should happen soon.
 7. STA met recently to consider that Napa County recently passed a county-wide sales tax for road maintenance – something STA may consider putting on the ballot in the future. There will be a road condition report presented to City Council soon.
 8. Ms. Lund suggested putting counters at the Benicia Bridge to give the City an accurate count of bike traffic.
 9. Lt. Hartig described the “Safe Route to School” program activities that are held at beginning of school year, such as “bike to school” and “Walk and Roll” to promote healthy lifestyle. There is a “Bike Rodeo” at Mary Farmar School this Friday.
 10. Concerning Matthew Turner School – Rose Drive – staff will provide an update at the next TPBS Committee Meeting.

A motion was made by Graham Wadsworth and seconded by Jason Riley to approve staff’s recommendation to change the Stop Sign Warrant application and adopt modified application and forward the revised application to City Council for their consideration. The motion was adopted by a unanimous vote.

VI. ADJOURNMENT

The meeting was adjourned at 8:14 p.m.

The next scheduled meeting for the TPBS Committee is July 16, 2015.

AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 9, 2015

TO : Vice Mayor Hughes
Council Member Schwartzman

FROM : City Manager

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

The following information is provided for your committee report at the July 21, 2015 Council meeting.

The Solano Open Space Committee's budget needs to be approved, so a special meeting will be held on July 27, 2015, 7:00 PM at Mare Island. The agenda is not yet available. The next regularly scheduled meeting will be on Monday, September 14, 2015.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 6, 2015

TO : Council Member Campbell
Council Member Schwartzman

FROM : City Manager

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

The following information is provided for your committee report at the July 21, 2015 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 21, 2015
COUNCIL MEMBER COMMITTEE REPORT

DATE : July 9, 2015

TO : Vice Mayor Hughes
Council Member Strawbridge

FROM : Youth Action Coalition

SUBJECT : **YOUTH ACTION COALITION**

The Benicia Youth Action Coalition met on June 24, 2015.

Staff reported the Liberty and BHS School Graduation Root Beer Float events went well. The students were treated to root beer floats after each of the graduation practices. A special commemorative cup was given to each congratulating them and the message "Don't Drink & Drive." 500 floats were served.

Solano County staff provided additional training on the Healthy Retail Stores Campaign. As part of the Campaign, tobacco/alcohol retailers and community individuals will be surveyed. The survey asks them about the Healthy Retail Store concepts. The surveys will provide feedback from the community. The County staff visited four retail stores that morning to schedule appointments. County reported all of the stores were very interested and willing to participate in the survey. Surveys will be completed in July.

Discussion ensued regarding the goal to establish a Tobacco Retail License. The group is concerned about introducing any new city ordinances and does not want to burden City staff. However, the TRL can help to provide guidelines for tobacco retailers, to ensure they follow the laws and not sell to underage minors. The group will continue to research, review and discuss the need for a TRL.

The next meeting is August 26, 2015.

**AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : July 6, 2015
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 21, 2015 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 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 8, 2015

TO : Mayor Patterson
Council Member Campbell

FROM : Assistant City Manager

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

The following information is provided for your committee report at the July 21, 2015 Council meeting.

The Solano County Transit (SolTrans) Joint Powers Authority held a regular meeting on June 18, 2015. The Executive Report for that meeting is attached.

The next regular meeting of the SolTrans Board will be held on July 16, 2015 at 6:00 p.m. and will be held in the City of Benicia Council Chambers. The Agenda and Executive Report for this meeting were not available as of the date of this report.

Attachment:

- June 18, 2015 Executive Report



TO: BOARD OF DIRECTORS
PRESENTER: MONA BABAUTA, EXECUTIVE DIRECTOR
SUBJECT: EXECUTIVE DIRECTOR'S REPORT
ACTION: INFORMATIONAL

The following provides an overview of more significant issues addressed by your Staff since the May 21, 2015 Board meeting:

FINANCE AND ADMINISTRATION:

- **Federal Triennial Review:** Federal Transit Administration (FTA) staff and consultants were at our offices on May 28-29, 2015. They visited our federally-funded O&M Facility construction site and reviewed SolTrans documents, policies and procedures in seventeen review areas, including maintenance, procurement, financial management, and civil rights. Overall, the review went well, and a draft report will be issued sometime this Summer.
- **TDA Performance Audit:** The draft report was issued by MTC in May 2015. The report is now being finalized, and it will be presented to the Commission later this Fall. A final report will also be forwarded to the Board once completed and issued by MTC.
- **SolTrans Curtola Park and Ride Hub:** A more detailed report is provided under Agenda Item 12, and weekly construction updates may be found on our website. More information on the overall project may be found here: <http://www.soltransride.com/planning/curtola/>
Weekly updates: <http://www.soltransride.com/planning/curtola/weekly-construction-updates>
As initially reported in May 2015, Staff also conducted a public meeting on May 26th at the JFK Library in downtown Vallejo at 5:30 p.m. Although the group that participated was small, Staff received excellent feedback that will be helpful as we finalize operational details with SP+, which is the firm we will be contracting with to operate and maintain the facility when it opens. An overview of the feedback we received may be found in Attachment B.
As additional outreach efforts are completed, staff will keep the Board informed.
- **Transit Operations & Maintenance (O&M) Facility at 1850 Broadway:** This project is still scheduled to be completed by July 2015 and on budget. More information on this project may be found under Agenda Item 12, and at the project website: <http://www.soltransride.com/planning/omrenovation/>
- **Compressed Natural Gas (CNG) Project:** Staff continues to work with Raymundo on design and engineering efforts.

OPERATIONS:

- **AVL:** Avail continues to work cooperatively with our staff in implementing this important project. Furthermore, as we prepare to conduct a soft launch of the system later this Fall, a

team of 4-5 SolTrans and National Express Transit staff will be working in the Avail laboratory in State College, PA, from June 29–July 2, 2015.

EXTERNAL AFFAIRS:

- Pista Sa Nayon: SolTrans staffed a table at the celebration on Saturday, June 6th, to provide information on our programs, projects and services.
- Upcoming Community Outreach Events and Promotions:
 - Juneteenth: Staff will be supporting this event on June 20, 2015, at City Park in Vallejo.
 - Summer Slice: SolTrans will be discounting day passes for children under the age of 18 when school is out of session. Our goal is to increase mobility options for children and maintain transit ridership during the summer months, as a result. More information may be found here: <http://www.soltransride.com/2015/05/youth-bus-passes-sliced/>
 - No-Fee Clipper Cards in June: In an effort to encourage our monthly pass holders to transition from “paper passes” to Clipper, SolTrans is waiving the \$3 purchase fee per card in June. More information may be found here: <http://www.soltransride.com/2015/05/nofeeclipper/>
- Local, Regional, State and National Committee Meetings:
 - MTC’s Partnership Transit Coordinating Committee (PTCC): Staff attended a meeting of the PTCC, which is composed of the general managers of all the transit agencies in the MTC region, on June 2nd. The meeting was called to discuss changes to Resolution 3866, which effectively implements MTC’s Transit Coordination Implementation Plan. SolTrans is required to comply with the coordination requirements outlined in this resolution, in order to receive any regional, state or federal funding from MTC.
 - MTC’s Managed Lanes Implementation Plan (MLIP) Leadership Team: SolTrans staff attended the meeting on June 9th at MTC.
 - American Public Transportation Association (APTA) Legislative Conference: As a member of APTA’s Small Operations Steering Committee, I attended the group’s summer planning meeting in Chicago on June 4th and 5th. The committee finalized our annual work plan for addressing federal legislative and regulatory issues that are impacting funding and operations. It was also an excellent forum for sharing information, ideas, latest trends/issues, and potential solutions for addressing challenges.

Attachments:

- A. List of Acronyms
- B. Public Feedback from May 26, 2015 Meeting on the SolTrans Curtola Park and Ride Hub

A		MPO	Metropolitan Planning Organization
ADA	Americans with Disabilities Act	MTC	Metropolitan Transportation Commission
APC	Automatic Passenger Counter	N, O, & P	
AVL	Automatic Vehicle Location System	NTD	National Transit Database
AVO	Average Vehicle Occupancy	OBAG	One Bay Area Grant
B		PAC	Public Advisory Committee
BAFO	Best and Final Offer	PCC	Paratransit Coordinating Council
BART	Bay Area Rapid Transit	PDT	Project Development Team
C		PDWG	Project Development Working Group
CalEMA	California Emergency Management Agency	PNR	Park & Ride
CALTRANS	California Department of Transportation	PPP (3P)	Public Private Partnership
CAM	Cost Allocation Model	PTAC	Partnership Technical Advisory Committee
CARB	California Air Resources Board	R & S	
CBA	Collective Bargaining Agreement	RFP	Request for Proposals
CCC	Contra Costa County Connections		
CHP	California Highway Patrol	RM2	Regional Measure 2 Funds
CMAQ	Congestion Mitigation & Air Quality Program	RVH	Revenue Vehicle Hours
COV	City of Vallejo	RVM	Revenue Vehicle Miles
CTC	California Transportation Commission	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
CTSGP	California Transit Security Grant Program		
CTAF	California Transit Assistance Fund	SNCI	Solano Napa Commuter Information
D		SR2T	Safe Routes to Transit
DAR	Dial-a-Ride	S RTP	Short Range Transit Plan
DBE	Disadvantaged Business Enterprise	STA	Solano Transportation Authority
DOT	Department of Transportation	STAF	State Transit Assistance Fund
E & F		STIP	State Transportation Improvement Program
FAST	Fairfield and Suisun Transit		
FHWA	Federal Highway Administration	STP	Surface Transportation Program
FTA	Federal Transit Administration	T	
FY	Fiscal Year	TAC	Technical Advisory Committee
G, H, I, & J		TCP	Transit Capital Priorities
GFI	Gen-fare Industries Farebox	TDA	Transportation Development Act
GP	General Public (as in GP Dial-a-Ride)	TIF	Transportation Investment Fund
GPS	Global Positioning System	TIP	Transportation Improvement Program
HOV	High Occupancy Vehicle	TLC	Transportation for Livable Communities
IFB	Invitation for Bid	TMA	Transportation Management Association
IPR	Initial Project Report	TMP	Transportation Management Plan
ITF	Intercity Transit Funding	TMS	Transportation Management System
JARC	Job Access Reverse Commute	U, V, W, Y	
JPA	Joint Powers Authority	UA	Urbanized Area
L & M		VMT	Vehicle Miles Traveled
MAP-21	Century Moving Ahead for Progress in the 21st Century	VTC	Vallejo Transit Center
MCI	Motor Coach Industries	WETA	Water Emergency Transportation Authority
MOU	Memorandum of Understanding		
MOV	Multiple Occupant Vehicle	YTD	Year to Date

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ATTACHMENT B
Agenda Item 5

Date	Comment	Response	Source of Comment
5/26/2015	Have security as early as 4AM to as late as 9PM.	SoTrans will look into this.	Public Meeting (5/26/15)
5/26/2015	Will there be a daily cut-off time when the monthly reserved parking becomes open to all?	SoTrans suggested 10:00AM-10:30PM for the cut-off time and will look into this.	Public Meeting (5/26/15)
5/26/2015	Public would be interested in returning Greyhound Service to the site.	SoTrans will look into this.	Public Meeting (5/26/15)
5/26/2015	Can we use Clipper to pay for parking?	SoTrans was informed that the technologies for Clipper and the new parking system cannot be integrated at this time.	Public Meeting (5/26/15)
5/26/2015	Will the monthly passes grant access to both CP&R Hub and Vallejo Ferry Parking?	No, we are two different entities.	Public Meeting (5/26/15)
5/26/2015	Will the casual carpool pick-up station at Maine St. continue even after construction is complete at the CP&R Hub? (Some carpools would prefer to pay the \$20 monthly fee at Vallejo Station vs a \$40 monthly fee)	That is up to the casual carpoolers; there is no governing body or authority over casual carpoolers. We will provide a designated casual carpool area at the CP&R Hub. The public suggested many drivers for the casual carpool will migrate over to the CP&R Hub because of its convenience and quick access to the freeway.	Public Meeting (5/26/15)
5/26/2015	Will multiday passes/long-term parking be available? i.e. for riders who plan to fly out of town for the weekend	We will provide monthly passes. SoTrans will look into other durations of time and establish operating procedures for allowing for "long-term" parking.	Public Meeting (5/26/15)
5/26/2015	Would it be possible to have a shuttle run from the Vallejo Ferry Station to CP&R Hub for the commuters who use casual carpool outbound to San Francisco and return using the ferry?	As of now we do not have a shuttle, but if you walk to the Vallejo Transit Center you can take the Route 80 to the CP&R.	Public Meeting (5/26/15)
5/26/2015	Please don't have the security cameras announce "You are under surveillance. Your photo has...". This is excessive and bothersome. Signs stating the area is under surveillance will be sufficient.	SoTrans will look into this.	Public Meeting (5/26/15)
5/26/2015	What will happen to street parking?	Permits will be required to park on the street. The City of Vallejo Police Department and the Solano County Sheriffs will continue to enforce their respective areas.	Public Meeting (5/26/15)

VIII.C.15.8

Date	Comment	Response	Source of Comment
5/26/2015	<p>\$40 for the monthly fee is too expensive.</p> <p>Not related to CP&R. The public would like us to extend the Route 80 to run later.</p>	<p>SoITrans ensured the public we are a nonprofit organization. The prices were developed through our analysis to service and maintain the newly renovated site.</p>	Public Meeting (5/26/15)
5/26/2015	<p>I am calling because I am unable to the meeting today May 26, at the JFK library. So, I wanted to call and leave my two cents, if you will. So I was hoping somebody can give me a call back at (707) 561-7908 is my office number. Thank You.</p>	<p>SoITrans will look into this.</p>	Public Meeting (5/26/15)
5/26/2015	<p>I am calling because I am unable to the meeting today May 26, at the JFK library. So, I wanted to call and leave my two cents, if you will. So I was hoping somebody can give me a call back at (707) 561-7908 is my office number. Thank You.</p>	<p>Spoke to 5/26/15. Janet and husband are unable to attend meeting. Janet is concerned because her husband gets up a quarter past 4am to commute to South San Francisco. They believe \$40 is excessive and not doable. They feel that if they carpool and get cars off the road they should not be penalized by having to pay \$40 month for parking. Janet suggest starting at a lower price(\$20) then increasing the price after a year. They understand that we do need to charge a fee, but \$40 is too much.</p> <p>(Jason) ensured her that we will take note of her comments and concerns.</p>	Phone Call
5/21/2015	<p>Yes Hi. I was calling in regards to the literature that was passed out this Monday. And my question is, I see there is a meeting that is going to be held at May 26, 2015 at 5:30pm. Obviously, this meeting is not for carpools because 5:30 is in the heart of carpool time. So, if you want carpools to attend this meeting I think you should reconsider and have a later time and make it convenient. Because at 5:30 the majority of the carpools are still in San Francisco. So that is one of the comments I have right now. Unfortunately I am not be able to attend because I am still in transport from San Francisco to Vallejo at that time. My (707)758-5011 and my name is Felicia. Thank you.</p>	<p>Left message 5/22/15. Hello Felicia. My name is Jason. I am a program analyst with SoITrans. I just wanted to let you know we received your message. The meeting does start at 5:30 but will last till 8. So if you still wanted to attend, you're more than welcome to. If you have any other questions or concerns you can always call this same line at (707) 553-4855.</p>	Phone Call
5/20/2015	<p>Website Submission. City or Bus Stop: Vallejo Time and Day of Travel: 6am outbound. 6pm return. Your Message: Since the May 26th meeting is supposed to target casual car riders, who typically car pool to San Francisco, why is the meeting asset up for a day and time which is near impossible for most? Do you not value public input? Even people who stop working at 4pm have a very small chance of making it on time to the meeting. From my point of view you will then only have people attending who have no bone in the game.</p>	<p>emailed 5/22/2015 Good afternoon, Thank you for your email! We understand the meeting start time of 5:30pm will be difficult for commuters to attend. But, the meeting will last until 8pm. If possible, we encourage your attendance as we are seeking public input. If you are still unable to attend, please feel free to leave comments or questions here. Have a great weekend! Jason Bustos</p>	Email

Date	Comment	Response	Source of Comment
5/18/2015	<p>I got a flyer today about the meeting on May 26 at 5:30. I will not be able to make that. I guess that most people that commute to San Francisco by carpool will not be able to make that meeting. 5:30 on a weekday is too early to expect people to be there. Anyhow, I would like to leave some comments.</p> <p>First of all, \$40 a month for parking is a little steep. Considering we're parking by the ferry building for half the amount-\$20. We all expected it to be the same as that parking. And \$40 is double that. That is just not right. I suspect many people plan on doing what I plan on doing and that is parking on the street. Because this is just not right. All parking in Vallejo should be the same price. I think you are taking advantage of the situation. I don't see anything, I see all the features about what you're having. I don't see anything about security guards. I see something about cameras and a lot of other stuff. But, the other parking does have people on site. And there is no mention of that here. Maybe you do have them maybe you don't. I don't know. But in any event, that is all I have to say. I do not need to talk to anyone. I'm sure you guys will do whatever you want in the final outcome anyway.</p>	<p>Left message 5/22/15. Hello Jimmy. This is Jason from SolTrans, I am a program analyst here. I just wanted to let you know we received your message. The meeting does start at 5:30 but will last till 8. So if you still wanted to attend, you're more than welcome to. To answer your questions, we will have security guards on site and they will have an office on site as well. I believe the price of parking was chosen for maintenance and upkeep. Please feel free to leave another message or attend the meeting on Tuesday.</p>	Phone Call
5/15/2015	<p>City or Bus Stop: Curtola Parkway Carpool Message: I won't be able to attend mtg. on 5/26. I have 2 questions: how soon will they open the parking space? How soon can we reserve for monthly parking? Thank you.</p>	<p>emailed 5/22/15 Good afternoon, Thank you for your email! To answer your questions, parking on the western half of the lot will be available on September 1, 2015. Monthly parking reservations will be available September 1, 2015 as well. If the dates change for any reason, we will make sure to notify the public ahead of time. Please feel free to respond here if you have any more questions or concerns. Have a great weekend! Jason Bustos</p>	Email

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AGENDA ITEM
CITY COUNCIL MEETING: JULY 21, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : July 9, 2015

TO : Council Member Schwartzman
Council Member Strawbridge

FROM : Community Development Director

SUBJECT : **MARIN CLEAN ENERGY (MCE)**

The following information is provided for your committee report at the July 21, 2015 City Council meeting.

At the June 3, 2015 Executive Committee Meeting, several members expressed interest in delving deeper into the Energy Efficiency Business Plan by having a study session. A Study Session occurred on Monday, June 15, 2015 from 9:00AM – 11:00AM. The CAP Coordinator attended this meeting. Further discussion on the Business Plan took place at the June 18th Board meeting; Councilmember Schwartzman attended.

The July Board meeting has been cancelled and the next board meeting will occur on August 20, 2015. The June meeting minutes will be available after the August meeting.

The 2015 Board Retreat and Annual Review will take place on Thursday, September 17, 2015. The September Board meeting and Retreat will be combined on that day. The meeting will be held at the Marin Art and Garden Center in Ross, CA from 9:30AM – 4:00PM.

Attachments:

- June 18, 2015 Agenda



**Marin Clean Energy
Board of Directors Meeting
Thursday, June 18, 2015
7:00 P.M.**

Kathrin Sears, **Chair**
County of Marin

Tom Butt, **Vice Chair**
City of Richmond

Bob McCaskill
City of Belvedere

Alan Schwartzman
City of Benicia

Sloan C. Bailey
Town of Corte Madera

Greg Lyman
City of El Cerrito

Barbara Coler
Town of Fairfax

Kevin Haroff
City of Larkspur

Garry Lion
City of Mill Valley

Brad Wagenknecht
County of Napa

Denise Athas
City of Novato

Carla Small
Town of Ross

Ford Greene
Town of San Anselmo

Genoveva Calloway
City of San Pablo

Andrew McCullough
City of San Rafael

Ray Withy
City of Sausalito

Emmett O'Donnell
Town of Tiburon

1125 Tamalpais Avenue
San Rafael, CA 94901

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**Charles F. McGlashan Board Room
1125 Tamalpais Avenue, San Rafael**

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1. Approved Board Announcements (Discussion)
2. Public Open Time (Discussion)
3. Report from Executive Officer (Discussion)
4. Consent Calendar (Discussion/Action)
 - C.1 5.21.15 Meeting Minutes
 - C.2 Approved Contracts Update
 - C.3 Policy 012: Dogs in the Workplace
5. Budget Reports (Discussion)
 - a. Preliminary Year End Budget for Fiscal Year FY 14/15
 - b. Monthly Budget Report for April 2015
6. Master Agreement and Confirmation Letter with East Bay Municipal Utility District (Discussion/Action)



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VIII.C.16.3



**Marin Clean Energy
Board of Directors Meeting
Thursday, June 18, 2015
7:00 P.M.**

Kathrin Sears, Chair
County of Marin

Tom Butt, Vice Chair
City of Richmond

Bob McCaskill
City of Belvedere

Alan Schwartzman
City of Benicia

Sloan C. Bailey
Town of Corte Madera

Greg Lyman
City of El Cerrito

Barbara Coler
Town of Fairfax

Kevin Haroff
City of Larkspur

Garry Lion
City of Mill Valley

Brad Wagenknecht
County of Napa

Denise Athas
City of Novato

Carla Small
Town of Ross

Ford Greene
Town of San Anselmo

Genoveva Calloway
City of San Pablo

Andrew McCullough
City of San Rafael

Ray Withy
City of Sausalito

Emmett O'Donnell
Town of Tiburon

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San Rafael, CA 94901

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**Charles F. McGlashan Board Room
1125 Tamalpais Avenue, San Rafael**

Agenda Page 2 of 2

- 7. MCE Pilot Residential Battery Storage Program and Electric Schedule PBST: Pilot Battery Storage Tariff (Discussion/Action)
- 8. New MCE Staff Position: MCE Community Power Organizer (Discussion/Action)
- 9. Adjustment to MCE Retirement Plans (Discussion/Action)
- 10. Energy Efficiency Update and Approval of Energy Efficiency Business Plan (Discussion/Action)
- 11. Board Member & Staff Matters (Discussion)
- 12. Adjourn



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