



CITY MANAGER'S REPORT

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JULY 21, 2015

The *City Manager's Report* from City of Benicia City Manager Brad Kilger is published twice monthly highlighting the activities of the departments of our full-service city. Previous editions are available on the City of Benicia [City Manager's page](#). For additional information on any items in this report, please see [Contact List](#) at the end of this report.

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**H**OW LONG DO I NEED TO WATER? One of the easiest ways to save water is to make sure that you are not overwatering your lawn and plants. Most of us water more than we need to. Watering for fewer days for the appropriate amount of time will give you healthier plants and use less water.

Here are some general guidelines on how to make sure that you are watering the correct amount.

- Irrigation for lawn areas can be kept to three days in the summer with “run and soak” cycling of an irrigation station. For example, the irrigation program for sunny lawn areas can have three start times that run for three minutes each with 30 - 60 minutes between each run time. This allows for water to soak into the soil instead of running off into the street. Be aware that sun exposure and slope of the lawn area are factors to consider in calculating the amount of time the irrigation system should run. Shaded lawn does not need as much water.
- Mature shrubs can usually be limited to watering two days a week in the summer. Again, sun exposure and slope of the landscape areas are factors to consider in calculating the amount of time the water runs. Water in cycles (e.g. 5 minutes of run time with 30 - 60 minutes in between cycles). Watering with this technique encourages deep rooting by water percolating deeper into the soil for shrubs and trees. Check during the irrigation cycle to ensure that water does not result in runoff to the street.
- Once the root system is strong and deep enough, the plants will withstand more periods of no irrigation, particularly when the day length is shortened and the soil temperatures are cooler in the fall.



- Apply 2 to 3 inches of mulch on any bare soil to keep soil temperatures cooler and help reduce the moisture from evaporating from the soil.

To learn about turf removal and smart irrigation controller rebates, please visit to [www.beniciasaveswater.org](http://www.beniciasaveswater.org). - *Public Works*

**FLAGS AT HALF-STAFF:** By Presidential Proclamation, U.S. Flags will be a half-staff through **Saturday, July 25** honoring the victims of the tragedy in Chattanooga, Tennessee. Ever wonder what the Presidential Proclamation looks like? See the following:

#### PRESIDENTIAL PROCLAMATION

Our thoughts and prayers as a Nation are with the service members killed last week in Chattanooga. We honor their service. We offer our gratitude to the police officers and first responders who stopped the rampage and saved lives. We draw strength from yet another American community that has come together with an unmistakable message to those who would try and do us harm: We do not give in to fear. You cannot divide us. And you will not change our way of life.



We ask God to watch over the fallen, the families, and their communities. As a mark of respect for the victims of the senseless acts of violence perpetrated on July 16, 2015, in Chattanooga, Tennessee, by the authority vested in me as President of the United States by the Constitution and the laws of the United States of America, I hereby order that the flag of the United States shall be flown at half-staff at the White House and upon all public buildings and grounds, at all military posts and naval stations, and on all naval vessels of the Federal Government in the District of Columbia and throughout the United States and its Territories and possessions until sunset, July 25, 2015. I also direct that the flag shall be flown at half-staff for the same length of time at all United States embassies, legations, consular offices, and other facilities abroad, including all military facilities and naval vessels and stations.

IN WITNESS WHEREOF, I have hereunto set my hand this twenty-first day of July, in the year of our Lord two thousand fifteen, and of the Independence of the United States of America the two hundred and fortieth.

BARACK OBAMA  
- *City Manager's Office*

**SENIOR SPEAKER SERIES:** The [Carquinez Village Project](#) and the Benicia Public Library present the 2015 Senior Speaker Series (through December 2015):

**Third Thursday of each month  
10:30 to 11:15 am in Doña Benicia Room at the Library**

**August 20 - Be a Savvy Senior! Protect Yourself from Scams**  
with Aldo Serrano, Police Officer, Benicia Police Department

- *Library*

**O**PENINGS ON BOARDS & COMMISSION: Have you ever wanted to have a say in local government? Do you have time to volunteer? Well, here's your opportunity. There are several seats open on City of Benicia boards and commissions. If you are interested in serving, you may file an application at the City Clerk's Office at City Hall or [online](#). Applications must be returned to the City Clerk's Office by **Friday, July 31** at 5:00PM.



Here is information on the board or commission, length of full term, regular meeting schedule, number of positions available.

- *City Clerk*

**Arts & Culture Commission** (4-year term, second Thursday)

Work cooperatively with the City Council, city boards and commissions, and other public and private organizations in creating and promoting art and cultural programs and activities within the City.

- 1 unexpired term

**Civil Service Commission** (3-year term, third Tuesday quarterly)

Responsible for hearing and making final determinations on personnel-related appeals and to certify its findings and recommendations. Other duties include advising the City Manager and City Council on matters related to recruitment processes and personnel rules.

- 1 full term

**Community Sustainability Commission** (3-year term, third Monday)

The purpose of the Community Sustainability Commission is to educate, advocate and provide oversight for integrated solutions that seek a sustainable equilibrium for economic, ecological, and social health and well-being, both now and in the future.

- 1 unexpired term

- 1 student commissioner

**Economic Development Board** (4-year term, third Wednesday)

This Board serves to identify and investigate economic development needs and opportunities in the City and annually make recommendations to the Council regarding those needs and opportunities on both a short and long-term basis.

- 2 unexpired term

- 2 full terms

**Finance Committee** (4-year term, fourth Thursday)

The purpose of the Finance Committee shall be advisory to the City Council and shall review financial issues that can be reasonably addressed by the City of Benicia. The Finance Committee shall coordinate with the City Council annually to prepare and approve a work program for the following year. Urgent issues may be authorized for study by the City Council at any regular Council meeting.

- 1 unexpired term

- 1 full term

**Human Services Board** (4-year term, Second Monday)

Responsible for distributing requests for funding to all interested non-profit agencies that provide services to Benicia citizens who are in need of assistance. When agencies submit their application for funding, the Board reviews the applications and makes recommendations to the Council. Lastly, Human Service Board members are periodically asked to staff a booth at the Benicia Farmers Market from April – October each year.

- 1 unexpired term

**SolTrans Public Advisory Committee (PAC)** (3-year term, as needed)

The PAC consists of nine members of the public with demonstrated expertise or a special interest in transit issues and who reside within the boundaries of the agencies that they represent. Each Member Agency (the City of Benicia, Solano Transportation Authority, and the City of Vallejo) appoints three members of the public to serve on this committee. The PAC review and comments to the SolTrans Board on the service, fare adjustments, development of short-range transit plans, and reviews SolTrans annual work plan.

- 1 full term

**Open Government Commission** (4-year term, quarterly)

Advises the City Council and provides information to other City departments and bodies on appropriate ways in which to implement Title 4, Open Government, with a priority on simple, standard procedures. Also assists in city-wide training for implementing the Title, developing and maintaining an administrative process for review and enforcement of the Title, proposing amendments to the City Council of the Title as needed, and reporting to the City Council on any practical or policy problems encounter in the administration of the Title. Lastly, Open Government Commissioners are periodically asked to staff a booth at the Benicia Farmers Market from April – October each year.

- 1 unexpired term

- *City Clerk*

**NATIONAL NIGHT OUT:** The Benicia Police Department’s annual National Night Out event will be held on **Tuesday, August 4**, from 6:00-9:00 PM in neighborhoods throughout Benicia. This national event “America’s Night Out Against Crime” brings together Neighborhood Watch groups and law enforcement to reinforce a commitment to work together keeping our communities safe.

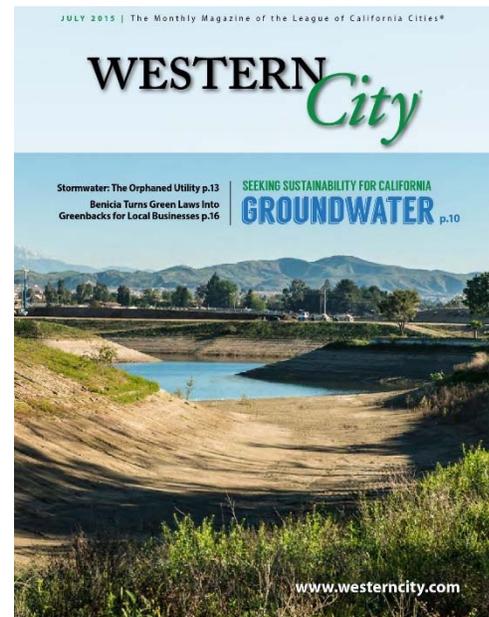
This year, nine Neighborhood Watch Block Parties are scheduled to participate. Each Neighborhood plans their own block party by having a potluck, BBQ, ice cream social and activities for the kids. The Police Department invites City Council Members, the Fire Department, Benicia Emergency Response Team (BERT) members, and members of the City’s Executive Management Team to join their caravan to visit each of the Block Parties. It’s a great way for them to thank Neighborhood Watch groups for their active participation and partnership in helping to keep Benicia safe. – *Police Department*



**IN THE NEWS:** The July issue of the League of California Cities magazine, *Western Cities*, features an article on Benicia's award-winning Business Resource Incentive Program (BRIP) that helps improve the sustainability of businesses in the Benicia Industrial Park.

The innovative program is funded by Benicia Valero Refinery and Good Neighbor Steering Committee and sponsored by the City of Benicia Community Sustainability Commission.

[Click here](#) to read the article. – *Economic Development*



## PERSONNEL NEWS:

**City of Benicia Job Opportunities:** The Human Resources Department is accepting applications for the following positions:

- [Hydrant Maintenance Worker](#), part-time, closing **July 29**
- [Building Inspector I/II](#), full-time, closing **July 31**
- [Seasonal Park Worker](#), part-time
- [Police Officer - Lateral \(Currently Working\)](#), full-time, open continuously
- [Police Officer - Academy / Non-Lateral](#), full-time, open continuously

To apply, the application and supplemental forms can be filed online at: <http://agency.governmentjobs.com/benicia/default.cfm>. City of Benicia employment applications may also be obtained from and must be returned to the Human Resources Department at 250 East L Street, Benicia.



These job opportunities are open to any current City of Benicia employees (full or part time) as well as the general public. If you know of someone who may be interested in applying, please let them know. - *Human Resources*

**Promotion of Recreation Supervisors:** Lindsay Dion and Eliot Palmer have been selected as the new Recreation Supervisors for the Parks & Community Services Department. Both Lindsay and Eliot started as volunteers with the department and were then hired part-time to work at the James Lemos Swim Center. After college, they both applied and were selected as full-time Recreation Coordinators and have worked in this capacity for the past 7 years. Director Mike Dotson looks forward to them joining Jill Wynn, the current Recreation Supervisor, to provide exceptional recreation program opportunities for all ages in our community.

Lindsay Dion began volunteering as a junior lifeguard at age 13 and at 16 became a lifeguard at the James Lemos Pool. She spent high school and college summers working as a Lifeguard/Swim Instructor at the James Lemos Swim Center and was promoted to Senior Guard as well as Assistant Coordinator. She graduated from CSU Chico with a Bachelor's of Science in Recreation Administration in 2004 and spent a year completing her internship in Japan and South Korea, supervising Aquatic and Day Camp programs for the Camp Adventure Youth Services Program on various American Military bases. She began her full time career with the City of Benicia in 2007 as a Recreation Coordinator. During that time she coordinated and programmed Adventures Day Camp, Kids K after school program, Tiny Tots preschool and various special events.



Eliot Palmer started working as a lifeguard in 2002 and was promoted to Senior Guard. He spent one summer as a Senior Guard and then spent 3 summers as an Assistant Pool Coordinator. Eliot attended Azusa Pacific University and earned a Bachelor of Arts Degree in Social Science. Eliot also played baseball for Azusa Pacific for two years. After he graduated College in 2005 he spent time as a Special Purpose Aide with the Benicia Unified School District helping with special needs students and as a Substitute Teacher. Eliot is the Assistant Varsity Baseball Coach for Benicia High School, going on his 9th year coaching for BHS. Eliot was hired as a Recreation Coordinator in the fall of 2008 and recently was promoted to Recreation Supervisor. – *Parks & Community Services*

Please join me in congratulating Lindsay and Eliot on their well-deserved promotions. – *City Manager*

**BACKPACK DRIVE UPDATE:** The Benicia Family Resource Center's Backpack Drive is in full swing! They received a generous \$250 donation from Benicia Public Service Employees Association (BPSEA) and a great deal of supplies from City of Benicia employee Sharon Williams (and mother Nell DaSilva) as well as other community members. The Benicia Moms Group (BMG) is also contributing with many exciting updates on donated supplies from BMG Backpack Drive Coordinator Jeanette Sanchez.



There is **STILL** plenty of time to donate. Please note that the Benicia FRC will be closed July 20-28. They will again be available to accept donations Wednesday, July 29 through the deadline, **Friday, July 31**. Please contact our FRC Family Support Worker Corby Selzer at 707.746.4363 to arrange a time to drop off donations. They thank you for your interest in assisting the children of Benicia! – *Police Department*

**ARE YOU UP FOR THE TASK?** Benicians Steve and Sarah Wallace have a greater understanding of CPR after completing a class taught by Benicia Firefighter Paramedic Adam Malbrough. Citizens interested in learning the latest CPR and rescue techniques should contact the Benicia Fire Department at 707.746.4275 to inquire about the next training opportunity. – *Fire Department*



### **SOLTRANS BACK TO SCHOOL TRANSIT**

**FAIR:** On **Thursday, August 13**, 3:00 - 5:00 PM. SolTrans staff will be at Benicia Public Library to answer questions and assist parents and students from Benicia Middle School and Benicia High School with back to school transit options and provide updated Benicia school route schedules.

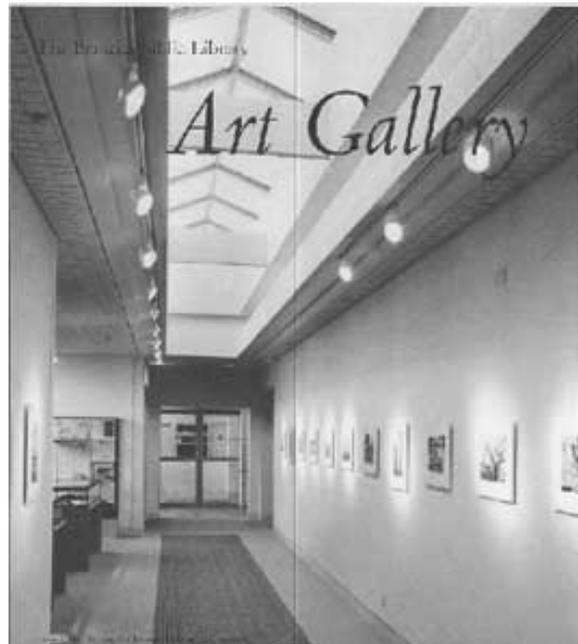


In the meantime, Youth Local Day Passes are available for only \$1 through August 31. Youth ages 6-18 can ride Soltrans' local routes by purchasing the pass for same-day use on board or pick up Youth 31-day passes at Vallejo Transit Center. For more information, go to

[SolTransRide.com](http://SolTransRide.com). – *Library*

**CALL FOR ARTISTS:** The [Marilyn Citron O'Rourke Art Gallery](#) at Benicia Public Library invites you to submit a proposal to exhibit in 2016. The gallery showcases the work of local and regional artists. Exhibits appear for a period of 4–6 weeks with artists responsible for installation and removal.

If you would like to receive an application and guidelines, please send a legal-sized SASE to Benicia Public Library, 150 East L Street, Benicia, CA 94510 or visit the [Library's website](#). Applications are due by **Friday, August 14**. – *Library*



## SPECIAL OLYMPICS TORCH CEREMONY:

On Tuesday, July 14, the Special Olympics-World Games Law Enforcement Final Leg was celebrated in Benicia as 37 runners made up of Law Enforcement personnel and Special Olympic Athletes from around the world made their way to City Park in downtown Benicia.

The Team ran from the Ninth Street Park to the City Park carrying the torch. Organized by the Benicia Police Department, a ceremony was held at City Park where the community welcomed the runners. Council Member Christina Strawbridge and Police Chief Erik Upson welcomed the group on behalf of the City.



The Torch runners and Athletes spoke to the crowd promoting the World Games in Los Angeles, which start July 25. The Ceremony was highlighted by a performance by

VOENA, Benicia's own internationally known youth singing group singing the World Games theme song "FLY". – *Police Department*



**NEW BENICIA BUSINESSES:** The following is a list of new business license applications for newly licensed businesses or businesses with new locations or owners. Please stop by and make them feel welcome:

- **4 Ever Sala Thai** – 718 First Street, owner: Arial Loyola and Chamaiporn Kalayanamitr
- **A Bright Future Inc.** – 1350 Hayes Street, Unit C4, Owner: Max Konan
- **Hunt and Sons, Inc.** (formerly Bay Area Oil) – 485 Industrial Way, owners: Joshua and Joseph Hunt
- **Bay Area Concrete, dba Slurry Waste Solutions, LLC** – 401 West Channel Road, owner: Preet Johal
- **Ultra-Pure Enterprises, LLC** – 4728 East 2nd Street, Ste 19, owner: Wallace Holdings
- **Sharon M. Boatright CPA** – 801 First Street. owner: Sharon Boatright
- **Free Radical Collective** – 940 Tyler Street #31, owner: Christine Linder
- **4 U Catalog** – 3001 Bayshore Road #16, Owners: Ricky Jackson and Michael Hendrix
- **Xpert Xtractors** – 4728 East 2nd Street #18, owner: Enrique Nates
- **Koda & Co.** – 364 First Street, Owner: The Adams Agency
- **Golden Horizon Realty Services** – 333 First Street, #2, owner: Grace Edpalina
- **Dots Consignment** – 117 East F Street, owner: Suzanne Lieban



- *Economic Development*

**STITCHING FOR A CAUSE:** The [Carquinez Strait Stitchers](#) is a guild of quilters dedicated to perpetuating the art and history of quilt-making. The Benicia non-profit has been in existence since 1984 with over 90 members.



One of their worthy projects is their annual contribution of pillowcases, baby blankets and quilts that are given to families under the umbrella of Benicia Family Resource Center services.

Shown here is FRC staff member Blanche Hillman surrounded by quilt guild members. A big thank you goes to CSS for their continued generous donations. – *Police Department*

**UPDATE FROM THE PUBLIC WORKS:** Here is a look at what the Public Works Department was up to this past month. Were they in your neighborhood?

**Maintenance - Sewer:**

- **Customer Service Calls** - 800 Hanlon Way, 500 East K Street, 900 East 7th Street, 1300 East N Street, Ridge Circle, 1200 Bayshore Road, 400 Vista Court, La Prenda Avenue
- **City-wide Pipeline Cleanings** - Service Calls 350', scheduled 7,945' and top-down cleaning 19,990'. Total Sewer lines Cleaned 28,285' or 5.4 miles, surpassing the monthly goal of 3.33 miles in June.
- **Lift Station Cleanings** - Columbus Parkway, Cambridge Drive and West 13th Street were 3 of the city's 23 stations that received maintenance during the month of June.
- **Repairs and Improvements** - During the month of June, the 500 blk of East K Street had a 260' section of the sewer main relined by Miksis Services of Healdsburg. This project eliminated the necessity to clean this particular line segment quarterly. In another June improvement, Public Works personnel completed two Lift Station connections from an older line segment to a newer main on Bayshore Road. The goal at this location is to crossover all old main connections on Bayshore to the newer main, eliminating the old main and the maintenance necessary to keep it operational. The last of three June improvements led Maintenance to the 800 blk of Hanlon Way where the collections team replaced a 4" city maintained clean-out riser. Sometime after its installation in the mid 80's the riser became dislodged from its sewer lateral connection, allowing infiltration of ground water and sediment. This condition was discovered by the water field crew during a distribution service line replacement and the condition was relayed to staff.

**Maintenance – Streets/Water:**

- **Water Distribution Crew –**
  - Water leak repairs for June: 820 Dorset Way, 1400 George Court, 400 Iowa Street, 6400 Goodyear Road, 400 Goodyear Road, 400 Sandy Way, 800 Hanlon Way, 800 Hanlon Way, 200 James Court, 1000 Grant Street, 800 Campus Court, 800 Campus Court, 300 Dale Court, 500 Lori Drive, and 1200 Bayshore Road.
  - Completed monthly meter reading and scheduled turnoffs.
- **Street Crew -**
  - Patch paved George Court and paved 800 Hanlon Way.
  - Poured concrete sidewalk at 500 East H Street.
  - Painted red curbs at Matthew Turner Elementary School.
  - Completed weed abatement from East 2nd Street to Industrial Way.
  - Painted handicapped parking at West 9th Street parking lot.
  - Installed guard rail at Lake Herman Road and S Street.
  - Filled potholes in Reservoir Road.
  - Cleaned land bridge over West Channel Road on East 2nd Street.

- Cleared a channel on Industrial Way at CydoSport.
- Special event set-up for the 3rd and 4th of July events.
- Setup for Farmers Market in downtown Benicia.

**Wastewater Treatment Plant:**

**Projects for June -**

- Staff started and finished in June working on the Plant's primary clarifiers launders replacing the installation attachment system. Also replaced some much needed new screens in the Plant's water system



- Staff has been working with consultants on the electrical evaluation study in confined spaces. The Wastewater Treatment Plant is built on soft soils next to the Carquinez Straight. As structures settle into the soil, underground electrical conduit are damaged.



**Maintenance:**

Staff performed 75 preventive maintenance tasks as well as closing out 2 corrective maintenance work orders.

**Performance:**

- The Plant processed 64.66 million gallons of raw wastewater with no Permit exceedances.
  - Nutrient pollution removal; Biological Oxygen Demand (BOD) = 99. % Total Suspended Solids (TSS) = 99. %
  - The Effluent Acute Bioassay testing had a 95 % Survival rate
- *Public Works*

**CITIZENS' ACADEMY REMINDER:** The 2nd Citizens' Government Academy will start on **Wednesday, September 16**. This is a great opportunity to learn more about the City's departments. Most of the two-hour sessions will be on Wednesday nights. Registration is free and open to citizens of Benicia over 16 years of age.

For more information, call Library Director, Diane Smikahl, at 707.746.4343 or e-mail her at [dsmikahl@ci.benicia.ca.us](mailto:dsmikahl@ci.benicia.ca.us). – *Library*

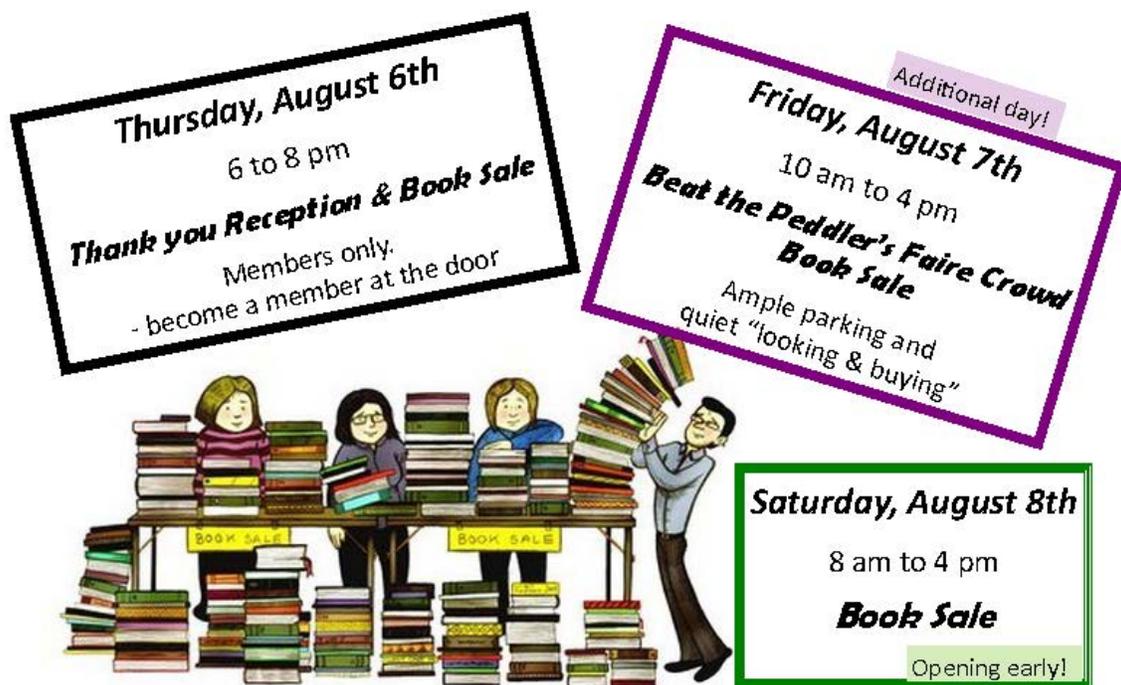
**FRIENDS OF THE LIBRARY:** Consider becoming a [Friend of the Benicia Public Library!](#) This special group of volunteers supports the library by raising funds to purchase books and equipment for the library, acquaint the public with library activities and resources, fund cultural programs and speakers, and sponsor a variety of school activities.

Choose the annual dues category right for you: \$15 for an Individual, \$25 for a Family, \$50 for a Patron or Business, or \$100 for a Sponsor.

Become a Friend at the Library or at a monthly book sale - second Saturday of each month and Thursday prior (members only); next book sales are **August 6 and 8**. - *Library*

## **Peddler's Faire Weekend**

### ***Friends of the Benicia Public Library* Book Sales**



**POLICE SUPPORT SAFETY FAIR:** On July 18, the Benicia Police Department attended a Community Vehicle Safety Fair sponsored by New Harbor Church. The church provided free vehicle checks of tires and basic under the hood checks. The Benicia Police Patrol Volunteers and Youth Explorers were on hand to help out, providing free information to attendees on bicycle safety, educational materials for parents, and coloring books and stickers for the kids. – *Police Department*



**WE NEED YOUR HELP:** Please take the Library's Customer Service Survey. The Benicia Public Library is seeking information on how well they are addressing the needs of our Community. Pick up a survey in the Library or find it on the Library's website: <http://www.BeniciaLibrary.org/library-survey>. – *Library*

### **LIBRARY STATISTICS FOR JUNE:**

- Total June visitors: **19,228**
- Record day of visitors on June 3rd with **905** visitors
- June Internet Sessions: **3,388**
- June Wireless Internet Sessions: **1,540**
- June Benicia Public Library Facebook views: **1,254**
- June Teen Zone Benicia Facebook views: **310**



- *Library*

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CONTACT INFORMATION

The *City Manager's Report* from City of Benicia City Manager Brad Kilger is published twice monthly. Email your questions or comments to edev@ci.benicia.ca.us. For additional information on any of the items in this report, please contact one of the following departments:

City Manager/Human Resources/I.T./City Clerk: 707.746.4200

City Attorney: 707.746.4216

Community Development: 707.746.4280

Economic Development: 707.746.4202

Finance Department: 707.746.4225

Fire Department: 707.746.4275

Library: 707.746.4343

Parks & Community Services: 707.746.4285

Police Department: 707.746.4265

Public Works: 707.746.4240