

September 2, 2008 Special Meeting

BENICIA CITY COUNCIL

SPECIAL MEETING AGENDA

City Council Chambers

September 2, 2008

6:00 P.M. – 7:30 P.M.

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

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

II. CONVENE OPEN SESSION:

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF PUBLIC

III. INFORMATIONAL ITEMS (6:05 P.M.):

A. [Review status of plans and financing options for Library and Community Center Projects.](#) (City Manager)

A study session to review the project status of both the Community Center and the Library Basement Projects is scheduled for September 2, 2008. At this study session, the City Council will also receive a presentation from Mark Pressman of Wulff, Hansen & Co. on financing options for capital improvement projects such as the Community Center and Library, as well as for other important capital projects that lack funding.

Recommendations:

- 1) Receive briefings on status of plans and financing options for the Library and Community Center Projects;
- 2) Direct staff to complete the preparation of plans and specifications for the Community Center Project; and
- 3) Consider forming a Council subcommittee to explore financing options and make a recommendation to the City Council.

IV. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN

B. PUBLIC COMMENT

V. ADJOURNMENT (7:30 P.M.):

Public Participation

The Benicia City Council welcomes public participation.

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

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

### **Disabled Access**

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

### **Meeting Procedures**

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

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

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

### **Public Records**

The agenda packet for this meeting is available at the City Manager's Office and the Benicia Public Library during regular working hours. To the extent feasible, the packet is also available on the City's web page at [www.ci.benicia.ca.us](http://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.

 [III-A Special Meeting.pdf](#)

**AGENDA ITEM  
SPECIAL CITY COUNCIL MEETING: SEPTEMBER 2, 2008  
ACTION ITEM**

**DATE** : August 25, 2008

**TO** : Mayor and City Council

**FROM** : City Manager

**SUBJECT** : **REVIEW STATUS OF PLANS AND FINANCING OPTIONS FOR LIBRARY AND COMMUNITY CENTER PROJECTS**

**RECOMMENDATION:**

1) Receive briefings on status of plans and financing options for the Library and Community Center Projects. 2) Direct staff to complete the preparation of plans and specifications for the Community Center Project. 3) Consider forming a Council subcommittee to explore financing options and make a recommendation to the City Council.

**EXECUTIVE SUMMARY:**

A study session to review the project status of both the Community Center and the Library Basement Projects is scheduled for September 2, 2008. At this study session, the City Council will also receive a presentation from Mark Pressman of Wulff, Hansen & Co. on financing options for capital improvement projects such as the Community Center and Library, as well as for other important capital projects that lack funding.

**BUDGET INFORMATION:**

There are no budget impacts at this time.

**BACKGROUND:**

Two key capital improvement projects, the Library basement and the Community Center, included in the approved two-year budget are not completely funded at this time. The Library Project has an approved budget of \$412,000 but the project is estimated to cost \$893,519. The Community Center lacks an approved budget. At the time of budget preparation 18-months ago, it was thought there was a good chance the General Fund would have an operating surplus sufficient to cover the cost of annual debt service on a project to be financed with long-term debt. Given the downturn in economic conditions and the possibility the State of California could turn to cities as a funding source to deal with the budget problems, it is clear that the City lacks the fiscal capacity to pay for these projects on a cash basis or a debt basis.

Staff believes it may be possible to pursue a more limited project within current resources if the State refrains from using the City as its bank or credit card to balance its budget. This option

rests on use of a portion of the General Fund's unobligated reserve, e.g., \$1.5 million and use of about 70% of the Intermodal Transportation Station reserve, yielding about \$700,000 for the limited project. The Intermodal Fund, although earmarked for a transportation center, is not restricted by any rule or law to that purpose. Additionally, staff believes appropriation of \$700,000 of Intermodal funds would not jeopardize future plans to pursue the Intermodal Transportation Station idea in forms envisioned today.

We will know more about the practicality of pursuit of a limited project when a State Budget is adopted as the question about using or borrowing local government monies will be known.

As the Council begins to explore financing options for the two budgeted projects, it is important to keep in mind other unfunded capital improvement projects. The timing and frequency of placement of measures on the ballot seeking voter approval of additional funding can be critical to their success. A sample list of such projects is attached.

An analysis highlighting pros and cons of each financing option is included as an attachment. These options will be presented at the September 2, 2008 study session, along with an overview of potential projects that the Council may wish to consider including in this process.

At the study session, Council will be briefed on:

1. The project design proposals and opportunities for constructing them in a LEED certifiable way.
2. Most recent project cost estimates.
3. Financing options.
4. The existence of other key capital projects that also lack funding that should be considered if the voters are to be asked to provide additional funding for the two budgeted projects.

Following briefings and Council discussion, staff recommends:

1. Direct staff to complete preparation of plans and specification for the Community Center and preparation of a final cost estimate (the Library plans are already complete). This will take 60-90 days.
2. Establish a Council sub-committee, whose charge would be to explore financing options for the two projects, including an assessment of the practicability of including other key projects in a measure to be placed before the City's voters and to return with recommendations by December 1<sup>st</sup>.

Attachments:

- Project Descriptions
  - Community Center
  - Library
- Analysis of Municipal Financing Options
- Municipal Financing Options – Summary
- Unfunded Infrastructure Needs

**PROJECT DESCRIPTION  
COMMUNITY CENTER**

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**AGENDA ITEM  
CITY COUNCIL MEETING: SEPTEMBER 2, 2008  
ATTACHMENT**

**DATE** : August 18, 2008  
**TO** : City Manager  
**FROM** : Director of Park and Community Services  
**SUBJECT** : **REVIEW OF BENICIA COMMUNITY CENTER MASTER FACILITY PLAN**

**RECOMMENDATION:**

Review the Benicia Community Center Master Facility Plan and direct staff to move forward with the project.

**EXECUTIVE SUMMARY:**

Following the execution of the Lease Agreement, on March 29, 2007, between the City of Benicia and BUSD for Mills Elementary School, staff began the master planning process to assess the needs and desires of the community regarding a community center. The theme of this process was "Creating a Community Center" and involved Mills neighbors, staff, community members and programming stakeholders. The attached plan documents this process, a preliminary design and programming concepts.

**BUDGET INFORMATION:**

Staff with the assistance from Noll & Tam have developed a preliminary cost estimate based on detailed inspections on the condition of the facility, and improvement needs expressed by staff and community members. The total cost of the Benicia Community Center Project, is projected to be 4.6 million dollars. This includes finishing the repair and restoration work, construction of tenant improvements, on site parking, landscaping, playground equipment, furniture and a 10% construction contingency.

Staff has already exhausted \$690,000 from the Mills Reconstruction and Repair Account for work necessary to make the facility safe for occupancy. Staff is pleased to note that the vast majority of restoration work has been completed; the remaining repair work will occur with the construction of tenant improvements. Presently, staff is continuing to develop funding options to complete the project, either in whole or in part.

**BACKGROUND:**

On March 29, 2007 the City Council and Benicia School Board, in a joint meeting, voted to enter into a lease agreement whereby the City of Benicia would lease the Mills facility from the BUSD for use as a community center. The lease agreement is for a term of forty (40) years with two ten

(10) year options. The annual lease payment will be \$120,000. A consumer price index (CPI) lease payment adjustment will go in to effect after year six. The BUSD will also contribute \$25,000 for remedial repairs.

Since assuming possession of the building, City Staff have completed a great amount of repair and restoration work to the facility. Both the flat and pitch roofs have been removed and replaced with a new roofs. All the HVAC (heating, ventilation, air conditioning) units, located on those roofs, have been removed and replaced with new units. City Staff have completed the demolition of damaged areas due to water intrusion, mold and termites. A hygienist has performed multiple inspections and the mold abatement for the building is near completion. Termite control has been applied to the building and is completed. During the demolition of the damaged areas, asbestos flooring was uncovered. The asbestos floor tiles have been removed and all asbestos abatement has been completed.

On October 16, 2007 the City Council approved the commission of Noll & Tam Architects to assist staff in developing a preliminary plan and cost estimates. The master facility planning process continued through winter, culminating with the Parks, Recreation and Cemetery Commission's endorsement and recommendation of the attached plan at their February 20, 2008 meeting. Since that meeting the Parks, Recreation and Cemetery Commission, community and Mills neighborhood have been updated on the status of the project in May and July.

In an effort to prepare for contingency options, should full financing of the project be unavailable, staff developed a phasing plan. That phasing plan is discussed in detail within the Master Facility Plan. The phasing option creates five separate phases identified below with construction costs.

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

<sup>1</sup> A 10% contingency is the industry minimum for construction projects and is standard for City projects.

By comparison it is more expensive to phase the project than funding the whole project, as seen in the chart below:

<b>Fully Funded Project</b>		<b>Phased Project w/ Escalation Costs</b>	
Tenant Improvements	\$2,800,000	Tenant Improvements	\$3,310,000
Parking Lots	\$950,000	Parking Lots	\$988,000
Additional Cost <sup>2</sup>	\$500,000	Additional Cost	\$520,000
10% Contingency	\$425,000	Phase Design	\$50,000
<b>Total</b>	<b>\$4,675,000</b>	10% Contingency	\$486,800
		<b>Total:</b>	<b>\$5,354,800</b>

The above charts illustrates the escalation cost projections developed by Noll & Tam's cost estimators. The estimators have incorporated a 4% cost escalation throughout every aspect of the project. Those cost are on top of the additional costs associated with phasing the project, such as start-up and take-down expenses. Furthermore, the phased cost projections are based on a six month lapse between phases. In other words, if a phase is not began every six months, one can anticipate the escalation costs to increase. Another expense to phase the project is the additional design expense required to break up the project into five separate projects.

A further increase in cost is delay. For example the original cost estimate to fund the entire project in February 2008 was 4.2 million dollars. Costs, especially with the construction of the onsite parking, has jumped considerably, primary because of the cost of oil. Also, the cost for the tenant improvements has increased.

Following City Council review of the Master Facility Plan, staff will receive and review Noll & Tam's feasibility reports regarding LEED certification. It has always been a goal for staff and Noll & Tam to incorporate as many "green" technologies into the community center project as funding would allow. Knowing funding was incredibly limited, a concerted effort to achieve LEED certification was not pursued due to the high cost just to make LEED evaluations. However, in light of the recent VIP agreement, and the possibility of additional funding for such an endeavor, staff has commissioned LEED and photovoltaic modules studies.

The next step, after these feasibility studies, will be the completion of construction drawings. Next, staff will open the Benicia Community Center Project to public bid. Following closure of the public bid process, construction could begin.

If the project is fully funded, the community center could be completed within nine months. If the project is phased, the construction time would be based on the number of phases to be constructed at one time. For example, if phase I and II were completed together, the construction time estimate is four months.

<sup>2</sup> Additional costs include: furniture, landscaping, AV equipment, playground equipment, fire certification.

Parks and Community Services staff as well as representatives from Noll & Tam will be present at the City Council Meeting to answer questions and note Council direction.

Attachment:

- Benicia Community Center Master Facility Plan

# Benicia Community Center Master Facility Plan

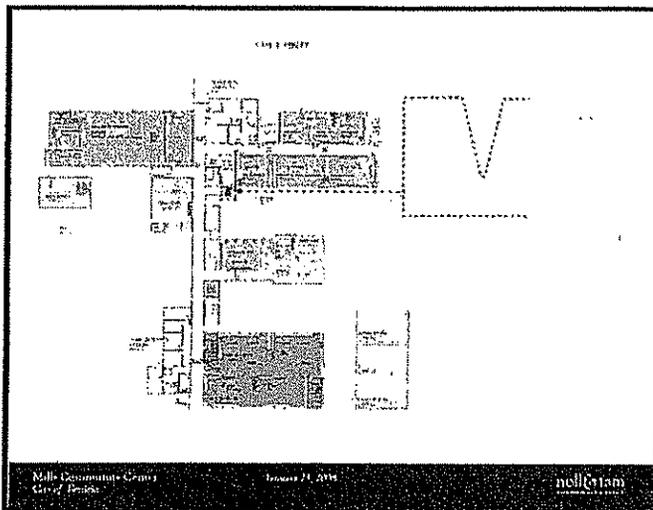
CITY OF BENICIA  
PARKS & COMMUNITY SERVICES

A REPORT TO THE BENICIA CITY COUNCIL  
APPROVED BY THE PARKS, RECREATION & CEMETERY COMMISSION, WITH AMENDMENTS

# “Creating a Community Center”

## Benicia Community Center Master Facility Plan

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PREPARED BY

**MIKE DOTSON** ■ **MICHAEL ALVAREZ** ■ **MARIO GIULIANI**  
ASSISTANT DIRECTOR                      DIRECTOR                      OFFICE OF THE DIRECTOR

SEPTEMBER 2, 2008

Special Meeting III-A-9

A Report To The Benicia City Council  
Benicia Community Center Master Facility Plan  
September 2, 2008

**BENICIA CITY COUNCIL**

Elizabeth Patterson, Mayor  
Tom Campbell, Vice Mayor  
Mark C. Hughes  
Mike Ioakimedes  
Alan M. Schwartzman

**PARKS, RECREATION & CEMETERY COMMISSION**

John P. McGuire, Chair  
Nancy Cockerham, Vice Chair  
Rufus Bunch  
Ernest Guterrez  
Sofia Jenkins  
Annie Lloyd  
Dan Moitoza  
Sandy Moriarty

**CITY STAFF**

Jim Erickson, City Manager  
Heather C. McLaughlin, City Attorney  
Charlie Knox, Community Develp. Director  
Rob Sousa, Finance Director  
Mike Roberts, Sr. Civil Engineer  
Mike Marcus, Assistant Planner  
Colleen Williams, Permit Technician

**PARKS & COMMUNITY SERVICES STAFF**

Michael Alvarez, Director  
Mike Dotson, Assistant Director  
Mario Giuliani, Office of the Director  
Rick Knight, Superintendent  
Ann Dunleavy, Superintendent  
Donny Biro, Recreation Supervisor  
Ashley Howe, Recreation Supervisor  
Brent Everett, Building / Maint. Supervisor  
Theron Jones, Parks Supervisor  
Lindsay Dion, Recreation Coordinator  
Jill Wynn, Recreation Coordinator  
Louise Collins, Administrative Secretary  
Martha Core, Account Clerk

**NOLL & TAM ARCHITECTS**

Janet Tam, Principle  
Elizabeth McLeod, Architect  
Allison Yarus, Architect

**CULLEN – SHERRY & ASSOCIATES INC.**

Rod Sherry, Co-Owner

**STAKEHOLDERS**

Marilyn Bardet, Mills Neighbor  
Ramon Castellblanch, 7-11 Committee Chair  
Tom Clausen, BERT  
Bobby Craft, 7-11 Committee Member  
Evelyn Elmore, Benicia Seniors Vice President  
Leslie Hall, Mills Neighbor  
Norm Koerner, Community Member  
Betsy Radtke, Benicia Girl Scouts  
Bonnie Silveria, Community Member  
Craig Stein, Benicia Boy Scouts  
Christi Tenret, Mills Neighbor  
Dyanne Vojvoda, Benicia Old Town Theatre Group  
Irma Ward, Benicia Women's Club  
Bonnie Weidel, Benicia Community Arts / 7-11 Committee Member

Clem Borea, Benicia Seniors President  
Dan Clark, Benicia Old Town Theatre Group  
Gwenn Connolly, Mills Neighbor  
Tracee Devincenzi, Benicia Girl Scouts  
Teresa Greenwell, Mills Neighbor  
Mark Hall, Mills Neighbor  
Jackie Lawrence, Mills Neighbor  
Shannon Rourke, Mills Neighbor  
Belinda Smith, 7-11 Committee Member  
Andre Stewart, 7-11 Committee Member  
Jerry Tenret, Mills Neighbor  
Erika Von Zooq, Arts Benicia

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## INTRODUCTION

In the Spring of 2005, due to declining student enrollment and the need to conserve financial resources, the Benicia Unified School District closed Mills Elementary School. Following this action the Board of Trustees convened a second 7-11 Advisory Committee, pursuant to Education Code Section 17289, to review and recommend to the Board the highest and best reuse for the Mills facility. The 7-11 Committee reported to the Board on September 7, 2006 and recommended reuse as a public facility. Following the 7-11 Committee's recommendation, there was now a greater impetus to for the City of Benicia and the BUSD to enter into a lease agreement for the City to operate the Mills facility as a community center.

On March 29, 2007 the City Council and the BUSD Board of Trustees, in a joint meeting, voted to enter into a lease agreement whereby the City of Benicia would lease the Mills facility from the BUSD for use as a community center. The Lease Agreement is for a term of forty (40) years with two ten (10) year options. The annual lease payment is \$120,000. A consumer price index (CPI) lease payment adjustment will go in to effect after year six. The Lease requires the BUSD to contribute \$25,000 for remedial repairs.

In anticipation of a lease agreement, City staff worked with District staff on site inspections and began drafting a repair work log. On February 22, 2007 staff from the City's Building Maintenance Division submitted a detailed report to the City Council and BUSD noting the conditions at the Mills Facility. That report projected over one million dollars in reconstruction costs<sup>1</sup>.

Following the execution of the Lease Agreement, the City commissioned RGM & Associates to perform a detailed site inspection. Their inspection as well as further City staff inspections and deconstructive testing confirmed pre-existing issues with mold, water intrusion and asbestos. City Staff promptly began addressing these issues and initiated a public process to convert the Mills facility into a community center.

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## PROCESS

Beginning in the summer of 2007 and continuing until February 2008, in an effort to promote public participation, education and inclusion, City staff held a series of meetings and workshops with community members, user groups and neighbors, regarding the conversion of the Mills facility into a community center. This process established a collaborative effort between staff and stakeholders to "Create a Community Center".

At the Parks, Recreation and Cemetery Commission (PRCC) meeting on April 11, 2007 staff presented a report that initiated the master planning process. Below is an accounting

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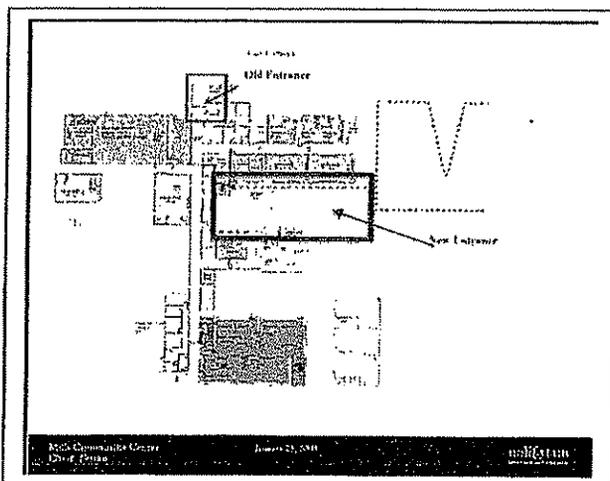
<sup>1</sup> The Mills Elementary Inspection Report and Cost Sheet (2/22/07) is attached in the appendix.

of the meetings and workshops regarding the Benicia Community Center conversion project:

- |  |                |
|--|----------------|
| <input type="checkbox"/> Parks, Recreation & Cemetery Commission – Master Plan Meeting | Aug. 8, 2007   |
| <input type="checkbox"/> Parks, Recreation & Cemetery Commission – Master Plan Meeting | Sept. 12, 2007 |
| <input type="checkbox"/> Tour of Mills Facility & Campus                               | Sept. 12, 2007 |
| <input type="checkbox"/> Parks, Recreation & Cemetery Commission – Master Plan Meeting | Oct. 10, 2007  |
| <input type="checkbox"/> City Council Meeting – Authorization of Architectural Firm    | Oct. 16, 2007  |
| <input type="checkbox"/> Stakeholder Workshop: Scouts                                  | Dec. 10, 2007  |
| <input type="checkbox"/> Stakeholder Workshop: Neighbors                               | Dec. 11, 2007  |
| <input type="checkbox"/> Stakeholder Workshop: Senior Board                            | Dec. 12, 2007  |
| <input type="checkbox"/> Stakeholder Workshop: Art Community                           | Dec. 13, 2007  |
| <input type="checkbox"/> Stakeholder Workshop: 7-11 Committee                          | Dec. 13, 2007  |
| <input type="checkbox"/> Parks, Recreation & Cemetery Commission – Rev. Prelim Design  | Jan. 9, 2008   |
| <input type="checkbox"/> Community Workshop – Rev. Prelim Design                       | Jan. 16, 2008  |
| <input type="checkbox"/> Community Workshop – Rev. Prelim. Design                      | Jan. 23, 2008  |
| <input type="checkbox"/> Parks, Recreation & Cemetery Commission – Plan Approval       | Feb. 20, 2008  |
| <input type="checkbox"/> Parks, Recreation & Cemetery Commission – Update              | May 14, 2008   |
| <input type="checkbox"/> Parks, Recreation & Cemetery Commission – Update              | July 9, 2008   |
| <input type="checkbox"/> City Council Meeting – Review and Direction                   | Sept. 2, 2008  |

The outcome of this process was positive and productive. The early Master Plan meetings were opportunities for the PRCC, staff and the community to offer broad ideas and concepts. At these meetings, staff noted suggestions and developed a contact list of interested parties so those already involved in the process would remain informed and engaged for future meetings. Many concepts, both design and programming, were a result of community input. One of the most obvious concept ideas was the creation of a new entrance.

Early in the process neighbors who live on L Street advocated that the main entrance (off of L Street) be moved east and to the center of the community center campus (see Figure 1). Neighbors postulated that moving the entrance would help to alleviate vehicle traffic on L Street and prevent street parking in front of residences. Moving the entrance would also help to mitigate sound issues. Initially, staff was resistant to this concept because of fears that such a move would be cost prohibitive. However, staff committed to forward this concept to the architect for their review and opinion.



Fortunately, the architect (Noll & Tam) was very enthusiastic about such a change and confident that it would not be cost prohibitive. Moreover, moving the entrance would also serve to create a new entry foyer and waiting area (see Figure 2); something that would have been near impossible to create if the main entrance had remained on L Street.

One of staff's primary goal for Noll & Tam was to create an inviting entrance

Figure 1: View of proposed entrance

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that was less institutionalized than the narrow hallway that presently serves as the entry.

The new entry design offers a windfall of positive outcomes. Having an entry in the center of the community center campus not only addresses the neighbor's and staff's concerns, but also serves to recast the facility from an entirely different perspective, creating a look and feel of a community center versus an elementary school; furthermore, the new entrance is more congruent with the proposed parking lot.

Following the initial master use planning meetings, staff identified major stakeholder groups. These groups were formed based on

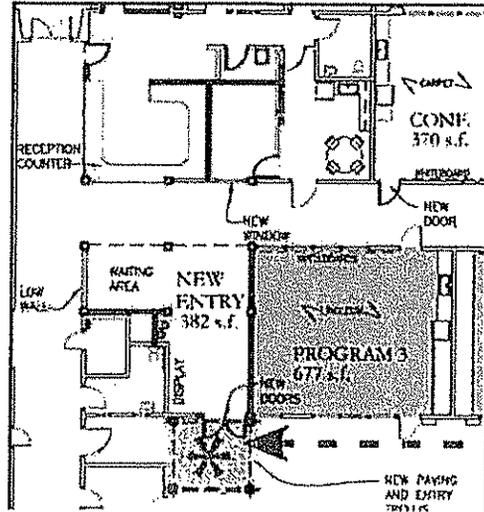


Figure 2: Drawing of new entry and waiting area

previous and current involvement in the Benicia Community Center conversion process, as well as potential future user groups. In December 2007 individual workshops were held with neighbors, Scout representatives, Senior leaders, former 7-11 Committee members and members of the art community, specifically Benicia Old Town Theatre Group, Arts Benicia, and Benicia Community Arts. Staff also met with fellow City staff in Public Works and Community Development regarding plan and code compliance, parking issues, and "green" opportunities. Representatives from Sutter Solano, Kaiser Permanente, and Solano County were also contacted regarding health and wellness courses. These workshops provided stakeholders an opportunity to review the preliminary design and offer further comments and suggestions. Those comments and suggestions were noted, forwarded to Noll & Tam and incorporated in staff's presentation to the PRCC on January 9, 2008 and the Community workshops, held in the Council Chambers, on January 16<sup>th</sup> and 23<sup>rd</sup>.

The following, some of which will be discussed in greater detail throughout the report, were ideas generated through public input and are being recommended by staff for adoption:

- New Entry Location
- Multipurpose Rm.
- Emergency Exits
- Health & Wellness Programs
- Non-Profit Meeting Space Program (no fee)
- Adjustment of Hours of Operation
- Installation of bicycle racks
- Non-alcohol Facility
- Signage for walking accessibility
- Parking Lot / Permit Parking on Street
- Storage Area (Arts/Crafts Programs)
- Expanded Senior Programs in addition to programs offered at the Senior Center

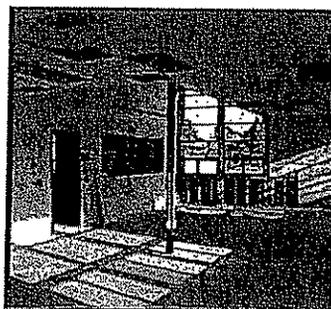
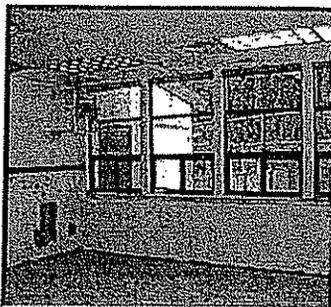
The 7-11 Committee noted in their report that Mills is an asset and represents a great opportunity for the community. This assessment has been wholeheartedly endorsed by all those who have participated in the public process. Staff is appreciative of those that have participated in the process. Their ideas and advocacy have given the Benicia Community Center project momentum and provided the community investment necessary for success. Moving forward, staff is committed to continue the public process to provide a suggestion and education forum for the public.

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## RENOVATION & REPAIR

When the City gained possession of the Mills facility, unfortunately, it was deemed unsafe for occupancy. Inspections and testing by City staff and RGM & Associates determined that the building needed to first abate issues related to water intrusion, mold, termites and asbestos prior to occupancy. Subsequent to the execution of the Lease Agreement, cursory inspections indicated potential water intrusion and mold problems. However, it wasn't until after the Lease Agreement was signed that staff was able to perform comprehensive testing that identified the true magnitude of the problem. Once the extent of the repair work was revealed, staff received a proposal from an outside firm that offered to serve as a project manager for the deconstruction of damaged areas. The cost for said service was approximately \$300,000. In an effort to save limited financial resources, staff from the Building / Maintenance Division, lead by Superintendent Rick Knight, performed much of the deconstruction and abatement work.

Since assuming possession of the facility, City staff have completed a great amount of repair and restoration work to the facility. Both the flat and pitch roofs have been removed and replaced with new roofs. All the HVAC (heating, ventilation, air conditioning) units located on those roofs have been removed and replaced with new units. City Staff have completed the demolition of damaged areas due to water intrusion, mold and termites. A hygienist performed multiple inspections and the mold abatement for the building is near completion. Termite control has been applied to the building and is completed. During the demolition of the damaged areas, asbestos flooring was discovered. The asbestos floor tiles have been removed and all asbestos abatement has been completed.



Figures 3, 4 & 5: water intrusion from windows, walls and removal of asbestos tiles. (Pictures by Noll & Tam).

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To date, the City has expended approximately \$725,000 for design, repair and restoration work.

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## USE

The vision for the Benicia Community Center is more than a building for classes or meetings, rather it is a destination for experiences! When speaking on the possibilities of a community center at Mills, residents, during the public process, expressed a desire to create an environment where one can walk or ride a bicycle to the Benicia Community Center, then enjoy a variety of interests, from yoga and Spanish lessons in the morning, computer classes in the afternoon to cooking demonstrations in the evening. They asked for a place to socialize with friends, read a book at an outdoor picnic table, or drink coffee and eat a muffin in a quiet area while they wait for their children to finish classes or scouting activities. This is the type of community center staff is recommending.

The proposed new entry furthers this goal and so too does the following use recommendations. During the master use planning meetings, staff proposed a use plan that included permanent space for the Boy and Girl Scouts, the City's pre-school and after school program and administrative office. The remaining space is

designated for classroom use, to meet a wide range of programs currently offered and desired by the community. It is staff's assessment that the space at the Benicia Community Center is a valuable asset not best suited to be used as storage. Moreover, by limiting permanent users, the City maximizes its ability to meet community needs. For example, a classroom or meeting room can be used by Kaiser Permanente or Sutter Solano on a Monday for flu vaccinations and a quilting class the next day.

The use assessment for the Benicia Community Center was based on a variety of conditions, perspectives and input. The City's present need for additional space to accommodate our current programs and the opportunity to offer new classes and courses not available in Benicia was a primary goal for City staff. Also included were specific use



Figure 6: Senior Programs (Courtesy Noll & Tam)



Figure 7: Art Programs (Courtesy Noll & Tam)

recommendations of the 7-11 Committee. The 7-11 Committee recognized a community desire and need for child care, teen activities, creative art programs, senior programs and vocational programs. Community members, seniors and art leaders echoed these suggestions. Also requested was an ability for the community center to serve as an emergency shelter and free meeting space for local non-profits. To meet these needs, staff is recommending the adoption of the following use categories:

- ◆ After School Programs
- ◆ Teen Activities
- ◆ Senior Programs
- ◆ Art Programs
- ◆ Cooking Classes
- ◆ Boy / Girl Scout Home
- ◆ Preschool Program
- ◆ Meeting / Rental Space
- ◆ Leisure Activity Programs

With regard to many of the above categories, it is worth noting that the Benicia Community Center will serve as additional space for programs not replacement space. For example, the Benicia Community Center will not be replacing the Senior Center, or the City Gym, the Youth Activity Center or Clocktower. Most of the activities held in those locations will continue after the community center becomes operational. To gain clearer focus on some of the above listed programs it is necessary to expound their merits and application.

#### City's Preschool & After School Programs:

Presently the City operates a Tiny Tots preschool program and a Tot Drop preschool drop-off program. With the completion of the Benicia Community Center, the Tiny Tot program will be relocated to the community center into the rooms previously utilized as kindergarten classrooms. These rooms

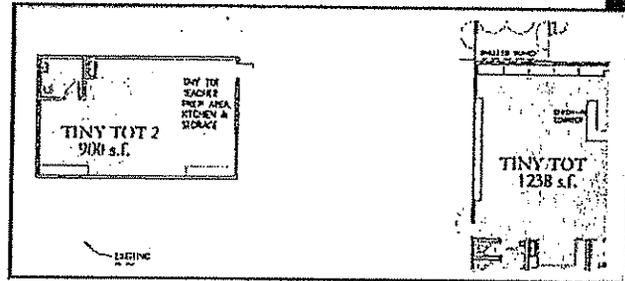


Figure 8: Tiny Tots sub-campus

are ideal for preschool programs because of their pre-existing toddler bathroom, sink and play structure accommodations, as well as of their central and gated location within the campus. Presently, there are four Tiny Tot classes offered per day, each lasting two and half hours. There are 18 participants in each class, with a waitlist of approximately 73. The addition of a second Tiny Tot room will help alleviate the pressing need for preschool care. The Tot Drop program will expand into the room currently utilized by Tiny Tots in the Youth Activity Center, and thus will not relocate to the Benicia Community Center.

Another program that has outgrown its current space is the City's after school program called Kid's Kaleidoscope (Kid's K). Kid's K is an after school recreational program that benefits elementary and middle school aged children. Presently, there are approximately 100 participants enrolled in the program. As seen the Exhibit 7 the Kid's K elementary participants would utilize the room designated "Kid's K" as their base of operations.

From this location parents would check in/out their children and City Recreation Leaders gather groups of participants and head out to other classrooms to engage in various activities, such as arts and crafts, sports, or homework. In Exhibit 8 one can see the designation of specific rooms for homework, K2, which shall serve as the hub for the middle school aged participants, and a game room where amenities such as a ping pong table, television and foosball tables are located.

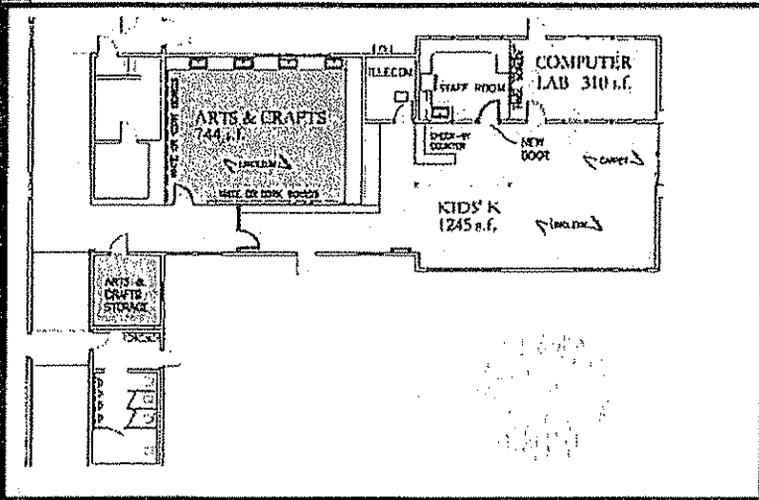


Figure 9: view of Kids K / Art Wing

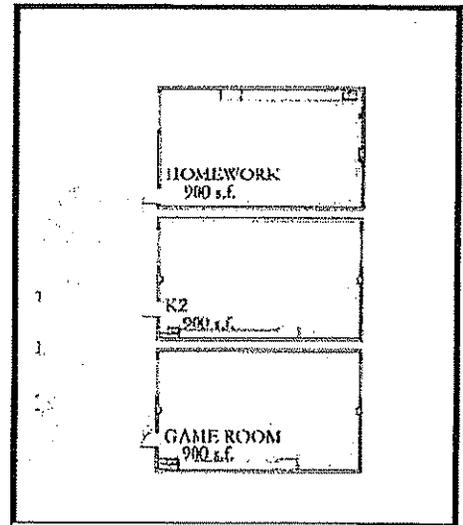


Figure 10: Kids K modules

### Art Programs:

Benicia has a rich and accomplished art community; however, there are limited public locations where one may introduce and teach art; the Benicia Community Center will change that. One of the rooms designated and designed for a specific purpose is the art and craft room. With this room staff hopes to greatly expand our art teaching program. The City's most successful art program "A Lot of Art" taught by staff from Benicia Community Arts, is "housed", if one can even call it that, on the back patio of the Youth Activity Center. This program will now have a permanent home; moreover, thanks to public input an arts and crafts storage closet was designed into the plans (see Figure 9).

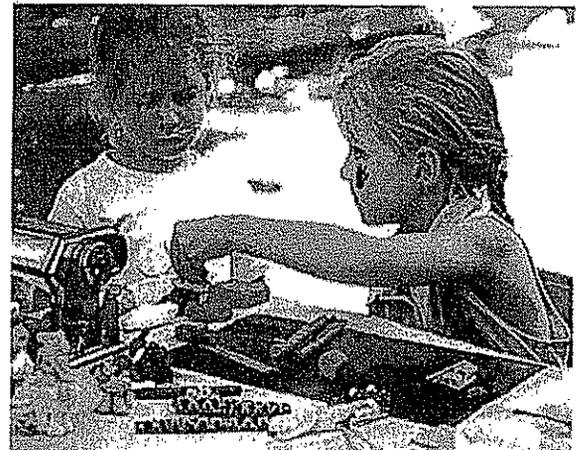


Figure 11: Art Programs (Courtesy Noll & Tam)

Also important to note is that this room is not only the place where art programs will occur. The Benicia Old Town Theatre Group is very enthusiastic to use multi-purpose room for rehearsals and the mini amphitheatre for poetry readings. Other rooms, all of

which will have sinks and some with linoleum floors, will also hold art courses such as cake decorating, quilting, and scrap booking, just to name a few.

### Rentals:

At the October 16, 2007 PRCC meeting the Commission adopted the Benicia Community Center reservation regulations. Those regulations essentially mirrored the facility rental regulations of other city facilities. Of particular significance was the forbiddance of alcoholic beverages on the community center premises. This was a concept suggested through public input and endorsed by staff. Included within the regulations were the reservation hours. Initially, staff had proposed the reservation hours mirror the general hours of operation, but after public input during the master use meetings, staff amended the weekend hours from 8 a.m. - 9 p.m. to 9 a.m. - 6 p.m. However, after further discussion at subsequent workshops, staff is proposing a second amendment to the weekend reservation hours. The new proposed weekend reservation hours would be as follows:

**Saturday: 10 a.m. – 6 p.m. Sunday: 11 a.m. – 5 p.m.**

During the workshops and meetings neighbors expressed concern on the types of rentals that would occur, primarily in the multi-purpose room. This trepidation stemmed predominantly from sound and traffic issues polluting onto L Street. Staff is cognizant to these concerns but feels that many of these issues can be mitigated by other measures, which will be discussed in detail in the Sound and Traffic sections of this report. Nevertheless, to help alleviate some worries of a perpetual harm, staff is proposing a review of the reservation guidelines before the PRCC after two months of operation.

### Meeting Space for Local Non-Profits:



Figure 12: Public Meeting Space (Courtesy Noll & Tam)

One concept that garnered great enthusiasm and was voiced at nearly every meeting and workshop was the need of local non-profits for free meeting space. Presently, the City offers space at no charge at the Clocktower for local non-profits during weekdays from 8 a.m. to 5 p.m.; during evening hours local non-profits are required to pay a \$15 per hour fee. The fee is to cover facility expenses such as utilities and an attendant. The Benicia Community Center offers an opportunity to address these issues.

Staff is proposing the adoption of a gratis local non-profit meeting program at the community center. This program would provide free meeting space in the conference room on Tuesday evening from 5:00 p.m. to 9:00 p.m. for local non-profit organizations. The conference room would be scheduled on a first come first serve basis with a one

night per month, per organization maximum. The single night per month limit is designed to prevent a few groups from monopolizing the conference room. As the program evolves, staff will evaluate the demand and offer amendments as needed.

The selected night of Tuesday is based on the high frequency other programs occur during that time, thereby eliminating the need to have a facility attendant solely for the local non-profit program.

#### Health & Wellness Programs:

The desire for health and wellness programs to be offered at the community center, originally surfaced in 2006 during the 7-11 Committee's brainstorming meetings, still resonates with interested parties today. To meet this need Recreation Supervisors Donny Biro and Ashley Howe have made overtures to representatives from Kaiser Permanente, Sutter Solano and Solano County. All agencies have expressed an interest in offering health lectures and classes at the Benicia Community Center.

The Kaiser Vallejo Health Promotion and Community Health Department is enthusiastic to offer satellite classes and meetings at the community center. Possible classes include Heart Health, General Health, Woman's Health, Information on the Flu, Information on West Nile Virus. The Solano County Health Education Division has proposed offering Baby First Prenatal informational meetings. Sutter Solano has proposed offering lectures on health awareness, cancer, diabetes and heart disease.

These lectures and classes would be in addition the programs already offered, such as CPR, First Aid, babysitting and blood donations.

#### Emergency Shelter:

In emergency situations, like most City buildings, the community center would serve as a shelter. What is special about community center is its potential to be planned as an emergency shelter. The current design calls for installation of a shower, which is a major asset during long terms of crisis. Also being considered is the installation of a radio antenna and the possibility of cot and radio equipment storage, pending available space and budget resources. As the community center conversion process moves forward, staff will continue to be in communication with representatives from BERT, the Benicia Fire Department and American Red Cross to develop strategies that will allow the Benicia Community Center to operate as a successful emergency shelter.

#### Hours of Operation and Future Programs

At the October 2007 Commission meeting the PRCC adopted the following hours of operation: Weekday: 7 a.m. – 9 p.m. and Weekend: 9 a.m. – 6 p.m. Like the amendment to the reservation hours, staff, in an effort to accommodate the requests of the neighbors, is proposing a second amendment to the weekend hours, specifically Sunday. The new proposal for weekend hours of operations are:

**Saturday: 9 a.m. – 6 p.m. (no change)      Sunday: 10 a.m. – 5 p.m.**

These hour restrictions would be applied to City programs but would not limit an earlier arrival of staff for administrative functions.

Looking ahead into the future, it is a certainty that with the changing predilections of the community and the passing of time some programs will be retired while new ones arrive. What will remain constant is staff's effort to measure the community's interest in programs and our commitment to apply these programs in a manner respectful to the surrounding neighbors.

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## **SOUND ISSUES & MITIGATION**

A major concern of the Mills neighborhood is sound intrusion. Over the course of the public meetings neighbors have shared their experiences of sound problems when Mills was operated as an elementary school. Paramount to the neighborhood is sound pollution emanating from the multipurpose room into the residences on L Street.

To address the sound issues and concerns staff applied a multifaceted mitigation approach. First, as noted above, staff amended the reservation and general hours of operation, shorting the time when people would be utilizing Mills.

Secondly, staff have projected noisier programming to occur within the interior of the building, i.e. dance classes in the second wing.

Thirdly, the multipurpose room has been targeted as a resource priority; whereby staff has informed Noll & Tam to invest in sound attenuation materials for the multipurpose room. The specifics of the materials will be indicated when the construction drawings are completed in the Spring. However, staff recognizes the necessity of these materials to reduce sound intrusion and is committed to installing new flooring, baffles, heavy curtains, and dual pane windows.

Some sound attenuation has already occurred. In the past the multipurpose room was poorly ventilated, requiring occupants to open the doors and windows. To resolve this particular issue, City staff have replaced all the heating, ventilation and air conditioning units (HVAC) that supply the multipurpose room, and permanently sealed the windows so they can't open. To address the opening of doors staff is proposing, as seen in the exhibit below, that the doors facing L Street be marked emergency exit only. This policy

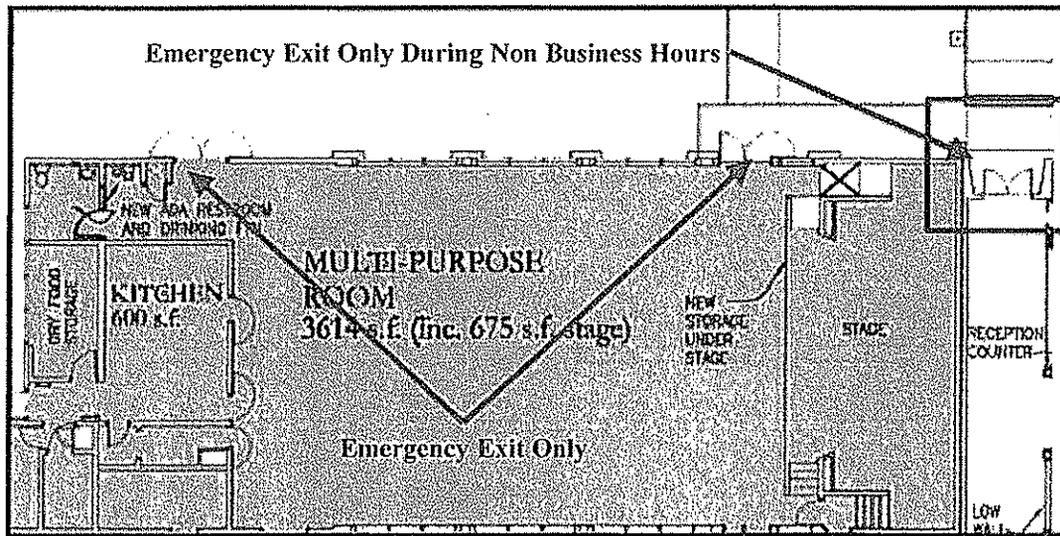


Figure 13 : View of proposed multipurpose room doors marked as “emergency exit only”.

should not deter access because the parking to the facility is located to the east rather than on L Street. To help enforce and monitor the activities, a facility attendant will be stationed inside the reception counter, adjacent to the multi-purpose room.

Also noted in the above figure, with a red square, is a proposal to mark the previous main entrance as an emergency exit during non-business hours. It had been requested that this door also be marked emergency exit only, however, staff is attempting to strike a balance between limiting noise and making the facility accessible to walkers. Furthermore, it is staff's assertion that the City's programs and clients are such that traffic through that entrance should be limited. Nevertheless, staff is open to revisiting the marking of the door upon four months of operation.

Finally, and very germane to parking and traffic issues, is the total number of participants utilizing the facility at one time. During the final year of operation as an elementary school, Mills had a student population of 355. The City's largest program, Kid's K coupled with K2, has a school year population of 135 and a summer population of 206. The City's programs account for a sizable population decrease compared to operations as an elementary school. This decrease in population should also minimize the amount of sound generated from the building. To best illustrate this comparison staff have generated four participation charts. The first series identifies the City's projected use during the school year, followed by a comparison between the City's projected participation use and the actual use of Mills as a school. The second series of charts address the same issues but reflects summer participation.

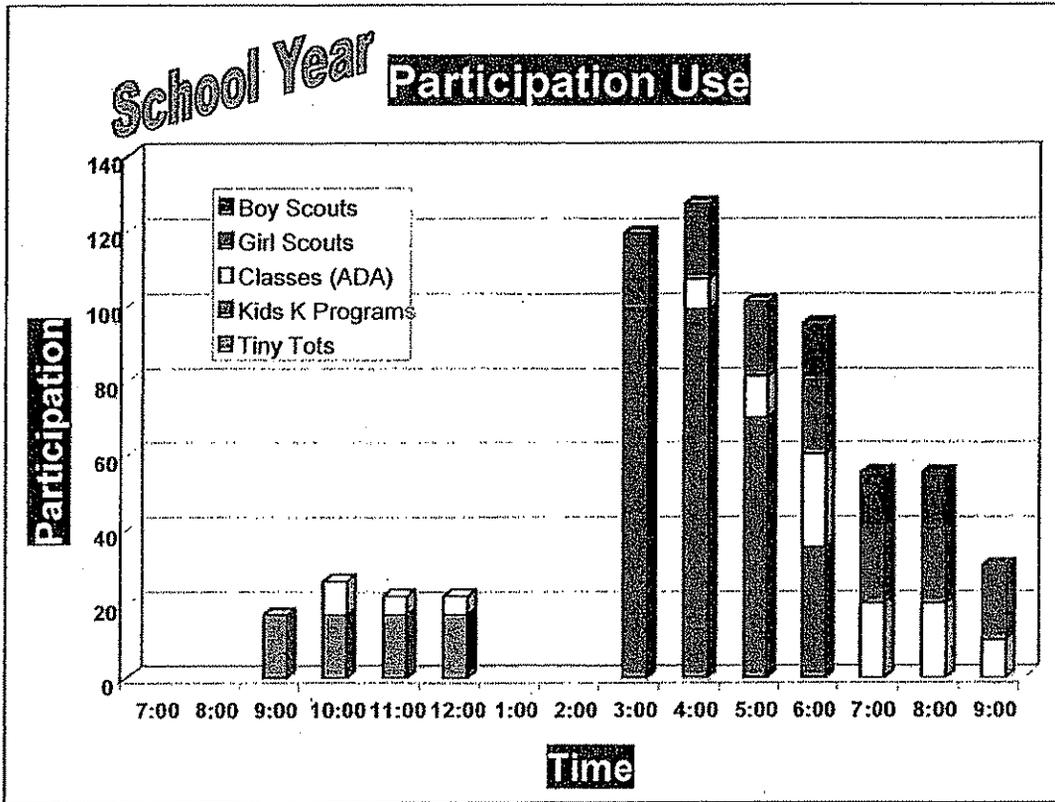


Figure 14: chart of projected participation use. \* ADA = Average Daily Attendance

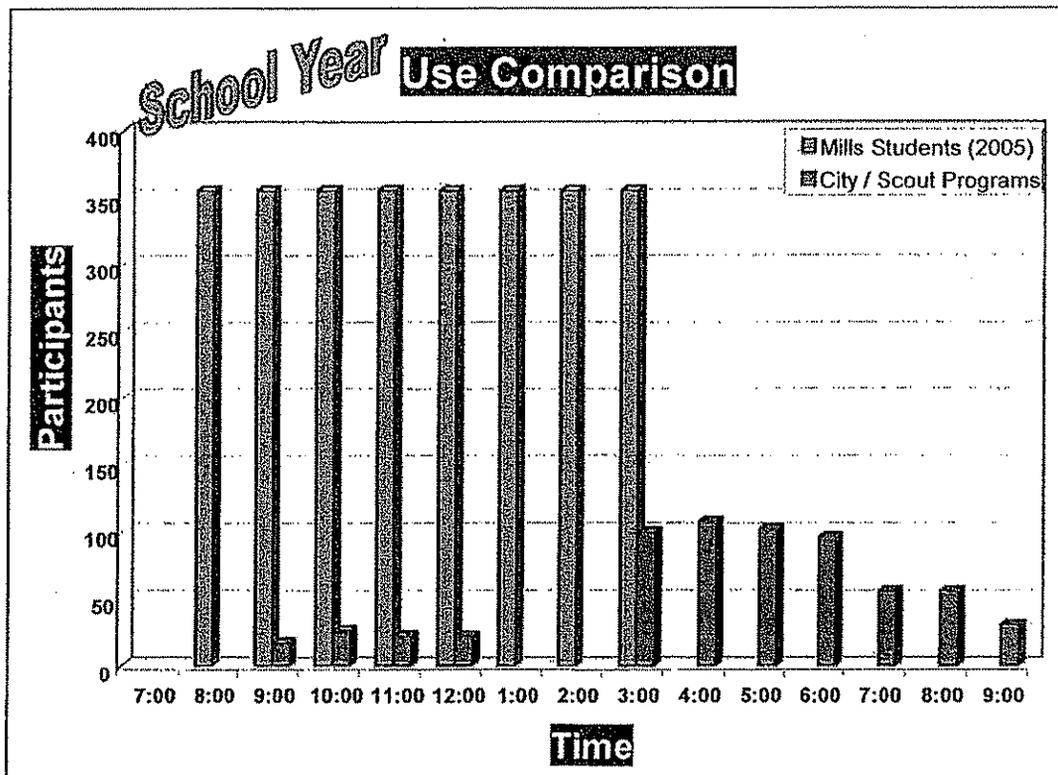


Figure 15: Use comparison between City/Scout programs and school operation

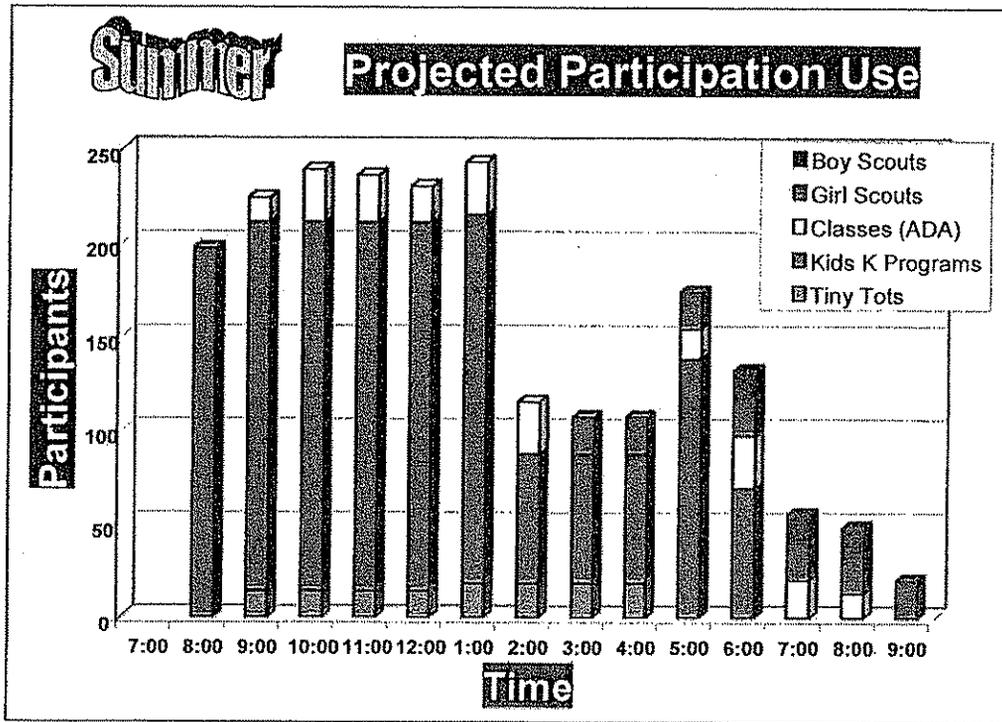


Figure 16: Project participation during summer months (June – August) \*ADA= Average Daily Attendance

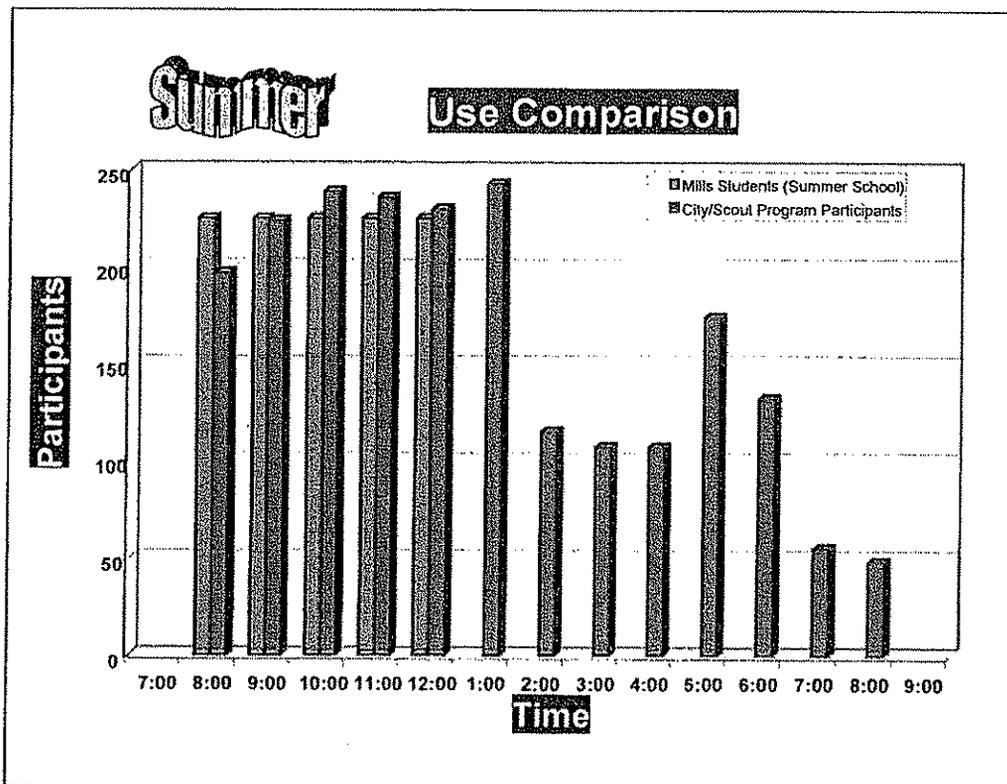


Figure 17: Use comparison between City/Scout programs and school operations

Taking into consideration the reduced concentration of participants, as related to school operations, modification of hours and programming, improvements that have already been made and future installation of sound attenuation materials, staff feels confident that proper measures are being taken to insulate sound from disturbing the neighborhood. However, if problems arise, staff will continue to have open communication with the neighbors and endeavor to resolve issues with great haste.

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## TRAFFIC, PARKING ISSUES & MITIGATION

Traffic and parking are concerns of all stakeholders involved in the Mills Community Center process. Shortly after the Lease Agreement was signed by the BUSD and the City, staff began in earnest to develop means to address these concerns.

At the September 12, 2007 Commission meeting a parking design, developed by Cullen-Sherry Associates, was presented to the PRCC. That design consisted of 35 parking spots. Furthermore, the Parks and Community Services Department has received a commitment from the BUSD authorizing City access to the Liberty parking lot. That parking lot consists of 41 spots and staff have observed, during the first three weeks of the 07/08 academic year, to be entirely

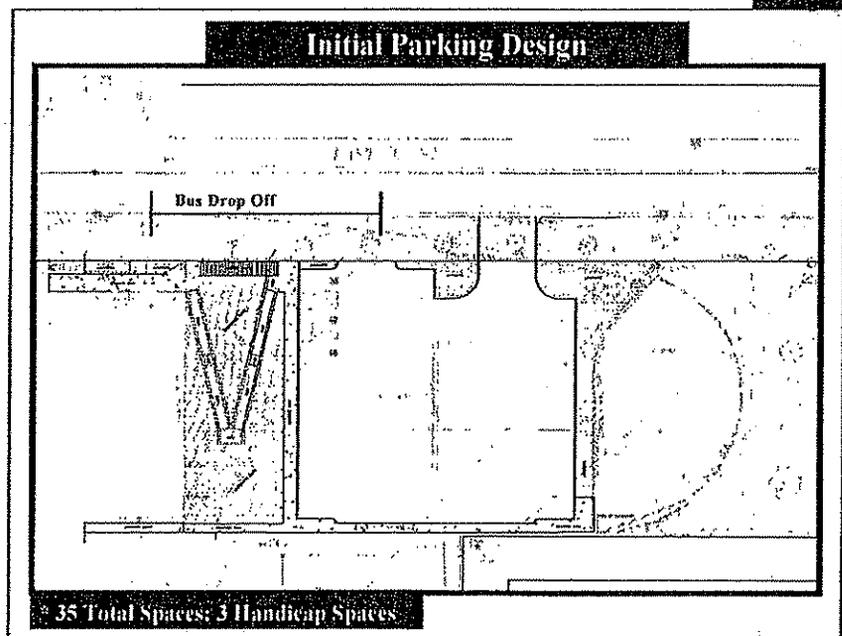


Figure 18: Drawing of Initial Parking Lot

vacant by 2:30 p.m., approximately the same time the vast majority of the City's part-time employees would arrive on site. It is the Department's intention to require all staff to park in the Liberty lot. With the inclusion of the proposed parking lot and the Liberty Lot, Mills Community Center will have 76 off-street parking locations.

At that September meeting, staff presented the PRCC with a PowerPoint presentation, demonstrating that the 76 potential parking stalls would be sufficient for our current program needs due to the configuration and application of our programs. One of the greatest differences of City programs as compared to a school, is that the parents/guardians of participants are required to sign-in and sign-out each day. This is significant because it requires people to park and enter the facility rather than idle on the

street to pick up a participant. The following exhibits illustrate this characteristic and demonstrates that a maximum of 15 participants are dropped-off or picked-up up at one time and this occurrence only registered in the summer. During the school year a maximum of 9 participants are picked up at one time.

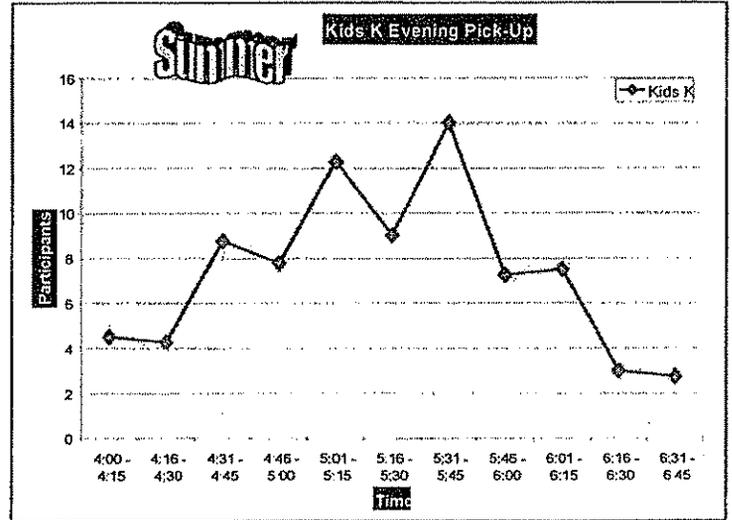
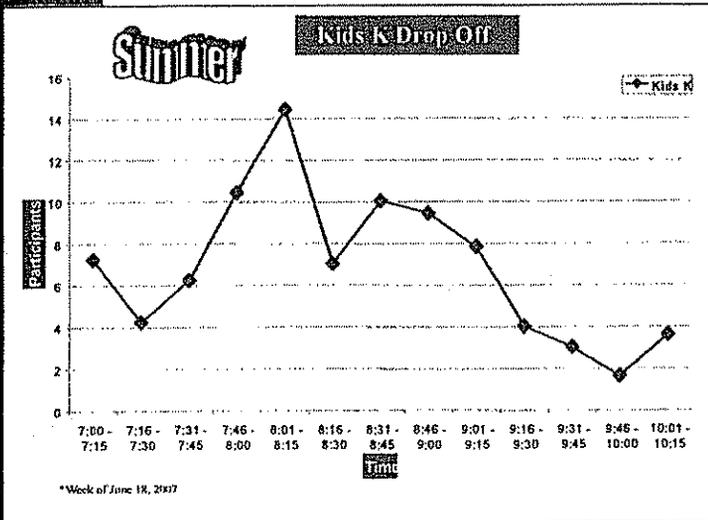


Figure 19: Average Kids K summer morning drop-off time

Figure 20: Average Kids K summer evening pick-up time

In the above graphs and the graph to the left, (note: Kids K participants are dropped off via bus during the school year) Kids K participants on average are dropped-off and picked up over a course of a few hours, not all at once was the case during operation as a school. Furthermore, the rate the participants are arriving and leaving never exceeds 15 participants in any given fifteen minute increment. This results in a parking need of approximately no more than twenty stalls. Also, as was illustrated in the projected use graphs, that the bulk of the City's evening classes do not begin

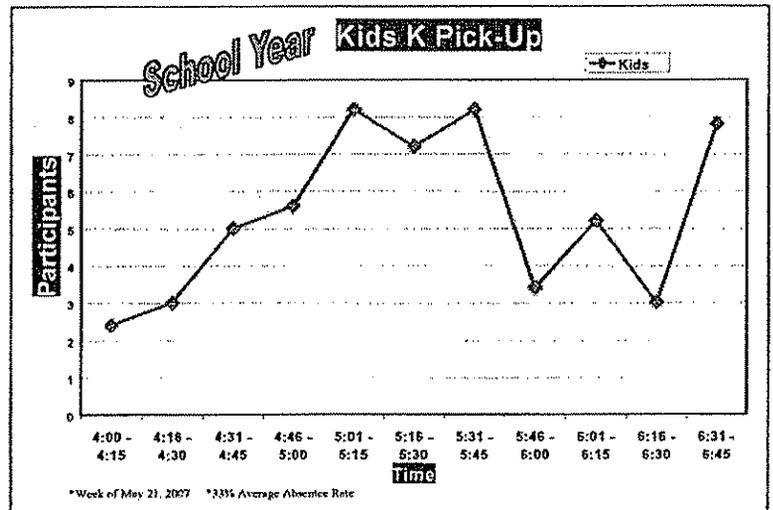
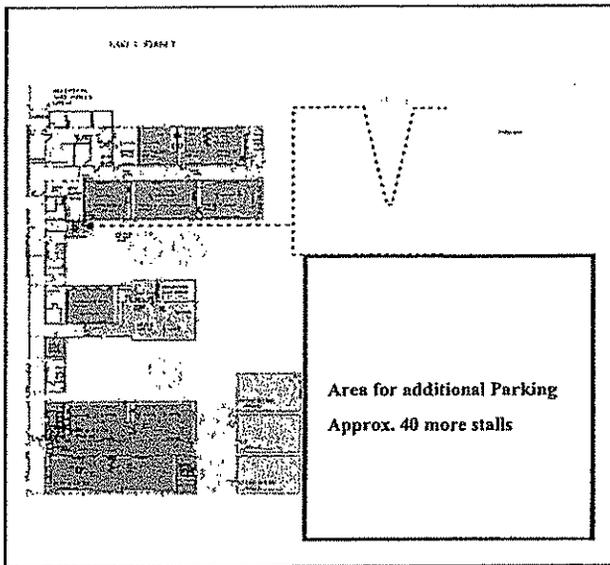


Figure 21: Average Kids K school year pick-up time

until the 6:00 hour. Assuming these program numbers remained constant, a 35 stall parking lot would be sufficient. However, this parking scenario limited an ability for program growth. Furthermore, after public discussion during the workshops and changes in the School Districts use of the Liberty Lot resulting in parking impaction on K Street, a review of our parking strategy was warranted. As a result, staff has commissioned as second parking design that will build additional parking over the existing t-ball field (see Figure 22).



A preliminary review of the expanded parking lot has netted approximately 40 additional parking stalls, bringing the number of Mills parking lot stalls to approximately 75. With the addition of the 41 liberty lots, the grand total for parking stalls is 116.

A consequence of the additional parking area is the elimination of an existing t-ball field. Neighbors and staff have expressed deep concern about losing this field for both recreational and aesthetic purposes.

Figure 22: Blue square identifies area for additional parking.

Recreation staff are confident that current programming on the t-ball field can be successfully transitioned to other fields; nevertheless, the loss of a green turf field is not ideal. To mitigate this loss, staff is incorporating additional landscaping concepts within the parking design, including the preservation of some turf area. The landscaping component will also include natural barriers, such as trees, shrubs and rock to preserve the privacy and aesthetics of the homes adjacent to the parking lot.

In addition to constructing a parking lot, use of the Liberty lot, staff is also pursuing residential parking permits for L and K Streets. Staff is in the process of commissioning parking consultants to assist with an evaluation and implementation of a residential parking permit program. Congruent with a parking permit program, staff is recommending various curb-side striping. It is staff's assessment that these mitigation measure will meet the current and future needs of the Mills facility and maintain residential parking for residents on L and K Streets.

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## COST ESTIMATES

Noll & Tam's cost estimator has projected the tenant improvements to cost \$2.8 million. The cost projection for the parking lots are \$950,000. Additional costs not assumed in the tenant improvement estimate include furniture, audio/video equipment, playground structure, fire certification and landscaping. Staff have projected those costs to be \$500,000. With a 10% project contingency the total cost estimate for the project is \$4,675,000.

Some additional costs not estimated for this project are the installation of solar panels and construction necessary for the project to become LEED certified. Presently, staff is moving forward with LEED certification and solar panel feasibility studies but costs have yet to be generated.

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## FUNDING OPTIONS

As demonstrated above, "Creating a Community Center" is not without its costs. Since the master planning process began, staff have been keeping an eye on methods to fund the project. Presently, the City does not have identified funds to construct the project. However, staff have and continue to develop methods to fund the project.

### Debt Service:

Staff within the Finance Department are considering strategies to employ debt service, such as certificates of participation as a means to fund the project. The specifics and feasibility of this option are still being evaluated and are dependent upon a myriad of budget issues.

### Parcel Tax

During the master planning process community members inquired about a parcel tax to fund the project. Responding to these inquiries, staff have worked with the Solano County Registrar of Voters office to identify information germane to a possible election. Should the City Council act on this option, a resolution and ballot language would need to be received by the County by five months prior to a county wide election. Registrar of Voters staff have estimated the cost to place a parcel tax on the ballot to be approximately \$15 per voter.

### Phasing Options:

While not a funding mechanism, the topic of phasing the community center project has been broached by community and City Council members. Shown in Figure 23 is the Benicia Community Center phasing map<sup>2</sup>. The phasing map serves as a visual aid to illustrate the phasing of the facility. Staff developed a five phase plan, based on contractual obligations, logistics, the ability to seal off non-improved areas and funding. The phasing plan does not eliminate the type of improvements developed through the planning process, such as sound mitigation improvements and the new entry, instead it separates the project in five phases. The following is the breakdown of the five phases:

**Phase 1:** Scout Home, Fire Certification

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<sup>2</sup> A full page copy of the phasing map is located in the appendix

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

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

**Phase 4:** Tiny Tot Classrooms, Kitchen

**Phase 5:** Administrative Offices

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

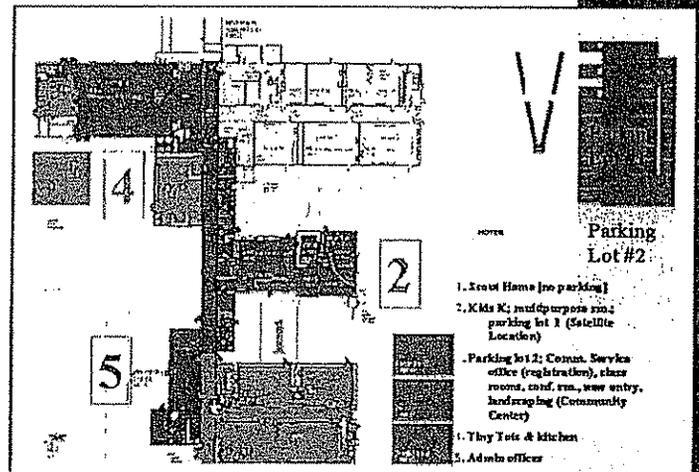


Figure 23: Community Center Phasing Map

the Scout wing first. Starting with the Scout wing, the most logistically sound second phase is to move north and improve the “Kid’s K”, art and computer class wing. This phase would consist of improvement to the main hallway up to the “L” Street entrance, the middle wing (“Kid’s K) and the multipurpose room. The construction of this phase would enable some programming and thus require the construction of a parking lot of approximately thirty-five stalls. The multipurpose room is necessary for the “Kid’s K” program and would be used for limited City programs but would not become operational for rentals until after completion of phase 4, when the kitchen is completed.

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

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

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## FUNDRAISING OPPORTUNITIES

Presently, staff is working to initiate a sponsoring program where individuals and companies would donate funds to the project in consideration for a plaque or brick that would be placed within the community center and/or possibly naming a room. These types of programs generated considerable revenue for other communities who have built new community centers. Once the program parameters are defined, staff will return to the PRCC for endorsement.

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## "GREEN" OPPORTUNITIES

The conversion of the Mills facility into a community center offers the City an opportunity to employ "green" materials. Parks and Community Services staff have already begun discussion with Community Development staff on capitalizing on the community center's potential to be "green". Because the Benicia Community Center Project is primarily interior tenant improvements, much of the "green" potential will rest in the application of certain materials. To that end, Noll & Tam have been directed to look for "green" materials and finishes when they develop the construction drawings. Furthermore, Noll & Tam are working to commission a LEED consultant to determine the feasibility and applicability of this project achieving a level of LEED certification.

Staff has also commissioned a study by a photovoltaic firm to determine the feasibility and costs of installing solar panels at the community center.

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## CONCLUSION

The Mills facility is remembered fondly by many in our community especially those students and faculty that called Mills home. In recognition of the facility's tenure as a school the ceramic tile portraits of students and faculty will remain in the southwest corner of the facility as a tribute to the facility's history.

The success of this project and process is a result of continued involvement and dedication from neighbors, stakeholders and community members. Staff is enthusiastic to continue working with these groups to bring a community center to fruition. Following City Council approval of this plan, staff will seek direction from Council to move forward with construction drawings, funding and construction.

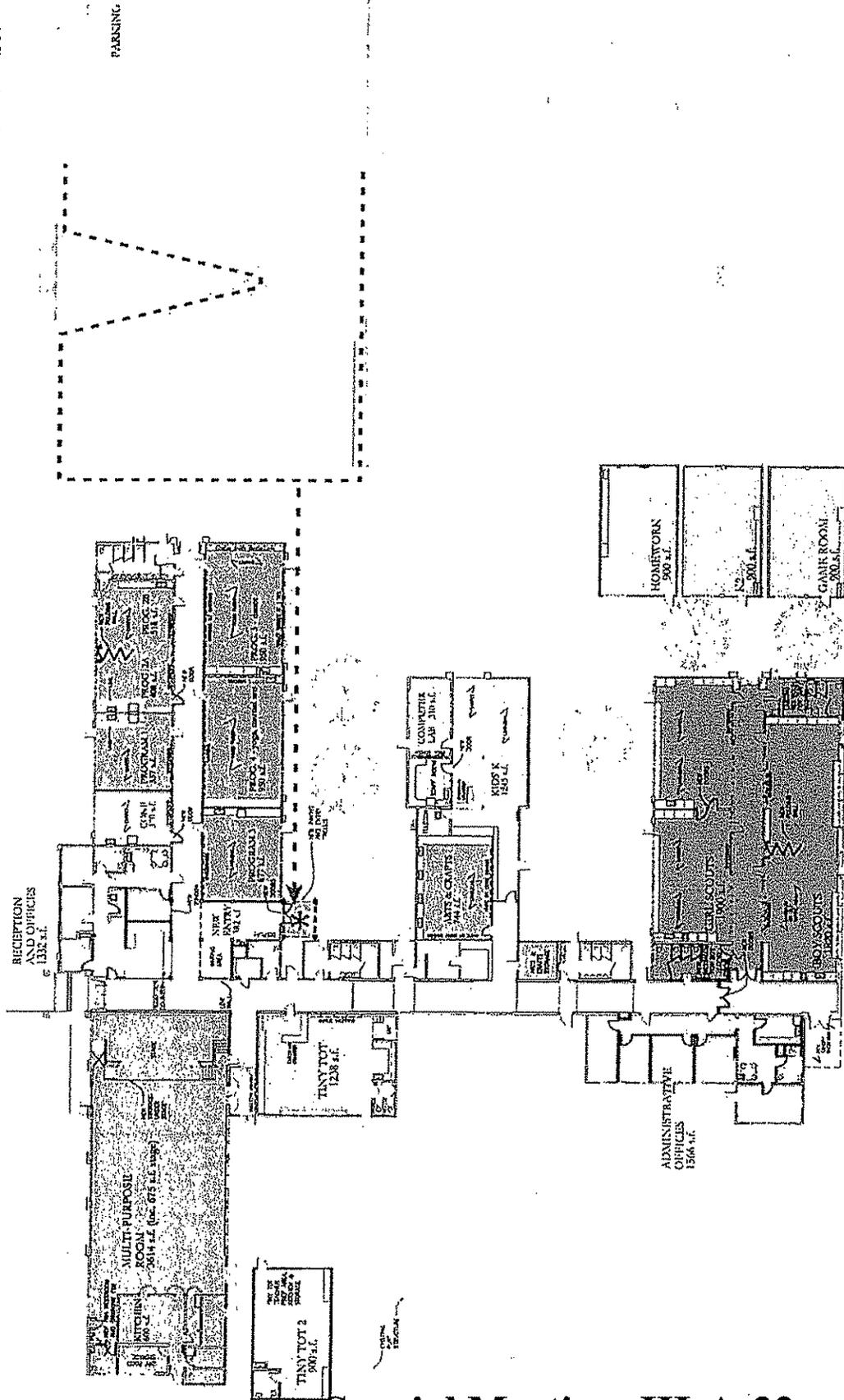
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Appendix

- Preliminary Design
- Mills Elementary Inspection Report and Cost Sheet (February 22, 2007)
- Community Center Reservation Regulations
- Community Center Phasing Map

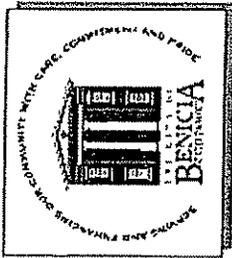
## Preliminary Design

EAST L STREET



Special Meeting III-A-32

Mills Elementary Inspection Report  
& Cost Sheet (February 22, 2007)



City of Benicia

# Mills Elementary

## Inspection Report and Cost Sheet

February 22, 2007

Building Maintenance Dept.  
mills1Rev3.xls

# Mills School Conditions Report

City of Benicia Building  
Maintenance Dept.

## SUMMARY SHEET

#	Sheet Name	Classification/ Area/ or General Notes Regarding Sheet	High Priority Costs	Medium Priority Costs
1	Architectural 1	FIRST OF 2 ARCHITECTURAL SHEETS	\$210,920.00	\$112,800.00
2	Architectural 2	SECOND OF 2 ARCHITECTURAL SHEETS	\$11,200.00	\$6,200.00
3	Structural 1	STRUCTURAL COMPONENTS OF THE SITE	\$400,000.00	\$2,500.00
4	Site and Landscape	EXTERIOR HARDSCAPES AND LANDSCAPES	\$205,950.00	\$20,300.00
5	Plumbing 1	ALL BUILDING PLUMBING	\$20,000.00	\$1,700.00
6	Heating and Air Conditioning 1	HVAC FOR THE SITE SHEET 1	\$35,500.00	\$0.00
7	Heating and Air Conditioning 2	HVAC FOR THE SITE SHEET 2	\$13,280.00	\$0.00
8	Electrical 1	ELECTRICAL FOR THE SITE SHEET 1	\$50,328.00	\$80.00
9	Electrical 2	ELECTRICAL FOR THE SITE SHEET 2	\$78,925.00	\$425.00
<b>ESTIMATED COST BY PRIORITY</b>			<b>\$1,026,103.00</b>	<b>\$144,005.00</b>
			High Priority Costs	Medium Priority Costs
<b>TOTAL ESTIMATED COST OF PROJECT</b>			<b>\$1,170,108.00</b>	

SHEET NOTES: SOME ITEM COSTS ARE UNKNOWN. THESE ARE INDICATED BY \*\*\*  
SAFETY ITEMS ARE INDICATED IN RED

# Mills School Conditions Report

City of Benicia Building  
Maintenance Dept.

## Architectural 1

<< Items in Red are Safety Items >>

Item #	Priority H/M/L	Description of Item	Condition Description	Isolated or General	High Priority Costs	Medium Priority Costs
1	M	WALL PAINT INTERIOR	DETERIORATED, PEELING, DIRTY, VANDALIZED, FADED, WATER DAMAGE	GENERAL		\$27,800.00
2	M	WALL PAINT EXTERIOR	DETERIORATED, PEELING, DIRTY, VANDALIZED, FADED, WATER DAMAGE	GENERAL		\$35,000.00
3	H	CEILING TILES 2X4 AND 1X1	MISSING, BROKEN, FALLING, DAMAGED, STAINED	GENERAL	\$5,000.00	
4	H	CAULKING AND SEALANT	MISSING, PEELING, DETERIORATED	GENERAL	\$12,000.00	
5	L	SCREENS FOR WINDOWS	MISSING, DAMAGED, DETERIORATED	GENERAL		
6	M	WINDOWS	NON-OPERATING, BROKEN, STUCK, MALADJUSTED	GENERAL		\$9,000.00
7	H	DOORS	DOORS BENT OR NEED REPLACED QTY. 3	ISOLATED	\$3,200.00	
8	H	DOOR CLOSERS/HARDWARE	TO BE REPLACED OR REPAIRED. INOPERATIVE OR FALLING OFF QTY. 22	GENERAL	\$5,500.00	
9	H	LOCKS AND MECHANISMS	TO BE CHANGED TO COMPATIBLE SYSTEM #60-SD & 10-DD	GENERAL	\$32,000.00	
10	H	CARPET	LIFTED AND TORN/ TRIPPING HAZARD CORRIDORS AND 3 CLASSROOMS	GENERAL	\$20,220.00	
11	H	CARPET	STAINED, LIFTING, DIRTY, SEAMS LOOSE. 2897 SOYDS @ \$30	GENERAL	\$130,000.00	
12	M	CABINETS	CASINGS, HARDWARE, SHELF BRACKETS SUPPORTS 12 @ \$500	GENERAL		\$6,000.00
13	L	CABINETS	DECORATIVE SHELVE FRONTS, AND NON-ESSENTIAL 20 @ \$200	GENERAL		
14	M	CABINETS/COUNTERTOPS	LAMINATE FALLING, FALLING, BROKEN, MISSING 5 @ \$1000	GENERAL		\$5,000.00
15	M	CABINETS FOR SCIENCE ROOM	BACKSPASHES/ COUNTERTOPS/ SIDES/ FACES/ 100' LOWERS/ 25' UPPERS	ISOLATED		\$30,000.00
16	L	DRY ERASE BOARDS	DELAMINATING, REPAIR OR REPLACE 20 @ \$100	GENERAL		
17	H	SKYLIGHT	CRACKED UPPER GLASS	ISOLATED	\$3,000.00	
18	L	DISPENSERS / BATH	BROKEN OR MISSING	GENERAL		
19	L	FASCIA BOARDS	ROTTED, REPLACE AS NEEDED ABOUT 150 LIN FT	GENERAL		
20	L	STUCCO AND MOLDING	REPAIR VANDALIZED AND DAMAGED MOLDING/STUCCO	GENERAL		
21	L	CERAMIC TILE GROUT	25 FEET OF GROUT MISSING	ISOLATED		
22	L	ACRYLIC TILES	LOOSE AND BROKEN	GENERAL		
23	L	SKIRTING	REPAIR AS NEEDED	GENERAL		
24	L	COVE BASE	MISSING OR DAMAGED, ESPECIALLY AT CORNERS	GENERAL		
25	L					
TOTALS FOR SHEET BY PRIORITY					\$210,920.00	\$112,800.00

High Priority Costs  
\$323,720.00  
Medium Priority Costs

\*\*\* Indicates the total cost is not known

TOTAL FOR SHEET

# Mills School Conditions Report

City of Benicia Building  
Maintenance Dept.

## ARCHITECTURAL 2

<< Items in Red are Safety Items >>

High Priority Costs Medium Priority Costs

Item #	Priority	Description of Item	Condition/Description	Isolated or General	Before building can be occupied. This work must be completed.	Immediate work to be done upon Occupation
1	H	HANDICAP RAILS	GYM AND FOUNTAIN NEED TO BE REINSTALLED	ISOLATED	\$50.00	
2	L	BASKETBALL BACKBOARD AND HOOPS	OPERATION FAILS TO GO DOWN	ISOLATED		
3	H	FIRE HOSE CABINETS	INSTALL NEW PLEXIGLASS TO REPLACE SINGLE STRENGTH GLASS	GENERAL	\$250.00	
4	L	EXTERIOR MOLDINGS	SHOW SIGNS OF STRUCTURAL MOISTURE	GENERAL		\$1,200.00
5	M	PORTABLE 13 CABINETS	WATER DAMAGE REPLACE AND RE-PLUMB	ISOLATED		
6	L	GENERAL REPAIRS	WALLS /DEVICES/ HARDWARE/NEED ATTENTION THROUGHOUT SITE	GENERAL		
7	H	WINDOWS	BROKEN GLASS IN LIBRARY, ROOM 16, AND SCIENCE ROOM	ISOLATED	\$900.00	
8	M	DRYWALL	ADDITIONAL REPAIRS REQUIRED THROUGHOUT SITE	GENERAL		\$5,000.00
9	H	CLEANLINESS	SUBSTANTIAL DIRT AND DEBRIS THROUGHOUT SITE -EXTENSIVE CLEANING.	GENERAL	\$10,000.00	
10	L	ROOF HATCH	HARDWARE IS BROKEN, WELD OR REPLACE	ISOLATED		
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25						
TOTALS FOR SHEET BY PRIORITY					\$11,200.00	\$5,200.00

High Priority Costs Medium Priority Costs

\$17,400.00

\*\*\* Indicates the total cost is not known

TOTAL FOR SHEET

# Mills School Conditions Report

City of Benicia Building  
Maintenance Dept.

## STRUCTURAL

<< Items in Red are Safety Items >>

Item #	Priority	Description of Item	Condition Description	Isolated or General	High Priority Costs	Medium Priority Costs
1	H	ROOM 2 WALL DAMAGE	SILL DRAINAGE CAUSED DAMAGE TO WALL, CABINETS AND STRUCTURE	ISOLATED	\$25,000.00	Immediate work to be done upon Occupation
2	H	ROOM 4 WALL DAMAGE	SILL DRAINAGE CAUSED DAMAGE TO WALL, CABINETS AND STRUCTURE	ISOLATED	\$25,000.00	
3	H	ROOM 6 WALL DAMAGE	SILL DRAINAGE CAUSED DAMAGE TO WALL, CABINETS AND STRUCTURE	ISOLATED	\$25,000.00	
4	H	ROOM 2 WATER DAMAGE	TERMITES/MOLD ***	UNKNOWN	***	
5	H	ROOM 4 WATER DAMAGE	TERMITES/MOLD **	UNKNOWN	***	
6	H	ROOM 6 WATER DAMAGE	TERMITES/MOLD **	UNKNOWN	***	
7	H	WATER DAMAGE SCIENCE ROOM	WALL DAMAGED BY WATER LEAK ON ROOF/MOLD	UNKNOWN	***	
8	H	HALL AROUND SKYLIGHT	DAMAGE FROM SKYLIGHT/TEST FOR MOLD	UNKNOWN	***	
9	H	CORRIDOR WALL AND CEILING DAMAGE	WALL AND SKYLIGHT LEAKAGE INTO WALL AND CEILING	ISOLATED	\$22,000.00	
10	H	SCIENCE ROOM WALL AND CEILING	DAMAGE DUE TO ROOF LEAK INTO WALL, STRUCTURAL, AND COVERING	ISOLATED	\$45,000.00	
11	H	SCIENCE ROOM DAMAGE	TERMITES/MOLD	UNKNOWN	***	
12	H	CORRIDOR WALL AND CEILING DAMAGE	GENERAL DAMAGE DUE TO UPPER WINDOW LEAKING INTO WALL	GENERAL	\$35,000.00	
13	H	HYGIENIST	INSPECTION COSTS	UNKNOWN	***	
14	H	HYGIENIST	REPORT / PLAN OF REMEDIATION / CERTIFICATION	UNKNOWN	***	
15	H	TERMITE INSPECTION	SITE WIDE	UNKNOWN	***	
16	M	RM 18 DECK	ROTTED AND WEATHERED	UNKNOWN		\$2,500.00
17	H	ROOF	REPLACEMENT	ISOLATED	\$98,000.00	
18	H	FLAT ROOF	REPLACEMENT REMOVE AND REPLACE	ISOLATED	\$125,000.00	
19						
20	M	Room 12 and 14 GUTTERS	FLAT ROOF LEAKS AND FLOODS CLOGGED GUTTERS	ISOLATED		
21	H	KITCHEN BACK ROOM/RR MOLD	POSSIBLE MOLD IN KITCHEN AREA/ BEHIND GIRLS RR	UNKNOWN	***	
22	H	SPRINKLER RISER CLOSET MOLD	MOLD IN CLOSET WALL EVALUATE AND REPAIR	UNKNOWN	***	
23	L	PORTABLE BUILDINGS 12/13 FRAME	RUST THROUGH UNDER OVERHANG, DAMAGE UNDETERMINABLE	ISOLATED		
24	L	RELIEF VENTS, EYE VENTS	SCREENS MISSING	ISOLATED		
25						
TOTALS FOR SHEET BY PRIORITY					\$400,000.00	\$2,500.00

\*\*\* Indicates the total cost is not known

TOTAL FOR SHEET

High Priority Costs  
\$402,500.00  
Medium Priority Costs

# Mills School Conditions Report

City of Benicia Building  
Maintenance Dept.

## SITE AND LANDSCAPE

<< Items in Red are Safety Items >>

Item #	Priority H/M/L	Description of Item	Condition Description	Isolated or General	High Priority Costs <small>Before building can be occupied, this work must be completed</small>	Medium Priority Costs <small>Immediate work to be done upon Occupation</small>
1	L	ASPHALT BACK DRIVE NORTHWEST	CRACKED DETERIORATED @ \$70/SQYD	ISOLATED		
2	L	ASPHALT 36X48' PLAY AREA KDG	CRACKED DETERIORATED @ \$70/SQYD	ISOLATED		
3	L	ASPHALT 30X30' PLAY AREA KDG SOUTH	CRACKED DETERIORATED @ \$70/SQYD	ISOLATED		
4	H	ASPHALT WORK FOR NEW PARKING LOT	WORK TO ALLOW PARKING AND PEDESTRIAN PATH & ADA	ISOLATED	\$198,000.00	
5	M	CONCRETE PATCH IN FRONT OF SITE	REPLACE DETERIORATED PATCHES	ISOLATED		\$300.00
6	H	CONCRETE THRESHOLD RM 17	DETERIORATED AND BROKEN, MISSING	ISOLATED	\$150.00	
7	L	SIDEWALK IN FRONT OF SITE AT GYM	4X20 CRACKED AND POSSIBLE TRIPPING HAZARD	ISOLATED		
8	L	MARQUEE	VANDALIZED NEED NEW LENS	ISOLATED		
9	M	IRRIGATION CONTROLLERS	2 DEAD, OTHERS NOT TO CODE	GENERAL		\$5,000.00
10	H	BACKFLOW DEVICES DOMESTIC WATER	SUBSTANDARD, OUT OF TESTING COMPLIANCE, BLANKETS	ISOLATED	\$3,000.00	
11	L	VEGETATION	TO BRING TO CITY MINIMUM STANDARD	GENERAL		
12	L	SIDEWALK CONCRETE, S/E CORNER OF SITE	CRACKED & SLIDING DOWN, MOVING PIPES, SHORE UP AND REPLACE	ISOLATED		
13	L	CHAIN LINK FENCE- PERIMETER	FALLING OVER, OVER GROWN VEGETATION, ON SLOPE 150'	ISOLATED		
14	H	DRINKING FOUNTAIN RAIL	MISSING FOR HANDICAP	ISOLATED	\$100.00	
15	H	TREE IN KDG PLAY AREA	SUN-SCORCHED AND DISEASED, REMOVE	ISOLATED	\$300.00	
16	M	PLAYGROUND PLAY STRUCTURES	TO BRING TO CITY MINIMUM STANDARD	GENERAL		\$15,000.00
17	H	STORM DRAINS	CLEAN	GENERAL	\$1,200.00	
18	H	ENTRY GRATES	IN FRONT OF GYM, BENT AND LIFTED TRIPPING HAZARD 4 @ \$800	ISOLATED	\$3,200.00	
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25						
TOTALS FOR SHEET BY PRIORITY					\$205,950.00 <small>High Priority Costs</small>	\$20,300.00 <small>Medium Priority Costs</small>
TOTAL FOR SHEET					\$226,250.00	

\*\*\* Indicates the total cost is not known

# Mills School Conditions Report

City of Benicia Building  
Maintenance Dept.

## Plumbing

<< Items in Red are Safety Items >>

High Priority Costs

Medium Priority Costs

Item #	Priority H/M/L	Description of Item	Condition: Description	Isolated or General	Before building can be occupied this work must be completed	Immediate work to be done upon Occupation
1	H	TOILETS AND FAUCETS	LEAKING AND LOOSE FITTINGS, LOOSE FLANGE SEALS	GENERAL	\$18,500.00	
2	L	SINKS AND FAUCETS EXTERIOR	NEED SERVICE AND ADJUSTMENTS	GENERAL		
3	H	DRAINS	SLOW AND OR CLOGGED	GENERAL	\$700.00	
4	M	GARBAGE DISPOSAL	QTY. 2 @ \$500 INSTALLED	ISOLATED		\$1,000.00
5	H	WATER HEATERS	BRING UP TO CODE, REPLACE RUSTED UNIONS, STRAP, RAISE.	ISOLATED	\$600.00	
6	L	KITCHEN SINK DRAIN	RE-PLUMB ALL	ISOLATED		
7	M	GIRLS RR GYM	RE-PLUMB ALL, POSSIBLE ROT, OR MOLD CONDITION NOT INCLUDED	ISOLATED		\$300.00
8	M	COVER FOR PLUMBING UNDER SINK	MISSING, FABRICATE AND INSTALL	ISOLATED		\$100.00
9	H	LIBRARY FIRE SPRINKLER	CROSS THREADED, MAY BURST AT ANY TIME.	ISOLATED	\$200.00	
10	H	FIRE SPRINKLER SYSTEM	CERTIFY AND TEST ***	unknown	***	
11	H	FIRE SPRINKLER SYSTEM P-18	CERTIFY AND TEST ***	unknown	***	
12	M	DRAIN IN SCIENCE CLASS	DRAIN RUNS UPHILL, RE-PLUMB	ISOLATED		\$300.00
13	H	FIRE BACKFLOW	MISSING HARDWARE, NEEDS TESTING ***	unknown	***	
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TOTALS FOR SHEET BY PRIORITY					\$20,000.00	\$1,700.00
					High Priority Costs	Medium Priority Costs
					\$21,700.00	

\*\*\* Indicates the total cost is not known

TOTAL FOR SHEET

# Mills School Conditions Report

City of Benicia Building  
Maintenance Dept.

## Heating and Air

<< Items in Red are Safety Items >>

High Priority Costs

Medium Priority Costs

Item #	Priority H/M/L	Description of Item	Condition Description	Isolated or General	Before building can be occupied this work must be completed	Immediate work to be done upon Occupation
1	H	CONDENSATE DRAINS	BROKEN, MISSING, OR CLOGGED	ISOLATED	\$650.00	
2	H	INDUCTION FANS	ALL UNITS	GENERAL	\$6,000.00	
3	H	HEATING AIR-CONDITIONING TIME CLOCK	SYSTEM FAILED, OBSOLETE AND WIRING QUESTIONABLE	GENERAL	\$3,500.00	
4	H	DUCTING	SMASHED, SEPARATED, DIRTY, FALLING	GENERAL	\$1,500.00	
5	H	LIMIT SWITCHES FOR DAMPERS	ALL UNITS BROKEN	GENERAL	\$1,000.00	
6	H	ECONOMIZER ACTUATOR MOTOR	INOPERATIVE, REPLACE MOTOR OR LINKAGE	GENERAL	\$9,000.00	
7	H	A/C 1	TAGGED OUT, CONDUIT WORK, POSSIBLE COMPRESSOR	ISOLATED	\$1,100.00	
8	H	A/C 2	EXHAUST FAN, MOTOR BEARINGS	ISOLATED	\$700.00	
9	H	A/C 3	NO HEAT, A/C OK	ISOLATED	\$700.00	
10	H	A/C 4	SERVICE	ISOLATED	\$300.00	
11	H	A/C 5	BEARINGS SHOT ON INDOOR FAN, GAS SMELL, NO HEAT, COND FAN NG	ISOLATED	\$850.00	
12	H	A/C 6	A/C NOT WORKING, CORROSION ON CONTACTOR	ISOLATED	\$1,500.00	
13	H	A/C 7	HEAT FAILURE, NEEDS CHARGE, SERVICE	ISOLATED	\$1,000.00	
14	H	A/C 8	NO HEAT, A/C OK	ISOLATED	\$400.00	
15	H	A/C 9	NO HEAT, A/C OK	ISOLATED	\$400.00	
16	H	A/C 10	TAGGED OUT, CONDUIT WORK, POSSIBLE COMPRESSOR	ISOLATED	\$1,300.00	
17	H	A/C 11	A/C OK, HEAT OK SERVICE UNIT	ISOLATED	\$300.00	
18	H	A/C 12	A/C NOT WORKING, HEAT OK	ISOLATED	\$1,300.00	
19	H	A/C 13	HEAT A/C OK, SERVICE	ISOLATED	\$300.00	
20	H	A/C 14	MISSING RELAY, WIRING QUESTIONABLE, A/C NOT WORKING	ISOLATED	\$800.00	
21	H	P-11	MAJOR SERVICE, WIRING ISSUES, NOTHING WORKS	ISOLATED	\$1,000.00	
22	H	P-12	REGISTER DISCONNECTED, WIRING PROBLEM, COMP OK	ISOLATED	\$600.00	
23	H	P-13	MAJOR SERVICE, WIRING ISSUES, NOTHING WORKS	ISOLATED	\$1,000.00	
24	H	P-18	WORKS, SERVICE	ISOLATED	\$300.00	
25	L	BATHROOM VENTS/FANS	SCREEN FOR FILTERING IS TOO LARGE, PESTS MAY ENTER	GENERAL		
TOTALS FOR SHEET BY PRIORITY					High Priority Costs	Medium Priority Costs
					\$35,500.00	\$0.00

\*\*\* Indicates the total cost is not known

TOTAL FOR SHEET

\$35,500.00

# Mills School Conditions Report

City of Benicia Building Maintenance Dept.

## Heating and Air #2

<< Items in Red are Safety Items >>

Item #	Priority H/M/L	Description of Item	Condition Description	Isolated or General	High Priority Costs	Medium Priority Costs
1	H	SERVICE ALL HEATERS/AIR CONDITIONERS	CLEAN DUCTS, COILS, STRAIGHTEN COILS, FILTERS, ADJUST DAMPERS	GENERAL	\$6,000.00	
2	H	THERMOSTATS	TRASH, REPLACE WITH PROGRAMMABLE	GENERAL	\$3,780.00	
3	H	GYM UNIT 1	A/C UNIT LOCKED AND TAGGED OUT...DAMAGED	UNKNOW	***	
4	H	GYM UNIT 2	INDOOR FAN NG, A/C QUESTIONABLE	UNKNOW	***	
5	H	GYM UNIT 3	INDOOR FAN NG, A/C QUESTIONABLE	UNKNOW	***	
6	H	GYM UNIT 4	UNIT WORKING, A/C LOCKED OUT	ISOLATED	\$1,000.00	
7	H	CONTROLS FOR GYM	NOT COMPATIBLE WITH NEW STATS, OLD STAT TRASH	ISOLATED	\$2,500.00	
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TOTALS FOR SHEET BY PRIORITY					\$13,280.00	\$0.00
					High Priority Costs	Medium Priority Costs
					\$13,280.00	\$13,280.00

\*\*\* Indicates the total cost is not known

TOTAL FOR SHEET

# Mills School Conditions Report

City of Benicia Building  
Maintenance Dept.

## ELECTRICAL #1

<< Items in Red are Safety Items >>

Item #	Priority #/M/I/L	Description of Item	Condition Description	Isolated or General	High Priority Costs	Medium Priority Costs
1	H	OFFICE PLUG UNDER SINK NURSES	NO GFCI, OUTLET NOT SERVICEABLE	ISOLATED	\$300.00	
2	L	ROOM 1 RIGHT SIDE BATH	FAN NOT WORKING	ISOLATED		
3	H	ROOM 3 GFCI RECEPTACLE	INOP AND 15 AMP RECEPTACLE ON 20 AMP BREAKER	ISOLATED	\$100.00	
4	H	GFCI IN ART AND SCIENCE	NOT OPERATING	ISOLATED	\$100.00	
5	L	RECEPTACLE IN TEACHERS LOUNGE	WRONG SIZE, NEED 20 AMP	ISOLATED		
6	H	FIRE ALARM SYSTEM PANEL	NOT TO CODE, INOPERATIVE, IN TROUBLE, EXPIRED DEVICES, REPLACE	GENERAL	\$20,000.00	
7	H	INTRUSIONS SYSTEM	LEASED TO DIST. NOT TO OUR REQUIREMENTS, ADD SENSORS	GENERAL	\$950.00	
8	L	CLOCK SYSTEM	NEEDS MINOR WORK AND A FEW CLOCKS	GENERAL		
9	H	PA SYSTEM	FOR EMERGENCY ANNOUNCEMENTS, NEED ADMIN PHONE	GENERAL	\$1,900.00	
10	L	DIMMING SYSTEM	SOME DIMMERS NOT WORKING, REPLACE QTY 16	GENERAL		
11	H	DIFFUSERS FOR CORRIDOR	FADED, CRACKED FALLING DOWN, 84 TILES FOR REPLACEMENT @ \$26	GENERAL	\$2,200.00	
12	H	LIGHTS OFFICE	6 OUT, BULB OR BALLAST, IN HOUSE REPAIR	ISOLATED	\$166.00	
13	H	OTHER LIGHTS OUT, 4' T-8	92 LIGHTS INOPERATIVE WITH 20% BALLAST FAIL	GENERAL	\$4,512.00	
14	H	BATHROOM FANS	FANS INOPERATIVE, REPAIR OR REPLACE QTY 6	GENERAL	\$600.00	
15						
16	H	EXTERIOR LIGHTS	REPLACE WITH NEW, QTY 20 @ \$220 INSTALLED	GENERAL	\$4,400.00	
17	H	APPLIANCE-WOLF OVEN	3 UNITS, MAJOR SERVICE AND REPAIRS REQUIRED	ISOLATED	\$6,250.00	
18	H	REFRIGERATOR	TRUE UNIT T-49	ISOLATED	\$2,200.00	
19	H	TOP REACH IN FREEZER	TRUE UNIT THF-51FL	ISOLATED	\$1,000.00	
20	H	MICROWAVE	RETAIL	ISOLATED	\$150.00	
21	M	ELEVATOR IN GYM	LOOKS OKAY, COULD NOT OPERATE, KEY TURNED OFF, MISSING, NO INSP.	ISOLATED		\$80.00
22						
23						
24	H	TELEPHONE SYSTEM WIRING	SECURE AND REWIRE JACKS FOR OUR SYSTEM	GENERAL	\$3,000.00	
25	H	TELEVISION SYSTEM WIRING	UN-TERMINATED WIRES, AMPS NOT TESTED, NETWORK NOT VERIFIED	GENERAL	\$2,500.00	
TOTALS FOR SHEET BY PRIORITY					High Priority Costs	Medium Priority Costs
					\$50,328.00	\$80.00
					\$50,408.00	

\*\*\* Indicates the total cost is not known

TOTAL FOR SHEET

# Mills School Conditions Report

City of Benicia Building Maintenance Dept.

## ELECTRICAL #2

<< Items in Red are Safety Items >>

High Priority Costs

Medium Priority Costs

Item #	Priority H/M/L	Description of Item	Condition/Description	Isolated or General	Before building can be occupied, this work must be completed	Immediate work to be done upon Occupation
1	H	PANEL MDP	ALUMINUM FEEDERS TO MAIN @ 400 AMP WITH AL FEEDERS NO GROUND	ISOLATED	\$400.00	
2	H	PANEL C IN A WING	FEEDER INSULATION BLOCKS BROKEN, 2 OF 3. REPLACE PANEL	ISOLATED	\$1,800.00	
3	H	PANEL 2L KDG ROOM	PANEL NOT TO CODE. SAFETY HAZARD. REPLACE	ISOLATED	\$1,800.00	
4	H	PANEL 1L LIBRARY	PANEL WITH STACKED LOADS, ILLEGAL TAPS, ILLEGAL PENETRATIONS	ISOLATED	\$1,800.00	
5	H	ALL PANELS	LOADS AND NEUTRAL CONDUCTORS NOT MARKED	GENERAL	\$150.00	
6	H	WIRING	EXPOSED, NOT TERMINATED, NOT COVERED	GENERAL	\$300.00	
7	H	VARIOUS RECEPTACLES	NO COVERS, LOOSE, BAD, ILLEGAL, NEED REPLACED	GENERAL	\$300.00	
8	H	STAGE LIGHTING	CONTROL FOR LIGHTS IS QUESTIONABLE. EQ. IS 50+ YEARS OLD	GENERAL	\$2,500.00	
9	H	GYM LIGHTS	DIFFUSERS FALLING OFF	GENERAL	\$75.00	
10	M	WIREMOLD	FALLING OFF IN SEVERAL LOCATIONS	GENERAL		\$100.00
11	H	EXIT SIGNAGE	NUMEROUS EXIT SIGNS BROKEN OR INOPERATIVE QTY. 7	GENERAL	\$1,800.00	
12	H	EMERGENCY LIGHTING	NUMEROUS LIGHTS BROKEN OR INOPERATIVE QTY. 7	GENERAL	\$1,500.00	
13	M	DEVICE GUARDS IN GYM	NEED MAINTENANCE AND SECURITY	GENERAL		\$75.00
14	M	RANGE HOOD IN TEACHERS LOUNGE	MISSING PARTS/ EXPOSED WIRES. REPLACE	ISOLATED		\$250.00
15	H	CONDUIT SYSTEM	NUMEROUS LOCATIONS, CONDUIT IS SEPARATED AND WIRES EXPOSED	GENERAL	\$1,500.00	
16						
17	H	TELEPHONE SWITCH	INTEGRATION WITH CITY EQUIPMENT	ISOLATED	\$10,000.00	
18	H	DATA BACKBONE	INTERCONNECTION WITH CITY FIBER NETWORK	ISOLATED	\$55,000.00	
19						
20						
21						
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25						
TOTALS FOR SHEET BY PRIORITY					\$78,925.00	\$425.00
					High Priority Costs	Medium Priority Costs
					\$79,350.00	

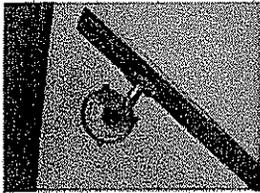
\*\*\* Indicates the total cost is not known

TOTAL FOR SHEET

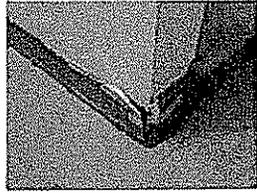
**Additional Notes for Mills School**

**City of Benicia**

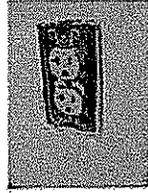
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1	CORRIDORS NOT IN ADA COMPLIANCE
2	VEGETATION OVERGROWN BETWEEN PORTABLES
3	EXCESSIVE CRACKS IN WALLS IN REAR OF KITCHEN AREA.
4	OLD FREEZER EQUIPMENT STILL IN PLACE, BLACK INSULATION AROUND DOOR.
5	STAGE CURTAINS ARE SHREDED. REPLACEMENT OPTIONAL
6	IRRIGATION SYSTEM NOT TESTED OR IN COMPLIANCE, ADDITIONAL FUNDS MAY BE NEEDED.
9	CHECK LEASE CONTRACTS OF PORTABLE BUILDINGS
10	VERIFY INSTALLATION OF RIGID UTILITIES TO PORTABLES MEET DSA REQUIREMENTS
11	FRONT SIDEWALK PROVIDES 33" OF WALKWAY AT UTILITY LOCATIONS
12	CARPET COSTS DO NOT INCLUDE PORTABLE BUILDINGS
13	PLAY STRUCTURES NOT INSPECTED, NOR ARE REPAIR OR REMOVAL COSTS INCLUDED
14	FLOOR DRAIN PRIMERS NOT LOCATED. PERHAPS DO NOT EXIST. NO COST FOR THESE.
15	PORTABLE BONDING AND SEISMIC BRACING NOT INSPECTED.
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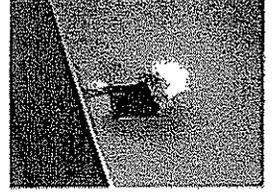
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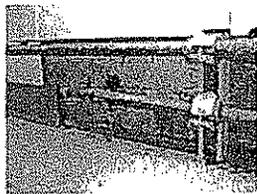
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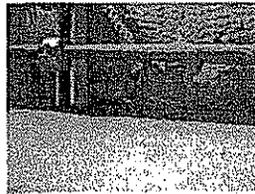
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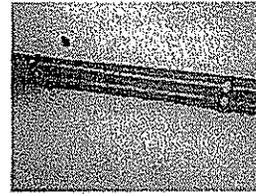
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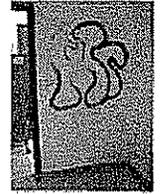
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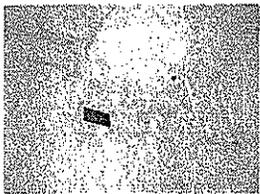
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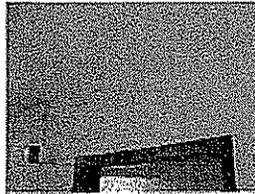
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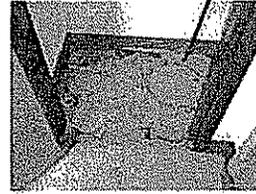
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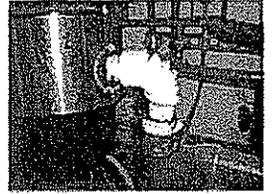
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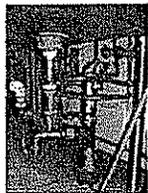
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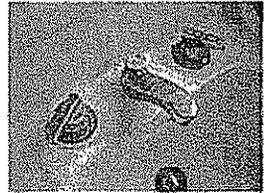
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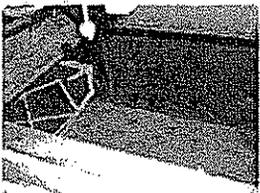
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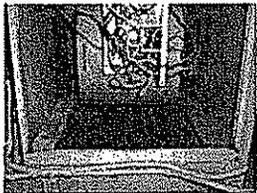
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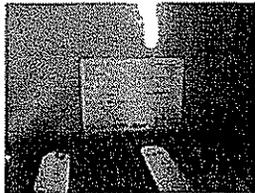
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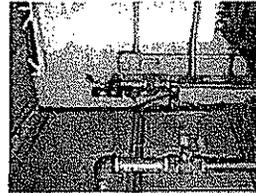
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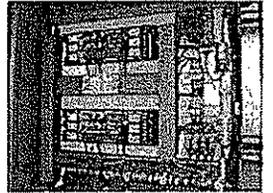
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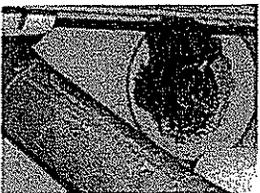
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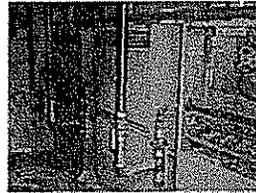
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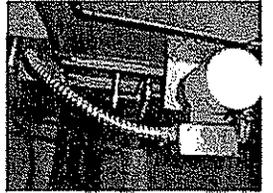
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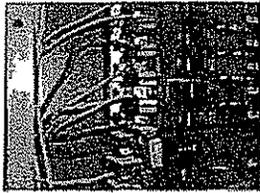
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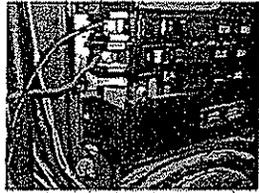
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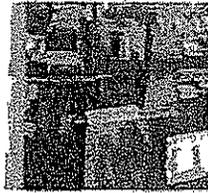
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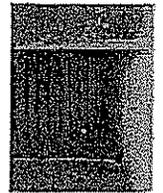
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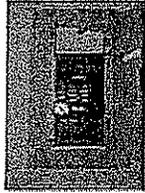
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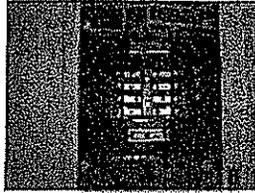
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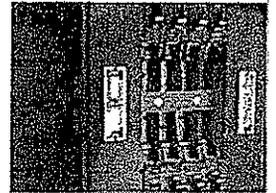
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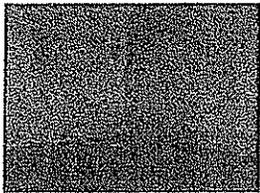
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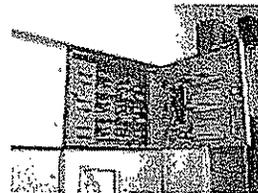
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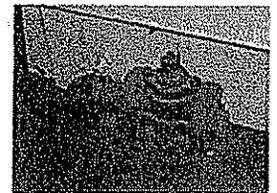
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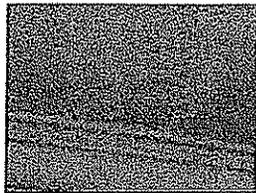
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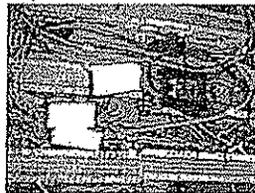
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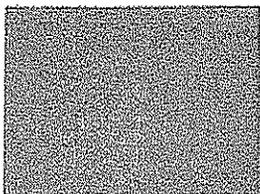
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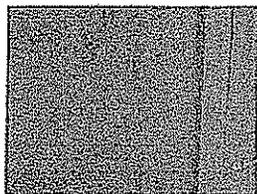
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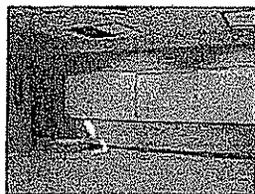
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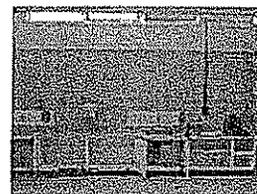
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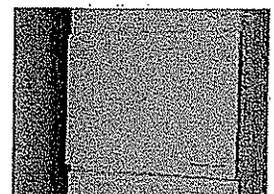
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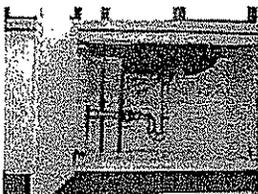
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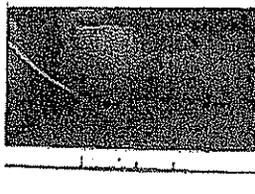
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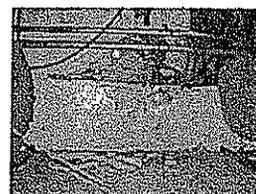
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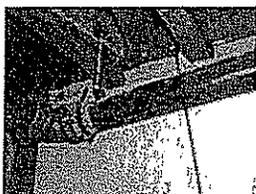
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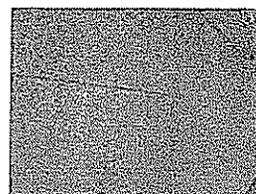
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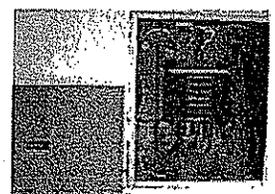
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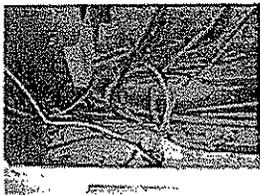
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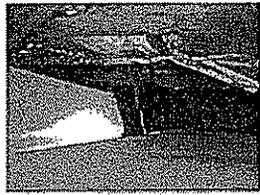
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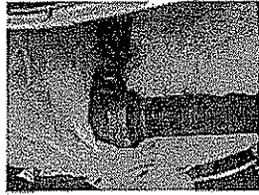
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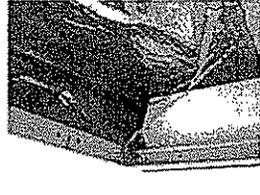
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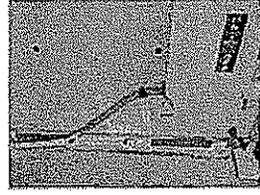
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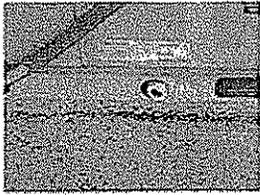
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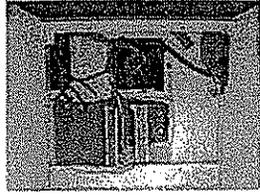
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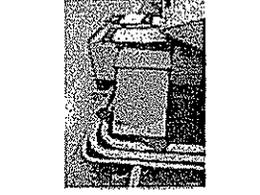
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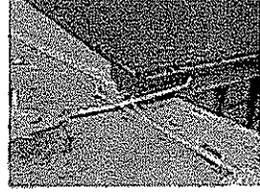
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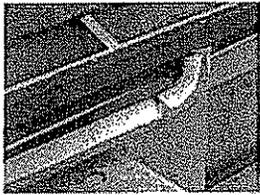
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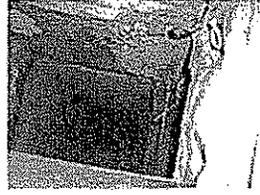
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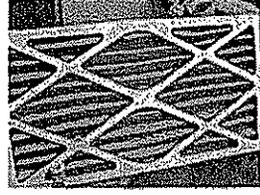
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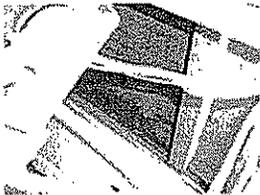
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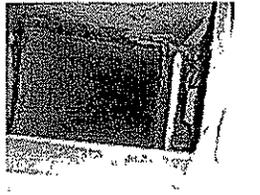
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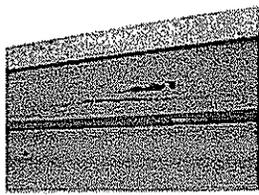
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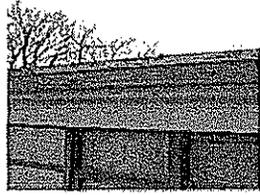
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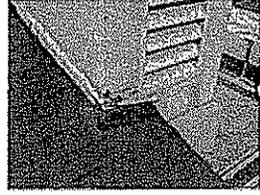
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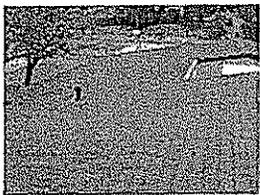
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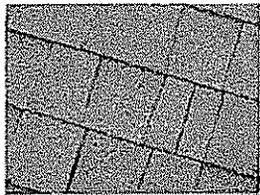
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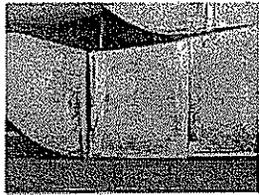
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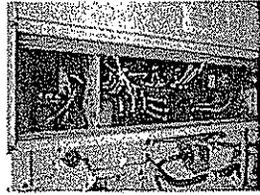
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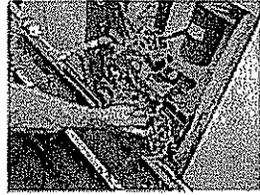
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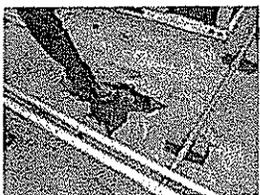
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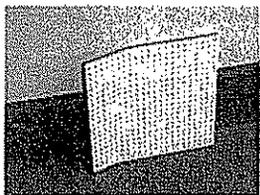
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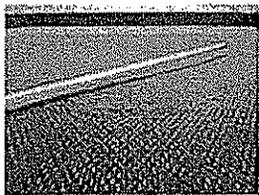
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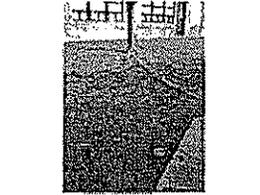
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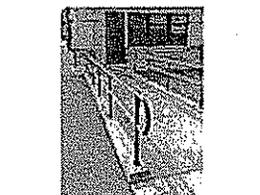
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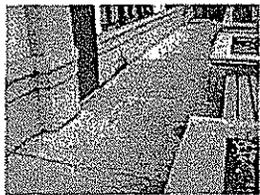
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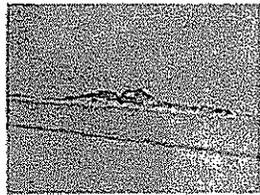
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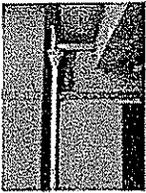
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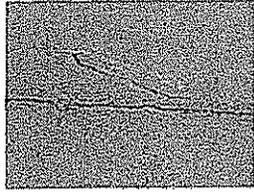
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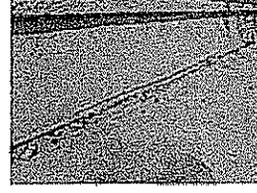
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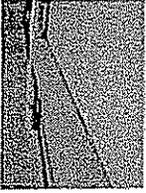
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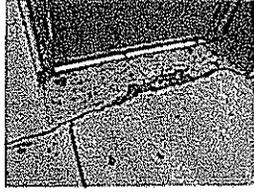
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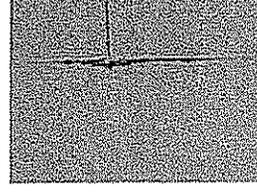
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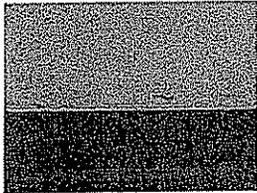
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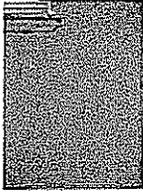
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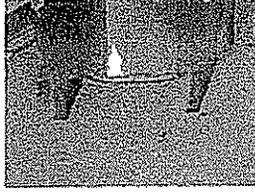
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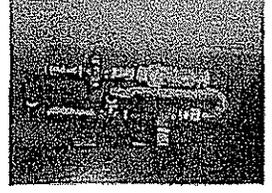
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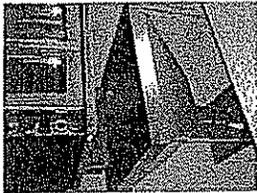
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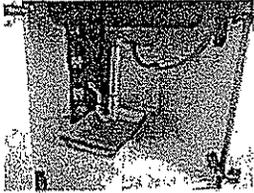
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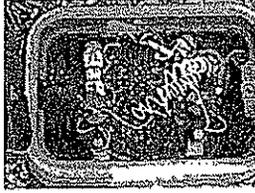
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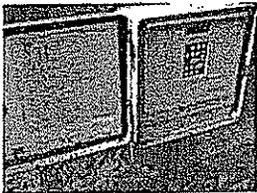
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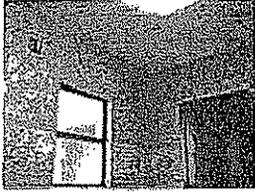
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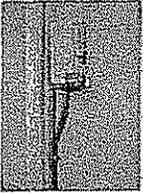
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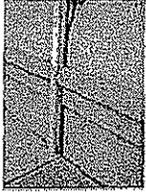
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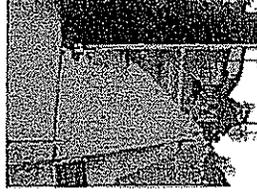
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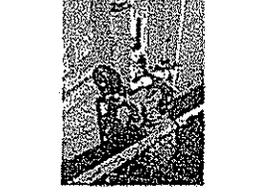
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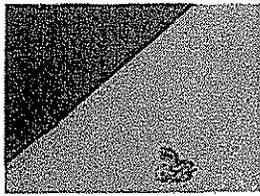
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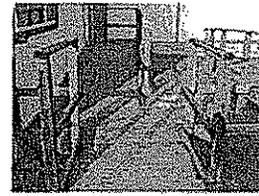
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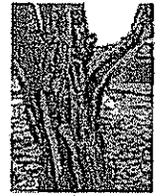
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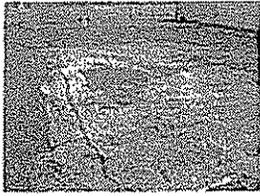
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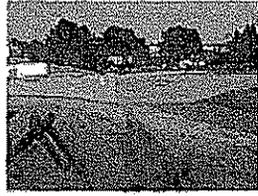
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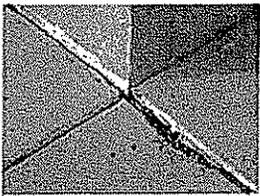
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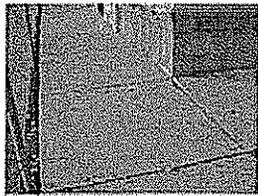
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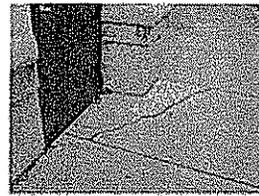
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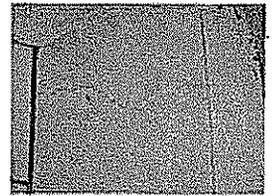
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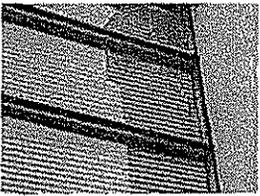
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DSCF2347.JPG



DSCF2348.JPG



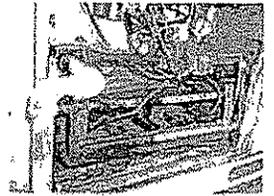
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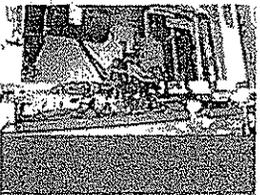
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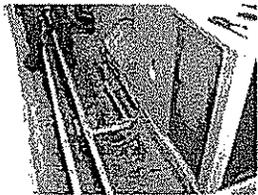
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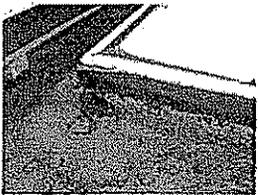
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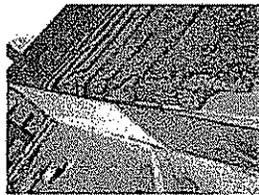
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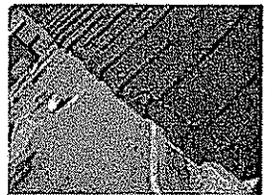
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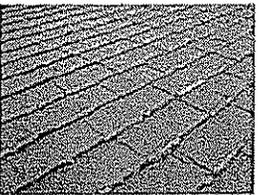
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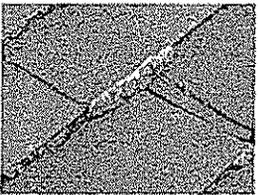
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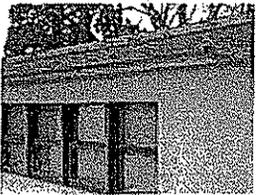
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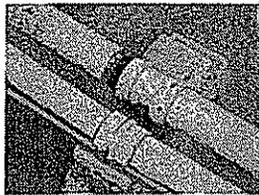
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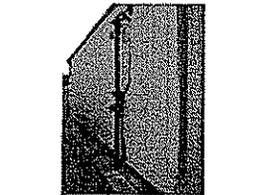
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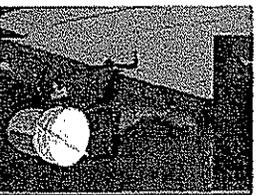
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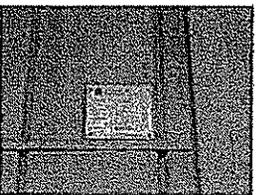
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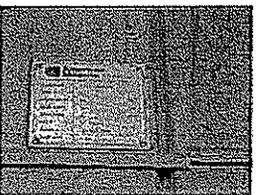
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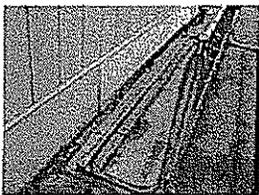
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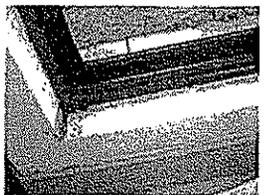
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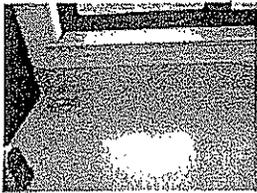


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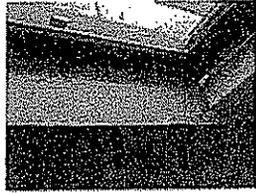


DSCF2384.JPG

# Special Meeting III-A-50



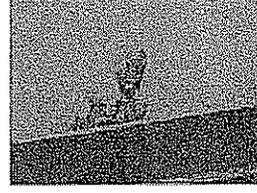
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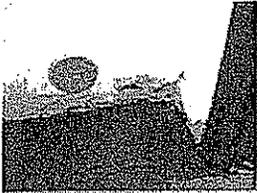
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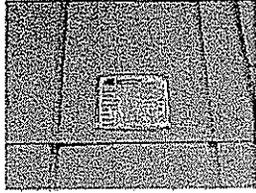
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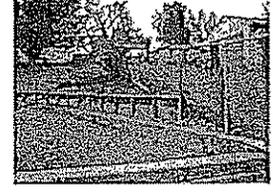
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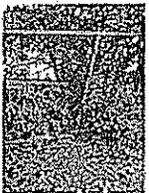
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DSCF2395.JPG



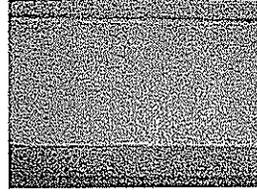
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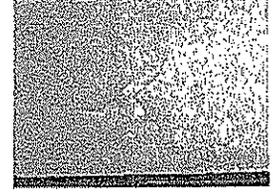
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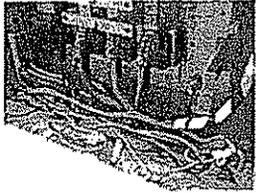
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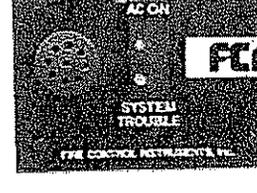
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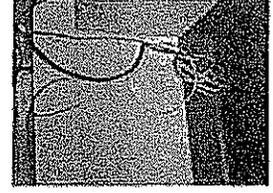
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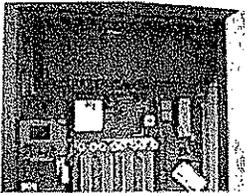
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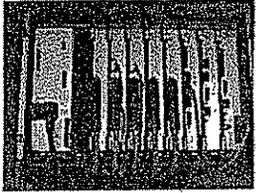
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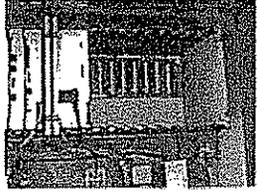
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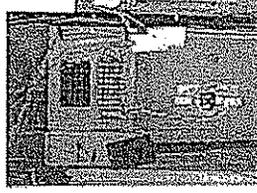
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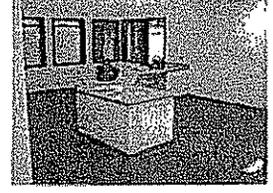
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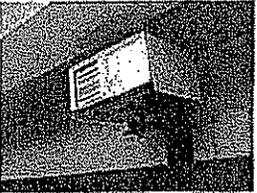
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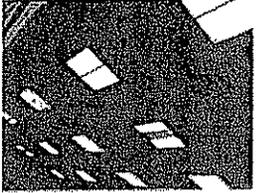
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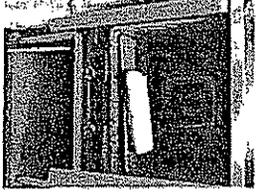
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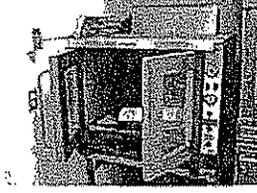
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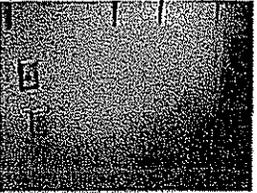
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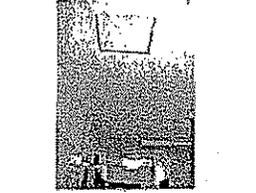
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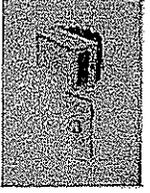
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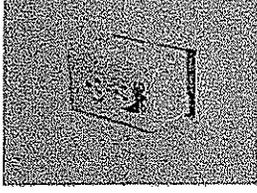
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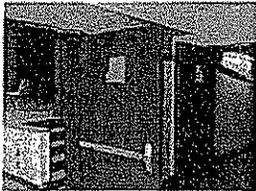


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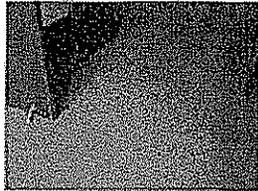


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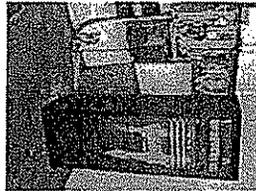
# Special Meeting III-A-51



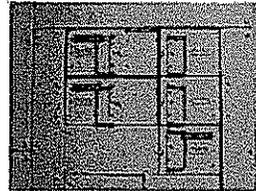
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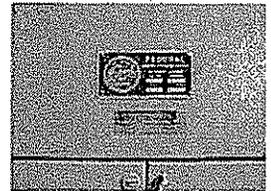
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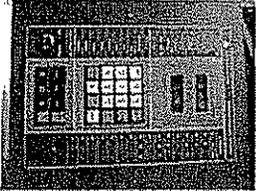
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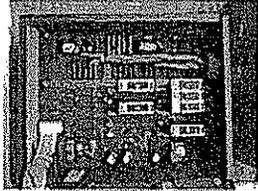
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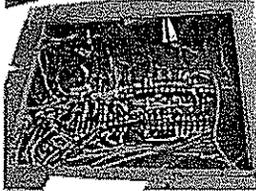
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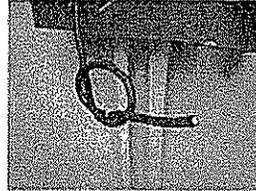
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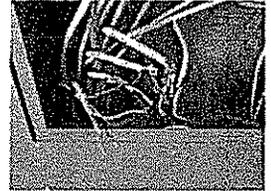
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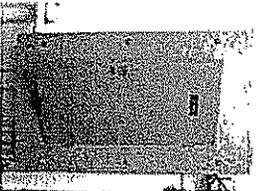
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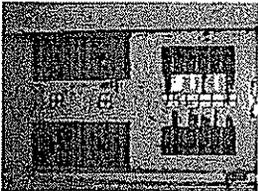
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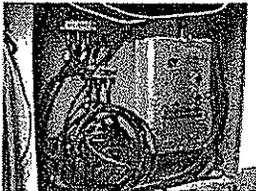
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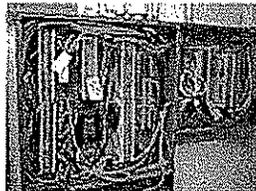
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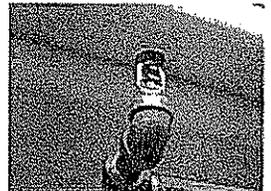
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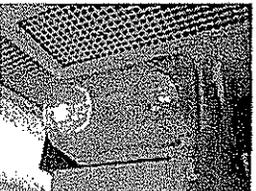
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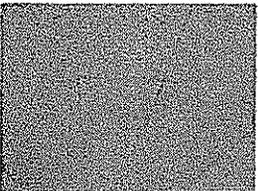
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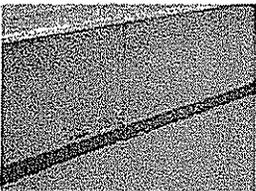
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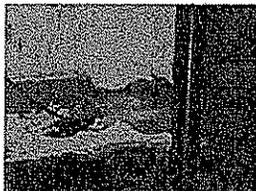
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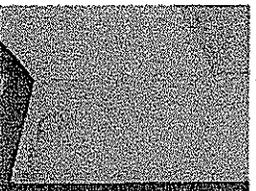
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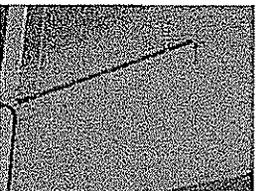
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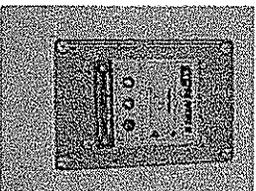
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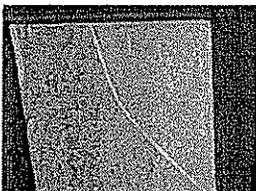
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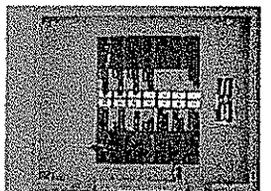
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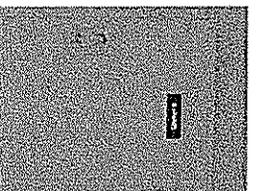
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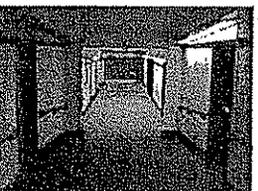
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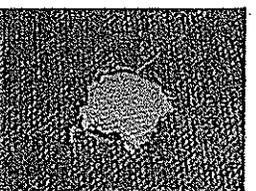
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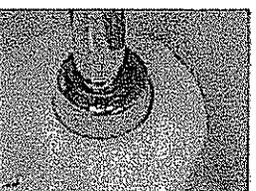
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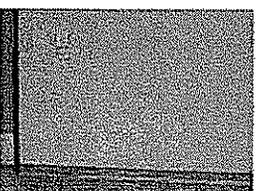
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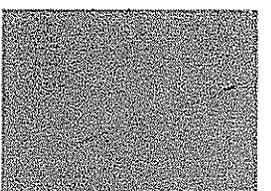
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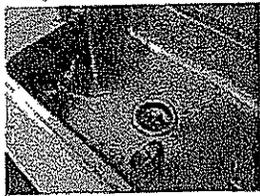


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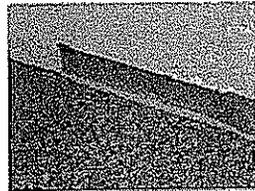


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# Special Meeting III-A-52



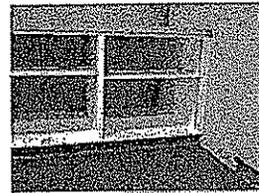
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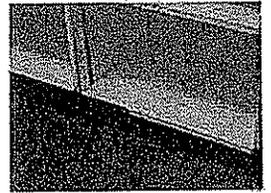
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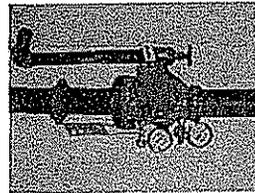
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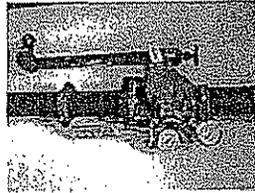
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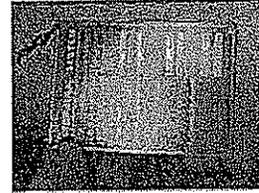
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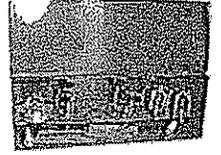
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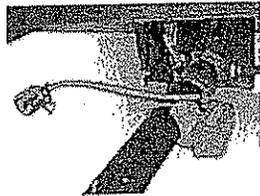
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DSCF2076.JPG



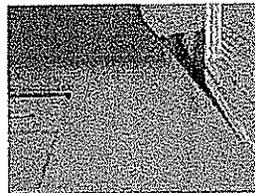
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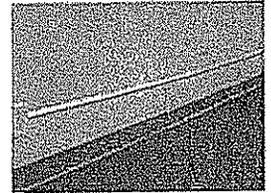
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DSCF2083.JPG



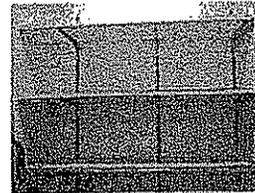
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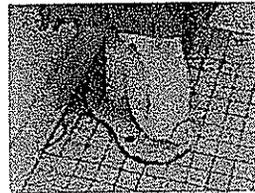
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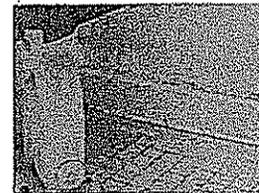
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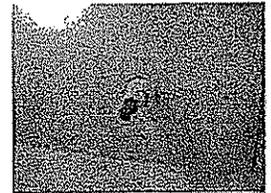
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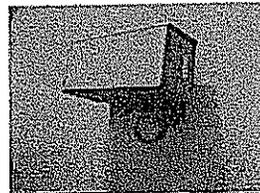
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DSCF2090.JPG



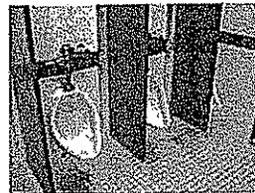
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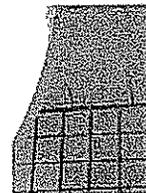
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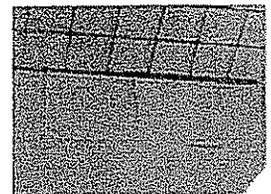
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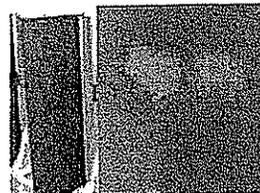
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DSCF2096.JPG



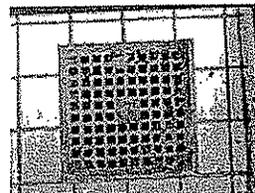
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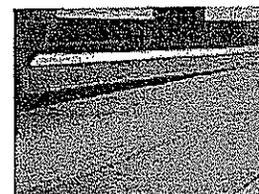
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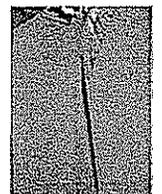
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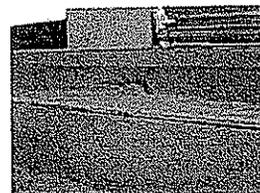
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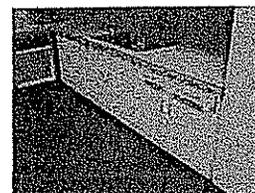
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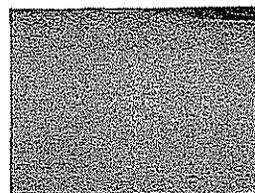
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DSCF2108.JPG

## Community Center Reservation Regulations

# BENICIA COMMUNITY CENTER RESERVATIONS

When the Benicia Community Center is not being used for City programs it is available for use by community organizations and individuals. This brochure contains all of the information you will need: facility amenities, fees, reservation process, etc.

Please read this brochure carefully and feel free to ask the Parks and Community Services staff questions you may have.

## BENICIA COMMUNITY CENTER 380 EAST K STREET

The Benicia Community Center is used for a variety of activities offered by the Benicia Parks and Community Services Department. When the facility is not being utilized for these programs, it is available for rental on an "as available" basis.

The facility is located at 380 East K Street and has meeting, classroom, and a large multi-purpose room that may be reserved for meetings, seminars and private parties. The smaller rooms have a seating capacity of 69 persons and the larger room will seat up to 120 persons.

### WEEKDAY RATES

Monday – Friday 7:00 a.m. – 9:00 p.m.	
* Local Non-Profit Organizations	
* Public/ Private Schools	
* Service Organizations	\$15/Hour
Resident Private Group	\$24/Hour
Non-Resident Private Group	\$54/Hour

### WEEKEND RATES

Saturday: 10:00 a.m. – 6:00 p.m.	
Sunday: 11:00 a.m. – 5:00 p.m.	
* Local Non-Profit Organizations	
* Public/ Private Schools	
* Service Organizations	\$15/Hour
Resident Private Group	\$36/Hour
Non-Resident Private Group	\$71.50/Hour

\* Local Non-Profit Organizations, Public/Private Schools, and Service Organizations must be located in Benicia and/or Benicia based to qualify for hourly rates listed above.

**RENTALS MUST HAVE A 4 HOUR MINIMUM,  
EXPECT LOCAL NON-PROFIT ORGANIZATIONS**

### MISCELLANEOUS FEES: PER FUNCTION WHEN APPLICABLE

INSURANCE REQUIRED (WHEN APPLICABLE)

COST VARIES, BASED ON #  
OF ATTENDEES

REFUNDABLE CLEAN-UP/DAMAGE DEPOSIT NON-PROFIT

\$200

REFUNDABLE CLEAN-UP/DAMAGE DEPOSIT PRIVATE

\$200

CANCELLATION FEE:

SEE PAGE 3 FOR DETAILS

# RESERVATION PROCEDURE

1. Reservations will be accepted a maximum of **3 months** in advance. All reservations must be made a minimum of three weeks in advance of event date.
2. Your reservation must be made **in person** at the Parks and Community Services Department, 380 East K Street, between the hours of 8:00 a.m. and 5:00 p.m., Mon. – Fri. It is suggested that you call 746-4285 in advance to find out if your date is available. A \$200 cleaning/damage fee must be paid at the time of reserving rooms at the Benicia Community Center for private functions.
3. The person filling out and signing the application must be the same person renting the facility. Applicants must be a minimum of 21 years of age and have a valid CA driver's license at the time of application to reserve this facility. Applications may be denied or revoked if the intended facility use is misrepresented. The City of Benicia reserves the right to require the applicant provide insurance for each event and may require professional security.
4. The balance of your rental fees must be paid (15) days before your event.
5. Changes or additions to reservations must be submitted in writing to the Parks and Community Services Department a minimum of 5 business days prior to the event. No changes will be accepted by phone. In any correspondence and on checks, please refer to your date of use.

# RENTAL CATEGORIES

Restrictions are made and fees applied based upon who is using the facility, when and for what purpose. Residents, non-residents, public groups and private groups may use the Senior Center.

- **"NON-PROFIT"** groups include **Benicia based** non-profit organizations, civic, religious, service organizations and schools. Residency of organization is determined by location of the organization, not their members. Please bring copy of your by-laws and non-profit ID #.
- **"PRIVATE"** groups include events such as birthday parties, social events, anniversary parties, etc.
- **"RESIDENT"** must reside or work in the city limits of Benicia or own property within the city limits. To verify resident status, please bring picture ID and a City of Benicia utility bill, tax receipt. If you work in the City of Benicia please provide a pay stub or other proof of employment.
- **"NON-RESIDENT"** does not reside or work in the City of Benicia. Non-profit groups not located in Benicia will be charged a non-resident rate.

# RESPONSIBILITIES

You are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from your use of the Benicia Community Center. You shall be responsible for the control and supervision of all people in attendance during your use of the facility and shall take care to see that no damage is done to the facility, and that everyone conducts him/herself in an orderly manner. Attendance may not exceed the maximum number of persons permitted in the facility. Your event will be terminated if you exceed the specified occupancy limit.

If damages or behavior of your group warrant, your function may be stopped in progress and you may be denied further use of any City facilities.

## CANCELLATIONS

Refunds and service fees will be handled as follows:

- 21 BUSINESS DAYS or more prior to use date—\$25 processing fee charged
- Less than 21 BUSINESS DAYS prior to date of use—forfeit one third of the total charges listed on the facility rental form and a \$25 processing fee.
- Refunds will be mailed to the applicant and take approximately three weeks to process.

Occasionally, it may be necessary to re-schedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much advance notice as possible.

## DAMAGES/DEPOSIT

A cleaning/damage deposit of \$200 is due at the time of reserving the facility. Return of this deposit will be made within 2-4 weeks following your facility use. If your scheduled hours of use exceed the designated time for any reason, additional fees will be deducted from your cleaning/damage deposit. **Any cost of extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping, or overtime charges, will result in a deduction or forfeit of your deposit.** You will be billed for damages not covered by your deposit.

## SERVICES PROVIDED

A building attendant will open and close the facility at the time stated on the reservation form. Be sure the time you request includes set up, take down and clean up time.

An attendant will be on duty in the Benicia Community Center during your entire use of the facility. The attendant will be available to open the facility, answer questions and check periodically with the person in charge of the event. The services of the building attendant **are not available** for waiting tables, serving, or your portion of the clean-up, etc.

Tables and chairs are provided. If tables and chairs are moved and reconfigured, you are responsible for the replacement of the tables and chairs to their original location

Your table and chair set-up will begin at your rental start time. The facility will not be open prior to that time for you, your caterers, decorator, etc.

The building attendant will check the condition of the facility with the person in charge prior to their event and then again prior to their departure, to determine if additional damage, cleaning or overtime use has occurred.

It is the responsibility of the building attendant to enforce all of the facility use regulations. If necessary, they will stop and/or clear the facility and end your event.

## ALCOHOLIC BEVERAGE POLICY

Alcoholic beverages are not allowed at the Benicia Community Center.

## POLICIES

- All fees and use regulations are subject to change.
- Facility rental cannot be transferred, assigned, sublet or issued to minors.
- Gambling in any form will not be permitted unless the applicant has received prior approval from the City of Benicia Police Department.
- Certain users may be required to produce a City of Benicia Business License at the time of application. Please check with the Business License office at 746-4325.
- Other than guide dogs, animals are not permitted in buildings. No smoking is permitted anywhere inside the City of Benicia's facilities or within 20 feet of the building outside.
- Tickets may not be sold at the door as an admission charge **unless** approved in advance.
- Amplified music (band or D.J.) must end a minimum of 1 hour before the end of scheduled use.
- A contract may be terminated or voided if the information provided on the application is inaccurate and/or incorrect.
- The City of Benicia reserves the right to change, adjust or delete any of the rules and regulation found in these Facility Use Guidelines. The City also reserves the right to close down any event that poses a threat to the safety of the participants or the facility or violates any of the conditions stated.

## CLEAN-UP

Be sure to start your cleanup at least 1 hour before your rental end time. Please bring your own paper towels, Windex, and dish soap to clean tables, counters and chairs

Your cleaning responsibilities are:

### IN RENTAL ROOM(S):

- If tables and chairs are moved and reconfigured, you are responsible for the replacement of the tables and chairs to their original location
- Wipe off tables, and chairs if necessary
- Place trash in bags provided and remove from building to outside dumpster
- Sweep floors. Mop floors where spillage has occurred
- **TURN OFF ALL LIGHTS**

### IN KITCHEN

- Refrigerators, storage cabinets and drawers are available to one time rental users **ONLY**
- Clean spills and stains from all kitchen surfaces, sweep and mop floor
- Place trash in bags provided and remove from building to outside dumpsters
- Make sure no food is left in oven or in refrigerators
- Clean sinks

### PARKING LOT

- Pick up any empty cups, garbage, etc. from your event

YOU are responsible for the set-up and removal of all decorations and special physical arrangements. Decorations must be flame retardant material. The use of nails, tacks, staples, etc. is prohibited. Masking tape may be used except on floors or painted surfaces.

**TIME FOR ALL OF YOUR PREPARATION AND CLEAN UP  
MUST BE INCLUDED IN RENTAL HOURS**

## Community Center Phasing Map



**PROJECT DESCRIPTION  
LIBRARY BASEMENT**

**Special Meeting III-A-61**

**AGENDA ITEM  
CITY COUNCIL MEETING: SEPTEMBER 2, 2008  
ATTACHMENT**

**DATE** : August 25, 2008

**TO** : City Manager

**FROM** : Library Director

**SUBJECT** : **COST ESTIMATE AND PROJECT UPDATE FOR THE BENICIA  
PUBLIC LIBRARY BASEMENT COMPLETION PROJECT**

**RECOMMENDATION:**

For information only.

**EXECUTIVE SUMMARY:**

Library staff has received a cost estimate for the proposed Basement Completion Project that exceeds the budgeted amount. Staff will bring this item back to the City Council for approval to obtain bids for the project after funding is identified.

**BUDGET INFORMATION:**

In the fiscal year 2007-9 budget, the City Council approved use of \$412,000 for the Library Basement Completion Project. \$37,340 was allocated for design expenses, leaving a balance of \$374,660 for construction.

The cost estimate provided by MTA (Mark Thieme Architect) estimates a cost of \$761,690 for the project. An additional \$131,829 is required for compact storage, network cabling, and miscellaneous furnishings. The total cost for the project is \$893,519, creating an anticipated budget shortage of \$518,859.

**SUMMARY:**

The City Council has designated the Library Basement Completion Project as one of their Top 10 priorities. The project was divided into two phases. Phase I included creating a design and obtaining construction drawings and a cost estimate. On July 17, 2007, the City Council approved the City Manager to enter into a consultant agreement with Mark Thieme Architects (MTA) for professional design services for tenant improvements on the Library Basement Completion Project. MTA was contracted to provide the City with a design integrating the

existing facility with the 8,200 square foot basement space to provide a cohesive facility. On November 20, 2007, the City Council approved the design and authorized staff and MTA to provide a general cost estimate and construction drawings for the proposed design.

On March 21, 2008 MTA presented completed construction drawings and a cost estimate for the Library Basement Completion Project, thereby completing Phase I of the project.

In the FY 2007-9 budget, the City Council approved \$412,000 to be moved from library special fund reserves into the Library Basement Project Account (050-3450-9261) to fund design, a cost estimate, and construction. \$37,340 was used for design and cost estimate expenses, leaving a balance of \$374,660 for construction.

As the estimate, including items to be provided by the owner, exceeds the budgeted amount by \$518,859, staff worked with MTA to examine a possible phasing plan. This option is presented as an attachment, but it appears that once construction is initiated, neither staff nor Friends of the Library could occupy the space until the project is completed. The conclusion of staff is that phasing of the project would be futile, and the project should be done in its entirety.

There are several reasons to consider going to bid with this project.

1. Construction costs are lower than they have been for quite awhile. The State Library reports that several library projects have recently completed construction at or below original estimates.
2. Funds provided by the City would be matched by library special funds. This means that City funds are needed to pay for only 57% of the project.
3. This project would be possible to complete in the next six months to a year.
4. Of the three projects on the Top 10 list that require capital improvements, this is the least expensive to finish.

Information sheets on the project including cost estimate information and phasing options are attached, along with a letter from the architect regarding LEED Certification. Staff will bring this item back to the City Council once additional funding has been identified for authorization to begin Phase II.

**Attachments:**

- Priority Project Definition and anticipated timeline
- Cost estimate information
- Special report to the Benicia City Council
- Phasing options
- Letter from Mark Thieme regarding LEED Certification

cc: City Attorney

**Priority Project Definition  
Top Ten List  
Priorities FY 2007 and FY 2008**

**Priority Project Title:** Library Basement Completion Project

**Project Definition:**

This priority is divided into two phases. Phase I, completion of project design and obtaining a cost estimate, has been approved by the City Council. Phase II includes obtaining bids and starting construction of tenant improvements.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Days to Complete</u>
<b><u>Phase I – Design and cost estimate</u></b>	
a. Select architect	Completed
b. City Council approves design contract	Completed
c. Conceptual design approved	Completed
d. Design work, construction drawings and cost estimate completed.	March 21, 2008
e. City Council approves construction drawings and provides direction	Pending identification of additional funding
<b><u>Phase II – Bid and construct</u></b>	
a. Prepare the bid documents	15 – 30 days
b. Bid project	45-60 days
c. Award project	30 days
d. Construction	30 days

**When:**

Project Start Date: 7/17/07

Project Completion Date: Spring 2008 (Phase I) and 2009 (Phase II)

**Priority Project Manager:** Diane Smikahl

**Total Project Cost Estimate:** Phase I \$35,000 funded  
Phase II Cost estimate: \$761,690

**Available Funding Sources (including amount):**

Secured Funding:

Phase I: \$35,000

Phase II: \$365,000 available for construction

Unsecured Funding:

Phase I: \$0

Phase II: Funding for approximately \$500,000 is required to complete the project.

Construction Estimate 3/21/08

File Name: 0718-BeniciaLibrary Estimate3.est

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
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01 General Conditions

Total General Contractor's Markup Typical costs for commercial and industrial projects.

**\*\*Subtotal: 01 General Requirements**

0	0	0	0	0	0	0	0
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02 Sitework

Gutting a building

Commercial buildings (140 SF per CY)

8220	C4	82.2 SF		0	5260.8	10768.2	16029
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**\*\*Subtotal: 02 Existing Conditions**

82.2			0	5260.8	10768.2	16029	16029
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03 Concrete

Trenching with a 1/2 CY utility backhoe

18 x 24 depth, .111 CY per LF (135 LF/Hr)

100	S1	1.5 LF		0	108	27.27	135.27
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Concrete slab sawing

6 deep, Depth Unit

200	--	0 LF		0	0	0	1202.98
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Floor slab assemblies

6 thick slab (trench infill)

100	--	2.6 SF		337.84	196	13.13	546.97
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Concrete foundations (footings @ stair & metal columns) (conc. deck @ stair)

Institutional or office buildings

10	--	0 CY		0	0	0	6484.39
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Round fiber tube formed concrete columns

Round, fiber tube formed, 12 to 18 (18 dia. col. at stair landing)

0.2	--	0 CY		0	0	0	279.17
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**\*\*Subtotal: 03 Concrete**

4.1			337.84	304	40.4	8648.78	8648.78
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04 Masonry

**\*\*Subtotal: 04 Masonry**

0			0	0	0	0	0
---	--	--	---	---	---	---	---

05 Metal

Wall Framing

3-5/8 steel interior wall framing, 24 OC, 1-1/4" flange

362S125-33 (20 gauge, .55 Lbs./SF)

6016 B1	138.3 SF	1611.08	6978.56	0	8589.64
6 steel interior wall framing, 24 OC, 1-1/4" flange (Plumbing wall)					
600S125-27 (22 gauge, .62 Lbs./SF)					
144 B1	3.888 SF	43.01	195.84	0	238.85
6 steel interior wall framing, 24 OC, 1-1/4" flange (Stair walls)					
600S125-33 (20 gauge, .76 Lbs./SF)					
989 B1	29.67 SF	366.72	1493.39	0	1860.11
3-5/8 steel interior wall framing, 24 OC, 1-1/4" flange					
Add for each 3-5/8 corner or wall junction					
40 B1	3.64 Ea	93.11	183.6	0	276.71
Door opening steel framing in 3-1/2 wall					
To 3' wide, 6 header, 18 gauge, two 600S162-43, 40.05 Lbs					
10 B1	10 Ea	222.48	503.8	0	726.28
Door opening steel framing in 3-1/2 wall					
Over 5' to 6' wide, 8 header, 16 gauge, two 800S162-54, 68.43 Lbs					
7 B1	13.93 Ea	266.77	702.1	0	968.87
Sound Wall Additional Measures (RC1 channel & 1/2 sound board)					
750 -	0 SF	0	0	0	937.5
Gypsum wallboard nailed or screwed					
5/8 on walls					
11000 CD	77 SF	4645.3	5830	0	10475.3
Gypsum wallboard clipped to metal furring					
Add for taping and finishing wall joints					
11000 CD	77 SF	453.2	5830	0	6283.2
Additional costs for gypsum wallboard					
Add for 10' or 12' wall heights					
8000 CD	8 SF	164.8	640	0	804.8
Additional costs for gypsum wallboard					
Add for trowel textured finish					
11000 CD	99 SF	4532	7480	0	12012
Furred Walls (Perimeter)					
3-5/8 steel interior wall framing, 24 OC, 1-1/4" flange					
362S125-33 (20 gauge, .55 Lbs./SF)					
2728 B1	62.74 SF	730.56	3164.48	0	3895.04
Gypsum wallboard nailed or screwed					
5/8 on walls					
2200 CD	15.4 SF	929.06	1166	0	2095.06
Gypsum wallboard clipped to metal furring					
Add for taping and finishing wall joints					
2200 CD	15.4 SF	90.64	1166	0	1256.64
Additional costs for gypsum wallboard					
Add for 10' or 12' wall heights					
1750 CD	1.75 SF	36.05	140	0	176.05
Additional costs for gypsum wallboard					

## Special Meeting III-A-66

Add for trowel textured finish						
1750 CD	15.75 SF	721	1190	0	1911	
Framed Ceilings (at bathrooms & elev. lobby)						
6 steel ceiling joists, 24 OC, 1-5/8" flange						
600S162-33 (20 gauge, .82 Lbs./SF)						
843 B1	13.48 SF	382.05	682.83	0	1064.88	
Gypsum wallboard clipped to metal furring						
5/8 on ceiling furring						
343 CD	3.773 SF	144.85	284.69	0	429.54	
Gypsum wallboard clipped to metal furring						
Add for taping and finishing ceiling joints						
343 CD	3.087 SF	14.13	233.24	0	247.37	
Round steel columns						
4 to 12 pipe, 20 to 50 lbs per LF (2- 11'-6 steel columns)						
0.5 H7	4 Ton	1071.2	363.4	113.12	1547.72	
Structural steel beams, purlins, and girts						
From 20 to 50 lbs per LF (1-30' long beam)						
0.75 H8	8.25 Ton	1313.25	727.65	174.98	2215.88	
Aluminum railings						
Installed on stairways						
50 H6	5.75 LF	1936.4	451.5	0	2387.9	
Aluminum railings						
Installed on balconies						
54 H6	4.968 LF	1852.15	389.88	0	2242.03	
Wall mounted steel handrail						
1-1/2 diameter rail						
14 H7	1.428 LF	112.19	129.78	40.3	282.27	
<b>**Subtotal: 05 Metals</b>						
	616.3	21732	39926.74	328.4	62924.64	

06 Carpentry

Stair Stringers & support members @ stair -Architectural glu-lam beams						
5-1/8 x 12 (14.5 pounds per LF)						
83 --	0 LF	1686.56	0	0	1686.56	
Frame Stair						
83 F6	41.5 LF	0	2995.47	75.45	3070.92	
micro-lam beams (at concrete opening)						
1 3/4 x 18 (13.2 pounds per LF)						
34 F6	17 LF	579.7	1227.06	0	1806.76	

Stair Treads-(glu-lam treads attached to stringers via steel angles)(per riser cost)						
26 --	0 Ea	0	0	0	5200	
Stair Landings-(microlam finished flooring)						
80 F9	4.96 SF	400	340.8	0	740.8	
<b>**Subtotal: 06 Wood and Plastics</b>						
	63.5	2666.26	4563.33	75.45	12505.04	

07 Thermal and Moisture Protection

Fiberglass batt insulation (at perimeter furred walls)						
3-1/2 Kraft faced, R-13, between studs						
2728 A1	16.36 SF	899.15	1227.6	0	2126.75	
Fiberglass batt insulation (sound control @ Dir. office & conf. only)						
3-1/2 Kraft faced, R-13, between studs						
750 A1	4.5 SF	247.2	337.5	0	584.7	
<b>**Subtotal: 07 Thermal, Moisture Protect</b>						
	20.9	1146.35	1565.1	0	2711.45	

08 Openings

Office Door Frames (glass/doors/hardware not included)						
7' high hollow metal door frames						
To 3'6 wide, 4-3/4 to 6 jamb						
19 C8	17.93 Ea	2191.84	1250.01	0	3441.85	
7' high hollow metal door frames (double door frame)						
Over 4' wide, 4-3/4 to 6 jamb						
1 C8	0.944 Ea	134.93	65.79	0	200.72	
Cost additions or deductions for hollow metal door frames						
Add for 90 minute UL label						
3 --	0 Ea	91.16	0	0	91.16	
Cost additions or deductions for hollow metal door frames						
Add for borrowed lite (sidelights where occurs-6 locations)						
126 C8	10.83 SF	952.59	754.74	0	1707.33	
Cost additions or deductions for hollow metal door frames						
Add for fixed transom lite (where occurs-6 locations)						
90 C8	8.91 SF	896.41	621	0	1517.41	
Cost addition for glass at sidelights & transom						
3/8 glass, tempered						
216 G1	27.64 SF	1928.9	1933.2	0	3862.1	
3'x7' - 1 3/4 solid core birch doors-stained						
16 --	0 Ea	5600	0	0	5600	
3'x8' - 1 3/4 solid core birch doors w/ glazed lite-stained						
4 --	0 Ea	2200	0	0	2200	
3'x7' - 1 3/4 solid core birch doors fire rated-stained						
3 --	0 Ea	1500	0	0	1500	

6'x8' - 1 3/4 solid core birch doors-stained						
1 --	0 Ea	800	0	0	0	800
6'x8' - 1 3/4 solid core birch doors w/ glazed lite-stained						
1 --	0 Ea	1100	0	0	0	1100
5'x7' - 1 3/4 solid core birch doors-stained						
1 --	0 Ea	700	0	0	0	700
Interior Storefront						
833 C8	0 SF	0	0	0	0	20825
Accordion folding doors						
Vinyl covered						
313.5 C8	158.3 SF	3584.25	11032.07	0	0	14616.31
Double closet doors						
10' wide opening, 4 doors						
2 C8	8 Pr	2000	557.6	58.98	0	2616.58
Hardware						
Door stops						
Floor mounted, with holder						
26 CC	7.254 Ea	482.04	561.34	0	0	1043.38
Butt type hinges						
3-1/2 x 3-1/2						
42 CC	14.99 Pr	436.93	1160.46	0	0	1597.39
Kick plates						
10 x 34 18 gauge, stainless						
2 CC	0.904 Ea	74.37	69.96	0	0	144.33
Heavy duty residential or light duty commercial locksets						
Classroom or storeroom, key lock						
30 CC	22.35 Ea	3006.57	1729.8	0	0	4736.37
Heavy duty residential or light duty commercial locksets						
Add for lever handle (handicapped)						
30 --	0 Ea	1072.23	0	0	0	1072.23
Door plates						
Pull plates, bronze, 4 x 16						
2 CC	0.38 Ea	74.16	29.4	0	0	103.56
Door plates						
Push plates bronze, 4 x 16						
2 CC	0.38 Ea	57.27	29.4	0	0	86.67
Bronze and neoprene door weatherstripping						
Wood door						
3 CC	4.59 Ea	61.49	355.2	0	0	416.69
Surface mounted door closers						
Interior doors						
12 CC	7.392 Ea	1054.31	572.04	0	0	1626.35
Windows at hallway (10 windows @ 8 sq. ft. each)						
Industrial grade, fixed 100%						

## Special Meeting III-A-69

80 G1	6.88 SF	1351.36	480.8	0	1832.16
<b>**Subtotal: 08 Openings</b>					
	297.7	31350.79	21202.81	58.98	73437.57
09 Finishes					
Flooring					
Modular carpet tile					
ESD 26 oz loop pile for computer floors					
587.11 F9	99.8 SY	11187.38	6857.44	0	18044.83
Bathroom Floors-Quarry tile set in Portland cement					
4 x 4 x 1/2 floor tile					
419 T4	40.22 SF	1566.6	2710.93	0	4277.53
Quarry tile set in Portland cement					
5 high base tile					
110 T4	11.99 LF	348.96	808.5	0	1157.46
Flooring-Lobby/Hall/Conf./Lit Lab-Cork plank flooring(corkdirect.com)					
1517 F9	31.85 SF	9102	2184.48	0	11286.48
Flooring-Kitchen/CorridorConcrete- Sealant					
Clear Sealer					
249 P9	10.45 SF	224.1	747	0	971.1
Top set rubber base					
4 high					
744 F9	13.39 LF	819.96	922.56	0	1742.52
Ceilings					
T bar ceiling panel suspension system					
2' x 2' grid					
6517 C8	71.68 SF	4497.38	5018.09	0	9515.47
Acoustical rated suspended ceiling panels					
2' x 2', Armstrong "Classic"					
5617 C8	67.4 SF	10008.93	4718.28	0	14727.21
Acoustical rated suspended ceiling panels					
2' x 2', Armstrong bamboo panels (cost not verified)					
900 C8	10.8 SF	4500	756	0	5256
Wood strip ceiling					
Per square foot of ceiling					
500 BC	25 SF	1750	1380	0	3130
Gyp bd ceiling (painting only)(gyp bd. included in sect. 5)					
Paint interior ceilings					
Roll smooth drywall ceiling					
343 PA	1.372 SF	0	106.33	0	106.33

## Special Meeting III-A-70

Walls

Paint interior walls

Roll smooth plaster or drywall (2 coats)

13200 PA	79.2 SF	0	6072	0	6072
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Wood finish @ stair wall

Per square foot of wall

950 BC	47.5 SF	3325	2622	0	5947
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4-1/4 x 4-1/4 glazed ceramic wall tile (full height in bathrooms)

Smooth gloss glaze, standard quality

990 T4	129.6 SF	4741.61	8741.7	0	13483.31
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**\*\*Subtotal: 09 Finishes**

640.4	52071.93	43645.31	0	95717.24
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**010 Specialties**

Signs

Custom

17 PA	0 Ea	0	0	0	1700
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Fire Extinguishers

6 PA	0 Ea	0	0	0	450
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Vertical blinds

Premium textured surface PVC

492 BC	40.83 SF	1793.93	2253.36	0	4047.29
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Toilet partitions

Baked enamel

4 T5	10.64 Ea	1849.88	794.4	0	2644.28
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Toilet partitions

Add for wheel chair units

2 --	0 Ea	133.9	0	0	133.9
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Urinal screens

Standard quality, baked enamel

2 T5	3.9 Ea	175.1	291.2	0	466.3
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Combination towel/waste units

Recessed paper towel dispenser with waste bin, Institutional

2 --	0 Ea	747.78	0	0	747.78
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Soap dispensers

Liquid, surface mounted, Institutional

4 --	0 Ea	130.6	0	0	130.6
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Toilet paper dispensers						
Multi roll, surface mounted, Institutional						
4 --	0 Ea	308.18	0	0	0	308.18
Toilet seat cover dispensers						
Surfaced mounted, Institutional						
4 --	0 Ea	168.92	0	0	0	168.92
Grab bars						
1-1/2 x 36 , Institutional						
2 --	0 Ea	52.74	0	0	0	52.74
Grab bars						
1-1/2 x 48 , Institutional						
2 --	0 Ea	57.06	0	0	0	57.06
Mirrors, stainless steel frame						
24 x 48 , Institutional						
4 --	0 Ea	402.11	0	0	0	402.11
Labor installing toilet paper dispensers						
Surface mounted						
4 CC	0.728 Ea	0	56.32	0	0	56.32
Labor installing toilet seat cover dispensers						
Surface mounted						
4 CC	1.652 Ea	0	127.84	0	0	127.84
Labor installing paper towel dispensers						
Recessed						
2 CC	5.14 Ea	0	397.8	0	0	397.8
Labor installing mirrors						
5 to 10 SF						
4 CG	3.996 Ea	0	311.16	0	0	311.16
Labor installing toilet accessories						
Towel bars and grab bars						
4 CC	1.144 Ea	0	88.52	0	0	88.52
Restroom Fixtures						
Floor mounted flush valve type water closet (Toto Drake CST744SL - ADA - SS114- white)						
Water closet, trim and valves (add rough-in)						
4 P6	10.4 Ea	2036	792.8	0	0	2828.8
Wall hung urinal-(Waterless-#2003- Kalahari-No Flush)						
Urinal, trim and valves (add rough-in)						
2 P6	4.7 Ea	895.76	358.4	0	0	1254.16
Faucets (Toto- TEL5GSC-10 , Ecopower electronic faucet)						
Standard spout						
4 P6	6 Ea	1860	457.6	0	0	2317.6
Countertop mounted lavatory (TOTO -LT569 , white, 17x14)						
Lavatory, trim and valves (add rough-in)						
4 P6	8 Ea	344	610	0	0	954
Single compartment stainless steel kitchen sink						
Sink, trim and valves (add rough-in)						
1 P6	2 Ea	254.41	152.5	0	0	406.91
Wall hung hi-lo drinking fountain (ELKAY EDFPBM 117 RAC)						
Wall hung fountain, and trim (add rough-in)						

1 P6	2 Ea	2524	152.5	0	2676.5
<b>**Subtotal: 10 Specialties</b>					
	101.1	13734.37	6844.4	0	<del>22728.77</del>

012 Furnishings

Kitchenette Cabinets

Sink base cabinets

30 wide, 2 doors, 2 drawer fronts

1 BC 0.766 Ea 228.66 42.31 0 270.97

Drawer base cabinets

24 wide, 4 drawers

1 BC 0.911 Ea 238.96 50.31 0 289.27

Cabinets rule of thumb

Wall cabinets, 30 high, 12 deep

6 BC 2.04 LF 441.25 112.68 0 553.93

Additional costs for custom cabinets

Drawer roller guides, suspension

8 -- 0 Ea 215.06 0 0 215.06

Laminated plastic custom countertops

Custom work, square edge front, 4 splash

6 C8 1.122 LF 169.33 78.18 0 247.51

Conference Room Cabinets

Custom grade birch cabinets

Base

14 C8 5.054 LF 1687.14 352.24 0 2039.38

Additional costs for custom cabinets

Custom grade birch cabinets

Drawer units, 4 drawers

8 C8 2.888 LF 1598.56 201.28 0 1799.84

Additional costs for custom cabinets

Drawer roller guides, suspension

12 -- 0 Ea 322.6 0 0 322.6

Prefinished exterior

14 -- 0 LF 88.97 0 0 88.97

Additional costs for custom cabinets

Prefinished interior

14 -- 0 LF 149.97 0 0 149.97

Additional costs for custom cabinets

Institutional grade hardware, installed

14 -- 0 LF 103.25 0 0 103.25

Custom countertops

Custom work, square edge front

14 C8 2.618 LF 700 182.42 0 882.42

Reception Cabinets

Custom grade birch cabinets						
Base						
15 C8	5.415 LF	1807.65	377.4	0	2185.05	
Additional costs for custom cabinets						
Prefinished exterior						
15 --	0 LF	95.33	0	0	95.33	
Additional costs for custom cabinets						
Prefinished interior						
15 --	0 LF	160.68	0	0	160.68	
Additional costs for custom cabinets						
Institutional grade hardware, installed						
15 --	0 LF	110.62	0	0	110.62	
Custom countertops						
Custom work, square edge front						
15 C8	2.805 LF	750	195.45	0	945.45	
<b>**Subtotal: 12 Furnishings</b>						
	23.6	8868.03	1592.27	0	10460.3	

014 Conveying Equipment

Elevator Modification (allowance)						
1 --	0 --	0	0	0	7500	
<b>**Subtotal: 14 Conveying Equipment</b>						
	0	0	0	0	7500	

021 Fire Suppression

Exposed fire protection sprinkler system (modify existing system)						
Over 5,000 to 15,000 SF						
8000 --	0 SF	0	0	0	20000	
<b>**Subtotal: 21 Fire Suppression</b>						
	0	0	0	0	20000	

022 Plumbing

Sanitary Sewer						
1 --	40 --	5000	3600	0	8600	
Domestic Water						
1 --	60 --	8000	5400	0	13400	
Gas Piping						
1 --	40 --	2000	3600	0	5600	
Duplex sewage ejector systems						
1 HP, 3 line, 30 x 36 tank						
1 P6	8 Ea	3141.5	609.9	0	3751.4	
Duplex sewage ejector systems						
Duplex pump controls (alternator)						
1 --	0 Ea	1174.2	0	0	1174.2	

Sewage Ejector Misc Costs (overhead lines, new conc. etc.)						
1 --	0 --	0	0	0	5000	

<b>**Subtotal: 22 Plumbing</b>	148	19315.7	13209.9	0	<b>37525.6</b>	
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023 HVAC

Controls						
1 --	0 --	0	0	0	8000	
Control Wiring						
1 --	32 --	100	2880	0	2980	
15-ton Unit						
1 --	32 --	18500	2880	0	21380	
5-ton Split unit						
1 --	32 --	4500	2880	0	7380	
8-ton Split unit						
1 --	32 --	8000	2880	0	10880	
3-ton Split unit						
1 --	32 --	4500	2880	0	7380	
Crane Rent						
1 --	0 --	1000	0	0	1000	
VAV boxes						
6 --	40 --	5400	3600	0	9000	
Concrete Pads						
8 --	6 --	1200	540	0	1740	
Demo (E) roof unit						
1 --	16 --	0	1440	0	1440	
Rebars						
8 --	30 --	80	2700	0	2780	
Registers						
46 --	5.98 --	3680	540.04	0	4220.04	
Duct Work						
1 --	80 --	6000	9600	0	15600	
Exhaust Fans						
2 --	16 --	800	1440	0	2240	
Modify Roof Framing & New HVAC platform						
1 --	0 --	10000	0	0	10000	

<b>**Subtotal: 23 HVAC</b>	354	63760	34260.04	0	<b>106020</b>	
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026 Electrical

Electrical Service						
1 --	0 --	0	0	0	19000	
New Lighting & Power						

1 --	0 --	0	0	0	88000
Systems (Voice Data & Fire Alarm)					
1 --	0 --	0	0	0	16000
<b>**Subtotal: 26 Electrical</b>					
	0	0	0	0	123000

Total Manhours, Material, Labor, and Equipment:

	2351.7	214983.3	172374.7	11271.43	398629.4
Total Only (Subcontract) Costs:					200579

**Subtotal:** 599208.4

7.00% Overhead: 41944.59

10.00% Contingency: 64115.3

8.00% Profit: 56421.47

**Estimate Total:** 761689.8

Total Area: 8,220 sq. ft.

# Memo

**To:** Diane Smikahl, Library Director  
**From:** Daveta Cooper, Library Manager for Technical Services  
**CC:** Jim Erickson, City Manager  
Mike Alvarez, Parks and Community Services Director  
**Date:** April 8, 2008  
**Re:** Addendum to cost estimate for library basement

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On July 17, 2007, the City Council approved the City Manager to enter into a consultant agreement with Mark Thieme Architects (MTA) for professional design services for tenant improvements on the Benicia Public Library Basement Project. MTA was contracted to provide the City with a design integrating the existing facility with the 8220 square foot basement space to provide a cohesive facility. On November 20, 2007, the City Council approved the design and authorized staff and MTA to provide a general cost estimate and construction drawings for the proposed design. On March 21, 2008 MTA presented a cost estimate for the Benicia Public Library Basement Project. The cost estimate for the entire project is \$761,690. Following your meeting with Mike Alvarez and prior to leaving on your vacation, you asked me to review the estimate and add costs for certain elements. These items are listed below:

<u>Furnishings:</u>	Compact storage/shelving <sup>1</sup>	\$80,000
	8 ft. Conference table <sup>2</sup>	1,200
	20 Chairs for conference room <sup>3</sup>	2,300
	10 Tables for meeting room <sup>4</sup>	1,400
	100 Stacking chairs for meeting room <sup>5</sup>	6,419
	3 Dollies for chair storage <sup>6</sup>	510
Total furnishings		\$91,829

Moving and storage costs:

The Friends of the Benicia Library (FOL) have been using the existing basement to hold their monthly book sales. They will have to move, and possibly store, their inventory until library staff moves to the

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<sup>1</sup> Materials only, to be installed by owner

<sup>2</sup> Average cost. Prices vary depending on materials (wood, laminate, etc.) and type (fixed double pedestal, linking freestanding). See attachments 1A and 1B for representative examples.

<sup>3</sup> Similar to Demco product WF12156080 (see attachment 2)

<sup>4</sup> Adjustable height folding table 22"-32"Hx72"Wx30"D, Demco product WF149777360 (see attachment 3). This is the same number and size as the tables in the Library's current meeting room.

<sup>5</sup> Demco Product WF14937530 (see attachment 4). Corresponds to supply for current meeting room

<sup>6</sup> Each dolly holds up to 40 chairs (see attachment 4)

remodeled basement and they can move into the area presently occupied by the staff. It is anticipated that FOL will meet their moving and storage needs using their own funds and should have no effect on the cost estimate.

Library staff will reuse existing cubicle walls, desks, filing cabinets and other office furniture. Network and phone cabling will also need to be installed or relocated to the new workspace in the basement. As noted in Phase 2 of the phasing notes<sup>7</sup>, this will be done by the City (owner). Costs incurred in this phase could best be determined once exact specifications and schematic drawings are obtained. For purposes of this estimate, \$40,000 is included.

FOL will arrange for temporary storage of their book sale inventory, if necessary. If it is not possible to store all the remaining library supplies and books elsewhere in the library, it will be necessary to find off-site storage. Cursory research<sup>8</sup> suggests off-site storage would cost approximately \$300 per month.

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<sup>7</sup> Attachment 5

<sup>8</sup> PODS website ([www.PODS.com](http://www.PODS.com))

Library Basement Completion project  
A report to the Benicia City Council  
September 2, 2008

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### Background

Fifteen years ago, the library on East L Street opened its doors. Library use immediately doubled, causing additional staff to be hired. Voters approved measure B in 1998, providing a 1/8-cent sales tax for library operation. With these additional funds, the library quickly utilized its existing space for programs and staff.

Plans to fully utilize the basement have been under consideration for some time. In 2002, Monique LeConge and Nyles Gregory prepared a Request for Proposal (RFP) for work on the library basement. The plan for this small project was to create staff offices in the northwest corner of this 8,000 square foot space. Only one architect responded to the RFP, and the process stopped moving forward for a variety of reasons.

As space requirements for public programs, meetings and staff became more critical, the current Library Director turned to the Prop 85 grant application for information on the building's history. In the grant document, there are two sections describing the original intent of the designers in the section on "Changing Concepts in Public Library Service."

*"The library building, as proposed, is a shell that can be rearranged if population growth or use patterns change our delivery patterns. The unfinished basement has a knock out slab to accommodate the future public stairway and public elevator access. The proposed new library for Benicia promises to enable the library to enter the modern world of library technology and service delivery." – p.15*

The grant recognized that future services would require more space, and that the existing square footage would be inadequate for the future population.

*"...the basement of the building (8,700 sq. ft) is designed to accommodate future space needs. A stairwell is planned and the floor designed and built for punch through. An elevator is in place, which will now be used by staff. It can be opened from the other side for public use when the basement becomes public...the downstairs could be made into extra staff work area. Entrances and exits would only be from the main floor. Due to the slope of the land, there will be sufficient windows on the west side of the basement to give it an open feeling... Back storage of periodicals would be placed in the basement and the bookmobile collection and office space housed in that area." – p.21*

From this language, it is apparent that in the original plans, the design for the library included the unfinished basement space that could be used for future expansion.

There is clearly a need for more space 15 years after the completion of the building. Some of the urgency for expansion to occur now is demonstrated in the following:

- The library was built to house a collection of 98,000 volumes. The current collection is over 101,000. In addition, the collection of audio materials has grown, as has the collection of videos/DVDs and CDs.

Due to lack of space, library staff cull over 7,000 books each year just to provide room for new books to be added to the collection.

While a collection of around 100,000 books is certainly adequate for the community (particularly since we have regional cooperative sharing), an excellent way to keep the collection well rounded and substantive is to store materials in a location away from the stacks used by the public for browsing. This allows valuable books that are not currently popular to be stored rather than being withdrawn from the collection. The ideal on-site location for these materials would be in compact shelving units in the basement.

- The library was completed in 1993, when the explosion of Internet use was not foreseen. Only six public computer stations were designed into the plan. To meet customer's current demand for computer use, there is a need for a noise-free zone for quiet work online, as well as for an area where people can work on computers together. The existing configuration does not meet the needs for the public.
- Library programs, such as literacy and essential children's programs, have existing conference rooms booked most of the time. The Literacy program requires almost 32 hours a week of time; after-school programs fill the Dona Benicia room for 12 hours a week; story-times, library programs, events, book club meetings, and other regularly scheduled meetings take most of the rest of the remaining available hours. These programs and events are all well attended, as can be demonstrated by the fact that last year, 14,071 people attended adult programs and 12,080 people attended children's programs (a total of 636 programs were offered). This heavy use leaves little opportunity for the public to book time in these rooms.
- Design for staff space started at 450 square feet, with eight workstations. There are currently 15 people working full time in an area of approximately 1,700 square feet. Some staff stations are only 35 square feet (5x7) while the biggest is 7x7. Workstations are crowded and provide a potentially unsafe work environment. In addition, part-time staff has no permanent desks or workspaces at all, and must share with full-time staff—an untenable situation.
- Additional personnel work in the basement, and there can be five to seven people working in that area at any given time. With its unfinished floor, ceiling, and walls, it is a drafty and unpleasant work area.
- The library's teen area is completely inadequate for the number of teens that come to the library after-school. There should be a larger area for kids to "hang out" without

disturbing other patrons, and more space for young adult materials. If possible, additional space should be provided on the main floor where supervision of space and computers will be possible.

The library was designed with an “overflow valve”—the basement. When public use grew too heavy for the facility, library functions were supposed to expand into the basement. That time has clearly arrived.

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#### PUBLIC INPUT<sup>1</sup>

The impetus for the proposed expansion project was created by a desire to serve the community better. Library staff and volunteers started talking to the community, conducting personal interviews and gathering customer comments in 2005 and 2006 to find out how to provide better service. As part of this two-year evaluation, library staff also attended workshops and researched new methods for providing optimal service to library customers, as old library traditions need to adapt to current standards and needs of the community.

To help make theoretical ideas concrete for the Benicia Public Library, a consultant met with staff in February 2006 and presented new models for library service to the City Council during their February 7, 2006 meeting. These models have been developed statewide to help libraries serve communities better and are based upon research being conducted on the ways people gather information and how that is changing with the proliferation of computers and Internet access.

After evaluating customer comments and assessing customer use of the Benicia Public Library for approximately nine months in 2006, the Director prepared the initial staff report for the City Council meeting on February 6, 2007, that proposed that the basement be used for: “staff offices, conference rooms, a literacy program center, book storage and Friends’ book sale area.”

The proposal and initial design concepts were based upon current library service models that demonstrate that materials for adults, children and teens should be located on the same floor, thereby encouraging families to use the library together. Customer comments verified these ideas and also demonstrated a need for some modification to the main floor, such as the inclusion of a quiet Internet work area and group study areas.

Following Council’s approval to move forward, the Director hired an architect and started to work on initial drawings. During August 2007, staff provided input related to their specific areas of expertise. Once that got to a reasonable stage of development, the Board of Library Trustees and Friends of the Library were included and invited to add comments, discuss concerns, and become involved in the process.

In September, public participation was initiated. Staff made copies of the plans available in brochures and drawings in the library and also on the library’s website. The plans posted on the library’s website received over 300 viewings, clearly indicating the public’s interest in the project.

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<sup>1</sup> Details on dates and types of notification are included in Attachment 1: Supplemental Details on Public Input

The Friends of the Library made the documents available to book buyers attending their monthly sales. They handed out hundreds of brochures, and included information in their newsletter. Many members of the Friends of the Library participated in the public forum conducted on October 4. This forum invited the public to ask questions, propose changes, and suggest ideas, and interested participants were taken on a tour of the basement and staff areas. Following this session came more changes to the design, which were also posted on the website and made available in the library.

An in-depth article about this meeting was published in the Benicia Herald, and the public was invited to continue to provide comments. The Herald printed numerous articles on the progress of the basement project throughout 2007: articles about the basement were published on January 7, October 2, and November 11, and notices of public meetings were published in the September 26, 28, and November 16 newspapers.

After making information on the process available for about a year, approximately 600 people weighed in, provided input, and approved the design.

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#### DESIGN PROCESS

The project architect, Mark Thieme, designed ten variations for the basement that were adjusted by comments from the public and library staff. The locations for some items were pre-determined by the original design and construction. This includes the stairwell, as a knock-out for the stairwell was placed into the upper floor concrete in 1993, and the restroom location was also pre-established by specifically locating the plumbing along the northeast wall. However, many variations on the locations of meeting room, conference room, staff workspaces, and compact storage were considered.

The initial plans placed the meeting room in the center of the space, close to where it is currently located. Staff was placed on the periphery. This space was very inefficient for staff to get upstairs to assist customers. Plans were shown to staff, the Board of Library Trustees and the Friends staff they developed. Each new plan was posted on the web site and was distributed at the Friends of the Library book sale location to customers. Plans were also available at the library's reference desk for public comment.

Plans shown at the Public forum on October 4 were in the design phase and changes were made based upon public input. The entire design needed to "flip-flop" due to the building code, which requires a "safe passage" to an emergency exit; other suggestions and requests from the public were incorporated into the new plans as well.

The architect and staff looked at the building's construction, and that dictated the placement of the stairwell and restrooms due to infrastructure built in from the original design. In addition to the location of the plumbing and stairwell being determined by the original construction, the columns that run through the building also needed to be taken into consideration.

The cement support columns affected the placement of the meeting room. By placing this large space between the columns, the room acquired maximum functionality, as well as attaining excellent access to the emergency exit, stairwell and elevator. The meeting room

needs to be accessed through the building's interior, as the west entry is not handicapped accessible and cannot serve as a public entrance. There was some discussion of the benefits of placing the meeting room closer to the west door, but this moves it farther from the elevator, stairwell and restrooms, thereby making it less accessible than it is in its current location. Additionally, according to the Building Department, placement of the west entry within the meeting room would not comply with current building codes.

Staff workspaces were placed to maximize daylighting. Studies have shown that natural light increases productivity and work satisfaction. These offices are 10x10 (100 square feet) and will accommodate normal office furnishings, such as a desk of the current size used by staff, a bookcase or two, a book cart and a file cabinet. The Director's office and the Literacy Coordinator's offices are both getting smaller, and a conference room will be available for small group meetings, by Literacy for intake assessments, and by staff for other projects. Cubicles were included in the plans for the existing nine full-time staff and enough space for 41 part-time staff and 130 volunteers was also designed into the space.

The architect placed glass in as many spaces as possible to avoid the feeling that you are walking into a cave, and some of this will be around the staff cubicles.

As the Friends' bookstore is currently located in the basement, that space also needed to be taken into consideration. As the size of the collection will be smaller, the Friends have already surveyed their customers to see what items people thought should be in the collection. Mysteries and paperback fiction were high on the list and textbooks and some other items got zero votes. Hours of operation and type of service to be provided are still being determined.

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#### CONCERNS

At the November 20, 2007 City Council meeting, the public expressed the following concerns with the design. A recap of those concerns, along with responses, has been provided below.

- Friends of the Library having sufficient and well-located book sale space (Response: Friends agree that space on main floor is sufficient and well placed)
- There is not a welcoming entrance from the west side. (Response: the West entrance is not ADA accessible and cannot be used as a public entrance.)
- Plan does not encourage use of the West entrance to access / enjoy use of the park and the patio. (Response:
  - Placing the meeting room with direct access to the outside would prevent day lighting in the internal space.
  - If the meeting room were to be placed where the west door is, it would compromise the requirements for exiting established by the California Building code. Placing it as close to the door and keeping clear access to these meeting rooms was a design goal.
  - Law requires having direct access to the emergency exit.
  - Placing the meeting room any closer to the west entrance would mean columns would be an integral part of the space

- Interest in having more concerts and other programs in the park space. (Response: The noise from the adjacent street (Military East) is one deterrent. This could be somewhat, but not entirely, mitigated with additional landscaping.)
- Meeting room access after hours. (Response: Library Board policy prohibits meetings after hours. Programs likely to run after the library closes (i.e. City Council workshops, library programs, etc.) will be booked in the Dona Benicia room.)
- We are not moving any existing services to create more space for the public. (Response: Moving an existing area of service, such as the Teen Zone or Children's area, would require additional money annually for staffing, as a minimum of one person would have to be available at all times to serve this customer group.)
- We are not providing enough space for the Friends. (Response: The Friends of the Library do not want their book sale area in this location. They agree with staff that the upper floor is a better location. The new location will probably be open more hours on an "honor system," and there may be quarterly sales from the basement meeting room, thereby encouraging use of the patio and park by their customers.)
- The Friends book sale area becoming more of a retail center to attract customers to the park/patio. (Response: setback from street, parking and windows are detrimental to this. Main Street does not consider this to be a main business area, as the library is located on L Street. The entrance is partially hidden by landscaping and is obvious only from some angles.)
- Placing the stairwell in a different location. (Response: knockout panel in floor determines location of the stairwell – designed 1992 with original building.)
- Coffee shop/snack bar. (Response:
  - In the future, we may encourage one of our local coffee shops to provide a coffee cart in the patio area.
  - Library policy does not allow food in the building.
  - The plumbing for the lower level lies near the elevator in the space currently slated for the restrooms. To provide plumbing for a coffee shop in a nearby area would necessitate cutting the slab floor to run pipes – an expensive endeavor.
  - While the space seems large, it was not large enough to meet every request, so items had to be prioritized. Those in the design were top priorities, and the coffee shop /snack bar was not.)
- Concern that this design does not serve the "traditional library user." (Response: we plan to make the downstairs computer area into a noise-free Internet-use area. We'll have better customer service upstairs, along with more self-service machines and a nicer quiet study room. There will also be better storage, which means that we'll have more of the books on site that people might request, and we'll have a browsing collection. All this creates a better library experience.)
- Desire for a lower floor design that focuses on giving public uses the best use of the limited light available. (Response: The public spaces selected are those for which windows are not necessary. A number of well-used conference facilities, meeting halls, and hotel conference centers have rooms with no windows. Placing meeting rooms in the center of the facility will not detract from their use, nor will it detract from the use of the conference room (Response: Edna Clyne conference room does not have windows), or from the use of the computer lab (computer use is better without glare from windows).

- Size and number of offices. (Response:
  - Staff cubicles at current size of 5' x 7' are completely insufficient to allow book carts, bookshelves and filing cabinets in any office. In design for original staff area, workspaces were established at 8' x 10'. This allows book carts to be pulled into the workspace instead of filling the aisles. Over the years, the size of the cubicles has decreased so that more staff would have desk spaces.
  - Using a library space planning design program ([www.librisdesign.org](http://www.librisdesign.org)), I calculated actual and desirable sizes for staff cubicle, office, and administrative assistant office.

Room	Item	Est. amount of space required (in square feet)	Total Amount proposed
Cubicle	Workstation	40	
	Book cart	10	
	File cabinet	14	
	Bookshelf	12	
	TOTAL	76	80
Admin Asst	Workstation	60	
	Printer/fax table	30	
	1 Bookshelf	12	
	Lateral file cabinet	30	
	File cabinets (2)	28	
	Visitor chairs	30	
	TOTAL	190	140
Staff Office	Workstation	50	
	Bookshelves (2)	24	
	File cabinet	14	
	Book cart	10	
	Visitor chairs	30	
	Total	128	105

- Literacy office is currently 240 SF. Director's office currently: 260 SF – both are smaller in the new plan. The Administrative conference room will be detached from the Director's office to allow Literacy workers to use the area for intake assessments and to allow other staff to use this space for meetings and projects.
- Number of staff offices + staff cubicles allows room four part-time staff to have assigned, shared cubicles. Full-time staff will use remainder of these spaces.)

- Book collection – there is no additional browsing collection in the basement. (Response: Adding a browsing collection would require a great deal of space and is highly inefficient. Our response was to leave volumes on the upper floor for browsing and to bring volumes for storage downstairs. Some collections (such as large print) are already routinely moved between storage and the active shelves. Other items may want to be stored – multiple copies of books, for instance.)

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#### PHASING OPTIONS

MTA (Mark Thieme Architects) were authorized to provide an initial cost estimate for this project. They estimated a cost of \$761,690 to complete the tenant improvements required by the project. An additional \$131,829 is required for furnishings, network cabling and compact storage that are provided by the owner. This brings the total estimate to \$893,519.

The library has a total of \$375,660 available for construction, leaving an anticipated shortage of approximately \$518,859.

Due to this shortage, library staff worked with MTA on possible phasing options. Several options were identified and considered, and one possible option is included in this report. However, this and the other options would require the space to be unavailable for use from the time construction begins until the project is completed. The conclusion of the architect and staff is that the project is not conducive to phasing, as disruption of existing space would cause:

- A decrease in the annual support provided by the Friends of the Library, as they could n inability of the Friends of the Library to continue book sales, thereby decreasing donations that are comprise a part of the library's annual budget.
- Staff to be unable to work in the space, so alternative workspaces would need to be located for the duration of the project.
- If the staff space was constructed first so that it could be utilized, construction materials including cement and steel would need to be moved over "finished" work areas.

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#### LEED CERTIFICATION

Although the building plans had already been drawn prior to discussion of LEED certification, the architect included many additions to enhance the environmentally friendly elements of building.

ATTACHMENT 1  
SUPPLEMENTAL DETAILS ON PUBLIC INPUT

Dissemination of information and opportunity to comment was made available in the following formats:

Website

- Plans were scanned and made available as a link from the library's website. <http://www.benicialibrary.org>. An accompanying blog logged public comment.

Newspaper and Newsletter articles

- The Benicia Herald announced the Public Forum on September 26 and 28. In addition, an article with more detail on the proposed changes was printed on October 2.
- A front-page article in October 12th Benicia Herald discussed the project in more detail. The design drawings could not be printed because the print became too small to read. At the conclusion of the article, reporter Jessica York notified the public that library staff would continue to welcome suggestions or comments from the public. This was not the first notice or information on the project provided in the Benicia Herald, as on the front page of the January 7, 2007 issue, the article titled "Library looks to add space" signaled an official public beginning for the project.
- Information was provided to the Friends of the Library in their March-April newsletter; and follow up information on the process and the plans was published in their Nov-Dec 2007 newsletter (online at [www.benicialibrary.org/friends#newsletter](http://www.benicialibrary.org/friends#newsletter))
- The City newsletter included information on proposed changes in the library.

Meetings

- A public forum was conducted on October 4 at 6 p.m. Participants were invited to tour the staff offices and basement, and our staff took several attendees on a walk through these areas.
- The public is always welcome at meetings of the Board of Library Trustees. The status of the basement project was discussed each month starting in January and on June 11, July 9 and August 13, conversations about the status of the design commenced. On September 10, Mark Thieme presented the first draft of the plan. On October 15, comments from the October 4 Public Forum were presented and information on how these had been incorporated into a semi-final plan was discussed.
- Friends of the Library have been informed of the process during their monthly meetings for nearly the past year. The first draft of the plan was presented on September 12. Friends' supporters were active participants in the Public Forum on October 4 and were given an update during their meeting on October 10. As a result of this involvement, a Library Book Sale Task Force was appointed to work on the project.
- Quarterly updates have been provided to the Council. For example, the update provided on October 2 included information on the public forum to be held on October 4.

**In Library availability**

- Copies of the plans have been available as photocopies or brochures in the library.
- The plans are posted in the library's community information area.
- Plans have been prominently positioned in the Friends' book sale area and volunteers were given details to use for answering public questions. Hundreds of copies of the plans have been distributed at each of the Friends book sales.

6 Aug 08

**Diane Smikahl**  
**Benicia Public Library**  
150 East L Street  
Benicia, CA 94510

Re: Lower level T.I. – Phasing Analysis



Diane:

We have reviewed the phasing plan, that we produced with you in March of this year, and we have the following comments:

- Phasing for this project from a staff standpoint is not very feasible. It will require your main library staff to move into a partially completed space, and then possibly be temporarily relocated during subsequent phases. The library staff would be subject to noise and possibly dust during the second and third phases, not to mention some possible discomfort due to the current HVAC system, (see below).
- In order to occupy the lower level the accessible restrooms will need to be built. This will take a considerable amount of the project budget. The first phase could take into consideration installing the new HVAC unit on the roof, but it is not guaranteed that the HVAC work required would fit into the Phase 1 budget. If it does not fit into the budget the staff would be in a space without air conditioning, (heating only), until Phase 2 was completed.
- Cost for the construction would definitely go up. This would be due to the fact that the three phases would all require contractor startup costs as well as individual sub-contractor increased costs. Dust protection and having to deal with an occupied space will also contribute to higher costs. There will definitely be a cost savings in having the contractors work in an unoccupied space, allowing the proper sequencing of trades.

Architecture

Planning

Design

In conclusion, a non-phased project would allow staff to only have one move to the completed space. It would allow the public to use the space sooner as well. It would require a deeper budget at the outset, but would in the end save the City money on the overall construction costs.

Please let me know if you need any additional information.

Sincerely,

Mark Thieme, Architect  
[0718 Phasing Analysis.doc]

942 Tyler Street  
Bldg. 56, Suite E  
Benicia, Ca. 94510  
Fon. 707.748.7150  
Fax. 707.748.5699

**Special Meeting III-A-89**



25 Aug 08

Diane Smikahl  
Benicia Public Library  
150 East L Street  
Benicia, CA 94510



Re: LEED Certification for Tenant Improvements to Benicia Public Library

Dear Diane Smikahl:

The following is an outline of measures that are included in the current set of plans as well as areas that will be explored during the design process to achieve LEED certification. It is recommended that we pursue the highest rating feasible. At this point, we believe a gold level certification is possible. Cost analysis of these features will occur during the bidding phase of the project. Additionally, the LEED program provides a means to certify the operation and maintenance of an existing building with a LEED rating. It is recommended that this opportunity be used to evaluate the overall building and management practices for areas that may be addressed to create a model of healthy and sustainable design and use for the city and its residents. Design elements from this project could be used to create an educational display within the library to publicize the efforts the city is undertaking.

We recommend that a LEED accredited professional be hired to assist MTA and the Benicia Public Library in this process.

Architecture

Planning

Design

'Green Items' Included in current set of plans

A. Design Elements

1. Natural Lighting: Existing offices take advantage of the existing windows and interior windows have been provided to bring this natural light deeper into the space. Stairwell will also help to bring natural and installed lighting from the main floor into the basement lobby.
2. Minimized new walls as much as feasible. Partial height walls where feasible
3. Framing: Metal stud framing-minimize framing with 24" spacing
4. Stair Design: Minimizes material use and utilizes existing floor opening

B. Finishes

1. Wallboard-'EcoRock'-A brand new substitute for gypsum board which uses 85% post-industrial recycled content and uses less energy during its production.(url: <http://www.seriousmaterials.com/html/html/ecorock.html>)
2. Paint: No-VOC paint by Sherwin Williams-Exceeds California standards
3. Wood finish on feature wall-Wood will be sourced from a certified sustainable source
4. Clear Finishes on Wood-No-VOC finish
5. Stained and/or Sealed Concrete: This would be the ideal finish from a green standpoint since it does not require new material except for the finish. Currently, this is specified at the bottom of the stair. This area could possibly be extended to include the restrooms and a path from the exterior doors to the double doors connecting the open office to the stair lobby.
6. Cork flooring: Currently shown in portion of the lobby.
7. Linoleum: Bathrooms, storage and 1-hour corridor. (linoleum is a natural product as opposed to vinyl flooring)
8. Paperstone: Countertops at reception desk and conference room- (url: <http://www.paperstoneproducts.com/>)

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**Special Meeting III-A-91**

### C. Lighting

1. Efficient lighting layout with dual lighting levels and occupancy sensor switching.

### D. Plumbing & Mechanical

1. All plumbing fixtures exceed minimum water efficiency standards
  - a. Toilets-Low flow toilet by Toto-1.6 gpf-(Should be upgraded to newer 1.28 gpf model)
  - b. Urinals-Waterless urinals by 'Waterless'
  - c. Faucets-Toto automatic faucets powered by ecopower. Automatic faucet which generates the energy needed to operate the sensor through the flow of the water.
2. Drinking Fountain-we have specified a non-cooling drinking fountain since the water lines are embedded in the ground and should be sufficiently cool.

### Recommended Items to revise or pursue during current construction

#### A. Design Elements

1. Ceilings: Consider removing t-bar from some areas would considerably reduce the use of new materials. (large meeting room, open office)

#### B. Finishes

1. Window Film: Add low-e film to existing windows to reduce heat gain.
2. Floor Finishes: Consider reducing area of carpet as carpet is inherently the least green material from both an initial production viewpoint and long-term standpoint as it hurts indoor air quality by trapping dirt and allergens. For areas using carpet, we will specify a product which will provide LEED credits
3. Cabinets: Use a non-formaldehyde product such as kirei board or wheat board instead of mdf or plywood
4. Floor and Wall Tiles: Tiles utilizing post consumer recycled content will be researched.
5. Concrete: New concrete for structural work will include a proportion of fly ash (a manufacturing byproduct) instead of portland cement. Exact ratio will be coordinated with structural engineer.
5. Sources: Many of the products we have already sourced are locally produced. We will check the sources for all building materials and attempt to utilize locally produced items to the largest extent possible

#### C. Lighting

1. We will further research the lighting to see if we can meet LEED standards of reducing lighting from 15% to 35% below standard (Standard in California is already quite low due to Title 24)
2. Further research lighting control options to gain LEED credits

#### D. Plumbing & Mechanical

1. Plumbing: Main Floor-Recommend auditing existing plumbing fixtures and possibly upgrading if existing fixtures do not meet current low flow standards.
2. Mechanical Systems: Further research of options for the mechanical systems is needed to determine if additional LEED credits can be obtained in the mechanical system

#### E. Other

1. Insulation-Use a LEED approved insulation such as cotton, recycled denim or soy based blown-in insulation.
2. System Furniture: Utilize refurbished cubicles and furniture. Most manufacturers offer refurbished furniture.
3. Construction Measures. Limit and sort construction waste. This includes demolition materials and construction waste. Specifications would include mandatory recycling where applicable.

### Long Term Site & Building Upgrades

- A. Heat Island reduction-Non-roof. Replace asphalt surfaces with permeable and/or reflective surfaces in lieu of resurfacing. This is recommended only at time when asphalt areas would be resurfaced.

## **Special Meeting III-A-92**

- B. Exterior Lighting: Evaluate Lighting for energy efficiency and light pollution. Consider replacing bulbs or fixtures.
- C. Water efficient irrigation: Explore gray water use from roof runoff and/or plumbing fixtures for the landscaping on site
- D. Existing Roof. Portions of existing roof appear to be overloaded with excessive amounts of roofing gravel. Remove and replace with reflective roof surface.
- E. Solar Power: Evaluate feasibility of installing solar panels on roof.
- F. Building Management Practices: Explore applying for LEED certification for the operation and maintenance of the building. In addition to some of the measures mentioned above, measures include transportation plan for the use of the building; reducing the waste stream of the building; reducing energy demands; reducing water use; and indoor air quality.

We applaud your decision to pursue LEED certification and look forward to working with the City of Benicia in this process.

Sincerely,



Mark Thieme, Architect  
(computer name)

**ANALYSIS OF MUNICIPAL  
FINANCING OPTIONS**

**Special Meeting III-A-94**

ANALYSIS OF FINANCING OPTIONS

TYPE BOND	PROS	CONS	FUNDING FOR	CAN'T FUND	ADMINISTRATION
ASSESSMENT DISTRICT	BONDING REQUIRES COUNCIL ACTION 103 DAYS TO FUNDING TYPICALLY BY DISTRICT TO RECEIVE BENEFITS - LESS POLITICAL 85% BORROWING EFFICIENCY	REQUIRES ELECTION / SUPPORT OF LAND OWNERS REQUIRES RESERVE FUND	LAND ACQUISITION CAPITAL IMPROVEMENTS	EQUIPMENT OPERATIONS / SERVICE	REQUIRES SOME ATTENTION CAN CONTRACT ADMIN OUT
GENERAL OBLIGATION	BOND ELECTION REQUIRED BONDING REQUIRES COUNCIL ACTION 90 DAYS AFTER ELECTION TO FUNDING 96% BORROWING EFFICIENCY GENERIC - EASILY UNDERSTOOD	REQUIRES 2/3 VOTE MAY NOT BOND FOR SERVICE COSTS MAY NOT BOND FOR EQUIPMENT MAY BE LARGE DISPARITY IN TAX LEVY FROM PROP 13	LAND ACQUISITION CAPITAL IMPROVEMENTS	EQUIPMENT OPERATIONS / SERVICE	AUTOMATIC COLLECTION SIMPLE ADMINISTRATION
REVENUE	BOND ELECTION MAY BE REQUIRED BONDING REQUIRES COUNCIL ACTION 30 - 90 DAYS AFTER ELECTION TO FUNDING 85% BORROWING EFFICIENCY GENERIC - EASILY UNDERSTOOD	TYPICALLY MAJORITY VOTE REQUIRES DEDICATED REVENUE STREAM FOR BOND REPAYMENT REQUIRES RESERVE FUND	LAND ACQUISITION CAPITAL IMPROVEMENTS EQUIPMENT	OPERATIONS / SERVICE	AUTOMATIC COLLECTION SIMPLE ADMINISTRATION
CERTIFICATES OF PARTICIPATION	NO BOND ELECTION REQUIRED BONDING REQUIRES COUNCIL ACTION 60 DAYS TO FUNDING FLEXIBLE FUNDING SOURCE FOR CITY 85% BORROWING EFFICIENCY	TECHNICALLY A LEASE OBLIGATION REQUIRES ANNUAL APPROPRIATION FROM GENERAL FUND USES GENERAL FUND REVENUES REQUIRES A LEASING ENTITY REQUIRES RESERVE FUND	LAND ACQUISITION CAPITAL IMPROVEMENTS EQUIPMENT	OPERATIONS / SERVICE	SIMPLE ADMINISTRATION
LEASE	NO BOND ELECTION REQUIRED BONDING REQUIRES COUNCIL ACTION 60 DAYS TO FUNDING FLEXIBLE FUNDING SOURCE FOR CITY 90-95% BORROWING EFFICIENCY	REQUIRES ANNUAL APPROPRIATION FROM GENERAL FUND USES GENERAL FUND REVENUES REQUIRES A LEASING ENTITY HIGHER INTEREST RATE LIMITED INVESTOR POOL LIMITED TERM	LAND ACQUISITION CAPITAL IMPROVEMENTS EQUIPMENT	OPERATIONS / SERVICE	SIMPLE ADMINISTRATION

ANALYSIS OF FINANCING OPTIONS

TYPE BOND	PROS	CONS	FUNDING FOR	CAN'T FUND	ADMINISTRATION
MARKS-ROOS	NO BOND ELECTION REQUIRED BONDING REQUIRES COUNCIL ACTION 60 DAYS TO FUNDING FLEXIBLE FUNDING SOURCE FOR CITY 85% - 95% BORROWING EFFICIENCY	REQUIRES JOINT POWERS AGREEMENT REQUIRES JOINT POWERS AUTHORITY REQUIRES REVENUE SOURCE REQUIRES RESERVE FUND	LAND ACQUISITION CAPITAL IMPROVEMENTS EQUIPMENT	OPERATIONS / SERVICE	ADMINISTRATION BY TRUSTEE
MELLO-ROOS	BOND ELECTION REQUIRED BONDING REQUIRES COUNCIL ACTION 90 DAYS AFTER ELECTION TO FUNDING FLEXIBLE FUNDING SOURCE FOR CITY 85% - 96% BORROWING EFFICIENCY TAX BASIS IS VERY FLEXIBLE CAN EXEMPT FOR INCOME, SENIORS, OTHER	REQUIRES 2/3 VOTE MAY NOT BOND FOR SERVICE COSTS CANNOT BASE SPECIAL TAX ON VALUE REQUIRES RESERVE FUND	LAND ACQUISITION CAPITAL IMPROVEMENTS OPERATIONS / SERVICE		ADMIN MAY BE CONTRACTED
TAX ALLOCATION	NO BOND ELECTION REQUIRED BONDING REQUIRES COUNCIL ACTION 30 DAYS TO FUNDING FLEXIBLE FUNDING SOURCE FOR CITY 85% BORROWING EFFICIENCY	MUST FORM RDA & PROJECT AREA MAY BE POLITICALLY SENSITIVE *OTHER POLITICAL JURISDICTIONS *ELECTORATE REVENUE SOURCE MAY BE SUBJECT TO ADJUSTMENT BY STATE FUTURE COST TO GENERAL FUND REQUIRES RESERVE FUND	LAND ACQUISITION CAPITAL IMPROVEMENTS EQUIPMENT	OPERATIONS / SERVICE	AUTOMATIC COLLECTION REQUIRES SOME ATTENTION

Prepared by Wulff, Hansen & Co. • August 2008

# MUNICIPAL FINANCING OPTIONS

TYPE OF FINANCING	Approvals Needed			What may be Financed				REPAYMENT SOURCES
	CITY COUNCIL	VOTERS OR LAND OWNER	MAXIMUM FUNDING TIME	LAND ACQUISITION	CAPITAL IMPROVEMENT	EQUIPMENT	OPERATION AND SERVICE	
TAX ALLOCATION	1 YES	NO	60 DAYS	YES	YES	YES	NO	Tax increment from 1% property tax
MARKS-ROOS	2 YES	NO	60 DAYS	YES	YES	YES	NO	Any City revenues
ASSESSMENT DISTRICT	3 YES	YES	75 DAYS	YES	YES	NO	NO	Liens secured by real property
MELLO-ROOS	4 YES	YES - 2/3	90 DAYS AFTER ELECTION	YES	YES	YES	YES(LIMITED)	Special tax
GENERAL OBLIGATION	5 YES	YES - 2/3	90 DAYS AFTER ELECTION	YES	YES	NO	NO	Ad valorem tax
REVENUE	6 YES	POSSIBLY	30-90 DAYS DEP ON ELEC	YES	YES	YES	NO	Dedicated revenue stream
COP'S	7 YES	NO	60 DAYS	YES	YES	YES	NO	City's promise to pay from general fund
LEASE	8 YES	NO	60 DAYS	YES	YES	YES	NO	City's promise to pay from general fund

- NOTE 1 Requires a redevelopment agency and a project area
- NOTE 2 A joint powers authority must be created
- NOTE 3 Lien spread based upon direct and special benefit
- NOTE 4 Service costs may not be bonded/financed equipment must have useful life of 5 years or more
- NOTE 5 Taxpayer costs will vary according to assessed valuation
- NOTE 6 Use of funds will determine election requirements
- NOTE 7 Another entity needed to act as lessor
- NOTE 8 Limited investor pool and secondary liquidity, therefore typically higher interest cost

Prepared by Wulff, Hansen & Co.  
Aug-08

**MUNICIPAL FINANCING OPTIONS –  
SUMMARY**

**Special Meeting III-A-98**

## Municipal Financing Options – Summary

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

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

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

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

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

A typical certificate of participation (“COP”) financing for a construction project might be structured as follows: A public agency that wishes to undertake a construction project enters into a tax-exempt lease with a nonprofit corporation, joint powers authority, leasing company, bank or other lessor. The lessor acquires the applicable site, either by purchasing it from a third party or by leasing it from the public agency. The lessor, with the assistance of the public agency, undertakes the construction of the project to be located on the site and leases the improved site to the public agency pursuant to a financing lease. The lessor’s rights to receiving payments under the lease are assigned to a trustee, which executes and delivers to an underwriter certificates of

participation in the lease payments. A portion of each lease payment is designated as tax-exempt interest. The proceeds of the sale of the certificates of participation are used to pay the costs of acquiring and constructing the improvements.

**Tax Allocation Bonds:** Under some circumstances an agency may construct buildings which are to be publicly owned. Tax allocation bonds may be made payable from any revenue source available, including the portion of ad valorem taxes on property in the redevelopment project area in excess of the taxes relating to the value of such property at the time of approval of the redevelopment plan. This excess portion is sometimes called the tax increment or the tax allocation. *(Note: The City of Benicia currently does not have a redevelopment area. For most cities, this opportunity exists, but for the City of Benicia it is unlikely that this would be viable for the Mills site.)*

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

**Mello-Roos Bonds:** Bonds may be issued by a Community Facilities District (the “district”), otherwise known as a Mello-Roos district, to finance facilities and those services that are necessary due to growth and development. Services may be financed only to the extent that they are in addition to those provided in the territory of the district before it was created and may not supplant services already available when the district was created. Once formed, a district is a legally constituted governmental entity the sole purpose of which is to finance facilities and services. Bonds issued by a district are secured by the levy of specified special taxes that must be approved by a 2/3 vote of the residents or landowners within the proposed district. These special taxes are not assessments, and there is no requirement that the special tax be apportioned on the basis of benefit to property, although the special taxes may be so apportioned. A special tax levied by a district is not an ad valorem tax under the California Constitution.

# **UNFUNDED INFRASTRUCTURE NEEDS**

**Special Meeting III-A-101**

**Unfunded Infrastructure Needs  
Illustrations  
08/27/08**

1. Street Improvements: stop the decline of our street conditions (PMI)
2. Police Station: eliminate blighted conditions, add space, organize new and old space
3. Seismic Safety Improvements to Public Buildings, e.g., City Hall, Library
4. Critical Storm Drain Improvements: prevent flooding
5. Police & Fire Communications Upgrades: including interoperability
6. Misc. Parks Remedial Improvements: playgrounds, landscaping, irrigation, parks furniture
7. Historic Buildings – City-owned: stabilization and restoration