



**BENICIA CITY COUNCIL
REGULAR MEETING AGENDA**

-----AMENDED-----

**City Council Chambers
September 21, 2010
7:00 PM**

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

I. CALL TO ORDER (7:00 PM):

II. CLOSED SESSION:

III. CONVENE OPEN SESSION:

A. ROLL CALL.

B. PLEDGE OF ALLEGIANCE.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF PUBLIC.

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

IV. ANNOUNCEMENTS/APPOINTMENTS/PRESENTATIONS/PROCLAMATIONS:

A. ANNOUNCEMENTS.

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

2. Openings on Boards and Commissions:

Finance, Audit and Budget Committee:
One unexpired term to January 31, 2013

Open Government Commission:
One unexpired term to January 31, 2013

3. Mayor's Office Hours:

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

4. ANNOUNCEMENT REGARDING PROPOSED ACTION IN THE BENICIA ARSENAL BY THE DEPARTMENT OF TOXIC SUBSTANCES CONTROL

Recommendation: Hear the presentation.

B. APPOINTMENTS.

1. Appointment of Mayor Patterson and Vice Mayor Schwartzman to a Council Sub-Committee for the Arsenal Investigation and Remediation Project.

C. PRESENTATIONS.

D. PROCLAMATIONS.

1. In Recognition of Eat to Defeat Domestic Violence Day – October 7, 2010.

2. In Recognition of Fall Prevention Awareness Week – September 19-25, 2010

3. In Recognition of Disaster Preparedness Month – September 2010

V. ADOPTION OF AGENDA:

VI. OPPORTUNITY FOR PUBLIC COMMENT:

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

A. WRITTEN COMMENT.

B. PUBLIC COMMENT.

VII. CONSENT CALENDAR (7:25 PM):

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

A. Approval of Minutes of Special and Regular meeting, September 7, 2010. (City Clerk).

B. RECOMMENDATION OF THE PUBLIC WORKS AND COMMUNITY DEVELOPMENT DIRECTOR TO DEDICATE THE NEW ROSE DRIVE OVERCROSSING PROJECT IN MEMORY OF AUSTIN HOWARD GIBBON. (Public Works and Community Development Director)

Mayor Patterson received a request from the Solano Transportation Authority (STA) Bicycle Advisory Committee (BAC) to consider dedicating the newly completed Rose Drive Overcrossing Project in memory of Austin H. Gibbon. Mr. Gibbon was appointed to the STA/BAC in the early 1990's. He was an early advocate for a project that would create a safe connection from Columbus Parkway/Rose Drive to the Benicia State Park. Mr. Gibbon was passionate about creating safe routes for bicyclists and pedestrians and biked every route proposed by the STA/BAC. In consideration of Mr. Gibbon's involvement and commitment to local bicyclist and pedestrians, the STA/BAC felt it would be an appropriate honor to dedicate the Rose Drive Overcrossing in memory of Mr. Gibbon.

Recommendation: Adopt the resolution dedicating the Rose Drive Overcrossing at the entrance to the Benicia State Park in memory of Austin Howard Gibbon.

C. STORMWATER MANAGEMENT PROGRAM OVERVIEW. (Public Works and Community Development Director)

The City of Benicia is required to develop and implement a Stormwater Management Plan (SWMP) under the provisions of the National Pollution Discharge Elimination System (NPDES) requirements. The SWMP is intended to reduce pollutants that may be present in storm water runoff within the city limits. As a city of less than 100,000 people, Benicia controls and manages storm water in compliance with the provisions of the State General Stormwater Permit under the Phase II General Permit administered by the San Francisco Bay Regional Water Quality Control Board (SFBRWQCB/Board).

RECOMMENDATION: As directed by the City Council, this is an informational report primarily describing the cost of the City's Stormwater Management Program. No action is necessary at this time.

D. APPROVE FUNDING AND UPGRADE OF THE COMMUNITY ALERT AND NOTIFICATION (CAN) SYSTEM. (Police Chief/Fire Chief)

This project involves the upgrade and automation of the existing CAN System with four areas of improvement:

1. Repair broken CAN System computers.
2. Provide additional notification to schools and selected city buildings.
3. Provide digital upgrades to increase system capability.
4. Provide automation to reduce impact on dispatchers during emergencies.

Each of the recommended vendors was contracted for the initial development of the CAN system and each participated in past system upgrades.

RECOMMENDATION: Approve \$15,000 from the general fund to update and automate the City of Benicia's Community Alert and Notification (CAN) System and \$2,000 to fund annual maintenance of the system. In addition, approve total expenditures of \$32,000 for this upgrade project. Authorize contracting with original vendors Procom Marketing, Inc., Alert Solutions, Inc., and Federal Signal, Inc. to complete the upgrade project.

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

VIII. PUBLIC HEARINGS:

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

IX. ACTION ITEMS (7:40 PM):

A. 2010-2011 BUDGET BALANCING MEASURES. (City Manager)

At the August 24th study session, the Council considered recommendations for balancing the 2010-11 budget, which currently has projected an ongoing shortfall approaching \$1.2 million. An overview of the process for gathering input from the community regarding balancing the City's budget was reviewed, including the results of an online survey and two community workshops. The process resulted in a list of cost saving measures and several revenue measures that will offset the budget deficit. On August 24th, the Council provided direction to staff regarding working with the various stakeholders and gathering additional suggestions for budget balancing measures. To that end, staff has met with a number of groups, including employees, who would be impacted by the proposed measures, and has made some modifications based on those discussions. The reductions, some of which have been modified based on these meetings with stakeholders, are now being presented to Council for final review and approval.

RECOMMENDATION: Review and approve the proposed measures staff is recommending in order to balance the 2010-11 budget.

X. INFORMATIONAL ITEMS:

A. City Manager Reports.

B. Council Member Committee Reports

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

- 1. Mayor's Committee Meeting.
Next Meeting Date:
October 20, 2010 (Mayor Patterson)**
- 2. Association of Bay Area Governments (ABAG).
Next Meeting Date: October 21, 2010
(Mayor Patterson and Council Member Ioakimedes)**
- 3. Finance, Audit and Budget Committee.
Next Meeting Date: September 24, 2010
(Vice Mayor Schwartzman and Council Member Campbell)**
- 4. League of California Cities.
Next Meeting Date: November 16, 2010
(Mayor Patterson and Vice Mayor Schwartzman)**
- 5. School Liaison Committee.
Next Meeting Date: December 9, 2010
(Council Members Ioakimedes and Hughes)**
- 6. Sky Valley Open Space Committee.
Next Meeting Date: November 3, 2010
(Council Members Campbell and Hughes)**
- 7. Solano EDC Board of Directors.
Next meeting Date: September 23, 2010
(Mayor Patterson and Council Member Campbell)**
- 8. Solano Transportation Authority (STA).
Next Meeting Date: October 13, 2010
(Mayor Patterson and Council Member Ioakimedes)**
- 9. Solano Water Authority-Solano County Water Agency and Delta
Committee.
Next Meeting Date: October 14, 2010
(Mayor Patterson and Vice Mayor Schwartzman)**
- 10. Traffic, Pedestrian and Bicycle Safety Committee.
Next Meeting Date: October 21, 2010
(Council Members Hughes and Ioakimedes)**
- 11. Tri-City and County Regional Parks and Open Space.
Next Meeting Date: TBD
(Council Members Campbell and Hughes)**

12. **Valero Community Advisory Panel (CAP).**
Next Meeting Date: TBD
(Council Member Hughes)
13. **ABAG-CAL FED Task Force-Bay Area Water Forum.**
Next Meeting Date: September 27, 2010
(Mayor Patterson)
14. **Youth Action Coalition. Next Meeting Date: September 22, 2010**
(Vice Mayor Schwartzman and Council Member Campbell)

XI. COUNCIL MEMBER REPORTS (9:00 PM):

- A. **Consideration of supporting the Benicia Parcel Tax - Measure C. Council Member - Tom Campbell.**
- B. **Request to agendize Proposition 23 (the AB 32 Suspension measure). Council Member - Tom Campbell.**

XII. ADJOURNMENT (9:30 PM):

Public Participation

The Benicia City Council welcomes public participation.

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

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

Disabled Access

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact Anne Cardwell, the ADA

Coordinator, at (707) 746-4211. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting Procedures

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

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

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

Public Records

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

AGENDA ITEM
CITY COUNCIL MEETING DATE - SEPTEMBER 21, 2010
ANNOUNCEMENTS

DATE : September 10, 2010

TO : City Council

FROM : City Attorney

SUBJECT : **ANNOUNCEMENT REGARDING PROPOSED ACTION IN THE BENICIA ARSENAL BY THE DEPARTMENT OF TOXIC SUBSTANCES CONTROL**

RECOMMENDATION:

Hear the presentation.

EXECUTIVE SUMMARY:

Mayor Patterson and Vice Mayor Schwartzman will make a brief presentation regarding the September 8 conference call held to discuss proposed action by the Department of Toxic Substances Control in regard to the Benicia Arsenal.

RESOLUTION 10-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA
CONFIRMING MAYOR'S APPOINTMENTS OF MEMBERS OF THE CITY COUNCIL
TO STANDING, AD HOC AND OUTSIDE AGENCY COMMITTEES**

COMMITTEES

<u>OUTSIDE AGENCY COMMITTEES</u>	<u>COUNCIL APPOINTEES</u>	
ABAG	Elizabeth Patterson	Mike Ioakimedes (Alternate)
LEAGUE OF CALIFORNIA CITIES	Elizabeth Patterson	Alan Schwartzman (Alternate)
SOLANO EDC BOARD OF DIRECTORS	Elizabeth Patterson	Tom Campbell (Alternate)
SOLANO TRANSPORTATION AUTHORITY	Elizabeth Patterson	Mike Ioakimedes (Alternate)
SOLANO WATER AUTHORITY/SOLANO COUNTY WATER AGENCY	Elizabeth Patterson	Alan Schwartzman (Alternate)
TRI-CITY & COUNTY REGIONAL PARKS & OPEN SPACE	Tom Campbell	Mark Hughes (Alternate)

<u>STANDING COMMITTEES</u>	<u>COUNCIL APPOINTEES</u>	
AUDIT & FINANCE COMMITTEE	Alan Schwartzman	Tom Campbell
SCHOOL DISTRICT LIAISON	Mike Ioakimedes	Mark Hughes
TRAFFIC, PEDESTRIAN AND BICYCLE SAFETY COMMITTEE	Mark Hughes	Mike Ioakimedes
YOUTH ACTION TASK FORCE	Alan Schwartzman	Mike Ioakimedes

<u>AD HOC COMMITTEES</u>	<u>COUNCIL APPOINTEES</u>	
ARSENAL INVESTIGATION & REMEDIATION COMMITTEE	Elizabeth Patterson	Alan Schwartzman
SKY VALLEY AREA OPEN SPACE	Tom Campbell	Mark Hughes
VALERO CITIZENS ADVISORY COMMITTEE (CAP)	Mark Hughes	

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby confirms the above Committee appointments and any resolutions inconsistent with this resolution are superceded.

The above Resolution was approved by roll call by the City Council of the City of Benicia at a regular meeting of said Council held on the 21st day of September, 2010 and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

ATTEST:

Lisa Wolfe, City Clerk



PROCLAMATION

IN RECOGNITION OF

EAT TO DEFEAT DOMESTIC VIOLENCE

WHEREAS, the crime of domestic violence violates an individual's privacy and dignity, security and humanity, due to systematic use of physical, emotional, sexual, psychological and economic control and/or abuse including abuse to children and the elderly; and

WHEREAS, the problems of domestic violence are not confined to any group or groups of people, but cut across all economic, racial and societal barriers, and are supported by societal indifferences; and

WHEREAS, the impact of domestic violence is wide ranging, directly effecting individuals and society as a whole, here in this community, throughout the United States and the world, 1 out of every 4 women will suffer from domestic violence during her lifetime; and

WHEREAS, there were over 167,000 incidents of domestic violence felonies reported in California in 2009; and

WHEREAS, law enforcement in Solano County reported 1,885 domestic violence calls for assistance in 2009; and there were 84 *reported* domestic violence calls for Benicia in the August 2009-August 2010 period; and

WHEREAS, it is battered women themselves who have been in the forefront of efforts to bring peace and equality to the home.

NOW, THEREFORE, BE IT RESOLVED THAT I, Elizabeth Patterson, Mayor of the City of Benicia, on behalf of the City Council, in recognition of the important work done by domestic violence programs and agencies in our community, do hereby proclaim October 7th, 2010 "*Eat To Defeat Domestic Violence*" Day and urge all citizens to actively participate in the scheduled activities and programs that day.

Elizabeth Patterson, Mayor
September 21, 2010





PROCLAMATION

IN RECOGNITION OF
SEPTEMBER 19th THROUGH SEPTEMBER 26th, 2010
AS
FALL PREVENTION AWARENESS WEEK

WHEREAS, it is estimated that 10.5 percent of Solano County citizens – over 43,000 people are 65 years of age or older; and

WHEREAS, falls are the leading cause of injury related deaths among people over the age of 65, and the leading cause of doctor visits, hospital admissions, and emergency room visits; and

WHEREAS, it is estimated that one-third of seniors over the age of 60 and half of seniors over the age of 80 will fall each year costing approximately \$37,000 per fall-related hospitalization in Solano County not including costs associated with the emergency response systems or aftercare; and

WHEREAS, falling, and the fear of falling, can lead to depression and hopelessness, loss of mobility, and loss of functional independence; and

WHEREAS, the cause of falls is composed of multiple contributing factors including lack of strength in the lower extremities, the use of multiple medications, reduced vision, chronic health problems, and unsafe environments; and

WHEREAS, risk factors associated with falls increase with age, including factors such as age-related physiological changes; and

WHEREAS, injuries from falls are a largely preventable community health problem; and

WHEREAS, the State of California declared the first week of fall as Fall Prevention Awareness Week.

NOW, THEREFORE, BE IT RESOLVED THAT I, Elizabeth Patterson, Mayor of the City of Benicia, on behalf of the City Council, so hereby proclaim September 19th through September 26th, 2010 as Fall Prevention Awareness Week in the City of Benicia.

Elizabeth Patterson, Mayor
September 21, 2010





PROCLAMATION

IN RECOGNITION OF

DISASTER PREPAREDNESS MONTH

WHEREAS, Disaster Preparedness Month was established through a collaborative effort across the country to promote readiness and safety; and

WHEREAS, this year marks the fifth anniversary of hurricane Katrina, one of the most tragic and destructive disasters in our nations history; and

WHEREAS, each year, we are reminded of the potential for disasters within our community by giving attention to national events whether it be through fires, earthquakes, or storms; and

WHEREAS, the Benicia Citizens Corp Council was established to provide public education, training, and volunteer opportunities to support community and family safety; and

WHEREAS, at the community level, citizens corps such as the Benicia Emergency Response Team provide training and education to citizens of Benicia, while reminding everyone to stay prepared and alert; and

WHEREAS, on September 11, 2010, the Benicia Emergency Response Team planned, organized, and coordinated a disaster drill which tested Benicia's emergency preparedness; and

WHEREAS, the Benicia Fire Department has provided support for the Benicia Citizens Corp Council, Benicia Emergency Response Team, Benicia Amateur Radio Corp, and Medical Reserve Corp, which has promoted a safer more prepared community; and

WHEREAS, the month of September 2010, has been identified as Disaster Preparedness Month by the President of the United States of America; and

WHEREAS, by staying vigilant and ready, each of us can be prepared to respond to and recover from any disaster that may befall us.

NOW, THEREFORE, BE IT RESOLVED THAT I, Elizabeth Patterson, Mayor of the City of Benicia, on behalf of the City Council, do hereby recognize the month of September 2010, as Disaster Preparedness Month and call this observance to the attention of its citizens.

Elizabeth Patterson, Mayor
September 21, 2010



MINUTES OF THE
SPECIAL MEETING – CITY COUNCIL
September 07, 2010

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

I. CALL TO ORDER:

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

II. CONVENE OPEN SESSION:

A. ROLL CALL

All Council Members were present.

B. PLEDGE OF ALLEGIANCE

Mayor Patterson led the Pledge of Allegiance.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC:

III. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

None

B. PUBLIC COMMENT

None

IV. CLOSED SESSION:

Heather McLaughlin, City Attorney, read the announcement of Closed Session.

**A. PUBLIC EMPLOYEE APPOINTMENT:
Pursuant to Government Code section 54957(b)
Employee: City Manager**

**B. CONFERENCE WITH LABOR NEGOTIATOR
(Government Code Section §54957.6 (a)) Agency negotiators:
Council Subcommittee**

Employee: City Manager

V. ADJOURNMENT:

Mayor Patterson adjourned the meeting to Closed Session at 6:01 p.m.

MINUTES OF THE
REGULAR MEETING – CITY COUNCIL
September 07, 2010

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

I. CALL TO ORDER:

Mayor Patterson called the meeting to order at 7:06 p.m.

II. CLOSED SESSION:

III. CONVENE OPEN SESSION:

A. ROLL CALL

All Council Members were present.

B. PLEDGE OF ALLEGIANCE

Mark Shreve led the Pledge of Allegiance.

1. The Hi-Point Quartet will perform the Star Spangled Banner.
(David Knight, Ollie Brilhante, Wayne Knight, & Mark Shreve)

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC:

IV. ANNOUNCEMENTS/APPOINTMENTS/PRESENTATIONS/PROCLAMATIONS:

A. ANNOUNCEMENTS

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

Mayor Patterson reported that Council reviewed the city manager recruitment and compensation issues.

2. **Openings on Boards and Commissions:**

Finance, Audit and Budget Committee: One unexpired term to January 31, 2013

CAP (Community Advisory Panel to Valero): One unexpired term to April 30, 2011

Open Government Commission: One unexpired term to January 31, 2013

3. Mayor's Office Hours:

B. APPOINTMENTS

C. PRESENTATIONS

1. Amy Jenkins, Legislative Intergovernmental and Public Affairs Officer Delta National Heritage Area

Amy Jenkins, Legislative Intergovernmental and Public Affairs Officer, Delta National Heritage Area, reviewed her professional background. She discussed the National Heritage Area concept, and how idea the Delta National Heritage Area came about.

D. PROCLAMATIONS

1. In Recognition of Literacy Day, September 8, 2010

Ms. Lynn Price accepted the proclamation.

V. ADOPTION OF AGENDA:

On motion of Vice Mayor Schwartzman, seconded by Council Member Hughes, Council adopted the Agenda as presented, on roll call by the following vote:
Ayes: Patterson, Schwartzman, Campbell, Hughes, loakimedes
Noes: (None)

VI. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

Mayor Patterson listed the five written comments submitted by the public and Staff.

B. PUBLIC COMMENT

Maria Theresa Matthews - Ms. Matthews discussed the 'Rebuilding Together' program. Their next project is next Saturday at 9:00 a.m. She invited Council and the community to volunteer for the program.

Ann Hansen - Ms. Hansen discussed the Benicia Historical Museum's 25th anniversary. She invited everyone to the new exhibit on Sunday. She announced

several upcoming events at the museum. The museum will have a Christmas tree lot this year.

VII. CONSENT CALENDAR:

Council pulled items VII-B and VII-E.

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

Ayes: Patterson, Schwartzman, Campbell, Hughes, loakimedes

Noes: (None)

A. Approval of Minutes of Special and Regular Meeting, August 17, 2010 and Special Meeting, August 24, 2010

B. BUDGET MODIFICATIONS FOR FY 2009-11 PRIORITY STREET RESURFACING PROJECTS

RESOLUTION 10-121 - A RESOLUTION MODIFYING THE BUDGET FOR FY 2009-11 PRIORITY STREET RESURFACING PROJECT

Vice Mayor Schwartzman discussed concerns regarding traffic backing up on the off ramp from I-780 to the stoplight at Rose Drive (during rush hour). He asked if it was possible to extend the right turn pocket going up Rose Drive. Staff confirmed they would look into the issue.

On motion of Vice Mayor Schwartzman, seconded by Council Member loakimedes, the resolution was adopted, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, loakimedes

Noes: (None)

C. ACCEPTANCE AND NOTICE OF COMPLETION FOR THE 2009-10 STREET RESURFACING PROJECT

RESOLUTION 10-117 - A RESOLUTION ACCEPTING THE 2009-2010 STREET RESURFACING PROJECT AS COMPLETE INCLUDING CHANGE ORDERS NOS 1 AND 2, AUTHORIZING THE CITY MANAGER TO SIGN THE NOTICE OF COMPLETION, AND AUTHORIZING THE CITY CLERK TO FILE SAME WITH THE SOLANO COUNTY RECORDER

D. AWARD OF CONSTRUCTION CONTRACT FOR THE 2010 STREET RESURFACING PROJECT

RESOLUTION 10-118 - A RESOLUTION ACCEPTING THE BIDS FOR THE 2010 STREET RESURFACING PROJECT, AWARDING THE CONSTRUCTION CONTRACT TO TEAM GHILOTI, INC. IN THE AMOUNT OF \$194,929, AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT ON BEHALF

OF THE CITY

E. QUARTERLY REPORT ON TOURISM MARKETING AND AMENDMENT TO CONTRACT WITH WOLF COMMUNICATIONS

Vice Mayor Schwartzman requested a brief staff presentation.

Amalia Lorentz, Economic Development Manager, reviewed the staff report.

Council Member Hughes and Staff discussed what benchmarking had been done with other cities.

Council Member Campbell and Staff discussed the graphs in the staff report regarding downtown sales tax and transient occupancy tax.

Vice Mayor Schwartzman and Staff discussed the Valero turnaround and how many out-of-town people might be staying at the hotels.

Council and Staff discussed the issue of measuring the effectiveness of the tourism program, the program being a long-term investment, and the current economy.

Vice Mayor Schwartzman and Staff discussed the tourism website. He and Mr. Wolf discussed the ads that have been put out, and the tour operator outreach.

Mayor Patterson and Mr. Wolf discussed the issue of marketing for Christmas. Mr. Wolf reviewed the progress of the tourism program.

Council Member Ioakimedes and Staff discussed the downtown occupancy rate, and whether it has affected sales tax. Council Member Ioakimedes discussed his desire to see monthly or quarterly sales tax updates.

Public Comment:

Christina Strawbridge - Ms. Strawbridge discussed the progress of the Tourism Marketing Program. She discussed the current marketing program being geared towards day-trippers.

Claire McFadden - Ms. McFadden discussed being able to track the market mix (as opposed to the occupancy rate, which they could not discuss), and the current marketing program being geared towards day-trippers.

Leah Shellhorn - Ms. Shellhorn discussed the current marketing program, and how the radio ads were working. She discussed tourism being an economic development activity.

Duane Oliveria - Mr. Oliveria discussed the need for patience. Immediate results will not happen with this type of campaign.

On motion of Vice Mayor Schwartzman, seconded by Council Member Hughes, Council approved the amendments to the contract with Wolf Communications, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Ioakimedes

Noes: (None)

F. AMENDMENT TO THE CALRECYCLE USED OIL PAYMENT PROGRAM RESOLUTION

RESOLUTION 10-119 - A RESOLUTION AUTHORIZING THE CITY MANAGER TO FILE AN APPLICATION FOR THE CALRECYCLE OIL PAYMENT PROGRAM FOR FY 2010/11 WHICH PROVIDES FUNDING FOR ACTIVITIES THAT REDUCE THE AMOUNT OF ILLEGALLY DISPOSED USED OIL/USED OIL FILTERS, AND RECLAIM USED OIL

G. SECOND READING OF AN ORDINANCE AMENDING THE BENICIA INCLUSIONARY HOUSING ORDINANCE BASED ON A RECENT CALIFORNIA COURT OF APPEAL CASE

ORDINANCE 10-3 - AN ORDINANCE AMENDING SUBSECTIONS C. (DEFINITIONS), D. (GENERAL REQUIREMENTS FOR NEW RESIDENTIAL DEVELOPMENTS), AND E. (INCLUSIONARY UNITY REQUIREMENTS FOR NEW RESIDENTIAL DEVELOPMENTS) OF SECTION 17.70.320 (INCLUSIONARY HOUSING) OF CHAPTER 17.70 (SITE REGULATIONS) OF TITLE 17 (ZONING) OF THE BENICIA MUNICIPAL CODE TO AMEND THE APPLICATION OF THE REQUIREMENTS TO CERTAIN PROJECTS

H. APPOINTMENT OF THE INTERIM CITY MANAGER

RESOLUTION 10-120 - A RESOLUTION HIRING JIM ERICKSON AS THE INTERIM CITY MANAGER

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

VIII. PUBLIC HEARINGS:

None

IX. ACTION ITEMS:

None

X. INFORMATIONAL ITEMS:

A. City Manager Reports

1. UPDATE ON 2010-11 BUDGET BALANCING MEASURES

Jim Erickson, City Manager, and Rob Sousa, Finance Director, reviewed the staff report.

Public Comment:

Jessica Scott - Miss Scott asked Council to reconsider the early closure of the pool, as it would affect the Arsenal Swim Team's fall swim session.

Larry Fullington - Mr. Fullington discussed the issue of employee compensation cuts.

David Lockwood - Mr. Lockwood discussed the Tourism Marketing Program. He discussed the need to be patient, and to look for some good benchmarks with comparable cities with comparable services. He discussed the need for performance improvement capabilities in what services the City was currently providing.

Doug Scott - Mr. Scott wondered if Staff's recommendations were carved in stone. Mayor Patterson clarified that no decisions were final until Council voted on them. Mr. Scott requested that Council reconsider closing the pool in the fall months. It would ruin the BHS swim team and force the Arsenal Swim Team to cancel their fall program. He encouraged Staff to make the pool more profitable (raise fees, fundraising events, corporate sponsorships, licensing the concession stand, etc.) Mayor Patterson asked Mr. Scott to give his contact information to Staff so they could look into his ideas.

Nikki Tata - Ms. Tata works at the pool as a lifeguard. Closing the pool early would negatively affect the employees. She would be willing to take a pay cut to help keep the pool open. She is also on the BHS swim team. The early pool closure would force the high school swim team to disband.

Council Member Campbell and Mr. Erickson discussed the efforts Staff and the public had been working on to keep the pool open. Staff was working on some ideas, but nothing has been decided yet. Unfortunately, it looks like the Arsenal Swim Team had to end its fall season. Council Member Campbell would like to try and save the BHS Swim Team's 2010-11 season.

Council Member Ioakimedes and Staff discussed concerns regarding 'being patient' with tourism, and ending the swim seasons for the kids. He would like to see some solid workable solutions.

2. PROPOSITION 19 THE REGULATE, CONTROL AND TAX CANNABIS ACT OF 2010

Chief Spagnoli reviewed the staff report.

Vice Mayor Schwartzman and Staff discussed contradictions within the Proposition 19 document.

Council Member Hughes discussed the need for more education, both about the proposition and the use of marijuana.

Public Comment

None

Council Member loakimedes discussed the Prop 19 document being poorly written. He would like to bring it back and have a more thorough discussion about it.

Mayor Patterson gave direction to Staff to agendize the issue for discussion at a future meeting. The item should be agendized for action in the event Council chooses to take action. Staff confirmed the item would not be on the 9/21/10 agenda, as it was already very full.

3. CONSIDERATION OF FINANCE AUDIT AND BUDGE COMMITTEE MISSION, DUTIES AND STRUCTURE

Rob Sousa, Finance Director, reviewed the staff report.

Dennis Lowry, FAB- Mr. Lowry discussed the letter he submitted to Council (included in agenda).

Larry Grossman, FAB - Mr. Grossman discussed the request of the FAB members to be allowed to do more for the City. The committee's mandate is limited. Members on the committee have underutilized talents.

Council Member loakimedes and Staff discussed how to avoid conflict of interest, and how to maintain the balance so that the elected officials are the people setting policy. Ms. McLaughlin clarified that the Council sets policy, and the city manager carries out those policies.

Council Member Hughes discussed concerns regarding some of the proposed changes. He discussed what would happen if the duties and structure were changed, the current terms expire, and Council was not able to find the same caliber of talent in the future. He also discussed concerns regarding changing

council members from voting to non-voting members.

Council Member Campbell and Mr. Lowry discussed the issue of changing the City's pension plan. They also discussed what functions the committee was currently performing, and other areas it would like to look at. The committee could make recommendations to Council, but would not be making final decisions or setting policy.

Mayor Patterson discussed the added benefit of having another set of eyes looking into the City's finances. Spending some additional staff support time would be a fair trade for the benefits it could provide. She discussed how the revised committee could be of benefit to the City, specifically in the area of the Landscaping and Lighting Districts. She would like Staff to provide examples of how other similar cities have handled such committees. The committee would most likely need to identify performance measures, and would need fine tuning in the future. A specific seat on the committee with specific duties/expertise/requirements might need to be identified.

Vice Mayor Schwartzman and Staff discussed the issue of changing from a committee/board to a commission, changing the voting rights of council members, conflict of interest, Form 700's, concern regarding adding more staff time, the need for the committee to have a work plan, making sure the group would not make policy changes, and concern regarding how the proposed changes would affect staff's time and the City's budget.

Council Member Ioakimedes discussed concern regarding the possible effect the proposed changes could have (could the citizens see the committee as a possible conduit to Council).

Mr. Grossman clarified how the committee would make recommendations to Council.

Mr. Erickson encouraged Council to ask the committee to focus on long-term, financial systems, long-range forecasting, etc., but not overlap the existing system of review of month-to-month activities.

Mayor Patterson gave direction to Staff to craft an ordinance, as provided in the letter from the committee, including all items, with noted comparisons to other communities, level of responsibility, work load issues, and structure. Staff would work on the ordinance in a reasonable time and have it ready by the end of 2010.

4. PROPOSED ACTION BY THE STATE DEPARTMENT OF TOXIC SUBSTANCES CONTROL REGARDING INVESTIGATION AND POTENTIAL CLEAN UP IN THE BENICIA ARSENAL

Mayor Patterson inquired as to how this item was placed on the agenda, when the agenda had already been set. Mayor Patterson asked that in the future, if the agenda is to be changed, there should be a process to check with the City Manager and Mayor.

Heather McLaughlin, City Attorney, reviewed the staff report.

Mayor Patterson discussed the EIR process, and the need for the money for the clean up to come from the DOD.

Council Member Campbell discussed the need to be cautious with the letters the City sends out. He discussed how the Tourtelot project was done. The property owners could be negatively affected.

Vice Mayor Schwartzman and Staff discussed the effect this has on financing for property owners and potential property owners. He voiced concerns regarding how the information on this item got into the Vallejo Times Herald. He and Staff discussed who had been involved in the conversations with DTSC and why Council had not been kept in the loop. They discussed the risks for the City. Vice Mayor Schwartzman discussed his displeasure regarding the voluntary consent agreement changing to an order from DTSC.

Council Member Hughes and Staff discussed concern regarding where this issue was heading. There could be unintended consequences and risk for the City and property owners. The City needs to move ahead cautiously.

Public Comment:

Dana Dean, Amports - Ms. Dean discussed the written comments she submitted voicing her client's concerns regarding this issue (copy on file). She hoped Council would take this issue very seriously. The endangerment order involves risk to the City and to the property owners.

Marilyn Bardet - Ms. Bardet discussed concerns regarding this issue. She discussed Mr. Potter's property, and his efforts to get the Army to address his property. She discussed Amports willingness to entertain a voluntary agreement. The DOD should be responsible for the cleanup.

Jack Bell - Mr. Bell discussed the two sites the Army cleaned up. They were told years ago that if anything else were found, the property owners would have to clean it up and go after the State for reimbursement. He warned the City to be careful what it was asking for. The City could end up leaving everyone out there,

including the City, 'stuck.'

Mayor Patterson discussed past meetings with legislators regarding this issue. She spoke with several people, including Mr. Triplett (Amports) and Stuart Black, regarding changing course. On behalf of Mr. Black and DTSC, they verified they could change the draft order to a voluntary order. They would still proceed with the meeting on 9/30. If that was agreeable to Council, they could convey through the City Attorney's office that the City would appreciate the voluntary order rather than the draft order.

Vice Mayor Schwartzman and Mayor Patterson clarified at what point during the day they each had conversations with Mr. Black.

Mayor Patterson felt that this put the City in the position to go back to Congressman Miller and say it had State action. The next step would be for Congressman Miller to then say 'there has been State action. Pentagon where are you on this?' The City is looking for up front money for this. The money that is available is a federal account for underground tanks. DTSC has indicated to the City they could access the federal account for cleanup money. Mayor Patterson summarized the City's choices. She stated that she asked the legislators how the State budget could affect their ability to conduct meetings and continue the dialogue in Benicia. She was told they were committed to continue the dialogue in Benicia because the City stepped up and because it could be a model for other cities in California. The City needs to get the DOD to work with and give guidance to the Army Corps of Engineers to work with the State to clean this up. The City needs to work with the federal government to get the money to clean this up.

Council Member Ioakimedes spoke with Congressman Miller's office today, who confirmed there were no guarantees for federal funding. He voiced concern regarding how this issue got so out of hand without Council's knowledge. He was not comfortable playing with other people's money. He wished a meeting with the property owners had been conducted three or four weeks ago.

Vice Mayor Schwartzman and Mayor Patterson discussed the issue of property owners being able to develop their property. Staff confirmed they had received word that development would be able to continue in the area. He discussed concerns regarding why this issue was not brought to the attention of Council and the public.

Council Member Hughes discussed the issue of Council being caught off guard with this situation. He felt uncomfortable that Council opened up a can of worms, and made a decision, not understanding the intended consequences. Council Member Hughes and Mayor Patterson discussed the property owner's ability to develop on their property.

Staff and Council discussed the conference call that would take place on 9/8/10 at 1:00 p.m. The participants would be Heather McLaughlin, Senator Yamada, Rebecca Nitro, Tim Bartee, Kathy Hoffman, Dana Dean, Stuart Black, Don Lowry, Mayor Patterson, and Vice Mayor Schwartzman. Council stressed the importance to convey the message that the cost of the cleanup should not be put on the City or the property owners. Due to the rules of The Brown Act, only two Council members could sit in on the conference call. Mayor Patterson and Vice Mayor Schwartzman would serve as the informal subcommittee on this issue for the conference call. They will report back to Council at the next Council meeting.

XI. COUNCIL MEMBERS REPORTS:

- A. Request to agendaize Proposition 23 (the AB 32 Suspension measure).
Council Member Campbell**
Item Continued

XII. ADJOURNMENT (9:15 PM):

Mayor Patterson adjourned the meeting at 11:26 p.m.

AGENDA ITEM
CITY COUNCIL MEETING DATE - SEPTEMBER 21, 2010
CONSENT CALENDAR

DATE : September 14, 2010

TO : City Manager

FROM : Public Works and Community Development Director

SUBJECT : **RECOMMENDATION OF THE PUBLIC WORKS AND COMMUNITY DEVELOPMENT DIRECTOR TO DEDICATE THE NEW ROSE DRIVE OVERCROSSING PROJECT IN MEMORY OF AUSTIN HOWARD GIBBON**

RECOMMENDATION:

Adopt the resolution dedicating the Rose Drive Overcrossing at the entrance to the Benicia State Park in memory of Austin Howard Gibbon.

EXECUTIVE SUMMARY:

Mayor Patterson received a request from the Solano Transportation Authority (STA) Bicycle Advisory Committee (BAC) to consider dedicating the newly completed Rose Drive Overcrossing Project in memory of Austin H. Gibbon. Mr. Gibbon was appointed to the STA/BAC in the early 1990's. He was an early advocate for a project that would create a safe connection from Columbus Parkway/Rose Drive to the Benicia State Park. Mr. Gibbon was passionate about creating safe routes for bicyclists and pedestrians and biked every route proposed by the STA/BAC. In consideration of Mr. Gibbon's involvement and commitment to local bicyclist and pedestrians, the STA/BAC felt it would be an appropriate honor to dedicate the Rose Drive Overcrossing in memory of Mr. Gibbon.

BUDGET INFORMATION:

There is no impact to the City's budget associated with this action.

BACKGROUND:

Austin Howard Gibbon was born in Oakland in 1925 and he grew up along Lake Merritt, where he became an avid bicyclist at an early age. He served as a B-17 gunner in World War II, surviving 6 months as a prisoner-of-war after his plane was shot down over Germany.

A graduate of UC Berkeley, Mr. Gibbon was an architect for several Bay Area firms, including Bechtel, from which he retired. He moved to Benicia in 1981, where he became active in the Benicia Bicycle Club. He also was an accomplished sailor, winning local races and qualifying for the 1980 Olympic trials. He even built his own sailboat, the El Toro.

He served as the Benicia representative to the Solano Transportation Authority Bicycle Advisory Committee from 1990 until 1998. He took the appointment seriously, driving or biking each potential project, in addition to taking the time to learn about and discuss project related issues at length with interested parties.

Mr. Gibbon cared deeply about safety, and was very concerned about pedestrian and bicycle use of the Rose Drive automobile bridge. His consistent support of a pedestrian and bicycle bridge helped lead to it becoming a reality. Mr. Gibbon passed away in 2004, but would be pleased to know that the project has been completed.

Attachment:

- Resolution

RESOLUTION NO. 10-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING THE DEDICATION OF THE ROSE DRIVE OVERCROSSING IN MEMORY OF AUSTIN H. GIBBON

WHEREAS, Rose Drive Overcrossing is a newly completed project that allows safe access to and from the Benicia State Park for Bicyclists and pedestrians; and

WHEREAS, a request has been made by the Solano Transportation Authority Bicycle Advisory Committee to officially dedicate the Rose Drive Overcrossing in memory of Austin Howard Gibbon; and

WHEREAS, Mr. Gibbon was an early advocate for a safe access route to and from the Benicia State Park from Columbus Parkway/Rose Drive.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of the Benicia to hereby approve the dedication of the Rose Drive Overcrossing in memory of Austin Howard Gibbon.

* * * * *

On motion of Council Member _____, seconded by _____, the above Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 21st day of September, 2010 and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

**AGENDA ITEM
CITY COUNCIL MEETING SEPTEMBER 21, 2010
CONSENT CALENDAR**

DATE : August 13, 2010
TO : City Manager
FROM : Public Works and Community Development Director
SUBJECT : **STORMWATER MANAGEMENT PROGRAM OVERVIEW**

RECOMMENDATION:

As directed by the City Council, this is an informational report primarily describing the cost of the city's Stormwater Management Program. No action is necessary at this time.

EXECUTIVE SUMMARY:

The City of Benicia is required to develop and implement a Stormwater Management Plan (SWMP) under the provisions of the National Pollution Discharge Elimination System (NPDES) requirements. The SWMP is intended to reduce pollutants that may be present in storm water runoff within the city limits. As a city of less than 100,000 people, Benicia controls and manages storm water in compliance with the provisions of the State General Stormwater Permit under the Phase II General Permit administered by the San Francisco Bay Regional Water Quality Control Board (SFBRWQCB/Board).

BUDGET INFORMATION:

The annual budget for stormwater management is embedded in several existing programs. Street sweeping, catch basin cleaning and occasional litter removal, which are regularly performed to keep the City clean and are not stormwater specific, represent an annual cost of \$163,640. Additionally, staff activities to assure compliance represent a cost of approximately \$86,000, and Kennedy and Associates, a firm that specializes in NPDES compliance assurance, provides compliance expertise at a cost of \$44,970.

STRATEGIC PLAN:

Relevant Strategic Plan Goals and Strategies include:

- Strategic Issue #2: Protecting and Enhancing the Environment
 - Strategy #2: Implement new water conservation projects/programs.

BACKGROUND:

Concentrated development in urbanized areas substantially increases impervious surfaces, such as city streets, driveways, parking lots, and sidewalks. Pollutants can settle and remain on these surfaces until a storm event washes them into nearby storm drains. Common pollutants include pesticides, fertilizers, oils, salt, litter and other debris, and sediment. Storm water runoff can pick up and transport these and other potentially harmful pollutants and discharge them untreated to the Carquinez Strait via the storm drain system.

Uncontrolled runoff from construction sites is also a water quality concern because of the effects that sedimentation can have on local water bodies. In addition to sediment, pollutants such as pesticides, petroleum products, construction chemicals, solvents, asphalts, and acids can be present at construction sites and have the potential to be picked up by storm water.

The Stormwater Management Plan (SWMP) is designed to address stormwater pollution before runoff is discharged into the Carquinez Strait. The City is required to implement measures that produce a measurable reduction in stormwater runoff pollution. The City's Plan contains the following six program elements, called Minimum Control Measures:

1. Public Education and Outreach
2. Public Participation/Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Runoff Control
5. Post-Construction Runoff Control
6. Pollution Prevention/Good Housekeeping

Attached is a summary of the City's SWMP achievements for the 2009-2010 reporting year.

Program Costs

Activities performed by the City include street sweeping, inlet cleaning, construction inspection, integrated pest management, Fats, Oil and Grease (FOG) prevention, illicit discharge prevention, pre-treatment inspections, and spill prevention. The costs associated with street sweeping, inlet cleaning and incidental stormwater inspections are \$163,640.25.

Employees that have a regular role in the Stormwater Management Plan include, the Land Use and Engineering Manager/City Engineer, Senior Civil Engineer, Public Works Engineering Management Analyst, Waste Water Quality Technician, Public Works Inspector and the Community Preservation Officer. These employees play the most significant role in the program and spend up to 100 hours per month at a cost of \$86,000 annually on Stormwater related

activities. The staff is assisted by Kennedy & Associates in the implementation and annual reporting requirements of the program at an annual cost of \$44,970. Additional public outreach is conducted through the Benicia Water Education Program, which instructs elementary school students in stormwater awareness and pollution prevention at a cost of \$17,000.

In the past, the annual cost of the program was reported as \$120,000, which included a large portion of the maintenance activities performed by the City and the cost of the consulting contract necessary to assure compliance. In the future, however, all costs will be fully accounted for in the annual report as follows:

Program Costs	
Maintenance Activities	\$ 163,640
Staff Resources	\$ 86,000
Public Education	\$ 17,000
Consulting Costs	\$ 44,970
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Total	\$ 311,610
Recovery due to Permit Fees	\$ (45,000)
<hr/>	
Total Program Cost	\$ 267,000

The newly implemented stormwater fee for new construction will generate approximately \$45,000 (based on Fiscal Year 2009-2010 permit activity). These revenues will offset most of the staff costs for inspection: the attached user fee determinations suggest the annual City subsidy for stormwater inspections will be approximately \$10,000.

An alternative to using general fund monies for urban stormwater activities is to establish a citywide benefit assessment for all property owners, in addition to the adopted stormwater fee for new construction.

A municipality may choose to charge a fee based on impermeable area on a parcel-by-parcel basis throughout the city. (Completely undeveloped lots would be exempt from the fee.) Using an approximate program cost of \$267,000 divided by the approximately 11,000 parcels within the City, the stormwater fee per parcel would be approximately \$25 per year. By comparison, Contra Costa County assesses stormwater fees from \$25 to \$45 per residential parcel per year. Stormwater assessments are typically subject to Proposition 218 and therefore need to be approved by the assessed parcel owners with a 2/3 majority.

Attachments:

- ❑ SWMP Assessment and Evaluation Table 2009-2010
- ❑ User Fee Determination Cost Analysis Worksheets for adopted fee

MCM Assessment and Evaluation

Public Education and Outreach – (PEO)



Earth Day Celebration:

The City of Benicia sponsored and hosted the Earth Day Celebration held April 14th, 2010 at the Benicia Senior Center. Stormwater Program staff hosted a booth promoting

the “Trash Travels” campaign with posters and bookmarks for residents. In addition, reusable grocery bags and other pollution prevention items were available for the public. Our booth had 75 visitors and 30 participants in our “Stormwater 101” survey.

Thursday Evening Farmer’s Market:

The Stormwater Program Coordinator along with program staff will be manning a booth at the Benicia Farmer’s Market. Residents of Benicia as well as visitors from neighboring communities will be asked to participate in a short survey regarding stormwater quality and general stormwater awareness. Participants are given a variety of water quality and recycling themed items. Handouts include: reusable grocery bags with “Only Rain Down the Drain” printed on the side, recycling awareness Frisbees, pencils, pens and magnets.



Curb Inlet Stenciling Program:

Through funding made available by the Fire Department, the City has replaced placards on 979 storm inlets with a new and improved nylon anti-slip placard. During the fall of 2009, the Downtown Urban and Southampton Areas were completed in Phase IV of the Curb Inlet Placement and Replacement Program.



Pet Waste Management:

The City also participates in the pet waste management program to provide plastic bags for pet waste along the trails along the straights and in the Tourtelot Open Space. This has proven successful as the materials provided are being conspicuously used.

Grade School Program: City of Benicia Water Education Program:

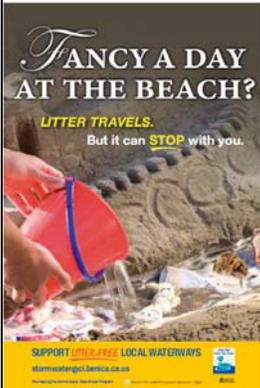
Staff through the Pollution Prevention (P2) Coordinator participates in the Elementary School Water Education Program. This year the program was presented to 3rd thru 6th Grade classes. A total of 1267 school children participated in the Water Education Program (detailed information on the program can be found in Section III-Summary).

Public Involvement and Participation – (PIP)



“Stormwater 101” Public Awareness Survey:

During the past year at Civic events and the Farmer’s Market the Stormwater Program has been asking residents to fill out a survey with question relating to stormwater and pollution prevention. When we began asking residents to take our survey two years ago, the number one misconception people had about water collected in storm drains was that water is treated after it enters the storm drain. During this past year, residents have shown an understanding that stormwater flows into storm drains and is not treated before entering the Carquinez Strait.



Litter Travels Campaign:

During the summer of 2010, Program staff will be asking downtown merchants to participate in our “Litter Travels” campaign. Merchants will be asked to display one of our campaign posters in the window as well as offer bookmarks at their counters. All of the Litter Travels posters are included as attachments to this report.



Coastal Clean-up Day:

The City participates in the annual Coastal Cleanup Day every year. City staff participated with the community in collecting debris by providing containers and picking up the accumulated debris. This annual reporting year’s Coastal Clean-up Day had 886 volunteers at ten locations in Benicia. Trash collected totaled 14,102 pounds including 771 pounds of recyclables.

	<p>Household Hazardous Waste and E-waste Disposal Resources:</p> <p>The City of Benicia contracts with Allied Waste Services for the disposal of Household Hazardous Waste and E-waste as well. The funding provided to this program indicates that in excess of 300 Benicia residents participate in using the drop off service. Additionally the Benicia Corp. Yard also accepts latex paint, motor oil and filters, fluorescent tubes and Compact Florescent Lights (CFLs). Household batteries can be dropped off at Pedrotti Ace Hardware.</p>
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<p>Illicit Discharge Detection and Elimination – (IDDE)</p>	<p>Illicit Discharge Callout and Enforcements: The Stormwater Program responded to four illicit discharges during this reporting year. Three of the illicit discharges were handled with Verbal Warnings. Property owners/occupants were educated on the requirements of the City's Ordinance and instructed to correct the violation. The fourth infraction required a Notice of Violation. The property owners were notified and required to provide proof of correction, a written response explaining how the violation was corrected, and how the violation would be prevented in the future. Inspections and Violations are recorded and entered into the Commercial/Industrial and Construction Inspection Databases based on the site and nature of the discharge.</p> <p>Commercial/Industrial Inspection Program Implementation: During the 2008-09 reporting year, Stormwater Program staff developed the infrastructure of the Commercial/Industrial Inspection Program. Through a cooperative effort with the Inspection staff from the Wastewater Treatment Plant, Commercial/Industrial inspections have been implemented. During this reporting year 84 routine screening inspections were completed.</p> <p> IDDE Spill Incident Reports: Benicia Fire Department (BFD) has always been a first responder, coordinating with Public Works Maintenance crews on gasoline, oil and other combustible liquid spills.</p> <p>Outfall Maps: At the beginning of the permit cycle, the City prepared a set of utility plans to support City staff in the maintenance of City owned facilities. Staff maintains those maps through updates during the development review and construction process.</p>
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**Construction
Site Storm
Water Runoff
Control –
(CRC)**



Staff Training:

In May of 2010, Program staff provided refresher training to staff in the Community Development, Building and Engineering Departments. One of the elements of this refresher training was to give the Building and Public Works inspector's new information, updates and a review of requirements for site inspection during the grading/infrastructure phase as well as the vertical construction phase of a project. A field trip to a development site in the vertical construction phase was incorporated into the training, which helped give building inspectors an understanding of potential and active violations sometimes found during the vertical phase of construction.



Site Inspections:

City Public Works Inspectors conducted a total of 18 routine inspections: 6 pre-rainy season and 12 rainy season inspections. Development in Benicia has been affected by the

housing slump and there were only 7 active and eligible sites for inspection under the City's Stormwater Management and Erosion and Sediment Control Ordinances. Pre-rainy season inspections helped to ensure that all Best Management Practices required by the Storm Water Pollution Prevention Plan were in place. Rainy season inspections verified that Storm Water Pollution Prevention Plan measures were successful and controls had been maintained. Building Inspectors have been asked to flag sites with areas of concern on a form specifically for their use and submit that form to the Stormwater Coordinator for further action.

	<p>During the second week of September, the City Engineer mailed Erosion Control Letters to the 7 sites in the City. The letter advised contractors and sub-contractors that their permits were subject to the requirements of the Erosion and Sediment Control Ordinance. This required all sites to have in place all of the erosion control measures indicated on their plans. Failure to implement these measures at the time of the pre-rainy inspection could result in a Stop Work Order.</p> <p>For the sites that are below the 1-acre threshold, inspections were performed to ensure that there were no practices that would create a risk of polluting runoff.</p> <p>Review of Sites for SWPPP Compliance:</p> <p>For project applications where 1 acre or more of land is disturbed, staff reviews the contractor submitted Storm Water Pollution Prevention Plan for construction projects. Staff maintains a record of all such plans and inspects erosion and sediment control facilities for compliance with the plan. Staff looks to see that a Notice of Intent letter has been filed and that Waste Discharge Identification number has been assigned to the plans.</p> <p>For projects that are below the threshold of the State General Permit, staff inspects to see that Best Management Practices are used that comply with the Erosion and Sediment Control Handbook as prepared by the San Francisco Bay, Regional Water Quality Control Board.</p>
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**Post -
Construction
Storm Water
Management
– (POST)**

Post-Construction Stormwater Management MCM Program Maintenance:

During the first Permit cycle, Program staff has completed all of the Best Management Practices with quantifiable goals. The City has not received an application for development that would trigger a Storm Water Control Plan submittal with treatment devices proposed. Program staff is active in the North Bay Phase II group as well as with CASQA's Phase II sub-committee. Program staff will continue to stay current on trends and Best Available Practices for continuing implementation of the POST MCM.

Program Training:

The Stormwater Program provided training on the Stormwater Control Plan Applicant Guidance document during May of 2010. The Stormwater Control Applicant Guidance prepared by the Program provides an overview of all of the requirements for a complete Stormwater Control Plan submittal. All of the key milestones for stormwater compliance are covered. Elements of a complete submittal include: Pre-application meetings, development of a stormwater control plan, operations and maintenance plans, a detailed project design, construction and transfer of maintenance responsibilities. Planning and Engineering Staff were given a Power Point presentation on the elements of the guidance document and are instructed to contact the Program with questions from applicants.



Inspection and Maintenance of Storm Water Facilities on Public and Private Property:

The Stormwater Program has compiled a list of both public and private facilities that have stormwater treatment features or devices. In June of 2009, Program staff inspected (7) seven locations with stormwater treatment features. During these inspections three facilities were found to be in need of maintenance or repair. During this next reporting year, program staff will be working proactively with the owner's of these facilities to help bring them back into compliance with the requirements of our City Ordinance 15.64.

<p>Municipal Operations Good Housekeeping Pollution Prevention – (MUNI)</p>	<p>City Corporation Yard Compliance: The City of Benicia operates its Corporation Yard with a Permit for Storm Water Discharges Associated with Industrial Activities (WDID No: 2 481000073). The City provides an Annual Report to the state on a number of parameters and requirements of this permit. The City's Corp. Yard SWPPP was last revised in June of 2007.</p> <p>Street Sweeping: The City ensures that Allied Waste Service's contract sweeper performs sweeping of the streets monthly. The street sweeping schedule was updated and distributed by mail to all Benicia residents in the current reporting period. A copy of the sweeping schedule has been included as an attachment to this report. Sweeping activities removed a total of 1,037 cubic yards of material from streets and gutters. The City also has sweeping performed at the corporation yard monthly as a good housekeeping measure.</p> <p>Equipment Maintenance: City staff ensures that all work on vehicles is performed in vehicle maintenance bays, which are isolated so that no pollutants from automotive work will enter the storm drain system. Additionally the storm drain inlet at the corporation yard has been outfitted with a Stream Guard oil and grease insert. The vehicle wash area is surrounded by an asphalt berm so the runoff from car and truck washing goes into the sanitary sewer and not the storm drain. The vacuum truck dumps material collected from inlets at the wastewater treatment plant for processing through the wet debris bins.</p> <p>Inlet Cleaning: City staff surveyed the City's storm drain inlets during September and October of 2008. All of the inlets requiring cleaning were identified on these maps and then submitted to the City Engineer for review. This survey also detailed the storm drains with a higher potential for collecting debris and prescribed additional cleaning of these inlets. All inlets are inspected and inlets that are known to have a history of debris problems are regularly cleaned and inspected before the rainy season.</p>
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	<p>Integrated Pest Management: The Parks and Community Services staff utilizes herbicides in their Integrated Pest Management program. Parks and Community Services staff are trained in the application of herbicides and are certified bi-annually. The certification includes 4 hours of study in Laws and Regulations and 16 hours in other related courses. The certification is tracked and monitored by the department secretary.</p> <p>Materials Storage: All materials are stored in secured areas so that rain intrusion will be kept to a minimum and that runoff from stockpile areas will not enter the storm drain system. All of the materials storage at the corporation yard is documented and reported on annually in the City's Annual Report for discharges associated with Industrial Activities.</p> <p>Utility Maintenance: Maintenance workers receive training bi-annually in the proper protection of the storm drains and inlets.</p>
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User Fee Determination
Cost Analysis Worksheet

Fee # 840

User Fee Description	Fund	Program	Account	Department/Division	Prior Approval
Storm Water Inspection Fee for Projects Costing Between \$0 and \$4,999	080	8080	?	Engineering	Current Request 4/6/2010

Description of Service, Demand, Subsidy and Other Comments

Inspect for compliance with conditions of approval related to storm water treatment and best management practices. Inspection required by adopted Storm Water Management Plan, ordinance, and State Water Quality Control Board.

Personnel Costs

Position	Rates			Hours by Position Per Unit	Total Labor Cost per Unit of Service
	Salary & Benefits	Administrative Overhead-15%	Total Burdened Labor Cost/Hr.		
Senior Admin	\$ 44.01	\$ 6.60	\$ 50.61	-	\$ -
Mgmt Analyst II	\$ 65.18	\$ 9.78	\$ 74.95	-	\$ -
Inspector I	\$ 56.80	\$ 8.52	\$ 65.31	0.50	\$ 32.66
Engineer Tech I	\$ 47.14	\$ 7.07	\$ 54.22	-	\$ -
Asst Engineer	\$ 67.66	\$ 10.15	\$ 77.81	-	\$ -
Snr Civil Eng	\$ 82.76	\$ 12.41	\$ 95.17	-	\$ -
City Engineer	\$ 98.77	\$ 14.82	\$ 113.59	-	\$ -
Total Burdened Personnel Costs per Unit of Service					\$ 32.66

Material & Rental Costs

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Materials, etc.	\$ -		\$ -
			\$ -
			\$ -
			\$ -
Total Material & Rental Costs per Unit of Service			\$ -

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Other Costs	\$ -		\$ -
			\$ -
			\$ -
Total Other Costs per Unit of Service			\$ -

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Benicia Fee per Unit	
		Dollars	Percent
City of Benicia	\$		
City of Antioch	\$		
City of Concord	\$		
City of Fairfield	\$		
City of Martinez	\$		
City of Pleasant Hill	\$		
City of Vacaville	\$		
City of Vallejo			

Total Service Direct Costs	\$ 32.66
Current Fee	\$ -
Current Subsidy	\$ 32.66
Recommended Fee	\$ 25.00
Recommended Subsidy	\$ 7.66
Fee Increase/(Decrease)	\$ 25.00

User Fee Determination

Fee # 295

Cost Analysis Worksheet

User Fee Description	Fund	Program	Account	Department/Division	Prior Approval
Storm Water Inspection Fee for Construction Costing Between \$0 and \$4,999	080	8080	?	Building	Current Request 4/6/2010

Description of Service, Demand, Subsidy and Other Comments

Inspect for compliance with conditions of approval related to storm water treatment and best management practices. Inspection required by adopted Storm Water Management Plan, ordinance, and State Water Quality Control Board.

Personnel Costs

Position	Rates			Hours by Position Per Unit	Total Labor Cost per Unit of Service
	Salary & Benefits	Administrative Overhead-15%	Total Burdened Labor Cost/Hr.		
Field Utility Streets Journeyman	\$ 46.33	\$ 6.95	\$ 53.28	-	\$ -
Management Analyst II	\$ 65.18	\$ 9.78	\$ 74.95	-	\$ -
Senior Admin Clerk	\$ 44.01	\$ 6.60	\$ 50.61	-	\$ -
Development Services Tech	\$ 48.14	\$ 7.22	\$ 55.36	-	\$ -
Building Official	\$ 91.68	\$ 13.75	\$ 105.43	-	\$ -
Building Inspector I	\$ 52.99	\$ 7.95	\$ 60.94	0.50	\$ 30.47
		\$ -	\$ -	-	\$ -
Total Burdened Personnel Costs per Unit of Service					\$ 30.47

Material & Rental Costs

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Materials, etc.	\$ -		\$ -
			\$ -
			\$ -
			\$ -
Total Material & Rental Costs per Unit of Service			\$ -

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Other Costs	\$ -		\$ -
			\$ -
			\$ -
Total Other Costs per Unit of Service			\$ -

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Benicia Fee per Unit	
		Dollars	Percent
City of Benicia	\$		
City of Antioch	\$		
City of Concord	\$		
City of Fairfield	\$		
City of Martinez	\$		
City of Pleasant Hill	\$		
City of Vacaville	\$		
City of Vallejo	\$		

Total Service Direct Costs	\$ 30.47
Current Fee	\$ -
Current Subsidy	-
Recommended Fee	\$ 25.00
Recommended Subsidy	\$ 5.47
Fee Increase/(Decrease)	\$ 25.00

User Fee Determination
Cost Analysis Worksheet

Fee # 841

User Fee Description	Fund	Program	Account	Department/Division	Prior Approval
Storm Water Inspection Fee for Projects Costing Between \$5,000 and \$24,999	080	8080	?	Engineering	Current Request 4/6/2010

Description of Service, Demand, Subsidy and Other Comments

Inspect for compliance with conditions of approval related to storm water treatment and best management practices. Inspection required by adopted Storm Water Management Plan, ordinance, and State Water Quality Control Board.

Personnel Costs

Position	Rates			Hours by Position Per Unit	Total Labor Cost per Unit of Service
	Salary & Benefits	Administrative Overhead-15%	Total Burdened Labor Cost/Hr.		
Senior Admin	\$ 44.01	\$ 6.60	\$ 50.61	-	\$ -
Mgmt Analyst II	\$ 65.18	\$ 9.78	\$ 74.95	-	\$ -
Inspector I	\$ 56.80	\$ 8.52	\$ 65.31	1.00	\$ 65.31
Engineer Tech I	\$ 47.14	\$ 7.07	\$ 54.22	-	\$ -
Asst Engineer	\$ 67.66	\$ 10.15	\$ 77.81	-	\$ -
Snr Civil Eng	\$ 82.76	\$ 12.41	\$ 95.17	-	\$ -
City Engineer	\$ 98.77	\$ 14.82	\$ 113.59	-	\$ -
Total Burdened Personnel Costs per Unit of Service					\$ 65.31

Material & Rental Costs

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Materials, etc.	\$ -		\$ -
			\$ -
			\$ -
			\$ -
Total Material & Rental Costs per Unit of Service			\$ -

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Other Costs	\$ -		\$ -
			\$ -
			\$ -
Total Other Costs per Unit of Service			\$ -

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Benicia Fee per Unit	
		Dollars	Percent
City of Benicia	\$		
City of Antioch	\$		
City of Concord	\$		
City of Fairfield	\$		
City of Martinez	\$		
City of Pleasant Hill	\$		
City of Vacaville	\$		
City of Vallejo			

Total Service Direct Costs	\$ 65.31
Current Fee	\$ -
Current Subsidy	\$ 65.31
Recommended Fee	\$ 50.00
Recommended Subsidy	\$ 15.31
Fee Increase/(Decrease)	\$ 50.00

User Fee Determination
Cost Analysis Worksheet

Fee # 296

User Fee Description	Fund	Program	Account	Department/Division	Prior Approval
Storm Water Inspection Fee for Construction Costing Between \$5,000 and \$24,999	080	8080	?	Building	Current Request 4/6/2010

Description of Service, Demand, Subsidy and Other Comments

Inspect for compliance with conditions of approval related to storm water treatment and best management practices. Inspection required by adopted Storm Water Management Plan, ordinance, and State Water Quality Control Board.

Personnel Costs

Position	Rates			Hours by Position Per Unit	Total Labor Cost per Unit of Service
	Salary & Benefits	Administrative Overhead-15%	Total Burdened Labor Cost/Hr.		
Field Utility Streets Journeyman	\$ 46.33	\$ 6.95	\$ 53.28		\$ -
Management Analyst II	\$ 65.18	\$ 9.78	\$ 74.95	-	\$ -
Senior Admin Clerk	\$ 44.01	\$ 6.60	\$ 50.61	-	\$ -
Development Services Tech	\$ 48.14	\$ 7.22	\$ 55.36	-	\$ -
Building Official	\$ 91.68	\$ 13.75	\$ 105.43		\$ -
Building Inspector I	\$ 52.99	\$ 7.95	\$ 60.94	1.00	\$ 60.94
		\$ -	\$ -	-	\$ -
Total Burdened Personnel Costs per Unit of Service					\$ 60.94

Material & Rental Costs

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Materials, etc.	\$ -		\$ -
			\$ -
			\$ -
			\$ -
Total Material & Rental Costs per Unit of Service			\$ -

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Other Costs	\$ -		\$ -
			\$ -
			\$ -
Total Other Costs per Unit of Service			\$ -

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Benicia Fee per Unit	
		Dollars	Percent
City of Benicia	\$		
City of Antioch	\$		
City of Concord	\$		
City of Fairfield	\$		
City of Martinez	\$		
City of Pleasant Hill	\$		
City of Vacaville	\$		
City of Vallejo			

Total Service Direct Costs	\$ 60.94
Current Fee	\$ -
Current Subsidy	
Recommended Fee	\$ 50.00
Recommended Subsidy	\$ 10.94
Fee Increase/(Decrease)	\$ 50.00

User Fee Determination
Cost Analysis Worksheet

Fee # 842

User Fee Description Storm Water Inspection Fee for Projects Costing Between \$25,000 and \$99,999	Fund 080	Program 8080	Account ?	Department/Division Engineering	Prior Approval Current Request 4/6/2010
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Description of Service, Demand, Subsidy and Other Comments

Inspect for compliance with conditions of approval related to storm water treatment and best management practices. Inspection required by adopted Storm Water Management Plan, ordinance, and State Water Quality Control Board.

Personnel Costs

Position	Rates			Hours by Position Per Unit	Total Labor Cost per Unit of Service
	Salary & Benefits	Administrative Overhead-15%	Total Burdened Labor Cost/Hr.		
Senior Admin	\$ 44.01	\$ 6.60	\$ 50.61	-	\$ -
Mgmt Analyst II	\$ 65.18	\$ 9.78	\$ 74.95	-	\$ -
Inspector I	\$ 56.80	\$ 8.52	\$ 65.31	1.25	\$ 81.64
Engineer Tech I	\$ 47.14	\$ 7.07	\$ 54.22	-	\$ -
Asst Engineer	\$ 67.66	\$ 10.15	\$ 77.81	-	\$ -
Snr Civil Eng	\$ 82.76	\$ 12.41	\$ 95.17	-	\$ -
City Engineer	\$ 98.77	\$ 14.82	\$ 113.59	-	\$ -
Total Burdened Personnel Costs per Unit of Service					\$ 81.64

Material & Rental Costs

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Materials, etc.	\$ -		\$ -
			\$ -
			\$ -
			\$ -
Total Material & Rental Costs per Unit of Service			\$ -

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Other Costs	\$ -		\$ -
			\$ -
			\$ -
Total Other Costs per Unit of Service			\$ -

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Benicia Fee per Unit	
		Dollars	Percent
City of Benicia	\$		
City of Antioch	\$		
City of Concord	\$		
City of Fairfield	\$		
City of Martinez	\$		
City of Pleasant Hill	\$		
City of Vacaville	\$		
City of Vallejo			

Total Service Direct Costs	\$ 81.64
Current Fee	-
Current Subsidy	\$ 81.64
Recommended Fee	\$ 75.00
Recommended Subsidy	\$ 6.64
Fee Increase/(Decrease)	\$ 75.00

User Fee Determination
Cost Analysis Worksheet

Fee # 297

User Fee Description	Fund	Program	Account	Department/Division	Prior Approval
Storm Water Inspection Fee for Construction Costing Between \$25,000 and \$99,999	080	8080	?	Building	Current Request 4/6/2010

Description of Service, Demand, Subsidy and Other Comments

Inspect for compliance with conditions of approval related to storm water treatment and best management practices. Inspection required by adopted Storm Water Management Plan, ordinance, and State Water Quality Control Board.

Personnel Costs

Position	Rates			Hours by Position Per Unit	Total Labor Cost per Unit of Service
	Salary & Benefits	Administrative Overhead-15%	Total Burdened Labor Cost/Hr.		
Field Utility Streets Journeyman	\$ 46.33	\$ 6.95	\$ 53.28		\$ -
Management Analyst II	\$ 65.18	\$ 9.78	\$ 74.95	-	\$ -
Senior Admin Clerk	\$ 44.01	\$ 6.60	\$ 50.61	-	\$ -
Development Services Tech	\$ 48.14	\$ 7.22	\$ 55.36	-	\$ -
Building Official	\$ 91.68	\$ 13.75	\$ 105.43		\$ -
Building Inspector I	\$ 52.99	\$ 7.95	\$ 60.94	1.25	\$ 76.18
		\$ -	\$ -	-	\$ -
Total Burdened Personnel Costs per Unit of Service					\$ 76.18

Material & Rental Costs

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Materials, etc.	\$ -		\$ -
			\$ -
			\$ -
			\$ -
Total Material & Rental Costs per Unit of Service			\$ -

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Other Costs	\$ -		\$ -
			\$ -
			\$ -
Total Other Costs per Unit of Service			\$ -

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Benicia Fee per Unit	
		Dollars	Percent
City of Benicia	\$		
City of Antioch	\$		
City of Concord	\$		
City of Fairfield	\$		
City of Martinez	\$		
City of Pleasant Hill	\$		
City of Vacaville	\$		
City of Vallejo	\$		

Total Service Direct Costs	\$ 76.18
Current Fee	\$ -
Current Subsidy	
Recommended Fee	\$ 75.00
Recommended Subsidy	\$ 1.18
Fee Increase/(Decrease)	\$ 75.00

User Fee Determination
Cost Analysis Worksheet

Fee # 843

User Fee Description Storm Water Inspection Fee for Projects Costing Between \$100,000 and above	Fund 080	Program 8080	Account ?	Department/Division Engineering	Prior Approval Current Request 4/6/2010
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Description of Service, Demand, Subsidy and Other Comments

Inspect for compliance with conditions of approval related to storm water treatment and best management practices. Inspection required by adopted Storm Water Management Plan, ordinance, and State Water Quality Control Board.

Personnel Costs

Position	Rates			Hours by Position Per Unit	Total Labor Cost per Unit of Service
	Salary & Benefits	Administrative Overhead-15%	Total Burdened Labor Cost/Hr.		
Senior Admin	\$ 44.01	\$ 6.60	\$ 50.61	-	\$ -
Mgmt Analyst II	\$ 65.18	\$ 9.78	\$ 74.95	-	\$ -
Inspector I	\$ 56.80	\$ 8.52	\$ 65.31	1.75	\$ 114.30
Engineer Tech I	\$ 47.14	\$ 7.07	\$ 54.22	-	\$ -
Asst Engineer	\$ 67.66	\$ 10.15	\$ 77.81	-	\$ -
Snr Civil Eng	\$ 82.76	\$ 12.41	\$ 95.17	-	\$ -
City Engineer	\$ 98.77	\$ 14.82	\$ 113.59	-	\$ -
Total Burdened Personnel Costs per Unit of Service					\$ 114.30

Material & Rental Costs

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Materials, etc.	\$ -		\$ -
			\$ -
			\$ -
			\$ -
Total Material & Rental Costs per Unit of Service			\$ -

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Other Costs	\$ -		\$ -
			\$ -
			\$ -
Total Other Costs per Unit of Service			\$ -

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Benicia Fee per Unit	
		Dollars	Percent
City of Benicia	\$		
City of Antioch	\$		
City of Concord	\$		
City of Fairfield	\$		
City of Martinez	\$		
City of Pleasant Hill	\$		
City of Vacaville	\$		
City of Vallejo			

Total Service Direct Costs	\$ 114.30
Current Fee	\$ -
Current Subsidy	\$ 114.30
Recommended Fee	\$ 100.00
Recommended Subsidy	\$ 14.30
Fee Increase/(Decrease)	\$ 100.00

User Fee Determination
Cost Analysis Worksheet

Fee # 298

User Fee Description	Fund	Program	Account	Department/Division	Prior Approval
Storm Water Inspection Fee for Construction Costing Between \$100,000 and above	080	8080	?	Building	Current Request 4/6/2010

Description of Service, Demand, Subsidy and Other Comments

Inspect for compliance with conditions of approval related to storm water treatment and best management practices. Inspection required by adopted Storm Water Management Plan, ordinance, and State Water Quality Control Board.

Personnel Costs

Position	Rates			Hours by Position Per Unit	Total Labor Cost per Unit of Service
	Salary & Benefits	Administrative Overhead-15%	Total Burdened Labor Cost/Hr.		
Field Utility Streets Journeyman	\$ 46.33	\$ 6.95	\$ 53.28		\$ -
Management Analyst II	\$ 65.18	\$ 9.78	\$ 74.95	-	\$ -
Senior Admin Clerk	\$ 44.01	\$ 6.60	\$ 50.61	-	\$ -
Development Services Tech	\$ 48.14	\$ 7.22	\$ 55.36	-	\$ -
Building Official	\$ 91.68	\$ 13.75	\$ 105.43		\$ -
Building Inspector I	\$ 52.99	\$ 7.95	\$ 60.94	1.75	\$ 106.65
		\$ -	\$ -	-	\$ -
Total Burdened Personnel Costs per Unit of Service					\$ 106.65

Material & Rental Costs

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Materials, etc.	\$ -		\$ -
			\$ -
			\$ -
			\$ -
Total Material & Rental Costs per Unit of Service			\$ -

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Other Costs	\$ -		\$ -
			\$ -
			\$ -
Total Other Costs per Unit of Service			\$ -

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Benicia Fee per Unit	
		Dollars	Percent
City of Benicia	\$		
City of Antioch	\$		
City of Concord	\$		
City of Fairfield	\$		
City of Martinez	\$		
City of Pleasant Hill	\$		
City of Vacaville	\$		
City of Vallejo	\$		

Total Service Direct Costs	\$ 106.65
Current Fee	\$ -
Current Subsidy	_____
Recommended Fee	\$ 100.00
Recommended Subsidy	\$ 6.65
Fee Increase/(Decrease)	\$ 100.00

User Fee Determination
Cost Analysis Worksheet

Fee # 839

User Fee Description	Fund	Program	Account	Department/Division	Prior Approval
Storm Water Inspection Fee for Each Lot of a Subdivision - for grading	080	8080	?	Engineering	7/21/2009
					Current Request

Description of Service, Demand, Subsidy and Other Comments

Inspect for compliance with conditions of approval related to storm water treatment and best management practices. Inspection required by adopted Storm Water Management Plan, ordinance, and State Water Quality Control Board.

Personnel Costs

Position	Rates			Hours by Position Per Unit	Total Labor Cost per Unit of Service
	Salary & Benefits	Administrative Overhead-15%	Total Burdened Labor Cost/Hr.		
Senior Admin	\$ 44.01	\$ 6.60	\$ 50.61	-	\$ -
Mgmt Analyst II	\$ 65.18	\$ 9.78	\$ 74.95	-	\$ -
Inspector I	\$ 56.80	\$ 8.52	\$ 65.31	1.75	\$ 114.30
Engineer Tech I	\$ 47.14	\$ 7.07	\$ 54.22	-	\$ -
Asst Engineer	\$ 67.66	\$ 10.15	\$ 77.81	-	\$ -
Snr Civil Eng	\$ 82.76	\$ 12.41	\$ 95.17	-	\$ -
City Engineer	\$ 98.77	\$ 14.82	\$ 113.59	-	\$ -
Total Burdened Personnel Costs per Unit of Service					\$ 114.30

Material & Rental Costs

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Materials, etc.	\$ -		\$ -
			\$ -
			\$ -
			\$ -
Total Material & Rental Costs per Unit of Service			\$ -

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Other Costs	\$ -		\$ -
			\$ -
			\$ -
Total Other Costs per Unit of Service			\$ -

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Benicia Fee per Unit	
		Dollars	Percent
City of Benicia	\$		
City of Antioch	\$		
City of Concord	\$		
City of Fairfield	\$		
City of Martinez	\$		
City of Pleasant Hill	\$		
City of Vacaville	\$		
City of Vallejo			

Total Service Direct Costs	\$ 114.30
Current Fee	\$ 100.00
Current Subsidy	
Recommended Fee	\$ 100.00
Recommended Subsidy	\$ 14.30
Fee Increase/(Decrease)	\$ -

User Fee Determination
Cost Analysis Worksheet

Fee # 294

User Fee Description	Fund	Program	Account	Department/Division	Prior Approval
Storm Water Inspection Fee for Each Building of a Subdivision	080	8080	?	Building	Current Request 4/6/2010

Description of Service, Demand, Subsidy and Other Comments

Inspect for compliance with conditions of approval related to storm water treatment and best management practices. Inspection required by adopted Storm Water Management Plan, ordinance, and State Water Quality Control Board.

Personnel Costs

Position	Rates			Hours by Position Per Unit	Total Labor Cost per Unit of Service
	Salary & Benefits	Administrative Overhead-15%	Total Burdened Labor Cost/Hr.		
Field Utility Streets Journeyman	\$ 46.33	\$ 6.95	\$ 53.28		\$ -
Management Analyst II	\$ 65.18	\$ 9.78	\$ 74.95	-	\$ -
Senior Admin Clerk	\$ 44.01	\$ 6.60	\$ 50.61	-	\$ -
Development Services Tech	\$ 48.14	\$ 7.22	\$ 55.36	-	\$ -
Building Official	\$ 91.68	\$ 13.75	\$ 105.43		\$ -
Building Inspector I	\$ 52.99	\$ 7.95	\$ 60.94	2.00	\$ 121.89
		\$ -	\$ -	-	\$ -
Total Burdened Personnel Costs per Unit of Service					\$ 121.89

Material & Rental Costs

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Materials, etc.	\$ -		\$ -
			\$ -
			\$ -
			\$ -
Total Material & Rental Costs per Unit of Service			\$ -

Other Costs (Equipment, Building Usage, Part-time Labor w/o Benefits)

Description	Cost Each	Quantity Req'd.	Unit Cost
Describe Other Costs	\$ -		\$ -
			\$ -
			\$ -
Total Other Costs per Unit of Service			\$ -

Fee Comparison Data

Jurisdiction	Fee per Unit	More or (Less) than Benicia Fee per Unit	
		Dollars	Percent
City of Benicia	\$		
City of Antioch	\$		
City of Concord	\$		
City of Fairfield	\$		
City of Martinez	\$		
City of Pleasant Hill	\$		
City of Vacaville	\$		
City of Vallejo			

Total Service Direct Costs	\$ 121.89
Current Fee	\$ -
Current Subsidy	
Recommended Fee	\$ 100.00
Recommended Subsidy	\$ 21.89
Fee Increase/(Decrease)	\$ 100.00

**AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
CONSENT CALENDAR**

DATE : September 15, 2010

TO : City Manager

FROM : Police Chief / Fire Chief

SUBJECT : **APPROVE FUNDING AND UPGRADE OF THE COMMUNITY ALERT AND NOTIFICATION (CAN) SYSTEM**

RECOMMENDATION:

Approve \$15,000 from the general fund to update and automate the City of Benicia's Community Alert and Notification (CAN) System and \$2,000 to fund annual maintenance of the system. In addition, approve total expenditures of \$32,000 for this upgrade project. Authorize contracting with original vendors Procom Marketing, Inc., Alert Solutions, Inc., and Federal Signal, Inc. to complete the upgrade project.

EXECUTIVE SUMMARY:

This project involves the upgrade and automation of the existing CAN System with four areas of improvement:

1. Repair broken CAN System computers.
2. Provide additional notification to schools and selected city buildings.
3. Provide digital upgrades to increase system capability.
4. Provide automation to reduce impact on dispatchers during emergencies.

Each of the recommended vendors was contracted for the initial development of the CAN system and each participated in past system upgrades.

BUDGET INFORMATION:

The project costs are \$30,000, \$15,000 is immediately available from Fire Projects/CAN Fire account number 085-6105-1005. To complete the project, staff requests a mid-year budget adjustment of \$15,000 to Citywide Emergency Operations fund account number 010-6105-9144. To maintain the system, an

annual adjustment of \$2,000 is necessary for Citywide Emergency Operations general fund account number 010-6105-9144.

BACKGROUND:

In 1993, a chemical accident occurred in Richmond, which threatened nearby communities. At the direction of the City Council, City staff looked at ways to notify and protect our community in the event a similar situation occurred within our own city. In December 1995, the City Council approved a plan to implement the CAN System. A contract was awarded for construction and in January 2004, the City of Benicia CAN System was operational.

Since its inception, the CAN System has undergone three significant upgrades, occurring between 2006 and 2008. The Valero Refinery made a substantial donation to assist with these upgrades. The first upgrade provided two additional sirens (for a total of seven). The second upgrade provided security notification capability and siren status capability to the dispatch center. The last upgrade incorporated digital equipment into a new rack system after the upgrade to the dispatch center.

The only upgrade not accomplished in 2006 was the addition of equipment at the schools and city buildings. The delay was primarily due to technological issues. \$15,000.00 was set aside to accomplish this upgrade, which is currently located in account 085-6105-1005. The amount has been carried over since 2006 until a technological solution could be developed.

In 2010, a significant event at the Valero refinery prompted the activation of the CAN System. A review of the event and the related activation of the CAN System identified deficiencies within the system and the activation process of the system. One of the key elements in this review involved the impact on dispatchers during the emergency event. Based on issues identified with the activation, it was determined that immediate steps needed to be taken to automate the CAN activation system. Currently, the manual activation of the system by emergency dispatchers is time consuming, cumbersome, and takes the dispatcher away from core emergency dispatching duties during the CAN event.

A plan was developed to address four issues:

1. Repair broken CAN System computers.
2. Provide additional notification to schools and selected city buildings.
3. Provide digital upgrades to increase system capability.
4. Provide automation to reduce impact on dispatchers during emergencies.

Three companies will be involved in the upgrade. These three companies were involved in the original installation of our CAN system:

1. Procom Marketing, Inc.: Project Management and collect fees from the two companies.
2. Alert Solutions, Inc.: Approx. \$19,800 for a computer server and system automation.
3. Federal Signal, Inc: Approx. \$10,200 for software installation and school upgrades.

Staff recommends a mid-year budget adjustment of \$15,000.00 from the general fund to update and automate the City of Benicia CAN System. In addition, approve Procom Marketing, Inc., Alert Solutions, Inc., and Federal Signal, Inc. to continue their work as contractors in order to complete the upgrade project.

Attachments:

- Proposed Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA TO APPROVE \$32,000 FUNDING AND UPGRADE OF THE COMMUNITY ALERT AND NOTIFICATION (CAN) SYSTEM

WHEREAS, the City of Benicia has an existing Community Alert and Notification (CAN) System; and

WHEREAS, staff recommends improvements be made in several key areas to improve and upgrade the CAN System; and

WHEREAS, staff recommends with contracting with original vendors Procom Marketing, Inc., Alert Solutions, Inc., and Federal Signal, Inc. to complete the upgrade project; and

WHEREAS, the project costs are \$32,000; and

WHEREAS, \$15,000 is immediately available from Fire Projects / CAN Fire account;

WHEREAS, staff requests a mid-year budget adjustment of \$17,000 to Citywide Emergency Operations fund.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia does hereby approve contracts with the original vendors Procom Marketing, Inc., Alert Solutions, Inc., and Federal Signal, Inc. in the amount of \$30,000 for improvements to the City CAN system and \$2,000 to fund annual maintenance of the system and authorizes the City Manager to sign a contract for the installation.

On motion of Council Member _____ seconded by Council Member _____ the above Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 21st day of September, 2010, and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

ATTEST:

Lisa Wolfe, City Clerk

**AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
ACTION ITEM**

DATE : September 14, 2010
TO : Mayor & City Council
FROM : City Manager
SUBJECT : **2010-2011 BUDGET BALANCING MEASURES**

RECOMMENDATION:

Review and approve the proposed measures staff is recommending in order to balance the 2010-11 budget.

EXECUTIVE SUMMARY:

At the August 24th study session, the Council considered recommendations for balancing the 2010-11 budget, which currently has projected an ongoing shortfall approaching \$1.2 million. An overview of the process for gathering input from the community regarding balancing the City's budget was reviewed, including the results of an online survey and two community workshops. The process resulted in a list of cost saving measures and several revenue measures that will offset the budget deficit. On August 24th, the Council provided direction to staff regarding working with the various stakeholders and gathering additional suggestions for budget balancing measures. To that end, staff has met with a number of groups, including employees, who would be impacted by the proposed measures, and has made some modifications based on those discussions. The reductions, some of which have been modified based on these meetings with stakeholders, are now being presented to Council for final review and approval.

STRATEGIC PLAN:

Relevant Strategic Plan Issues and Strategies:

- Strategic Issue #3: Strengthening Economic and Fiscal Conditions

BUDGET:

If all of the Budget Balancing Measures are implemented, the City will reduce the FY 2010-11 budget by \$489,500 from increases in program fees

and reductions in operating expenditures. The Finance Director has indicated the preliminary unaudited results of FY 2009-10 are positive and, to the extent the measures cannot be implemented in time to achieve the full savings, there appears to be enough in end-of-year expenditure one-time savings to cover the shortfall between the \$600,000 and \$489,000. Unfortunately, the final outcome from last year and the impact on this year's budget will not be available until late October 2010, which is also the month scheduled for County notification of commercial and industrial property tax reductions.

BACKGROUND:

On June 1, 2010, the City Council directed the City Manager to develop recommendations that would balance the FY 2010-11 General Fund Budget in a way that would address one-half the structural deficit (\$600,000) this year and stabilize the delivery of services in the future. An inclusive process for addressing the structural deficit based on prioritizing services was initiated and the results of this process were reviewed at the August 24th budget study session. The process has resulted in a list of 24 cost saving measures and 5 revenue measures that will offset the budget deficit by \$1,200,000 annually if all of the measures are approved by the City Council.

As has been discussed previously with Council, the general approach for achieving the needed cost-savings to balance the budget is to pursue half of the \$1.2 million through reductions in programs and services, and the other half through negotiated employee concessions. This approach is illustrated on the following chart:

General Approach for Achieving Savings

I. Most Probable Financial Forecast

A.	Annual Deficit, Next Two Years:	\$	1,200,000
B.	Percent of Annual Budget Needed in Savings:		
	<u>Deficit</u>	<u>Annual Budget</u>	<u>% Savings Needed</u>
	\$ 1,200,000	\$ 30,000,000	4%

Projected Savings Needed - Between Services and Employee

C. Concessions:

	<u>Target Savings</u>	
	<u>Amount</u>	<u>% Budget</u>
Services	\$ 600,000	2%
Employees	\$ 600,000	2%
Total	\$ 1,200,000	4%

At the recent budget study session, in addition to the presentation from staff on the various measures, the City Council received input from the public on the proposed approach and specific measures for achieving those goals. The Council then discussed the proposed measures, with particular focus on those noted below:

- Reductions in support to the Benicia Unified School District
- Impacts associated with closing the pool for four months of the year
- Impacts associated with the Youth Action Coalition
- Impacts to human services grantees of reducing City grant funding
- Impacts to arts & culture grantees of reducing City grant funding
- Impacts to tourism
- Impact to employee groups of reductions in employee compensation

The Council provided direction to staff regarding working with the various stakeholders and gathering additional suggestions for budget balancing measures. To that end, staff has met with a number of groups impacted by the proposed measures, and has made some modifications based on those discussions.

A summary of the outcomes of each of those stakeholder meetings follows.

Benicia Unified School District (BUSD) Related Reductions:

Staff first met with the BUSD Superintendent to discuss the recommendations to reduce a number of programs that would be impacted by the proposed budget balancing measures, including BUSD field maintenance at two sites and the effects on the High School swimming program should the swim center not reopen until April 2011. The proposed reductions to City funding of the crossing guard program and Second Step program were also discussed.

Recognizing the current fiscal challenges for both agencies, the BUSD Superintendent discussed various ways for the City to transition a reduction of services to BUSD. Staff informed the BUSD Superintendent, provided the City Council adopts staff's recommendation on September 21st, the City will notify the BUSD that the City will stop maintaining two school fields effective April 1, 2011. Per the Joint Use Agreement, the City must give the BUSD a six (6) months termination notice.

Additionally, the reductions were discussed in a meeting of the City of Benicia/BUSD Liaison Committee on September 14, 2010. Representatives of both entities agreed to work together to accommodate the reductions in a manner least impacting the District.

Partial Pool Closure:

Staff met with representatives of the Arsenal Aquatic Club to solicit their feedback on the proposed partial pool closure. This swim group has cancelled the Fall 2010 season but was excited regarding the prospect of swimming in the winter. Staff and the Arsenal swim group have worked out an agreement where the swim group will pay for the operational expense for the month of October, approximately \$15,000. This could conceivably go into effect for October 2011. Staff will continue to work with the Arsenal Swim Club to construct a contract for the 2011 swim season.

Additionally, cognizant of the economic climate and the pitfalls of raising fees in this environment, staff has also focused on developing a new fee structure solely for aquatic programs that would cover the cost of swim center operations. To that end, staff is proposing to the City Council a 15% increase in all aquatic programming. This will generate approximately \$30,000/year. This new revenue will offset swim center expenditures for two months, resulting in a revised eight-month swim season, from February 1 to September 30. This revised swim season will preserve High School

swimming and also allow the newly formed Arsenal Aquatic Club to swim during those months.

The updated budget balancing measures reflect the above-noted modifications.

Youth Action Coalition Reductions:

The Youth Action Coalition Executive Board met on September 1, 2010 and recommended that rather than cutting \$13,000 from Second Step, to reduce Prevention Programs by \$9,000 and take \$4,000 from Education/Marketing to achieve the same amount of cost savings.

Staff is in agreement with this proposed change, and has revised the proposed budget balancing measure accordingly.

Human Services Grant Funding Reductions:

The Human Services Board met on Monday, September 13th to discuss the proposed reduction to human services grantees, which amounts to \$26,500 for the current fiscal year and \$53,000 on an annualized basis. They also invited the current human services grantees to attend and provide input. In summary, while the Board recommended that human services grantees not be required to take reductions in funding, they noted that if the City did find it necessary to achieve cost savings via reductions to current grants, that the target savings be revised to be more consistent with the originally proposed level of funding for this budget period. The board notes that taking this approach would result in a cost-savings of approximately \$19,303. A copy of the Board's specific recommendation to Council is included with this report as an attachment.

Based on this feedback, staff has revised the proposed target amount for 2010-11 to \$20,000.

Arts & Culture Grant Funding Reductions:

After the August 24th City Council meeting, the Arts & Culture Commission met on August 30 and September 9 to discuss the proposed reduction to arts & culture grantees. The Commission discussed potential methods for creating revenue and for raising additional funds in conjunction with the grantees. The Commission recommended that the grantees take more gradual reductions in funding, and noted that any reductions will have tremendous impact upon the grantees' programs and on arts throughout

the City. A copy of the Commission's specific recommendation to Council is included with this report as an attachment.

Based on this feedback, staff has revised the proposed reduction to be more consistent with the reduction level proposed for Benicia Historical Museum, with a target of \$20,000 for this fiscal year as opposed to \$25,000.

Tourism Related Reductions:

The Economic Development Board met on August 25. By consensus the Board recommended that the proposed \$25,000 cut to tourism marketing be replaced with the "Tier 2" \$25,000 cut to a potential tourism business improvement district (TBID) consultant, and that there be no initial or Tier 2 proposed cuts to tourism marketing because of the nature of the investment.

Staff has incorporated this suggestion.

Benicia Historical Museum:

Staff talked with Ann Hansen, Executive Director of the Museum, following the Council meeting. According to Ms. Hansen, approximately 40% of their \$200,000 annual income comes from the City grant of \$80,000. They had anticipated as much as a \$10,000 reduction earlier in the year but said the proposed \$15,000 reduction will have a much greater impact due to the large reduction in Corporate sponsorships this year. Recently, Valero reported they would not be able to sponsor the Museum at previous levels. She indicated the Museum Board has studied the matter and will attend the Council meeting to voice their concerns.

Employee Compensation Reductions:

On Monday, September 13th, the City Manager met with a number of employee group representatives to hear ideas regarding budget balancing solutions. Employee representatives talked with the City Manager about the City's current fiscal challenges and shared ideas for achieving cost savings, including contributing less funding to the Benicia Historical Museum and providing museum staff via volunteers and continuing to look at opportunities to raise fees for user groups of City services. There was also a suggestion for utilizing furloughs to achieve temporary employee compensation reductions.

Budget Balancing Measures – Program/Service Reductions:

As a result of the above noted meetings with stakeholders, several of the proposed measures have been revised. This updated list of budget balancing measures is presented in Attachment A of this report, along with a brief description of the resulting impacts. The measures are stated both at their potential savings value for FY 2010-11, which, in some cases, is less than the ongoing annual value, and also at the ongoing annualized value, which can be greater than the FY 2010-11 value for various reasons, including:

- ❑ Implementations begins more than three months into the fiscal year
- ❑ Some savings depend on renegotiation of contracts with service providers
- ❑ Some savings require minimum advance notice to those affected

In some cases, amounts are modified to reflect the amount of cost-savings that is likely achievable (e.g., in general, position reductions assume a November 1st implementation date.) The descriptions for each measure also note if there is a change from what was presented at the study session.

Position Reductions:

Along with the proposed service reductions, a number of position reductions are being identified. These reductions are proposed to be effective on November 1, 2010, to allow the necessary time to meet and confer with the City's bargaining groups regarding impacts of the proposed layoffs. A list noting these positions is attached to this report as Attachment B.

This list was developed to be consistent with the proposed program and service reductions included in Attachment A, as some of those program and service reduction measures involve position reductions. It was also supplemented with positions from the Standby Budget Balancing Measures List presented at the August 24th budget study session, in the event that employee compensation reductions are not successful in achieving needed savings. To this end, the proposed position reductions remain consistent with the priorities identified through the City's recent rightsizing process.

The City will be meeting with the effected bargaining units where position eliminations are proposed on the impacts of the layoffs, and staff will return to Council if, through those impact discussions, agreement is

reached on other employee concessions to reduce the number of layoffs necessary.

Finally, Attachment B also reflects changes in staffing in the fire and police departments that will reduce overtime costs and achieve the necessary cost savings to the extent employee compensation reductions are not recognized.

While the recommended reductions are unfortunate and will impact community groups, employees and residents, they are essential to maintaining the financial stability of the City and the services our citizens value most. Failing to take action now will continue to draw on the City's financial resources – presently falling at the rate of approximately \$100,000 per month.

Attachments:

- Attachment A – Proposed Budget Balancing Measures & Descriptions
- Attachment B – Position Reductions
- Attachment C – August 24, 2010 Budget Study Session Staff Report
- Attachment D – Correspondence:
 - Arts & Culture Commission
 - Human Services Fund Board
 - Miscellaneous Correspondence

Attachment A
Proposed Budget Balancing
Measures & Descriptions

**Attachment A
Summary of FY 2010-11 Budget Balancing Measures**

#	Proposed Expenditure Measures	Current 2010-11 Budget	Proposed Reduction	Amended 2010-11 Budget	Annualized Reductions
1	Reduce Youth Action Coalition Budget	\$66,000	(\$13,000)	\$53,000	(\$26,000)
2	Reduce Arts & Culture Grants	\$100,375	(\$20,000)	\$80,375	(\$40,000)
3	Reduce Museum	\$80,000	(\$15,000)	\$65,000	(\$30,000)
4	Reduce ED Contract Services	\$31,000	(\$10,000)	\$21,000	(\$10,000)
5	Reduce Main Street	\$149,000	(\$16,000)	\$133,000	(\$16,000)
6	Reduce TBID Consulting Contract	\$140,000	(\$25,000)	\$115,000	(\$25,000)
7	Reduce Equipment Repairs	\$40,200	(\$14,000)	\$26,200	(\$16,000)
8	Reallocate Library PT Staff - support ACC	\$20,000	(\$20,000)	\$0	(\$20,000)
9	Reduce Special Events	\$23,075	(\$11,000)	\$12,075	(\$11,000)
10	Reduce Pool Operations	\$325,000	(\$33,500)	\$291,500	(\$33,500)
11	Reduce School Crossing Guards	\$65,500	(\$16,000)	\$49,500	(\$32,000)
12	Reduce BUSD Field Maintenance	\$308,885	(\$39,500)	\$269,385	(\$153,000)
13	Reduce PT Staff - CMO	\$28,475	(\$26,000)	\$2,475	(\$26,000)
14	Reduce Human Service Grants	\$159,305	(\$20,000)	\$139,305	(\$53,000)
15	Reduce PT Finance Staff - Cashiering	\$11,170	(\$10,000)	\$1,170	(\$10,000)
16	Eliminate PT Secretarial Staff - Fire	\$16,020	(\$10,000)	\$6,020	(\$15,000)
17	Transfer PT Hydrant Staff to Water Fund	\$15,900	(\$15,000)	\$900	(\$15,000)
18	Reduce computer services at public library	\$118,900	(\$10,000)	\$108,900	(\$10,000)
19	Reduce PT staff at library service desk	\$154,125	(\$7,000)	\$147,125	(\$7,000)
20	Reduce PT Staff Recreation Programs	\$615,630	(\$10,000)	\$605,630	(\$10,000)
21	Eliminate Graffiti PT Staff – Streets	\$25,000	(\$16,600)	\$8,400	(\$25,000)
22	Reduce PT Staff at City Hall – CD Admin	\$28,000	(\$9,400)	\$18,600	(\$14,000)
Subtotal Expenditure Measures		\$2,521,560	(\$367,000)	\$2,154,560	(\$597,500)

Proposed Revenue Measures					
23	Aquatic Fee - Increase	\$0	\$30,000	\$30,000	\$30,000
24	Animal Control Revenue - New	\$0	\$7,500	\$7,500	\$15,000
25	Sports User Fee – New	\$0	\$20,000	\$20,000	\$20,000
26	Public Private Partnership Revenue	\$140,000	\$30,000	\$170,000	\$30,000
27	Implement Storm Water Fee	\$0	\$35,000	\$35,000	\$45,000
Subtotal Revenue Measures		\$140,000	\$122,500	\$262,500	\$140,000

Total Expenditure & Revenue Measures	\$2,381,560	(\$489,500)	\$1,892,060	(\$737,500)
Reduction Goal		(\$600,000)		(\$600,000)
Over/(Short) of Goal		(\$110,500)		\$137,500

Notable Measures Already in 2010-11 Budget					
28	Reduce Field Watering	\$258,510	\$50,000		\$50,000
29	Reduce School Resource Officer	\$300,000	\$60,000		\$60,000

Attachment A Continued.... Explanation of Proposed Changes

1	Reduce YAC Budget	Police YAC	\$13,000
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1. **Department Name:** Police
2. **Program Name:** Youth Action Coalition
3. **Service, Function or Activity Name:** Youth Action Coalition Budget
4. **Proposed Measure:** Reduce funding in FY 2010-11 for Prevention Program (\$9,000) and Marketing (\$4,000) for a total of \$13,000
5. **Amount of savings or additional revenue:** \$13,000 savings
6. **Fraction of services or program affected by the measure:** This would reduce YAC's budget by \$13,000 and would impact the prevention program and marketing efforts.
7. **Stakeholders affected:** YAC, Parents, Youth
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** This would impact the marketing efforts of YAC and funds for an unidentified program.
9. **Transition Plan if measure is approve:** Transfer funds of 13k after council approval.

2	Reduce Arts & Culture Grants	Comm. Grants	\$20,000
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1. **Department Name:** Library/Community Grants
2. **Program Name:** Arts & Culture Grants
3. **Service, Function or Activity Name:** Grants to Arts & Culture organizations
4. **Proposed Measure:** Reduction in grant allocations to Arts organizations
5. **Amount of savings or additional revenue:** \$20,000 (revised from \$25,000 noted in August 24th proposed reduction to be more consistent with Benicia Historical Museum reduction.)
6. **Fraction of services or program affected by the measure:** 6 months at 40%
7. **Stakeholders affected:** Grantees: Arts Benicia, Benicia Community Arts, Benicia Old Town Theater Group, Benicia Performing Arts.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Cutting the funding for these organizations beginning January 1, 2011 will decrease the amount of arts programming and activities available in the community.
9. **Transition Plan if measure is approved:** It is recommended that the Arts & Culture Commission be directed to determine how the cost savings of 40% over the second half of 2010-11 fiscal year is achieved, for example, whether it is through across the board reductions of all grantees, or reductions that vary by grantee. It will also be necessary to negotiate changes to existing contracts with grantees.

3	Reduce Museum - Enhancement	Comm. Grants	\$15,000
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1. **Department Name:** Community Grants
2. **Program Name:** Support for Benicia Historical Museum at the Camel Barns.
3. **Service, Function or Activity Name:** Enhanced contribution to Museum.
4. **Proposed Measure:** Eliminate enhanced contribution to Museum.
5. **Amount of savings:** \$15,000 in FY10-11 and \$30,000 annually
6. **Fraction of services or program affected by the measure:** 50%/100% of Enhanced amount.
7. **Stakeholders affected:** Museum staff and board members.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The City has been providing an enhanced contribution to the Museum for 4 years to support the expansion of their exhibits. The City also contributes \$50,000 per year that is designated towards operating costs, including part-time staff compensation.
9. **Transition Plan if measure is approved:** The Museum will not receive additional support for exhibit development.

4	Reduce ED Contract Services	Econ. Develop.	\$10,000
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1. **Department Name:** City Manager's Office, Economic Development
2. **Program Name:** Contract Services
3. **Service, Function or Activity Name:** N/A
4. **Proposed Measure:** Reduce line item by \$10,000
5. **Amount of savings or additional revenue:** \$10,000 Sup. & Svcs.
6. **Fraction of services or program affected by the measure:** 1/3
7. **Stakeholders affected:** Existing and prospective Benicia business owners
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** This line item is used for funding various economic development activities related to business retention and attraction. It funds on-site business trainings provided by the Solano College Small Business Development Center through a service contract and co-op projects with the Solano Economic Development Corporation (for example, a joint subscription to a retailer database at a discount). It is also used for special projects related to the City's real estate needs, such as costs for architect studies, appraisals, etc. With a one-third budget cut, the SBDC contract likely would remain in place but other expenditures in this category would be reduced.
9. **Transition Plan if measure is approved:** There would be no change to the existing contract funded by this category (with the SBDC) so no need for a transition plan; staff would just spend less over the year on its other expenses.

5	Reduce Main Street - Enhancement	Econ. Develop.	\$16,000
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1. **Department Name:** City Manager's Office, Economic Development
2. **Program Name:** Main Street Program (Enhancements)
3. **Service, Function or Activity Name:** N/A

4. **Proposed Measure:** Reduce Main Street funding by \$16,000
5. **Amount of savings or additional revenue:** \$16,000 Sup. & Svcs.
6. **Fraction of services or program affected by the measure:** 10%
7. **Stakeholders affected:** Existing and prospective downtown Benicia business owners and visitors downtown
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Benicia Main Street has a \$298,000 service contract with the City in 2009-11, \$149,000 annually. Reducing the 2010-11 funds by \$16,000 is a 10% drop; the organization will need to adjust services accordingly. Options include but are not limited to reducing advertising, eliminating sidewalk cleaning, and/or eliminating some promotions throughout the year. Regardless, they will result in a less vibrant downtown.
9. **Transition Plan if measure is approved:** Staff and Benicia Main Street would negotiate changes in the service contract, which would then come to Council for approval as soon as possible. Depending on the changes, the impact may be immediate or delayed until the spring/summer.

6	Reduce Tourism Contracts	Econ. Develop.	\$25,000
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1. **Department Name:** City Manager's Office, Economic Development
2. **Program Name:** Visitors Services
3. **Service, Function or Activity Name:** Tourism Business Improvement District formation
4. **Proposed Measure:** Reduce TBID Consultant Allocation
5. **Amount of savings or additional revenue:** \$25,000
6. **Fraction of services or program affected by the measure:**
7. **Stakeholders affected:** Business owners who would be potential payees into the tourism marketing/business improvement district.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Consultants are typically retained to help form BIDs because of the specialized nature of the assignment. Cutting \$25,000 would leave \$20,000 in the allocation for this project, meaning staff (Economic Development and Finance) would do more work in-house and the future consultant contract would be less.
9. **Transition Plan if measure is approved:** The draft Request for Proposals would be revised to be smaller, and be issued after review by Council at an upcoming meeting.

7	Reduce Equipment Repairs	Finance/IT	\$14,000
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1. **Department Name:** Finance/Information Technology
2. **Program Name:** Equipment Repair and Replacement
3. **Service, Function or Activity Name:** Proactive equipment repair and replacement.
4. **Proposed Measure:** Reduce funding.

5. **Amount of savings or additional revenue:** \$14,000 for 2010-11; \$16,000 annually
6. **Fraction of services or program affected by the measure:** 40% of computer maintenance costs.
7. **Stakeholders affected:** Users of IT system.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The IT Division is proactive in replacing small equipment that has passed its expected useful life. Some equipment will not be replaced until it fails and, in most cases, will not lead to measurable system downtime.
9. **Transition Plan if measure is approved:** Staff will only replace equipment that will cause system downtime if failure occurs.

8	Reduce PT Staff to support ACC	Library	\$20,000
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1. **Department Name:** Library
2. **Program Name:** Library services / Benicia Arts & Culture Commission (BACC)
3. **Service, Function or Activity Name:** Customer Service desk staffing
4. **Proposed Measure:** Reallocation of staff to BACC
5. **Amount of savings or additional revenue:** \$20,000
6. **Fraction of services or program affected by the measure:** 4% reduction (full-time staff funding) / 100% of Arts & Culture staff budget
7. **Stakeholders affected:** Library users
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The Benicia Arts & Culture Commission (BACC) had \$20,000 budgeted for staffing and supplies. Due to the hiring freeze, it became practical to supply assistance to the BACC using existing staff. This reduced the time staff could help patrons at the customer service desk. Ultimately this impacts library users who need to wait longer for assistance or service.
9. **Transition Plan if measure is approved:** Personnel has already transitioned.

9	Reduce Special Events	Parks & CS	\$11,000
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1. **Department Name:** Parks and Community Services
2. **Program Name:** Special Events
3. **Service, Function or Activity Name:** Evening Visits with Santa, Santa's Visits, Movies in the Park, Adult trips
4. **Proposed Measure:** Reduce special events
5. **Amount of savings or additional revenue:** \$11,000: Part-time staff: \$8,200
Supplies and Services: \$5,400 Lost Revenue: (\$2,600)
6. **Fraction of services or program affected by the measure:** 80% of special events will be eliminated.
7. **Stakeholders affected:** Community participants who attend and register for these events.

8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The remaining special events offered by the City will consist of the holiday tree lighting and one (1) movie in the park.
9. **Transition Plan if measure is approved:** Staff will not offer the special events listed above.

10	Reduce Pool Hours	Parks & CS	\$33,600
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1. **Department Name:** Parks and Community Services
2. **Program Name:** Aquatics
3. **Service, Function or Activity Name:** Lap Swim and High School Swim Team
4. **Proposed Measure:** Reduce months pool is operated
5. **Amount of savings or additional revenue:** \$30,000: Part-time staff: \$18,600; Utilities: \$18,000; Reduced Revenue: (\$3,000).
6. **Fraction of services or program affected by the measure:** 20% of lap swim. 20% of Arsenal swim team
7. **Stakeholders affected:** Lap swimmers and Arsenal swim team
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The pool will be operated eight (8) months (February-September) rather than ten (10) months (February-November). Groups and programs impacted by the reduced swim season will be the lap swim and the Arsenal swim team.
9. **Transition Plan if measure is approved:** Pool will close at the end of September 2010. The Arsenal swim team has already been informed and have canceled their swim season for the months of October and November 2010 and we will distribute information to the lap swimmers regarding the closure at the end of September.

11	Reduce School Crossing Guards 50%	Grants	\$16,000
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1. **Department Name:** Police
2. **Program Name:** Crossing Guards
3. **Service, Function or Activity Name:** Funds district staff to assist crossing students before and after school.
4. **Proposed Measure:** Reduce funding by 25% in FY10-11 and 50% annually.
5. **Amount of savings:** \$16,000 savings in FY 2010-11 and \$32,000 annually.
6. **Fraction of services or program affected by the measure:** This funding is for salaries and is paid to the school district to fund this program. Hours or number of crossing locations would be reduced or impacted. Service could be provided by parents or funded from another source.
7. **Stakeholders affected:** School age children, School district, parents.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** This program is managed by BUSD. We could assist schools to re-route students who use cross walks to controlled intersection since crossing guard hours and/or locations would need to be reduced.

9. **Transition Plan if measure is approved:** Since first year reduction is 25% of full funding, we may be able to minimize the disruptions of the current program as it transitions to a lower funding level.

12	Reduce BUSD Fields (3 months @ 50%)	PCS	\$39,500
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1. **Department Name:** Parks and Community Services
2. **Program Name:** BUSD Field Maintenance
3. **Service, Function or Activity Name:** Maintenance of Fields (Benicia High School, Benicia Middle School, Robert Semple School, Joe Henderson School)
4. **Proposed Measure:** Eliminate maintenance of two (2) sites
5. **Amount of savings:** \$39,500. Elimination of 1 full-time position beginning April 2011. \$153,000 for 12 months.
6. **Fraction of services or program affected by the measure:** Eliminate 50% of sites maintained.
7. **Stakeholders affected:** Benicia Unified School District and local sports organizations.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Condition of remaining two (2) sites maintained by the City will meet current maintenance standards. Two (2) school sites eliminated will revert back to BUSD for maintenance.
9. **Transition Plan if measure is approved:** Maintenance of two (2) Benicia Unified School sites will be eliminated.

13	Reduce PT Staff – General Support	CMO/HR/ED	\$26,000
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1. **Department Name:** City Manager's Office
2. **Program Name:** Part-time Temporary Staff – CMO/HR
3. **Service, Function or Activity Name:** Part-time Temporary Staff
4. **Proposed Measure:** Reduce funding for part-time temporary staff
5. **Amount of savings or additional revenue:** \$26,000
6. **Fraction of services or program affected by the measure:** 25%
7. **Stakeholders affected:** Primarily City employees
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Will require minimal use of part-time temporary staff for City Manager's Office and Human Resources
9. **Transition Plan if measure is approved:** Shift utilization of part-time Management Analyst from Public Works to Human Resources

14	Reduce Human Service Grants	Comm. Grants	\$20,000
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1. **Department Name:** City Manager's Office
2. **Program Name:** Human Services Fund
3. **Service, Function or Activity Name:** Human Services Grants
4. **Proposed Measure:** Reduce human service grantee funding over second half of current fiscal year.

5. **Amount of savings:** \$20,000 in FY 10-11 (reduced from \$26,000, similar to recommendation from Human Services Board.)
6. **Fraction of services or program affected by the measure:** To be determined. The Human Services Board will be asked to consider the requested savings and then present a recommendation to Council regarding achieving the reduction in grants.
7. **Stakeholders affected:** Human Services grantees and clients they serve in the community. Current grantees are listed below:
 - a. Community Action Council
 - b. Families in Transition
 - c. Catholic Social Services
 - d. Children’s Nurturing Project
 - e. Reach Out
 - f. Special Friends (Benicia Unified School District)
 - g. Community Gardens
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** To be determined – see #6.
9. **Transition Plan if measure is approved:** It is recommended that the Human Services Board be directed to determine how the cost savings over the second half of 2010-11 fiscal year is achieved, for example, whether it is through across the board reductions of all grantees, or reductions to certain grantees, and then make recommendations to Council. It will also be necessary for the City to renegotiate changes to existing contracts with grantees.

15	Reduce PT Staff – Cashiering Support	Finance/IT	\$10,000
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1. **Department Name:** Finance
2. **Program Name:** Part-time Temporary Staff
3. **Service, Function or Activity Name:** Part-time Temporary Staff
4. **Proposed Measure (2-5 words):** Reduce funding
5. **Amount of savings or additional revenue:** \$10,000
6. **Fraction of services or program affected by the measure:** 90%
7. **Stakeholders affected:** Regular Finance employees
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** Will require minimal use of part-time temporary staff and shift workload onto regular employees causing delays in some functions and restricting project involvement.
9. **Transition Plan if measure is approved:** Shift workload to regular employees.

16	Eliminate PT Secretarial Staff - Admin	Fire	\$10,000
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1. **Department Name:** Fire Department
2. **Program Name:** Part Time Employees
3. **Service, Function or Activity Name:** Eliminate Part Time Secretarial Staff

4. **Proposed Measure:** Eliminate the use of part time secretarial staff to back fill when the full time secretary is absent.
5. **Amount of savings:** \$10,000 for 2010-11; 15,000 Annually.
6. **Fraction of services or program affected by the measure:** This will result in a reduction in secretarial support for the fire department administrative staff. It will also impact police department secretarial support services. To offset the impact to our customers, the police department will back fill the fire departments full time secretary when she is absent.
7. **Stakeholders affected:** Fire Department and Police Department administration staff.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The community will not feel any impact due to this reduction.
9. **Transition Plan if measure is approved:** Work with the police department to provide additional coverage when needed.

17	Transfer PT Hydrant Staff to Water Fund	Fire	\$15,000
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1. **Department Name:** Fire Department
2. **Program Name:** Hydrant Maintenance
3. **Service, Function or Activity Name:** Part Time Hydrant Staff
4. **Proposed Measure:** Transfer Part Time Hydrant Staff to Water Fund
5. **Amount of savings:** \$15,000
6. **Fraction of services or program affected by the measure:** The program will not change other than the funding source will be through the water department and not through the fire department. The funding from the water department will not be from the General Fund.
7. **Stakeholders affected:** None
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The change in funding will have a minimal impact on the water fund.
9. **Transition Plan if measure is approved:** Work with the water department in transferring the funding source for the program.

18	Computer Services for Public	Library	\$10,000
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1. **Department Name:** Library
2. **Program Name:** Online databases
3. **Service, Function or Activity Name:** Computer services
4. **Proposed Measure:** Reduction in number of databases available
5. **Amount of savings or additional revenue:** \$10,000
6. **Fraction of services or program affected by the measure:** 8.4% of budget
7. **Stakeholders affected:** Library users, both in the library and accessing from home. Primarily impacts computer users doing research and/or looking for information from accurate, verifiable sources, as fewer databases are available for the public.

8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Solano Napa and Partners (SNAP) Consortium Directors reached a decision to reduce these costs due to structural imbalances in the budgets of nearly all libraries in the partnership. As a result of reducing the overall budget (expenses) system wide, Benicia's budget in this area can be reduced by \$10,000.
9. **Transition Plan if measure is approve:** Already implemented

19	Reduce PT Staff at Customer Service Desk	Library	\$7,000
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1. **Department Name:** Library
2. **Program Name:** Part-time staff
3. **Service, Function or Activity Name:** Part-time library staff at customer service desk.
4. **Proposed Measure:** Reduction in part-time staff
5. **Amount of savings or additional revenue:** \$7,000
6. **Fraction of services or program affected by the measure:** 4.5%
7. **Stakeholders affected:** General public using the library, primarily those who come to the customer service desk for help with circulation (getting library cards, paying fines, etc.)
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** We have already reduced hours for part-timers through reorganization and reallocation of responsibilities to accommodate this change. If additional staff hours are reduced during the next level of cuts, library services will be severely diminished, as the cumulative reduction in part-time staffing levels has already been reduced from 10.28 to 7.88 FTE in 2009 (30%)
9. **Transition Plan if measure is approve:** Already implemented

20	Reduce PT Staff Recreation Programs	Parks & CS	\$10,000
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1. **Department Name:** Parks and Community Services
2. **Program Name:** After School Programs
3. **Service, Function or Activity Name:** Kid's Kaleidoscope
4. **Proposed Measure:** Reduce part-time staff for remaining 9 months.
5. **Amount of savings or additional revenue:** \$10,000 Part-time staff position (Senior Rec Leader): \$10,000
6. **Fraction of services or program affected by the measure:** N/A
7. **Stakeholders affected:** N/A
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Full-time Recreation Coordinators will assume the responsibilities of part-time staff.
9. **Transition Plan if measure is approved:** Full-time Recreation Coordinators will assume responsibilities immediately.

21	Eliminate Graffiti PT Staff – Streets Maint.	PWCD	\$16,600
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1. **Department Name:** PWCD Streets Division
2. **Program Name:** Graffiti Abatement
3. **Service, Function or Activity Name:** Temporary Part Time Staff
4. **Proposed Measure:** Eliminate Maintenance Helper position.
5. **Amount of savings:** \$16,600 for 2010-11; \$25,000 annually.
6. **Fraction of services or program affected by the measure:** 60%
7. **Stakeholders affected:** Users of the East 3rd pedestrian tunnel and citizens in general.
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** 24-hr abatement goal may not be achievable.
9. **Transition Plan if measure is approved:** Shift abatement responsibility to full-time employees, with lower priority tasks delayed.

22	Reduce PT Staff – PWCD Admin	PWCD	\$9,400
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1. **Department Name:** PWCD Planning and Building Divisions
2. **Program Name:** Customer and Staff Support
3. **Service, Function or Activity Name:** Temporary Part Time Staff
4. **Proposed Measure:** Eliminate Senior Admin Clerk position
5. **Amount of savings:** \$9,400 for 2010-11; \$14,000 annually.
6. **Fraction of services or program affected by the measure:** 50%
7. **Stakeholders affected:** customers and staff
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** Counter help, billing, and service to public, staff and commissions will be diminished
9. **Transition Plan if measure is approved:** Shift responsibility to regular part-time and full-time employees, with lower priority tasks delayed

23	Implement New Aquatic Fees	Parks & CS	\$30,000
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1. **Department Name:** Parks and Community Services
2. **Program Name:** Aquatics
3. **Service, Function or Activity Name:** Aquatic Programs
4. **Proposed Measure:** 15% increase to Aquatic fees
5. **Amount of savings or additional revenue:** Revenue: \$30,000
6. **Fraction of services or program affected by the measure:** All Aquatic programs
7. **Stakeholders affected:** Participants at the pool and swim teams
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** All aquatic fees will be increased by 15%, thus generating an additional \$30,000 in revenue.

24	Animal Control Revenue - NEW	Police	\$7,500
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1. **Department Name:** Police
2. **Program Name:** Animal Control Revenue
3. **Service, Function or Activity Name:**
4. **Proposed Measure:** Increase revenue consistent with other cities for animals that are trapped and/ or stray. At this time, the City of Benicia does not charge for animal control services, including housing animals that have strayed.
5. **Amount of additional revenue:** \$7,500 for 2010-11; \$30,000/year
6. **Fraction of services or program affected by the measure:** Animal services to the community would have some fees for cost recovery of services. Most surrounding agencies do not provide pick up services for trapped animals. Our Animal control officer picks up on the average of 100 trapped, domestic and wild animals per year. Surrounding agencies charge an average fee of \$50.00 for the pick up of surrendered animals (mostly dogs and cats). This fee helps defer the cost of transportation, fuel and vehicle maintenance incurred by taking these animals to the county shelter.

Our animal control officer also picks up an average of 200 stray dogs per year, with a number of them being repeat offenders. Most agencies charge a sliding scale fee for the pick up and release of these dogs to their owners. Benicia currently does not charge for this.

7. **Stakeholders affected:** Community members who own animals, or trap wild animals on their property.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** There is currently no fee schedule for non-emergency, animal control services. Implementing the fee schedule outlined above will bring the City in line with other agencies both in Solano and Contra Costa Counties and provide a projected cost recovery for these services of approximately \$15,000.00 annually.
9. **Transition Plan if measure is approved:** Make recommendations to Council to change master fee schedule as follows:

SERVICE	Current Fee	Proposed Fee
Pick up Trapped Animals(Domestic)	\$0	\$50
Pickup Trapped Animals (Wild)	\$0	\$50
Dog Redemption		
- 1st Offense	\$0	\$40
- 2nd Offense	\$0	\$60
- 3rd Offense	\$0	\$75
- Future Offenses	\$0	add \$15
Animal Disposal	\$0	\$50

25	Sports User Fee	Parks & CS	\$20,000
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1. **Department Name:** Parks and Community Services
2. **Program Name:** Participant User Fee
3. **Service, Function or Activity Name:** Recreation Programs
4. **Proposed Measure:** Participant fee for use of City sports facilities
5. **Amount of savings or additional revenue:** Revenue: \$20,000
6. **Fraction of services or program affected by the measure:** All league user groups
7. **Stakeholders affected:** League users of City facilities
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** An organization using a City facility for leagues will be charged a per participant fee.
9. **Transition Plan if measure is approved:** Staff will meet with organizations to discuss fee and date of implementation.

26	Public Private Partnership Revenue	Fire	\$30,000
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1. **Department Name:** Fire
2. **Program Name:** Public Private Partnership Revenue
3. **Service, Function or Activity Name:** Annual Revenue Share
4. **Proposed Measure:** Recognize increase in annual revenues
5. **Amount of additional revenue:** \$30,000/year
6. **Fraction of services or program affected by the measure:** N/A
7. **Stakeholders affected:** Benicia Fire Department
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Supplements fire response costs for emergency medical treatment.
9. **Transition Plan if measure is approved:** Already implemented.

27	Storm Water Fee	PWCD	\$35,000
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1. **Department Name:** PWCD Engineering Division
2. **Program Name:** Storm Water Management
3. **Service, Function or Activity Name:** Storm Water Inspection Fee
4. **Proposed Measure:** Collect fee (began Aug. 23, 2010)
5. **Amount of additional revenue:** \$45,000/year
6. **Fraction of services or program affected by the measure:** N/A
7. **Stakeholders affected:** Customers seeking building and encroachment permits
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** None expected
9. **Transition Plan if measure is approved:** Already performing service and collecting the fee.

28	Reduce Field Watering	Parks & CS	\$50,000
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1. **Department Name:** Parks and Community Services
2. **Program Name:** Irrigation
3. **Service, Function or Activity Name:** Irrigation in parks and landscaped areas
4. **Proposed Measure:** Reduce irrigation in parks and landscaped areas
5. **Amount of savings or additional revenue:** \$50,000
6. **Fraction of services or program affected by the measure:** Reduce watering by 20%
7. **Stakeholders affected:** Park users
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Turf may show browning in some areas over time.
9. **Transition Plan if measure is approved:** Irrigation clocks will be adjusted in neighborhood parks and landscaped areas.

29	Reduce School Resource Officer 50%	BUSD-Police	\$60,000
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1. **Department Name:** Police
2. **Program Name:** School Resource Officer
3. **Service, Function or Activity Name:** Support for school safety/ drug education
4. **Proposed Measure:** Reduce Staffing from 1.0 FTE to 0.5 FTE
5. **Amount of savings or additional revenue:** \$60,000 savings annually.
6. **Fraction of services or program affected by the measure:** Middle school and liberty support with SRO will be reduced or eliminated. This includes a reduction in DARE classes.
7. **Stakeholders affected:** Employee, BUSD, Citizens
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Liberty and Middle School would not have a full time police officer available to them to assist them with crimes and student issue. Patrol officers would inevitably handle many calls for service at school, DARE classes would be eliminated or reduced.
9. **Transition Plan if measure is approved:** Review reduction with POA to discuss hiring a part time officer to fill the .5 FTE reduction.

**Attachment B
Position Reductions**

Attachment B – Position Reductions/Staffing Changes

Department	Classification	Proposed Reduction (FTE)	Projected Savings 2010-11	Annualized Savings
Position reductions as a result of Proposed Budget Balancing Measures				
Parks & Community Services	Parks Building Maintenance Worker (BUSD)	1.0	\$28,600	\$83,600
PWCD	Maintenance Helper	0.5	\$16,600	\$25,000
Fire	Senior Administrative Clerk	0.25	\$10,000	\$15,000
PWCD	*Senior Admin. Clerk – CDD	0.5	\$9,400	\$14,000
Sub Total		2.25	\$64,600	\$137,600
Proposed position reductions and/or staffing changes in lieu of employee compensation reductions				
PWCD	Senior Admin Clerk – PW	0.75	\$32,700	\$49,000
PWCD	Development Services Tech.	1.0	\$69,300	\$89,100
Finance/IT	IT Technician	0.5	\$33,350	\$59,200
Fire	Community Preservation Officer	0.5	\$27,800	\$41,720
Fire	*Reduction in OT for 4 winter months	N/A	\$120,000	\$120,000
Police	Animal Control Officer	1.0	\$52,000	\$77,300
Police	**Future reduction in authorized positions – 1 Police Officer	1.0	\$140,000	\$140,000
Sub Total		4.75	\$475,150	\$576,320
Total		7.00	\$539,750	\$713,920

*Fire Department: The Fire Chief proposes to reduce daily emergency staffing levels as necessary to achieve the required savings. The fire department currently has three frozen positions, one vacancy, and one long term leave of absence. Therefore, it does not make good management sense to layoff a firefighter at this time. As an alternative to layoffs, the fire department daily staffing level will be reduced for approximately four months of the year in order to generate approximately \$120,000.00 savings in overtime on an annual basis. The reduction in staffing will occur during the winter months in order to reduce impacts on service delivery.

****Police Department:** The Police Department will reduce the department's authorized positions by one Police Officer in the upcoming year through attrition in order to achieve the needed long-term savings. The permanent reduction will require schedule/staffing adjustments, and eliminating workload assigned to one FTE.

Attachment C
August 24, 2010
Budget Study Session Staff Report

AGENDA ITEM
SPECIAL CITY COUNCIL MEETING: AUGUST 24, 2010
BUDGET STUDY SESSION ITEM

DATE : August 20, 2010
TO : Mayor & City Council
FROM : City Manager
SUBJECT : **BUDGET STUDY SESSION**

RECOMMENDATION:

Review the proposed measures staff is recommending in order to balance the 2010-11 budget. Provide comments to staff.

EXECUTIVE SUMMARY:

At this study session, the Council will be considering recommendations and giving direction to staff regarding balancing the 2010-11 budget, which currently has a projected shortfall approaching \$1.2 million. Further, the City's long term forecast projects an average deficit of approximately \$1.2 million over the next two years. During the past several months, the City has provided a number of outreach opportunities to gather input from the community regarding balancing the City's budget, including an online survey about program and service priorities and two community workshops. The community input gained from these various outreach efforts has been a resource for staff in developing recommendations for addressing the City's deficit.

The process resulted in a list of 26 cost saving measures and 3 revenue measures that will offset the budget deficit by \$1,200,000 annually if all of the measures are approved by the City Council. The next step involves reviewing these recommended measures with Council and obtaining comments prior to considering adopting budget amendments on September 7, 2010.

STRATEGIC PLAN:

Relevant Strategic Plan Issues and Strategies:

- Strategic Issue #3: Strengthening Economic and Fiscal Conditions

BACKGROUND:

The City Council approved the FY 2009-11 Municipal Budgets on June 30, 2009 and instructed the City Manager to provide budget updates whenever significant events occur. During the first year of the biennial budget, the City Council conducted three budget workshops to deal with the impacts of the deepening recession and directed that staff develop balancing measures to counter falling revenues and rising costs.

On January 6, 2010, the City Manager reported that General Fund revenues had declined by another \$1 million, primarily in property taxes received from residential and commercial properties. Even so, by extending the hiring freeze from 7 positions at the beginning of the year to 15 positions, along with reductions in operating expenditures and Internal Service Fund set-aside accounts, the revenue losses had been fully offset and the General Fund Operating Budget was close to being balanced.

Unfortunately, by June 1, 2010, General Fund revenues had declined another \$600,000 due to a huge reduction in PG&E Franchise Tax receipts. The loss created an Operating Deficit of (\$640,055) in FY 2010-11 that could not be balanced by year-end. Fortunately, while the Operating Budget remained unbalanced, the year-end Fund Balance Reserve was maintained above the 20% level, as prescribed by the *Fund Balance Reserve Policy*.

While the loss of property taxes and franchise taxes created a difficult fiscal challenge for Benicia in FY 2009-10, the anticipated long-term reduction in property taxes and continuing increases in employee retirement and health insurance costs created a structural deficit in FY 2010-11 and beyond. This was accentuated when the Long Range Budget Model was updated with current revenue and expenditure forecasts, showing the annual General Fund deficit growing to an average of \$1.6 million over the course of the next 5 years.

In order to comply with the Council's *Balanced Budget Policy*, the City Council directed the City Manager to develop recommendations that would balance the FY 2010-11 General Fund Budget in a way that would address the structural deficit this year and stabilize the delivery of services in the future. An inclusive process for addressing the structural deficit based on prioritizing services was initiated and is outlined later in this report.

The process resulted in a list of 26 cost saving measures and 3 revenue measures that will offset the budget deficit by \$1,200,000 annually if all of the measures are approved by the City Council. Each of these measures is presented in *Section V* of this report, along with a brief description of the resulting impacts. In general, the measures are stated at their potential savings value for FY 2010-11, which, in some cases, is less than the ongoing annual value. The ongoing annual value can be greater than the FY 2010-11 value for various reasons, including:

- ❑ Implementations begins more than two months into the fiscal year
- ❑ Some savings depend on renegotiation of contracts with service providers
- ❑ Some savings require minimum advance notice to those affected

To deal with the possibility of greater financial adversity than staff has forecasted, the City Council also requested that additional cost saving measures be developed to allow for rapid implementation if needed. In *Section VI* of this report, the City Manager has supplied recommendations that yield an additional \$900,000 in annualized cost savings. It should be emphasized these are not recommended for implementation at this time.

They are provided in this report at the request of the City Council for review and will be held, pending an unexpected downturn in the economy or to the extent other cost saving measures are not achievable. The City Council would be advised of such a downturn and, under those changed circumstances, authorize implementation of the additional measures at that time.

General Approach for Achieving Savings

I. Most Probable Financial Forecast

A. Annual Deficit, Next Two Years: \$ 1,200,000

B. Percent of Annual Budget Needed in Savings:

	<u>Deficit</u>	<u>Annual Budget</u>	<u>% Savings Needed</u>
	\$ 1,200,000	\$ 30,000,000	4%

C. Division of Savings Needed Between Services and Employee Compensation

	<u>Target Savings</u>	
	<u>Amount</u>	<u>% Budget</u>
Services	\$ 600,000	2%
Employees	<u>\$ 600,000</u>	<u>2%</u>
Total	\$ 1,200,000	4%

II. Pessimistic Financial Forecast

A. Annual Deficit, Next Two Years: \$ 2,100,000

B. Percent of Annual Budget Needed in Savings:

	<u>Deficit</u>	<u>Annual Budget</u>	<u>% Savings Needed</u>
	\$ 2,100,000	\$ 30,000,000	7%

C. Division of Savings Needed Between Services and Employee Compensation

	<u>Target Savings</u>	
	<u>Amount</u>	<u>% Budget</u>
Services	\$ 1,500,000	5%
Employees	<u>\$ 600,000</u>	<u>2%</u>
Total	\$ 2,100,000	7%

II. Prioritization Process

As has been discussed with Council, there are several options available for addressing this long-term fiscal challenge, including exploring new revenues, identifying economies and efficiencies in City operations, as well as considerations related to use of the reserves, employee compensation and revisiting the City's menu of programs and services. In April, staff began a process for prioritizing programs and services and evaluating those offerings in terms of reductions to lower priority programs that would achieve cost-savings. Additionally, this process was an opportunity to solicit any and all ideas relative to the City's budget challenge, for example, new or enhanced fees relative to a particular service, etc.

The process was designed to be strategic in nature and one that would focus on achieving long-term cost savings as opposed to "quick-fix" or one-time cost savings. It was structured similar to processes being undertaken by cities such as Walnut Creek and San Jose, in that it began with a view of all city programs and services and a prioritization of those offerings. Prioritization occurred both internally, with departments and employees, as well as externally via an online survey and a community workshop entitled "Build Your Own City" which was held on June 29th at the Senior Center/City Gym. Both the survey and the workshops asked participants to prioritize City programs and services, with the premise that in these challenging fiscal times, public agencies are needing to "reset" and ensure that program and service offerings are sustainable relative to revenues and focused on the priorities of the community.

The City also provided a second workshop for the community in late July in order to provide a setting that would solicit more open-ended feedback via a breakout group exercise regarding how to balance the City's budget. This "Community Conversation" workshop was on July 22nd and was held at Matthew Turner Elementary School. The process of soliciting feedback continued to occur internally at the City as well, with a number of departmental budget overview meetings with the City Manager in June and July, as well as "brown bags" in August where employees could offer suggestions for how to balance the budget.

As these various outreach efforts were occurring, departments were developing recommendations for reductions. In late July and early August, the senior management team reviewed these departmental recommendations in light of all the feedback received and developed an organizational ranking of each proposed reduction. This organizational ranking was also based on an evaluation of the impact of the proposed cut. Much time and effort went into evaluating these recommendations versus community and City priorities, as well as ensuring they are ongoing in nature.

Summary of Prioritization Process and Timeline

April/May – Develop lists of programs and services:

- Departments develop lists of departmental programs and services.
- Departments prioritize programs and services on a program scorecard based on Strategic Issues and other program attributes

- City Manager's Office compiles and ranks all City programs and services based on department ratings into one of four tiers, with Tier 1 as highest priority and Tier 4 as lowest priority
- Departments to review prioritized list of programs and services, provide feedback and refine list of programs and services

June/July – Community Outreach:

- Outreach via online survey assessing community's priorities relative to programs and services:
 - Online survey on City's website
 - Targeted distribution of survey link to:
 - Boards & Commissions
 - Business Community
 - City employees
 - Hard copy of survey available in the City Manager's Office
- "Build Your Own City" Workshop for City employees – June 28th
- "Build Your Own City" - Community Priorities Workshop – June 29th
- "Community Conversation" workshop– July 22nd at Matthew Turner Elementary School

July/August – Evaluation of Input and Development of Recommendations:

- Compile and evaluate all feedback from surveys and workshops
- Evaluate departmental recommendations for cuts based on internal and external priority rankings
- Evaluate impacts of proposed reductions
- Finalize list of proposed reductions:
 - Primary list – proposed reductions that impact lower priority programs and services
 - Secondary list – additional measures that may be necessary in the event financial circumstances worsen or to the extent other cost saving measures are not achievable

August 24th – Budget Workshop

- Provide Council with a summary of input received from various sources and staff recommendations for balancing the budget

As previously noted, this process resulted in a list of 26 cost saving measures and 3 revenue measures that will fully offset the budget deficit if all of the measures are approved by the City Council. Each of these measures is presented in Section V. of this report, along with a brief description of the resulting impacts. Additionally, in Section VI, a second list of proposed reductions has been developed as additional alternatives, in the event the financial situation worsens or employee compensation reductions are not fully achieved. The following table indicates the forecasted General Fund deficit from FY 2009-10 to FY 2012-13. The forecast was developed through the Long Range Budget Model and shows the budget deficit increasing to an average of \$1.6 million

over a 5-year period. The forecast is the basis for choosing \$1.2 million as the target reduction level.

Forecasted Combined Deficit FY 09-10 through FY 12-13				
Description	FY 09-10	FY 10-11	FY 11-12	FY 12-13
Revenues	\$ 30,449,215	\$ 31,370,145	\$ 32,217,861	\$ 33,144,911
Expenditures	(31,089,270)	(32,039,250)	(32,978,297)	(34,129,900)
Total Operating Deficit	(640,055)	(669,105)	(760,436)	(984,989)
Debt Service & Capital	(149,760)	(460,000)	(460,000)	(485,000)
Total Combined Deficit \$	(789,815)	\$ (1,129,105)	\$ (1,220,436)	\$ (1,469,989)
Reserve Balance	21.6%	17.1%	13.0%	8.3%

III. Summary of Input

As noted in the preceding section, the City solicited input via both an online survey and a number of workshops. The online survey resulted in 712 responses, and 69% of survey participants indicated awareness of the City's budget challenge. In general, public safety services ranked high in terms of priority services, while programs related to special events, tourism, City grants to human services and arts organizations, and services for adults (as opposed to children's programs) scored lower. A summary of the survey results follows.

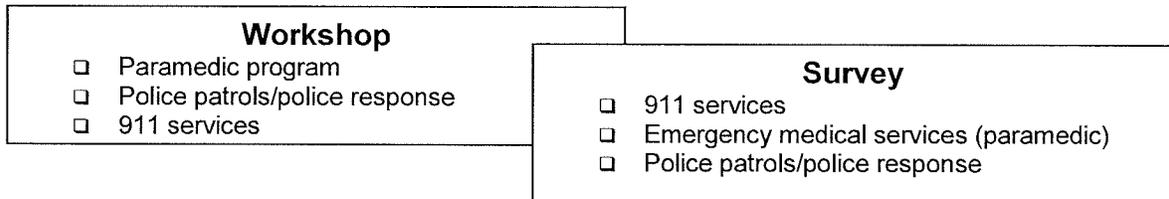
Community Priorities Online Survey Results: June 2010

Program - Highest Rated	Extremely Important %	Very Important %	Total %
911 Services	83.0%	12.7%	95.70%
Emergency medical services (Paramedic)	78.0%	17.3%	95.30%
Police patrols/police response	67.2%	25.6%	92.80%
Fire Suppression	70.0%	22.4%	92.40%
Criminal investigation services	50.7%	35.1%	85.80%
Maintenance of storm water facilities, including drains, creeks and channels to prevent flooding and minimize pollutants in the Bay	45.6%	37.3%	82.90%
Hazardous materials response	43.6%	35.4%	79.00%
City streets and roads and pothole repair	33.1%	44.9%	78.00%
Traffic signal maintenance and repair	31.0%	45.1%	76.10%
Disaster preparedness	34.5%	35.9%	70.40%

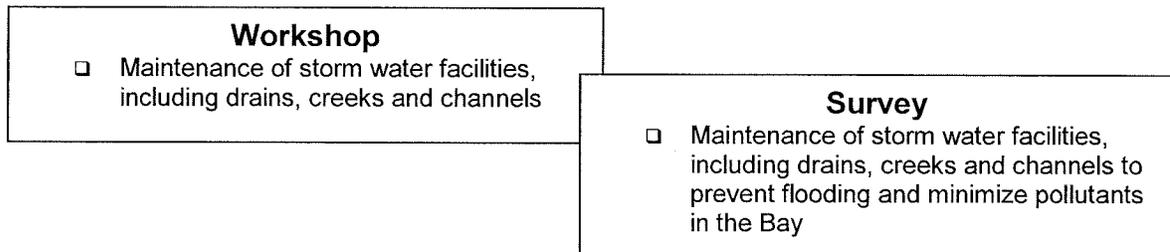
Program - Lower Rated	Extremely Important %	Very Important %	Total %
Programs that support tourism	13.4%	23.6%	37.00%
City communications, such as the city website and publications	8.1%	28.8%	36.90%
Public transit services (Benicia Breeze)	12.6%	24.2%	36.80%
Access to City Hall staff and services (business hours at City Hall)	5.9%	30.6%	36.50%
City grant funding to human services programs/projects	9.9%	26.2%	36.10%
Services for adults (answering questions, programs, concerts, events, readers' advisory, etc.)	12.1%	22.9%	35.00%
Open Lobby Hours	10.2%	22.3%	32.50%
Maintenance of landscaping in street medians	7.3%	23.5%	30.80%
Special Events (movies/concerts in the park, holiday activities, etc.)	7.9%	21.1%	29.00%
City grant funding to community art programs/projects	8.5%	18.4%	26.90%
Street sweeping services	6.2%	18.5%	24.70%
Adult Sports (softball, basketball, volleyball)	4.4%	11.6%	16.00%

In general the results of the Build Your Own City workshop were fairly consistent with the online survey results, in that public safety services tended to be identified as higher priority, along with maintenance of storm water facilities, business attraction and retention, and maintenance of city streets and roads to name just a few. Areas that weren't ranked as highly at the workshop included graffiti removal and crossing guards at local schools. Additionally, many of the top programs and services were very consistent with the City's priorities or strategic issues as identified in the City's Strategic Plan. Displayed below, by Strategic Issue, is an illustration of how the top priorities expressed in the workshop setting lined up with the those programs and services considered extremely or very important in the survey results.

Strategic Issue #1 – Protecting Health and Safety



Strategic Issue #2 – Protecting and Enhancing the Environment



Strategic Issue #3 – Strengthening Economic and Fiscal Conditions

Workshop

- Business retention
- Business attraction & economic dev. programs
- City support of downtown special events & entertainment

Survey

- Economic development programs that help bring new business to the City
- Economic development programs that help existing businesses expand

Strategic Issue #4 – Preserving and Enhancing Infrastructure

Workshop

- Maintenance & repair of buildings
- Custodial of buildings
- Maintenance, resurfacing and pothole repair of City streets and roads

Survey

- City streets and roads/pothole repair
- Traffic signal maintenance and repair
- Maintenance of park restrooms

Strategic Issue #5 – Maintain and Enhance a High Quality of Life

Workshop

- Library resources/collections
- Library services for children & teens
- Technology services at library

Survey

- Library resources/collection (books, DVDs, etc.)
- Library services for children & teens
- Use of the Library building/facility (place to stay after school, heating-cooling center, safe place, etc.)

The City also provided the community with an opportunity to make budget-balancing suggestions at the Community Conversation held on July 22nd at Matthew Turner Elementary School. At this workshop, the participants were briefed on the City's current fiscal condition, as well as the feedback received to date via the online survey and Build Your Own City workshop. Then the 35 or so participants broke into small groups to provide their top five suggestions to the City on ways to address the deficit. A summary of suggestions that came out of this workshop is displayed below.

(Repeat suggestions note the number of groups reporting that suggestion in parentheses.)

- Reduce employee compensation/costs of benefits (medical & retirement) (6)
- Invest more money and personnel in economic development (3)
- Increase use of citizen volunteers (2)
- Outsource some City functions (public safety, BUSD fields) (2)
- Return maintenance of BUSD fields to School District
- Attract new businesses
- Cut “social fluff” (Parades, special events)
- Evaluate City Commissions
- Create a solar farm
- Increase sales tax
- Increase fees & create new fees
- Across the board reductions in all departments
- Close City Hall 1 day a week
- Delay construction of Community Center until there are funds to operate it
- Furloughs
- Have parcel tax of \$100 per parcel
- Have subscription list for activity guide
- “Stretch-out” landscaping services

In addition to asking the community for suggestions, the City Manager also held two “brown bag” sessions with City employees and asked for their input on budget balancing solutions. Most frequently cited suggestions included:

Employee Suggestions
Benicia Community Center: Hold off, don't use General Fund dollars
Parks & Community Services efficiencies
Management staffing and compensation (excessive)
Reduce use of consultants
Early retirement incentives
End maintenance of BUSD fields, or charge
Establish furloughs, reduced work week, Christmas week
Redesign health & retirement benefits

Examples of outreach materials are attached to this report, specifically, the Community Priorities Online Survey results organized by priority based on extremely important and very important rankings and the presentation given to the participants at the Community Conversation workshop at Matthew Turner Elementary School.

IV. Development of Recommendations

The next step in the prioritization process involved developing departmental recommendations, with consideration of the input received throughout this process. Each proposed measure was assigned a “tier” rating (1-4, with one being high priority

and four being low priority) that was based on the associated departmental ranking from the various departmental program scorecards. Each measure was also assigned a survey tier ranking of 1-4, to the extent applicable, based on the combined percentage of respondents that rated it “Extremely Important” or “Very Important”. Finally, the senior management team assigned each proposed reduction an organizational tier ranking based on input received and professional judgment.

After completing the various rankings, the following assumptions and criteria were then utilized to finalize the list of budget balancing recommendations:

Assumptions:

- A structural deficit exists
- The deficit amount over the next two years is an average of \$1.2 million per year

Criteria:

- Balancing measures must be ongoing, sustainable
- No “across the board” reductions – this approach is not strategic or sustainable
- Measures to be selected will be based on:
 - Strategic Plan Priorities
 - 1) Protecting Health and Safety
 - 2) Protecting and Enhancing the Environment
 - 3) Strengthening Economic and Fiscal Conditions
 - 4) Preserving and Enhancing Infrastructure
 - 5) Maintain and Enhance a High Quality of Life
 - Basic Program Attributes
 - 1) Mandated to provide program?
 - 2) Is there an increase in demand for the program or service?
 - 3) Does the measure avoid costs and/or increase efficiencies?
 - 4) Is the City the sole provider of the program or services?
 - Citizen Service Preferences – based on feedback on program and service priorities from survey/workshop outreach efforts

The results of that effort follow in Section V, which is a chart summarizing the proposed budget balancing measures, the amount of cost-savings and the various rankings. (For some of the proposed measures, survey rankings are not available, for example, if the measure cuts across a variety of programs and services or if it’s an internal service.)

V. Proposed Budget Balancing Measures

#	Proposed Expenditure Measures	Department / Division	2010-2011 Amount	Organization Ranking	Dept Ranking	Survey Ranking
1	Reduce Eliminate Second Step Program	Police YAC	\$13,000	4	4	2
2	Reduce Arts & Culture Grants	Comm. Grants	\$25,000	4	4	3
3	Reduce Museum - Enhancement	Comm. Grants	\$15,000	4	4	3
4	Reduce ED Contract Services	Econ. Develop.	\$10,000	4	2	2
5	Reduce Main Street - Enhancement	Econ. Develop.	\$16,000	4	2	2
6	Reduce Tourism Contracts	Econ. Develop.	\$25,000	4	2	3
7	Reduce Equipment Repairs	Finance/IT	\$16,000	4	4	-
8	Reallocate PT Staff to support ACC	Library	\$20,000	4	3	-
9	Reduce Special Events	Parks & CS	\$11,000	4	4	4
10	Reduce Pool Operations	Parks & CS	\$63,500	4	3	2
11	Reduce School Crossing Guards	Grants	\$16,000	3	4	2
12	Reduce BUSD Field Maintenance	PCS	\$39,500	3	1	3
13	Reduce PT Staff - General Support	CMO/HR/ED	\$26,000	3	4	-
14	Reduce Human Service Grants	Comm. Grants	\$26,500	3	3	3
15	Reduce PT Staff - Cashiering Support	Finance/IT	\$10,000	3	3	-
16	Eliminate PT Secretarial Staff - Admin	Fire	\$15,000	3	3	-
17	Transfer PT Hydrant Staff to Water Fund	Fire	\$15,000	3	3	-
18	Reduce Computer Services for Public	Library	\$10,000	3	1	3
19	Reduce PT Staff at Service Desk	Library	\$7,000	3	3	-
20	Reduce PT Staff Recreation Programs	Parks & CS	\$10,000	3	3	2
21	Reduce Animal Control Officer	Police	\$32,500	3	4	3
22	Eliminate Graffiti PT Staff - Streets Maint.	PW/CDD	\$25,000	3	4	3
23	Reduce PT Staff at City Hall - Admin	PW/CDD	\$14,000	3	3	3
Subtotal Expenditure Measures			\$461,000			
Proposed Revenue Measures						
24	Implement New Participant Fee	Parks & CS	\$20,000	-	-	-
25	Public Private Partnership Revenue	Fire	\$30,000	-	-	-
26	Implement Storm Water Fee	PW/CDD	\$45,000	-	-	-
Subtotal Revenue Measures			\$95,000			
27	Reduce Employee Compensation	Citywide	\$600,000			
Subtotal Expenditure & Revenue Measures			\$1,156,000			
Goal is 50% of \$1.2 Million			\$1,200,000			
Over/(Short) of Goal			(\$44,000)			
Notable Reductions Already in 2010-11 Budget						
28	Reduce Field Watering	Parks & CS	\$50,000	3	2	3
29	Reduce School Resource Officer 50%	BUSD-Police	\$60,000	3	2	2

Summary of FY 2010-11 and FY 2011-12 Budget Balancing Measures

#	Proposed Expenditure Measures	Department / Division	2010-2011 Amount	2011-2012 Amount
1	Reduce Eliminate Second Step Program	Police YAC	\$13,000	\$26,000
2	Reduce Arts & Culture Grants	Comm. Grants	\$25,000	\$50,000
3	Reduce Museum - Enhancement	Comm. Grants	\$15,000	\$30,000
4	Reduce ED Contract Services	Econ. Develop.	\$10,000	\$10,000
5	Reduce Main Street - Enhancement	Econ. Develop.	\$16,000	\$16,000
6	Reduce Tourism Contracts	Econ. Develop.	\$25,000	\$25,000
7	Reduce Equipment Repairs	Finance/IT	\$16,000	\$16,000
8	Reallocate PT Staff to support ACC	Library	\$20,000	\$20,000
9	Reduce Special Events	Parks & CS	\$11,000	\$11,000
10	Reduce Pool Operations	Parks & CS	\$63,500	\$63,500
11	Reduce School Crossing Guards	Grants	\$16,000	\$32,000
12	Reduce BUSD Field Maintenance	PCS	\$39,500	\$153,000
13	Reduce PT Staff - General Support	CMO/HR/ED	\$26,000	\$26,000
14	Reduce Human Service Grants	Comm. Grants	\$26,500	\$53,000
15	Reduce PT Staff - Cashiering Support	Finance/IT	\$10,000	\$10,000
16	Eliminate PT Secretarial Staff - Admin	Fire	\$15,000	\$15,000
17	Transfer PT Hydrant Staff to Water Fund	Fire	\$15,000	\$15,000
18	Reduce Computer Services for Public	Library	\$10,000	\$10,000
19	Reduce PT Staff at Service Desk	Library	\$7,000	\$7,000
20	Reduce PT Staff Recreation Programs	Parks & CS	\$10,000	\$10,000
21	Reduce Animal Control Officer	Police	\$32,500	\$39,000
22	Eliminate Graffiti PT Staff - Streets Maint.	PW/CDD	\$25,000	\$25,000
23	Reduce PT Staff at City Hall - Admin	PW/CDD	\$14,000	\$14,000
	Subtotal Expenditure Measures		\$461,000	\$676,500
	Proposed Revenue Measures			
24	Implement New Participant Fee	Parks & CS	\$20,000	\$20,000
25	Public Private Partnership Revenue	Fire	\$30,000	\$30,000
26	Implement Storm Water Fee	PW/CDD	\$45,000	\$45,000
	Subtotal Revenue Measures		\$95,000	\$95,000
27	Reduce Employee Compensation	Citywide	\$600,000	\$600,000
	Subtotal Expenditure & Revenue Measures		\$1,156,000	\$1,371,500
	Goal is 50% of \$1.2 Million		\$1,200,000	\$1,200,000
	Over/(Short) of Goal		(\$44,000)	\$171,500
	Notable Reductions Already in 2010-11 Budget			
28	Reduce Field Watering	Parks & CS	\$50,000	\$50,000
29	Reduce School Resource Officer 50%	BUSD-Police	\$60,000	\$60,000

Explanation of Proposed Changes

1	Reduce Eliminate Second Step Program	Police YAC	\$13,000
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1. **Department Name:** Police
2. **Program Name:** Youth Action Coalition
3. **Service, Function or Activity Name:** Second Step
4. **Proposed Measure:** Reduce funding in FY 2010-11; Eliminate in FY 2011-12
5. **Amount of savings or additional revenue:** \$13,000 savings
6. **Fraction of services or program affected by the measure:** This would reduce the city contribution to the BUSD bullying program by 50% in FY 2010-11.
7. **Stakeholders affected:** BUSD, students, parents
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** Second Step program integrates academics and social and emotional learning. Children from preschool through eighth grade learn and practice important skills like anger management, cooperation, respectful behavior, and problem solving. These skills help decrease students negative and violent behaviors, name calling, fights, and stereotyping, and return the focus of classroom time to where it belongs: learning. Eliminating the program or finding other funding options could be considered. This program is not mandated and part of core instruction at the schools.
9. **Transition Plan if measure is approve:** Work in partnership with BUSD to determine other non-city funding sources (like the County)

2	Reduce Arts & Culture Grants	Comm. Grants	\$25,000
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1. **Department Name:** Library/Community Grants
2. **Program Name:** Arts & Culture Grants
3. **Service, Function or Activity Name:** Grants to Arts & Culture organizations
4. **Proposed Measure:** Reduction in grant allocations to Arts organizations
5. **Amount of savings or additional revenue:** \$25,000
6. **Fraction of services or program affected by the measure:** 6 months at 50%
7. **Stakeholders affected:** Grantees: Arts Benicia, Benicia Community Arts, Benicia Old Town Theater Group, Benicia Performing Arts.
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** Cutting the funding for these organizations beginning January 1, 2011 will decrease the amount of arts programming and activities available in the community.
9. **Transition Plan if measure is approved:** It is recommended that the Arts & Culture Commission be directed to determine how the cost savings of 50% over the second half of 2010-11 fiscal year is achieved, for example, whether it is through across the board reductions of all grantees, or reductions that vary by grantee. It will also be necessary to negotiate changes to existing contracts with grantees.

3	Reduce Museum - Enhancement	Comm. Grants	\$15,000
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1. **Department Name:** Community Grants
2. **Program Name:** Support for Benicia Historical Museum at the Camel Barns.
3. **Service, Function or Activity Name:** Enhanced contribution to Museum.
4. **Proposed Measure:** Eliminate enhanced contribution to Museum.
5. **Amount of savings:** \$15,000 in FY10-11 and \$30,000 in FY 12-12.
6. **Fraction of services or program affected by the measure:** 50%/100% of Enhanced amount.
7. **Stakeholders affected:** Museum staff and board members.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The City has been providing an enhanced contribution to the Museum for 4 years to support the expansion of their exhibits. The City also contributes \$50,000 per year that is designated towards operating costs, including part-time staff compensation.
9. **Transition Plan if measure is approved:** The Museum will not receive additional support for exhibit development.

4	Reduce ED Contract Services	Econ. Develop.	\$10,000
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1. **Department Name:** City Manager's Office, Economic Development
2. **Program Name:** Contract Services
3. **Service, Function or Activity Name:** N/A
4. **Proposed Measure:** Reduce line item by \$10,000
5. **Amount of savings or additional revenue:** \$10,000 Sup. & Svcs.
6. **Fraction of services or program affected by the measure:** 1/3
7. **Stakeholders affected:** Existing and prospective Benicia business owners
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** This line item is used for funding various economic development activities related to business retention and attraction. It funds on-site business trainings provided by the Solano College Small Business Development Center through a service contract and co-op projects with the Solano Economic Development Corporation (for example, a joint subscription to a retailer database at a discount). It is also used for special projects related to the City's real estate needs, such as costs for architect studies, appraisals, etc. With a one-third budget cut, the SBDC contract likely would remain in place but other expenditures in this category would be reduced.
9. **Transition Plan if measure is approved:** There would be no change to the existing contract funded by this category (with the SBDC) so no need for a transition plan; staff would just spend less over the year on its other expenses.

5	Reduce Main Street - Enhancement	Econ. Develop.	\$16,000
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1. **Department Name:** City Manager's Office, Economic Development
2. **Program Name:** Main Street Program (Enhancements)
3. **Service, Function or Activity Name:** N/A
4. **Proposed Measure:** Reduce Main Street funding by \$16,000
5. **Amount of savings or additional revenue:** \$16,000 Sup. & Svcs.
6. **Fraction of services or program affected by the measure:** 10%
7. **Stakeholders affected:** Existing and prospective downtown Benicia business owners and visitors downtown
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Benicia Main Street has a \$298,000 service contract with the City in 2009-11, \$149,000 annually. Reducing the 2010-11 funds by \$16,000 is a 10% drop; the organization will need to adjust services accordingly. Options include but are not limited to reducing advertising, eliminating sidewalk cleaning, and/or eliminating some promotions throughout the year. Regardless, they will result in a less vibrant downtown.
9. **Transition Plan if measure is approved:** Staff and Benicia Main Street would negotiate changes in the service contract, which would then come to Council for approval as soon as possible. Depending on the changes, the impact may be immediate or delayed until the spring/summer.

6	Reduce Tourism Contracts	Econ. Develop.	\$25,000
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1. **Department Name:** City Manager's Office, Economic Development
2. **Program Name:** Visitors Services
3. **Service, Function or Activity Name:** Tourism Marketing Contract
4. **Proposed Measure:** Reduce tourism marketing funding by \$25,000
5. **Amount of savings or additional revenue:** \$25,000 Sup. & Svcs.
6. **Fraction of services or program affected by the measure:** 24% (of remaining)
7. **Stakeholders affected:** Tourism-oriented business owners and local organizations; prospective visitors
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Wolf Communications has a \$280,000 service contract with the City in 2009-11, with \$106,000 remaining as of July 31. Reducing the remaining funds by \$25,000 is a 24% decrease; the vendor will need to adjust services accordingly. The contract includes VisitBenicia.org website maintenance, social media marketing, collateral development, publicity, technical assistance to and coordination with local organizations, visitor phone calls and mail fulfillment, and other marketing work to attract visitors, with the goal of increasing sales tax and transient occupancy tax. Reduction options include any of those; reducing the planned advertising expenditures is not a realistic option because they are part of an ongoing campaign in which prices were pre-negotiated based on a certain number of runs. While staff would absorb website maintenance and some additional limited marketing, the service

level would be lower and some items would not get done without a centralized contact (for example, coordinated press releases and newsletters).

9. **Transition Plan if measure is approved:** Staff and the vendor would negotiate changes in the service contract, which would then come to Council for approval as soon as possible. Depending on the changes, the impact may be immediate or delayed until the spring/summer. One option is to simply wrap up the marketing piece of the contract approximately two months early, in April instead of June, rather than reduce services a little bit each month.

7	Reduce Equipment Repairs	Finance/IT	\$16,000
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1. **Department Name:** Finance/Information Technology
2. **Program Name:** Equipment Repair and Replacement
3. **Service, Function or Activity Name:** Proactive equipment repair and replacement.
4. **Proposed Measure:** Reduce funding.
5. **Amount of savings or additional revenue:** \$16,000:
6. **Fraction of services or program affected by the measure:** 40% of computer maintenance costs.
7. **Stakeholders affected:** Users of IT system.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The IT Division is proactive in replacing small equipment that has passed its expected useful life. Some equipment will not be replaced until it fails and, in most cases, will not lead to measurable system downtime.
9. **Transition Plan if measure is approved:** Staff will only replace equipment that will cause system downtime if failure occurs.

8	Reduce PT Staff to support ACC	Library	\$20,000
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1. **Department Name:** Library
2. **Program Name:** Library services / Benicia Arts & Culture Commission (BACC)
3. **Service, Function or Activity Name:** Customer Service desk staffing
4. **Proposed Measure:** Reallocation of staff to BACC
5. **Amount of savings or additional revenue:** \$20,000
6. **Fraction of services or program affected by the measure:** 4% reduction (full-time staff funding) / 100% of Arts & Culture staff budget
7. **Stakeholders affected:** Library users
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The Benicia Arts & Culture Commission (BACC) had \$20,000 budgeted for staffing and supplies. Due to the hiring freeze, it became practical to supply assistance to the BACC using existing staff. This reduced the time staff could help patrons at the customer service desk. Ultimately this impacts library users who need to wait longer for assistance or service.
9. **Transition Plan if measure is approved:** Personnel has already transitioned.

9	Reduce Special Events	Parks & CS	\$11,000
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1. **Department Name:** Parks and Community Services
2. **Program Name:** Special Events
3. **Service, Function or Activity Name:** Evening Visits with Santa, Santa's Visits, Movies in the Park, Adult trips
4. **Proposed Measure:** Reduce special events
5. **Amount of savings or additional revenue:** \$11,000: Part-time staff: \$8,200
Supplies and Services: \$5,400 Lost Revenue: (\$2,600)
6. **Fraction of services or program affected by the measure:** 80% of special events will be eliminated.
7. **Stakeholders affected:** Community participants who attend and register for these events.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The remaining special events offered by the City will consist of the holiday tree lighting and one (1) movie in the park.
9. **Transition Plan if measure is approved:** Staff will not offer the special events listed above.

10	Reduce Pool Hours	Parks & CS	\$63,600
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1. **Department Name:** Parks and Community Services
2. **Program Name:** Aquatics
3. **Service, Function or Activity Name:** Lap Swim and High School Swim Team
4. **Proposed Measure:** Reduce winter months pool is operated
5. **Amount of savings or additional revenue:** \$63,600: Part-time staff: \$20,000;
Utilities: \$53,600; Reduced Revenue: (\$10,000).
6. **Fraction of services or program affected by the measure:** 40% of lap swim.
50% of High School Swim Team
7. **Stakeholders affected:** High School Swim Team and lap swimmers
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The pool will be operated six (6) months (April-October) rather than ten (10) months (February-November). Groups and programs impacted by the reduced swim season will be the Benicia High School swim team and lap swim.
9. **Transition Plan if measure is approved:** Pool will close at the end of October 2010. Staff will immediately inform Benicia High School of the closure. Information will be distributed to inform lap swimmers of the reduced swim season.

11	Reduce School Crossing Guards 50%	Grants	\$16,000
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1. **Department Name:** Police
2. **Program Name:** Crossing Guards
3. **Service, Function or Activity Name:** Funds district staff to assist crossing students before and after school.
4. **Proposed Measure:** Reduce funding by 25% in FY10-11 and 50% in FY 11-12.
5. **Amount of savings:** \$16,000 savings in FY 2010-11 and \$32,000 in FY 11-12.
6. **Fraction of services or program affected by the measure:** This funding is for salaries and is paid to the school district to fund this program. Hours or number of crossing locations would be reduced or impacted. Service could be provided by parents or funded from another source.
7. **Stakeholders affected:** School age children, School district, parents.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** This program is managed by BUSD. We could assist schools to re-route students who use cross walks to controlled intersection since crossing guard hours and/or locations would need to be reduced.
9. **Transition Plan if measure is approved:** Since first year reduction is 25% of full funding, we may be able to minimize the disruptions of the current program as it transitions to a lower funding level.

12	Reduce BUSD Fields (3 months @ 50%)	PCS	\$39,500
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1. **Department Name:** Parks and Community Services
2. **Program Name:** BUSD Field Maintenance
3. **Service, Function or Activity Name:** Maintenance of Fields (Benicia High School, Benicia Middle School, Robert Semple School, Joe Henderson School)
4. **Proposed Measure:** Eliminate maintenance of two (2) sites
5. **Amount of savings:** \$39,500. Elimination of 1 full-time position beginning April 2011. \$153,000 for 12 months in FY 2011-12.
6. **Fraction of services or program affected by the measure:** Eliminate 50% of sites maintained.
7. **Stakeholders affected:** Benicia Unified School District and local sports organizations.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Condition of remaining two (2) sites maintained by the City will meet current maintenance standards. Two (2) school sites eliminated will revert back to BUSD for maintenance.
9. **Transition Plan if measure is approved:** Maintenance of two (2) Benicia Unified School sites will be eliminated.

13	Reduce PT Staff – General Support	CMO/HR/ED	\$26,000
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1. **Department Name:** City Manager’s Office
2. **Program Name:** Part-time Temporary Staff – CMO/HR
3. **Service, Function or Activity Name:** Part-time Temporary Staff
4. **Proposed Measure:** Reduce funding for part-time temporary staff
5. **Amount of savings or additional revenue:** \$26,000
6. **Fraction of services or program affected by the measure:** 25%
7. **Stakeholders affected:** Primarily City employees
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** Will require minimal use of part-time temporary staff for City Manager’s Office and Human Resources
9. **Transition Plan if measure is approved:** Shift utilization of part-time Management Analyst from Public Works to Human Resources

14	Reduce Human Service Grants	Comm. Grants	\$26,500
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1. **Department Name:** City Manager’s Office
2. **Program Name:** Human Services Fund
3. **Service, Function or Activity Name:** Human Services Grants
4. **Proposed Measure:** Reduce grants by 33% for six months.
5. **Amount of savings:** \$26,500 in FY 10-11 and \$53,000 in FY 11-12.
6. **Fraction of services or program affected by the measure:** To be determined. The Human Services Board will be asked to consider the requested savings and then present a recommendation to Council regarding achieving the reduction in grants.
7. **Stakeholders affected:** Human Services grantees and clients they serve in the community. Current grantees are listed below:
 - a. Community Action Council
 - b. Families in Transition
 - c. Catholic Social Services
 - d. Children’s Nurturing Project
 - e. Reach Out
 - f. Special Friends (Benicia Unified School District)
 - g. Community Gardens
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** To be determined – see #6.
9. **Transition Plan if measure is approved:** It is recommended that the Human Services Board be directed to determine how the cost savings of 33% over the second half of 2010-11 fiscal year is achieved, for example, whether it is through across the board reductions of all grantees, or reductions that vary by grantee, and make recommendations to Council. It will also be necessary for the City to negotiate changes to existing contracts with grantees.

15	Reduce PT Staff – Cashiering Support	Finance/IT	\$10,000
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1. **Department Name:** Finance
2. **Program Name:** Part-time Temporary Staff
3. **Service, Function or Activity Name:** Part-time Temporary Staff
4. **Proposed Measure (2-5 words):** Reduce funding
5. **Amount of savings or additional revenue:** \$10,000 annually.
6. **Fraction of services or program affected by the measure:** 90%
7. **Stakeholders affected:** Regular Finance employees
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** Will require minimal use of part-time temporary staff and shift workload onto regular employees causing delays in some functions and restricting project involvement.
9. **Transition Plan if measure is approved:** Shift workload to regular employees.

16	Eliminate PT Secretarial Staff - Admin	Fire	\$15,000
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1. **Department Name:** Fire Department
2. **Program Name:** Part Time Employees
3. **Service, Function or Activity Name:** Eliminate Part Time Secretarial Staff
4. **Proposed Measure:** Eliminate the use of part time secretarial staff to back fill when the full time secretary is absent.
5. **Amount of savings:** \$15,000 Annually.
6. **Fraction of services or program affected by the measure:** This will result in a reduction in secretarial support for the fire department administrative staff. It will also impact police department secretarial support services. To offset the impact to our customers, the police department will back fill the fire departments full time secretary when she is absent.
7. **Stakeholders affected:** Fire Department and Police Department administration staff.
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** The community will not feel any impact due to this reduction.
9. **Transition Plan if measure is approved:** Work with the police department to provide additional coverage when needed.

17	Transfer PT Hydrant Staff to Water Fund	Fire	\$15,000
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1. **Department Name:** Fire Department
2. **Program Name:** Hydrant Maintenance
3. **Service, Function or Activity Name:** Part Time Hydrant Staff
4. **Proposed Measure:** Transfer Part Time Hydrant Staff to Water Fund

5. **Amount of savings:** \$15,000 Annually
6. **Fraction of services or program affected by the measure:** The program will not change other than the funding source will be through the water department and not through the fire department. The funding from the water department will not be from the General Fund.
7. **Stakeholders affected:** None
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The change in funding will have a minimal impact on the water fund.
9. **Transition Plan if measure is approved:** Work with the water department in transferring the funding source for the program.

18	Computer Services for Public	Library	\$10,000
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1. **Department Name:** Library
2. **Program Name:** Online databases
3. **Service, Function or Activity Name:** Computer services
4. **Proposed Measure:** Reduction in number of databases available
5. **Amount of savings or additional revenue:** \$10,000.
6. **Fraction of services or program affected by the measure:** 8.4% of budget
7. **Stakeholders affected:** Library users, both in the library and accessing from home. Primarily impacts computer users doing research and/or looking for information from accurate, verifiable sources, as fewer databases are available for the public.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Solano Napa and Partners (SNAP) Consortium Directors reached a decision to reduce these costs due to structural imbalances in the budgets of nearly all libraries in the partnership. As a result of reducing the overall budget (expenses) system wide, Benicia's budget in this area can be reduced by \$10,000.
9. **Transition Plan if measure is approve:** Already implemented

19	Reduce PT Staff at Customer Service Desk	Library	\$7,000
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1. **Department Name:** Library
2. **Program Name:** Part-time staff
3. **Service, Function or Activity Name:** Part-time library staff at customer service desk.
4. **Proposed Measure:** Reduction in part-time staff
5. **Amount of savings or additional revenue:** \$7,000 for remaining 9 months.
6. **Fraction of services or program affected by the measure:** 4.5%
7. **Stakeholders affected:** General public using the library, primarily those who come to the customer service desk for help with circulation (getting library cards, paying fines, etc.)
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** We have already reduced hours for part-timers

through reorganization and reallocation of responsibilities to accommodate this change. If additional staff hours are reduced during the next level of cuts, library services will be severely diminished, as the cumulative reduction in part-time staffing levels has already been reduced from 10.28 to 7.88 FTE in 2009 (30%)

9. **Transition Plan if measure is approved:** Already implemented

20	Reduce PT Staff Recreation Programs	Parks & CS	\$10,000
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1. **Department Name:** Parks and Community Services
2. **Program Name:** After School Programs
3. **Service, Function or Activity Name:** Kid's Kaleidoscope
4. **Proposed Measure:** Reduce part-time staff for remaining 9 months.
5. **Amount of savings or additional revenue:** \$10,000 Part-time staff position (Senior Rec Leader): \$10,000
6. **Fraction of services or program affected by the measure:** N/A
7. **Stakeholders affected:** N/A
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Full-time Recreation Coordinators will assume the responsibilities of part-time staff.
9. **Transition Plan if measure is approved:** Full-time Recreation Coordinators will assume responsibilities immediately.

21	Reduce Animal Control Officer 50%	Police	\$32,500
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1. **Department Name:** Police
2. **Program Name:** Animal Control Services
3. **Service, Function or Activity Name:** Handles all calls related to animals, abandoned vehicles, and tows.
4. **Proposed Measure:** Reduce ACO position from 1.0 FTE to 0.5 FTE
5. **Amount of savings or additional revenue:** \$32,500 savings for remaining 9 months, \$39,000 annually.
6. **Fraction of services or program affected by the measure:** At half time, the position would focus on animal related calls related to safety (i.e. dangerous animals). Lower level calls may not be addressed. Police Officers would provide support to animal control during off-hours.
7. **Stakeholders affected:** Employee, Citizens
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Reduces capacity to respond to calls for service regarding animal issues, abandoned vehicles, request for speed trailer, and tows. Sworn officers would assume some of these responsibilities, which would reduce their availability to address other community needs and increase response times.
9. **Transition Plan if measure is approved:** Lay off Full time position and rehire part time.

22	Eliminate Graffiti PT Staff – Streets Maint.	PW/CDD	\$25,000
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1. **Department Name:** PWCD Streets Division
2. **Program Name:** Graffiti Abatement
3. **Service, Function or Activity Name:** Temporary Part Time Staff
4. **Proposed Measure:** Eliminate Maintenance Helper position.
5. **Amount of savings:** \$25,000 annually.
6. **Fraction of services or program affected by the measure:** 60%
7. **Stakeholders affected:** Users of the East 3rd pedestrian tunnel and citizens in general.
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** 24-hr abatement goal may not be achievable.
9. **Transition Plan if measure is approved:** Shift abatement responsibility to full-time employees, with lower priority tasks delayed.

23	Reduce PT Staff – PWCD Admin	PW/CDD	\$14,000
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1. **Department Name:** PWCD Planning and Building Divisions
2. **Program Name:** Customer and Staff Support
3. **Service, Function or Activity Name:** Temporary Part Time Staff
4. **Proposed Measure:** Eliminate Senior Admin Clerk position
5. **Amount of savings:** \$14,000 annually.
6. **Fraction of services or program affected by the measure:** 50%
7. **Stakeholders affected:** customers and staff
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** Counter help, billing, and service to public, staff and commissions will be diminished
9. **Transition Plan if measure is approved:** Shift responsibility to regular part-time and full-time employees, with lower priority tasks delayed

24	Implement New Participant Fee	Parks & CS	\$20,000
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1. **Department Name:** Parks and Community Services
2. **Program Name:** Participant User Fee
3. **Service, Function or Activity Name:** Recreation Programs
4. **Proposed Measure:** Participant fee for use of City sports facilities
5. **Amount of savings or additional revenue:** Revenue: \$20,000
6. **Fraction of services or program affected by the measure:** All league user groups
7. **Stakeholders affected:** League users of City facilities
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:** An organization using a City facility for leagues will be charged a per participant fee.

9. **Transition Plan if measure is approved:** Staff will meet with organizations to discuss fee and date of implementation.

25	Public Private Partnership Revenue	Fire	\$30,000
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1. **Department Name:** Fire
2. **Program Name:** Public Private Partnership Revenue
3. **Service, Function or Activity Name:** Annual Revenue Share
4. **Proposed Measure:** Recognize increase in annual revenues
5. **Amount of additional revenue:** \$30,000/year
6. **Fraction of services or program affected by the measure:** N/A
7. **Stakeholders affected:** Benicia Fire Department
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Supplements fire response costs for emergency medical treatment.
9. **Transition Plan if measure is approved:** Already implemented.

26	Implement Storm Water Fee	PW/CDD	\$45,000
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1. **Department Name:** PWCD Engineering Division
2. **Program Name:** Storm Water Management
3. **Service, Function or Activity Name:** Storm Water Inspection Fee
4. **Proposed Measure:** Collect fee (began Aug. 23, 2010)
5. **Amount of additional revenue:** \$45,000/year
6. **Fraction of services or program affected by the measure:** N/A
7. **Stakeholders affected:** Customers seeking building and encroachment permits
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** None expected
9. **Transition Plan if measure is approved:** Already performing service and collecting the fee.

27	Reduce Employee Compensation	Citywide	\$600,000
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1. **Department Name:** Citywide
2. **Program Name:** Employee Compensation Reductions

The City is currently in negotiations with seven of the eight bargaining units over employee compensation reductions and hopes to avoid as many layoffs as possible by reaching agreement with employee organizations to help bridge the City's financial gap.

28	Reduce Field Watering	Parks & CS	\$50,000
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1. **Department Name:** Parks and Community Services
2. **Program Name:** Irrigation
3. **Service, Function or Activity Name:** Irrigation in parks and landscaped areas
4. **Proposed Measure:** Reduce irrigation in parks and landscaped areas
5. **Amount of savings or additional revenue:** \$50,000
6. **Fraction of services or program affected by the measure:** Reduce watering by 20%
7. **Stakeholders affected:** Park users
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Turf may show browning in some areas over time.
9. **Transition Plan if measure is approved:** Irrigation clocks will be adjusted in neighborhood parks and landscaped areas.

29	Reduce School Resource Officer 50%	BUSD-Police	\$60,000
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1. **Department Name:** Police
2. **Program Name:** School Resource Officer
3. **Service, Function or Activity Name:** Support for school safety/ drug education
4. **Proposed Measure:** Reduce Staffing from 1.0 FTE to 0.5 FTE
5. **Amount of savings or additional revenue:** \$60,000 savings annually.
6. **Fraction of services or program affected by the measure:** Middle school and liberty support with SRO will be reduced or eliminated. This includes a reduction in DARE classes.
7. **Stakeholders affected:** Employee, BUSD, Citizens
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Liberty and Middle School would not have a full time police officer available to them to assist them with crimes and student issue. Patrol officers would inevitably handle many calls for service at school, DARE classes would be eliminated or reduced.
9. **Transition Plan if measure is approved:** Review reduction with POA to discuss hiring a part time officer to fill the .5 FTE reduction.

VI. Proposed Standby Budget Balancing Measures
(Should Deficit Reduction Measures be Insufficient)

The following additional budget balancing measures are being presented at the request of the City Council as a means of planning for further revenue declines or expenditure increases similar to the ones we have experienced over the last two years. The measures were developed in unison with the recommended budget balancing measures (Section V.), but these measures are not intended for implementation unless cost savings measures are not achieved and/or financial circumstances worsen.

#	Proposed Expenditure Measures	Department / Division	2010-2011 Amount	Organization Ranking	Dept. Ranking	Survey Ranking
1	Reduce Arts & Culture Grants	Comm. Grants	\$25,000	4	4	3
2	Reduce Tourism (BID Funding FY10-11)	Econ Develop	\$25,000	4	1	3
3	Reduce Museum Annual Funding	Comm. Grants	\$5,000	4	4	3
4	Reduce Youth Action Coalition Funding	Police	\$40,000	3	4	2
5	Reduce Animal Control Officer	Police	\$32,500	3	4	3
6	Eliminate Senior Admin Clerk Position	PW/CDD	\$41,000	3	3	-
7	Eliminate Develop Services Technician	PW/CDD	\$83,000	3	3	3
8	Reduce Comm. Preserve Officer	Fire	\$38,250	3	1	2
9	Reduce Comm. Preserve Officer	Fire	\$38,250	3	1	2
10	Reduce Library Services	Library	\$25,000	3	3	3
11	Reduce BUSD Fields Balance	Parks & CS	\$39,500	3	1	3
12	Reduce School Resource Officer	Police	\$45,000	3	2	2
13	Reduce Staffing - Literacy Programs	Library	\$25,000	3	3	3
14	Reduce School Crossing Guard	Police	\$16,000	3	4	2
15	Reduce IT Costs	Finance/IT	\$75,000	2	2	-
	Subtotal Expenditure Reductions		\$553,500			
16	Dispatch Revenues (Pending)	Police	\$100,000	-	-	-
	Subtotal Revenue Additions		\$100,000			
	Combined Balancing Measures		\$653,500			
	Goal is 3% of Total Expenditures		\$900,000			
	Over/(Short) of Goal		(\$246,500)			

**Summary of FY 2010-11 and FY 2011-12
Standby Budget Balancing Measures**

#	Proposed Expenditure Measures	Department / Division	2010-2011 Amount	2011-2012 Amount
1	Reduce Arts & Culture Grants	Comm. Grants	\$25,000	\$50,000
2	Reduce Tourism (BID Funding FY10-11)	Econ Develop	\$25,000	\$25,000
3	Reduce Museum Annual Funding	Comm. Grants	\$5,000	\$10,000
4	Reduce Youth Action Coalition Funding	Police	\$40,000	\$40,000
5	Reduce Animal Control Officer	Police	\$32,500	\$39,000
6	Eliminate Senior Admin Clerk Position	PW/CDD	\$41,000	\$49,000
7	Eliminate Develop Services Technician	PW/CDD	\$83,000	\$104,000
8	Reduce Comm. Preserve Officer	Fire	\$38,250	\$44,000
9	Reduce Comm. Preserve Officer	Fire	\$38,250	\$44,000
10	Reduce Library Services	Library	\$25,000	\$25,000
11	Reduce BUSD Fields Balance	Parks & CS	\$39,500	\$153,000
12	Reduce School Resource Officer	Police	\$45,000	\$60,000
13	Reduce Staffing - Literacy Programs	Library	\$25,000	\$25,000
14	Reduce School Crossing Guard	Police	\$16,000	\$32,000
15	Reduce IT Costs	Finance/IT	\$75,000	\$100,000
	Subtotal Expenditure Reductions		\$553,500	\$800,000
16	Dispatch Revenues (Pending)	Police	\$100,000	\$100,000
	Subtotal Revenue Additions		\$100,000	\$100,000
	Combined Balancing Measures		\$653,500	\$900,000
	Goal is 3% of Total Expenditures		\$900,000	\$900,000
	Over/(Short) of Goal		(\$246,500)	\$0

1	Reduce Arts & Culture Grants	Comm. Grants	\$25,000
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1. **Department Name:** Library/Community Grants
2. **Program Name:** Arts & Culture Grants
3. **Service, Function or Activity Name:** Grants to Arts & Culture organizations
4. **Proposed Measure:** Reduction in grant allocations to Arts organizations
5. **Amount of savings:** Additional reduction of \$25,000.
6. **Fraction of services or program affected by the measure:** Additional 6 months at 50%, which would eliminate all funding from January 1 through June 30, 2011.
7. **Stakeholders affected:** Grantees: Arts Benicia, Benicia Community Arts, Benicia Old Town Theater Group, Benicia Performing Arts.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Cutting the funding for these organizations beginning January 1, 2011 will decrease the amount of arts programming and activities available in the community.

9. **Transition Plan if measure is approved:** Transitioning this change will require bringing these reductions back to the Arts & Culture Commission for their recommendations.

2	Reduce Tourism BID Planning	Econ Develop	\$25,000
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1. **Department Name:** City Manager's Office, Economic Development
2. **Program Name:** Visitors Services
3. **Service, Function or Activity Name:** Tourism Business Improvement District Planning
4. **Proposed Measure:** Reduce TBID start-up funding by \$25,000
5. **Amount of savings or additional revenue:** \$25,000 Sup. & Svcs.
6. **Fraction of services or program affected by the measure:** 56%
7. **Stakeholders affected:** Tourism-oriented business owners and local organizations; prospective visitors.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The Council allocated \$45,000 in 2010-11 to fund consultant costs to plan and implement a new business improvement district (TBID) to fund ongoing tourism costs. Anticipated work program items were business owner outreach, district assessment development, and preparation of the formal documents to form a district. This reduction would leave \$20,000 for those costs, and a Request for Proposals would be issued accordingly. Staff and/or volunteers (through the tourism stakeholders group) would need to do the remaining work.
9. **Transition Plan if measure is approved:** No transition needed as there is no consultant on board yet.

3	Reduce Museum Annual Funding 20%	Comm. Grants	\$5,000
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1. **Department Name:** Community Grants
2. **Program Name:** Support for Benicia Historical Museum at the Camel Barns.
3. **Service, Function or Activity Name:** Annual contribution to Museum.
4. **Proposed Measure:** Reduce annual contribution to Museum by 20%.
5. **Amount of savings:** \$5,000 in FY 2010-11 and \$10,000 in FY 2011-12.
6. **Fraction of services or program affected by the measure:** 10%/20% of annual amount.
7. **Stakeholders affected:** Museum staff and board members.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The City has been providing an annual contribution to the Museum for many years to support staffing and operational costs.
9. **Transition Plan if measure is approved:** The Museum will receive less support for staffing and operations costs and will likely reduce hours to the public.

4	Reduce Youth Action Coalition Funding	Police	\$40,000
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1. **Department Name:** Police

2. **Program Name:** Youth Action Coalition
3. **Service, Function or Activity Name:** Provides a core committee which focuses on issues in the community related to youth drinking, tobacco and drug use and implements programming and laws to reduce youth use of drugs and alcohol.
4. **Proposed Measure (2-5 words):** Reduce budget by \$40,000
5. **Amount of savings or additional revenue:** \$40,000 savings
6. **Fraction of services or program affected by the measure:** Eliminate most of the line items related to supplies, program support and services. Maintains coordinator.
7. **Stakeholders affected:** BUSD, community at large
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** YAC is actively involved in the community with parental education and program support to reduce alcohol, tobacco and other drug use by kids. Reducing the funding will impact the services they provide, which may be able to be funded by another outside source (non-city funds)
9. **Transition Plan if measure is approved:** The County provides matching funds to support this program. We would need to notify them and work to make the reductions without impacting county funding.

5	Reduce Animal Control Officer 50%	Police	\$32,500
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1. **Department Name:** Police
2. **Program Name:** Animal Control Services
3. **Service, Function or Activity Name:** Handles all calls related to animals, abandoned vehicles, and tows.
4. **Proposed Measure:** Reduce ACO position from 0.5 FTE to zero.
5. **Amount of savings or additional revenue:** \$32,500 savings for remaining 9 months, \$39,000 annually.
6. **Fraction of services or program affected by the measure:** At half time, the position would focus on animal related calls related to safety (i.e. dangerous animals). Lower level calls may not be addressed. Police Officers would provide support to animal control during off-hours.
7. **Stakeholders affected:** Employee, Citizens
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Reduces capacity to respond to calls for service regarding animal issues, abandoned vehicles, request for speed trailer, and tows. Sworn officers would assume the responsibility which would reduce their availability to address other community needs and increase response times.
9. **Transition Plan if measure is approved:** Lay off part time position.

6	Eliminate Senior Admin Clerk Position	PW/CDD	\$41,000
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1. **Department Name:** PWCD Building Division
2. **Program Name:** Customer and Staff Support
3. **Service, Function or Activity Name:** Regular Part Time Staff
4. **Proposed Measure:** Eliminate Senior Admin Clerk position

5. **Amount of savings:** \$41,000 for remaining 9 months.
6. **Fraction of services or program affected by the measure:** 33% of support staff.
7. **Stakeholders affected:** Planning, Building and Engineering customers and staff
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Counter help, billing, and service to public, staff and commissions will be significantly diminished; counter hours may have to be reduced
9. **Transition Plan if measure is approved:** Shift responsibility to one remaining part-time and one full-time admin employee, with lower priority tasks delayed

7	Eliminate Develop Services Technician	PW/CDD	\$83,000
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1. **Department Name:** PWCD Planning Division
2. **Program Name:** Customer and Staff Support
3. **Service, Function or Activity Name:** Regular Full Time Staff
4. **Proposed Measure (2-5 words):** Eliminate Dev. Services Tech. position
5. **Amount of savings:** \$83,000 for remaining 9 months, \$100,000 annually.
6. **Fraction of services or program affected by the measure:** 33% of planning staff.
7. **Stakeholders affected:** customers, commissions and staff in Planning, Building and Engineering Divisions
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Counter help and service to public, staff and commissions will be significantly diminished; counter hours may have to be reduced
9. **Transition Plan if measure is approved:** Shift responsibility to Development Services Technicians in Building and Engineering Divisions

8	Reduce Comm. Preserve Officer 50%	Fire	\$38,250
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1. **Department Name:** Fire Department
2. **Program Name:** Code Enforcement
3. **Service, Function or Activity Name:** Community Preservation Officer
4. **Proposed Measure:** Reassign Code Enforcement Activities
5. **Amount of savings or additional revenue:** \$38,250 Staffing Costs (.5FTE) for remaining 9 months, \$44,000 annually.
6. **Fraction of services or program affected by the measure:** The Community Preservation Officer is responsible for code enforcement, weed abatement and fire prevention activities. The code enforcement responsibility includes signs, banners, flags, carports, setbacks, abandoned/foreclosed buildings, storm drains and graffiti. The weed abatement and fire prevention activities include weed abatement, hazardous trash abatement, fire code inspections and the goat fuel modification project.

7. **Stakeholders affected:** The community, fire department, police department, water department, public works and community development department, and the parks and community services department.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The current level of service cannot be maintained. A variety of departments will try to adjust to take on the most critical tasks this position is responsible for.
9. **Transition Plan if measure is approved:** Work with the human resources department on the layoff procedures for this position.

9	Reduce Comm. Preserve Officer 50%	Fire	\$38,250
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1. **Department Name:** Fire Department
2. **Program Name:** Fire Prevention
3. **Service, Function or Activity Name:** Community Preservation Officer
4. **Proposed Measure:** Reassign Fire Prevention activities and all remaining CPO assignments.
5. **Amount of savings or additional revenue:** \$38,250 Staffing Costs (.5FTE) for remaining 9 months, \$44,000 annually.
6. **Fraction of services or program affected by the measure:** The Community Preservation Officer is responsible for code enforcement, weed abatement and fire prevention activities. The code enforcement responsibility includes signs, banners, flags, carports, setbacks, abandoned/foreclosed buildings, storm drains and graffiti. The weed abatement and fire prevention activities include weed abatement, hazardous trash abatement, fire code inspections and the goat fuel modification project.
7. **Stakeholders affected:** The community, fire department, police department, water department, public works and community development department, and the parks and community services department.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** The current level of service cannot be maintained. A variety of departments will try to adjust to take on the most critical tasks this position is responsible for.
9. **Transition Plan if measure is approved:** Work with the human resources department on the layoff procedures for this position.

10	Reduce Library Services	Library	\$25,000
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1. **Department Name:** Library
2. **Program Name:** Part-time staff
3. **Service, Function or Activity Name:** Customer Service
4. **Proposed Measure:** Elimination of part-time service staff
5. **Amount of savings or additional revenue:** \$25,000 annually.
6. **Fraction of services or program affected by the measure:** 20%, in addition to the previously noted cuts in part-time staffing levels.
7. **Stakeholders affected:**

- a. General public using the library, with reduced access through reduction of hours of operation
 - b. Citizens who use the library on Fridays – approximately 500 per day.
 - c. Customers who need help with circulation items (getting library cards, paying fines, etc.).
8. **Brief explanation of measure’s impact on commonly expected level of service or functionality:**
- a. This impacts essential (core) library services and access, as the library would close on Fridays. Most or all part-time customer service desk employees would be laid off; to maintain minimum staffing levels¹, the library would need to reduce hours of operation. Measure B funds pay for evening and weekend hours, so the most reasonable hours to cut would be on Fridays, reducing access by 6 hours and impacting about 500 people/day.
 - b. If additional staff hours are reduced during the next level of cuts, library services will be severely diminished, as the cumulative reduction in part-time staffing levels has already been reduced from 10.28 to 7.88 FTE in 2009 (30%)
9. Transition Plan if measure is approved: The library would need to provide notice to the public regarding closure on Fridays. Staff would need to be notified. Implementation could occur by the end of September.

11	Reduce BUSD Fields Balance	Parks & CS	\$39,500
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- 1. **Department Name:** Parks and Community Services
- 2. **Program Name:** BUSD Field Maintenance
- 3. **Service, Function or Activity Name:** Maintenance of Fields (Benicia High School, Benicia Middle School, Robert Semple School, Joe Henderson School)
- 4. **Proposed Measure:** Eliminate maintenance of remaining two (2) sites
- 5. **Amount of savings or additional revenue:** \$39,500. Elimination of 1 full-time position beginning April 2011, \$153,000 annually.
- 6. **Fraction of services or program affected by the measure:** Eliminate 50% of remaining sites maintained for 3 months.
- 7. **Stakeholders affected:** Benicia Unified School District and local sports organizations.

¹ The minimum standards set by the Board of Library Trustees for staffing during hours the library is open to the public are:

- 1. One employee at the circulation desk
- 2. One trained librarian at the reference desk
- 3. Patron waiting time shall be limited to 10 minutes or less for circulation and 5 minutes or less for reference
- 4. The Library Director shall provide for adequate off-desk time to accomplish required administrative tasks, etc.

“The total number of hours of operation per week shall be established such that... the above service levels can be met without overtime and while all employees are working within their normal classification and able to take City approved work breaks.” – Section 2.6 Benicia Public Library Policy Manual

8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Remaining two (2) school sites eliminated will revert back to BUSD for maintenance.
9. **Transition Plan if measure is approved:** City will work with BUSD to effectuate transition of maintenance.

12	Reduce School Resource Officer 50%	Police	\$60,000
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1. **Department Name:** Police
2. **Program Name:** School Resource Officer
3. **Service, Function or Activity Name:** Support for school safety/ drug education
4. **Proposed Measure:** Reduce balance of staffing from 0.5 FTE to zero.
5. **Amount of savings or additional revenue:** \$60,000 savings
6. **Fraction of services or program affected by the measure:** Middle school and liberty support with SRO will be reduced or eliminated. This includes a reduction in DARE classes.
7. **Stakeholders affected:** Employee, BUSD, Citizens
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** Liberty and Middle School would not have a full time or half-time police officer available to them to assist them with crimes and student issues. Patrol officers would inevitably handle many calls for service at school, DARE classes would be eliminated or reduced.
9. **Transition Plan if measure is approved:** Review reduction with POA.

13	Reduce Staffing - Literacy Programs	Library	\$25,000
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1. **Department Name:** Library
2. **Program Name:** Literacy program
3. **Service, Function or Activity Name:** Literacy staff
4. **Proposed Measure:** Reduction in staffing
5. **Amount of savings:** \$25,000 annually.
6. **Fraction of services or program affected by the measure:** 16%
7. **Stakeholders affected:**
 - English Language Learners
 - English as a Second Language Learners
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:**
 - a. Reduction in this program will result in hardships on the 200 learners who participate. Many are low income or cannot speak English and have difficulty negotiating everyday activities. Families for Literacy provides support for children within the family, preparing preschoolers for entry into school, without which they could potentially be less prepared and/or successful.
 - b. Native English language speakers benefit from the program by being able to pass their GED exams and often to find productive jobs as a result of

improved skills. Workforce skills are improved as well, through our computer literacy classes.

- c. These cuts will reduce or eliminate English as a Second Language classes and computer lab hours, as well as potentially reducing the Literacy Coordinator's position.

- 9. **Transition Plan if measure is approved:** The cleanest break would be to change or eliminate programs during a school break, either in the fall or during the holidays. We would start working on reconfiguring the department as soon as possible and would try to make changes as soon as possible.

14	Reduce School Crossing Guard 50%	Police	\$16,000
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- 1. **Department Name:** Police
- 2. **Program Name:** Crossing Guards
- 3. **Service, Function or Activity Name:** positions funds staff to assist crossing students before and after school.
- 4. **Proposed Measure:** Eliminate balance of City support.
- 5. **Amount of savings:** \$16,000 in 2010-11 and \$32,000 in FY 2011-12.
- 6. **Fraction of services or program affected by the measure:** This funding is for salary and is paid to the school district to fund this program. Hours or number of crossing locations would be reduced or eliminated. Service could be provided by parents or funded from another source.
- 7. **Stakeholders affected:** School age children, School district, parents.
- 8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** This program is managed by BUSD. We could assist school to re-route students who use cross walks to controlled intersection since crossing guard hours and/or locations would need to be reduced or eliminated.
- 9. **Transition Plan if measure is approved:** Since first year reduction is 25% of full funding, we may be able to minimize the disruptions of the current program as it transitions to a lower funding level.

15	Reduce IT Costs	Finance/IT	\$75,000
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- 1. **Department Name:** Finance Department IT Division
- 2. **Program Name:** IT Service and Support
- 3. **Service, Function or Activity Name:** IT Staffing.
- 4. **Proposed Measure:** Reduce funding for staffing.
- 5. **Amount of savings or additional revenue:** \$75,000 savings for remaining 9 months, \$100,000 annually.
- 6. **Fraction of services or program affected by the measure:** 33% of IT staffing would be eliminated.
- 7. **Stakeholders affected:** Citizens, Council members, all staff utilizing computers and web-based access.
- 8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** These reductions would begin with a rollback in hardware and software support for lower priority services. It would put the IT

support division in a defensive mode, responding only to customer repair needs. It would also place several technology advancement projects on hold and delay the implementation of those currently underway.

9. **Transition Plan if measure is approved:** Staff is reviewing those programs and support levels that could be scaled back.

16	Dispatch Revenues (Pending)	Police	\$100,000
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1. **Department Name:** Police
2. **Program Name:** Dispatch Services
3. **Service, Function or Activity Name:** Contracted Dispatch Services
4. **Proposed Measure:** Contract with Vallejo to provide dispatch services for a fee.
5. **Amount of savings or additional revenue:** While the contract has not been negotiated, \$100,000 is being used as a general estimate of the net revenues or operational savings that will be recognized.
6. **Fraction of services or program affected by the measure:** Unknown at thitime.
7. **Stakeholders affected:** All those utilizing dispatch services.
8. **Brief explanation of measure's impact on commonly expected level of service or functionality:** On August 17, 2010, the City Council authorized staff to proceed with a feasibility study that will lead to a possible contract with the City of Vallejo to provide dispatching services for both Police and Fire.
9. **Transition Plan if measure is approved:** The Police and Fire Chiefs will return to the City Council for final approval.

Attachments:

- Online survey results
- Community Conversation Presentation

Attachment D

Correspondence:

- **Arts & Culture Commission**
- **Human Services Fund Board**
- **Miscellaneous Correspondence**

Memo

To: Jim Erickson, City Manager
From: Diane Smikahl, Library Director
Date: September 10, 2010
Re: Benicia Arts & Culture Commission report on revenue generating
measures

Jim,

Attached is a report prepared by the Benicia Arts & Culture Commission (BACC). It is intended to address the request of the Mayor for input from stakeholders on the budget cuts being proposed at the September 21, 2010 City Council meeting.

Most of the BACC Commissioners were present at the City Council meeting discussing the budget on August 24, 2010. They understand the implications of the process and realize the severity of the City's financial situation. As a result, the Commission was able to have a discussion related to the grants and fundraising at a special meeting held on August 30, 2010. This meeting generated a number of good ideas, many of which are included in the attached report.

At their regular meeting on September 9, 2010, they voted to approve this report to be sent to you, and, if appropriate, to be submitted to the Mayor and City Council.

The Commissioners realize that there are other stakeholders in the community who will want to weigh in on this discussion. There are undoubtedly many other good ideas for budget reductions and/or revenue generation. With additional time and input, they may be able to expand the scope of ideas and produce a more thorough paper with data on potential fundraising revenue, etc.

The Commission, and in particular the Fundraising Committee, worked hard on this report. They would like this to be submitted to the Council as an official report from the Commission. I feel their efforts are commendable and that they are working diligently on addressing the problem, and I hope you will find that request reasonable considering the effort that has been put into creating this document. In any case, I hope the attached report will be helpful.

CITY OF BENICIA
ARTS AND CULTURE COMMISSION

Date: September 13, 2010

To:: Elizabeth Patterson, Mayor
Alan Schwartzman, Vice Mayor
Mark Hughes, Council Member

Jim Erickson, City Manager
Tom Campbell, Council Member
Mike Ioakimedes, Council Member

From: City of Benicia Arts and Culture Commission
Bob Surratt, Chair
Judie Donaldson
Elaine Eisner
Patty Gavin
Kenny Hall

Lee Wilder Snider, Vice Chair
Pat Ryll Newhall
Sandra Summerfield Kozak
Steve Waranietz

Subject: Recommendations to the City Council

The City's fiscal situation presents both a challenge and an opportunity for the City Council, the City Manager and his staff, the Commissions and other city entities. It's a clarion call. The Arts and Culture Commission is, of course, particularly focused on the impact of the proposed budget cuts on the City's arts and culture grant program. While the Commission certainly understands the City Council's need to reduce the budget, it is concerned about the abrupt and negative impact resulting from the possible reduction of funds available to the arts and culture organizations.

We propose that the City honor its present contracts with grantees and institute a more gradual and planned reduction of funds in a manner that will allow its grantees to problem solve and develop alternative funding. This, we advance, would be an ethical approach to reducing the grant program. The arts and culture nonprofit organizations provide critical social capital that makes Benicia the unique and attractive city that it is. We cannot afford to risk eroding Benicia's signature at this time. Your proposed cuts, although small in relation to the City's overall budget, would have a disproportionate impact on your grantees and their services to Benicia's individuals, families, and children.

What follows is an array of suggestions for both the City and the Arts and Culture Commission to consider in order to mollify the projected 2011 grants budget. Because of time constraints, the recommendations presented are not well vetted, analyzed, or quantified. Instead, they represent ideas that we believe could impact the budget and are worth consideration.

We are interested in contributing and in working with you to both address the City's needs and the proposed grant reductions. We think that you will see that we have a number of promising ideas that, in combination, would make a difference. If you have questions and/or would like to discuss our ideas, we would be happy to meet with you.

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2 THE CITY'S CHALLENGE – AND OPPORTUNITY

2.1 GENERAL SUGGESTIONS

♥ **Reduce the City's grants budgets in a more protracted manner.**

A more planned strategy would represent a responsible approach and provide the City's grantees with an opportunity to problem-solve and plan. The most ethical approach would be for the City to honor its present grant contracts while informing the city's nonprofits of its planned grant reductions.

♥ **Provide an arts/culture fundraising vehicle parallel to the human services water-bill appeal.**

The City has provided the Human Services Board with a (water-bill appeal) fundraising strategy for its human services grants. Can it do the same for its arts and culture grants? Is there another communications vehicle that can be used? Taking such an action would demonstrate the City's concern for, and support of, its arts and culture community and represent an important action at this time.

♥ **Create a "City Leaders" group similar to the "Friends of the Library."**

Form a "City Leaders" group that is committed to raising money for the City. (Alternatively, is it legal/possible to form a "Benicia City Foundation?") This could produce revenue in 2011 plus represent a long-term, more sustainable strategy. Such a group might solicit contributions from the City's leading citizens, for example, or lead a fundraising effort that engages many City departments and commissions.

♥ **Support arts and culture through a "percent-for-art" ordinance.**

This is a strategy employed by other municipalities. Taking action to institute an ordinance at this time would demonstrate the city's commitment to arts and culture.

2.2 REVENUE GENERATION SUGGESTIONS

♥ **Solicit advertisements.**

Is it legal/appropriate for the city to seek advertisements for the recreation program guides? Are there other advertisement opportunities?

♥ **Raise funds through naming rights.**

A suggestion has been made to seek naming rights for the city's pool. It could be possible to do the same for other of the city assets (e.g., parks, the new community center, etc.).

♥ **Impose fines for failure to recycle.**

Cleveland, OH, is tracking its residents' recycling and identifying and fining those who are not adequately participating (\$100 for each infraction.) This could generate revenue and enhance Benicia's environmental footprint.

♥ **Raise funds by hosting a fun city-leader led event**

In Paterson, NJ, city leaders (from all sectors) act as chefs for a fundraising dinner. The event creates fun and raises money. (It could be a wine-and-appetizer event, a breakfast, etc.) Corporate sponsorships, donations of wine and ingredients, and a fun raffle item could all be possible.

♥ **Establish a volunteer-run (furniture, etc.) recycle center.**

A CLARION CALL — FOR THE CITY AND THE ARTS AND CULTURE COMMISSION

Manzanita, OR, has a City recycling center run by volunteers that is worth a visit! Citizens bring unwanted household, sports and other items to the center. Other citizens come to purchase them. The Center is so popular that T-shirts with the recycling center name on them are sold.

2.3 BUDGET CUT POSSIBILITIES

We realize that many employees will be impacted by the proposed budget cuts, particularly those whose workload will increase due to un-filled positions. Again, although we have not adequately researched the approached of other municipalities, we have learned of strategies that entail salary cuts but, as much as possible, do not create more work for employees.

♥ Close (Some) City offices for one week annually.

In Seattle, WA, the library and other non-emergency divisions are closed for one week annually. While employees lose income for that week, they at least receive a week's (imposed) vacation.

♥ Institute a furlough strategy.

In many public, private and nonprofit organizations, furloughs are instituted (e.g., employees are paid one less day a month, a mandatory day off that they schedule within their department perimeters).

♥ Ensure all savings opportunities and technological opportunities are mined.

Review amenities. Consider discretionary vendor contracts, employees' travel budgets, etc. Explore how technology can produce savings (e.g., teleconferencing rather than traveling, use of social media, etc.).

3 THE ARTS AND CULTURE COMMISSION'S CHALLENGE AND OPPORTUNITY

The City's challenge presents an opportunity for the Commission to take action to sustain arts and culture as central to Benicia's quality of life and support Benicia's arts and culture organizations.

3.1 NEW LEADERSHIP STRUCTURES

The Commission is considering creating two structures to support the arts/culture community.

♥ A Commission liaison strategy.

Have each Commissioner serve as a liaison to one of the arts/culture nonprofits to connect, understand their goals and needs, support them, explore arts/culture collaborations, etc.

♥ An Arts and Culture Leadership Group.

Form a group that problem-solves common issues and develops strategies to advance the arts/culture community. Potential members are Benicia's 14 arts/culture organizations (12 nonprofits and 2 public-sector organizations). There are a number of other nonprofits (e.g., Main Street, Chamber of Commerce, etc.) that occasionally host arts and culture events, but they are not primarily arts/culture organizations.

3.2 AN "ARTS AND CULTURE SUPPORT PLAN"

In response to the city's fiscal situation, the Commissioners agreed to create an "**Arts and Culture Support and Fundraising Plan**" and present ideas to the City. The Commission is considering a two-part plan that consists of: 1) capacity-building (organizational development) to strengthen arts/culture

A CLARION CALL—FOR THE CITY AND THE ARTS AND CULTURE COMMISSION

nonprofits in the long-term; and 2) fundraising strategies to assist them in generating revenue now and in the future. The first component—"A Support Plan"—is described below. It is followed by "A Fundraising Plan."

The Commission is organizing a meeting to which each arts/culture executive director and board chair will be invited. The meeting's purpose is to deepen understanding of the arts/culture nonprofits, solicit recommendations regarding how the Commission can support them, seek ideas about how they might work together as a community, etc. Such a gathering could form the basis for an Arts and Culture Leadership Group. Following are examples of potential services that could be serve this group.

♥ A series of fundraising workshops.

Many of Benicia's organizations lack fundraising capacity. Some are overly dependent on the city's funding. We could offer educational seminars to strengthen their fundraising skills. The Commission could collaborate with the Human Services Board to offer these sessions.

♥ A joint arts/culture organization annual appeal.

One of the most common fundraising strategies employed by nonprofits is an annual appeal solicitation. Many of Benicia's nonprofits do not conduct annual appeals. This is a missed opportunity because:

- Individual donations are the primary source of funds for most nonprofit organizations, and
- The primary reason that people don't contribute is that they aren't asked.

The Commission could implement a joint annual appeal for its grantees or for all of the core nonprofit arts/culture organizations. The solicitation could either invite donors to make a general contribution or invite them to specifically select the organization(s) they would like to support with their contribution.

♥ Volunteer development.

Some of Benicia's arts and culture organizations lack a sufficient cadre of volunteers. Others are unable to adequately manage them. Although it is beyond the Commission's capacity to create a volunteer development program, we raise it as an opportunity that could be acted on by a collaboration of individuals and groups. Such a program could entail: volunteer recruitment, training, and matching.

3.3 AN "ARTS AND CULTURE FUNDRAISING PLAN" _____

Successful fundraising will require collaboration with our grantees and/or with all arts/culture organizations. Ideally, the Commission would like to set an annual fundraising goal. However, this is not currently possible. At this point, the Commission can simply suggest general ideas. The concepts provided have not been analyzed as to their financial return; nor have they been discussed with the arts/culture groups. Some of these ideas have, in some form, been tried previously. We need to learn from past experience. Each idea must be analyzed, strategies selected, and plans developed.

The Commission's capacity. Our 9-member Commission has limited capacity to host, or partner to host, fundraising projects. We are a nascent Commission. We have not been trained as fundraisers. We have other tasks. We haven't even begun to host any "friend-raisers" (activities that precede fundraising to build a constituency of potential donors). Our ability to generate immediate funds is somewhat limited.

Benicia's charitable capacity. While Benicians have been generous contributors to local organizations, each community has a charitable ceiling. We feel certain that there is untapped capacity. However, there is probably also a limit. It's important to keep this in mind when considering fundraising options.

A CLARION CALL — FOR THE CITY AND THE ARTS AND CULTURE COMMISSION

Selecting fundraising strategies. There are different types of fundraising strategies worth considering in this context: events, sales of products or services and fundraising appeals are among them. The most ideal strategy is one that requires little investment, but produces a big return. But, this isn't easy. As a result, some organizations focus their efforts on a series of smaller efforts. When considering fundraising ideas, factors to consider include:

- How much effort/time the strategy will require in relation to the potential return on investment
- The upfront cost and the risk, and
- Whether the idea is a fit (e.g., reflects an organization's mission, is a community fit, etc.)

It is generally more desirable to have a strategy that is mission-related. However, this isn't always the case (e.g., the Human Services water-bill appeal). Following are a number of ideas for possible fundraising approaches, some more directly related to mission than others.

♥ An annual "Arts and Culture Award Program"

An annual award program would honor two of Benicia's citizens, a young person and an adult, who have advanced Benicia's arts/ culture in some way. The event that could include a performance by VOENA Children's Chorus, for example. Arts/culture nonprofits could have displays in the lobby.

♥ Public art.

Following are examples of projects that might create public art and raise funds.

- **Children's Mural Project**

A public mural/murals painted by children, possibly for the new community center. Each school could propose a mural. We could collect individual donations as well as seek a foundation grant. The money we raise could cover the cost of the materials as well as generate revenue.

- **Community Mural Project**

A public mural designed by an artist and painted by community members. In addition to a possible grant, the Commission could seek contributions (as in the example above).

♥ Film festival.

Develop a film festival that puts Benicia on the map. Possibly host a joint festival with The Soroptimists or the library, both of which host festivals. Tap talent in the community, both professional and amateur.

♥ An extra performance of "The Nutcracker Ballet."

This would be a benefit performance in partnership with the Ballet that would include city officials dressed up as a part of the cast.

♥ A "Leadership Benicia" Program.

Many large cities have 6- to 12-month leadership programs designed to build and educate leaders in all aspects of the city (nonprofit, public, and private sectors); city strengths, needs, issues; individual leadership styles, etc. One of the goals is to prepare individuals to serve as volunteers and board members. Often businesses enroll and cover the cost of a citizen or one of their employees. It is typically considered a prestigious opportunity. It could serve arts/culture, as well as other, organizations.

♥ Sales of license plate frames.

A CLARION CALL — FOR THE CITY AND THE ARTS AND CULTURE COMMISSION

The Commission could collaborate with another nonprofit to sell these as holiday gifts. They could say something like, “Benicia. Home to (actual number) Artists” or “Benicia. On the Water.”

♥ A (Revived) Benicia Bike Race

Although this isn’t related to arts/culture, it may offer the best potential for raising funds. We know this from past experience. If the previous sponsors aren’t interested in hosting the race, the Arts and Culture Commission could. If the Bike Club is interested, it could be a partner.

♥ An annual “Art Walk Benicia.”

Create a “walk the path of art and culture” (focusing on Benicia’s art/history/culture) of different distances – a short walk for children and families and longer distances for those seeking a challenge. If art-focused, the walk could go from downtown to the Arsenal and Camel Barn. An alternative strategy would be to partner on a walk with other organizations that host, or have hosted, city walks.

♥ Fine dining on First Street (...with an artistic twist).

Tables can grace the middle of a block or two of First Street allowing diners to enjoy a celebration of fabulous food, outdoor dining, music, and art. Benicia’s eateries could showcase their dining selections while live music and ‘spirit’ kiosks/beer gardens add to an evening of dining under the stars. Attendees register to dine at a specific restaurant. It could include performance and visual art, kids’ art, etc. It’s been a successful event in other cities.

♥ “Dinner and Dancing On the Strait.”

Rent one of the San Francisco party ships, bringing it here to the Strait, and hosting an event aboard ship. This may be a high-end, cost-prohibitive idea, but it is worth considering.

♥ A safe water festival at the pier.

Capitalize on our waterfront by developing a safe and appealing water festival.

♥ A classic car, antique car or other-type-of-car road rally.

Car rallies of all kinds attract collectors and audiences. Benicia already hosts one such rally. It could be an attractive location for others.

♥ A pre-packaged event.

There are instances where a national corporation develops an event that it is interested in having hosted around the country. The Soroptimists’ film festival, which has been developed by Luna Bars, is an example of this. The Soroptimists’ task to market it is a far easier task than developing an event. Is there anything of this sort that would be right for Benicia’s arts and culture community?

4 IDEAS ARE JUST THE BEGINNING: MOVING FORWARD FROM HERE

What is the best way to preserve and advance the arts and culture community today? What are the best fundraising strategies and vehicles? As someone once said, “Ideas are cheap. It’s the implementation that counts. So, how can we move forward? What are the next steps?”

◆ **Learn from the arts and culture nonprofits.** How can they most effectively move forward in today?

◆ **Determine the most promising fundraising vehicles.** Success factors need to be carefully identified.

A CLARION CALL — FOR THE CITY AND THE ARTS AND CULTURE COMMISSION

◆ **Work with the City, other Commissions, the arts and culture nonprofits and other organizations.** Partnerships are undoubtedly a pathway to the future. We're ready to work together.



September 14, 2010

Dear Mayor and City Council Members,

On September 13, 2010, the Human Services Board met and discussed the City's proposed budget balancing measures relative to the Human Services Grantees. Our understanding of what was proposed is a reduction of \$26,500 for the last six months of 2010-11, and \$53,000 for 2011-12.

The Board discussed the proposed reduction, and also listened to feedback from a number of grantees that attended the meeting, including representatives from Community Action Council, Families in Transition, Catholic Social Services and Reach Out. After listening to the grantees, the Board unanimously expressed that they feel very strongly that the human services grantees should not be impacted by the City's current efforts to implement budget balancing measures. These grantees are under contract with the City for the current budget period and the grantees are currently fulfilling their contractual obligations. Should the Council direct that there be reductions, it is unclear to the Board how the renegotiation of contracts would occur. Further, the grantees have developed programs and plans that are dependent on this funding, and this is coming at a time when those served by these organizations are most in need.

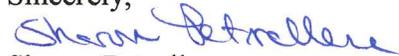
That said, should the City Council determine that cuts to the human services grantees are unavoidable, the Board recommends that the proposed reduction amount be revisited. When the 2009-2011 budget was approved, the Human Services Board recommended to the Council a total amount for human services grants of \$155,732 per year. Subsequent to our recommendation to Council, the majority of grantees were approved for higher levels of funding by the Council during the City budget process, increasing the total amount by \$19,303.

In an effort to consider the proposed request for reductions in a manner that is consistent with the mission of the Human Services Board, and, specifically, the criteria utilized to recommend the initial levels of funding, the Board requests that the target for reductions be set at \$19,303 for 2010-11. This would bring the funding level to an amount consistent with the Board's original recommendation to Council.

The Board also asks that we be allowed to make specific recommendations to the City Council as to how to distribute these reductions to the various grantees in a manner that is consistent with the human services needs in our community at this time. Again, while it is the Board's recommendation that cuts not be required of the human services grantees, should the City Council deem such reductions necessary, the Board is prepared to make these recommendations at our October meeting. Finally, the Board looks to the City to set the available funding level for the following fiscal year, FY 2011-12, again, keeping in mind that significant reductions in funding levels will have significant impacts on grantees that provide critical services to the community.

The Board appreciates the Council's consideration of our recommendations relative to the proposed reductions to the human services grantees.

Sincerely,



Sharon Petrellese
Human Services Board Chair

Attachment:

- Summary of requested, recommended and approved 2009-11 funding levels

GRANT FUNDING SUMMARY
Benicia Human Services Board

Budget Cycle 2009-2011

Item	CAC	CSS	FIT	BUSD - S.F.	BUSD - N.P.	Comm Gardens	CNP	Reach Out	Total Human Services
Year 1 Request	\$ 70,690	\$ 14,545	\$ 30,000	\$ 35,000	\$ 90,000	\$ 4,800	\$ 5,000	\$ 30,000	\$ 280,035
Year 2 Request	\$ 70,690	\$ 14,545	\$ 30,000	\$ 35,000	\$ 90,000	\$ 4,800	\$ 5,000	\$ 30,000	\$ 280,035
Total Request	\$ 141,380	\$ 29,090	\$ 60,000	\$ 70,000	\$ 180,000	\$ 9,600	\$ 10,000	\$ 60,000	\$ 560,070

Board Recommended Funding:

Same total budget of 08-09	70,690	10,182	30,000	24,500	0	3,360	5,000	12,000	155,732
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Council Approved - 6/30/09	CAC	CSS	FIT	BUSD - S.F.	BUSD - N.P.	Comm Gardens	CNP	Reach Out	Total Human Services
Final Funding Levels per yr.	\$ 70,690	\$ 14,545	\$ 30,000	\$ 35,000	N/A	\$ 4,800	\$ 5,000	15,000	175,035

Anne Cardwell - Thoughts regarding grant reductions

From: Connie Mayer <conniemayermft@att.net>
To: <Anne.Cardwell@ci.benicia.ca.us>
Date: 9/14/2010 9:05 PM
Subject: Thoughts regarding grant reductions

Hi Anne,

Just a note to let you and the Human Services Board Members how much Catholic Social Services appreciates the care and concern you are giving this issue of grant reductions. We have been so fortunate to receive funds for many years from Benicia and thank all of you for your continued support.

As I reflected on our meeting, I neglected to mention two vital points. First if I may, Catholic Social Service has already suffered a 43% cut in the current round of grant funding. In the funding cycle 2007-2209 we received 25,590. In the current cycle we are receiving 14,545. We have already suffered a cut and still have been very successful in meeting the scope of work issues put forth in our grant contract. We continue to provide the community with low/fee, no/fee counseling including crisis intervention. Day, evening and weekend appointments are available. We also have a bilingual counselor available in Benicia. Even with our cut in funding we have moved forward and procured a permanent office space. Our rent per year is \$5,208.00. With our rent and other operating commitments we are facing real financial hardship.

Most importantly, as the Clinical Director of our agency, I wanted to specifically address the importance of our counseling services for the residents of Benicia. The importance of basic services (ie food, shelter) was stressed at the meeting several times. I agree that these services are very important to our citizens. In addition, it is my personal opinion that counseling can be life changing for those that are experiencing depression, anxiety, stress, and addiction issues. With counseling people can begin improve their ability to meet their basic needs and begin to make significant changes in their lives.

These changes can lead to better coping skills, self esteem, parenting skills to name a few. We continue to have the privilege to help our clients make changes that will last a lifetime and make difference for the generations to come.

It is my hope that the Human Services Board take into consideration the mission of Catholic Social Services and our desire to continue to serving the residents of Benicia.

Again, we thank you for being our voice in this process and appreciate your support.

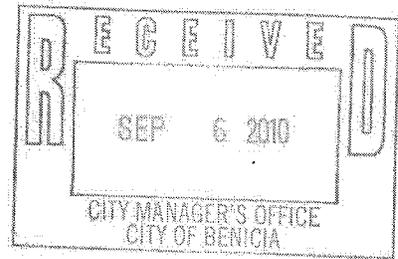
Sincerely,

Constance Mayer, MS, MFT
Clinical Director
New Pathways Counseling
Catholic Social Services



artsbenicia

September 3, 2010



Dear Mayor Patterson,

We at Arts Benicia understand that the City of Benicia is facing tough economic times, and you are facing difficult decisions. We greatly value your past support. As you said at the opening of the recent Council meeting: "we're all in the same boat".

The City's proposed cuts would very much hurt Arts Benicia, Benicia Community Arts, and the other arts organizations. Cuts to the arts in Benicia would total \$75,000, a large percentage of the City's funding for the arts. These cuts are proposed at a time when schools are cutting arts education, state funding for the arts and arts education has already been slashed, individual donations are down, art sales are down, and one of our biggest donors, Valero, has virtually stopped giving. Once programs have been cut, it is very difficult and expensive to rebuild them. These programs serve thousands of kids and adults each year, hundreds of local artists, and are provided by scores of volunteers and tiny staffs. Money spent on the arts goes a long way.

As you know, the City has also proposed cutting \$76,000 from the Economic Development category, which includes a recently launched a campaign to promote Benicia Bay Area wide. The money already spent on this will have been largely spent in vain if these cuts come to pass. However, if the City invests in itself and its arts, it will see benefits that will accrue over the years.

The arts have been identified as one of the three major reasons people come to this area to spend money, and are clearly an important reason that people move here and stay here. You only need to look at some of our neighboring towns to see what communities that do not give much support to their arts look like. Benicia is special, interesting, appealing. This did not happen by itself, but through hard work, visionary thinking and sound investments.

Our message is simple. If people in the Greater Bay Area begin to perceive Benicia as the charming and artistically rich town that it is, more people will want to visit and move here. Real estate values and sales taxes will go up. If we circle the wagons and cut our arts, then our town will become more culturally impoverished like other nearby communities. We need a vision for the future and thinking outside the box that addresses our current economic problems. We need to set aside our fears and address the problem with an awareness of the "abundances" of this community. In this town there are "abundances" of generosity, of intelligence and creativity, of activism, volunteerism, and civic engagement. These are realities that can be harnessed to solve our current economic problems.

I can understand how, with an outgoing City Manager and a search underway, there is a sense that we need to get our house in order and balance the budget, not rock the boat and not try anything risky. I understand this, but I don't agree. To take the mayor's metaphor a little further, we may need to rock the boat if we want to raise its sails. I think that now, in the midst of economic turmoil, there are great opportunities for us to position ourselves for growth and cultural enrichment. We need to harness the creative ideas and energy of our very engaged community to build a desirable future.

It will be counter-productive to cut the City's arts funding; please work to preserve it!

Please also remember that the arts function to bring communities together in tough times. The arts build culture, civility and creative thinking. And, most importantly, the arts are what make us fully human.

Sincerely,

Larnie Fox
Executive Director

**ECONOMIC DEVELOPMENT BOARD
REGULAR MEETING
MINUTES**

**COMMISSION ROOM, CITY HALL
Wednesday, August 25, 2010, 5:30 PM**

I. PLEDGE OF ALLEGIANCE AND CALL TO ORDER: 5:30 PM

A. Roll Call:

1. Present: Kimble Goodman, Claire McFadden, Ron Myska, Chair Duane Oliveira, Eldon Petersen, Vice Chair Chris Strawbridge
2. Absent: Sophie Pasibe (unexcused)
3. Staff Present: Amalia Lorentz, Teri Davena

Oliveira welcomed McFadden to the Board.

II. FUNDAMENTAL RIGHTS STATEMENT:

Oliveira noted that the Fundamental Rights Statement was posted near the door.

III. PUBLIC COMMENT:

None

IV. APPROVAL OF MINUTES:

- A. July 28, 2010** – On a motion by Myska, seconded by Strawbridge, the minutes were approved as submitted.

V. PRESENTATIONS:

VI. DISCUSSION AND POSSIBLE ACTION ITEMS:

A. Election of Chair and Vice Chair

On a motion by Petersen, seconded by Goodman, Strawbridge was elected to serve as Chair of the Board to June 30, 2011. Motion carried unanimously.

On a motion by Goodman, seconded by Oliveira, Petersen was elected to serve as Vice Chair to the Board to June 30, 2011. Motion carried unanimously.

Strawbridge chaired the remainder of the meeting.

B. Tourism Marketing Program Update

Lorentz discussed the Wolf Communications contract and invoices, the tracking worksheet and expenditures, and the City Manager's recommendation to Council the previous evening to reduce the contract by \$25,000 in an effort to help balance \$600,000 of the City's \$1,200,000 structural deficit, with the other \$600,000 expected to come from employee concessions.

The Board, Staff, the Mayor (in the audience), and the public discussed website training, parking, stakeholders' survey and meetings, advertising promotion for Fashion Weekend, proposed stories in Via and Sunset magazines, the Solano guidebook, cuts to the Economic Development budget including \$10,000 from Contract Services budget, \$16,000 from support to Benicia Main Street, \$25,000 to the Wolf Communications contract, a second tier cut of \$25,000 from the proposed TBID consultant, public workshops, using the Finance Director to assist with a TBID, use of volunteers, employee compensation, and tourism as economic development.

The Board agreed by consensus to recommend Council to take the \$25,000 from the proposed TBID consultant (as noted in tier 2 list) instead of from the Wolf contract. They further suggested that tourism marketing not be cut in any round of budget reductions.

C. Tourism Stakeholders Ad Hoc Committee Update

Lorentz reviewed the membership roster and discussed the next meeting (09/09/10). The Board discussed Goodman stepping down from the group to avoid a Brown Act violation since McFadden is the lodging representative and now a Board member. They also discussed the addition of Christine Mayall from Bookshop Benicia and Larnie Fox of Arts Benicia to the Committee, and meeting minutes.

D. Benicia Industrial Park Project Update

1. Benicia Industrial Park Project Update

Lorentz discussed the BIP Broadband Survey Report provided for the meeting. She advised that it would be rolled into the final report in September. The Report notes that not every business is unhappy with their service even though not a high level of service is available. This will hurt capacity and spread in the next five year. The Board discussed infrastructure improvement and funding, service at the Library, Wi-Fi downtown, survey fatigue, and co-office use.

2. Zoning Code Update

Lorentz discussed her presentation to the Planning Commission on August 12th, which was an effort to set the stage and lay the groundwork to make it inviting for high-tech and clean-tech businesses to locate in the Benicia Industrial Park. She said this is not a full revision of the Zoning Code but will nail down what uses are allowed before marketing. Many news articles on the meeting focused on vivaria. The Planning Commission advised her to do more homework on vivaria then return to the Commission.

Lorentz, the Board, and the Mayor discussed an article Lorentz provided on what factors entice business to move including taxes, region, schools, rail service, incentives being secondary, and the available workforce.

VII. INFORMATIONAL UPDATES

A. Business Attraction/Retention (staff)

Discussed in previous item.

B. Business Retention/Recruitment Subcommittee Verbal Report

No update.

C. First Street Use Permits (standing item by request of Chair Oliveira)

No discussion.

D. Idea of Creating a Economic Development Department (Vice Chair Strawbridge)

Strawbridge suggested agendaizing at a future meeting. The Board, Staff, the Mayor, and Public discussed minimal funding, previous Economic Development Directors, reorganization by the current and future City Managers, recruitment in the Industrial Park, and the Economic Development Director being a full time position with a full department. The Board agreed by consensus to look at other cities of comparable size to see how they are organized and to bring this back to a future meeting.

VIII. BOARD MEMBER COMMENTS AND STAFF ANNOUNCEMENTS:

Oliveira discussed the revised Board Member roster.

McFadden encouraged Board Members to attend the upcoming Council Meeting.

Strawbridge discussed upcoming events.

IX. NEXT MEETINGS:

September 22, 2010

October 27, 2010

November 24, 2010

X. ADJOURNMENT: 7:50 PM

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 14, 2010
TO : Mayor Patterson
FROM : City Manager
SUBJECT : **MAYORS' COMMITTEE MEETING**

The following information is provided for your committee report at the September 21, 2010 City Council meeting.

The Mayors' Committee meetings are held on the third Wednesday of each month at 6:30 pm. The meeting held on August 18, 2010 was cancelled and the meeting scheduled for September 15, 2010 has also been cancelled.

The next Mayors' Committee meeting is on October 20, 2010 when the Mayor's Conference will be hosted by the City of Benicia. The agenda for that meeting is not yet available.

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 8, 2010

TO : Mayor Patterson
Council Member Mike Ioakimedes

FROM : City Attorney

SUBJECT : **ABAG COMMITTEE MEETING**

The following information is provided for your committee report at the September 21, 2010 council meeting:

- The date for the Fall General Assembly is Thursday, October 21, 2010.
- The conference will be held in San Jose. The exact location has not been determined.
- The General Assembly will examine the linkage between Jobs, Employment, and Sustainability.
- Minutes from previous meeting and agenda for next meeting are not available.

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 15, 2010

TO : Vice Mayor Schwartzman
Council Member Campbell

FROM : Finance Director

SUBJECT : **FINANCE, AUDIT AND BUDGET COMMITTEE**

The following information is provided for your committee report at the Council meeting.

The FAB committee held a meeting on August 27, 2010 and I have attached a copy of the *Draft* minutes for your review. The next meeting will be held on September 24, 2010.

Attachment:

- *Draft* Minutes from August 27, 2010

FINANCE, AUDIT AND BUDGET COMMITTEE
***DRAFT* REGULAR MEETING MINUTES**
COMMISSION ROOM
August 27, 2010 - 8:00 AM

1. Call to Order at 8:07

Attended by Committee Chair Dennis Lowry, Board Members, Larry Grossman, Lee Wines; Council Members Tom Campbell, Alan Schwartzman. Staff present - Finance Director Robert Sousa and Accounting Systems Supervisor Alyson Kauzer. Members of the public present – Rick Ernst. Excused absent – City Treasurer Teddie Bidou.

2. Notice to the Public

3. Approval of Agenda

Move warrant register to last item.
Approved by consensus.

4. Approval of Minutes from the meeting held on July 23, 2010.

Member Grossman noted that updating the long-range model is not mandated. Requested GASB 45 review be added to next agenda and deferred maintenance be added to March agenda.
Approved by consensus.

5. Review Long Range Calendar

Move warrant register to last item permanently.
Cost benefit analysis of centralized purchasing.

7. Review of Monthly Financial Report for May 2010

Discussion was held regarding the 2nd review. Finance Director Sousa noted that there will also be a 3rd review after accrued sales tax and other revenues are posted. The year will be closed at the end of August. It was also noted that there is still some transient occupancy tax still to come in. Further general discussions were held regarding projected revenues and expenditures. Specific items such as leave allowance, Camel Barn donation, real property transfer tax, health insurance/PERS, Police Department staffing were discussed and clarified by Finance Director Sousa.

9. Review of the FAB Mission, Duty and Structure Policy

Chair Dennis Lowery reported that he submitted his letter to Council and met with the Mayor. It was noted that the Brown Act precluded the Council from attending this committee meeting. The Mayor advised that the FAB committee to attend an upcoming Council meeting. Discussion was met with disagreement regarding moving the FAB committee meetings to the evening. There was discussion whether FAB should be a committee or a commission. It was discussed that when the FAB committee does come to Council that they are very specific in their recommendations of duties. Discussion continued regarding target projects including the Long Range Model, Unfunded Liability and PERS. It was recommended that the FAB committee look closely at what Council will be doing over the next three years and prioritize what the committee will focus on. Member Grossman proposed that FAB meet with Council and develop a list of duties, that there be a written report to Council semi annually and identify a work plan for the next year. Finance Director Sousa noted that the city will be beginning the next two-year budget process in December.

Work Plan Items proposed:

Long Range Plan
Unfunded Liability
Retirement
Centralized purchasing
Deferred maintenance
Contracting effectiveness

Finance Director Sousa noted that he would include this in the staff report.

9. Receive a letter from the City's Independent Auditors

No items to report to auditors.

6. Previous Month Warrant Register Review for July 2010

The committee members questioned approximately 16 claims. The following claims need further review and clarification from staff:

Check #195263 to Solano County Auditor in the amount of \$3,979.44 for 09/10 Final Proper Tax - Finance Director Sousa will follow-up on next meeting.

Warrant registers approved by consensus.

11. Public Comment

None

12. Adjournment – 10:29 a.m.

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 14, 2010

TO : Mayor Patterson
Vice Mayor Schwartzman

FROM : City Manager

SUBJECT : **LEAGUE OF CALIFORNIA CITIES**

The following information is provided for your committee report at the September 21, 2010 City Council meeting.

The League of California Cities Annual Conference and Expo will be held on September 15-17 at the San Diego Convention Center. Highlights of the conference can be accessed at <http://www.cacities.org/ac>.

The 2010 Legislative Briefings will be held in Sacramento, on November 16, 2010.

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 14, 2010

TO : Council Member Ioakimedes
Council Member Hughes

FROM : City Manager

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

The following information is provided for your committee report at the September 21, 2010 City Council meeting.

This committee meets quarterly in the Benicia Unified School District meeting room. A meeting was held on September 14, 2010 and the agenda from that meeting is attached along with the minutes from the March 11, 2010 meeting.

The next meeting is scheduled for Thursday, December 9, 2010.

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 13, 2010

TO : Mayor Patterson
Vice Mayor Campbell

FROM : City Manager

SUBJECT : **SKY VALLEY OPEN SPACE COMMITTEE**

The following information is provided for your committee report at the September 21, 2010 Council meeting.

No activities have taken place since the last meeting on August 4, 2010.

The next meeting of the Sky Valley Committee is scheduled for Wednesday, November 3, 2010. The meeting will take place in the Commission Room, located at Benicia City Hall, 250 East "L" Street.

Attachment:
Approved Minutes of June 16, 2010



**BENICIA SKY VALLEY OPEN SPACE COMMITTEE
COMMISSION ROOM
MEETING MINUTES**

**Wednesday, June 16, 2010
7:00 P.M.**

I. CALL TO ORDER

A. Roll Call of Committee Members

Present: Vice Chair Craig Snider, Members Tom Campbell, John Furtado,
Jon Van Landschoot
Absent: Member Hughes, Chair Shepard
Staff present: Lisa Porras, Senior Planner
Terry Baldwin, Sr. Administrative Clerk

II. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

III. PRESENTATIONS

None

IV. CONSENT CALENDAR

A. Minutes of February 3, 2010

On motion of Committee Member Furtado, seconded by Vice Chair Snider, the minutes were approved by a vote of the Committee.

B. Approval of 2010 Sky Valley Open Space Committee Meeting Schedule

Discussion was held regarding the start times of future meetings. The Committee agreed to keep the 7:00 p.m. start time.

On motion of Committee Member Furtado, seconded by Vice Chair Snider, the meeting schedule was approved by a vote of the Committee.

V. REGULAR AGENDA ITEMS

A. Signature Property Update

Marilyn Farley, retired Executive Director of the Solano Land Trust, gave an update to the Committee on conservation easement efforts for the Signature Properties parcel.

B. Update on Valero Improvement Project (VIP) Settlement Agreement of 2008

Lisa Porras, Senior Planner, gave an update on the Valero Improvement Project (VIP) Settlement Agreement of 2008.

Committee Members discussed the budget line items and Member Campbell further explained the breakdown of the VIP budget.

VI. COMMUNICATIONS FROM COMMITTEE MEMBERS

VII. COMMUNICATIONS FROM STAFF

A. Distribute Sky Valley Handbook

Terry Baldwin, Senior Administrative Clerk, distributed the new Sky Valley Committee handbook. Ms. Baldwin informed the Committee that the contents for the directory would be updated and forwarded to them for reference.

VIII. ADJOURNMENT

Vice Chair Snider adjourned the meeting at 8:15 p.m. The next regularly scheduled meeting of the Sky Valley Open Space Committee is August 4, 2010.

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 09, 2010

TO : Mayor Patterson
Council Member Campbell

FROM : City Manager

SUBJECT : **SOLANO EDC BOARD OF DIRECTORS**

The following information is provided for your committee report at the September 21, 2010 Council meeting.

The last Board of Directors meeting was held on Thursday, July 22, 2010. The agenda were previously issued. The minutes for that meeting are not yet available.

The next Board of Directors meeting will be held on Thursday, September 23, 2010 at 9:00 am at Jelly Belly Candy Company. The agenda for that meeting is not yet available.

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 14, 2010

TO : Mayor Patterson
Council Member Ioakimedes

FROM : Director of Public Works and Community Development

SUBJECT : **SOLANO TRANSPORTATION AUTHORITY**

The following information is provided for your committee report at the September 21, 2010 City Council meeting.

A STA Board Meeting was held on Wednesday, September 8, 2010. The agenda from that meeting and the minutes from the July 14, 2010 meeting are attached.

The next regular meeting of the STA Board is scheduled for October 13, 2010 at 6:00 p.m., Suisun City Hall Council Chambers.



**SOLANO TRANSPORTATION AUTHORITY
BOARD MEETING AGENDA**

5:45 p.m., Closed Session
6:00 p.m., Regular Meeting
September 8, 2010
Suisun City Hall Council Chambers
701 Civic Center Drive
Suisun City, CA 94585

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

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

Speaker cards are helpful but not required in order to provide public comment. Speaker cards are on the table at the entry in the meeting room and should be handed to the STA Clerk of the Board.

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

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

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

ITEM

BOARD/STAFF PERSON

I. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
 pursuant to **CA Gov't Code §54956.9** et seq. Yocha Dehe Wintun Nation v. Solano
 Transportation Authority, Solano Transportation Authority Board of Directors.

(5:45 – 6:00 p.m.)

STA BOARD MEMBERS

Pete Sanchez Chair City of Suisun City	Harry Price Vice-Chair City of Fairfield	Elizabeth Patterson City of Benicia	Jack Batchelor, Jr. City of Dixon	Jan Vick City of Rio Vista	Len Augustine City of Vacaville	Osby Davis City of Vallejo	Jim Spering County of Solano
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STA BOARD ALTERNATES

Mike Hudson	Chuck Timm	Mike Ioakimedes	Rick Fuller	Ron Jones	Curtis Hunt	Erin Hannigan	Mike Reagan
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The complete STA Board Meeting Packet is available on STA's Website at www.solanolinks.com

II. CALL TO ORDER/PLEDGE OF ALLEGIANCE Chair Sanchez
(6:00 – 6:05 p.m.)

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

IV. APPROVAL OF AGENDA

V. OPPORTUNITY FOR PUBLIC COMMENT
(6:05 – 6:10 p.m.)

VI. EXECUTIVE DIRECTOR'S REPORT – Pg. 1 Daryl K. Halls
(6:10 – 6:15 p.m.)

VII. COMMENTS FROM CALTRANS, THE METROPOLITAN TRANSPORTATION COMMISSION (MTC), AND STA
(6:15 – 6:20 p.m.)

- 1. MTC Report – Clipper (Transit Card) Program Presentation** Andrew Fremier
Melanie Crotty
- 2. Caltrans Report – I-80 and SR 12** Doanh Nguyen
- 3. STA Directors Reports:**
 - A. Planning** Robert Macaulay
 - B. Projects** Janet Adams
 - C. Transit and Rideshare** Elizabeth Richards

VIII. CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

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

(6:20 - 6:25 p.m.)

A. STA Board Special Meeting Minutes of August 5, 2010 Johanna Masiclat

Recommendation:

Approve STA Board Special Meeting Minutes of August 5, 2010.

Pg. 5

B. Review Technical Advisory Committee (TAC) Draft Minutes for the Meeting of August 25, 2010 Johanna Masiclat

Recommendation:

Receive and file.

Pg. 9

- C. Solano Napa Commuter Information (SNCI) Fiscal Year (FY) 2010-11 Work Program** Judy Leaks
Recommendation:
Approve the Solano Napa Commuter Information Work Program for FY 2010-11.
Pg. 15
- D. Fiscal Year (FY) 2010-11 Transportation Development Act (TDA) Matrix – September 2010** Elizabeth Richards
Recommendation:
Approve the FY 2010-11 TDA Matrix – September 2010 as shown in Attachment A for the City of Dixon.
Pg. 19
- E. Interim Transit Management Services Contract with the City of Dixon** Elizabeth Richards
Recommendation:
Authorize the Executive Director to enter into an agreement with the City of Dixon to provide interim Transit Management Services for the Scope of Work as specified in Attachment A.
Pg. 23
- F. Contract Amendment for the Solano Senior and Disabled Transportation Study** Elizabeth Richards
Recommendation:
Authorize the Executive Director to execute an amendment to the Nelson/Nygaard agreement for the Senior and Disabled Transportation Study in an amount not-to-exceed \$40,000 per Attachment A.
Pg. 25
- G. Appointment of Paratransit Coordinating Council (PCC) Member** Liz Niedziela
Recommendation:
Appoint Shannon Nelson as a Member at Large representative to the PCC for a 3-year term.
Pg. 27
- H. Contract Amendment for the Napa-Solano Travel Demand Model** Robert Macaulay
Recommendation:
Authorize the STA Executive Director to execute a contract amendment with Fehr & Peers for update of the Napa-Solano Travel Demand Model for an amount of \$6,400.
Pg. 29

- I. Contract Amendment for State Legislative Advocacy Services** Jayne Bauer
Recommendation:
Authorize the Executive Director to execute Amendment #1 to the State Lobbying Consultant Services Agreement between the Solano Transportation Authority and Shaw/Yoder/Antwih, Inc. for specified state legislative advocacy services between October 1, 2010 and September 30, 2012 for an annual amount not to exceed \$46,500.
Pg. 31
- J. Assignment of Contract Performance for the Gordon Water Line (Rockville Road Water Main) Relocation Project** Janet Adams
Recommendation:
Approve the following:
 - 1. Assignment of the Gordon Water Line (Rockville Road Water Main) Relocation Project from North Bay Construction to Ghilotti Construction Company; and*
 - 2. Authorize the Executive Director to sign the Assignment Agreement.*
Pg. 35
- K. Contract Amendment for Project Management Services for the I-80/I-680/State Route (SR) 12 Interchange Complex** Janet Adams
Recommendation:
Authorize the Executive Director to execute a contract amendment with PDMG in the amount of \$460,000 for Project Management services through June 30, 2012 for the I-80/I-680/SR 12 Interchange Complex projects.
Pg. 41
- L. Contract Amendment for Project Management Services for the State Route (SR) 12 East Projects** Janet Adams
Recommendation:
Authorize the Executive Director to execute a contract amendment with CCI in the amount of \$100,000 for Project Management services for an additional 2-year term for State Route 12 East Projects.
Pg. 43
- M. I-80 Express Lanes Project Implementation** Janet Adams
Recommendation:
Approve the attached Resolution 2010-14 and Funding Allocation Request from the Metropolitan Transportation Commission (MTC) for \$300,000 for PA/ED for the I-80 Express Lanes Project.
Pg. 45

IX. ACTION FINANCIAL ITEMS

- A. Greenhouse Gas Emission Inventory Contract and Sustainable Communities Strategy Update** Robert Macaulay
Recommendation:
Authorize the Executive Director to enter into a contract with AECOM for \$65,900 to conduct a greenhouse gas inventory as specified in Attachment B.
(6:25 – 6:30 p.m.)
Pg. 67
- B. Bay Area Air Quality Management District Regional Transportation Fund for Clean Air (TFCA) Fund Application** Robert Guerrero
Recommendation:
Approve the following:
- 1. A BAAQMD Regional TFCA Grant submittal for the Solano-Napa SR 12 Corridor Transit Service; and*
 - 2. A local match of \$44,445 from STAF funds.*
- (6:30 – 6:35 p.m.)
Pg. 105

X. ACTION NON-FINANCIAL ITEMS

- A. State Route (SR) 12 Rio Vista Preliminary Bridge Study** Janet Adams
Recommendation:
Adopt the State Route 12/Rio Vista Preliminary Bridge Study.
(6:35 – 6:45 p.m.)
Pg. 109
- B. Concurrence with Caltrans Corridor System Management Plans (CSMP) for SR 29, I-80, and I-505** Robert Macaulay
Recommendation:
Approve the following:
- 1. Authorize the Executive Director to sign the SR 29 Corridor Plan as specified in Attachment A;*
 - 2. Authorize the Executive Director to sign the I-505 Corridor Plan as specified in Attachment B;*
 - 3. Authorize the Executive Director to sign the I-80 Corridor Plan as specified in Attachment C; and*
 - 4. The comments to the SR 29 Corridor Plan, I-505 Corridor Plan, and I-505 Corridor Plan as specified in Attachment D.*
- (6:45 – 6:55 p.m.)
Pg. 121
- C. Commute Profile 2010 Study – Solano and Napa Counties** Elizabeth Richards
Recommendation:
Approve the Commute Profile 2010 Study – Solano and Napa Counties.
(6:55 – 7:00 p.m.)
Pg. 131

D. Solano County Transit Joint Powers Agreement (JPA) – Consolidation of Benicia and Vallejo Transit Services

Daryl K. Halls
Elizabeth Richards

Recommendation:

Approve STA entering into a JPA with the Cities of Benicia and Vallejo to form Solano County Transit contingent upon the Benicia and Vallejo City Councils approving the establishment of the SolTrans JPA and the conditions specified in Attachment F.

(7:00 – 7:15 p.m.)

Pg. 133

XI. INFORMATIONAL – NO DISCUSSION

A. Solano Napa Commuter Information (SNCI) Program Fiscal Year (FY) 2009-10 Year-End Report

Judy Leaks

Informational

Pg. 211

B. 2011 Transportation Improvement Program (TIP) Update

Sam Shelton

Informational

Pg. 217

C. Legislative Update

Jayne Bauer

Informational

Pg. 285

D. Funding Opportunities Summary

Sara Woo

Informational

Pg. 301

E. STA Board Meeting Schedule for 2010

Johanna Masielat

Informational

Pg. 306

XII. BOARD MEMBERS COMMENTS

XIII. ADJOURNMENT

The next regular meeting of the STA Board is scheduled for **Wednesday, October 13, 2010, 6:00 p.m., Suisun City Hall Council Chambers.**



SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
July 14, 2010

I. CLOSED SESSION

There were no matters to report.

II. CALL TO ORDER

Chair Sanchez called the regular meeting to order at 6:10 p.m. A quorum was confirmed.

MEMBERS

PRESENT:	Pete Sanchez, Chair	City of Suisun City
	Harry Price, Vice-Chair	City of Fairfield
	Elizabeth Patterson	City of Benicia
	Jack Batchelor, Jr.	City of Dixon
	Jan Vick	City of Rio Vista
	Len Augustine	City of Vacaville
	Osby Davis	City of Vallejo
	Jim Spering	County of Solano

MEMBERS

ABSENT: None.

STAFF

PRESENT:	Daryl K. Halls	Executive Director
	Bernadette Curry	Deputy Legal Counsel
	Johanna Masiclat	Clerk of the Board
	Janet Adams	Deputy Executive Director/Director of Projects
	Robert Macaulay	Director of Planning
	Elizabeth Richards	Director of Transit and Rideshare Services
	Jayne Bauer	Marketing and Legislative Program Manager
	Susan Furtado	Accountant and Administrative Services Manager
	Liz Niedziela	Transit Manager
	Sam Shelton	Project Manager
	Robert Guerrero	Senior Planner
	Sara Woo	Associate Planner

ALSO

PRESENT:

In Alphabetical Order by Last Name:

Mark Ackerman	Member of the Public
Jack Batson	Member of the Public
Monica Brown	Member of the Public
Catherine Bowen	The Reporter
Vern Van Buskirk	Resident City of Fairfield
Robin Cox	County of Solano
Bob Charbonea	Resident, Fairfield
Gary Cullen	City of Vacaville, Public Works
Les Darbison	Member of the Public
Christine Ducoing	Resident, Vallejo
Barry Eberling	The Daily Republic
Alex Evans	EMC Research, Inc.
Rod Forroggiaro	Member of the Public
Bill Gray	Gray-Bowen, Inc.
George Gwynn Jr.	Resident, City of Fairfield
Kurt Hahn	Member of the Public
Mike Hudson	Councilmember, City of Suisun City and STA Board Alternate Member
Dan Kasperson	City of Suisun City, Public Works
Jeff Knight	Member of the Public
Jeff Knowles	City of Vacaville, Public Works
Gary Leach	City of Vallejo, Public Works
Wayne Lewis	City of Fairfield, Public Works
Paul McKay	Member of the Public
Alysa Majer	City of Suisun City, Public Works
Brian McLean	City of Vacaville, City Coach
Rod Moresco	City of Vacaville, Public Works
Melissa Morton	City of Benicia, Public Works
Tracy Nachland	County of Solano, Office of Public Health
Jared Reiziz	Member of the Public
Rochelle Sherlock	Senior Coalition
Jay Speck	Superintendent, County Office of Education
Tracee Stacy	Member of the Public
Pat Stansby	Resident, City of Fairfield
Roger Straw	County of Solano
Glen Takahara	Member of the Public
Steve Talbert	Member of the Public
Sandy Way	Member of the Public
Jeanine Wooley	City of Vallejo, Vallejo Transit
Paul Wiese	County of Solano

III. CONFIRM QUORUM/STATEMENT OF CONFLICT

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

IV. APPROVAL OF AGENDA

On a motion by Vice Chair Price, and a second by Board Member Batchelor, the STA Board unanimously approved the agenda with the exception to table Agenda Item IX.C, at the request of STA staff, until the next Board meeting in September.

V. OPPORTUNITY FOR PUBLIC COMMENT

George Gwynn, Rod Forrogiaro, and Jeff Knight came forward to address the Board on the proposed Vehicle Registration Fee Expenditure Plan:

VI. EXECUTIVE DIRECTOR'S REPORT

Daryl Halls provided an update on the following topics:

- SB 83 Vehicle Registration Fee – Public Input Meeting
- Selection of Locally Preferred Option for I-80/I-680/SR 12 Interchange
- California Transportation Commission Approves CMIA Savings for Interchange
- CTC Approved Allocation of Jepson Parkway Project Funds
- Solano County Transit Joint Powers Agreement
- Approval of STA's FY 2010-11 and FY 2011-12 Budgets

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

A. MTC Report:

Commissioner Spring provided an update of MTC activities.

B. Caltrans Report:

None presented.

C. STA Reports:

1. Overview of Bike to Work Day on May 13, 2010 presented by Judy Leaks

2. Directors Reports:

- a. Planning:** Robert Macaulay provided an update on SR 12 public outreach and meetings.
- b. Projects:** Janet Adams noted that Caltrans has signed the SR 12/Church Road Project Study Report.
- c. Transit and Rideshare:** Elizabeth Richards reported on the development of SNCI services on line as well as the 4th Annual Commute Challenge is underway.

VIII. CONSENT CALENDAR

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

A. STA Board Meeting Minutes of June 9, 2010

Recommendation:

Approve STA Board Meeting Minutes of June 9, 2010.

B. Review Technical Advisory Committee (TAC) Draft Minutes for the Meeting of June 30, 2010

Recommendation:

Receive and file.

C. Eastern Congestion Mitigation Air Quality Improvement (CMAQ): SNCI Climate Initiatives Funding

Recommendation:

Approve the Solano Napa Commuter Information Program for \$445,000 from MTC's Climate Initiative ECMAQ Program.

- D. Fiscal Year (FY) 2010-11 Transportation Fund for Clean Air (TFCA) 40% Program Manager Funds**
Recommendation:
Adopt Resolution No. 2010-08 approving the following projects and TFCA funding amounts for FY 2010-11:
1. A reduced amount of \$205,929 for the Solano Napa Commuter Information Program; and
 2. \$88,000 for the Solano Bikeway Extension/McGary Road Project jointly sponsored by the City of Vallejo and County of Solano.
- E. STA Grant Proposals: MTC Climate Initiatives Grant Program**
Recommendation:
Authorize the Executive Director to submit a grant application to MTC for a total request of \$500,000 to implement the STA Safe Routes to School Program as specified in Attachment A.
- F. Fiscal Year (FY) 2010-11 Transportation Development Act (TDA) Article 3 Bicycle Projects**
Recommendation:
Approve FY 2010-11 TDA Article 3 Resolution No. 2010-07.
- G. Solano Bicycle and Pedestrian Project Funding Amendment**
Recommendation:
Amend the City of Fairfield’s Linear Park Alternate Route Nightingale Drive project by reprogramming \$29,000 of TDA Article 3 funds from preliminary engineering (PE) to the construction phase.
- H. Bicycle Advisory Committee (BAC) Member Appointment**
Recommendation:
Appoint David Pyle as City of Fairfield’s representative to the STA Bicycle Advisory Committee for a three-year term.
- I. Pedestrian Advisory Committee (PAC) Member Appointment**
Recommendation:
Appoint Stephen Sikes as City of Dixon’s representative to the STA Pedestrian Advisory Committee for a three-year term.
- J. I-780 Overcrossing Dedication**
Recommendation:
Support the City of Benicia nomination to dedicate the Benicia I-780 Bicycle and Pedestrian Overcrossing in the name of “Austin Howard Gibbon.”
- K. Countywide Bicycle Plan Project List Amendment: Dixon West B Street Undercrossing Project**
Recommendation:
Amend the Solano Bicycle Plan Project List to include the City of Dixon West B Street Undercrossing as shown in Attachment A.

- L Fiscal Year (FY) 2010-11 & FY 2011-12 Safe Routes to School (SR2S) Programming Update**
Recommendation:
Approve the STA's SR2S Program's revised FY 2010-11 and FY 2011-12 Final Workscope to reduce the Education and Encouragement activities by \$35,000 over the next two years in exchange for funding \$35,000 in SR2S planning activities.
- M Contract Amendment for Jepson Parkway Project Environmental Document and Preliminary Engineering**
Recommendation:
Authorize the Executive Director to amend the contract with PBS&J for \$75,000 for the additional work required to complete the Environmental Impact Statement (EIS) and preliminary engineering.
- N Contract Amendment for the Mark Thomas & Co./Nolte Joint Venture for the Gordon Waterline Relocation Project**
Recommendation:
Approve a contract amendment for MTCo/Nolte in the amount of \$235,000 for construction support services for the Gordon Water Line (Rockville Road Water Main) Relocation Project.
- O Award Construction Contract for the Mitigation Planting and Irrigation Project for the North Connector Project**
Recommendation:
Approve Resolution No. 2010-10 for the Mitigation Planting and Irrigation Project for the North Connector.
- P Approve Modification to the North Connector Phase 2 Project**
Recommendation:
Approve a modification to the North Connector Project increasing the contingency budget of \$1,157,000 to cover the increased cost of the 30" water line, for a revised contingency budget of \$2,566,212 and a revised total construction budget of \$11,960,960.
- Q Contract Amendment for Associated Right of Way Services (ARWS) for North Connector Project**
Recommendation:
Approve a contract amendment with ARWS for \$2,000 and an extended term to April 2011 to complete the Right-of-Way relocation services for the North Connector Project.
- R Contract Amendment for HDR for the I-80 Eastbound Cordelia Truck Scales Relocation Project**
Recommendation:
Approve a contract amendment for HDR in the amount of \$1,400,000, to complete the PS&E and R/W engineering for the I-80 Eastbound Cordelia Truck Scales Relocation Project.

- S. Mitigation Agreements for I-80 Eastbound Truck Scales Relocation Project**
Recommendation:
 Authorize the Executive Director to finalize and execute separate agreements with Elsie Gridley Mitigation Bank for \$14,000 for seasonal wetland mitigation and Jenny Farms Mitigation Bank for \$95,950 for Swainson’s Hawk mitigation for the I-80 Eastbound Truck Scales Relocation Project.
- T. Advertise and Award Tree Removal Contracts for I-80 Eastbound Truck Scales Relocation Project**
Recommendation:
 Approve Resolution No. 2010-11 authorizing the Executive Director to advertise and award one or more tree removal contract(s) for the I-80 Eastbound Cordelia Truck Scales Relocation Project for a total amount not-to-exceed \$120,000 plus a 20% contingency.
- U. Utility Relocation Agreements for I-80 Eastbound Truck Scales Relocation Project**
Recommendation:
 Approve the following:
1. Authorize the Executive Director to finalize and execute separate agreements between STA, PG&E and Solano Irrigation District (SID) as required; and
 2. Approve Resolution No. 2010-12 authorizing the Executive Director to advertise and award one or more construction contracts for the SID Utility Relocations for a total amount not to exceed \$900,000 plus 20% contingency.
- V. Fiscal Year (FY) 2010-11 Transportation Development Act (TDA) Matrix – July 2010**
Recommendation:
 Approve the FY 2010-11 TDA Matrix – July 2010 as shown in Attachment A for the County of Solano and Vallejo Transit.
- W. 2010 Congestion Management Program (CMP)**
Recommendation:
 Adopt the revised 2010 Solano CMP as specified in Attachment A.

IX. ACTION – NON FINANCIAL ITEMS

A. Public Input for Proposed Vehicle Registration Fee (VRF) Expenditure Plan Categories

Recommendation:
 Receive public comment and provide staff with direction regarding the eligible categories for VRF expenditures and options for allocation of VRF funds for each category.

Daryl Halls provided an overview of the development of an Expenditure Plan for a proposed vehicle registration fee. He stated that staff has been obtaining public input from various advisory committees and stakeholders on the options and specifics for this plan.

Bill Gray, Gray-Bowen, reviewed and addressed the STA Board on comments and input received from various advisory committees and stakeholders to the draft Expenditure Plan.

Board Comments:

Chair Sanchez asked what the comparisons were on polling results with the other counties. Bill Gray responded that Solano County came in at 50% in favor and Contra Costa was at 54% and others were at or above 60%.

Chair Sanchez asked about the past sales tax polls. Alex Evans, EMC Research, responded he did not conduct the past sales tax polls for Solano County. Chair Sanchez asked what the amount of the Vehicle Registration Fees (VRF) is in other counties. Bill Gray responded that they are all proposed at \$10.00. Chair Sanchez asked if the usage of revenues of their VRF the same as our proposed usage. Bill Gray responded that it varies; some counties are heavily focused on their local streets and roads maintenance, while others like Marin County and Contra Costa County have their main focus on Safe Routes to Schools Program, and Sonoma's emphasis is on transit.

Chair Sanchez proceeded to say how much he appreciates all the work being done, but he cited that the timing could not be worse for this VFR and suggested to wait three to four years when the economy gets better.

Board Member Patterson stated that she supports the initiative however she is concerned about two aspects that deal with flexibility. She noted that she is interested in the flexibility in the repair of roads to include the public right of way and the use of sidewalks. She also addressed her interest in the flexibility within the jurisdiction on the allocation of the funds. She added that she would like to make sure that the Safe Routes to Schools program include engineering solutions. She indicated that she wants to make sure that there is enough flexibility in the language to utilize these funds. Lastly, in terms of the Senior and Disabled, she indicated that their city has a low ridership because funding was not available to them. She stated that with this program they would be able to conduct a major outreach and get the seniors in a more comfortable position to use the service.

Daryl Halls commented that the Board provided staff with direction to prepare options to allocate the funds from the proposed fee to each of the three categories and options for flexibility within and between the categories based on local community needs. He indicated that the draft expenditure plan has some language that provides flexibility, but limits expenditures to these three categories.

Robert Macaulay explained that there were comments made by the BAC and TAC in the initial plan to include the gutter to gutter and shoulder to shoulder but not including the sidewalks with the intent to have more width on the streets to be expanded and rehabilitated.

Board Member Augustine stated that he is opposed to the proposed VFR increased plan. He stated that the City of Vacaville's polling result was at 38% in favor. He also raised concerns about the message we are sending to the state legislators when we do this. He added that with the polling results, it is clear that the city is satisfied with their streets and roads and with their estimated share, this amount is just not enough to repair the potholes.

Chairman Sanchez opened this item for public input.

The following members of the Public addressed comments to the Board:

Mark Ackerman, Fairfield resident, stated that he is opposed to the proposed VRF increased plan. He cited that he cannot afford to give a few more dollars to the government. He stated that the taxpayers are already paying for the maintenance of the streets and highways through the highway usage tax assessments, gas taxes, and sales taxes. He commented that the Safe Routes to School (SR2S) and the Senior and Disabled programs are already covered by other sources of federal and state grants.

Monica Brown, Solano County teacher, stated support for the fee and the plan and that she would campaign to be more self-help and not depend on the state and federal government.

Robin Cox, Solano County Public Health, offered a public health perspective on the benefits of Safe Routes to School and support for the SR2S program.

George Gwynn opposed the proposed VRF increased plan.

Kurt Hahn, President of Solano Taxpayer Group, addressed his opposition to STA's expanded authority proposed developer's fee and the proposed VRF increased plan.

Rod Forroggiaro commented on the impacts the proposed fee increase would have on fixed- and low-income people (senior and disabled), the people who cannot afford the tax burden.

Mike Hudson commented that the proposed fee increase is a temporary solution to a temporary problem. He cited that this is the wrong time for the measure.

Rochelle Sherlock, Senior Coalition and a resident and a bicyclist of Solano County, addressed her support in putting the proposed increased in vehicle registration fee on the November ballot. She shared her perspective on all the categories specifically for the senior population. She stated that the seniors face many challenges in the transportation system and she believes that it would be cheaper for seniors to pay an extra \$10 to allow them to be in a more livable community, have improved quality of life, and to live independently.

Les Darbison, Vacaville resident, opposed the proposed VRF increase plan and stated that it is not cost effective.

Jack Batson, City of Fairfield resident and former Councilmember, asked several questions and indicated his support for the VRF plan and need to fix local streets.

Tracee Stacy, a Vacaville resident, echoed Rochelle Sherlock's comments and stating that the \$10 vehicle registration fee increase would be the best investment to improve the quality of life in Solano County.

Additional Board Comments:

Board Member Augustine clarified a comment made by Monica Brown regarding school buses. He clarified that school buses are not a part of the Safe Routes to School element in the Expenditure Plan. He also noted that it's not a good time to put the vehicle registration fee on the ballot because of the number of other tax initiatives that are on the ballot. He stated we will lose public trust.

Board Member Vick explained that Rio Vista does not have the money to repair their roads. She stated that pavement and management inventory is the lowest in the county and is in poor condition. Streets and roads are Rio Vista's highest priority. In addition, she stated that Safe Routes to School is an issue because Highway 12 comes through the town. She proposed the option for Rio Vista to receive \$20,000, not the \$8,000. She indicated that she is conflicted, the timing is not the best, particularly for Rio Vista, because they are facing other initiatives (water and sewer), but supports the issue because of the great needs and if the public does not like it, they will not vote for it.

Board Member Batchelor stated he supports the proposal, specially the Safe Routes to School Program due to three major road crossings in Dixon which need to have protection for the school kids. He cited that the City of Dixon supplements the school district in funding for the crossing guards, but because of the fiscal situation, there is no money for that. He stated that as an elected official, he has the responsibility to provide a safe environment for everybody. He cited that we need to start taking action for ourselves and start doing things local; more local control. He added that the City of Dixon also has a high senior population who travels in and out of town for medical care. He wants to make sure that all these services are made available to Dixon residents. In closing, he stated that he would like to move forward in putting this measure on the ballot.

Vice Chair Price commented on three categories of the plan. He stated that our infrastructure will continue to deteriorate. He suggested that we pay careful attention to the proposal that is before us to be self-help. He indicated that his real concern is the senior and disabled. He stated that as our population continues to age, the county needs to provide more for the seniors. He cited that the Safe Routes to School Program is a given and we shouldn't have to debate the need for that.

Board Member Spering echoed the comments made by Board Member Batchelor and Vice Chair Price. He thanked all the speakers for addressing good points. He proceeded by providing a brief history of what State Legislators has done in the past including when they reduced vehicle licensing fees causing the state to lose 4-5 billion dollars to the cities. He noted the transfer of the sales tax on gasoline. He stated that in 2002, Governor Davis in the TDA statute created a \$6.5 billion program diverting funds and institutionalizing Prop. 42 which caused another \$1.4 billion loss to the cities and counties. Then he commented that the signing of Governor Davis in 2000 approving dramatic increases in pension benefit costs which caused another shift of billions. He asked what does all of this do, it causes us locally to fight over \$10.00. He continued by commenting on the State Legislators spending general funds on the very thing that we are trying to accomplish. He stated that the tax payer groups are right on target, but they are preaching to the wrong audience. He cited that the cities and counties are in survival mode. He concluded by stating that if the infrastructure continues to deteriorate in our

county, which it will, we will lose property value which would be a greater loss than investing on the proposed VRF fee increase of \$10.00. He concluded by addressing his support to place the measure on the ballot for the voters to decide.

At the conclusion of the Board comments, Daryl Halls cited that the next step is for the STA Board to schedule a Special Board Meeting before the August 6th to decide whether to place the measure on the ballot or not. He also stated that the other purpose of the Special Meeting is to get further direction from the Board on the Expenditure Plan if they to go forward or not.

Board Member Spering requested that staff bring back an option of the lower rate for the Senior and Disabled only to provide the Board a clearer understanding of the different options. He stated that he would like to see more discussion on this.

Board Member Patterson cited that the Senior and Disabled polled the least and received the lowest support in Benicia. She thanked the public for addressing their issues but she asked that they give democracy a chance. She stated that there are successful local ballot measures being passed throughout the State of California. She cited that people understand that now is the time to do the investment on education and infrastructure and some public health issues that can be the responsibility on a local level. She noted that she is confident that a fair case will be made through a democratic process as we go out to the public with a majority of the vote.

Board Member Augustine stated that the issue still is the fact that the State continues to take our money and we need to send a strong signal to Sacramento that we are not happy about it.

Board Member Davis commented on the frustrations generated by the general public when it comes to increased taxes. He stated that he does not usually support higher taxes but he feels the need to do what is best for the citizens of his community and their quality of living and their ability to navigate their streets and roads and whatever else is involved. He also cited that Sacramento is out of control and that it filters down to the local level and is willing to take the ire of his constituents in doing what he thinks is in the best interest of his community. He also stated that he still doesn't know if he supports putting the measure on the ballot only because the City of Vallejo is struggling itself in putting a separate tax measure on the ballot right now and he doesn't know if he wants to be struggling with two tax measures in his community at the same time. He concluded by stating that he general feels that if you talk about transparency and the public right to participate, putting it on the ballot is the best way.

Chair Sanchez called for a 10-minute recess at 8:15 p.m.

The meeting reconvened at 8:30 p.m.

B. Locally Preferred Alternative for the I-80/I-680/State Route (SR) 12 Interchange Project

Janet Adams provided an overview of the locally preferred alternative for the I-80/I-680/State Route (SR) 12 Interchange Project. She noted that Caltrans is preparing to release this document for public review and comment in July or August of this year. She stated that staff is recommending the STA Board inform Caltrans that Alternative C (and Alternative C-1), which would realign I-680 with SR 12 west, as the locally preferred alternative for this project.

Public Comments:

Monica Brown noted her opposition to this alternative.

Board Comments:

Board Member Spering commented on the benefits of the project alignment with SR 12 which would reduce congestion. He noted that this project would improve air quality.

Board Member Patterson commented on the noise impacts and its tradeoffs.

Recommendation:

Authorize the Executive Director to send a letter to Caltrans to inform them STA has identified Alternative C (and Alternative C-1) as the locally preferred alternative and to include this information in the Draft EIS/EIR for public review and comment.

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

C. Solano County Transit Joint Powers Agreement – Consolidation of Benicia and Vallejo Transit Services

At the request of STA staff, this item was pulled until the next meeting in September.

X. ACTION FINANCIAL ITEMS

A. STA' Fiscal Year (FY) 2010-11 Budget Revision and FY 2011-12 Proposed Budget

Daryl Halls presented the proposed budget revision for FY 2010-11 and the proposed budget for FY 2011-12. He reported that the FY 2010-11 Budget Revision is balanced, with the proposed changes to the approved budget modified from \$42.66 million to \$41.14 million, a \$1.53 (3.6%) million reduction. He added that this is due to new funds and anticipated amount of funds carryover from FY 2009-10 for the continuation of projects and anticipated project delivery expenditures.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Approve the following:

1. Adopt the STA's FY 2010-11 Budget Revision as shown in Attachment A; and
2. Adopt the STA's FY 2011-12 Proposed Budget as shown in Attachment B.

On a motion by Vice Chair Price, and a second by Board Batchelor, the STA Board unanimously approved the recommendation.

I. INFORMATIONAL – NO DISCUSSION

A. Regional Transportation Improvement Fee (RTIF) Update

Public Comment:

George Gwynn commented he is opposed to any more fees.

B. PM 2.5 Hotspot Analysis Follow-up

C. Legislative Update

D. Funding Opportunities Summary

E. STA Board Meeting Schedule for 2010

XII. BOARD MEMBER COMMENTS

XIII. ADJOURNMENT

The meeting was adjourned at 8:50 p.m. The next regular meeting of the STA Board is scheduled for **Wednesday, September 8, 2010, 6:00 p.m., Suisun City Hall Council Chambers.**

Attested by:



Johanna Masielat
Clerk of the Board

Date

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 15, 2010

TO : Mayor Patterson
Vice Mayor Schwartzman

FROM : Director of Public Works and Community Development

SUBJECT : **SOLANO WATER AUTHORITY**

The following information is provided for your committee report at the September 21, 2010 City Council meeting.

The Solano Water Authority (SWA) Board of Directors held a meeting on September 9, 2010, the agenda from that meeting and the minutes from the August 12 meeting are attached. The next meeting is scheduled for Thursday, October 14, 2010.

The SWA also has a Delta Committee that typically meets each month directly before the regular SWA meeting.

SOLANO COUNTY WATER AGENCY



BOARD OF DIRECTORS MEETING

DATE: Thursday, September 9, 2010

TIME: 6:30 p.m. (Note earlier start time due to CCCC Meeting at 7:00 p.m.)

PLACE: Solano Irrigation District
508 Elmira Road
Vacaville

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

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

5. CONSENT ITEMS

- (A) Minutes: Approval of the Minutes of the Board of Directors meeting of August 10, 2010 is recommended.
- (B) Expenditure Approvals: Approval of the August checking account register and list of checks \$500 and over to be paid is recommended.
- (C) State Water Project Tolling Agreement: Authorization for General Manager to execute an amendment to the Tolling and Waiver Agreement with the State Department of Water Resources regarding State Water Project charges is recommended.
- (D) Point of Delivery Agreement – Vallejo Permit Water: Authorization of Chairman to execute an agreement with State Department of Water Resources and Napa County to allow continued deliveries of Vallejo Permit Water into Napa County is recommended.

P.O. Box 349 • 6040 Vaca Station Road, Building 84
Elmira, California 95625-0349
Phone (707) 451-6090 • FAX (707) 451-6099
www.scwa2.com



X.B.9.3

6. **BOARD MEMBER REPORTS**

RECOMMENDATION: For information only.

7. **GENERAL MANAGER'S REPORT**

RECOMMENDATION: For information only.

8. **INTEGRATED REGIONAL WATER MANAGEMENT PLANS**

RECOMMENDATIONS:

1. Authorize Chairman to execute a Memorandum of Understanding with entities within the counties of Yolo, Lake, Napa and Colusa to cooperate in the development of an Integrated Regional Water Management Plan (IRWMP).
2. Appoint Chris Lee, Supervising Water Resource Specialist, as staff representative to the Westside sub-region IRWMP Coordinating Committee and David Okita, General Manager, as an alternate.
3. Hear report from staff on status of Bay Area IRWMP and process for submitting projects for IRWMP Implementation grant funding.

9. **RIO VISTA ESTUARINE RESEARCH FACILITY**

RECOMMENDATION: Hear report from Mayor Vick and SCWA staff on the proposal to co-locate State and Federal agencies working on Delta-related research and monitoring at the former Rio Vista Army Base. Support Rio Vista's efforts.

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

Thursday, September 9, 2010 at 7:00 pm at the Solano Irrigation District offices.

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

SOLANO COUNTY WATER AGENCY
BOARD OF DIRECTORS MEETING MINUTES

MEETING DATE: August 12, 2010

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

Mayor Len Augustine, City of Vacaville
Mayor Pete Sanchez, City of Suisun City
Mayor Elizabeth Patterson, City of Benicia
Mayor Jan Vick, City of Rio Vista
Mayor Jack Batchelor, City of Dixon
Mayor Harry Price, City of Fairfield
Councilmember Joanne Schivley, City of Vallejo
Supervisor Barbara Kondylis, Solano County District 1
Supervisor Linda Seifert, Solano County District 2
Supervisor Jim Spering, Solano County District 3
Supervisor John Vasquez, Solano County District 4
Supervisor Mike Reagan, Solano County District 5
Director Everett Whiting, Reclamation District 2068
Director Bob Bishop, Solano Irrigation District
Manager Don Holdener, Maine Prairie Water District

CALL TO ORDER

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

APPROVAL OF AGENDA

On a motion by Supervisor Spering and a second by Mayor Sanchez, the Board unanimously approved the agenda.

PUBLIC COMMENT

There were no public comments.

CONSENT ITEMS

On a motion by Supervisor Spering and a second by Mayor Bachelor the Board unanimously approved the following consent items, including the addendum to agenda item (B), Additional Expenditure Approvals:

- (A) Minutes
- (B) Expenditure Approvals
- (C) Amendment to Agreement with ARCADIS
- (D) Amendment to Agreement with Hydro Science
- (E) North Bay Alternate Intake Grant
- (F) Revised Financial Management Procedures
- (G) PERS Medical Benefit Resolution
- (H) Labor Compliance Program Policy

BOARD MEMBER REPORTS

No reports were given.

GENERAL MANAGERS REPORT

There were no additions to the Manager's Report.

DELTA ISSUES WORKSHOP

Manager Okita discussed the Bay Delta Conservation Plan and other Delta programs and how they affect Solano County interests. He provided updates on issues discussed with water contractors and the Department of Water Resources including getting endangered species take coverage for agricultural water diversions, protection from impacts of runoff and discharges on newly created habitat projects, local economic mitigation from habitat conversions and the funding for the cost of the North Bay Aqueduct Alternate Intake Project. Manager Okita provided an overview of the governance structure created by legislation passed in November 2009. The Delta Plan to be created by the Delta Stewardship Council may provide opportunities for addressing some of our concerns.

Melinda Terry the Executive Director of the California Central Valley Flood Control Association and Manager of the North Delta Water Agency and Mark Hardesty, General Manager of Reclamation District No. 2068 gave a presentation on Delta levees. Ms. Terry explained the roles of the North Delta Water Agency and the California Central Valley Flood Control Association in current Delta matters. Mike Hardesty provided some historical background on Delta levees and current regulatory issues. Funding for Delta levee programs have been shared between the State and local entities, such as reclamation districts. Longer term, sustainable funding is necessary to improve Delta levees to a level that protects State and local interests. The current discussions about the long term future of the Delta could result in future funding.

The Board expressed support for the efforts of Mike and Melinda in advocating for Delta levees and confirmed that SCWA staff should support these efforts.

TIME AND PLACE OF NEXT MEETING

The next regularly scheduled meeting will be Thursday, September 9, 2010 at 6:30 p.m. at the Solano Irrigation District offices.

ADJOURNMENT

This meeting of the Solano County Water Agency Board of Directors was adjourned at 8:04 P.M.

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

**ACTION OF
SOLANO COUNTY WATER AGENCY**

DATE: September 9, 2010

SUBJECT: Expenditures Approval

RECOMMENDATION:

Approve the following:

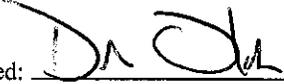
1. Expenditures from the Water Agency checking accounts for the month of August 2010.
2. Checks \$500 and over for payment in September 2010.

FINANCIAL IMPACT:

All expenditures are within previously approved budget amounts.

BACKGROUND:

The Water Agency auditor has recommended that the Board of Directors approve all expenditures (in arrears). Attached is a summary of expenditures from the Water Agency's checking accounts for the month of August 2010. Additionally, consistent with the Agency's Financial Management Procedures, the Board must approve payments \$500 and over. Additional backup information is available upon request.

Recommended: 
 David B. Okita, General Manager

Approved as recommended Other (see below)

Modification to Recommendation and/or other actions:

I, David B. Okita, General Manager and Secretary to the Solano County Water Agency, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a regular meeting thereof held on September 9, 2010 by the following vote.

Ayes:

Noes:

Abstain:

Absent:

David B. Okita
General Manager & Secretary to the
Solano County Water Agency

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 8, 2010

TO : Council Member Hughes
Council Member Ioakimedes

FROM : Director of Public Works and Community Development

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

The following is provided for your committee report at the September 21, 2010 Council meeting.

The Traffic, Pedestrian and Bicycle Safety (TPBS) Committee meets quarterly at 7:00 p.m. in the Commission Room at City Hall.

The regular meeting scheduled for July 15, 2010 was cancelled. The next scheduled meeting is October 21, 2010 at 7:00 pm.

A special meeting was held on May 20, 2010, 7:00 pm, in the Commission Room. That meeting agenda is attached for your information.

The meeting minutes of the April 23 and May 6, 2009 special meetings were recently approved and are attached. The meeting minutes from the May 20, 2010 meeting are being reviewed.

Attachments:

- TPBS Committee minutes from April 23 and May 6, 2009 meetings
- TPBS Committee agenda from May 20, 2010 meeting

Approved May 20, 2010
MINUTES
CITY OF BENICIA
TRAFFIC, PEDESTRIAN AND BICYCLE SAFETY (TPBS) COMMITTEE
Special Meeting
Thursday, April 23, 2009
7:00 pm

I. CALL TO ORDER -- Meeting called to order at 7:00 pm

1. Roll Call -- Committee Members Present:
Council Member Mark Hughes (Chair), Vice-Mayor Tom Campbell, Director of Public Works Dan Schiada, City Engineer Michael Throne, Sgt. Frank Hartig, Police Department Traffic Division
Staff Present: Senior Civil Engineer Mike Roberts, Administrative Secretary Kathy Trinque.
2. Pledge of Allegiance
3. Fundamental Rights Statement

II. APPROVAL OF MINUTES

Minutes for the November 6, 2008 special meeting were approved by a 5-0 vote of the Committee.

Chairman, Mark Hughes, due to the number of interested parties in the audience, changed the order of the agenda to move Item VI. 1. and 3. to after public comment.

III. PUBLIC COMMENT

1. Request to permit unrestricted use (i.e. 24 hr/day) of the East E Street Parking Lot and to keep the Kuhland Alley gate open at all times (Patrick M. Donaghue – Citizen).

Pat Donoghue stated his request to have the parking lot open because it benefits his business and tenants, helps take parking off of First Street. Wants the gate to be open 24/hours per day. Several other residents want the gate open. Requests that this item be placed on the agenda for the next meeting, but does not want to wait 3 months for the next scheduled meeting.

Mark H: Asked why this item was placed under public comment?

Dan S: I agreed to place it under public comment for the committee to hear, discuss and decide on this issue. We did not want to go through a formal public notification process if we are going to re-open this issue since it was already decided by this Committee a few years ago to close the gate. If there's a desire by this Committee to re-consider opening the gate, we need to re-schedule this under "action items" and notice the neighbors. Another issue was to allow parking 24/hours per day.

Mark H: I feel uncomfortable making a decision without neighborhood notice. We should put it on a future agenda to make a decision.

Frank H: I'm not in favor of the gate being open 24 hours/day because it creates problems with reckless driving and other enforcement issues.

Tom C: I wanted the gates closed at both ends, open during the day and closed at night. Would like to see ropes or barriers that divide the lot into smaller lots to discourage reckless driving.

Dan S: My opinion is that the E Street parking lot has 2 entrances, the main one from East E Street and one from Kuhland Alley. The lot is usable 24 hours/day. The alley allows another use. Staff has tried to compromise by closing the Kuhland Alley gate except for special events. Am strongly against changing the parking restrictions unless we decide to post it closed from 2:00 to 6:00 am to keep cars and recreational vehicles from camping there overnight. We can set a special meeting to hear this item.

Mark H: Let's schedule it before the next quarterly meeting.

Tom C: Asked Pat to come back with solutions/ideas to address reckless driving and other problems that come up with the gate being open.

Tom Campbell made the motion to place this item on a future TPBS Committee agenda for action. Seconded by Frank Hartig. Adopted by a 5-0 vote.

2. Other Public Comments:

Gretchen Burgess of Buena Vista St: At a recent public workshop, parking for the downtown came in #2 as a priority. Citizens want to re-claim this parking lot and open the gate. There are lots of potholes, but these are wonderful traffic calming measures.

Reiko McDonald of 1601 Bayview Cir: The handicap ramp on Military at East 2nd Street is not easy for handicapped people to push the pedestrian button (by Baskin Robbins).

Mike R: Offered to meet her at the site in the near future to look at this problem.

VI. ACTION ITEMS

1. East 2nd Street/Riverhill Drive Crosswalk (M. Roberts/F. Hartig)

Mike Roberts summarized the written report.

Frank Hartig reported on his investigation of the accident that occurred in February 2009. Regarding this accident, the pedestrian was intoxicated and did not use the crossing guard to cross the street, instead he stepped into the path of the vehicle that hit him. There were no injuries. The car was not speeding (determined after the investigation). The PD has worked additional enforcement at this location. No citations were issued as a result of the accident. Both pedestrians and vehicle drivers have to use due caution.

Mike Roberts: We made an effort to inform concerned residents and to look at the flashing warning lights currently in place. All were properly functioning. We need to recognize that 16,000 cars per day use this street. Staff is recommending that we upgrade this crosswalk to a high visibility crosswalk and pursue grant funds to install radar speed signs.

Mark H: It does appear that in this case the pedestrian was at fault.

Resident of Bayview Circle stated that she has observed near misses with crossing guards. Cars don't stop for pedestrians and kids are afraid to cross there. Need blinking lights at the crosswalk.

Judy Arrants of Riverview Terrace stated that she was worried when the new development was built, specifically about increased pedestrians crossing East 2nd Street. Need to do something there to make the crosswalk safer.

Larry Bennett of Riverview Terrace stated that he sees E 2nd Street as a dangerous entrance to town. Often has to turn right instead of left because the street is a race course. Wants the entire corridor addressed with speed bumps or something to slow the cars down. Photo traffic enforcement would help and change the truck route.

Pam Schutz of St. Augustine stated that she doesn't cross there because cars do not stop. There's too much traffic to turn left on East 2nd Street. The entire street needs to be looked at because commuters cut through town when the freeway traffic is stopped. No recommendation but this needs to be addressed.

Gretchen Burgess of Buena Vista stated that she loves ladder crosswalks and the yield to pedestrian signs like they have in Vallejo.

Mark H: Questions from the Committee?

Frank H: We have done some pedestrian stings at this intersection, which is a planned event. We were successful at this intersection. Red light cameras are expensive and we don't have quite enough traffic volume to justify the cost. PD has increased speed enforcement on this street and the vehicle speeds seemed to be OK.

Dan S: I like the ladder type crosswalk because it's helps to increase visibility for the pedestrian. Radar speed signs will also help with vehicle speed. Maybe we need to move the flashing signs closer to the crosswalk.

Michael T: The next step in the works is to add the radar speed signs, then we will make the crosswalks more visible. As the entrance to town it is designed to funnel traffic into the City. We have good site distance here. A ladder crosswalk should be a good improvement and moving the flashing signs with the addition of radar speed signs. We could look into relocating the lighted crosswalk from the high school. We will be salvaging the lights and could move them to this location, as funding allows. A longer

term solution is for a capital improvement project to improve this street, as a gateway entrance to the City.

Motion made by Dan Schiada to install a ladder-type crosswalk here, have staff report back at the next meeting on the grant application, move the BHS lighted crosswalk here and look at the funding and timing of this work.

Seconded by Michael Throne. Tom Campbell recused himself. Adopted by a 4-0 vote.

VI. 3. On-street Parking on East 4th Street between East I and East J Street (Mike Roberts). Mike summarized the written report and passed out exhibits to the committee and members of the public.

Michael Throne recused himself, due to a conflict of interest. Mike Roberts summarized the written report.

Elizabeth Lundberg of 926 East 4th Street passed out pictures of the area and reviewed them with the committee and the public.

Dan S asked what are the solutions you offer the committee?

Elizabeth Lundberg responded that she supports a parking permit program that excludes residents with parking lots; change the curb to emergency drop-off only; no parking on East I Street to East 5th Street. No parking on East J Street to St. Dominic's. Make East I and East J Streets one-way and add a stop sign on East I at East J Street.

Mark H: How many houses are there on East 4th Street in the 900 block?

Mike R: 2 houses.

Julie Peterson, Benicia Housing Authority Director stated that the 20 to 30% rationale is low. Casa de Villarasa tenants choose to park on the street, though the Housing Authority recommends that they use the lots. Residents still want the same right as other residents to park on the street. Submitted a petition from the senior housing complex.

Casa de Villarasa resident stated that he often prefers to park on the street because it's easier for him when he leaves for work and when it's dark. Mrs. Lundberg blocks the sidewalk with her car, then pedestrians have to walk in the street.

Two Casa de Villarasa residents stated that they want to be able to park on the street. Trucks option take up parking on both sides of the street. Wants cars parked where it's easier to see.

Priscilla Bernal stated that a loading zone from 9 to 5, Monday – Saturday would not help during church for the church congestion.

Comments from Tom & Mildred Donahue of 300 East I Street, read by Elizabeth Lund: stated that they are housebound and their visitors cannot find parking. Were assured that Casa de Villerasa residents would be required to park in the parking lot.

Julie Peterson stated that the Housing Authority is not aware of safety concerns on East 4th Street. The management has been in place for 23 years, enforcing the same rules. Some newer residents prefer to park on East 4th Street.

Mike R: I checked with the City Attorney's office and she confirmed that all residents are entitled to use street parking. Staff looked for a parking lot agreement with Casa de Villerasa and did not find one.

Dan S: Regarding the issue with the staircase off the southwest entry, the City looks at it from the standpoint that it met the code at the time it was built. Regarding inadequate handicap access, the Casa de Villerasa complex does have handicap access on site. These two streets are very narrow and in light of traffic calming, narrow streets actually help to keep vehicle speeds down. While parking can be inconvenient, it does help with this traffic calming concept. About the existing 15-minute zone, the intent is for loading and unloading. Maybe we can expand that zone.

Tom C: This is a neighborhood problem. If you expand zones and add no parking, it will reduce available parking spots.

Frank H: The Police Dept. met with the principal of St. Dominic's school to improve student drop-off safety next year. We will continue to work with them. We are trying to find a happy medium for everyone.

Dan: On J Street, on the St. Dominic church side, there were some signs put up, such as no parking, loading during school hours, which left parking open at other times for residents to park. We will continue to work with the schools in this area.

Mark H. We can't make everyone happy on this issue. I appreciate your issues and I understand the Casa de Villerasa residents' concerns also. We can explore some ideas tonight.

Tom C. I know that permit parking doesn't work because everyone here are residents.

Dan: I will offer a motion (we can't address request #1 on the petition) that the Police Dept. and Engineering staff work with St. Dominic's school to review their drop off and pick up activity and report back to the committee at the next meeting with a verbal status and offer some solutions. In addition, we ask the Casa de Villerasa management to encourage residents to use the parking lots and ask vendors to use the parking lots during their deliveries.

Seconded by Frank H and adopted by a 4-0 vote.

Elizabeth Lundberg requested that the Casa de Villerasa ask residents not to park in front of residents' homes.

VI. 2. Safe Routes to School Radar Speed Sign Grant Program (M. Throne)

Michael Throne summarized the written report.

Tom C. How much do these signs cost?

Michael: \$8,000 each and crosswalks cost \$3,000 to \$5,000 each. According to the grant, we can only have two locations. We also need to buy a computer so we can re-program the signs as needed.

Tom C. Can we get more signs added to this grant?

Dan S: The criteria is 2 locations maximum. We can add a landing zone or bulb out on Southampton Road on the church side of the street.

Committee discussion.

Gretchen Burgess: Likes the idea of two locations, but wants signs on both sides of the street.

Motion made by Dan: To confirm the selection of the East 2nd Street corridor and Southampton Road corridor as appropriate Safe Routes to School sections for the placement of radar speed signs and direct staff to maximize the use of grant funds. Seconded by Michael Throne. Adopted by a 5-0 vote.

IV. VERBAL UPDATES

1. Safety enhancements on Drolette Drive near Mary Farmar Elementary School (M. Roberts).

Mike Roberts reviewed the requests we received from the Mary Farmar Elementary School staff. He distributed pictures to the committee.

The following improvements have been made since the last meeting:

- ✓ Bus pull-outs were converted back to employee parking.
- ✓ Old bus pull-outs became a new loading zone.
- ✓ No U-turn signs were installed on Drolette
- ✓ Extended the intersection lines at the nearby intersection.

Read e-mail received from Susan Sullivan, Principal, expressing her thanks to staff for their cooperation and installing the improvements to improve student safety on Drolette Way.

V. INFORMATION ITEMS

1. Benicia High School Signal and Entrance Circulation Improvement Project – Progress Report (Michael Throne)

Michael Throne summarized his written report. We are in process of finishing the final project design and plan to be out to bid next month. Award of contract could occur in June 09. We are on schedule for construction summer.

Mark H: If the road diet doesn't work, is it flexible enough that we could change it?

Michael T: It is not flexible, it's actually done with concrete.

Mike R: It might be interesting to have a mock-up done (with paint) to make sure it works, before school is out.

Mark H: Would ask staff to look into these options.

Committee discussion with Ron Wheat, Vice-principal at Benicia High School. Ron asked if the City would also help them with traffic pattern flows both on and off campus.

2. Regional Signal Timing Program Grant (M. Throne)

Michael summarized the written report. We received a grant from MTC to interconnect/synchronize 2 sets of traffic signals -- one on the East 2nd Street corridor and the other on the Southampton Road/West 7th Street corridor. Does not include all the necessary funding, but will provide a technical consultant to do the work. The idea is that a car could leave the First/Military intersection and travel up East 2nd Street to the freeway without stopping. Will require working with CALTRANS because they own several of the signals.

VII. COMMUNICATION FROM STAFF

Michael Throne announced that Dan is retiring in July, before the next regularly scheduled meeting.

Dan S: This committee has to consider the challenge of working without a registered traffic engineer along with possible committee member changes. We'll include this item on the agenda of the next TPBS Committee meeting.

Adjourned at 9:25 pm.

Respectfully submitted,

Kathy Trinque
Administrative Secretary
Public Works Department

Approved May 20, 2010
MINUTES
CITY OF BENICIA
TRAFFIC, PEDESTRIAN AND BICYCLE SAFETY (TPBS) COMMITTEE
Special Meeting
Wednesday, May 6, 2009
5:30 pm

I. CALL TO ORDER -- Meeting called to order at 5:30 pm

1. Roll Call -- Committee Members Present:
Council Member Mark Hughes (Chair), Vice-Mayor Tom Campbell, Director of Public Works Dan Schiada, City Engineer Michael Throne, Sgt. Frank Hartig, Police Department Traffic Division
Staff Present: Senior Civil Engineer Mike Roberts, Administrative Secretary Kathy Trinque.
2. Pledge of Allegiance
3. Fundamental Rights Statement

II. ACTION ITEM

1. East E Street Parking Lot – Request to keep Kuhland Alley Gate Open at all times and to allow Unrestricted Parking (24 hrs/day)

Dan S. summarized the staff report.

We received a request from Pat Donaghue to eliminate the parking restriction on the East E Street parking lot and keep the gate open 24 hours/day. The TPBS committee heard this request at its April 23, 2009 meeting and considered how/when to schedule it so we could invite neighborhood residents to comment.

To provide some history, this gate was installed about 5 years ago in response to complaints from the neighbors about excessive dust, through traffic and reckless driving. Various options were discussed by this committee at that time and due to budget constraints after consideration by the City Council, staff was directed to install a gate (that would be closed) across the alley access except for special events. This lot is used to capacity as a lot for parking, except during special events. The Committee is open to hear feedback from local residents regarding the gate being open or closed.

Regarding the request to change the parking restrictions, staff considers a need to keep this restriction in place, which is similar to other parks. It resolves problems with minimal lighting and overnight recreational vehicle parking.

Committee discussion/questions:

Tom C: How much would it cost to pave the lot?

Dan: Significantly over \$100k. Keep in mind that this lot is currently being evaluated by the Economic Development Manager for future development – mixed use.

Frank H: Did the Council ever consider adding lights?

Dan: City code requires that all amenities be included, if developed, such as landscaping and lighting. The City has to look at permanent uses also.

Public Comment:

Dave Delgado of 185 East D Street stated that he lived there for 20 years. Supports keeping the gate closed. It's a safety issue with lots of kids on bikes. It's a speed race when the gate is left open. Saw trucks going through the lot to the alley. Wants speed bumps in alley.

Pam Dixon of 161 East D Street stated that she wants a permanent parking lot. Does not want condos built here, but instead wants the lot paved with lights. Not here to discuss gate issue.

Resident from the west side of town spoke in favor of keeping the gate open. This lot serves all residents. Without the gate open, traffic doubles on East E Street.

Charles Allen from 133 East E Street stated that he supports having the gate open. There used to be a barrier at the end of East E Street, but it was removed when an emergency vehicle couldn't get access. Customers want to park at the lot. In favor of having it paved.

Carol de Maintenon of 126 East E Street is in favor of gate being kept open. Business decreased when gate was installed. If there's a problem with spin outs, add berms to the lot. Doesn't want to be boxed in as a cul-de-sac. About overnight parking, she has guests that want to park there. Resident permit parking would take care of the problem.

Kirk Arneson of 110 East E Street is opposed to the gate being open. The lot is unsafe as it currently is.

Tom of East E Street lives across from the lot for 7 years. Supports the current gate closure. Has seen donuts and dust from the parking lot. The gate is not open and closed for events and reduces liability for the City. 24 hr/day parking for events is OK but not for normal daily use.

Craig Arneson is opposed to the gate being open because it's not safe.

Vallejo resident doesn't see lots of traffic there, but has seen spinners. If First Street is closed there's no way into the E Street lot.

Gretchen Burgess of Buena Vista stated that the parking lot needs renovation because parking is needed. Its been discussed before and nothing is done. What are we going to do with the lot? There are potholes at the entrance. It's important to increase parking for economic development. The gate needs to be open and 24 hour parking is OK.

Mr. Shea of 110 E D Street stated that Kuhland Alley is not designed for 2-way traffic. It has potential for accidents. It's more liability for the gate to be open. For safety and residents, keep the gate closed.

Sandra Shannonhouse of 110 East E Street submitted a letter in support of keeping the gate closed. Wants to see the City take care of this parking lot. Mentioned court case from 1985.

Pat Donaghue of 126 East E Street stated that we need to do something about this lot. General Plan addresses this lot as a parking lot. Wants the gate open for business. A majority of residents want the gate open. It will create a danger because we need to develop the lot. I will require my employees and tenants to park in the lot.

Committee discussion:

Tom C. What if we leave the gate open and put in a barrier to create a smaller lot, restrict donuts and leave a larger lot on the other side.

Dan: There are 2 issues, 1 is the gate the other is overnight parking. We will have to get approval for funding before we can improve the lot. Staff will have to look into costs, impacts, lighting, and liability and bring it back as part of the budget process. My concern about overnight parking is safety related. Paving is very expensive...\$240k. Staff may need to work closer with Main Street to make sure gate gets opened and closed during events.

Frank H: We chase the motor homes all over town. Overnight parking is a problem. Restricted parking helps the PD to maintain the safety of the lot. The PD likes it as is.

Michael T: There's not a simple solution. We would need a drainage system, paving, lighting and an environmental study because there's no lighting there now. We can't use gas tax funds or traffic impact funds. The general fund is fairly stressed now and this project would have to compete with other projects for funding. What we have now works. It took care of the prior issues. I recommend that we bring it to the City Council for the budget priority setting session. Economic Development is already looking into this – it may be beyond the TPBS committee's authority.

Dan: In addition to paving, we have drainage issues that may require a full environmental review.

Mark H: I know there's a parking shortage downtown. I have used this lot and it was a congested spot. It is slated for development. If you're passionate that we need a lot, be there at the next meeting. We're not here to decide the future development tonight. It's highly unlikely that the Council will approve a lot of money be spent here. Dust happens with the gate open or closed, not a huge issue. It's an underutilized property. I support the 24 hr parking restriction and support opening the gate for better access to the community. Are there ways to slow down traffic?

Dan S: We can install berms or power poles to create obstacles, but that creates higher liability. We've considered trees, but that's costly because of the maintenance and water. If we open the gate as a trial, then review and see how it is going? The access from Kuhland Alley is narrow—the gate has a narrow opening.

Tom C: showed the committee a sketch of his idea of a sectioned parking lot with a nautical theme – posts with ropes and add reflectors.

Frank: If we put objects in the lot are we responsible?

Mark: What if we do a trial period, say 6 months. We need to develop some ideas about slowing down traffic?

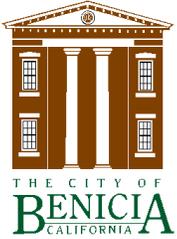
Frank: I'll support opening the gate, but leave parking restrictions in place. I'll do some statistical analysis to track the # of calls for service here.

Dan made a motion: Direct staff to open the gate for a 5-month trial period and come back in October with a report including a plan for safe, inexpensive, temporary barriers to prevent through traffic and keep the current 24 hour parking restrictions in place. Seconded by Michael Throne. Adopted by a 5-0 vote in favor of the motion.

Adjourned at 6:35 pm.

Respectfully submitted,

Kathy Trinqué
Administrative Secretary
Public Works Department



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

SPECIAL MEETING

City Hall – Commission Room
Thursday, May 20, 2010
7:00 pm

AGENDA

I. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Fundamental Rights Statement

II. APPROVAL OF MINUTES

- April 23, 2009 Special Meeting
- May 6, 2008 Special Meeting

III. PUBLIC COMMENT

IV. PRESENTATIONS:

1. Facilitating Public Participation (Open Government Commissioner, Claire McFadden).
2. Open Government. (City Attorney, Heather McLaughlin)
3. Solano Transportation Authority, Safe Routes to School Program (Sam Shelton, STA).

V. INFORMATIONAL ITEMS:

1. Public Works & Community Development Dept Staffing Update– Mike Roberts, Acting City Engineer
2. St. Dominic School Pick-up/Drop off Activity Report – Sgt. Hartig

VI. ACTION ITEMS

1. Meeting Calendar for 2010.
Recommendation: The Committee review and approve the calendar for regularly scheduled TPBS meetings for the remainder of 2010.

VII. COMMUNICATION FROM STAFF

VIII. ADJOURNMENT

Public Participation

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

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

Disabled Access

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

Public Records

The agenda packet for this meeting is available at the Public Works Department, City Clerk's Office and the Benicia Public Library during regular work hours. To the extent feasible, the packet is also available on the City's web page at www.ci.benicia.ca.us under the heading "Agendas and Minutes." If you wish to submit written information on an agenda item, please submit to the Public Works Director as soon as possible so that it may be distributed to the Committee.

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 13, 2010

TO : Mayor Patterson
Vice Mayor Campbell

FROM : Director of Public Works and Community Development

SUBJECT : **TRI-CITY AND COUNTY COOPERATIVE PLANNING GROUP**

The following information is provided for your committee report at the September 21, 2010 Council meeting.

TRI-CITY AND COUNTY COOPERATIVE PLANNING GROUP

The Tri-City and County Cooperative Planning Group (TCCCPG) will hold a joint meeting between the Governing Board (GB) members and the Citizens Advisory Committee (CAC) members on Monday, September 13, 2010. This meeting takes place at the Mare Island Conference Center located at 375 G Street in the City of Vallejo.

The Agenda of September 13, 2010 includes:

- ❑ Adoption of the Minutes of April 19 and June 14, 2010
- ❑ Update on Solano Land Trust Activities (SLT Staff)
- ❑ Report on McIntyre Ranch Master Nature Center (GVRD Staff)
- ❑ Report by Regional Park Subcommittee
- ❑ Lynch Canyon
 - Success Criteria
 - Discussion of Lynch Canyon Operations
 - Lynch Canyon Signs: Status and Next Steps
- ❑ Fall 2010 Tour
- ❑ Future Agenda Items (next meeting date)/Closing Remarks

(See Attachments)

Forrest Deaner Native Plant Botanic Garden



The Willis Linn Jepson chapter of the California Native Plant Society invites you to celebrate with us the dedication of 8 interpretive panels, our first permanent educational outreach in the Botanic Garden.

The interpretive panels are the result of hundreds of hours of volunteer time, a partnership with the CA Department of Parks and Recreation, and funding from Solano County, California State Parks Foundation and the Delta Protection Commission.

Saturday, September 18, 2010

10:00 a.m.

(for about an hour)

At the Botanic Garden, located in the **Benicia State Recreation Area**, about $\frac{3}{4}$ of the way out to Dillon Point.

Park Entrance: take the Columbus Parkway / Rose Drive exit off Interstate 780.

Along with words from invited dignitaries, the Benicia High School Marching Band's Brass Quintet will perform, we will provide information regarding Proposition 21 – Yes for State Parks, and we will launch a new volunteer and educational outreach effort called the **10x10 Program**. Following the ceremony, docent lead tours of the Botanic Garden will be available, as well as some healthy snacks and beverages.

Everyone is welcome. Dogs on leash.

www.cnpsjepsonchapter.org

www.cnps.org

Forrest Deaner
Native Plant Botanic Garden



Benicia State Recreation Area

Vote November 2, 2010, learn more at:

www.yesforstateparks.com

Lynch Canyon Open Space Public Access Success Criteria For Year 3



The Lynch Canyon Working Group, a joint Solano Land Trust / Solano County group, has prepared these criteria. Our overall goal is to continue building a strong user program for Lynch Canyon Open Space. In the first and second years of operation, the park has attracted a loyal group of park users and volunteers. In Year 3 (May 1, 2009 to April 30, 2010), we will focus on developing programs that further support healthy lifestyles and community participation for Solano County residents, and attract new user groups.

These criteria will be reviewed by the Tri-City and County citizens' advisory committee; will be submitted for approval to the Tri-City and County Governing Board, the Solano County Park and Recreation Commission, and the Solano Land Trust Board; and will be reported to the Solano County Board of Supervisors.

Our goal is to make Lynch Canyon accessible to the public with minimal environmental impact, and increase days of operation as much as feasible. This will include building:

- a) public access programs
- b) volunteer support and community participation
- c) public visitation
- d) support for public health by promoting exercise in the outdoors
- e) a marketing program for park events, including on-line networking

To this end, we will measure success in the following ways:

1. The established Lynch Canyon Users Advisory Group will continue to meet at least quarterly to provide feedback on operations. The Group has one representative from each of the significant user groups (hikers, mountain bikers, equestrians, birders, educators, runners).
2. A schedule of regular events will continue to be implemented at Lynch Canyon, consisting of:
 - a. Docent or Ranger-led nature walks/hikes (wildflowers, birds, etc.), once a month on average
 - b. Docent-led equestrian rides, twice a year
 - c. Docent-led birding events, six times a year
 - d. Focused, Ranger-led volunteer work parties, 6-12 times a year
 - e. One exercise-related event per year (e.g., trail run, introductory hiking or biking activity for youth, etc.)
 - f. One special event per year with public activities, to promote the open space

3. The existing docent training program will be offered to volunteers, and six additional Lynch docents will be trained. These docents will commit to leading six activities each year.
4. Continue to develop educational programs and interpretive signs for children and adult visitors, addressing human history, wildlife, plants and local agriculture (through programs for K-12 schools, local colleges and youth groups).
5. Maintain an attendance figure of 3,800 people during year three, in recognition of the limited, 3-day per week park operation.
6. Actively involve community participation by recruiting and utilizing volunteers in park events and projects, with a goal of 1,500 volunteer hours in Year 3.
7. Increase the use of the park and public participation in programs that promote healthy lifestyles.
8. Develop programs that target new uses of the site (artistic, scientific, cultural or other activities).

Prepared by the Lynch Canyon Working Group

Daniel Sykes, Solano County Parks Services Manager, Chair

Nicole Byrd, Executive Director, Solano Land Trust

Teri Engbring, Volunteer/Education Coordinator, Solano Land Trust

Ted Armstrong, Solano County Ranger Supervisor

Alternate:

Sue Wickham, Solano Land Trust

EXIT xx



**LYNCH CANYON
PARK
NEXT EXIT**

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 15, 2010
TO : Council Member Hughes
FROM : City Manager
SUBJECT : **VALERO COMMUNITY ADVISORY PANEL (CAP)**

The following information is provided for your committee report at the September 21, 2010 Council meeting.

Libbey McKendry has been selected to fill the vacancy on the Valero Community Advisory Panel. Ms. McKendry is a long-time Benicia resident and community volunteer.

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

The agenda for the meeting held on July 15, 2010 is attached. The next meeting date has not been scheduled.



**Valero Benicia Refinery
Community Advisory Panel (CAP)
Valero East Conference Center
610 Industrial Way, Benicia, CA**

**Thursday, July 15, 2010
6:30 PM – 8:30 PM**

Call to Order **5 minutes**

Introductions of CAP and guests

Approval of Agenda

Minutes from April 29, 2010

Community Air Monitoring Station Update – Sue Fisher Jones **10 minutes**

Equipment installation

Website development

General Refinery Updates – Doug Comeau **10 minutes**

Refining Economics Update

Turnaround Update

Coker Update

Flue Gas Scrubber Update

Community Alert Notification System **60 minutes**
***City of Benicia Fire Chief Steve Vucurevich &
City of Benicia Fire Marshal Ray Iverson***

Overview of Report to City Council (July 6 Council Packet; slated for presentation at July 20 City Council meeting)

Next CAP meeting is scheduled for _____ (field trip date)

X.B.12.3

CAN Community Awareness Plans/Discussion

CAP member terms

20 minutes

Resignation letter from JB Davis – Community at Large

Proposed items for realignment of CAP terms

Process for filling CAP vacancy

Other

10 minutes

Bylaws items under review

Set refinery and air quality monitoring trailer tour date

Public meeting date

Adjourn

Next CAP meeting is scheduled for _____ (field trip date)

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORTS

DATE : September 15, 2010
TO : City Council
FROM : Mayor Patterson
SUBJECT : **ABAG/CAL FED TASK FORCE/BAY AREA WATER FORUM**

The following information is provided for your committee report at the September 21, 2010 City Council meeting.

The Bay Area Water Forum has moved to a quarterly meeting format for the 2010 year.

The next meeting will be held on Monday, September 27, 2010. Meetings are from 10:00 a.m. to 12:30 p.m. at the State Coastal Conservancy, 11th floor conference room, 1330 Broadway at 13th Street, Oakland.

The topic for the next meeting is:

- Aging Water, Wastewater and Flood infrastructure and Climate Change
- Federal Stimulus Projects



Save the Date!

Monday, September 27, 2010, 10 AM – 12:30 PM

Note: Meeting Location: State Coastal Conservancy, 11th floor conference room, 1330 Broadway at 13th Street, downtown Oakland

Aging Water, Wastewater and Flood Infrastructure & Climate Change

David Behar

Deputy to the Assistant General Manager, SFPUC, &
Staff Chair, Water Utility Climate Alliance

Xavier Irias

Director of Engineering & Construction
East Bay Municipal Utility District

Also: a Short Discussion on Bay Area Federal Stimulus Projects

Our new location allows BAWF attendees to participate
By conference call or Webinar

www.baywaterforum.org

The Bay Area Water Forum serves as a venue for encouraging regional cooperation, education and exchange of ideas on critical Bay area water issues. Monthly meetings are open to all interested parties. The Forum is sponsored by numerous Bay area water agencies and consulting firms along with the State Coastal Conservancy.

AGENDA ITEM
CITY COUNCIL MEETING: SEPTEMBER 21, 2010
COUNCIL MEMBER COMMITTEE REPORT

DATE : September 8, 2010

TO : Mayor Elizabeth Patterson
Council Member Tom Campbell
Council Member Schwartzman

FROM : Youth Action Coalition

SUBJECT : **YOUTH ACTION COALITION**

The following information is provided for your committee report at the September 21, 2010 City Council meeting.

The next Benicia Youth Action Coalition meeting will be held on Wednesday, September 22nd, 3:30 p.m. in the Commission Room at City Hall. The agenda is not yet available. The minutes from the August meeting are not yet available.

Highlights from the August meeting:

Chair/Vice Chair elections held Chairman Jerry Pollard/Vice Chair Gary Wing voted in unanimously.

County reports the Solano County Board of Supervisors vote no on Prop 19

No new updates on the marijuana dispensaries or the no smoking ordinance

Information booth will be set up at August 26th-Farmers Market

Next Parent Project class starts this month

REQUEST FOR ITEM ON COUNCIL AGENDA

Requested by:

Council Member Campbell

Requested Council Meeting Date:

September 21, 2010

Agenda Item Name:

Request to amend supporting the Benicia Parcel Tax – Measure C

Council Member Campbell has requested that the Council consider supporting the Benicia Parcel Tax – Measure C.

I request that this issue be placed on a future Council agenda so that we can discuss.



City Manager's Office
MEMORANDUM

Date: September 16, 2010
To: Agenda Packet Recipients
From: Anne Cardwell, Administrative Services Director
Re: **Addition to September 21, 2010 Agenda Packet**

Council Member Campbell's Request to Agendize Proposition 23 (the AB 32 Suspension Measure) that was included in the September 7th City Council agenda packet was continued to the September 21st meeting. This item was omitted from the agenda for the 21st in error. In accordance with the Open Government Ordinance, the agenda may be amended and/or supplemented to correct technical, nonsubstantive errors or omissions.

Attached please find an amended agenda and the request form to add to your packet.

REQUEST FOR ITEM ON COUNCIL AGENDA

Requested by:

Council Member Campbell

Requested Council Meeting Date:

September 7, 2010 – Continued to September 21st City Council meeting

Agenda Item Name:

Request to agendize Proposition 23 (the AB 32 Suspension measure)

I request that this issue be placed on a future Council agenda so that we can discuss.

