

## October 6, 2009 Regular Meeting

City Council Chambers

October 6, 2009

7:00 P.M.

Times set forth for the agenda items are estimates.

Items may be heard before or after the times designated.

I. CALL TO ORDER (7:00 P.M.):

II. CLOSED SESSION:

III. CONVENE OPEN SESSION:

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF PUBLIC

IV. ANNOUNCEMENTS/APPOINTMENTS/PRESENTATIONS/PROCLAMATIONS:

A. ANNOUNCEMENTS:

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

2. Openings on Boards and Commissions:

**Arts & Culture Commission:**

Nine full term openings (4 year term)

**Community Sustainability Commission**

Six full term openings (4 year term)

**Senior Coalition of Solano County**

One full term opening (2 year term)

**Sky Valley Open Space Committee:**

One full term to January 31, 2013

**Human Services and Arts Board:**

One unexpired term to June 30, 2010

One full term to July 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.

B. APPOINTMENTS:

C. PRESENTATION:

**Rebuilding Together – Solano County**

Elizabeth Johnson Hoffman, Executive Director

D. PROCLAMATIONS:

[1. Recognition of Fire Prevention Week – October 4-10, 2009](#)

[2. Proclamation Welcoming Rotary Exchange Student – Kristina Kovacicova](#)

[3. Recognition of Arbor Day – October 17, 2009](#)

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 (7:45 P.M.):**

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 September 15, 2009. \(City Clerk\)](#)**

### **[B. Clarification of Hearthstone solar grant. \(Public Works and Community Development Director\)](#)**

On April 21, 2009, the City Council approved an initial set of activities utilizing funds from the Valero Improvement Project settlement to promote communitywide water conservation and greenhouse gas reductions. Included in the initial approval was \$30,000 to provide GRID Alternatives with gap funding for solar panels at the Hearthstone development.

Following the receipt of funds, staff began preparing a grant contract with GRID Alternatives. At this time it was discovered that original language in the staff report indicated that the \$30,000 allocation was for a loan rather than a grant. However, this was not the original understanding of GRID Alternatives, nor the intent of staff. In addition, GRID Alternatives has informed staff that \$30,000 may exceed the need of the Hearthstone development and has requested that the funds be made available to other affordable housing developments within the city, after the needs of Hearthstone have been met.

**Recommendation: Approve, by motion, an amendment to the "Plan for Initial Expenditure of VIP Settlement Funds" to clarify that the \$30,000 allocation of funds for solar panels at the Hearthstone development is a grant (not a loan), and to allow for excess funds to be used in other affordable housing units citywide.**

### **[C. Cancellation of the November 3, 2009 City Council meeting. \(City Manager\)](#)**

Given that November 3, 2009 is election night, it is proposed that the Council meeting for that evening be canceled.

**Recommendation: City Council authorize, by motion, cancellation of the November 3, 2009 City Council meeting.**

**D. 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 (8:00 P.M)**

#### **X. INFORMATIONAL ITEMS (8:30 P.M.):**

##### **A. Quarterly Review of Strategic Actions and Capital Projects. (City Manager)**

Staff will brief Council on the progress of various strategic actions and capital projects from the 2009-2011 Strategic Plan. Staff will focus their comments on the current status, any significant project delivery issues, and estimated completion dates for each of the projects. There is no action required, simply comments from Council as appropriate.

**Recommendation: Informational report only, no action necessary.**

##### **B. Performance Measures. (City Manager)**

The Budget for the current two-year period is a Strategic Budget that is intended to provide funds to achieve specific outcomes (desired service results). Outcomes and measures were identified in the Department, Division and Program budgets that relate to service quality and service results, primarily from the citizens and service user's point of view. The outcomes and measures included in the Budget document were a beginning toward establishing an ongoing performance measurement program. Some refinement has occurred since production of the Budget document and will be presented at the Council Meeting.

**Recommendation: Receive briefing on the progress toward establishing a Performance Management program. Performance Measures have been established, some in draft form, others in completed form. The measures are intended to provide feedback on the effectiveness of City operations. The purpose of the report is informational. It's an opportunity to be apprised of progress, ask questions and provide comment.**

#### **XI. COUNCIL MEMBER REPORTS:**

#### **XII. ADJOURNMENT (9:00 P.M.):**

##### **Public Participation**

The Benicia City Council welcomes public participation.

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter jurisdiction of the agency and which is not on the agency's agenda for that meeting. The City Council allows speakers to speak on non-agendized matters under public comment, and on agendized items at the time the agenda item is addressed at the meeting. Comments are limited to no more than 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 Valerie Ruxton, the ADA Coordinator, at (707) 746-4211. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

##### **Meeting Procedures**

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

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

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

### **Public Records**

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

 [IV-D-1 Proclamation.pdf](#)

 [IV-D-2 Proclamation.pdf](#)

 [IV-D-3 Proclamation.pdf](#)

 [VII-A Minutes.pdf](#)

 [VII-B Hearthstone Solar Grant.pdf](#)

 [VII-C Council Meeting Cancellation.pdf](#)

 [X-A Strategic Actions Update.pdf](#)

 [X-B Performance Measures.pdf](#)



# PROCLAMATION

## IN RECOGNITION OF

### FIRE PREVENTION WEEK

WHEREAS, Fire Prevention Week was established to commemorate the Great Chicago Fire, the tragic 1871 conflagration that killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures and burned more than 2,000 acres; and

WHEREAS, since 1922, Fire Prevention Week has been observed on the Sunday through Saturday period in which October 4 falls; and

WHEREAS, according to the National Archives, Fire Prevention Week is the longest running public health and safety observance on record; and

WHEREAS, the fire service endeavors to prevent fire and also prevent injuries and death as a result of fire; and

WHEREAS, the Benicia Fire Department promotes fire safety in the community, and the Fire Department has planned fire prevention programs for school-age children, guests, and residents of the City; and

WHEREAS, the Benicia Fire Department is dedicated to the safety of life, property, and the environment from the devastating effects of fire; and

WHEREAS, the week of October 4-10, 2009, has been identified as Fire Prevention Week by the President of the United States; and

WHEREAS, the National Fire Protection Association sponsors Fire Prevention Week in cooperation with local fire departments; and

WHEREAS, the theme of National Fire Prevention Week for 2009 is *Stay Fire Smart, Don't Get Burned*.

**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 week of October 4-10, 2009, as Fire Prevention Week and call this observance to the attention of its citizens.

Elizabeth Patterson, Mayor  
October 6, 2009

**IV-D-1-1**





# PROCLAMATION WELCOMING

**KRISTINA KOVACIKOVA**

**WHEREAS**, the citizens of Benicia welcome Kristina Kovacikova from her home in Liptovsky Mukulas, Slovakia; and

**WHEREAS**, Kristina will live in Benicia for the school year as part of the Rotary Youth Exchange Program; and

**WHEREAS**, Kristina's host families, have opened their home and their lives; and

**WHEREAS**, the citizens of Benicia believe that helping students to understand the diversity of cultures throughout the world is beneficial to our community; and

**WHEREAS**, Benicia Unified School District recognizes that participation in Foreign Student Exchange programs enhance the continued growth, success and enrichment of Benicia's population.

**NOW, THEREFORE, BE IT RESOLVED THAT I**, Elizabeth Patterson, Mayor of the City of Benicia on behalf of the citizens of Benicia, do hereby welcome Kristina Kovacikova to the City of Benicia.

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Elizabeth Patterson, Mayor  
October 6, 2009



**IV-D-2-1**



# PROCLAMATION

## DECLARATION OF THE OBSERVANCE OF BENICIA ARBOR DAY AND AN ARBOR DAY EVENT ON OCTOBER 17, 2009 WITH A TREE CITY USA QUALIFICATION EVENT ON OCTOBER 15, 2009

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, the holiday called Arbor Day was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed at various times of the year throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil due to wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, reduce greenhouse gas emissions, and provide for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper products and wood for homes and businesses; and

**WHEREAS**, trees beautify our community, increase property values, enhance the economic vitality of the business areas; and

**WHEREAS**, trees, where properly planted, are a source of joy and spiritual renewal.

**NOW, THEREFORE, BE IT RESOLVED THAT I**, Elizabeth Patterson, Mayor, on behalf of the City of Benicia, do hereby proclaim the week beginning Sunday, October 11 through Saturday, October 17, Benicia Arbor Week and Saturday, October 17, 2009 Benicia Arbor Day.

Elizabeth Patterson, Mayor

**IV-D-3-1**



MINUTES OF THE  
SPECIAL MEETING – CITY COUNCIL  
SEPTEMBER 15, 2009

The special meeting of the City Council of the City of Benicia was called to order by Mayor Elizabeth Patterson at 6:32 p.m. on Tuesday, September 15, 2009 in the City Council Chambers, City Hall, 250 East L Street, complete proceedings of which are recorded on tape.

ROLL CALL:

Present: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor Patterson

Absent: None

PLEDGE OF ALLEGIANCE:

Heather McLaughlin led the pledge to the flag.

FUNDAMENTAL RIGHTS:

A plaque stating the Fundamental Rights of each member of the public is posted at the entrance to the Council Chambers per Section 4.04.030 of City of Benicia Ordinance No. 05-6 (Open Government Ordinance).

OPPORTUNITY FOR PUBLIC COMMENT:

WRITTEN COMMENT:

Various items received (copies on file).

PUBLIC COMMENT:

None

ANNOUNCEMENT OF CLOSED SESSION:

Heather McLaughlin read the announcement of Closed Session.

CLOSED SESSION:

**A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

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

**Number of potential cases: 2**

- **Benicia Mini Storage/Maingate Homeowners Association**
- **Roy Miller**

ADJOURNMENT:

Mayor Patterson adjourned the meeting to Closed Session at 6:34 p.m.



MINUTES OF THE  
REGULAR MEETING – CITY COUNCIL  
SEPTEMBER 15, 2009

The regular meeting of the City Council of the City of Benicia was called to order by Mayor Elizabeth Patterson at 7:03 p.m. on Tuesday, September 15, 2009 in the City Council Chambers, City Hall, 250 East L Street, complete proceedings of which are recorded on tape.

ROLL CALL:

Present: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor Patterson

Absent: None

PLEDGE OF ALLEGIANCE:

Mike Dotson led the pledge to the flag.

FUNDAMENTAL RIGHTS:

A plaque stating the Fundamental Rights of each member of the public is posted at the entrance to the Council Chambers per Section 4.04.030 of City of Benicia Ordinance No. 05-6 (Open Government Ordinance).

ANNOUNCEMENTS/APPOINTMENTS/PRESENTATIONS/PROCLAMATIONS:

ANNOUNCEMENTS:

Announcement of action taken at Closed Session:

Ms. McLaughlin reported the following actions taken in Closed Session:

- Roy Miller claim – Council gave direction to Staff after Council Member Ioakimedes recused himself due to a property location conflict.
- Benicia Mini Storage/Maingate Homeowners Association – Council gave direction to Staff.

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Mr. Erickson stated Council Member Ioakimedes recused himself from the Closed Session discussion at the 9/1/09 Special City Council meeting and requested the 9/1/09 minutes be corrected to reflect that.

Openings on Boards and Commissions:

- Arts & Culture Commission:
  - 9 full term openings (4 year term)
- Community Sustainability Commission:
  - 6 full term openings (4 year term)
  - 1 student opening (1 year term)
- Senior Coalition of Solano County:
  - 1 full term opening (2 year term)
- Sky Valley Open Space Committee:
  - One full term to January 31, 2013
- Human Services and Arts Board:

One unexpired term to June 30, 2010  
One full term to July 31, 2013

Council Member Ioakimedes asked that the issue of short-term and long-term appointments be clarified.

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.

APPOINTMENTS:

RESOLUTION 09-92 - A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF JON VAN LANDSCHOOT TO THE SKY VALLEY OPEN SPACE COMMITTEE TO ONE UNEXPIRED TERM TO SEPTEMBER 30, 2010

The above Resolution was adopted, on roll call by the following vote:

Ayes: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor  
Patterson

Noes: None

RESOLUTION 09-93 - A RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF COUNCIL MEMBER HUGHES TO A CITY COUNCIL APPOINTMENT SUBCOMMITTEE TO A ONE-YEAR TERM ENDING JUNE 30, 2010

The above Resolution was adopted, on roll call by the following vote:

Ayes: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor  
Patterson

Noes: None

PRESENTATIONS:

Fall Prevention Awareness:

Ms. Rochelle Sherlock, Coordinator, Senior Coalition of Solano County, reviewed a PowerPoint presentation.

PROCLAMATIONS:

- Recognition of Fall Prevention Awareness Week – September 22-28, 2009
- Recognition of Pollution Prevention Week – September 13-19, 2009

ADOPTION OF AGENDA:

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

Ayes: Council Members Campbell, Hughes, Ioakimedes, and Schwartzman

Noes: Mayor Patterson

OPPORTUNITY FOR PUBLIC COMMENT:  
WRITTEN:

PUBLIC COMMENT:

1. Mary Frances Kelly Poh – Ms. Kelly Poh discussed an upcoming free health fair event hosted by the Community Action Council that will be held at the Senior Center and the Benicia Public Library.
2. Kathy Kerridge – Ms. Kerridge discussed 10/21/09 being designated as International Day of Climate Action by many organizations. It would be nice if the City could do something educational around that. She was interested in talking with Staff about possible doing public education classes. She was encouraged to talk to Staff about the issue.
3. Marilyn Bardet – Ms. Bardet discussed the need for the City to ensure all ADA requirements are enforced in public restrooms in the City, and how that could affect senior citizens and tourism.
4. Council Member Schwartzman – Council Member Schwartzman discussed the need for sidewalk repairs to be done, as the ADA issues could become a problem for the senior citizens.

CONSENT CALENDAR:

Council pulled items VII-B, VII-C, and VII-E.

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

Ayes: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor  
Patterson

Noes: None

Council approved the Minutes of September 1, 2009.

RESOLUTION 09-94 - A RESOLUTION AUTHORIZING THE PURCHASE OF THREE MOTOROLA GOLD ELITE DISPATCH RADIO CONSOLES, ALL ANCILLARY RADIO EQUIPMENT, INSTALLATION, AND STAFF TRAINING NECESSARY TO FULLY IMPLEMENT FROM MOTOROLA AND DELTA WIRELESS – MOTOROLA’S MANUFACTURER’S REPRESENTATIVE – IN THE TOTAL AMOUNT OF \$158,391.81, AND AUTHORIZING THE CITY MANAGER TO SIGN THE PURCHASE ORDERS ON BEHALF OF THE CITY

ORDINANCE 09-18 - AN ORDINANCE ADDING A NEW CHAPTER 9.56 (TRANSIENT REGISTRATION) TO TITLE 9 (PUBLIC PEACE, MORALS AND WELFARE) OF THE BENICIA MUNICIPAL CODE

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

(END OF CONSENT CALENDAR)

Council took the following actions:

Award of Construction Contract for the 2009-10 Street Resurfacing Project:

Charlie Knox, Community Development & Public Works Director, reviewed the staff report.

Public Comment:

1. Jon Van Landschoot – Mr. Van Landschoot discussed the possibility of using some of the savings for sidewalk repairs.
2. Marilyn Bardet – Ms. Bardet discussed the issue of sidewalk repairs.

Council and Staff discussed the issue of sidewalk repairs on First Street, as well as other City streets.

RESOLUTION 09-95 - A RESOLUTION ACCEPTING THE BIDS FOR THE 2009-10 STREET RESURFACING PROJECT, AWARDED THE CONSTRUCTION CONTRACT TO MCK SERVICES INC. IN THE AMOUNT OF \$592,375.50 AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT ON BEHALF OF THE CITY

On motion Council Member Schwartzman, seconded by Council Member Hughes, the above Resolution was adopted, on roll call by the following vote:

Ayes: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor Patterson

Noes: None

Award of Construction Contract for the East 2<sup>nd</sup> Street Overlay Project:

Charlie Knox, Community Development & Public Works Director, reviewed the staff report.

Council and Staff discussed the need for more road improvements in the Industrial Park, and the issue of earmarked funds.

Public Comment:

None

RESOLUTION 09-96 - A RESOLUTION ACCEPTING THE BIDS FOR THE EAST 2<sup>ND</sup> STREET OVERLAY PROJECT, AWARDED THE CONSTRUCTION CONTRACT TO VINTAGE PAVING IN THE AMOUNT OF \$263,776.80 AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT ON BEHALF OF THE CITY

On motion of Council Member Schwartzman, seconded by Council Member Ioakimedes, the above Resolution was adopted, on roll call by the following vote:

Ayes: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor Patterson

Noes: None

Amendment of the Development Agreement Ordinance:

Council Member Hughes requested this be sent to the Planning Commission with the message that Council was not in favor or opposed to the revision, but it was looking for some thoughtful and independent ideas and a recommendation from them.

On motion of Council Member Hughes, seconded by Council Member Schwartzman, Council approved the amendment to the Development Agreement Ordinance, on roll call by the following vote:

Ayes: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor  
Patterson

Noes: None

PUBLIC HEARINGS:

None

ACTION ITEMS:

Approval of goals, strategies and budget proposed in the report on the development and implementation of a tree program for the City of Benicia:

Mr. Erickson briefly discussed International City/County Management Association Conference he attended in Montreal, Canada. Mayor Patterson requested he prepare a report on the conference for an upcoming agenda.

Mario Giuliani, Management Analyst, reviewed the staff report.

Council Member Hughes and Staff discussed the \$200,000 that was proposed to go to the non-profit group (Benicia Tree Foundation), previous concerns raised by private property owners, concerns regarding the budget, and possible competing priorities for the VIP settlement funds.

Mayor Patterson and Staff discussed positive aspects of having a non-profit foundation, tree programs in other cities, contacting the U. S. Department of Forestry's Urban Tree Program to see what other programs were available, and how to deal with the sidewalks that are affected by City trees.

Council Member Ioakimedes and Staff discussed revenues currently being collected for tree fines, etc., current balance in the tree fund (\$10,000+), and the City currently generating \$4,000 annually in the tree fund.

Vice Mayor Campbell and Staff discussed concerns regarding the use of professional consultants.

Mayor Patterson discussed the individuals who helped out (at no charge) on the Committee who were consultants or specialists in the field.

Public Comment:

1. Alyson Fleck – Ms. Fleck spoke in support of the Tree Program. She discussed the public/private partnership aspect.
2. Sue Fisher Jones – Ms. Fisher Jones spoke in support of the Tree Program.
3. Marilyn Bardet – Ms. Bardet spoke in support of the Tree Program.
4. Gene Doherty – Mr. Doherty discussed the possibility of an adopt-a-tree program. He spoke in support of the Tree Program.
5. Citizen – The citizen expressed concern regarding the proposed cost of the Tree Program.
6. Mary Frances Kelly Poh – Ms. Kelly Poh spoke in support of the Tree Program. She discussed the lack of equipment owned by the City to work on trees.

Council Member Ioakimedes, Staff, and Ms. Fleck discussed the status of the formation of the Benicia Tree Foundation. Ms. Fleck requested the funds necessary to file for the non-profit status.

Vice Mayor Campbell clarified that the funds would be coming from the VIP settlement funds, not the City's General Fund.

Council Member Ioakimedes and Staff discussed the issue of funding.

On motion of Council Member Hughes seconded by Council Member Schwartzman, Council approved the goals, strategies, and budget proposed in the report on the development and implementation of a tree program for the City of Benicia, on roll call by the following vote:

Ayes: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor Patterson

Noes: None

Mayor Patterson called for a 10-minute break at 8:44 p.m.  
The meeting resumed at 8:54 p.m.

Adoption of Climate Action Plan and update on renewable energy efforts:

Mike Marcus, Principal Planner, reviewed the staff report. He reviewed a PowerPoint presentation (copy on file).

Vice Mayor Campbell and Staff discussed the number used (94%) for the City's greenhouse gas emissions (Valero and Industrial commercial sectors).

Council Member Ioakimedes and Staff discussed the business as usual forecast.

Council Member Hughes and Staff discussed the involvement of the Sustainability Commission.

Mayor Patterson discussed the need for cross-links in the plan.

Vice Mayor Campbell discussed the issue of waste water and water recycling,

Mayor Patterson discussed having a 'no regrets column' in the plan.

Public Comment:

1. Jenny Bard – Ms. Bard discussed what Sonoma County was doing with its Climate Action Plan. She discussed the need for all the cities in the County to work on a regional approach.
2. Gene Doherty – Mr. Doherty spoke in support of the proposed Climate Action Plan.
3. Marilyn Bardet – Ms. Bardet spoke in support of a Climate Action Plan, support for the Mayor's comments, and she discussed the issue of LEED certification.
4. Kathy Kerridge – Ms. Kerridge spoke in support of a Climate Action Plan.
5. Dana Dean – Ms. Dean discussed the need for clarification on a reference that was made to the Good Neighbor Steering Committee, confusion with the acronym CAP, the evolutionary process, the need for timeline guidelines, and the issue of prioritizing the objectives.
6. Sam Addleson – Mr. Addleson discussed how the goals meshed with the rest of the region.

Mayor Patterson and Staff discussed how to deal with the comments received to date, adaptive management policy was missing, concern regarding 'geo thermal', the need for 'no regret choices', and engaging the public in the refinement of the plan.

Council Member Hughes and Staff discussed Mr. Page's comments, asking Staff to come back to Council with a timeframe, and handing it to the Sustainability Commission to review.

Vice Mayor Campbell discussed residential windmills, and the issue of residential gray water. He made a motion to adopt the proposed resolution. Council Member Hughes seconded the motion.

Mayor Patterson discussed residential windmills, gray water, why a 60-day goal was conceivable, strengthening the resolution to show General Plan linkage, and getting more specific on what is expected in terms of the Sustainability Commission.

Ms. McLaughlin discussed the need for more than 60 days.

Council Member Ioakimedes and Staff discussed the need for encouraging people to do the right thing, lack of a connection to healthy communities, and there being a regulatory feel to the document.

Council Member Schwartzman and Staff discussed the possible timeline for the Sustainability Commission (3-4 months), and unintended consequences with the term 'mandatory.'

Council Member Hughes discussed the issue of too many suggested refinements to the resolution, support for linkage to the General Plan, and not including timelines in the resolution.

Mayor Patterson and Staff reviewed the proposed revisions to the resolutions (strikeout copy on file), the need for General Plan linkage, and adding a 'be it further resolved' regarding directing the Sustainability Commission to review the mandatory and voluntary strategies, and wherever possible suggest wording so that the voluntary actions are used so that they will be more quickly achieved.

Vice Mayor Campbell and Council Member Hughes discussed their lack of support for inserting a timeline in the resolution.

Council Member Hughes and Mayor Patterson discussed revisions to the 'be it further resolved' regarding the timeline. They agreed to strike the timelines, so it would read 'Be it further resolved that the Community Sustainability Commission, as part of its duties to advise on implementation of the CAP, shall prioritize strategies for immediate action, and set a range of dates and the responsible departments for the remainder of the strategies.'

Mr. Erickson discussed allowing Staff to identify which departments would be responsible for carrying out the commission's priorities and strategies, as opposed to the commission setting which departments would be responsible for what needed to be done.

Vice Mayor Campbell stated he would amend his motion to take Council and Staff's conversation into account.

Council Member Schwartzman discussed the third whereas on the amended resolution. He did not think the specific target levels needed to be identified. He suggested placing a period after Assembly Bill 2020.

Vice Mayor Campbell stated he would amend his motion again, removing the target levels, as suggested by Council Member Schwartzman.

Vice Mayor Campbell discussed the issue of mandatory clauses and the benefits he received from installing solar panels on his home.

Council Member Ioakimedes asked for clarification on the changes. Ms. McLaughlin clarified that the changes were: linkage to the General Plan, changes suggested in the revised resolution (minus the target levels in the third 'whereas' and the timelines in the first 'be it further resolved'), and adding a 'be it further resolved' so the commission would look at the mandatory and voluntary strategies.

RESOLUTION 09-97- A RESOLUTION ADOPTING THE BENICIA CLIMATE ACTION PLAN

On motion of Vice Mayor Campbell, seconded by Council Member Hughes, the above Resolution was adopted as amended, on roll call by the following vote:

Ayes: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor Patterson

Noes: None

Approve Commanding Officer's Quarters Leasing Plan:

Mario Giuliani, Management Analyst, reviewed the staff report.

Council and Staff discussed the issue of leasing/subleasing, businesses that would provide an 'anchoring effect', and the City having some control/oversight on what tenants occupy the space.

On motion of Council Member Schwartzman, seconded by Council Member Hughes, Council approved the Commanding Officer's Quarters Leasing Plan, on roll call by the following vote:

Ayes: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor Patterson

Noes: None

INFORMATIONAL ITEMS:

City Manager Reports:

Status of State Budget Impacts:

Rob Sousa, Finance Director, reviewed the staff report.

Council Member Committee Reports:

1. Mayor's Committee Meeting - (Mayor Patterson) - Next Meeting Date: October 21, 2009.
2. Association of Bay Area Governments (ABAG) - (Mayor Patterson & Vice Mayor Campbell) - Next Meeting Date: 2009 Fall General Assembly is scheduled for Thursday, October 22, 2009.
3. Finance, Audit & Budget Committee - (Vice Mayor Campbell & Council Member Schwartzman) - Next Meeting Date: September 28, 2009.
4. League of California Cities - (Mayor Patterson & Council Member Schwartzman) - Next Meeting Date: The League's Annual Conference and Expo will take place September 16 – 18, 2009 at the San Jose Convention Center
5. School Liaison Committee - (Council Members Ioakimedes & Hughes) - Next Meeting Date: November 12, 2009
6. Sky Valley Open Space Committee - (Vice Mayor Campbell & Council Member Ioakimedes) - Next Meeting Date: November 4, 2009
7. Solano EDC Board of Directors - (Mayor Patterson & Council Member Ioakimedes) - Next Meeting Date: September 24, 2009
8. Solano Transportation Authority (STA) - (Mayor Patterson & Council Member Schwartzman) - Next Meeting Date: October 14, 2009

9. Solano Water Authority/Solano County Water Agency and Delta Committee - (Mayor Patterson & Vice Mayor Campbell) - Next Meeting Date: October 8, 2009
10. Traffic, Pedestrian and Bicycle Safety Committee - (Vice Mayor Campbell & Council Member Hughes) - Next Meeting Date: October 15, 2009, 7:00 pm.
11. Tri-City and County Regional Parks and Open Space - (Vice Mayor Campbell & Council Member Hughes) - Next Meeting Dates: September 21, 2009
12. Valero Community Advisory Panel (CAP) - (Council Member Hughes) - Next Meeting Date: To be determined
13. Youth Action Coalition – (Council Members Ioakimedes & Schwartzman) – Next Meeting Date: September 23, 2009
14. ABAG/CAL FED Task Force/Bay Area Water Forum – Next Meeting Date: September 28, 2009

On motion of Council Member Schwartzman, seconded by Council Member Hughes, at 11:03 p.m., Council agreed to hear the remaining agenda item, on roll call by the following vote:

Ayes: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor Patterson

Noes: None

#### COUNCIL MEMBER REPORTS:

Request to agendaize consideration of a local purchasing policy:

Council Member Schwartzman discussed the Council report.

On motion of Council Member Schwartzman, seconded by Council Member Hughes, Council agreed to discuss the item on a future agenda, on roll call by the following vote:

Ayes: Council Members Campbell, Hughes, Ioakimedes, Schwartzman, and Mayor Patterson

Noes: None

#### ADJOURNMENT:

Mayor Patterson adjourned the meeting at 11:05 p.m.

**AGENDA ITEM  
CITY COUNCIL MEETING: OCTOBER 6, 2009  
CONSENT CALENDAR**

**DATE** : September 29, 2009  
**TO** : City Manager  
**FROM** : Director of Public Works and Community Development  
**SUBJECT** : **CLARIFICATION OF HEARTHSTONE SOLAR GRANT**

**RECOMMENDATION:**

Approve, by motion, an amendment to the "Plan for Initial Expenditure of VIP Settlement Funds" to clarify that the \$30,000 allocation of funds for solar panels at the Hearthstone development is a grant (not a loan), and to allow for excess funds to be used in other affordable housing units citywide.

**BUDGET INFORMATION:**

The \$30,000 of previously allocated funds was received on August 21, 2009 from Valero as part of the Valero Improvement Project settlement agreement.

**BACKGROUND:**

On April 21, 2009, the City Council approved an initial set of activities utilizing funds from the Valero Improvement Project settlement to promote communitywide water conservation and greenhouse gas reductions. Included in the initial approval was \$30,000 to provide GRID Alternatives with gap funding for solar panels at the Hearthstone development.

Following the receipt of funds, staff began preparing a grant contract with GRID Alternatives. At this time it was discovered that original language in the staff report indicated that the \$30,000 allocation was for a loan rather than a grant. However, this was not the original understanding of GRID Alternatives, nor the intent of staff. In addition, GRID Alternatives has informed staff that \$30,000 may exceed the need of the Hearthstone development and has requested that the funds be made available to other affordable housing developments within the city, after the needs of Hearthstone have been met.

GRID Alternatives acts as both a nonprofit technical assistance provider and as a licensed electrical contractor, and offers a comprehensive, turn-key program to plan, finance and install solar electric systems for low-income homeowners. GRID handles everything from client outreach and education, system design and engineering, obtaining building

permits, arranging system finance, procuring equipment, preparing and submitting rebate and utility interconnection paperwork, and providing an industry-standard 10-year labor warranty for each system. GRID Alternatives also further reduces energy demand at the source by helping our clients obtain free energy efficiency and weatherization services through off-the-shelf low-income energy assistance programs.

GRID Alternatives is the statewide program manager for the SASH (Single-family Affordable Solar Homes) rebate, which provides homeowners with incomes below 50% of Area Median Income (AMI) with free solar photovoltaic systems or homeowners in the 50 - 80% AMI range with a system for a cost of \$1000 - \$6000. GRID Alternatives looks to the city or county for grants to help cover this funding gap since the goal is to assist the homeowners in saving money from Day 1.

GRID Alternatives has already installed one solar photovoltaic system for a homeowner in the Hearthstone development and has qualified other Hearthstone homeowners and designed their systems. A \$30,000 grant from the City would enable GRID Alternatives to install solar electric systems for at least seven, if not more, low-income homeowners thus allowing them to realize the immediate benefits of electric bill savings and contribute to reducing greenhouse gas emissions.

Staff recommends clarifying the previously adopted language to reflect a grant rather than a loan, and allowing for excess funds to be used for residential solar photovoltaic installation at other affordable housing units located within the city.

Attachments:

- August 21, 2009 correspondence from Valero confirming delivery of funds
- April 21, 2009 City Council Staff Report for Initial Expenditure of VIP Settlement Funds (without attachments)

**AUGUST 21, 2009 CORRESPONDENCE FROM  
VALERO CONFIRMING DELIVERY OF  
FUNDS**



August 21, 2009

Valero Improvement Project (VIP)  
2008 Settlement Agreement

Mr. Charlie Knox  
Public Works &  
Community Development Director  
250 East L Street  
Benicia, CA 94510

Dear Mr. Knox:

Enclosed is a check for \$250,000 representing a contribution toward various community and environmental protection projects that Valero has agreed to contribute funding toward under terms of the 2008 VIP Settlement Agreement. Valero and representatives of the Good Neighbor Steering Committee (GNSC) have agreed that this contribution is to be directed to the following:

\$10,000	Elementary Education on Water Conservation
\$40,000	SAGE Program Support for water conservation auditors
\$75,000	City Staff Support for Sustainability Program
\$30,000	Hearthstone Solar Panels
\$85,000	City Climate Action Plan energy efficiency and renewable energy projects
\$10,000	Public Education on Sustainability
<hr/>	
\$250,000	

We believe these projects can continue to advance the quality of life in our City and we look forward to working with representatives of the GNSC and the City to identify additional projects that meet the spirit and intent of the Settlement Agreement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Howe', written over a light blue horizontal line.

Chris Howe  
Director – Health, Safety, Environment  
& Government Affairs

**VII-B-4**

**APRIL 21, 2009 CITY COUNCIL STAFF  
REPORT FOR INITIAL EXPENDITURE OF  
VIP SETTLEMENT FUNDS  
(without attachments)**

**AGENDA ITEM  
CITY COUNCIL REGULAR MEETING: APRIL 21, 2009  
ACTION ITEMS**

**DATE** : April 8, 2009

**TO** : City Council

**FROM** : City Manager  
Community Development Director  
Public Works Director

**SUBJECT** : PLAN FOR INITIAL EXPENDITURE OF  
VIP SETTLEMENT FUNDS

**RECOMMENDATION:**

Approve an initial set of activities utilizing funds from the Valero Improvement Project settlement to promote communitywide water conservation and greenhouse gas reduction.

**EXECUTIVE SUMMARY:**

A condition of the 2008 City approval of amendments to the Use Permit for the Valero Improvement Project (VIP) requires Valero to provide \$14 million for community environmental protection programs, as formally agreed to by Valero and the Good Neighbor Steering Committee (GNSC), a group of local concerned citizens. Representatives of Valero, GNSC and the City have proposed a set of initial programs.

**GENERAL PLAN:**

Relevant General Plan Goals and Policies:

- Goal 2.36 Ensure an adequate water supply for current and future residents and businesses
  - Policy 2.36.3 Implement measures to reduce water consumption
  - Policy 2.36.4 Encourage public and private uses to minimize water use and to recycle processed water whenever and wherever feasible
- Goal 4.1 Make community health and safety a high priority for Benicia
  - Policy 4.1.1 Strive to protect and enhance the safety and health of Benicians when making planning and policy decisions

**STRATEGIC PLAN:**

Relevant Strategic Plan Goals and Strategies:

- Goal 1.00 Protect community and environmental health and safety
  - Strategy 1.10 Maintain air quality

- Goal 4.00 Preserve and enhance city assets and infrastructure
  - Strategy 4.40 Improve and maintain facilities and infrastructure

#### **BUDGET INFORMATION:**

The 2008 Valero/GNSC settlement agreement provides \$11.35 million to the City through FY 2013-14.

#### **SUMMARY:**

##### Overview

The 2008 settlement requires Valero to provide \$200,000 for an air monitoring facility and \$50,000 to fund five years of its operation, and allocates \$400,000 to the School District, primarily for an energy-saving lighting retrofit program. The agreement also dedicates \$1 million for watershed acquisition and preservation, and another \$1 million to purchase land to enhance the buffer between refinery/industrial uses and the remainder of the city.

The majority of the \$11.35 million to the City (\$10 million) is allocated to water conservation projects. These funds may be used for City projects and may be distributed to Benicia residents, businesses and non-profits for projects that best spread the benefits of water conservation to as many members of the community as possible, based on quantity of water saved, cost effectiveness, public benefit, and support of General Plan goals and other city policies, such as those of the Urban Water Management Plan. The remaining funds for the City are: \$700,000 for a tree program, \$600,000 to implement the Climate Action Plan, and \$50,000 for two plug-in hybrid cars.

##### Initial Programs

Representatives of Valero, GNSC and the City propose the following initial programs for use of settlement funds during 2009. These projects can be accomplished quickly and contribute valuably to achieving the objectives of the 2008 agreement:

1. **Loan to Valero for Water Purchase (\$2 million)** – This would enable Valero to pay in advance for its share (40%) of the up-front cost to purchase 2,000 acre feet per year of Lake Berryessa water from the Solano Irrigation District (SID). The purchase gives Benicia greater water reliability, quality, and source diversity, and it enables SID to undertake an extensive water conservation program. Agreement by Valero to reimburse the VIP Settlement Fund will be a pre-condition of the loan (the commitment letter from Valero is agendaized for Council consideration April 21).
2. **Water Conservation Audit and Incentive Program (\$300,000)** – A firm or employee would be hired to conduct indoor and outdoor audits for homes and businesses, provide water-saving hardware, and coordinate a publicity and education program, with incentives of up to \$500 per residence or business to offset the cost of new appliances and other water-reduction efforts. This effort

offset the cost of new appliances and other water-reduction efforts. This effort includes \$40,000 to involve the Benicia High School Students for the Advancement of Global Entrepreneurship (SAGE) program.

3. **Community Center LEED design** (\$158,000 to be repaid) – These funds, which will allow the Community Center project to be designed to LEED standards, would be reimbursed from interest on money banked by Valero to repay the settlement agreement funds borrowed for item 1 above. (Future funding could also be dedicated to designing and installing landscaping to meet water-conservation objectives and LEED-ND standards.)
4. **Hearthstone Solar Panels** (\$30,000 to be repaid) – The funds to supplement energy supply with an active solar array at this affordable housing development also would be funded via interest from funds for item 1.
5. **School District Landscaping and Field** (\$250,000) – Funds would cover design and installation of “California-friendly” low-water-use landscaping along the Benicia High School property and along East K Street between East 2<sup>nd</sup> and East 4<sup>th</sup> Streets, and conversion of a portion of the Mary Farmer School playing field into a softball field maintained with a state-of-the-art water-efficient irrigation system. This demonstration project would both replace existing water-intensive landscaping and add new vegetation, including shade trees.
6. **Sustainability Commission Staff Support** (\$75,000) – The dual purposes for the anticipated commission are (1) implementing the forthcoming Climate Action Plan and (2) shepherding the projects funded by the VIP settlement. Staff support for the commission could include one or more interns and/or contract employees.
7. **Elementary School Education** (\$10,000) – As a supplement to the ongoing City school education program (see attached memorandum), a local puppeteer group specializing in water-conservation education for children will be hired to reach out to younger students.
8. **Water Reuse Project Environmental Update** (\$75,000) – The City has applied for \$40 million in federal stimulus funds to treat 2 million gallons per day of effluent for use by the Valero refinery. The project documentation complies with the California Environmental Quality Act. The new documentation would allow the project to qualify for additional federal funding by also complying with the requirements of the National Environmental Protection Act.

#### **NEXT STEPS:**

Valero, GNSC and City representatives are working on additional programs to present to the City Council. These will include comprehensive water conservation activities and greenhouse gas reduction projects called for by the Climate Action Plan. The Parks and Cemetery Commission will review recommendations for tree program activities, and it is

expected the sustainability commission will review Climate Action Plan programs, before they are brought to Council for approval. (A list is attached of responsibilities and oversight for expenditure activities agreed to by City staff and Valero and GNSC representatives.)

**Attachments**

- 2008 VIP Settlement Agreement
- Memorandum describing City Water Conservation Program
- List of responsibilities and oversight for expenditure activities

**AGENDA ITEM  
CITY COUNCIL MEETING: OCTOBER 6, 2009  
CONSENT CALENDAR**

**DATE** : September 28, 2009  
**TO** : City Council  
**FROM** : City Manager  
**SUBJECT** : **CANCELLATION OF THE NOVEMBER 3, 2009 CITY COUNCIL MEETING**

**RECOMMENDATION:**

City Council authorize, by motion, cancellation of the November 3, 2009 City Council meeting.

**EXECUTIVE SUMMARY:**

Given that November 3, 2009 is election night, it is proposed that the Council meeting for that evening be canceled.

**STRATEGIC PLAN:**

N/A

**BUDGET INFORMATION:**

There is no direct budget impact associated with this action.

**AGENDA ITEM  
CITY COUNCIL MEETING: OCTOBER 6, 2009  
INFORMATIONAL ITEMS**

**DATE** : September 28, 2009  
**TO** : Mayor & City Council  
**FROM** : City Manager  
**SUBJECT** : **UPDATE ON STRATEGIC ACTIONS AND CAPITAL PROJECTS**

**RECOMMENDATION:**

Informational report only, no action necessary.

**EXECUTIVE SUMMARY:**

Staff will brief Council on the progress of various strategic actions and capital projects from the 2009-2011 Strategic Plan. Staff will focus their comments on the current status, any significant project delivery issues, and estimated completion dates for each of the projects. There is no action required, simply comments from Council as appropriate.

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Attachment:

- Strategic Actions and Capital Projects Report

**STRATEGIC ACTIONS AND  
CAPITAL PROJECTS REPORT**

**Strategic Action Report**  
**FY 2009-10 2010-11**  
**October 6, 2009**

Strategic Issue	Action	Dept.	RFP/ Design	Time Frame			Earliest Start Date for Constr.	Status Next Step(s)
				Bid/Award	Construction			
Health & Safety	PD Building Facility Maintenance/Remodel: Basement & Locker Room	Police	Completed	N/A	8/09-11/09	8/15/09	Renovation in progress.	
	Fire Station 12 Renovation	Fire	10/09-12/09	12/09-02/09	02/10-9/10	02/30/2010	Complete plans and go out to bid.	
	Rose Drive Bike/Pedestrian Overcrossing (State Park Road Bridge Construction)	PW&CD	Completed	8/09-10/09	10/09-8/10	10/21/09	Award contract 10/20.	
Infrastructure	BHS Traffic Signal Construction	PW&CD	Completed	Completed	8/09-12/09	8/3/09	Construction began 8/3/09. Plans call for completion within 90 days (by Dec. 1st).	
	Benicia Bridge Ped Path Construction	PW&CD	8/09-9/09	1/10-2/10	3/10-5/10	3/10/09	Awaiting MTC OK for funding \$300,000 of the 6' sidewalk project to connect East Military with the new Bridge ped. path via Park Rd.; design underway.	
	Benicia Intermodal Facilities Project	PW&CD	5/09-12/10	1/11-2/11	3/11-10/11	3/7/11	Design contract awarded August 4th; public outreach this fall.	
	Street Resurfacing Project	PW&CD	Completed	7/09-9/09	9/09-10/09	9/20/09	Resurfacing scheduled to begin in October.	
	East 2nd Street Overlay Federal Stimulus Project	PW&CD	Completed	7/09-9/09	9/09-10/09	9/20/09	Resurfacing scheduled to begin in October.	

**Strategic Action Report**  
**FY 2009-10 2010-11**  
**October 6, 2009**

Capital Projects									
Strategic Issue	Action	Dept.	RFP/ Design	Time Frame			Earliest Start Date for Constr.	Status Next Step(s)	
				Bid/Award	Construction				
Quality of Life	Pool Complex Roof Replacement	P&CS	10/1/09-10/20/09	11/09-01/10	11/2/09	The construction drawings and specifications are complete. Project out to bid on 09/30-10/14/09.			
	City Hall Energy Efficiency Project	P&CS	10/09-12/09	1/10-2/10	1/1/10	Architect is providing information related to styles and choices of windows for City Hall.			
	Community Center Construction - Phase I	P&CS	11/09-12/09	1/10-4/10	1/1/10	Received 50% construction drawings and engineers estimate. October 20th get authorization from City Council to bid phase I. Prepare bid packet, and bid in November.			
	COQ Occupancy Improvements	P&CS		8/09-10/09	In progress	Air condition unit installation completed. Awaiting data/phone line installation from AT&T and Comcast.			
	Library Basement Project	Library	7/09-9/09	9/1-11/17/09	12/09-08/10	12/8/2009	Final update of plans & preparation of bid documents. Project out to bid October 1-29, 2009.		

**Strategic Action Report**  
**FY 2009-10 2010-11**  
**October 6, 2009**

Programs and Activities						
Strategic Issue	Action	Dept.	Start	End	Status	Next Step(s)
Health & Safety	Real-time Air Monitoring System	Fire	4/1/2007	3/1/2010	✓	Installation is being completed of the UV Hound monitoring system and other monitoring options are being discussed.
Environment	Emergency Communication Interoperability	Police	7/1/2009	Ongoing	✓	Finalize JPA October 2009.
	Climate Action Plan Implementation	PW&CD	5/1/08	Ongoing	✓	Appoint Sustainability Commission members in October/November.
Economic & Financial	New Solid Waste Franchise	CAO	04/01/09	02/28/12	✓	Consulting contract to R3 awarded in August. R3 will work with staff to conduct surveys to determine what should be included in the new contract.
	Tourism Program Development	ED	07/01/09	06/30/11	✓	Website online, marketing RFP selection to Council on 10/20/09, TBID RFP in spring 2010.
	E Street Lot Project	ED	09/01/08	06/30/11	✓	Two Community meetings held, additional public process in development.
Infrastructure	Arsenal Specific Plan	PW&CD	Ongoing	12/31/09	✓	Review amended EIR by Council in Nov.
	Transit Service: Consolidation of Transit Services with Vallejo	Finance	7/01/2009	7/01/2010	✓	Develop structure of Joint Powers Auth. and determine intermediate goals.
Quality of Life	Industrial Park Multi Modal Transit Project	PW&CD	06/03/09	11/30/11	✓	Proposed funds for planning awaiting MTC approval.

**Strategic Action Definition  
FY 2009-11**

**Project Title:** Police Building Facility Maintenance -Remodel: Basement/locker-room

**Project Definition:**

Due to the age of the Benicia Police facility, there is a need to continue with regular facility maintenance and restoration. The basement area houses locker-rooms, storage and the gym. Remodel will include maintenance and upgrades to the basement area, specifically the men's shower, locker-room and surrounding area. This project will be completed by in-house parks and rec. staff.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Develop Design	7/1/09
b. Construction begins	8/15/09
c. Completion	12/09

**When:**

Project Start Date: 7/1/09

Project Completion Date: 11/1/09

**Project Manager:**

Rick Knight/ PD liaison Andrew Bidou

**Total Project Cost Estimate:** \$30,000

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

**Secured Funding:**

\$30,000 CIP

**Capital Project Definition  
FY 2009-11**

**Priority Project Title:** Fire Station 12 Renovation

**Project Definition:**

Fire Station 12 opened in 1983 and has not been remodeled since. The facility has an open dorm design that does not address gender privacy issues. The Station 12 renovation will include individual dorm rooms, remodeled bathrooms and shower facilities, the addition of an A.D.A. compliant restroom, and the remodel of the community service/fire training room. The community service/fire training room will be reduced in size in order to accommodate the individual dorm rooms. We will be working with the architect and city staff to include as many energy efficiency and green building features as the budget will allow.

**Key Milestones:**

	<u>Milestones</u>	<u>Estimated Dates of Completion</u>
a.	Develop plans and bid documents	11/16/09
b.	Complete bidding process	12/1/09
c.	Construction begins	12/30/09
d.	Completion	6/30/10

**Project Manager:**

Division Chief Tim Winfield

**Total Project Cost Estimate:** \$265,000

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

Secured Funding:

Fire Station 12 Renovation Fund: \$265,000

**Unsecured Funding:** None

## Capital Project Definition FY 2009-11

**Project Title:** Rose Drive Bike/Pedestrian Overcrossing (State Park Road Bridge Construction)

**Project Definition:** Design and construct a pedestrian/bicycle bridge on Rose Drive over the I-780 freeway to accommodate bikes/pedestrians. This bridge is on the Ridge Trail and will provide connectivity to the Bay Trail.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Prepare 35% design plans/documents	Completed
b. Complete environmental document	Completed
c. Identify and apply for additional funding	Fully funded
d. Complete final design	Completed
e. Start/complete construction	11/09 – 8/10

**When:**

Start Date: Winter 2006

Completion Date: Construction complete – 8/2010

**Project Manager:**

Mike Roberts

**Preliminary Total Project Cost Estimate:** \$3,304,000

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

CMAQ Grant	\$1,351,000
Caltrans Bicycle Transportation Grant	500,000
Proposition 1B Bond Funding	449,000
TEA ARRA Grant	320,000
TDA Article 3 (conceptual design, construction)	271,000
Coastal Conservancy Bay Ridge Trail Grant	241,000
STP ARRA Grant	110,000
City Traffic Mitigation Fee Fund	62,000
<b>Total Funding</b>	<b><u>\$3,304,000</u></b>

**Capital Project Definition  
FY 2009-11**

**Project Title:** Benicia High School Traffic Signal and Entrance Circulation Improvement Project

**Project Definition:** Install a traffic signal, construct pedestrian improvements, provide a dedicated drop-off/pickup area, and install streetscape and landscaping on Military West in front of the High School. Military West will be reduced to one lane in each direction. The project will enhance safety, improve traffic circulation, and calm traffic.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Complete Final Design	Completed
b. Fully Fund Project	Completed
c. Award Construction Contract	Completed
c. Start/complete construction	8/09 – 12/09

**When:**

Start Date: Fall 2007

Completion Date: Construction complete – 12/2009

**Project Manager:**

Mike Roberts

**Preliminary Total Project Cost Estimate:** \$1.1 million

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

Traffic Impact Fee Fund	<u>\$1,100,000</u>
<b>Total Funding</b>	<b><u>\$1,100,000</u></b>

**Capital Project Definition  
FY 2009-11**

**Project Title:** Benicia Bridge Pedestrian Path Connection

**Project Definition:** Install a sidewalk on Park Road from Oak Road to Jefferson Street, providing connectivity from the terminus of the newly installed pedestrian/bicycle facilities for the Benicia Bridge to the City's pedestrian network. This route is on the Bay Trail/Ridge Trail and leads into the Arsenal and downtown.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Design Project	8/09-12/09
b. Complete Environmental Documentation	10/09-12/09
c. Secure Right-of-Way	11/09-12/09
d. Bid/Award Project	1/10-2/10
e. Start/complete construction	3/10-5/10

**When:**

Start Date: 8/09

Completion Date: Construction complete – 5/10

**Project Manager:** Charlie Knox

**Preliminary Total Project Cost Estimate:** \$400,000

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

Regional Measure 2 Funds	<u>\$400,000</u>
<b>Total Funding</b>	<b><u>\$400,000</u></b>

**Capital Project Definition  
FY 2009-11**

**Project Title:** Benicia Intermodal Facilities Project

**Project Definition:**

Support regional bus service between the Vallejo Ferry Terminal and Walnut Creek BART with two park-and-ride facilities and associated pedestrian and rider safety improvements and amenities.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Prepare 35% design plans	10/09-12/09
b. Conduct public outreach and involvement	1/10-4/10
b. Prepare environmental documentation	5/10-6/10
d. Finalize design	7/10-8/10
e. Construct improvements	10/10-10/11

**When:**

Start Date: May 2009

Completion Date: Construction complete – October 2011

**Project Manager:** Gina Eleccion (Mike Roberts to oversee construction)

**Preliminary Total Project Cost Estimate:** \$3.0 million

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

**Approved Funding:**

MTC Regional Measure 2 (RM2) funding for design	\$ 92,000
RM2 funds earmarked for project construction	\$ 2,908,000

**Total Funding**

**\$3,000,000**

**Capital Project Definition  
FY 2009-11**

**Project Title:** 2009 Street Resurfacing Project

**Project Definition:** Patch streets in the Industrial Park, overlay and slurry seal residential streets. Over the past five years the annual street resurfacing program has focused on arterials and collectors. Preventative maintenance is now needed on residential streets and in the Industrial Park.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Prepare final design plans	Completed
b. Complete environmental document	Completed
c. Secure Funding	Completed
d. Bid/award project	Completed
e. Start/complete construction	10/09-11/09

**When:**

Start Date: Spring 2009

Completion Date: Construction complete – 11/09

**Project Manager:**

Mike Roberts

**Total Project Cost Estimate:** \$651,615

**Secured Funding:**

Gas Tax	\$236,615
Proposition 1B	\$415,000

<b>Total Funding</b>	<b><u>\$651,615</u></b>
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**Capital Project Definition  
FY 2009-11**

**Project Title:** East 2<sup>nd</sup> Street Federal Overlay Stimulus Project

**Project Definition:** Overlay East 2<sup>nd</sup> Street from Lake Herman Road to Wanger Court, strengthening the roadway to accommodate the high volume of heavily laden trucks heading to the Industrial Park. The project is funded with American Recovery and Reinvestment Act monies.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Design Project	Completed
b. Complete Environmental Document	Completed
c. Fully Fund Project	Completed
d. Bid/Award Project	Completed
e. Start/complete construction	10/09-11/09

**When:**

Start Date: Winter 2008

Completion Date: Construction complete – 11/2009

**Project Manager:**

Mike Roberts

**Total Project Cost Estimate:** \$290,156

**Secured Funding Source** (including amount):

Federal ARRA Funding (\$400,000 available)	<u>\$290,156</u>
<b>Total Funding</b>	<u><b>\$290,156</b></u>

**Capital Project Definition  
FY 2009-11**

**Project Title:** Pool Complex Roof Replacement

**Project Definition:**

The project scope of the work includes the following:

- Removal and replacement of existing roof and roof structure
- Relocating electrical, gas, and plumbing lines
- Installation of ADA access from the pool deck into restroom facility
- Installation of ADA restrooms in bath house

**Key Milestones:**

<u>Milestone</u>	<u>Dates of Completion</u>
a. Complete RFP and design	Completed
b. Bid/Award	60 days (10/09-10/09)
c. Construction	90 days (11/09-1/10)

**When:**

Project Start Date: July 2009

Project Completion Date: January 2010

**Priority Project Manager:**

Rick Knight

**Preliminary Total Project Cost Estimate:**

\$250,000

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

**Secured Funding:**

\$250,000 Park Dedication

**Unsecured:**

N/A

**Capital Project Definition  
FY 2009-11**

**Project Title:** City Hall Energy Efficiency Project

**Project Definition:**

This include the following improvements:

- Replacement of City Hall Windows (North and West side)
- Installation of fans in Council Chambers
- ADA countertops

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Bid/Award	90 days (10/09-12/09)
b. Construction (Fans and Windows)	60 days (1/10-2/10)
Construction (ADA Counters)	On-going

**When:**

Project Start Date: July 2009

Project Completion Date: Windows-February 2010  
ADA Counters-on-going  
Fans-completed

**Project Manager:**

Rick Knight

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**Preliminary Total Project Cost Estimate:**

\$95,000

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

**Secured Funding:**

\$95,000 Facility Maintenance Fund

**Unsecured:**

N/A

**Capital Project Definition  
FY 2009-11**

**Project Title:** Community Center Construction – Phase I

**Project Definition:**

Tenant improvements to the southeast wing of the facility. This includes the following improvements:

- Construction of a new restroom
- Renovation of four classrooms (drywall, flooring, cabinetry, and window coverings)
- Install alarm system
- Certification of fire alarm system

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Complete LEED Certification and Construction Drawings	90 days (7/09-10/09)
b. Bid/Award	90 days (10/09-12/09)
c. Construction	120 days (1/10-4/10)

**When:**

Project Start Date: July 2009

Project Completion Date: April 2010

**Project Manager:**

Mike Dotson/Rick Knight

**Preliminary Total Project Cost Estimate:**

\$610,000

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

**Secured Funding:**

\$610,000 General Fund

**Unsecured:**

N/A

**Capital Project Definition  
FY 2009-2011**

**Project Title:** Commanding Officer's Quarters Occupancy Improvements

**Project Definition:**

The project scope of the work includes the following:

- Installation of A/C units
- AT&T installing phone and data lines
- Comcast installing cable and internet access

**Key Milestones:**

	<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a.	Bid/Award project	60 days (7/09-8/09)
b.	Construction	90 days (8/09-10/09)

**When:**

Project Start Date: July 2009

Project Completion Date: AT&T and Comcast-October 2009  
Air conditioning units-completed

**Project Manager:**

Rick Knight

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**Preliminary Total Project Cost Estimate:**

\$150,000

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

**Secured Funding:**

\$150,000 Capital License Tax

**Unsecured Funding:**

N/A

## Capital Project Definition FY 2009-10

**Project Title:** Library Basement Completion Project

**Project Definition:**

This project consists of two phases. Phase I, completion of project design, obtaining a cost estimate, and updating plans to comply with current codes has been completed. Phase II includes obtaining bids and starting construction of tenant improvements.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Days to Complete</u>
<b><u>Phase I – Design and cost estimate</u></b>	
a. Select architect	Completed
b. City Council approves design contract	Completed
c. Conceptual design approved	Completed
d. Design work, construction drawings and cost estimate completed.	Completed
e. Engineering updated and plans sent for design check	Completed
f. Designs modified to meet plan check findings and bid documents prepared	September 15 – 30
<b><u>Phase II – Bid and construct</u></b>	
a. Bid documents prepared	September 15-30
b. Bid project	October 1- 29
c. City Council Awards project	November 17
d. Construction	270 days

**When:**

Project Start Date: Design phase: 7/17/07 – 3/2008

Funding identification: 7/1/2009 (Council budget approval).

**Priority Project Manager:**

Diane Smikahl, Library Director

**Construction Manager:**

Rick Knight, Parks & Building Superintendent

**Total Project Cost Estimate:**

Phase I \$35,000 funded

Phase II Cost estimate: \$865,000

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

**Secured Funding:**

\$375,000 – Library Funds

\$525,000 – General Fund

**Strategic Action Definition  
FY 2009-11**

**Strategic Action Title:** Real-time Air Monitoring System

**Project Definition:**

Valero Refinery has committed to purchase a trailer and equipping it with air monitoring equipment. Once the trailer is functional with the equipment, it will be located at the site previously utilized by the Bay Area Air Quality Management District for air monitoring. A plan needs to be developed for how the information gathered by the air monitoring equipment will be used.

**Key Milestones:**

<u>Milestones</u>	<u>Estimated Dates of Completion</u>
a. Purchase trailer and install equipment	9/30/09
b. Locate equipped trailer at monitoring site	10/30/09
c. Develop plan for utilization of information	11/30/09
d. Project completion	1/1/10

**Project Manager:**

Division Chief Tim Winfield

**Total Project Cost Estimate:** Unknown

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

Contributions from Valero and city funds.

**Unsecured Funding:** None

## Strategic Action Definition FY 2009-11

**Project Title:** Emergency Communication Interoperability

**Project Definition:**

The Cities and County of Solano County continue exploring interoperable regional public safety communications systems, the integration or sharing of public safety data systems, and establish guidelines and a steering committee for the administration of the operations under a JPA. Currently, the same parties are operating under a MOU and by transitioning from an MOU to a JPA, the involved Solano County agencies will be in a position to explore other regional communications authorities such as the one formed between Contra Costa and Alameda Counties (East Bay Regional Communication Authority). In addition, Napa and Sonoma Counties are exploring a possible regional communication authority. Solano County's JPA does not mandate joining any other authorities, but it provides the framework for such a merger and shows the various agencies commitment to regional interoperability.

**Key Milestones:**

	<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a.	Complete JPA	8/2009
b.	Present JPA to City Council	10/2009
c.	Develop a plan to move JPA forward, including the development of a funding plan, steering committee and possibly a project manager	1/2010

**When:**

Project Start Date: 7/1/09

Project Completion Date: TBD

**Project Manager:** Sandra Spagnoli

**Preliminary Total Project Cost Estimate:** unknown

**Available Funding Sources** (including amount): Currently, the members of SECA have agreed to a cost-sharing plan. Under this plan, which is the same as the existing MOU, the City of Benicia is responsible for 6% of SECA costs. This equated to \$5,530.90 for fiscal year 2008 / 2009. There are no cost increases from transitioning from an MOU to a JPA. All members of SECA have agreed that the majority of the funding for the overall project must come from grants or other funding sources.

**Secured Funding:** General Fund- included in budget for next two years is the estimated SECA costs of \$6,000 per year.

**Unsecured Funding:** N/A

**Strategic Action Definition  
FY 2009-11**

**Action Title:** Climate Action Plan and Implementation Projects

**Action Definition:**

Adopt the Climate Action Plan and conduct a variety of activities to reduce greenhouse gas emissions and energy consumption.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Conduct public input process	Completed
b. Produce Draft Climate Action Plan	Completed
c. Approve 2008-09 VIP Settlement projects	Completed
d. Issue renewable energy RFP	Completed
e. Conduct public hearings for CAP adoption	Completed
f. Award contracts for energy efficiency and renewable energy projects, including solar financing & alternative energy production	10/09-12/09
g. Approve 2009-10 VIP Settlement projects	11/09-12/09
h. Approve 2010-11 VIP Settlement projects	5/10-6/10

**When:**

Start Date: September 2008

Completion Date: ongoing

**Project Manager:**

Mike Marcus

**Total Project Cost:**

\$75,000 FY 09-10

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

**Secured Funding Source:**

\$75,000 VIP Settlement

**Strategic Action Definition  
FY 2009-11**

**Strategic Action Title:** New Solid Waste Franchise

**Project Definition:**

The October 1, 2001 agreement with Republic Services for garbage, green waste, recyclables and street sweeping will expire in 2012. R3 Consulting firm will work with city staff to conduct surveys to determine what should be included in the new contract.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Negotiate Strategy	8/19/09
b. Potential Franchise Agreement Changes	9/15/09
c. Franchise Agreement Negotiations	10/13/09 – 11/20/09
d. Prepare Franchise Agreement to City Council	10/20/09 – 12/7/09
e. Present Franchise Agreement to City Council	Late 12/09 – 1/1/2010

**When:**

Project Start Date: August 2009  
Project Completion Date: 9/30/2010

**Project Manager:**  
Heather Mc Laughlin

**Preliminary Total Project Cost Estimate:** \$24,490.00

**Available Funding Sources** (including amount): Potentially recoverable via the franchise

**Secured Funding:** None

**Unsecured Funding:** Unknown

**Strategic Action Definition  
FY 2009-11**

**Strategic Action Title:** Tourism Program Development

**Project Definition:**

During 2009-11, the City will build on its success the prior budget period by expanding the tourism program. The new website will be even better, with more user-friendly information, a final round of directional signage covering the Arsenal will be installed, and a tourism consultant will be brought on board to help guide the advertising and provide technical assistance to local visitor-serving organizations (among other tasks), and stakeholders will, with City support, explore forming a business improvement district to help fund tourism efforts in future years.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Tourism Consultant Request for Proposals released	30 days (completed as of 7/28/09)
b. Tourism Consultant contract approved by Council; work underway	120 days (10/31/09)
c. TBID Consultant Request for Proposals released	305 days (5/1/10)
d. Phase III (Arsenal area) directional signage complete	305 days (5/1/10)
e. TBID Consultant contract approved by Council; work underway	395 days (8/1/09)
e. Website improvements	Ongoing

**When:**

Project Start Date: 7/1/09

Project Completion Date: 6/30/11

**Project Manager:** Amalia Lorentz

**Preliminary Total Project Cost Estimate:** \$345,000

**Available Funding Sources** (including amount): \$345,000, 2009-11 Budget (General Fund)

**Secured Funding:** all

**Unsecured Funding:** none

**Strategic Action Definition  
FY 2009-11**

**Strategic Action Title:** E Street Lot Project

**Project Definition:**

The E Street Lot project involves working with the community and previously-selected developer (Olson Company) to determine future uses for the City-owned 2-acre dirt lot downtown at E Street between 1<sup>st</sup> and 2<sup>nd</sup> Streets.

**Key Milestones:**

	<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a.	Undertake additional public process with City as lead	90 days (9/30/09)
b.	Completion of contractual negotiating period with Olson	270 days (4/30/10)
c.	Council action on transaction	300 days (5/30/10)

**When:**

Project Start Date: 9/30/08

Project Completion Date: 6/30/11

**Project Manager:**

Amalia Lorentz

**Preliminary Total Project Cost Estimate:** unknown

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

**Secured Funding:** none

**Unsecured Funding:** unknown

**Strategic Action Definition  
FY 2009-11**

**Action Title:** Arsenal Specific Plan

**Action Definition:**

Adopt a specific plan to implement the General Plan mixed-use overlay designation.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Conduct public input process	Completed
b. Produce Draft Specific Plan	Completed
c. Produce Draft EIR	Completed
d. Recirculate Draft EIR with added GHG reduction chapter	8/09-10/09
e. Conduct public hearings for plan adoption, EIR certification and General Plan and Zoning Ordinance amendments	10/09-12/09

**When:**

Start Date: June 2006

Completion Date: December 2009

**Project Manager:**

Charlie Knox

**Total Project Cost:**

\$440,000

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

**Secured Funding:**

\$440,000 General Fund

## Strategic Action Definition FY 2009-11

**Strategic Action Title:** Transit Service: Consolidation of Transit Services with Vallejo

**Project Definition:**

In October 2008, the Solano Transportation Authority (STA) commissioned a study to determine the performance attributes of public transportation in Solano County. After reviewing the results, the STA then commissioned a another study to determine how consolidating various aspects of public transportation throughout the county would impact service levels. In April 2009, the Solano Transit Consolidation Study – Phase 2 Findings by Option was reviewed and approved by the STA Board. For the south county, the study calls for investigating various service delivery models and making recommendations to the Cities of Benicia and Vallejo, along with the STA Board.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
1. Convene Vallejo-Benicia-STA Coordinating Committee	Done
2. Draft list of implementation issues and questions	Done
3. Prepare detailed implementation/transition plan tasks	Done
4. Prepare public information and outreach on consolidation plan	July–Sep 2009
5. Begin public outreach meetings and workshops	July–Sep 2009
6. Prepare draft operating MOU focused on overarching goals, memorializing the guiding principles, considering near term service planning and paratransit consolidation issues, and setting the schedule for consolidation	July–Sep 2009
7. Prepare a business plan for consolidation	July–Sep 2009
8. Draft policies and procedures	July–Sep 2009
9. Draft agreements for financial, human resources and legal	July–Sep 2009
10. Draft staffing plan	July–Sep 2009
11. Propose resolution to potential 13(c) issues	July–Sep 2009
12. Estimate implementation/transition costs	July–Sep 2009
13. Draft Joint Powers Agreement, by-laws, and documents	July–Sep 2009
14. Approve Joint Powers Agreement, by-laws, and documents	Oct-Dec 2009
15. Benicia and Vallejo approve JPA	Oct-Dec 2009
16. Establish new entity as grantee	Oct-Dec 2009
17. Adopt policies and procedures	Oct-Dec 2009
18. Finalize staffing and staff consolidation	Oct-Dec 2009
19. Draft two year budget (capital and operating)	Oct-Dec 2009
20. Conduct public information/outreach	Oct-Dec 2009
21. Convene first meeting of JPA Board	Oct-Dec 2009

**Milestone**

**Days to Complete  
And Start Date**

22. Develop Joint SRTP and CIP with financial plans	Jan-Mar 2010
23. Conduct public information/outreach	Jan-Mar 2010
24. Form Transit Advisory Committee to encourage citizen input	Jan-Mar 2010
25. Adopt SRTP	Apr-Jun 2010
26. Publish service and fare changes, if any	Apr-Jun 2010
27. Introduce service branding	Apr-Jun 2010
28. Conduct public information/outreach	Apr-Jun 2010
29. Begin full operation of JPA with modified service	July 1, 2010

**When:**

Project Start Date: 06/01/2009

Project Completion Date: 07/01/2010

**Project Manager:**

Robert Sousa

**Preliminary Total Program Cost Estimate:** unknown

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

**Secured Funding:** Possible State Transit Assistance Funds

**Unsecured Funding:** unknown

**Strategic Action Definition  
FY 2009-11**

**Action Title:** Benicia Industrial Park Multi-Modal Transit Project

**Action Definition:**

Adopt a Transit Plan for the I-680/Lake Herman Road area.  
Future phases: construct improvements called for in the plan.

**Key Milestones:**

<u>Milestone</u>	<u>Estimated Dates of Completion</u>
a. Issue RFP and award contract for transit plan preparation	2/10
b. Perform site analysis and prepare Background Report	3/10-6/10
c. Conduct public input process and report outcomes	7/10-12/10
d. Produce plan and environmental documentation	1/11-12/11
e. Conduct public hearings for plan adoption, EIR certification and General Plan and Zoning Ordinance amendments	1/12-2/12
f. Design and construction of improvements per plan	TBD

**When:**

Start Date: October 2009

Completion Date: November 2010 for plan adoption

**Project Manager:**

Lisa Porras

**Total Project Cost:**

\$1.25M; \$200,000 for plan adoption

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

**Secured Funding Source:**

\$1.25M STA/MTC (Regional Measure 2)

**AGENDA ITEM**  
**CITY COUNCIL MEETING: OCTOBER 6, 2009**  
**INFORMATIONAL ITEMS**

**DATE** : September 30, 2009  
**TO** : Mayor & Council Members  
**FROM** : City Manager  
**SUBJECT** : **PERFORMANCE MEASURES**

**RECOMMENDATION:**

Receive briefing on the progress toward establishing a Performance Management program. Performance Measures have been established, some in draft form, others in completed form. The measures are intended to provide feedback on the effectiveness of City operations. The purpose of the report is informational. It's an opportunity to be apprised of progress, ask questions and provide comment.

**BUDGET INFORMATION:**

None

**BACKGROUND:**

The Budget for the current two-year period is a Strategic Budget that is intended to provide funds to achieve specific outcomes (desired service results). Outcomes and measures were identified in the Department, Division and Program budgets that relate to service quality and service results, primarily from the citizens and service user's point of view. The outcomes and measures included in the Budget document were a beginning toward establishing an ongoing performance measurement program. Some refinement has occurred since production of the Budget document and will be presented at the Council Meeting.

The performance measurement information is presented in a format consisting of the following elements:

1. Overall Desired Outcome for the Budget Department, Division or Program: the basic, positive expectation for the Budget unit.
2. Specific Outcomes: the supporting outcomes that will lead to achievement of the Overall Desired Outcome.
3. Measures: performance data collected to assess the degree to which specific outcomes are achieved.
4. Benchmark: where available, a performance standard is identified with which to compare the actual performance data and performance goals.

Selection of measures has been based on several factors including:

1. the degree to which they measure tangible outcomes citizens/users want (not just measuring effort)
2. the extent to which they are used by other municipalities
3. the extent to which they cover the major services the City provides
4. the extent to which data is readily available
5. the extent to which they can be used to determine progress toward achievement of our Strategic Plan

In producing a program of performance measurement here in Benicia, we relied heavily on the resources the International City Management Association's Center for Performance Measurement (CPC). CPC is the nation's premier agency helping local governments improve the effectiveness and efficiency of public services.

The reason for doing performance measurement is to permit management of performance toward accomplishment of the City's mission and supporting service objectives. With continued refinement, the performance measurement program will support the City's Strategic Planning and Budgeting process, providing the evaluation tool to gauge success.

Attachments:

- Performance Measures

## PERFORMANCE MEASURES

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**2009-2011 Performance Measures  
Public Works and Community Development**

**A. Overall Desired Outcome: Clean water; safe streets.**

<b>Outcomes &amp; Measures</b>	<b>Benchmark 2008</b>	<b>Actual 2006</b>	<b>Actual 2007</b>	<b>Actual 2008</b>	<b>Projected 2009</b>	<b>Goal 2010</b>	<b>Goal 2011</b>
1a) Impression of wastewater services as measured by biennial National Citizen Survey – average rating	67	69	No data available – survey is biennial	71	No data available – survey is biennial	75	No data available – survey is biennial
1b) Impression of wastewater services as measured by biennial National Citizen Survey – % of excellent and good ratings	N/A	84%		89%		90%	
2a) Impression of water supply services as measured by biennial National Citizen Survey – average rating	63	62		61		65	
2b) Impression of water supply services as measured by biennial National Citizen Survey – % of excellent and good ratings	N/A	73%		75%		77%	
3a) Impression of street repair/ maintenance services as measured by biennial National Citizen Survey – average rating	51	54		57		60	
3b) Impression of street repair/ maintenance services as measured by biennial National Citizen Survey – % of excellent and good ratings	N/A	59%		64%		65%	

Outcomes & Measures	Benchmark 2008	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010	Goal 2011
4a) Impression of sidewalk maintenance services as measured by biennial National Citizen Survey – average rating	55	57		59		63	
4b) Impression of sidewalk maintenance services as measured by biennial National Citizen Survey – % of excellent and good ratings	N/A	65		68		71	
5a) Impression of street lighting services as measured by biennial National Citizen Survey – average rating	60	65		63		66	
5b) Impression of street lighting services as measured by biennial National Citizen Survey – % of excellent and good ratings	N/A	74		79		84	

**B. Overall Desired Outcome: High-quality development that meets community needs.**

Outcomes & Measures	Benchmark 2008	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010	Goal 2011
1a) Assessment of availability, quality and affordability of housing as measured by biennial National Citizen Survey – average rating	44	37	No data available – survey is biennial	42	No data available – survey is biennial	50	No data available – survey is biennial

Outcomes & Measures	Benchmark 2008	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010	Goal 2011
1b) Assessment of availability, quality and affordability of housing as measured by biennial National Citizen Survey – % of excellent and good ratings	N/A	34%		39%		45%	
2a) Assessment of housing options as measured by biennial National Citizen Survey – average rating	57	N/A		59		61	
2b) Assessment of housing options as measured by biennial National Citizen Survey – % of excellent and good ratings	N/A	70%		75%		80%	
3a) Assessment of quality of new development as measured by biennial National Citizen Survey – average rating	59	60		54		60	
3b) Assessment of quality of new development as measured by biennial National Citizen Survey – % of excellent and good ratings	N/A	61%		70%		75%	
4a) Assessment of appearance of new development as measured by biennial National Citizen Survey – average rating	64	80		80		85	
4b) Assessment of appearance of new development as measured by biennial National Citizen Survey – % of excellent and good ratings	N/A	95%		94%		95%	

**C. Overall Desired Outcome: Continuously improving development review services.**

Outcomes & Measures	Benchmark 2008	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010	Goal 2011
1a) Satisfaction with land use services as measured by biennial National Citizen Survey – average rating	48	53	No data available – survey is biennial	55	No data available – survey is biennial	60	No data available – survey is biennial
1b) Satisfaction with land use services as measured by biennial National Citizen Survey - % of excellent and good ratings	N/A	62%		70%		78%	
2) Promptness of commission-level review, as measured in average months from complete application to approval	N/A	3.5	3.5	3	2.5	2.5	2.5
3) Promptness of major building permit processing review as measured in average weeks from complete application to approval	N/A	N/A	3	3	2.5	2	2
4) Efficiency of processing by Historic Preservation Review Commission as measured by % of agenda items pulled from consent calendar	N/A	N/A	N/A	100%	25%	20%	20%

**D. Overall Desired Outcome: Excellent, responsive fleet maintenance.**

Outcomes & Measures	Benchmark 2008	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010	Goal 2011
1) Impression of fleet services by other City departments as measured by annual satisfaction survey (to be developed)	N/A	N/A	N/A	N/A	TBD	TBD	TBD

**2009-2011 Performance Measures  
PARKS AND COMMUNITY SERVICES**

**A. Overall Desired Outcome: Maintenance of Departments fiscal condition.**

Outcomes & Measures	Benchmark (ICMA Performance Benchmark 2004	2006-07	2007-08	2008-09	2009-10	2010-2011
1) Net Recreation revenues per capita as measured by subtracting operating and maintenance expenditures for recreation activities from revenue earned from recreation activities	(\$32.40) median	(\$22.97)	(\$27.38)	(\$27.73)	(\$21.59)	(\$23.58)
2) Parks and Recreation revenue received from endowments, grants, and foundations, per capita as measured by grants and endowments received	\$0.70 median	\$2.32	\$2.32	\$37.50	\$14.70	\$8.16
3) Custodial Expenditures per sq. ft., all facilities as measured by dividing the total expenditures by the total sq. ft.	\$1.86 median		\$2.20		\$2.09	\$2.26

**B. Overall Desired Outcome: Provision of quality of Department services to citizens**

Outcomes & Measures	Benchmark (City of Benicia 2008 National Survey	2006	2007	2008	2009	2010
1a) Citizens ratings of overall satisfaction with Parks and Recreation in the jurisdiction as measured by the biennial National Citizen Survey	63	69	No Data available survey is biennial	71	No Data available survey is biennial	73
1b) Citizens ratings of overall satisfaction with Parks and Recreation in the jurisdiction as measured by the biennial National Citizen Survey - % of excellent and good ratings	N/A	81%	No Data available survey is biennial	71%	No Data available survey is biennial	73%

2a) Citizen ratings of satisfaction with Recreation centers or facilities as measured by biennial National Citizen Survey	66	69	No Data available survey is biennial	69	No Data available survey is biennial	71	No Data available survey is biennial
2b) Citizen ratings of satisfaction with Recreation centers or facilities as measured by biennial National Citizen Survey - % of excellent and good ratings	N/A	80%	No Data available survey is biennial	83%	No Data available survey is biennial	85%	No Data available survey is biennial
3a) Citizen ratings of the quality of Recreation programs or classes as measured by the biennial National Citizen Survey	67	71	No Data available survey is biennial	70	No Data available survey is biennial	72	No Data available survey is biennial
3b) Citizen ratings of the quality of Recreation programs or classes as measured by the biennial National Citizen Survey - % of excellent and good ratings	N/A	82%	No Data available survey is biennial	83%	No Data available survey is biennial	85%	No Data available survey is biennial
4a) Citizen rating of satisfaction with City Parks as measured by the biennial National Citizen Survey	72	82	No Data available survey is biennial	85	No Data available survey is biennial	87	No Data available survey is biennial
4b) Citizen rating of satisfaction with City Parks as measured by the biennial National Citizen Survey - % of excellent and good ratings	N/A	97%	No Data available survey is biennial	98%	No Data available survey is biennial	98%	No Data available survey is biennial
5) Overall satisfaction with custodial service			No Data available survey is biennial	Measurement criteria unknown at this time	No Data available survey is biennial	Measurement criteria unknown at this time	No Data available survey is biennial

## 2009-2011 Performance Measures – Library

**A. Overall Desired Outcome:** High Citizen Satisfaction with Library Services.  
**Goal:** Maintain 80 – 90% percent of customer satisfaction

Outcomes & Measures	Benchmark 2008	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010	Goal 2011
1) High overall level of satisfaction with library services as measured by biennial National Citizen Survey – average rating	77	82	No data available – survey is biennial	85	No data available – survey is biennial	90	No data available – survey is biennial
1b) High overall level of satisfaction with library services as measured by biennial National Citizen Survey - % of excellent and good ratings	N/A	96%		98%		95%	
2a) High number of citizens who used the library in the last 12 months as measured by biennial National Citizen Survey – average rating	72	N/A	No data available – survey is biennial	86	No data available – survey is biennial	90	No data available – survey is biennial
2b) High number of citizens who used the library in the last 12 months as measured by biennial National Citizen Survey -- % of excellent and good ratings.	N/A	85%		93%		95%	

**B. Overall Desired Outcome:** Citizens find valuable materials and resources in the library.  
**Goal:** Maintain or exceed current ratings by providing a well-stocked and well-programmed facility

Outcomes & Measures	ICMA Benchmark	2007-08	2008-09	2009-10	2010-2011
1) High use of the library demonstrated through increased visitation by registered borrowers as measured by the library's gate-count (daily attendance). <sup>1</sup>	11.3	11.92	12.22	12.35	13.0

<sup>1</sup> ICMA measures attendance and circulation rates on the basis of both the number of registered borrowers and the service area population. Indicators calculated on the basis of the service area population may be somewhat skewed for jurisdictions with high proportions of nonresident borrowers; in Benicia 25% of our registered borrowers are from other jurisdictions. As a result, it is sometimes helpful to view the same statistic on the basis of the number of registered borrowers as well as on a per capita basis.

1b) High use of the library demonstrated through increased visitation per capita as measured by the library's gate-count (daily attendance)	10.1	8.32	8.60	9.0	10.0
2) Increasing number of registered borrowers as a percentage of service area population as measured by reports generated by the SNAP consortium.	70.1%	70%	70.4%	70.5%	75%
3a) Increasing number of items being circulated to registered borrowers as measured by SNAP annual reports	15.9	17.56	18.8	19	19.2
3b) Increasing number of items being circulated per capita as measured by SNAP annual reports.	13.3	12.26	13.28	13.5	13.5
4) Increasing program attendance per registered borrower as measured through in-house attendance records	N/A	.97	1.01	1.05	1.10
4b) Increasing program attendance per capita as measured through in-house attendance records	N/A	.68	.71	.72	.75

**2009-2011 Performance Measure – Sample Template  
City Manager’s Office**

**A. Overall Desired Outcome: Provision of quality city services to citizens.**

Outcomes & Measures	Benchmark 2008	Actual 2006	Actual 2007	Actual 2008	Projected 2009	Goal 2010	Goal 2011
1a) High overall quality of city services as measured by biennial National Citizen Survey – average rating	66	70	No data available – survey is biennial	71	No data available – survey is biennial	73	No data available – survey is biennial
1b) High overall quality of city services as measured by biennial National Citizen Survey - % of excellent and good ratings	N/A	86%		87%		88%	
2a) High overall citizen impression of city employees as measured by biennial National Citizen Survey – average rating	71	76	No data available – survey is biennial	78	No data available – survey is biennial	80	No data available – survey is biennial
2b) High overall citizen impression of city employees as measured by biennial National Citizen Survey - % of excellent and good ratings	N/A	87%		93%		95%	
3a) High citizen assessment of value of services for taxes paid as measured by biennial National Citizen Survey – average rating	60	71	No data available – survey is biennial	61	No data available – survey is biennial	63	No data available – survey is biennial
3b) High citizen assessment of value of services for taxes paid as measured by biennial National Citizen Survey - % of excellent and good ratings	N/A	78%		72%		75%	
4) Expeditious response to citizen requests submitted via Request Partner Use as measured by number of timely responses to requests per year	TBD	?	?	?	?	?	?
5) Effective response to citizen requests submitted via Request Partner as measured by random survey of requestors.	TBD	?	?	?	?	?	?

**B. Overall Desired Outcome: Maintenance of City's strong fiscal condition.**

Outcomes & Measures	Benchmark	2006-07	2008-09	2009-10	2010-2011
1) Strong fiscal condition of the City as measured by annual budgets that are balanced	TBD	100%	100%	100%	100%
2) Annual budget that achieves a minimum 20% reserve	TBD	26%	22%	20%	20%

**C. Overall Desired Outcome: Effective execution of the City's Strategic Plan**

Outcomes & Measures	Benchmark	2006-07	2008-09	2009-10	2010-2011
1) Expeditious execution of Strategic Plan Actions as measured by quarterly progress reports on Strategic Plan	TBD	N/A	N/A	100%	100%
2) Expeditious execution of Strategic Plan Actions as measured by progress reports on Council policy calendar	TBD	N/A	N/A	100%	100%

**Notes:**

- Benchmark: Identify source, e.g., Biennial National Citizen Survey, ICMA Center for Performance Measurement, etc. under "Outcomes & Measures"
- Regarding measures utilizing the Biennial National Citizen Survey:
  - This survey is conducted every other year; so there will not be data for odd number years.
  - The benchmark provided in the NCS Benchmark Report is an average rating of jurisdictions nationwide
  - An additional NCS measure is to utilize the combined percent of "excellent" and "good" ratings from the Report of Results