

**BENICIA CITY COUNCIL
REGULAR MEETING AGENDA**

**City Council Chambers
October 20, 2015
7:00 PM**

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

*Please Note:
Regardless of whether there is a Closed Session scheduled, the open session will begin
at 7:00 PM*

I. CALL TO ORDER (6:00 PM):

II. CLOSED SESSION (6:00 PM):

- A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
Number of potential cases: One (1)
- B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: Willis.

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

- A. ROLL CALL.**
- B. PLEDGE OF ALLEGIANCE.**
- C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF PUBLIC.**

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

IV. ANNOUNCEMENTS/PROCLAMATIONS/ APPOINTMENTS/PRESENTATIONS:

A. ANNOUNCEMENTS.

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

2. Openings on Boards and Commissions:

Arts and Culture Commission
1 unexpired term
Open until filled

Community Sustainability Commission
2 unexpired terms
1 Student Commissioner term
Open until filled

**3. Boards and Commissions - Council Subcommittee
Recommendation:**

Subcommittee recommendation to Mayor of Temma Roby to the Civil Service Commission for a three year term ending July 31, 2018

4. 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.

5. Benicia Arsenal Update

Update from City Attorney

B. PROCLAMATIONS.

C. APPOINTMENTS.

D. PRESENTATIONS.

1. JOINT PRESENTATION BY REBUILDING TOGETHER SOLANO COUNTY AND THE AMERICAN RED CROSS UPCOMING SMOKE DETECTOR EVENT IN BENICIA - OCTOBER 24, 2015

2. DEMONSTRATION GARDEN PRESENTATION BY ELIZABETH HOFFMAN

V. ADOPTION OF AGENDA:

VI. OPPORTUNITY FOR PUBLIC COMMENT:

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

A. WRITTEN COMMENT.

B. PUBLIC COMMENT.

VII. CONSENT CALENDAR (7:30 PM):

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

A. APPROVAL OF THE MINUTES OF THE OCTOBER 6, 2015 CITY COUNCIL MEETING (City Clerk)

B. UPDATE ON EMERGENCY CONTRACTS FOR CLOCK TOWER ELEVATOR REPLACEMENT. (Parks and Community Services Director)

A July inspection identified defects beyond repair, necessitating the immediate removal of the elevator from operation. A number of weddings and other large events had already been scheduled at the Clock Tower through fall. Staff therefore entered into contracts to provide temporary alternate access to the second floor of the Clock Tower that meets Americans with Disabilities Act standards and to purchase and install the permanent replacement elevator. Provided is an update on the status of both the temporary and permanent replacement elevators.

Recommendation: Review the report and affirm by a 4/5 vote that continued emergency contracting by the City Manager is necessary to provide temporary ADA access and to purchase and install a permanent replacement elevator and associated improvements at the historic Clock Tower.

C. APPROVAL TO EXTEND CONTRACT FOR LABOR RELATIONS SERVICES TO RENNE SLOAN HOLTZMAN SAKAI. (Assistant City Manager)

Over the last several years, the firm of Renne Sloan Holtzman Sakai (RSHS) has done an outstanding job in labor relations services. Due to the firm's depth of knowledge, experience, availability of resources and the familiarity with the City, staff is recommending that the City's contract with RSHS be extended for the current budget period.

Recommendation: Adopt a resolution approving the extension of contract for labor relations services to Renne Sloan Holtzman Sakai for the Fiscal Years 2015-16 and 2016-17.

D. INTRODUCTION AND FIRST READING OF AN AMENDMENT TO BENICIA MUNICIPAL CODE CHAPTER 2.108 TO ALLOW THE COMMUNITY SUSTAINABILITY COMMISSION (CSC) TO ENGAGE IN FUNDRAISING ACTIVITIES AND CONCURRENTLY APPROVE FUNDRAISING GUIDELINES. (Community Development Director)

Following the policy established by the Human Services Board (HSB) and the Arts and Culture Commission (ACC), allow the CSC to conduct fundraising activities and approve the policy that addresses the two types of funds that fall under the purview of the CSC. In particular, this policy addresses the use of funds raised by the CSC and those from the Valero/Good Neighbor Steering Committee Settlement Agreement funds. Disbursement of all funds shall be at the discretion of the City Council.

Recommendation: Introduce the ordinance to amend Chapter 2.108 (Community Sustainability Commission) of Division 2 (Boards and Commissions) of Title 2 (Administration and Personnel) of the Benicia Municipal Code by adding a new section 2.108.100 (Powers) to allow the Community Sustainability Commission (CSC) the ability to fundraise, after determining that the project is exempt from CEQA. Also, approve the CSC Fundraising Guidelines concurrent with the ordinance amendment.

E. AWARD OF CONSTRUCTION CONTRACT FOR THE MEASURE C 2015 PAVEMENT REPAIR PROJECT #2015-03. (Public Works Director and Principal Civil Engineer)

The 2015 Pavement Repair Project is funded by Measure C and includes the repair of approximately 250 pavement failures (potholes) at various locations within the City. The repaired pavement will provide a smoother road surface for vehicles and bicycles. The work will also prepare the streets for future surface treatments, such as slurry seal or micro-surfacing, by providing a stable road base. The project was originally advertised on September 4th with bids

due September 18th. No bids were received at that time. The project was again advertised to a larger pool of contractors with bids due October 5th. Three bids were received, all of which exceed the project budget. It is in the City's best interest to complete the project as soon as possible using the Measure C funding. At this time, there is no economic advantage to rebidding the project. Staff recommends rejecting the bids and negotiating a contract with the apparent low bidder, DRT Grading & Paving, Inc. in the amount of \$174,964.50. The quantity of pavement repair will be reduced from 22,558 to 16,475 square feet.

Recommendation: Adopt a resolution rejecting bids for the October 5, 2015 bid opening for the 2015 Pavement Repair Project #2015-03, suspending competitive bidding, awarding a negotiated construction contract to DRT Grading & Paving, Inc. in the amount of \$174,964.50, and authorizing the City Manager to execute the contract on behalf of the City.

F. ACCEPTANCE OF A GRANT DEED FOR 472 EAST N STREET. (City Attorney)

As a result of a storm in 2014, the property at 472 East N Street was flooded. Since this was the second time in recent years that the property has flooded, staff recommended that the property be purchased as part of the settlement of the claim filed against the City.

Recommendation: Adopt the resolution authorizing the City Manager to accept the grant deed for 472 East N Street, to execute a settlement agreement and to take all necessary actions to record the deed.

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

VIII. BUSINESS ITEMS (7:45 PM):

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

A. APPROVAL OF AMENDMENT TO AGREEMENT WITH BROWN AND CALDWELL FOR CONSULTANT SERVICES FOR A FEASIBILITY STUDY AND ENVIRONMENTAL REVIEW FOR THE BENICIA WATER REUSE PROJECT. (Public Works Director and Water Quality Supervisor)

In response to direction from the City Council, City staff has negotiated changes to the Brown and Caldwell (BC) scope of services for the Water

Reuse Project. These changes include identification of additional potential recycled water users in the Industrial Park, public outreach this winter to educate the public about the project, and changes to the California Environmental Quality Act (CEQA) scope to define certain tasks as optional, to be carried out only under specified circumstances. Critical milestones for the Project and an example financial scenario were also developed to address questions from the City Council.

Recommendation: Approve an amendment to the agreement with Brown and Caldwell (BC) for performing a feasibility study and preparing environmental documentation for the Water Reuse Project.

B. RECEIVE AND FILE THE BUDGET TO ACTUAL REPORTS: ALL FUNDS FOR THE QUARTER ENDING SEPTEMBER 30, 2015 AND ADOPT RESOLUTION AMENDING THE FISCAL YEAR 2015-2016 BUDGET TO INCLUDE FY 2014-2015 CARRYOVERS AND FY 2015-2016 AMENDMENTS. (Finance Director)

The City Council adopted the original biennial budget for FY 2015-2017 on June 2, 2015. As part of a continuing budget review and amendment process, staff has presented the First Quarter Budget to Actuals with a preliminary analysis for FY 2015-2016 revenues and expenditures. In addition, staff is proposing amendments for City Council consideration of FY 2015-2016. The proposed adjustments include reappropriations of FY 2014-2015 for items that that were either underway, postponed, or otherwise delayed into FY 2015-2016. To complete these projects, staff is recommending the budgeted funds from FY 2014-2015 be reappropriated into the FY 2015-2016. The list of items is attached. Staff is also recommending some amendments have been identified and are attached. A comprehensive review of all funds will return to the City Council after third quarter, FY 2014-2015.

Recommendation: Receive and file the Budget to Actual Reports: All Funds for the Quarter ending September 2015 (FY 15-16 Q1) and adopt the resolution amending the Fiscal Year 2015-2016 budget to include the FY 2014-2015 carryovers and other amendments as of first quarter.

C. FY 2015-17 BUDGET IMPLEMENTATION PLAN - QUARTERLY UPDATE. (Assistant City Manager and Finance Director)

Staff will present the quarterly update of the City's Budget Implementation Plan and present two projects that are recommended to be added to the Plan, i.e., 1) Upgrade of the Community Alert Notification System (CAN) and 2) Replace Banking Services.

Recommendation: Review the Budget Implementation Plan Quarterly Update and, by motion, approve the proposed additions to the Plan.

D. MAYOR PATTERSON'S REQUEST TO AGENDIZE DISCUSSION OF RESIDENTIAL CHILD CARE ORDINANCE. (City Manager)

Mayor Patterson would like the City Council to consider amending BMC to comply with State Health and Safety Code Section 1597.43(c)(3) on noticing distance of 100 feet and also consider the revisions to BMC 17.24 for large family child care homes in residential zones.

Recommendation: Consider Mayor Patterson's request to agendize a discussion of Residential Child Care Ordinance.

E. MAYOR PATTERSON'S REQUEST TO AGENDIZE DISCUSSION OF COMPLEX GREY WATER SYSTEM. (City Manager)

Mayor Patterson would like the City Council to consider discussion of adopting a resolution to require complex gray water systems be permitted with appropriate fee in order to insure compliance with UBC Plumbing Standards.

Recommendation: Consider Mayor Patterson's request to agendize a discussion of the complex gray water system.

F. Council Member Committee Reports:

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

- 1. Mayor's Committee Meeting.
(Mayor Patterson)
Next Meeting Date: December 16, 2015**
- 2. Association of Bay Area Governments (ABAG)
<http://www.abag.ca.gov/>.
(Vice Mayor Hughes and Council Member Schwartzman)
Next Meeting Date: TBD**
- 3. Finance Committee.
(Vice Mayor Hughes and Council Member Strawbridge)
Next Meeting Date: October 22, 2015**
- 4. League of California Cities.
(Mayor Patterson and Vice Mayor Hughes)
Next Meeting Date: TBD**

5. **School Liaison Committee.**
(Vice Mayor Hughes and Council Member Strawbridge)
Next Meeting Date: December 10, 2015
6. **Sky Valley Open Space Committee.**
(Vice Mayor Hughes and Council Member Campbell)
Next Meeting Date: TBD
7. **Solano EDC Board of Directors.**
(Vice Mayor Hughes and Council Member Strawbridge)
Next Meeting Date: November 12, 2015
8. **Solano Transportation Authority (STA).**
<http://www.sta.ca.gov/>
(Mayor Patterson and Council Member Campbell)
Next Meeting Date: December 9, 2015
9. **Solano Water Authority-Solano County Water Agency and Delta Committee.** <http://www.scwa2.com/>
(Mayor Patterson, Vice Mayor Hughes and Council Member Campbell)
Next Meeting Date: November 12, 2015
10. **Traffic, Pedestrian and Bicycle Safety Committee.**
(Vice Mayor Hughes and Council Member Strawbridge)
Next Meeting Date: TBD
11. **Tri-City and County Cooperative Planning Group.**
(Vice Mayor Hughes and Council Member Schwartzman)
Next Meeting Date: December 14, 2015
12. **Valero Community Advisory Panel (CAP).**
(Council Member Campbell and Council Member Schwartzman)
Next Meeting Date: TBD
13. **Youth Action Coalition.**
(Vice Mayor Hughes and Council Member Strawbridge)
Next Meeting Date: October 28, 2015
14. **ABAG-CAL FED Task Force-Bay Area Water Forum.**
<http://www.baywaterforum.org/>
(Mayor Patterson)
Next Meeting Date: TBD
15. **SOLTRANS Joint Powers Authority.**
(Mayor Patterson, Vice Mayor Hughes and Council Member

Campbell)
Next Meeting Date: December 17, 2015

16. **Marin Clean Energy.**
(Council Member Schwartzman and Council Member Strawbridge)
Next Meeting Date: TBD

IX. ADJOURNMENT (9:30 PM):

Public Participation

The Benicia City Council welcomes public participation.

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

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

Disabled Access or special Needs

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

Meeting Procedures

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

Pursuant to Government Code Section 65009, if you challenge a decision of the City Council in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence

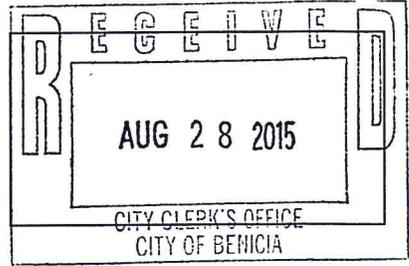
delivered to the City Council at, or prior to, the public hearing. You may also be limited by the ninety (90) day statute of limitations in which to challenge in court certain administrative decisions and orders (Code of Civil Procedure 1094.6) to file and serve a petition for administrative writ of mandate challenging any final City decisions regarding planning or zoning.

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

Public Records

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

Date Received



City of Benicia Board/Commission/Committee Application

It is the intent of the City Council to have Boards, Commissions or Committees composed of people from all geographical, social, environmental and economic sectors of the community and to avoid potential conflicts of interest.

Please check the board, commission, or committee you wish to apply for:

- Arts and Culture Commission
- Benicia Housing Authority Board of Commissioners
- Board of Library Trustees
- Civil Service Commission**
- Economic Development Board
- Finance, Audit & Budget Committee
- Historic Preservation Review Commission
- Human Services & Arts Board
- Open Government Commission
- Parks, Recreation & Cemetery Commission
- Planning Commission
- Sustainability Commission
- Sky Valley Open Space Committee
- Uniform Code Board of Appeals

Name: Temma Roby

Address: _____

Phone: (Work) _____ (Home) _____

(Cell) _____ Fax: _____

Email: _____ Years as Benicia resident: 4

Occupation/Employer: Angius and Terry, LLP; Firm Administrator

Please note your most recent community or civic volunteer experience:

Current Board President of the Benicia Stingrays Swim Team.

Please describe any applicable experience/training: I was the Human Resources Director for a plaintiff's law firm for 7 years and managed 80 employees; I'm currently the Firm Administrator for a law firm where I handle all aspects related to Human Resources as well as manage 70 employees in four offices in three states.

All applications are considered public records and will be retained in an active file for at least one year from date of receipt.

Signature: *Yemmanu Ray* Date: 8/27/15

Page 1 of 2



Civil Service Commission Application

In addition to completing the City of Benicia Board/Commission/Committee Application form, please respond to the following questions:

1. What interests you about this Commission?

At the beginning of this year I took a position to be closer to home in order to spend more time with my family and volunteer locally. This position interests me because it's for the City of Benicia and it is in an area where I have extensive experience and knowledge.

2. Do you have any experience in the area of human resources, employee relations, and/or supervising/managing employees or programs?

Yes, I have over 10 years of experience in Human Resources and managing employee relations. I have been involved with investigating discrimination claims, sexual harassment claims and frequently providing recommendations to managing partners.

I also have extensive knowledge in terminations, recruitment, interviewing, background checks, training and onboarding new hires.

I have extensive knowledge of employment laws in California, Nevada and Florida.

3. What knowledge and skills could you bring to the City of Benicia if appointed to this commission?

Over the years I have been faced with very challenging employee personnel issues as well as management/partner issues and complicated claims and situations. I think I have been very successful in mediating disputes and making sound decisions. I am asked for recommendations related to employee issues on a daily basis. I have a very strong background in California employment law.

Thank you for considering me.

MINUTES OF THE
REGULAR MEETING – CITY COUNCIL
October 06, 2015

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

I. CALL TO ORDER:

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

All Council Members were present.

II. CLOSED SESSION:

**A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: Willis**

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

III. CONVENE OPEN SESSION:

Mayor Patterson called the Open Session to order at 7:05 p.m.

A. ROLL CALL

All Council Members were present.

Council Member Campbell arrived immediately after roll was called.

B. PLEDGE OF ALLEGIANCE

Bert Johnson led the Pledge of Allegiance.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC.

IV. ANNOUNCEMENTS/PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS:

A. ANNOUNCEMENTS

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

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

II.A - Council gave direction to Staff.

II.B - Council received information from Staff and gave direction to Staff.

2. Openings on Boards and Commissions:

Arts and Culture Commission
1 unexpired term
Open until filled

Civil Service Commission
1 full term
Open until filled

Community Sustainability Commission
1 unexpired term
1 Student Commissioner term
Open until filled

3. Mayor's Office Hours:

4. Benicia Arsenal Update

Update from City Attorney

Heather McLaughlin, City Attorney, reported that she met with the Council Subcommittee. They hope to have an update for Council at the next council meeting.

B. PROCLAMATIONS

- 1. IN RECOGNITION OF FREEDOM FROM WORKPLACE BULLIES WEEK - OCTOBER 18-24, 2015**
- 2. IN RECOGNITION OF FIRE PREVENTION WEEK - OCTOBER 4-10, 2015**
- 3. IN RECOGNITION OF BENICIA ARBOR DAY - OCTOBER 17, 2015**
- 4. IN RECOGNITION OF NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH - OCTOBER 2015**

C. APPOINTMENTS

D. PRESENTATIONS

1. TULA ANNUAL REPORT TO COUNCIL

2. QUARTERLY WATER UPDATE

Graham Wadsworth, Public Works Director, reviewed the staff report and a PowerPoint presentation.

Vice Mayor Hughes and Staff discussed the proposal for the Water Meter Replacement Project and the implementation schedule.

Council Member Campbell and Staff discussed the water use comparison chart in the staff report, the drought surcharge issue, and Valero's water use. Mayor Patterson suggested Staff prepare an update on the water surcharge issue and work with Council Member Campbell to get at his concerns.

Brad Kilger, City Manager, stated that Staff was supposed to bring a true-up relative to the drought surcharge in March 2016. That would be the time to get into the details of financing as well as the agreement with Valero. He did not think that Valero was required in any way to reduce their usage of raw water relative to reduction by residents. Valero is paying for their water. If the City was in an emergency situation and could not provide that water, we would have the authority to restrict how much water we send them (if it is a health and safety issue).

Mayor Patterson clarified that she was only asking for an update on the drought surcharge. It should be put together with the agreement so the key points are available. She was not asking for a true-up - just the facts, what is being done with the agreement, what the water use is, what the surcharge does, and what the normal rates would be. Because of Valero's Water Recycle Project, there was considerable public concern regarding the above issues. The City would be doing itself a service by revisiting the existing facts.

Mr. Kilger clarified that Council asked Staff, as part of the public outreach, to bring back components of that. Staff understands the community's concern regarding who gets what water and who pays for what. It is for that matter that Staff intended to provide clarification as part of the Water Recycle Project. If Council wants an in-depth dialog on the above issues, Staff will do that, but he wants to be clear of what Council wants Staff to achieve and what information they want.

Vice Mayor Hughes and Staff discussed the March 2016 update and what would

be presented. He was fine waiting for the information in March.

Mayor Patterson stated that after hearing Staff's comments, she was okay waiting for the information in March.

Council Member Campbell discussed concern regarding the need for Valero to reduce their water usage.

Mayor Patterson stated that it boiled down to 'how is Valero's managing their water usage'. She requested an update on that issue at the next Council meeting.

Public Comment:

None

V. ADOPTION OF AGENDA:

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

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

VI. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

Seven items received (copies on file).

B. PUBLIC COMMENT

1. Bert Johnson - Mr. Johnson read a prepared statement recognizing the Parks & Community Services Department and Staff for their outstanding efforts.
2. Don Wilson, Valero - Mr. Wilson said Valero looked forward to doing its part in and sharing their information on water conservation and usage. He discussed how water was used and needed at the refinery.

VII. CONSENT CALENDAR:

Council Member Schwartzman noted that he was not present for the 9/15/15 Council Meeting.

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

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

A. APPROVAL OF THE MINUTES OF THE SEPTEMBER 15, 2015 CITY COUNCIL MEETING

Council Member Schwartzman abstained from voting on the minutes, as he was absent from the 9/15/15 City Council meeting.

On motion of Council Member Hughes, seconded by Council Member Strawbridge, Council approved the Minutes of the September 15, 2015 City Council meeting, on roll call by the following vote:

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

B. APPROVAL TO EXTEND CONTRACT FOR AUDITING SERVICES TO MAZE & ASSOCIATES

RESOLUTION 15-117 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA EXTENDING THE CONTRACT FOR AUDITING SERVICE TO MAZE & ASSOCIATES

C. UPDATE ON EMERGENCY CONTRACTS FOR CLOCK TOWER ELEVATOR REPLACEMENT

D. APPROVAL OF AGREEMENT FOR ENGINEERING DESIGN SERVICES RELATED TO THE COLUMBUS PARKWAY/ROSE DRIVE INTERSECTION IMPROVEMENT PROJECT

RESOLUTION 15-118 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING AN AGREEMENT WITH BKF ENGINEERS FOR THE ENGINEERING DESIGN SERVICES RELATED TO THE COLUMBUS PARKWAY/ROSE DRIVE IMPROVEMENT PROJECT NOT TO EXCEED \$250,000 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT ON BEHALF OF THE CITY

E. APPROVAL OF CONTRACT WITH MANAGEMENT PARTNERS FOR A REVIEW OF THE MAINTENANCE FUNCTIONS OF THE PUBLIC WORKS AND PARKS AND COMMUNITY SERVICES DEPARTMENTS

RESOLUTION 15-119 - A RESOLUTION OF THE CITY COUNCIL OF THE

CITY OF BENICIA APPROVING THE CONTRACT WITH MANAGEMENT PARTNERS FOR A REVIEW OF THE MAINTENANCE FUNCTIONS OF THE PUBLIC WORKS AND PARKS AND COMMUNITY SERVICES DEPARTMENTS

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

VIII. BUSINESS ITEMS:

- A. APPROVE THE PROPOSED 5-LOT SUBDIVISION OF A 37,500 SQUARE FOOT PARCEL, AFTER A DETERMINATION THAT THE PROJECT IS EXEMPT FROM CEQA

RESOLUTION 15-120 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING A TENTATIVE PARCEL MAP LOCATED ON THE NORTHWEST CORNER OF WEST 10TH AND WEST L STREETS (15PLN-00032)

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

Council Member Campbell and Staff discussed the issue of affordable housing and mother-in-law units.

Council Member Strawbridge and Staff discussed the issue of tree-removal, grading, and drainage, as discussed in the staff report.

Vice Mayor Hughes and Staff discussed whether there had been any objections from the public on the proposed project (there had not).

Applicant:

Steve Garrett - Mr. Garrett discussed the project. He thanked Staff and the Planning Commission for their work and efforts on the proposed project.

Mayor Patterson and Mr. Garrett discussed the possibility of doing the rain garden stormwater capture aspect, and possibly the simple gray water programs.

Public Comment:

1. Diane Warring - Ms. Warring spoke in support of the proposed project.

- B. APPROVE A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AWARDING A CONTRACT TO CHABIN CONCEPTS FOR A

NOT TO EXCEED AMOUNT OF \$95,000 TO PREPARE AND IMPLEMENT THE BENICIA INDUSTRIAL PARK VISION 2020 STRATEGIC PLAN AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT ON BEHALF OF THE CITY

RESOLUTION 15-121 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AWARDED A PROFESSIONAL SERVICE CONTRACT TO CHABIN CONCEPTS OF CHICO, CALIFORNIA IN THE AMOUNT NOT TO EXCEED \$95,000 AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT ON BEHALF OF THE CITY

Mario Giuliani, Economic Development Director, and Audrey Taylor, Chabin Concepts, reviewed the staff report.

Council Member Schwartzman and Staff discussed the issue of finding small manufacturing businesses.

Council Member Strawbridge and Staff discussed the issues of retention/utilizing the current businesses in the Industrial Park and how it would work with new businesses out there (business-to-business sales), and how the Industrial Park would be marketed.

Mayor Patterson and Staff discussed how success would be measured, advancing the Broadband Project, and marketing the green/clean tech manufacturing businesses (and the jobs it would create). Mayor Patterson requested a simplified version of the trends and things to measure to make sure the investment is paying off.

Public Comment:

None

Council Member Campbell and Staff discussed whether the Seeno property would be advancing.

C. MEASURE C UPDATE WITH APPROVAL OF RESOLUTION AMENDING MEASURE C EXPENDITURE PLAN

RESOLUTION 15-122 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA REVISING AND REAFFIRMING A TWO-YEAR EXPENDITURE PLAN FROM PROCEEDS OF MEASURE C "THE BENICIA QUALITY OF LIFE MEASURE"

Mario Giuliani, Economic Development Manager, reviewed the staff report.

Vice Mayor Hughes and Staff discussed the original list of projects (August 2014

version) when Measure C was originally brought forward. They discussed whether the police cameras were the next highest priority for the police department or the City overall. Council Member supported the Promenade Railing Project, but were not thrilled with the increased cost. He suggested adding 'Thank you for your support' to the proposed signs.

Council Member Strawbridge and Staff discussed the Promenade Railing Project and whether there was funding for the upkeep of the railing, and the downtown sidewalk repairs.

Council Member Campbell and Staff discussed the budget deficits in 2016 and 2017. They discussed the possibility of using the Measure C money to balance the budget.

Mayor Patterson clarified that what she was hearing was that as Council and Staff enter into the budget considerations, Council will have several options presented to them. She would like to include solving problems or investing in opportunities to grow the City's economic activity.

Mayor Patterson and Staff discussed a recent conversation she had where she was informed the seniors in the City were fearful of tripping and falling on the First Street sidewalks because of their poor condition.

Council Member Schwartzman and Staff discussed the downtown sidewalks. He would like more information on what the \$100,000 is going for. Council and Staff discussed who was responsible for the cracking/raised/damaged sidewalks along First Street. Staff confirmed they would provide a future report on the status sidewalks on First Street and what is be done to fix the more egregious ones that are causing tripping.

Public Comment:

None

IX. ADJOURNMENT:

Mayor Patterson adjourned the meeting at 9:30 p.m.

AGENDA ITEM
CITY COUNCIL MEETING DATE - OCTOBER 20, 2015
CONSENT CALENDAR

DATE : October 12, 2015

TO : City Council

FROM : City Manager

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

RECOMMENDATION:

Review the report and affirm by a 4/5 vote that continued emergency contracting by the City Manager is necessary to provide temporary ADA access and to purchase and install a permanent replacement elevator and associated improvements at the historic Clock Tower.

EXECUTIVE SUMMARY:

A July inspection identified defects beyond repair, necessitating the immediate removal of the elevator from operation. A number of weddings and other large events had already been scheduled at the Clock Tower through fall. Staff therefore entered into contracts to provide temporary alternate access to the second floor of the Clock Tower that meets Americans with Disabilities Act standards and to purchase and install the permanent replacement elevator. Provided is an update on the status of both the temporary and permanent replacement elevators.

BUDGET INFORMATION:

The total cost for use of the temporary elevator is estimated at \$74,796. The purchase and installation of the permanent replacement elevator is estimated at \$236,668. The funds for both of these items will be drawn from the General Fund reserves and transferred to the Internal Services Fund-Facilities, Account No. 113-9205-9521.

GENERAL PLAN:

Relevant General Plan Goals and Policy:

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

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

STRATEGIC PLAN:

Relevant Strategic Issues and Strategies and Actions:

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

BACKGROUND:

The Clock Tower, which the City acquired in 1964, is the City's largest rental facility with a maximum seating capacity of 536 and maximum standing capacity of 750. The facility is heavily used and is rented for more than 100 events per year. It is also used for several classes offered through the City. Staff believes the existing Clock Tower elevator was installed prior to 1915. As a result of two malfunctions of the elevator, staff had the elevator professionally inspected in early July, 2015. The inspection identified defects that could not be repaired, making it necessary to immediately remove the elevator from operation and install a temporary elevator until the permanent elevator is completed. Per the emergency contracting provisions used to get the elevator in working order, staff is required to provide Council a report on project status every two weeks until the work is done.

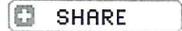
Bigge Crane and Rigging Company installed the temporary elevator, which the Occupational Safety and Health Administration approved for public use on August 14. The updated cost estimate is \$21,136 higher than the prior estimate, which includes funding for two additional months rental of the temporary elevator and the cost to train City staff on the operation of the elevator. The permanent replacement elevator has been ordered from Dream Ride Elevator, with installation expected to be completed by the end of November. The updated cost estimate is \$2,638 higher than the prior estimate, reflecting costs associated with architectural services that were required to permit the project.

Staff will continue to provide City Council updates on project progress at every Council meeting until the project has been completed or terminated.

Attachment:

- Excerpt from Benicia Municipal Code – Emergency Contracting Procedures

3.09.050 Emergency contracting procedures.



- A. In the event of an emergency, the city council, pursuant to Section 22050(b)(1) of the Public Contract Code of California, delegates to the city manager or, in his/her absence, the public works director, the authority to repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.
- B. If the city manager or public works director orders any action specified in subsection (A) of this section, that person shall report to the city council, at its next meeting required herein, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.
- C. The city council shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless the city manager or public works director has terminated that action prior to the city council reviewing the emergency action and making a determination pursuant to this subsection.
- D. When the city council reviews the emergency action pursuant to subsection (C) of this section, it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Ord. 03-5).

AGENDA ITEM
CITY COUNCIL MEETING DATE - OCTOBER 20, 2015
CONSENT CALENDAR

DATE : October 13, 2015

TO : City Manager

FROM : Assistant City Manager

SUBJECT : **APPROVAL TO EXTEND CONTRACT FOR LABOR RELATIONS SERVICES TO RENNE SLOAN HOLTZMAN SAKAI**

RECOMMENDATION:

Adopt a resolution approving the extension of contract for labor relations services to Renne Sloan Holtzman Sakai for the Fiscal Years 2015-16 and 2016-17.

EXECUTIVE SUMMARY:

Over the last several years, the firm of Renne Sloan Holtzman Sakai (RSHS) has done an outstanding job in labor relations services. Due to the firm's depth of knowledge, experience, availability of resources and the familiarity with the City, staff is recommending that the City's contract with RSHS be extended for the current budget period.

BUDGET INFORMATION:

The FY 2015-17 Budget includes \$95,000 for labor relations services each fiscal year, and thus the not-to exceed amount and term of the proposed contract will coincide with the FY 2015-17 budget period and allocated amount.

GENERAL PLAN:

N/A

STRATEGIC PLAN:

Relevant Strategic Plan Issues:

- Strategic Issue 3: Strengthening Economic and Fiscal Conditions

BACKGROUND:

The firm of Renne Sloan Holtzman Sakai has assisted the City with labor negotiations and other labor relations matters since 2010. Staff recommends continuing to utilize the services of this firm due to their extensive knowledge and experience with labor relations and their familiarity with the City's various bargaining units.

Additionally, there is currently a major change underway within the City, which is

the conversion and implementation of a new Enterprise Resource Planning (ERP) system. This will require a substantial amount of time and resources of both Finance and Human Resources staff to successfully implement the new ERP, which will create more efficiency in the long run. With this major change, it is not conducive to start a Request for Proposal process for labor relations services for the next two years. Staff is very satisfied with the performance of Renne Sloan Holtzman Sakai.

Attachment:

- Resolution

RESOLUTION NO. 15-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA
EXTENDING THE CONTRACT FOR LABOR RELATIONS SERVICES TO RENNE
SLOAN HOLTZMAN SAKAI**

WHEREAS, the City has utilized the firm of Renne Sloan Holtzman Sakai for labor relations services since 2010; and

WHEREAS, the City is undergoing a major change: the conversion and implementation of a new Enterprise Resource Planning (ERP), requiring a substantial amount of time and resources to successfully implement the new ERP, which will create more efficiency in the future; and

WHEREAS, the ERP change is not conducive to start an RFP process for labor relations services for the next two years; and

WHEREAS, staff is very satisfied with the performance of Renne Sloan Holtzman Sakai.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby authorizes the City Manager to approve an extension of the contractual agreement with Renne Sloan Holtzman Sakai to provide labor relations service.

BE IT FURTHER RESOLVED THAT the contract shall be awarded at amounts not to exceed the following, per the adopted FY 2015-17 budget:

1. Fiscal Year 2015-16 \$ 95,000
2. Fiscal Year 2016-17 \$ 95,000

On motion of Council Member _____, seconded by Council Member _____, the above resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 20th day of October 2015, and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

Date

AGENDA ITEM
CITY COUNCIL MEETING DATE - OCTOBER 20, 2015
CONSENT CALENDAR

DATE : September 29, 2015

TO : City Manager

FROM : Community Development Director

SUBJECT : **INTRODUCTION AND FIRST READING OF AN AMENDMENT TO BENICIA MUNICIPAL CODE CHAPTER 2.108 TO ALLOW THE COMMUNITY SUSTAINABILITY COMMISSION (CSC) TO ENGAGE IN FUNDRAISING ACTIVITIES AND CONCURRENTLY APPROVE FUNDRAISING GUIDELINES**

RECOMMENDATION:

Introduce the ordinance to amend Chapter 2.108 (Community Sustainability Commission) of Division 2 (Boards and Commissions) of Title 2 (Administration and Personnel) of the Benicia Municipal Code by adding a new section 2.108.100 (Powers) to allow the Community Sustainability Commission (CSC) the ability to fundraise, after determining that the project is exempt from CEQA. Also, approve the CSC Fundraising Guidelines concurrent with the ordinance amendment.

EXECUTIVE SUMMARY:

Following the policy established by the Human Services Board (HSB) and the Arts and Culture Commission (ACC), allow the CSC to conduct fundraising activities and approve the policy that addresses the two types of funds that fall under the purview of the CSC. In particular, this policy addresses the use of funds raised by the CSC and those from the Valero/Good Neighbor Steering Committee Settlement Agreement funds. Disbursement of all funds shall be at the discretion of the City Council.

BUDGET INFORMATION:

The proposed amendment and policy will provide fundraising ability and a mechanism for managing funds raised by the Community Sustainability Commission (CSC) separate from the Valero/Good Neighbor Steering Committee Settlement Agreement funds, allowing these to be deposited and available to the Commission to use for sustainability projects in support of the Climate Action Plan, upon the Council's approval. It also codifies the means of grant distribution by the Commission.

GENERAL PLAN:

The overarching Goal of the General Plan is Sustainability, as enacted by the Community Sustainability Commission.

STRATEGIC PLAN:

Relevant Strategic Plan Issue and Strategies:

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

BACKGROUND:

On May 19, 2014, the CSC sent a request to the City Council regarding its authority for fundraising and grant applications. Due to staffing changes and because the CSC's request initiated a staff review related to the authority of all commissions, staff was unable to bring the matter for Council discussion until December 16, 2014. At that meeting, the CSC Chair clarified what she believes was the Commission's intention: if the Commission was to do fundraising, it wanted some assurance from the Council that those funds would indeed be available to promote the Commission's sustainability agenda.

Although the Council made no formal commitment, they directed staff to bring back a modification to the Commission's establishing ordinance that would explicitly allow the CSC to do fundraising similar to the authority of some other commissions. A draft ordinance is attached.

Following the example established by the HSB and the ACC, the CSC wishes to have the ability to raise funds and realized that it would be useful to have a policy in place that establishes the purpose and procedures of the two funds for which they would have oversight. The ordinance and the policy follow the model established by the HSB. The policy provides a better understanding of the accounts and clarifies the process used to use funds. In addition, it establishes a procedure to follow if CSC should decide in the future to apply for grants, with both application and acceptance of the money being approved by the City Council.

I. Ordinance Amendment

The attached draft amendment follows the format of the HSB and ACC ordinances, giving those bodies fundraising authority. The amendment adds Section 2.108.100 to the Municipal Code. The final decision regarding the disbursement of funds remains with the City Council.

II. Valero/Good Neighbor Steering Committee Settlement Agreement Funds

The CSC has established a set of procedures for the disbursement of the Valero/Good Neighbor Steering Committee Settlement Agreement funds, but has done so without an explicit policy framework approved by the City Council.

As there are still funds remaining in the Valero/Good Neighbor Steering Committee Agreement Settlement account, it seems appropriate as part of an overall policy, to indicate how those remaining funds will be treated in the future.

The attached draft guidelines are intended to codify the current practice, while leaving some flexibility for the CSC and the Council should they wish to go outside the grant program to fund some worthy project that does not fit into the grant cycle.

III. Sustainability Fund

The second account under the CSC purview will be the Sustainability Fund. This fund will be established by the Finance Department following the amendment to the CSC ordinance and will allow the commission to coordinate fundraising activities to augment other funding sources and to raise funds to be used to in the furtherance of sustainability events and projects in the community. This policy does not require that CSC obtain Council approval for each specific fundraising event. However, any expenditure above and beyond those anticipated in the budget must be approved by the Council through a budget adjustment.

The CSC Sustainability Fund provides a separate account for any funds received through fundraising sources. Through this policy, donations, gifts, and grants would be placed in the CSC Sustainability Fund, with any funds received in excess of the amount anticipated for any fiscal year to be made available to the CSC in the current or future fiscal years through a budget adjustment. These funds would follow the same procedures as other special City funds, in which a request to carry forward any items to the next fiscal year are made through the Finance Department and approved by City Council.

IV. Unutilized Grant Funds

The final section of this policy (Section III), follow the previous agreements written with grantees and establishes a clear understanding of what happens to funds designated by the city for organizations if a grantee does not claim the agreed upon amount.

The CSC approved this policy at their September 21, 2015 meeting and is recommending that the Council approve the policy concurrent with the ordinance amendment.

Attachments:

- Draft Ordinance Amendment to the City of Benicia Municipal Code Section 2.108
- City of Benicia Community Sustainability Commission Policy on Distribution of Funds for Grantees and Fundraising as approved by the CSC on September 21, 2015.
- City Council Report: December 16, 2014
- City Council Minutes, December 16, 2014
- CSC Staff Reports: January 26, 2015, May 21, 2015, September 21, 2015
- CSC Minutes: January 26, 2015, May 21, 2015
- CSC DRAFT Minutes September 21, 2015

CITY OF BENICIA

ORDINANCE NO. 15-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENICIA AMENDING CHAPTER 2.108 (COMMUNITY SUSTAINABILITY COMMISSION) OF DIVISION 2 (BOARDS AND COMMISSIONS) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE BENICIA MUNICIPAL CODE BY ADDING A NEW SECTION 2.108.100 (POWERS) TO ESTABLISH FUNDRAISING POWER FOR THE COMMISSION

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

Section 1.

Chapter 2. 108 (Community Sustainability Commission) of Division 2 (Boards and Commissions) of Title 2 (Administration and Personnel) is amended by addition a new section 2.108.100 (Powers) to read as follows:

2.108.100 Powers.

A. The commission may coordinate and hold fundraising activities related to its purpose as stated in Section 2.108.020. The commission may also solicit and accept donations subject to approval of the city council. All net proceeds from such fundraising activities and donations shall be placed in a City Sustainability Fund and the city council shall have exclusive power to make distributions in furtherance of achieving sustainability goals, after recommendation from the commission.

B. The commission shall establish policies for raising, managing and distributing Sustainability Funds, subject to approved by the city council.

Section 2.

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

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

On motion of Council Member _____, seconded by Council Member _____, the foregoing ordinance was introduced at a regular meeting of the City Council on the 20th day of October, 2015, and adopted at a regular meeting of the Council held on the day of _____, 2015, by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

Date

City of Benicia Community Sustainability Commission

Policy on Distribution of Funds for Grantees and Fundraising

Approved by the Community Sustainability Commission on September 21, 2015

Ratified by Benicia City Council on (date)

The following policy describes how the Valero/Good Neighbor Steering Committee Agreement Grant Fund and the Sustainability Fund are managed. The City will establish two accounts: one with remaining funds from the Valero/Good Neighbor Steering Committee Agreement settlement that must be used in accordance with the Agreement. This fund is referred to as the Valero/Good Neighbor Steering Committee Settlement Agreement Grant Fund. A second “Sustainability Account” will be established with funds raised by the CSC through donations or through its fundraising efforts.

This policy is approved by the Commission and ratified by the City Council. Any future modifications to this policy will be approved by the Commission and forwarded to the City Council for its consideration and adoption.

I. Good Neighbor Steering Committee/Valero Fund

The following policy describes the management of funds received by the City pursuant to the settlement agreement between Valero Refining Company, the Good Neighbor Steering Committee and the City, hereafter referred to as the Valero/Good Neighbor Steering Committee Agreement Settlement Agreement (also known as the Valero Improvement Project or VIP Agreement,) initially signed June 4, 2003 and subsequently modified July 10, 2008 and further modified May 4, 2010. As required by the agreement, settlement funds have been placed in a separate account and allocated by the City Council after receiving the recommendation of the CSC. The disbursement of funds related to “Future Projects” under paragraph 3.H of the 2010 Amendment are subject to the terms of that Agreement. Grants shall:

“provide verifiable water reduction by the City, community residents, BUSD, Valero and businesses in Benicia. Priority shall be given to water reduction projects but additional projects that are greenhouse gas reducing, sustainable or energy efficient and support the City's Climate Action Plan may be considered and recommended for approval if the Sustainability Commission finds that the project will provide a greater value than may further proposed water reduction projects.”

If the language in the Valero/Good Neighbor Steering Committee Settlement Agreement regarding how the grants will be used changes in the future, the most recent language shall prevail. Most of the settlement funds have been expended through an *ad hoc* procedure adopted by the CSC, but that procedure has not been set forth or approved by the City Council. This policy on distribution of funds is intended to formalize that procedure with the concurrence of the City Council.

A. Authorization

- i. This policy shall guide the management of the Valero/Good Neighbor Steering Committee Settlement Agreement Grant Fund and reserves in accordance with the City of Benicia rules and regulations pertaining to gifts and donations.
- ii. Grants awarded by the City are subject to the terms the grant agreement. In the event of a conflict between the grant agreement and the Valero/Good Neighbor Steering Committee Agreements the Valero/Good Neighbor Steering Committee Agreements prevail.

B. Definitions

The settlement agreement between the City of Benicia, Valero Refining Company and the Good Neighbor Steering Committee (June 4, 2003, as modified July 10, 2008 and May 4, 2010) is the source of the Valero/Good Neighbor Steering Committee Settlement Agreement Grant Fund.

C. Administration

- i. The Benicia City Finance Director or his/her designee shall implement separate accounting codes to ensure the proper accounting of the Valero/Good Neighbor Steering Committee Settlement Agreement Grant Fund.
- ii. The appointed Chair and Vice-Chair of the CSC and/or his/her designee shall review the accounting activity of the Sustainability Fund following Grantee Semi-Annual Report approvals. Any designee of the Chair or Vice Chair must be a CSC voting board member.
- iii. The term of contracts shall be established as part of each grant agreement, but shall generally not exceed two years from the date of fund disbursement, unless explicitly authorized at the time of grant execution. Any funds not expended or utilized during the contract term pursuant to the scope of the grantee's authorized program shall revert back to the Valero/Good Neighbor Steering Committee Settlement Agreement Grant Fund.

D. Allocation and Distribution

- i. Funds placed in the Valero/Good Neighbor Steering Committee Settlement Agreement Grant Fund are considered to be operating funds for grantees in conformance with the terms of the Valero/Good Neighbor Steering Committee Settlement Agreement.
- ii. The CSC shall establish a grant application process, evaluate and rank applications, and make a recommendation regarding award of grants to the City Council. The CSC may also choose to recommend to the Council to allocate Valero/Good Neighbor Steering Committee Settlement Agreement Grant funds in support of Climate Action Plan (CAP) implementation, or to meet a funding match obligation for an outside grant applications, or to support other special projects should it find that such allocations are consistent with the intent of the Valero/Good Neighbor Steering Committee Settlement Agreement and would achieve the water reduction or greenhouse gas reduction goals more effectively than through the awarding of grants.
- iii. The Council shall review the recommendation of the CSC prior to making a decision

regarding grants to approve.

iv. Grantee funds will be disbursed upon execution of grants in accordance with the grant agreements.

v. Community Development Department staff will process the paperwork for checks to be processed by the Finance Department staff.

vi. Grants will be reviewed semi-annually by the CSC using the Grantee Semi-Annual Report process.

II. Sustainability Fund

The following policy describes the management of the Sustainability Fund.

Overview

In accordance with Benicia Municipal Code section 2.108.090 G, the CSC may accept gifts and grants from any source, and may hold fundraising activities to further the City's sustainability efforts and implement the Climate Action Plan (CAP).

A. Authorization

This policy shall guide the management of the Sustainability Fund and reserves in accordance with the City of Benicia Municipal Corporation rules and regulations pertaining to gifts and donations.

B. Definitions

i. The Sustainability Fund is designed to provide a mechanism for receiving donations and fundraising money to be deposited and available to further the City's sustainability goals and implement its Climate Action Plan as recommended by the CSC and approved by the City Council.

ii. Reserves are funds from the Sustainability Fund that accumulate from year to year.

C. Administration

i. The Benicia City Finance Director or his/her designee shall implement separate accounting codes to ensure the proper accounting of the Sustainability Fund transaction activity.

ii. The appointed Chair, Vice-Chair of the CSC and/or his/her designee shall review the accounting activity of the Sustainability Fund no less than semi-annually. Any designee of the Chair or Vice Chair must be a CSC voting board member.

D. Allocation and Distribution

- i. All funds donated, gifted or provided as grants to the CSC shall be deposited into the Sustainability Fund.
- ii. Fundraising activities for the next calendar year will be outlined in the Commission's annual report.
- iii. Anticipated amounts to be received by fundraising will be included in the City's budget. Some portion of the Sustainability Fund may be used for fundraising activities, as set forth in the annual report and in the City Budget. Expenditures of any amount over the budgeted amount for fund raising activities must be approved by Council through a budget adjustment process. Expenditures must be made in accordance with the City's purchasing and procurement policies.
- iv. Any money placed in the Sustainability fund not used during the fiscal year will be carried forward as part of the account's reserve into future fiscal years.
- v. The CSC may establish a grant application process for the allocation of Sustainability funds. The process will include anticipated staff time in processing, administering and monitoring these grants. Should the Commission accept grant applications, it will evaluate and rank applications, and make a recommendation regarding award of grants to the City Council. The CSC may also choose to recommend to the Council to allocate Sustainability funds in support of Climate Action Plan (CAP) implementation, or to meet a funding match obligation for an outside grant applications, or to support other special projects should it find that such allocations are consistent with achieving the mission of the CSC.
- vi Any proposed allocations from the Sustainability Fund shall be approved by the City Council after receiving a recommendation from the CSC.
- vii. Grantee funds will be disbursed upon execution of grants, or based on other terms set forth in a grant agreement.
- viii. Community Development Department staff will process the paperwork for checks to be processed by the Finance Department staff.
- ix Grants will be reviewed semi-annually by the CSC using the Grantee Semi-Annual Report process.
- x. The Commission may not apply for or partner with another entity in any grant activities application without authorization by the City Council. Individual Commission members may apply for CSC grants without prior Council approval. Any request to the Council to apply for or partner in any grant application shall include an estimate of staff time required for the application, evaluation, administration, monitoring and reporting of the grant.

AGENDA ITEM
CITY COUNCIL MEETING DATE - DECEMBER 16, 2014
BUSINESS ITEMS

DATE : December 11, 2014
TO : City Manager
FROM : Interim Community Development Director
SUBJECT : **COMMUNITY SUSTAINABILITY COMMISSION FUNDING REQUEST**

RECOMMENDATION:

Review and consider the Community Sustainability Commission's request to have full authority over funds it may raise by applying for and receiving grants, through fund-raisers, and through profit-sharing or revolving loan funds in furtherance of the City's goal of implementing the Climate Action Plan.

EXECUTIVE SUMMARY:

On May 19, 2014, the Community Sustainability Commission (CSC) requested that funds raised through its direct efforts (without assistance from staff), including CSC initiated grant applications, fund-raisers and funds returned to the City from grants it may make in the future (e.g., revolving loan funds or profits), be allocated by the Council back to the Commission for disposition in furtherance of its mission.

BUDGET INFORMATION:

As funds raised by the Commission's efforts would generally not otherwise be available, there should be no significant direct budget impacts. To the degree the Commission was successful, it would augment the City's efforts to implement the Climate Action Plan. There would be some impact on staff resources, as staff would be responsible for tracking and administering Commission grants and assisting the Commission with other activities it may choose to undertake with the funds it raises. In addition, to the extent that the Commission seeks and obtains outside grants, it would have an impact on staff resources to administer and assist in implementing the grants and tracking funds. Some outside grants include limited funding for reimbursement of administrative costs, but those administrative allocations are rarely sufficient to reimburse the City for the staff time required. Grant administration and implementation is therefore added to existing staff work load, potentially displacing other priorities.

GENERAL PLAN:

The overarching goal of the General Plan is sustainability.

STRATEGIC PLAN:

Relevant Strategic Plan Issues and Strategies:

- Strategic Issue #2: Protecting and Enhancing the Environment
 - Strategy #1: Reduce greenhouse gas emissions and energy consumption
 - Strategy #3: Pursue and adopt sustainable practices
- Strategic Issue #3: Strengthening Economic and Fiscal Conditions
 - Strategy #2: Strengthen Benicia Industrial Park competitiveness
 - Strategy #3: Retain and attract businesses

BACKGROUND:

As the Commission discussed the impending exhaustion of the Valero Good Neighbor Steering Committee (VGNSC) funds, it considered how it might increase the funding available to further its mission to implement the Climate Action Plan.

On May 19, 2014 the Commission reviewed the attached memo and unanimously agreed to forward the request to the City Council (Attachment 1). In summary, the Commission is requesting that should it, through its own efforts (with no assistance from staff), raise funds or successfully apply for grants, or make future grants that have the potential to return funds back to the City (e.g., profits), that it would have full authority over how those funds are to be spent in furtherance of the Commission's mission to implement the City's Climate Action Plan. Staff has conferred with the Chair of the CEC to confirm its understanding as to the Commission's request.

The May 19 Commission request was forwarded to the City Council on July 2, 2014, but as it was not agendaized for discussion, the Council was unable to discuss or act on the request. At this time, the City Council is being requested to discuss and act on the Commission request.

Analysis

Staff reviewed the fund raising/grant application authority of all of the City's Commissions and Boards in order to place the CSC's request in the context of the City's current policies. With the exception of commissions with land use authority granted to them by the Council or State law (in Benicia, the Planning Commission and Historic Preservation Review Commission), City boards, commissions and committees are generally advisory to the City Council. However, the Council has granted three commissions/boards some level of authority to undertake fundraising and/or seek grants in furtherance of their missions: the Parks, Recreation and Cemetery Commission (PRCC), the Arts and

Culture Commission (ACC) and the Human Services Board (HSB). The following section addressing fundraising other than grants, and the next section addresses grants.

Fundraising authority

As noted earlier, two commissions and one board have the authority to undertake fundraising in furtherance of their mission. Of those three, the PRCC has not chosen to take advantage of that authority and has not raised funds in the past few years.

The degree of autonomy the HSB and ACC bodies are able to exercise over the funds they raise is not clearly laid out in ordinance or policy. However, despite slight differences in how the ACC and HSB operate, both seek Council concurrence before expending donated funds. The ACC has used funds it has raised to support other fundraisers (such as the Film Festival), but staff has insisted that the ACC seek and be given Council approval before expending donated funds on arts projects or to support other arts-related activities. The HSB has adopted (with Council concurrence) a "Policy on Distribution of Funds – Operating and Endowment Funds." The HSB raises funds and receives donations to support the community service organizations to which it recommends grant funding. Under that policy, the Council ratifies how donated funds are to be treated and Council approves grants to organizations from the fund.

In regard to both the HSB and ACC, there is substantial staff resources involved in assisting these commissions with their fund raising activities, and in tracking the funds that are raised and disbursed.

Grant Seeking Authority

In regard to grants, only the ACC has the authority to "accept gifts and grants from any source ... to augment any appropriation made for the support of the commission." While it has the authority, the only grants it has received are from the Community Sustainability Commission grant program (with Valero Good Neighbor Steering Committee settlement funds); and the grants were ultimately approved by the City Council. The ACC has been asked by other arts organizations to seek or participate in outside grant activities, but staff has insisted that participating in any such grant application processes must have the prior authorization of the City Council.

CSC's Request

The CSC is essentially seeking authority that no other commission or board currently exercises: to have full authority over the money it raises. In regard to

fundraising, the CSC would like to undertake various fundraising activities and then decide how those funds are used without Council approval, so long as the donated funds are used in furtherance of its mission. As noted earlier, this places some burden on staff when any commission chooses to engage in fundraising. As much as a commission may want, in good faith, to undertake such activities without staff assistance, it is often necessary for staff to provide some logistical and administrative assistance with these efforts. Finally, staff must then track the money raised, ensure the funds are being appropriately allocated and expended by the commission, and then, potentially, track grants to ensure grantees are performing in conformance with whatever conditions were placed on the grant.

In regard to the CSC independently seeking and implementing grants, Section 2.108.090(F) of the Benicia Municipal Code states that the CSC shall: "Make recommendations to the city council regarding funding, including the search for private and public grants consistent with the needs of the community." Therefore, identifying potential grant opportunities is clearly within the CSC's purview. However, the CSC does not currently have the authority to apply for and accept grants without the explicit approval of the Council. Based on the recent experience of City staff, managing grant solicitation efforts on behalf of the CSC has required an extensive amount of staff time to administer the programs, including providing proper fiscal oversight of the funds. Moreover, as the CSC is essentially an arm of the City, any grant to the CSC is a grant to the City, and meeting the performance criteria of the grant becomes a City responsibility. Grants often come with requirements for matching funds and/or a match of staff time equivalent to some percentage of the overall project cost. As noted earlier, grants generally do not include sufficient funding to address the administration of the grant, and those costs and responsibilities become a staff priority, limiting staff's ability to engage in other essential work. If staff resources are needed to implement the grant and if staff is not augmented to do that work, those grant implementation activities will tend to take precedence over other priorities of the City. In summary, grants almost always come with costs in regard to staff time and city priorities that should be taken into account before they are applied for; and choices regarding the allocation of City resources generally rest with the City Council.

The CSC has also asked that it have authority to expend funds the City may receive from profit sharing agreements or revolving loans from grants. In regard to profit-sharing, the CSC has discussed the possibility of providing a grant to a start-up company that may have a new technology or provide a service furthering the City's sustainability goals, and having an agreement to share in any profits the company may generate in the future.

At this time, there are no profit sharing agreements or revolving loan funds

associated with the City's existing Valero Good Neighbor Steering Committee (VGNSC) settlement grants. The CSC is considering the possibility that it may wish to engage in such programs with the remaining VGNSC grant funds, or with any other funds it may raise.

The City does not have any other program where it has sought to share in profits from its grants, and the City has no current revolving loan fund program. Establishing profit-sharing agreements with grantees would involve significant staff or outside resources (legal and auditing). Based on the City's previous experience, tracking revolving loans would require a significant commitment of staff resources. If the CSC wishes to recommend establishing such programs, the costs as well as the potential benefits should be considered; as staff has no experience with public jurisdictions engaging in profit sharing activities, additional research is needed to determine the risks and benefits of such an approach. Staff's limited experience with revolving loan funds is that the costs of such programs are high, and tend to reduce or eliminate potential benefits.

Conclusion and Recommendations

The CSC is seeking authority over funds it may raise which exceeds that exercised by other City commissions and boards. In regard to fundraising, it is seeking the authority to both raise money and spend it without Council oversight. Should the Council wish to grant this authority to the CSC, it should direct staff to prepare an amendment to the Section 2.108 of the Municipal Code to give them this power. In order to avoid an improper delegation of Council authority should the CSC be given authority over expenditure of funds, the City Council must establish a policy, similar to that of the HSB, setting forth how money would be raised and expended, with that policy subject to Council approval.

Although the ACC has been given some authority to seek grants, staff currently requires that it seek Council authorization prior to doing so. There is a good reason for this: grants obligate the City to undertake certain activities and have a potentially significant impact on staff resources, which can displace other city priorities. Staff therefore recommends that the CSC not be given the authority to seek grants without Council authorization. Staff supports the current statement of CSC duties (BMC, Section 2.108.909) whereby the CSC searches for and recommends grant opportunities to the Council. This allows staff the opportunity to analyze and set forth the costs and benefits associated with a potential grant, and also allow the Council to consider the grant in the context of overall City priorities.

Staff does not recommend that the CSC have full authority over any funds returned in profits or through revolving loan funds. In regard to profit-sharing,

staff believes that should such an opportunity arise, additional research is needed on the costs and benefits of a city engaging in such activities. If, after research, such an opportunity proves feasible, it would still involve substantial staff resources to implement, and staff believes any funds that may accrue be allocated by the City Council. Finally, staff does not recommend engaging in revolving loan funds due to the high costs of administering such programs.

If it is the desire of some members of the CSC to act on their own authority to raise, manage and spend funds then the appropriate course of action would be for them to form a separate non-profit organization.

Attachments:

- July 2, 2014 Memo from Chair Beutel, Community Sustainability Commission re: Funding for CSC Efforts
- Excerpts from the Municipal Code pertaining to advisory bodies, Arts & Culture Commission, and Community Sustainability Commission; and Resolution No. 10-45



MEMORANDUM

Date: July 2, 2014
To: City Council
From: Chair Beutel, Community Sustainability Commission
Re: Funding for Community Sustainability Commission Efforts

At the May 19, 2014 City of Benicia Community Sustainability Commission meeting, the Commission clarified the disposition of funding it raised according to the parameters set below:

If the CSC funds a grant, applies for an outside grant, or conducts a fund raiser, and the CSC grant has the potential to return funds (e.g. a percentage of profit) or an external grant provides new funding for future allocation through the CSC, or monies are raised through a CSC fund raising effort, the City Council will allocate that designation of funds to the CSC for future actions.

Constance M. Beutel, EdD
Chair, Community Sustainability Commission

cc: Brad Kilger, City Manager
Heather McLaughlin, City Attorney

Division 2. Boards and Commissions

Chapter 2.60 ADVISORY BODIES

Sections:

- 2.60.010 Purpose.
- 2.60.020 Eligibility.
- 2.60.030 Term of office.
- 2.60.040 Appointments, reappointments, and vacancies.
- 2.60.050 Attendance.
- 2.60.060 Quorum.
- 2.60.070 Rules of procedure.
- 2.60.080 Support staff.
- 2.60.090 Compensation.
- 2.60.100 Statement of economic interest.
- 2.60.110 Removal.
- 2.60.120 Application.

2.60.010 Purpose.

Boards, committees and commissions (hereinafter referred to as "advisory bodies") play an important role in city government by obtaining community input, developing recommendations and providing information to the city council. (Ord. 08-05 § 1).

2.60.020 Eligibility.

All advisory body members must be residents of the city unless otherwise noted. The city council or state or federal law may establish additional requirements. (Ord. 08-05 § 1).

2.60.030 Term of office.

A. The term of office for members of an advisory body is four years, unless otherwise noted. Each member serves until his or her successor is appointed and qualifies.

B. The following term limits are exceptions to the limits specified above:

1. Library Board of Trustees. The term of office for members of the library board of trustees is three years.¹
2. Parks, Recreation and Cemetery Commission. The term of office for the student member is one year with the option of a second term at the recommendation of the commission and reappointment in accordance with BMC 2.60.040.
3. *Repealed by Ord. 13-08.*
4. Sustainability Commission. The term of office for the student member is one year with the option of a second term at the recommendation of the commission and reappointment in accordance with BMC 2.60.040.

C. Unless otherwise noted, there are no term limits for serving on an advisory body.

D. Staggered Terms. Terms of office for all new boards and commissions will be staggered. The terms of office shall be based on the number of members of the board or commission. For a five-member board or commission, the first appointment shall be for one year. The second appointment shall be for two years. The third appointment shall be for three years. All subsequent appointments shall be for four years. For a seven-member board or commission, the first appointment shall be for one year. The second and third appointments shall be for two years. The third and fourth appointments shall be for three years. All subsequent appointments shall be for four years unless otherwise noted. (Ord. 13-08 § 2; Ord. 10-01 § 1; Ord. 09-17 § 1; Ord. 08-05 § 1).

2.60.040 Appointments, reappointments, and vacancies.

Appointments shall be made in accordance with the city council's rules and procedures for appointments. Reappointments of eligible advisory body members shall be made in accordance with the city council's rules and procedures for appointments. Whenever a vacancy occurs within an advisory body, the vacancy shall be filled in accordance with the city council's rules and procedures for appointments. (Ord. 08-05 § 1).

2.60.050 Attendance.

A. All members must be active participants in order for an advisory body to function effectively and accomplish its goals. This means all members must be present unless excused from attending a meeting by the chair. If a member is absent without cause from three successive regular meetings, the office becomes automatically vacant. The chair shall immediately notify the city council of the vacancy.

B. A member is not absent without cause if his or her absence is:

1. Due to illness; or
2. Unavoidable and the member gives the secretary of the advisory body written notice before the day of the meeting that he or she will be absent and giving the reason for the absence. (Ord. 08-05 § 1).

2.60.060 Quorum.

A majority of the entire membership of the advisory body constitutes a quorum for the transaction of business. For example, if the body has five members, three members are a quorum. (Ord. 08-05 § 1).

2.60.070 Rules of procedure.

Each advisory body must maintain rules of procedure that are in accordance with the Brown Act, the open government ordinance (BMC Title 4) and the council's code of conduct. (Ord. 08-05 § 1).

2.60.080 Support staff.

Staff support and assistance is provided, but advisory bodies do not have supervisory authority over city employees. Staff members remain responsible to their immediate supervisors and ultimately to the city manager and council. (Ord. 08-05 § 1).

2.60.090 Compensation.

Except as otherwise provided, advisory bodies do not receive compensation or city benefits for their service. Reimbursement for expenses in accordance with adopted city policy is allowed with prior approval. (Ord. 08-05 § 1).

2.60.100 Statement of economic interest.

Certain advisory body members may be required to file statements of economic interest (also known as conflict of interest forms) upon taking office. Determination of the need to file such forms is made in accordance with the council's conflict of interest code. (Ord. 08-05 § 1).

2.60.110 Removal.

A member of an advisory body may be removed for cause by four affirmative votes of the council. (Ord. 08-05 § 1).

2.60.120 Application.

This chapter applies to the following advisory bodies:

- A. Board of library trustees;
- B. Civil service commission;
- C. *Repealed by Ord. 13-09.*
- D. Parks, recreation and cemetery commission;
- E. Planning commission;
- F. Historic preservation review commission;
- G. *Repealed by Ord. 13-08.*
- H. *Repealed by Ord. 13-07.*
- I. Building board of appeals;
- J. Economic development board;
- K. Arts and culture commission;
- L. Sustainability commission;
- M. Open government commission. (Ord. 13-09 § 2; Ord. 13-08 § 2; Ord. 13-07 § 2; Ord. 10-01 § 2; Ord. 09-17 § 2; Ord. 09-16 § 1; Ord. 09-15 § 1; Ord. 08-05 § 1).

¹ The term of the library board of trustees is three years per Section 18911 of the California Education Code which governs municipal libraries.

The Benicia Municipal Code is current through Ordinance 14-09, passed November 18, 2014.

Disclaimer: The City Clerk's Office has the official version of the Benicia Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Chapter 2.104 ARTS AND CULTURE COMMISSION

Sections:

- 2.104.010 Established – Membership.
- 2.104.020 Purpose.
- 2.104.030 Members – Qualification.
- 2.104.040 Meeting time and place.
- 2.104.050 Officers – Appointment.
- 2.104.060 Officers – Duties.
- 2.104.070 Powers.
- 2.104.080 Duties.

2.104.010 Established – Membership.

The arts and culture commission is established in the city. The commission consists of nine voting members. (Ord. 09-15 § 2).

2.104.020 Purpose.

The purpose of the commission is to:

- A. Advise and inform the city council and staff on culture and arts related issues;
- B. Evaluate the needs and resources of local culture and arts organizations;
- C. Facilitate, encourage, promote and stimulate arts and culture in our community;
- D. Promote and increase public awareness, locally and beyond the city, of arts and cultural resources and activities;
- E. Support and promote the arts and culture as a major element in Benicia's community identity;
- F. Ensure that cultural and artistic elements are integral to the city's quality of life and economic vitality; and
- G. Engage youth in culture and arts. (Ord. 09-15 § 2).

2.104.030 Members – Qualification.

- A. Each member of the arts and culture commission shall have a demonstrated interest in promoting and sustaining the arts and cultural community of poetry, literacy, performing arts, music, theater, dance, film, visual arts, and cultural events.
- B. At least one member shall be an artist or shall represent the visual arts community.
- C. At least one member shall represent the cultural and/or performing arts community.
- D. Members shall not be on other city boards or commissions nor board members of other organized art or cultural groups. (Ord. 09-15 § 2).

2.104.040 Meeting time and place.

The commission shall meet on the second Thursday every other month (bimonthly, six times a year) at the hour of 7:00 p.m in the Commission Room, City Hall, 250 East L Street, Benicia, California. (Ord. 09-15 § 2).

2.104.050 Officers – Appointment.

The commission shall elect a chairperson and a vice-chairperson from among its members. The chairperson and vice-chairperson serve for a term of one year and until the successor of each takes office. The commission shall also appoint a secretary. The secretary need not be a member of the commission. (Ord. 09-15 § 2).

2.104.060 Officers – Duties.

A. Chairperson. The chairperson shall preside at all meetings of the commission, appoint all committees, and perform the duties necessary or incidental to that office, and serve for a term of one year.

B. Vice-Chairperson. The vice-chairperson is chairperson in the absence of the chairperson or in case of the inability of the chairperson to act, and shall serve for a term of one year.

C. Secretary. The secretary shall keep minutes of each meeting and shall record the official action taken. On all official actions on which a vote is taken, the secretary shall take the vote by roll call, in alphabetical order, with the chairperson voting last. The secretary shall certify each official document and resolution of the commission. The secretary shall maintain records of operation and shall perform such other duties as the commission assigns. (Ord. 09-15 § 2).

2.104.070 Powers.

A. The commission may assist and cooperate with any existing agency or group, which has as its object the development or improvement of art and culture activities and programs.

B. The commission may plan for the development of arts and culture activities and make recommendations to the city council.

C. The commission may accept gifts and grants from any source to assist it in the performance of its functions. These gifts and grants operate to augment any appropriation made for the support of the commission.

D. The commission may establish working committees as necessary to carry out the work of the commission. Examples of these include: the publicity committee, the grants committee, the events committee, and the annual report committee.

E. The commission will have the power to coordinate fundraising activities for arts and culture activities. (Ord. 11-10 § 1; Ord. 09-15 § 2).

2.104.080 Duties.

The commission shall:

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

- B. Make recommendations to the city council regarding the funding of community art projects, including the search for private and public grants, and regarding the disbursement of funds to arts and cultural organizations consistent with the needs of the community. The commission shall develop and adopt procedures for evaluating grant requests from the community prior to making recommendations on the requests to city council;
- C. Provide information, including a community calendar of events, regarding performing arts, music, theater, dance, film, visual arts, nonpermanent exhibits and cultural events, such as celebrations of different cultures and culinary arts;
- D. Encourage community involvement in the cultural arts by providing opportunities for local and area events and performances on behalf of the arts community;
- E. Have the option to coordinate fundraising projects to augment city funding and to raise funds to be used to stimulate arts and culture activities, events and projects in the community;
- F. Send to the city council annually a written report of its activities and recommendations for improvements and additions to existing art and culture programs;
- G. Develop recommendations in which the city may encourage and promote related programs;
- H. Advise the planning commission or the city council, as the case may be, on any required public art dedications pursuant to BMC 16.32.120; and
- I. Work closely with the assigned department director and other departments and agencies of the city so that the resources of the city are used as effectively and efficiently as possible on behalf of art and culture entities within the city. (Ord. 11-10 § 2; Ord. 09-15 § 2).

The Benicia Municipal Code is current through Ordinance 14-09, passed November 18, 2014.

Disclaimer: The City Clerk's Office has the official version of the Benicia Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

Chapter 2.108 COMMUNITY SUSTAINABILITY COMMISSION

Sections:

- 2.108.010 Established – Membership.
- 2.108.020 Purpose.
- 2.108.030 Definitions.
- 2.108.040 Members – Qualification.
- 2.108.050 Members – Ex officio.
- 2.108.060 Meeting time and place.
- 2.108.070 Officers – Appointment.
- 2.108.080 Officers – Duties.
- 2.108.090 Duties.

2.108.010 Established – Membership.

The community sustainability commission is established in the city. The commission consists of seven voting members, one of whom shall be a high school student. (Ord. 09-16 § 2).

2.108.020 Purpose.

The purpose of the commission is to educate, advocate and provide oversight for integrated solutions that seek a sustainable equilibrium for economic, ecological, and social health and well-being, both now and in the future. (Ord. 09-16 § 2).

2.108.030 Definitions.

“Sustainability,” as defined by the Benicia general plan and by the World Commission on Environment and Development (a.k.a. 1987 Brundtland Commission), is meeting the needs of the present generation without compromising the ability of future generations to meet their needs. Sustainability is an evolving concept and the definition will evolve over time. (Ord. 09-16 § 2).

2.108.040 Members – Qualification.

A. Each member of the community sustainability commission shall have expertise and/or demonstrated interest in one or more of the following areas:

1. Water quality, water use efficiency and conservation;
2. Air quality;
3. Local and regional ecology;
4. Energy;
5. Mobility;
6. Land use/stewardship;
7. Green site planning and building;

8. Waste management;
9. Community and regional economics/finance;
10. Social justice;
11. Public relations;
12. Local based business management (merchants, etc.).

B. One member of the commission shall be a high school student with junior or senior standing who resides in Benicia. (Ord. 09-16 § 2).

2.108.050 Members – Ex officio.

The commission shall have nonvoting ex officio members from:

- A. Benicia Unified School District, President or designee;
- B. Valero Refinery, General Manager or designee;
- C. Ampports, General Manager or designee;
- D. Good Neighbor Steering Committee, Chair or designee.

To increase participation, an ex officio member may only represent one of the above categories. (Ord. 09-16 § 2).

2.108.060 Meeting time and place.

The commission shall meet on the third Monday of every other month (bimonthly, six times per year) at the hour of 6:00 p.m. in the Commission Room, City Hall, 250 East L Street, Benicia, California. (Ord. 12-03 § 1; Ord. 09-16 § 2).

2.108.070 Officers – Appointment.

The commission shall elect a chairperson and a vice-chairperson from among its members. The chairperson and vice-chairperson serve for a term of one year and until the successor of each takes office. The commission shall also appoint a secretary. The secretary need not be a member of the commission. (Ord. 09-16 § 2).

2.108.080 Officers – Duties.

- A. Chairperson. The chairperson shall preside at all meetings of the commission, appoint all committees, and perform the duties necessary or incidental to that office.
- B. Vice-Chairperson. The vice-chairperson is chairperson in the absence of the chairperson or in case of the inability of the chairperson to act.
- C. Secretary. The secretary shall keep minutes of each meeting and shall record the official action taken. On all official actions on which a vote is taken, the secretary shall take the vote by roll call, in alphabetical order, with the chairperson voting last. The secretary shall certify each official document and resolution of the commission. The secretary shall maintain records of operation and shall perform such other duties as

the commission assigns. (Ord. 09-16 § 2).

2.108.090 Duties.

The commission shall:

- A. Advise the city council on implementation of the Benicia climate action plan and related city strategic plan performance measures, as appropriate.
- B. Provide recommendations regarding the distribution of climate action and water conservation funds from the 2008 Valero Improvement Plan Settlement Agreement and from future funding sources allocated to support the efforts of making Benicia a more sustained community with reference to the climate action plan.
- C. Advise the city council on matters related to sustainability, climate change and greenhouse gas reductions, including recommendations on forthcoming innovative programs and amendments to the climate action plan, if necessary.
- D. Facilitate public outreach, education and collaboration with regards to community sustainability to guide Benicia's transition towards being a sustainable, socially just, economically vibrant, and green community.
- E. Prepare an annual report to city council on implementation of this chapter.
- F. Make recommendations to the city council regarding funding, including the search for private and public grants consistent with the needs of the community. (Ord. 09-16 § 2).

The Benicia Municipal Code is current through Ordinance 14-09, passed November 18, 2014.

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RESOLUTION NO. 10-45

A RESOLUTION AMENDING THE "HUMAN SERVICES AND ARTS BOARD" IN THE CITY OF BENICIA TO THE "HUMAN SERVICES BOARD" AND TO REMOVE ACTIVITIES RELATED TO THE CULTURAL ARTS FROM THE BOARD'S DUTIES

WHEREAS, the City had previously established a Human Services and Arts Board and now wants to transfer the duties of the board related to the cultural arts to the recently formed Arts and Culture Commission; and

WHEREAS, with that transfer of duties, it is appropriate to change the name of the Human Services and Arts Board to the Human Services Board (also known as the Human Services Fund Board) to better reflect their functions.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Benicia as follows:

SECTION 1: BOARD CREATED. There is created in the City of Benicia a Human Services Board. The board shall consist of nine members.

SECTION 2: QUALIFICATIONS OF BOARD MEMBERS. To be eligible for appointment to the board, an individual shall have demonstrated interest in, and commitment to, furthering the interests of human services and be a qualified elector.

SECTION 3: TERM OF OFFICE OF BOARD MEMBERS. The term of office for each member of the board is four years. Each member shall serve a term of office of four years or until the successor is appointed and qualified.

SECTION 4: REMOVAL AND VACANCY. A member of the board may be removed by a majority vote of the Council. A vacancy on the board, whether by reason of removal, expiration of term, vacancy, or otherwise, shall be filled by appointment by the Mayor and ratification by a majority of the City Council. A person who has been appointed to fill a vacancy shall serve for the remainder of the unexpired term.

SECTION 5: GROUNDS FOR VACANCY. If a member of the board is absent without excuse from two successive regular meeting of the board, that member's office may become vacant at the discretion of the chairperson. The board shall immediately notify the Council of the vacancy.

SECTION 6: QUORUM. Five members of the board shall constitute a quorum for the transaction of business.

SECTION 7: MEETINGS. The board shall fix the time and place of its regular meetings.

SECTION 8: ADOPTION OF RULES. The board shall adopt rules for the transaction of its business.

SECTION 9: OFFICERS. The board shall appoint from among its members a Chairperson,

Vice-Chairperson, Secretary, Treasurer, and other officers and/or positions as the board deems necessary or appropriate. The Chairperson, Vice-Chairperson, Secretary, and Treasurer shall serve for a term of one year.

SECTION 10: OFFICER'S DUTIES. The board shall determine and define the duties of each of its officers.

SECTION 11: POWERS AND DUTIES. The board shall have the following powers and duties:

- A. Investigate human services needs of the City of Benicia and annually make recommendations to the City Council regarding priorities of human services needs.
- B. Develop procedures and timetables for reviewing funding requests, and make recommendations to the City Council as to which applicants should be funded.
- C. Evaluate and report to the City Council regarding the effectiveness of the previous year's funding.
- D. Coordinate continuing fund raising activities for human services needs only.

SECTION 12: LIMITATIONS OF POWERS. The City Council shall have the exclusive power to make distributions from the Human Services Fund after consideration of the recommendations of the board.

SECTION 13: HUMAN SERVICES FUND CREATED - SOLICITATION AND COLLECTION OF CONTRIBUTIONS. The City Council hereby creates a "Human Services Fund" which shall consist of funds obtained by the solicitation of voluntary contributions to the funds, fund raising activities, and from funds contributed by the City, if any, for human services programs. In addition to other methods of obtaining funds for human services needs, the City may solicit voluntary written pledges for contributions to the fund from citizens and property owners of the. The City may collect the sum pledged by an individual by billing him/her therefore as a separate item on their water bill. The one time donations collected by the City shall be placed in a separate endowment fund of the City designated as the "Human Services Endowment Fund" and these funds may be utilized in accordance with the Board's Endowment Policy. Ongoing donations will be placed in the Human Services Grant Fund, to be distributed annually by the Council to human services programs, and only after hearing and considering the recommendations of the board and other information, which the Council, in its discretion, may consider.

SECTION 14: HUMAN SERVICES PROGRAM DEFINED. A "human services program" for the purposes of this resolution, shall be those programs or activities which address the mental, social or physical health and welfare of Benicia residents of all ages.

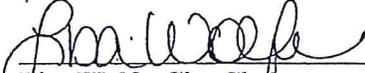
On motion of Council Member Hughes, seconded by Council Member Ioakimedes, the above Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 6th day of April, 2010 and adopted by the following vote:

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

Noes: None

Absent: Mayor Patterson

ATTEST:



Lisa Wolfe, City Clerk



Alan Schwartzman, Vice Mayor

MINUTES OF THE
REGULAR MEETING – CITY COUNCIL
December 16, 2014

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

I. CALL TO ORDER:

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

All Council Members were present.

II. 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: Three (3)

III. CONVENE OPEN SESSION:

A. ROLL CALL

All Council Members were present.

B. PLEDGE OF ALLEGIANCE

Ben Parsons led the Pledge of Allegiance.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF PUBLIC

IV. ANNOUNCEMENTS/PROCLAMATIONS/ APPOINTMENTS/PRESENTATIONS:

Mayor Patterson stated the meeting would be adjourned in memory of Lee Syracuse. She discussed Mr. Syracuse's many contributions to the City of Benicia. He was a kind and considerate gentleman at all times. He will be missed

A. ANNOUNCEMENTS

Graham Wadsworth, Public Works Director, discussed the recent happenings with water, rain, and flooding, in light of the recent storms. There were 121 service calls in one day, dealing with flooding, downed trees, distributing

sandbags, etc., and the Public Works Staff was working 12-15 hour shifts.

Brad Kilger, City Manager, discussed the support from other City departments that helped support the City during the storms.

Council discussed their appreciation for the work and effort from City Staff.

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

Heather McLaughlin, City Attorney, announced that Council met in closed session and received information from Staff and gave direction to Staff.

2. Openings on Boards and Commissions:

Arts & Culture Commission

1 unexpired term

Application due date: January 9, 2015

Civil Service Commission

1 full term

Application due date: January 9, 2015

Community Sustainability Commission

1 full term

Application due date: January 9, 2015

Finance Committee

2 full terms

Application due date: January 9, 2015

Human Services Board

1 unexpired term

Application due date: January 9, 2015

Library Board of Trustees

2 full terms

Application due date: January 9, 2015

Parks, Recreation & Cemetery Commission

3 full terms

Application due date: January 9, 2015

Planning Commission

2 full terms

Application due date: January 9, 2015

3. Mayor's Office Hours:

4. Benicia Arsenal Update

Update from City Attorney

Ms. McLaughlin stated there was nothing new to report at this time. The Council Subcommittee would be meeting the week after Christmas, and there should be more news to report after that.

B. PROCLAMATIONS

C. APPOINTMENTS

1. Appointment of Margaret (Maggie) Kolk to the Human Services Board for an unexpired term ending January 31, 2017

RESOLUTION 14-145 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA CONFIRMING THE MAYOR'S APPOINTMENT OF MARGARET (MAGGIE) KOLK TO THE BENICIA HUMAN SERVICES BOARD TO FILL AN UNEXPIRED TERM ENDING JANUARY 31, 2017

On motion of Mayor Patterson Council adopted Resolution 14-145, on roll call by the following vote:

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

2. Mayor's Appointment of Members of the City Council to Standing, Ad Hoc and Outside Agency Committees

This item was continued, as there were some scheduling conflicts with some of the appointments.

D. PRESENTATIONS

1. SoFit City Presentation

V. ADOPTION OF AGENDA:

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

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

VI. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

One item received (copy on file).

B. PUBLIC COMMENT

None

VII. CONSENT CALENDAR:

Council pulled item VII.E for discussion.

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

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

A. APPROVAL OF THE MINUTES OF THE DECEMBER 2, 2014 CITY COUNCIL MEETINGS

B. SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING SECTION 2.76.040 (MEETING TIME AND PLACE) OF CHAPTER 2.76 (PARKS, RECREATION AND CEMETERY COMMISSION) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF BENICIA MUNICIPAL CODE TO CHANGE THE TIME OF THE MEETING TO THE SECOND WEDNESDAY OF EVERY OTHER MONTH

ORDINANCE 14-12 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENICIA AMENDING SECTION 2.76.040 (MEETING TIME AND PLACE) OF CHAPTER 2.76 (PARKS, RECREATION AND CEMETERY COMMISSION) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE BENICIA MUNICIPAL CODE TO CHANGE THE MEETING TIME TO THE SECOND WEDNESDAY OF EVERY OTHER MONTH

C. AUTHORIZE THE PURCHASE OF ONE (1) ZOLL X-SERIES CARDIAC MONITOR, INCLUDING MONITOR SUPPLIES AND SERVICE CONTRACT

RESOLUTION 14-146 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AUTHORIZING THE PURCHASE OF ONE ZOLL X-SERIES CARDIAC MONITOR

D. AUTHORIZE MEMBERSHIP IN THE WESTERN REGIONAL WATER COALITION

RESOLUTION 14-147 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AUTHORIZING THE CITY OF BENICIA TO JOIN THE WESTERN RECYCLED WATER COALITION AS AN ASSOCIATE PARTICIPANT AND AUTHORIZING THE CITY MANAGER TO SIGN THE ASSOCIATE PARTICIPANT ADDENDUM TO THE WESTERN RECYCLED WATER COALITION MEMORANDUM OF AGREEMENT

E. REVIEW OF NOVEMBER WATER REPORT

Mayor Patterson wanted Staff to provide the public with the opportunity to hear the staff report on this item.

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

Council Member Schwartzman and Staff discussed the graph showing the total amount of water used through November, 2014.

Council Member Strawbridge and Staff discussed the fact that there was no cost to the City for the Water Smart Pilot Program. They discussed recent school bond and replacement of the fields at the high school with turf fields.

Vice Mayor Hughes and Staff discussed the cost of the above referenced turf project.

Council Member Campbell and Staff discussed the water allocation that the City will receive.

Mayor Patterson discussed the issue of rain water capture and water conservation, and how Los Angeles has become more self-sustaining regarding rain water capture and storm water management.

F. APPROVAL OF AMENDMENT TO AGREEMENT WITH V.W. HOUSEN & ASSOCIATES FOR CONTINUED ENGINEERING SUPPORT SERVICES AND CAPITAL IMPROVEMENT PLANNING FOR THE PUBLIC WORKS DEPARTMENT

RESOLUTION 14-148 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING AN AMENDMENT TO AGREEMENT FOR CONTINUED ENGINEERING SUPPORT SERVICES FOR THE PUBLIC WORKS DEPARTMENT WITH V.W. HOUSEN AND ASSOCIATES FOR A

NOT-TO-EXCEED COST OF \$59,040 AND AUTHORIZING THE CITY MANAGER TO SIGN THE AMENDMENT TO AGREEMENT ON BEHALF OF THE CITY

- G. APPROVAL OF METEOROLOGICAL LICENSE AND ENVIRONMENTAL STUDY AGREEMENT FOR CITY-OWNED PROPERTY**
- H. Approval to waive the reading of all ordinances introduced and adopted pursuant to this agenda.**

VIII. BUSINESS ITEMS:

- A. REVIEW OF PROPOSAL TO PREPARE A MANUAL TO GUIDE THE PURPOSE AND WORK OF THE CITY'S BOARDS, COMMISSIONS AND COMMITTEES**

Anne Cardwell, Assistant City Manager, reviewed the staff report.

Brad Kilger, City Manager, discussed support for proceeding with developing a manual to help guide the purpose and work of the City's boards, commissions, and committees.

Vice Mayor Hughes and Staff discussed the issue of hiring a consultant to get the work done. It is time the City move forward with this issue. City Staff probably has the expertise, but not the time to deal with it.

Council Member Campbell and Staff discussed the timetable for this project. He was worried about proceeding with this before the budget was balanced, as he did not want to use reserve funds to fund this.

Council Member Schwartzman and Staff discussed support for proceeding with this item.

Public Comment:

1. Constance Beutel - Ms. Beutel discussed who would be conducting the analysis, whether the data would be used, and whether the commissioners would be embraced in the tone of the investigation.

Staff clarified that what Ms. Beutel was referring to was from a previous 2012 scope of work, which was not what was being proposed tonight; it's the proposal that precedes that attachment, and it is for preparing a manual.

Mayor Patterson discussed the need for at least one public workshop so the public could be involved. Staff confirmed they would look into the issue and see

what dialogue or forum could be done.

On motion of Council Member Strawbridge, seconded by Council Member Hughes, Council approved, by motion, giving the City Manager approval to enter into an agreement with the consulting firm to prepare a manual to guide the purpose and work of the City's boards, commissions, and committees, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Hughes, Strawbridge

Noes: Campbell

B. COMMUNITY SUSTAINABILITY COMMISSION FUNDING REQUEST

Constance Beutel, Community Sustainability Chairperson, reviewed the commission's reason for the request.

Dan Marks, Interim Community Development Director, apologized if Staff misinterpreted the commission's intent. They are happy to go back and discuss the grant issue, and come back to Council at a later date to discuss. It was a useful exercise to discuss all of the issues. The only issue before the Council at this point is to modify the ordinance regarding how the commission would treat any money that was returned to them.

Brad Kilger, City Manager, suggested giving Staff direction to develop a draft ordinance similar to the Human Services Board and the Arts & Culture Commission.

Council Member Schwartzman and Staff discussed amending the ordinance regarding this issue.

Public Comment:

1. Eric Hoglund - Mr. Hoglund discussed concern regarding giving a lot of power to people who were not elected by the people.
2. Constance Beutel clarified that the commission's request was for fundraising or seeking grants with Council's approval, just like the Arts & Culture Commission.

Vice Mayor Hughes clarified that any funding requests would still need to come to Council for approval.

Mayor Patterson stated that it would be added value, but with the oversight of Council, so there is a benefit.

On motion of Council Member Hughes, seconded by Vice Mayor Campbell, Council approved, by motion, directing Staff to prepare and bring back to Council

for review, an ordinance that reflects similar language that is included in the Arts & Culture Commission and Human Services Board ordinance, on roll call by the following vote:

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

C. Council Member Committee Reports:

- 1. Mayor's Committee Meeting. (Mayor Patterson) Next Meeting Date: December 17, 2014**
- 2. Association of Bay Area Governments (ABAG)<http://www.abag.ca.gov/>. (Mayor Patterson and Council Member Strawbridge) Next Meeting Date: TBD**
- 3. Finance Committee. (Council Member Campbell and Council Member Strawbridge) Next Meeting Date: December 18, 2014**
- 4. League of California Cities. (Mayor Patterson and Council Member Campbell) Next Meeting Date: January 21, 2015**
- 5. School Liaison Committee. (Vice Mayor Hughes and Council Members Strawbridge) Next Meeting Date: March 5, 2015**
- 6. Sky Valley Open Space Committee. (Council Member Campbell and Council Member Schwartzman) Next Meeting Date: TBD**
- 7. Solano EDC Board of Directors. (Mayor Patterson and Council Member Strawbridge) Next Meeting Date: January 22, 2015**
- 8. Solano Transportation Authority (STA). <http://www.sta.ca.gov/> (Mayor Patterson and Council Member Schwartzman) Next Meeting Date: January 14, 2015**
- 9. Solano Water Authority-Solano County Water Agency and Delta Committee. <http://www.scwa2.com/>(Mayor Patterson and Vice Mayor Hughes) Next Meeting Date: January 8, 2015**
- 10. Traffic, Pedestrian and Bicycle Safety Committee. (Council Member Campbell and Council Member Schwartzman) Next Meeting Date: January 15, 2015**
- 11. Tri-City and County Cooperative Planning Group. (Mayor Patterson and Council Member Strawbridge) Next Meeting Date: TBD**

12. **Valero Community Advisory Panel (CAP). (Mayor Patterson and Vice Mayor Hughes) Next Meeting Date: TBD**
13. **Youth Action Coalition. (Mayor Patterson, Vice Mayor Hughes and Council Member Strawbridge) Next Meeting Date: January 28, 2015**
14. **ABAG-CAL FED Task Force-Bay Area Water Forum.
<http://www.baywaterforum.org/> (Mayor Patterson) Next Meeting Date: TBD**
15. **SOLTRANS Joint Powers Authority (Mayor Patterson, Vice Mayor Hughes and Council Member Schwartzman) Next Meeting Date: January 15, 2015**

IX. ADJOURNMENT:

Mayor Patterson adjourned the meeting at 8:23 p.m. in memory of Lee Syracuse.



Community Development Department
MEMORANDUM

Date: January 20, 2015
To: Community Sustainability Commission
From: Dan Marks, Interim Community Development Director
Re: Commission Fundraising Authority

On May 19, 2014, the Commission sent a request to the City Council regarding its authority for fundraising and grant applications. Due to staffing changes and because the CSC's request initiated a staff review related to the authority of all commissions, staff was unable to bring the matter for Council discussion until December 16, 2014 (December 11, 2014 Staff report attached). At that meeting, the CSC Chair clarified what she believes was the Commission's intention: if the Commission was to do fundraising, it wanted some assurance from the Council that those funds would indeed be available to promote the Commission's sustainability agenda.

Although the Council made no formal commitment, it did direct staff to bring back a modification to the Commission's establishing an ordinance that would explicitly allow it to do fundraising similar to the authority of some other commissions. A draft ordinance change is enclosed.

Staff also researched the policy under which other Commissions handle fundraising and found that the Human Services Board (HSB) is the only one that has adopted a clear policy on fundraising approved by Council (enclosed). Staff recommends that a similar policy be adopted by the CSC that sets forth the intent of fundraising and how any funds are to be handled. Similar to the HSB, that policy, along with the ordinance change, would be approved by Council. Staff has not yet had an opportunity to draft a policy, but should the commission agree with staff, then staff will proceed to prepare a draft and bring it for review and approval at the CSC's next meeting.

In regard to grants, the December 11, 2014 staff report recommended that the current policy whereby the CSC receives Council authority before applying for outside grants would continue to apply.

Attachments:

December 11, 2014 City Council Staff report re: CSC Fundraising
Human Services Board Policy on Distribution of Funds
Draft Ordinance
Excerpt of BMC Section 2.108 Community Sustainability Commission



Community Development Department

MEMORANDUM

Date: May 14, 2015
To: Community Sustainability Commission
From: Christina Ratcliffe, AICP
Community Development Director
Re: **CSC Fundraising Guidelines**

RECOMMENDATION:

Review the attached fundraising guidelines and recommend that the Council adopt them as part of Section 2.108 of the Benicia Municipal Code.

BACKGROUND:

At its meeting of January 26, 2015, staff provided the Commission with draft modifications to the Benicia Municipal Code (Section 108) establishing the CSC. The modifications would clarify CSC's authority in regard to fundraising (Staff Report attached). Mr. Marks, acting as Interim Community Development Director, indicated that staff would return at a later date to respond to Commission questions raised during the discussion, as well as to present a draft policy on how funds raised would be managed.

At the January 26 meeting, the Commission raised four questions:

1. What is the authority for applying for grants by the Commission and how does the City account for staff time devoted to grants?

Answer: The existing authorizing ordinance (Section 2.108.090, F) states that the Commission may "Make recommendations to City Council regarding funding, including the search for private and public grants . . .". The Commission may not apply for grants without prior City Council authorization. Although in the past, the City has not always clearly accounted for the staff time commitment required for grants, current City policy is that these commitments - and the availability of staff to meet those commitments - will be explicitly discussed when a grant application request is brought to Council.

2. *Must the CSC seek Council authorization for fundraising activities?*

Answer: This question is being considered as part of the comprehensive look at all commission/board procedures during the development of a Commission Policy Manual, expected to be before the Council later this year. Prior to bringing the proposed manual to the Council, staff expects to give all commissioners and board members an opportunity to comment. The draft policy on funds (attached) suggests that the Commission set forth its fundraising plans in its annual report to the City Council.

3. *Will funds raised by the Commission remain under the authority of the Commission?*

Answer: The expenditure of funds raised on behalf of the City by the CSC must have prior approval by the Council. If the Council adopts the guidelines as proposed, funds raised by the CSC can only be expended in furtherance of sustainability goals, and only after recommendation on those expenditures from the CSC. As always, the Council is the final deciding authority on the distribution of CSC funds, as well as all other Board's and Commissions' funds.

Draft Guidelines

The draft guidelines (Attachment 2) are proposed to be a modification to Section 2.108 of the Municipal Code.

Policy on Policy on Distribution of Funds for Grantees and Fundraising

As noted in the January 26, 2015 Staff report, one City Commission (Arts and Culture Commission - ACC) and one Board (Human Services Board-HSB) currently have fund raising and some grant recommending authority under the Benicia Municipal Code. The HSB has adopted, with Council concurrence, a Policy on Distribution of Funds which sets forth how funds, both those granted by the Council and raised through fund raising and donations, shall be treated. The Arts and Culture Commission is reviewing a similar policy which is expected to be brought before Council on June 2, 2015.

Staff is recommending that the CSC adopt a similar policy (draft fundraising guidelines attached) that sets forth not only how it intends to address funds raised through donations and fundraising, but also how it intends to address the remaining Valero/Good Neighbor Steering Committee Agreement Settlement funds. The CSC has established a set of procedures for the disbursement of the

Valero/Good Neighbor Steering Committee Agreement Settlement funds, but has done so without an explicit policy framework approved by the City Council. As there are still funds remaining in the Valero/Good Neighbor Steering Committee Agreement Settlement account, it seems appropriate as part of an overall policy, to indicate how those remaining funds will be treated in the future.

The attached draft guidelines are intended to codify the current practice, while leaving some flexibility for the CSC and the Council should they wish to go outside the grant program to fund, for example, Climate Action Plan (CAP) coordination or some other worthy project that does not fit into the grant cycle.

Attachments:

1. January 20, 2015 Memorandum to the CSC from Dan Marks, Interim Community Development Director, with attachments
2. Draft CSC Fundraising Policy



Community Development Department

MEMORANDUM

Date: September 11, 2015
To: Community Sustainability Commission
From: Christina Ratcliffe, AICP
Community Development Director
Re: **CSC Fundraising Guidelines**

RECOMMENDATION:

Review the revised draft fundraising guidelines and recommend that the Council adopt them as part of Section 2.108 of the Benicia Municipal Code.

BACKGROUND:

At its meeting of January 26, 2015, staff provided the Commission with draft modifications to the Benicia Municipal Code (Section 108) establishing the CSC. The modifications would clarify CSC's authority in regard to fundraising (Staff Report attached). Mr. Marks, acting as Interim Community Development Director, indicated that staff would return at a later date to respond to Commission questions raised during the discussion, as well as to present a draft policy on how funds raised would be managed.

At the May 21, 2015 Commission meeting, staff returned with answers to those questions (Staff Report attached). The Commission had further questions and some requested clarifications to the draft policies.

Draft Guidelines

The attached revised draft guidelines are in ~~strikeout~~/underline format reflecting the Commissions' direction for clarification at the May 21, 2015 meeting. The draft guidelines are proposed to be a modification to Section 2.108 of the Municipal Code. Changes are:

1. Clarification was added on page 1 regarding any future changes to the Valero/Good Neighbor Steering Committee Settlement Agreement.
2. Clarification was added on page 4, section x. regarding the procedure for the Commission and individual CSC members in applying for grants.

Question from the Commission regarding: Page 2 of the draft guidelines:

A. Authorization

i. This policy shall guide the management of the Valero/Good Neighbor Steering Committee Settlement Agreement Grant Fund and reserves in accordance with the City of Benicia rules and regulations pertaining to gifts and donations.

Is this a new policy? Because these guidelines codify (in part) what is already in place, then this could be construed as “new”. However it is not new policy for the City and for other Boards and Commissions.

Question from the Commission regarding fund accounts: Do CSC “Sustainability Fund” monies stay in the Sustainability Fund, or go to the General Fund? Monies raised by CSC stay in the separate Sustainability Fund account and not the General Fund.

Summary:

The Commission has reviewed the draft guidelines at two previous meetings. Staff has provided answers for the Commission regarding questions raised and revised the guidelines to clarify the intent. Staff requests that the Commission recommend to the Council that they adopt the guidelines as part of Section 2.108 of the Benicia Municipal Code.

Attachments:

1. January 20, 2015 Memorandum to the CSC from Dan Marks, Interim Community Development Director, with attachments
2. May 14, 2015 Memorandum to CSC, with attachments
3. Draft CSC Fundraising Policy



BENICIA COMMUNITY SUSTAINABILITY COMMISSION

CITY HALL COMMISSION ROOM

REGULAR MEETING MINUTES

Monday, January 26, 2015

6:00 P.M.

I. OPENING OF MEETING

A. Pledge of Allegiance

B. Roll Call of Commissioners

Present: Commissioners Barrow, Kerridge, Maher, Raj, Subramanyam, and Chair Beutel

Absent: Commissioner Shannon

Present: Ex-Officio Member Muehlbauer

Absent: Ex-Officio Members Adams, Bardet, and Scott

Staff Present: Dan Marks, Interim Community Development Director
Alex Porteshawver, Consulting CAP Coordinator
Teresa Olson, Management Analyst/Recording Secretary

C. Reference to Fundamental Rights of Public

II. ADOPTION OF AGENDA

On a motion of Commissioner Barrow, seconded by Chair Beutel, the agenda was adopted, by the following vote:

Ayes: Commissioners Barrow, Kerridge, Maher, Raj, Subramanyam, and Chair Beutel

Noes: None

Absent: Shannon

Abstain: None

III. ELECTION OF OFFICERS

On a motion of Chair Buettel seconded by Commissioner Barrow, election of Commissioner Kerridge as Chair and Commissioner Maher as Vice Chair was approved by the following vote:

Ayes: Commissioners Barrow, Buettel, Maher, Raj, Subramanyam and Chair Kerridge
Noes: None
Absent: Shannon

IV. OPPORTUNITY FOR PUBLIC COMMENT

- A. WRITTEN COMMENT - None
- B. PUBLIC COMMENT - None

IV. PRESENTATIONS

- A. Commissioner Buettel presented Recognition of Service certificates to Commissioner Shannon and Management Analyst Gina Eleccion for their service to the Commission. Vice Chair Kerridge provided departing Chair Buettel with a Recognition of Service certificate for her work on the Commission since its inception.
- B. Peter Brostrom, Section Chief Water Use & Efficiency Integrated Water Division, Department of Water Resources gave a presentation on current and historical precipitation data for the state, snow pack levels, current trends in water management, forest management, and potential water management projects.

The Commission asked clarifying questions of Mr. Brostrom.

- C. Public Works Director/City Engineer Graham Wadsworth and Water Quality Supervisor Dan Jackson provided a presentation on Benicia water conservation efforts, currently funded conservation projects/programs for the City including historical data on water levels state wide and potential water conservation efforts and projects moving forward. Mr. Jackson mentioned the possibility of water recycling projects if funding was identified.

Public Comment was opened.

Mayor Patterson commented on grant funding opportunities, criteria, and processes.

- D. Patty Gavin gave an update on the Wind, Water, Land Art installation which is scheduled for March 21st at the Community Center. The time of the installation is still to be determined. The unveiling will include art pieces from all of the contributing artists and a documentary film which chronicled the creation of the exhibit.

Commissioner Beutel suggested that members of Work Group I work with Patty Gavin and the Arts and Culture Commission on collaborating for the upcoming unveiling.

V. CONSENT CALENDAR

On motion of Commissioner Beutel, seconded by Commissioner Barrow, the Consent Calendar was approved by the following vote:

- Ayes: Commissioners Barrow, Beutel, Kerridge, Maher, Raj, Subramanyam, and Chair Kerridge
- Noes: None
- Absent: Shannon
- Abstain: None

A. Approval of Meeting Minutes of November 17, 2014

VI. AGENDA ITEMS

A. COMMISSION FUNDRAISING/GRANT APPLICATION AUTHORITY

Interim Community Development Director, Dan Marks summarized the Council's discussion regarding the Commission's May 1, 2014 request to undertake fundraising activities and make applications for grants. Mr. Marks reviewed a draft modification to the Commission's enabling ordinance and answered questions from the Commission.

Chair Kerridge asked questions regarding the language in the sample draft ordinance on seeking grant funding for the Commission. Chair Kerridge asked for specific language addressing the Commission's authority to pursue grants.

Mr. Marks clarified that grant funding impacts City staff and ultimately Council must decide what grants should be applied for/accepted. Ex-Officio member Muehlbauer questioned whether any current Valero Good Neighbor Steering Committee Settlement Agreement grant funding processes would be affected by any potential changes to the Commission's authority.

Commissioner Maher asked about language in the report speaking to City staff time being included in seeking grants.

Chair Kerridge asked if there is a requirement for City Council to approve fundraising activities by the Commission. Mr. Marks will further investigate and provide a definitive answer on the item.

Commissioner Beutel asked if funds achieved from fundraising efforts by the Commission would remain under the authority of the Commission. Mr. Marks advised he is working on clarifying language through the City Attorney.

Public Comment was opened.

Mayor Patterson commented on possibly including language similar to the language used by the Arts and Culture Commission on fundraising. Diane Smikahl provided comments on the Arts and Culture Commission fundraising efforts and financial allocations as a result of fundraising efforts.

B. 2014 LOCAL GOVERNMENT CAP IMPLEMENTATION STATUS

Climate Action Plan Coordinator, Alex Porteshawver, provided an update on implementation of CAP strategies implemented by City staff in 2014.

The Commission discussed the report including staff time, cost/benefit analysis of staff time allocated to implement CAP related projects and having the CAP Coordinator provide further clarification on the number of Local Government CAP strategies.

Public Comment was opened.

Mayor Patterson commented on local government instituting performance measures.

C. COMMISSION PRIORITIES-CLIMATE ACTION PLAN COORDINATOR

Mr. Marks advised the Commission that he requested that PMC submit a proposal for continuing CAP Coordinator services through June of 2016. The proposal will be discussed at the March 16, 2015 meeting.

Based upon the update, the Commission decided to continue this item to the March 16, 2015 meeting.

D. NEW GRANT CRITERIA

Commissioners Beutel, Barrow and Maher lead a discussion on new grant criteria, grant cycle timing recommendations and fundraising opportunities for the Commission.

Commissioner Beutel requested the Commission be allowed to make a presentation to City Council prior to City Council making funding decisions on future grant applications.

Chair Kerridge suggested that grants, outside of the BRIP program, not be given to profit making entities for energy or water conservation if the energy or water conservation savings would pay for itself within a reasonable time.

Commissioner Beutel moved that the Commission accept the recommendation of staff to amend the grant funding schedule with the exception of the grant review meeting moved from the month of June to hold a special grant review meeting on July 13, 2015 one week prior the regularly scheduled meeting on July 20, 2015.

On motion of Commissioner Beutel, seconded by Commissioner Raj, the motion to accept the grant funding cycle with amended dates was approved by the following vote:

Ayes:	Commissioners Barrow, Beutel, Maher, Raj, Subramanyam, and Chair Kerridge
Noes:	None
Absent:	Shannon
Abstain:	None

E. WORK GROUP REPORTS UPDATE

Work Group 1 – Education Events-Nothing to Report

Work Group 2 – Metrics -Commissioner Beutel spoke on the new grant criteria, challenges on the ability to gather accurate data.

VII. COMMUNICATIONS FROM STAFF

Climate Action Plan Coordinator Alex Porteshawver provided project updates on the following:

- PACE Programs
- Grants
- Adaptation Plan
- Water Incentive Program
- Civic Spark
- Carbon Disclosure Project
- Social Media
- Wind Project

- Marin Clean Energy

VIII. COMMUNICATIONS FROM COMMISSIONERS

Commissioner Barrow advised he became the Chair for the Diablo Valley Fly Fisherman's Organization and mentioned an all organic online shopping option he is using.

Commissioner Beutel reminded the Commission to focus on maintaining good communications with City Council in the future, provided the Commission with all Commission related resources she's collected during her tenure, and thanked the mayor and all Commission members for their work.

Chair Kerridge commented on air turbines and her personal experience with the lack of noise impact.

Commissioner Maher announced the Mini Maker Fair on March 28th to be held at the Benicia Middle School and commented on her experience with the benefits of gas inserts versus wood burning fireplaces.

Commissioner Raj mentioned a recent article on water loss as a result of the drought in California.

Commissioner Subramanyam mentioned a New York Times article on global warming.

IX. ADJOURNMENT

Chair Kerridge adjourned the meeting at 9:14 p.m.



BENICIA COMMUNITY SUSTAINABILITY COMMISSION

CITY HALL COMMISSION ROOM

SPECIAL MEETING MINUTES

Thursday, May 21, 2015

6:00 P.M.

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

I. OPENING OF MEETING (6:00 PM)

A. Pledge of Allegiance

B. Roll Call of Commissioners

Present: Commissioners, Barrow, Lindsay, Maher, Snider (exited at 7:05 p.m.), Subramanyam, Chair Kerridge

Absent: Raj

Present: Ex-Officio Member Wicklow

Absent: Adams, Bardet, Scott

Staff Present: Christina Ratcliffe, Community Development Director
Alex Porteshawver, Climate Action Plan Coordinator
Teresa Olson, Management Analyst, Recording Secretary

C. Reference to Fundamental Rights of Public

II. ADOPTION OF AGENDA

On a motion of Commissioner Barrow seconded by Commissioner Maher, the agenda was adopted with a modification moving item IV A. to item IV B. (Climate Action Plan Coordinator) and item IV. B to IV. A (Grant Funds) on the agenda by the following vote:

Ayes: Commissioners Barrow, Lindsay, Maher, Snider, Subramanyam and Chair Kerridge
Noes: None
Absent: Commissioner Raj
Abstain: None

III. OPPORTUNITY FOR PUBLIC COMMENT

A. WRITTEN COMMENT-None

B. PUBLIC COMMENT-None

IV. PRESENTATIONS

A. Alison Kirk Hang of MCE provided an update to the Commission on the outreach efforts in Benicia. MCE is now the new public energy provider if they did not choose to opt-out. There is one additional outreach going out. They have completed 25 events in Benicia on their program. She mentioned some common questions MCE is now receiving are: "Who do I call if the power goes out?", "Does the power come to my home?" "Is it more expensive?" "How will my bill look?" "What sources do we buy from?" She provided a copy of outreach material which answers the common questions.

The Commission asked various questions.

Alison Kirk Hang advised 136 customers have signed up for deep green service.

B. Aaron Newcomb of the Mini Makers Faire was unable to attend to give a presentation.

V. CONSENT CALENDAR

On a motion of Commissioner Snider seconded by Commissioner Lindsay, the agenda was adopted by the following vote:

Ayes: Commissioners Barrow, Lindsay, Maher, Snider, Subramanyam and Chair Kerridge
Noes: None
Absent: Commissioner Raj

A. Approval of Meeting Minutes of March 16, 2015

VI. AGENDA ITEMS

A. GRANT FUNDS

Staff has identified funds remaining from previously issued grants.

Recommendation: Review current accounting and recommend direction on the possible return of excess grant funds for future allocation.

Staff presented two grants which have ended with excess funds; Arts and Culture Commission-Tangled Up in Trash and Bicycle Storage Racks.

The Commission requested Staff to clarify that the remaining funds from the Bicycle Storage Rack program of \$2,099 would be eligible to be returned for future allocation since those funds were classified under "In Lieu of Attorney Fees". Staff will investigate this and return to the Commission at a future date for additional discussion.

On a motion of Commissioner Barrow, seconded by Commissioner Maher, the Commission recommended \$350 remaining from the Arts and Culture Commission-Tangled Up in Trash be returned to the Valero Good Neighbor Steering Committee Funds for future allocation.

Ayes: Commissioners Barrow, Lindsay, Maher, Snider, Subramanyam and Chair Kerridge
Noes: None
Absent: Raj

B. CLIMATE ACTION PLAN COORDINATOR POSITION

At the March 16, 2015 regular meeting the Commission discussed recommending to the City Council funding the Climate Action Plan Coordinator position using VGNSC Settlement agreement funds allocated through the Community Sustainability Commission. The Commission requested PMC to present a two-year work program option in order to make a formal recommendation to City Council. The Commission will consider the revised proposal and make a recommendation to City Council.

Ms. Ratcliffe introduced herself to the Commission and presented the item.

Ms. Porteshawver presented the report and provided additional information outlined in the proposal to the Commission.

Tammy Seale, Director of Climate Change and Adaptability from PMC, was introduced and offered to answer any questions of the Commission.

The Commission discussed the proposal and asked questions of Ms. Ratcliffe, Ms. Porteshawver and Ms. Seale regarding the priorities in the work plan, flexibility in shifting priorities, tasks listed in the proposal, supporting the BRIP programs, acting as liaison to MCE, clearly identifying the economic benefit of the Climate Action Plan Coordinator position to the City Council, maintaining monitoring tools for the Climate Action Plan into the future, capacity building amongst City staff, the ability to modify and update City Municipal Codes to reflect sustainability efforts, and solar project implementation options for large scale businesses.

The Commission discussed various funding recommendations for a two-year work plan.

On a motion of Commissioner Barrow, seconded by Commissioner Maher, the Commission recommended the CSC use Valero Good Neighbor Steering Committee Funds to cover 100% funding for year one of the work plan at \$150,000

On a motion of Commissioner Lindsay seconded by Commissioner Maher, the Commission recommended the CSC use Valero Good Neighbor Steering Committee Funds to cover 75% of year two at \$75,000, with a recommendation that the City Council fund the remaining \$25,000 of the second year.

Ayes: Commissioners Barrow, Lindsay, Maher, Subramanyam and Chair Kerridge
Noes: None
Absent: Commissioner Raj, Snider (exited at 7:05 p.m.)

C. FUNDRAISING

Ms. Ratcliffe presented a draft fundraising policy and ordinance to the Commission.

The Commission discussed the item and asked various questions. Chair Kerridge requested edits with the addition of language addressing any future changes to the Valero Good Neighbor Steering Committee Settlement Agreement and discussed other clarifying language.

The Commission requested Staff to bring the item back with requested edits at the regularly scheduled July 20th, Community Sustainability Commission meeting.

D. GRANT RANKING

The Commission discussed the grant ranking process. The Commission will contact two former Commissioners to rank the grants at the July 20th, regularly scheduled Community Sustainability Commission meeting.

E. WORK GROUP REVIEW AND REORGANIZATION

The Commission discussed the current work groups which are presently education and metrics. Chair Kerridge suggested creating a work group to work on the Electric Vehicle Week which is in September.

Commissioner Maher, Lindsay and Chair Kerridge expressed interest in working on the Electric Vehicle Week work group.

VII. COMMUNICATIONS FROM STAFF

- Staff updated the Commission with the responses to questions from the Commission from the grantees following the semi-annual grant report presentation.

- Climate Action Plan Coordinator project updates:
 - PACE Programs
 - Grants
 - Adaptation Plan
 - Water Incentive Program
 - Civic Spark
 - Carbon Disclosure Project
 - Social Media
 - Wind Project
 - Marin Clean Energy
 - Traffic Signal/Stop Sign Coordination

Public Comment-

Leann Gunderson inquired about the status of the wind turbine project and public hearing process.

Staff responded to the inquiry.

VIII. COMMUNICATIONS FROM COMMISSIONERS

Commissioner Maher shared the Mini Makers Faire was a successful event. It was well attended and profitable. She also attended an MCE public meeting and felt that MCE did a good job at the meeting educating the community and answering questions.

Commissioner Subramanyam advised that she is currently completing an internship at Benicia Home Efficiency Program where she is completing home audits and learning to read and interpret water meter readings.

Chair Kerridge advised the Wind, Water, and Land installation received positive commentary as relayed by Patty Gavin. The audio component to the piece is due to be completed in August.

IX. ADJOURNMENT

Chair Kerridge adjourned the meeting at 9:20 p.m.

Public Participation

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Should you have material you wish to enter into the record, please submit it to the Commission Secretary.

Disabled Access

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Meeting Procedures

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Pursuant to Government Code Section 65009; if you challenge a decision of the Community Sustainability Commission 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 Community Sustainability Commission at, or prior to, the Public Hearing. You may also be limited by the ninety (90) day statute of limitations in which to file and serve a petition for administrative writ of mandate challenging any final City decisions regarding planning or zoning.

Appeals of Community Sustainability Commission decisions which are final actions, not recommendations, are considered by the City Council. Appeals must be filed in the Community

Development Department in writing, stating the basis of appeal with the appeal fee within 10 business days of the date of action.

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DRAFT

BENICIA COMMUNITY SUSTAINABILITY COMMISSION

CITY HALL COMMISSION ROOM

REGULAR MEETING MINUTES

**Monday, September 21, 2015
6:00 P.M.**

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

I. OPENING OF MEETING

A. Pledge of Allegiance

Present: Commissioners, Barrow, Lindsay, Maher, Snider,
Chair Kerridge

Absent: None

Present: Ex-Officio Member Wicklow

Absent: Ex-Officio Adams, Muehlbauer, Bardet

Staff Present: Christina Ratcliffe, Community Development Director
Alex Porteshawver, CAP Coordinator
Dorothy Dickson-Dodds, Recording Secretary

B. Roll Call of Commissioners

C. Reference to Fundamental Rights of Public - A plaque stating the Fundamental Rights of each member of the public is posted at the entrance to this meeting room per Section 4.04.030 of the City of Benicia's Open Government Ordinance

II. ADOPTION OF AGENDA

On motion of Commissioner Barrow and seconded by Commissioner Lindsay the agenda was adopted by the following vote:

Ayes: Commissioners, Barrow, Lindsay, Maher, Snider, Chair Kerridge
Noes: None
Absent: None
Abstain: None

III. OPPORTUNITY FOR PUBLIC COMMENT

- A. WRITTEN COMMENT** – Item moved to VII. Communications from Staff due to the Presentation Speaker’s time constraints.
- B. PUBLIC COMMENT** - Constance Buetel, 1500 Shannon Court, commented on the Climate Action Plan and the Graywater Ordinance.

IV. PRESENTATION

(Via Go-To-Meeting) Charles Fletcher, Professor and Chair, University of Hawaii at Manoa, Department of Geology and Geophysics, School of Ocean & Earth Science & Technology presented on climate change, natural climate cycling, sea level rise, coastal erosion, and ground water table.

V. CONSENT CALENDAR (6:30)

On motion of Commissioner Barrow, seconded by Commissioner Maher, the Consent Calendar was approved with the Item V.A. July 20, 2015 Draft Minutes being continued to the November 16, 2015 regular meeting by the following vote:

Ayes: Commissioners, Barrow, Lindsay, Maher, Snider, Chair Kerridge
Noes: None
Absent: None
Abstain: None

- A. APPROVAL OF JULY 20, 2015 DRAFT MINUTES**
- B. ACCEPTANCE OF CAP COORDINATOR UPDATE**

VI. AGENDA ITEMS

A. CAP IMPLEMENTATION AND MONITORING PROGRAM DELIVERABLES

Contract Climate Action Plan (CAP) Coordinator, Alex Porteshawver, presented the 2015-16 CAP Coordinator Work Plan deliverables schedule.

On motion of Commissioner Maher, seconded by Commissioner Snider, the implementation and monitoring of the work plan was approved by the following vote:

Ayes: Commissioners Barrow, Lindsay, Maher, Snider, Chair Kerridge
Noes: None
Absent: None

Abstain: None

B. PEER REVIEW OF 2010 GREEN HOUSE GAS INVENTORY

Ms. Porteshawver presented the Peer Review Memo of the 2010 Green House Gas Inventory.

The Commission asked about the baseline year used for the 2010 inventory. The Commission discussed the PG&E reporting error (included large emitters in energy data that should have been excluded) and noted that Valero may not be the only customer excluded from the 2010 data. The Commission commented that reporting large commercial and industrial emissions in future reports is important even if they are not included in our community-wide emissions reductions totals and goals.

On motion of Commissioner Lindsay, seconded by Commissioner Barrow, the request was approved by the following vote:

Ayes: Commissioners Barrow, Lindsay, Maher, Snider, Chair
Kerridge

Noes: None

Absent: None

Abstain: None

C. SEMI-ANNUAL GRANTEE REPORTS

On motion of Commissioner Lindsay, seconded by Commissioner Maher, the discussion was continued to the November 16, 2015 Regular Meeting due to a technical error in some Commissioners not being able to access the grantee reports electronically by the following vote:

Ayes: Commissioners Barrow, Lindsay, Maher, Snider, Chair Kerridge

Noes: None

Absent: None

Abstain: None

D. DRAFT FUNDRAISING GUIDELINES

Ms. Ratcliffe presented the revised fundraising guidelines.

On motion of Commissioner Snider, seconded by Commissioner Lindsay, the Commission recommended that the Council amend the BMC to allow CSC the ability to do fundraising and approve the fundraising guidelines by the following vote:

Ayes: Commissioners Barrow, Lindsey, Maher, Snider, Chair
Kerridge
Noes: None
Absent: None
Abstain: None

VII. COMMUNICATIONS FROM STAFF

Written Public Comment:

Ms. Ratcliffe distributed a letter to the Commission received on September 14, 2015 from Benicians for a Safe and Healthy Community (BSHC). The letter requested that the CSC host a presentation relating to the Valero Crude by Rail project. Ms. Ratcliffe informed the Commission that since this was an active project being reviewed by the Planning Commission, it would not be appropriate for the CSC to host such an event. Ms. Ratcliffe said that staff would write a letter in response informing BSCH of this.

Ms. Ratcliffe announced that a special meeting of the Planning Commission is scheduled for September 29th to take comments on the Valero Crude by Rail Revised Draft Environmental Impact Report (RDEIR). Additional meetings will be held on September 30, October 1, and October 8 only if necessary.

The Demonstration Garden which is an opportunity for planting drought tolerant and low-water use plantings will be held at the Senior Center on September 23-26. Volunteers are welcome.

In response to Chair Kerridge’s inquiry, Staff reported that there are currently nine bicycle racks stored at the Corporation Yard and that the Parks and Community Services Department intends to install them in parks.

Staff is working to coordinate a workshop for the Commission. Ms. Olson will follow-up to confirm a date in the coming months.

VIII. COMMUNICATIONS FROM COMMISSIONERS

Commissioner Maher commented that Mr. Fletcher’s presentation reminded her of what the priorities are for Benicia, and that perhaps the Commission should be focusing on adaptation, rather than tracking measurements

Chair Kerridge reported that she attended a Drive Electric event in Davis and in Novato. She reported that there were solar providers, electric charging stations, and resilient neighborhood representatives.

Commissioner Lindsay commented on the Cool Davis Plan and how it broadens the outlook of this committee.

Ex-Officio Member Wicklow concurred with the commission's discussion on greenhouse gas emissions. He noted that the refinery is part of the community.

IX. ADJOURNMENT

Chair Kerridge adjourned the meeting at 8:07 pm

Public Participation

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AGENDA ITEM
CITY COUNCIL MEETING DATE - OCTOBER 20, 2015
CONSENT CALENDAR

DATE : October 5, 2015

TO : City Manager

FROM : Public Works Director
Principal Civil Engineer

SUBJECT : **AWARD OF CONSTRUCTION CONTRACT FOR THE MEASURE C
2015 PAVEMENT REPAIR PROJECT #2015-03**

RECOMMENDATION:

Adopt a resolution rejecting bids for the October 5, 2015 bid opening for the 2015 Pavement Repair Project #2015-03, suspending competitive bidding, awarding a negotiated construction contract to DRT Grading & Paving, Inc. in the amount of \$174,964.50, and authorizing the City Manager to execute the contract on behalf of the City.

EXECUTIVE SUMMARY:

The 2015 Pavement Repair Project is funded by Measure C and includes the repair of approximately 250 pavement failures (potholes) at various locations within the City. The repaired pavement will provide a smoother road surface for vehicles and bicycles. The work will also prepare the streets for future surface treatments, such as slurry seal or micro-surfacing, by providing a stable road base.

The project was originally advertised on September 4th with bids due September 18th. No bids were received at that time. The project was again advertised to a larger pool of contractors with bids due October 5th. Three bids were received, all of which exceed the project budget. It is in the City's best interest to complete the project as soon as possible using the Measure C funding. At this time, there is no economic advantage to rebidding the project. Staff recommends rejecting the bids and negotiating a contract with the apparent low bidder, DRT Grading & Paving, Inc. in the amount of \$174,964.50. The quantity of pavement repair will be reduced from 22,558 to 16,475 square feet.

BUDGET INFORMATION:

The proposed project budget is outlined below:

Project Budget

Proposed Budget

Measure C (Acct. #330-8705-9152).....\$192,460.95

Total Project Budget \$192,460.95

A summary of the anticipated construction expenditures is outlined below:

Project Expenditures

Construction Contract\$174,964.50

Construction Contingency (10%)\$17,496.45

Total Project Expenditures \$192,460.95

There is \$200,000 in Measure C funding.

GENERAL PLAN:

Relevant General Plan Goals and policies include:

- Goal 2.20: Provide a balanced street system to serve automobiles, pedestrians, bicycles, and transit
- Goal 2.28: Improve and maintain public facilities and services

STRATEGIC PLAN:

Relevant Strategic Plan Issue and Strategies include:

- Strategic Issue #4: Preserving and Enhancing Infrastructure
 - Strategy #1: Provide safe, functional, and complete streets

ENVIRONMENTAL REVIEW:

This project is Categorically Exempt per CEQA Section 15301 (c), which applies to repair and maintenance of existing roadways.

BACKGROUND:

On August 19, 2014, the City Council adopted Resolution 14-96 with a Measure C Two-Year Expenditure Plan that included \$200,000 for a "Pothole and Resurfacing Project". On November 4, 2014, Benicia voters passed a one percent transaction and use tax.

The 2015 Pavement Repair Project #2015-03 includes the removal and replacement of failed asphalt roadway (potholes) at various locations within the City. City staff reviewed streets in the Pavement Management Program and tried to group the work into an area of the City that would reduce contractor mobilization costs and keep bids as low as possible. The project limits are generally located in the older area of Benicia, south of I-780. Streets scheduled for repair in the project include West I Street, West J Street, West K Street, West 3rd Street, West 6th Street, West 8th Street, and West 13th Street. Repair of the roadway sections will provide a base for future surface treatments such as slurry seal or micro-surfacing.

In addition, staff has received a petition from residents on Steven Circle for repair of several pavement failures associated with tree roots lifting the pavement. Some repairs on Steven Circle will be included in the contract. The contractor will be placing temporary traffic controls at each location as the work proceeds. Construction is scheduled to begin in November and be completed within 40 working days, weather permitting.

The project was advertised on September 4th for 22,500 square feet of patch paving with bids due on September 18th. No bids were received. The project was again advertised to a larger pool of contractors with bids due on October 5th. Three (3) bids were received and opened for the project as summarized below:

RANK	BIDDER'S NAME AND CITY	BASE BID
1	DRT Grading & Paving, Inc.	\$230,091.00
2	Vintage Paving Co, Inc.	\$239,114.80
3	G.D. Nielson Construction, Inc.	\$374,688.38
--	<i>Engineer's Estimate</i>	\$160,000.00

The low bid of \$230,091.00 submitted by DRT Grading & Paving, Inc. was reviewed and determined to be responsive. DRT Grading & Paving, Inc. has successfully completed work for the City and other public agencies in the Bay Area and is considered a responsible bidder. However, all of the bids received on October 5th exceed the Engineer's Estimate and project budget.

Since the project has been advertised for bidding two times and bids from the second advertisement exceed the available project budget, there would be no economic advantage for the City to re-advertise the project for competitive bidding. It is important to keep water out of road base material, so it is recommended that the work be completed before winter. In this case, competitive bidding for the project can be suspended and a contract can be negotiated with a contractor. Staff has worked with the apparent low-bid contractor to reduce the project scope from 22,558 to 16,475 square feet of pavement repair in order to complete the project.

Staff recommends rejecting the bids for the October 5, 2015 bid opening, suspending competitive bidding for the project, and awarding a negotiated contract with DRT Grading & Paving, Inc. in the amount of \$174,964.50 based on the reduced scope of pavement repair.

Attachment:

- Proposed Resolution

RESOLUTION NO. 15-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA REJECTING BIDS FOR OCTOBER 5, 2015 BID OPENING FOR THE 2015 PAVEMENT REPAIR PROJECT #2015-03, SUSPENDING COMPETITIVE BIDDING FOR THE PROJECT, AWARDING A NEGOTIATED CONSTRUCTION CONTRACT TO DRT GRADING & PAVING, INC. IN THE AMOUNT OF \$174,964.50, AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT ON BEHALF OF THE CITY

WHEREAS, on September 4, 2015 the Public Works Department made available the construction plans and specifications for the 2015 Pavement Repair Project #2015-03 for public bidding; and

WHEREAS, on September 4, 2015, no bids were received on the bid due date; and

WHEREAS, on September 25, 2015 the Public Works Department again made available the construction plans and specifications for the 2015 Pavement Repair Project #2015-03 for public bidding; and

WHEREAS, on October 5, 2015, three bids were received and opened; and

WHEREAS, all three bids exceeded the engineer's estimate and available project budget; and

WHEREAS, the October 5, 2015 bids can be rejected; and

WHEREAS, since the re-advertisement of the project will provide no economic advantage to the City the competitive bidding for the project can be suspended; and

WHEREAS, the City has negotiated a contract with the contractor, DRT Grading & Paving, Inc. that provided the lowest bid on October 5, 2015; and

WHEREAS, the scope of the project has been reduced from 22,558 to 16,475 square feet of pavement repair for an adjusted contract price of \$174,964.50; and

WHEREAS, the project is Categorically Exempt per California Environmentally Quality Act (CEQA) Section 15301(c).

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby rejects all bids for the October 5, 2015 bid opening, suspends competitive bidding for the project, and awards the negotiated construction contract in the amount of \$174,964.50 for the 2015 Pavement Repair Project #2015-03 to DRT Grading & Paving, Inc.

BE IT FURTHER RESOLVED THAT the City Manager is hereby authorized to sign the contract on behalf of the City, subject to approval by the City Attorney.

On motion of _____, seconded by _____, the above Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 20th day of October, 2015, and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

Date

AGENDA ITEM
CITY COUNCIL MEETING DATE - OCTOBER 20, 2015
CONSENT CALENDAR

DATE : October 8, 2015
TO : City Council
FROM : City Attorney
SUBJECT : **ACCEPTANCE OF A GRANT DEED FOR 472 EAST N STREET**

RECOMMENDATION:

Adopt the resolution authorizing the City Manager to accept the grant deed for 472 East N Street, to execute a settlement agreement and to take all necessary actions to record the deed.

EXECUTIVE SUMMARY:

As a result of a storm in 2014, the property at 472 East N Street was flooded. Since this was the second time in recent years that the property has flooded, staff recommended that the property be purchased as part of the settlement of the claim filed against the City.

BUDGET INFORMATION:

Purchase of this property requires \$294,000 directly from the City, which will be taken from the General Fund Reserves. This figure excludes the City's escrow and title insurance costs. The remaining funding of the settlement approximately \$575,000 for the settlement have been paid or will be paid by ABAG Plan.

GENERAL PLAN:

Goal 4.13 Prevent property damage caused by flooding.

STRATEGIC PLAN:

Strategic Issue 1: Protecting Community Health and Safety

BACKGROUND:

The property at 472 East N Street was flooded in 2012 and 2014 during severe winter storms. The property is located below the freeway and has been particularly vulnerable because of its low location. In addition, the house itself is built over a pipe. Inlet drains for the storm water pipes are located directly in front of the house and across the street. When the past storms hit, the inlets were overwhelmed. Water traveled across the property and into the home itself.

Damage was extensive during both storms. Because of the location of the house and its unique position, it is prudent to buy the property to avoid future claims. Staff does not believe this house should have been permitted to be built over a pipeline. If such a house were desired nowadays, mitigation measures would have been required to help prevent the problems the property has suffered from.

A draft settlement agreement is attached. Purchasing the property as part of a settlement is not without precedent. The City has bought flooded properties in the past since it can be cheaper to purchase the property than to repeatedly pay for damages to personal property and housing expenses and remediation costs.

Staff will look into repurposing of the lot and structure in some manner beneficial to the community.

Attachments:

- Resolution
- Draft Agreement

RESOLUTION NO. 15-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AUTHORIZING THE CITY MANAGER TO EXECUTE A SETTLEMENT AGREEMENT FOR THE PROPERTY AT 472 EAST N STREET, TO ACCEPT A GRANT DEED FOR THE PROPERTY AND TO TAKE ALL NECESSARY STEPS FOR THE SETTLEMENT AGREEMENT INCLUDING RECORDING THE GRANT DEED

WHEREAS, the property at 472 East N Street has flooded in 2012 and 2014 causing extensive damage to personal property and requiring the City to pay for damages to the personal property and to provide lodging and remediation services; and

WHEREAS, due to the location of the home over a storm drain pipe and in a low spot, the home on this property would not have been permitted in the manner it was constructed if built today; and

WHEREAS, it is reasonable to settle the 2014 claim by, among other things, buying the property from the owners so as to avoid needless public expense in the future that would result from an eminent domain action or future flood claims.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia finds that this action is not a project under CEQA per Section 21065.

BE IT FURTHER RESOLVED THAT the City Council hereby approves a settlement agreement with the property owner and authorizes the City Manager to execute the agreement subject to minor changes approved by the City Attorney.

BE IT FURTHER RESOLVED THAT the use of General Fund Reserves in the amount of \$294,000 plus the City's escrow and title insurance is approved for this purchase.

BE IT FURTHER RESOLVED THAT the City Manager is authorized to take all necessary steps including, but not limited to, opening an escrow, accepting the deed on behalf of the City and recording the deed.

On motion of Council Member _____, seconded by Council Member _____, the above Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 20th day of October, 2015, and adopted by the following vote.

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

Date

SETTLEMENT AGREEMENT AND MUTUAL RELEASE OF ALL CLAIMS

THIS SETTLEMENT AGREEMENT AND MUTUAL RELEASE OF ALL CLAIMS (“Agreement”) is entered into by and between the CITY OF BENICIA (“City”) and TODD O. WILLIS and CHRISTY L. WILLIS and JEAN B. WILLIS, individually and as Trustee of the Jean B. Willis Family Trust (“Willis”), (collectively referred to as the “Parties”).

RECITALS

WHEREAS, Willis is the owner of real property and improvements commonly known as 472 East N Street, Benicia, County of Solano, California APN 0088-123-126 (the “Property”); and

WHEREAS, the Property was damaged by flooding in December 2012 from a major storm event for which a claim was presented and after investigation and adjustment the damages to the property were repaired and additional compensation was paid to Willis; and

WHEREAS, on or about December 3, 2014, the Property was again significantly damaged by flooding during a second major storm event from an alleged back up of a City storm drain in a nearby public alley. The damages include but are not limited to: damage to the structure, appliances, personal property, loss of use, and other general, consequential and resulting damages; and

WHEREAS, the Property is located below the elevation of the freeway and has been particularly vulnerable because of its low location. In addition, the house itself is built over a storm drain or culvert. Inlet drains for the storm water pipes are located directly in front of the house and across the street. When the large rain events or storms occur, the inlets can be overwhelmed with water traveled across the property and into the home itself; and

WHEREAS, due to the location of the house and its unique position, purchasing the Property is prudent as it will avoid potential future claims related to the Property; and

WHEREAS, City does not believe the house located on the Property should have been permitted to be built over a culvert/storm pipe without appropriate mitigations to prevent to likelihood of such potential reoccurring damage; and

WHEREAS, the City has acquired property before when it made sense to do so to avoid continuing or new claims; and

WHEREAS, Willis has been paid the sum of \$70,616.43 as of October 9, 2015 for damages incurred; and

WHEREAS, City obtained an appraisal of the Property dated August 14, 2015 which indicated a value of \$700,000 that assumed no prior flooding in order to obtain a fair market value of the Property; and

WHEREAS, the City denies responsibility for the alleged damages and without admission of fault, as a compromise settlement of the disputes and damages claimed by Willis, the City offered to pay additional compensation for all alleged damages incurred by Willis in the amount of \$97,992.60 and to acquire the Property from Willis at its appraised value as full compensation for their damages; and

WHEREAS, the parties wish to avoid the time, expense and uncertainty of litigation,

NOW THEREFORE, said parties have agreed upon a settlement of the matters in dispute between them, and do stipulate and agree as follows:

Section 1. CONSIDERATION

- A. City shall pay to Willis the following:
 - 1. \$70,616.43 (already paid to Willis)
 - 2. \$97, 992.60 cash for all other damages.

- B. City shall acquire the Property from Willis under the following terms and conditions:
 - 1. The purchase price shall be \$700,000.
 - 2. City will pay all closing costs.
 - 3. Property taxes, insurance and mortgage payments shall be prorated as of the close of escrow.
 - 4. Willis shall receive the net proceeds of sale after liens and prorations.
 - 5. Escrow shall be at North American Title insurance company, Benicia office.
 - 6. The Property shall be delivered with insurable title (CTLA title insurance), with fee simple title, free of all liens and encumbrances, including but not limited to mechanics liens, mortgages, deeds of trust, tax liens, real property taxes, personal property taxes, etc. with all such liens paid from escrow.
 - 7. City Attorney or her designee shall have 15 days from execution of this agreement to approve all exceptions to title insurance.
 - 8. Close of escrow shall be in thirty (30) days from execution of this agreement.

Section 2. WAIVER, DISCHARGE AND RELEASE

Willis generally and specifically waive, discharge, and release City and its past, present, and future officers, directors, Councilmembers, employees, agents, assigns, successors, personal representatives, attorneys, administrators, receivers, and trustees from any and all rights, claims, demands, liability, causes of action, actions, suits, proceedings, obligations, attorneys' fees, and expenses, of whatever kind and nature,

whether known or unknown, contingent or accrued, which relate to, or arise or could arise under or out of, the above referenced incidents and Property.

Section 3. WAIVER OF CIVIL CODE SECTION 1542

Willis, and each of them jointly and severally, fully understand and expressly waive any and all of their respective rights under, and the benefits of, section 1542 of the Civil Code as to the releases given in this Agreement.

Section 1542 of the Civil Code provides as follows:

A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.

Section 4. SUFFICIENCY OF CONSIDERATION

The sufficiency of the consideration for the mutual covenants, obligations, and agreements contained in this Agreement is acknowledged by Willis.

Section 5. NO ADMISSION OF LIABILITY

This Agreement is made for purpose of avoiding the time, expense and uncertainty of litigation, and the making of this Agreement shall not be deemed an admission of any liability or wrongdoing on the part of City.

Section 6. INADMISSIBLE AS EVIDENCE

Except for proceedings to enforce this Agreement, neither the terms of the Agreement nor its existence shall be admissible as evidence in any subsequent litigation between the Parties.

Section 7. TAX CONSEQUENCES AND OTHER PROVISIONS OF LAW

City has made no representations about and take no position on the tax consequences or other provisions of law that may or could pertain to the terms of this Agreement.

Section 8. ENTIRE AGREEMENT

This Agreement contains the entire agreement between the parties relating to its subject matter and all prior and contemporaneous agreements, understandings, representations, and statements, both oral and written, are merged herein.

Section 9. MODIFICATION.

This Agreement may not be altered, amended, modified or otherwise changed in any respect whatsoever except by a writing duly executed by the Parties and/or their authorized representatives.

Section 10. LAW OF THE AGREEMENT

This Settlement Agreement and Mutual Release of All Claims shall be construed and enforced with, and governed by, the laws of the State of California. Any action or proceeding brought for the purpose of enforcing this Agreement shall be governed by the laws of the State of California.

Section 11. SEVERABILITY

If any term, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, and/or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

Section 12. AMBIGUITIES NOT HELD AGAINST DRAFTER

This Agreement having been freely and voluntarily negotiated by the Parties, the rule that ambiguous contractual provisions are construed against the drafter of the provision shall be inapplicable to this Agreement.

Section 13. UNDERSTANDING OF AGREEMENT AND RIGHT TO SEEK ADVICE OF ATTORNEY

Willis understands and acknowledges that important rights they may have at stake and completely settled and resolved by this Agreement. Willis further acknowledge that they have an opportunity to have this agreement reviewed by an attorney of their choice. By signing below, Willis acknowledge that they understand the terms of this agreement and its legal and financial effect on them and have had an opportunity to have it reviewed and explained to them by an attorney. Willis further acknowledge and agree that they have read and fully understand the terms and conditions of the Agreement.

Section 14. ATTORNEY'S FEES

Each party to this Agreement shall bear their own attorney's fees and costs in connection with the above-referenced matter.

Section 15. EXECUTION OF AGREEMENT

This Agreement is expressly made conditional upon all Parties' signature of the Agreement. However, the Agreement may be executed in one or more counter parts, each shall be deemed an original, but all of which together constitute one and the same document. The effective date of this Agreement is the date the last Party signs the Agreement.

IN WITNESS THEREOF, the Parties have signed this Agreement the day and year written next to their signatures below in a manner fully binding upon them.

Dated:

Brad Kilger, City Manager
For the City of Benicia

Dated:

Todd O. Willis

Dated:

Christy L. Willis

Dated:

Jean B. Willis, Individually and as Trustee of the Jean B.
Willis Family Trust

Approval as to Form:

Dated:

Heather McLaughlin, City Attorney

DRAFT

AGENDA ITEM
CITY COUNCIL MEETING DATE - OCTOBER 20, 2015
BUSINESS ITEMS

DATE : October 14, 2015

TO : City Manager

FROM : Public Works Director
Water Quality Supervisor

SUBJECT : **APPROVAL OF AMENDMENT TO AGREEMENT WITH BROWN AND CALDWELL FOR CONSULTANT SERVICES FOR A FEASIBILITY STUDY AND ENVIRONMENTAL REVIEW FOR THE BENICIA WATER REUSE PROJECT**

RECOMMENDATION:

Approve an amendment to the agreement with Brown and Caldwell (BC) for performing a feasibility study and preparing environmental documentation for the Water Reuse Project.

EXECUTIVE SUMMARY:

In response to direction from the City Council, City staff has negotiated changes to the Brown and Caldwell (BC) scope of services for the Water Reuse Project. These changes include identification of additional potential recycled water users in the Industrial Park, public outreach this winter to educate the public about the project, and changes to the California Environmental Quality Act (CEQA) scope to define certain tasks as optional, to be carried out only under specified circumstances. Critical milestones for the Project and an example financial scenario were also developed to address questions from the City Council.

BUDGET INFORMATION:

The not-to-exceed cost of the feasibility study is \$662,543. There are other consultant, coalition and laboratory analysis costs that bring the total budget of this phase of the Project to \$901,543, which was approved on August 18. The cost will be paid from the Wastewater Capacity Fund 044-8044-8106 (professional services).

The amended scope of work includes modification of Task A (Feasibility Study), with no change in budget, to include identification of additional recycled water customers. It also includes modifications to Task B (Environmental Documentation) that consist of 1) public outreach; and 2) an assumption that much of the 2007 ESA draft Initial Study and Mitigated Negative Declaration can

be re-used, with an optional increase in scope if additional effort is required. While this does not change the overall budget for Task B, it moves \$53,549 for report preparation to Optional Tasks that would need to be specifically authorized by the City, while transferring \$25,466 for public outreach from Optional to non-Optional.

This work is required to submit an application to secure State Proposition 1 funds for the Benicia Water Reuse Project. Since the Proposition 1 funding is first come first serve, time is of the essence. A Project funding and financing plan will be included in the Feasibility Study. The City Council will be presented with options before the Project moves to the design phase.

GENERAL PLAN:

Relevant General Plan Goals:

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

STRATEGIC PLAN:

Relevant Strategic Plan Issue:

- Strategic Issue #2: Protecting and enhancing the environment
- Strategy #2: Implement new water conservation projects/programs
- Strategic Issue #4: Preserving and enhancing infrastructure

BACKGROUND

On August 18, 2015, the City Council approved an agreement with BC to conduct a feasibility study and prepare environmental documentation for the Benicia Water Reuse Project. The goal of the project is to reduce the City's need for imported water by recycling up to 1.9 million gallons per day of Wastewater Treatment Plant (WWTP) effluent and conveying it to the Valero Benicia Refinery (Valero) for use in cooling towers.

At the time the agreement was approved, the City Council raised questions about the Project and directed staff to obtain clarification on five major issues, and, if necessary, seek modifications to the scope of services and budget. The City Council expressed concerns about the following issues and questions:

- Define the critical milestones with decision points for whether to proceed further with the Project (off-ramps.)
- Ensure that the Feasibility Study consider appropriate options, including identification of potential recycled water users other than Valero and options for wastewater treatment.
- Conduct public outreach prior to beginning CEQA work.
- Analyze the BC Scope of Services for environmental documentation to

determine if cost savings are possible, particularly given that much of this work was previously completed by ESA as part of the CDM Feasibility Study that was issued in draft form in 2008.

- Determine if there are financing options under which the project is financially feasible.

WATER REUSE PROJECT MAJOR MILESTONES

The following chart shows major policy decision milestones at which a decision to proceed further or not will need to be made (off-ramps). The milestone decisions revolve around two major requirements for the project: 1) establishing mutually-agreeable and achievable water quality criteria; and 2) financing the project.

Milestone	Scheduled Date	Decision Point
Scope of Service	October 2015	City Council decides if modified scope of services is acceptable.
Treatment Alternatives and Provisional Water Quality Criteria	March 2016	City and Valero decide if the selected treatment alternative is feasible and if the City can reliably achieve the provisional water quality criteria.
Feasibility Study Completed	June 2016	City Council decides whether to complete CEQA documentation, based on estimated construction costs, an estimate of likelihood of grant funding, and technical feasibility.
Valero Corporate review	Fall 2016	Valero corporate office reviews feasibility study and decides if project should be supported.
SWRCB grant application submitted	December 2016	Grant application must include a letter of intent from Valero and a City Council resolution approving the grant application.
SWRCB grant and loan package approved	Early 2017	With this milestone, the estimated cost and available financing are sufficiently known to decide whether the project is financially feasible.

CONSIDERATION OF PROJECT OPTIONS

At the August 18 meeting, the City Council directed staff to ensure that the Feasibility Study include appropriate consideration of options, particularly in identifying customers other than Valero, and in the definition of treatment options.

The City is fortunate to have a large industrial customer in Valero who could potentially use year-round all, or nearly all, the recycled water the City could produce, which is approximately 1.9 million gallons per day. If Valero can use

the full amount, all the City's residential and commercial customers will benefit from the increased water reliability that would come from reduced reliance on imported water from the Delta and Lake Berryessa. In this case, adding additional customers would only increase the cost of the Project due to additional distribution pipelines, with no benefit to the City's water supply position.

The combined water use for the five largest industrial customers after Valero is only approximately 80,000 gallons per day, or about 4% of the 1.9 million gallons per day of recycled water that could be produced. Without Valero's participation and financial support of the Water Reuse Project, it is highly unlikely that the City would have enough recycled water customers to make production of a smaller volume of tertiary-treated recycled water for unrestricted use cost effective

However, it is possible that the Feasibility Study may conclude that Valero is unable to take delivery of the maximum 1.9 million gallons per day of recycled water. For this reason, the modified scope of services in the proposed agreement amendment includes identification of potential irrigation customers near the projected pipeline alignment (such as cemeteries, parks or a truck fill station) and identification of potential recycled water use for the five largest water customers in the Industrial Park.

Another question raised by the City Council was whether the Feasibility Study should explore treatment options such as producing recycled water at the Wastewater Treatment Plant (WWTP) without removing ammonia, which can cause corrosion in cooling tower systems. Such partial treatment would require that Valero construct a new treatment system at the Refinery to remove ammonia, which would be much more expensive overall than combining treatment steps at the City WWTP. Since Valero has not expressed interest in such a split treatment scheme, staff does not recommend spending money to have the Feasibility Study evaluate treatment options that are known in advance to be infeasible.

Separately from the Water Reuse Project, City staff will recommend as part of the mid-year budget review issuing a request for proposals (RFP) for the development of a detailed scope of services for preparing an Integrated Water Management Plan (IWMP) for the City. If approved by the City Council, the IWMP study would include a comprehensive look at all potential sources of water for the City, including recycled water, storm water, groundwater, and others. The IWMP study is expected to take more than a year to complete, involve considerable public input, and may evaluate other water sources and uses that may not be financially feasible at this time, but that should be included in a comprehensive planning effort for future reference.

VIII.A.4

The IWMP study would include a review of the Water Reuse Project and how it fits in to the City's overall water portfolio, and could also consider other potential uses for recycled water in the future. Staff recommends that this kind of comprehensive review be performed in the IWMP study, rather than the Water Reuse Project Feasibility Study because of the need to apply in a timely way for State and Federal grant assistance.

PUBLIC OUTREACH

Originally, the Brown and Caldwell scope included public outreach during the CEQA process. In response to the concerns expressed by the City Council at the August 18th meeting to engage the community earlier in the process, and the Mayor's interest in a scoping session; staff has modified the scope and timing of the public outreach. The amendment includes a modification in BC's scope of services. The new Task B.10 includes a public workshop to provide information about the Water Reuse Project and answer questions. BC's subconsultant will also assist in developing FAQ's, setting up a project website, and exploring opportunities to provide information to the public through traditional and social media. This additional task is covered in the budget by using \$25,466 from an Optional Task that was intended for public outreach during the CEQA process.

Staff proposes to conduct the public workshop this fall to inform and educate the public about the objectives of the Water Reuse Project and how it would benefit the entire Benicia community by making the City's water supply more reliable. The timing of the workshop (December/January) will be prior to the completion of the feasibility study. This will give staff the opportunity to gain useful insights and ideas from the community. These ideas have the potential to improve the project. Since the workshop format will allow free and open discussion and exchange of ideas and will occur before completion of the feasibility study, any appropriate ideas can be incorporated into the project early on.

CEQA SCOPE

In response to concerns expressed by Council members that much of the previous 2007 ESA draft IS/MND could be reused in the current study, staff negotiated changes in the scope of work and budget for the Environmental Review (Task B). Based on an assumption that much of the previous study could be used, \$53,549 for report preparation was moved to Optional Tasks that would need to be specifically authorized by the City in the event that new information required additional effort.

FINANCING FEASIBILITY

Members of the public and City Council members have asked about the financial feasibility of the Project. There are numerous ways that the capital and operating costs could be covered, and the final agreement for the purchase of recycled water will be the subject of negotiations between the City and Valero.

To illustrate the financial feasibility of the project, the following scenario is presented in the table below with a range of potential total project costs, and follows the financing model used by West Basin Municipal Water District for some of its projects that supply recycled water to refineries for use in cooling towers.

Table 1 below is based on the following assumptions:

- The City obtains a Proposition 1 grant for 35% of the project capital cost.
- The City obtains a combination of CWSRF and Proposition 1 loans to cover the remaining capital cost at 1.6% for a 30 year term
- The City and Valero are able to agree on a price for recycled water.

Table 1

Capital Financing	\$16M Scenario	\$27M Scenario
Total Capital Cost	\$16,000,000	\$27,000,000
SWRCB Prop 1 Grant (35%)	\$5,600,000	\$9,450,000
SWRCB CWSRF Loan (1.6% at 30 years)	\$10,400,000	\$17,550,000

Annual Costs		
Debt Service	\$439,211	\$741,169
Water Fund loss of revenue	\$450,000	\$450,000
Operating costs	\$250,000	\$250,000
Total Annual cost	\$1,139,211	\$1,441,169

Cost per AF (for 2000 AF per year)	\$570	\$721
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These prices for recycled water are comparable to other projects in California, and are less than premium prices that the City would likely pay for purchasing water during a future drought.

Attachments:

- Proposed Resolution
- Amendment to agreement with Brown and Caldwell
- Scope of Services
- Task B – Detailed Fees Estimate

RESOLUTION NO. 15-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING AN AMENDMENT TO THE AGREEMENT WITH BROWN AND CALDWELL FOR PERFORMING A FEASIBILITY STUDY AND PREPARING ENVIRONMENTAL DOCUMENTATION FOR THE WATER REUSE PROJECT AND AUTHORIZING THE CITY MANAGER TO SIGN THE AMENDMENT TO AGREEMENT ON BEHALF OF THE CITY

WHEREAS, the City seeks engineering services to perform a feasibility study and environmental review of a project to supply Valero Refining Co. with recycled water known as the Water Reuse Project; and

WHEREAS, on August 18, 2015 City Council approved an agreement with Brown and Caldwell to conduct a feasibility study and prepare environmental documentation for the Water Reuse Project at a not-to-exceed cost of \$662,543; and

WHEREAS, in response to direction from the City Council, City staff has negotiated changes to the Brown and Caldwell scope of services to include identification of additional potential recycled water users in the Industrial Park, public outreach this winter to educate the public about the project, and changes to the CEQA scope to define certain tasks as optional; and

WHEREAS, staff recommends an amendment to agreement with Brown and Caldwell to reflect these changes at no cost increase to the original not-to-exceed budget of \$662,543.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby approves an Amendment to Agreement with Brown and Caldwell for performing a feasibility study and preparing environmental documentation for the Water Reuse Project and authorizes the City Manager to sign the Agreement on behalf of the City, subject to approval by the City Attorney.

On motion of Council Member _____, seconded by Council Member _____, the above Resolution was introduced and passed by the City Council of the City of Benicia at a regular meeting of said Council held on the 20th day of October, 2015, and adopted by the following vote.

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

Date

AMENDMENT TO AGREEMENT

This Amendment of the Agreement, entered into this ____ day of _____, 2015, by and between the City of Benicia, a municipal corporation (hereinafter "CITY") and Brown and Caldwell a California Corporation, with its primary office located at 201 North Civic Drive, Suite 115, Walnut Creek, CA 94596 (hereinafter "CONSULTANT"), is made with reference to the following:

RECITALS:

A. On August 24, 2015, an agreement was entered into by and between CITY and Brown and Caldwell. ("Agreement").

B. CITY and CONSULTANT desire to modify the Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, it is mutually agreed by and between and undersigned parties as follows:

1. Paragraph 2 (Scope of Services) of the Agreement is modified to include: Amended scope of work includes modification of Task A (Feasibility Study), with no change in budget, to include identification of additional recycled water customers. It also includes modifications to Task B (Environmental Documentation) that consists of 1) public outreach; and 2) an assumption that much of the 2007 ESA draft Initial Study and Mitigated Negative Declaration can be re-used, with an optional increase in scope if additional effort is required (See attached documents.)

2. Paragraph 3 (Compensation) of the agreement is modified to include: No net change to compensation. Total contract remains not-to-exceed \$662,543. The modifications to Task B (Environmental Documentation) do not change the overall budget for Task B, it moves \$53,549 for report preparation to Optional Tasks that would need to be specifically authorized by the City, while transferring \$25,466 for public outreach from Option to non-Optional.

3. Except as expressly modified herein, all other terms and covenants set forth in the Agreement shall remain the same and shall be in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this modification of Agreement to be executed on the day and year first above written.

Brown and Caldwell

City of Benicia, a Municipal Corporation

By _____
Lori Jones, P.E.
Vice President

By _____
Brad Kilger
City Manager

RECOMMENDED FOR APPROVAL:

Department Head

APPROVED AS TO FORM:

City Attorney

Scope of Services

City of Benicia

Benicia Water Reuse Project

Introduction

This document describes the scope of services to be provided to the City of Benicia (City) by Brown and Caldwell (CONSULTANT) related to the Benicia Water Reuse Project (Project).

The objectives of the Project are as follows:

1. Plan and develop infrastructure for producing approximately two million gallons per day (mgd) of recycled water from secondary effluent generated at the City's Wastewater Treatment Plant (WWTP).
2. Plan and develop infrastructure for conveying recycled water approximately 2.5 miles to the Valero Benicia Refinery (Refinery) for use as makeup water for the cooling towers.

Recycled water produced from the City's WWTP will comply with California's Title 22 disinfected tertiary recycled water for unrestricted reuse. The scope of services entails the following tasks:

- A. Feasibility Study
- B. Environmental Documentation
- C. Design
- D. Support During Construction

The City intends to have construction management and regulatory analysis services provided under separate contracts, so those services are not included in CONSULTANT's scope of services. CONSULTANT has also identified several optional services under Tasks A, B and C, which are described below. At the City's request, CONSULTANT can provide fee estimates for these optional services.

Task A: Feasibility Study

A.1 Review Existing Information

CONSULTANT will review existing data, reports, drawings, and studies that the City and the Refinery have. CONSULTANT will provide the City with a detailed list of information needs, including those items needed from the Refinery. CONSULTANT will identify data gaps and information needed to complete the feasibility study. Under this task, CONSULTANT will coordinate with the City on the sampling matrix to review sample locations,

sample collection, analytical methods, and review of analytical results.

Assumptions:

- Analytical costs for supplemental sampling program are not included in CONSULTANT's fee estimate.
- Existing reports, drawings will be provided to CONSULTANT in either electronic or hard copy. Existing WWTP and/or Refinery flow and analytical data will be provided to CONSULTANT electronically.

A.2 Supply and Demand Analysis

The City's historic daily and diurnal flow data will be reviewed to determine seasonal and diurnal supply variability. Historic Refinery cooling tower makeup water demands will also be reviewed to establish seasonal and diurnal demands. CONSULTANT will identify storage/equalization volumes needed to meet peak month, peak day and peak hour demands. The analysis will include determining if raw water is needed to meet peak Refinery demands. Consultant will identify how much recycled water may be available for other City customers.

The demand analysis will also review water demands along the alternative recycled water pipeline alignments to identify and quantify non-potable water demands that could be offset with recycled water. The analysis will focus on irrigation demands within 0.25 miles of the alternative pipeline alignments. Similarly, CONSULTANT will also review current potable water demands at the Industrial Park to identify the top five non-potable customer demands that could be offset with recycled water use now or in the future. It is assumed that a market assessment for the Industrial Park and pipeline alignment customers will not be performed. One workshop will be conducted to review the findings of the supply and demand analysis.

Assumptions:

- City will provide diurnal flow data and five years of historic daily flow data as part of Task A.1.
- The Refinery will provide historic diurnal flow data and five years of historic daily demand data specific to the cooling tower makeup water use as part of Task A.1.
- The Refinery will identify operational modifications planned for in the near-term future that could modify the cooling-tower makeup water demand.

- City will provide historic annual use for customers within the service area. Water use will be broken out by type of use (e.g., irrigation, commercial/industrial) and will include the address of water use. City will provide background information, as available, on Industrial Park customers and water uses.
- CONSULTANT will focus on quantifying irrigation and industrial demands that could be offset with recycled water and are either in the Industrial Park area or within 0.25 miles of the recycled water pipeline alternative alignments. Commercial demands will not be the focus on the analysis due to uncertainty with the type of use/feasibility of offsetting the demand with recycled water.
- CONSULTANT will not contact City customers and/or perform a market assessment of the identified customers.

Deliverables:

- One workshop with the City and the Refinery to review the supply and demand analysis. Meeting materials and a meeting summary will be prepared by CONSULTANT. For the purposes of estimating, it is assumed the workshop will be two hours in length with up to two CONSULTANT staff in attendance.

A.3 Develop Water Quality Objectives

After reviewing the cooling tower operations, materials of construction and the basis for the existing water quality objectives, CONSULTANT will analyze the information and develop potential cooling tower operational modifications. The cooling tower modifications may include but not be limited to: (1) lowering the number of cooling cycles and (2) modifying chemicals added to the makeup water. CONSULTANT will conduct a site visit and meeting at the Refinery to review potential cooling tower operational modifications that could result in modified water quality objectives.

CONSULTANT will have metallurgist present at the meeting to provide assistance with developing water quality objectives for reuse. It is assumed that the Refinery will have present their metallurgist and Nalco (the Refinery’s cooling tower operations consultant). CONSULTANT will develop draft water quality objectives based on decisions made in the meeting. A follow-on workshop will be conducted with the City and the Refinery to establish water quality objectives for the purposes of treatment system design and to identify next steps, as necessary.

Additionally, under this task, CONSULTANT will also meet with the Refinery to identify two alternative recycled water connection points that can be carried forward for conveyance alternatives development.

Assumptions:

- As part of Task A.1, the Refinery will provide details on existing cooling towers and current operations.

- Refinery will have present at the site visit/meeting the cooling tower operators (Nalco).
- Water quality objectives established at the workshop will be used for the purpose of establishing the treatment system requirements.

Deliverables:

- One site visit/meeting at the Refinery to discuss operational modifications and get feedback on potential strategies.
- Draft water quality objectives and cooling tower operational modifications. CONSULTANT will prepare these items for distribution and review prior to the workshop.
- One workshop with the City and the Refinery to review and finalize draft water quality objectives. CONSULTANT will prepare meeting materials and meeting summary. For the purposes of estimating, it is assumed the workshop will be two hours in length with up to two CONSULTANT staff in attendance.

A.4 Conveyance and Delivery Alternatives

Under this task, up to four alternative pipeline alignments will be reviewed and screened and one pipeline alignment will be selected. The alignments will be selected with City input and will be screened to identify any potential fatal flaws, long term O&M challenges, constructability, easement requirements, public disruption (i.e. traffic disruptions), and potential environmental impacts. Construction and operating costs will also be developed at a conceptual level for the purpose of screening the alignments. The evaluation criteria used to screen the alignments will be developed with City input. A workshop will be conducted with the City to screen the alternative alignments and select one to move forward with during alternatives development.

Under the screening of alignments, a desktop structural condition assessment of the Valero pipe racks will be performed. It is assumed that the structural condition assessment will be performed primarily utilizing existing information (record drawings, calculations, etc.) provided but the City and/or Valero. The structural assessment will include a visual inspection only as well as a review of the design drawings and specifications, if available.

After selection of one alignment, an evaluation of up to three alternatives will be developed that consider one or multiple construction methods (e.g., above-grade with new pipe racks, above-grade with existing pipe racks, open-cut, trenchless technology), and up to two pump station and storage options. The evaluation will consider pipeline materials of construction and up to two different delivery points at the Refinery. During the alternatives analysis, other potential recycled water users along the selected alignment will be identified and their demands will be determined. Using the results from Task A.2, the

analysis will determine what customers could be served with recycled water. Service to these other customers will be included in the alternatives evaluation. The alternatives will be evaluated against economic (capital, operating and life-cycle costs) and non-economic criteria that are developed with input from the City. The costs of the alternatives will be developed with a +/- 50% level of accuracy. A workshop will be conducted with the City to review the alternatives, evaluate them and select a preferred alternative.

A technical memorandum will be prepared that summarizes the screening of alignments as well as the alternatives development and evaluation. The TM will be reviewed by the City and CONSULTANT will incorporate comments in the draft Feasibility Study.

Assumptions:

- Development and selection of evaluation criteria will not require a stand-alone workshop. The criteria will be developed with City input.
- The City will provide input into selection of conveyance alignments to be screened outside of a workshop.
- The construction and operating costs developed for screening and alternatives evaluation will be developed at a conceptual level with a 50 percent level of accuracy
- The Refinery will provide as-built drawings, calculations, and other records of the existing pipe racks including any previous condition assessment studies performed to date.
- The City and/or Refinery will provide reports and details of known areas of soil and/or groundwater contamination within the study area.
- The City’s regulatory consultant will identify additional permit and/or coordination requirements with the Department of Toxic Substances (DTSC) or EPA Region 9, related to construction in contaminated soil or groundwater areas.
- Easement and right-of-way acquisition is not included under this task as a service. A preliminary review identifying potential easements utilizing Google Earth Pro property information will be performed.
- Ownership and existing right-of-ways and easement information along the Refinery’s pipe racks will be provided to CONSULTANT. CONSULTANT will not be responsible for the interpretation of any land rights and the ability of the City to obtain an easement or use an existing easement for locating new facilities.
- CONSULTANT will not obtain utility information for utilities along alternative alignments (i.e. complete Utility ABC letter notification process). Presence of existing utilities along alternative alignments will be based upon record drawings and other information provided to CONSULTANT by the City.

- Demands for other recycled water users will be developed using meter read information to be provided by the City.

Deliverables:

- One conveyance alignment screening workshop will be conducted with the City. CONSULTANT will prepare meeting materials and meeting summary. The workshop will review alternative alignments and screen them with input from the City. An alignment will be selected at the workshop. For the purposes of estimating, it is assumed the workshop will be two hours in length with up to two CONSULTANT staff in attendance.
- One workshop with the City will be conducted to review up to three conveyance alternatives that will evaluate alternative construction methods, two alternatives pumping and storage scenarios, two alternative delivery points within the Refinery, and up to two alternative customer delivery scenarios. CONSULTANT will prepare meeting materials and meeting summary. One alternative will be selected to carry forward into design. For the purposes of estimating, it is assumed the workshop will be two hours in length with up to two CONSULTANT staff in attendance.
- Draft Conveyance Alternatives Evaluation TM will be prepared for City review. The document will be submitted electronically to the City. Comments received on the TM will be incorporated into the draft Feasibility Study.

A.5 Treatment Alternatives

Treatment technologies for nutrient removal, filtration, disinfection, and effluent polishing (if required) will be screened against evaluation criteria. The technologies selected for screening will be reviewed with the City and may include the technologies listed in Table 1. It is assumed that up to five technologies will be screened for each of the following treatment categories: Nutrient Removal, Filtration, Disinfection and Effluent Polishing. The technology screening will be performed at a conceptual level qualitatively.

Table 1. Example Technologies to be Screened

Nutrient Removal Technologies	Filtration Technologies	Disinfection Technologies	Effluent Polishing
Biological Active Filters	Granular Media Filters	Chlorination	Breakpoint Chlorination
Nitrifying Trickling Filters	Cloth Media Filters	Ultraviolet (UV)	Raw Water Blending
Activated Sludge - MLE	Membranes	Ozone	Ion Exchange
Tertiary Membrane Bioreactor (TMBR)	Disc Filters	Peracetic Acid (PAA)	Reverse Osmosis
MBR		Pasteurization	
Precipitation/ Chemical Addition			

Evaluation criteria to screen the technologies will be established with input from the City and will include economic criteria (e.g., life cycle costs), as well as non-economic criteria such as ease of operation and maintenance, operational history, constructability, flexibility to meet future discharge regulations, especially future nutrient removal requirements, ability to meet refinery water quality objectives and Title 22 regulations, and flexibility to accommodate flow and load variations, such as those during wet weather. Technology screening will be performed at a workshop with the City. Up to three treatment trains (e.g., nutrient removal, filtration, disinfection, and effluent polishing) will be carried forward into alternatives development and evaluation. The three treatment trains will be further developed to identify facility needs, land requirements, conceptual level capital and operating costs, and performance. Descriptions of the three alternatives will be provided to the City for regulatory analysis focused on impacts to the City's and the Refinery's NPDES discharge permits. The alternatives will be evaluated against the established criteria at a second workshop with the City and a preferred alternative will be selected. The evaluation criteria established for the technology screening will be refined and used for alternatives evaluation criteria, with input from the City.

The treatment technology screening, treatment train alternatives development, and treatment train evaluation will be documented in a technical memorandum that will be distributed to the City for review. Comments received on the draft technical memorandum will be incorporated in the draft Feasibility Study.

CONSULTANT will evaluate the recycled water delivery alternatives for air permitting considerations with respect to the Refinery's Title V permit. One 2-hour meeting with the Refinery is assumed for the review of the current Title V permit and the Refinery's discussions with the Bay Area Air Quality District. CONSULTANT will identify revisions to the Refinery's Title V permit that are necessary to accommodate recycled water use at the cooling towers, potential areas of concern, and any data gaps or special studies that are needed to support permit revisions.

Assumptions:

- Development and selection of evaluation criteria will not require a stand-alone workshop. The evaluation criteria will be developed with City input outside of a workshop setting.
- The City will provide input into selection of technologies to be screened. Selection of technologies will be conducted outside of a workshop setting.
- The construction and operating costs developed for technology screening and alternatives evaluation will be developed at a conceptual level with a 50 percent +/- level of accuracy

- Technology screening will be performed at a conceptual level. The technologies will be screened qualitatively.
- Screening of alternatives for NPDES permit impacts to the City and the Refinery will be performed by a consultant selected by the City. CONSULTANT will incorporate results of regulatory analysis in treatment train alternatives evaluation.
- Screening of alternatives for permit requirements related to BCDC and the State Lands Commission will be performed by a consultant selected by the City.
- CONSULTANT will conduct a 2-hour meeting with the Refinery to identify Title V permit revisions that may be needed to accommodate recycled water use in the cooling towers.
- Up to three treatment train alternatives (i.e., nutrient removal filtration disinfection polishing) will be evaluated.

Deliverables:

- One technology screening workshop will be conducted with the City. CONSULTANT will prepare meeting materials and meeting summary. The workshop will review the technologies selected for screening and screening will be performed with the City. For the purposes of estimating, it is assumed the workshop will be two hours in length with up to two CONSULTANT staff in attendance.
- One workshop with the City to review the treatment train alternatives and evaluate them against the established evaluation criteria. CONSULTANT will prepare meeting materials and meeting summary. For the purposes of estimating, it is assumed the workshop will be two hours in length with up to two CONSULTANT staff in attendance.
- Draft Technology Alternatives Evaluation TM will be prepared for City review. The document will be submitted electronically to the City. Comments received on the TM will be incorporated into the draft Feasibility Study.
- A meeting summary from the 2-hour meeting on Title V permitting considerations.

A.6 Financing Strategies

The feasibility study requirements for the State Water Recycling and the Title XVI program require identifying a funding mechanism for the project. Using the costs developed under Task A.5 and A.4, CONSULTANT will identify a funding mechanism for the project that will take into consideration grants, bond sales, and low-interest loans (i.e., CWSRF). "Pay-as-you go" will also be included as an option. The alternative analysis will have the primary focus of meeting the federal and state feasibility study requirements.

Under this task, CONSULTANT will also review the City's existing rate structure with the Refinery and residen-

tial/commercial customers. CONSULTANT will identify a list of information needed for developing alternative rate structures. Based on the selected funding strategy for the project, CONSULTANT will conduct a workshop with the City to review up to two feasible rate structures that could be implemented to fund the capital and/or operating costs of the project. CONSULTANT will provide a draft and final technical memorandum that summarizes the two alternatives.

Assumptions:

- Up to three funding strategies will be reviewed for the City and one will be identified for inclusion in the feasibility study, with input from the City.
- Two alternative rate structures will be developed for the City. The rate alternatives will be developed separately from the feasibility study and will be summarized in a technical memorandum.
- The rate structure workshop is assumed to have a two-hour duration.

Deliverables:

- The selected funding strategy will be described in the draft Feasibility Study to fulfill the State and Federal study requirements.
- A draft and final technical memorandum summarizing two alternative rate structures that could be implemented for the project.
- Meeting summary from the rate structure workshop.

A.7 Environmental Documentation

Under this task, environmental documentation will focus on meeting the State's and USBR's feasibility study requirements. Regulatory issues and requirements for the project will be identified, including by not limited to the key CEQA/NEPA compliance requirements for the construction of facilities. Assessments needed to determine impacts to biological and cultural resources as well as a list of permits required for project implementation will be developed.

Assumptions:

- Environmental assessments and preparation of documents will be conducted under Task B. Under this task, only an assessment of permit needs will be provided to fulfill the requirements of the State and USBR's grant programs.

Deliverables:

- The environmental documentation and permitting requirements will be described in the draft Feasibility Study to fulfill the State and Federal study requirements.

A.8 Economic Analysis

An economic analysis to meet the requirements of both the Federal and State Feasibility Study will be completed under this task. Title XVI feasibility studies are required to

provide a cost-effectiveness analysis comparing alternatives, and to provide a qualitative description of difficult-to-quantify social and/or environmental benefits. Using the life cycle costs developed under Tasks A.4 and Task A.5, the economic benefits will be calculated using the avoided costs from a non-recycled water alternative that would most likely to be implemented in the absence of the project. The economic analysis for this feasibility study will discuss environmental and other indirect benefits qualitatively. A non-quantifiable benefits analysis will document and describe qualitatively and as completely as possible the difficult-to-quantify benefits such as drought tolerant water supply and other social or environmental benefits. These qualitative benefits will be incorporated as part of the justification for a Title XVI project in conjunction with the comparison of project costs.

The SWRCB Feasibility Study and Facilities Planning Report, on the other hand, requires monetization of benefits and costs for all the resources committed to a project regardless of who in the society contributes to them or who in the society receives the benefits. The value of water supply reliability to residential, commercial and industrial customers of water utilities will be developed. The analysis will include quantifying and monetizing as many benefits and costs as possible, but also include qualitative assessments of key values where necessary in order to make certain to represent the full range of values associated with recycled water projects.

Assumptions:

- Three project options will be evaluated, along with a no-project baseline, which might be a non-recycled water alternative.

Deliverables:

- A draft economic analysis technical memorandum will be prepared to fulfill the USBR's Title XVI Feasibility Study and the State's Water Recycling Program requirements. Comments received on the technical memorandum will be incorporated into the final Feasibility Study.

A.9 Feasibility Study Report

A single feasibility study report will be prepared that conforms to the Title XVI Feasibility Study and the State's Water Recycling Program Guidelines. The draft report will include the purpose and need for the project, the alternatives analyzed in the treatment and conveyance TMs, project funding strategies, permitting considerations, and the economic analysis. The draft report will be finalized after City review and provided to the City for submittal to the State and USBR, as appropriate.

Assumptions:

- One report will be prepared that will fulfill State and Federal feasibility study requirements. Cross reference document will be prepared as necessary to iden-

tify section and page numbers to fulfill Federal and State requirements.

- One draft and one final report will be prepared.

Deliverables:

- One draft Feasibility Study report will be prepared and distributed to the City electronically.
- One final Feasibility Study report will be prepared. Ten hard copies and an electronic version will be delivered to the City.

A.10 Project Management

Project management activities will include schedule and budget management, preparation of monthly progress reports, invoices, and general communication with team members as well as the City’s project manager. The feasibility study duration is assumed to be seven months.

Monthly progress meetings, meeting summaries, and maintenance of decision and action item logs will be conducted in addition to holding project workshops. CONSULTANT will assist the City with preparation of meeting materials for up to three public/City Council meetings and will, at the City’s request, be available to attend the meetings. The public meeting for the CEQA preparation has been included under Task B.

Assumptions:

- Feasibility Study duration is assumed to be seven months.
- Materials for up to three public/City Council meetings will be prepared. Attendance at three, two-hour public meetings/city council meetings is assumed.

Deliverables:

- Seven monthly progress reports and invoices will be prepared.
- Seven monthly coordination/project meetings and/or conference calls will be conducted as needed.
- Up to six project workshops plus one project kick-off meeting will be conducted during the Feasibility Study.
- Up to three staff reports

Task B: Environmental Documentation

Under this task, the appropriate environmental documentation covering the project identified in the Feasibility Study (Task A) will be completed. The team will complete necessary environmental assessments, including background research, literature review, database searches, and site surveys, in preparation for meeting compliance requirements for CEQA Plus documentation, allowing the project to qualify for CWSRF funding. The budget assumes that compliance can be achieved through an Initial Study (IS) leading to a Mitigated Negative Declaration (MND) and Environmental Assessment (EA) leading to a Finding of No Significant Impact. To the extent possible, analyses contained in the March 2007 Administrative Draft Initial Study/Mitigated Negative Declaration (2007 IS/MND) prepared by ESA for the Benicia Water Reuse Project will be used to streamline level of effort.

B.1 Project Description

Based on the Feasibility Study, a project description appropriate for use in CEQA/NEPA documentation will be prepared. The project description will outline program need, describe existing infrastructure and operations, describe the overall recommended project and provide a description of construction and operation activities for the recommended project.

Deliverables:

- A draft project description for review by the City will be prepared. The City will have up to two weeks to review the draft project description and provide comments. Comments shall be incorporated and a revised version submitted within one week of receipt of comments.

B.2 Site Visits and Environmental Investigations

Biological Resources Assessment

Completion of CEQA Plus documentation requires completion of updated biological surveys. Previous studies prepared by ESA will be reviewed, but prior studies will need to be updated and will be completed under this task. Prior to conducting field studies, a background search and literature review of existing data pertaining to biological resources within the area including the California Natural Diversity Database, other available CEQA Plus documents, biological technical reports, local, state, and federal databases, herbaria records, maps, and photographs will be performed. A review of available documentation will be conducted, to generate a list of special-status species and habitats known from the project region. The documentation will include, but is not limited to the: (1) California Natural Diversity Database; (2) California Native Plant Society

Electronic Rare Plant Inventory; (3) sensitive species or species of concern lists; (4) U.S. Fish and Wildlife Service Website; and (5) and other lists and publications.

After the background literature search is complete, a single day for a reconnaissance site visit has been budgeted to conduct a site walk-through with project personnel to become familiar with project, to document habitats present, to determine what, if any, special-status plant and wildlife species and sensitive habitats known from the region (and documented during the background literature search) have the potential to occur on the project site. Biologists will document species and habitats observed within the study area. Sensitive or special-status biological resources observed in the study area will be mapped. Sensitive or special-status biological resources include: (1) special-status plant and wildlife species (including rare, threatened, endangered, Migratory Bird Treaty Act species, or unique species); (2) wetland/riparian habitats; (3) sensitive plant communities; and (4) other environmentally sensitive habitat areas.

Special-status species identified within the survey area will be mapped using a handheld Global Positioning System device. Attribute data collected for each population will be based on the California Natural Diversity Database Field Survey Form.

Upon completion of fieldwork, a Biological Resources Assessment report will be prepared in a format that meets the CEQA Plus requirements. The report will discuss (1) methodologies used for background literature search, biological reconnaissance, and report; (2) results of the background literature search and field reconnaissance; (3) existing biological conditions including plant communities and adjacent land uses; (4) the location, extent, and habitat requirements of any sensitive or special-status biological resources, or wetlands that occur, or will likely occur, on or adjacent to the study area; (5) potential significant impacts that may occur to sensitive or special-status biological resources as a result of the proposed project; (6) recommendations for further focused species surveys, if necessary; (7) potential permitting implications and meaningful and realistic impact avoidance and mitigation strategies; and (8) maps of sensitive or special-status biological resources in the study area, including land cover types and their acreages, within the study area.

This task does not include conducting preconstruction surveys, other studies not specifically described in the above scope of services, trapping studies, initiation or completion of permitting activities, development of detailed or conceptual mitigation plans, analysis of impacts, agency coordination or obtaining agency approvals. It is important to note that protocols for focused studies for certain state or federally listed species require that surveys be performed during the

appropriate seasons when the target species is most likely to be found. These survey windows are based on the biology and ecology of the species. The Biological Resources Assessment report may need to be supplemented by additional focused surveys.

Historic Properties Survey Report (HPSR)

CEQA Plus documentation requires an updated records search (less than one year old) extending a half mile beyond the Area of Potential Effect (APE) identified for the project. Under this task, an HPSR that will identify and evaluate historic properties identified within the proposed pipeline alignment, and provide a preliminary determination of project effects on cultural resources eligible for the NRHP within and immediately adjacent to the pipeline alignment will be prepared. The State Water Resources Control Board (SWRCB), Division of Financial Assistance, will review the identification effort, evaluations and potential effects and make a final determination per agency policy. The tasks necessary to complete the document include:

- Using base maps developed by the engineering team, develop Area of Potential Effects (APE) map for the project alignment, laydown areas, etc. Submit to SWRCB and respond to comments. Issue final map
- Complete a records search/review of the project alignment for archaeological and historical resources by the California Historical Resources Information System, Northwest Information Center, to determine the prior presence/absence of recorded resources and potential resources within 0.5 mile radius of the alignment;
- Review various published compendiums including the National Register of Historic Places and California Register of Historical Resources;
- Review information presented in previous cultural resources compliance reports pertinent to the project alignment, including the Phase I Cultural Resources Report Prepared by ESA in 2007;
- Review archival literature and records on file for the project area;
- Request a search and review the Sacred Lands File maintained by the Native American Heritage Commission (NAHC) and coordinate any consultation with any Native Americans identified by the NAHC with the SWRCB; and,
- Complete a field inventory of the short section of pipeline to be buried along East H and East 6th streets.

Assumptions:

- No more than 2.5 miles of linear pipeline alignment shall be considered in the action area as part of the recommended projects.
- The biological resources assessment and wetland delineation “study area” for this project include:
- The approximately 2.5-mile recycled water pipeline.

- A 25-foot buffer on either side of the alignment to assess habitat adjacent to the project.
- Specific project level biological resource information (within the proposed project footprint) relating to rare plants, special-status wildlife, and other resources within the project area does not exist, is not available, or is not complete.
- Access to the site and all base maps, maps of project locations, CAD produced topographic maps, GIS shapefiles and aerial photos will be provided by the City of Benicia or by the engineering team, if applicable.
- Any GIS shapefiles and/or CAD layers will be geospatially rectified as budget has not been included to rectify these layers.
- It is assumed that SWRCB personnel will review evaluations and any findings and develop their own determinations and conclusions. Mutually agreeable findings will be developed.
- The HPSR will be reviewed by the SWRCB who will determine if the project will affect any resources eligible for the NRHP. If the SWRCB concurs with the report conclusions, they will forward the document with a cover letter to the SHPO for review and concurrence. It is assumed that no NRHP-eligible resources would be affected and that the development of treatment and/or mitigation measures will not be needed.

Deliverables:

- Biological Resources Assessment Report
- APE map for submission to SWRCB.
- Draft and Final HPSR document in a format acceptable to the SWRCB with a short context statement; results of any searches, field inventory(ies) and consultations; findings; recommended finding of effect; potential mitigation measures; and; recommendations following general practice for reporting cultural resources research results.

B.3 Administrative Draft IS

A draft CEQA IS covering the recommended project will be prepared. These documents will be submitted to the City for review and comment. This IS will include the prescribed checklist of environmental factors to be considered per CEQA and will provide a review and significance conclusions for each CEQA resource topic.

Because of the location of the project within existing disturbed areas within either the WWTP, refinery or existing streets, detailed analysis is not expected to be necessary to support the conclusion that the project would not have significant impacts on recreation, utilities and service systems, public services, geology and soils, mineral and energy resources, or agricultural resources. Issues of concern, which are listed below, will be evaluated in greater detail. Impacts associated with air quality,

noise and traffic are expected to be largely confined to the construction period.

Aesthetics. Evaluation of visual impacts will be based on analysis conducted for the 2007 IS/MND. If appropriate, the visual simulations prepared for the 2007 IS/MND will be included in the document. If visual simulations are included in the IS, it is assumed that the City of Benicia will provide graphics suitable for publication. New project-specific renderings of storage facilities or pump stations are not included in the scope.

Air Quality and Greenhouse Gas Emissions. The 2007 IS/MND contains no quantification of either operational or construction emissions, which will be needed to meet CEQA Plus requirements for determination of air quality conformity. Operational air emissions from use of the recycled water in lieu of raw water in the Refinery's cooling towers will be estimated for the preferred alternative. The emissions estimates will be reviewed to determine if they are within the Bay Area Air Quality Management District operational thresholds. It is assumed that the emissions will be within the operational thresholds and a health risk analysis will not be needed.

An evaluation of construction emissions based on the extent and duration of construction will also be prepared and compared to emissions to significance thresholds established by the Bay Area Air Quality Management District. Construction-related air quality technical studies will be used for a Clean Air Act General Conformity Determination.

Hazards/Hazardous Materials. The potential to encounter hazardous materials in during construction-related soil excavation activities will be addressed. To address whether proposed construction activities, including new pipelines, would be located on a "Cortese List" site, the CalEPA EnviroStor and GeoTracker databases and lists of solid waste and hazardous waste facilities in the project area will be reviewed (list of sites to be provided by the City of Benicia). It is assumed that the Project would not require increased use or storage of hazardous chemicals at the WWTP.

Noise. Evaluation of operational and construction noise impacts will be based on information provided in the 2007 IS/MND. For purposes of evaluating noise impacts, it is assumed that any new or modified pumping facilities would be located at the WWTP, consistent with the project as evaluated in the 2007 IS/MND and that operational noise impacts would not be significant. Construction-period noise impacts will be described, but are not expected to be significant because of their short duration.

Traffic and Transportation. Evaluation of construction traffic impacts will be based on information provided in the 2007 IS/MND. Construction-period vehicle traffic will be described based on information in the 2007 IS/MND. It is assumed that the short-term impacts of potential

lane closures associated with pipeline construction will be addressed through preparation of a Traffic Control Plan, consistent with the approach taken in the 2007 IS/MND.

Biological Resources. Results of the Biological Resources Assessment will be summarized and mitigation measures, if necessary incorporated in the IS. It is assumed that impacts on sensitive species can be avoided because of the location of facilities in paved, disturbed areas.

Cultural Resources. The cultural resources report completed in Task B.2 will be summarized and the evaluation of impacts and mitigation measures will be presented in the IS

Cumulative Impact Analysis. Cumulative and unavoidable impacts resulting from the project shall be identified.

Identification of Mitigation/Significant Impacts. An analysis of what mitigation measures and associated monitoring would be required as a direct result of the impacts identified in preparing the IS will be performed. Mitigation measures developed in the 2007 IS/MND will be incorporated and revised as needed. The City will be informed if additional mitigation (beyond that described in the 2007 IS/MND) appears necessary. CONSULTANT will work with the City to determine if changes to the project description can be made so that mitigation would not be required. The City will be informed immediately if any significant project elements appear likely to cause a significant unavoidable impact. Preparation of a Mitigation Monitoring and Reporting Plan is included in the scope.

It is expected that the IS will be used to make a determination that a Mitigated Negative Declaration and Finding of No Significant Impact can be issued.

Deliverables:

- An Administrative Draft IS will be prepared and CONSULTANT will submit an electronic copy for review by the City, who will have up to four weeks to review the Administrative Draft and provide comments.

B.4 Screencheck Draft IS

Comments from the City on the Administrative Draft IS will be addressed and a Screencheck draft environmental document will be submitted for review.

Deliverables:

- Comments will be incorporated within three weeks after receipt. An electronic copy of a Screencheck for review by the City will be provided. The City will have up to two weeks to review and provide comments.

B.5 Draft IS

Comments from the City on the Screencheck Draft IS will be addressed and a Draft IS environmental document will be submitted for review.

Deliverables:

- Comments will be incorporated within three weeks after receipt. An electronic copy of a Screencheck for review by the City will be provided. The City will have up to two weeks to review and provide comments.

B.6 Respond to Comments on IS

At the end of the public review period, responses to any comments received on the IS will be prepared. For purposes of estimating level of effort, the scope of work assumes up to 40 hours of CONSULTANT staff time to provide written response to public comments; should the estimated level of effort for preparing responses exceed the hours assumed, additional work would need to be authorized by the City. A Mitigation Monitoring and Reporting Program will be prepared for adoption at the time of project approval.

Deliverables:

- Incorporate responses to comments from the public within three weeks of the end of the comment period and prepare a Screen Check Final IS. The City will have up to two weeks to review and provide comments. A Final IS in hard copy (25 bound and one unbound copy) and electronic format ready for posting on the City's website within one week will be prepared.
- Prepare Mitigated Negative Declaration and Finding of No Significant Impact.

B.7 Section 7 and Section 106 Compliance

Biologists and regulatory specialists will assist the City in completing informal consultation with the U.S. Fish and Wildlife Service (USFWS) to demonstrate compliance with Section 7 of the federal Endangered Species Act. Informal consultation with the USFWS is expected to be sufficient to demonstrate that the project as designed will avoid effects to listed species. The biological assessment prepared as part of Task B.2 will be used to facilitate informal consultation. A review of proposed facility site improvements is expected to confirm the lack of suitable habitat for listed species. Should either review of the project design or the USFWS informal consultation process determine that there actually is potential for effects to listed species, the CONSULTANT will work with the City to develop a strategy for Section 7 compliance (e.g., approach to research, analysis, and documentation of species effects) pursuant to the formal consultation process. Initiation of Section 7 formal consultation would necessitate a supplemental scope of work.

Cultural resources and regulatory specialists will work with SWRCB in developing a strategy for assuring

compliance with Section 106 of the National Historic Preservation Act, and will provide supporting research and documentation for consultation with the State Historic Preservation Officer (SHPO).

B.8 Project Coordination and QA/QC

Under this task, communication with the City, monthly progress reports and invoices will be prepared. General project team coordination is also included under this task. It is assumed that the environmental documentation will be done in parallel with preliminary design and parts of the Feasibility Study, it is assumed that monthly progress meetings with the City will be conducted under Task A and Task C budgets. QA/QC of documents prior to delivery to the City are included under this task.

B.9 Project Meetings/Workshops

Under this task, up to three, 2-hour meeting/workshops will be held. One meeting is assumed to be a kick-off for the environmental documentation task, and two of the meetings are assumed for discussion of review comments. Meeting agendas and summaries will be prepared.

B.10 Public Outreach

This task will be performed to provide public information during the Feasibility Study. Under this task, CONSULTANT will provide the following:

- Conduct one, 2-hour strategy session with City Staff to confirm the approach to providing public information and performing outreach on the recycled water project.
- Conduct one, 2-hour coordination session with the City's Proposition 218 team to coordinate on the Proposition 218 status, messaging, and outreach efforts.
- Facilitate one public outreach meeting. It is assumed that CONSULTANT will attend and assist with facilitation of the public meeting.
- Assist in producing collateral materials and Power-Point presentations for one public meeting, and public fact sheets and notifications.
- Assist in providing communications support in posting and updating key meeting dates and project reports and address stakeholder concerns to the City of Benicia's Web site.
- Attend meetings and participate in conference calls conducted by the project team.

B.11 Wetland Delineation (Optional Service)

If construction of project facilities has the potential to affect wetlands, a wetland delineation and preliminary jurisdictional determination of the study area can be

conducted as an optional task in accordance with the U.S. Army Corps of Engineers' (USACE) 1987¹ and revised 2010² Guidelines. This will include sampling field data points, recording data on hydrology, vegetation, and soils, and mapping data points and the extent of potential wetlands and waters of the U.S., as well as determining Waters of the State subject to California Department of Fish and Game (CDFG) and Regional Water Quality Control Board (RWQCB) jurisdictions. A preliminary wetland delineation technical report will be prepared describing the methods used and the existing site conditions, including vegetation, soils, and hydrology. The report will include a summary of all potential wetlands and waters of the U.S. subject to federal or state regulations, a discussion of permitting implications, and a map of all wetlands and their respective field data forms. The GIS-based maps will show all potentially jurisdictional wetlands and waters as characterized by vegetation types as well as stream length, width, order, and hydrology. If no wetlands are present, level of effort for this task will be reduced, as it will only need to include documentation of methodology and the absence of wetlands.

This task includes time to submit all documentation to the USACE for review, attend a single site verification meeting with USACE personnel, revise the map and report, and re-submit the wetland delineation to the USACE for final approval. The report will be submitted to the City of Benicia for review prior to submittal to USACE for verification.

Deliverables:

- Wetland Delineation and Preliminary Jurisdictional Determination Report and Map and GIS shapefiles.

B.12 NEPA Documentation (Optional Service)

If City elects to pursue completion of NEPA documentation in the future, CONSULTANT will coordinate with Bureau of Reclamation to develop approach for completing a supplemental document, which will reference the completed IS/MND prepared for the project. It is assumed that Section 106 and Section 7 Consultation will have been completed by SWRCB and CONSULTANT will work with Reclamation to address additional NEPA requirements and federal consultation that would be

needed to obtain a Finding of No Significant Impact (FONSI).

B.13 Contingency for Additional Level of Effort for Preparation of IS/MND (Optional Service)

This scope assumes that the 2007 IS/MND prepared by ESA will provide adequate information for evaluation of impacts in a number of resource areas including: aesthetics, agricultural resources, energy, geology, hazards and hazardous materials, land use and planning, mineral resources, noise, population and housing, public services, recreation, transportation and traffic, and utilities. Additional level of effort may be required, and authorization of contingency funds would be requested under the following conditions:

- If the project is revised materially from the configuration evaluated in the 2007 IS/MND;
- If additional air emissions analyses are needed to support recycled water use in the Refinery's cooling towers;
- If new issues not considered during the preparation of the 2007 IS/MND arise;
- If the analysis in the 2007 IS/MND is determined to be inadequate;
- If comments on the Administrative Draft IS/MND, or any subsequent deliverables, including the Public Draft IS/MND, are greater than expected, and require additional level of effort.

B.14 Contingency for Additional Level of Effort for Public Outreach (Optional Service)

Under this task, CONSULTANT will provide additional outreach support, as needed and as requested by the City. It is assumed that additional public outreach support would be requested as follows:

- Additional effort needed for the facilitation and preparation of the public outreach meeting due to level of public commentary and public questions leading up to the meeting.
- Additional effort to assist and provide guidance and public outreach strategy for preparation of outreach materials and presentations that respond to questions and concerns highlighting project activities and projects.

¹ Environmental Laboratory. 1987. *Corps of Engineers Wetlands Delineation Manual. Technical Report Y-87-1, U.S. Army Engineer Waterways Experiment Station, Vicksburg, Mississippi. January. 100 pp. plus appendices.*

² Environmental Laboratory. 2010. *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region. ERDC/EL TR-10-3. U.S. Army Engineer Research and Development Center, Vicksburg, Mississippi. May.*

Task C: Design

Overview

Design of the Project will include detailed plans, general conditions, technical specifications, construction scheduling and phasing requirements and an engineer's estimate of probable construction cost. The documents will be suitable for public bidding by general contractors as a traditional design-bid-build public works project.

As part of the design task, CONSULTANT will provide funding application support as described below under Subtask 2.

Project Elements

For the purposes of developing a fee proposal, it is assumed that the Project design will include the elements listed below.

- Civil works, including yard piping, paving and grading improvements in the immediate vicinity of new and improved treatment facilities only.
- Minor demolition of existing facilities as needed to accommodate new and improved facilities.
- The treatment train to meet Refinery water quality objectives is assumed to be a Tertiary Membrane Bioreactor (TMBR) that would be located in the RBC clarifiers. Disinfection is assumed to be chlorination and contact time would be met in the recycled water delivery pipeline.
- One recycled water pumping station.
- Approximately 2.5 miles of recycled water conveyance piping based on the preliminary design included in the *Administrative Preliminary Draft Design Report for the Benicia Water Reuse Project*, CDM, April 2008. It is further assumed that existing pipe supports depicted in the April 2008 report are suitable for installation of recycled water piping without significant modifications. The existing buried pipeline portion would be reused.
- Two million gallon underground Recycled water storage tank located at the City's property between Interstate 780, Park Road and the Valero pipeline easement. No additional equalization or storage is assumed.

Equalization of primary effluent in the existing basins at the WWTP is not included at this time.

It is assumed that new electrical service is not needed and that additional electrical standby generation is not needed.

Assumptions

- The scope of design services described herein is based on preliminary information available at the time the proposal was prepared. The scope and effort required to complete the design services may change depending on the findings and recommendations of

the Feasibility Study (Task A) and Environmental Documentation (Task B). The City and CONSULTANT will mutually review and revise the design scope of services and fee estimate based on the results of Tasks A and B and amend the Contract accordingly, if needed, before design work commences.

- The design will be prepared for bidding as a single construction project.
- The fee estimate for design services is based on the preliminary drawing list provided in Attachment 3.
- The Project may require environmental mitigations within the WWTP site and outside the WWTP site where recycled water conveyance facilities are to be constructed. Since the scope and nature of such environmental mitigations will not be defined until the Feasibility Study is completed. It is assumed that inclusion of environmental mitigations will not be significant and will be limited to 40 hours of time.
- City will provide electronic copies of as-built design drawings, reports and specifications for existing WWTP facilities. Allowances for 3 days of potholing at the WWTP are assumed for confirmation of as-builts. An allowance for 2 days of potholing is assumed along the conveyance alignment.
- City will provide safe access to facilities as required for completing design tasks.
- Permits required to construct and operate the facilities will be identified during the Feasibility Study. The scope of services assumes that CONSULTANT will assist the City with obtaining the following permits:
 - Local fire authority approval
 - Bay Area Air Quality Management District – Permit to Construct and Operate
 - Boreholes for geotechnical investigation
- Design drawings will be completed using 2-D AutoCAD software based on CONSULTANT design standards.
- Technical specifications will be based on CONSULTANT standards.
- City acknowledges that construction cost estimates, financial analyses and feasibility projections are subject to many influences including, but not limited to, price of labor and materials, unknown or latent conditions of existing equipment or structures, and time or quality of performance by third parties. City acknowledges that such influences may not be precisely forecasted and are beyond the control of CONSULTANT and that actual costs incurred may vary substantially from the estimates prepared by CONSULTANT. CONSULTANT does not warrant or guarantee the accuracy of construction or development cost estimates.

Deliverables

CONSULTANT will submit the following deliverables during the design phase:

- 30% design consisting of a preliminary design report (with design criteria by design discipline), draft ge-

otechnical desktop study and field investigation plan, survey mapping of project work area, 30% complete design drawings, and an updated construction schedule and cost estimate.

- 60% design consisting of drafts of major equipment technical specifications, 60% complete design drawings, a draft geotechnical investigation report, and an updated construction schedule and cost estimate.
- 90% design consisting of notice to bidders, draft bid documents, general conditions, technical specifications, 90% complete design drawings, final geotechnical investigation report, and an updated construction schedule and cost estimate.
- Final bid documents, notice to bidders, and engineer's estimate of probable construction cost.
- Monthly reports as described below under Design Management.
- Notes from meetings and workshops.

All design deliverables will be submitted as seven printed and bound copies and one electronic copy using applicable file types.

City will provide one set of review comments to the 30%, 60% and 90% deliverables within three weeks of the submittal dates. Comments will be addressed by CONSULTANT in a comment tracking form and in the ensuing deliverable as applicable.

Project Management during Design

Project management tasks completed during the design phase will be a continuation of project management tasks completed during the Feasibility Study and Environmental Documentation tasks. Similar approaches and tools will be used to manage the work, CONSULTANT staff and sub-consultants during the design phase.

Monthly Progress Reports will be submitted by CONSULTANT that contain the following:

- Description of progress during the month
- Issues that may impede progress or change the scope of services
- Decision log listing major decisions and action items made during the design phase
- Updated schedule
- Financial status and invoice

Sub-consultant management

CONSULTANT will manage work of sub-consultants providing geotechnical engineering, surveying and constructability review services.

QA/QC reviews

CONSULTANT will complete internal quality control reviews of deliverables before they are submitted to the City.

Meetings and Workshops

CONSULTANT will prepare for and conduct the following meetings and workshops:

- Design kickoff
- 30% design review
- 60% design review
- 90% design review
- Pre-bid meeting with contractors (led by City)

It is assumed that meetings and workshops will each have a duration of two hours (excluding travel time) unless otherwise noted. Up to four CONSULTANT staff will attend each meeting or workshop.

Geotechnical Investigations and Design

CONSULTANT will employ a licensed geotechnical engineer to perform a geotechnical investigation of the WWTP site and pipeline alignment where work is planned.

Geotechnical design criteria will be established in two phases: (1) desktop study completed during the design phase (2) field investigation and report to be completed during the design phase.

The desktop study will include the following:

- Geotechnical research of available documents, description of the seismic setting, and seismic design parameters.
- Review of historical topographic maps and aerial images.
- Review of existing geotechnical reports for the Benicia WWTP provided by the City.
- Review of construction records provided by the City.
- Review of existing environmental investigations in the proposed work area.

The field investigation and report will include the following:

- Establishment of test boring locations for the proposed facilities, location of utilities at boring locations through Underground Service Alert, and obtaining permits for borings.
- Subsurface investigations at WWTP, including a total of up to 12 borings drilled to bed rock approximately 50 to 100 feet below ground surface.
- Subsurface investigations for pipelines, including a total of up to six borings up to 20 feet below ground surface.
- Location of the borings and scope of testing and analyses will be determined by CONSULTANT as required for preparation of the Contract Documents in accordance with the applicable codes and requirements of the authorities having jurisdiction. It is assumed that borings will not be located in areas covered by concrete or other materials that cannot be penetrated by the drilling equipment.

- Lab testing: disturbed and undisturbed samples collected during drilling will be tested for the following parameters:
 - Moisture content (50)
 - Unit weight (35)
 - Atterberg limits (12)
 - Hydrometer and grain size analysis (12)
 - Unconfined compression (12)
 - Direct shear (8)
 - Consolidation (8)
 - Soil corrosivity (5)

Draft and final geotechnical reports will be prepared to summarize the findings and recommendations related to engineering design and construction of the Project. The report will include descriptions of the foregoing studies and investigations as well as recommendations for design of structures and excavations.

In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, explorations, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total Project cost and/or execution. These conditions and cost/execution effects are not the responsibility of CONSULTANT or its sub-consultants.

Disposal of Waste Materials Generated During Site Investigations

It is assumed that no visibly contaminated soils or bedrock will be encountered. If contaminated soil or bedrock are encountered during drilling, then the boring will be terminated, backfilled with grout, and drilled cuttings will be put into drums for management and disposal by the City.

City will remain responsible as the generator of record for the disposal of contaminated and other waste materials generated by CONSULTANT and its SUBCONSULTANTS on City's site. Accordingly, City shall sign all regulatory paperwork, including waste manifests or bills of lading. In the event City is not able to directly arrange for the disposal of contaminated materials, City authorizes CONSULTANT to hire, on behalf of and as agent of City, subcontractors to transport and dispose of contaminated or other waste material generated from City's site(s).

It is understood and agreed that CONSULTANT and its sub-consultants shall not be deemed to be, and are not responsible as an owner, generator, operator, transporter, arranger or other "person" as described in Section 107(a) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), as amended, or Section 7002 of the Resource Conservation

and Recovery Act ("RCRA"), or applicable state or local laws. Rather, CONSULTANT and its sub-consultants act at the direction of City solely as its agents to arrange for the transportation, storage, treatment, or disposal of the contaminated materials generated from City's site(s).

Indemnification by City of Preexisting Conditions

City acknowledges CONSULTANT will perform part of the work at facilities that may contain hazardous materials or pollution conditions ("Preexisting Pollution Conditions"), and that CONSULTANT had no prior role in the generation, treatment, storage, or disposition of such materials. In consideration of the associated risks that may give rise to claims by third parties or employees of City, City agrees to hold CONSULTANT harmless (including attorneys' fees and other legal expenses) from any and all losses, damages, claims, or actions brought by any third party or employee of City against CONSULTANT or consultant's employees, agents, officers or directors that result from or are attributable to such Preexisting Pollution Conditions. City's responsibility under this provision, however, shall not apply to the extent claims are shown by final judgment to arise out of CONSULTANT's negligence or willful misconduct.

Land Surveying

Mapping for WWTP and Conveyance

CONSULTANT will provide professional land surveyor services including the preparation of detailed survey of work areas for the project. The survey results will be used to prepare site mapping drawings, using vertical datum and horizontal control coordinate systems that correspond to the most recent coordinate systems approved by the City, to support description of the project work in contract drawings.

Aerial mapping of the recycled water pipeline alignment will include a 400-foot-wide corridor at a scale of 40 feet per inch. Mapping will be created at a resolution of 1-foot contours for design level survey. A ground survey crew will calibrate the aerial mapping and will survey surface features such as curbs, gutters, driveways, trees and utility features. The mapping and ground survey will be used to create topographical maps in AutoCAD for use in preparing design plan and profile drawings.

Easements

CONSULTANT will provide investigations of easements and property boundaries within the pipeline work area up to the fee estimate.

Treatment Plant Design

WWTP 30% Design

The purpose of the 30% design task is to confirm the primary definitions and design criteria for all Project components including treatment processes, civil, architectural, structural, piping, mechanical, electrical,

instrumentation, and support equipment. The 30% design will include process flow diagrams (PFDs) and process and instrumentation diagrams (P&IDs) showing piping, equipment and all primary control elements, site arrangements, floor plans and sections, major equipment selections, preliminary electrical one-line diagrams, construction phasing, control system architecture, and control philosophies

As part of the 30% design submittal, CONSULTANT will prepare a preliminary design report that identifies permit requirements (see below) and establishes design criteria for the treatment process and standards, criteria and regulations that will be applied to discipline designs, including:

- Civil
- Architectural
- Structural
- Process mechanical
- Building mechanical (HVAC and plumbing)
- Electrical
- Instrumentation and controls
- Utility services, including plant water and fire protection

As part of the 30% design submittal, CONSULTANT will prepare an updated construction schedule and updated cost estimate to a level of accuracy consistent with the standards for the American Association of Cost Engineers.

WWTP 60% Design

The purpose of this task is to advance the design to the 60% level of completion. CONSULTANT will prepare preliminary construction drawings and specifications for the Project elements described in the Preliminary Design Report. At this point, all major design decisions shall be documented clearly and agreed by City.

Activities to be completed during the 60% design phase include the following:

- Preparation of technical specifications for major equipment
- Preliminary construction drawings to 60% level of completion
- Continued development of equipment list
- Continued development of instrument list
- Preparation of draft process control narratives

As part of the 60% design submittal, CONSULTANT will prepare an updated construction schedule and updated cost estimate to a level of accuracy consistent with the standards for the American Association of Cost Engineers.

WWTP 90% Design

The purpose of the 90% design task is to advance to functional completion of the design documents such that

they are ready for final review and will need only minor corrective adjustments prior to bidding.

Activities to be completed during the 90% design phase include the following:

- Preparation of all technical specifications to 90% level of completion
- Preliminary construction drawings to 90% level of completion
- Complete development of equipment list
- Complete development of instrument list
- Preparation of final process control narratives

WWTP Final Bid Documents

This task includes the remaining work to complete the Project bid documents. The final design submittal will be sealed and signed by the responsible engineer/architect and will comprise complete biddable set of construction documents.

As part of the final bid documents submittal, CONSULTANT will prepare an updated construction schedule and updated cost estimate to a level of accuracy consistent with the standards for the American Association of Cost Engineers.

Conveyance System Design

Conveyance 30% Design

Under this task, CONSULTANT will prepare a preliminary design report that establishes design criteria for the conveyance system and advance the design of the conveyance system to the 30 percent level of completion. Activities to be completed during the 30 percent design phase include the following:

- Identification of permit requirements
- **Utility Coordination and Mapping:** CONSULTANT will coordinate with potential utilities and follow the “ABC” letter process. Utility owners will be identified through Underground Service Alert and “A” letters will be sent to potential utility owners requesting any as-built information available for utilities within the project corridor. CONSULTANT will also coordinate with Valero plant staff to obtain information about utilities along the proposed alignment and identify potential conflicts that will need to be addressed. As part of the utility coordination activity, potholing will be completed for up to 20 potholes with the allowance provided in the fee estimate to confirm location of utilities that could impact the horizontal and vertical location of the pipeline.
- **Preliminary Surge Analysis:** Surge calculations will be completed to evaluate the potential need for surge protection and mitigation measures. The evaluation will include the development of a conceptual system model to evaluate transient pressure surges within the proposed pipeline. The findings and recommenda-

tions for surge protection, and will be included as an appendix to the PDR.

- Development of preliminary drawings, including plan and profile sheets showing the proposed alignment and a site plan showing storage tank layout.
- Preparation of specifications list.

As part of the 30 percent design submittal, CONSULTANT will prepare an updated construction schedule and updated cost estimate to a level of accuracy consistent with the standards for the American Association of Cost Engineers.

Conveyance 60% Design

The purpose of this task is to advance the design to the 60% level of completion. CONSULTANT will advance construction drawings and development of the specifications for the Project elements described in the Preliminary Design Report. At this point, all major design decisions shall be documented clearly and agreed by City.

Activities to be completed during the 60 percent design phase include the following:

- Preparation of technical specifications
- Advancement of drawings to 60 percent level of completion
- Continued utility coordination by issuing “B” letters to utilities with facilities located within or near the project alignment, which will include drawings indicating the location of the facilities relative to the proposed project. Each utility will be asked to confirm the locations and provide markups of any incorrect information. If corrections are required, they will be incorporated into the drawings and provided in a “C” letter. Conflicts or relocations of existing facilities identified will be resolved during this design phase.
- Update construction schedule
- Update cost estimate to a level of accuracy consistent with the standards for the American Association of Cost Engineers.

Conveyance 90% Design

The purpose of the 90 percent design task is to advance to functional completion of the design documents such that they are ready for final review and will need only minor corrective adjustments prior to bidding.

Activities to be completed during the 90% design phase include the following:

- Preparation of all technical specifications to 90 percent level of completion
- Advancement of drawings to 90 percent level of completion
- Update construction schedule
- Update cost estimate to a level of accuracy consistent with the standards for the American Association of Cost Engineers.

Final Bid Documents

This task includes the remaining work to complete the Project bid documents. The final design submittal will be sealed and signed by the responsible engineer and will comprise complete biddable set of construction documents.

As part of the final bid documents submittal, CONSULTANT will prepare an updated construction schedule and updated cost estimate to a level of accuracy consistent with the standards for the American Association of Cost Engineers.

Assumptions

- The design effort is based on the assumption the Feasibility Study will determine the elevated pipe rack alignment will be preferred and no structural modifications to the pipe racks will be necessary to accommodate the new pipeline.
- Utility “A” letters will be sent to 6 utility owners.
- City will provide one set of consolidated review comments for each submittal.

Constructability Review

CONSULTANT will contract with a qualified sub-consultant to conduct a third-party independent constructability review based on the 60% design submittals. The constructability review will be conducted in parallel with the City’s review of the 60% design submittal. Comments from the review will be addressed in the 90% design submittal.

CONSULTANT will present the 60% design to the City and the sub-consultant during a workshop. CONSULTANT will also provide a copy of the 60% design documents to the sub-consultant.

Permits

Except for permits to be obtained by the construction contractor, CONSULTANT will identify permits required for the project, and prepare support documentation needed for the permitting process and coordinate with the permitting agencies. An allowance of two hundred (100) hours of CONSULTANT time is assigned for the permit assistance. All permit application fees will be paid by the City.

It is assumed that permits will be required as follows:

- Local fire authority approval
- Bay Area Air Quality Management District
- Boreholes for geotechnical investigation

Bid Period Assistance

CONSULTANT will complete the following tasks during the bid period:

- Prepare a notice to bidders for distribution by the City.

- City will post advertisement for bids and will distribute/sell bid documents.
- Attend one pre-bid meeting assumed to have a 2-hour duration
- Prepare and issue response to bidder questions, up to 40 hours is budgeted at this time.
- Prepare and issue up to four addenda.
- Attend bid opening. Analyze and summarize the two lowest bids and submit recommendation for award.
- Prepare draft staff report and resolution related to award of construction contract.

Funding Application Support

CONSULTANT will conduct a funding workshop with the City with the purpose to identify the implementation grant applications and low interest loan applications that the City will pursue during design. The workshop will build off of the Feasibility Study assessment and will identify any new funding and/or grant opportunities available to the City. Other grant or funding sources not listed below

CONSULTANT will prepare one application that can be submitted for the Proposition 1 (Prop 1), Chapter 9 grant program and the Clean Water State Revolving Fund (CWSRF) loan. The following lists the assumptions and responsibilities for the scope of work:

- CONSULTANT will assist the City in organizing a kick-off meeting with the CWSRF staff to discuss the project prior to starting the application process. It is assumed one CONSULTANT staff will attend the meeting at SWRCB offices.
- The City will have the project listed in the FFAST system.
- CONSULTANT will prepare the technical (Project Report) package after completion of the 30 percent design. A draft report will be submitted to the City for review and comment. The final Project Report will be submitted to the City and include the technical package application cover page.
- CONSULTANT will prepare environmental package. The draft IS/ND documentation will be submitted for their review prior to finalizing.
- CONSULTANT will support the City with the preparation of the economic package application, staff reports, and associated resolutions that Council must adopt. Support is assumed to be 40 hours of time.
- At this time it is assumed that the Prop 1, Chapter 9 grant application will follow the CWSRF application. Therefore, under a different cover letter, the City will be able to submit the CWSRF application to the Prop 1, Chapter 9 program.

USBR Title XVI. CONSULTANT's scope of services does not include getting the project listed as an Authorized Project under the USBR's Title XVI Program. The CONSULTANT team can provide these services if the Title

XVI program is identified as a key funding opportunity at the Funding Workshop.

Assumptions:

- Support to pursue other funding options aside from CWSRF, Prop 1, Chapter 9, and Title XVI identified during the funding workshop that the City wishes to pursue is not included in this scope. Support for the other funding sources can be added as needed.

Additional Optional Design Tasks

The following items are not included in the scope of services but may be added by mutual agreement between the City and CONSULTANT.

- Third-party project reviews other than a constructability review at 60% described above.
- Investigations and abatement of hazardous materials, including asbestos and lead paint.
- Pre-selection and/or pre-purchase of equipment and systems.
- Engineering Report for the Production and Use of Recycled Water.
- Evaluation of arc flash hazards.
- Evaluation of impacts of reduced flow through the WWTP's outfall, including potential backflow into the outfall.
- Control system programming and human-machine interface (HMI) development.
- Integration of design data into a computerized maintenance management system (CMMS).
- WWTP electrical system modifications and/or upgrades
- Cathodic protection repairs/enhancements
- Additional odor scrubber capabilities at the existing aeration basins and future reuse treatment processes
- Potential energy efficiency projects (battery cells, etc.),
- Paving upgrades within the plant
- California Department of Fish and Wildlife 1600 Agreement, Corps of Engineers 404 Permit and RWQCB 401 Permit.

Task D: Construction Support

Construction support services are assumed to occur over the duration of the construction period, which is assumed to be two years.

Construction Support Services

CONSULTANT will provide the following services during construction:

- Responses to requests for information (RFIs): it is assumed that up to 100 RFIs will be submitted by the contractor, assuming an average of four hours required per response.
- Review of submittals: it is assumed that up to 75 submittals will be reviewed, assuming an average of six hours to review each submittal.
- Preparation of design clarifications: it is assumed that three design clarifications will be issued, assuming an average of 40 hours to prepare each clarification.
- Review of change order requests: it is assumed that up to 15 change orders will be reviewed, assuming an average of 10 hours per change order.
- Site visits, meetings and reports: One CONSULTANT employee will visit the site twice monthly for up to 2 hours per visit to attend progress meetings and observe construction progress.
- Preparation of record drawings: CONSULTANT will prepare record drawings based on drawing markups provided by the contractor and construction manager. Two sets of full-size record drawings and one electronic version will be provided.

Project Management during Construction

Project management tasks completed during the design phase will be a continuation of project management tasks completed during the Design tasks. Similar approaches and tools will be used to manage the work, CONSULTANT staff and sub-consultants during the design phase.

Monthly Progress Reports will be submitted by CONSULTANT that contain the following:

- Description of progress during the month
- Issues that may impede progress or change the scope of services
- Updated schedule
- Financial status and invoice

Assumptions

- Construction and commissioning will be completed within two years of the date notice to proceed is issued to the contractor.
- The City will enlist the services of a third-party construction manager who will be responsible for day-to-day management of construction activities.

- Any inspection or observation of the contractor's work is solely for the limited purpose of determining that the work is generally proceeding in conformance with the intent of the contract documents. CONSULTANT makes no warranty or guarantee with respect to performance of any contractors.

Additional Construction Support Services

The following items are not included in the scope of services but may be added by mutual agreement between the City and CONSULTANT.

- Construction management and inspection services.
- Material testing.
- Startup and commissioning services
- Update of operations and maintenance manuals.
- Operator training.

Task B Detailed Fee Estimate

Benicia, City of (CA) -- Valero Recycled Water Study

Phase	Phase Description	Ramanathan, Malika	Karthik, Jennifer	Chamberlain, Jill S	Gellerman, Dennis G	Gerhardt, Matthew B	Goodson, Mary W	Graening, Guy J	Mackey, Erin D	Savage, Michael T	Tanner, Deanna L	Graydon, James W	Trueblood, Donald C	Total Labor Hours	Total Labor Effort	Total ODCs	Travel Expenses	RMC	Data Instincis	Total Sub Cost	Total Expense Cost	Total Expense Effort	Total Effort
		PM	PA														Cost	Cost	Cost				
		\$238.00	\$118.00	\$183.00	\$283.00	\$283.00	\$258.00	\$238.00	\$218.00	\$283.00	\$138.00	\$283.00	\$238.00										
002	B-Environmental Documentation																						
001	B.1 Project Description	2	0	10	0	0	0	6	10	0	0	0	0	28	6,091	0	0	5,036	0	5,036	5,036	5,288	11,379
002	B.2 Site & Env Investigations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	29,667	0	29,667	29,667	31,150	31,150
004	B.3 Admin Draft Study/EA	2	0	10	0	0	0	0	5	0	0	0	40	57	13,303	0	0	57,440	0	57,440	57,440	60,312	73,615
005	B.4 Screencheck Draft IS/EA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21,920	0	21,920	21,920	23,016	23,016
006	B.5 Draft IS	2	0	3	0	0	0	0	3	0	0	0	0	8	1,730	0	0	16,416	0	16,416	16,416	17,237	18,966
007	B.6 Respond to IS Comments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14,862	0	14,862	14,862	15,605	15,605
008	B.7 Sec 7 & 106 Compliance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,842	0	13,842	13,842	14,534	14,534
009	B.8 PM Coordination/QA/QC	22	30	0	0	0	0	0	0	4	10	15	0	81	15,999	0	500	14,723	0	14,723	14,723	15,959	31,958
010	B.9 PM WorkShop & Mtgs	8	0	0	0	0	0	0	0	0	0	0	0	8	1,961	500	0	11,775	0	11,775	12,275	12,889	14,850
011	B.10 Public Outreach	2	0	2	0	0	0	0	2	0	0	0	0	6	1,316	0	0	0	23,000	23,000	23,000	24,150	25,466
	TOTAL Task B (No Optional Services)	38	30	25	0	0	0	6	20	4	10	15	40	188	40,401	500	500	185,681	23,000	208,681	209,181	220,140	260,541
025	Optional Services & Contingency																						
010	B.11 Wetland Delineation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,532	0	7,532	7,532	7,909	7,909
011	B.12 NEPA Documentation	2	0	0	0	0	0	0	0	0	0	0	0	2	491	0	0	17,540	0	17,540	17,540	18,417	18,907
012	B.13 Contingency Prep of IS/MND	0	0	0	0	0	0	0	5	0	0	0	40	45	10,928	0	0	29,252	0	29,252	29,252	30,715	41,643
013	B.14 Contingency Public Outreach	2	0	2	0	0	0	0	2	0	0	0	0	6	1,316	0	0	0	10,000	10,000	10,000	10,500	11,816
	TOTAL Task B - Optional Services	4	0	2	0	0	0	0	7	0	0	0	40	53	12,735	0	0	54,324	10,000	64,324	64,324	67,540	80,275
	GRAND TOTAL Task B with Optional Services	42	30	27	0	0	0	6	27	4	10	15	80	241	53,136	500	500	240,005	33,000	273,005	273,505	287,680	340,816

1. A five percent markup was applit to subconsultants and ODCs
2. Hours and Dollars are rounded to nearest whole number.
3. Task B rates are assumed for the 2016 calander year. A three percent escalation rate is applied to rates at the end of each calander year.

AGENDA ITEM
CITY COUNCIL MEETING DATE - OCTOBER 20, 2015
BUSINESS ITEMS

DATE : October 20, 2015

TO : City Manager

FROM : Finance Director

SUBJECT : **RECEIVE AND FILE THE BUDGET TO ACTUAL REPORTS: ALL FUNDS FOR THE QUARTER ENDING SEPTEMBER 30, 2015 AND ADOPT RESOLUTION AMENDING THE FISCAL YEAR 2015-2016 BUDGET TO INCLUDE FY 2014-2015 CARRYOVERS AND FY 2015-2016 AMENDMENTS**

RECOMMENDATION:

Receive and file the Budget to Actual Reports: All Funds for the Quarter ending September 2015 (FY 15-16 Q1) and adopt the resolution amending the Fiscal Year 2015-2016 budget to include the FY 2014-2015 carryovers and other amendments as of first quarter.

EXECUTIVE SUMMARY:

The City Council adopted the original biennial budget for FY 2015-2017 on June 2, 2015. As part of a continuing budget review and amendment process, staff has presented the First Quarter Budget to Actuals with a preliminary analysis for FY 2015-2016 revenues and expenditures.

In addition, staff is proposing amendments for City Council consideration of FY 2015-2016. The proposed adjustments include reappropriations of FY 2014-2015 for items that that were either underway, postponed, or otherwise delayed into FY 2015-2016. To complete these projects, staff is recommending the budgeted funds from FY 2014-2015 be reappropriated into the FY 2015-2016. The list of items is attached. Staff is also recommending some amendments have been identified and are attached. A comprehensive review of all funds will return to the City Council after third quarter, FY 2014-2015.

BUDGET INFORMATION:

There are sufficient funds available to support the adoption of carryover and amendments as presented.

GENERAL PLAN:

There is no impact on the City's General Plan.

STRATEGIC PLAN:

Relevant Strategic Plan Goals and Strategies:

- Strategy Issue #3: Strengthening Economic and Fiscal Conditions
 - Strategy #4: Manage City finances prudently

BACKGROUND:

The Budget to Actual Report: All Funds reflects the cumulative revenue, expenditures, and transfers for all budgeted funds as of September 30, 2015. The report compares the fund's actuals and encumbrances (committed expenditures) to the current approved budget. The reports have been sorted and segregated by fund-group type: Governmental Fund-types (General Fund, Special Revenue Funds, Capital Projects Funds, Debt Service Funds) and the Proprietary Fund-types (Internal Service Funds, Wastewater Funds, Water Funds, and Marina Fund).

The financial reports attached provided are produced from the accounting software and meet the standards of providing budget to actual comparisons on both a monthly amount and cumulative. Similar to previous reports prepared by staff, these reports can be generated efficiently through the software and convey the financial position year to date for each fund. The reports provide an expansive view of revenues (receipts), department summary of expenditures (disbursements), and provide each fund's beginning and ending fund balance as of the September 30, 2015. If there are questions about the amounts incurred or the budget, the Finance Department is prepared to answer or follow up after research.

General Fund

As of September 30, 2015, the General Fund department expenditures are approximately 22-30% of the operating budget. General Fund revenues reflect two months collections in Utility User Tax and other miscellaneous revenues. General Fund revenues in Property Tax as well as VLF/Property Tax are first distributed in December and January and will appear in the second and third quarter reports. General Fund revenues in Franchise Fees and Business Licensees are typically reported in the third and fourth quarter of the fiscal calendar.

Resolution 15-XX: Amendments to FY 2015-2016

At the close of Fiscal Year 2014-2015, the City had various projects that were either underway, postponed, or otherwise delayed into FY 2016-2017. To complete these projects, staff is recommending the budgeted funds from FY 2014-2015 be reappropriated into the FY 2015-2016.

Below is the list of committed reserves for the General Fund as of June 30, 2015 and the reappropriations into the FY 15-16 adjusted budget.

General Fund Budget Adjustments

<u>Committed reserves</u>	<u>FY 14-15 unaudited actuals</u>	<u>FY 15-16 Adjusted Budget</u>	<u>FY 16-17 Budget</u>
Arsenal	(150,000)	150,000	-
St Augustine	(250,000)	250,000	-
ERP implementation	(800,000)	800,000	-
Measure C	(1,122,432)	-	-
CC audio/visual	(90,000)	-	-
Human Services	(178,956)	-	-
Broadband or ED programs	(838,647)	838,647	-
Carryover	(350,000)	350,000	-
	(3,780,035)	2,388,647	-

In addition, the following amendments to the General Fund have been identified and their justifications are below the table.

General Fund FY 15-16 Adjusted Expenditure Budget

	<u>FY 15-16 adjustments</u>	<u>FY 16-17 adjustments</u>
Clock Tower elevator		
temporary costs	150,000	
permanent costs	250,000	
Management Analyst (1FTE)	92,000	92,000
CAN system repairs		
repair costs	78,000	
ongoing	29,000	29,000
Dredging	75,000	
Total Adjustments	\$ 674,000	\$ 121,000

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

Management Analyst (1 FTE): Currently, the Police and Fire department's share a single Management Analyst full-time position. Each department has 50% of person's time. Due to the unmet workload in the two departments, it is recommended that each department have one full-time Management Analyst funded. To offset some of the costs of funding an additional full time employee, the Police will be reducing some of its part-time staffing budget by moving these hours to an eligible grant. The remaining funding will require a budget increase in the General Fund resulting in approximately \$92,000 taken from reserves in both FY 2015-2016 and FY 2016-2017.

The General Fund's personnel costs include a 0.5 full-time equivalent (FTE) Management Analyst in both the Police and Fire department's budget. In addition, the Police Department has a Volunteer Coordinator in their part-time personnel budget. Staff is requesting the funding on 1.0 FTE in each of the department's and the cost of this increase will be partially offset by the reduction in part-time salary in the Police Department. Below is a table outlining the proposed budget amendments.

<u>General Fund Personnel Costs</u>			
	<u>Current Budget</u>	<u>Proposed Adjustment</u>	<u>Difference</u>
Police			
.5 FTE MA	65,925	-	
part-time hours	40,000	-	
1.0 FTE MA		131,850	
Fire			
.5 FTE MA	65,925	-	
1.0 FTE MA		131,850	
	<u>\$ 171,850</u>	<u>\$ 263,700</u>	<u>\$ 91,850</u>

In FY 2009-2010 budget, the Fire Department's staffing included the approval for adding a Management Analyst position; however, prior to filling the vacancy, budget reductions moved this position to unfunded in anticipation of future funding. Over the last four years, the duties of Management Analyst in the Fire department were shared among the department's management team, primarily the Fire Chief and Division Chiefs. Throughout this period, the Police Management Analyst has been asked to fill in at the Fire Department to help with assorted tasks. In December 2014, management tested the possibility of sharing the position between the two departments and allocated the Management Analyst to 50% Police and 50% Fire. However, this arrangement has still left many critical needs in both departments unmet. The shift from a half-time to a full-time position will allow the departments to expand the scope of duties that are able to be performed by the position. Below are additional duties that will benefit the departments with the funding of a full-time Management Analyst in each department.

VIII.B.4

Police Department

- Grants (research, writing and administration)
- Crime analysis (analysis work, reports, liaison to other law enforcement crime analysts)
- Staff research and writing
- Website and social media administration
- Budget analysis
- Preparation of management reports
- Fleet analysis
- Equipment inventory
- Volunteer Coordinator
- Assistance and liaison to other agencies
- Project management
- Ongoing organizational efficiency improvements

Fire Department

- Budget and data analysis
- Purchasing
- Grant Grants (research, writing and administration)
- Resource and equipment tracking and reporting
- Mandatory State reporting
- Contract management
- Project management
- Assistance and liaison to other agencies
- Ongoing organizational efficiency improvements
- Volunteer Coordinator
- Staff research and writing
- Website and social media administration
- Tracking and reporting of compliance with citywide emergency training and exercise requirements

Community Alerting and Notification (CAN) system: In September 2015, the Community Alerting and Notification (CAN) system was deemed inoperable and in need of replacement. The system of sirens and associated AM radio channel and the ability to post information on Channel 27 was installed/upgraded last in 2003. Since that time, there have been numerous technology improvements with respect to community alerting systems. In addition to the sirens and the related components, the City also has City Watch, which is a reverse 911 type system. This system allows emergency recorded messages to a designated geographical area.

The City of Benicia has worked to maintain the functionality of the system; however, there have been various challenges in the City's ability to keep the system functional. A major issue is that the company that set up the system and

the software to manage the sirens and its interface to the television and radio is no longer in business as they were bought out several years ago; and the new company will no longer support the previous company's product. The Fire Department and IT Department have determined that the system will need replacement and an on-going maintenance contract.

Below are the breakdown of the proposal costs:

CAN System Upgrade and Maintenance Costs

	<u>Proposal Costs</u>
Relocate or provide power to Park Road Siren	10,000
Change out all batteries and test existing charger units	10,000
Upgrade all 7 sirens to AC power with battery backup	26,500
Acquire new software and hardware to operate the siren system (would require an additional solution to interact to television and radio)	9,500
Service Agreement for annual maintenance of Siren locations	9,000
Acquire AtHoc Solution	22,000
Service Agreement for annual maintenance of AtHoc Solutions	20,000
ONE-TIME COST	\$ 78,000
ANNUAL COST	\$ 29,000

Dredging: The City is responsibility for the engineering support for the Benicia Marina maintenance dredging. Every three years, the City is required to have additional testing and reporting conducted in order to dispose of the City's dredge material. This is required by the Dredged Material Management Office, which is a joint program of the San Francisco Bay Conservation and Development Commission (BCDC), San Francisco Bay Regional Water Quality Control Board (RWQCB), State Lands Commission (SLC), the San Francisco District U.S. Army Corps of Engineers (COE), and the U.S. Environmental Protection Agency (EPA). The City hires a dredging consultant for this work and the cost will be \$99,930 in FY 2015-2016. The City has budgeted \$25,000 for this costs; however, as this is year for the higher costs, an increase is necessary to fund the \$75,000 short-fall. In future budgets, staff will mirror the three year cycle to plan future budgets to include the engineering support costs.

General Fund adjusted budget: Below is the recommended budget amendments from FY 2015-2017.

Projected General Fund fund balance

	<u>FY 14-15 unaudited actuals</u>	<u>FY 15-16 Adjusted Budget</u>	<u>FY 16-17 Budget</u>
Revenues	33,151,941	35,808,230	35,769,190
Expenditures	30,459,570	38,677,009	34,312,190
Committed reserves	3,780,035	(2,388,647)	
Net Income	<u>(1,087,663)</u>	<u>(480,132)</u>	<u>1,457,000</u>
Net Transfers In/(out)	(344,025)	(426,435)	(426,435)
Beginning Fund Balance	9,730,705	8,299,017	7,392,450
Ending Fund Balance	8,299,017	7,392,450	8,423,015
<i>Estimated Reserve Levels</i>	25.0%	20.6%	23.5%

Attachments:

- Resolution 15-XX: FY 2015-2017 Budget Amendment
- September 30, 2015 Income Statement by Fund: All Funds

RESOLUTION NO. 15-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AMENDING THE MUNICIPAL BUDGET FOR FISCAL YEAR 2015-2017

WHEREAS, the City Council, on June 2, 2015, adopted the FY 2015-2017 Biennial Budget; and

WHEREAS, based upon a review of revenues and expenditures, the City Manager has prepared and proposed additional amendments to the FY 2015-2017 budget; and

WHEREAS, proposed amendments include reappropriations of FY 2014-2015 for items that that were either underway, postponed, or otherwise delayed into FY 2015-2016; and

WHEREAS, the City Council has considered information related to these matters, as presented at a public meeting of the City Council, including any supporting documents and reports by City staff, and any information provided during that public meeting; and

WHEREAS, the City Council has reviewed the level of budgeting control needed by the City Manager to ensure efficiency in managing the operations of the City, including the authorization of budget transfers between funds.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby adopts the Amended Municipal Budget for the Fiscal Year 2015-2016 as evidenced by the attached list of FY 2015-2017 Budget Amendments.

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

Date

ATTACHMENT TO RESOLUTION 15-XX
BUDGET AMENDMENTS FOR FY 2015-2017

	FY 14-15 unaudited actuals	FY 15-16 Adjusted Budget	FY 16-17 Budget
Revenues	33,151,941	35,808,230	35,769,190
Expenditures	30,459,570	38,677,009	34,312,190
Committed reserves	3,780,035	(2,388,647)	
Net Income	<u>(1,087,663)</u>	<u>(480,132)</u>	<u>1,457,000</u>
Net Transfers In/(out)	(344,025)	(426,435)	(426,435)
Beginning Fund Balance	9,730,705	8,299,017	7,392,450
Ending Fund Balance	8,299,017	7,392,450	8,423,015

Estimated Reserve Levels	25.0%	20.6%	23.5%
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	FY 14-15 unaudited actuals	FY 15-16 Adjusted Budget	FY 16-17 Budget
Committed reserves			
Arsenal	(150,000)	150,000	-
St Augustine	(250,000)	250,000	-
ERP implementation	(800,000)	800,000	-
Measure C	(1,122,432)	-	-
CC audio/visual	(90,000)	-	-
Human Services	(178,956)	-	-
Broadband or ED programs	(838,647)	838,647	-
Carryover	(350,000)	350,000	-
	<u>(3,780,035)</u>	<u>2,388,647</u>	<u>-</u>

FY 2015-2016 AMENDMENTS

GENERAL FUND

GENERAL FUND 10/11	
Revenue	TOTAL AMENDMENT
Fire	16,160
Total Amendments	16,160

GENERAL FUND 10/11	
Expense	TOTAL AMENDMENT
Fire	16,160
Total Amendments	16,160

SPECIAL REVENUE FUNDS

REVENUE	TOTAL AMENDMENT
Library Programs 87	1,500
Total Amendments	1,500

EXPENSE	TOTAL AMENDMENT
Police CSLEF Grant 36	32,300
Library Programs 87	1,500
Total Amendments	33,800

CAPITAL PROJECTS FUNDS

REVENUE	TOTAL AMENDMENT
Streets and Transportation Fund 48	161,000
Total Amendments	161,000

City of Benicia
Income Statement by Fund
010 - General Fund
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Taxes						
7011	11,557,600	217,916.38	11,773,261.85		215,661.85	101.9%
7012	842,000	(49,939.05)	798,093.95		(43,906.05)	94.8%
7013	(80,000)	(965.02)	12,337.66		92,337.66	-15.4%
7014	129,600	62,799.00	125,598.00		(4,002.00)	96.9%
7015	28,000				(28,000.00)	0.0%
7016	232,800	2,934.90	231,709.51		(1,090.49)	99.5%
7017	125,000	33,185.03	217,481.50		92,481.50	174.0%
7019	1,993,200		1,993,904.00		704.00	100.0%
7121	4,643,200	1,377,246.81	5,318,182.46		674,982.46	114.5%
7122	1,176,800		1,135,602.00		(41,198.00)	96.5%
7135	1,060,000	147,215.72	1,068,109.72		8,109.72	100.8%
7136	279,400	50,889.31	286,512.31		7,112.31	102.5%
7137	675,000	105,999.75	647,020.98		(27,979.02)	95.9%
7138	2,315,600	385,938.00	2,315,630.46		30.46	100.0%
7207	640,000	145,403.64	641,771.89		1,771.89	100.3%
7208	730,000		1,068,465.67		338,465.67	146.4%
7209	436,400	208,367.09	481,353.44		44,953.44	110.3%
7210	8,600		9,072.87		472.87	105.5%
7211	345,000	114,210.78	425,564.12		80,564.12	123.4%
7213	460,000	10,520.22	442,890.29		(17,109.71)	96.3%
7214	100,000	25,763.03	201,590.99		101,590.99	201.6%
Total Taxes	27,698,200	2,837,485.59	29,194,153.67		1,495,953.67	105.4%
Licenses and Permits						
7225						0.0%
7281	55,000	62,740.68	62,740.68		7,740.68	114.1%
7283	274,770	186,946.64	468,732.92		193,962.92	170.6%
7285	5,000	1,051.00	7,977.00		2,977.00	159.5%
7611	300				(300.00)	0.0%
7615	50,000	5,905.83	111,831.69		61,831.69	223.7%
7616	47,500	(1,696.94)	81,412.54		33,912.54	171.4%
7617	1,000	495.00	3,425.00		2,425.00	342.5%
7624	20,000	6,638.07	36,353.07		16,353.07	181.8%
7625	40,000	4,625.00	44,250.00		4,250.00	110.6%
Total Licenses and Permits	493,570	266,705.28	816,722.90		323,152.90	165.5%
Fines and Forfeitures						
7311	40,000	6,078.95	31,823.05		(8,176.95)	79.6%
7314	43,500	3,564.50	44,194.70		694.70	101.6%
7316	4,500	631.70	4,782.17		282.17	106.3%
7318			1,398.00		1,398.00	0.0%
Total Fines and Forfeitures	88,000	10,275.15	82,197.92		(5,802.08)	93.4%
Use of Money and Property						
7411	34,600	(775.90)	37,849.78		3,249.78	109.4%
Total Use of Money and Property	34,600	(775.90)	37,849.78		3,249.78	109.4%
Revenue From Other Agencies						
7502	11,420		11,509.85		89.85	100.8%
7507	12,000	109,010.00	124,446.00		112,446.00	1,037.1%
7508	18,000	6,156.20	28,856.66		10,856.66	160.3%
7549		3,345.00	46,977.00		46,977.00	0.0%
Total Revenue From Other Agencies	41,420	118,511.20	211,789.51		170,369.51	511.3%
Current Service Charges						
7455	305,000	31,551.51	358,201.91		53,201.91	117.4%

City of Benicia
Income Statement by Fund
010 - General Fund
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
7627 TOWING FEES	13,600	1,180.00	12,030.00		(1,570.00)	88.5%
7628 SPECIAL POLICE SERVICES	172,280	4,107.46	32,176.63		(140,103.37)	18.7%
7631 PARAMEDIC- PPP AND TABACCO	170,000	42,662.25	170,649.00		649.00	100.4%
7632 SPECIAL FIRE SERVICES	43,000	23,974.57	91,873.15		48,873.15	213.7%
7633 TRAINING FEES			4,493.16		4,493.16	0.0%
7635 CEMETERY FEES			171.00		171.00	0.0%
7636 INDOOR FACILITIES FEES	72,000	6,356.31	98,638.96		26,638.96	137.0%
7637 SENIOR CENTER PROGRAMS		929.00	6,407.30		6,407.30	0.0%
7638 OUTDOOR FACILITIES	28,000	3,435.00	27,609.40		(390.60)	98.6%
7639 AQUATICS PROGRAM	220,000	55,898.40	186,145.57		(33,854.43)	84.6%
7644 SPECIALTY CLASSES	182,000	26,086.15	181,985.66		(14.34)	100.0%
7645 RECREATION PROGRAMS	427,000	71,814.18	466,010.65		39,010.65	109.1%
7647 SPORTS/LAKE HERMAN	156,000	6,899.50	128,915.57		(27,084.43)	82.6%
7689 PENALTIES	2,000	79.76	619.11		(1,380.89)	31.0%
7696 ADMIN FEES/ASSESSMENT	12,400	4,808.79	4,808.79		(7,591.21)	38.8%
7710 REFUNDS & REBATES	35,000	11,622.03	59,797.39		24,797.39	170.8%
7720 REIMBURSABLE OVERTIME	236,070	(3,113.45)	203,597.11		(32,472.89)	86.2%
7725 LOST & PAID	1,200	405.87	2,888.49		1,688.49	240.7%
7828 ELECTRIC VEHICLE CHG ST FEES	1,000	526.81	2,248.88		1,248.88	224.9%
7919 MAPS & PUBLICATIONS SALES	100	5.25	52.75		(47.25)	52.8%
Total Current Service Charges	2,076,650	289,229.39	2,039,320.48		(37,329.52)	98.2%
Other Revenues (Expenses)						
7810 DONATIONS - GENERAL	4,260	15.00	5,649.20		1,389.20	132.6%
7940 MISC REVENUE	4,000	1,630.92	17,656.23		13,656.23	441.4%
Total Other Revenues (Expenses)	8,260	1,645.92	23,305.43		15,045.43	282.1%
Total Revenues	30,440,700	3,523,076.63	32,405,339.69		1,964,639.69	106.5%
Expenditures by Department						
10 Legislative & Elected	219,555	25,330.20	218,610.92		944.08	99.6%
21 City Manager	2,337,405	312,631.45	2,322,798.58	47,261.30	(32,654.88)	101.4%
24 Non-Departmental	1,020,140	203,303.65	812,275.85	13,135.20	194,728.95	80.9%
25 City Attorney	647,790	68,041.54	535,462.83		112,327.17	82.7%
31 Finance	1,465,320	133,492.51	1,361,061.59		104,258.41	92.9%
34 Library	1,218,975	138,802.59	1,184,183.86		34,791.14	97.1%
41 Planning	1,278,910	151,044.64	1,083,203.22	(18,181.20)	213,887.98	83.3%
52 Police Department	8,807,705	696,027.84	8,322,423.29		485,281.71	94.5%
61 Fire Department	7,271,060	742,153.73	6,923,746.76		347,313.24	95.2%
80 Public Works	2,257,080	255,684.59	1,808,017.06	134,680.47	314,382.47	86.1%
90 Parks & Community Services	5,273,940	617,014.09	4,994,174.05	7,440.00	272,325.95	94.8%
Total Expenditures	31,797,880	3,343,526.83	29,565,958.01	184,335.77	2,047,586.22	93.6%
Net Revenues Over (Under) Expenditures	(1,357,180)	179,549.80	2,839,381.68	(184,335.77)	4,012,225.91	
Other Financing Sources (Uses)						
7910 SALE OF REAL/PERSONAL		187.00	187.00		(187.00)	
7999 INTERFUND TRANSFER IN						
9999 INTERFUND TRANSFER OUT	(567,420)	(21,411.67)	(566,425.04)		(994.96)	99.8%
Total Other Financing Sources (Uses)	(567,420)	(21,224.67)	(566,238.04)		(1,181.96)	99.8%
Change in Fund Balance	(1,924,600)	158,325.13	2,273,143.64	(184,335.77)	4,013,407.87	
Beginning Fund Balance	8,605,569		8,605,569.11			
Ending Fund Balance	6,680,969		10,878,712.75			

City of Benicia
Income Statement by Fund
011 - Capital Projects
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Revenue From Other Agencies						
7549 MISC GRANTS						0.0%
Total Revenue From Other Agencies						
Current Service Charges						
7710 REFUNDS & REBATES		418.00	418.00		418.00	0.0%
Total Current Service Charges		418.00	418.00		418.00	
Total Revenues		418.00	418.00		418.00	
Expenditures by Department						
10 Legislative & Elected	100,000		51,297.35		48,702.65	51.3%
21 City Manager	95,000		27,000.00	10,000.00	58,000.00	38.9%
24 Non-Departmental	316,600	1,579.75	138,089.07	13,588.35	164,922.58	47.9%
41 Planning						
Total Expenditures	511,600	1,579.75	216,386.42	23,588.35	271,625.23	46.9%
Net Revenues Over (Under) Expenditures	(511,600)	(1,161.75)	(215,968.42)	(23,588.35)	272,043.23	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(511,600)	(1,161.75)	(215,968.42)	(23,588.35)	272,043.23	
Beginning Fund Balance	(41,033)		(41,033.98)			
Ending Fund Balance	(552,633)		(257,002.40)			

City of Benicia
Income Statement by Fund
014 - WASTEWATER OPERATIONS
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	6,500	(547.77)	13,235.16		6,735.16	203.6%
Total Use of Money and Property	6,500	(547.77)	13,235.16		6,735.16	203.6%
Current Service Charges						
7651 RESIDENTIAL CHARGES	5,235,000	934,768.52	5,299,772.72		64,772.72	101.2%
7653 MULTI-FAMILY ACCOUNT	1,640,000	247,646.80	1,653,978.89		13,978.89	100.9%
7654 MOBILE HOME CHARGES	175,000	22,338.51	175,160.15		160.15	100.1%
7655 CASA DE VILLA RASA	25,875	3,340.73	25,871.91		(3.09)	100.0%
7656 SENIOR DISCOUNT	25,875		22,361.21		(3,513.79)	86.4%
7657 COMMERCIAL ACCOUNTS	930,000	166,839.01	988,409.17		58,409.17	106.3%
7658 INDUSTRIAL ACCOUNTS	109,000	26,169.31	127,671.46		18,671.46	117.1%
7660 METERED MUNICIPAL ACCOUNT	40,000	5,470.41	34,631.54		(5,368.46)	86.6%
7661 INDUSTRIAL PRETREATMENT	2,750	279.14	1,729.26		(1,020.74)	62.9%
7689 PENALTIES	90,000	6,281.42	87,974.79		(2,025.21)	97.7%
7710 REFUNDS & REBATES		140.24	5,105.27		5,105.27	0.0%
Total Current Service Charges	8,273,500	1,413,274.09	8,422,666.37		149,166.37	101.8%
Total Revenues	8,280,000	1,412,726.32	8,435,901.53		155,901.53	101.9%
Expenditures by Department						
80 Public Works	8,339,780	579,505.32	7,387,378.93	98,273.51	854,127.56	89.8%
Total Expenditures	8,339,780	579,505.32	7,387,378.93	98,273.51	854,127.56	89.8%
Net Revenues Over (Under)						
Expenditures	(59,780)	833,221.00	1,048,522.60	(98,273.51)	1,010,029.09	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN						
9999 INTERFUND TRANSFER OUT	(75,000)		(75,000.00)			100.0%
Total Other Financing Sources (Uses)	(75,000)		(75,000.00)			100.0%
Change in Fund Balance	(134,780)	833,221.00	973,522.60	(98,273.51)	1,010,029.09	
Beginning Fund Balance	22,977,668		22,977,668.99			
Ending Fund Balance	22,842,888		23,951,191.59			

City of Benicia
Income Statement by Fund
017 - GAS TAX
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Taxes						
7513 2103 STATE GAS TAX	291,725	51,237.61	297,180.28		5,455.28	101.9%
7514 2105 STATE GAS TAX	208,610	29,119.76	166,486.91		(42,123.09)	79.8%
7516 2106 STATE GAS TAX	120,855	17,931.17	113,204.91		(7,650.09)	93.7%
7517 2107 STATE GAS TAX	182,105	40,908.36	214,393.62		32,288.62	117.7%
7518 2107.5 STATE GAS TAX	6,000		12,000.00		6,000.00	200.0%
Total Taxes	809,295	139,196.90	803,265.72		(6,029.28)	99.3%
Use of Money and Property						
7411 INVESTMENT EARNINGS	3,670	(75.51)	6,512.05		2,842.05	177.4%
Total Use of Money and Property	3,670	(75.51)	6,512.05		2,842.05	177.4%
Current Service Charges						
7710 REFUNDS & REBATES			8,613.17		8,613.17	0.0%
Total Current Service Charges			8,613.17		8,613.17	
Total Revenues	812,965	139,121.39	818,390.94		5,425.94	100.7%
Expenditures by Department						
80 Public Works	915,585	62,689.97	463,348.59	7,649.50	444,586.91	51.4%
Total Expenditures	915,585	62,689.97	463,348.59	7,649.50	444,586.91	51.4%
Net Revenues Over (Under) Expenditures	(102,620)	76,431.42	355,042.35	(7,649.50)	450,012.85	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(102,620)	76,431.42	355,042.35	(7,649.50)	450,012.85	
Beginning Fund Balance	929,012		929,012.97			
Ending Fund Balance	826,392		1,284,055.32			

City of Benicia
Income Statement by Fund
018 - TOURTELOT MITIGATION FUND
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	2,240	(28.99)	2,847.60		607.60	127.1%
Total Use of Money and Property	2,240	(28.99)	2,847.60		607.60	127.1%
Total Revenues	2,240	(28.99)	2,847.60		607.60	127.1%
Expenditures by Department						
80 Public Works	20,000		387.12		19,612.88	1.9%
Total Expenditures	20,000		387.12		19,612.88	1.9%
Net Revenues Over (Under) Expenditures	(17,760)	(28.99)	2,460.48		20,220.48	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(17,760)	(28.99)	2,460.48		20,220.48	
Beginning Fund Balance	476,840		476,840.30			
Ending Fund Balance	459,080		479,300.78			

City of Benicia
Income Statement by Fund
021 - HUMAN SERVICES
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	800	(11.95)	1,196.64		396.64	149.6%
Total Use of Money and Property	800	(11.95)	1,196.64		396.64	149.6%
Other Revenues (Expenses)						
7810 DONATIONS - GENERAL	26,635	3,556.60	22,542.26		(4,092.74)	84.6%
7812 CITY EMPLOYEE DONATIONS	700	62.00	744.00		44.00	106.3%
7815 FUND RAISING			5,711.46		5,711.46	0.0%
Total Other Revenues (Expenses)	27,335	3,618.60	28,997.72		1,662.72	106.1%
Total Revenues	28,135	3,606.65	30,194.36		2,059.36	107.3%
Expenditures by Department						
31 Finance	177,335	27,904.16	178,055.95		(720.95)	100.4%
Total Expenditures	177,335	27,904.16	178,055.95		(720.95)	100.4%
Net Revenues Over (Under) Expenditures	(149,200)	(24,297.51)	(147,861.59)		1,338.41	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	150,000		150,000.00			100.0%
9999 INTERFUND TRANSFER OUT						
Total Other Financing Sources (Uses)	150,000		150,000.00			100.0%
Change in Fund Balance	800	(24,297.51)	2,138.41		1,338.41	
Beginning Fund Balance	176,296		176,296.06			
Ending Fund Balance	177,096		178,434.47			

City of Benicia
Income Statement by Fund
024 - REHABILITATION PROGRAM
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	2,535	(27.67)	2,673.58		138.58	105.5%
7414 INTEREST ON LOAN	4,000	245.02	3,033.60		(966.40)	75.8%
7418 LOAN REPAYMENTS	11,500	1,209.35	12,085.74		585.74	105.1%
Total Use of Money and Property	18,035	1,426.70	17,792.92		(242.08)	98.7%
Total Revenues	18,035	1,426.70	17,792.92		(242.08)	98.7%
Expenditures by Department						
41 Planning						
Total Expenditures						
Net Revenues Over (Under)						
Expenditures	18,035	1,426.70	17,792.92		(242.08)	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	18,035	1,426.70	17,792.92		(242.08)	
Beginning Fund Balance	440,865		440,865.29			
Ending Fund Balance	458,900		458,658.21			

City of Benicia
Income Statement by Fund
028 - DRUG PREVENTION
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	50	(4.61)	447.21		397.21	894.4%
Total Use of Money and Property	50	(4.61)	447.21		397.21	894.4%
Current Service Charges						
7629 PD SET ASIDE	1,550				(1,550.00)	0.0%
Total Current Service Charges	1,550				(1,550.00)	0.0%
Total Revenues	1,600	(4.61)	447.21		(1,152.79)	28.0%
Expenditures by Department						
52 Police Department	7,500		70.98		7,429.02	0.9%
Total Expenditures	7,500		70.98		7,429.02	0.9%
Net Revenues Over (Under) Expenditures	(5,900)	(4.61)	376.23		6,276.23	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(5,900)	(4.61)	376.23		6,276.23	
Beginning Fund Balance	27,292		27,292.15			
Ending Fund Balance	21,392		27,668.38			

City of Benicia
Income Statement by Fund
029 - AFFORDABLE HOUSING
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	15	(1.24)	121.21		106.21	808.1%
Total Use of Money and Property	15	(1.24)	121.21		106.21	808.1%
Total Revenues	15	(1.24)	121.21		106.21	808.1%
Expenditures by Department						
Total Expenditures	7,500		70.98		7,429.02	0.9%
Net Revenues Over (Under) Expenditures	15	(1.24)	121.21		106.21	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	15	(1.24)	121.21		106.21	
Beginning Fund Balance	20,300		20,300.48			
Ending Fund Balance	20,315		20,421.69			

City of Benicia
Income Statement by Fund
032 - COMMUNITY SERVICE PROGRAMS
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Licenses and Permits						
7617 PARKS PROCESSING FEE	15,050	2,675.00	20,945.00		5,895.00	139.2%
Total Licenses and Permits	15,050	2,675.00	20,945.00		5,895.00	139.2%
Use of Money and Property						
7411 INVESTMENT EARNINGS	1,200	(17.64)	1,692.64		492.64	141.1%
Total Use of Money and Property	1,200	(17.64)	1,692.64		492.64	141.1%
Current Service Charges						
7635 CEMETERY FEES	30,050	247.00	25,326.00		(4,724.00)	84.3%
Total Current Service Charges	30,050	247.00	25,326.00		(4,724.00)	84.3%
Other Revenues (Expenses)						
7940 MISC REVENUE	1,500		350.00		(1,150.00)	23.3%
Total Other Revenues (Expenses)	1,500		350.00		(1,150.00)	23.3%
Total Revenues	47,800	2,904.36	48,313.64		513.64	101.1%
Expenditures by Department						
90 Parks & Community Services	100,640	1,660.06	24,579.19		76,060.81	24.4%
Total Expenditures	100,640	1,660.06	24,579.19		76,060.81	24.4%
Net Revenues Over (Under) Expenditures	(52,840)	1,244.30	23,734.45		76,574.45	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(52,840)	1,244.30	23,734.45		76,574.45	
Beginning Fund Balance	268,758		268,758.31			
Ending Fund Balance	215,918		292,492.76			

City of Benicia
Income Statement by Fund
033 - DEVELOPER BOOK FUND
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Taxes						
7220 DEVELOPMENT FEES	500		705.00		205.00	141.0%
Total Taxes	500		705.00		205.00	141.0%
Use of Money and Property						
7411 INVESTMENT EARNINGS		(.07)	5.71		5.71	0.0%
Total Use of Money and Property		(.07)	5.71		5.71	
Total Revenues	500	(.07)	710.71		210.71	142.1%
Expenditures by Department						
34 Library	500				500.00	0.0%
Total Expenditures	500				500.00	0.0%
Net Revenues Over (Under) Expenditures		(.07)	710.71		710.71	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance		(.07)	710.71		710.71	
Beginning Fund Balance	480		480.48			
Ending Fund Balance	480		1,191.19			

City of Benicia
Income Statement by Fund
034 - TRAFFIC MITIGATION
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Taxes						
7220 DEVELOPMENT FEES	2,000	52,080.22	74,854.61		72,854.61	3,742.7%
Total Taxes	2,000	52,080.22	74,854.61		72,854.61	3,742.7%
Use of Money and Property						
7411 INVESTMENT EARNINGS	8,000	(56.37)	5,820.16		(2,179.84)	72.8%
7414 INTEREST ON LOAN		134.27	134.27		134.27	0.0%
Total Use of Money and Property	8,000	77.90	5,954.43		(2,045.57)	74.4%
Total Revenues	10,000	52,158.12	80,809.04		70,809.04	808.1%
Expenditures by Department						
80 Public Works	973,670	12,237.43	133,496.59		840,173.41	13.7%
Total Expenditures	973,670	12,237.43	133,496.59		840,173.41	13.7%
Net Revenues Over (Under) Expenditures	(963,670)	39,920.69	(52,687.55)		910,982.45	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(963,670)	39,920.69	(52,687.55)		910,982.45	
Beginning Fund Balance	999,075		999,075.81			
Ending Fund Balance	35,405		946,388.26			

City of Benicia
Income Statement by Fund
036 - COPS SUPP LAW ENF GRANT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	125	(8.02)	620.69		495.69	496.6%
Total Use of Money and Property	125	(8.02)	620.69		495.69	496.6%
Revenue From Other Agencies						
7538 SUPP LAW ENFORCE FUND	100,000	30,239.62	106,493.56		6,493.56	106.5%
7549 MISC GRANTS						0.0%
Total Revenue From Other Agencies	100,000	30,239.62	106,493.56		6,493.56	106.5%
Total Revenues	100,125	30,231.60	107,114.25		6,989.25	107.0%
Expenditures by Department						
52 Police Department	137,550	98,240.33	128,142.71	3,025.01	6,382.28	95.4%
Total Expenditures	137,550	98,240.33	128,142.71	3,025.01	6,382.28	95.4%
Net Revenues Over (Under) Expenditures	(37,425)	(68,008.73)	(21,028.46)	(3,025.01)	13,371.53	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(37,425)	(68,008.73)	(21,028.46)	(3,025.01)	13,371.53	
Beginning Fund Balance	85,123		85,123.90			
Ending Fund Balance	47,698		64,095.44			

City of Benicia
Income Statement by Fund
038 - SP DEPOT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	675	(7.87)	766.10		91.10	113.5%
Total Use of Money and Property	675	(7.87)	766.10		91.10	113.5%
Current Service Charges						
7455 RENTS & CONCESSIONS	1,825	250.00	1,844.93		19.93	101.1%
Total Current Service Charges	1,825	250.00	1,844.93		19.93	101.1%
Total Revenues	2,500	242.13	2,611.03		111.03	104.4%
Expenditures by Department						
90 Parks & Community Services	25,000				25,000.00	0.0%
Total Expenditures	25,000				25,000.00	0.0%
Net Revenues Over (Under) Expenditures	(22,500)	242.13	2,611.03		25,111.03	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(22,500)	242.13	2,611.03		25,111.03	
Beginning Fund Balance	127,546		127,546.88			
Ending Fund Balance	105,046		130,157.91			

City of Benicia
Income Statement by Fund
039 - POLICE GRANTS - COUNTY
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	50	(1.38)	145.95		95.95	291.9%
Total Use of Money and Property	50	(1.38)	145.95		95.95	291.9%
Revenue From Other Agencies						
7539 FRC GRANT	82,845	22,650.87	78,627.49		(4,217.51)	94.9%
Total Revenue From Other Agencies	82,845	22,650.87	78,627.49		(4,217.51)	94.9%
Other Revenues (Expenses)						
7810 DONATIONS - GENERAL			680.00		680.00	0.0%
Total Other Revenues (Expenses)			680.00		680.00	
Total Revenues	82,895	22,649.49	79,453.44		(3,441.56)	95.8%
Expenditures by Department						
52 Police Department	84,515	12,985.43	75,034.22		9,480.78	88.8%
Total Expenditures	84,515	12,985.43	75,034.22		9,480.78	88.8%
Net Revenues Over (Under) Expenditures	(1,620)	9,664.06	4,419.22		6,039.22	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(1,620)	9,664.06	4,419.22		6,039.22	
Beginning Fund Balance	30,009		30,009.57			
Ending Fund Balance	28,389		34,428.79			

City of Benicia
Income Statement by Fund
041 - RESTRICTED POLICE
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS		(3.04)	278.68		278.68	0.0%
Total Use of Money and Property		(3.04)	278.68		278.68	
Revenue From Other Agencies						
7549 MISC GRANTS	25,000		9,622.97		(15,377.03)	38.5%
Total Revenue From Other Agencies	25,000		9,622.97		(15,377.03)	38.5%
Current Service Charges						
7630 TABACCO SETTLEMENT	54,425	26,476.11	61,934.03		7,509.03	113.8%
Total Current Service Charges	54,425	26,476.11	61,934.03		7,509.03	113.8%
Total Revenues	79,425	26,473.07	71,835.68		(7,589.32)	90.4%
Expenditures by Department						
52 Police Department	153,425	8,177.67	68,733.67	13,000.00	71,691.33	53.3%
Total Expenditures	153,425	8,177.67	68,733.67	13,000.00	71,691.33	53.3%
Net Revenues Over (Under) Expenditures	(74,000)	18,295.40	3,102.01	(13,000.00)	64,102.01	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	48,105		48,105.00			100.0%
Total Other Financing Sources (Uses)	48,105		48,105.00			100.0%
Change in Fund Balance	(25,895)	18,295.40	51,207.01	(13,000.00)	64,102.01	
Beginning Fund Balance	61,110		61,110.98			
Ending Fund Balance	35,215		112,317.99			

City of Benicia
Income Statement by Fund
044 - WASTEWATER PROJECTS
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	40,300	(579.08)	56,711.82		16,411.82	140.7%
7414 INTEREST ON LOAN	7,200	5,882.91	5,882.91		(1,317.09)	81.7%
7418 LOAN REPAYMENTS						0.0%
Total Use of Money and Property	47,500	5,303.83	62,594.73		15,094.73	131.8%
Current Service Charges						
7672 SEWER CONNECTION FEES	30,000	129,800.72	157,040.72		127,040.72	523.5%
Total Current Service Charges	30,000	129,800.72	157,040.72		127,040.72	523.5%
Total Revenues	77,500	135,104.55	219,635.45		142,135.45	283.4%
Expenditures by Department						
80 Public Works	1,364,000		9,976.10		1,354,023.90	0.7%
Total Expenditures	1,364,000		9,976.10		1,354,023.90	0.7%
Net Revenues Over (Under) Expenditures	(1,286,500)	135,104.55	209,659.35		1,496,159.35	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(1,286,500)	135,104.55	209,659.35		1,496,159.35	
Beginning Fund Balance	27,977,241		27,977,241.36			
Ending Fund Balance	26,690,741		28,186,900.71			

City of Benicia
Income Statement by Fund
045 - WATER CONNECTION
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	18,800	(270.08)	26,954.24		8,154.24	143.4%
7414 INTEREST ON LOAN		18.29	18.29		18.29	0.0%
Total Use of Money and Property	18,800	(251.79)	26,972.53		8,172.53	143.5%
Current Service Charges						
7676 WATER CONNECTION FEES	15,000	2,601.36	18,716.36		3,716.36	124.8%
Total Current Service Charges	15,000	2,601.36	18,716.36		3,716.36	124.8%
Total Revenues	33,800	2,349.57	45,688.89		11,888.89	135.2%
Expenditures by Department						
80 Public Works	1,794,155	34,894.95	157,440.71	31,693.24	1,605,021.05	10.5%
Total Expenditures	1,794,155	34,894.95	157,440.71	31,693.24	1,605,021.05	10.5%
Net Revenues Over (Under) Expenditures	(1,760,355)	(32,545.38)	(111,751.82)	(31,693.24)	1,616,909.94	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(1,760,355)	(32,545.38)	(111,751.82)	(31,693.24)	1,616,909.94	
Beginning Fund Balance	10,930,867		10,930,867.30			
Ending Fund Balance	9,170,512		10,819,115.48			

City of Benicia
Income Statement by Fund
046 - CAPITAL LICENSE
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Taxes						
7222 CAPITAL LICENSE TAX	5,000	30,357.67	47,999.91		42,999.91	960.0%
Total Taxes	5,000	30,357.67	47,999.91		42,999.91	960.0%
Use of Money and Property						
7411 INVESTMENT EARNINGS	200	(5.98)	529.82		329.82	264.9%
7414 INTEREST ON LOAN	1,800	163.72	163.72		(1,636.28)	9.1%
Total Use of Money and Property	2,000	157.74	693.54		(1,306.46)	34.7%
Total Revenues	7,000	30,515.41	48,693.45		41,693.45	695.6%
Expenditures by Department						
Total Expenditures	1,794,155	34,894.95	157,440.71	31,693.24	1,605,021.05	10.5%
Net Revenues Over (Under) Expenditures	7,000	30,515.41	48,693.45		41,693.45	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	7,000	30,515.41	48,693.45		41,693.45	
Beginning Fund Balance	79,874		79,874.46			
Ending Fund Balance	86,874		128,567.91			

City of Benicia
Income Statement by Fund
047 - PARK DEDICATION
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Licenses and Permits						
7224 PARKLAND DEDICATION FEES	5,000		16,747.00		11,747.00	334.9%
Total Licenses and Permits	5,000		16,747.00		11,747.00	334.9%
Use of Money and Property						
7411 INVESTMENT EARNINGS		(13.65)	1,254.84		1,254.84	0.0%
Total Use of Money and Property		(13.65)	1,254.84		1,254.84	
Revenue From Other Agencies						
7534 STATE COASTAL CONSERVANCY		22,550.08	95,776.77		95,776.77	0.0%
Total Revenue From Other Agencies		22,550.08	95,776.77		95,776.77	
Total Revenues	5,000	22,536.43	113,778.61		108,778.61	2,275.6%
Expenditures by Department						
90 Parks & Community Services	38,745		33,907.75		4,837.25	87.5%
Total Expenditures	38,745		33,907.75		4,837.25	87.5%
Net Revenues Over (Under) Expenditures	(33,745)	22,536.43	79,870.86		113,615.86	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(33,745)	22,536.43	79,870.86		113,615.86	
Beginning Fund Balance	(804)		(804.65)			
Ending Fund Balance	(34,549)		79,066.21			

City of Benicia
Income Statement by Fund
048 - STREETS AND TRANSPORTATION
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS		(15.62)	1,429.57		1,429.57	0.0%
Total Use of Money and Property		(15.62)	1,429.57		1,429.57	
Revenue From Other Agencies						
7532 3% BRIDGE TOLL FUNDS	700,000	358,677.23	459,485.21		(240,514.79)	65.6%
7549 MISC GRANTS	161,700	64,133.45	751,399.46		589,699.46	464.7%
Total Revenue From Other Agencies	861,700	422,810.68	1,210,884.67		349,184.67	140.5%
Total Revenues	861,700	422,795.06	1,212,314.24		350,614.24	140.7%
Expenditures by Department						
31 Finance	1,251,545	83,753.75	268,406.95	5,051.16	978,086.89	21.8%
80 Public Works	896,700		694,671.08		202,028.92	77.5%
Total Expenditures	2,148,245	83,753.75	963,078.03	5,051.16	1,180,115.81	45.1%
Net Revenues Over (Under) Expenditures	(1,286,545)	339,041.31	249,236.21	(5,051.16)	1,530,730.05	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(1,286,545)	339,041.31	249,236.21	(5,051.16)	1,530,730.05	
Beginning Fund Balance	214,108		214,108.11			
Ending Fund Balance	(1,072,436)		463,344.32			

City of Benicia
Income Statement by Fund
049 - COMMUNITY CENTER
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Expenditures by Department						
<u>90</u> Parks & Community Services	3,825		3,824.26		.74	100.0%
Total Expenditures	3,825		3,824.26		.74	100.0%
Net Revenues Over (Under) Expenditures	(3,825)		(3,824.26)		.74	
Other Financing Sources (Uses)						
9999 INTERFUND TRANSFER OUT	(46,515)		(46,512.40)		(2.60)	100.0%
Total Other Financing Sources (Uses)	(46,515)		(46,512.40)		(2.60)	100.0%
Change in Fund Balance	(50,340)		(50,336.66)		3.34	
Beginning Fund Balance	50,336		50,336.66			
Ending Fund Balance	(3)					

City of Benicia
Income Statement by Fund
050 - LIBRARY BASEMENT PROJECT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS		(17.77)	1,744.15		1,744.15	0.0%
Total Use of Money and Property		(17.77)	1,744.15		1,744.15	
Total Revenues		(17.77)	1,744.15		1,744.15	
Expenditures by Department						
Total Expenditures	3,825		3,824.26		.74	100.0%
Net Revenues Over (Under) Expenditures		(17.77)	1,744.15		1,744.15	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance		(17.77)	1,744.15		1,744.15	
Beginning Fund Balance	292,095		292,095.16			
Ending Fund Balance	292,095		293,839.31			

City of Benicia
Income Statement by Fund
052 - RESIDENTIAL L&L
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Licenses and Permits						
7240 SPECIAL ASSESSMENTS	299,885	5,997.71	299,885.76		.76	100.0%
Total Licenses and Permits	299,885	5,997.71	299,885.76		.76	100.0%
Use of Money and Property						
7411 INVESTMENT EARNINGS		(5.41)	149.81		149.81	0.0%
Total Use of Money and Property		(5.41)	149.81		149.81	
Total Revenues	299,885	5,992.30	300,035.57		150.57	100.1%
Expenditures by Department						
90 Parks & Community Services	428,665	40,140.58	377,631.06		51,033.94	88.1%
Total Expenditures	428,665	40,140.58	377,631.06		51,033.94	88.1%
Net Revenues Over (Under) Expenditures	(128,780)	(34,148.28)	(77,595.49)		51,184.51	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	86,645		86,645.04		(.04)	100.0%
Total Other Financing Sources (Uses)	86,645		86,645.04		(.04)	100.0%
Change in Fund Balance	(42,135)	(34,148.28)	9,049.55		51,184.55	
Beginning Fund Balance	47,568		47,568.89			
Ending Fund Balance	5,433		56,618.44			

City of Benicia
Income Statement by Fund
056 - FLEETSIDE L&L
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Licenses and Permits						
7240 SPECIAL ASSESSMENTS	79,975	1,599.54	79,977.18		2.18	100.0%
Total Licenses and Permits	79,975	1,599.54	79,977.18		2.18	100.0%
Use of Money and Property						
7411 INVESTMENT EARNINGS	475	(6.88)	676.38		201.38	142.4%
Total Use of Money and Property	475	(6.88)	676.38		201.38	142.4%
Total Revenues	80,450	1,592.66	80,653.56		203.56	100.3%
Expenditures by Department						
90 Parks & Community Services	135,095	9,671.93	111,345.52		23,749.48	82.4%
Total Expenditures	135,095	9,671.93	111,345.52		23,749.48	82.4%
Net Revenues Over (Under) Expenditures	(54,645)	(8,079.27)	(30,691.96)		23,953.04	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(54,645)	(8,079.27)	(30,691.96)		23,953.04	
Beginning Fund Balance	136,761		136,761.89			
Ending Fund Balance	82,116		106,069.93			

City of Benicia
Income Statement by Fund
058 - GENERAL OBLIGATION BONDS
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Taxes						
7011 PROPERTY TAX - SECURED	625,000	13,379.39	637,567.25		12,567.25	102.0%
7012 PROPERTY TAX - UNSECURED	38,000	55.35	32,753.54		(5,246.46)	86.2%
7013 PROP TAX - PRIOR YEARS' COLL	55	313.86	9.86		(45.14)	17.9%
7014 HOMEOWNERS EXEMPTION	4,000	2,526.00	5,052.00		1,052.00	126.3%
7016 UNITARY TAX	9,155	92.02	7,084.12		(2,070.88)	77.4%
7017 SUPPLEMENTAL PROPERTY TAX	1,500	1,746.05	8,497.98		6,997.98	566.5%
Total Taxes	677,710	18,112.67	690,964.75		13,254.75	102.0%
Use of Money and Property						
7411 INVESTMENT EARNINGS	2,660	(42.97)	1,504.06		(1,155.94)	56.5%
Total Use of Money and Property	2,660	(42.97)	1,504.06		(1,155.94)	56.5%
Total Revenues	680,370	18,069.70	692,468.81		12,098.81	101.8%
Expenditures by Department						
31 Finance	673,625	672,875.00	672,875.00		750.00	99.9%
Total Expenditures	673,625	672,875.00	672,875.00		750.00	99.9%
Net Revenues Over (Under) Expenditures	6,745	(654,805.30)	19,593.81		12,848.81	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	6,745	(654,805.30)	19,593.81		12,848.81	
Beginning Fund Balance	708,435		708,435.25			
Ending Fund Balance	715,180		728,029.06			

City of Benicia
Income Statement by Fund
060 - MARINA
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Taxes						
7011 PROPERTY TAX - SECURED	16,000	16,000.00	16,000.00			100.0%
7012 PROPERTY TAX - UNSECURED	48,000	48,000.00	48,000.00			100.0%
7214 REAL PROPERTY TRANSFER TAX	3,000		3,899.75		899.75	130.0%
Total Taxes	67,000	64,000.00	67,899.75		899.75	101.3%
Use of Money and Property						
7411 INVESTMENT EARNINGS		17,419.00	17,419.00		17,419.00	0.0%
Total Use of Money and Property		17,419.00	17,419.00		17,419.00	
Current Service Charges						
7455 RENTS & CONCESSIONS	277,720	145,813.66	277,710.92		(9.08)	100.0%
7458 PERCENTAGE RENTS	30,000	48,398.00	48,398.00		18,398.00	161.3%
Total Current Service Charges	307,720	194,211.66	326,108.92		18,388.92	106.0%
Total Revenues	374,720	275,630.66	411,427.67		36,707.67	109.8%
Expenditures by Department						
80 Public Works	587,955	44,820.79	390,618.83	2,000.00	195,336.17	66.8%
Total Expenditures	587,955	44,820.79	390,618.83	2,000.00	195,336.17	66.8%
Net Revenues Over (Under) Expenditures	(213,235)	230,809.87	20,808.84	(2,000.00)	232,043.84	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	209,275		209,274.96		.04	100.0%
Total Other Financing Sources (Uses)	209,275		209,274.96		.04	100.0%
Change in Fund Balance	(3,960)	230,809.87	230,083.80	(2,000.00)	232,043.80	
Beginning Fund Balance	(189,371)		(189,371.90)			
Ending Fund Balance	(193,331)		40,711.90			

City of Benicia
Income Statement by Fund
066 - EAST 2ND STREET ASSESSMENT DST
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Licenses and Permits						
7240 SPECIAL ASSESSMENTS	340,000	5,377.69	268,884.90		(71,115.10)	79.1%
Total Licenses and Permits	340,000	5,377.69	268,884.90		(71,115.10)	79.1%
Use of Money and Property						
7411 INVESTMENT EARNINGS	1,275		1,686.97		411.97	132.3%
Total Use of Money and Property	1,275		1,686.97		411.97	132.3%
Total Revenues	341,275	5,377.69	270,571.87		(70,703.13)	79.3%
Expenditures by Department						
31 Finance	433,470	5,351.52	434,961.70		(1,491.70)	100.3%
Total Expenditures	433,470	5,351.52	434,961.70		(1,491.70)	100.3%
Net Revenues Over (Under) Expenditures	(92,195)	26.17	(164,389.83)		(72,194.83)	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance Beginning Fund Balance	(92,195)	26.17	(164,389.83)		(72,194.83)	
Ending Fund Balance	(92,195)		(164,389.83)			

City of Benicia
Income Statement by Fund
067 - CONSOLID. DRAKE/GATEWAY PLAZA
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	800		80.13		(719.87)	10.0%
Total Use of Money and Property	800		80.13		(719.87)	10.0%
Total Revenues	800		80.13		(719.87)	10.0%
Expenditures by Department						
31 Finance	3,500		28,288.47		(24,788.47)	808.2%
Total Expenditures	3,500		28,288.47		(24,788.47)	808.2%
Net Revenues Over (Under) Expenditures	(2,700)		(28,208.34)		(25,508.34)	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance Beginning Fund Balance	(2,700)		(28,208.34)		(25,508.34)	
Ending Fund Balance	(2,700)		(28,208.34)			

City of Benicia
Income Statement by Fund
068 - FLEETSIDE REFUNDED 2002
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS			1,222.16		1,222.16	0.0%
Total Use of Money and Property			1,222.16		1,222.16	
Total Revenues			1,222.16		1,222.16	
Expenditures by Department						
31 Finance	420,250		423,125.25		(2,875.25)	100.7%
Total Expenditures	420,250		423,125.25		(2,875.25)	100.7%
Net Revenues Over (Under) Expenditures	(420,250)		(421,903.09)		(1,653.09)	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance Beginning Fund Balance	(420,250)		(421,903.09)		(1,653.09)	
Ending Fund Balance	(420,250)		(421,903.09)			

City of Benicia
Income Statement by Fund
069 - MCALLISTER ASSESSMENT DISTRICT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Licenses and Permits						
7240 SPECIAL ASSESSMENTS	835,000	13,748.01	687,400.98		(147,599.02)	82.3%
Total Licenses and Permits	835,000	13,748.01	687,400.98		(147,599.02)	82.3%
Use of Money and Property						
7411 INVESTMENT EARNINGS	2,960	(73.38)	5,039.66		2,079.66	170.3%
Total Use of Money and Property	2,960	(73.38)	5,039.66		2,079.66	170.3%
Total Revenues	837,960	13,674.63	692,440.64		(145,519.36)	82.6%
Expenditures by Department						
31 Finance	181,660	6,540.49	1,020,078.89		(838,418.89)	561.5%
Total Expenditures	181,660	6,540.49	1,020,078.89		(838,418.89)	561.5%
Net Revenues Over (Under) Expenditures	656,300	7,134.14	(327,638.25)		(983,938.25)	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance Beginning Fund Balance	656,300	7,134.14	(327,638.25)		(983,938.25)	
Ending Fund Balance	656,300		(327,638.25)			

City of Benicia
Income Statement by Fund
071 - COLUMBUS PKWY L&L
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Licenses and Permits						
7240 SPECIAL ASSESSMENTS	15,800	315.99	15,799.90		(.10)	100.0%
Total Licenses and Permits	15,800	315.99	15,799.90		(.10)	100.0%
Use of Money and Property						
7411 INVESTMENT EARNINGS	510	(6.82)	651.92		141.92	127.8%
Total Use of Money and Property	510	(6.82)	651.92		141.92	127.8%
Total Revenues	16,310	309.17	16,451.82		141.82	100.9%
Expenditures by Department						
90 Parks & Community Services	28,775	1,208.85	15,724.71		13,050.29	54.6%
Total Expenditures	28,775	1,208.85	15,724.71		13,050.29	54.6%
Net Revenues Over (Under) Expenditures	(12,465)	(899.68)	727.11		13,192.11	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(12,465)	(899.68)	727.11		13,192.11	
Beginning Fund Balance	111,279		111,279.17			
Ending Fund Balance	98,814		112,006.28			

City of Benicia
Income Statement by Fund
072 - EAST 2ND ST L&L
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Licenses and Permits						
7240 SPECIAL ASSESSMENTS	28,000	560.01	28,000.74		.74	100.0%
Total Licenses and Permits	28,000	560.01	28,000.74		.74	100.0%
Use of Money and Property						
7411 INVESTMENT EARNINGS	40	(2.93)	254.41		214.41	636.0%
Total Use of Money and Property	40	(2.93)	254.41		214.41	636.0%
Total Revenues	28,040	557.08	28,255.15		215.15	100.8%
Expenditures by Department						
90 Parks & Community Services	39,715	2,691.11	27,450.66		12,264.34	69.1%
Total Expenditures	39,715	2,691.11	27,450.66		12,264.34	69.1%
Net Revenues Over (Under) Expenditures	(11,675)	(2,134.03)	804.49		12,479.49	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(11,675)	(2,134.03)	804.49		12,479.49	
Beginning Fund Balance	46,060		46,060.87			
Ending Fund Balance	34,385		46,865.36			

City of Benicia
Income Statement by Fund
073 - GOODYEAR ROAD L&L
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Licenses and Permits						
7240 SPECIAL ASSESSMENTS	4,000	80.00	4,000.02		.02	100.0%
Total Licenses and Permits	4,000	80.00	4,000.02		.02	100.0%
Use of Money and Property						
7411 INVESTMENT EARNINGS	25	(2.38)	236.00		211.00	944.0%
Total Use of Money and Property	25	(2.38)	236.00		211.00	944.0%
Total Revenues	4,025	77.62	4,236.02		211.02	105.2%
Expenditures by Department						
90 Parks & Community Services	8,910	484.25	6,231.85		2,678.15	69.9%
Total Expenditures	8,910	484.25	6,231.85		2,678.15	69.9%
Net Revenues Over (Under) Expenditures	(4,885)	(406.63)	(1,995.83)		2,889.17	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(4,885)	(406.63)	(1,995.83)		2,889.17	
Beginning Fund Balance	40,980		40,980.83			
Ending Fund Balance	36,095		38,985.00			

City of Benicia
Income Statement by Fund
081 - FIRE DEPT GRANTS
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	25	(1.73)	159.04		134.04	636.2%
Total Use of Money and Property	25	(1.73)	159.04		134.04	636.2%
Revenue From Other Agencies						
7545 OIL RECYCLING GRANT	7,765		7,767.00		2.00	100.0%
7547 BEVERAGE CONTAINER	7,500		7,406.00		(94.00)	98.7%
Total Revenue From Other Agencies	15,265		15,173.00		(92.00)	99.4%
Total Revenues	15,290	(1.73)	15,332.04		42.04	100.3%
Expenditures by Department						
21 City Manager	9,395	824.75	7,017.03		2,377.97	74.7%
61 Fire Department	15,000		4,047.84		10,952.16	27.0%
Total Expenditures	24,395	824.75	11,064.87		13,330.13	45.4%
Net Revenues Over (Under)						
Expenditures	(9,105)	(826.48)	4,267.17		13,372.17	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(9,105)	(826.48)	4,267.17		13,372.17	
Beginning Fund Balance	22,568		22,568.44			
Ending Fund Balance	13,463		26,835.61			

City of Benicia
Income Statement by Fund
083 - COUNTY SALES TAX MEASURE
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Taxes						
7121 SALES TAX	670,000	235,837.40	774,307.87		104,307.87	115.6%
Total Taxes	670,000	235,837.40	774,307.87		104,307.87	115.6%
Use of Money and Property						
7411 INVESTMENT EARNINGS	2,460	(35.97)	3,491.83		1,031.83	141.9%
Total Use of Money and Property	2,460	(35.97)	3,491.83		1,031.83	141.9%
Current Service Charges						
7675 OTHER WATER CHARGES		834.56				0.0%
Total Current Service Charges		834.56				
Total Revenues	672,460	236,635.99	777,799.70		105,339.70	115.7%
Expenditures by Department						
34 Library	901,240	57,216.00	702,433.49		198,806.51	77.9%
Total Expenditures	901,240	57,216.00	702,433.49		198,806.51	77.9%
Net Revenues Over (Under) Expenditures	(228,780)	179,419.99	75,366.21		304,146.21	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(228,780)	179,419.99	75,366.21		304,146.21	
Beginning Fund Balance	652,430		652,430.79			
Ending Fund Balance	423,650		727,797.00			

City of Benicia
Income Statement by Fund
084 - CENTURY CABLE
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	145	(5.33)	538.92		393.92	371.7%
Total Use of Money and Property	145	(5.33)	538.92		393.92	371.7%
Current Service Charges						
7699 PEG FEES	12,000		1,822.69		(10,177.31)	15.2%
Total Current Service Charges	12,000		1,822.69		(10,177.31)	15.2%
Total Revenues	12,145	(5.33)	2,361.61		(9,783.39)	19.4%
Expenditures by Department						
21 City Manager	114,470	4,500.00	21,577.05		92,892.95	18.8%
Total Expenditures	114,470	4,500.00	21,577.05		92,892.95	18.8%
Net Revenues Over (Under) Expenditures	(102,325)	(4,505.33)	(19,215.44)		83,109.56	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	11,855		11,855.04		(.04)	100.0%
Total Other Financing Sources (Uses)	11,855		11,855.04		(.04)	100.0%
Change in Fund Balance	(90,470)	(4,505.33)	(7,360.40)		83,109.60	
Beginning Fund Balance	90,993		90,993.81			
Ending Fund Balance	523		83,633.41			

City of Benicia
Income Statement by Fund
087 - DONATIONS & BEQUESTS
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	990	(12.53)	1,374.28		384.28	138.8%
Total Use of Money and Property	990	(12.53)	1,374.28		384.28	138.8%
Revenue From Other Agencies						
7549 MISC GRANTS	735	236.00	8,048.77		7,313.77	1,095.1%
Total Revenue From Other Agencies	735	236.00	8,048.77		7,313.77	1,095.1%
Other Revenues (Expenses)						
7810 DONATIONS - GENERAL	75,000	10.00	75,072.00		72.00	100.1%
7815 FUND RAISING	2,500	60.00	15,254.00		12,754.00	610.2%
Total Other Revenues (Expenses)	77,500	70.00	90,326.00		12,826.00	116.5%
Total Revenues	79,225	293.47	99,749.05		20,524.05	125.9%
Expenditures by Department						
34 Library	171,555	36,401.56	102,199.84		69,355.16	59.6%
Total Expenditures	171,555	36,401.56	102,199.84		69,355.16	59.6%
Net Revenues Over (Under)						
Expenditures	(92,330)	(36,108.09)	(2,450.79)		89,879.21	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(92,330)	(36,108.09)	(2,450.79)		89,879.21	
Beginning Fund Balance	181,971		181,971.27			
Ending Fund Balance	89,641		179,520.48			

City of Benicia
Income Statement by Fund
088 - INTERLIBRARY LOAN
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS		(2.08)	200.23		200.23	0.0%
Total Use of Money and Property		(2.08)	200.23		200.23	
Current Service Charges						
7649 INTERLIBRARY LOANS			4,832.53		4,832.53	0.0%
Total Current Service Charges			4,832.53		4,832.53	
Total Revenues		(2.08)	5,032.76		5,032.76	
Expenditures by Department						
34 Library	10,000		3,102.43		6,897.57	31.0%
Total Expenditures	10,000		3,102.43		6,897.57	31.0%
Net Revenues Over (Under) Expenditures	(10,000)	(2.08)	1,930.33		11,930.33	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(10,000)	(2.08)	1,930.33		11,930.33	
Beginning Fund Balance	32,528		32,528.39			
Ending Fund Balance	22,528		34,458.72			

City of Benicia
Income Statement by Fund
089 - LITERACY FUND
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	670	(5.19)	641.26		(28.74)	95.7%
Total Use of Money and Property	670	(5.19)	641.26		(28.74)	95.7%
Revenue From Other Agencies						
7523 LITERACY STATE GRANT MATCH	15,000		20,220.00		5,220.00	134.8%
Total Revenue From Other Agencies	15,000		20,220.00		5,220.00	134.8%
Other Revenues (Expenses)						
7815 FUND RAISING	8,000				(8,000.00)	0.0%
Total Other Revenues (Expenses)	8,000				(8,000.00)	0.0%
Total Revenues	23,670	(5.19)	20,861.26		(2,808.74)	88.1%
Expenditures by Department						
34 Library	61,730	11,239.96	56,664.54		5,065.46	91.8%
Total Expenditures	61,730	11,239.96	56,664.54		5,065.46	91.8%
Net Revenues Over (Under) Expenditures	(38,060)	(11,245.15)	(35,803.28)		2,256.72	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(38,060)	(11,245.15)	(35,803.28)		2,256.72	
Beginning Fund Balance	112,169		112,169.85			
Ending Fund Balance	74,109		76,366.57			

City of Benicia
Income Statement by Fund
090 - WATER OPERATIONS
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	5,400	(148.97)	13,143.03		7,743.03	243.4%
Total Use of Money and Property	5,400	(148.97)	13,143.03		7,743.03	243.4%
Current Service Charges						
7455 RENTS & CONCESSIONS	3,025				(3,025.00)	0.0%
7651 RESIDENTIAL CHARGES	3,921,870	748,317.51	3,726,033.16		(195,836.84)	95.0%
7653 MULTI-FAMILY ACCOUNT	722,435	142,246.11	825,187.86		102,752.86	114.2%
7654 MOBILE HOME CHARGES	36,025	8,745.12	58,670.75		22,645.75	162.9%
7656 SENIOR DISCOUNT	229,125	13,887.67	213,810.90		(15,314.10)	93.3%
7657 COMMERCIAL ACCOUNTS	1,274,765	293,749.42	1,379,017.89		104,252.89	108.2%
7658 INDUSTRIAL ACCOUNTS	160,760	48,018.46	203,951.14		43,191.14	126.9%
7660 METERED MUNICIPAL ACCOUNT	428,410	83,387.58	366,615.74		(61,794.26)	85.6%
7664 PUBLIC FIRE PROTECTION	72,200	19,108.64	86,962.87		14,762.87	120.4%
7665 CONSTRUCTION HYDRANT	12,400	3,992.79	12,022.76		(377.24)	97.0%
7666 PRIVATE HYDRANTS	4,700	1,041.08	5,799.64		1,099.64	123.4%
7668 VALERO UNTREATED WATER	1,862,500	196,436.43	2,007,040.91		144,540.91	107.8%
7670 OTHER UNTREATED WATER	4,345	84.32	358.68		(3,986.32)	8.3%
7678 METER SETS	2,340		265.00		(2,075.00)	11.3%
7689 PENALTIES	70,000	5,055.64	62,563.04		(7,436.96)	89.4%
7710 REFUNDS & REBATES	7,000	3,211.28	19,175.02		12,175.02	273.9%
Total Current Service Charges	8,811,900	1,567,282.05	8,967,475.36		155,575.36	101.8%
Total Revenues	8,817,300	1,567,133.08	8,980,618.39		163,318.39	101.9%
Expenditures by Department						
80 Public Works	9,187,170	1,142,371.64	8,622,806.91	117,367.25	446,995.84	95.1%
Total Expenditures	9,187,170	1,142,371.64	8,622,806.91	117,367.25	446,995.84	95.1%
Net Revenues Over (Under)						
Expenditures	(369,870)	424,761.44	357,811.48	(117,367.25)	610,314.23	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN						
9999 INTERFUND TRANSFER OUT	(390,000)		(390,000.00)			100.0%
Total Other Financing Sources (Uses)	(390,000)		(390,000.00)			100.0%
Change in Fund Balance	(759,870)	424,761.44	(32,188.52)	(117,367.25)	610,314.23	
Beginning Fund Balance	17,938,345		17,938,345.99			
Ending Fund Balance	17,178,475		17,906,157.47			

City of Benicia
Income Statement by Fund
095 - PAYROLL FUND
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Expenditures by Department						
<u>24</u> Non-Departmental						
Total Expenditures						
Net Revenues Over (Under) Expenditures						
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance						
Beginning Fund Balance	1,058		1,058.64			
Ending Fund Balance	1,058		1,058.64			

City of Benicia
Income Statement by Fund
105 - GENERAL FIXED ASSETS
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Expenditures by Department						
Total Expenditures						
Net Revenues Over (Under) Expenditures						
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance						
Beginning Fund Balance	114,322,471		114,322,471.07			
Ending Fund Balance	114,322,471		114,322,471.07			

City of Benicia
Income Statement by Fund
110 - INSURANCE
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	2,400	(60.06)	5,462.17		3,062.17	227.6%
Total Use of Money and Property	2,400	(60.06)	5,462.17		3,062.17	227.6%
Current Service Charges						
7710 REFUNDS & REBATES						0.0%
7991 SERVICE CHARGE-CAPITAL	980		980.04		.04	100.0%
7992 SERVICE CHARGE GENERAL	828,365	(4.07)	828,360.97		(4.03)	100.0%
7993 SERVICE CHARGE INTERNAL	13,110		13,110.00			100.0%
7994 SERVICE CHARGE SPECIAL	35,505	(1.23)	35,503.77		(1.23)	100.0%
7995 SERVICE CHARGE-ENTERPRISE	122,040		122,040.00			100.0%
Total Current Service Charges	1,000,000	(5.30)	999,994.78		(5.22)	100.0%
Total Revenues	1,002,400	(65.36)	1,005,456.95		3,056.95	100.3%
Expenditures by Department						
21 City Manager	1,003,230	732,742.75	1,904,630.92		(901,400.92)	189.8%
Total Expenditures	1,003,230	732,742.75	1,904,630.92		(901,400.92)	189.8%
Net Revenues Over (Under) Expenditures	(830)	(732,808.11)	(899,173.97)		(898,343.97)	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(830)	(732,808.11)	(899,173.97)		(898,343.97)	
Beginning Fund Balance	(1,059,981)		(1,059,981.96)			
Ending Fund Balance	(1,060,811)		(1,959,155.93)			

City of Benicia
Income Statement by Fund
111 - ADMINSTRATIVE SERVICES
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS			41.90		41.90	0.0%
Total Use of Money and Property			41.90		41.90	
Current Service Charges						
7710 REFUNDS & REBATES			2,050.00		2,050.00	0.0%
7992 SERVICE CHARGE GENERAL	1,690				(1,690.00)	0.0%
7995 SERVICE CHARGE-ENTERPRISE	464,600		464,599.92		(.08)	100.0%
Total Current Service Charges	466,290		466,649.92		359.92	100.1%
Total Revenues	466,290		466,691.82		401.82	100.1%
Expenditures by Department						
21 City Manager						
24 Non-Departmental						
31 Finance	466,290	21,849.87	355,933.50		110,356.50	76.3%
Total Expenditures	466,290	21,849.87	355,933.50		110,356.50	76.3%
Net Revenues Over (Under) Expenditures			110,758.32		110,758.32	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance Beginning Fund Balance			110,758.32		110,758.32	
Ending Fund Balance			110,758.32			

City of Benicia
Income Statement by Fund
112 - EQUIPMENT SERVICE
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Current Service Charges						
7992 SERVICE CHARGE GENERAL	454,535		450,305.04		(4,229.96)	99.1%
7995 SERVICE CHARGE-ENTERPRISE	87,720		86,405.04		(1,314.96)	98.5%
Total Current Service Charges	542,255		536,710.08		(5,544.92)	99.0%
Total Revenues	542,255		536,710.08		(5,544.92)	99.0%
Expenditures by Department						
80 Public Works	542,505	38,061.52	511,249.51		31,255.49	94.2%
Total Expenditures	542,505	38,061.52	511,249.51		31,255.49	94.2%
Net Revenues Over (Under)						
Expenditures	(250)	(38,061.52)	25,460.57		25,710.57	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(250)	(38,061.52)	25,460.57		25,710.57	
Beginning Fund Balance						
Ending Fund Balance	(250)		25,460.57			

City of Benicia
Income Statement by Fund
113 - FACILITY MAINTENANCE
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	2,100	(21.39)	2,030.61		(69.39)	96.7%
Total Use of Money and Property	2,100	(21.39)	2,030.61		(69.39)	96.7%
Current Service Charges						
7992 SERVICE CHARGE GENERAL	285,005		285,005.04		.04	100.0%
Total Current Service Charges	285,005		285,005.04		.04	100.0%
Total Revenues	287,105	(21.39)	287,035.65		(69.35)	100.0%
Expenditures by Department						
90 Parks & Community Services	350,930	27,654.35	214,820.53		136,109.47	61.2%
Total Expenditures	350,930	27,654.35	214,820.53		136,109.47	61.2%
Net Revenues Over (Under) Expenditures	(63,825)	(27,675.74)	72,215.12		136,040.12	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	46,515		46,512.40		2.60	100.0%
Total Other Financing Sources (Uses)	46,515		46,512.40		2.60	100.0%
Change in Fund Balance	(17,310)	(27,675.74)	118,727.52		136,037.52	
Beginning Fund Balance	6,223,413		6,223,413.18			
Ending Fund Balance	6,206,103		6,342,140.70			

City of Benicia
Income Statement by Fund
114 - VEHICLE REPLACEMENT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	3,400	(60.86)	5,294.11		1,894.11	155.7%
Total Use of Money and Property	3,400	(60.86)	5,294.11		1,894.11	155.7%
Current Service Charges						
7992 SERVICE CHARGE GENERAL	371,565		371,565.00			100.0%
7993 SERVICE CHARGE INTERNAL	8,205		8,205.00			100.0%
Total Current Service Charges	379,770		379,770.00			100.0%
Total Revenues	383,170	(60.86)	385,064.11		1,894.11	100.5%
Expenditures by Department						
52 Police Department	130,000	(100,675.32)			130,000.00	0.0%
61 Fire Department	44,395	18,346.94	62,743.32		(18,348.32)	141.3%
80 Public Works						
90 Parks & Community Services	75,000	(58,853.61)			75,000.00	0.0%
Total Expenditures	249,395	(141,181.99)	62,743.32		186,651.68	25.2%
Net Revenues Over (Under) Expenditures	133,775	141,121.13	322,320.79		188,545.79	
Other Financing Sources (Uses)						
7910 SALE OF REAL/PERSONAL	500	(41,443.75)	11,146.25		(10,646.25)	2,229.3%
Total Other Financing Sources (Uses)	500	(41,443.75)	11,146.25		(10,646.25)	2,229.3%
Change in Fund Balance	134,275	99,677.38	333,467.04		199,192.04	
Beginning Fund Balance	1,810,861		1,810,861.39			
Ending Fund Balance	1,945,136		2,144,328.43			

City of Benicia
Income Statement by Fund
115 - EQUIPMENT REPLACEMENT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	3,800	(57.67)	5,369.20		1,569.20	141.3%
Total Use of Money and Property	3,800	(57.67)	5,369.20		1,569.20	141.3%
Current Service Charges						
7992 SERVICE CHARGE GENERAL	175,700		175,700.04		.04	100.0%
7993 SERVICE CHARGE INTERNAL	15,810		15,810.00			100.0%
Total Current Service Charges	191,510		191,510.04		.04	100.0%
Total Revenues	195,310	(57.67)	196,879.24		1,569.24	100.8%
Expenditures by Department						
10 Legislative & Elected						
21 City Manager	73,655	225.00	13,099.47		60,555.53	17.8%
31 Finance						
41 Planning						
52 Police Department	45,740	(243.00)	14,480.00		31,260.00	31.7%
61 Fire Department	80,455	(32,490.15)			80,455.00	0.0%
80 Public Works	42,200				42,200.00	0.0%
90 Parks & Community Services	64,000		9,899.73		54,100.27	15.5%
Total Expenditures	306,050	(32,508.15)	37,479.20		268,570.80	12.2%
Net Revenues Over (Under) Expenditures	(110,740)	32,450.48	159,400.04		270,140.04	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance Beginning Fund Balance	(110,740)	32,450.48	159,400.04		270,140.04	
Beginning Fund Balance	920,311		920,311.77			
Ending Fund Balance	809,571		1,079,711.81			

City of Benicia
Income Statement by Fund
116 - RETIREMENT STABLIZATION
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	1,800	25.21	4,516.34		2,716.34	250.9%
Total Use of Money and Property	1,800	25.21	4,516.34		2,716.34	250.9%
Current Service Charges						
7992 SERVICE CHARGE GENERAL	1,610,000	132,391.23	1,614,209.91		4,209.91	100.3%
Total Current Service Charges	1,610,000	132,391.23	1,614,209.91		4,209.91	100.3%
Total Revenues	1,611,800	132,416.44	1,618,726.25		6,926.25	100.4%
Expenditures by Department						
31 Finance	1,489,915	(880,667.00)	608,491.92		881,423.08	40.8%
Total Expenditures	1,489,915	(880,667.00)	608,491.92		881,423.08	40.8%
Net Revenues Over (Under) Expenditures	121,885	1,013,083.44	1,010,234.33		888,349.33	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	121,885	1,013,083.44	1,010,234.33		888,349.33	
Beginning Fund Balance	1,606,367		1,606,367.75			
Ending Fund Balance	1,728,252		2,616,602.08			

City of Benicia
Income Statement by Fund
117 - ENERGY CONSERVATION
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	3,900	(5.83)	1,434.64		(2,465.36)	36.8%
Total Use of Money and Property	3,900	(5.83)	1,434.64		(2,465.36)	36.8%
Current Service Charges						
7710 REFUNDS & REBATES	450,000	160,111.60	464,556.06		14,556.06	103.2%
7827 USER FEES	652,430		652,430.04		.04	100.0%
7829 OTHER ENERGY CONSERVATION	190,725		190,724.96		(.04)	100.0%
Total Current Service Charges	1,293,155	160,111.60	1,307,711.06		14,556.06	101.1%
Total Revenues	1,297,055	160,105.77	1,309,145.70		12,090.70	100.9%
Expenditures by Department						
24 Non-Departmental	1,251,050	(437,522.67)	761,586.57		489,463.43	60.9%
31 Finance	5,000				5,000.00	0.0%
Total Expenditures	1,256,050	(437,522.67)	761,586.57		494,463.43	60.6%
Net Revenues Over (Under) Expenditures	41,005	597,628.44	547,559.13		506,554.13	
Other Financing Sources (Uses)						
9999 INTERFUND TRANSFER OUT						
Total Other Financing Sources (Uses)						
Change in Fund Balance	41,005	597,628.44	547,559.13		506,554.13	
Beginning Fund Balance	645,636		645,636.45			
Ending Fund Balance	686,641		1,193,195.58			

City of Benicia
Income Statement by Fund
169 - MCALLISTER AREA CONSTRUCTION
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Expenditures by Department						
Total Expenditures	1,256,050	(437,522.67)	761,586.57		494,463.43	60.6%
Net Revenues Over (Under) Expenditures						
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance						
Beginning Fund Balance						
Ending Fund Balance						

City of Benicia
Income Statement by Fund
180 - FEMA
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Revenue From Other Agencies						
7540 FEMA GRANT	91,780	18,837.00	94,185.00		2,405.00	102.6%
7549 MISC GRANTS						0.0%
Total Revenue From Other Agencies	91,780	18,837.00	94,185.00		2,405.00	102.6%
Total Revenues	91,780	18,837.00	94,185.00		2,405.00	102.6%
Expenditures by Department						
80 Public Works	91,780	(53,925.68)	94,185.00	50,319.00	(52,724.00)	157.4%
Total Expenditures	91,780	(53,925.68)	94,185.00	50,319.00	(52,724.00)	157.4%
Net Revenues Over (Under) Expenditures		72,762.68		(50,319.00)	(50,319.00)	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance Beginning Fund Balance		72,762.68		(50,319.00)	(50,319.00)	
Ending Fund Balance						

City of Benicia
Income Statement by Fund
217 - VALERO SETTLEMENT AGREEMENT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	5,600	(12.34)	1,545.60		(4,054.40)	27.6%
Total Use of Money and Property	5,600	(12.34)	1,545.60		(4,054.40)	27.6%
Current Service Charges						
7805 VALERO VIP SETTLEMENT	1,138,390		507,092.00		(631,298.00)	44.5%
Total Current Service Charges	1,138,390		507,092.00		(631,298.00)	44.5%
Total Revenues	1,143,990	(12.34)	508,637.60		(635,352.40)	44.5%
Expenditures by Department						
21 City Manager	882,250	23,561.50	146,752.38	150,025.00	585,472.62	33.6%
24 Non-Departmental	503,840	(656.00)	477,129.07	19,943.68	6,767.25	98.7%
41 Planning	275,145	39,445.87	244,984.43	28,971.12	1,189.45	99.6%
90 Parks & Community Services	232,600	163,244.37	191,433.37		41,166.63	82.3%
Total Expenditures	1,893,835	225,595.74	1,060,299.25	198,939.80	634,595.95	66.5%
Net Revenues Over (Under) Expenditures	(749,845)	(225,608.08)	(551,661.65)	(198,939.80)	(756.45)	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(749,845)	(225,608.08)	(551,661.65)	(198,939.80)	(756.45)	
Beginning Fund Balance	320,486		320,486.97			
Ending Fund Balance	(429,358)		(231,174.68)			

City of Benicia
Income Statement by Fund
222 - ARTS & CULTURE COMMISSION FUND
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS		(.13)	6.08		6.08	0.0%
Total Use of Money and Property		(.13)	6.08		6.08	
Other Revenues (Expenses)						
7815 FUND RAISING	2,000	700.00	3,075.00		1,075.00	153.8%
Total Other Revenues (Expenses)	2,000	700.00	3,075.00		1,075.00	153.8%
Total Revenues	2,000	699.87	3,081.08		1,081.08	154.1%
Expenditures by Department						
34 Library	66,295	15,270.52	66,257.37		37.63	99.9%
Total Expenditures	66,295	15,270.52	66,257.37		37.63	99.9%
Net Revenues Over (Under) Expenditures	(64,295)	(14,570.65)	(63,176.29)		1,118.71	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	61,540	21,411.67	60,545.00		995.00	98.4%
Total Other Financing Sources (Uses)	61,540	21,411.67	60,545.00		995.00	98.4%
Change in Fund Balance	(2,755)	6,841.02	(2,631.29)		123.71	
Beginning Fund Balance	4,034		4,034.52			
Ending Fund Balance	1,279		1,403.23			

City of Benicia
Income Statement by Fund
226 - ECONOMIC DEVELOP ACTIVITIES FD
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	500	(50.23)	4,150.88		3,650.88	830.2%
Total Use of Money and Property	500	(50.23)	4,150.88		3,650.88	830.2%
Current Service Charges						
7455 RENTS & CONCESSIONS	220,000	10,000.00	80,000.00		(140,000.00)	36.4%
Total Current Service Charges	220,000	10,000.00	80,000.00		(140,000.00)	36.4%
Total Revenues	220,500	9,949.77	84,150.88		(136,349.12)	38.2%
Expenditures by Department						
21 City Manager	43,455	4,691.68	64,989.70		(21,534.70)	149.6%
Total Expenditures	43,455	4,691.68	64,989.70		(21,534.70)	149.6%
Net Revenues Over (Under) Expenditures	177,045	5,258.09	19,161.18		(157,883.82)	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	177,045	5,258.09	19,161.18		(157,883.82)	
Beginning Fund Balance	816,971		816,971.95			
Ending Fund Balance	994,016		836,133.13			

City of Benicia
Income Statement by Fund
229 - SAFETY GRANT FUND
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Revenue From Other Agencies						
7549 MISC GRANTS		36,573.32	44,167.84		44,167.84	0.0%
Total Revenue From Other Agencies		36,573.32	44,167.84		44,167.84	
Total Revenues		36,573.32	44,167.84		44,167.84	
Expenditures by Department						
25 City Attorney		36,573.31	44,167.83		(44,167.83)	
Total Expenditures		36,573.31	44,167.83		(44,167.83)	
Net Revenues Over (Under) Expenditures		.01	.01		.01	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance		.01	.01		.01	
Beginning Fund Balance	565		565.00			
Ending Fund Balance	565		565.01			

City of Benicia
Income Statement by Fund
230 - MISCELLANEOUS GRANTS
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS			.27		.27	0.0%
Total Use of Money and Property			.27		.27	
Revenue From Other Agencies						
7534 STATE COASTAL CONSERVANCY	149,875	15,892.89	96,467.09		(53,407.91)	64.4%
7549 MISC GRANTS	26,435		119,098.00		92,663.00	450.5%
Total Revenue From Other Agencies	176,310	15,892.89	215,565.09		39,255.09	122.3%
Total Revenues	176,310	15,892.89	215,565.36		39,255.36	122.3%
Expenditures by Department						
41 Planning	149,875	28,855.62	122,345.82	16,846.40	10,682.78	92.9%
61 Fire Department	26,435	9,237.27	24,181.89		2,253.11	91.5%
Total Expenditures	176,310	38,092.89	146,527.71	16,846.40	12,935.89	92.7%
Net Revenues Over (Under)						
Expenditures		(22,200.00)	69,037.65	(16,846.40)	52,191.25	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance		(22,200.00)	69,037.65	(16,846.40)	52,191.25	
Beginning Fund Balance						
Ending Fund Balance			69,037.65			

City of Benicia
Income Statement by Fund
330 - MEASURE C
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Taxes						
7121 SALES TAX		561,216.07	561,216.07		561,216.07	0.0%
Total Taxes		561,216.07	561,216.07		561,216.07	
Use of Money and Property						
7411 INVESTMENT EARNINGS		(.34)	(.34)		(.34)	0.0%
Total Use of Money and Property		(.34)	(.34)		(.34)	
Total Revenues		561,215.73	561,215.73		561,215.73	
Expenditures by Department						
90 Parks & Community Services				5,500.00	(5,500.00)	
Total Expenditures				5,500.00	(5,500.00)	
Net Revenues Over (Under) Expenditures		561,215.73	561,215.73	(5,500.00)	555,715.73	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance Beginning Fund Balance		561,215.73	561,215.73	(5,500.00)	555,715.73	
Ending Fund Balance			561,215.73			

City of Benicia
Income Statement by Fund
515 - WW EQUIPMENT/VEHICLE REPLACEMT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	600	(11.52)	1,131.18		531.18	188.5%
Total Use of Money and Property	600	(11.52)	1,131.18		531.18	188.5%
Total Revenues	600	(11.52)	1,131.18		531.18	188.5%
Expenditures by Department						
80 Public Works						
Total Expenditures						
Net Revenues Over (Under) Expenditures	600	(11.52)	1,131.18		531.18	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN						
Total Other Financing Sources (Uses)						
Change in Fund Balance	600	(11.52)	1,131.18		531.18	
Beginning Fund Balance	205,811		205,811.35			
Ending Fund Balance	206,411		206,942.53			

City of Benicia
Income Statement by Fund
516 - WASTEWATER SYSTEM REPLACEMENT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	3,000	(38.85)	3,896.88		896.88	129.9%
Total Use of Money and Property	3,000	(38.85)	3,896.88		896.88	129.9%
Total Revenues	3,000	(38.85)	3,896.88		896.88	129.9%
Expenditures by Department						
80 Public Works	75,000		46,711.76		28,288.24	62.3%
Total Expenditures	75,000		46,711.76		28,288.24	62.3%
Net Revenues Over (Under) Expenditures	(72,000)	(38.85)	(42,814.88)		29,185.12	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance	(72,000)	(38.85)	(42,814.88)		29,185.12	
Beginning Fund Balance	850,425		850,425.87			
Ending Fund Balance	778,425		807,610.99			

City of Benicia
Income Statement by Fund
517 - MAJOR WW VEHICLE/EQUIPMENT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS		(2.88)	283.20		283.20	0.0%
Total Use of Money and Property		(2.88)	283.20		283.20	
Total Revenues		(2.88)	283.20		283.20	
Expenditures by Department						
80 Public Works						
Total Expenditures						
Net Revenues Over (Under) Expenditures		(2.88)	283.20		283.20	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance		(2.88)	283.20		283.20	
Beginning Fund Balance	271,206		271,206.91			
Ending Fund Balance	271,206		271,490.11			

City of Benicia
Income Statement by Fund
518 - MAJOR WW CAPITAL PROJECT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	800	(15.54)	1,314.32		514.32	164.3%
Total Use of Money and Property	800	(15.54)	1,314.32		514.32	164.3%
Total Revenues	800	(15.54)	1,314.32		514.32	164.3%
Expenditures by Department						
80 Public Works	1,690		1,688.10		1.90	99.9%
Total Expenditures	1,690		1,688.10		1.90	99.9%
Net Revenues Over (Under) Expenditures	(890)	(15.54)	(373.78)		516.22	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	75,000		75,000.00			100.0%
Total Other Financing Sources (Uses)	75,000		75,000.00			100.0%
Change in Fund Balance	74,110	(15.54)	74,626.22		516.22	
Beginning Fund Balance	870,763		870,763.20			
Ending Fund Balance	944,873		945,389.42			

City of Benicia
Income Statement by Fund
591 - EMERGENCY WATER/RATE STABILIZ
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Expenditures by Department						
Total Expenditures	1,690		1,688.10		1.90	99.9%
Net Revenues Over (Under) Expenditures						
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance						
Beginning Fund Balance	2,800,000		2,800,000.00			
Ending Fund Balance	2,800,000		2,800,000.00			

City of Benicia
Income Statement by Fund
592 - WATER EQUIP/VEHICLE REPLACEMT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	2,600	(31.68)	2,876.76		276.76	110.6%
Total Use of Money and Property	2,600	(31.68)	2,876.76		276.76	110.6%
Total Revenues	2,600	(31.68)	2,876.76		276.76	110.6%
Expenditures by Department						
80 Public Works						
Total Expenditures						
Net Revenues Over (Under) Expenditures	2,600	(31.68)	2,876.76		276.76	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	80,000		79,999.92		.08	100.0%
Total Other Financing Sources (Uses)	80,000		79,999.92		.08	100.0%
Change in Fund Balance	82,600	(31.68)	82,876.68		276.68	
Beginning Fund Balance	441,218		441,218.25			
Ending Fund Balance	523,818		524,094.93			

City of Benicia
Income Statement by Fund
593 - WATER FILTER REPLACEMENT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	100	(10.96)	864.58		764.58	864.6%
Total Use of Money and Property	100	(10.96)	864.58		764.58	864.6%
Total Revenues	100	(10.96)	864.58		764.58	864.6%
Expenditures by Department						
80 Public Works	96,200				96,200.00	0.0%
Total Expenditures	96,200				96,200.00	0.0%
Net Revenues Over (Under) Expenditures	(96,100)	(10.96)	864.58		96,964.58	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	85,000		84,999.96		.04	100.0%
Total Other Financing Sources (Uses)	85,000		84,999.96		.04	100.0%
Change in Fund Balance	(11,100)	(10.96)	85,864.54		96,964.54	
Beginning Fund Balance	280,420		280,420.66			
Ending Fund Balance	269,320		366,285.20			

City of Benicia
Income Statement by Fund
594 - WATER SYSTEM REPLACEMENT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	2,100	(22.75)	2,560.15		460.15	121.9%
Total Use of Money and Property	2,100	(22.75)	2,560.15		460.15	121.9%
Total Revenues	2,100	(22.75)	2,560.15		460.15	121.9%
Expenditures by Department						
80 Public Works	159,425		160,199.83		(774.83)	100.5%
Total Expenditures	159,425		160,199.83		(774.83)	100.5%
Net Revenues Over (Under) Expenditures	(157,325)	(22.75)	(157,639.68)		(314.68)	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	50,000		49,999.92		.08	100.0%
Total Other Financing Sources (Uses)	50,000		49,999.92		.08	100.0%
Change in Fund Balance	(107,325)	(22.75)	(107,639.76)		(314.76)	
Beginning Fund Balance	559,473		559,473.26			
Ending Fund Balance	452,148		451,833.50			

City of Benicia
Income Statement by Fund
595 - MAJOR WATER VEHICLE/EQUIP
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS		(.17)	15.81		15.81	0.0%
Total Use of Money and Property		(.17)	15.81		15.81	
Total Revenues		(.17)	15.81		15.81	
Expenditures by Department						
80 Public Works						
Total Expenditures						
Net Revenues Over (Under) Expenditures		(.17)	15.81		15.81	
Other Financing Sources (Uses)						
Total Other Financing Sources (Uses)						
Change in Fund Balance		(.17)	15.81		15.81	
Beginning Fund Balance	205,173		205,173.90			
Ending Fund Balance	205,173		205,189.71			

City of Benicia
Income Statement by Fund
596 - MAJOR WATER CAPITAL PROJECT
For the Period Ending June 30, 2015

	Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
Revenues						
Use of Money and Property						
7411 INVESTMENT EARNINGS	2,600	(27.22)	3,175.60		575.60	122.1%
Total Use of Money and Property	2,600	(27.22)	3,175.60		575.60	122.1%
Total Revenues	2,600	(27.22)	3,175.60		575.60	122.1%
Expenditures by Department						
80 Public Works	528,755	75,020.90	323,888.23		204,866.77	61.3%
Total Expenditures	528,755	75,020.90	323,888.23		204,866.77	61.3%
Net Revenues Over (Under) Expenditures	(526,155)	(75,048.12)	(320,712.63)		205,442.37	
Other Financing Sources (Uses)						
7999 INTERFUND TRANSFER IN	175,000		175,000.20		(.20)	100.0%
Total Other Financing Sources (Uses)	175,000		175,000.20		(.20)	100.0%
Change in Fund Balance	(351,155)	(75,048.12)	(145,712.43)		205,442.57	
Beginning Fund Balance	2,632,283		2,632,283.48			
Ending Fund Balance	2,281,128		2,486,571.05			

AGENDA ITEM
CITY COUNCIL MEETING DATE - OCTOBER 20, 2015
BUSINESS ITEMS

DATE : October 13, 2015

TO : City Manager

FROM : Assistant City Manager
Finance Director

SUBJECT : **FY 2015-17 BUDGET IMPLEMENTATION PLAN - QUARTERLY UPDATE**

RECOMMENDATION:

Review the Budget Implementation Plan Quarterly Update and, by motion, approve the proposed additions to the Plan.

EXECUTIVE SUMMARY:

Staff will present the quarterly update of the City's Budget Implementation Plan and present two projects that are recommended to be added to the Plan, i.e., 1) Upgrade of the Community Alert Notification System (CAN) and 2) Replace Banking Services.

BUDGET INFORMATION:

N/A

STRATEGIC PLAN:

Relevant Strategic Issues for this agenda item:

Strategic Issue 1: Protecting Community Health and Safety

Strategic Issue 2: Protecting and Enhancing the Environment

Strategic Issue 3: Strengthening Economic and Fiscal Conditions

Strategic Issue 4: Preserving and Enhancing Infrastructure

Strategic Issue 5: Maintain and Enhance a High Quality of Life

BACKGROUND:

As part of the 2015-17 budget process, the Council approved a Budget Implementation Plan for FY 2015-17. The intent of the plan is to establish a work plan that articulates the City Council's special project priorities for the coming budget period and implements them by allocating available staff resources and funding. In developing the plan each department determined the amount of staffing and funding that would need to be allocated within the draft FY 15-17 Budget for on-going core services (e.g. parks and street maintenance, recreation programs, operation of the library, administrative support (IT, Finance

and HR), etc.). Once this was done, staff estimated the remaining staff resources and funding that were available to implement the Council's special projects. The final plan was developed by the Council prioritizing the list of projects.

In determining what items constituted priorities, the City Council utilized the following set of Priority Project Selection Criteria.

- The work implements the City Council's Strategic Plan
- The work would assist the City in achieving fiscal sustainability
- The work is mandated by the State (or other agency); the City could be fined or face similar consequences if the work is not done
- The work would generate revenue, grants or other funding
- The work would prevent higher costs from deferred maintenance
- The work would protect public health or safety
- The City is significantly committed financially to the project
- The work would promote job creation or investment in the community

The Plan is divided into four sections:

- Proposed Projects: Items that are recommended for addition to the Plan for FY 2015-17
- Level 1 - Funded: Currently included in the FY 2015-17 Budget Implementation Plan and Budget (Note: Items that have been Council approved/funded since adoption of the Plan are shaded in yellow.)
- Level 2 - Unfunded: Not currently recommended for funding due to insufficient funding resources, but next in priority order for any additional funds that become available.
- Level 3 - Deferred: Not currently recommended for funding due to insufficient resources (funding, time and/or staff).

For each project, the lead department is identified and a brief project description is provided, along with a status update and expected completion date, and whether that date is "on target" or has been revised since the last update. Other information provided for each item includes the relevant selection criteria and whether it is mandated. Projects shaded in green in Level 1 are those that have been approved by Council and added to the list since the adoption of the Plan. Additionally, staff will be periodically providing more detailed updates on key projects via an attached memorandum to the Quarterly Update Report in order to highlight progress or recent developments, as needed.

Many of the projects included on the list are extensive, complex and diverse, however a dominate theme is the need to enhance the capacity of the

organization to provide the services desired by the community in the most effective and cost efficient way. An example of such a project is the implementation of a new Enterprise Resource Planning System (ERP), which is a complete replacement of the City's financial software, including accounting, payroll, utility billing, and permitting/licensing. A more detailed update on this particular project is provided as an attachment to this Budget Implementation Plan Quarterly Report.

In addition to providing Council with an update on Level 1 projects during these quarterly updates, it is also an opportunity for staff or the Council to discuss making additions or deletions to the approved Plan. As part of this discussion it needs to be determined whether any proposed changes require additional staff resources or funding. If such funding or resources are not available then the Council will need to decide whether any other funded project(s) may need to be delayed or deferred in order to accommodate the addition of a new project.

In the case of this update, staff is presenting for consideration two "Proposed" projects, they are 1) Replace Banking Services and 2) Community Alert Notification (CAN) System Update. Staff has evaluated both projects and determined they are consistent with the Selection Criteria. In the case of the replacement of banking services, staff has determined it can be completed with existing resources. For the CAN System, funding is not available, but due to the significant public health and safety attributes of the project it was necessary to recommend allocation of reserve funds, which was accomplished as part of the FY 15-17 budget quarterly update.

Attachments:

- Budget Implementation Plan Quarterly Report – FY 2015-17
 - Update on Enterprise Resource Planning System Memo
- Chapter 6 – FY 2015-17 Budget
- 2015-17 Strategic Plan

Budget Implementation Plan Report - FY 2015-2017

Proposed: Items that are recommended for addition to the project priority list for FY 2015-2017; may need funding consideration or allocation of current resources

LEVEL 1-Funded: Currently included in FY15-17 budget based

Level 2-Unfunded: Not currently recommended for funding due to insufficient funding resources, but next in priority order for any additional funds that become available.

Level 3-Deferred: Not currently recommended for funding due to insufficient resources (funding, time and/or staff)

PRIORITY PROJECT SELECTION CRITERIA (Project must meet one or more of these criteria to be placed on project list)

- 1 The work implements the City Council’s Strategic Plan
- 2 The work would assist the City in achieving fiscal sustainability
- 3 The work is mandated by the State (or other agency); the City could be fined or face similar consequences if
- 4 The work would generate revenue, grants or other funding
- 5 The work would prevent higher costs from deferred maintenance
- 6 The work would protect public health or safety
- 7 The City is significantly committed financially to the project
- 8 The work would promote job creation or investment in the community

Notes: Measure C projects are shaded

Proposed

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Project Description	Status Update	Expected Completion	Completed	On Target	Revised Target	Selection Criteria	Related Strategic Issue	Mandated
Fire	N	Community Alert Notification (CAN) System Update	The exploration of options to upgrade the Community Alert Notification System was included in the FY 15-17 budget narrative. This included the potential for modernizing the sirens and providing an electronic notification system with capabilities to contact cell phones, as well as send text and email alerts	Funding consideration on Oct 20, 2015;	TBD				1,5,6	#1 Health & Safety	No
Finance	N	Replace banking services	Replace citywide treasury and banking services	Send out a Request for Qualification for services; move treasury services to new bank	Apr-16		X		1,2,5,6	#3 Fiscal Conditions	Yes

LEVEL 1-Funded

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Project Description	Status Update	Expected Completion	Completed	On Target	Revised Target	Selection Criteria	Related Strategic Issue	Man-dated
Library/ED	N	Arts and Economic Prosperity Survey V (AEP5)	Participation in the AEP5	Contract with Americans for the Arts has been signed. Welcome packet/survey information to be sent to us December 2015.	Jun-17		x		1	#3 Fiscal Conditions and #5 Quality of Life	No
CDD	N	Mills Act Program Update	Evaluate the current Mills Act Program and possible changes.	Anticipated start of public outreach in late 2015.	Apr-16		X		3,	#5 Quality of Life	No
P&CS	N	Replace Clock Tower elevator	The elevator, which had been in place for over 100 years, had been repaired many times. A July inspection identified the need to remove the elevator from use immediately.	A temporary elevator is in place on the exterior of the building. The former elevator has been removed, and work is underway to install the permanent replacement elevator.	Nov-15		x		1,3,6	#4 Infrastructure	Yes
CAO	X	Arsenal Cleanup	Monitor and assist with the clean up of former Army properties in the Arsenal.	On-going.	On- going		X		1,2,3,6,8	#1 Health & Safety	Yes
CAO	X	Complete update of American's with Disabilities Act (ADA) Transition Plan	Update the City's ADA Transition Plan.	RFP for consultants is being drafted.	Jun-16		X		1,3,6	#1 Health & Safety	Yes
CAO	X	Update Sign Ordinance	Modernize the sign ordinance.	Draft is being reviewed for changes in light of Reed case.	Jun-16		X		1,4,8	#3 Fiscal Conditions	No
CDD	X	Adaptation Plan and Vulnerability Study as part of Climate Action Plan Implementation (Grants)	Research and public outreach to create Vulnerability Assessment Report and Adaptation Plan, which implements CAP strategies and goals.	Vulnerability Report complete, Expecting Administrative Draft of Adaptation Plan in late October of 2015.	Mar-16		X		1,3,4,6,8	#2 Environment	No
CDD	X	Approve Contract with PMC for Climate Action Plan Staffing (GNSC Funds)	Scope and budget for 1-year CAP implementation and Monitoring.	Contract in place. Working with consultant on projects and Capacity building.	Jun-16	x			1,2,4,8	#2 Environment	No
CDD	X	Mills Act Contracts - Increase to a maximum of 40 contracts	Change ordinance to allow up to 40 Mills Act contracts	Ordinance updated and approved by Council	Sept.-2015	X			1	#5 Quality of Life	No
CDD	X	New Federal Emergency Management Area (FEMA) Flood Insurance Maps Update	Outreach and public education of new FEMA flood maps	Outreach complete, final date to appeal new FEMA flood designation Sept. 8, 2015.	Sept.-2015	X			3,4,6	#2 Environment	Yes
CDD	X	Update Construction Hours - Noise Ordinance	Shorten allowed construction hours.	Ordinance updated and approved by Council	Aug-15	X			1,6	#2 Environment	No
CDD	X	Update Solar Photovoltaics (PV) Permitting Procedures	Adopt and implement streamlined process for small residential solar permits	Ordinance created and approved by Council	Aug-15	X			3,4,6	#2 Environment	Yes

LEVEL 1-Funded

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Project Description	Status Update	Expected Completion	Completed	On Target	Revised Target	Selection Criteria	Related Strategic Issue	Man-dated
CDD	X	Wireless Telecommunications Facilities (WTF) Ordinance	Develop a WTF ordinance in compliance with Federal regulations.	Federally mandate to update wireless ordinance to be in conformance with Federal standards.	Feb-16		X		3	#4 Infrastructure, #5 Quality of Life	Yes
CDD	X	Municipal Services Review	Evaluates the public services provided by the City and any proposed changes to the City's sphere of influence.	Initial research begun.	Mar-15		X		3	#2 Environment, #5 Quality of Life	Yes
CDD	X	Airport Land Use Plan General Plan Amendment	Amend General Plan to be in conformance with the Solano County Airport Land Use Master Plan	County requirement that we amend our General Plan to incorporate the County Airport Land Use Plan. County is expected to adopt the plan in late 2015.	May-16		X		3	#5 Quality of Life	Yes
CDD	X	Distribution of CDBG funds	Public process and distribution of remaining Community Development Block Grant funds.	Searching for a consultant to assist with this public process.	Aug-16		X		1,7,8	#5 Quality of Life	Yes
CMO	X	Boards & Commissions Manual	Develop a citywide manual for Boards and Commissions	First draft is being reviewed internally. A draft will be circulated to Boards and Commissions for feedback. Final will be approved by City Council.	Mar-16				7	#3 Fiscal Conditions, #5 Quality of Life	No
CMO	X	Sustainable Community Services Strategy	Preparation of a comprehensive strategy for organizational sustainability, utilizing the City's recently completed 10-year financial forecasts and organization scan, along with upcoming community input opportunities, as resources for this effort.	Staff is currently planning the next phase, which is planning the comprehensive strategic planning process.	Jun-17		X		1,2,7	All Strategic Issues	No
CMO	X	Sustainable Community Services Strategy: Additional Analysis on Parks/Public Works Maintenance	In depth analysis of the Public Works and Parks/Facilities departments.	Staff is currently discussing the scope and expectations of the analysis with the consultant.	Jun-16		X		1,2,7	All Strategic Issues	No
ED	X	Benicia Industrial Park Broadband Project	Develop agreement with Lit San Leandro to build and manage broadband fiber network to improve internet capacity & enhance BIP competitiveness.	Draft agreement with Lit San Leandro Complete (Oct. 1.2015). Staff assessing risk with agreement. Staff is also pursuing other financing mechanisms to fully pay for broadband project.	Jun-17		X		1,4,7,8	#3 Fiscal Conditions	No
ED	X	Benicia Industrial Park Market Study Phase II	Includes targeted business recruitment, marketing of BIP and continuation of retention efforts.	Approved contract with Chabin Concepts (Oct.6.2015) to develop and implement BIP Vision 2020 Strategy. Council to review Strategy Jan/Feb. 2016.	Jun-16		X		1,2,4,7,8	#3 Fiscal Conditions	No
ED	X	Benicia Industrial Park Transportation and Employment Center Plan (Grants)	Traffic Circulation Study for BIP	Staff is currently reviewing draft plans. Public meetings to review plan and offer feedback to occur in December 2015 and January 2016.	Mar-16		X		1,4, 5, 6, 7, 8	#4 Infrastructure	No
ED	X	Implement Benicia Industrial Park Recruitment/Retention Program	Continuation of Business Resource Incentive Program (focus on water, fuel), offering Tax Credit Workshop; assist businesses with ETP, and SBDC services.	Ongoing. California Tax Competes Credit - Workshop to occur January 2016.	Ongoing		X		1,2,4,7,8	#3 Fiscal Conditions	No

LEVEL 1-Funded

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Project Description	Status Update	Expected Completion	Completed	On Target	Revised Target	Selection Criteria	Related Strategic Issue	Man-dated
Finance	X	Deferred Maintenance Policy (All funds)	Establish the definition of Preventive and Capital Maintenance	Completed: Definitions of Preventive and Capital Maintenance completed	Sep-15		X		1,2,3,4,5,6,7,8	#3 Fiscal Conditions	No
Finance	X	Develop funding strategy for Internal Service Funds (Workers Compensation, Vehicle Replacement, Equipment, Building Maintenance) (All Funds)	1. Apply Preventive and Capital Maintenance Policy to list of infrastructure needs (Vehicle Replacement, Equipment, Building and Infrastructure Maintenance) 2. Evaluate other City liabilities and recommend appropriate funding policies (Pension, Other Post Retirement Benefits-OPEB, Workers Compensation, General Liability, Self-Insurance)	1. Completed: Developed and presented funding options for Water and Wastewater to the City Council Next Step: Developed and presented funding options for General Fund infrastructure to the City Council 2. Next Step: Update the actuarial reports and unfunded liability totals for "other liabilities". Develop best practices, policies, and procedures for funding these liabilities.	Jun-17		X		1,2,5,6	#3 Fiscal Conditions	No
Finance	X	Enterprise Resource Planning System (Phases 1-3: Request For Proposals/Implementation/Conversion)	Implementation of ERP	1. Completed contract and hired project manager 2. Next step: develop detail time line of each phase	Jun-18		X		1,2,7	#3 Fiscal Conditions	No
Finance	X	Fee Study (with building)	Propose new fees for building inspection	1. Develop RFP for building fee study	Dec-16				2,3,4,7	#3 Fiscal Conditions	No
Finance	X	Fee Study (without building)	Complete update of citywide fees (excluding building inspection)	1. Completed: Initial study completed 2. Department review in progress 3. Community outreach	Jun-16				2,3,4,7	#3 Fiscal Conditions	No
Finance	X	Water and Wastewater Capacity Fee Study (Water/Wastewater Funds, General Fund)	Propose update of capacity fees	1. Develop RFP for capacity study	Jun-16		X		2,4,5,6,8	#3 Fiscal Conditions	No
Finance	X	Water and Wastewater Rate Study (Water/Wastewater Funds)	Complete update of citywide fees (excluding building inspection)	1. Initial study underway 2. City Council begin Prop 218 review and process	Mar-16		X		2,4,5,6,8	#3 Fiscal Conditions	No
Fire	X	Adopt Updated Uniform Codes	Complete adoption of Uniform Fire and Building Codes at next revision n 2016		Nov-16		X		3,6	#1 Health & Safety	Yes
Fire	X	Emergency Operations Plan Update	Update and adopt changes to Plan	1. Initial review of sample documents available from Dixon and Solano County	Jun-16		X		3,6	#1 Health & Safety	Yes

LEVEL 1-Funded

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Project Description	Status Update	Expected Completion	Completed	On Target	Revised Target	Selection Criteria	Related Strategic Issue	Man-dated
Fire	X	Local Hazard Mitigation Plan (LHMP)	Complete 5-year update of current LHMP	1. Staff has completed workshop series on current plan requirements	Mar-16		X		3,5,6	#1 Health & Safety	Yes
Fire	X	Purchase "Wild land" Fire Engine for Grass Fires (Measure C)	Acquire replacement Type 3 fire engine to replace aging equipment	No update.	Summer 2016		X		1,2,5,6	#1 Health & Safety	No
Fire	X	Replace Type 1 Fire Engine (Measure c)	Acquire replacement Type 1 fire engine to replace aging equipment	No Update	Summer 2017		X		1, 2, 5, 6	#1 Health & Safety	No
HR	X	Employee Compensation Study	Conduct an employee compensation study.	Scope of study currently being defined with assistance of labor relations consultant.	TBD		X		1,2,7	#3 Fiscal Conditions	No
HR	X	Update Personnel Rules and Regulations	Update Personnel Rules and Regulations	Working with Civil Services Board to recommend updates to Personnel Rules and Regulations.	Dec-17		X		2,7	#3 Fiscal Conditions #5 Quality of Life	No
IT	X	Develop Information Technology (IT) Plan for City	Development of IT Master Plan	First draft in progress.	Jun-17		X		1,2,5,7	#4 Infrastructure	No
Library	X	Migration to new Integrated Library System (ILS) with Solano Napa and Partners (SNAP) & connection through Solano County to Corporation for Education Initiatives in California (CENIC) High-speed broadband		Contract is being negotiated with new ILS vendor. CENIC is in phase 2 of 8, and is moving ahead.	ILS completion: 7/1/16; CENIC completion: 1/1/16		X		1,5,6,7	#5 Quality of Life	Yes
Library	X	Revision of Solano Napa and Partners (SNAP) agreement to create Joint Powers Agreement with Partner Libraries		Partners are currently determining whether to continue to contract directly with Solano County for services, as creation of JPA between partners would add additional expenses to SNAP operation.	Jul-16		X		1,5,6,7	#5 Quality of Life	Yes
P&CS	X	Continued funding of State Capitol Building Turf/Landscaping Maintenance	City maintenance of the highly visible landscaping fronting First Street and West G Street.	Ongoing as planned	Ongoing		X		1,5	#4 Infrastructure	No

LEVEL 1-Funded

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Project Description	Status Update	Expected Completion	Completed	On Target	Revised Target	Selection Criteria	Related Strategic Issue	Man-dated
P&CS	X	Repair Pool Deck/Improvements to Registration area (Measure C)	Close pool for repairs to deck and registration area	No update.	17-Oct		X		1,4,5,6,7,8	#4 Infrastructure	No
P&CS	X	Replace playground at Community Park (Measure C)	Replace original playground equipment	Project is in process	Oct-15		X		1,5,6,7,8	#4 Infrastructure, #5 Quality of Life	No
P&CS	X	Replace Rail on First Street Promenade (Measure C)	Replace existing rail	Bid documents in process, plan to bid the project this fall. May delay project start until spring to avoid conflict with tree lighting.	Fall 2016 or Spring 2017		X		1,5,6,7,8	#4 Infrastructure	No
P&CS	X	Seek funding for engineering and design for Waterfront Master Plan (Grants)	Waterfront Park Master Plan for First Street Green area adopted November 2014.	Grant proposal submitted to Coastal Conservancy in September, 2015. Decision expected in January 2016. Additional proposals will be submitted for other programs if opportunity arises.	Ongoing		X		1,4,7	#2 Environment, #4 Infrastructure, #5 Quality of Life	No
P&CS	X	Staff to Solano State Parks Committee	Meetings, advocacy, and joint projects to support operations at the Benicia SRA and Benicia Capitol SHP: includes State Parks, CoB, Solano County, Benicia State Parks Association, Bay Area Ridge Trail Council, City of Vallejo, and Bay Trail Project	City continues maintenance agreement for the grounds at the Capitol SHP. State Parks are still implementing projects associated with the Benicia/Vallejo/Solano County AB 1478 Agreement at Benicia SRA. Pathway and road repaving project recently completed at SRA by Vallejo PW, with State Parks and Benicia PW and PCS assistance. Bimonthly meetings ongoing.	Ongoing		X		1,5	#4 Infrastructure, #5 Quality of Life	No
PD	X	Computer Aided Dispatch (CAD) /Records Management System (RMS) for Police Department (Measure C)	Replacement of hardware and software for police and fire dispatch system.	Staff continues to evaluate the best options and alternatives for improving the existing Dispatch Center. It is anticipated that staff will have preliminary recommendations on the path forward no later than Spring 2016.	Spring 2016		X		5,7,8	#1 Health & Safety	No
PD	X	Replace Outdated Radios for Police (Measure C)	Replace Outdated Radios for Police (Measure C)	At the Oct. 6 th City Council meeting the City Council substituted the police radio project for vehicle cameras. (Police Dept. staff successfully secured grant funds to purchase radios).	Contract to purchase vehicle cameras scheduled for Nov. 17, 2015 Council Meeting		X		1,2,5,6	#1 Health & Safety	No
PW	X	24" water line in Park Road from Industrial Way to Sulphur Springs Creek (Water Capacity Funds)	Install a new water line as part of the Bus Hub Project	Under construction	Dec-15		X		6, 7	#4 Infrastructure	No
PW	X	Annual Street Resurfacing (Gas Tax Funds)	Overlay and slurry seal city streets	Begin design in 2016	Sep-17		X		1,5,6,7	#4 Infrastructure	No
PW	X	Bayshore Road Sanitary Sewer Crossovers (Wastewater Capacity Funds)	Make improvements to a portion of a 7 mile sewer force main	This project is funded in FY 16/17. The Sewer Collection division has to investigate the number of remaining crossovers.	Jun-17		X		1,5,6,7	#4 Infrastructure	No

LEVEL 1-Funded

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Project Description	Status Update	Expected Completion	Completed	On Target	Revised Target	Selection Criteria	Related Strategic Issue	Man-dated
PW	X	Bridge Maintenance (Gas Tax)	Four bridges are in need of inspection. A fifth bridge, Grant Street Bridge, is due for inspection for structural damage and maintenance in FY 15/16.	Construction at Grant Street Bridge as time permits	TBD			X	1,5	#4 Infrastructure	No
PW	X	Closed Circuit Television Video (CCTV) Pipeline Inspection (Wastewater Fund)	Per Settlement Agreement, the City must inspect and assess (via CCTV) all gravity sewer lines within 200 feet of bay waters. Additionally the City will include the Bayshore Force Main gravity sections and manholes.	Rejecting sole bid which was higher than the available funding. Plan to issue a new RFP before 2016.	Oct-17		X		3,5,6	#4 Infrastructure	Yes
PW	X	Columbus Parkway Widening Project (TIF)	Widen westbound Columbus Pkwy to provide 2 through travel lanes and a dedicated right turn lane to northbound Rose Drive	Requested design proposals and will award a contract in October 2015	Dec-16		X		1,5,8	#4 Infrastructure	No
PW	X	Design Industrial Way and Southampton Road Overlay Projects (Measure C)	Purchase equipment and software or contract with a consultant to design the overlay projects	Begin design in December 2015	Feb-16		X		1,5,7,8	#4 Infrastructure	No
PW	X	Design/Construct Industrial Park Bus Hub (Grants)	Park-and-ride with amenities the southwest corner of Park Road and Industrial Way	Under construction	Dec-15		X		1, 5, 6, 7, 8	#4 Infrastructure	No
PW	X	Develop Stormwater Management and Flood Mitigation Plan (Measure C)	Prepare a plan to identify improvements necessary to maintain a functioning storm water system and mitigate potential flooding within the City	Preparing project scope to prepare RFP to issue in November 2015	May-16		X		4,6	#2 Environment	Yes
PW	X	Implement Drought/Water Conservation Plan (Water Fund)	Public outreach to support the City's water conservation plan and participation in County-wide water conservation efforts. This is an annual program, but extra effort is being made because of the drought.	Benicia residents and businesses have achieved impressive monthly water use reductions of 30-40% in 2015 compared to 2013. The City is in compliance with the mandatory reduction targets set by the State.	On-going		X		2, 4, 6, 7	#1 Health & Safety, #2 Environment, and #3 Fiscal Conditions	Yes
PW	X	Landscape and Lighting District Assessments (L&D funds)	An Engineer's Report is prepared annually for the upcoming assessment year	Send RFP for consultant services	Annually in Spring		X		2,4,5,6	#5 Quality of Life	No
PW	X	Military @ West 7th Street Intersection Improvements Study (TIF)	Replace traffic signal to add protected left turns on Military West, upgrade 5 crosswalks, and improve signal timing	On hold pending grant. Controller will be replaced in 2015. If grant is obtained, then construct in 2017.	TBD			X	6	#4 Infrastructure	No
PW	X	Odor Scrubber at A Basin (Wastewater Capacity Funds)	Design and construct an odor treatment system for the Aeration Basin located at the Wastewater Treatment Plant	On hold until the Water Reuse Project (WRP) is further developed since components of the WRP may require odor treatment. Constructing one scrubber system that serves both process areas is more efficient and cost effective than construction two separate systems.	TBD			X	3, 5, 6	#4 Infrastructure	No

LEVEL 1-Funded

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Project Description	Status Update	Expected Completion	Completed	On Target	Revised Target	Selection Criteria	Related Strategic Issue	Man-dated
PW	X	Repair and Repave Industrial Way from Teal to Lake Herman Road (Measure C)	Repair and repave a portion of Industrial Way	Begin design in December 2015	Aug-16		X		1,5,6,7	#4 Infrastructure	No
PW	X	Repair and Repave Southampton, Panorama and Hastings (Measure C)	Repair and repave a portion of Southampton Road	Begin design in December 2015	Aug-16		X		1,5,6,7	#4 Infrastructure	No
PW	X	Repair Sidewalks Downtown (Measure C)	Various sidewalk sections and curb ramps on First Street are in need of repair	Requested bids and award contract in October 2015	Feb-16		X		2,5,6,7	#4 Infrastructure	No
PW	X	Road Repair of 250 Damaged Sections (Measure C)	250 roadway section in the City are in need of repair	Currently out to bid and award contract in October 2015	Feb-16		X		1,2,5,6,7,8	#4 Infrastructure	No
PW	X	Rose Drive Crosswalks and ADA ramps (TIF)	Project scope TBD for intersections that need high visibility crosswalks and ramps	On hold	TBD			X	1,5,6,7	#4 Infrastructure	No
PW	X	St. Augustine Flood Relief Project	Replace undersized storm drain line, replace roadside drain inlet and construct additional downstream storm water collection improvements	Engineering consultant is completing the project design	Sep-16		X		3,5,6	#4 Infrastructure	No
PW	X	Urban Water Management Plan (UWMP)	Every 5 years the state mandates an update of the City's UWMP	Prepared draft RFP to hire a consultant to prepare the UWMP	Jun-16		X		3	#2 Environment	Yes
PW	X	Water Lines at Lower Arsenal: Adams, Jefferson and Jackson (Water Capacity Funds)	Remove and replace water line in the lower arsenal	On hold due to lack of water operations funding	TBD			X	4, 6	#4 Infrastructure	No
PW	X	Water Meter Replacement Program and Automatic Meter Infrastructure (Water Fund)	Replace existing, aging, residential and commercial water meters as well as install a remote meter read system.	RFP has been issued	Dec-16		X		2,4	#3 Fiscal Conditions	No
PW	X	Water Reuse Project	Prepare a feasibility study and environmental documents for the project that would further treat Wastewater Treatment Plant effluent to tertiary recycled water standards and provide recycled water to Valero Benicia Refinery for use in cooling towers. If constructed, this project could reduce the City's need for imported water by more than 20%, allowing the banking of water during wet years for use in future droughts.	City Council approved the consultant contract on 8/18/15 with a request for review of the project scope. Effluent characterization study started 9/14/15.	Feasibility Study June 2016; Env Review Nov 2016; Design 2017; Construct 2018.		X		6	#2 Environment	No

Level 2-Unfunded

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Project Description	Status Update	Expected Completion	Completed	On Target	Revised Target	Selection Criteria	Related Strategic Issue	Mandated
P&CS	N	Parks Master Plan/Turf Removal Analysis	Update 1997 Parks, Trails & Open Space Master Plan. Include comprehensive assessment of possible turf removal throughout the park system, amend in projects such as the Waterfront Park Plan and regional trail plans that have been completed since 1997.	On hold until Council approval					1,4,6,7,8	#2 Environment, #4 Infrastructure, #5 Quality of Life	No
IT	N	Update the City Council Chamber Technology	Evaluation of the technology needs in the City Council Chamber	Need to initiate an assessment					1,2,5,6	#4 Infrastructure	No
CMO	X	Identify funding source to restore employee training							2,3,6,7	#1 Health & Safety, #3 Fiscal Conditions #5 Quality of Life	No
PW	N	Geographical Information System (GIS) and Maintenance Management System (MMS)	Development of a GIS and MMS for the City. The GIS will allow staff to map the City's infrastructure and parcel information by geographical location. The MMS will be used to store information related to the City's infrastructure and facility assets in order to schedule preventative maintenance and track maintenance history.	On hold pending funding					5	#4 Infrastructure	No
PW	N	Pavement Patching Equipment	Purchase pavement patching equipment for the public works department	Funding not available					1,6	#4 Infrastructure	No
PW	N	East 5th Street Roadway Improvements (Safe Routes to Schools)	Construct a bulb-out and crosswalk with flashing beacons on East 5th Street @ Vecino Street and extend the eastern sidewalk of East 5th Street to I-780 along with adding 2 new streetlights	Applied for CalTrans HSIP grant in July 2015.					6	#4 Infrastructure	No
CDD	X	Update to Downtown Historic Conservation Plan (Grants)							1	#5 Quality of Life	No

Level 3-Deferred

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Project Description	Status Update	Expected Completion	Completed	On Target	Revised Target	Selection Criteria	Related Strategic Issue	Mandated
CAO	X	Adopt Alcohol Ordinances	Draft ordinances to improve City's ability to regulate alcohol sales.	On hold until Council approval.					6	#1 Health & Safety	No
CAO	X	Adopt Smoking Ordinance	Update smoking ordinance to include a prohibition on smoking in more locations.	On hold until Council approval.					6	#1 Health & Safety	No
CDD	X	Obtain Grant(s) for Transitional Shelter							1, 6	#5 Quality of Life	No
CDD	X	Adopt Lower Arsenal Specific Plan							1, 5, 8	#5 Quality of Life	No
HR	X	Update Employer Employee Relations Resolution (EERR)	Update Employer Employee Relations Resolution (EERR)	On hold					2,7	#3 Fiscal Conditions #5 Quality of Life	No
Library	X	Prepare Public Arts Master Plan	On hold	On hold					1	#5 Quality of Life	No
Library	X	Library Basement Remodel	On hold	On hold					1	#4 Infrastructure	No
P&CS	X	Retrofit City Hall Windows							1,2,5,6	#4 Infrastructure	No
PD	X	Address Police Building Space Needs							1,5,6	#1 Health & Safety #4 Infrastructure	No
PW	N	Wastewater Treatment Plant Electrical System Modernization (Wastewater Fund)	On hold	Project planned for FY 17/18.					3, 5, 6	#4 Infrastructure	No
PW	N	Wastewater Treatment Plant Effluent Pipeline Assessment and Repair (Wastewater Fund)	On hold	Project planned for FY 17/18.					3, 5, 6	#4 Infrastructure	No
PW	N	Wastewater Treatment Plant Reliability Plan Update (Master Plan) (Wastewater Capacity)	On hold	Project planned for FY 17/18.					3, 5, 6	#4 Infrastructure	No
PW	N	Replacement of Two Chemical Tanks at Wastewater Treatment Plant (Wastewater Fund)	On hold	Ideally would like to replace tanks in FY 16/17.					3, 5, 6	#4 Infrastructure	No
PW	N	Replace Human Machine Interface (HMI) Nodes at Wastewater Treatment Plant (Wastewater Fund)	On hold	Ideally would like to replace HMI nodes in FY 16/17.					3, 5, 6	#4 Infrastructure	No

Level 3-Deferred

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Project Description	Status Update	Expected Completion	Completed	On Target	Revised Target	Selection Criteria	Related Strategic Issue	Mandated
PW	N	Additional Sewer Pipeline Replacement on 100-year cycle (Wastewater Fund)	On hold	Project planned for FY 17/18.					3, 5, 6	#4 Infrastructure	No
PW	N	24-Inch Cordelia Transmission Main Replace Project (at Interstate 80) (Water Capacity)	On hold	Ideally would like to have a Study conducted in FY 16/17.					2, 4, 5, 6	#4 Infrastructure	No

MEMORANDUM

DATE : October 14, 2015

TO : City Manager
Assistant City Manger

FROM : Finance Director

SUBJECT : **UPDATE ON ERP IMPLEMENTATION**

On July 7, 2015, the City Council approved the contract from Tyler Munis for the replacement of the City financial software, Enterprise Resource Planning (ERP). The contract with Tyler will replace three existing contracts currently supporting multiple, incompatible financial modules, Sunguard/Bi-Tech (accounting and payroll), Harris (utility billing), and Accela (permitting and licensing). The implementation project will take approximately 24-36 months to fully convert from the old software to the new Munis software. This centralized system can interface with most, if not all of, the other software utilized by City staff. For example, MUNIS will eliminate the need for EXCEL spreadsheets to supplement other software that staff uses. MUNIS has incorporated these functions in their software to improve the efficiency of City staff.

To facilitate the process, staff sought expertise of a Project Manager to assist the City in meeting ERP budgets, schedules, work plans, and performance requirements. Steven Carmichael has over 30 years of government Finance and IT experience; and he has implemented MUNIS at several other cities. During the last few weeks, Steven has been meeting with each department to discuss the new software implementation and training schedule with department staff. In addition, Steven is working with the ERP Project Team to prepare the City for the upcoming conversion. To keep both City staff and City residents informed of the progress of the ERP Implementation, Steven and the ERP Project Team have been posting regular updates on the City Manager's report.

The unanimous priority departments shared with the Project Manager was the need to develop the efficiencies and effectiveness brought on by the use of a single technology source. One ways to achieve this is by implementing paperless timecards, invoices, purchase orders, contract/vendor management, and inventory control through the electronic workflow established between departments. The department tours are an integral part of unifying the City functions through the ERP.

In addition, Project Manager is working on updating the City's Chart of Accounts. A Chart of Accounts is a uniform list of accounts for the reporting of assets, liabilities, equities, revenues, expenditures, and other sources and uses to the public. The City is modifying the current Chart of Account to meet the Best Practice Standards recommended by the Government Finance Officers Association (GFOA). Simplifying the chart of accounts and fully utilizing sub-systems (work orders, contracts, project accounting, billing, etc.) will help streamline the City's financial operations and allow full accounting from within the financial system tracking transactions by fund and department/division.

Finally, the City has set the kick off dates for both Phase I and Phase II projects. Phase I is the conversion of the general ledger, accounts payable, accounts receivable, and HR/ payroll. This is the City's general ledger financial foundation and records on which all other modules and platforms will integrate. It is the terminus for all the transactions that constitute the City's financial history. The sub-ledgers are where all of the transactions start, such as purchasing, accounts payable; but also the other forth coming modules, such as utility billing, asset management, cashiering, and more. These ledger hold the account information that is needed to prepare financial statements, and includes accounts for assets, liabilities, fund balance, revenues, and expenses.

The start date of Phase II, Utility Billing, has also been scheduled and is planned to run in conjunction to the modules underway in Phase I. Utility billing includes all of the customer data conversion; as well as, preparing the system to create and send out the utility statements.

Next Steps:

The IT department is working with Tyler to establish the appropriate securities and firewalls required to share data between the vendor and the City. IT also initiated data extractions and established secured connections to send these test files to Tyler. Tyler will then begin mapping the City's data files into their software as the beginning step in full data transfers.

The Project Manager will continue to meet with departments and prepare them for the upcoming implementation. In addition, a few subcommittees are beginning to take form that will have a focus attention to specific modules being implemented. For example, there is a Human Resources/Payroll subcommittee and a Utility Billing subcommittee; with the expectation that others are likely to occur.

Kick off date for Phase I is December 1 and December 2, 2015.

Kick off date for Phase II is March 15-17, 2016.



City of Benicia

Chapter 6-

Project Priorities

FY 2015-2017



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CAPITAL PROJECTS FUNDS

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PRIORITY PROJECTS

FY 2015-2017 Adopted Budget

Budget Implementation Plan

In determining what items constituted priority actions, the City Council utilized the following set of Strategic Action Criteria.

- ❑ The work implements the City Council's Strategic Plan
- ❑ The work would assist the City in achieving fiscal sustainability
- ❑ The work is mandated by the State (or other agency); the City could be fined or face similar consequences if the work is not done
- ❑ The work would generate revenue, grants or other funding
- ❑ The work would prevent higher costs from deferred maintenance
- ❑ The work would protect public health or safety
- ❑ The City is significantly committed financially to the project
- ❑ The work would promote job creation or investment in the community

The City is currently in the midst of working on the Sustainable Community Services Strategy (SCSS), which is a significant effort to review the operations and financial outlook of the organization and identify strategies for creating a more fiscally sustainable entity. That process will involve community engagement and a comprehensive strategic planning process, and so was not going to be completed before the preparation of the FY 2015-17 budget. Thus, staff worked from the Council's existing Strategic Plan and Priority Project List to create a Budget Implementation Plan for the FY 2015-17 budget. This Plan will be a first step in more clearly distinguishing projects/programs from the bigger picture "strategies" and "strategic issues" currently noted in the Strategic Plan document and thus better situate the City for a more comprehensive strategic planning effort.

As previously described, given the City's constrained fiscal status and the ongoing SCSS effort, staff recommended a status quo budget, i.e., in general, no significant enhancements or reductions to existing programs and services. The recent update to the ten-year forecast of the General Fund demonstrated that this is a prudent approach, with revenues generally remaining flat, but expenditures continuing to rise. With the addition of Measure C revenues, the City will be able to initiate a limited number of key projects during the next two budget cycle, with the remaining Measure C funds have been applied to the \$1.7 million dollar structural deficit in order to maintain current services.

In an effort to create a useful decision making tool to obtain concurrence on Council priority projects for the FY 2015-17 budget, staff developed the attached Summary of the Proposed Budget Implementation Plan. The plan is comprised of priority projects sorted by levels of priority and focused on the next two-year budget cycle. These are projects that are significant in terms of time and resources required, and fall outside the day-to-day operations of the City. Staff will update Council periodically on the status of such projects via the Council's Priority Project report.

When reviewing the report, it should be noted that Measure C funded items are distinguished from other General Fund funded projects as "shaded" projects, so as to highlight the inclusion of these capital projects in the City's FY 2015-17 Budget. It should also be noted that if an item is to be funded by a source other than the General Fund, that is noted in parentheses following the title of the project. For example, projects with the notation of "(Grants)" are projects that staff is actively seeking grant funding and thus their completion is dependent on obtaining that funding. Projects that are funded by different funds, such as Water or Wastewater Funds, are also indicated as such. Finally, whether a project is an existing Council priority project vs. a newly recommended project is also indicated on the report.



PRIORITY PROJECTS

FY 2015-2017 Adopted Budget

The items listed in “Level 1” are items that staff is recommending because they are critical for the City’s infrastructure or effectiveness. As previously noted, in the General Fund, the City is expecting \$1.2 million in one-time revenues from Sales Tax. This is completely separate from any city revenues generated from Measure C. Staff is recommending allocating these one-time revenues to the following General Fund priorities: the Enterprise Resource Planning System (ERP), the Arsenal, and St. Augustine repairs, each of which are summarized briefly below:

- **ERP:** The City has identified the need to invest in technology, as was recently illustrated in the City’s organizational scan. Consistent with that finding, the ERP is a top City Council and Finance Committee priority. It was recommended by Government Finance Officer Association (GFOA) after they evaluated the City’s existing accounting systems in 2012. The current accounting, utility billing, payroll, and permitting software is severely outdated and in most cases incompatible with one another. The City’s ERP will focus on improved work-flow, improved accountability, and improved access to information will result in significant enhancements to citywide efficiencies and effectiveness.

It is important to note the scope of this project is replacing and/or affecting all technology functions and applications throughout the City. This is a comprehensive data and financial tool that will be fully integrated and focuses on real-time data available to all end users. The original scope of replacing the “accounting system” has been identified with the critical need of purchase and implementation of an Enterprise Resource Program where the City as a total enterprise will be utilizing a single, compatible, and reliable technology.

- **Arsenal Clean-Up:** The funds for the Arsenal will pay for the consultants necessary to respond to the order from the state Department of Toxic Substances Control. The consultants advise the City and may investigate, or assist with the investigation, of the sites to provide current data. This data will assist in the determination of what future work may be required.
- **Saint Augustine:** The Saint Augustine funds are proposed to be used to design and implement an engineered remedy to the past storm claims in the area.

The items in “Level 2” were recommended for funding and reviewed as part of the budget process. These items are included in the adopted FY 2015-17 budget. Generally, items in Level 2 are those that staff have already received Council direction to proceed with and/or it is mandated; the project can be completed with existing staffing and resource levels; and/or because it is a notable project that represents a core department function that will be completed during the next budget cycle. An example of such a project is the Fire and Community Development departments’ update of the Uniform Codes every three years. A second example is the Library’s update of their cataloging system every five years. While not routine, day-to-day endeavors, these projects are representative of the department’s core functions.

Level 3 projects are those that were not proposed to be in the FY 2015-17 budget. They were included in the project list, because staff acknowledges that they are high priority projects; however, staff also recognizes that the City lacks sufficient resources to complete these projects at this time. Staff has recommended the first five projects (noted in italics), as the top priorities in this level, should funding become available during the biennial funding. Please note that the remainder of Level 3 is not arranged in any order of priority.



PRIORITY PROJECTS

FY 2015-2017 Adopted Budget

Finally, Level 4 are items that the City currently does not have the financial resources, staff or time available to undertake. They remain on the list as projects for consideration in future budget cycles.

Budget Implementation Plan - FY 2015-2017

Budget Implementation Plan - Summary of Priority Projects by Proposed Priority Level

- Level 1: High Priority - Recommended for funding in 2015-17 budget with one-time GF dollars
 Level 2: Currently included in proposed budget based on prior Council direction, work is mandated, already underway and/or part of department's core functions
 Level 3: Not currently recommended for funding due to insufficient funding resources, but next in priority order for any additional funds that become available.
 Level 4: Not currently recommended for funding due to insufficient resources (funding, time and/or staff)

PRIORITY PROJECT SELECTION CRITERIA (Project must meet one or more of these criteria to be placed on project list)

- 1 The work implements the City Council's Strategic Plan
- 2 The work would assist the City in achieving fiscal sustainability
- 3 The work is mandated by the State (or other agency); the City could be fined or face similar consequences if the work is not done
- 4 The work would generate revenue, grants or other funding
- 5 The work would prevent higher costs from deferred maintenance
- 6 The work would protect public health or safety
- 7 The City is significantly committed financially to the project
- 8 The work would promote job creation or investment in the community

Those projects which implement Council's current top priority projects are in bold under Level 2 and are currently proposed to be funded in 2015-17 budget.

- Implement the Business Development Action Plan with primary focus on enhancing the economic competitiveness of the BIP*
Develop a funding strategy for improving Internet technology in the BIP
Conduct an inventory and feasibility study for use of City vacant buildings and land (Completed)
Phase 1 of Sustainable Community Services Strategy (SCSS): Conduct a 10-year forecast and organizational scan (Completed)
Complete an employee compensation study
Seek alternative funding mechanisms for road maintenance
Develop Funding Strategies for Fund Deficits (Review portion of this priority is completed)

Notes: Measure C projects are shaded

Projects with funding sources other than General Fund are noted in parentheses following the project title

Level 1

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Selection Criteria	Related Strategic Issue	Mandated
CAO	X	Arsenal Cleanup	1,2,3,6,8	#1 Health & Safety	Yes
Finance	X	Enterprise Resource Planning System (Phases 1-3: Request For Proposals/Implementation/Conversion)	1,2,7	#3 Fiscal Conditions	No
PW	X	St. Augustine Flood Relief Project	3,5,6	#4 Infrastructure	No

Level 2

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Selection Criteria	Related Strategic Issue	Mandated
CDD	X	Approve Contract with PMC for Climate Action Plan Staffing (GNSC Funds)	1,2,4,8	#2 Environment	No
CDD	X	Update to Downtown Historic Conservation Plan (Grants)	1	#5 Quality of Life	No
CDD	X	Adaptation Plan and Vulnerability Study as part of Climate Action Plan Implementation (Grants)	1,3,4,6,8	#2 Environment	No
CDD	X	Mills Act Contracts - Increase to a maximum of 40 contracts	1	#5 Quality of Life	No
CDD	N	New Federal Emergency Management Area (FEMA) Flood Insurance Maps Update	3,4,6	#2 Environment	Yes
CDD	X	Update Construction Hours - Noise Ordinance	1,6	#2 Environment	No
CDD	N	Update Solar Photovoltaics (PV) Permitting Procedures	3,4,6	#2 Environment	Yes
CAO	X	Complete update of American's with Disabilities Act (ADA) Transition Plan	1,3,6	#1 Health & Safety	Yes
CAO	X	Update Sign Ordinance	1,4,8	#3 Fiscal Conditions	No
CMO	X	Sustainable Community Services Strategy: Phase 2 and 3	1,2,7	All Strategic Issues	No
CMO	X	Sustainable Community Services Strategy: Additional Analysis on Parks/Public Works Maintenance	1,2,7	All Strategic Issues	No
CMO	X	Boards & Commissions Manual	7	#3 Fiscal Conditions, #5 Quality of Life	No
ED	X	Benicia Industrial Park Broadband Project	1,4,7,8	#3 Fiscal Conditions	No
ED	X	Benicia Industrial Park Market Study Phase II	1,2,4,7,8	#3 Fiscal Conditions	No
ED	X	Benicia Industrial Park Transportation and Employment Center Plan (Grants)	1,4, 5, 6, 7, 8	#4 Infrastructure	No
ED	X	Implement Benicia Industrial Park Recruitment/Retention Program	1,2,4,7,8	#3 Fiscal Conditions	No
Finance	X	Deferred Maintenance Policy (All funds)	1,2,3,4,5,6,7,8	#3 Fiscal Conditions	No
Finance	X	Develop funding strategy for Internal Service Funds (Workers Compensation, Vehicle Replacement, Equipment, Building Maintenance) (All Funds)	1,2,5,6	#3 Fiscal Conditions	No
Finance	X	Fee Study (with building)	2,3,4,7	#3 Fiscal Conditions	No
Finance	X	Fee Study (without building)	2,3,4,7	#3 Fiscal Conditions	No
Finance	N	Water and Wastewater Capacity Fee Study (Water/Wastewater Funds)	2,4,5,6,8	#3 Fiscal Conditions	No
Finance	X	Water and Wastewater Rate Study (Water/Wastewater Funds)	2,4,5,6,8	#3 Fiscal Conditions	No
Fire	X	Replace Type 1 Fire Engine	1, 2, 5, 6	#1 Health & Safety	No

Budget Implementation Plan - FY 2015-2017

Level 2

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Selection Criteria	Related Strategic Issue	Mandated
Fire	N	Adopt Updated Uniform Codes	3,6	#1 Health & Safety	Yes
Fire	N	Emergency Operations Plan Update	3,6	#1 Health & Safety	Yes
Fire	N	Local Hazard Mitigation Plan (LHMP)	3,5,6	#1 Health & Safety	Yes
Fire	X	Purchase "Wild land" Fire Engine for Grass Fires	1,2,5,6	#1 Health & Safety	No
HR	X	Employee Compensation Study	1,2,7	#3 Fiscal Conditions	No
IT	X	Develop Information Technology (IT) Plan for City	1,2,5,7	#4 Infrastructure	No
Library	N	Migration to new Integrated Library System (ILS) with Solano Napa and Partners (SNAP) & connection through Solano County to Corporation for Education Initiatives in California (CENIC) High-speed broadband	1,5,6,7	#5 Quality of Life	Yes
Library	N	Revision of Solano Napa and Partners (SNAP) agreement to create Joint Powers Agreement with Partner Libraries	1,5,6,7	#5 Quality of Life	Yes
PC&S	X	Continued funding of State Capitol Building Turf/Landscaping Maintenance	1,5	#4 Infrastructure	No
PC&S	X	Seek funding for engineering and design for Waterfront Master Plan (Grants)	1,4,7	#5 Quality of Life	No
PC&S	X	Staff to Solano State Parks Committee	1,5	#4 Infrastructure	No
PC&S	X	Repair Pool Deck/Improvements to Registration area	1,4,5,6,7,8	#4 Infrastructure	No
PC&S	X	Replace playground at Community Park	1,5,6,7,8	#4 Infrastructure	No
PC&S	X	Replace Rail on First Street Promenade	1,5,6,7,8	#4 Infrastructure	No
PD	X	Computer Aided Dispatch (CAD) /Records Management System (RMS) for Police Department	5,7,8	#1 Health & Safety	No
Police	X	Replace Outdated Radios for Police	1,2,5,6	#1 Health & Safety	No
PW	X	Annual Street Resurfacing (Gas Tax Funds)	1,5,6,7	#4 Infrastructure	No
PW	X	Bridge Maintenance (Gas Tax)	1,5	#4 Infrastructure	No
PW	X	Design/Construct Industrial Park Bus Hub (Grants)	1, 5, 6, 7, 8	#4 Infrastructure	No
PW	X	Implement Drought/Water Conservation Plan (Water Fund)	2, 4, 6, 7	#1 Health & Safety, #2 Environment, and #3 Fiscal Conditions	Yes
PW	X	Landscape and Lighting District Assessments (L&D funds)	2,4,5,6	#5 Quality of Life	No
PW	X	Road Repair of 250 Damaged Sections	1,2,5,6,7,8	#4 Infrastructure	No
PW	X	Closed Circuit Television Video (CCTV) Pipeline Inspection (Wastewater Fund)	3,5,6	#4 Infrastructure	Yes
PW	X	Design Industrial Park Road	1,5,7,8	#4 Infrastructure	No
PW	X	Develop Stormwater Management and Flood Mitigation Plan	4,6	#2 Environment	Yes
PW	X	Repair and Repave Industrial Way from Teal to Lake Herman Road	1,5,6,7	#4 Infrastructure	No
PW	X	Repair and Repave Southampton, Panorama and Hastings	1,5,6,7	#4 Infrastructure	No
PW	X	Repair Sidewalks Downtown	2,5,6,7	#4 Infrastructure	No
PW	N	Urban Water Management Plan (UWMP)	3	#2 Environment	Yes
PW	N	Water Reuse Project (Grants)	6	#2 Environment	No
PW	X	Water Meter Replacement Program and Automatic Meter Infrastructure (Water Fund)	2,4	#3 Fiscal Conditions	No
PW	N	24" water line in Park Road from Industrial Way to Sulphur Springs Creek (Water Capacity Funds)	6, 7	#4 Infrastructure	No
PW	N	Water Lines at Lower Arsenal: Adams, Jefferson and Jackson (Water Capacity Funds)	4, 6	#4 Infrastructure	No
PW	N	Rose Drive Crosswalks and ADA ramps (TIF)	1,5,6,7	#4 Infrastructure	No
PW	N	Military @ West 7th Street Intersection Improvements Study (TIF)	6	#4 Infrastructure	No
PW	X	Columbus Parkway Widening Project (TIF)	1,5,8	#4 Infrastructure	No
PW	X	Bayshore Road Sanitary Sewer Crossovers (Wastewater Capacity Funds)	1,5,6,7	#4 Infrastructure	No
PW	N	Odor Scrubber at A Basin (Wastewater Capacity Funds)	3, 5, 6	#4 Infrastructure	No

Level 3

Projects in Level 3 are considered priorities by staff, but ranked lower than projects in Level 1. These projects are listed in priority order and are recommended to be considered

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Selection Criteria	Related Strategic Issue	Mandated
IT	N	Geographic Information System (GIS) and Computer Maintenance Management System (CMMS)	2,5,6	#4 Infrastructure	No
PC&S	N	Parks Master Plan/Turf Removal Analysis	1,4,6,7,8	#2 Environment	No
IT	X	Improvements to Council Chambers Audiovisual	1,2,5,7	#4 Infrastructure	No
CMO	X	Identify funding source to restore employee training	2,3,6,7	#1 Health & Safety, #3 Fiscal Conditions #5 Quality of Life	No
PW	N	Pavement Patching Equipment	1,6	#4 Infrastructure	No
PW	N	East 5th Street Roadway Improvements (Safe Routes to Schools)	6	#4 Infrastructure	No

Budget Implementation Plan - FY 2015-2017

Level 4
Projects in Level 4 are beyond the FY 2015-2017 budget cycle.

Dept	Existing Priority Project (X) or New Project (N)	Project Name	Selection Criteria	Related Strategic Issue	Mandated
CAO	X	Adopt Alcohol Ordinances	6	#1 Health & Safety	No
CAO	X	Adopt Smoking Ordinance	6	#1 Health & Safety	No
CDD	X	Obtain Grant(s) for Transitional Shelter	1, 6	#5 Quality of Life	No
CDD	X	Adopt Lower Arsenal Specific Plan	1, 5, 8	#5 Quality of Life	No
HR	X	Update Personnel Rules	2,7	#3 Fiscal Conditions #5 Quality of Life	No
HR	X	Update Employer Employee Relations Resolution (EERR)	2,7	#3 Fiscal Conditions #5 Quality of Life	No
Library	X	Prepare Public Arts Master Plan	1	#5 Quality of Life	No
Library	X	Library Basement Remodel	1	#4 Infrastructure	No
PC&S	X	Retrofit City Hall Windows	1,2,5,6	#4 Infrastructure	No
PD	X	Address Police Building Space Needs	1,5,6	#1 Health & Safety #4 Infrastructure	No
PW	N	Wastewater Treatment Plant Electrical System Modernization (Wastewater Fund)	3, 5, 6	#4 Infrastructure	No
PW	N	Wastewater Treatment Plant Effluent Pipeline Assessment and Repair (Wastewater Fund)	3, 5, 6	#4 Infrastructure	No
PW	N	Wastewater Treatment Plant Reliability Plan Update (Master Plan) (Wastewater Capacity)	3, 5, 6	#4 Infrastructure	No
PW	N	Replacement of Two Chemical Tanks at Wastewater Treatment Plant (Wastewater Fund)	3, 5, 6	#4 Infrastructure	No
PW	N	Replace Human Machine Interface (HMI) Nodes at Wastewater Treatment Plant (Wastewater Fund)	3, 5, 6	#4 Infrastructure	No
PW	N	Additional Sewer Pipeline Replacement on 100-year cycle (Wastewater Fund)	3, 5, 6	#4 Infrastructure	No
PW	N	24-Inch Cordelia Transmission Main Replace Project (at Interstate 80) (Water Capacity and FEMA Hazard Mitigation Grant)	2, 4, 5, 6	#4 Infrastructure	No

CITY OF BENICIA
Budgeted Priority Projects
FY 2015-2017

<u>Arsenal Cleanup</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 250	<u>APPROPRIATIONS FY 15-16</u> \$150,000	<u>APPROPRIATIONS FY 16-17</u> \$150,000

<u>Enterprise Resource Planning System</u> (Phases 1-3: Request For Proposals/Implementation/Conversion)		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 4000	<u>APPROPRIATIONS FY 15-16</u> \$800,000	<u>APPROPRIATIONS FY 16-17</u> \$0

<u>St. Augustine Flood Relief Project</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 250	<u>APPROPRIATIONS FY 15-16</u> \$250,000	<u>APPROPRIATIONS FY 16-17</u> \$0

<u>Approve Contract with PMC for Climate Action Plan Staffing (GNSC Funds)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 225	<u>APPROPRIATIONS FY 15-16</u> \$210,000	<u>APPROPRIATIONS FY 16-17</u> \$0

<u>Update to Downtown Historic Conservation Plan (Grants)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES; PENDING GRANT		
<u>FTE HOURS</u> 150	<u>APPROPRIATIONS FY 15-16</u> \$45,000	<u>APPROPRIATIONS FY 16-17</u> \$0

<u>Adaptation Plan and Vulnerability Study as part of Climate Action Plan Implementation (Grants)</u>		
FTE WITHIN BUDGET ALLOCATION;		
<u>FTE HOURS</u> 400	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>

<u>Mills Act Contracts - Increase to a maximum of 40 contracts</u>		
FTE WITHIN BUDGET ALLOCATION;		
<u>FTE HOURS</u> 120	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>

<u>New Federal Emergency Management Area (FEMA) Flood Insurance Maps Update</u>		
FTE WITHIN BUDGET ALLOCATION;		
<u>FTE HOURS</u> 120	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>

<u>Update Construction Hours - Noise Ordinance</u>		
FTE WITHIN BUDGET ALLOCATION;		
<u>FTE HOURS</u> 120	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>

<u>Update Solar Photovoltaics (PV) Permitting Procedures</u>		
FTE WITHIN BUDGET ALLOCATION;		
<u>FTE HOURS</u> 120	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>

<u>Complete update of American's with Disabilities Act (ADA) Transition Plan</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 350	<u>APPROPRIATIONS FY 15-16</u> \$0	<u>APPROPRIATIONS FY 16-17</u> \$0

<u>Update Sign Ordinance</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 350	<u>APPROPRIATIONS FY 15-16</u> \$0	<u>APPROPRIATIONS FY 16-17</u> \$0

CITY OF BENICIA
Budgeted Priority Projects
FY 2015-2017

<u>Sustainable Community Services Strategy: Phase 2 and 3</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 1000	<u>APPROPRIATIONS FY 15-16</u> \$45,000	<u>APPROPRIATIONS FY 16-17</u> \$65,000

<u>Sustainable Community Services Strategy: Additional Analysis on Parks/Public Works Maintenance</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 225	<u>APPROPRIATIONS FY 15-16</u> \$6,500	<u>APPROPRIATIONS FY 16-17</u> \$0

<u>Boards & Commissions Manual</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 60	<u>APPROPRIATIONS FY 15-16</u> \$15,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Benicia Industrial Park Broadband Project</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 200	<u>APPROPRIATIONS FY 15-16</u> \$500,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Benicia Industrial Park Market Study Phase II</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 1000	<u>APPROPRIATIONS FY 15-16</u> \$40,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Benicia Industrial Park Transportation and Employment Center Plan (Grants)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES; PENDING GRANT		
<u>FTE HOURS</u> 60	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u> \$65,000

<u>Implement Benicia Industrial Park Recruitment/Retention Program</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 1000	<u>APPROPRIATIONS FY 15-16</u> \$200,000	<u>APPROPRIATIONS FY 16-17</u> \$200,000

<u>Deferred Maintenance Policy (All funds)</u>		
FTE WITHIN BUDGET ALLOCATION		
<u>FTE HOURS</u> 200	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>

<u>Develop funding strategy for Internal Service Funds (Workers Compensation, Vehicle Replacement, Equipment, Building Maintenance) (All Funds)</u>		
FTE WITHIN BUDGET ALLOCATION		
<u>FTE HOURS</u> 200	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>

<u>Fee Study (with building)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 400	<u>APPROPRIATIONS FY 15-16</u> \$25,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Fee Study (without building)</u>		
FTE WITHIN BUDGET ALLOCATION		
<u>FTE HOURS</u> 1000	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>

<u>Water and Wastewater Capacity Fee Study (Water/Wastewater Funds)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 200	<u>APPROPRIATIONS FY 15-16</u> \$65,000	<u>APPROPRIATIONS FY 16-17</u>

CITY OF BENICIA
 Budgeted Priority Projects
 FY 2015-2017

<u>Water and Wastewater Rate Study (Water/Wastewater Funds)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
200	\$65,000	

<u>Replace Type 1 Fire Engine</u>		
FTE WITHIN BUDGET ALLOCATION; PURCHASE OF EQUIPMENT		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
150		\$400,000

<u>Adopt Updated Uniform Codes</u>		
FTE WITHIN BUDGET ALLOCATION		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
400		

<u>Emergency Operations Plan Update</u>		
FTE WITHIN BUDGET ALLOCATION		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
400		

<u>Local Hazard Mitigation Plan (LHMP)</u>		
FTE WITHIN BUDGET ALLOCATION		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
400		

<u>Purchase "Wild land" Fire Engine for Grass Fires</u>		
FTE WITHIN BUDGET ALLOCATION; PURCHASE OF EQUIPMENT		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
150		\$292,000

<u>Employee Compensation Study</u>		
FTE WITHIN BUDGET ALLOCATION		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
400		

<u>Develop Information Technology (IT) Plan for City</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
1000	\$30,000	\$30,000

<u>Migration to new Integrated Library System (ILS) with Solano Napa and Partners (SNAP) & connection through Solano County to Corporation for Educa</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
1000	\$30,000	

<u>Continued funding of State Capitol Building Turf/Landscaping Maintenance</u>		
FTE WITHIN BUDGET ALLOCATION		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
400		

<u>Seek funding for engineering and design for Waterfront Master Plan (Grants)</u>		
FTE WITHIN BUDGET ALLOCATION		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
400		

<u>Staff to Solano State Parks Committee</u>		
FTE WITHIN BUDGET ALLOCATION		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
400		

CITY OF BENICIA
 Budgeted Priority Projects
 FY 2015-2017

<u>Repair Pool Deck/Improvements to Registration area</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 100	<u>APPROPRIATIONS FY 15-16</u> \$400,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Replace playground at Community Park</u>		
FTE WITHIN BUDGET ALLOCATION; PURCHASE OF EQUIPMENT		
<u>FTE HOURS</u> 150	<u>APPROPRIATIONS FY 15-16</u> \$200,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Replace Rail on First Street Promenade</u>		
FTE WITHIN BUDGET ALLOCATION; PURCHASE OF EQUIPMENT		
<u>FTE HOURS</u> 200	<u>APPROPRIATIONS FY 15-16</u> \$280,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Computer Aided Dispatch (CAD) /Records Management System (RMS) for Police Department</u>		
FTE WITHIN BUDGET ALLOCATION; PURCHASE OF EQUIPMENT		
<u>FTE HOURS</u> 500	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u> \$400,000

<u>Replace Outdated Radios for Police</u>		
FTE WITHIN BUDGET ALLOCATION; PURCHASE OF EQUIPMENT		
<u>FTE HOURS</u> 150	<u>APPROPRIATIONS FY 15-16</u> \$80,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Annual Street Resurfacing (Gas Tax Funds)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 750	<u>APPROPRIATIONS FY 15-16</u> \$293,000	<u>APPROPRIATIONS FY 16-17</u> \$343,300

<u>Bridge Maintenance (Gas Tax)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 40	<u>APPROPRIATIONS FY 15-16</u> \$50,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Design/Construct Industrial Park Bus Hub (Grants)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 400	<u>APPROPRIATIONS FY 15-16</u> \$1,200,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Implement Drought/Water Conservation Plan (Water Fund)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 400	<u>APPROPRIATIONS FY 15-16</u> \$52,000	<u>APPROPRIATIONS FY 16-17</u> \$52,000

<u>Landscape and Lighting District Assessments (L&D funds)</u>		
FTE WITHIN BUDGET ALLOCATION		
<u>FTE HOURS</u> 80	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>

<u>Road Repair of 250 Damaged Sections</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 40	<u>APPROPRIATIONS FY 15-16</u> \$200,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Closed Circuit Television Video (CCTV) Pipeline Inspection (Wastewater Fund)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 4000	<u>APPROPRIATIONS FY 15-16</u> \$50,000	<u>APPROPRIATIONS FY 16-17</u> \$50,000

CITY OF BENICIA
Budgeted Priority Projects
FY 2015-2017

<u>Design Industrial Park Road</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 400	<u>APPROPRIATIONS FY 15-16</u> \$50,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Develop Stormwater Management and Flood Mitigation Plan</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 1000	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u> \$100,000

<u>Repair and Repave Industrial Way from Teal to Lake Herman Road</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 120	<u>APPROPRIATIONS FY 15-16</u> \$1,000,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Repair and Repave Southampton, Panorama and Hastings</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 120	<u>APPROPRIATIONS FY 15-16</u> \$500,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Repair Sidewalks Downtown</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 120	<u>APPROPRIATIONS FY 15-16</u> \$100,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Urban Water Management Plan (UWMP)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 400	<u>APPROPRIATIONS FY 15-16</u> \$45,000	<u>APPROPRIATIONS FY 16-17</u> \$45,000

<u>Water Reuse Project (Grants)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES; PENDING GRANT		
<u>FTE HOURS</u> 600	<u>APPROPRIATIONS FY 15-16</u> \$550,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Water Meter Replacement Program and Automatic Meter Infrastructure (Water Fund)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES; PENDING RFP AND FINANCING		
<u>FTE HOURS</u> 600	<u>APPROPRIATIONS FY 15-16</u> \$3,800,000	<u>APPROPRIATIONS FY 16-17</u>

<u>24" water line in Park Road from Industrial Way to Sulphur Springs Creek (Water Capacity Funds)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 400	<u>APPROPRIATIONS FY 15-16</u> \$357,000	<u>APPROPRIATIONS FY 16-17</u>

<u>Water Lines at Lower Arsenal: Adams, Jefferson and Jackson (Water Capacity Funds)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 400	<u>APPROPRIATIONS FY 15-16</u> \$50,000	<u>APPROPRIATIONS FY 16-17</u> \$245,000

<u>Rose Drive Crosswalks and ADA ramps (TIF)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 120	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u> \$200,000

<u>Military @ West 7th Street Intersection Improvements Study (TIF)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u> 120	<u>APPROPRIATIONS FY 15-16</u> \$285,000	<u>APPROPRIATIONS FY 16-17</u>

CITY OF BENICIA
 Budgeted Priority Projects
 FY 2015-2017

<u>Columbus Parkway Widening Project (TIF)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
450	\$300,000	\$600,000

<u>Bayshore Road Sanitary Sewer Crossovers (Wastewater Capacity Funds)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
120		\$75,000

<u>Odor Scrubber at A Basin (Wastewater Capacity Funds)</u>		
FTE WITHIN BUDGET ALLOCATION; USE OF OUTSIDE SERVICES		
<u>FTE HOURS</u>	<u>APPROPRIATIONS FY 15-16</u>	<u>APPROPRIATIONS FY 16-17</u>
120	\$40,000	\$85,000



City of Benicia
Strategic Plan
FY 2015-2017

Strategic Planning

The Strategic Planning process is a proven and thoughtful method for determining how an organization's resources can be most wisely allocated. Strategic Planning requires research and analysis before making resource allocation decisions; strategic planning decisions are not randomly made. Strategic Planning requires research and analysis that is:

1. **COMPREHENSIVE:** all of the City's functions and responsibilities are reviewed prior to allocation decisions.
2. **LONG-TERM:** the City's long-term needs and opportunities are reviewed prior to making allocation decisions.
3. **INCLUSIVE:** all stakeholders are invited and encouraged to participate in needs and opportunities assessment prior to allocation decisions.

Strategic Plan Elements

1. **MISSION STATEMENT:** a statement of the City's ultimate purpose and the difference it wishes to make for the community.
2. **VISION STATEMENT:** the character-defining elements of the ideal organization.
3. **VALUES STATEMENT:** the guiding principles the organization believes are right and should guide conduct.
4. **STRATEGIC ISSUES:** the major needs and opportunities facing the organization over the next two to five years that most impact achievement of the Mission and Vision. Numerous, important issues face any organization. The identified Strategic Issues are those that are perceived to be most critical.
5. **STRATEGIES:** one or more approaches to take in order to address the Strategic Issues.
6. **STRATEGIC PLAN ACTION ITEMS:** the specific projects and programs that will be pursued by the organization in the budget period (two years) to implement the Strategies.

The Strategic Plan differs from the City's General Plan in that the General Plan reflects the City's long-range vision. The Strategic Plan is a plan for the next two-five years that will help the City accomplish the goals of the General Plan with shorter-term strategies and actions.

Key points to keep in mind when developing a Strategic Plan include:

- Strategic Planning proceeds from the assumption that resources are limited so we must allocate them based on a review and identification of the highest priorities for the upcoming planning period (two-five years).

- Strategic Plan issues are the five +/- problems and opportunities that will arise in the planning period that will most impact achievement of the City's mission, vision and values.
- Strategic Plan strategies are the most promising approaches or general direction that will resolve the five Strategic Issues.
- Strategic Actions are the most effective projects, programs or activities that will execute or implement the strategies.
- It should be noted that Strategic Actions may be cross-cutting, that is they may fit under more than one Strategic Issue. Actions are listed under the Issue with which they are most clearly aligned. For example, Item 3c "Continue to collaborate with the Benicia Unified School District (BUSD) to support quality education" is listed under Strategic Issue 3: Strengthening Economic and Fiscal Conditions, but it also fits under Strategic Issue 5: Maintain and Enhance a High Quality of Life.
- Actions selected can be new, already planned, or on-going. The point is identifying and selecting actions that will best address the strategies and issues identified in the plan.
- The package of actions selected should not be comprised of only those that are easily achievable. Instead, they should be ambitious, while realistically achievable within resources that can be assembled within the planning period.
- Ultimately, resources required will be considered and evaluated in the budget process. The budget process is about allocating available resources to priorities established by the City Council.
- The last major policy step in the Strategic Planning process is budget adoption.

Implementation Process

The City's Strategic Plan is achieved by pursuit of the following activities:

1. **BUDGET APPROPRIATION:** allocating our discretionary budget dollars to projects and programs that will address Strategic Plan Issues.
2. **DEPARTMENT STRATEGIC PLANS:** establishment of Strategic Plans by each department that include Actions that address Strategic Plan Issues.

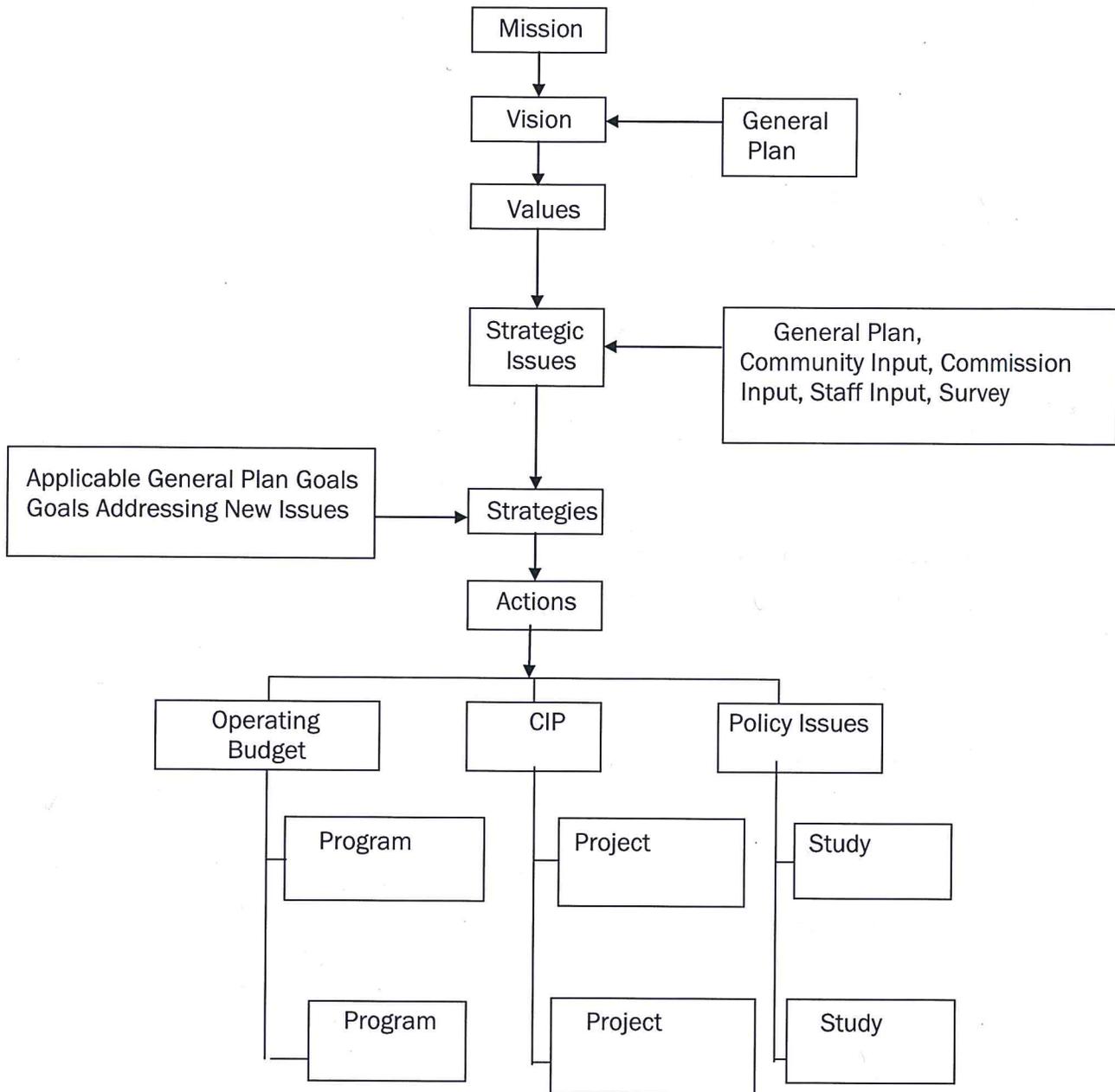
3. **EMPLOYEE PERFORMANCE PLANS:** including objectives in the Performance Plan of every employee that addresses Strategic Plan Issues.

4. **MONITORING PLANS:**
 - a. Employee Performance Plans: supervisors personally review and discuss the employee's performance plan on an annual basis.
 - b. Strategic Action Plan: City Manager and Department Heads review progress once per month at staff meetings, and once per quarter at Council meetings.
 - c. Performance Measures: The 2013-2015 Budget has performance measures identified in each of the department narratives. These measures will be useful for tracking progress on both the Citywide Strategic Plan Actions, as well as other departmental priorities.

The following pages illustrate the process, as well as each of the City's Strategic Plan elements and together comprise the City's Strategic Plan for 2013-2015.

Note: The City Council agreed to extend the FY 2013-15 Strategic Plan through
FY 2015-17

Benicia Strategic Planning Process



City of Benicia

Mission, Vision and Values

City Mission:

- **Excellent Service**

City Vision:

- **To work together to build a sustainable community and enhance the City's overall quality of life.**

City Values or Guiding Principles:

- **Respect**
- **Responsiveness**
- **Integrity**
- **Inclusiveness & Collaboration**
- **Teamwork**

The Mission Vision and Guiding Principles of the Strategic Plan are consistent with the General Plan. The Strategic Plan supports accomplishment of the goals of the General Plan via shorter-term strategies and actions.

STRATEGIC ISSUE 1: Protecting Community Health and Safety

STRATEGIES

- 1) Provide modern and functional public safety facilities
- 2) Maintain adequate staffing for public safety and a strong EMS program
- 3) Provide a high state of preparedness for disasters/emergencies
- 4) Promote community preservation and prevent nuisances through increased code enforcement, environmental strategies and community education
- 5) Promote community and personal health

ACTIONS

- 1) (a) Investigate funding strategies for a functional police building
(b) Evaluate need to replace emergency generators at Fire Station 11
- 2) (a) Maintain current public safety service levels
(b) Explore opportunities for resource sharing/collaboration with other fire service agencies
(c) Explore opportunities for consolidation of fire and emergency medical dispatch services with other agencies
- 3) (a) Educate our citizens on the Community Alert Notification System, and conduct EOC trainings
(b) Establish a community real-time air monitoring system to alert the City and affected community of significant air quality issues
(c) Conduct Emergency Operations Center Exercises, at least twice annually.
(d) Ensure all city employees are trained at the proper levels to meet the National Incident Management System Standards
- 4) (a) Leverage code enforcement resources to resolve systemic quality of life issues
(b) Utilize technology to produce an effective and efficient use of resources
- 5) (a) Continue to support the Benicia Youth Action Coalition, a community collaborative, working together to reduce the underage use of alcohol, tobacco, and other drugs (ATOD) by Benicia Youth
(b) Review smoking ordinance
(c) Utilize library services and programs to promote community health

STRATEGIC ISSUE 1: Protecting Community Health and Safety - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ GOAL 2.28: Improve and maintain public facilities and services.
- ▶ GOAL 4.22: Update and maintain the City's Emergency Response Plan.



STRATEGIC ISSUE 2: Protecting and Enhancing the Environment

STRATEGIES

- 1) Reduce greenhouse gas emissions and energy consumption
- 2) Implement new water conservation projects/programs
- 3) Pursue and adopt sustainable practices
- 4) Protect air quality

ACTIONS

- 1) (a) Pursue financing mechanism for home and business renewable energy and/or energy conservation methods
(b) "Buy green", if fiscally feasible
- 2) Pursue water conservation projects as opportunities arise
- 3) (a) Pursue LEED certification for community center
- 4) Pursue multiple mass transit opportunities

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.36: Ensure an adequate water supply for current and future residents and businesses.
- ▶ GOAL 3.27: Improve energy efficiency.

STRATEGIC ISSUE 3: Strengthening Economic and Fiscal Conditions

STRATEGIES

- 1) Implement Economic Development Strategy
- 2) Strengthen Benicia Industrial Park competitiveness
- 3) Retain and attract business
- 4) Manage City finances prudently
- 5) Increase economic viability of industrial park and other commercial areas, while preserving existing economic strengths and historic resources

ACTIONS

- 1) (a) Replace Nationwide sign with tourism sign on I-680 freeway
(b) Continue tourism brand promotion and marketing (e.g., tourism website)
(c) Formulate BIP Marketing program
(d) Continue funding for non-profit arts and culture organization grants
(e) Complete master plan for Downtown Waterfront Park
- 2) (a) Continue to approve and implement road resurfacing projects
(b) Pursue and develop Benicia Industrial Park Broadband Project
- 3) (a) Implement Business Development Action Plan
(b) Continue and expand business support tools and policies that balance sustainability with economic vitality
(c) Continue to collaborate with the Benicia Unified School District (BUSD) to support quality education
- 4) Prepare and maintain balanced budget with strong emergency and contingency reserve and internal service funds
- 5) (a) Plan for sustainable Benicia Business Park including pursuing grants for transit oriented development area and Intermodal Station planning
(b) Plan for investment in the Arsenal including hazard remediation
(c) Update zoning code to encourage clean energy, high-tech R&D uses in industrial districts

STRATEGIC ISSUE 3: Strengthening Economic and Fiscal Conditions - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.34: Ensure adequate school facilities to serve all residential areas.
- ▶ GOAL 2.35: Cooperate with the School District to provide opportunities for citizen use of the schools.
- ▶ GOAL 2.5: Facilitate and encourage new uses and development which provide substantial and sustainable fiscal and economic benefits to the City and the community while maintaining health, safety, and quality of life.
- ▶ GOAL 2.28: Improve and maintain public facilities and services.
- ▶ GOAL 2.7: Attract and retain industrial facilities that provide fiscal and economic benefits to – and meet the present and future needs of – Benicia.

STRATEGIC ISSUE 4: Preserving and Enhancing Infrastructure

STRATEGIES

- 1) Provide safe, functional and complete streets
- 2) Increase use of mass transit
- 3) Address technology needs
- 4) Provide adequate funding for ongoing infrastructure needs

ACTIONS

- 1) (a) Fund street maintenance at a level that will improve pavement management index rating
(b) Implement traffic calming work program
- 2) (a) Complete plans for and begin construction of a park-and-ride facility at W. Military at Southampton
(b) Continue to pursue designation for a WETA-Ferry stop in downtown area
(c) Continue planning for an intermodal transportation station in vicinity of Benicia Industrial Park and proposed Benicia Business Park
- 3) (a) Prepare a City government technology improvement plan
(b) Acquire and implement: 1) upgraded public safety technology, and 2) enhanced GIS capabilities
- 4) (a) Implement a plan for funding of reserves for vehicle, equipment and facilities infrastructure
(b) Fund bridge maintenance program

STRATEGIC ISSUE 4: Preserving and Enhancing Infrastructure - Continued

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ **GOAL 2.15:** Provide a comprehensive system of pedestrian and bicycle routes which link the various components of the community: employment centers, residential areas, commercial areas, schools, parks, and open space.
- ▶ **GOAL 2.17:** Provide an efficient, reliable, and convenient transit system.
- ▶ **GOAL 2.19:** Promote a regional (San Francisco, Oakland, Alameda) and local (Martinez, Port Costa, and Crockett) ferry service.
- ▶ **GOAL 2.20:** Provide a balanced street system to serve automobiles, pedestrians, bicycles, and transit, balancing vehicle-flow improvements with multi-modal considerations.
- ▶ **GOAL 2.28:** Improve and maintain public facilities and services.

STRATEGIC ISSUE 5: Maintain and Enhance a High Quality of Life

STRATEGIES

- 1) Operate community activity centers
- 2) Implement the Downtown Master Plan
- 3) Promote arts and culture
- 4) Preserve City-owned historic structures
- 5) Provide support to disadvantaged segments of the community
- 6) Support Benicia Public Library's ability to meet the public's expanding needs for information, communication and literacy

ACTIONS

- 1) (a) Continue to provide support for the library as a community center
- 2) (a) Pursue outside funds for Downtown improvements (streetscape, parking and traffic calming enhancements)
(b) Review mixed use and other alternatives for the City's E Street lot
- 3) (a) Pursue funding sources for arts and culture activities
- 4) (a) Continue to seek tenant for occupancy of Commanding Officer's Quarters
(b) Maintain City-owned historic structures (e.g. Benicia Historical Museum, SP Depot, Clocktower)
- 5) (a) Obtain grants to provide a transitional shelter
(b) Facilitate construction of affordable housing per updated Housing Element
(c) Continue funding for Human Services grants
- 6) (a) Provide ongoing support for library and literacy services
(b) Plan for future basement expansion

STRATEGIC ISSUE 5: Maintain and Enhance a High Quality of Life – Cont.

PRIMARY GENERAL PLAN GOALS

- ▶ Overarching Goal of the General Plan: Sustainability
- ▶ GOAL 2.11: Encourage the retention and continued evolution of the lower Arsenal into a historical/cultural/commercial/industrial center of mutually compatible uses.
- ▶ GOAL 2.12: Strengthen the Downtown as the City's central commercial zone.
- ▶ GOAL 2.30: Maintain and improve existing parks and recreation programs.
- ▶ GOAL 3.1: Maintain and enhance Benicia's historic character.
- ▶ GOAL 3.3: Increase public awareness of cultural resources and activities.
- ▶ GOAL 3.4: Support the library and the services it provides the community.

2013-15 Strategic Plan Appendix

The following City documents are existing plans, adopted by the City Council, that are relevant to the Strategic Plan.

- ▶ Downtown Historic Conservation Plan 1990
- ▶ Downtown Streetscape Design Plan 1990
- ▶ Arsenal Historic Conservation Plan 1993
- ▶ Parks Master Plan 1997
- ▶ Benicia General Plan 1999 and 2007-2014 Housing Element
- ▶ Downtown Mixed Use Master Plan 2007
- ▶ Economic Development Strategy 2007
- ▶ Strategic Tourism Marketing Plan 2008
- ▶ Benicia Climate Action Plan 2009
- ▶ Public Art Program 2012
- ▶ BIP Technology Needs Assessment 2012
- ▶ Business Development Action Plan 2012
- ▶ City of Benicia Emergency Operations Plan (2007)

AGENDA ITEM
CITY COUNCIL MEETING DATE - OCTOBER 20, 2015
BUSINESS ITEMS

DATE : October 13, 2015
TO : City Council
FROM : City Manager
SUBJECT : **MAYOR PATTERSON'S REQUEST TO AGENDIZE DISCUSSION OF RESIDENTIAL CHILD CARE ORDINANCE**

RECOMMENDATION:

Consider Mayor Patterson's request to agendize a discussion of Residential Child Care Ordinance.

EXECUTIVE SUMMARY:

Mayor Patterson would like the City Council to consider amending the BMC to comply with State Health and Safety Code Section 1597.43(c)(3) on noticing distance of 100 feet and also consider the revisions to the BMC 17.24 for large family child care homes in residential zones.

Attachment:

- Council member request to agendize and related attachments

APPENDIX A: COUNCIL MEMBER REQUESTED AGENDA ITEM

Requested by: Mayor Patterson _____

Desired Initial Council Meeting Date: October 6 or October 20, 2015 _____

Desired Date for Second Step or Policy Calendar Review: in a timely manner

Deadline for Action, if any: _____

Problem/Issue/Idea Name: There are two requests. The first is to amend BMC to comply with State Health and Safety Code Section 1597.43(c)(3) on noticing distance of 100 feet.

Description of Problem/Issue/Idea: _____

The second part of this request to to direct the Planning Commison to consider the revisions to BMC 17.24 for large family child care homes in residential zones. Few jurisdctions allow by right large family child care homes, but many have a more streamlined process with clear permit requirements and findings. Advocates have subitted letters and testified last spring for this more streamlined process including "by right". The current Benicia process was deemed one of the more complex approaches that the city can choose from. Attached is a useful document as background for this request.

COUNCIL DIRECTION

- ☐ No Further Action
- ☐ Schedule for Second Step on _____
- ☐ Schedule for Policy Calendar Review on _____
- ☐ Refer to: Staff _____
- Commission _____
- Board _____
- Committee _____

Date Due: _____



**Responding to Child Care Facilities:
A Practical Guide for
City & County Planners**

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Acknowledgements:

This guide was developed by a team of highly regarded experts in the field of child care land use planning made up of Gerry Raycraft, Land Use Planning and Child Care Facility Development Consultant; Pam Schmidt, Public Counsel; Ed Bolen, Child Care Law Center; Cindy Gnos, Raney Planning and Management; Kristen Anderson, Child Care Land Use Planning and Facility Development Consultant; and Maria Raff, Low Income Investment Fund (LIIF). Key reviewers included The California Planning Roundtable, members of the California Chapter of the American Planning Association, and Marie Young, LIIF.

The California Chapter of the American Planning Association (CCAPA) supports the provision of adequate and abundant child care facilities in all communities, including providing a streamlined planning process that is appropriate to local needs and consistent with state law. The CCAPA supports the use of this Guide as a starting place for city and county planners in their review of child care facilities.

This guide was made possible through funding from the **David and Lucile Packard Foundation** and LIIF's Affordable Buildings for Children's Development Initiative (ABCD). The ABCD Initiative is a California-wide collaboration of existing organizations dedicated to building a comprehensive and sustainable financing and support system for child care and preschool facility development.

Low Income Investment Fund:

LIIF is a community development financial institution dedicated to creating pathways of opportunity for low income people and communities. LIIF fosters healthy communities by providing a bridge between private capital markets and low income neighborhoods. By investing capital and providing technical assistance in affordable housing, education and child care, LIIF spurs economic advancement for the very poor. For more information about LIIF, visit www.liifund.org.

Table Of Contents

Introduction	4
Child Care Definitions and Descriptions	5
Reviewing Child Care Planning Applications	8
Supporting Child Care Facilities Through Policy	18
Resources	24

INTRODUCTION

Quality child care is in high demand by parents and employers because it provides a safe environment for the care and development of young children while parents work. Child Care is recognized by policy makers as a community priority because it contributes significantly to job creation and economic development. The child care industry employs about 123,000 people in California and generates approximately \$5.4 billion in revenue statewide, and those funds remain in the communities in which they are generated¹. However, in many communities barriers exist that prevent the child care sector from meeting the demand for expanded services, including navigating challenging land use approval processes.

Planners are also unwillingly put into uncomfortable situations when there is neighbor opposition to child care applications but planners have no discretion regarding these applications or find no negative impacts. While state law may limit a planner's discretion and/or the evidence does not support denial of a use permit, the neighbor may not find that to be a satisfactory conclusion.

The unique nature of child care can make it difficult sometimes for city and county planners to process applications for land use permits. Further, misconceptions and unknowns about the industry have lead to land use regulations (or lack of) that are not relevant or are inconsistent with state law. Unnecessary environmental studies (traffic and noise, most often) and extra public hearings and appeal processes can result in land use application processes for child care facilities that are expensive and lengthy for both planners and child care operators.

This document is intended to demonstrate to city and county planners how child care planning applications can be processed in an objective, impartial and efficient way. We will focus on licensed child care facilities that meet state health and safety requirements, including centers and home-based care. Some types of care arrangements are exempt from state licensure. These include care of children by relatives, as well as many public recreation programs and school-run after school programs.

Unlike public education, child care operates predominantly through the private sector, with limited public subsidies available to help parents pay for the service. Many working parents cannot afford to pay the true cost of child care, especially quality child care. That means that most child care facilities struggle to make ends meet. As a result, developers of new or expanded child care facilities tend to have limited resources for the development process. And those seeking to open or expand a child care facility typically are not professional developers. Often their first and only experience with opening a new business may be the child care project. To complicate matters further, the child care facility development process is complex and often lengthy. In addition to the *local government* planning, building and safety, and fire department approvals, licensed child care must receive final approval and license from the *State*- the California Department of Social Services, Community Care Licensing Division (referred to simply as "Licensing" by most people in the child care world and in this document).

¹ National Economic Development and Law Center. The Economic Impact of the Child Care Industry in California. Oakland, CA: NEDLC, 2001.

Licensing regulates health and safety issues. These issues may resemble those overseen by local government (land use, building, and fire), however the emphasis and objective of Licensing is on the health and safety of children in the context of the day-to-day operations of a child care program; and Licensing's requirements may conflict with local government's requirements. One example is that Licensing stresses operator-control² of all exits, typically through locked doors, or doors that cannot be opened by children. The Fire Department naturally has a different take on this. As another example, Licensing has definite requirements about outdoor space. Local governments, concerned about noise, may want to impose requirements incompatible with the need for the facility to provide ample, useable outdoor space.

Planners who clearly understand how child care is regulated and how operators use space can provide better analysis, suggest appropriate recommendations, make better decisions, and offer better information to neighboring property owners, the community and decision makers. Coupled with this understanding, a streamlined land use approval process specifically geared to child care can ease the burden on planners by establishing realistic, clear, and child care applicable guidelines about what is needed for applications to be approved. This guide will help planners implement such processes.

CHILD CARE DEFINITIONS AND DESCRIPTIONS

Over the years, planners have experienced a changing landscape of cities and counties. They constantly must anticipate population shifts, and work hard to balance the competing demands of environmental protection and economic development. Similarly the child care field has changed and evolved over the years to meet the growing demands brought about by shifts in family dynamics, population growth and economic realities.

Formal or organized child care in the U.S. can be traced back to before the turn of the 20th century when it was primarily available to the destitute through religious and charitable organizations. World War II thrust mothers into the work force and required that they find places to care for their children. In the twenty-first century most mothers work and child care is perceived to be not only a means to permit parents to work but also an educational opportunity for children. Today, child care is in high demand by parents of all economic backgrounds, and research tells us that quality child care can result in children being more successful in school and later on in life.

It is important that language used to describe child care keep pace with its changing reality. As such, planners should use terms to describe child care that are accurate and consistent with terms used by others in this highly regulated field.

The first important distinction to make is between names of programs and the facility types in which they operate. In California, licensed facility types are defined in state law as either Family Child Care Homes or Child Care Centers. Family Child Care exists in an operator's home and

² For purposes of this document and to ensure appropriate identification terminology for planners, the term *operator* refers to the licensee named on a facility license issued by the State of California, Department of Social Services, Community Care Licensing Division.

Child Care Centers are facilities other than an operator’s home. Planners should use *Family Child Care Home* and *Child Care Center* to describe licensed child care facilities and should insure that local ordinances refer to them in a manner consistent with state law.

An example of a program that takes place in either type facility is Head Start, a part-day preschool program funded by the federal government. There also are infant programs, toddler programs, preschool, school readiness, latchkey, Montessori, after school, and a host of other programs that can take place in either type of facility. The table on the right illustrates how various types of programs can be administered in either Family Child Care Homes or Child Care Centers. It is important to remember that these various programs do not describe the facility type.

PROGRAMS & FACILITY TYPES		
<u>Program</u>	<u>Child Care Center</u>	<u>Family Child Care Home</u>
Day Care	✓	✓
Head Start and Early Head Start	✓	✓
Infant Program	✓	✓
Montessori	✓	✓
Nursery School	✓	✓
Preschool	✓	✓
Reggio Emilia	✓	✓
State Subsidy Contractor (Title V)	✓	

For land use planning purposes, the facility type is relevant, while the program is not. The table below contains Licensing’s definitions for both facility types.

Child care homes are further distinguished by Licensing as large or small Family Child Care Homes. We highly recommended that for definitional purposes and specifically within zoning ordinances, the following three terms be used for child care facility types:

LICENSING FACILITY DEFINITIONS

Child Care Center

California Health and Safety Code § 1596.76

Child Care Center (a.k.a. “Day Care Center”) means any child day care facility other than a family day care home, and includes infant centers, preschools, and extended day care facilities.

Family Child Care Home

California Health and Safety Code § 1596.78

Family Child Care Home (a.k.a. “Family Day Care Home”) means a home that regularly provides care, protection, and supervision for 14 or fewer children, in the operator’s (a.k.a. “provider’s”) home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large family day care home or a small family day care home.

- Family Child Care Home, Small
- Family Child Care Home, Large
- Child Care Center

Some child care programs not subject to licensing, i.e., “Exempt,” could occur in either Child Care Centers or Family Child Care Homes. This guide does not address these Exempt programs.

Descriptions and technical information related to these categories are contained in the following tables.

FAMILY CHILD CARE HOME

Family child care is operated in single- or multi-family housing. The make up of a family child care program often includes children of varying age groups. Within family child care environments children need adequate space to engage in different age-appropriate activities at the same time. State law preempts some local land use regulations for family child care, outlined in this chart.

<u>Local Land Use Requirements</u>
<i>Small Family Child Care Homes are allowable by right in residential zones for single-family residences. Business licenses, fees or taxes may not be imposed.</i>
<i>Large Family Child Care Homes are allowed by right, unless the jurisdiction chooses to require either a non-discretionary permit or a special/conditional use permit.</i>
<i>If a Large Family Child Care home is subject to a permit, local land use considerations are limited to traffic, parking, spacing and concentration, and noise.</i>

<u>Community Care Licensing Regulatory Requirements</u>
<i>Family child care is a residential use: Cal. Health & Safety Code § 1597.43.</i>
<i>Small Family Child Care Homes are licensed for up to 8 children with restriction on age make up of children.</i>
<i>Large Family Child Care Homes are licensed for up to 14 children with restriction on age make up of children.</i>
<i>Large Family Child Care Homes must pass inspection by the local Fire Authority.</i>
<i>The licensed facility is the operator’s primary residence.</i>

CHILD CARE CENTER

A Child Care Center can be a stand alone facility, a facility co-located with a housing development, on a school campus, or at a church, medical facility, or other commercial/retail development. Child Care Centers are operated by public agencies, proprietary/small businesses, non-profits, and faith-based organizations. State law does not preempt local land use considerations.

<u>Local Land Use Considerations</u>
<i>“By right” for a specific zone varies by jurisdiction; special/conditional use permit may be required; public notification and hearing processes vary by jurisdiction.</i>
<i>The most prevalent issues include parking, traffic, and noise; most jurisdictions lack suitable child care policies for these three issues.</i>
<i>Some jurisdictions require at least one designated parking space.</i>

<u>Community Care Licensing Regulatory Requirement</u>
<i>Facility must comply with state and local fire and building codes. Facility must pass inspection by the local Fire Authority.</i>
<i>A minimum of 35 square feet of usable indoor space is required per child; square footage does not include separate sleeping areas for infants, toilets, built-in furnishings/cabinets and storage. Most quality facilities are 75-100 square feet per child.</i>
<i>A minimum of 75 square feet of outdoor space per child is required, surrounded by a minimum 4’ high fence. There must be separate outdoor space for preschoolers (ages 3-5) and infants/toddlers (ages birth -2).</i>
<i>Facilities are licensed by age group for any number of children and include age-specific classrooms.</i>
<i>Licensing regulates a host of other issues related to child safety including type of flooring, materials used in play yards, location of diaper changing tables, ratio of toilets and sinks to number of children, and more.</i>

REVIEWING CHILD CARE PLANNING APPLICATIONS

This section is intended to give planners a guide to reviewing planning applications for **licensed** child care³. Though we will discuss most considerations, and explain the relationships among the different types of child care as they apply to various facility types, we acknowledge that we cannot cover every circumstance planners will encounter. We hope this guide will supplement planners' experience and result in simplified and streamlined processes for review of child care facility applications.

A. SMALL FAMILY CHILD CARE HOME

“Small Family Child Care Home” is defined in the California Health and Safety Code as a facility licensed to provide non-medical care in the operator’s home for 8 or fewer children. Licensing has a strong interest in making child care available and accordingly allows, with few restrictions, home-based options that have a limited local impact. Specifically, California Health and Safety Code §1597.43 states:

The Legislature finds and declares all of the following:

- (a) Family day care homes operating under the standards of state law constitute accessory uses of residentially zoned and occupied properties and do not fundamentally alter the nature of the underlying residential uses. Family day care homes draw clients and vehicles to their sites during a limited time of day and do not require the attendance of a large number of employees and equipment.

In order to comply, then, with state law, jurisdictions must treat Small Family Child Care Homes as residential uses. Local zoning ordinances may include a definition (which is recommended) and a provision specifying that Small Family Child Care Homes are a permitted use in single family residential zones, but local governments cannot impose additional restrictions or any discretionary approval process for Small Family Child Care Homes.

If neighbors are concerned about impacts from a Small Family Child Care Home, planners should encourage the concerned neighbor to talk directly with the Family Child Care Home operator to try to resolve the problem. However, state law does not allow typical “neighbor” issues to be addressed through zoning or other local land use regulation. Planners also may refer to Appendix J, *Being a Good Neighbor- Tips for Family Child Care Providers*, in Kristen Anderson’s book, “Planning for Child Care in California.” (See the Resource section of this document.) Keep in mind that the state requires licensed child care to comply with health and safety requirements, so if the neighbor is concerned with the number of children on the site, the adequacy of the supervision or other conduct or activity, they should be referred to Licensing for assistance in resolving the problem. (See the Resource section of this document to find the appropriate Licensing Regional Office.)

³ Facilities which are issued a license by the State’s Community Care Licensing Division.

B. LARGE FAMILY CHILD CARE HOME

“Large Family Child Care Home” is defined in the California Health and Safety Code as a facility licensed to provide non-medical care in the operator’s home for 9 to 14 children. Pursuant to Health and Safety Code §1597.46 a jurisdiction must do one of the following with respect to Large Family Child Care Homes on lots zoned for single family residences:

- Classify a Large Family Child Care Home as a permitted use and allowed by right; or
- Grant a nondiscretionary, administrative permit when Large Family Child Care Homes comply with “local ordinances prescribing reasonable standards, restrictions, and requirements concerning spacing and concentration, traffic control, parking, and noise control” and “any regulations adopted by the State Fire Marshall”⁴; or
- Require a use permit process, which must be approved if the Large Family Child Care Home complies with “local ordinances, if any, prescribing reasonable standards, restrictions, and requirements concerning spacing and concentration, traffic control, parking, and noise control” and “any regulations adopted by the State Fire Marshall.” A public hearing may be conducted **only if**, under the use permit requirement, the applicant or any affected party requests a hearing (Health and Safety Code §1597.46(a)).

If a jurisdiction’s zoning ordinance does not contain language specifying either an administrative permit or a use permit process, the jurisdiction must allow Large Family Child Care Homes as a permitted use on lots zoned for single family residences, similar to Small Family Child Care Homes.

Assuming a jurisdiction elects to adopt a use permit process for Large Family Child Care Homes, that process should be relatively straightforward since the issues that can be raised are limited in scope. The jurisdiction, for example, may not require that the applicant demonstrate that the use is necessary and desirable. Also, because the city or county cannot deny an application due to the size of the home, there should be no requirement for a detailed site plan.

Consistent with the limitations imposed by state law⁵ on the scope of Large Family Child Care Homes, local jurisdictions should facilitate efficient permit review by designing a separate application for Large Family Child Care Homes that will save time and expense for both the jurisdiction and the applicant.

Finally, it is important to remember that there is a limited allowable notice and hearing process for Large Family Child Care permits. Notice may only be given to owners of property within a 100-foot radius of the proposed Large Family Child Care Home. A hearing may only be held on the application if the applicant or any affected person requests a hearing.

⁴ Normally planners do not impose fire regulations- the State Fire Marshall has that responsibility, and local fire departments interpret those regulations. Thus, Fire Regulations are not discussed in this document. However, coordination between planners and fire inspectors is strongly encouraged to ensure consistent regulations and streamlined processes are enforced.

⁵State law requires that applications for Large Family Child Homes be processed “as economically as possible” (Health & Safety Code § 1597.46(d)).

The Health and Safety Code limits the areas in which a jurisdiction may condition the issuance of a permit for Large Family Child Care Homes to “spacing and concentration, traffic control, parking, and noise control” as specified in local ordinances. In addition, consideration of signage and play equipment location may be relevant. State law dictates that requirements placed on Large Family Child Care Homes regarding signage and play equipment be consistent with the jurisdiction’s zoning ordinance as it relates to similarly zoned properties. As fire regulations are not the purview of planning, this topic will not be discussed, but be aware that Large Family Child Care Homes have to pass an inspection by the local fire authority.

1. Spacing and Concentration

If the concern of local governments relating to spacing and concentration is that a particular neighborhood, but more precisely, a street or block, may be negatively impacted by numerous Large Family Child Care Homes, it is recommended, based on the experience of the authors that jurisdictions consider the following restrictions:

- Two Large Family Child Care Homes should not be located on adjacent parcels unless the adjacency exists on properties fronting different streets.
- No more than three Large Family Child Care Homes are allowed on the same side of the street of any residential block.
- Large Family Child Care Homes are not allowed on the same street when located either immediately across the street from one another or across the street and within one parcel of one another.
- Only one Large Family Child Care Home is allowed on a court or cul de sac with four or fewer homes.

2. Traffic

Child care poses a challenge to planners who normally want to review specific traffic (trip) generation information related to the land use, but this information normally is not available for Large Family Child Care Homes. This type of facility, however, has characteristics that may help reduce traffic and parking impacts in many cases. These characteristics are:

- Children under the age of 10 who are cared for in a Large Family Child Care Home in which they live are counted towards license capacity.
- Parents who enroll more than one child in a Large Family Child Care Home normally are bringing or picking up those children at the same time.
- Operators of Large Family Child Care Homes who serve only children under the age of 5 cannot serve more than 12 children at a time, reducing the maximum capacity from 14 to 12.
- Large Family Child Care Home assistants who live in the home, or are neighbors within walking distance, don't normally drive to the home.
- Large Family Child Care Homes in close proximity to elementary schools have the advantage of caring for children who can walk to child care directly from the school.
- Generally, trips to/from Large Family Child Care Homes are shared with a primary trip to work, school or some other activity. So often a trip to/from a Large Family Child Care Home is a “pass-by trip.”

A Large Family Child Care Home is a “neighborhood business” and, as such, can be considered a neighborhood service. One of the criteria parents use when selecting care is how close the child care facility is to their family’s home. Family child care conveniently located near a family’s home can result in reduced vehicle trips.

The Institute of Traffic Engineers (ITE) Trip Generation Manual has a category for “Child Care Center” (see Section III.C. below) but not for Family Child Care Home. This is because of the residential character of Family Child Care Homes. Planners, therefore, must rely on professional experience and common sense by offering operational strategies that will help reduce traffic impacts. The mitigations below are offered as ways to reduce or avoid neighborhood traffic impacts.

- Require the operator to inform parents and guardians dropping-off or picking-up children about neighborhood traffic conditions.
- Require the operator to create a “traffic circulation plan” that parents and guardians would follow in order make traffic flow smoothly. (Asking parents not to use driveways to turnaround but rather travel “through” the neighborhood is one example.)
- Require the operator to provide parents and guardians with regular reminders (for example, a newsletter) about speed limits, circulation issues and recommended procedures.

3. Parking

Often parking related to Large Family Child Care Homes is an issue raised by neighbors opposed to the use. Child care operators have a number of strategies available to minimize parking impact. In those rare instances when a potential problem is identified, ways to mitigate the potential problem can be found. Furthermore, experience shows that in cases where Large Family Child Care Homes were formerly Small Family Child Care Homes, which is common, the relative increase in parking demand is quite small.

One issue related to parking and Large Family Child Care Homes is that of employee parking. A Large Family Child Care Home requires at least one (1) additional caregiver in addition to the operator. If the additional caregiver lives in the operator’s home there is no need for employee parking. Employee parking for a Large Family Child Care Home should only be required off-street if the additional employee does not reside at or within close proximity to the location where child care is being provided and there is a limited amount of on-street parking.

Another parking issue may be that of parent parking. Normally, parents are at a Large Family Child Care Home to pick-up or drop-off their children, in most cases for not more than 10 minutes at a time. Further, this drop-off/pick-up activity is generally staggered as all parents do not arrive at the same time. For these reasons, on-street parking should be allowed to be counted for drop-off and pick-up activity.

In summary, then, the following should apply to a Large Family Child Care Home:

- “Employee” parking: One designated off-street parking space for a non-resident caregiver (employee) if sufficient on-street parking is not available. An employee who resides within walking distance should be classified as a “resident.”
- Parent parking: Allowed on-street given the short-term nature of the need. Consideration should be given to allowing the Large Family Child Care Home operator to paint the curb adjacent to his/her property as “passenger loading” during designated hours.
- Operators can establish policies, enforced through contracts, for parents to follow, identifying appropriate drop-off locations and setting schedules that stagger the typical drop off and pick up times.

4. Noise

Health & Safety Code § 1597.46 provides that “Any noise standards shall be consistent with local noise ordinances implementing the noise element of the general plan and shall take into consideration the noise levels generated by children.” This means planners rarely have to impose special noise standards for a Large Family Child Care Home. It is sufficient simply to require that the Large Family Child Care Home comply with the noise ordinance applicable to residential uses. Even in those rare cases in which a special noise standard might be needed (for example, if a particular residential area has unique noise sensitivity), any such standard should reflect the fact that Family Child Care Homes are a residential use, that children will be outside for parts of the day and that those children will make some amount of noise. Thus, reasonable limits on outside play time might be appropriate in exceptional circumstances only.

We recognize that some neighbors might be concerned about noise, imagining 14 children in the back yard all day playing as loudly as they can. Common sense and experience tells us that this scenario simply does not happen. Large Family Child Care Homes provide care to children varying in age from infant to pre-teen. Children of differing age groups have different interests and schedules throughout the day. Accordingly, the number of children who occupy the outdoor space at the same time is usually much less than the licensed capacity.

Since most cities use 60 or 65 dBA as an outdoor noise level standard, noise should not be an impact with respect to Large Family Child Care Homes. Studies done on child care noise levels show that “normalized” sound levels for a group of ten children, 2-3 year olds at 30 feet from the center of the play area was 65 dBA and for a group of ten children, 4-5 years old also at 30 feet from the center of the play area was 67dBA. Sound levels of infants and toddlers are even lower⁶.

⁶ Unpublished article by Jeffrey K. Pack, Edward L. Pack Associates, Inc., Acoustical Consultant, San Jose, CA (2003).

Planners can offer mitigations for potential noise impacts, such as:

- Requiring an operator to limit the number of children of specific ages who play outside at any one time, as long as reasonable indoor and outdoor supervision of children is not jeopardized.
- Consider moving outside play equipment to an area of the yard where noise might be attenuated by buildings or vegetation.
- Requiring an operator to plant noise attenuating vegetation.

5. Signage

State law does not provide special protection to family child care for signage. Family Child Care Homes must comply with any signage requirements that apply to similarly zoned residences. Note that many family child care operators do not want signage for safety reasons.

6. Play Equipment

The location of play equipment is regulated by Licensing for health and safety reasons. Local residential zoning ordinances address the location of “accessory buildings” or structures such as sheds, garages and patio covers. If a play structure meets the local definition of accessory building or structure, it would be subject to the same requirements that apply to any residence. However, play equipment might be located in an area where noise could be a consideration, and in this case the possibility of relocating the play equipment should be explored. (See the Noise discussion above.)

C. CHILD CARE CENTER

“Child Care Center” is defined in the California Health and Safety Code as a facility other than a child care home. Thus, a Child Care Center is a non-residential land use and has more extensive and restrictive licensing requirements. Normally, Child Care Centers can be located in a number of different zoning districts, such as Commercial and High Density Residential districts. Though not required to do so, Child Care Centers typically accommodate more children than Large and Small Family Child Care Homes.

Jurisdictions normally require a use permit process for Child Care Centers, although permits are not required by the Health and Safety Code. In fact, there are examples in which jurisdictions allow Child Care Centers by right. The City of Los Angeles, allows Child Care Centers with less than 50 children to be located within multi-family or commercial zones so long as all requirements of Licensing are met. The City of San Diego allows Child Care Centers in Industrial zones so long as clearance is received from the County verifying that no hazardous substances are used within 1000 feet of the site. While these examples might not seem applicable to smaller cities, every jurisdiction has similar zones and land uses (e.g., Multi-family, Commercial, Industrial) and so there is relevance to all jurisdictions.

While requiring a use permit process is acceptable, jurisdictions should consider the possibility of either “by right” permitting or simplifying the use permit process in certain zones and under specified conditions. In particular, Commercial zones, which normally can accommodate the parking and traffic associated with a Child Care Center, may be appropriate for “by right” designation.

Regardless of the process established by jurisdictions, guidance is provided to jurisdictions relating to spacing and concentration, traffic, parking, and noise. Since Fire Regulations are the purview of both Licensing and the local Fire Marshall, they are not addressed in this document.

1. Spacing and Concentration

Child Care Centers are market driven making it extremely unlikely multiple centers will be proposed within a small geographical area. In the unlikely case that two Child Care Centers are located in close proximity, a jurisdiction should consider spacing and concentration an issue only if traffic generation and parking affecting the same street system and intersections is projected to be a problem.

2. Traffic

Staff and parents generate traffic to and from a Child Care Center. For example, a center serving 80 children and employing 12 staff will generate traffic of up to 92 individuals. If these individuals are coming and going from the center each day this center would generate a maximum of about 184 trips. According to the Institute of Traffic Engineers (ITE) Trip Generation Manual, a Child Care Center, including employee trips, generates an average of 0.8 trips per student in the a.m. peak hour and 0.82 trips per student in the p.m. peak hour. Thus, the 80 child center, according to the ITE, is likely to generate 64 trips occurring in the a.m. peak and approximately 66 occurring in the p.m. peak, as other trips are staggered throughout the day.

Similar to Large Family Child Care Homes, there are characteristics of Child Care Centers that may reduce perceived impacts on traffic (and parking, in many cases). These characteristics are:

- Many trips to/from a Child Care Center are incidental to a primary trip to work or school.
- Locations can offer self-mitigating conditions, such as:
 - Near churches and schools where additional traffic resulting from a Child Care Center may simply go unnoticed, especially if only one or two classrooms are being utilized for child care.
 - Within or in close proximity to residential areas, where parents may be able to walk their children to the Child Care Center and avoid vehicle trips altogether.
 - At an employment center or individual business, i.e. employer-based, where the vehicle trip to the Child Care Center is the same as that to work.

3. Parking

Child Care Centers need parking for employees and parents. However, parking needs can be easily over estimated resulting in Child Care Centers dedicating space to parking that goes unused. Given the high demand for child care services, the land allocated to unused parking could serve the community better if designated for more child care spaces. Additionally, in downtown areas and dense neighborhoods, designated drop off/pick up street parking is common, practical, safe and adequate for Child Care Centers.

One parking space should be designated on-site for each employee, based on the maximum number on-site at one time (accounting for overlapping shifts). Considerations for reduction in requirements should be made when transit usage, carpooling or other mitigating conditions exist. Off-site or shared parking arrangements may be necessary in some cases.

A real parking issue is where parents will park when dropping off or picking up their children. Similar to Large Family Child Care Homes, parents normally stop at Child Care Centers for no more than 10 minutes at a time. This drop-off/pick-up activity is generally staggered as all parents do not arrive at the same time. Even with programs that have designated class times, parents are arriving within 5-15 minutes of each other. For these reasons, for smaller Child Care Centers, (those with fewer than 40 children), on-street loading and unloading area should be allowed for drop-off and pick-up activity.

For larger Child Care Centers (more than 40 children) in addition to on-street loading and unloading areas, appropriate off-street loading and unloading areas (rather than individual parking spaces) should be considered.

Visitor parking needs are limited at Child Care Centers. While prospective parents and others will occasionally visit a Child Care Center, it is not a routine situation. Thus, no more than 1 or 2 parking spaces should be required for visitors.

Some jurisdictions, like San Francisco, recognize that existing commercial space may already have deficit parking and if child care creates equivalent deficit parking, no additional parking spaces may be required. For example, if the planning code requires two parking spaces at an existing commercial facility which currently has no parking spaces and the new Child Care Center's parking requirements are two parking spaces, the local jurisdiction may conclude that the new Child Care Center's deficit parking is equivalent to the existing current condition and no additional parking spaces would be required.

The following recommendations are provided for parking related to Child Care Centers:

- One off-street space per employee, including the Child Care Center operator and/or administrator.
- Parent Parking: provided on-street, off-street or in a shared situation, as follows:

1-25 Children	=	1-3 Spaces
25-49 Children	=	4 Spaces
50-99 Children	=	6 Spaces
>100 Children	=	10 Spaces

4. Noise

It is rare that Child Care Centers will generate adverse noise impacts. In most Child Care Centers, play times are staggered, and play is supervised more closely than it is in other venues (for example, parks, or malls) and thus extreme noise is rare. Extensive child care playground noise level data collected by Bollard & Brennan, Inc. in recent years indicates that *average* noise levels associated with playground usage can be expected to range from 55 to 60 dB L_{eq} at a distance of approximately 100 feet from the central play area.

In particular, Child Care Centers proposed in commercial areas should not be considered to have noise impacts. External noise (primarily vehicular in nature) should effectively ameliorate or reduce any significant noise impacts associated with child care.

Child Care Centers proposed in residential areas (usually Multifamily) may pose some concern, especially if the play areas are near residential living areas. However, where there is a concern that the play area may be too close to the residential living areas, planners can consider any or all of the following:

- The actual noise impact in light of the ambient noise level in the area;
- Moving the location of the outdoor play area, if possible;
- Requiring the Child Care Center to develop limitations on the use of the play area, either in terms of the outside hours of play or the number of children in the play area at any one time, as long as the supervision of children and children's access to outdoor playtime are not unreasonably jeopardized.; or
- Requiring vegetation or other noise attenuation material, such as acoustical fencing.

5. Signage

Signage for a Child Care Center should be subject to the jurisdiction's sign ordinance or the development's sign program if one exists.

6. Play Equipment

The type and location of play equipment is not specified by any regulatory entity, but Licensing and governmental playground safety standards require large fall zones around play structures and resilient surfacing underneath. These regulations often limit the location of such structures. In any zone, play equipment can be screened with landscaping and/or fencing to address visual impact, privacy, noise and safety concerns.

Licensing requires that child care playgrounds be secured by four-foot fences. Most Child Care Centers, however, build higher fences for safety reasons, at least in high traffic areas.

D. CALIFORNIA ENVIRONMENTAL QUALITY ACT

Compliance with the California Environmental Quality Act (CEQA) is related to all land use applications. The table below summarizes CEQA’s applicability to the three major categories of child care- Small Family Child Care Homes, Large Family Child Care Homes, and Child Care Centers. In summary, CEQA’s applicability reflects the variability of planners to review child care facilities, from no discretion with a Small Family Child Care Home (categorical exemption), to limited discretion with a Large Family Child Care Home (statutory exemption), to full discretion with a Child Care Center (Negative Declaration /Mitigated Negative Declaration /Environmental Impact Report).

How Does CEQA Apply to Child Care Facilities?

Child Care Facility Type	CEQA Applicability	Reference	Options for Addressing Land Use Impacts or Neighbor-Generated Complaints
Small Family Child Care Home	Statutory exemption	Health and Safety Code §1597.45(a).	Recommend or facilitate neighbor-to-neighbor discussion. A complainant should be directed to Licensing if the concerns are not related to zoning.
Large Family Child Care Home	Statutory exemption	Health and Safety Code §1597.46(b)	Zoning code must specify standards related to traffic, parking, noise & spacing, if a non-discretionary or modified use permit is required. Recommend or facilitate neighbor-to-neighbor discussion. A complainant should be directed to Licensing if the concerns are not related to zoning.
Child Care Center	CEQA applies to any discretionary permit	Public Resources Code section 21000	Conform to standards contained in zoning ordinance and/or conditions of approval

SUPPORTING CHILD CARE FACILITIES THROUGH POLICY

Child care is a land use that while necessitating regulation in some instances, also warrants support as an integral element of planning and developing communities. Planners can play an important role in balancing regulation and support. This section provides language based on earlier information in this guide that can be incorporated into jurisdictions' general plans (policy level) and zoning ordinances (regulatory level) to streamline the child care land use planning process.

GENERAL PLAN

General plans represent jurisdictions' long-term goals and policies to guide development decisions. Because child care is an integral part of planning and development, it should warrant specific policy statements in the Land Use, Housing, Circulation and Open Space Elements. In addition, jurisdictions increasingly are opting to include Economic Development and Public Facilities and Services elements. If this is the case, child care is well suited for these elements as well.

The following are offered as suggested objectives to be integrated into general plans.

LAND USE ELEMENT:

Objective: Encourage the inclusion of Child Care Centers at major job centers to serve the employees of those centers, as well as those to whom the location provides convenient access.

Objective: Support the integration of Child Care Centers within residential and commercial zoning districts to provide viable options for parents to find child care either close to home or close to work.

Objective: Support Child Care Centers in all zoning districts, at appropriate locations and with adequate safeguards, in order to provide a needed service for working parents and a benefit to the community.

Objective: Streamline the permit process to the extent practical to promote and support the development of Family Child Care Homes and Child Care Centers.

HOUSING ELEMENT:

Objective: Support the siting of Child Care Centers in all residential zones, but in particular multifamily residential zones, to enable working parents to find child care in close proximity to where they live.

Objective: Work proactively with all housing developers to incorporate, where feasible, child care that serves families of all incomes and children of all ages.

CIRCULATION ELEMENT:

Objective: Allow and encourage the siting of child care within or near transit centers or along major transportation corridors.

Objective: Include child care as an appropriate use within overlay zones created around major transportation nodes.

OPEN SPACE ELEMENT:

Objective: Maximize the use and productivity of parks and recreation facilities by encouraging child care facilities to be located adjacent to or nearby to allow children who are under care and supervision to utilize the public space.

ECONOMIC DEVELOPMENT ELEMENT:

Objective: Encourage the siting of Child Care Centers within or in close proximity to job centers, recognizing that child care near a parent’s place of employment reduces absenteeism, improves employee morale, and allow parents to retain their jobs.

PUBLIC FACILITIES AND SERVICES ELEMENT:

Objective: Support the designation of land zoned for child care either adjacent to or in close proximity to elementary and middle school sites, libraries and recreation centers to take advantage of complimentary or supportive land uses.

Objective: Encourage and support the use of public and faith-based facilities for child care, in particular at those facilities where the connection with child care is significant, such as schools and community and recreation centers.

ZONING ORDINANCE

A zoning ordinance is a regulatory document that provides specific standards relating to parcelization, land use, and buildings in order to promote orderly growth and maintain appropriate and desired community values as they pertain to the built environment. Zoning can be thought of as a quality-of-life tool.

Child care is a quality-of-life issue for families as well. For some families access to quality child care is a vital educational service that supports children’s development and prepares children to enter kindergarten. Additionally, the availability of quality, affordable child care may be the determining factor in a parent’s ability to seek or retain a job instead of seeking public assistance. For this reason, zoning ordinances should represent a practical and supportive approach to child care. The following standards are suggested for incorporation into zoning ordinances.

DEFINITIONS

Include the following definitions:

- Family Child Care Home, Small: A home in which care, protection, and supervision is provided by the full-time resident of the home for 8 or fewer children for periods of less than 24 hours per day.
- Family Child Care Home, Large: A home in which care, protection, and supervision is provided by the full-time resident of the home for 14 or fewer children for periods of less than 24 hours per day.
- Child Care Center: A facility other than a Family Child Care Home in which care, protection, and supervision is provided for children for periods of less than 24 hours per day.

USE PERMIT, LARGE FAMILY CHILD CARE HOME

If a jurisdiction elects to require a use permit process for Large Family Child Care Homes, it is recommended that the process be administrative in nature; that is, considered at the staff level only. The following procedures should apply:

- Noticing: A public hearing notice is required to be sent to only those property owners within 100 feet.
- Public Hearing: A public hearing shall only be held if requested by the applicant or any affected party.

Appeals:

It is recommended that the appeal process for the applicant or any affected party be the following:

- If an Administrative process, to the Zoning Administrator
- If non-Administrative, to the Planning Commission first and then the City Council or County Board of Supervisors

It is recommended the following standards be incorporated into zoning ordinances and be used to evaluate applications for Large Family Child Care:

Spacing and Concentration:

When spacing and concentration concerns exist consider one or more of the following options that are based on the authors' experience in this area.

Large Family Child Care Homes are allowed on adjacent properties when the adjacency exists on properties fronting different streets, for example a corner parcel fronting Street "A" and the adjacent parcel fronting Street "B."

No more than three Large Family Child Care Homes are allowed on the same side of the street of any residential block.

Large Family Child Care Homes are not allowed on the same street when located either immediately across the street from one another or across the street and within one parcel of one another.

Only one Large Family Child Care Home will be allowed on a court or cul de sac with four or fewer homes.

Traffic:

Except in exceptional circumstances, Large Family Child Care Homes in residential zones are determined to be an accessory use of residentially zoned and occupied property and do not fundamentally alter the nature of the underlying residential use.

Where necessary or desired, a Large Family Child Care Home operator will provide a drop-off/pick-up schedule, a copy of which will be prepared and distributed to parents or guardians of the children for whom care is being provided. The schedule may include a circulation plan for the neighborhood if deemed necessary.

Parking:

Non-resident caregiver (employee): One designated off-street parking space for a non-resident caregiver (employee) should be provided if it is determined that insufficient on-street parking is available. An employee who resides within walking distance should be classified as a “resident.”

Parent Parking: On-street parking for drop-off/pick-up is allowed. Consideration should be given to allowing the Large Family Child Care Home operator to paint a street curb for “Passenger Loading” during select times of the day.

Noise:

Due to the residential character of Large Family Child Care Homes, it is determined that noise will not exceed the city’s/county’s noise standard applicable to similarly zoned parcels.

Where appropriate, Large Family Child Care Home operators may be required to do one or more of the following:

- limit the number of children of specific ages who may play outside at any one time;
- locate play equipment where noise may be attenuated by buildings or vegetation; and
- plant noise attenuation vegetation.

Signage:

Regulate by sign ordinance that applies to all similarly zoned parcels.

Play Equipment:

Play equipment is regulated by Community Care Licensing for health and safety reasons.

Regulate accordingly play structures that meet the definition of an auxiliary building or structure.

Play equipment may be relocated for noise considerations to the extent that its new location does not violate Licensing requirements.

USE PERMIT, CHILD CARE CENTER

A Child Care Center is a non-residential use and, as such, a special or conditional use permit may be required. It is recommended the following zoning standards and/or language be used to evaluate Child Care Centers and incorporated into zoning ordinances:

Spacing and Concentration:

No standards need be established but an application should be evaluated based on traffic, parking, and noise.

Traffic:

Estimate a maximum of one trip each way for each staff and student. Following the Child Care Center traffic impact estimates, as determined by the Institute of Traffic Engineers and contained in the Trip Generation Manual, is deemed acceptable.

Trips per day per student, including employee trips-

.8 AM Peak Hour trips

.82 PM Peak Hour trips

Parking:

Employee: One off-street space per employee

Operator/administrator: One off-street space.

Parent Parking: Available on-site or shared spaces as follows for loading and unloading of children:

1-25 Children	=	1-3 Spaces
25-49 Children	=	4 Spaces
50-99 Children	=	6 Spaces
>100 Children	=	10 Spaces

Parking for parents can be provided in any of the following categories or in a combination of the three:

- Off-street parking
- On-street parking
- Shared parking

In the case of on-street parking, parking on the opposite side of a street from the Child Care Center will not be counted towards the required parking.

In the case of on-street and shared parking, not more than 50% of the total spaces available should be allocated to the Child Care Center to meet its requirement.

Noise:

Noise impacts are a function of the number of children who will utilize the play area at any one time and the location of the outdoor play area.

The following standards apply to Child Care Centers:

≤ 24 children utilizing outdoor play area at any one time:

*No significant noise impact

Play area > 100 feet from any public or private gathering place:

*No significant noise impact regardless of number of children

> 24 children utilizing outdoor play area at any one time and play area within 100 feet of any public or private gathering place:

*Possible noise impacts; screening or noise attenuation required.

Signage:

Comply with city/county Sign Ordinance.

Play Equipment:

Comply with city/county requirements related to fences and screening of equipment/storage material.

RESOURCES

Pertinent Laws and Regulations:

California Health & Safety Code (www.leginfo.ca.gov)

Definitions of child care types §1596.750-1597.621

Preemption of local regulation of Family Child Care Homes §1597.40-1597.47

§1596.750. "**Child day care facility**" means a facility that provides non-medical **care** to children under 18 years of age in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. **Child day care facility** includes day **care** centers, employer-sponsored **child care** centers, and family day **care** homes.

1596.76. "Day **care center**" means any **child day care facility** other than a family day **care home**, and includes infant centers, preschools, and extended day **care facilities**.

1596.78. (a) "Family day **care home**" means a home that regularly provides **care**, protection, and supervision for 14 or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large family day **care home** or a small family day **care home**.

(b) "Large family day **care home**" means a home that provides family day **care** for 7 to 14 children, inclusive, including children under the age of 10 years who reside at the home, as set forth in Section 1597.465 and as defined in regulations.

(c) "Small family day **care home**" means a home that provides family day **care** for eight or fewer children, including children under the age of 10 years who reside at the home, as set forth in Section 1597.44 and as defined in regulations.

Community Care Licensing, CA Dept. of Social Services website

http://ccl.dss.cahwnet.gov/ChildCareL_1728.htm

List of District Offices: <http://www.ccl.dss.cahwnet.gov/res/pdf/CCListingMaster.pdf>

Regulations (Title 22, Division 12): www.dss.cahwnet.gov/ord/CCRTitle22_715.htm

Regulation highlights (separate for centers and homes)

<http://ccl.dss.cahwnet.gov/res/pdf/CCCRegulationHighlights.pdf>

Legal Assistance related to Child Care Issues

Child Care Law Center

221 Pine Street, 3rd Floor, San Francisco, CA 94104

(415) 394-7144 www.childcarelaw.org

Public Counsel Law Center/Child Care Law Project

601 So. Ardmore Ave., Los Angeles, CA 90005

(213) 385-2977 www.publiccounsel.org

Public Law Center

Community Organizations Legal Assistance Project

601 Civic Center Dr. W., Santa Ana, CA 92701

(714) 541.1010 www.publiclawcenter.org

Publications

Anderson, Kristen. *Planning for Child Care in California*. Point Arena, Calif.: Solano Press Books, 2006.

Child Care Law Center. *A Child Care Advocacy Guide to Land Use Principles*. San Francisco, Calif.: Child Care Law Center, 2003.

Karpilow, Kate. *Understanding Child Care—A Primer for Policy Makers*. Sacramento, Calif.: California Working Families Project, A Partnership of the California Commission on the Status of Women and the Institute for Research on Women and Families, Calif. State University-Sacramento, 1999. (www.ccrwf.org/publications/childcare.pdf). Note: While this publication is dated, it provides a useful comprehensive explanation of the child care and early education system.

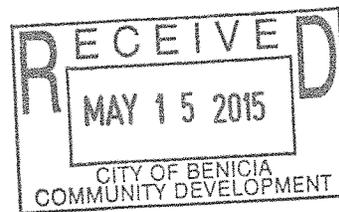
Development Assistance

Low Income Investment Fund
100 Pine Street, Suite 1800, San Francisco, CA 94111
(415) 772-9094 www.liifund.org

Other Resources

Building Child Care: A clearinghouse of materials designed to support the child care field with facility development, www.buildingchildcare.org

May 14, 2015



To whom it may concern,

We would like to express our support to "Miss Kristi" and Baby MacBean.

Our 5 year-old son Tristan has been going to Baby MacBean for the past 3 years, and our 3 year-old son Conner has been with Baby MacBean for the past 2 years. We cannot express enough how grateful we are to have Miss Kristi and her staff care for our children.

Miss Kristi provides a professional, yet loving and caring environment to nurture our children. The montesorri philosophy is factor that drew us to choosing Baby Macbean. However, the true dedication to their families is seen in their "Gentle Entry process" of slowly introducing a new child to their care. The provider first does a home visit, then the parent and child make several visits to Baby MacBean together to build the child's trust of the child care environment. Though it takes extra time on behalf of the parents as well, it also demonstrates the parents' dedication to providing the best for their child.

Miss Kristi's home is very clean (a top priority when we were interviewing daycare providers) and her property surroundings are always well maintained. Our children are happy at Baby MacBean, and often want to stay longer when it is time to go home.

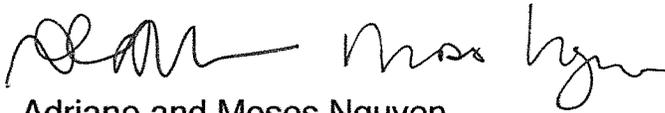
My husband and I are both hardworking professionals who work full-time; he is a systems technician for AT&T at Concord, and I am a family physician at Kaiser Permanente in Vallejo. We are given peace of mind knowing our children are cared for by the best while we are busy during the day with our careers.

We respect Miss Kristi's surrounding neighbors. We do not speed up and down the streets when we drop off our kids. We are also respectful of the law and where we park when we drop off our children. We teach our children safety and respect for others, and we do so by example. We see the same with all other parents we have met at Baby MacBean.

More specifically, during the times my husband and I have dropped off or picked up our boys- there are no more than three cars at a time upon drop-off, and usually less. We favor the use of Miss Kristi's driveway, and would never park illegally or in other neighboring driveways.

We want to extend our strong support for Miss Kristi and Baby MacBean. Please allow her to move to a bigger home to would provide more space for our children to play and learn, and also more personal space for Miss Kristi and her husband to enjoy.

Yours respectfully,

A handwritten signature in black ink, appearing to read "Adriane and Moses Nguyen". The signature is fluid and cursive, with the first name starting with a large, stylized 'A' and the last name ending with a long, sweeping tail.

Adriane and Moses Nguyen
Home: (707) 652-5245

Gentle Entry: The Process

The first steps of gentle entry begin with the providers making home visits and the Primary Caregiver/Mother greeting the providers as if they were family, with hugs, all in view of the infant, of course. These visits are very short, usually 10 minutes or less.

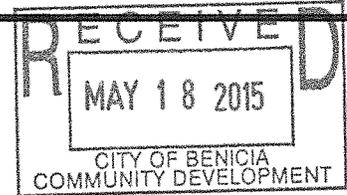
Then about a month before enrollment the Mother and baby will start visiting Baby MacBean for short but frequent visits. Perhaps several in a week but only for a 10 or 15 minute duration. This is to again let the baby see and be familiar with the providers, but in the child care environment. After about two weeks into these visits Mother will put baby down to play on the floor and let the child see Mother leave the room for 5 seconds and return. On subsequent visits Mother will walk out of the room and return. At first mother will only be gone for a few seconds. But over time this will increase to several minutes, always making sure baby sees Mother leave and return.

One week before the infant is to be enrolled the mother will come into the child care environment at the time of day that will be normal for her work schedule. She will care for her infant in our environment, feeding, diapering and napping, so that her infant will be familiar with the sights, sounds and smells of our environment with Mother doing all the care. Starting on the third day the provider may hold or interact with the baby but with Mother always in view. On the 4th day the provider will start holding, feeding & diapering the baby some of the time. On the 5th day the provider will act as the primary caregiver with the mother always in sight of the baby.

The last step of gentle entry is the first day of care without Mom.

Amy Million

From: Kathy Lago <KLago@SOLANOFAMILY.ORG>
Sent: Friday, May 15, 2015 11:07 AM
To: Amy Million
Subject: Copy of letter for record
Attachments: Letter support K Claverie Lg FCC.doc; Benicia Child Care Data March 2015.pdf



Hello Ms. Million,

Thank you for all of your work on Kristie Claveries' Large FCCH Permit process. I hope for everyone's sake that it is over. I wanted to send you a copy of my original letter ad data that I sent back in April. I may have submitted it before the first hearing and that is why it was not part of the information that Chair members and the public received.

I also want to extend my support to review the city planning and permit process if it is something that the city would like to revise. I did not bring up the 100 foot notification that is state law, during last night's meeting, because I felt like it was a moot point.

Our agency is here to support the availability of quality child care to all families in Benicia and look forward to assisting the city in any way that we can to mitigate long drawn out processes that use up city resources.

Sincerely,

Kathy Lago
Resource & Referral Program Manager

Solano Family & Children's Services
Your Child Care Connection
421 Executive Court North
Fairfield CA 94534
(707) 864-4620
www.solanofamily.org
www.facebook.com/solanofamily

~ *Serving Solano County for over 36 years* ~

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Child Care Provider Profile Demographics for Benicia, CA

Prepared: March 6, 2015

SUPPLY

of Centers: 15 (4 subsidized & 11 private/for profit)

of FCC Homes: 19

of Family Child Care Homes that offer:

Transportation: 6

Weekend care: 1

24 hour care: 0

Of the **19** licensed homes that are currently active in **Benicia** - there is a total capacity of **210** , which means family childcare providers could potentially serve **210** children if they all chose to operate at the maximum capacity. Of those spaces, providers have a desired capacity of **140**, meaning, providers are choosing to serve less than their total capacity. Of that desired capacity, there are currently **30** openings, meaning **79%** of the family child care capacity is full and **21%** is currently available.

NEED (not to be confused with DEMAND)

Total number of children needing Child Care in Benicia city is 105
From 3/6/2014-3/6/2015

Age Category Total

Number of infants needing care: 41

Number of children from 2y through 4.11 months: 32

Number of children from 5y through school age: 32

Schedule

Children requiring full time child care: 77

Children requiring part time child care: 22

Children requiring both full and part time care: 6

Children requiring 24 hour care: 0

Type of Care Requested

Center/Pre-School: 53

Note: Some families requested both

Family Child Care: 97

center and family child care homes.

The information above, provided by Solano Family & Children's Services is data taken from our child care database which is maintained and updated regularly. Using the Child Care Portfolio, found at www.rnnetwork.org may also be helpful in looking at the over all state of the industry, business operations, pricing strategies, strengths, and weaknesses. Solano Counties Child Care Report Card can be found at www.childnet.org, and can also assist in developing a base of data. Solano Family & Children's Services offers assistance to Child Care Providers, Families, Communities and Businesses as it relates to child care.

Solano Family Children's Services
421 Executive Court N. Fairfield 94534
www.solanofamily.org (707) 864-4620

SOLANO FAMILY & CHILDREN'S SERVICES

421 Executive Court North ♦ Fairfield, CA 94534-4019

Tele: (707) 863-3950 ♦ Fax: (707) 863-3975 ♦ Toll Free: 1-888-861-1594 ♦ E-mail: info@solanofamily.org

April 6, 2015

Amy Million
Principal Planner, Community Development Department
250 East L Street, Benicia, California 94510
City of Benicia

RE: 579 Cooper Drive – Claverie Family Child Care Home

Dear Ms. Million,

Solano Family & Children's Services is the State Department of Education funded Child Care Resource & Referral agency for Solano County. We collect and maintain data pertaining to the supply and demand of licensed child care for each of the cities in the county. Benicia has a mix of both licensed Family Child Care and Centers that are used by families that are working, seeking work and looking for preschool experiences for their children. Family child care settings offer a homelike atmosphere that provides a smaller more personalized setting as an alternative to larger child care center settings. We believe that choosing child care that meets the needs of each individual family is one of the most important decisions made by a family in a child's early years.

Benicia has a very low number of Licensed Family Child Care Homes available for use, compared to other surrounding cities such as Vallejo and Fairfield, per capita. As you will see in the attached report for Benicia, there are 19 Family Child Care Homes licensed and active as of March 6, 2015. If all of the settings ran at full capacity, there would be 210 spaces, but as is typical; these sites do not all run at full capacity and the possible spaces is only 140 at this time. We update quarterly with each Family Child Care Home and recently confirmed a vacancy rate for Benicia as of today, April 6, 2015 with 31 spaces available.

The report shows the number of requests that our agency has received for child care and the type of care requested from March 2014-15. With 105 children needing care and only 140 spaces, this does not allow for much range of options or choices for families seeking care. As you will note in the report, family child care settings with more flexible hours and lower cost for care is requested by 92% of the families that needed care. Having a variety of choices and options for families to meet their personal needs has historically been an issue in Benicia. In a better case scenario, a family would have 3-5 times the number of spaces available to choose from in order to find that setting that meets their needs. Child care is a relationship and more choices create a healthier range of options to meet a child's needs.

The location of the Claverie Family Child Care setting at 579 Cooper Drive is the only licensed Family Child Care Home on that street. The next closest two licensed family child care homes are 1 mile and 1.6 miles away. Licensed family child care in a neighborhood setting provides the ability for families to lower their carbon footprint by not driving across town to drop children off for care, possibly walk to and from care, help to develop a sense of neighborhood, be another set of eyes and ears in the neighborhood during the work day and offer a marketing tool for realtors when families looking to move into a neighborhood want to know that education services are nearby.

If I can answer any specific questions related to the supply and requests for care in Benicia, please do not hesitate to call me.

Sincerely,

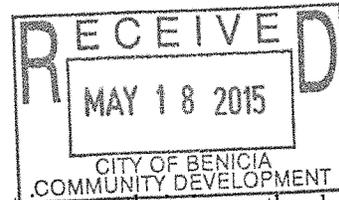
Kathy Lago
Resource & Referral Program Manager
klago@solanofamily.org (707) 864-4620

cc Kristie Claverie

Solano Family & Children's Services promotes and advocates for the well-being of children,
their families, and child care providers by offering access to a variety of child care resources.

Amy Million

From: Kristi Claverie <kristiclaverie@gmail.com>
Sent: Friday, May 15, 2015 6:12 AM
To: Amy Million
Subject: Fwd: Daycare



I didn't see his email until this morning and it may be a moot point now, but in case there is another hearing, below is an email from one of my existing neighbors on Gill Way. He lives directly across the street from my child care.

Kristi

----- Forwarded message -----

From: david pillsbury <david_pillsbury@sbcglobal.net>
Date: Thu, May 14, 2015 at 3:50 PM
Subject: Daycare
To:
Cc: kristiclaverie@gmail.com

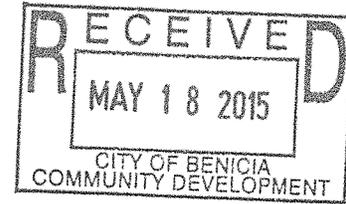
Re:Daycare Kristi Claverie has been running a daycare center across from my home for several years. I was one of the neighbors who protested the daycare for traffic and noise reasons. Instead, it's been smoothly operated with little traffic or noise concerns in fact, I enjoy having it across the street and watching the small children. My wife and I will actually miss them when they move. (The world is full of surprises!)
David & Sharon Pillsbury at 139 Gill Way Benicia, Ca

--

Kristi C.

Amy Million

From: Nai Paz <naifou@gmail.com>
Sent: Thursday, May 14, 2015 11:15 PM
To: Amy Million
Cc: Claudia Claverie
Subject: 579 Cooper Drive Permit



Dear Amy,

I had a chance to speak briefly at the hearing earlier this evening but was not able to express everything I wanted to say there. Please share this message with the City Planning Commission as well.

I strongly support moving Baby MacBean to the new Cooper Drive location and urge that you expedite the approval of the permit. This delayed process has not only caused undue financial and emotional hardship for Kristi and James Claverie but also unnecessary city time and expenses at the taxpayer expense to address neighbor complaints that are unsubstantiated.

I have been a 5+ year client of Baby MacBean, ever since they were at the Eaton Court location. I have two boys currently under their care (5 yrs and 2 yrs) and am expecting a third boy in September. I also plan on putting my third son under Ms. Kristi's care. My oldest started at the Eaton location when he was 5 months old and we followed them to the GIII location. Then we had our second son and he's been in Ms. Krisit's care since he was 3 months old. Both of my boys love Ms. Kristi and the daycare. I trust her and feels she provides the absolute best quality child care possible.

During the 5 years I've been sending my boys to Baby MacBean, I have never seen any issues arise regarding parking, traffic, noise, or safety. The neighbors brought up concerns that there will be traffic from having up to 14 extra cars coming through the street each day. Keep in mind that this does not occur all at once. When I drop off/pick up my children, I usually only see one other car there, sometimes, none, and a few times two cars. The most cars I've seen during dropoff/pickup is three (very rare) and the cars are in and out within 5-10 minutes. The cars are not parked there for long periods of time. The parents of the kids under Ms. Kristi's care are all educated working professionals who are respectful and courteous. We have never and would never block driveways or streets to cause a safety hazard. With regard to noise, I've never heard any complaints about the children being so loud that it was bothersome to the neighbors. What is more pleasant than hearing children laughing and having fun vs. a barking dog nonstop or a rock band playing all night next door?

I myself am a Benicia resident and taxpayer and believe it is not fair for a group of neighbors to drag out this process and waste taxpayer dollars. I believe the neighbors are being selfish and only looking at what they perceive to be an inconvenience to them. They are not looking at the overall big picture of how powerful and important having a quality in home daycare is to the community. In many ways, in home daycare is the beginning of a child's education. It develops our kids into self-sufficient responsible adults who will contribute to our local community as they grow. Ms. Kristi's daycare provides this environment for the kids to thrive and become the great people they were meant to be.

Again, please approve the permit so our kids can have a bigger place to play and learn.

Thank you,

Nai Paz

Parent and Client of Baby MacBean

AGENDA ITEM
CITY COUNCIL MEETING DATE - OCTOBER 20, 2015
BUSINESS ITEMS

DATE : October 13, 2015

TO : City Council

FROM : City Manager

SUBJECT : **MAYOR PATTERSON'S REQUEST TO AGENDIZE DISCUSSION OF
COMPLEX GREY WATER SYSTEM**

RECOMMENDATION:

Consider Mayor Patterson's request to agendize a discussion of the complex grey water system.

EXECUTIVE SUMMARY:

Mayor Patterson would like the City Council to consider discussion of adopting a resolution to require complex grey water systems be permitted with appropriate fee in order to insure compliance with UBC Plumbing Standards.

Attachment:

- Council member request to agendize and related attachment

APPENDIX A: COUNCIL MEMBER REQUESTED AGENDA ITEM

Requested by: **Mayor Patterson** _____

Desired Initial Council Meeting Date: **October 6 or October 20, 2015** _____

Desired Date for Second Step or Policy Calendar Review: this should be timely

Deadline for Action, if any: this should be timely _____

Problem/Issue/Idea Name: Legalizing complex greywater systems: Currently state law provides for simple greywater systems known as laundry to landscape without a permit; complex systems standards are in the Uniform Building Code – Plumbing. Complex greywater capture shower and bath water and other household water not considered “black water” and could require a city permit. Benicians have installed complex greywater systems and city staff (consultants) have approved based on the installatioin’s consistency with UCB Plumbing standards. It is assumed by many that they cannot legally install in new construction or retrofit their residences with a complex system. Businesses are likewise may believe that they are unable to legally install complex greywater systems. _____

Description of Problem/Issue/Idea: In order to insure compliance with UBC Plumbing standards in a consisent basis, the city should adopt by resolution a rquirement for a complex grey water permit with appropriate fees. It should be determined (I recommend) to what extent should soil percolation tests be required for complex greywater systems; for future consideration, Council may want to ask for consideration by the Community Sustainability Commission to what extent should the city provide rebates for any greywater systems; and what is the potential collaboration with Solano County Water Agency for technical assistance, training workshops, rebates and other programs.

Attached are examples of other jurisdictions approach to permitting these comlex systems.

COUNCIL DIRECTION

- ☐ No Further Action
- ☐ Schedule for Second Step on _____
- ☐ Schedule for Policy Calendar Review on _____
- ☐ Refer to: Staff _____
- Commission _____
- Board _____
- Committee _____

Date Due: _____

STAFF REPORT

DATE: May 13, 2014

TO: City Council

FROM: Herb Niederberger, General Manager, Utilities Development and Operations
Dianna Jensen, Principal Civil Engineer, Water Division

SUBJECT: Ordinance amending Article 33.02 of the Municipal Code to allow for the gray water reuse within the Davis City limits

Recommendation

Introduce Ordinance amending Article 33.02 of the Municipal Code to allow for the gray water reuse within the Davis City limits

Fiscal Impact

None. This program would be paid for by the individuals installing or retrofitting gray water reuse systems

Council Goal(s)

- Promote reduction of resource consumption and waste generation.
- Conserve resources in an environmentally responsible manner.

Background

On September 24, 2013, the City Council reviewed and accepted the Davis Integrated Water Resources Study (IWRS). In doing so, the City Council decided to implement Portfolio 4 of the IWRS which included the conversion of wells to irrigate parks, aquifer storage and recovery, rain water catchment and gray water reuse to augment the City's supply of water used by residents. Gray water reuse is considered a "potential best management practice" (PBMP) by the California Urban Water Conservation Council and can be counted toward meeting the water conservation goals. Also, gray water reuse reduces wastewater flow that may marginally help reduce total dissolved solids, especially sodium, in the wastewater.

The California Plumbing Code, Chapter 16 – Alternate Water Sources for Nonpotable Applications and Chapter 16A - Nonpotable Water Reuse Systems, contains provisions for the construction, alteration, discharge, use, and repair of gray water systems. However, the Davis Municipal Code Section 33.02.020, as currently written, requires all drainage from plumbing fixtures to flow into the sewer. This requirement effectively precludes the gray water reuse within the City limits.

In order to implement that portion of Portfolio 4 of the IWRS pertaining to gray water reuse, staff recommends amending Section 33.02.020 to exempt properly designed and constructed gray water systems from the requirement to drain to the City's sewer system. City staff has been approached by several homeowners who are interested in installing gray water systems and this ordinance amendment is necessary before they can begin modifications.

Attachments

1. Ordinance

ORDINANCE NO. _____

**ORDINANCE AMENDING THE CITY OF DAVIS MUNICIPAL CODE
ARTICLE 33.02.020 TO ALLOW THE INSTALLATION OR RETROFIT
OF GRAY WATER SYSTEMS**

WHEREAS, on September 24, 2013, the City Council of the City of Davis (“City Council”) did review and accept the Davis Integrated Water Resources Study (IRWS); and

WHEREAS, the City Council decided to implement Portfolio 4 of the IRWS which included the conversion of wells to irrigate parks, aquifer storage and recovery, rain water catchment and gray water reuse to augment the city’s supply of water used by residents; and

WHEREAS, gray water reuse is considered a "potential best management practice" (PBMP) by the California Urban Water Conservation Council and can be counted toward meeting the water conservation goals; and

WHEREAS, gray water reuse reduces wastewater flow that may marginally help reduce total dissolved solids, especially sodium, in the wastewater; and

WHEREAS, the California Plumbing Code, Chapter 16 – Alternate Water Sources For Nonpotable Applications and Chapter 16A - Nonpotable Water Reuse Systems, contains provisions for the construction, alteration, discharge, use, and repair of gray water systems; and

WHEREAS, the Davis Municipal Code Section 33.02.020 currently requires all drainage from plumbing fixtures to flow into the sewer, thus precluding the gray water reuse within the City limits.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DAVIS DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby adopts the recitals of this Ordinance as true and correct and such recitals are hereby incorporated by reference as though fully set forth in the text of this Ordinance.

SECTION 2. Article 33.02.020 of the City of Davis Municipal Code is hereby amended to read as follows:

33.02.020 Sewage connection required.

It is unlawful for the owner or lessee of any lot or parcel of land situated within this city, which lot or parcel has thereon a building equipped with any plumbing fixture, to neglect or refuse to have any such buildings connected with the city sewer system so that the drainage from each and every such plumbing fixture shall flow into the sewer; provided, that there is such a sewer in the street, alley or right-of-way near such lot or parcel of land

and not more than one hundred fifty feet distant from such building. Domestic plumbing systems that incorporate nonpotable water reuse systems, such as gray water reuse systems, shall be exempt from this section provided that they are installed and constructed in accordance with the then current provisions of California Plumbing Code, Chapter 16 – Alternate Water Sources For Nonpotable Applications and Chapter 16A - Nonpotable Water Reuse Systems, governing the construction, alteration, discharge, use, and repair of gray water systems.

SECTION 3. If any section, subsection, sentence, clause or phrase added by this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section or subsection, sentence, clause or phrase thereof, irrespective of the fact any one or more sections, subsections, clauses or phrases may be declared invalid.

SECTION 4. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same or a summary thereof to be published as required by law.

SECTION 5. This Ordinance shall take effect and be in full force and effect thirty (30) days from and after the date of its final passage and adoption.

INTRODUCED on the ___ day of _____, 2014, and PASSED AND ADOPTED by the City Council of the City of Davis on this _____ day of _____, 2014, by the following vote:

AYES:

NOES:

ABSENT:

Joseph F. Krovoza
Mayor

ATTEST:

Zoe S. Mirabile, CMC
City Clerk

**AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : October 14, 2015
TO : Mayor Patterson
FROM : City Manager
SUBJECT : **MAYORS' COMMITTEE MEETING**

The following information is provided for your committee report at the October 20, 2015 City Council meeting.

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

AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : October 13, 2015

TO : Vice Mayor Mark Hughes
Council Member Alan Schwartzmann

FROM : City Attorney

SUBJECT : **ABAG COMMITTEE MEETING**

The following information is provided for your committee report at the October 20, 2015 Council meeting.

- The draft minutes are not yet available for the Spring General Assembly meeting held May 14, 2015.
- The date has not yet been scheduled for the next meeting.

AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : October 14, 2015

TO : Vice Mayor Hughes
Council Member Strawbridge

FROM : Assistant City Manager

SUBJECT : **FINANCE COMMITTEE REPORT**

The following information is provided for your committee report at the October 20, 2015 Council meeting.

The last Finance Committee meeting was held on September 24, 2015; draft minutes for the meeting are attached. The next meeting will be on Thursday, October 22, 2015 at 9:00 a.m.

Attachment:

- September 24, 2015 Draft Meeting Minutes

**Finance Committee
MEETING MINUTES
Commission Room
September 24, 2015 – 9:00 AM**

- I. Call to Order at 9:00 a.m.
- II. Roll Call
Attended by: Chairperson Michael Clarke; Vice-Chairperson Kathy Griffin, Committee Members Alan Nadritch, City Treasurer Ken Paulk (by phone), Council Members Christina Strawbridge & Mark Hughes
Staff present: Anne Cardwell, Assistant City Manager; Karin Schnaider, Finance Director; Graham Wadsworth, Public Works Director; Mario Giuliani, Economic Development Manager
Excused Absent: John Potter, Wilson
- III. Pledge of Allegiance
- IV. Notice to the Public
A plaque stating the Fundamental Rights of each member of the public is posted at the entrance of the Commission Room per Section 4.04.0300 of City of Benicia Ordinance No. 05-6 (Open Government Ordinance)
- V. **ACTION ITEMS**
 - A. **Approval of Agenda – moved and seconded.**
Ayes: Chairperson Clarke; Vice-Chairperson Griffin, Committee Members Nadritch
Noes: none
 - B. **Approval of minutes for meeting held on August 27, 2015 – moved and seconded.**
Ayes: Chairperson Clarke; Vice-Chairperson Griffin, Committee Members Nadritch
Noes: none
- VI. **DISCUSSION ITEMS**
 - A. **Review Warrant Register for the Month of August 2015**
Questions were received prior to the meeting and responses were provided in the packet.

Public comment: Public asked about the St Augustine costs (warrants 62-64). These costs are for the drainage engineering report for St Augustine Street. Public asked about Arts Economic Study (warrants 1001). This is study to develop the value of art on economic growth.
 - B. **Discussion of the Streets Report**
Graham Wadsworth, Public Works Director, presented the citywide streets report.

Chair Clarke asked if the City sought bids for street repair as was prevailing wage required. Director Wadsworth confirmed both answers were yes. Chair Clarke also asked about support from the City Council, State and League of Cities. Director Wadsworth and Director Schnaider confirmed that the City Council is looking at multiple funding options and has supported street funding through the League of Cities. The City and State are faced with lower Gas Tax money which is the primary funding source for road resurfacing in the City.

Committee Member Nadritch commented on the poor conditions of the roads in the Industrial Park and was happy to see the City is considering road repairs. However, he asked that the railroad crossings be considered as a future project. Director Wadsworth said that it is not in the current scope of work for this budget cycle.

Public Comment: The public asked about the cost of the software and consulting services used to complete the streets assessment report. The public was concerned that the City could find cheaper contracts if it didn't use prevailing wages. Director Wadsworth explained that both costs were mandated costs and the City was required to plan for these expenses.

C. Discussion of the Economic Development

Mario Giuliani, Economic Development Manager, presented a report on the 2015 first quarter sales tax and Benicia industrial park (BIP).

City Treasure Paulk asked, is it better to find (and recruit) businesses that sell than manufacture. ED Manager responded that the business needs to be a point of sales in order to generate sales tax; manufacturing businesses tend to be wholesale.

Chair Clarke asked specifically about a company that closed in the BIP. He also inquired if the City was targeting any businesses. ED Manager explained that Muscle Man Drink Company was an example of a wholesale business in the industrial park. ED Manager explained that the next phase of the market demand study was to begin identifying businesses that are a potentially good fit for the BIP.

Vice Chair Griffin pointed out that slide 38 should be updated to say 2015. She also asked about the City's fiber project. ED Manager stressed that the intent is improve (enhance) the broadband capabilities in the BIP.

Council Member Strawbridge asked about the progress at the Seno property. ED Manager said that inquiries have been made as to possible developments, but no formal plans have been submitted.

Public comment: Are the Valero improvements (expected) to increase revenues? Director Schnaider replied yes, but the value has not been determined.

D. City Equipment and Vehicle Replacement Policy

Finance Director Schnaider, presented the City Equipment and Vehicle Replacement Policy.

E. Update Enterprise Resource Planning (ERP)

Finance Director Schnaider updated the committee on the status of the ERP and introduced Project Manager, Steven Carmichael.

F. Contracting with HdL for Business License Software and Auditing

Finance Director Schnaider presented a report on contracting with HdL for Business License software and auditing services.

G. Finance Committee Work Plan

Finance Director Schnaider presented the work plan for the next 4 months.

VII. Public Comment – none

VIII. Committee Member Comment

Chair Clarke asked for a future discussion on the health care costs of the City and the upcoming “Cadillac tax”. Approved by Finance Committee for work plan.

Vice Chair Griffin asked for a future discussion on MCE and the City’s participation rate. Approved by Finance Committee for work plan.

IX. Adjournment at 11:10 a.m.

**AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : October 14, 2015

TO : Mayor Patterson
Vice Mayor Hughes

FROM : City Manager

SUBJECT : **LEAGUE OF CALIFORNIA CITIES**

The following information is provided for your committee report at the October 20, 2015 City Council meeting.

The next North Bay Division General Membership Meeting is TBD.

AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : October 14, 2015

TO : Vice Mayor Hughes
Council Member Strawbridge

FROM : City Manager

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

The following information is provided for your committee report at the October 20, 2015 City Council meeting.

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

The next meeting will be on December 10, 2015 at 8:30 a.m. and the agenda is not yet available.

**AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : October 8, 2015

TO : Vice Mayor Hughes
Council Member Campbell

FROM : City Manager

SUBJECT : **SKY VALLEY OPEN SPACE COMMITTEE**

The following information is provided for your committee report at the October 20, 2015 Council meeting.

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

AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : October 8, 2015

TO : Vice Mayor Hughes
Council Member Strawbridge

FROM : City Manager

SUBJECT : **SOLANO EDC BOARD OF DIRECTORS**

The following information is provided for your committee report at the October 20, 2015 Council meeting.

The last Board of Directors meeting is scheduled for Thursday, September 10, 2015 at 9:00 AM at Jelly Belly Visitors Center in Fairfield. The agenda for this meeting was previously issued. The minutes are not yet available.

The next Board of Directors meeting will be held on Thursday, November 12, 2015. The agenda for this meeting is not yet available.

**AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : October 14, 2015

TO : Mayor Patterson
Council Member Campbell

FROM : Director of Public Works

SUBJECT : **SOLANO TRANSPORTATION AUTHORITY**

The following information is provided for your committee report at the October 20, 2015 City Council meeting.

The Minutes from the September 9, 2015 Regular Board meeting are attached as well as the agenda from the October 14, 2015 meeting.

Due to STA's 25th Anniversary Awards on November 4, 2015, the next regular meeting will be on December 9, 2015 at Suisun City Hall and the agenda for that meeting is unavailable.

Attachments:

- Minutes from the September 9, 2015 Regular Board Meeting
- Agenda from the October 14, 2015 Regular Board Meeting



SOLANO TRANSPORTATION AUTHORITY
Board Minutes for Meeting of
September 9, 2015

1. CALL TO ORDER

Chair Patterson called the regular meeting to order at 6:05 p.m. A quorum was confirmed.

MEMBERS

PRESENT: Elizabeth Patterson, Chair City of Benicia
Norman Richardson, Vice Chair City of Rio Vista
Jack Batchelor City of Dixon
Harry Price City of Fairfield
Pete Sanchez City of Suisun City
Len Augustine City of Vacaville
Jesse Malgapo (Alternate) City of Vallejo
Jim Spering County of Solano

MEMBERS

ABSENT: Osby Davis City of Vallejo

STAFF

PRESENT: Daryl K. Halls Executive Director
Bernadette Curry Legal Counsel
Janet Adams Deputy Exec. Director/Dir. of Projects
Robert Macaulay Director of Planning
Johanna Masielat Clerk of the Board/Office Manager
Susan Furtado Administrative Svcs. & Accounting Manager
Liz Niedziela Transit Program Manager
Philip Kamhi Transit Program Manager
Sarah Fitzgerald SR2S Program Administrator
Robert Guerrero Senior Project Manager
Drew Hart Associate Planner
Paulette Cooper Commute Consultant
Melissa Nance Walking School Bus Coordinator
Erika Dohina Customer Svc. Representative

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

Michael Abegg Solano County Transit (SolTrans)
Nathan Atherstone Fairfield and Suisun Transit (FAST)
Bill Emlen County of Solano
Kevin Green Daily Republic
George Gwynn Resident, City of Suisun City
Steve Hartwig City of Vacaville
George Hicks City of Fairfield

Anthony Intintoli
 Joe Leach
 Brent Lemon
 Robert McConnell
 Tom McScorley
 Nina Rannells
 Mike Segala
 Belinda Smith
 Matt Tuggle
 John Vasquez
 Graham Wadsworth

Water Emergency Transportation Authority
 City of Dixon
 Quincy Engineering
 Resident, City of Vallejo
 City of Suisun City
 Water Emergency Transportation Authority
 Councilmember, City of Suisun City
 County of Solano
 County of Solano
 Supervisor, District 4, County of Solano
 City of Benicia

2. CONFIRM QUORUM/STATEMENT OF CONFLICT

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

3. APPROVAL OF AGENDA

On a motion by Board Member Batchelor, and a second by Vice Chair Richardson, the STA Board approved the agenda to include the following amendments as shown below in ~~strikethrough~~ **bold italics**. (8 Ayes)

<p><u>Item 9.K</u> Executive Director’s Employment Agreement</p>	<p><u>Recommendation:</u> Approve the Executive Director Employment Agreement as shown in Attachment A (<i>Revised</i>).</p>
<p><u>Item 9.N</u> Contract Amendment – Jepson Parkway Project Right of Way Services (ARWS)</p>	<p><u>Recommendation:</u> Approve a contract amendment of an amount <i>not to</i>-to-exceed \$40,000 for the ARWS contract to complete the acquisitions and relocations for the Jepson Parkway Projects Phases I and II over the following 12 to 18 months.</p>
<p><u>Item 10.A</u> TDA Article 3 Funding Recommendation for FY 2015-16</p>	<p><u>Recommendation:</u> Approve the following programming of FY 2015-16 TDA Article 3 funding for the following projects <i>for an amount not to exceed</i>:</p> <ol style="list-style-type: none"> 1. \$75,000 of TDA Article 3 funds for Countywide Safe Routes to School Program; 2. \$30,000 of TDA Article 3 for funds Rio Vista’s Highway 12 Crossing; 3. \$128,659 of TDA Article 3 for funds Suisun City’s Driftwood Drive; and 4. \$103,000 of TDA Article 3 for funds Vacaville’s Rocky Hills Trail

4. OPPORTUNITY FOR PUBLIC COMMENT

George Gwynn, Suisun City Resident, commented on various government funding issues.

5. EXECUTIVE DIRECTOR'S REPORT

Daryl Halls provided an update on the following items:

- 2016 STIP Projected to Be Victim of Current State Transportation Funding Shortfall as State Funding Discussions for Transportation Continue
- Updated STA Budget for FY 2015-16 and New Budget for FY 2016-17
- Expanded Service for Solano Express Routes Proposed
- Solano and Other North Bay Counties Object to MTC's Proposed Reductions in OBAG 2 Funds
- Solano Rail Facilities Plan Highlights the Potential of Rail in Solano County
- Priority Solano Projects for MTC's New Managed Lanes Initiative
- RTIF Program Passes \$1 Million Mark and Proposes Initial Project Disbursements
- STA to Partner with Solano Land Trust to Implement Mitigation Plan for Three Transportation Projects
- Two MTC Climate Initiatives Grant Opportunity

6. REPORT FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)

None presented.

7. PRESENTATION BY WETA ON BAY AREA FERRY SERVICES

*Presented By: Anthony Intintoli, WETA Board Vice Chair
Nina Rannells, WETA Executive Director*

8. STA PRESENTATION

A. Safe Routes to School Annual Report

Presented by Sarah Fitzgerald

B. Update on I-80 FPI, Ramp Metering, and I-80 Express Lanes

Presented by Janet Adams and Robert Guerrero

C. Directors Reports:

1. Planning
2. Projects
3. Transit/Rideshare/Mobility Management

9. CONSENT CALENDAR

On a motion by Board Member Batchelor, and a second by Vice Chair Richardson, the STA Board unanimously approved Consent Calendar Items A through R as amended shown below in ***bold italics***. (8 Ayes)

A. Minutes of the STA Board Meeting of July 8, 2015

Recommendation:

Approve STA Board Meeting Minutes of July 8, 2015.

B. Draft Minutes of the TAC Meeting of August 26, 2015

Recommendation:

Approve Draft TAC Meeting Minutes of August 26, 2015.

- C. Fiscal Year (FY) 2015-16 Transportation Development Act (TDA) Matrix – September 2015 – Rio Vista Delta Breeze**
Recommendation:
 Approve the FY 2015-16 Solano TDA Matrix as shown in Attachment B for the City of Rio Vista.
- D. Bicycle Advisory Committee (BAC) Overall Work Plan FY 2015-16**
Recommendation:
 Receive and file.
- E. Pedestrian Advisory Committee (PAC) Overall Work Plan FY 2015-16**
Recommendation:
 Receive and file.
- F. Electric Vehicle Readiness Implementation Plan**
Recommendation:
 Authorize the STA Executive Director to:
1. Release an RFP for the Electric Vehicle Readiness Implementation Plan; and
 2. Enter into a contract with the selected consultant for an amount not-to-exceed \$262,500.
- G. Appointment to the Bicycle Advisory Committee (BAC)**
Recommendation:
 Reappoint Jim Fisk to the BAC for a three-year term.
- H. Appointment to Solano County Transit (SolTrans) Public Advisory Committee (PAC)**
Recommendation:
 Appoint Christina Arrostituto to the SolTrans PAC as the STA representative for a three (3) year term.
- I. Transit Operating Agreement with the City of Fairfield to Operate SolanoExpress Routes 30 & 90**
Recommendation:
 Authorize the Executive Director to enter into a transit operations agreement with the City of Fairfield to operate SolanoExpress Rts. 30 & 90 as shown in Attachment A.
- J. Solano Intercity Taxi Scrip Program Interim Changes**
Recommendation:
 Approve to normalize the cost per scrip booklet to \$43.54 for each transit operator in Solano County to the Solano Intercity Taxi Scrip Program.
- K. Executive Director’s Employment Agreement (*Revised*)**
Recommendation:
 Approve the Executive Director Employment Agreement (*Revised*) as shown in Attachment A.

- L. Contract Amendment - Americans with Disabilities Act (ADA) In-Person Eligibility – C.A.R.E. Evaluators**
Recommendation:
 Authorize the Executive Director to negotiate and execute a six month extension with C.A.R.E. Evaluators for an amount not-to-exceed \$119,922.
- M. Contract Amendment - Redwood Parkway – Fairgrounds Drive Improvement Project – HQE, Inc.**
Recommendation:
 Authorize the Executive Director to amend the contract with HQE, Inc. for an amount not-to-exceed \$10,000 for the environmental document and project approval for the Redwood Parkway – Fairgrounds Drive Improvement Project.
- N. Contract Amendment - Jepson Parkway Project Right of Way Services - ARWS**
Recommendation:
 Approve a contract amendment of an amount *not*-to-exceed \$40,000 for the ARWS contract to complete the acquisitions and relocations for the Jepson Parkway Projects Phases I and II over the following 12 to 18 months.
- O. Contract Amendment - Jepson Parkway Project Management - Quincy Engineering**
Recommendation:
 Authorize the Executive Director to amend Quincy Engineering Project Management Contract by \$220,000 for Project Management for the Jepson Parkway Project and extend the contract to December 2018.
- P. Contract Amendment I-80/I-680/SR12 Interchange – Initial Construction Project – Mark Thomas & Co.**
Recommendation:
 Approve a contract amendment for Mark Thomas & Co. in the not-to-exceed amount of \$250,000, to provide engineering services during construction for the I-80/I-680/SR12 Interchange – Initial Construction Package.
- Q. Building Demolition Contract for Jepson Parkway**
Recommendation:
 Approve the Following:
 1. Adopt STA Resolution No. 2015-07; and
 2. Authorize the Executive Director to take the following actions:
 - a) Advertise the building demolition contract for the Jepson Parkway Project in accordance with all applicable sections of the California Public Contract Code and solicit bids for their construction; and
 - b) Award the demolition contract for the Jepson Parkway Project for a total amount not-to-exceed \$180,000.
- R. Fiscal Year (FY) 2015-16 and 2016-17 Federal Obligation Recommended Funding Changes**
Recommendation:
 Approve reprogramming of up to \$448,000 in CMAQ funds from Vacaville’s Ulatis Creek Project, with approximately \$98,000 in CMAQ funds being programmed for Suisun City’s Driftwood Dr. Project and \$350,000 in CMAQ funds being programmed for Vallejo’s Downtown Streetscape Project.

10. ACTION – FINANCIAL ITEMS

A. **Transportation Development Act (TDA) Article 3 Funding Recommendation for Fiscal Year 2015-16**

Drew Hart reviewed the recommended strategy that would allow the completion of three high priority bike and pedestrian projects as well as continued support for the Safe Routes to School program. He noted that the strategy will bank some FY 2015-16 TDA funds to support future needs as projects become ready for construction. He specified, if any of the seven Active Transportation Program (ATP) applications submitted by Solano County agencies receive funding, STA can use unallocated TDA Article 3 money to provide matching funds for the projects. He explained that STA's portion of the TDA Article 3 funds from MTC currently is \$443,000 (projected). After the funding recommendation, the balance will be approximately \$106,000 which will rollover to FY 2016-17.

Public/Board Comments:

None presented.

Recommendation:

Approve the following programming of FY 2015-16 TDA Article 3 funding for the following projects *for an amount not-to-exceed*:

1. \$75,000 of TDA Article 3 funds for Countywide Safe Routes to School Program;
2. \$30,000 of TDA Article 3 for funds Rio Vista's Highway 12 Crossing;
3. \$128,659 of TDA Article 3 for funds Suisun City's Driftwood Drive; and
4. \$103,000 of TDA Article 3 for funds Vacaville's Rocky Hills Trail

On a motion by Board Member Spering, and a second by Board Member Sanchez, the STA Board approved the recommendation as amended shown above in ***bold italics***. (8 Ayes)

11. ACTION – NON FINANCIAL ITEMS

A. **Approval of the Build Alternative for the Redwood Parkway – Fairgrounds Drive Improvement Project and Certification of the Final Environmental Impact Report (EIR)**

Janet Adams provided background and purpose for a public hearing for approval of the Build Alternative for the Redwood Parkway – Fairgrounds Drive Improvement Project and Certification of the Final Environmental Impact Report (EIR). She explained Caltrans' proposal to modify the existing Interstate 80 (I-80)/Redwood Parkway interchange to a tight diamond configuration, realign Fairgrounds Drive to a tee intersection north of the I-80 westbound ramps, widen Fairgrounds Drive between Redwood Street and State Route (SR 37), widen the westbound exit ramp from SR 37 to Fairgrounds Drive, and improve the intersections at the SR 37/Fairgrounds Drive interchange. She outlined the types of interchange configuration and improvements in the proposed Build Alternative.

In addition, Janet Adams noted that the STA has completed a study to prioritize implementation of the HOV/Express Lanes along the I-80 corridor, but in order to construct the HOV/Express Lanes, additional work along the I-80 mainline would be necessary. She cited that in order to maximize efficiencies and reduce costs it has been determined that the design and construction of eastbound improvements on I-80 as part of the Build Alternative should be done concurrently with the future I-80 HOV/Express Lanes project. She concluded by stating that modification of the Redwood Parkway/I-80 Eastbound Interchange would occur concurrently with the construction of the I-80 High Occupancy Vehicle (HOV) lane project, which is anticipated to be completed in 2035.

At this time, Janet Adams informed the STA Board that a list of questions was submitted by the Chair, and a copy of STA staff's response to the questions have been provided under separate cover.

Board/Staff Comment:

Chair Patterson clarified and requested that the list of questions and responses be part of the record along with an additional request for staff to provide a final report related to the status of the mitigation measures after the project has been completed.

Bernadette Curry responded that the Chair's questions and staff's responses were provided as information to the Board unless the Board moved to direct staff to include it in the record. With regards to reporting on the mitigation measures, staff could provide the necessary reports if so directed by the Board.

Recommendation:

CONDUCT a public hearing to consider:

1. STA Resolution No. 2015-06, Attachment C, **CERTIFYING** the Environmental Impact Report (EIR) for the Project;

At this time, Chair Patterson opened the public hearing.

Open Public Hearing: 7:13 p.m.

No member of the public came forward at this time.

Closed Public Hearing: 7:14 p.m.

On a motion by Board Member Price, and a second by Board Member Spring, the STA Board unanimously approved STA Resolution No. 2015-06, certifying the Environmental Impact Report (EIR) for the Redwood Parkway Fairgrounds Drive Improvement Project. (8 Ayes)

Then:

2. **ACCEPT** the Caltrans approved Project Report, Attachment E, and **APPROVE** the Build Alternative as the Preferred Alternative for the Redwood Parkway-Fairgrounds Drive Improvement Project; and
3. **DIRECT** the Executive Director to File a Notice of Determination with the County Clerk of Solano County and with the State Office of Planning and Research and Authorize payment of the filing fees.

On a motion by Board Member Sanchez, and a second by Board Member Spring, the STA Board approved recommendations 2 and 3. (8 Ayes)

B. Bicycle and Pedestrian Priority Project Lists – Update Priority Project Lists

Drew Hart reviewed the process for updating the 2-Tiered Priority List for Bicycle and Pedestrian projects. Drew Hart noted that Caltrans recently expanded the improvements needed on the Rio Vista Highway 12 Crossing causing a shortfall of \$30,000, which resulted in using the subsequent TDA Article 3 to fill the funding gap.

In addition, Drew Hart extended messages of gratitude to the STA TAC and Board from Committee members from the Bicycle Advisory Committee.

Public/Board Comments:

None presented.

Recommendation:

Approve the following:

1. STA's Bicycle Priority Project List for FY 2015-16 and FY 2016-17; and
2. STA's Pedestrian Priority Project List for FY 2015-16 and FY 2016-17.

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

12. INFORMATIONAL – DISCUSSION

A. Regional Transportation Plan/Sustainable Communities Strategy – Projects

Robert Macaulay reviewed the current priority projects for RTP/SCS listed in the Solano CTP project list. He cited that due to limited funding available, he requested the transit operators to help identify those projects that are the best local and regional priorities and are appropriate for inclusion in the SCS. He noted that STA will work with project sponsors in September to identify project costs and timing, and provide a final recommendation for committee recommendation and Board approval in September and October. He concluded by stating that all projects must be entered into the MTC database by the end of September, and those projects unable to provide adequate cost and schedule information will not be included in the submittal.

Board/Staff Comment:

Board Member Spering asked if the segment of the I-80/I-680/SR 12 Interchange providing connection from SR 12 Jameson Canyon to I-80 was included in the project list. Janet Adams responded and stated that this is part of a later phase of the Interchange. Board Member Spering requested if it could be advanced. Janet Adams responded that the plan covers all phases of the Interchange, and that STA staff would look at how to accelerate delivery of the phase including the connection.

George Hicks addressed the STA Board and stated that based on Fairfield's traffic engineering analysis and observations, the I-80 Auxiliary Lanes Project (SR12 to Air Base Parkway) remains a critically important project to maximize throughput and minimize congestion on I-80 through Solano County. With this project's relatively low cost when compared to other projects listed in the Sustainable Communities Strategy (SCS) Plan for Solano County and its effectiveness at reducing congestion, Fairfield believes that the I-80 Auxiliary Lanes Project may have the best benefit/cost ratio of any SCS candidate projects for the County. Fairfield asked the STA Board to refer the list of SCS List of Priority Projects for Solano County to the STA TAC for a recommendation of which projects should be approved by the STA Board based on their effectiveness at reducing congestion in Solano County compared to their cost and the available funding.

B. Comprehensive Transportation Plan (CTP) Update

Robert Macaulay provided an update to the development of the State of the Systems element of the Draft Solano CTP. He noted that the second step in developing the Solano CTP - Arterials, Highways, and Freeways Element is adopting the State of the System report. He cited that the Draft Solano CTP - Arterials, Highways, and Freeways Element State of the System report was presented to the Arterials, Highways, and Freeways Committee on August 12, 2015. The Committee requested a Caltrans map on Solano freeway and highway conditions be included, that Fry Road and McCormack Roads be included in the Arterials discussion, and that a section on Complete Streets be added.

C. SolanoExpress Service Fiscal Year (FY) 2014-15 Annual Report

Philip Kamhi presented the SolanoExpress Service Annual Report for FY 2014-15. He noted that Fairfield and Suisun Transit (FAST) and Solano County Transit (SolTrans) have submitted their Fiscal Year 2014-15 quarterly reports for the working group's review. He reviewed the report that show where the SolanoExpress Intercity routes are compared to the estimated numbers in the Cost Allocation Model (CAM), and he also reviewed the breakdown of the Farebox Recovery Ratio (FBR) by route/operator.

INFORMATIONAL – NO DISCUSSION

D. Solano Safe Routes to School Program Fiscal Year (FY) 2014-15 Annual Report

E. Legislative Update

F. Transit Corridor Study Phase 2 Update

G. Automated Bicycle and Pedestrian Counters

H. Summary of Funding Opportunities

**I. STA Board and Advisory Committee Meeting Schedule
for Calendar Year 2015 and 2016**

13. BOARD MEMBER COMMENTS

14. ADJOURNMENT

The next regularly scheduled meeting of the STA Board is at **6:00 p.m., Wednesday, October 14, 2015**, Suisun Council Chambers

Attested by:

 September 30, 2015
Johanna Masielat Date
Clerk of the Board



MEETING AGENDA

**6:00 p.m., STA Board Regular Meeting
 Wednesday, October 14, 2015
 Suisun City Hall Council Chambers
 701 Civic Center Drive
 Suisun City, CA 94585**

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

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

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

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

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

ITEM

BOARD/STAFF PERSON

- 1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE** Chair Patterson
(6:00 – 6:05 p.m.)

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

- 3. **APPROVAL OF AGENDA**
(6:05 – 6:10 p.m.)

STA BOARD MEMBERS

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

STA BOARD ALTERNATES

Tom Campbell	David Hampton	Jerry Castanon, Jr.	Chuck Timm	Lori Wilson	Curtis Hunt	Jesse Malgapo	Erin Hannigan
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4. OPPORTUNITY FOR PUBLIC COMMENT

(6:10 – 6:15 p.m.)

5. EXECUTIVE DIRECTOR’S REPORT – Pg. 9

(6:15 – 6:20 p.m.)

Daryl K. Halls

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

(6:20 – 6:25 p.m.)

Jim Spering,
MTC Commissioner

7. STA PRESENTATIONS

(6:25 – 6:35 p.m.)

A. Nominations for STA’s 25th Anniversary Awards

Jayne Bauer

B. Directors Reports:

1. Planning

Robert Macaulay

2. Projects

Janet Adams

3. Transit/Rideshare/Mobility Management

Philip Kamhi

Judy Leaks

8. CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

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

(6:35 – 6:40 p.m.)

A. Minutes of the STA Board Meeting of September 9 2015

Johanna Masiclat

Recommendation:

Approve STA Board Meeting Minutes of September 9, 2015.

Pg. 13

B. Draft Minutes of the TAC Meeting of September 30, 2015

Johanna Masiclat

Recommendation:

Approve Draft TAC Meeting Minutes of September 30, 2015.

Pg. 23

**C. Transportation Development Act (TDA) Article 3 – Resolutions of
Support**

Drew Hart

Recommendation:

Approve the following:

1- STA Resolution No. 2015-08 TDA Article 3 FY 2015-16 STA as
specified in Attachment A; and

2- STA Resolution No. 2015-09 TDA Article 3 FY 2015-16

Countywide Coordinated Claim as specified in Attachment A

Pg. 29

- D. Paratransit Coordinating Council (PCC) Membership Status and Appointments** Liz Niedziela
Recommendation:
Approve the following:
1. Reappoint Richard Burnett to the PCC for a three (3) year term as MTC PAC Advisory Committee representative; and
 2. Reappoint James Williams to the PCC for a three (3) year term as a member-at-large.
- Pg. 41**
- E. Fiscal Year (FY) 2015-16 Indirect Cost Allocation Plan (ICAP) Rate Application for Caltrans** Susan Furtado
Recommendation:
Approve the following:
1. STA's ICAP Rate Application for FY 2015-16; and
 2. Authorize the Executive Director to submit the ICAP Rate Application to Caltrans.
- Pg. 43**
- F. Contract Amendment - Federal Legislative Advocacy Services** Jayne Bauer
Recommendation:
Approve the following:
1. Authorize the Executive Director to enter into a 24-month Contract Amendment with Akin Gump Strauss Hauer & Feld LLP (Akin Gump);
 2. Authorize the Executive Director to extend the contract with the Cities of Dixon, Fairfield, Vacaville and Vallejo to provide federal advocacy services in pursuit of federal funding for the STA's priority projects through December 31, 2017 at a total cost not-to-exceed \$231,600; and
 3. The expenditure of \$50,400 to cover the STA's contribution for this 24-month contract.
- Pg. 45**
- G. Contract Amendments - Transit Corridor Studies Project Manager and Transit Finance Consultant Services** Philip Kamhi
Recommendation:
Approve the following:
1. Authorize the Executive Director to execute a contract amendment with McElroy Transit for Transit Corridor Studies Project Manager and to assist in the implementation of related programs in FY2015-16 for an amount not-to-exceed \$58,750; and
 2. Authorize the Executive Director to execute a contract amendment with NWC Partners, Inc. for Transit Finance Consultant Services in FY2015-16 for an amount not-to-exceed \$99,750.
- Pg. 49**
- H. STA's Local Preference Policy FY 2014-15 Year-End Report** Judy Kowalsky
Recommendation:
Receive and file.
Pg. 55

- I. Fiscal Year (FY) 2014-15 Abandoned Vehicle Abatement (AVA) Program Fourth Quarter Report** Judy Kowalsky
Recommendation
 Receive and file.
Pg. 59
- J. Solano Napa Commuter Information (SNCI) Program Annual Report for Fiscal Year (FY) 2014-15 and Work Plan for FY 2015-16** Judy Leaks
Recommendation
 Receive and file.
Pg. 61
- K. Intercity Taxi Scrip Program – Fiscal Year (FY) 2014-15 Annual Report** Philip Kamhi
Recommendation
 Receive and file.
Pg. 69
- L. Request for Qualifications: On Call Public Private Partnership Consulting Services** Robert Guerrero
Recommendation:
 Authorize the Executive Director to:
1. Issue a Request for Qualifications for Public-Private Partnership (P3) Services to assist in the SR 37 Corridor P3 Study; and
 2. Enter into a contract for an amount not-to-exceed \$50,000 for P3 Services for the SR 37 Corridor.
- Pg. 71**
- M. Caltrans Sustainable Transportation Planning Grant Application for the SR 37 Corridor Feasibility Study** Robert Guerrero
Recommendation:
 Forward a recommendation to the STA Board to:
1. Authorize the Executive Director to submit a Sustainable Communities grant application for the SR 37 Corridor Feasibility Study in partnership with Marin, Napa, and Sonoma Transportation Authority; and
 2. Share in the local match cost of \$64,972 subject to grant approval.
- Pg. 73**
- N. 2015 Solano Congestion Management Program Update** Robert Macaulay
Recommendation:
 Authorize the Executive Director to release the 2015 Solano Congestion Management Plan (CMP) for a 30-day review and comment period.
Pg. 75

O. Authorization for Request for Qualifications for Public Information Consultant Services

Daryl Halls

Recommendation:

Authorize the Executive Director to:

1. Issue a Request for Qualifications for Public Information Consultant Services; and
2. Enter into a contract for an amount not-to-exceed \$115,000 with the selected Public Information Consultant.

Pg. 77

9. ACTION FINANCIAL ITEMS

A. Solano Intercity Taxi Scrip Program Proposed Fare Change

Philip Kamhi
Mary Pryor, NWC

Recommendation:

Authorize the Executive Director to release for 30-day public comment the following modifications to the Solano Intercity Taxi Scrip Program:

1. Increase the cost of scrip booklets from the current level of \$15 for \$100 worth of scrip to:
 - o \$40 for \$100 worth of scrip for non-low income patrons,
 - o \$20 for \$100 worth of scrip for low-income patrons, and
2. Set the low-income threshold for the discount fare at 138% of the Federal Poverty Level, consistent with the Medi-Cal program.

(6:55 – 7:05 p.m.)

Pg. 79

B. Regional Transportation Impact Fee (RTIF) 2nd Annual Report

Robert Guerrero

Recommendation:

Approve the 2nd Annual Solano County Regional Transportation Impact Fee (RTIF) Annual Report for FY 2014-15.

(7:05 – 7:10 p.m.)

Pg. 89

10. ACTION NON-FINANCIAL ITEMS

A. Sustainable Communities (SCS)/Regional Transportation Plan (RTP) – Priority Projects for Solano County

Robert Macaulay

Recommendation:

1. Conduct Public Hearing; and
2. Approve the SCS Project List as shown in in Attachment E.

(7:10 – 7:15 p.m.)

Pg. 109

B. STA's 2016 Legislative Priorities and Platform and Legislative Update

Jayne Bauer

Recommendation:

Take the following actions:

1. Distribute the STA's 2016 Legislative Priorities and Platform as shown in Attachment C for a 30-day review and comment; and
2. Oppose ABX1-24.

(7:15 – 7:20 p.m.)

Pg. 179

- C. Approval of the Memorandum of Understanding the State Route 37 Corridor between the Napa County Transportation Planning Agency, Sonoma County Transportation Authority, and the Transportation Authority of Marin** Bernadette Curry
Recommendation:
Approve the following:
1. The attached Memorandum of Understanding (MOU) for the State Route 37 Corridor;
 2. Authorize the Executive Director to execute the same; and
 3. Appoint three members to serve on the SR37 Policy Committee.
- (7:20 – 7:25 p.m.)
Pg. 207

- D. Comprehensive Transportation Plan (CTP) – Arterials, Highways, and Freeways Element – State of the System Report** Robert Macaulay
Recommendation:
Forward a recommendation to the STA Board to approve the attached Arterials, Highways, and Freeways Element – State of the System Report as shown in Attachment B.
(7:25 – 7:30 p.m.)
Pg. 219

- E. Solano Transportation Improvement Authority (STIA) Board Recommendation: Local Transportation Funding** STIA Chair
James Spering
Recommendation:
Consider a recommendation from the STIA Board authorizing the STA Board Chair and Board Members to forward a letter to the Solano County Board of Supervisors requesting their consideration of a local funding source to address the following:
1. Maintenance and Repair of Local Streets and Roads and Road Safety Projects
 2. Senior/Disabled Mobility
 3. Oversight and Accountability
- (7:30 – 7:35 p.m.)
Pg. 253

11. INFORMATIONAL ITEMS – NO DISCUSSION

- A. Transit Corridor Study Public Outreach** Philip Kamhi
Pg. 255
- B. SolanoExpress 2015 Marketing Plan Update** Jayne Bauer
Pg. 259
- C. Summary of Funding Opportunities** Drew Hart
Pg. 265
- D. STA Board and Advisory Committee Meeting Schedule for Calendar Year 2015 and 2016** Johanna Masiclat
Pg. 269

12. BOARD MEMBERS COMMENTS

13. ADJOURNMENT

Due to the STA's 25th Anniversary Awards to be held on November 4, 2015, the next regularly scheduled meeting of the STA Board is at **6:00 p.m., Wednesday, December 9, 2015**, Suisun Council Chambers.

**AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : October 14, 2015

TO : Mayor Patterson
Vice Mayor Hughes
Council Member Campbell

FROM : Director of Public Works

SUBJECT : **SOLANO COUNTY WATER AGENCY**

The following information is provided for your committee report at the October 20, 2015 City Council meeting.

The draft minutes of the September 10, 2015 meeting are attached. The agenda for the regular meeting on October 15, 2015 is attached. The next meeting is scheduled for November 12, 2015.

Attachments:

- Draft minutes of the September 10, 2015 regular meeting
- Agenda for October 15, 2015 regular meeting

**SOLANO COUNTY WATER AGENCY
BOARD OF DIRECTORS MEETING MINUTES**

MEETING DATE: September 10, 2015

The Solano County Water Agency Board of Directors met this evening at the Solano County Water Agency. Present were:

Supervisor Erin Hannigan, Solano County District 1
Supervisor Linda Seifert, Solano County District 2
Supervisor James Spering, Solano County District 3
Supervisor John Vasquez, Solano County District 4
Supervisor Skip Thomson, Solano County District 5
Mayor Len Augustine, City of Vacaville
Mayor Pete Sanchez, City of Suisun City
Mayor Norm Richardson, City of Rio Vista
Mayor Jack Batchelor, City of Dixon
Mayor Harry Price, City of Fairfield
Mayor Elizabeth Patterson, City of Benicia
Director J. D. Kluge, Solano Irrigation District
Director Dale Crossley, Reclamation District 2068
Manager Don Holdener, Maine Prairie Water District

CALL TO ORDER

The meeting was called to order at 6:30 P.M. by Chairman Crossley.

APPROVAL OF AGENDA

On a motion by Supervisor Vasquez and a second by Mayor Price the Board unanimously approved the agenda.

PUBLIC COMMENT

There were no comment.

CONSENT ITEMS

On a motion by Mayor Patterson and a second by Mayor Price the Board unanimously approved the following Consent Items:

- (A) Minutes: Approval of the Minutes of the Board of Directors meeting of August 13, 2015 is recommended.
- (B) Expenditure Approvals: Approval of the August checking account register is recommended.
- (C) Federal Surplus Personal Property Program: Approve resolution authorizing participation in the Federal Surplus Personal Property Program and designating individuals authorized to acquire federal surplus property.
- (D) Purchase Order for new screens for the PSC Headworks Improvement Project: Authorize General Manager to approve Purchase Order in the amount of \$57,800 for new screens for the Putah South Canal (PSC) Headworks Improvement Project.
- (E) Emergency Declaration – Putah South Canal Leak Repair:
 - 1. Authorize staff to use emergency contracting procedures under the Uniform Public Construction Cost Accounting Act for leak repairs on the Putah South Canal due to seepage damage. Find that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is

necessary to respond to the emergency (Note: pursuant to the Uniform Public Construction Cost Accounting Act, a four-fifths affirmative vote of the Board is required). The rough estimate for the repair is \$75,000 to restore delivery capacity.

2. Find that leak repair actions are statutorily exempt from CEQA as emergency projects.

BOARD MEMBER REPORTS

Mayor Sanchez commended staff on implementation of the Agency's Turf Replacement Rebate Program.

GENERAL MANAGER'S REPORT

No additions to the written report.

GROUNDWATER MANAGEMENT OF SOLANO SUB-BASIN PURSUANT TO SUSTAINABLE GROUNDWATER MANAGEMENT ACT

District Engineer Thomas Pate presented background information on the characteristics and use of the Solano Sub-basin (SSB) groundwater unit. The SSB is subject to compliance with the recently enacted Sustainable Groundwater Management Act (SGMA) and specifically, SGMA's mandate to create a Groundwater Sustainability Agency (GSA) and adopt a Groundwater Sustainability Plan (GSP) for the SSB by July 2017 and 2022, respectively.

Staff requested authorization to convene regional and local discussions to identify potential SSB GSA governance structures and management activities pursuant to SGMA. The Board expressed concern that implementation may be getting ahead of policy decisions. Chairman Crossley referred the issue to the Water Policy Committee for further discussion and requested a recommendation be brought back to the Board in October for consideration.

WATER POLICY UPDATES

1. Supervisor Thompson, Mayor Richardson, and Legislative Advocate Patrick Leathers reported on a Yolo Bypass/Cache Slough Corridor Management Framework kick-off meeting they attended, along with other State, Federal, and local policy makers (Solano, Yolo, and Sacramento).
2. No report.
3. No report.
4. Patrick Leathers reported that legislation to implement a statewide "public goods" charge is likely to be proposed and considered by the State legislature next year.

TIME AND PLACE OF NEXT MEETING

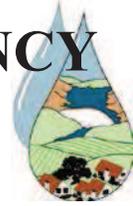
The next regularly scheduled meeting will be Thursday, October 15, 2015 at 6:30 p.m. in the Berryessa Room located at the Solano County Water Agency offices.

ADJOURNMENT

This meeting of the Solano County Water Agency Board of Directors was adjourned at 8:03 p.m.

Roland Sanford
General Manager & Secretary to the
Solano County Water Agency

SOLANO COUNTY WATER AGENCY



BOARD OF DIRECTORS:

Chair:

Director Dale Crossley
Reclamation District No. 2068

Vice Chair:

Supervisor Erin Hannigan
Solano County District 1

Mayor Len Augustine
City of Vacaville

Mayor Jack Batchelor
City of Dixon

Mayor Osby Davis
City of Vallejo

Director John D. Kluge
Solano Irrigation District

Mayor Elizabeth Patterson
City of Benicia

Mayor Harry Price
City of Fairfield

Mayor Norm Richardson
City of Rio Vista

Director Gene Robben
Maine Prairie Water District

Mayor Pete Sanchez
City of Suisun City

Supervisor Linda Seifert
Solano County District 2

Supervisor Jim Spering
Solano County District 3

Supervisor Skip Thomson
Solano County District 5

Supervisor John Vasquez
Solano County District 4

GENERAL MANAGER:

Roland Sanford
Solano County Water Agency

BOARD OF DIRECTORS MEETING

DATE: Thursday, October 15, 2015

TIME: 6:30 p.m. (Note: There is a Solano Water Authority meeting to follow)

PLACE: Berryessa Room
Solano County Water Agency Office
810 Vaca Valley Parkway, Suite 203
Vacaville

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT

Limited to 3 minutes for any one item not scheduled on the Agenda.

5. CONSENT ITEMS

(A) Minutes: Approval of the Minutes of the Board of Directors meeting of September 10, 2015 is recommended.

(B) Expenditure Approvals: Approval of the September checking account register is recommended.

(C) Contingency and Amendments for the Putah South Canal Headworks Project:

1. Authorize General Manager to approve Change Orders for the PSC Headworks Improvement Project that collectively do not exceed 20 percent (\$239,843) of the total contracted construction cost (\$1,199,215);
2. Authorize General Manager to execute Amendment No. 1 with KC Engineering, increasing the total contract amount by \$25,000, from \$20,000 to \$45,000;

810 Vaca Valley Parkway, Suite 203
Vacaville, California 95688
Phone (707) 451-6090 • FAX (707) 451-6099
www.scwa2.com



VIII.F.9.5

3. Authorize General Manager to execute Amendment No. 2 with Summers Engineering, Inc., increasing the total contract amount by \$60,000, from \$200,000 to \$260,000.

(D) Purchase Order for new slide gate and actuator for Putah Diversion Dam:
Authorize General Manager to approve \$14,500 Purchase Order for new slide gate and actuator at the Putah Diversion Dam (PDD).

6. **BOARD MEMBER REPORTS**

RECOMMENDATION: For information only.

7. **GENERAL MANAGER'S REPORT**

RECOMMENDATION: For information only.

8. **LAKE BERRYESSA OUTREACH VIDEO & PRESENTATION**

RECOMMENDATION: Watch video and presentation on the 2015 Lake Berryessa Outreach Program on invasive species and water quality education.

9. **GROUNDWATER MANAGEMENT OF SOLANO SUB-BASIN PURSUANT TO SUSTAINABLE GROUNDWATER MANAGEMENT ACT**

RECOMMENDATIONS:

- 1) Authorize SCWA staff, under the direction of the SCWA Board of Directors Water Policy Committee, to provide administrative services in support of Groundwater Sustainability Agency formation, (staff time and approximately \$10,000 for preparation and distribution of public outreach materials); and
- 2) Authorize SCWA staff to retain, through the Department of Water Resources, Ag Innovations for meeting facilitation services (services provided at no cost to SCWA).

10. **WATER POLICY UPDATES**

RECOMMENDATIONS:

1. Hear report from staff on current and emerging Delta and Water Policy issues and provide direction.
2. Hear status report from Committee Chair Supervisor Seifert on activities of the SCWA Water Policy Committee.
 - Next Scheduled Meeting: November 2, 2015 at Solano County Administration Building.

3. Hear report from Supervisor Thomson on activities of the Delta Counties Coalition and Delta Protection Commission.
4. Hear report from Legislative Committee.

11. TIME AND PLACE OF NEXT MEETING

Thursday, November 12, 2015 at 6:30 p.m. at the SCWA offices.

The Full Board of Directors packet with background materials for each agenda item can be viewed on the Agency's website at www.scwa2.com.

Any materials related to items on this agenda distributed to the Board of Directors of Solano County Water Agency less than 72 hours before the public meeting are available for public inspection at the Agency's offices located at the following address: 810 Vaca Valley Parkway, Suite 203, Vacaville, CA 95688. Upon request, these materials may be made available in an alternative format to persons with disabilities.

Oct.2015.bod.agd

**AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE: October 8, 2015

TO: Vice Mayor Hughes
Council Member Strawbridge

FROM: Director of Public Works

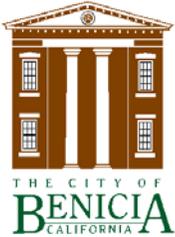
SUBJECT: **TRAFFIC, PEDESTRIAN AND BICYCLE SAFETY (TPBS) COMMITTEE**

The following is provided as your committee report for the October 20, 2015 City Council meeting.

The next scheduled meeting of the TPBS Committee will be October 15, 2015. The agenda for this meeting and draft minutes for July 16, 2015 are attached.

Attachments:

- TPBS Committee Agenda - October 15, 2015
- Draft Minutes - July 16, 2015



City of Benicia
**TRAFFIC PEDESTRIAN &
BICYCLE SAFETY (TPBS) COMMITTEE**

REGULAR MEETING AGENDA

City Hall – Commission Room
Thursday, October 15, 2015
7:00 pm

I. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Fundamental Rights Statement

II. ADOPTION OF THE AGENDA

III. APPROVAL OF MINUTES

- July 16, 2015 Regular Meeting

IV. PUBLIC COMMENTS

V. VERBAL STAFF UPDATES

1. Matthew Turner School- request for parking changes, Police enforcement and safety patrol (Riley and Hartig)
2. HSIP Grant application for Military West & West 7th Street Intersection (Riley)
3. HSIP Grant application for East 5th and Vecino Street Intersection (Riley)
4. Columbus Parkway at Rose Drive – progress update (Riley)
5. “People Behaving Badly” bike and pedestrian campaign (Hartig)

VI. ACTION ITEMS

Military West Parking – review request and consider limited time parking
(Riley)

VII. ADJOURNMENT

Committee Members

Christina Strawbridge
Council Member/
Committee Chair

Mark Hughes
Vice-Mayor/
Committee Member

Graham Wadsworth
Public Works Director/
City Engineer

Frank Hartig
Lieutenant
Police Dept.
Representative

Jason Riley
Public Works
Principal Civil
Engineer

Public Participation

The Traffic Pedestrian and Bicycle Safety (TPBS) Committee welcomes public participation.

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

Disabled Access

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

Meeting Procedures

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

Meeting Procedures

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

Public Records

The agenda packet for this meeting is available at the City Clerk's Office and the Benicia Public Library during regular working hours. To the extent feasible, the packet is also available on the City's web page at www.ci.benicia.ca.us under the heading "Agendas and Minutes." Public records related to an open session agenda item that are distributed after the agenda packet is prepared are available before the meeting at the City Clerk's Office located at 250 East L Street, Benicia, or at the meeting held in the Commission Room. If you wish to submit written information on an agenda item, please submit to Lisa Kemmer, Public Works Administrative Secretary, as soon as possible so that it may be distributed to the TPBS Committee members.

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

I. Call to Order.

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

1. Roll Call:

Present:

Committee Chair, Council Member, Christina Strawbridge

Police Lieutenant, Frank Hartig

Public Works Director/City Engineer, Graham Wadsworth

Principal Civil Engineer, Jason Riley

Staff Present: Lisa Kemmer, PW Administrative Secretary

Absent: Vice-Mayor, Mark Hughes

2. Pledge of Allegiance – led by Chair, Christina Strawbridge

3. Fundamental Rights Statement was read by Chair, Christina Strawbridge

II. Adoption of the Agenda

Upon a motion by Graham Wadsworth, seconded by Police Lieutenant Frank Hartig, approved the agenda as presented.

III. Approval of April 15, 2015 Meeting Minutes.

Upon a motion by Graham Wadsworth, seconded by Police Lieutenant Frank Hartig, approved the minutes of April 15, 2015 as presented.

IV. Public Comments:

Barbara Wood, Bicycle Advisory Committee, suggested placement of an arrow at Military end to go to State Recreation Area Park, right turn lane should be over so bicyclists are not in freeway on-ramp traffic.

Diane Smikahl, resident, sent email to committee, concerned that bicyclists do not stop along West J Street and Claverie Way intersection pedestrians not looking before entering cross walks could get hurt, suggesting a public campaign to remind them to stop at stop signs and to not to walk out in front of oncoming traffic.

Frank Hartig, Police Lieutenant, agreed, said years ago Stanley Roberts did a show on "People behaving badly" and it used to be the drivers that were bad, now it is the bike riders and pedestrians. Will look into the Benicia Herald doing

a story on educating the public of traffic safety. Will contact day shift Lieutenant and see what is going on in the area, K Street to 9th Street to State Park have had issues of rolling through stop signs.

Public comments ended at 7:10 p.m.

IV. Verbal Staff Updates

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

Jason Riley, Principal Civil Engineer, updated the Committee on the traffic calming measures that were installed. A passenger loading /unloading zone was installed the week after school was dismissed for summer break. The school will be looking into installing "Do Not Enter" signage.

Police Lieutenant Frank Hartig reported that Officer Simonsen worked heavily in the area for enforcement.

2. HSIP Grant application for Military West & West 7th Street Intersection

Jason Riley, Principal Civil Engineer, updated the Committee on the grant application status. The grant deadline is July 31 and could hear results in October on awards.

3. Military West/West 7th Street Feasibility Study-progress update

Jason Riley provided a Powerpoint presentation on the report received from Omni-Means, Inc. Staff has contracted with Omni-Means, Inc. a traffic engineering firm, to make recommendation once they have evaluated the intersection. The presentation reviewed those recommendations listing short term improvements as:

- 1) Protected Left Turning Phase (Military West eastbound to West 7th Street northbound)
- 2) Removal of the eastern crosswalk of Buena Vista at West 7th
- 3) Ladder type crosswalks will improve visibility of crosswalk

Long Term Improvements Recommendations:

- 1) Realignments
 - Option 1: Realign northbound West 7th Street to align with southbound West 7th Street
 - Option 2: Realign southbound West 7th Street to align with northbound West 7th Street
- 2) Roundabout - Five-legged roundabout

3) Road Diet

Modify outside eastbound and westbound through lanes into dedicated right turn lanes.

Gretchen Burgess, resident, asked when work will be done.

Jason Riley: Will begin before December, possibly during Thanksgiving break.

Gretchen Burgess: Asked if we are doing a lane diet.

Jason Riley: Two lanes will be there so this will give them a lane to accelerate.

Gretchen Burgess: Asked about cost on roundabout and if grants are being applied for by consultant.

Jason Riley: Yes, with staff support.

Public Works Director, Graham Wadsworth: We are monitoring grant funding sources and applying for them when they come available.

Chair, Christina Strawbridge: Council has authorized and supports both grant applications for these projects.

4. HSIP Grant application for East 5th and Vecino Street Intersection

Jason Riley provided a brief update on this item. Staff is preparing a grant application now and will update committee on status of application at next meeting. The deadline for this grant is July 31, 2015.

Chair, Christina Strawbridge: Have question on lighting, doesn't appear any of the lights are in working order in this area.

Graham Wadsworth: We have been in touch with Cal Trans to maintain their lights. We will be creating a log so these type of things can be addressed and we can report back. East side of East 5th Street, lights need to be put in and we are currently working on RFP for a new contract on street lighting for City.

Lt. Frank Hartig: Obviously lighting is not 100% and could be improved. 200-300 feet spacing is about average, Cherry Hill never had any sidewalks for years there.

Gretchen Burgess: Have noticed at the end of Hillcrest there is no light, light at Raley's is burned out and the lights under the bridge are out.

Graham Wadsworth: The lighting under the bridge is Cal Trans and we have contacted them on this issue and will do so again.

Chair, Christina Strawbridge: Offered to do something more official from the City to Cal Trans.

Gretchen Burgess: Offered to send emails to help the cause if assistance is needed.

V. ADJOURNMENT

The meeting was adjourned at 7:49 p.m.

The next scheduled meeting for the TPBS Committee is October 15, 2015.

AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : October 8, 2015

TO : Vice Mayor Hughes
Council Member Schwartzman

FROM : City Manager

SUBJECT : **TRI-CITY AND COUNTY COOPERATIVE PLANNING GROUP**
“SOLANO OPEN SPACE”

The following information is provided for your committee report at the October 20, 2015 Council meeting.

The Solano Open Space Committee of September 14, 2015 was canceled due to lack of agenda items. The next regular meeting is scheduled for December 14, 2015.

AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : October 14, 2015

TO : Council Member Campbell
Council Member Schwartzman

FROM : City Manager

SUBJECT : **VALERO COMMUNITY ADVISORY PANEL (CAP)**

The following information is provided for your committee report at the October 20, 2015 Council meeting.

The CAP meets quarterly at 6:30 p.m. at the refinery at 610 Industrial Way. The next meeting is TBD.

AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORT

DATE : October 7, 2015

TO : Mayor Elizabeth Patterson
Council Member Christina Strawbridge
Council Member Mark Hughes

FROM : Youth Action Coalition

SUBJECT : **YOUTH ACTION COALITION**

BYAC met on September 23rd. Report was given regarding the recent Marijuana Summit co-sponsored with the National Guard HIDTA. Over 120 law enforcement and ATOD coalition members attended. Mayor Patterson attended and gave a welcome. The speakers were outstanding and provided great information regarding marijuana, the effects of youth and the negative impact from states that have legalized marijuana.

The County Healthy Retail Stores Campaign sub-committee presented a retailer survey that will be used throughout the county to help select a store that is interested in a healthy make over. The County also gave a report on the recent individual store surveys regarding healthy stores and a tobacco retail license. Most individuals surveyed would be supportive of a TRL. The group continued to discuss and review other city Tobacco Retail License. El Cerrito is currently in the process of implementing a TRL and it was helpful to the group to review their proposal.

The next Prescription Drug Take Back events: Sept, 26th & October 17th.

Red Ribbon Week is coming up Oct. 23-31. Staff is working with Liberty and BHS to provide them with giveaways for their student activities.

It was reported that next year's Every 15 Minute Program would be cancelled as per discussions with School Administration. The EFM Committee will be working with the schools to evaluate new ATOD programs that may benefit students.

The next BYAC meeting will be held on October 28, 2015.

**AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS**

DATE : October 14, 2015
TO : City Council
FROM : Mayor Patterson
SUBJECT : **ABAG/CAL FED TASK FORCE/BAY AREA WATER FORUM**

The following information is provided for your committee report at the October 20, 2015 City Council meeting.

The Bay Area Water Forum's last meeting was held on March 26, 2012.

This was the last meeting of the Bay Area Water Forum for 2012, due to a lack of funding.

AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : October 14, 2015

TO : Mayor Patterson
Council Member Campbell

FROM : Assistant City Manager

SUBJECT : **SOLANO COUNTY TRANSIT (SolTrans) BOARD MEETING**

The following information is provided for your committee report at the October 20, 2015 Council meeting.

The Solano County Transit (SolTrans) Joint Powers Authority held a regular meeting on October 15, 2015. The Agenda and Executive Report for this meeting are attached.

The next regular meeting of the SolTrans Board will be held on December 17, 2015 at 4:00 p.m. and will be held in the SolTrans Conference Room, 1850 Broadway Street, Vallejo.

Attachments:

- October 15, 2015 Agenda
- October 15, 2015 Executive Report



**BOARD MEETING AGENDA
4:00 p.m., Regular Meeting
Thursday, October 15, 2015
Benicia Council Chamber**

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

Americans with Disabilities Act (ADA): This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact Suzanne Fredriksen, Clerk of the Board, at (707) 736-6993 during regular business hours at least 72 hours prior to the time of the meeting.

Staff Reports: Staff reports are available for inspection at the SolTrans office, during regular business hours, 8:00 a.m. to 5:00 p.m., Monday-Friday. You may also contact the Clerk of the Board via email at suzanne@soltransride.com.

Supplemental Reports: Any reports or other materials that are issued after the agenda has been distributed may be reviewed by contacting the SolTrans Clerk of the Board and copies of any such supplemental materials will be available on the table at the entry to the meeting room.

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

ITEM

BOARD/STAFF PERSON

- | | |
|--|--|
| 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
(4:00 – 4:05 p.m.) | Osby Davis, Chairperson
City of Vallejo |
| 2. CONFIRM QUORUM/STATEMENT OF CONFLICT | Suzanne Fredriksen
Clerk of the Board |

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

3. APPROVAL OF AGENDA

SOLTRANS BOARD MEMBERS

Elizabeth Patterson	Tom Campbell	Osby Davis	Jesus Malgapo	Jim Spering	Pete Sanchez
City of Benicia	City of Benicia	City of Vallejo	City of Vallejo	MTC Representative	STA Ex-Officio
Alternate Board Member Mark Hughes		Alternate Board Member Pippin Dew-Costa			

4. OPPORTUNITY FOR PUBLIC COMMENT
(4:05 – 4:10 p.m.)

5. EXECUTIVE DIRECTOR’S REPORT
(4:10 – 4:15 p.m.)
Pg. 1

Mona Babauta

PROCLAMATIONS & PRESENTATIONS

6. Recognition of Annual Employee Awards Winners
(4:15 – 4:20 p.m.)

Mona Babauta,
Executive Director

CONSENT CALENDAR

Recommendation:

Approve the following consent items in one motion.

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

(4:20 – 4:25 p.m.)

7a. Meeting Minutes of September 17, 2015
Recommendation:
Approve the meeting minutes of September 17, 2015.
Pg. 25

Suzanne Fredriksen,
Clerk of the Board

7b. Authorize Staff to Issue an Invitation to Bid (IFB) for Construction of, and a Request for Proposals (RFP) for Construction Management of the Operations and Maintenance Compressed Natural Gas (CNG) Facility
Recommendation:
Authorize Staff to issue an Invitation for Bid for construction of, and a Request for Proposals for construction management of the SolTrans Operations and Maintenance Compressed Natural Gas (CNG) Facility, in coordination with Legal Counsel.
Pg. 33

Alan Price,
Program Analyst II

7c. Progress Update on Fiscal Year (FY) 2015-16 SolTrans Performance Goals and Measures
Recommendation:
Receive the progress update on the FY 2015-16 SolTrans Performance Goals and Measures.
Pg. 35
Attachment:

Gary Albright,
Program Analyst II

A. Final FY 2015-16 SolTrans Performance Goals and Measures

- 7d. Approve a Master Contract Amendment for Transit Management Services with Solutions for Transit** Gary Albright,
Program Analyst II
- Recommendation:*
Authorize the Executive Director to execute an amendment to the Professional Services Contract with Solutions for Transit by \$65,000 to a not-to-exceed amount of \$215,000, subject to Legal Counsel approval, as to form.
- Pg. 57**
- 7e. Approval of Amended and Restated Clipper Memorandum of Understanding** Mona Babauta,
Executive Director
- Recommendation:*
- 1) *Authorize the Executive Director to execute the Amended and Restated Clipper® Memorandum of Understanding (Amended MOU) with the Metropolitan Transportation Commission (MTC) and Bay Area transit operators, subject to legal counsel approval as to form.*
 - 2) *Authorize the Executive Director to execute subsequent amendments to the Amended MOU or other agreements as required for SolTrans' continued participation in the Clipper program, subject to legal counsel approval as to form.*
- Pg. 59**
- Attachment:
- A. Amended and Restated Clipper Memorandum of Understanding
- 7f. Approve SolTrans' Fiscal Year 2015-16 Federal Program of Projects** Gary Albright,
Program Analyst II
- Recommendation:*
Approve the Board Resolution in Attachment A to program SolTrans' projects into the regional Transportation Improvement Program (TIP).
- Pg. 99**
- Attachment:
- A. Resolution No. 2015-12
- 7g. Endorsement of a Proposed List of Projects to be Submitted to MTC for Plan Bay Area 2040** Kristina Botsford,
Finance and Administration
Manager
- Recommendation:*
Approve the Board Resolution as shown in Attachment A.
- Pg. 105**
- Attachment:
- A. Resolution No. 2015-13
- 7h. Receive SolTrans' Final Transportation Development Act (TDA) Triennial Performance Audit Report Conducted for the Metropolitan Transportation Commission for Fiscal Years (FY) 2012 through 2014** Mona Babauta,
Executive Director
- Recommendation:*
Receive SolTrans' Metropolitan Transportation Commission (MTC) Triennial Performance Audit Report for Fiscal Years (FY) 2012 Through 2014.
- Pg. 109**

Attachment:

- A. SolTrans' TDA Triennial Performance Audit Report for Fiscal Years (FY) 2012 through 2014

7i. Authorize Short-term Disability and a Flexible Spending Account Benefits for Employees

Kristina Botsford,
Finance and
Administration Manager

Recommendation:

Authorize the Executive Director to execute agreements and any other required documentation for implementing a Short-term Disability Plan and a Flexible Spending Account Plan, subject to legal counsel approval as to form.

Pg. 165

REGULAR CALENDAR

ACTION ITEMS

8. Approve Procurement of Two BYD 40-Foot Electric Buses

Alan Price,
Program Analyst II

Recommendation:

Authorize the Executive Director to execute the procurement contract for two electric buses, along with any other contractual documents related to the procurement, with BYD Motors, Inc., subject to legal counsel approval as to form. The total amount of the contract is not to exceed \$1,600,000.

(4:25 – 4:35 p.m.)

Pg. 167

9. Continuance of Route 20 Pilot (Benicia – Vallejo Gateway Plaza Local Route)

Michael Abegg,
Planning and Operations
Manager

Recommendation:

- 1) *Approve the extension of the Route 20 trial through March 4, 2017;*
- 2) *Conduct operational evaluation and outreach activities including expanded non-rider marketing; and,*
- 3) *Provide a full report and recommendation to the Board no later than November, 2016.*

(4:35 – 4:45 p.m.)

Pg. 169

10. Framework for a Fare Policy

Kristina Botsford,
Finance and Administration
Manager

Recommendation:

- 1) *Provide feedback on the Guiding Principles in Table A, and the “Factors to Consider” in Table B.*
- 2) *Direct Staff to return to the Board by December 2015 with a recommended Fare Policy, per Board feedback received.*

(4:45 – 5:05 p.m.)

Pg. 173

Attachments:

- A. SolTrans Fare Schedule

NON-ACTION/ INFORMATIONAL

DISCUSSION ITEMS

11. **Construction Projects Update: SolTrans Curtola Park and Ride Hub Project; and Operations and Maintenance Facility Renovation and Modernization Project** Marty Hanneman,
Project Management Consultant
Recommendation:
Informational.
(5:05 – 5:10 p.m.)
Pg. 179
12. **Fiscal Year (FY) 2014-15 Final Unaudited Operating Results and FY 2015-16 Results for July and August 2015** Kristina Botsford,
Finance and Administration
Manager
Recommendation:
Informational.
(5:10 – 5:15 p.m.)
Pg. 181
Attachments:
A. Farebox Revenue and Operating Expenses for Fiscal Year 2014-15 (Unaudited)
B. Farebox Revenue and Operating Expenses for July & August 2015
13. **November 2015 System Improvements Update** Michael Abegg,
Planning and Operations
Manager
Recommendation:
Informational.
(5:15 – 5:20 p.m.)
Pg. 187

NON-DISCUSSION ITEMS

14. **September 2015 Legislative Report** Mona Babauta,
Executive Director
Recommendation:
Informational.
Pg. 191
Attachment:
A. September 2015 State Legislative Report from Shaw/Yoder/Antwih, Inc.
B. September 2015 Federal Legislative Report from Akin Gump

STAFF BRIEFINGS

This time is reserved for SolTrans staff to provide a five-minute briefing to the Board on various items of interest. No action will be taken on these matters except to possibly place a particular item on a future agenda for Board consideration.

15a. System Performance Update

15b. Public Outreach Update

15c. Update on Operations and Maintenance (O&M) Facility Public Art Project

15d. Regional Express Corridor Study Update

16. BOARD OF DIRECTORS COMMENTS

17. ADJOURNMENT

The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, December 17, 2015, 4:00 p.m., in the SolTrans Conference Room, 1850 Broadway Street, Vallejo.**



TO: BOARD OF DIRECTORS
PRESENTER: MONA BABAUTA, EXECUTIVE DIRECTOR
SUBJECT: EXECUTIVE DIRECTOR'S REPORT
ACTION: INFORMATIONAL

The following provides an overview of more significant issues addressed by your Staff since the September 17, 2015 Board meeting:

FINANCE AND ADMINISTRATION:

- **SolTrans Curtola Park and Ride Hub:** Construction is close to being completed. We are now waiting for PG&E to hook-up a permanent source of power, in order to complete work that requires electricity. In spite of the unfinished work, we will continue to hold the ribbon cutting ceremony on Wednesday, October 14, 2015, given that the facility will have reached substantial completion by then. The full project is still expected to be closed-out by December 2015.

Weekly meetings are already occurring with SP+, and Staff will begin outreach in the coming weeks to communicate the new parking system, amenities, security features, etc.

A more detailed report is provided under Agenda Item 11, and weekly construction updates may be found on our website. More info on the overall project may be found here:

<http://www.soltransride.com/planning/curtola/>

Weekly updates: <http://www.soltransride.com/planning/curtola/weekly-construction-updates>

- **Transit Operations & Maintenance (O&M) Facility at 1850 Broadway:** Construction at this site is now complete; although, some punch list items remain. To commemorate its completion, a ribbon cutting ceremony occurred on September 21st. More information on this project may be found under Agenda Item 11, and at the project website: <http://www.soltransride.com/planning/omrenovation/>

Related to this project is the Call to Artists, and during the ribbon cutting ceremony, the five local artist finalists were announced: Miro Salazar, Mark Eanes, Linda Grebmeier, Sophia Othman, and Jeff Snell. We are thrilled to be working with these individuals, one of which will be producing a final piece of artwork for the front entry to the building. The next round of submittals is due on November

- **Compressed Natural Gas (CNG) Project:** Staff continues to work with Raymundo on design and engineering efforts.
- **Electric Bus Purchase:** Staff continues to work with BYD on the contract terms and has been working with the Center for Transportation and the Environment (CTE) to ensure that we are prepared to implement this new technology successfully. In fact, a team from CTE met with us on September 30th and October 1st to map out an implementation plan. More information

on the CTE may be found at this link: <http://www.cte.tv/>. More information on the procurement may be found under Agenda Item 8.

- Compressed Natural Gas (CNG) Commuter Coaches for Solano Express: The joint procurement with Roaring Fork Transportation Authority continues to move forward. Vendor proposals are being received at this time, and Staff plans to take a report to the Board in December 2015 on a potential contract award.

OPERATIONS:

- AVL: Staff continues to work diligently on implementing the AVL project. Final installation of equipment on the buses and in facilities began on October 5, 2015. We plan to do a soft launch of this new system by January 2016.
- Fall Service Changes: November service changes will involve expanding Solano Express Routes 78 and 80, and more information may be found under Agenda Item 13.

EXTERNAL AFFAIRS:

- Public Outreach: Staff will provide a Staff briefing during the Board meeting on all the special events, promotions and programs that we continue to support/implement.
- Local, Regional, State and National Committee Meetings:
 - Florence Douglas Senior Center: I gave a presentation (Attachment B) at Vallejo's Senior Center on September 14th to the new Senior Roundtable group.
 - Solano Transportation Authority: Staff continues to work with the STA on several projects including the Coordinated Short Range Transit Plan, Phase II of the Corridor Study, the Intercity Taxi Scrip Program, and other regional issues that impact SolTrans.
 - Solano Coordinated Transportation Services Agency (CTSA): I participated in the CTSA Advisory Committee meeting on September 24th. Much of the discussion focused on mobility management programs that are being led by the STA (Solano's CTSA).
 - California Transit Association Executive Committee: I participated in the California Transit Association's Executive Committee meeting in Oakland on September 25th. I will also be attending the upcoming Fall Conference and Executive Committee meeting the week of November 16th.
 - American Public Transportation Association (APTA): I participated in APTA's fall conference in San Francisco earlier this month and the Small Operations Committee on October 4th, of which I am a member.
 - Rail-Volution: Our Planning and Operations Manager and I will be attending Rail-Volution the week of October 26th to gather information on best practices and policies related to land-use and transportation.
 - Mare Island Stakeholder Group: Staff continues to work with stakeholders on Mare Island to sketch-out a potential service plan. Focused discussions are also occurring with Lennar Mare Island, the main developer and property owner of the southern portion of the island, on infrastructure required for supporting safe and efficient transit services. Lennar staff has also played an integral role in coordinating and synthesizing stakeholder interests for SolTrans staff.
 - Managed Lanes Implementation Plan (MLIP): Staff continues to participate in MTC's MLIP efforts in coordination with STA.

- Other External Issues to Note:
 - Water Emergency Transit Authority (WETA): In the upcoming months, staff may be providing a report on SolTrans' continued relationship with WETA with regards to supporting mobility needs between Vallejo and San Francisco.

Attachments:

- A. List of Acronyms
- B. Presentation at the Florence Douglas Senior Center

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SOLTRANS ACRONYMS LIST OF TRANSPORTATION TERMS

Last Updated: June 11, 2014

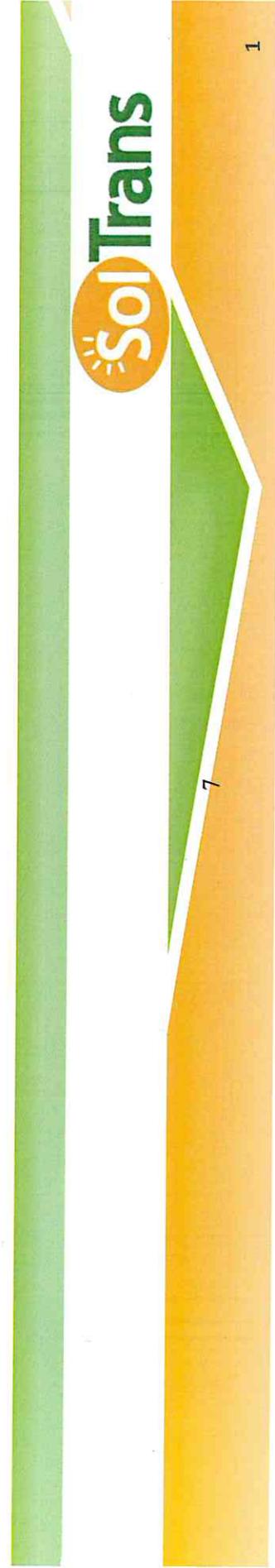
A		MPO	Metropolitan Planning Organization
ADA	Americans with Disabilities Act	MTC	Metropolitan Transportation Commission
APC	Automatic Passenger Counter	N, O, & P	
AVL	Automatic Vehicle Location System	NTD	National Transit Database
AVO	Average Vehicle Occupancy	OBAG	One Bay Area Grant
B		PAC	Public Advisory Committee
BAFO	Best and Final Offer	PCC	Paratransit Coordinating Council
BART	Bay Area Rapid Transit	PDT	Project Development Team
C		PDWG	Project Development Working Group
CalEMA	California Emergency Management Agency	PNR	Park & Ride
CALTRANS	California Department of Transportation	PPP (3P)	Public Private Partnership
CAM	Cost Allocation Model	PTAC	Partnership Technical Advisory Committee
CARB	California Air Resources Board	R & S	
CBA	Collective Bargaining Agreement	RFP	Request for Proposals
CCC	Contra Costa County Connections	RM2	Regional Measure 2 Funds
CHP	California Highway Patrol	RVH	Revenue Vehicle Hours
CMAQ	Congestion Mitigation & Air Quality Program	RVM	Revenue Vehicle Miles
COV	City of Vallejo	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
CTC	California Transportation Commission	SNCI	Solano Napa Commuter Information
CTSGP	California Transit Security Grant Program	SR2T	Safe Routes to Transit
CTAF	California Transit Assistance Fund	S RTP	Short Range Transit Plan
D		STA	Solano Transportation Authority
DAR	Dial-a-Ride	STAF	State Transit Assistance Fund
DBE	Disadvantaged Business Enterprise	STIP	State Transportation Improvement Program
DOT	Department of Transportation	STP	Surface Transportation Program
E & F		T	
FAST	Fairfield and Suisun Transit	TAC	Technical Advisory Committee
FHWA	Federal Highway Administration	TCP	Transit Capital Priorities
FTA	Federal Transit Administration	TDA	Transportation Development Act
FY	Fiscal Year	TIF	Transportation Investment Fund
G, H, I, & J		TIP	Transportation Improvement Program
GFI	Gen-fare Industries Farebox	TLC	Transportation for Livable Communities
GP	General Public (as in GP Dial-a-Ride)	TMA	Transportation Management Association
GPS	Global Positioning System	TMP	Transportation Management Plan
HOV	High Occupancy Vehicle	TMS	Transportation Management System
IFB	Invitation for Bid	U, V, W, Y	
IPR	Initial Project Report	UA	Urbanized Area
ITF	Intercity Transit Funding	VMT	Vehicle Miles Traveled
JARC	Job Access Reverse Commute	VTC	Vallejo Transit Center
JPA	Joint Powers Authority	WETA	Water Emergency Transportation Authority
L & M		YTD	Year to Date
MAP-21	Century Moving Ahead for Progress in the 21st Century		
MCI	Motor Coach Industries		
MOU	Memorandum of Understanding		
MOV	Multiple Occupant Vehicle		

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SOLANO COUNTY TRANSIT (SOLTRANS) OVERVIEW

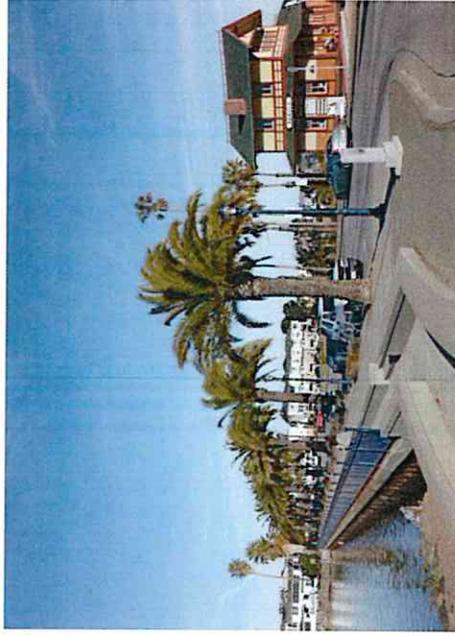
Presented to: The Vallejo Senior Roundtable
on September 14, 2015

by Mona Babauta, Executive Director

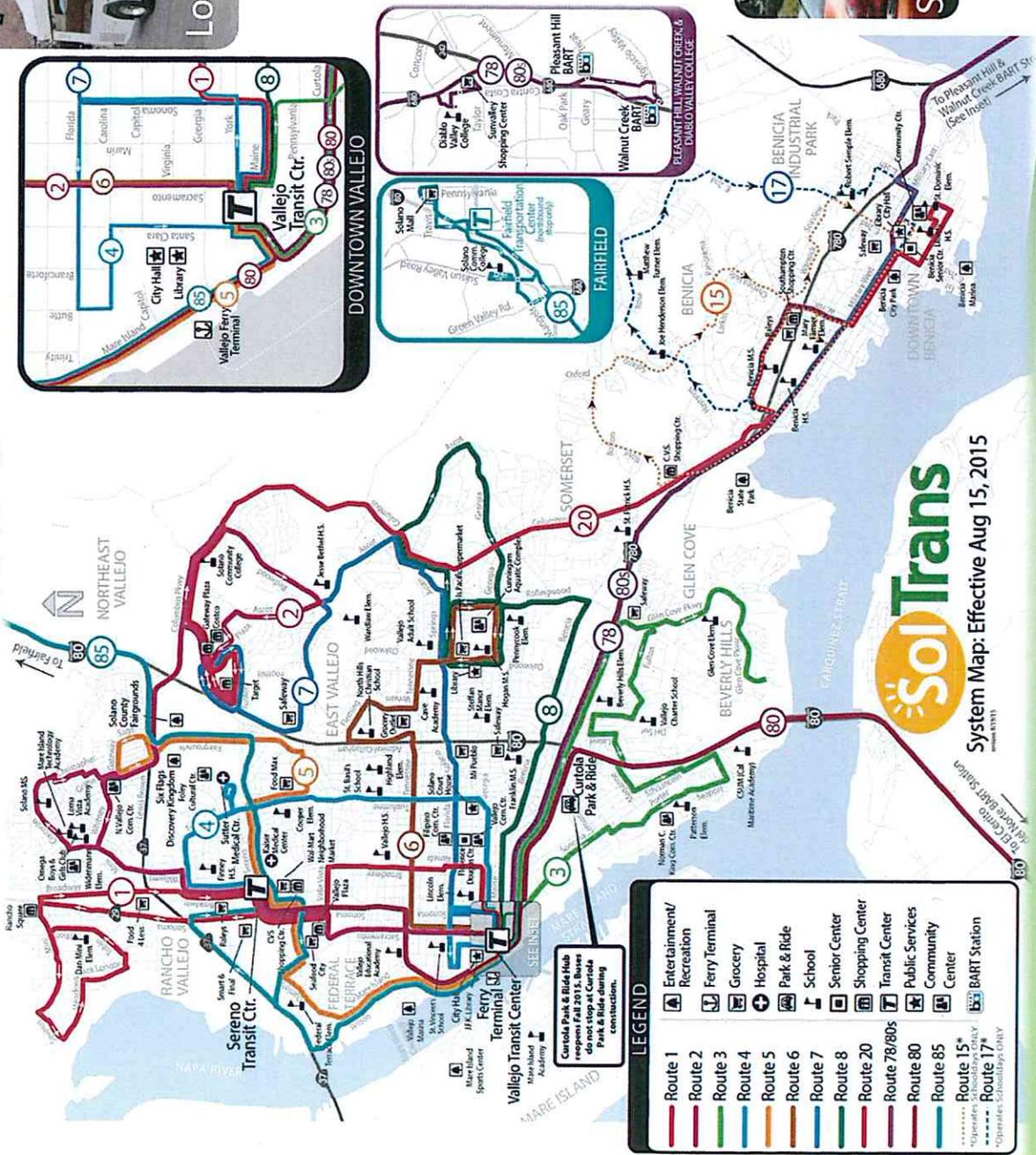


WHO WE ARE

- ▶ Joint Powers Authority created in November 2010
- ▶ Member Agencies: Cities of Vallejo and Benicia, Solano Transportation Authority (STA)
- ▶ Assumed Transit Services in July 2011
- ▶ 6-member Board of Directors: 2 Representatives from each City, STA Representative, Metropolitan Transportation Commission (MTC) Representative
- ▶ Largest Transit Operator in Solano County



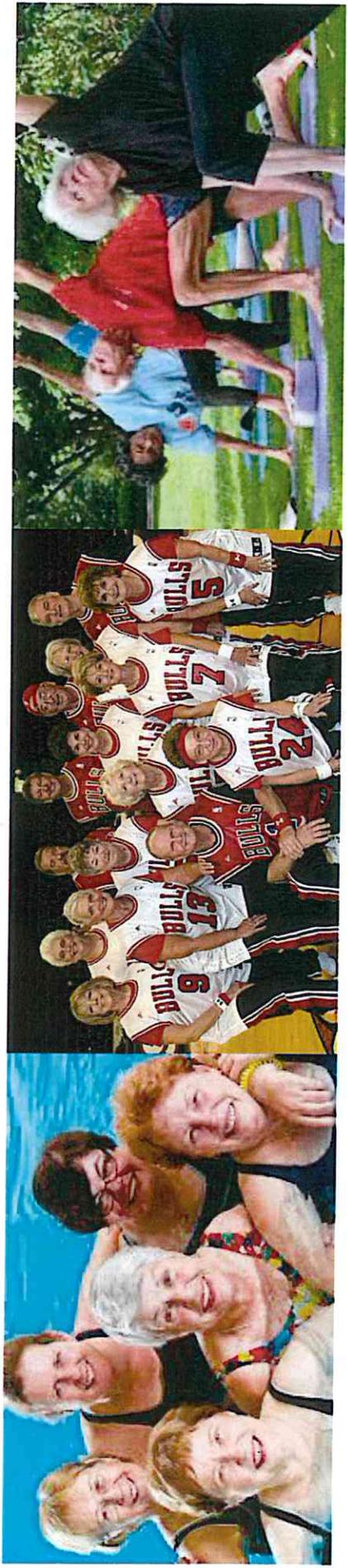
WHAT WE DO



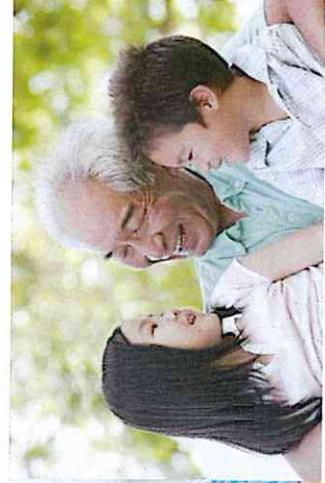
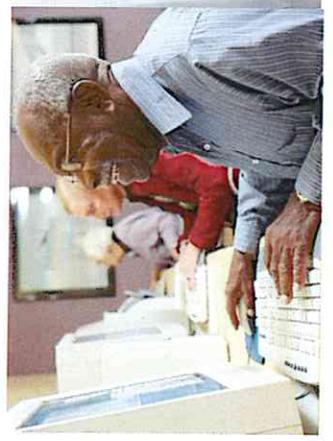
WHO WE SERVE

- ▶ Professionals going to/from Jobs
- ▶ Shoppers
- ▶ Students
- ▶ Commuters traveling to/from BART Stations in the Bay Area and San Francisco
- ▶ Seniors & People with Disabilities
- ▶ Families and individuals of various income ranges
- ▶ Other Discretionary Riders
 - ▶ Environmentally-conscious individuals
 - ▶ Budget-conscious individuals





 **Salute to seniors**



SUPPORTING OUR SENIORS - FARES

For Paratransit-eligible seniors:

- ▶ \$0.25 on local fixed route buses
- ▶ \$0.50 on Solano Express Routes 78, 80 and 85

For Seniors 65+

Fare Type	Fixed Route	Solano Express
Cash	\$0.85	\$2.50
Day Pass	\$2.00	\$5.00
10-Ride	\$7.00	N/A
31-day/monthly	\$28.00	N/A

*Base (Cash) Fare for one-ride: \$1.75 (fixed route), \$5 (Solano Express)



SUPPORTING OUR SENIORS - SERVICES

- ▶ Fixed Route: ADA features on buses; Discounted fares; Bus stops at major senior facilities (i.e. Marina Towers)
- ▶ Paratransit: Eligibility required (In-person assessments conducted to assess eligibility)
- ▶ Local Taxi: Subsidized 50% for 65+; Vallejo/Benicia residency required.
- ▶ Intercity Taxi: Subsidized 85% for Paratransit Eligible; Vallejo/Benicia residency required.
- ▶ Transit Ambassador & Travel Training Program



Overview of Progress



15

SOLTRANS TECHNOLOGIES

Security cameras
Feel more secure
when you ride –
DONE!



Google Transit
National
Platform for
Trip Planning-
DONE!



Being Implemented This Year

Compressed Natural Gas (CNG): Green
and cost- effective
technology

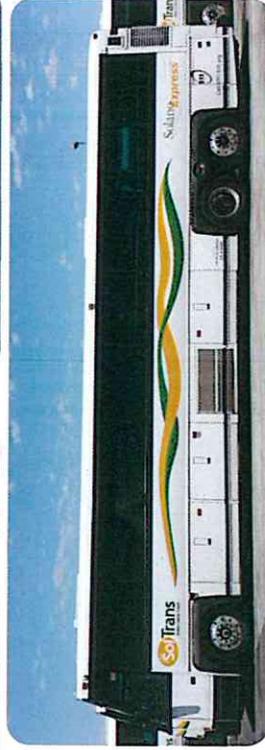
AVL Technology
Know when the bus
is coming in Real
Time



Clipper
Seamless travel
throughout Bay
Area with pre-
loaded fare card.
DONE!



**Zero Emission
Electric Buses: Emits
no air pollution and
low maintenance**

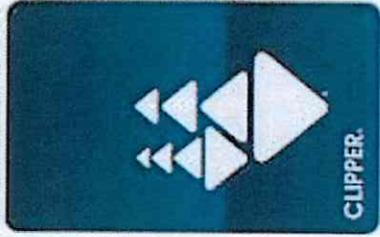
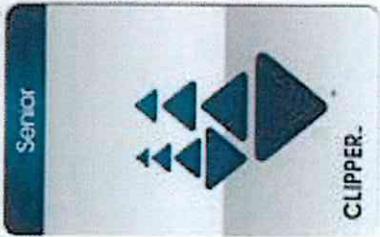


REGIONAL PARTNERSHIPS

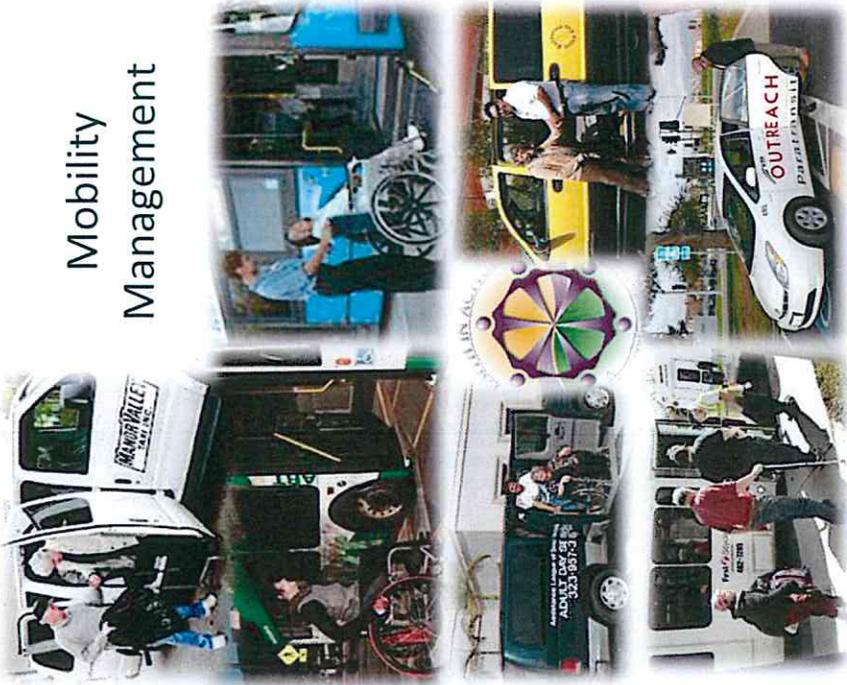
Public-Private Partnerships



Clipper Card



Mobility Management



Regional Trip Planning & Signage

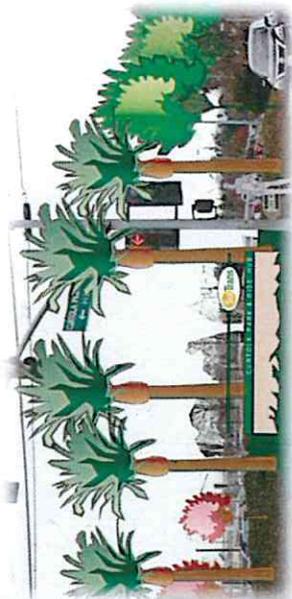
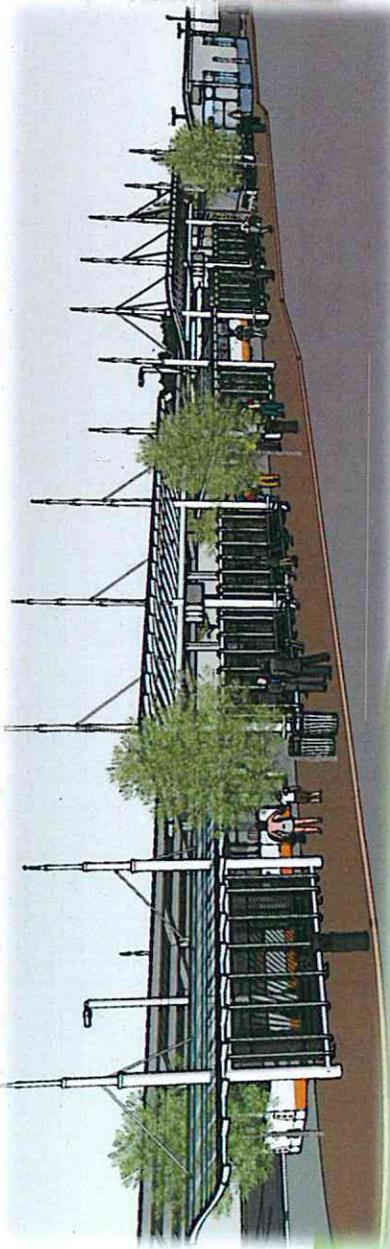


Your Bay Area travel guide.

Coordinated Service Planning - Joint Procurements - Grant Coordination - Other Joint Efforts



SOLTRANS CURTOLA PARK AND RIDE HUB

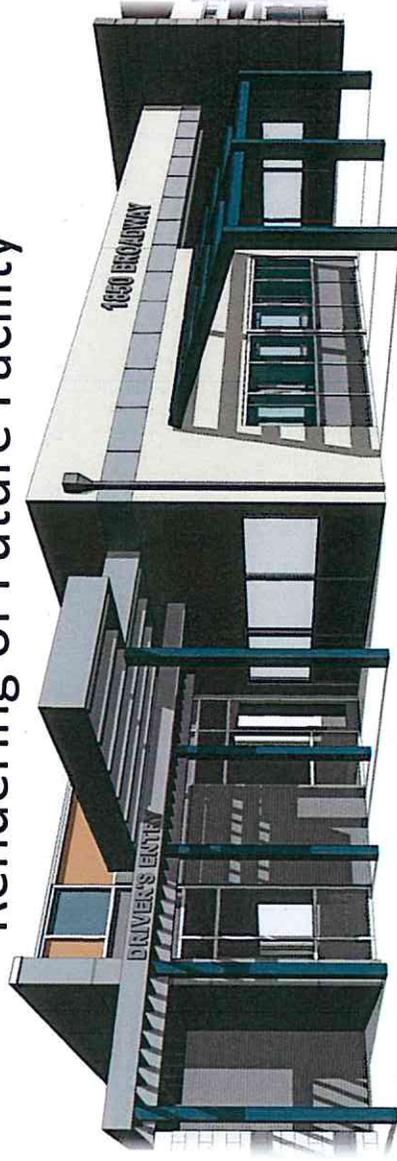


OPERATIONS & MAINTENANCE FACILITY

Current Building

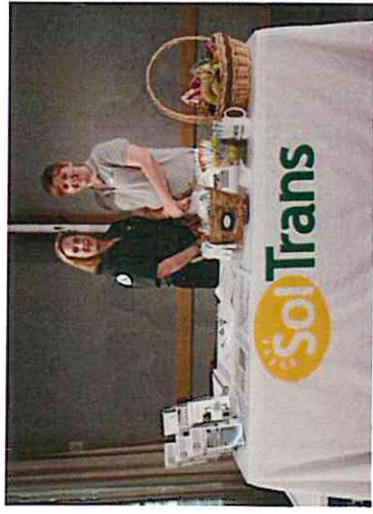
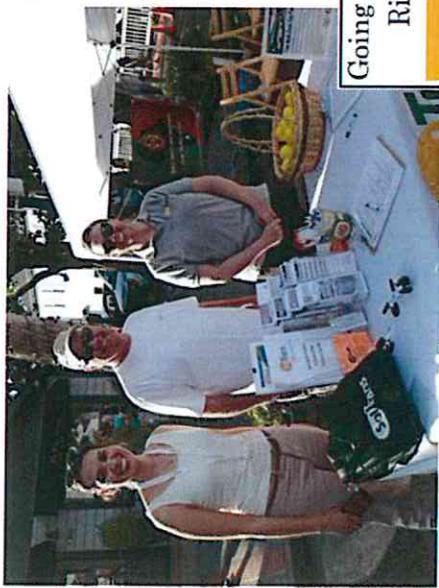


Rendering of Future Facility



COMMUNITY PARTNERSHIPS & EVENTS

Benicia CleanTech Expo 2013




Take a SolTrans Sleigh Ride to the Benicia Tree Lighting
 Friday, December 5, 2014
 Sleigh Rides from 5:30pm - 9:30pm

TWO ROUTES AVAILABLE
 Sleigh Ride Route 16
 Sleigh Ride Route 17

BUY ON THE BUS
\$1.00 Day Pass*
25¢ Cash Fare*

*Valid on Sleigh Rides Only & 17 Only.
 serving Military, Police, Fire & Emergency Services
 A Division of SolTrans Route 17
 serving Many, Heritage, Drive & Commercial Routes

We're Your Heart & Sol for Transportation.



311 Sacramento St., Vallejo, CA 94590
 (707) 448-4888 www.soltrans.com

Going to Lunch? Ride the Shuttle.

Benicia Monthly Senior Lunch Shuttle

1st QUARTER 2014
 November 17

Brought to You by SolTrans in Partnership with the Benicia Community Center

Cost to Ride Shuttle FREE in both directions on October 22nd!
On November 19th and December 17th:
 Seniors (65+),
 Persons w/Disabilities,
 and Medicare \$0.85
 Adults \$1.75

Gate Vivanco 383 East St. 11:00am	Benicia Benicia 300 East St. 11:00am	Benicia Senior Center 11:50am	Benicia Senior Center 1:30pm	Benicia Senior Center 300 East St. 1:30pm	Benicia Benicia 300 East St. 1:30pm
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BENICIA SENIOR CENTER
 187 East St., Benicia, CA 94510
 (707) 754-2022




Benicia Dial-A-Ride Senior Fare
 Weekdays 10am to 3pm
AND All Day Saturday!
 November 2014 - December 2015

RIDE OFF-PEAK HOURS



\$1.00
 One-way Cash Fare
 (Regular fare is \$2 per trip)

THAT'S 50% OFF
 Current DAR Cash Fare!

A dollar a way can make your day!
 To schedule a trip: (707) 745-0815

We're Your Heart & Sol for Transportation.

311 Sacramento St., Vallejo, CA 94590
 (707) 448-4888 www.soltrans.com



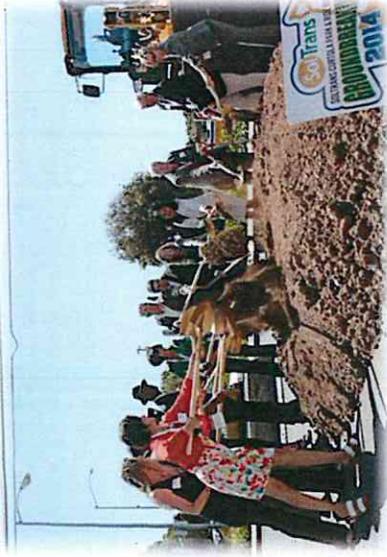
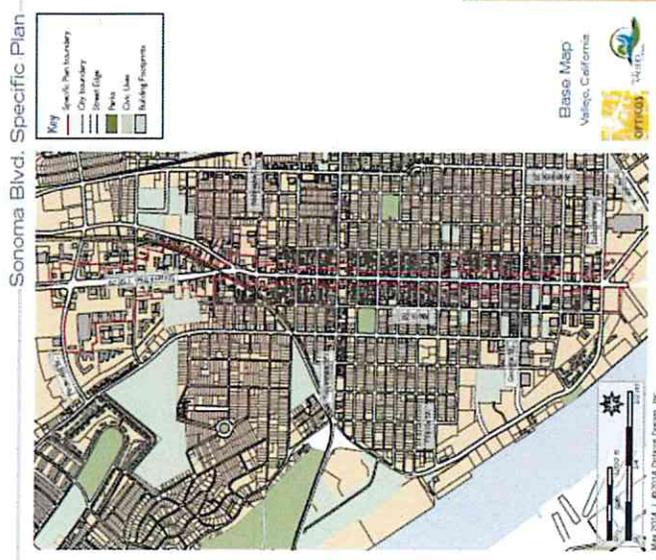
COMMUNITY PARTNERSHIPS & EVENTS -VALLEJO



Senior Center Health Fair



Earth Day Outreach



Community Enhancements



Community Celebrations



QUESTIONS?

THANK YOU FOR YOUR TIME!

MAIN LINE: 707-736-6990

EMAIL: INFO@SOLTRANSRIDE.COM

WWW.SOLTRANSRIDE.COM

HOW WE'RE PERFORMING—RIDERSHIP

FY 2012-13 Actual Ridership: 1,357,680

FY 2013-14 Year-End Ridership: 1,438,104; Increase: 6%

FY 2014-15 Ridership = Approx. 1.45 million; Increase: 1%



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AGENDA ITEM
CITY COUNCIL MEETING: OCTOBER 20, 2015
COUNCIL MEMBER COMMITTEE REPORTS

DATE : October 8, 2015

TO : Council Member Schwartzman
Council Member Strawbridge

FROM : Community Development Director

SUBJECT : **MARIN CLEAN ENERGY (MCE)**

The following information is provided for your committee report at the October 20, 2015 City Council meeting.

The September MCE Board Meeting took place as part of the 2015 Board Retreat and Annual Review on Thursday, September 17, 2015. The meeting was held at the Marin Art and Garden Center in Ross, CA from 9:30 AM – 4:00 PM. The CAP Coordinator presented information on the City's Graywater Kit Program. The complete Board Retreat packet is available online at <http://www.mcecleanenergy.org/wp-content/uploads/9.17.15-Board-Retreat-Packet.pdf>.

Meeting materials have not yet been posted for the regularly scheduled board meeting on October 15, 2015.

Attachment:

- September 17, 2015 Board Retreat Agenda



**Marin Clean Energy
Special Meeting
Thursday, September 17, 2015
9:00 A.M.**

**Marin Art and Garden Center, Livermore Pavilion
30 Sir Francis Drake Blvd., Ross, CA 94957**

Agenda Page 1 of 2

Kathrin Sears, Chair
County of Marin

Tom Butt, Vice Chair
City of Richmond

Bob McCaskill
City of Belvedere

Alan Schwartzman 9:00
City of Benicia

1. Welcome and 2015 Highlights (Discussion)

Sloan C. Bailey 9:10
Town of Corte Madera

2. Progress Towards 2015 Goals & Strategic Goals for 2016 (Discussion)

Greg Lyman
City of El Cerrito

Barbara Coler
Town of Fairfax

Kevin Haroff 9:30
City of Larkspur

3. Integrated Resource Plan 2015 Progress & Goals for 2016 (Discussion/Action)

Garry Lion
City of Mill Valley

Brad Wagenknecht 10:40
County of Napa

Break

Denise Athas
City of Novato

Carla Small 10:50
Town of Ross

4. New Community Inclusion (Discussion/Action)

Ford Greene 12:00
Town of San Anselmo

Lunch

Genoveva Calloway
City of San Pablo

Andrew McCullough 1:00
City of San Rafael

5. Board Business

A. Public Open Time (Discussion)

Ray Withy
City of Sausalito

B. Report from CEO (Discussion)

C. Consent Calendar (Discussion/Action)

Emmett O'Donnell
Town of Tiburon

C-1. 8.20.15 Board Minutes

C-2. Resolution 2015-05 Approving Activation of Agreement with River City Bank

1125 Tamalpais Avenue
San Rafael, CA 94901

1 (888) 632-3674
mceCleanEnergy.org



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VIII.F.16.3



**Marin Clean Energy
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Agenda Page 2 of 2

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City of San Rafael

Ray Withy
City of Sausalito

Emmett O'Donnell
Town of Tiburon

- C-3. Second Addendum to Fourth Agreement with Jay Marshall
- C-4. First Addendum to Second Agreement with Rincon Consultants
- C-5. First Addendum to Third Agreement with Braun, Blasing, McLaughlin & Smith PC
- D. MCE Power Content Label and Attestation (Discussion/Action)

- 2:00 6. Emerging Technology and Innovative Programs (Discussion)
 - A. Schneider Electric Load Control
 - B. City of Benicia: Grey Water
- 3:00 Complete any Unfinished Items
- 4:00 Adjourn

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