



**BENICIA CITY COUNCIL
REGULAR MEETING AGENDA**

**City Council Chambers
November 15, 2011
7:00 PM**

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

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

II. CLOSED SESSION:

III. CONVENE OPEN SESSION:

A. ROLL CALL.

B. PLEDGE OF ALLEGIANCE.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF PUBLIC.

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

IV. ANNOUNCEMENTS/APPOINTMENTS/PRESENTATIONS/PROCLAMATIONS:

A. ANNOUNCEMENTS.

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

2. Openings on Boards and Commissions:

Soltrans Public Advisory Committee:
Three Full Terms
Open until Filled

Sky Valley Open Space Committee:
One full term to January 31, 2015
Open until filled

Building Board of Appeals:
Three full terms to January 31, 2015
Open until filled

Solano Transportation Authority Pedestrian Advisory Committee:
One Full Term
Open Until Filled

3. Mayor's Office Hours:

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

4. Benicia Arsenal Update: Verbal Report

B. APPOINTMENTS.

C. PRESENTATIONS.

D. PROCLAMATIONS.

1. In Recognition of Lung Cancer Awareness Month

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 (7:20 PM):

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

A. Approval of Minutes of the Special Joint Meeting City Council & Economic Development Board, October 25, 2011 and the Special and Regular Meetings of November 1, 2011. (City Clerk).

B. RECEIVE THE ILLNESS AND INJURY PREVENTION PROGRAM. (City Attorney)

Since 1991, the City has been required to have an Illness and Injury Prevention Program for its employees. The last time the Program was updated was in 2004. Using risk management grant funds the City's safety committee, BENSAC, has created a new Illness and Injury Prevention Program with the assistance of a consultant.

RECOMMENDATION: This document is provided for the Council's information.

C. APPOINTING AN ALTERNATIVE REPRESENTATIVE TO THE ABAG PLAN JOINT POWERS AUTHORITY. (City Attorney)

The City is a member of the ABAG PLAN Joint Powers Authority for insurance purposes. As such, the City is required to have a representative and alternate representative to the ABAG PLAN board. The Finance Director is currently designated as the alternate representative. With the upcoming retirement of the Finance Director, a new alternate needs to be named. It is recommended that the Administrative Services Director be appointed as the alternate representative.

Recommendation: Adopt the resolution changing the alternate representative to ABAG PLAN Joint Powers Authority.

D. APPROVAL OF A CONTRACT AMENDMENT FOR RENNE SLOAN HOLTZMAN SAKAI, LLP. (Administrative Services Director)

On May 1, 2010, the City entered into an agreement with Renne Sloan Holtzman Sakai, LLP (RSHS) for personnel and labor relations activities. The contract is now being amended to allow for ongoing human resource and labor relations advice and counsel. The expertise and staffing resources required for these services does not exist in-house.

Recommendation: Adopt a resolution approving a contract amendment with Renne Sloan Holtzman Sakai, LLP, and authorizing the City Manager to execute the contract amendment on behalf of the City.

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

VIII. BUSINESS ITEMS (7:30 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. CONSIDER APPOINTMENT OF A CITY COUNCIL MEMBER TO THE CLIMATE ACTION PLAN (CAP) COORDINATOR INTERVIEW PANEL. (Public Works and Community Development Director)

At the October 4, 2011 City Council meeting, there was a recommendation to add a council member to the interview panel for the CAP Coordinator. If City Council would like to include a member on the interview panel, a formal recommendation and appointment will need to be made.

Recommendation: Consider the appointment of a City Council member to sit on the interview panel for the CAP Coordinator and adopt a resolution making the appointment if desired.

B. DISCUSSION OF PROVIDING ENHANCED PUBLIC INFORMATION RELATIVE TO MEMORANDUMS OF UNDERSTANDING WITH EMPLOYEE GROUPS. (Administrative Services Director)

On October 4, 2011, Council Member Ioakimedes requested that the Council consider agendaizing a discussion regarding providing additional information to the public relative to employee compensation, specifically as it relates to information contained in the various employee group MOUs.

Recommendation: Discuss Council Member loakimedes' request for enhanced public information relative to employee compensation, for example, developing a "glossary" and general cost information on the various employee group Memorandums of Understanding (MOU).

C. Request to agendaize consideration of the Solano County Mobile Field Force

Recommendation: Consider Mayor Patterson's request to agendaize this topic for a future City Council meeting.

D. 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 7, 2011**
- 2. Association of Bay Area Governments (ABAG).
(Mayor Patterson and Council Member loakimedes)
Next Meeting Date: TBD**
- 3. Finance Committee.
(Vice Mayor Schwartzman and Council Member Campbell)
Next Meeting Date: November 18, 2011**
- 4. League of California Cities.
(Mayor Patterson and Vice Mayor Schwartzman)
Next Meeting Date: November 15, 2011**
- 5. School Liaison Committee.
(Council Members loakimedes and Hughes)
Next Meeting Date: December 15, 2011**
- 6. Sky Valley Open Space Committee.
(Council Members Campbell and Hughes)
Next Meeting Date: TBD**
- 7. Solano EDC Board of Directors.
(Mayor Patterson and Council Member Campbell)
Next Meeting Date: November 17, 2011**

8. **Solano Transportation Authority (STA). (Mayor Patterson and Council Member Ioakimedes) Next Meeting Date: December 14, 2011**
9. **Solano Water Authority-Solano County Water Agency and Delta Committee. (Mayor Patterson and Vice Mayor Schwartzman) Next Meeting Date: December 8, 2011**
10. **Traffic, Pedestrian and Bicycle Safety Committee. (Council Members Hughes and Ioakimedes) Next Meeting Date: January 19, 2012**
11. **Tri-City and County Regional Parks and Open Space. (Council Members Campbell and Hughes) Next Meeting Date: December 12, 2011**
12. **Valero Community Advisory Panel (CAP). (Council Member Hughes) Next Meeting Date: December 14, 2011**
13. **Benicia Youth Action Coalition. (Vice Mayor Schwartzman and Council Member Campbell) Next Meeting Date: December 14, 2011**
14. **ABAG-CAL FED Task Force-Bay Area Water Forum. (Mayor Patterson) Next Meeting Date: December 5, 2011**
15. **SOLTRANS Joint Powers Authority (Mayor Patterson and Council Member Ioakimedes) Next Meeting Date: November 17, 2011**

IX. ADJOURNMENT (8:30 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 Clerks Office.



PROCLAMATION

LUNG CANCER AWARENESS MONTH

NOVEMBER 2011

WHEREAS, lung cancer is still the leading cause of cancer death in both men and women in the United States and the World; and

WHEREAS, more than half of newly diagnosed cases this year will be found in people who no longer smoke or have never smoked; and

WHEREAS, two thirds of non smokers diagnosed with lung cancer are women, and

WHEREAS, there is still a great need for vast improvement in the rate of early detection of lung cancer to increase prompt treatment; and

WHEREAS, early detection and treatment, including cat scans, increases the cure and survival rate among both men and women; and

WHEREAS, lung cancer kills more people annually than breast, colon, liver, melanoma and prostate cancers combined. Only 15% of individuals with lung cancer survive more than five years; and

WHEREAS, there is a critical need for increased research funding for the most stigmatized and ignored cancer – lung cancer; and

WHEREAS, other cancer deaths have declined in recent years, lung cancer is still on the rise, more research and early detection is needed for this number one cancer killer so that it can be eradicated and a cure found quickly.

NOW, THEREFORE, BE IT RESOLVED THAT I, Elizabeth Patterson, Mayor of the City of Benicia, on behalf of the City Council, do hereby recognize the need to increase the awareness of lung cancer in our community and hereby proclaim November 2011 as Lung Cancer Awareness Month.



Elizabeth Patterson, Mayor
November 15, 2011

MINUTES OF THE
SPECIAL JOINT MEETING
CITY COUNCIL & ECONOMIC DEVELOPMENT BOARD
October 25, 2011

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

I. CALL TO ORDER:

Mayor Patterson called the meeting to order at 6:02 p.m.

II. CONVENE OPEN SESSION:

A. ROLL CALL

City Council Members Patterson, Schwartzman, Campbell, Hughes, and Ioakimedes were present.

Economic Development Board Members Strawbridge, Goodman, Johnsen, Lindsay, McFadden, Myska, and Oliveria were present.

B. PLEDGE OF ALLEGIANCE

Kimble Goodman led the Pledge of Allegiance.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC:

III. ADOPTION OF AGENDA:

On motion of Vice Mayor Schwartzman, seconded by Board Member Johnsen, Council and the EDB adopted the Agenda, as presented, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Ioakimedes, Strawbridge, Goodman, Johnsen, Lindsay, McFadden, Myska, Oliveria

Noes: (None)

IV. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

B. PUBLIC COMMENT

1. Alan Shore - Mr. Shore discussed a book at the Library, *A Dangerous Woman*.

2. Bruce Sanders, Solano SBDC - Mr. Sanders discussed retailer profitability initiatives and upcoming small business training to be funded by CDBG.
3. Kimble Goodman - Mr. Goodman announced the current production of the Benicia Old Town Theater Group, *The Voice of the Prairie*.
4. Elizabeth d'Huart, Executive Director, Benicia Historical Museum - Ms. d'Huart announced the costume ball that would be held at the museum on 10/28/11.

V. BUSINESS ITEMS:

A. REVIEW AND DISCUSS DRAFT BUSINESS DEVELOPMENT ACTION PLAN.

The City Council and Economic Development Board received a presentation with PowerPoint (copy on file) by Audrey Taylor of Chabin Concepts on sections 1-4 for the Plan, providing and receiving comment after each section

On motion of Vice Mayor Schwartzman, seconded by Council Member Hughes, City Council and the Economic Development Board accepted the Draft Business Development Action Plan and directed staff to move forward with implementation of the 120-day launch schedule for priorities with the added performance measures and the expectation of reporting back to Council at the end of that time, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, Ioakimedes, Strawbridge, Goodman, Johnsen, Lindsay, McFadden, Myska, Oliveria

Noes: (None)

VI. ADJOURNMENT:

Mayor Patterson adjourned the meeting at 8:47 p.m.

MINUTES OF THE
SPECIAL MEETING – CITY COUNCIL
November 01, 2011

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

I. CALL TO ORDER:

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

II. CONVENE OPEN SESSION:

A. ROLL CALL

Council Member Campbell arrived at 6:05 p.m.

B. PLEDGE OF ALLEGIANCE

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC:

V. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

B. PUBLIC COMMENT

None

IV. 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: 1

B. CONFERENCE WITH LABOR NEGOTIATOR

(Government Code Section 54957.6 (a))

Agency negotiators: City Manager, Administrative Services Director

Employee organizations: City Manager, City Attorney, Benicia Senior Management Group, Benicia Middle Management Group, Local 1, Benicia Public Service Employees' Association (BPSEA), Benicia Police Officers

Association (BPOA), Benicia Firefighters Association (BFA), Benicia Dispatchers Association (BDA), Police Management, Unrepresented.

VI. ADJOURNMENT:

Mayor Patterson adjourned the Closed Session meeting at 7:00 p.m. Council would continue the Closed Session meeting following the adjournment of the Regular Council meeting.

VII. RECONVENE CLOSED SESSION:

Mayor Patterson reconvened the Closed Session at 7:40 p.m.

VIII. ADJOURNMENT:

Mayor Patterson adjourned the Closed Session at 9:05 p.m.

MINUTES OF THE
REGULAR MEETING – CITY COUNCIL
November 01, 2011

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

I. CALL TO ORDER:

Mayor Patterson called the meeting to order at 7:04 p.m.

II. CLOSED SESSION:

III. CONVENE OPEN SESSION:

A. ROLL CALL

Council Member Campbell arrived at 7:07 p.m.

B. PLEDGE OF ALLEGIANCE

Girl Scouts Kristina Flores, Emily Martin, and Cassidy McGuire, from Troop 20634, led the Pledge of Allegiance.

C. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC.

IV. ANNOUNCEMENTS/APPOINTMENTS/PRESENTATIONS/PROCLAMATIONS:

A. ANNOUNCEMENTS

Mayor Patterson stated the meeting would be adjourned in honor of Mr. George De La Cruz. She recognized Mr. De La Cruz' contributions to the community. She expressed Council's condolences to his family.

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

Ms. McLaughlin reported that Council received information from Staff on item V.A. Council and Staff were not done discussing item V.B, and would be returning to Closed Session after the Regular meeting was adjourned.

2. Openings on Boards and Commissions:

Soltrans Public Advisory Committee: Three Full Terms Open until Filled

Sky Valley Open Space Committee: One full term to January 31, 2015
Open until filled

Building Board of Appeals: Three full terms to January 31, 2015 Open
until filled

Solano Transportation Authority Pedestrian Advisory Committee: One
Full Term Open Until Filled

3. Mayor's Office Hours:

4. Benicia Arsenal Update: Verbal Update

Ms. McLaughlin reported there would be a public meeting with DTSC at 3:00
p.m. on 11/14/11.

B. APPOINTMENTS

C. PRESENTATIONS

D. PROCLAMATIONS

1. PROCLAMATION IN RECOGNITION OF MARION McKOWN

Ms. McKown invited Council to BERT's upcoming muster on 11/10/11.

V. ADOPTION OF AGENDA:

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

VI. OPPORTUNITY FOR PUBLIC COMMENT:

A. WRITTEN COMMENT

B. PUBLIC COMMENT

1. Stan Golovich - Mr. Golovich discussed the issue of micro utility, a wind
turbine that was recently installed in the City of Fairfield, and his wish for a
Sky Valley wind energy park.

Staff confirmed they had not yet penciled in a future agenda item regarding a
wind energy park.

2. Council Member Campbell discussed the issue of micro utilities.
3. Kristina Flores, Emily Martin, and Cassidy McGuire, Girl Scout Troop 20634 - The girls announced an upcoming service project they will be working on where they will pick people's fruit of their trees and donate it to the Benicia CAC and St. Paul's Church.
4. Dan Smith - Mr. Smith thanked the community for being kind during his campaign process. He encouraged people to vote on November 08, 2011.
5. Larry Fullington - Mr. Fullington discussed the upcoming candidate forum that would be held by the Open Government Commission.
6. Nancy Martinez - Ms. Martinez discussed the attendance (85,248 people attended the Farmer's Market this year). She discussed the success of Benicia Main Street's Haunted Depot. They collected over four barrels of food for the local food bank.
7. Christina Strawbridge - Ms. Strawbridge discussed the Save the Parks event that took place in Downtown Benicia and Sacramento today.

VII. CONSENT CALENDAR:

Council pulled items VII.A and VII.D for discussion.

On motion of Vice Mayor 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, loakimedes

Noes: (None)

A. APPROVAL OF MINUTES FOR THE SPECIAL AND REGULAR MEETINGS OF OCTOBER 18, 2011

Mayor Patterson reviewed her requested changes (see handout), removing her as the person who made the motion, and correcting the vote to reflect her 'no' vote. She also requested that the minutes reflect her support for approving the \$4,300 to CAC.

Vice Mayor Schwartzman discussed the addition of Mayor Patterson's support for \$4,300 to CAC. He would like his support for the \$4,300 to CAC reflected in the minutes as well.

On motion of Vice Mayor Schwartzman, seconded by Council Member Hughes, Council approved the minutes, as amended, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, loakimedes

Noes: (None)

B. RE-DESIGNATION OF STA AS ABANDONED VEHICLE ABATEMENT (AVA) PROGRAM SERVICE AUTHORITY FOR SOLANO COUNTY

RESOLUTION 11-134 - A RESOLUTION OF RE-DESIGNATION OF THE SOLANO TRANSPORTATION AUTHORITY (STA) AS THE ABANDONED VEHICLE ABATEMENT (AVA) PROGRAM SERVICE AUTHORITY FOR SOLANO COUNTY

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

C. AWARD OF CONSTRUCTION CONTRACT FOR REPLACEMENT OF RETAINING WALL AT SOUTHAMPTON PARK

RESOLUTION 11-135 - A RESOLUTION ACCEPTING THE BIDS FOR THE REPLACEMENT OF THE RETAINING WALL AT SOUTHAMPTON PARK, AWARDING THE CONSTRUCTION CONTRACT TO H. BRAY CONSTRUCTION OF BENICIA, CALIFORNIA IN THE AMOUNT OF \$34,600, AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONSTRUCTION CONTRACT ON BEHALF OF THE CITY

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

D. GRANT A UTILITY EASEMENT TO PACIFIC GAS & ELECTRIC TO CONNECT THE VETERANS' HALL TRANSFORMER WITH THE UNDERGROUND POWER SOURCE

RESOLUTION 11-136 - A RESOLUTION GRANTING A UTILITY EASEMENT TO PACIFIC GAS & ELECTRIC COMPANY TO CONNECT THE VETERAN'S HALL TRANSFORMER WITH THE UNDERGROUND POWER SOURCE

Mayor Patterson and Staff clarified that Council Member Hughes did not have a conflict of interest on this item.

Council Member loakimedes and Staff confirmed the cost in the staff report, and clarification that the City was not setting a precedent with the low dollar amount that could come back later and be used against the City in a different circumstance.

Public Comment:

None

On motion of Council Member loakimedes, seconded by Vice Mayor

Schwartzman, Council adopted the Resolution, on roll call by the following vote:
Ayes: Patterson, Schwartzman, Campbell, Hughes, loakimedes
Noes: (None)

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

VIII. BUSINESS ITEMS:

IX. ADJOURNMENT:

Mayor Patterson adjourned the meeting to Closed Session at 7:38 p.m.

AGENDA ITEM
CITY COUNCIL MEETING DATE - NOVEMBER 15, 2011
CONSENT CALENDAR

DATE : November 3, 2011

TO : City Council

FROM : City Attorney

SUBJECT : **RECEIVE THE ILLNESS AND INJURY PREVENTION PROGRAM**

RECOMMENDATION:

This document is provided for the Council's information.

EXECUTIVE SUMMARY:

Since 1991, the City has been required to have an Illness and Injury Prevention Program for its employees. The last time the Program was updated was in 2004. Using risk management grant funds the City's safety committee, BENSAC, has created a new Illness and Injury Prevention Program with the assistance of a consultant.

BUDGET INFORMATION:

The revision of the plan was done using a risk management grant from ABAG PLAN and with extensive help from employees. Cost of implementing the program is funded in the budget unless a costly repair to City facilities would be required.

GENERAL PLAN:

N/A

STRATEGIC PLAN:

Strategic Issue 1: Protecting Community Health and Safety:

Strategy 1. Provide modern and functional public safety facilities

Strategy 3. Provide a high state of preparedness for disasters/emergencies

Strategy 5. Promote community and personal health

BACKGROUND:

State law requires the City to prepare and adopt an Illness and Injury Prevention Program ("IIPP"). The City's plan had not been updated since 2004. In order to be cost effective, the City has used risk management grant funds to hire Du-All Safety to assist in the comprehensive revision of the IIPP. The City's safety committee, BENSAC, reviewed and commented on the plan along with other

key personnel. BENSAC is comprised of representatives from every department including:

Public Works	Eddie Greco
Police	Suzie Kaluza
Library	Anita Falltrick
CDD – Building Inspection	Harvey Higgs
Human Resources	Kim Imboden
City Attorney's Office	Heather McLaughlin & Kathi Molinar
Fire	Ray Iverson
Water Treatment Plant	Leo Larkin
Wastewater Treatment Plant	Thomas Svensson
P&CS – Parks Field	Patricia Rathke
P.W. Maintenance	Chris Sorrentino
	Ted Corder
	Jeff Trezza
P.W. Maintenance	Sharon Williams

BENSAC meets monthly to review safety issues and make suggestions for improvements.

In order to revise the IIPP, inspections were done of the City's facilities. This was in addition to the annual or other regular inspections that the City does. In this case we had the inspectors with Du-All safety review the facilities accompanied by City staff. The inspectors came up with a list of corrective actions that we are busy implementing. The actions were listed in terms of Risk Assessment Classes:

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria).

A Class 1 hazard that was found was "Remove the fan from that attic access opening and re-install the access cover. This situation totally defeats the design of the fire suppression system as the sprinklers are installed in a manner that protects the room not the attic. If a fire were to break out in the transformer room the fan would help blow the flames into the unprotected attic where it could spread unimpeded by the fire suppression system." A Class 2 hazard example was "Repair the exit and emergency lights that indicate they are in the trouble mode. This is a public building and these devices are required to

VII.B.2

operate as designed." A Class 3 hazard that was found was: "Discontinue storing or placing items within 18 inches of the fire suppression sprinkler head."

City staff has been busy tackling the abatement of the hazards and several of the sites including the Police Department and Water and Wastewater facilities are nearly done with their lists.

As part of the IIPP project we also developed Codes of Safe Practices. These Codes are tailored to the various working sites and address the specialized equipment or practices used by that site. An example of this is information on Belt Sanders:

- Belt sanders must have both pulleys and the unused run of the sanding belt enclosed.
- Belt sanders using a lock-on control must be equipped with a turn off control which can be turned on and off by the same finger.
- The operating control must be located so as to minimize the possibility of accidental operation.
- Electrical wires/cords must not be broken, cracked or crushed, and the three-prong grounding plug must be intact (all three prongs present.)
- Be sure that belt is traveling in the correct direction, for those belts with a directional arrow.
- PPE: The following Personal Protective Equipment is required:

Gear:	When	To Protect Against:
Ear plugs or muffs	Always	Noise-induced hearing loss
Respiratory protection with HEPA filter	a)When sander is not attached to dust-collection device b)When sanding wood that is a known health hazard	Inhaling dust

The Codes of Safe Practices also address procedures for proper lifting of objects and other general practices.

The IIPP itself sets for the standards for the safety program. It recognizes that the City management as well as the employees themselves are all responsible for maintaining a safe work environment. The IIPP also sets forth the inspection requirements. Note that these requirements are the minimum requirements and the City's practice has been to do more frequent inspections depending on the type of facility. The standards for the Codes of Safe Practices are also set forth in the IIPP. The IIPP also documents the procedures that are to be followed in case there is an accident.

The Codes of Safe Practices as well as the IIPP contain lots of useful information that has been designed to address the work the City employees do. They are

both “living” documents that will be modified as time goes on since new equipment will need to be addressed in the Codes of Safe Practices and since “best practices” related to safety may change.

To familiarize City staff with the documents we will be doing training for the employees. BENSAC and supervisors and above will attend a two hour training and other employees will attend a one hour training.

As you can see, the development of the IIPP and related documents was a large project that required the efforts and teamwork of staff. In particular the members of staff were very helpful in taking the time to assist with the inspections and to review and provide comments on the draft documents. Thanks to Ted Corder, Brent Everett, Anita Falltrick, Eddie Greco, Harvey Higgs, Kim Imboden, Ray Iverson, Suzie Kaluza, Leo Larkin, Patricia Rathke, Chris Sorrentino, Thomas Svensson, Jeff Trezza, and Sharon Williams.

Attachment:

- Illness and Injury Prevention Program



Injury and Illness Prevention Program



45950 Hotchkiss St. • Fremont, CA 94539 • Tel: (510) 651-8289 • Fax: (510) 651-8937
<http://www.du-all.com> • E-mail: safety@du-all.com

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1.0 PURPOSE

The purpose of this Injury and Illness Prevention Program is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees and the employer. Employees have a right to a safe workplace and their employer has a duty to ensure that every manager and supervisor is aware of City of Benicia's safe work practices and that they are being followed by each employee.

City of Benicia is adopting this Injury and Illness Prevention Program to meet or exceed the requirements of California Code of Regulations, Title 8, Section 3203. It applies to all full and part-time employees, temporary and seasonal employees and volunteers working for City of Benicia.

2.0 EVALUATING HAZARDS

Before a task or job is to be started, an evaluation of the hazards associated with it needs to be completed. For example, a supervisor cannot task an employee to enter or even open a manhole cover without ensuring that the employee has been properly trained on the potential hazards of this task.

The employer, supervisors, managers, etc. must be aware of all hazards related to operating equipment or tasks being performed by their employees.

A tool that can be used in identifying and evaluating work place hazards is the Job Safety Analysis Form (Appendix A).

When hazards need to be identified & evaluated:

- i. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g. General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.
- ii. During the accident investigation process.
- iii. When revealed during a routine inspection.
- iv. Whenever new substances, processes, procedures, or equipment are introduced to the work place that represents a new safety hazard.
- v. Whenever City of Benicia is made aware of a new or previously unrecognized hazard.
- vi. When employee safety suggestions are made regarding a hazard.

This IIPP is not intended to cover all safety procedures at City of Benicia. City of Benicia has developed specific programs that may be found at each applicable department. These programs include, but are not limited to:

- Aerosol Transmissible Diseases
- Asbestos Management
- Driver Safety
- Emergency Action Plan
- Emergency Operations
- Ergonomics
- Excavation and Trenching
- Exposure Control for Bloodborne Pathogens
- Chemical Hygiene Plan
- Concrete Dust Generating Operations
- Confined Spaces
- Fall Protection
- Hazard Communication Program
- Hazardous Waste Management
- Hearing Conservation
- Heat Illness Prevention
- Hotwork
- Lockout/Tagout
- Personal Protective Equipment
- Respiratory Protection
- Workplace Violence

3.0 SAFETY RESPONSIBILITIES & JOB SAFETY CLASSIFICATIONS

3.1 EMPLOYER RESPONSIBILITIES

California employers have many different responsibilities under the California Occupational Safety and Health Act of 1973 and Title 8 of the California Code of Regulations. The following represents a list of the most important ones.

- i. Establish, implement and maintain an Injury and Illness Prevention Program and update it periodically to keep employees safe. At the latest, the IIPP should be reviewed each year by management with any employee input taken into consideration.
- ii. Inspect workplace(s) to identify and correct unsafe and hazardous conditions (Section 5.0 of this IIPP)
- iii. Make sure employees have and use safe tools and equipment and that the equipment is properly maintained.

- iv. Use color codes, posters, labels or signs to warn employees of potential hazards.
- v. Establish or update operating procedures and communicate them so employees follow safety and health requirements (Section 4.0 of this IIPP).
- vi. Provide medical examinations and training when required by Cal/OSHA standards.
- vii. Report immediately by telephone or fax to the nearest Cal/OSHA Enforcement Unit district office any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment as required by section 342(a), Title 8, California Code of Regulations (T8CCR). Serious injury or illness is defined in section 330(h), T8CCR (Section 6.2 of this IIPP).
- viii. Keep records of work-related injuries and illnesses on the log 300. At the end of the calendar year, copy the totals from the log 300 and transfer the information to the log 300A which must be posted February 1 through April 30 each year.
- ix. Post, at a prominent location within the workplace, the Cal/OSHA poster informing employees of their rights and responsibilities.
- x. Provide employees, former employees and their representatives' access to the Log and Summary of Occupational Injuries and Illnesses, Cal/OSHA form 300, at a reasonable time and in a reasonable manner.
- xi. Provide access to employee medical records and exposure records to employees or their authorized representatives.
- xii. Provide the Cal/OSHA enforcement personnel with names of authorized employee representatives who may be asked to accompany enforcement personnel during an inspection.
- xiii. Do not discriminate against employees who exercise their rights under the California OSH Act.
- xiv. Post Cal/OSHA citations at or near the work area involved. Each citation must remain posted until the violation has been corrected, or for three working days, whichever is longer. Post abatement verification documents or tags.
- xv. Correct cited violations by the deadline set in the Cal/OSHA citation and submit required abatement verification documentation. The Safety Coordinator will be responsible to ensure that any citation is abated.

3.2 EMPLOYEES

Although the employer and management have a huge responsibility in providing employees with a safe and healthy workplace, employees are ultimately responsible for their own safety.

Employees are often the eyes and ears of the City and their responsibilities toward safety include:

- a. Attend all required safety classes. This includes participating and being attentive.
- b. Follow the City's safety policies, procedures and programs.
- c. Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.
- d. Report all injuries and near misses to the immediate supervisor.
- e. If an employee has a safety concern, notify management either in writing or verbally. If the employee feels that their observation, suggestion or concern is going unnoticed and that the hazard still exists, the employee may contact Human Resources to explain the situation.
- f. Understand that an employee shall be disciplined for failure to follow safe procedures. (See Section 9.0).
- g. Work with management in updating and "fine-tuning" the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed. (See Section 4.0)
- h. Encourage fellow employees to keep the safety "mindset".

3.3 SAFETY COORDINATOR

The Safety Coordinator has the lead role in advising and assisting supervisors and managers in executing their safety-related responsibilities.

The Primary Safety Coordinator for City of Benicia is the Human Resources Manager, Sharon Williams

The Safety Coordinator's responsibilities include:

- i. Assuming the lead role and the general authority to supervise all aspects of the IIPP and other safety related matters.
- ii. Utilizing all available resources to ensure hazards are reasonably resolved in a timely manner.
- iii. Working with management to ensure that safety is compliant in all departments by periodic inspections, training or site visits.
- iv. Working and coordinating with any contracted safety consulting company to ensure safety compliance.

- v. Working with the safety committee to ensure that safety training is being properly scheduled.
- vi. Ensuring that employees who fail to follow safe procedures outlined by City of Benicia are being disciplined.
- vii. Working with management and the safety committee to make final decisions in responding to employee safety suggestions.
- viii. Working with Human Resources to ensure that Cal/OSHA has been notified within 8 hours of any serious injury or death.
- ix. Ensure that any Cal/OSHA citation is being abated by working with management and Cal/OSHA.

3.4 SAFETY COMMITTEE

The safety committee is comprised of employees from different departments. There are no term limits for any committee member. The safety committee charter may be found in Appendix B and the Safety Committee Members may be found in Appendix C.

Along with implementing the program, the safety committee members will, at a minimum, be responsible for the following:

- i. Attend safety committee meetings
- ii. Transfer all safety related information to their supervisors so that each department is aware of upcoming safety classes, safety inspections or otherwise.
- iii. Relate any safety concerns within their department to the safety committee for remediation and/or compliance. Report any unsafe conditions to their supervisor.
- iv. Support good housekeeping standards and cleanliness in City of Benicia.
- v. Report any safety suggestions brought to their attention to the committee.
- vi. Evaluate causes of injuries and what actions need to be taken to protect other employees.

3.5 DEPARTMENT COORDINATORS

Each department/division has a coordinator to ensure that employees have access to their respective department/division’s specific safety programs and procedures.

The department/division coordinators are:

Group	Departmental Safety Coordinator
Public Works	Eddie Greco, Ext. 4229
Police	Suzie Kaluza, Ext. 4242
Library	Anita Falltrick, Ext. 4357

CDD – Building Inspection	Harvey Higgs, Ext. 4233
Human Resources	Kim Imboden, Ext. 4205
City Attorney’s Office	Heather McLaughlin & Kathi Molinar Ext. 4216
Fire	Ray Iverson, Ext. 4273
Water Treatment Plant	Leo Larkin, Ext. 4290
Wastewater Treatment Plant	Thomas Svensson, Ext. 4336
P&CS – Parks Field	Patricia Rathke, Ext. 4292
P.W. Maintenance	Chris Sorrentino, Ext. 4296 Ted Corder, Ext. 4296 Jeff Trezza, Ext. 4296
P.W. Maintenance	Sharon Williams, Ext. 4296

Managers, Supervisors, Field Supervisors, Crew Lead workers

All personnel responsible for employee supervision shall:

- i. Ensure that his/her employees are following safety procedures and policies.
- ii. Be current on all safe work practices.
- iii. Ensure that employees are wearing all required personal protective equipment (PPE).
- iv. Not direct employees to perform tasks for which they have not received proper training.
- v. For those employees who work under the construction orders (Section 3.7.2), conduct “tailgate” or “toolbox” safety meetings at least every 2 weeks to ensure the safety mindset in every employee.
- vi. Report any injury or near miss (non-injury incidents) to the next highest supervisor who will then forward any report to Human Resources.
- vii. Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, work with Human Resources and/or the Safety Coordinator to ensure that said employee receives make-up training prior to job assignment.
- viii. Understand and be aware of all hazards associated with job assignments.

3.6 MANAGERS, SUPERVISORS, FIELD SUPERVISORS, CREW LEAD WORKERS

All personnel responsible for employee supervision shall:

- ix. Ensure that his/her employees are following safety procedures and policies.

- x. Be current on all safe work practices.
- xi. Ensure that employees are wearing all required personal protective equipment (PPE).
- xii. Not direct employees to perform tasks for which they have not received proper training.
- xiii. For those employees who work under the construction orders (Section 3.7.2), conduct “tailgate” or “toolbox” safety meetings at least every 2 weeks to ensure the safety mindset in every employee.
- xiv. Report any injury or near miss (non-injury incidents) to the next highest supervisor who will then forward any report to Human Resources.
- xv. Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, work with Human Resources and/or the Safety Coordinator to ensure that said employee receives make-up training prior to job assignment.
- xvi. Understand and be aware of all hazards associated with job assignments.

3.7 HUMAN RESOURCES

Human Resources responsibilities towards safety include:

- i. Coordinate and schedule safety training.
- ii. Ensure that all affected employees are notified of upcoming safety classes.
- iii. Document and maintain training records for each employee.
- iv. Coordinate and ensure that all accident and injury reports have been filled out correctly so if a workers’ compensation claim is made, all documentation is correct.
- v. Maintain the OSHA Log 300 form. Post the OSHA 300A form from February 1 through April 30 of the previous year’s accident summary in prominent locations throughout City of Benicia so that employees may have easy access to the summary.
- vi. Work with management and the safety committee to ensure that all employees’ safety concerns or suggestions are being handled with due diligence.
- vii. Provide any forms required to be filled out by managers and employees in the event of an injury or accident.
- viii. Provide departments with the most up-to-date Cal/OSHA posters informing employees of their rights and responsibilities.
- ix. Coordinate and communicate with the contracted safety consulting agency to ensure safety compliance.
- x. Maintain all Cal/OSHA related documentation.

3.8 EMPLOYEES

Although the employer and management have a huge responsibility in providing employees with a safe and healthy workplace, employees are ultimately responsible for their own safety. Employees are often the eyes and ears of City of Benicia and their responsibilities toward safety include:

- i. Attend all required safety classes. This includes participating and being attentive.
- j. Follow City of Benicia's safety policies, procedures and programs.
- k. Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.
- l. Report all injuries and near misses to the immediate supervisor.
- m. If an employee has a safety concern, notify management either in writing or verbally. If the employee feels that their observation, suggestion or concern is going unnoticed and that the hazard still exists, the employee may contact Human Resources to explain the situation.
- n. Understand that an employee shall be disciplined for failure to follow safe procedures. (See Section 9.0).
- o. Work with management in updating and "fine-tuning" the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed. (See Section 4.0)
- p. Encourage fellow employees to keep the safety "mindset".

3.9 JOB CLASSIFICATIONS

At City of Benicia, employees are protected under the Cal/OSHA California Code of Regulations General Industrial Safety Orders (GISO), or the Construction Safety Orders (CSO), depending on the type of work being performed.

When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will be considered construction, and will be regulated by the CSO.

OSHA definition of structure: That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner

Managers, supervisors or any person who has responsibility in directing or supervising an employee should be aware if the work being performed fall under the GISO or CSO. By

understanding the work being performed and knowing which set of orders employees fall under, managers and supervisors may train and educate their employees on proper safety procedures regulated by Cal/OSHA. An important way for managers to learn about OSHA regulations is to attend safety classes taught by consultants and third parties and by reading the OSHA regulations that may be found on-line at www.dir.ca.gov.

It is possible that because of the diverse nature of their assignments, field staff could be governed by either set of orders depending on the task. At construction projects, the CSO take precedence over any other general orders that are inconsistent with them, except for Tunnel Safety Orders or Compressed Air Safety Orders

Where this distinction is significant, notice shall be made in this and all subordinate programs, practices, and documents.

3.9.1 General Industry Safety Orders (GISO)

- Police Dept.
- Fire Dept.
- Recreation Division
- Library
- Parks Division
- Community Center

3.9.2 Construction Safety Orders

- Water Treatment Plant
- Wastewater Treatment Plant
- Public Works Dept.
- Building Maintenance Division

4.0 CODE OF SAFE PRACTICES

Once all hazards are identified and evaluated by using the General Industry Safety Orders (GISO), the Construction Safety Orders (CSO), other pertinent regulations, employee input, and available published statistics, the Code of Safe Practices is then developed. The code includes all the proper preventive measures to work in the environment safely.

Note that although under California Code of Regulations, the Term “Code of Safety Practices” pertains only to Construction Safety Orders, for the purposes of City of Benicia’s IIPP, it will refer to safe work rules used for both Construction and General work.

Some departments at City of Benicia may have specific work practices that are unique to that department. Supervisors and managers of each department should evaluate the hazards associated within their department and along with employee input develop a Code of Safe Practice to be followed by all employees to minimize injury while performing each task.

Employees are to receive specific instruction by their supervisor with respect to hazards specific to each employee's job assignment, as found in the Code of Safe Practices.

- i. The Code of Safe Practices must be reviewed and updated periodically as new hazards are identified. Each Code of Safe Practice should be reviewed at least annually by each department.
- ii. When the Code of Safe Practices is updated, workers must be trained and/or alerted by their managers, supervisors, etc. to the new hazard and the new proper safe practice(s) being implemented.
- iii. All Code of Safe Practices may be found in the binder titled “Code of Safe Practices” located at:
 - a. Public Works
 - b. Wastewater Front Desk
 - c. Water Treatment Kitchen/Break Room
 - d. City Hall Break Room
 - e. Fire Department Day Room, Station 12 Captain’s Office
 - f. Police Department Dispatch & Sergeant’s Office
 - g. Parks Main Office
 - h. Library
 - i. Community Center Front Office

5.0 PERIODIC INSPECTIONS

Periodic inspections are designed to ensure that the Code of Safe Practices is being followed and to help identify new or previously unrecognized hazards. Inspection reports will be kept in the Human Resources office and copies will be given to the appropriate managers and supervisors responsible for corrective actions in their area(s).

The contracted safety consulting company will conduct facility inspections annually in the first quarter of each year. Field crews will be inspected periodically (at least twice a year) to determine if proper procedures and the correct personal protective equipment (PPE) is being used. These inspections should be spontaneous with no advance warning given to the crews.

Managers and Supervisors should be conducting inspections as often as possible to ensure safe working conditions at all times.

- i. When a hazard is identified by any person, all personnel exposed to the hazard are to be warned and notified of the hazard and potential danger. This may be done by any supervisor or employee.
- ii. Hazards identified during inspections shall be corrected in a timely manner based on the risk assessment code found later in this section. If a serious hazard cannot be immediately abated without endangering workers and/or property, City of Benicia will remove all exposed workers from the area except those necessary to correct the existing condition.
- iii. Workers correcting any hazardous condition shall be provided with the necessary protection.
- iv. If there is a piece of equipment or a procedure that is immediately dangerous to life and health, the condition is to be corrected immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service (or procedure discontinued).
- v. If any employee fails to follow City of Benicia's safety procedures, the employee's supervisor should:
 - I. Inform the employee of the violation
 - II. Inform or remind the employee of the correct procedure
 - III. Tell the employee to comply and correct the violation(s)
 - IV. Remind the employee of City of Benicia's disciplinary policy.
- vi. All safety violations, hazards and safety concerns will be documented, and a risk assessment code assigned, based on the descriptions given below.
- vii. A supervisor will designate who will fix the hazard and a completion date is to be established and checked off by the supervisor.
- viii. When the problem is fixed, the inspection form (Appendix D) should be signed and dated by the person responsible for the work.

SAFETY RISK ASSESSMENT CODE

The Risk Assessment Code is determined as follows:

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

The correction protocol that is used may include one or more of the following:

- i. Engineering control (i.e. cones, flags, lights, etc...)
- ii. Personal Protective Equipment (PPE)
- iii. Administrative control (i.e. no cell phone use while driving or flagging),
- iv. New safety rule
- v. Employee training

Some Other Required “Safety” Inspection Frequencies Include:

Fire Extinguisher	Monthly
Eye Wash Station	Monthly
Emergency Shower	Monthly
Forklift	Pre-shift
Hazardous Waste Containers	Weekly
Fall Protection Equipment	Semi-annually
Confined Space Equipment	Per Equipment Manufacturer

There may be other required safety inspections depending on what other hazards and equipment exist (DOT, Cranes, etc.).

6.0 INJURY & ILLNESS INVESTIGATIONS AND RECORD KEEPING

6.1 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS

Once an occupational illness, accident, or injury occurs, a report must be completed by the employee and the employee's supervisor immediately. All required and necessary forms may be found In the Human Resources Dept. All applicable forms should be completed in a timely manner and given to Human Resources. The forms that are included in the packet are:

- i. Supervisor's Investigation of Employee Injury Form
- ii. Employee's Report of Job Injury
- iii. Witness to a Job Related Injury
- iv. Employer' Report of Occupational Injury or Illness (5020)
- v. Worker's Compensation Claim Form (DWC1)

In the event of a near miss (non-injury incident), the incident is still to be investigated but not all of the above documentation is required.

6.2 REPORTING TO OSHA

City of Benicia shall report immediately by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment.

Immediately means as soon as practically possible but not longer than 8 hours after a manager or higher knows or with diligent inquiry would have known of the death or serious injury or illness. If City of Benicia can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

A serious injury is defined as: an injury or illness which requires hospitalization for more than 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

Exception: An injury is not reportable if it occurs during a crime (penal code violation), or on a public roadway (vehicle accident). If uncertain whether the accident was a "vehicle accident", notification to Cal/OSHA is advised.

- i. **Employee & Manager/Supervisor Reporting:** Employees are responsible for immediately notifying their Manager or Supervisor of a serious injury or death to any City employee. The Manager or Supervisor will then provide medical attention to the injured employee and as soon as possible and notify the City Human Resource Manager of the situation. Human Resources will call and report the injury or illness to Cal/OSHA. If the Manager or Supervisor is unable to talk with the Human Resources Manager or designee, they are to leave a detailed voice message on their voicemail and then call Cal/OSHA to report the serious injury or fatality at:

Concord
1450 Enea Circle, Suite 525,
Concord 94520
(925) 602-6517
fax (925) 676-0227

- ii. If a contractor is injured, the contractor's employer must notify Cal/OSHA.
- iii. When making notification the reporting party shall include the following information, if available:
 - I. Time and date of accident.
 - II. Employer's name, address and telephone number.
 - III. Name and job title, or badge number of person reporting the accident.
 - IV. Address of site of accident or event.
 - V. Name of person to contact at site of accident.
 - VI. Name and address of injured employee(s).
 - VII. Nature of injury.
 - VIII. Location where injured employee(s) was (were) moved to.
 - IX. List and identity of other law enforcement agencies present at the site of accident.
 - X. Description of accident and whether the accident scene or instrumentality has been altered.

6.3 CAL/OSHA RECORD KEEPING

- i. Whenever an Employer's Report of Occupational Injury or Illness Form 5020 is filed, an entry must be made in the Cal/OSHA Form 300 by Human Resources.
- ii. Human Resources will also complete the Cal/OSHA Form 301.

6.4 SAFETY RECORD KEEPING

Human Resources will keep records of:

- i. Documented safety and health training including:
- ii. Documented accident, injury and illness investigations including the completed form(s).
- iii. Copies of all required injury- and illness-related forms
- iv. Safety Committee meeting minutes.
- v. Disciplinary records.

The Safety Officer/Safety Consultant's office will keep records of:

- i. Inspection reports.
- ii. Training records including toolbox/tailgate meetings (Appendix F). Supervisors are responsible for giving a copy of their tailgate meetings to the Safety Officer/Safety Consultant and HR.
- iii. Safety suggestions (Appendix H).
- iv. Safety Committee meeting minutes.
- v. Accident reports.

6.5 RECORDS RETENTION

The legally mandated minimum records retention durations are given in Appendix E.

7.0 COMMUNICATION

Communication is an important part of the IIPP. City of Benicia management believes the best way to maintain the safety "mind set" is through the following means:

- a. A safety bulletin board for written communication, relevant safety topics, and posted temporary hazards.
- b. Since the employee is often in a better position to spot potential hazards in the work areas we have placed suggestion boxes and forms throughout City of Benicia. Employee input with regard to safety is encouraged. All suggestions will be reviewed at the Safety Committee Meeting with a response given in a timely manner to the person making the suggestion. In the event of an anonymous suggestion, a response will be written and posted on the bulletin board of that area and/or in the safety committee meeting minutes

as posted on the bulletin board of that area, or otherwise made available through the Departmental Safety Coordinator.

- c. Safety posters and signs will be posted in common areas to help remind employees of certain hazards and to protect themselves.
- d. A standing Safety Committee meets on the fourth Thursday of each month at 10:00 AM at Fire Station 11. The Charter for the committee may be found in Appendix B.
- e. Supervisors with field staff shall conduct “toolbox” or “tailgate” safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety.
- f. Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.
- g. Report any injury or near miss (non injury related accident) to the next highest supervisor who will then forward any report to Human Resources.

8.0 TRAINING

Training is the most important part of this program. It is critical that everyone understand their workplace hazards and is trained in:

- i. Safety procedures and policies.
- ii. Procedures to document and record workplace injuries or illnesses
- iii. Employee and management responsibilities towards safety.
- iv. City of Benicia’s disciplinary & reward policies.

Supervisors and/or Safety Coordinators shall receive training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed.

Supervisors and/or Safety Coordinators are responsible for ensuring that those under their direction receive training on general workplace safety as well as on health and safety issues specific to their job.

Training is provided:

- i. To all employees and those given new job assignments for which training has not yet been received.
- ii. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.
- iii. Whenever the employer is made aware of a new or previously unrecognized hazard.

The Training Log for all employees is to be filled out completely, upon the completion of any training. All training logs, including tailgate meetings, should be forwarded to Human Resources.

9.0 ENFORCEMENT AND RECOGNITION

i. Employees who fail to comply with City of Benicia's safety policies and procedures will be subject to disciplinary action, up to and including, termination.

Employees should understand that the actions of managers and supervisors through the disciplinary process are intended to positively redirect their behavior toward the achievement of City of Benicia's goals and objectives.

While management wants to remain as positive as possible, management must properly address the adverse actions of employees and are to follow the discipline procedures as outlined in the City's Policy & Procedure manual and/or as outlined in the employee's Memorandum of Understanding (MOU).

ii. employees to contribute the City safety programs, by reporting unsafe conditions, suggesting safety improvements, suggesting policy updates, etc. will be recognized by the safety committee with a certificate of appreciation.

APPENDIX A

JOB SAFETY ANALYSIS FORM

JOB SAFETY ANALYSIS FORM

	Job: Example	Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor: Analysis by:
Department:	Division/section:	Reviewed by:
Required personal protective equipment:	Required material safety data sheets:	Approved by:
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURE
Break the job down into its basic steps, e.g. what is done first, what is done next, and so on. You can do this by 1) observing the job, 2) discussing it with a knowledgeable person, 3) drawing on your knowledge of the job, or 4) a combination of the three. Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.	For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by, 1) observing the job, 2) discussing it with a knowledgeable person, 3) recalling past accidents, or 4) a combination of the three. Ask yourself, can the person be struck by or contacted by anything; can the person strike against or come in contact with anything; can the person be caught in, on or between anything; can the person fall, can the person overexert, does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?	For each potential accident or hazard, ask yourself how the person should do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by, 1) observing the job for leads, 2) discussing precautions with a knowledgeable person, 3) drawing on your personal experience, or 4) a combination of all three. Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.

JOB SAFETY ANALYSIS FORM

	Job:	Date:
JOB SAFETY ANALYSIS FORM	Title of Person who does Job:	Title of Supervisor:
Department:	Division/section:	Analysis by:
Required personal protective equipment:	Required material safety data sheets:	Reviewed by:
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURE

APPENDIX B
SAFETY COMMITTEE CHARTER

Committee Name	Sponsor	Team Leader	Team Members
City of Benicia Safety Committee	Human Resources	Sharon Williams	Safety Coordinators as identified in the Injury and Illness Prevention Program
Meeting Times/Location:	The fourth Thursday of each month at 10:00 AM at Fire Station 11		
Purpose	<p>To help insure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in:</p> <ul style="list-style-type: none"> ▪ Monthly safety committee meetings per CCR, 8 3203, (c) et. al. ▪ Review quarterly safety inspections to help identify and correct hazards ▪ Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence ▪ Communication between employees and management ▪ Schedule and review employee safety training 		
Scope/Authority	<ul style="list-style-type: none"> ▪ Provide advice and input to individual departments on safety matters ▪ Ensure that all employees are provided with a safe and healthy workplace ▪ Identify and discontinue unsafe practices and/or use of unsafe equipment ▪ Schedule required safety training ▪ Recommend corrective actions to address safety hazards ▪ Serve as communications conduit between employees and management on safety concerns 		
Success Criteria	<ul style="list-style-type: none"> ▪ Compliance with safety regulations and receive no OSHA citations. ▪ Provide regularly scheduled employee safety training ▪ Fewer accidents and injuries ▪ Establishment of required safety programs ▪ Improved feedback regarding employees' sense of safety and well-being 		
Decision-Making Process	<ul style="list-style-type: none"> ▪ Strive for consensus; majority vote by area safety coordinators present to pass on recommendations or take action. Roberts Rules of Order will be loosely followed. 		
Product(s)	<ul style="list-style-type: none"> ▪ Develop written safety programs in compliance with CCR, 8. ▪ Provide safety training and recordkeeping ▪ Produce quarterly periodic inspections reports ▪ Respond to employee safety concerns and/or suggestions 		
Decision Communication	<ul style="list-style-type: none"> ▪ Agenda and minutes of meetings to members and posted at employee worksites ▪ Use of internal and external communication tools to disseminate major actions 		
Evaluation	<ul style="list-style-type: none"> ▪ Annual review by the Safety Committee and Management on committee effectiveness. 		

APPENDIX C

INSPECTION AND CORRECTION FORM

City of Benicia

Safety Inspection & Corrective Action Documentation

DATE:

Inspection conducted by:

The following are violations of Cal/OSHA regulations, California Fire Code, California Building code, other standards, or are hazardous conditions that may cause injury or illness to employees at the City of Benicia, or possibly cause negative environmental impact, or interrupt the City of Benicia's ability to do business. These conditions require corrective action to ensure a safe and healthful workplace for employees and employer.

Findings which may not be directly traceable to an enforceable code or regulation are given in italics. Note that failure to abate these hazards may still put the City of Benicia at risk of injury and/or loss, civil litigation, citation under the General Duty Clause (California Labor Code Section 6400), or other action.

For explanation of Risk Assessment Codes see the last page.

Item #	Finding	Risk Rating	Assigned To Or Work Order Number	Date Fixed	Initials

The following items were previously identified and still need to be resolved.

Item #	Finding	Risk Rating	Assigned To Or Work Order Number	Date Fixed	Initials

Please initial and date corrections as they are completed.

Risk Assessment Class

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria).

APPENDIX D

RECORDS RETENTION REQUIREMENTS

RECORDS RETENTION REQUIREMENTS

Record	Minimum Retention (yrs)	Code citation
Workplace inspections	1	8CCR3203(b)(1)
Training records (See below for exceptions)	1	8CCR3203(b)(2)
Safety committee meeting records	1	8CCR3203(c)(2)
Accident investigation records	None	
OSHA300, 300A, 301	5	8CCR14300.33
Employee medical records	Termination of employment + 30 yrs	8CCR3204(d)(1)(A)
Employee exposure records (Includes all workplace monitoring data, MSDSs, Chemical inventories)	“At least” 30 yrs	8CCR3204(d)(1)(B)
Bloodborne Pathogens Training	3	8CCR5193(h)(2)(B)
Sharps injury log	5	8CCR5193(h)(3)
Hazwaste manifest receipts	3	HSC25160.2(b)(3)&(4)
Asbestos training records	Termination of employment + 1 year	8CCR1529(n)(4)
Notification of identification, location and quantity of asbestos	Duration of ownership of building; must be transferred to new owner	8CCR1529(n)(6)
Noise exposure measurements	2	8CCR5100(d)(1)
Audiometric test records	Duration of employment	8CCR5100(d)(2)
Maintenance of fire extinguishing systems	5	19CCR904.1(b)
Fire Alarm systems acceptance tests & as-builts	Life of system	NFPA 72, 7-5.1
Fire Alarm systems annual maintenance, inspection & testing	1 year past next test (e.g., 2 years)	NFPA 72, 7-5.2.1
Fire Sprinkler Maintenance & Service Reports	5 yrs	19 CCR 904.1 & 904.2
Fire Sprinkler Maintenance & Service Reports	1 year past next test (e.g., 2 years)	NFPA 25, 4.3.5
Reports of testing on mechanical ventilation systems such as fume hoods	5 yrs	8 CCR 5143
Reports of testing on HVAC systems for building ventilation	5 yrs	8 CCR 5142(b)(2)

APPENDIX E
TOOLBOX MEETING RECORD

APPENDIX F
MASTER AGENDA

City of Benicia
Safety Committee Agenda
DATE
TIME

**A
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- ▶ Approval of Minutes
- ▶ Action Items
- ▶ Safety Program Development Update
 - 1.
 - 2.
 - 3.
- ▶ Employee Safety Training
 1. Conducted:
 2. Conducted:
 3. Upcoming:
 4. Upcoming:
- ▶ Accident/Near Misses Report and Corrective Actions
- ▶ Periodic Inspection Corrective Action Status
- ▶ Employee Safety Suggestions/Hazard Reports
- ▶ Recognition of Employees Who Contribute to the Safety Program
- ▶ Open Discussion/Safety Suggestions

- ▶ Next Meeting:

APPENDIX G
SAFETY SUGGESTION FORM

City of Benicia
Safety Suggestion Form

This form is for use by employees who wish to make suggestions or report an unsafe condition or practice.

Area of Unsafe Condition or Action: _____

What Unsafe Condition or Action Did You See?: _____

What Do You Think Might Have Caused This?: _____

How Would You Suggest Improving Safety?: _____

Has This Been Reported to the Safety Coordinator? _____

Name (optional): _____ Date: _____

THE CITY OF BENICIA ENCOURAGES EMPLOYEES TO PARTICIPATE IN COMMUNICATIONS INVOLVING SAFETY.

THE CITY OF BENICIA WILL INVESTIGATE EVERY SUGGESTION AND ADVISE THE EMPLOYEE OF THE RESPONSE IN A TIMELY MANNER.

Anonymous Suggestions: A response will be written and provided in the safety committee meeting minutes as posted on the safety bulletin board, posted on the City's website, or made available through the area safety coordinator

APPENDIX H
FIRE PREVENTION AND PREPAREDNESS CHECKLIST

Are all doors, passageways or stairways that are neither exits nor a way to an exit, and so located or arranged as to be easily mistaken for an exit, identified by a sign reading "Not An Exit"?

Are fire extinguishers inspected and documented on the tag on a monthly basis within each department? Discharged, damaged or improper fire extinguishers must be removed from the area and replaced with fully charged fire extinguishers of the proper type.

- a) Extinguisher correct for hazard?
- b) Pin is in place?
- c) Plastic tab (seal) in place and secured to pin?
- d) Fully charged (Gauge is in green zone)

Is the distance of travel to a fire extinguisher for Class A (Wood, Paper) fires within 75 feet?

Is the distance of travel to a fire extinguisher for a Class B (Burning Liquids) fires within 50 feet?

Are the handles of portable fire extinguishers no more than 5 feet above the ground when mounted to the wall?

APPENDIX J
EMERGENCY PREVENTION AND PREPAREDNESS CHECKLIST

AGENDA ITEM
CITY COUNCIL MEETING DATE - NOVEMBER 15, 2011
CONSENT CALENDAR

DATE : November 4, 2011

TO : City Council

FROM : City Attorney

SUBJECT : **APPOINTING AN ALTERNATIVE REPRESENTATIVE TO THE ABAG PLAN JOINT POWERS AUTHORITY**

RECOMMENDATION:

Adopt the resolution changing the alternate representative to ABAG PLAN Joint Powers Authority.

EXECUTIVE SUMMARY:

The City is a member of the ABAG PLAN Joint Powers Authority for insurance purposes. As such, the City is required to have a representative and alternate representative to the ABAG PLAN board. The Finance Director is currently designated as the alternate representative. With the upcoming retirement of the Finance Director, a new alternate needs to be named. It is recommended that the Administrative Services Director be appointed as the alternate representative.

BUDGET INFORMATION:

There is no fiscal impact for changing our representatives.

STRATEGIC PLAN:

Strategic Issue 3: Strengthening Economic and Fiscal Conditions

BACKGROUND:

The City is a member of the ABAG PLAN Joint Powers Authority. ABAG PLAN provides claims and litigation management and insurance services for the City. The City Attorney is the designated representative. The Finance Director is designated as the alternate representative. Due to the upcoming retirement of the Finance Director, it is recommended that the Administrative Services Director be appointed the alternate representative.

Attachment:

- Resolution

RESOLUTION NO. 11-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA CONFIRMING THE MAYOR'S APPOINTMENT OF THE ADMINISTRATIVE SERVICES DIRECTOR AS THE ALTERNATE TO THE ABAG PLAN BOARD OF DIRECTORS

WHEREAS, in 1986 the City of Benicia entered into an agreement with the Association of Bay Area Governments for liability risk coverage; and

WHEREAS, said agreement created a joint risk sharing insurance program called ABAG PLAN; and

WHEREAS, said agreement required the City to appoint a director and alternate to the ABAG PLAN Board of Directors; and

WHEREAS, by Resolution No. 03-111 the City Attorney was appointed as the City's representative to the ABAG PLAN Board of Directors; and

WHEREAS, by Resolution No. 04-11 the Finance Director was appointed as the City's alternate representative to the ABAG PLAN Board of Directors; and

WHEREAS, the appointment of the alternative representative need to be updated.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Benicia that the appointment of the Administrative Services Director as the alternate to the ABAG PLAN Board of Directors by the Mayor is hereby confirmed and the alternate appointment in Resolution No. 04-11 is hereby superceded.

The above Resolution was approved by roll call by the City Council of the City of Benicia at a regular meeting of said Council held on the 15th day of November, 2011 and adopted by the following vote:

Ayes:
Noes:
Absent:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

AGENDA ITEM
CITY COUNCIL MEETING DATE - NOVEMBER 15, 2011
CONSENT CALENDAR

DATE : November 7, 2011

TO : City Manager

FROM : Administrative Services Director

SUBJECT : **APPROVAL OF A CONTRACT AMENDMENT FOR RENNE SLOAN HOLTZMAN SAKAI, LLP**

RECOMMENDATION:

Adopt a resolution approving a contract amendment with Renne Sloan Holtzman Sakai, LLP, and authorizing the City Manager to execute the contract amendment on behalf of the City.

EXECUTIVE SUMMARY:

On May 1, 2010, the City entered into an agreement with Renne Sloan Holtzman Sakai, LLP (RSHS) for personnel and labor relations activities. The contract is now being amended to allow for ongoing human resource and labor relations advice and counsel. The expertise and staffing resources required for these services does not exist in-house.

STRATEGIC PLAN:

N/A

BUDGET INFORMATION:

This amendment provides for up to an additional \$50,000 in consulting services. Funds from General Fund, Water Fund and Wastewater Fund accounts will be utilized for these costs. Specifically, 19% of the costs, or \$9,500 will be charged to the Water and Wastewater Funds, and the remaining 81% or \$40,500 will come from the General Fund via a budget adjustment loaning funds from the Intermodal Fund. The loan will be paid back from any excess revenues or savings realized in the adopted FY 11-13 Budget as part of the City Council's fiscal stabilization plan that will be developed prior to the completion of the current fiscal year.

Is this a request for outside consultant Yes No

The expertise and staffing resources required for these services do not exist in-house. The work performed by the firm to date has clearly demonstrated the expertise that is necessary to effectively provide the needed human resource services.

SUMMARY:

Renne Sloan Holtzman Sakai LLP has been providing labor relations and personnel related services for the City since May 1, 2010. The City continues to require the firm's services in order to bring closure to the recently concluded round of negotiations, as well as to provide ongoing human resource services.

Specifically, recently passed legislation, AB 646 (Atkins) provides for non-binding fact-finding if the parties are unable to reach agreement on a successor MOU. This legislation becomes effective January 1, 2012, and so the City, with the assistance of Renne Sloan Holtzman Sakai, is beginning a review of the City's MOUs, rules and practices as they relate to requirements of AB 646. Following this review, staff will be working on developing recommendations for Council's consideration relative to proactive methods for conforming to AB 646 requirements.

Attachments:

- Proposed Resolution
- Contract Amendment

RESOLUTION NO. 11-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING THE CONTRACT AMENDMENT IN THE AMOUNT OF \$50,000 WITH RENNE SLOAN HOLTZMAN SAKAI, LLP, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY

WHEREAS, a professional consulting firm is needed to provide labor relations and human resource services for the City Manager's Office; and

WHEREAS, Renne Sloan Holtzman Sakai, LLP has demonstrated the expertise necessary to provide the required services for the City of Benicia; and

WHEREAS, funds from General Fund, Water Fund and Wastewater Fund accounts will be utilized for these costs, with the General Fund amount of \$40,500 via a budget adjustment loaning funds from the Intermodal Fund that will be paid back from any excess revenues or savings realized in the adopted FY 11-13 Budget.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia approves the contract amendment in the amount of \$50,000 with Renne Sloan Holtzman Sakai, LLP.

BE IT FURTHER RESOLVED THAT the City Council of the City of Benicia authorizes the City Manager to execute 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 15th day of November, 2011 and adopted by the following vote:

Ayes:

Noes:

Absent:

Elizabeth Patterson, Mayor

ATTEST:

Lisa Wolfe, City Clerk

CONTRACT AMENDMENT

AMENDMENT TO AGREEMENT

This Amendment of the Agreement, entered into this ____ day of November, 2011, by and between the City of Benicia, a municipal corporation ("CITY") and Renne Sloan Holtzman Sakai, LLP, a limited liability partnership with its primary office located at 350 Sansome Street, Suite 300, San Francisco, CA 94194 (herein "CONSULTANT"), is made with reference to the following:

RECITALS:

A. On May 1, 2010, an agreement was entered into by and between CITY and CONSULTANT. ("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 3 (a) of the Agreement is modified to read as follows: Compensation. The total cost for services provided by CONSULTANT shall not exceed \$325,500.
2. Paragraph 1 of the Scope of Work is modified to read as follows: Firm will provide any and all requested or required services in support of labor relations activities of the CITY. Dania Torres Wong will be the lead associate from the firm, although other associates from the firm may be utilized at the City Manager's discretion. Services provided by CONSULTANT may also include HR consulting services for personnel related activities, including but not limited to recruitments, workers compensation, benefits administration, and employee relations.
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.

Renne Sloan Holtzman Sakai, LLP

City of Benicia,
A Municipal Corporation

By _____
Charles Sakai, Managing Partner

By _____ Date: _____
Brad Kilger, City Manager

RECOMMENDED FOR APPROVAL:

Anne Cardwell, Administrative Services Director

APPROVED AS TO FORM:

Heather McLaughlin, City Attorney

AGENDA ITEM
CITY COUNCIL MEETING DATE - NOVEMBER 15, 2011
BUSINESS ITEMS

DATE : November 4, 2011

TO : City Council

FROM : City Manager

SUBJECT : **CONSIDER APPOINTMENT OF A CITY COUNCIL MEMBER TO THE CLIMATE ACTION PLAN (CAP) COORDINATOR INTERVIEW PANEL**

RECOMMENDATION:

Consider the appointment of a City Council member to sit on the interview panel for the CAP Coordinator and adopt a resolution making the appointment if desired.

EXECUTIVE SUMMARY:

At the October 4, 2011 City Council meeting, there was a recommendation to add a council member to the interview panel for the CAP Coordinator. If City Council would like to include a member on the interview panel, a formal recommendation and appointment will need to be made.

BUDGET INFORMATION:

There is no impact on the budget.

BACKGROUND:

At its October 4, 2011 meeting, the City Council adopted Resolution No. 11-123, approving the Request for Proposals (RFP) for a Climate Action Plan Coordinator. During the discussion on this item, there was a recommendation to include a Council Member on the interview panel, however, this recommendation was not formalized in the resolution, and no Council Member was appointed.

Due to the aggressive schedule of making a final recommendation to the City Council by the end of 2011, interviews are scheduled for Wednesday, November 16th. This deadline allows the Community Sustainability Commission to review information at its December 5th meeting, and make a recommendation to the City Council on December 20th.

Attachments:

- Proposed Resolution
- City Council Minutes – October 4, 2011
- Resolution No. 11-123

RESOLUTION NO. 11-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPOINTING A COUNCIL MEMBER TO THE CLIMATE ACTION PLAN COORDINATOR INTERVIEW PANEL

WHEREAS, at its October 4, 2011 meeting, the City Council reviewed the RFP for the Climate Action Plan (CAP) Coordinator and authorized staff to release the document; and

WHEREAS, the City Council confirmed that the Chair and Vice Chair of the Community Sustainability Commission are authorized to work with staff to interview candidates and identify a preferred candidate for review and recommendation of the full Commission and consideration by the City Manager and award of contract by the City Council; and

WHEREAS, there was a recommendation to add a Council Member to the interview panel; and

WHEREAS, at its November 15, 2011 meeting, the City Council considered the addition of a Council Member to the CAP Coordinator Interview Panel.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Benicia that the Mayor's appointment of Council Member _____ to be on the interview panel for the Climate Action Plan Coordinator is hereby confirmed.

* * * * *

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 on the 15th day of November, 2011.

Ayes:

Noes:

Absent:

Abstain:

Elizabeth Patterson, Mayor

Attest:

Lisa Wolfe, City Clerk

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

E. ACCEPT THE QUIT CLAIM DEED FROM THE COUNTY FOR LAND ADJACENT TO THE CITY CEMETERY

RESOLUTION 11-122 - A RESOLUTION ACCEPTING A QUIT CLAIM DEED FROM THE COUNTY FOR ASSESSORS PARCEL NUMBER 0087-021-170 ADJACENT TO THE BENICIA CITY CEMETERY AND AUTHORIZING THE CITY CLERK TO RECORD THE QUITCLAIM DEED

Council Member Campbell and Staff discussed the location of the land.

Public Comment:

None

On motion of Council Member Hughes, seconded by Council Member Campbell, Council adopted the Resolution, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, loakimedes

Noes: (None)

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

VIII. BUSINESS ITEMS:

A. CLIMATE ACTION PLAN COORDINATOR REQUEST FOR PROPOSALS

RESOLUTION 11-123 - A RESOLUTION APPROVING THE REQUEST FOR PROPOSAL (RFP) FOR A CLIMATE ACTION PLAN COORDINATOR

Council discussed the additional information provided tonight, and concluded it was not substantial enough to continue the item.

Charlie Knox, Public Works & Community Development Director, reviewed the staff report, and the proposed changes (per the handout).

Mayor Patterson and Staff discussed changing the language to reflect measurable deliverables, and/or accomplishments.

Council Member loakimedes and Staff discussed the issue of the consultant looking for grant money to extend their contract while they are working under contract.

Vice Mayor Schwartzman and Staff discussed the issue of administrative support

for the Community Sustainability Commission, inserting language regarding experience.

Council Member Campbell and Staff discussed the issue of a job description, and the issue of freeing up staff time.

Mayor Patterson stressed the need for the person to have demonstrable experience working with federal and state governmental organizations.

Vice Mayor Schwartzman and Staff discussed the issue of the position's salary.

Council Member Hughes and Staff discussed the issues of the selection factors, and the need for some assurance that the money is being well spent (need quantifiable reporting).

Council Member Campbell and Staff discussed the issue of the interviewing committee (he would like an ex officio Council Member on the committee).

Vice Mayor Schwartzman and Staff discussed the issue of tracking the amount of staff time that has been used so far, and how much staff time diminishes after the contract begins. They also discussed the issue of travel/distance for the contractor.

Public Comment:

1. Dennis Lowry - Mr. Lowry spoke in opposition to the proposed Resolution.
2. Kathy Kerridge - Ms. Kerridge discussed the issue of the scope of the contract (it needs to be more clear).
3. Mr. Kilger discussed language that should be added to make the scope more clear. It should state that the City wants the coordinator to work on a refined scope of work, by developing something more general in terms of how they might approach the task, vs. a detailed description of all project tasks.
4. Constance Beutel - Dr. Beutel spoke in support of the proposed resolution.

Mayor Patterson suggested moving forward with the amended version (submitted as handout), as well as the language change suggested by Mr. Kilger, as well as the addition of a council member on the interview panel.

Council Member Ioakimedes discussed the issue of the money being spent by the commission on this item, when employees are being asked to take pay cuts (recognizing that the money the commission has must be spent on very specific items).

Mayor Patterson discussed the positive impact this would have on economic growth.

Vice Mayor Schwartzman discussed the general fund savings that this could provide.

Council Member Hughes discussed the need to address energy conservation through education and awareness, as opposed to legislative mandates.

Mayor Patterson clarified the motion was to approve the amended Resolution, including additional staff-recommended resolution changes, based on Council direction, with the addition of a council member added to the interview panel.

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

Ayes: Patterson, Schwartzman, Campbell, Hughes, loakimedes

Noes: (None)

B. REQUEST FOR ITEM ON COUNCIL AGENDA:

Request to agendize discussion of providing enhanced public information relative to employee compensation, for example, developing a “glossary” and general cost information, by MOU, that would be available on the City’s website.

Mayor Patterson read the agenda item.

Public Comment:

1. Dan Smith - Mr. Smith spoke in support of agendizing the proposed item.

On motion of Council Member Campbell, seconded by Council Member Hughes, Council approved placing the item on a future agenda, on roll call by the following vote:

Ayes: Patterson, Schwartzman, Campbell, Hughes, loakimedes

Noes: (None)

IX. ADJOURNMENT:

Mayor Patterson adjourned the meeting at 9:04 p.m.

Lisa Wolfe, City Clerk

RESOLUTION NO. 11-123

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING THE REQUEST FOR PROPOSAL (RFP) FOR A CLIMATE ACTION PLAN COORDINATOR

WHEREAS, a qualified consultant is needed to support the City in implementing the Climate Action Plan (CAP); and

WHEREAS, the proposed Climate Action Plan Coordinator is a two-year contract position; and

WHEREAS, at its May 16, 2011 meeting, the Community Sustainability Commission recommended hiring a qualified consultant for this position, with Commission administrative support responsibility continuing to be provided by staff; and

WHEREAS, at its August 16, 2011 meeting, the City Council authorized allocation of \$150,000 in Valero/Good Neighbor Steering Committee funds for a two-year contract Climate Action Plan Coordinator; and

WHEREAS, at its August 16, 2011 meeting, the City Council requested that the RFP for the Climate Action Plan Coordinator be brought before Council for review and comment prior to it being released.

NOW, THEREFORE, BE IT RESOLVED that the City Council has reviewed the RFP for the Climate Action Plan Coordinator and authorizes staff to release the document.

BE IT FURTHER RESOLVED that the City Council confirms that Chair and Vice Chair of Community Sustainability Commission are authorized to work with staff to interview candidates and identify a preferred candidate for review and recommendation of the full Commission and consideration by the City Manager and award of contract by the City Council.

* * * * *

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 on the 4th day of October, 2011.

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

Noes: **None**

Absent: **None**

Abstain: **None**



Elizabeth Patterson, Mayor

Attest:



Lisa Wolfe, City Clerk

AGENDA ITEM
CITY COUNCIL MEETING DATE - NOVEMBER 15, 2011
BUSINESS ITEMS

DATE : November 7, 2011

TO : City Manager

FROM : Administrative Services Director

SUBJECT : **DISCUSSION OF PROVIDING ENHANCED PUBLIC INFORMATION
RELATIVE TO MEMORANDUMS OF UNDERSTANDING WITH
EMPLOYEE GROUPS**

RECOMMENDATION:

Discuss Council Member Ioakimedes' request for enhanced public information relative to employee compensation, for example, developing a "glossary" and general cost information on the various employee group Memorandums of Understanding (MOU).

EXECUTIVE SUMMARY:

On October 4, 2011, Council Member Ioakimedes requested that the Council consider agendaing a discussion regarding providing additional information to the public relative to employee compensation, specifically as it relates to information contained in the various employee group MOUs.

STRATEGIC PLAN:

Relevant Strategic Plan Goals and Strategies:
Strategic Issue #3: Strengthening Economic and Fiscal Conditions

BUDGET INFORMATION:

N/A

SUMMARY:

At the October 4th City Council meeting, Council Member Ioakimedes initiated the Council's "two-step process" by requesting that the Council consider agendaing a discussion on providing additional information to the public relative to employee compensation. The Council unanimously agreed to agendaize such a discussion, and thus the second step is scheduled for the November 15th Council meeting.

Specifically, Council Member Ioakimedes noted that the various employee MOUs with the City would be more "user-friendly" if they contained additional information to help the reader navigate the document. He suggested that a

“glossary” that defines commonly used terms in the MOUs, as well as a financial analysis with costing information for any provisions in the MOU that result in a cost to the City.

Council Member Ioakimedes' request comes at a time when public agencies, including the City of Benicia, are just beginning to try and understand and respond to the recently passed legislation, AB 646 (Atkins), which changes the negotiations process and provides for non-binding fact-finding if the parties are unable to reach agreement on a successor MOU. Specifically, AB 646 appears to address some of the same elements related to reviewing and providing information to the public on total compensation and City's finances that Council Member Ioakimedes is identifying as part of his request.

AB 646 becomes effective January 1, 2012, and so with its recent passage, the City is beginning a review its rules and practices as they relate to requirements of AB 646. Staff will be coming back to Council with recommendations relative to proactive methods for conforming to these requirements, along with any direction provided by the Council relative to Council Member Ioakimedes' request.

APPENDIX A: COUNCIL MEMBER REQUESTED AGENDA ITEM

Requested by: Elizabeth Patterson

Desired Initial Council Meeting Date: November 15, 2011

Desired Date for Second Step or Policy Calendar Review: ASAP

Deadline for Action, if any: before next deployment of police officers to another jurisdiction.

Problem/Issue/Idea Name: Solano County Mobile Field Force

Description of Problem/Issue/Idea:

Two issues should be discussed and future direction determined. It is necessary to agendize this in a timely manner because of current events which may require Benicia participation.

1. To what extent should the council be informed about city employees being deployed to other jurisdictions. This is a need to know policy discussion. To what extent were there be any reason for council authorization? Future agenda item would provide examples of other jurisdictions’ policies, and standards of procedure.
2. To what extent should council consider criteria for participation in the Solano County Mobile Field Force. For instance, what is each of the participating city departments (Police and Fire, others?) existing criteria for responding to requests: distance, number of employees, length of commitment, nature of commitment, source of reimbursement (federal homeland security funds or FEMA or other), incident requiring response (fire, riots, trials, funerals, general strikes and other) liability, and history.

The council and public may have other questions that could be addressed for this agenda item.

COUNCIL DIRECTION

- No Further Action
- Schedule for Second Step on _____
- Schedule for Policy Calendar Review on _____
- Refer to: Staff _____
 Commission _____
 Board _____
 Committee _____

Date Due: _____

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 8, 2011
TO : Mayor Patterson
FROM : City Manager
SUBJECT : **MAYORS' COMMITTEE MEETING**

The following information is provided for your committee report at the November 15, 2011 City Council meeting.

The Mayors' Committee meetings are held on the third Wednesday of each month at 6:30 pm. The Mayors' Conference was held on October 19th at The Point Restaurant in Rio Vista. The meetings of November 16th and December 21st have been cancelled. A Holiday Party and committee meeting will be held on December 7, 2011 the location will be announced later.

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : October 31, 2011

TO : Mayor Patterson
Vice Mayor Schwartzman

FROM : City Attorney

SUBJECT : **ABAG COMMITTEE MEETING**

The following information is provided for your committee report at the November 15, 2011 council meeting:

- The Fall Assembly was held on October 13, 2011 at the Westin St. Francis Hotel in San Francisco.
- The topic of the Fall Assembly was "Greening Our Communities: Healthy People, Healthy Bay, Healthy Economy."
- A summary of the conference or highlights of the 2011 Fall General Assembly are not yet available.

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 8, 2011

TO : Vice Mayor Schwartzman
Council Member Campbell

FROM : Finance Director

SUBJECT : **FINANCE COMMITTEE REPORT**

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

The Finance Committee held a meeting on October 28, 2011. The draft minutes are attached for your review. The next meeting will be held on November 18, 2011 due to the Thanksgiving Holidays.

Attachment:

- The draft minutes of October 28, 2011

FINANCE COMMITTEE
****DRAFT** REGULAR MEETING MINUTES**
COMMISSION ROOM
OCTOBER 28, 2011 - 8:00AM

1. Call to Order at 8:04 AM

Attended by Chairperson Dennis Lowry, Vice Chairperson Lee Wines, Board Members: Chris Carvalho, Michael Clarke, Larry Grossman; Council Members Tom Campbell, Alan Schwartzman; Treasurer Teri Davena; Staff present: City Manager, Brad Kilger; Asst. Finance Director Abigail Urrutia; Member of the public present: Dan Miceli, JB Davis, and Bob Langston, H.R. Autz, John Ash. Absent: Finance Director Robert Sousa

2. Notice to the Public advised by Chair Lowry.

3. Approval of Agenda.

Approved by consensus.

4. Approval of Minutes from the meeting held on September 23, 2011

Approved by consensus.

5. Review Monthly Warrant Register for September 30, 2011

The committee members questioned approximately 7 claims.

Approved by consensus.

6. Review Monthly Financial Report for June 30, 2011 and September 30, 2011

Discussion ensued on the financial report that Chair Lowry amended for the June 30, 2011. The report is a tool for the committee to review as a basis for future budget formulation. It was agreed that the financial report is complex and requires a considerable amount of time for the chair to modify the report.

A motion was presented that a summary one-page report should be presented to the committee within a two-month period. Members discussed the time line and instead came up with an amended motion. The amended motion as presented: The Finance Committee highly recommends that the city should pursue a goal of a summary financial statement as soon as possible. The amended motion was approved by consensus.

7. Discussion with City's Independent Auditors

Katherine Yuen, shareholder from Maze and Associates, the City's auditors made a presentation to the committee on the required communication from auditors to the City. She discussed the audit scope, timing, management representations and fraud considerations. Preliminary audit work was in July and the fieldwork will continue in November for two weeks, with federal grant audit in December and January. Any issues or concerns the Finance Committee have are welcomed by the auditors at any time.

The City's investment report was presented to the committee. It was noted that more funds are in the LAIF investment with a low investment yield. At present time, only a minimal amount is in LAIF.

Approved by consensus and will be forwarded to City Council.

8. Review Long Range Calendar

Next scheduled meeting will be November 18, 2011.

9. Public Comment

Dan Miceli questioned the Marina issue that was brought up at the last committee meeting. City Manager Kilger has informed the group that an analysis is being done by the City Attorney and the Council will be briefed first on the status of the Marina findings. Staff has been working on the Marina issues and does not concur with Mr. Ash's assertions.

10. Adjournment at 10:07 AM.

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 8, 2011

TO : Mayor Patterson
Vice Mayor Schwartzman

FROM : City Manager

SUBJECT : **LEAGUE OF CALIFORNIA CITIES**

The following information is provided for your committee report at the November 15, 2011 City Council meeting.

The League of California Legislative Briefings will be held on November 15 & 16, 2011. There are no meetings or events scheduled for the Northbay Division.

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 8, 2011

TO : Council Member Ioakimedes
Council Member Hughes

FROM : City Manager

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

The following information is provided for your committee report at the November 15, 2011 City Council meeting.

This committee meets quarterly in the Benicia Unified School District meeting room. The next meeting is scheduled for December 15, 2011 and the agenda for that meeting is not currently available.

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 2, 2011

TO : Mayor Patterson
Vice Mayor Campbell

FROM : City Manager

SUBJECT : **SKY VALLEY OPEN SPACE COMMITTEE**

The following information is provided for your committee report at the November 15, 2011 Council meeting.

The scheduled meeting of Wednesday, November 2, 2011 was cancelled due to lack of activity to report or act upon.

The next scheduled meeting has yet to be determined.

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 1, 2011

TO : Mayor Patterson
Council Member Campbell

FROM : City Manager

SUBJECT : **SOLANO EDC BOARD OF DIRECTORS**

The following information is provided for your committee report at the November 15, 2011 Council meeting.

The last Board of Directors meeting was held on Thursday, October 20, 2011. The agenda for that meeting is attached. The minutes are not yet available.

The next Board of Directors meeting is scheduled for Thursday, November 17, 2011 at 9:00 am at Jelly Belly Candy Company. The agenda for that meeting is not yet available.

Attachment:

- October 20, 2011 Meeting Agenda

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 8, 2011

TO : Mayor Patterson
Council Member Ioakimedes

FROM : Director of Public Works and Community Development

SUBJECT : **SOLANO TRANSPORTATION AUTHORITY**

The following information is provided for your committee report at the November 15, 2011 City Council meeting.

On November 9, 2011 the STA's 14th Annual Awards was held in Fairfield.

STA Board meetings are held in the Suisun City Hall Council Chambers. The next scheduled meeting of the STA Board is December 14, 2011 and the agenda for that meeting is not currently available.

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 2, 2011

TO : Mayor Patterson
Vice Mayor Schwartzman

FROM : Director of Public Works and Community Development

SUBJECT : **SOLANO COUNTY WATER AGENCY**

The following information is provided for your committee report at the November 15, 2011 City Council meeting.

The Solano County Water Agency (SCWA) Board of Directors meeting scheduled for November 10, 2011 has been cancelled.

The next meeting is scheduled for December 8, 2011 and the agenda for that meeting is not currently available. The SCWA also has a Delta Committee that typically meets each month directly before the regular SCWA meeting.

Attachments:

- SCWA Cancellation Notice

SOLANO COUNTY WATER AGENCY



ATTENTION!!

BOARD MEETING CANCELATION NOTICE!

The Solano County Water Agency's November 10 Board of Directors meeting has been **canceled**.

Our next Board meeting will be taking place on Thursday, December 8 at the new Solano County Water Agency Board Room at 7:00 pm.

Our next Executive Committee meeting will be taking place on Wednesday, November 30 at 6:00 pm via conference call.

November.BOD.Cancellation.Notice.doc

810 Vaca Valley Parkway, Suite 203
Vacaville, CA 95688
Phone (707) 451-6090 • FAX (707) 451-6099
www.scwa2.com



VIII.D.9.3

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 2, 2011

TO : Council Member Hughes
Council Member Ioakimedes

FROM : Director of Public Works and Community Development

SUBJECT : **TRAFFIC, PEDESTRIAN AND BICYCLE SAFETY (TPBS) COMMITTEE**

The following is provided for your committee report at the November 15, 2011 Council meeting.

In January, the Traffic, Pedestrian, Bicycle & Safety Committee will be hosting the first meeting of the Safe Routes to School Task Force. The Task Force will oversee the update to the citywide Safe Routes to School Plan and audits at two Benicia schools. The Solano Transportation Authority, which is providing the funding, has hired Alta Planning & Designs from Berkeley to perform the work.

The next regularly scheduled meeting would normally be set for Thursday, January 19, 2012; however, it may be rescheduled to coincide with the task force meeting.

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 2, 2011

TO : Mayor Patterson
Vice Mayor Campbell

FROM : City Manager

SUBJECT : **TRI-CITY AND COUNTY COOPERATIVE PLANNING GROUP**

The following information is provided for your committee report at the November 15, 2011 Council meeting.

The Tri City and County Cooperative Planning Group last met on Monday, September 12, 2011. An update from that meeting was provided in the September 20, 2011 committee report to the Council.

No meetings have occurred since then.

The next regular meeting of the Tri City and County Cooperative Planning Group will be held on Monday, December 12, 2011. Location to be determined.

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 8, 2011
TO : Council Member Hughes
FROM : City Manager
SUBJECT : **VALERO COMMUNITY ADVISORY PANEL (CAP)**

The following information is provided for your committee report at the November 15, 2011 Council meeting.

The CAP meets quarterly at 6:30 p.m. at the refinery at 610 Industrial Way. The next meeting is scheduled for December 14, 2011.

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORT

DATE : November 1, 2011

TO : Mayor Elizabeth Patterson
Vice Mayor Alan Schwartzman
Council Member Mike Ioakimedes

FROM : Youth Action Coalition

SUBJECT : **BENICIA YOUTH ACTION COALITION**

The Benicia Youth Action Coalition met on October 26, 2011. The minutes of that meeting are not yet available. The minutes from the meeting held on September 28, 2011 are attached.

The next BYAC meeting will be held on Wednesday, December 14, 2011@ 3:30 p.m. in the Commission Room. The agenda is not yet available.

Attachment:

- September 28, 2011 Meeting Minutes

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 8, 2011
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 November 15 , 2011 City Council meeting.

Bay Area Water Forum Steering Committee held a strategic planning conference call that was open to all BAWF members on October 31, 2011.

The Steering Committee discussed plans for the coming 2012-year and its role in serving the Bay Area water community, as well as the Bay Area IRWMP plan update.

The next meeting is scheduled for Monday, December 5, 2011. The agenda is not currently available. The topic of the meeting will be Sea Level Rise and the Bay Area.

Attachment:

- BAWF Steering Committee Work Plan



Bay Area Water Forum Steering Committee Strategic Planning Call

Monday, October 31, 2011, 9-10 a.m.

Dial-In: 888-422-7120

Participant Code: 555450

Agenda

10 min	Review 2011 BAWF Year
	<ul style="list-style-type: none"> • What has the Forum done well in 2011? • What could be changed?
15 min	IRWMP Public Outreach
	<ul style="list-style-type: none"> • First 2012 meeting topic is regional cooperation on water, with possibility (depending on timing) of it also serving as an outreach meeting for the IRWMP plan update • Consider proposal on IRMWP plan update engagement • Next steps
15 min	BAWF Work Plan & Goals for 2012
	<ul style="list-style-type: none"> • What are the Bay Area water community's needs in 2012? • Should the BAWF continue? • If so, what role should the BAWF play in 2012?
	<ul style="list-style-type: none"> • Review & suggested revisions to BAWF work plan for 2012
15 min	Agenda Topics for June-Dec 2012
5 min	Confirm Action Items and Work Plan

AGENDA ITEM
CITY COUNCIL MEETING: NOVEMBER 15, 2011
COUNCIL MEMBER COMMITTEE REPORTS

DATE : November 8, 2011

TO : Mayor Patterson
Council Member Ioakimedes

FROM : Finance Director

SUBJECT : **SOLANO COUNTY TRANSIT BOARD MEETING**

The following information is provided for your committee report at the November 15, 2011 Council meeting.

The Solano County Transit Joint Powers Authority held a regular meeting on October 20, 2011 in the Council Chambers in Vallejo; highlights from the meeting are attached. The Agenda and minutes from the September 15, 2011 meeting are also attached for your review.

The next regular meeting of the SolTrans Board is tentatively scheduled for Thursday, November 17, 2011, 4:00 p.m. and will be held in the Benicia Council Chambers.

Attachment:

- ❑ October 20, 2011 - Highlights
- ❑ October 20, 2011 Agenda
- ❑ Minutes from 9-15-11



SOLANO COUNTY TRANSIT

SolTrans Board Meeting Highlights

4:00 p.m., October 20, 2011

TO: City Council of Benicia and Vallejo
(Attn: City Clerks)
FROM: Suzanne Fredriksen, SolTrans Interim Clerk of the Board
RE: Summary Actions of the October 20, 2011 SolTrans Board Meeting

Following is a summary of the actions taken by SolTrans at the Board Meeting of October 20, 2011. If you have any questions regarding specific items, please call me at the following number: (707) 648-4046.

BOARD MEMBERS PRESENT:

Osby Davis, Mayor	City of Vallejo, Chair
Elizabeth Patterson, Mayor	City of Benicia, Vice Chair
Mike Ioakimedes, Councilmember	City of Benicia

BOARD MEMBERS ABSENT:

Erin Hannigan, Councilmember	City of Vallejo
Jim Spring, Supervisor, County of Solano	MTC Representative
Harry Price, Mayor, City of Fairfield	Ex-Officio – STA Representative

ADMINISTRATIVE/FINANCE

A. Authorization to Negotiate Contract Extension with Transit Operations Provider

Recommendation:

Authorize the Interim Executive Director to begin contract negotiations for a one year contract extension with the current transit operations provider.

On a motion by Vice Chair Patterson, and a second by Board Member Ioakimedes, the SolTrans Board unanimously approved the recommendation.

PLANNING AND OPERATIONS

A. SRTP Update (Deliverables, Schedule and Status)

- 1. SRTP Ride Check Analysis (Including Demand Response Analysis)**
- 2. SRTP Demand Analysis**
- 3. Updated SRTP Schedule Status**
- 4. Public Surveys and Workshops Status**
- 5. Alternate Service Delivery Options**

Recommendation:

Accept staff's recommendation to include the ride check analysis and the demand analysis in the SRTP.

On a motion by Board Member Ioakimedes, and a second by Vice Chair Patterson, the SolTrans Board unanimously approved the recommendation.

B. Review of the Transit Component of the Benicia Intermodal Facilities Project

Recommendation:

Informational.

CONSENT CALENDAR

On a motion by Vice Chair Patterson and a second by Board Member Ioakimedes, the SolTrans JPA Board approved Consent Calendar Items A through E

A. Meeting Minutes of September 15, 2011

Recommendation:

Approve the meeting minutes of September 15, 2011

B. Recommendation on Transition of City of Vallejo Employees

Recommendation:

Direct the Interim Executive Director to accept the City of Vallejo (COV) offer to retain the two current COV employees within the COV employment system at a cost of actual salary plus actual benefits until such time as SolTrans establishes its own employment capabilities and can transfer the two current COV employees to SolTrans employment.

C. Interim Employer of Record

Recommendation:

Authorize the Interim Executive Director to develop and enter in to an agreement with Solano Transportation Authority (STA), establishing STA as the interim "Employer of Record" for approved SolTrans staff positions including Executive Director, Chief Financial Officer, Administrative Assistant, and Customer Service Representative, with the relationship to remain in place for up to one year or until such time as SolTrans is able to assume the role of "Employer of Record".

D. Paratransit Vehicle Agreement from STA

Recommendation:

Authorize the Interim Executive Director to execute a Paratransit Vehicle Agreement with the Solano Transportation Authority.

E. Operations Report

Recommendation:

Informational.

COMMENTS FROM STAFF:

- 1. Report from the General Manager**
- 2. SolTrans Start-up Report – October**

Jim McElroy
John Harris

INFORMATIONAL ITEMS – NO DISCUSSION

A. Implementation of Clipper Program

BOARD MEMBER COMMENTS

Chair Davis requested that in the future, the minutes indicate what time a special meeting began which went into closed session.

Chair Davis suggested that staff refrain from including lengthy legal agreements and survey data (more than 8-10 pages) in the hard copy Board packets in order to conserve paper.

Vice Chair Patterson concurred with Chair Davis' suggestion and also proposed that such documents be provided in electronic format via a link that is inserted into the Board packet.

Chair Davis recommended inserting information at the bottom of future staff reports indicating that legal counsel has reviewed any proposed legal agreement and finds it acceptable.

ADJOURNMENT

The meeting was adjourned at 4:59 p.m. The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, November 17, 2011, 4:00 p.m., Benicia Council Chambers.**



**BOARD MEETING AGENDA
4:00 p.m., Regular Meeting
Thursday, October 20, 2011
Vallejo Council Chambers**

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, Interim Clerk of the Board, at (707) 648-4046 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 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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
(4:00 – 4:05 p.m.)

Osby Davis, Mayor
City of Vallejo

II. CONFIRM QUORUM/ STATEMENT OF CONFLICT

Suzanne Fredriksen
Interim 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.

SOLTRANS BOARD MEMBERS

Elizabeth Patterson	Mike Ioakimedes	Osby Davis	Erin Hannigan	Jim Spering	Harry Price
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 Stephanie Gomes			

III. APPROVAL OF AGENDA

IV. OPPORTUNITY FOR PUBLIC COMMENT

(4:05 – 4:10 p.m.)

V. COMMENTS FROM STAFF

(4:10 – 4:20 p.m.)

1. Report from the Executive Director
2. SolTrans Start-up Report - October

Jim McElroy
John Harris

VI. 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.)

A. Meeting Minutes of September 15, 2011

Recommendation:

Approve the meeting minutes of September 15, 2011.

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Suzanne Fredriksen,
Interim Clerk of the Board

B. Recommendation on Transition of City of Vallejo Employees

Recommendation:

Direct the Interim Executive Director to accept the City of Vallejo (COV) offer to retain the two current COV employees within the COV employment system at a cost of actual salary plus actual benefits until such time as SolTrans establishes its own employment capabilities and can transfer the two current COV employees to SolTrans employment.

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Jim McElroy,
Interim Executive Director

C. Interim Employer of Record

Recommendation:

Authorize the Executive Director to develop and enter in to an agreement with Solano Transportation Authority (STA), establishing STA as the interim “Employer of Record” for approved SolTrans staff positions including Executive Director, Chief Financial Officer, Administrative Assistant, and Customer Service Representative, with the relationship to remain in place for up to one year or until such time as SolTrans is able to assume the role of “Employer of Record”.

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Jim McElroy,
Interim Executive Director

D. Paratransit Vehicle Agreement from STA

Recommendation:

Authorize the Interim Executive Director to execute a Paratransit Vehicle Agreement with the Solano Transportation Authority.

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Jim McElroy,
Interim Executive Director

E. Operations Report

Recommendation:

Informational.

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Jeanine Wooley,
Director of Operations

VII. ADMINISTRATIVE/FINANCE

A. Authorization to Negotiate Contract Extension with Transit Operations Provider

Recommendation:

Authorize the Interim Executive Director to begin contract negotiations for a one year contract extension with the current transit operations provider.

(4:25 – 4:35 p.m.)

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Jim McElroy,
Interim Executive Director

VIII. PLANNING AND OPERATIONS

A. SRTP Update (Deliverables, Schedule and Status)

- 1. SRTP Ride Check Analysis (Including Demand Response Analysis)**
- 2. SRTP Demand Analysis**
- 3. Updated SRTP Schedule Status**
- 4. Public Surveys and Workshops Status**
- 5. Alternate Service Delivery Options**

Recommendation:

Accept staff's recommendation to include the ride check analysis and the demand analysis in the SRTP.

(4:35 – 4:55 p.m.)

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John Harris,
Special Projects Manager

B. Review of the Transit Component of the Benicia Intermodal Facilities Project

Recommendation:

Informational.

(4:55 – 5:05 p.m.)

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Mike Roberts,
Senior Civil Engineer,
City of Benicia

IX. INFORMATIONAL ITEMS – NO DISCUSSION

A. Implementation of Clipper Program

Informational
(5:05 – 5:15 p.m.)
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Jim McElroy,
Interim Executive Director

X. BOARD MEMBERS COMMENTS

XI. ADJOURNMENT

The next regular meeting of the SolTrans Board is *tentatively* scheduled for **Thursday, November 17, 2011, 4:00 p.m., Benicia Council Chambers.**



DATE: October 12, 2011
TO: SolTrans Board Meeting
FROM: Jim McElroy, Interim Executive Director
RE: Report from the Executive Director

Start Up

With your support, we are making significant progress in getting Soltrans on a good track. I want to express appreciation to the City of Benicia and their staff. An important example is Benicia's development of beautiful and functional transit improvements along Military Avenue which will be presented to you today by City of Benicia Senior Civil Engineer, Mike Roberts. There are many activities going on behind the scenes to affect the final pieces of the transition. Special thanks the leadership and staff at the Cities of Benicia and Vallejo for continuing efforts to facilitate the transition. For example, support from Vallejo Finance Director Deborah Lauchner, Public Works Director David Kleinshmidt, and City Manager Phil Batchelor have helped smooth the transition in many areas including finance and insurance. I anticipate a long and strong working relationship as we must act jointly on many projects going forward.

FTA Grantee Status

Grantee status was awarded by the Federal Transit Administration in September 2011. Soltrans now has roles and responsibilities in programming, applying for, administering, and closing grants awarded through the federal grant process.

Logo Implementation

All of the 21 new hybrid diesel-electric buses now have the Soltrans logo on all four faces. This is a temporary installation while the final scheme designs are completed. Older buses, with shorter lifespan, will get a version of the logo over the next few weeks. As the older fleet is replaced, the new vehicles will get the final paint scheme.

Clipper Program

I have moved this discussion to an information item later in the agenda.

Public Speaking

I was recently invited to speak at the local Vallejo Rotary Club. I had a lot of fun talking about Soltrans in front of a group of local leaders. As time and invitations permit, I will accept any and all opportunities to talk about your accomplishments. We have an ever growing story to tell.

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A. WORK THIS MONTH

SolTrans Staffing

The overhead issue for the two City of Vallejo (COV)/SolTrans employees was resolved on October 4th. COV will not charge overhead for the salary/benefits administration of the two employees pending PERS retirement program implementation for future SolTrans employees.

SolTrans began the recruitment process for its first position, Administrative Assistant, on October 3rd.

SolTrans Marketing, Logo and Brand RFP

SolTrans' marketing consultant, Page Design, delivered design schematics or decals for the SolTrans website, fleet vehicles and MTC's Transit Connectivity Wayfinding Project items (maps, schedules, bus stop signage, fare media) to staff for review.

Short Range Transit Plan (SRTP) Status

At the September meeting, the SolTrans Board accepted staff's recommendation to include the service evaluation report and the interim mission statement in the SRTP. The SolTrans Board also provided specific feedback on the proposed operations plan approach. Since the meeting, staff has reviewed and will recommend acceptance of both the ride check analysis and the demand analysis reports produced by Moore & Associates. Findings from these reports will be used to develop specific operations plan recommendations.

Action on a comprehensive operations plan draft is scheduled for the November SolTrans Board meeting.

MTC Meeting

STA's Executive Director Daryl Halls and SolTrans' Interim Executive Director Jim McElroy, held a preliminary meeting with MTC management staff on September 29th to discuss funding of transitional (start-up) costs for SolTrans. A follow-up meeting with SolTrans Board/MTC Commissioner Jim Spring will be scheduled with MTC Executive Director Steve Heminger.

Financial Services/Human Resources Services Status

Direct fare revenue deposits to SolTrans bank account began on October 3rd. Credit card machines for processing ticket and pass sales are being procured. Target date for operation is no later than November 1st. Once the credit card machines are operational, all fare revenues will be under SolTrans direct management and oversight.

Securing SolTrans FTA Grantee Status

Formal FTA grantee status was established on 9/14/2011. Next steps involve the formal transfer of FTA grants and assets to SolTrans from the City of Benicia and the City of Vallejo (see below).

Coordinating with Benicia and Vallejo

Both the City of Benicia and the City of Vallejo have approved asset transfer agreements. SolTrans has a meeting scheduled with City of Vallejo on October 12th regarding the transfer of specific assets.

B. STANDING CRITICAL PATH GOALS

July through December 2011
<ol style="list-style-type: none">1. Complete transfer of grants/ agreements/contracts/liability policies and capital assets by 9/30 or asap2. Complete SRTP by 12/313. Continue PERS actuarial process4. Begin recruitment process for permanent Executive Director5. Continue efforts to permanently hire SolTrans staff (4.5.FTE)



SOLANO COUNTY TRANSIT

**Draft Board Minutes for Meeting of
September 15, 2011**

I. CLOSED SESSION

There were no matters to report.

II. CALL TO ORDER

Chair Davis called the meeting of the SolTrans Board to order at 4:41 pm. A quorum was confirmed.

MEMBERS

PRESENT: Osby Davis, Mayor City of Vallejo, Chair
Elizabeth Patterson, Mayor City of Benicia, Vice Chair
Mike Ioakimedes, Councilmember City of Benicia
Jim Sperring, Supervisor, MTC Representative
County of Solano
Harry Price, Mayor, Ex-Officio – STA Representative
City of Fairfield

MEMBERS Erin Hannigan, Councilmember City of Vallejo
ABSENT:

STAFF

PRESENT: *In Alphabetical Order by Last Name:*
Greg Anderson SolTrans Director of Administrative Services
Bernadette Curry SolTrans Legal Counsel
Michael Eshleman Moore & Associates, Consultant
Suzanne Fredriksen SolTrans Interim Clerk of the Board
John Harris SolTrans Project Manager, Consultant
Jim McElroy SolTrans Interim Executive Director
Nancy Whelan SolTrans Interim Chief Financial Officer
Jeanine Wooley SolTrans Director of Operations

OTHERS

PRESENT: *In Alphabetical Order by Last Name:*
Mona Babauta Fairfield and Suisun Transit
Richard Burnett MTC Policy Advisory Council
Derik Calhoun MV Transportation
Cathy Campos MV Transportation
Lee Harrington MV Transportation
Jackie Lane MV Transportation
Liz Niedziela Solano Transportation Authority

III. CONFIRM QUORUM/STATEMENT OF CONFLICT

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

IV. APPROVAL OF AGENDA

On a motion by Vice Chair Patterson, and a second by Board Member Spering, the SolTrans JPA Board approved the agenda, with the exception to include an amendment to the recommendation of Agenda Item VIII.B, Options for the Transition of City of Vallejo Employees.

V. OPPORTUNITY FOR PUBLIC COMMENT

Richard Burnett, Policy Advisory Council for MTC, mentioned that the recent article in the Times Herald regarding the SolTrans Public Advisory Committee appointment process listed an incorrect contact number for potential applicants in Vallejo. He noted that City of Vallejo staff is working with Times Herald to correct that mistake.

In addition, Richard Burnett expressed interest in learning the time table for SolTrans’ introduction of the Clipper Program. He also stated that MTC would like to see transit agencies cut their overall costs over the next 20-25 years by 10%, and requested that this goal be included in SolTrans’ continued planning process.

Finally, he expressed concerns with regards to Solano 360’s proposal for a new transit facility and the restructuring of SolTrans routes, intercity routes, and local routes.

Chair Davis stated that there will be plenty of time to effectively deal with where SolTrans stands with regards to Solano 360’s proposal in future discussions.

VI. COMMENTS FROM STAFF:

- 1. **Report from the Executive Director**
- 2. **SolTrans Start-up Report - September**
- 3. **Operations Report**

Jim McElroy
 John Harris
 Jeanine Wooley

VII. CONSENT CALENDAR

On a motion by Vice Chair Patterson and a second by Board Member Spering, the SolTrans JPA Board approved Consent Calendar Items A through D.

A. Meeting Minutes of July 21, 2011

Recommendation:

Approve the meeting minutes of July 21, 2011.

B. Budget Status

Recommendation:

Informational.

C. Local Preference Policy

Recommendation:

Accept timeline and process for development of the Local Preference Policy with an expected adoption date scheduled for the December 2011, Board Meeting.

D. Public Advisory Committee Appointments

Recommendation:

Informational.

VIII. ADMINISTRATIVE/FINANCE

A. Funding Request for Transition Costs

Nancy Whelan, SolTrans Chief Financial Officer, stated that SolTrans staff has discussed one-time transitional costs reimbursement with STA staff and they are supportive of the request. She also noted that staff will report back on an additional request that will be made to MTC in the near future.

Public Comments:

None presented.

Board Comments:

None presented.

Recommendation:

Authorize SolTrans to submit a request for funding to STA in the amount of \$395,800 for professional services and interim staff for FY 2011-12.

On a motion by Vice Chair Patterson, and a second by Board Member Sperring, the SolTrans Board unanimously approved the recommendation.

B. Options for the Transition of City of Vallejo Employees

Jim McElroy, SolTrans Interim Executive Director, highlighted a recent meeting with the City Manager of Vallejo, in which the City Manager recognized that the overhead charges associated with administering two City of Vallejo employees were unreasonable. Jim noted that the City Manager subsequently directed City staff to work with SolTrans staff to pursue a reduction in overhead to a reasonable level. Jim stated that as a result of this meeting, staff had revised their recommendation to the Board, as follows:

Authorize staff to negotiate and execute- the most advantageous arrangement for temporary salary and benefits administration ~~a less expensive alternative to the current COV arrangement for temporary salary and benefits administration as soon as possible.~~

John Harris, Project Manager, described two additional options for cost savings that the revised recommendation would allow:

1. Temporarily transfer the two employees over as STA employees until the PERS program is approved and in place, which will take 9-12 months.
2. A combination of PARS, to handle the retirement function, and IEDA for health/medical benefits similar to what the City of Vallejo provides.

John noted that both options would take approximately two months to implement, and roughly \$1,500 to administer per month.

Public Comments:

None presented.

Board Comments:

Vice Chair Patterson indicated her approval of the revised recommendation, stating that it was timely and advantageous.

Board Member Spring expressed concern that the revised recommendation would not allow for an exploration of all possible opportunities. He stated that he would prefer to authorize staff to explore the most advantageous arrangement for temporary salary and benefits administration, negotiate a contract, and bring the contract back to the Board for approval.

Chair Davis stated that he was in agreement with Board Member Spring's recommendation.

Board Member Patterson suggested that there is a substantial savings if we obtain the readjustments on the administrative costs as soon as possible. She also recommended that a special meeting be held in the event that a contract is obtained prior to the October Board Meeting.

After discussion and further consideration, the SolTrans Board voted to make a second amendment to the recommendation to read as follows:

Recommendation:

Authorize staff to ~~negotiate and execute~~ *explore the most advantageous arrangement for temporary salary and benefits administration and negotiate a contract to bring back to the Board for approval.*

On a motion by Board Member Spring, and a second by Board Member Ioakimedes, the SolTrans JPA Board approved the recommendation as amended shown above in ~~striketrough~~ *bold italics.*

C. Regular Meeting Time Change Discussion

Suzanne Fredriksen stated that the regular meeting time change discussion was included in the agenda upon the request of the Board at the July 2011 meeting. She noted that engaging the public was the primary goal and purpose of the discussion, with particular consideration for regional bus riders who may be unable to attend a 4:00 p.m. meeting. In addition to various options listed in the staff report, Suzanne highlighted a suggestion received from Vice Chair Patterson regarding an alternate meeting location in Benicia: the Benicia Veterans Hall. She indicated that a similar alternate meeting location could be explored in Vallejo, as well. She noted that while regional riders may be better served by setting a regular evening meeting schedule, the local transit dependent may experience difficulty getting home from those meetings due to the current transit schedules.

Public Comments:

None presented.

Board Comments:

Vice Chair Patterson suggested that the staff report be so noted, that we continue to get used to operating, and then revisit this discussion closer to the end of the year.

Board Member Spring stated that he would prefer to keep the current regular meeting time. He also proposed that in January, when the annual meeting schedule is adopted, that two evening meetings be scheduled a year in advance for the public that uses the transit system. He noted that the meetings would be advertised well in advance, and transit providers able to prepare for and accommodate riders both to and from the meetings.

Vice Chair Patterson indicated that she would be in support of Board Member Spring's suggestion. She also referenced the success of the Senior Summit, which was handled in a similar fashion with a lot of advertising, and which was very well attended, and extremely productive.

Chair Davis requested that staff provide additional information in January regarding the regular meeting time and the possibility of scheduling two annual evening meetings.

Recommendation:

Provide guidance to staff.

IX. PLANNING AND OPERATIONS

A. SRTP Update (Deliverables and Operations Plan Approach)

John Harris noted the current challenge to develop SolTrans' SRTP by December 31, 2011, which prompted staff to include the service evaluation report and interim mission statement in the recommendation for acceptance by the Board. He stated that while the ride check analysis was also initially included, staff concluded after the second iteration that it is not ready and is pulling that from consideration. He indicated that the ride check analysis would be brought back to the Board in October along with the demand analysis.

Michael Eshleman, Moore & Associates, reviewed a request by the Board in July 2011 regarding a matrix of various service components that would be compiled for review and consideration in the SRTP process. He noted that the matrix included in the Board packet is purely hypothetical and serves as an illustration of what the final matrix may look like. After describing the various columns and rows listed on the sample matrix, Michael requested that the Board provide feedback as to whether any additional components should be added and/or changes made to what is currently included.

Public Comments:

None presented.

Board Comments:

Board Member Sperring requested that the staff ranking column be changed to “Priority 1 - Priority 4” instead of “Tier 1 - Tier 4”, with a brief description of each priority level included in the legend.

Vice Chair Patterson proposed an additional column that describes the nature of the route; for example, choice versus transit dependent.

Board Member Ioakimedes requested an additional column that illustrates the net impact of cutting or eliminating a particular route.

Chair Davis noted that eliminating a route may have a large impact upon the community in ways that are unrelated to cost and ridership numbers. He stated that an example of this might be a route with low ridership, which carries transit dependent students to the Community College. He requested that a column be added to the matrix which describes this level of impact in eliminating/cutting services, in addition to the cost and ridership impact columns which are already listed.

After discussion and further consideration, the SolTrans Board approved the revisions to the interim mission statement requested by Vice Chair Patterson. The interim mission statement will now read as follows:

~~The overall purpose of t~~The SolTrans public transit program is *dedicated* to maximize the efficiency of public transit services utilizing available resources in southern Solano County by improving mobility for residents in its service area while also aiding in improving air quality in the region through the reduction of traffic congestion *and alternative fuel fleet*.

SolTrans shall leverage its resources as a transit provider through the Short Range Transit Plan process in order to provide ~~a level of~~ sustainable local and regional service that meets the needs of southern Solano County residents. ~~In so doing,~~ SolTrans shall ~~use~~ *utilize* this Short Range Transit Plan to improve ~~upon~~ local service, strengthen connections to regional services, collaborate *and coordinate* with other jurisdictions and ~~the~~ *community groups*, and lay the groundwork for future *consolidation of other transit services* ~~expansion into other communities~~ in Solano County.

Recommendation:

Accept staff's recommendation to include the service evaluation report and interim mission statement in the SRTP. Pursuant to final review and approval of ride check analysis, staff will recommend inclusion in the SRTP. Provide feedback on the proposed operations plan approach.

On a motion by Board Member Spring, and a second by Vice Chair Patterson, the SolTrans JPA Board approved the recommendation to include Vice Chair Patterson's requested revisions to the interim mission statement as amended shown above in ~~strike~~ **bold italics**.

X. INFORMATIONAL ITEMS - DISCUSSION

A. Status of Standing Committees

Suzanne Fredriksen highlighted two committees, in addition to the Public Advisory Committee, which the SolTrans Joint Powers Agreement sets forth: the Executive Management Committee and the Technical Advisory Committee. She summarized the progress that is currently being made in establishing these two committees.

XI. BOARD MEMBER COMMENTS

XII. ADJOURNMENT

The meeting was adjourned at 5:20 p.m. The next regular meeting of the SolTrans Board is scheduled for **Thursday, October 20, 2011, 4:00 p.m., Vallejo Council Chambers.**

Attested by:



Suzanne Fredriksen
Interim Clerk of the Board

9/17/2011

Date

