

## General Fund Summary - By Department

	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated 2006-07	Adopted Budget 2007-08	%	Adopted Budget 2008-09	%
<b>Revenues</b>								
City Treasurer	0	21,390	36,500	49,955	54,670	0	55,285	0
Library	73,720	73,085	78,270	73,470	72,770	-7%	72,770	0%
Community Development	770,335	710,070	528,000	447,310	583,450	11%	583,450	0%
Police	488,825	493,095	505,140	432,500	505,400	0%	523,000	3%
Fire	258,365	147,545	159,250	254,685	124,750	-22%	124,750	0%
Public Works	85,775	78,455	28,500	102,170	52,000	82%	52,000	0%
Parks & Community Services	826,725	978,605	818,000	935,130	961,000	17%	996,000	4%
Insurances	9,265	10	0	0	0	-	0	-
Non-Departmental	22,592,880	25,971,055	28,315,855	28,153,570	29,568,330	4%	30,359,835	3%
Interfund Transfer-In	977,970	115,910	118,230	118,230	78,165	-34%	80,415	3%
<b>Revenue Total</b>	<b>\$ 26,090,885</b>	<b>28,593,895</b>	<b>30,587,745</b>	<b>30,567,020</b>	<b>32,000,535</b>	<b>5%</b>	<b>32,847,505</b>	<b>3%</b>
<b>Expenditures</b>								
City Council	82,510	94,930	90,455	83,305	96,005	6%	101,575	6%
City Clerk	88,710	81,300	71,995	67,950	74,695	4%	76,410	2%
City Treasurer	12,440	34,145	49,955	49,955	54,670	9%	55,285	1%
City Manager	397,775	399,275	423,435	417,270	425,675	1%	441,940	4%
City Attorney	510,870	481,645	572,740	568,055	574,380	0%	584,070	2%
Human Resources	391,295	368,250	423,715	422,200	419,255	-1%	414,525	-1%
Finance	1,191,165	936,990	983,155	967,195	1,067,715	9%	1,127,060	6%
Community Grants & Programs	300,630	346,100	400,585	398,585	485,755	21%	534,025	10%
Economic Development	294,445	265,150	427,560	395,430	462,835	8%	483,220	4%
Library	955,795	1,013,665	1,128,795	1,158,685	1,192,505	6%	1,241,465	4%
Community Development	1,142,985	1,166,155	1,408,415	1,123,365	1,427,830	1%	1,476,170	3%
Police	6,348,055	6,611,815	7,301,345	7,037,845	8,011,210	10%	8,214,255	3%
Fire	5,013,130	5,772,525	6,571,350	6,380,285	6,830,340	4%	7,048,230	3%
Public Works	2,142,435	1,661,840	1,873,260	1,892,875	1,979,990	6%	2,059,420	4%
Parks & Community Services	3,479,315	3,977,935	4,222,955	4,216,320	5,188,185	23%	5,495,790	6%
Insurances	1,362,745	799,805	876,280	645,650	647,930	-26%	673,305	4%
Non-Departmental & Debt Service	1,134,085	1,649,490	1,868,460	1,718,760	2,170,430	16%	2,078,625	-4%
Interfund Transfer-Out	585,445	241,335	841,500	705,270	641,300	-24%	674,990	5%
<b>Expenditure Total</b>	<b>\$ 25,433,830</b>	<b>25,902,350</b>	<b>29,535,955</b>	<b>28,249,000</b>	<b>31,750,705</b>	<b>7%</b>	<b>32,780,360</b>	<b>3%</b>
<b>Operational Surplus/(Deficit)</b>	<b>657,055</b>	<b>2,691,545</b>	<b>1,051,790</b>	<b>2,318,020</b>	<b>249,830</b>	<b>0.8%</b>	<b>67,145</b>	<b>0.2%</b>
<b>Capital Projects &amp; Non-Recurring</b>								
Non-Recurring Revenues	2,264,870	825,250	3,176,175	3,172,755	110,000	-97%	110,000	0%
Non-Recurring Expenditures	1,558,615	2,502,165	5,195,830	4,666,875	1,311,280	-75%	145,630	-89%
<b>Combined Surplus/(Deficit)</b>	<b>1,363,310</b>	<b>1,014,630</b>	<b>(967,865)</b>	<b>823,900</b>	<b>(951,450)</b>		<b>31,515</b>	
Transfers to B.S. Loans Receivable	(48,040)	(201,960)	(399,880)	(399,880)	(25,400)		(66,440)	
Transfers to Internal Service Funds	920,000	0	0	0	0		0	
Transfers to Designated Reserves	0	921,865	0	0	0		0	
<b>Fund Balance</b>	<b>\$ 5,938,110</b>	<b>6,232,835</b>	<b>5,664,850</b>	<b>7,456,615</b>	<b>6,530,565</b>		<b>6,628,520</b>	
	<b>23.3%</b>	<b>24.1%</b>	<b>19.2%</b>	<b>26.4%</b>	<b>20.6%</b>		<b>20.2%</b>	
			<b>Over/(Short) of Reserve</b>		<b>180,424</b>		<b>72,448</b>	

## General Fund Summary - By Category

	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated 2006-07	Adopted Budget 2007-08	%	Adopted Budget 2008-09	%
<b>Revenues</b>								
Property Tax	10,774,630	11,919,850	12,911,560	13,124,725	14,198,495	10%	14,530,620	2%
Other Taxes	9,375,985	10,759,600	13,970,500	13,402,160	12,583,115	-10%	13,014,330	3%
License & Permits	727,680	704,250	520,000	370,060	350,000	-33%	350,000	0%
Fines, Forfeitures & Penalties	122,160	124,585	138,000	84,545	130,000	-6%	130,000	0%
Use of Money/Property	414,895	927,945	868,700	935,330	960,740	11%	852,290	-11%
Revenue From Other Agencies	2,306,860	2,048,645	2,280,150	2,240,815	2,308,345	1%	2,453,930	6%
Charges for Current Services	1,520,350	1,458,225	1,219,700	1,533,360	1,391,450	14%	1,421,450	2%
Other Revenue	791,730	477,540	326,840	140,795	110,225	-66%	124,470	13%
Interfund Transfer-In	1,933,230	124,705	604,530	984,045	78,165	-87%	80,415	3%
Allocate Reserves	388,235	873,800	923,940	923,940	0	-100%	0	-
<b>Revenue Total</b>	<b>\$ 28,355,755</b>	<b>29,419,145</b>	<b>33,763,920</b>	<b>33,739,775</b>	<b>32,110,535</b>	<b>-5%</b>	<b>32,957,505</b>	<b>3%</b>
<b>Expenditures</b>								
Salary & Wages	13,622,515	13,464,300	15,090,485	14,067,655	15,724,440	4%	16,302,405	4%
Benefits	4,955,235	5,038,420	5,956,630	5,707,650	6,310,790	6%	6,671,740	6%
Services & Supplies	6,344,690	6,600,970	5,897,705	5,634,530	6,297,940	7%	6,500,635	3%
Debt Service	53,040	206,000	271,405	678,100	786,755	190%	588,390	-25%
Capital Outlay	779,720	744,525	2,043,310	1,901,705	1,270,125	-38%	984,815	-22%
Internal Service Charges	0	1,257,785	1,370,745	1,340,470	1,773,655	29%	1,777,375	0%
Capital Projects	1,237,245	1,092,515	4,101,505	3,585,765	898,280	-78%	100,630	-89%
<b>Expenditure Total</b>	<b>\$ 26,992,445</b>	<b>28,404,515</b>	<b>34,731,785</b>	<b>32,915,875</b>	<b>33,061,985</b>	<b>-5%</b>	<b>32,925,990</b>	<b>0%</b>
<b>Net Contribution / (Use)</b>	<b>1,363,310</b>	<b>1,014,630</b>	<b>(967,865)</b>	<b>823,900</b>	<b>(951,450)</b>		<b>31,515</b>	
Transfers to Balance Sheet	(48,040)	(201,960)	(399,880)	(399,880)	(25,400)		(66,440)	
Transfers to Internal Service Funds	920,000	0	0					
Transfers to Designated Reserves	0	921,865	0	0	0		0	
<b>Fund Balance</b>	<b>\$ 5,938,110</b>	<b>6,232,835</b>	<b>5,664,850</b>	<b>7,456,615</b>	<b>6,530,565</b>		<b>6,628,520</b>	

## ***City Council***

### **Department Responsibilities**

The City Council is the legislative and policymaking body for the City, having responsibility for enacting City ordinances, appropriating funds to conduct City business and providing policy direction to administrative staff. The mission of the City Council is to set policy that governs the City in a manner which is both financially sound as well as responsive to the needs and concerns of the community. Council functions include:

- Participate in regional boards and agencies that directly affect the City of Benicia and the needs and interests of the citizens.
- Adopt the annual budget and five-year Capital Improvement Program.
- Establish biennial priorities for the City in accordance with the Strategic Plan process.
- Appoint the City Manager and City Attorney.
- Confirm Mayoral appointments to City advisory boards, commissions and committees.
- Attend various seminars and conferences as needed.
- Participate on special purpose committees as needed.
- Adopt and monitor implementation of the City's Strategic Plan.
- Adopt policy statements when appropriate.
- Adopt and implement an annual policy planning calendar that includes, at a minimum:
  - 1) Meetings with selected City advisory committees;
  - 2) Review and adoption of annual budget;
  - 3) Review and update of City priorities; and
  - 4) Specific dates for study and action on priority policy matters.

The City Council meets at 7:00 p.m. on the first and third Tuesdays of each month in the Council Chambers located in City Hall at 250 East L Street.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

- Adopted a balanced budget for 2005-06 and 2006-07.
- Maintained a minimum 20% reserve, a figure based on the total annual expenditures from the General Fund.
- Executed an agreement with Benicia Unified School District for the use of the former Mills Elementary School site for a Community Center and thus completing Project #6 on the Council's Top Ten List of Priority Projects for 2005-07.
- Completed the 911 Communication Center Seismic Upgrade and Safety Improvements Project at the Police Station, which was the Council's #2 Priority for 2005-07.
- Completion of the plan to improve/resolve the Marina Enterprise Fund, which was also one of the projects (#7) on the Council's Top Ten List of Priority Projects for 2005-07.

## Priorities for Fiscal Years 2007-09

The City Council's goals and priorities for the upcoming fiscal years 2007-09 include 13 priorities that were identified through a Strategic Plan Update process. These Strategic Plan Priorities include:

- Funding construction of the **State Park Road Bicycle and Pedestrian Bridge** Pathway Project
- Studying and implementing improvements to the **Clock Tower**
- Establishing a plan for improving **Police Department facilities**
- Implementing seismic improvements and stabilization of the **Commandant's Building**
- Ensuring the plan for the **Benicia Business Park** project conforms with the City's General Plan policies
- Exploring and implementing projects that **promote energy conservation/air quality/reducing our carbon footprint**
- Establishing a plan for **ferry service**
- Acquiring and operating a **fire rescue boat**
- Operating Mills School as a **Community Center**
- Establishing a **Comprehensive Tourism Program**
- Completing the renovations to the **library basement**
- Completing construction of the **X-Park**
- Adopting the **Downtown & Arsenal Plans** and amending the zoning ordinance to implement the Plans' standards to guide development

Please refer to the individual City Department narratives for a summary of the 2007-09 Strategic Plan Priorities that are applicable to each Department.

## Unmet Needs

None.

## City Manager Recommendations for Unmet Needs Funding

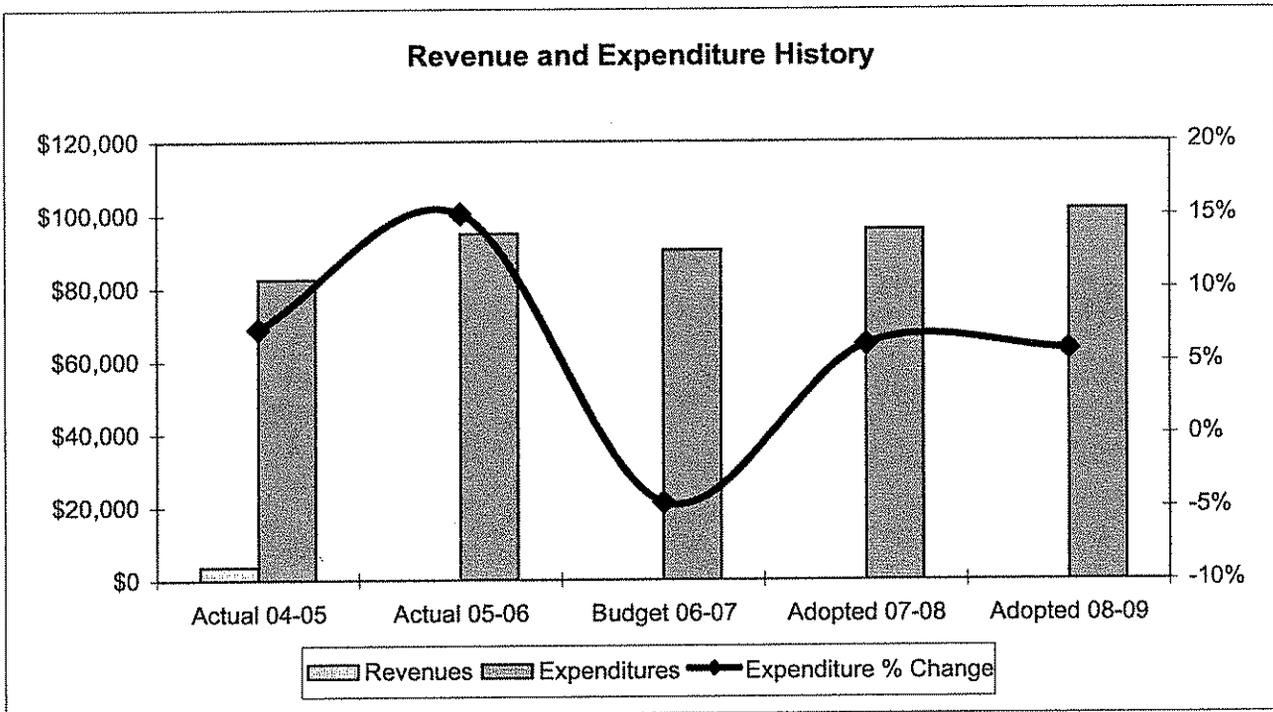
None.

## Staffing Summary

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Vice-Mayor	1.00	1.00	1.00	1.00	1.00	1.00
Councilmembers	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

## City Council

Fund 010 Division 1105	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 3,700	0	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 26,435	26,850	26,435	26,435	26,440	0%	26,440	0%
Benefits	43,055	44,510	49,320	49,320	57,065	16%	62,475	9%
Services & Supplies	13,020	23,570	14,700	7,550	12,500	-15%	12,660	1%
Capital Outlay	0	0	0	0	0	-	0	-
<b>Expenditure Total</b>	<b>\$ 82,510</b>	<b>94,930</b>	<b>90,455</b>	<b>83,305</b>	<b>96,005</b>	<b>6%</b>	<b>101,575</b>	<b>6%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (78,810)</b>	<b>(94,930)</b>	<b>(90,455)</b>	<b>(83,305)</b>	<b>(96,005)</b>		<b>(101,575)</b>	



## *City Clerk*

### **Department Responsibilities**

The City Clerk is an elected official, serving a term of four years. The City Clerk is responsible for the record keeping of the City, having responsibility for ensuring that all actions made by the City Council are recorded accurately. The City Clerk's office is also involved in conducting municipal elections, maintaining the Benicia Municipal Code (BMC) and swearing in both elected officials and City employees.

Specific department functions include:

- Keep an accurate record of all proceedings of the City Council;
- Keep an accurate record of all Ordinances;
- Attest, index and file Resolutions of the Council;
- Give notice of public hearings;
- Maintain custody of the City seal;
- Administer oaths, including oaths of office;
- Take and certify affidavits and depositions pertaining to City business;
- Take acknowledgement of instruments within the City;
- Serve as Clerk to the Council;
- Conduct municipal elections;
- Receive petitions relating to initiative, referendum or recall;
- Conduct annexation proceedings to countersign general obligation bonds of the City;
- Attest to subpoenas;
- File affidavits of completion;
- File name change instruments for various purposes;
- Perform duties concerning improvement district proceedings, street vacations, and filing claims as may be prescribed;
- Receive objections to public destruction of bonds;
- Act as the financial disclosure officer for statements of economic interest;
- Perform other general secretarial skills as designated by the Council; and
- Perform other duties as the City Council so directs.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

In 2005-07, the City Clerk successfully performed the above duties. Additionally, the Clerk's Office was responsible for the processing of two general elections, as well automating and streamlining the preparation of the minutes from City Council meetings, thus allowing pertinent information from the meeting to be readily available following each Council meeting.

## Priorities for Fiscal Years 2007-09

The City Clerk's goal is to provide excellent service to the community, as well as explore ways to enhance the level of response to requests for information from the public. The City Clerk will also be responsible for conducting the 2007 General Election. Additional goals include pursuing training through the annual League of California Cities City Clerk's Conference, as well as participating in other relevant trainings available to City Clerks and their staff.

### Unmet Needs

None

### City Manager Recommendations including Unmet Needs Funding

To approve abbreviated minutes of the City Council Meetings emphasizing recordation of actions, speakers and subjects discussed rather than specific comments of individuals. This will save an enormous amount of time without any significant loss. Video and audio recordings of all discussions will continue to be maintained by the City Clerk's Office.

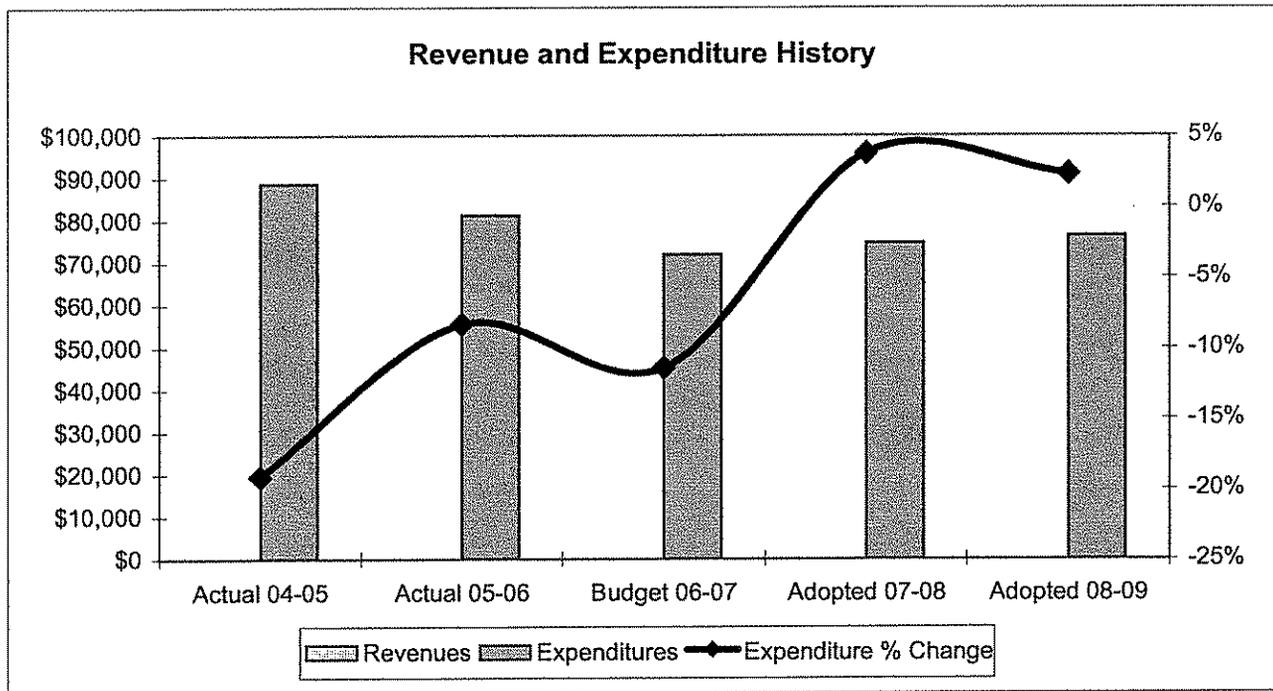
### Staffing Summary

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Elected City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Senior Administrative Clerk (a)	1.00	1.00	0.50	0.50	0.50	0.50
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

(a) 50% of the Senior Administrative Clerk position is charged to the City Manager's Office.

## City Clerk

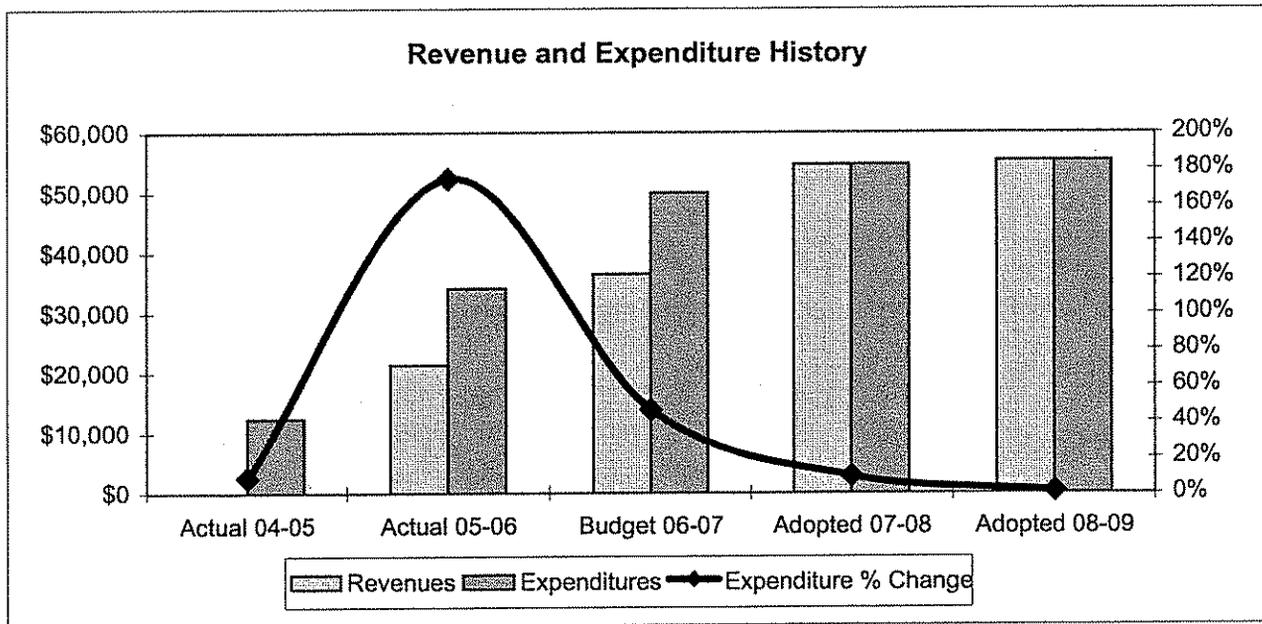
Fund 010 Division 1205	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 0	0	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 60,000	37,350	38,585	38,330	39,580	3%	40,385	2%
Benefits	24,790	17,815	19,315	19,260	21,720	12%	23,210	7%
Services & Supplies	2,430	24,805	12,080	8,350	11,435	-5%	11,665	2%
Capital Outlay	1,490	825	1,500	1,500	1,000	-	250	-
Internal Service Charges	0	505	515	510	960	86%	900	-6%
<b>Expenditure Total</b>	<b>\$ 88,710</b>	<b>81,300</b>	<b>71,995</b>	<b>67,950</b>	<b>74,695</b>	<b>4%</b>	<b>76,410</b>	<b>2%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (88,710)</b>	<b>(81,300)</b>	<b>(71,995)</b>	<b>(67,950)</b>	<b>(74,695)</b>		<b>(76,410)</b>	



## City Treasurer

The City Treasurer is an elected official that oversees disbursements and investments of the City. The costs of operating the City Treasurer's Office is supported by interest earnings from the City's investment portfolio. Each quarter, the Treasurer and Audit and Finance Committee review and approve investment reports before submitting them to the City Council.

Fund 010 Division 3205	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 0	21,390	36,500	49,955	54,670	-	55,285	-
<b>Expenditures</b>								
Salary & Wages	\$ 6,995	6,995	6,995	6,995	6,995	0%	6,995	0%
Benefits	5,445	5,765	6,460	6,460	7,675	19%	8,290	8%
Services & Supplies	0	21,385	36,500	36,500	40,000	10%	40,000	0%
<b>Expenditure Total</b>	<b>\$ 12,440</b>	<b>34,145</b>	<b>49,955</b>	<b>49,955</b>	<b>54,670</b>		<b>55,285</b>	
<b>Net Contribution / (Use)</b>	<b>\$ (12,440)</b>	<b>(12,755)</b>	<b>(13,455)</b>	<b>0</b>	<b>0</b>		<b>0</b>	



## *City Manager's Office*

### **Department Responsibilities**

The mission of the City Manager's Office is to support the City Council in the development and execution of their goals and policies, and to provide leadership and guidance to City departments in the delivery of City services. Additionally the Department directs the City's Economic Development and Human Resources Divisions.

The City Manager is appointed by the City Council. The City Manager's Office provides professional leadership in the administration of all city services, activities and facilities and directs the execution of policies and objectives formulated by the City Council, appoints all City Department Heads with the exception of City Attorney, City Clerk and City Treasurer, develops and presents to the City Council recommendations and strategies in response to community issues; and plans and executes programs to meet the current and future needs of the City of Benicia

The City Manager's Office prepares City Council regular meeting and study session agendas and reports; disseminates information about City services and issues to the community through a public information program; and promotes the City's best interests in interactions with other units of government.

Specific functions of the City Manager's Office include:

- Direct the Council meeting agenda process.
- Develop and present to the City Council solutions and strategies in response to community issues.
- Provide leadership to City departments in execution of policies, objectives and programs adopted by the City Council.
- Respond to all City Council and citizen inquiries received by the City Manager's Office in a timely manner.
- Assist citizens in obtaining information, e.g., reports, filed documents, etc. in a timely manner.
- Assist the City Council in its biennial adoption of the City Strategic Plan and annual update of goals.
- Develop and submit an annual City budget to the City Council in the context of long-term financial planning.
- Support the City Council's legislative advocacy.
- Provide periodic, timely information to the public through the City newsletter, public information releases, and prompt responses to calls and questions from the media.
- Provide staff support to the City Council/School Board Liaison Committee.
- Provide staff support, in coordination with the City Attorney's Office, to the Open Government Commission.
- Serve as City liaison to various community groups and non-profit organizations.

- Maintain frequent and effective relations with other units of government with who we share interests.
- Provide direction to the City's Economic Development Division and Human Resources Division.

## **Highlights and Accomplishments in Fiscal Years 2005-07**

- Presented balanced budgets for the two-year period, while maintaining the minimum 20% reserve.
- Developed and implemented a Policy Calendar to facilitate the City Council's efforts to address policy issues.
- Completed the Strategic Plan Update process for fiscal years 2007-09.
- Appointed a new Police Chief, Community Development Director, Library Director, as well as hiring an Economic Development Manager.
- Worked with City Departments to completed the following Top Ten Priority Projects:
  - 911 Communication Center Seismic Upgrade and Safety Improvements Project at the Police Station;
  - Secured use of the former Mills Elementary School site for a Community Center; and
  - Completed the plan to improve/resolve the Marina Enterprise Fund.
- Worked with City Departments to make significant progress on the following Top Ten Priorities for 2005-07:
  - X-Park: Contract award and initiation of construction;
  - State Park Road Bridge: Prepared to go to bid in the next fiscal year, with the assemblage of last \$1 million of a \$3.5 million project;
  - DEIR for Benicia Business Park completed and
  - Developed a recommended funding plan and for full restoration of Commandant's residence.
- Reorganized the Human Resources and Information Systems departments as separate divisions of the City Manager's Office and Finance Department respectively.

## **2007-09 Strategic Plan Priorities**

The City Council's goals and priorities for the upcoming fiscal years 2007-09 include 13 priorities that were identified through a Strategic Plan Update process (please see the City Council budget narrative). The City Manager's Office will work closely with each of the assigned departments to pursue these priorities. Please see the various department budget narratives for more information on each of the priorities.

### **Additional Priorities:**

- Strategic Plan Implementation: implement the citywide priorities approved by the City Council with the adopted two-year budget by assuring clarity of assignments to Departments and regular monitoring and quarterly reporting of progress at City Council meetings.

- Budget Development: Prepare and distribute the annual recommended budget by June 1<sup>st</sup> annually.
- Capital Improvement Plan: Assure the 5-year Capital Improvement Plan is updated annually.
- Openness: Continue to improve the consistency of response, citywide, to requests for information from the public.
- Public Information: Continue to explore and implement innovative methods to ensure the community is informed regarding city activities and meetings.
- Continue to enhance Council/ Manager team effectiveness through vehicles such as the proposed Code of Conduct and Best Practices, as well as refining Council Business Protocols.

### Unmet Needs

None.

### City Manager Recommendations for Unmet Needs Funding

None.

### Staffing Summary – City Manager’s Office

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
City Manager's Office - Admin.	2.50	2.50	3.00	3.00	2.50	2.50
Human Resources Division (a)	3.00	3.00	2.50	2.50	2.50	2.50
Economic Development Div.	1.50	1.50	1.50	1.50	2.00	2.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

(a) Human Resources transitioned from a department to a division of the City's Manager Office in 2007.

Please see the following page for a staffing summary of the administrative division of the City Manager’s Office. Please see the Human Resources and Economic Development narratives for staff summaries for each of those divisions.

## Staffing Summary – Administration

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager (a)	0.50	0.50	-	-	-	-
Assistant to the City Manager	-	-	-	1.00	1.00	1.00
Executive Secretary/Management Analyst II (b)	1.00	1.00	1.00	-	-	-
Administrative Secretary (c)	-	-	0.50	0.50	-	-
Senior Administrative Clerk (d)	-	-	0.50	0.50	0.50	0.50
<b>Total</b>	<b>2.50</b>	<b>2.50</b>	<b>3.00</b>	<b>3.00</b>	<b>2.50</b>	<b>2.50</b>

(a) 50% of this position was previously charged to the Economic Development Department.

(b) In August 2005, the Executive Secretary position was reclassified as a Management Analyst II.

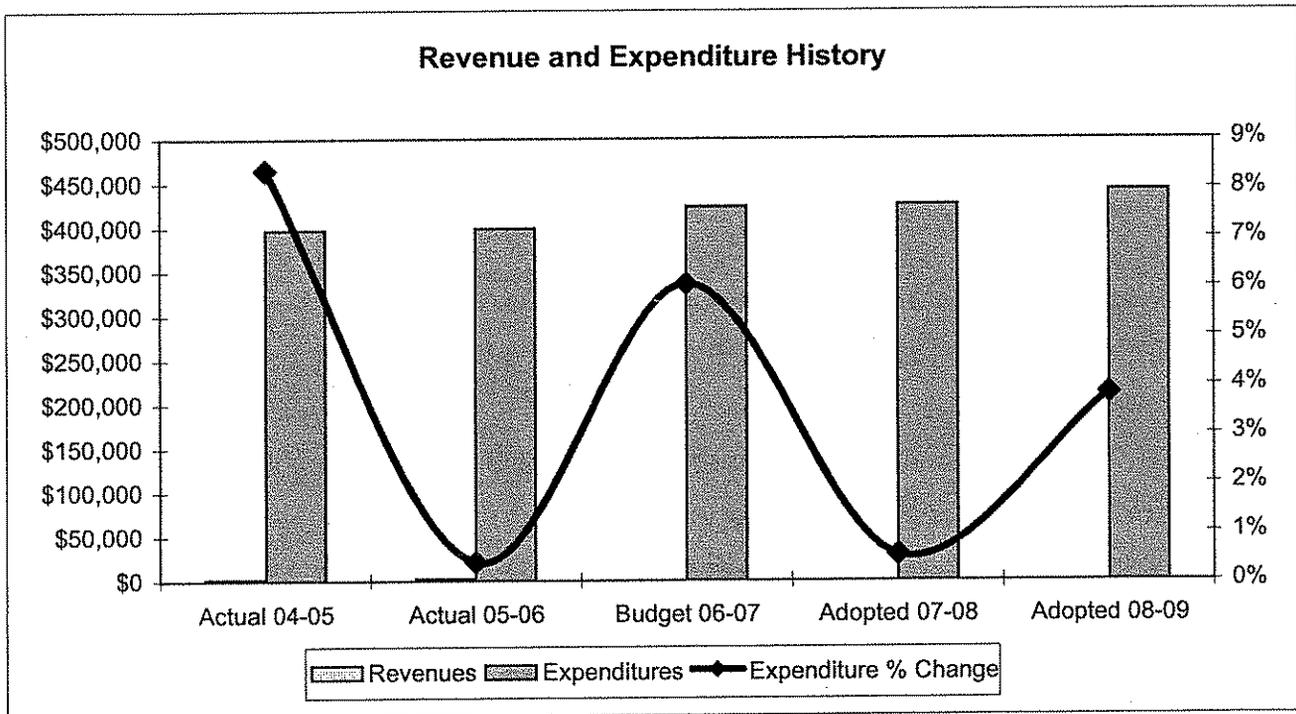
In April 2006, this position was replaced by the Assistant to the City Manager position.

(c) 50% of the Administrative Secretary position is charged to Economic Development.

(d) 50% of the Senior Administrative Clerk position is charged to the City Clerk.

## City Manager

Fund 010 Division 2105	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 2,015	2,560	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 281,900	274,175	293,830	290,910	295,850	1%	308,010	4%
Benefits	103,345	107,710	108,720	107,845	109,445	1%	114,935	5%
Services & Supplies	11,440	10,135	11,460	10,505	11,500	0%	11,725	2%
Capital Outlay	1,090	35	2,040	650	2,000	-	1,000	-
Internal Service Charges	0	7,220	7,385	7,360	6,880	-7%	6,270	-9%
<b>Expenditure Total</b>	<b>\$ 397,775</b>	<b>399,275</b>	<b>423,435</b>	<b>417,270</b>	<b>425,675</b>	<b>1%</b>	<b>441,940</b>	<b>4%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (395,760)</b>	<b>(396,715)</b>	<b>(423,435)</b>	<b>(417,270)</b>	<b>(425,675)</b>		<b>(441,940)</b>	



# ***Economic Development***

*City Manager's Office*

## **Division Responsibilities**

The Economic Development Department is responsible for implementing the adopted Economic Development Strategy (1995), facilitating businesses relocating to or expanding within Benicia, monitoring the status of the City's economy, recommending strategies, initiatives, and projects to improve economic vitality citywide, and representing the City's developable real estate interests. The Economic Development Department serves as staff liaison to the Economic Development Board.

## **Highlights and Accomplishments in Fiscal Years 2005-07**

- Funded, provided staff support to, and created first-ever contract covering the Main Street/Downtown Asset Management Program downtown business support.
- Executed fee deferral agreement for development of a new Holiday Inn Express on the east side.
- Worked with Economic Development Board to determine priorities for new Economic Development Strategy.
- Improved communication between business community and City Hall included initiation of monthly electronic economic development newsletter, online business survey, and regular surveys of downtown businesses following special events.

## **2007-09 Strategic Plan Priorities**

### **Comprehensive Tourism Plan:**

Developing and implementing a comprehensive tourism plan will encompass branding, marketing, collaborative projects, and installing new signage and other streetscape improvements. The brand, for which the assistance of a marketing professional will be sought, will drive future decisions about tourism priorities, as some projects will fit in better with the new tourism identity. It could lead to greater emphasis on historic buildings from certain eras, for instance, or more events for youth.

**Schedule:** 2007-08: Tourism branding process leading to new brand; advertising placed using new brand; new wayfinding signage program designed; exploration of supplemental funding besides General Fund; and implement downtown beautification project like hanging flower baskets or nighttime accent lighting.

2008-09: New wayfinding signage installed; brand-based advertising; implement additional downtown beautification project; and ensure supplemental funding source in place.

**Funding:** Baseline funding allocated to tourism was \$21,575 in 2005-06 and \$22,005 in 2006-07. For the 2007-09 budget period, the following funding is requested:

2007-08: \$80,000 requested (new baseline of \$50,000 plus \$30,000 reserved from 2005-07) to fund branding effort (\$40,000), advertising (\$15,000), sign design costs (\$15,000), and a downtown beautification project (\$10,000).

2008-09: \$50,000 requested, for advertising (\$40,000) and downtown beautification project (\$10,000). Note: This total does not include wayfinding signage construction. It will need separate budget approval for its cost, likely to be over \$50,000 but the final cost will depend on the design.

**Funding Status:** This project is funded.

**Energy Conservation/Air Quality/Reducing Our Carbon Footprint:**

City staff will examine alternatives and present feasible initiatives for lowering emissions and reducing resource consumption to the City Council for consideration. Projects that will be explored include continuing participation in the Association of Bay Area Government's Energy Watch program, undertaking a lighting retrofit project, exploring incentives for solar panel installation, exploring participation in the Green Business Program, tree planting, banning plastic bags or Styrofoam, fleet emissions reduction, partnering with Valero per AB 32 requirements, etc. A new line item will be used for small in-house projects.

**Schedule:** Staff prepares information on options underway in other jurisdictions and brings to Council within six months.

**Funding:** Unknown costs pending completion of research and reporting.

**Funding Status:** This project will use existing staff resources for research and reporting; no additional costs.

**Additional Priorities:**

- Complete new Economic Development Strategy and forward to City Council for approval.
- Develop tourism branding plan; implement its recommendations in cooperation and conjunction with community partners.
- Develop the City's property at East 2nd and East E Street as a mixed-use building with public parking component.
- Work with Community Development Department to move Benicia Business Park (Discovery Builders) project forward and recruit appropriate tenants.
- Improve access to business support for small businesses citywide in conjunction with the Benicia Chamber and the Solano College Small Business Development Center.
- Continue downtown business support in conjunction with Benicia Main Street.
- In conjunction with the Public Works Department, fund and implement completion of the City's Downtown Streetscape Program and parking improvements.

- Support and fund start-up costs for a Business Improvement District downtown if requested by a steering committee of ratepayers.
- Undertake a technology needs assessment for the Benicia Industrial Park.
- Continue participation in the Solano Economic Development Corporation as supplement to staff for recruitment of national companies and regional marketing.

### Unmet Needs

None.

### City Manager Recommendations for Unmet Needs Funding

None.

### Staffing Summary

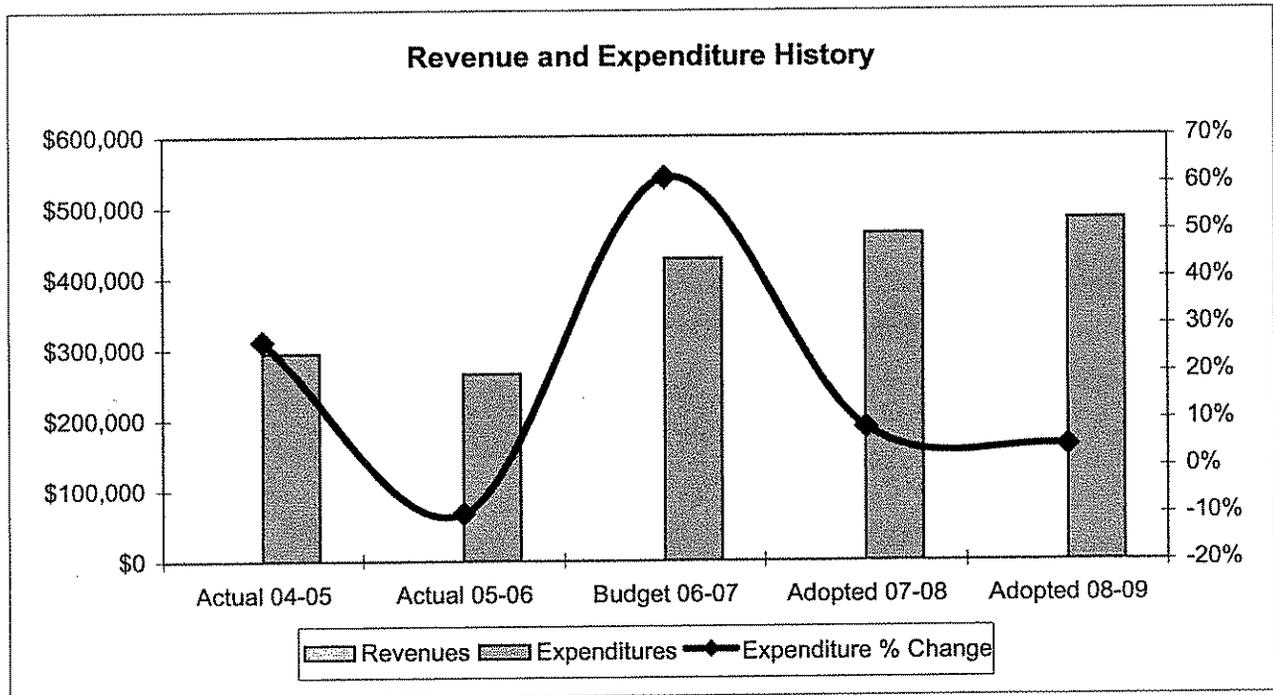
Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Economic Development Director (a)	0.50	0.50	-	-	-	-
Economic Development Manager	-	-	1.00	1.00	1.00	1.00
Administrative Secretary (b)	1.00	1.00	0.50	0.50	1.00	1.00
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>2.00</b>	<b>2.00</b>

(a) 50% of this position was previously charged to the City Manager's Office for Assistant City Manager.

(b) 50% of the Administrative Secretary position is charged to the City Manager's Office

## Economic Development

Fund 010 Division 2605	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 80	40	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 104,055	96,210	163,560	161,910	172,745	6%	181,820	5%
Benefits	37,610	40,210	61,435	61,005	66,800	9%	71,370	7%
Services & Supplies	152,780	127,775	200,765	170,765	221,100	10%	228,200	3%
Capital Outlay	0	0	200	200	500	150%	500	0%
Internal Service Charges	0	955	1,600	1,550	1,690	6%	1,330	-21%
<b>Expenditure Total</b>	\$ 294,445	265,150	427,560	395,430	462,835	8%	483,220	4%
<b>Net Contribution / (Use)</b>	\$ (294,365)	(265,110)	(427,560)	(395,430)	(462,835)		(483,220)	



## *City Attorney*

### **Department Responsibilities**

Under policy direction of the City Council, the City Attorney acts as legal advisor to, and as counsel for, the City Council and City officials in matters relating to their official City duties. The City Attorney supervises all outside counsel and may also represent the City in litigation. In addition to providing legal services, the City Attorney also provides general risk management services including insurance work and other non-legal work as assigned.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

The City Attorney provided legal services to assist the City with a variety of projects including the joint use agreements and Mills lease with the Benicia Unified School District. A new risk management program was implemented. The City Attorney also worked on the cable franchise extension agreement, various leases of city property, implementation of the Open Government Ordinance, and drafting ordinances on a range of topics from campaign related topics to grading.

### **Priorities for Fiscal Years 2007-09**

The City Attorney's Office will review the City's contracting and purchasing procedures and draft appropriate changes. Review of the billboard ordinance, adult entertainment ordinance, and special events program will also be done.

Other priorities include assisting the other departments with implementing the priorities they are directly responsible for. A goal for the City Attorney's Office is to continue to evaluate the staffing needs of the office.

### **Unmet Needs**

The physical space issue remains a problem. The amount of paper we are required to keep continues to grow. One way to address this is with archival scanning of documents. The City's current system does not allow for full text search of documents so it is not very useful for the documents of the City Attorney's Office. Other scanning systems allow for full text searches. This will assist not only staff but also members of the public when looking for records.

Another unmet need is agenda management. The City currently produces the agenda in a low-tech manner. A product that allows document control so that documents that have been reviewed are not modified, as well as easier posting to the web, would greatly assist staff. There are some programs available that will meet these needs.

## City Manager Recommendations for Unmet Needs Funding

The City Manager recommends conducting a "Space Needs Study" to determine the best solution for the CAO and HR Departments. This will also assist other Departments in meeting their space needs.

The Information Systems Division will assist the CAO in investigating Agenda Management Software and report recommendations as time permits.

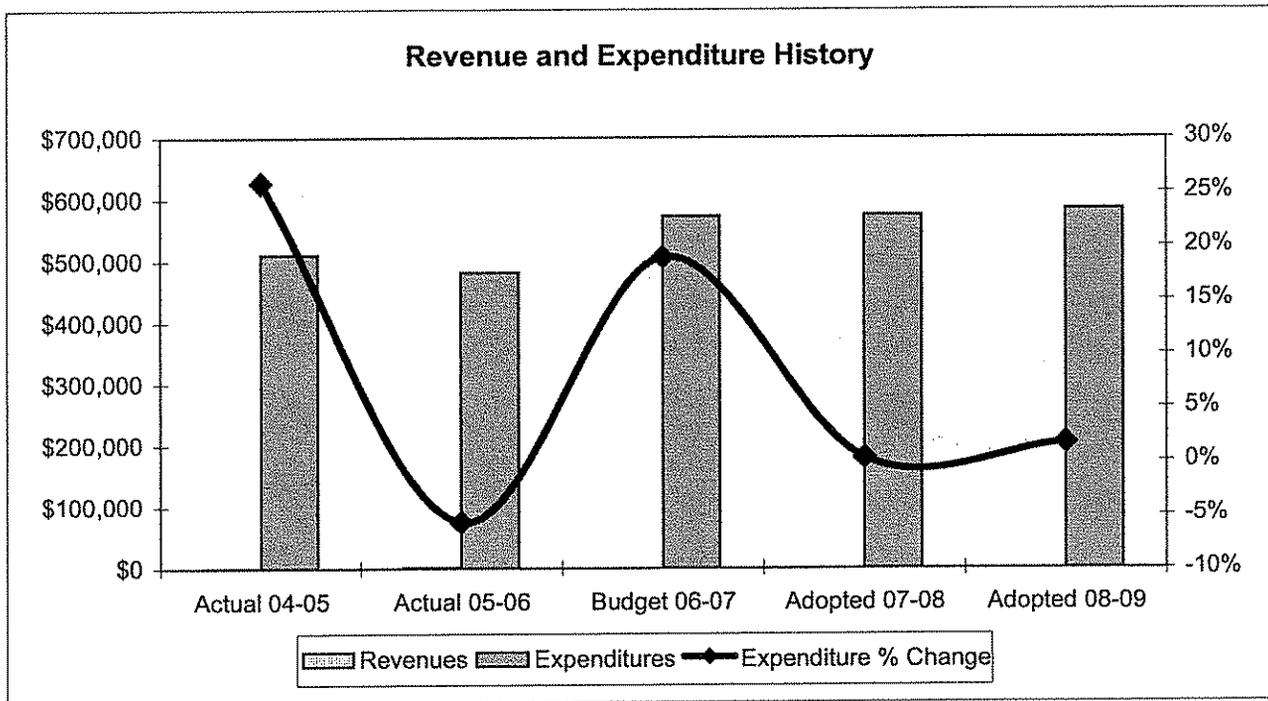
### Staffing Summary

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
City Attorney	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00	-	-	-
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Law Clerk	-	-	-	-	-	-
Admin. Clerk	-	-	-	-	-	-
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Note: The Deputy City Attorney position has not been filled since 2004. It is proposed that this position be deleted for the budget period. Instead, using the Deputy City Attorney appropriation for two ¾ -time clerks, in addition to dollars appropriated for outside legal counsel, will meet the City's needs more effectively.

## City Attorney

Fund 010 Division 2505	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 675	1,605	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 260,195	266,085	338,845	335,630	323,700	-4%	333,260	3%
Benefits	80,775	95,760	128,610	127,170	123,860	-4%	129,900	5%
Services & Supplies	169,900	114,925	98,975	98,975	115,350	17%	115,630	0%
Capital Outlay	0	1,280	2,040	2,040	7,000	-	1,500	-
Internal Service Charges	0	3,595	4,270	4,240	4,470	5%	3,780	-15%
<b>Expenditure Total</b>	<b>\$ 510,870</b>	<b>481,645</b>	<b>572,740</b>	<b>568,055</b>	<b>574,380</b>	<b>0%</b>	<b>584,070</b>	<b>2%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (510,195)</b>	<b>(480,040)</b>	<b>(572,740)</b>	<b>(568,055)</b>	<b>(574,380)</b>		<b>(584,070)</b>	



# ***Human Resources Division***

*City Manager's Office*

## **Division Responsibilities**

The Human Resources Division (HR) is responsible for all employee and employment related issues for the City of Benicia. From recruitment and testing of applicants to the end of an employee's career with the City, HR administers a wide array of programs, policies and processes.

One of our major focuses is the administration of employee benefits including, but not limited to Health, Dental, Vision, Employee Assistance Program, and the California Public Employees Retirement System.

HR coordinates citywide employee training, which include topics on Health and Safety to Legal Issues in the Workplace, Customer Service and Automated Systems Software.

HR coordinates all employee health and safety programs from the Department of Transportation's Drug and Alcohol Random Testing to internal programs such as coordination of the citywide immunization program. HR also organizes volunteer employee programs such as our quarterly blood drives. HR has co-department responsibility for managing the citywide Safety Committee (BENSAC). HR also serves as the clearinghouse for all Workers Compensation injury information, from managing the claims and insurances to working with our Third Party Administrators (TPA) to authorize treatment and return to work programs.

HR is the staff liaison for Civil Service Commission. HR staff work with the Commission in the maintenance of proper position classifications in the City, as well as determining applicable Personnel Rules.

HR manages employee/employer relations. We are the principle department for employee/employer MOU/contract negotiation and administration. HR works with all departments to design proper, reasonable, and legal employee discipline up to and including termination. We are the primary department in handling grievances, which proceed above the Department Head level.

In an effort to increase interdepartmental team building and continue the feeling of cooperation amongst the diverse city department's HR takes the lead in organizing the many employee social events throughout the year. Each year begins with the annual employee awards and recognition dinner.

The HR Manager manages special projects and studies relating to Personnel/Benefit Management. The HR Manager also acts to uphold the City's compliance with the Federal Americans with Disability Act (ADA) as the Act relates to employment or accessibility issues in City owned properties.

## **Highlights and Accomplishments in Fiscal Years 2005-07**

- Human Resources (HR) successfully negotiated two separate labor contract intervals (2005 and 2006) with all of the City's bargaining groups.
- In order to comply with State legislation, HR completed training in Unlawful Harassment for all Supervisors, along with continuing line level full time staff training on this topic.
- Fair Labor Standards Act (FLSA) training for supervisors and above.
- Worker's Compensation costs were lowered by 24% due to our active Safety and Risk Management efforts.
- Coordinated over 50 recruitments/testing for full time/part time and promotional positions.
- Completed new hire orientations for 157 newly hired full time/part time employees.
- Implemented/conducted an orientation training program for all part time Parks employees and supervisors specifically addressing appropriate workplace behavior.
- Expanded new hire testing procedure to incorporate drug testing for part time employees supervising juveniles.
- Primary administrator for the City's Web-Accessed citizen request program.
- Continued a highly successful scanning and purge of personnel documents allowing our staff to work in a less cluttered environment, and allowing for faster retrieval of required documentation.
- Developed, in coordination with our safety advisory committee (BENSAC), a citywide Safety Training Binder covering topics supervisors may use for their monthly safety training topics
- Coordinated quarterly personnel practices training for all supervisors, middle managers and senior managers. Training included "Supervisory Skills for First Line Supervisor/Manager," "Exercising your Management Rights," "Retaliation," "Legal Issues Regarding Hiring," and "Legal Aspects of Preventing/Dealing with Violence in the Workplace."
- HR coordinated a successful citywide Disaster Preparedness Awareness contest, where employees were challenged with preparedness related questions in order to win a Disaster Service Pack and the necessary disaster preparedness related items to store in the pack.
- Established a committee representing all bargaining groups to discuss and agree to changes to the City's Sick Leave Bank Policy.
- Citywide Classification and Compensation Study
- Redesign of City Web Site. Incorporating Intranet capabilities for internal use by employees.

## **Priorities for Fiscal Years 2007-09**

- To recruit and select an outstanding HR Manager to oversee the Division.
- To successfully complete the Citywide Classification and Compensation Plan.
- Monitor implementation of the Fire Department Labor-Management Committee.

- Continue the implementation of the Succession Planning Program emphasizing development of a Career Enhancement Plan for employees interested in competing for the City's management and supervision positions.
- To work with City Departments to improve customer service training for all employees.

### Unmet Needs

None.

### City Manager Recommendations for Unmet Needs Funding

None.

### Staffing Summary

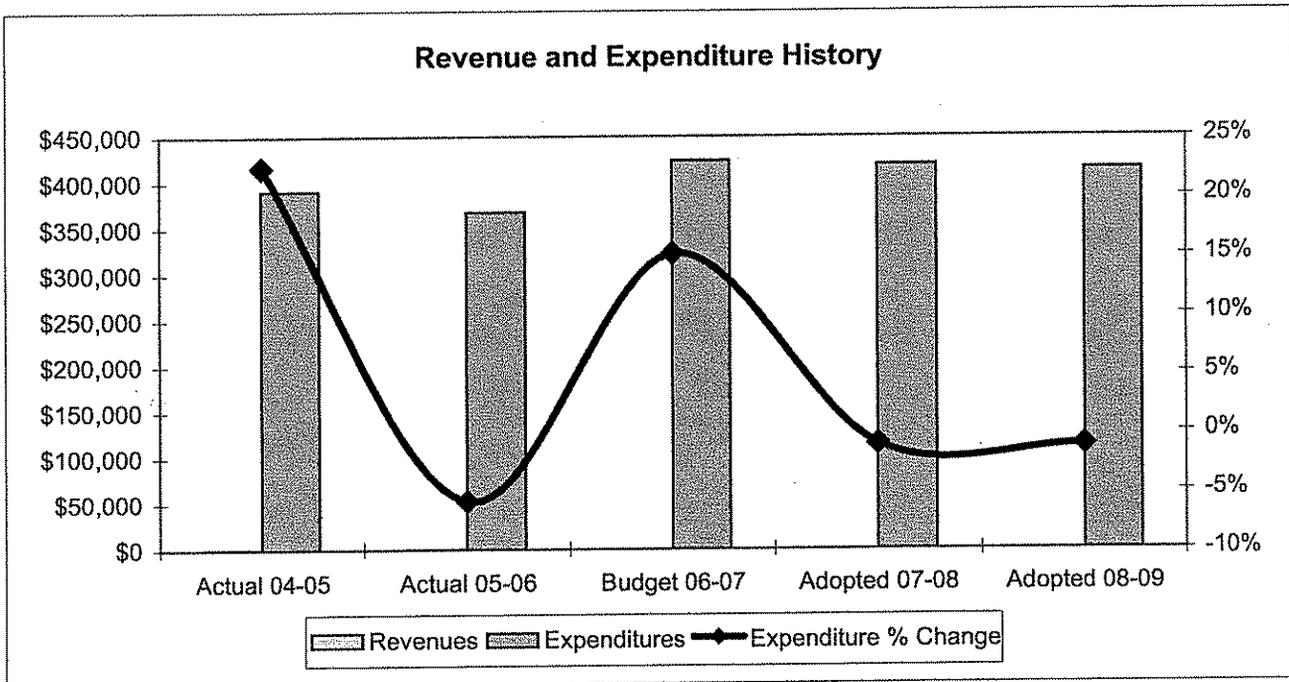
Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Human Resources Dir.	1.00	1.00	1.00	1.00	-----	-----
Human Resources Mgr. (a)	-----	-----	-----	-----	1.00	1.00
Senior Personnel Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Senior Admin. Clerk	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

(a) Beginning in August 2007, the HR Director position will be replaced by a HR Manager position. The HR Division will be absorbed by the City Manager's Office.

Note: In May 2007, the Information Technology (IT) Division became part of the Finance Department. IT was formerly part of HR.

## Human Resources

Fund 010 Division 2705	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 555	260	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 228,795	199,780	222,525	221,295	238,395	7%	229,710	-4%
Benefits	74,560	71,910	77,230	76,950	78,695	2%	83,080	6%
Services & Supplies	87,940	93,205	120,465	120,465	98,375	-18%	98,375	0%
Capital Outlay	0	0	0	0	0	-	0	-
Internal Service Charges	0	3,355	3,495	3,490	3,790	8%	3,360	-11%
<b>Expenditure Total</b>	<b>\$ 391,295</b>	<b>368,250</b>	<b>423,715</b>	<b>422,200</b>	<b>419,255</b>	<b>-1%</b>	<b>414,525</b>	<b>-1%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (390,740)</b>	<b>(367,990)</b>	<b>(423,715)</b>	<b>(422,200)</b>	<b>(419,255)</b>		<b>(414,525)</b>	



# *Finance Department*

## **Department Responsibilities**

The Finance Department is responsible for the planning, organization, control, coordination and direction of the financial resources and policies of the City, as set forth by the City Council and City Manager. The department is also responsible for preparing the City's Comprehensive Annual Financial Report ("CAFR"), the Biannual Budget, intergovernmental reports required by various agencies, and management of the Information Technology Division and the Benicia Breeze Transit Division.

As the "Custodian of Public Funds," the department manages and safeguards the financial resources of the City and provides prompt and courteous service to citizens and others having financial dealings with the City. The department also assists other departments in implementing their programs through budget development and financial management.

The department's work continues to grow as a result of added financial reporting requirements such as GASB 34, changes in the Fair Labor Standards Act ("FLSA"), the development of internal service funds, and the increased capital improvement project activity in the City.

Currently, the Finance Department also provides staffing support to the Audit and Finance Committee ("AFC") and the Human Services and Arts Board ("HSAB").

Department services include:

<ul style="list-style-type: none"><li>• Accounting</li><li>• Accounts Receivable</li><li>• Accounts Payable</li><li>• Assessment District Financing</li><li>• Budget &amp; Research</li><li>• Business Licenses</li><li>• Cash Management</li><li>• Customer Service</li><li>• Debt Administration</li></ul>	<ul style="list-style-type: none"><li>• Financial Planning</li><li>• Financial Reporting &amp; CAFR</li><li>• Liaison – AFC &amp; HSAB</li><li>• Payroll Services</li><li>• Policy Development</li><li>• Information Technology Mgt.</li><li>• Transit Management</li><li>• Utility Billing</li></ul>
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## **Highlights and Accomplishments in Fiscal Years 2005-07**

- Earned the national award for *Excellence in Financial Reporting* for fiscal year 2005/06 from the Government Finance Officers of America. The certificate is issued in recognition of meeting professional standards and criteria in reporting which reflect a high level of quality in the annual financial statements and in the underlying accounting system from which the reports were prepared.
- Continued to monitor the City's financial reserves in compliance with the Fund Balance Reserve Policy to maintain a minimum undesignated reserve level of 20% in order to stabilize the delivery of City services during periods of fiscal imbalance.

- Continued the maintenance of the Long Range Budget Model that presents the financial information in a manner consistent with the Fund Balance Reserve Policy, which separates revenues and expenditures between ongoing operational classifications and non-recurring classifications. In June 2005, The Model allowed the City Council to identify and take steps to avoid a negative financial trend that could have depleted the Undesignated Reserve level below 20% within the next three years.
- Worked closely with the City Manager, City Attorney, Public Works and Parks and Community Services Departments to resolve legal and financial issues with Benicia Harbor Corporation that resulted in changes to the long-term lease of the Marina Property.
- Worked closely with the City Manager, City Attorney and Valero Staff to design a new Utility Users' Tax Agreement between the City of Benicia and Valero. The new agreement utilizes a rolling 5-year average to arrive at changes in the payment and resulted in the City receiving over \$1 million in additional revenues each year. The agreement also allowed the City a retroactive adjustment of \$600,000 dating back to July 1, 2005.
- Worked closely with the Human Resources Department and each Employee Bargaining Unit to comply with a multitude of FLSA requirements. While the outcome was successful, the additional payroll analysis and reporting requirements have added in excess of 16 hours to each monthly payroll cycle.
- Developed the financial instruments and obtained \$2.2 million in financing for the Police Building Seismic Retrofit Project and Marina Area Storm Drain Project. The resulting debt service costs of \$276,000 have been included in the proposed budget.
- Beginning December 2006, the department began the Utility Billing Software Upgrade, which is expected to be completed in August 2007. The software will allow for several other improvements to be implemented, including Utility Management Reporting and Web-based account interaction and payment.

## **2007-09 Strategic Plan Priorities**

### **Ferry Service:**

The City Council has requested that staff investigate bringing Ferry Service to the City of Benicia. The study will include research into both weekly commuter service and weekend tourist service. The scope of the study will involve communications with other ferry service providers, identification of dock and parking facilities, research of capital and operating costs, identification and availability of outside funding, and overall benefit to the community.

**Schedule:** The project is underway, as staff has contacted other agencies and is compiling information. Due to the fiscal condition and staffing changes in Vallejo, the study will take several months but should be completed by March, 2008.

**Funding:** The project requires staff time but no City funding.

**Funding status:** The study will attempt to identify possible local, state and federal funding sources.

### **Additional Priorities:**

- Monitor all federal and state legislation and make necessary changes, including the final transition to meet the Governmental Accounting Standards Board Statement No. 34 requiring major changes to our current financial reporting models.
- Provide accurate and timely financial statements to internal and external users, including the design and circulation of departmental management reports.
- Continue to develop the *Long Range Budget Model* to assure that proper fiscal controls are implemented in time to avoid impacts in the delivery of public services.
- Assist departments in identifying appropriate user fees and updating the City's *Master Fee Schedule* on an annual basis.
- Assist departments in updating the Five-Year Capital Improvement Plan, including the forecasting of various revenues that are accumulated and allocated to projects in the future.
- Work closely with the Information Technology Department to research and implement enhanced computer software programs to assist departments in managing their personnel and financial goals.
- Work closely with all departments to update the City's Purchasing Policy and implement changes in purchasing procedures, including the possible adoption of a new citywide credit card use policy.

### **Unmet Needs**

Due to the increased level of activity in all departments and burgeoning State and Federal Reporting requirements, the Finance Department has the following budgetary needs that cannot be met within the proposed budget recommended by the City Manager:

*Purchase of Timekeeping Software.* The payroll division has a need for automated timekeeping software to decrease the time requirements for all departments, especially the Police and Fire Departments, resulting from the new procedures required to comply with FLSA statutes.

Estimated cost: \$50,000 one-time expenditure and maintenance costs of \$1,000 per year.

### **City Manager Recommendations for Unmet Needs Funding**

Not included based on lack of available funds and review of priorities.

## Staffing Summary

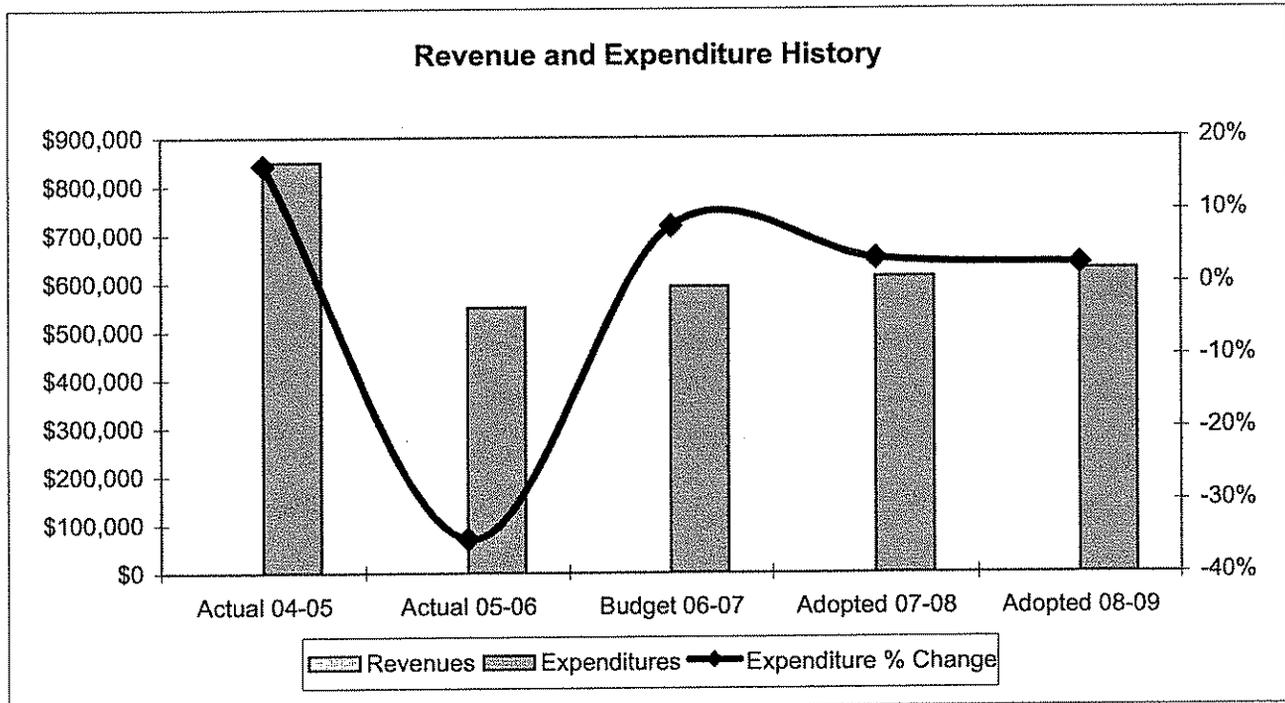
Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Finance Department	7.70	7.70	4.35	4.35	4.35	4.35
Administrative Services I.S.	-	-	3.35	3.35	3.35	3.35
Transit Division	0.30	0.30	0.80	0.80	0.80	0.80
Information Technology Div.	2.00	2.00	2.00	2.00	3.00	3.00
<b>Total*</b>	<b>8.00</b>	<b>8.00</b>	<b>8.50</b>	<b>8.50</b>	<b>11.50</b>	<b>11.50</b>

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Finance Director	1.00	1.00	1.00	1.00	1.00	1.00
Asst. Finance Director	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00	2.00	2.00
Senior Account Clerk	2.00	2.00	2.00	2.00	2.00	2.00
Account Clerk II	1.00	1.00	1.00	1.00	1.00	1.00
Transit Coordinator	-	-	0.50	0.50	0.50	0.50
IT Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
IT Technician II	1.00	1.00	1.00	1.00	1.00	1.00
IT Technician (Applications)	-	-	-	-	1.00	1.00
<b>Total*</b>	<b>8.00</b>	<b>8.00</b>	<b>8.50</b>	<b>8.50</b>	<b>11.50</b>	<b>11.50</b>

\* IT Division previously reported in HR Department.

## Finance

Fund 010 Division 3105	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 0	210	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 555,960	330,695	364,765	358,545	381,285	5%	392,765	3%
Benefits	195,960	127,095	139,210	139,195	147,055	6%	155,255	6%
Services & Supplies	96,430	82,385	79,050	87,985	69,355	-12%	72,195	4%
Capital Outlay	1,375	3,280	3,000	1,800	7,700	-	1,500	-
Internal Service Charges	0	6,285	6,515	6,550	7,020	8%	6,520	-7%
<b>Expenditure Total</b>	<b>\$ 849,725</b>	<b>549,740</b>	<b>592,540</b>	<b>594,075</b>	<b>612,415</b>	<b>3%</b>	<b>628,235</b>	<b>3%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (849,725)</b>	<b>(549,530)</b>	<b>(592,540)</b>	<b>(594,075)</b>	<b>(612,415)</b>		<b>(628,235)</b>	



## ***Information Technology Division***

*Finance Department*

### **Division Responsibilities**

The Information Technology Division manages and coordinates the evaluation, acquisition, installation and use of appropriate hardware and software throughout the City and end-user support to meet the information processing needs of all City departments and functions. This major division is responsible for the administration and management of over 200 computer users, numerous pieces of network switches and routers and the use of over 500 pieces of equipment used by City personnel. It supports the telephone switches and systems, voice-mail, electronic document imaging and related systems and performs related work as required.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

The Information Technology Division has maintained the entire wide area network, with all it's networking equipment, servers, desktops and associated equipment, with an amazing degree of professionalism and expertise. This is accomplished with only two assigned personnel. This division oversees the continuous installation and upgrading of hardware and software throughout the City.

One of the major accomplishments of this Division was the upgrade of the City-wide email system. This system was originally installed in 1999. This was a major upgrade and was conducted with minimal downtime.

Another major upgrade was to the City's telephone equipment. Our in-house telephone system, Inter-Tel, needed a major upgrade. This too was conducted with minimal downtime.

The Parks and Community Services Department's registration program, Class, is another application that went through a major upgrade. This upgrade will allow citizens to be able to register and sign up for programs on-line over the Internet.

The Finance Department's utility billing application is also being upgraded. This new product will allow citizens to make payment of their City managed utilities online.

Another accomplishment was the startup of the City's wide-area-network over the Comcast fiber network. When completed this system will increase network speeds for remote facilities and reduce of costs for leased telephone lines.

The Police Department's new Communication Center was another major accomplishment. The Information Technology Division was instrumental in the planning process for this project. This Division assisted in the design of the new telecom room within the Communication Center. This new telecom room now houses necessary computer/network equipment in one location that used to be in three different locations in the past.

In 2006, the Police Department's mainframe was upgraded. Data from 1989 to present was migrated to the new AS400.

### **Priorities for Fiscal Years 2007-09**

The Information Technology Division continues to support the departments with their document imaging needs. A specific priority is the implementation of an agenda management application that will streamline the process of creating public meeting agendas (City, Council, Planning Commission, etc...) and posting the agendas online via the City's website.

The Division will acquire the City's website upgrade project. Our goal of this project is to design a web site with up-to-date content, has user-friendly navigation, has professional styling, and an e-commerce solution for paying utility bills online as well as ability to schedule classes and courses with the City's Parks and Community Services Department.

Install a wireless computer network in the council chambers. This will allow council members, staff and the attending public, who have wireless notebook computers, to view respective agendas and supporting documents online.

The upgrade of the Microsoft Office Suite of products is another priority of the Information Technology Division. The current suite of products is over seven years old and is not supported by the vendor.

Due to obsolescence issues (older technology), replacement of various servers and desktops will need to be accomplished. Some newer or replacement programs/software need more powerful servers and desktops.

Implement a software upgrade for the Police Department's CAD and Records Management software, including integrated applications such as Field Reporting and Mobile Data Browser.

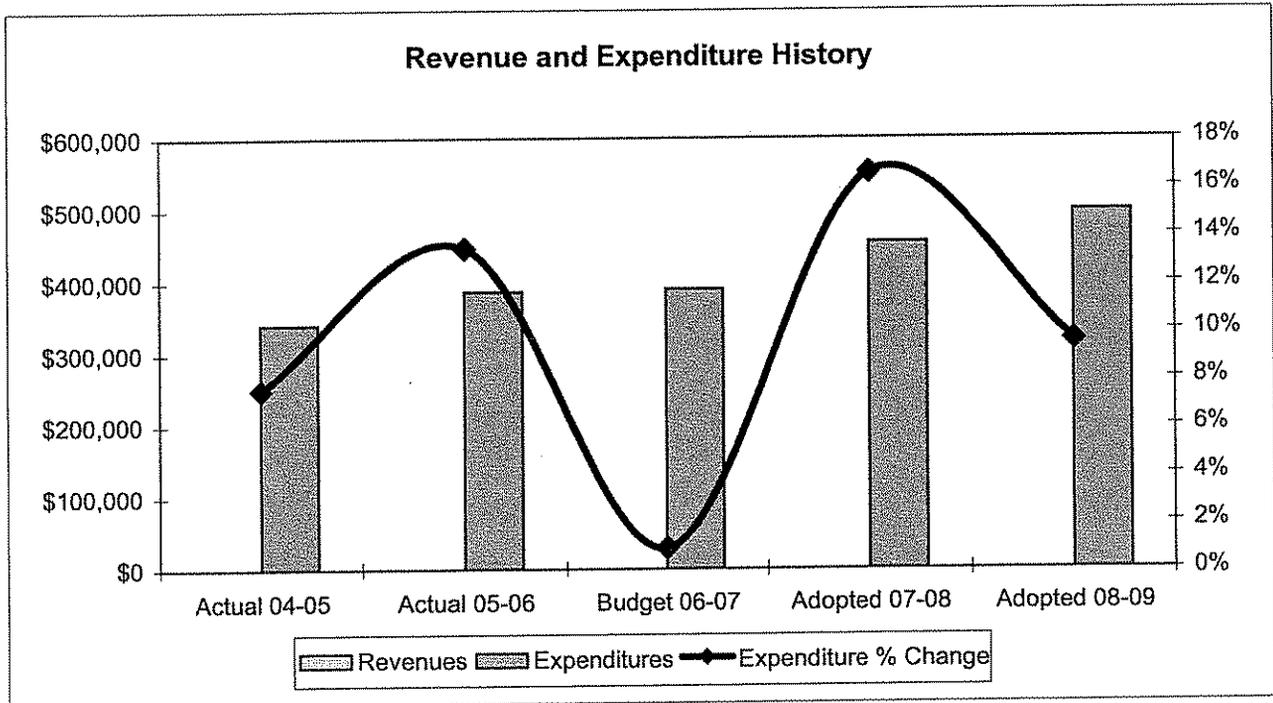
Assist Police Management Analyst in developing a Crime Analysis System for the Police Department.

### **Staffing Summary**

<b>Division Personnel</b>	<b>Actual 2003-04</b>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Proposed 2007-08</b>	<b>Proposed 2008-09</b>
IT Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
IT Technician II - General	1.00	1.00	1.00	1.00	1.00	1.00
IT Tech II - Applications	----	----	----	----	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

## Information Technology

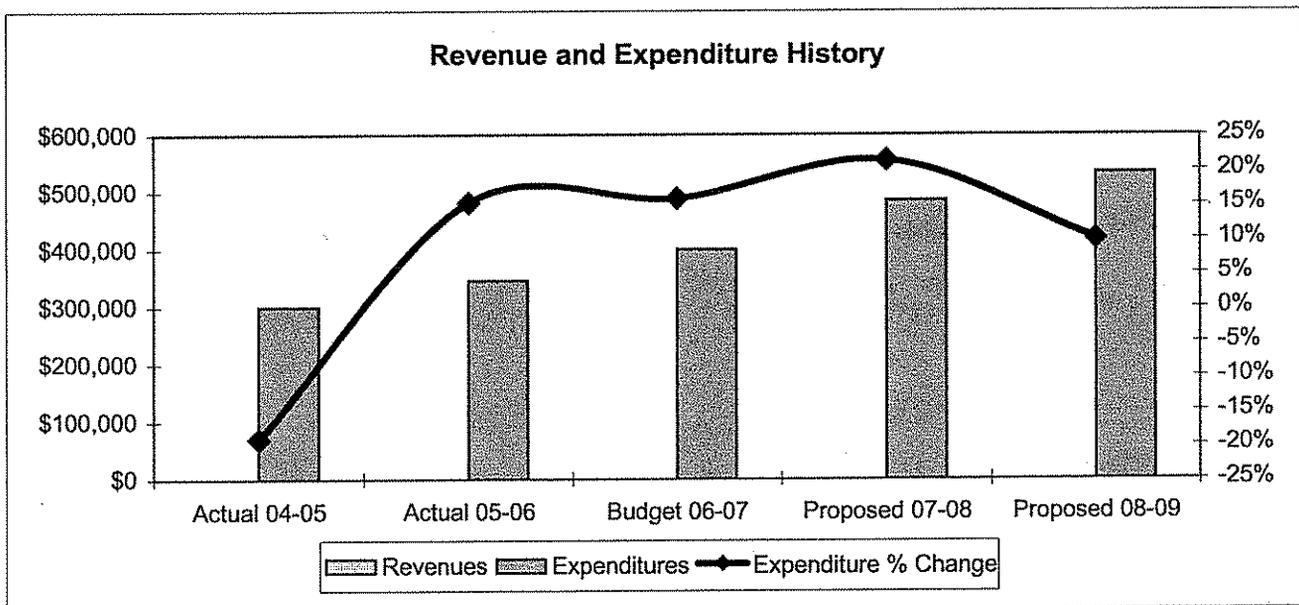
Fund 010 Division 3305	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 0	0	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 135,570	142,675	167,805	150,845	202,355	21%	228,310	13%
Benefits	47,865	58,250	60,365	59,995	84,595	40%	97,970	16%
Services & Supplies	136,505	148,230	125,250	125,250	103,450	-17%	105,315	2%
Capital Outlay	21,500	14,610	13,500	13,500	25,500	-	30,500	-
Internal Service Charges	0	23,485	23,695	23,530	39,400	66%	36,730	-7%
<b>Expenditure Total</b>	<b>\$ 341,440</b>	<b>387,250</b>	<b>390,615</b>	<b>373,120</b>	<b>455,300</b>	<b>17%</b>	<b>498,825</b>	<b>10%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (341,440)</b>	<b>(387,250)</b>	<b>(390,615)</b>	<b>(373,120)</b>	<b>(455,300)</b>		<b>(498,825)</b>	



## Community Grants and Programs

The City of Benicia sponsors several community-based organizations. The non-profits are asked to submit grant requests to the City Council or the Human Services and Arts Board each budget cycle. The applications contain an outline of their plans for using the grants in the community. The HSAB recommends appropriate funding levels for each Grantee, subject to the approval of the City Council.

Fund 010 Division 2305	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07 (1)	Estimated 2006-07	Adopted Budget 2007-08 (2)	% (2/1)	Adopted Budget 2008-09 (3)	% (3/2)
<b>Community Expenditures</b>								
Arts Benicia	Reported in Human Services Fund							
Benicia Community Arts								
Benicia Old Town Theater Group								
Benicia Performing Arts								
Crossing Guards	65,500	65,500	65,500	65,500	65,500	0%	65,500	0%
Senior Center Contribution	7,265	6,000	6,000	6,000	6,000	0%	6,000	0%
Tula Sister City	1,290	1,290	1,290	1,290	1,400	9%	1,500	7%
Fourth of July Contribution	4,700	9,400	4,700	4,700	Reported in Main Street Program			
Historical Museum	47,000	47,000	50,000	50,000	75,000	50%	80,000	7%
Transfer Out-Youth Action Task Force	26,210	27,170	68,080	68,080	40,000	-41%	68,080	70%
Transfer Out-ATOD Match	0	7,390	11,155	11,155	15,105	35%	17,725	17%
Transfer Out-Literacy Program	0	33,070	34,390	34,390	66,580	94%	74,050	11%
Transfer Out-Human Services Grants	53,800	73,910	81,300	81,300	120,000	48%	125,000	4%
Transfer Out-HSAB Arts Grants	42,865	75,370	76,170	76,170	96,170	26%	96,170	0%
<b>Community Expenditures</b>	<b>\$ 300,630</b>	<b>346,100</b>	<b>400,585</b>	<b>398,585</b>	<b>485,755</b>	<b>21%</b>	<b>534,025</b>	<b>10%</b>
<b>Expenditure Total</b>	<b>\$ 300,630</b>	<b>346,100</b>	<b>400,585</b>	<b>398,585</b>	<b>485,755</b>	<b>21%</b>	<b>534,025</b>	<b>10%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (300,630)</b>	<b>(346,100)</b>	<b>(400,585)</b>	<b>(398,585)</b>	<b>(485,755)</b>		<b>(534,025)</b>	



# *Library Department*

## **Department Responsibilities**

The Library Department is responsible for selecting, purchasing, cataloging and processing print, audiovisual and other materials for the citizens of Benicia and circulating items to our customers in an efficient manner. Recognizing that schools have been adversely affected by budget cuts at the state and federal level, the Library selects materials that augment the local curriculum and provides educational enrichment in the form of story times, programs and events for children of all ages. We also offer recreational and educational programs for adults. The department provides direct customer service at two public service desks and computer services, including free access to the Internet. The Library supports the arts by offering gallery space to artists on a competitive basis and by hosting free musical concerts. There are also two meeting rooms available for public meetings and community organizations.

The Literacy and English as a Second Language Program is an integral part of the Library, working to improve reading and language skills of adults in Benicia, which gives them the opportunity to become more productive members of the community.

Through membership in the Solano, Napa and Partners (SNAP) consortium and the North Bay Cooperative Library System, the Library is able to offer its customers a wide range of materials locally while conserving economic resources. The Library receives support and grant funding from the California State Library and maintains membership in the California Library Association and the American Library Association, which offer professional educational development and networking.

## **Highlights and Accomplishments in Fiscal Years 2005-07**

- 📖 511,785 visitors came to the library between 2004 and 2006, with an average attendance of 726 people per day.
- 📖 Received a National Endowment for the Humanities Grant on *Abraham Lincoln's Journey to Emancipation*. The Huntington Library and the Gilder Lehrman Institute of American History sponsored this exciting and thought-provoking exhibit.
- 📖 Circulated 659,924 items in 2005 and 2006. This represents the equivalent of every person in Benicia checking out 12 items per year.
- 📖 Piloted a successful downloadable book service that will be offered by all Solano County Libraries starting in summer 2007 to provide enhanced service for those who have difficulty getting to the library.
- 📖 Annually presented 132 story times for children, attended by a total of 3,348 children and their parents each year.
- 📖 In 2005-6, presented 394 programs for teens, attended by 9,033 teenagers aged 13-18.
- 📖 Received a \$20,000 grant from Valero to expand outreach services to children 0-5. This grant has allowed staff to provide story times to Benicia preschools and daycares. Collaboration with the California State Library expanded the grant funds by \$5000 and provided training and support for the program. With these grant funds, Children's Services partnered with the Literacy Program to provide Early Learning with Families (ELF) and Raising a Reader programming.
- 📖 The Literacy program served more than 150 learners in 2006-07 and roughly serves 50% English speakers and 50% non-English speakers.

- ☐ Collaborated with the Family Resource Center to provide subsidized childcare for adult learners enrolled in weekly English as a Second Language classes.
- ☐ Started the library's eighth book club – the Nonfiction Book Club joins the popular Mystery, Classic, Noon, Wednesday evening, Teen, Junior Kids and Kids reading clubs.
- ☐ Collaborated with the Family Resource Center to provide subsidized childcare for adult learners enrolled in weekly ESL classes.
- ☐ Started a workplace ESL program in the Industrial park, offering classes twice weekly.
- ☐ Partnered with the CLLS Americorps Statewide Initiative that provided two Americorps members who will work for the Literacy Department in 2007.

## 2007-09 Strategic Plan Priorities

### Library Basement:

This project consists of finishing approximately 8,000 square feet of space currently used for workspace for seven staff, book storage, and Friends of the Library monthly book sales. The Library Director would like to use the space for staff workspace, conference rooms, a literacy program center, book storage and Friends' book sale area. Preliminary Council approval was granted to hire an architect to provide a design and a preliminary construction cost estimate. Construction of project dependant upon cost and scope of work desired.

**Schedule:** Design work to begin in June, with request to City Council for direction on next steps in October 2007.

**Funding:** \$300,000 has been reserved and is available in FY 2007-08 with an additional \$100,000 "earmarked" in the Capital License fund for the project. There are also additional funds that could become available in Measure B. When the full scope of work is known, staff will request the City Council review the improvement plans and allocate additional reserves as needed.

## 2007-09 Additional Priorities

In addition to the Library Basement project, the Board of Library Trustees established the following priorities in January 2007. The proposed budget includes the following changes in staffing to accomplish the following Board-established priorities:

- ☐ Provide additional staff for Adult Services. (request the filling of a full-time Outreach Coordinator in the Budget Document with funding from increased Measure B receipts.)

One full-time Managing Librarian currently operates the Adult Services division of the library. One professional librarian, one library technician, and one part-time volunteer coordinator assist her a total of less than 20 hours per week. In addition to operating reference services, this team arranges for exhibits, maintains computer equipment, coordinates the Downloadable Books program, facilitates five book club meetings, updates the library web page, offers free Internet/computer classes, and keeps up with current technology for libraries.

Use of the Measure B funds for this position will allow the Friends of the Library to channel their special funds to other areas in need. The incumbent in the new position will create and implement a public relations campaign; provide more community outreach programs; create a "Promises Made, Promises Kept" program that celebrates the successes achieved through use of Measure B funds; assist the newly created Library Foundation with fundraising; and

provide assistance with programs and scheduling for the Adult Public Services Department. In addition, the employee in this position will continue currently operating programs, such as the library's book club programs, volunteer coordination, and other services.

Note: The City Manager has requested this position be filled utilizing increased revenues in the Measure B fund.

- 📖 Add additional staff to the Literacy Program (add .5 FTE to create full-time Administrative Clerk/Early Literacy Service position)

Add sufficient hours to existing staff to provide one part-time assistant for the program. The Literacy program has expanded to a level where clerical assistance is necessary to answer phones, input data, perform evaluations, coordinate literacy volunteers, evaluate incoming learners for reading competency, and handle other essential operational tasks.

As one of the responsibilities of this position will be implementation of the Early Literacy Outreach Program, expenses will be partially offset by grant funds received but not expended.

Note: The City Manager has requested the Department utilize additional part-time expenses of \$18,000 per year from reserves dedicated to the Literacy Program to meet the needs in Literacy for this two-year budget cycle.

In addition, the Board's adopted Long Range Plan for 2006-10 establishes the following additional priorities:

- 📖 Continue to refine, expand and improve our service to the citizens of Benicia through staff development and training.
- 📖 Provide an improved level of building maintenance to provide a high quality facility to the citizens of Benicia. The proposed budget includes additional funds for building maintenance and repair, including window and upholstery cleaning, carpet repair, replacement of window coverings, and other essential items.
- 📖 Provide an array of library services to meet the needs of the community.
- 📖 Enhance public access to information and improved services through current or future-oriented technologies.
- 📖 Build and maintain a strong collection of materials in multiple formats to meet the changing and diverse needs of the community.
- 📖 Become an increasingly important, well-used "hub" of the community
- 📖 Form partnerships with community organizations, other public service agencies, and cooperative networks.
- 📖 Explore appropriate technology to streamline materials handling and fulfill the information needs of our community.
- 📖 Seek opportunities and grant funding for traveling exhibits and programs of historical, topical or educational interest to Benicia.
- 📖 Maintain our cooperative relationship with the Benicia Unified School District, including possible collaboration on the Community Center Project.
- 📖 Support the Friends of the Library and the newly formed Library Foundation in fundraising and support for the library.

## Unmet Needs

- ☐ Create a full-time clerical position for the Library's Literacy Department. The department has been allocated additional part-time funding for FY 2007-09.
- ☐ Additional funds to start a browsing collection. This collection will circulate to and from the Benicia library only. \$12,000 for this has been allocated in budget item 088-3488-8675.

## City Manager Recommendations for Unmet Needs Funding

The City Manager recommends deferring the consideration of another full-time position in the Literacy Department until the next Budget Cycle beginning July 1, 2009. General Funds are not available and Library reserves should be retained as a contingency for the Library Basement Project. The additional requests for funding the browsing collection and the basement improvements could become available within the Measure B fund as the total receipts and ending fund balance become known for FY 2006-07 and the construction costs for the Basement Project become known. It is expected that \$200,000 will be available for these projects, subject to City Council consideration at a later date.

## Staffing Summary

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Library Operations Division	6.75	6.75	6.75	6.75	6.75	6.75
Measure B Tax Program	6.25	6.25	6.25	6.25	7.25	7.25
Families for Literacy Program	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>15.00</b>	<b>15.00</b>

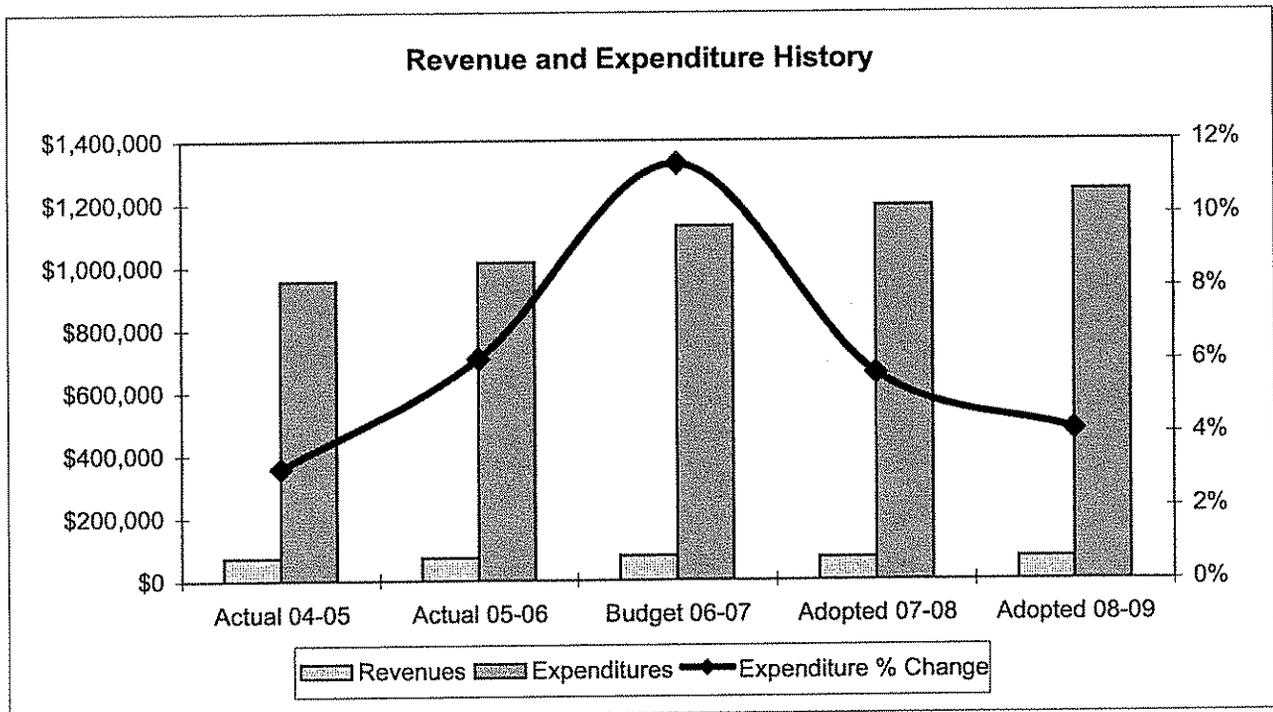
Note: This schedule contains full-time employees only.

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Director	1.00	1.00	1.00	1.00	1.00	1.00
Supervising Librarian	1.00	1.00	1.00	1.00	1.00	1.00
Literacy Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Public Services Librarian I	3.00	3.00	3.00	3.00	3.00	3.00
Public Services Librarian II	2.00	2.00	2.00	2.00	2.00	2.00
Library Assistant I	-	-	-	-	1.00	1.00
Library Assistant II	5.00	5.00	5.00	5.00	5.00	5.00
<b>Total</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>15.00</b>	<b>15.00</b>

Note: This schedule contains full-time employees only.

## Library

Fund 010 Division 3405	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 73,720	73,085	78,270	73,470	72,770	-	72,770	-
<b>Expenditures</b>								
Salary & Wages	\$ 527,985	574,640	603,735	638,775	647,025	7%	666,320	3%
Benefits	162,745	189,035	207,525	214,435	204,190	-2%	215,480	6%
Services & Supplies	265,065	239,480	306,790	294,285	329,910	8%	349,585	6%
Capital Outlay	0	0	0	0	0	-	0	-
Internal Service Charges	0	10,510	10,745	11,190	11,380	6%	10,080	-11%
<b>Expenditure Total</b>	\$ 955,795	1,013,665	1,128,795	1,158,685	1,192,505	6%	1,241,465	4%
<b>Net Contribution / (Use)</b>	\$ (882,075)	(940,580)	(1,050,525)	(1,085,215)	(1,119,735)		(1,168,695)	



## ***Community Development Department***

### **Department Responsibilities**

The Community Development Department is comprised of two divisions, Planning and Building. The Department is responsible for updating and implementing the General Plan, which provides the policy framework for development in the community. The Department also is the permit-processing center for the City through which all development applications are reviewed and analyzed, prior to receipt of necessary approvals. Other duties include reviewing and coordinating comments on pertinent County and regional plans and environmental documents that have implications for Benicia.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

Department achievements during fiscal 2005-07 include:

- Code Enforcement Program with a half-time Community Preservation Officer,
- Master Fee Schedule update,
- Draft Environmental Impact Report for the Benicia Business Park,
- Draft plans for the Arsenal and Downtown Mixed-Use areas and preliminary environmental review,
- Zoning text changes for wireless facilities, flag lots, lot width, density bonus and affordable housing,
- Geographic Information System access,
- Transfer of Housing Rehabilitation Loan Program to Vallejo Neighborhood Housing Services, with oversight by the Finance Department,
- Application to have the City designated as a Certified Local Government,
- Completion of the action plan from the *Review of Development Process and Customer Service*, prepared by Zucker Systems, and
- Evaluation and comment on Association of Bay Area Government's 2007 Projections.

These projects were accomplished in addition to processing development applications (which included the Harbor Walk mixed-use project and the Rose Center project), annually review of an average of 115 permits requiring noticed public hearings, staff level approvals (including up to 175 Home Occupation Permits annually), zoning compliance verification, review and issuance of building permits, and responding to daily inquiries from the public on planning, zoning and building matters (average 20-30 per day).

Thus far during fiscal year 2006-07, the Building Inspection Division has performed approximately 200 plan checks and 4,600 inspections. (In fiscal 2005-06, the Building Division issued approximately 1,400 permits, compared to 1,600 permits issued in the previous year. However, remodeling and room additions at existing dwellings has increased substantially. With the addition in 2005 of a Development Services Technician, the Building Division has been able to provide an increased level of service while reducing the need for outside plan check services. The number of annual permits is projected to remain steady.

## 2007-09 Strategic Plan Priorities

### **Benicia Business Park:**

This project consists of obtaining approval of a project that conforms to General Plan policies.

**Schedule:** Environmental Impact Report (EIR) certification is expected as soon as summer 2007. Project review is expected as soon as fall/winter 2007, with approval consideration estimated in spring 2008.

**Funding:** This project requires staff time but no City funding.

**Funding status:** EIR and project manager costs are funded by applicant.

### **Downtown & Arsenal Plans:**

This project consists of adopting the plans that amend the Zoning Ordinance to implement new standards to guide development downtown and in the historic Arsenal area. The plans will answer the question: What is meant by mixed use in the General Plan?

**Schedule:** Environmental review is expected to be complete by August 2007. Adoption of the plans and approval of necessary General Plan and Zoning Ordinance Amendments is expected by September 2007.

**Funding:** \$440,000 is available in General Fund monies for plan development and environmental review.

**Funding status:** This project is funded.

### **“Line Item” Priority:**

At the May 3, 2007 Special Council Meeting on the 2007-09 Strategic Plan, the Council identified a number of proposed priorities that did not make the list of top priorities, but could likely be addressed as “line items” during the budgeting process. One such item is Full-Time Code Enforcement.

### **Full-Time Code Enforcement:**

The increase to full-time code enforcement would respond to citizen suggestions during the strategic plan process and better accommodate the combined workload of health and safety violations, weed abatement, and neighborhood appearance complaints. The function would be relocated to the Fire Department, given its close relationship with the Fire Department function of preventing fires.

**Schedule:** Increase to begin on July 1, 2007.

**Funding:** Changing the Community Preservation Officer position from hourly half-time in the Community Development Department to full time in the Fire Department would result in added costs of \$56,400 in FY 07-08 and \$59,235 in FY 08-09.

**Funding Status:** Code enforcement is not funded from its current level of \$21k/year for half-time hourly. City Manager recommends better definition of unmet code enforcement needs prior to considering adding staff resources. Project is not among the top thirteen priorities for 2007-09, nor did a majority of Council Members rate this as a “Very High” priority during the Strategic Plan Update process.

**Additional Priorities:**

The Community Development Department will continue its focus on improved customer service through improvements in permit processing, updating regulations and policies, and providing ongoing staff training and dialogue with customers.

The position of Development Services Technician II, which was budgeted under capital projects in 2005-07, is programmed as a regular position in the Building Division (with no budget impact). This will enable the Building Division to keep pace with plan check workload. The Development Services Technician also records and images permits for staff and public access and handles counter inquiries. This enables the Building Inspector to spend more time in the field and the Building Official to devote time to plan review, reducing the need for outside services.

Refer to the narratives under the Planning and Building Divisions for additional discussion of Goals and Priorities by Division.

**Unmet Needs**

None.

**City Manager Recommendations for Unmet Needs Funding**

None.

**Staffing Summary**

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Planning Division	5.75	5.75	5.75	5.75	5.50	5.50
Building Inspection Division	2.65	2.65	3.75	3.25	3.50	3.50
<b>Total</b>	<b>8.40</b>	<b>8.40</b>	<b>9.50</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

## ***Planning Division***

*Community Development Department*

### **Division Responsibilities**

The Planning Division processes all applications for development in the City. The Division is staff to the Planning Commission, Historic Preservation Review Commission, Zoning Administrator, Sky Valley Open Space Committee, Tri-City and County Open Space Committee and the Uniform Code Board of Appeals. The Division is also responsible for implementing the City's General Plan and Zoning Code, including periodic reviews and updates, conducting special planning studies, and providing input to regional planning activities by agencies such as the Metropolitan Transportation Commission, San Francisco Bay Conservation and Development Commission, Solano County Transportation Agency, and the Association of Bay Area Governments.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

Please see the discussion of highlights and accomplishments in the overall department narrative.

### **Priorities for Fiscal Years 2007-09**

During the next two years, the Planning Division will:

1. Continue to process development applications in a complete and professional manner;
2. Continue to refine the City's development review processes, procedures and regulations;
3. Complete the update of the Downtown Historic Conservation Plan;
4. Complete and implement the Downtown Master Plan and Lower Arsenal Mixed Use Specific Plan (see 2007-09 Strategic Plan Priority under the overall department narrative); and
5. Update the Housing Element in accordance with State requirements.

### **Unmet Needs**

None.

### **City Manager Recommendations for Unmet Needs Funding**

None.

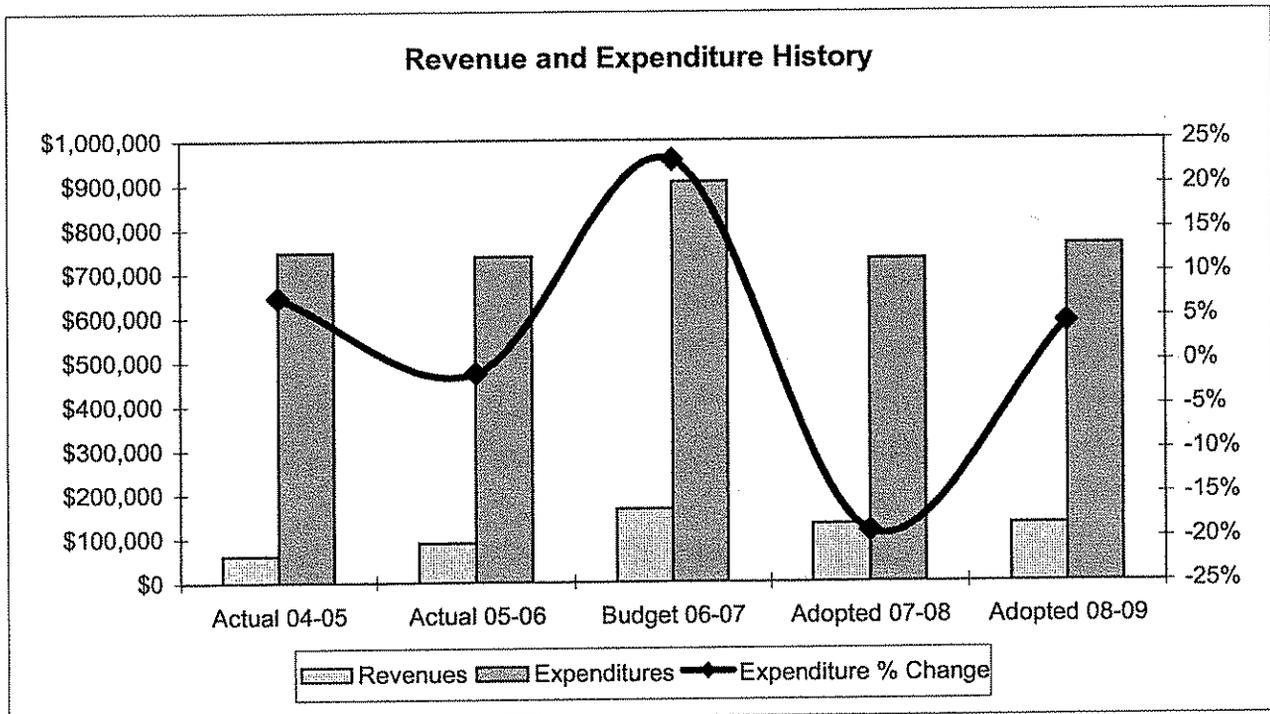
## Staffing Summary

Division Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Community Dev. Director (a)	1.00	0.90	0.90	0.90	0.50	0.50
Principal Planner	1.00	1.00	1.00	-	1.00	1.00
Senior Planner	-	-	-	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00	1.00	1.00
Dev. Services Technician II	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.85	0.85	0.85	0.85	-	-
Management Analyst II	-	-	-	-	1.00	1.00
<b>Total</b>	<b>5.85</b>	<b>5.75</b>	<b>5.75</b>	<b>5.75</b>	<b>5.50</b>	<b>5.50</b>

(a) 50% of the director position is charged to the Building Inspection Division (4205)

## Planning Division

Fund 010 Division 4105	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 61,490	90,085	166,200	91,400	131,200	-	131,200	-
<b>Expenditures</b>								
Salary & Wages	\$ 506,400	394,680	580,900	413,195	462,630	-20%	483,050	4%
Benefits	143,875	92,945	200,375	199,425	169,780	-15%	181,335	7%
Services & Supplies	97,715	238,745	114,145	85,050	81,500	-29%	77,500	-5%
Capital Outlay	0	6,195	3,270	5,885	10,000	-	15,000	-
Internal Service Charges	0	5,650	7,410	5,890	7,800	5%	6,860	-12%
<b>Expenditure Total</b>	\$ 747,990	738,215	906,100	709,445	731,710	-19%	763,745	4%
<b>Net Contribution / (Use)</b>	\$ (686,500)	(648,130)	(739,900)	(618,045)	(600,510)		(632,545)	



## ***Building Division***

*Community Development Department*

### **Division Responsibilities**

The Building Division is responsible for the issuance of all building permits. To accomplish this task all plans accepted for review are routed to Public Works, Planning, and Fire for approval. Follow up with these departments/divisions is done to insure the permits are processed in a timely manner. As part of the permitting process Building staff calculates and collects City impact fees for sewer, water, capital license, library and traffic. The division also administers County Public Facilities and State Strong Motions Instrumentation Program fees. All plans are subject to review for compliance with City and state requirements. Most plans are reviewed in-house, but some specialized plans are reviewed by contractors.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

Please see the discussion of highlights and accomplishments under the discussion for the overall department.

### **Priorities for Fiscal Years 2007-09**

1. Continue tracking and imaging permits to ensure accessibility to staff and the public.
2. Update Building Permit fees to keep pace with real cost of plan review.
3. Update City building code and applicant summaries to incorporate California Building Standards Commission changes effective January 1, 2008.

### **Unmet Needs**

None.

### **City Manager Recommendations for Unmet Needs Funding**

None.

## Staffing Summary

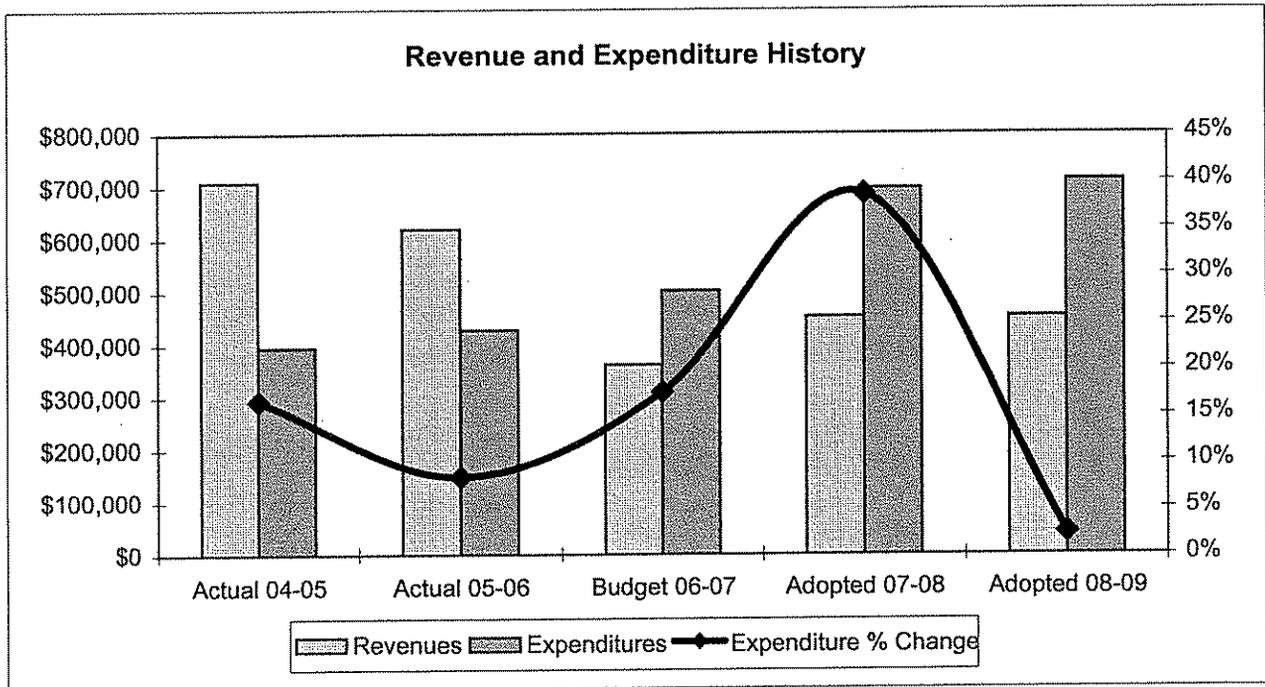
Division Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Community Dev. Director (a)	0.10	0.10	0.10	0.10	0.50	0.50
Building Official	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00	1.00	1.00	1.00
Development Services Tech. I/II	-	-	1.00	1.00	1.00	1.00
Administrative Secretary	0.15	0.15	0.15	0.15	-	-
Senior Administrative Clerk (b)	0.40	0.40	0.50	-	-	-
<b>Total</b>	<b>2.65</b>	<b>2.65</b>	<b>3.75</b>	<b>3.25</b>	<b>3.50</b>	<b>3.50</b>

(a) 50% of the Community Dev. Director is charged to the Planning Division (4105)

(b) As of 2006-07 100% of Senior Administrative Clerk charged to Engineering (8805)

## Building Inspection Division

Fund 010 Division 4205	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 708,845	619,985	361,800	355,910	452,250	-	452,250	-
<b>Expenditures</b>								
Salary & Wages	\$ 227,730	209,060	258,565	251,030	403,325	56%	419,940	4%
Benefits	66,075	71,470	84,540	36,790	124,115	47%	131,355	6%
Services & Supplies	98,045	141,115	154,705	121,490	155,840	1%	149,340	-4%
Capital Outlay	3,145	2,215	1,070	1,200	3,800	-	3,800	-
Internal Service Charges	0	4,080	3,435	3,410	9,040	163%	7,990	-12%
<b>Expenditure Total</b>	\$ 394,995	427,940	502,315	413,920	696,120	39%	712,425	2%
<b>Net Contribution / (Use)</b>	\$ 313,850	192,045	(140,515)	(58,010)	(243,870)		(260,175)	



# *Police Department*

## **Department Responsibilities**

The members of the Benicia Police Department work in partnership with the community to improve the quality of life of all our citizens and merchants. This is accomplished through: the apprehension of criminals; crime prevention; intervention and resolution of systematic problems within the community; and involvement with the youth.

The Police Department's approach to enhancing public safety in the community involves focusing on Excellence in Policing, Professionalism and Innovation. Contemporary and effective law enforcement services requires an inclusive approach, coupled with a high level of service delivery leading to strong community connections. The use of technology is essential to increase efficiency, and community access. We commit to collaborating with employees, community members, and at a regional level.

The Benicia Police Department's goal is to focus its services on five strategic elements most critical to effective policing within the community.

- Develop and complete an updated "Police Facility Needs Assessment" to fulfill a long-term facility plan to meet the needs of a contemporary police building.
- Continue to provide, evaluate, and improve upon all policing services to the community, with an emphasis on utilizing innovative technology.
- Devise recruitment, retention, and funding plans that bring the department to full staffing levels in all divisions.
- Focus on training needs of all personnel to ensure the highest quality of service to all citizens.
- Research and implement regional policing concepts such as police training and countywide radio and data interoperability.

## **Highlights and Accomplishments in Fiscal Years 2005-07**

- Police Building Repairs and Improvements:
  - Emergency repairs to the police building were completed during the past two years. The repairs included selective seismic upgrades to the dispatch center and the 9-1-1 equipment areas along with upgrading the holding facility area to improve the holding cell safety and security standards. Completion of the emergency repairs has again brought attention to outstanding need of significant improvements to the police building. Police department staff has been working with building maintenance staff to identify costs associated with the remaining needed repairs.
  - Holding cell remodel: The holding cell area where prisoners are kept awaiting transport to the County Jail was remodeled. This remodel was necessary for the safety and security of the office employees as well as the general public. A new

prisoner restroom was added so prisoners are no longer walked through the office areas in order to use the employee restrooms.

- Security gates: The new security gates have been installed on the east side parking lot in order to transfer prisoners from patrol vehicles to holding cells in a secure area. The gate controls are located in the Dispatch Center and can be operated by either our Smartlink "touch screen" monitors or wall mounted controls.
- Seismic upgrade: The Dispatch Center had shear walls constructed to strengthen the walls to withstand a moderate earthquake.
- SMARTLINK: Benicia is the first agency in Solano County to upgrade to the Smartlink Integrated Communication radio. This radio has state of the art touch screen monitors. The Smartlink radio enables Police and Fire agencies to have interoperability throughout Solano County. Since Benicia's Smartlink installation, Contra Costa and San Francisco Counties have decided to sign contracts with Smartlink. Napa and Alameda Counties are also entertaining the idea. All agencies that purchase Smartlink will have the ability to communicate with neighboring agencies on the same system. We have also chosen to keep our Motorola consoles as emergency back up radios in hopes of installing them at some point in our Emergency Operations Center.
- AT&T Phones: Our phones were upgraded to the newest Vesta 9-1-1 phone equipment for all 4 dispatch positions. The largest benefit from this upgrade is that it will enable us to take cellular 911 calls from CHP once we purchase a mapping program and integrate it into our Computer Aided Dispatch software. We can also now track all incoming calls on both 911 and other non-emergency lines coming into the Dispatch Center through the AT&T Magic software program.
- Datacomm Room: This room houses all pertinent equipment needed to run the Dispatch Center. It also includes the CAN (Community Awareness Notification) system. Prior to this upgrade, this equipment was located in 4 to 5 different locations. Now that it is all in one place, Dispatchers or IT personnel can maintain the security of the equipment at all times.
- TV monitors: A 37" Vizio monitor was purchased to display the 12 security camera screens throughout the police facility. Prior to this large screen mounted on the wall, Dispatch would have to view the security camera from a small 15 or 17" screen that only one Dispatcher actually had access to. Access to local and nation news is a must in an Emergency Dispatch center. So a 42" Vizio screen was also purchased that is hooked into the local cable provider. Dispatch can access news and weather reports along with being able to view local cable channel 27, which is used to display CAN system messages to the public in the event of an emergency.
- XYBIX consoles: 4 fully ergonomic dispatch furniture consoles were purchased. These are fully adjustable so dispatchers can either stand or sit. Each position has its

own climate and light controls. All CPU's are housed in a large cabinet and the wiring runs through raceways built into the furniture so the design is clean and neat.

- Miscellaneous: Esthetic upgrades to the Dispatch Center have been made including a new over-head lighting system which is controlled by dimmer switches. New heavy traffic carpeting has been installed. The walls were stripped of the old carpeting that covered 50% of the walls and have been completely repainted. New vertical blind window coverings are to be ordered and installed shortly.
- Recruitment and retention: Two police officer positions had been frozen during the 2005-2007 budget cycle. Those positions were unfrozen and the department is very close to filling both positions.
- Family Resource Center: Both the Family Resource Center and the At Risk, Youth and Family Counselor programs have been integrated into the Benicia Police Department's Family and Children's Resource Services Unit. This unit, which is also comprised of the Youth Services Detective and two School Resource Officers, attempts to take a comprehensive approach to dealing with families and children that come to our attention.
  - The FRC provided 420 families with information and referral services. The information and referral services assisted these families with housing, financial assistance, health insurance needs, counseling services, and parenting skills, and home visitations for families that need more in depth services.
  - Additionally, the FRC oversees funding for basic emergency needs to families through the Solano Youth Connection Fund. Last year, the FRC assisted 26 families in need of assistance with basic necessities such as housing and utilities.
  - The At-Risk, Youth and Family Counselor position was created 18 months ago and is funded through the Alcohol, Tobacco, and Other Drugs grant. This position has held 477 counseling sessions within the last year and, of those sessions, 368 of them involved the abuse of drugs or alcohol.
- Patrol vehicle replacement: The department purchased three patrol vehicles and an administrative vehicle in FY 2005-06 and four new patrol vehicles and a utility vehicle during FY 2006-07.
- Organizational change: The police department successfully carried out the personnel changes identified as priorities in the previous budget cycle. Those changes included eliminating the Deputy Chief of Police position, elevating three Lieutenants to Captains, hiring a Management Analyst I, upgrading a Community Service Officer I to a Community Service Officer II. These changes have created a more effective organizational structure for the department.

- **Crimes:** The Benicia crime rate remains very low. Overall, our annual Part 1 crime rate (eight major crimes reported to the FBI) dropped 5.6% in 2006. The City has had no reported homicides during the last two years.
- **Volunteers:** The Police Volunteers provided 11,084 hours of service during the last two years, which equates to a symbolic \$204,208 value based on the National Volunteer Service volunteer hourly rate. Volunteer activities include:
  - Patrol-Residential Vacation House Checks, Daily DA office delivery/pick up documents, traffic control during special events and emergency incidents, parking enforcement, traffic surveys, sting operations, DUI check point
  - Family Resource Center- Literacy Day Care, ATOD Counseling
  - Chaplains-assistance on death notification, critical incident, high school student mentors
  - Clerical/Data entry/Front Desk Counter
- **Lexipol:** The police department has completed a multi-year project involving the review and update of our policy and procedures manual using Lexipol, an Internet-based procedures manual service.

## **2007-09 Strategic Plan Priority**

### **Establishing a Plan for Improving the Police Station Facility:**

The police facility has been an ongoing project for the last five years. Plans have been developed to build a new facility. Currently, there is a need to not only restore the current police facility, but also expand or build a new facility. Over the next year, a needs assessment will be completed to determine the current facility needs of the Benicia Police Department with a goal to determine the project scope, i.e. build a new facility, expand or remodel the existing facility. As a result of the needs assessment, a strategic direction will be selected and planned.

**Schedule:** 2007-2008 - Objective #1 will be to develop and complete an updated "Police Facility Needs Assessment" to fulfill a long-term facility plan to meet the needs of a contemporary police building in the following areas:

- Space/ facility layout
- Building security
- Public Access
- Esthetic improvements
- Restore existing historic building

Objective #2 will be to continue police building restoration.\*

2008-2009:

Objective #1- Commit to a direction based on the needs assessment and seek project funding.

Objective #2- Continue police building restoration.\*

**Funding:** The preliminary research for this project can be from the existing police budget, which would be minimal. Long-term project funding options are listed below:

Funding for a new facility or an expansion of the existing facility would be primarily from an outside funding source, for example, a special tax bond and/or a grant.:

Preliminary estimates for exterior repairs, window replacements, and interior improvements are \$1,012,000 to \$1,112,000.

**Additional Priorities:**

- Leadership training and succession planning: In anticipation of loss of management staffing due to attrition, we continue preparing our supervisory staff for promotions as they arise.
- County collaboration: The Department collaborates with other law enforcement agencies within the County by participating in the Solnet/Calmet narcotics task force, VSET program, Avoid the Ten DUI enforcement program. We intend to pursue other avenues of collaboration in the way of training and perhaps the sharing of resources.
- Expanding the volunteer program: We will be considering a reserve patrol officer and cadet program during this budget cycle.

**Unmet Needs**

- As noted previously, funding for a new facility or an expansion of the existing facility.

Funding for building improvements can be incremental from the building improvement fund. Preliminary estimates for exterior repairs, window replacements, and interior improvements are \$1,012,000 to \$1,112,000. These improvements would fulfill the basic restoration needs of the building, however does not address the need for additional functional space and security in the police department.

**City Manager Recommendations for Unmet Needs Funding**

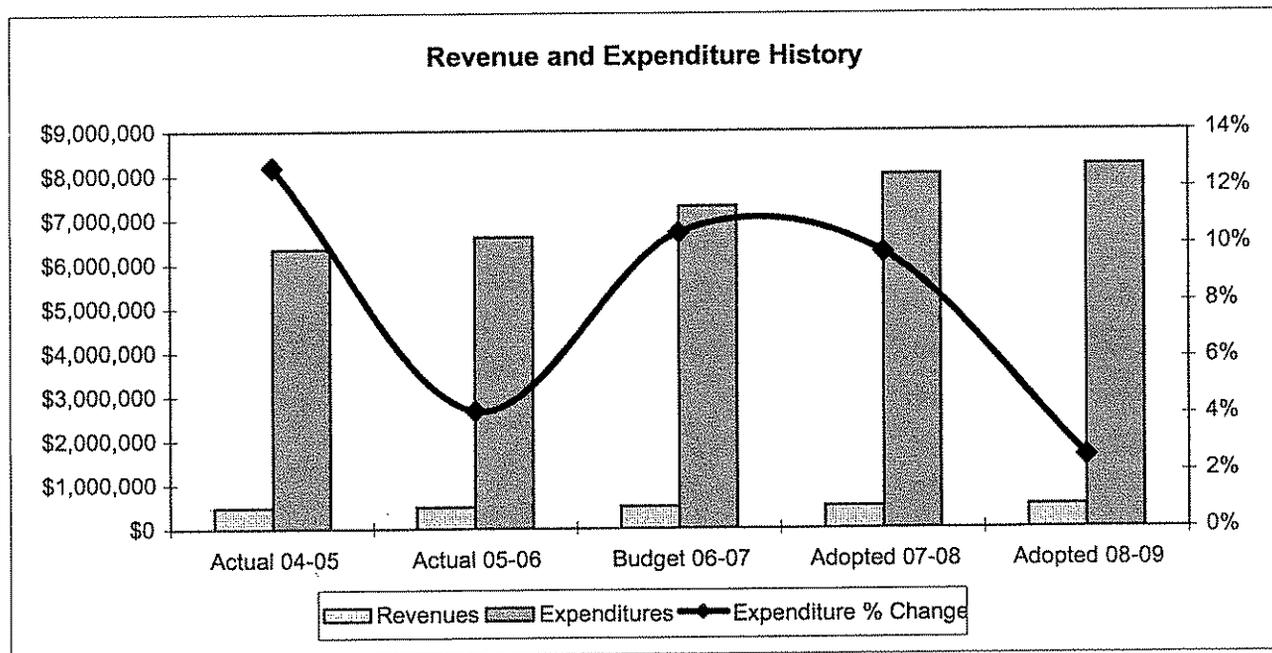
The City Manager recommends proceeding with the development of a plan for improving the Police facility, including establishing a funding target and financial mechanism through this process.

## Staffing Summary

	Actual	Actual	Actual	Actual	Proposed	Proposed
Approved Department Personnel	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	1.00	1.00	----	----	----	----
Police Lieutenant	3.00	3.00	----	----	----	----
Police Captain	----	----	3.00	3.00	3.00	3.00
Sergeant - Patrol	4.00	4.00	4.00	4.00	4.00	4.00
Sergeant - Administration	1.00	1.00	1.00	1.00	1.00	1.00
Sergeant - Investigations	1.00	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Police Detective	4.00	4.00	4.00	4.00	4.00	4.00
Police Patrol Officer	17.00	17.00	17.00	17.00	17.50	17.00
Frozen Vacant Police Patrol Officer	(2.00)	(2.00)	----	----	----	----
Police Patrol Officer: School Res. (a)	2.00	2.00	2.00	2.00	2.00	2.00
SOLNET Officer (a)	1.00	1.00	1.00	1.00	1.00	1.00
SB823 Police Officer (c)	1.00	1.00	1.00	1.00	0.50	1.00
Family Counselor (b)	----	----	----	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst	----	----	----	1.00	1.00	1.00
Dispatch Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Public Safety Dispatcher	9.00	9.00	9.00	9.00	9.00	9.00
Animal Control Officer	1.00	1.00	1.00	1.00	1.00	1.00
Community Service I (Aide)	1.00	1.00	1.00	1.00	1.00	1.00
Community Service II (Aide)	1.00	1.00	1.00	1.00	1.00	1.00
Intern/Police Aide	----	----	----	0.50	0.50	0.50
Police Records Clerk	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Approved</b>	<b>50.00</b>	<b>50.00</b>	<b>51.00</b>	<b>53.50</b>	<b>53.50</b>	<b>53.50</b>
a) Partially funded by Solano Conty Solnet Grant. See 039-7439. b) Partially funded by ATOD/AIM Grant.						

## Police

Fund 010 Division 5205	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 488,825	493,095	505,140	432,500	505,400	-	523,000	-
<b>Expenditures</b>								
Salary & Wages	\$ 4,273,410	4,259,990	4,568,465	4,494,695	5,033,105	10%	5,165,090	3%
Benefits	1,660,905	1,648,065	1,940,715	1,791,495	2,133,945	10%	2,230,925	5%
Services & Supplies	377,015	380,755	441,720	397,965	461,350	4%	481,030	4%
Capital Outlay	36,725	18,000	78,410	86,460	49,000	-	32,100	-
Internal Service Charges	0	305,005	272,035	267,230	333,810	23%	305,110	-9%
<b>Expenditure Total</b>	\$ 6,348,055	6,611,815	7,301,345	7,037,845	8,011,210	10%	8,214,255	3%
<b>Net Contribution / (Use)</b>	\$ (5,859,230)	(6,118,720)	(6,796,205)	(6,605,345)	(7,505,810)		(7,691,255)	



# ***Fire Department***

## **Department Responsibilities**

The Benicia Fire Department is responsible for the prevention, suppression and investigation of fires occurring in the City. This role is accomplished through code enforcement, public education, building plan checks, incident response and investigation efforts. Other departmental roles include: hazardous material response; emergency medical services; rescue; mutual aid response and vehicle extrication.

In addition, the Department has primary responsibility for community and disaster preparedness, which includes operation and maintenance of the City's Emergency Operations Center. Last year, the Department responded to 1,912 calls for service.

## **Highlights and Accomplishments in Fiscal Years 2005-07**

- **Emergency Operating Plan:** Developed, submitted for City Council for approval and distributed a new City Emergency Operating Plan for responding to and managing large scale emergencies and disasters.
- **Rescue Unit:** Designed, acquired and placed in service a new replacement Rescue Unit. This unit is significantly larger and has enabled the department to combine rescue equipment and respond to a variety of emergency incidents.
- **Improved Health Fitness Program:** Solicited and acquired the services of a new vendor to improve the departments annual firefighter health and fitness evaluation program.
- **BERT Program:** Developed and placed in service a new DVD based BERT instruction program to significantly improve providing classes to the public. Completed and distributed 64 disaster supply caches throughout the community. Taught 5 new BERT classes enrolling over 100 new members into the program.
- **Disaster Training:** Initiated a training program covering all city employees for the federally required SEMS/NIMS training classes.
- **Labor/Management Committee:** Initiated a new Labor/Management Committee meeting process in a joint attempt to facilitate communication and cooperation between labor and management.

## **2007-09 Strategic Plan Priorities**

### **Fire Rescue Boat:**

Acquire and place in operation a fire/rescue boat to begin providing emergency rescue, medical and fire suppression services to the City's waterfront area.

**Schedule:** Upon funding approval from the City Council and contingent on the option selected, the project can be completed in 6-9 months.

**Funding:** Option #1 (new boat) is approximately \$275,000. Option #2 (rebuilt used boat) is approximately \$165,000. Initial start-up costs are estimated at approximately \$22-28,000 and an annual operating cost of \$24-40,000 (both estimates contingent on options chosen).

**Funding Status:** Staff presently has an offer for a donated used boat. There is currently no funds designated for rebuilding the donated used boat or acquiring a new one. Premise for project was funding through donations. Exploration on funding sources will continue and should be clear within three months.

**“Line Item” Priority:**

At the May 3, 2007 Special Council Meeting on the 2007-09 Strategic Plan, the Council identified a number of proposed priorities that did not make the list of top priorities, but could likely be addressed as a “line item” during the budgeting process. One such item is Disaster Planning.

**Disaster Planning:**

Expansion of the City's disaster and large scale emergency planning and preparation activities. These activities include disaster planning and training for all City Departments; expansion of the Benicia Emergency Response Team (BERT) Program; conducting disaster exercises under the City's new Emergency Operations Plan.

**Schedule:** Upon budget approval from the City Council, the project activities will be completed within the 2007-09 budget period.

**Funding:** \$106,000 for the 2007-09 fiscal period.

**Funding Status:** Requests are funded.

**Additional Priorities:**

- Acquisition of two new replacement fire engines
- Complete remodel plans for Station 12
- Replacement of the fire radio base station and repeater equipment
- Conduct City disaster response workshops and drills
- Fill the current vacant personnel positions
- Initiate a fire hydrant painting program
- Conduct a public education program on the CAN System
- Conduct Fire Captain and Acting Fire Captain test process
- Develop a CAD interface with the Emergency Reporting System
- Re-initiate the engine company fire inspection program
- Develop and implement a succession planning program

## Unmet Needs

1. Dedicated staffing (part-time) for disaster preparedness coordination:  
\$25,000 for 2007-08 and \$26,000 for 2008-09

## City Manager Recommendations for Unmet Needs Funding

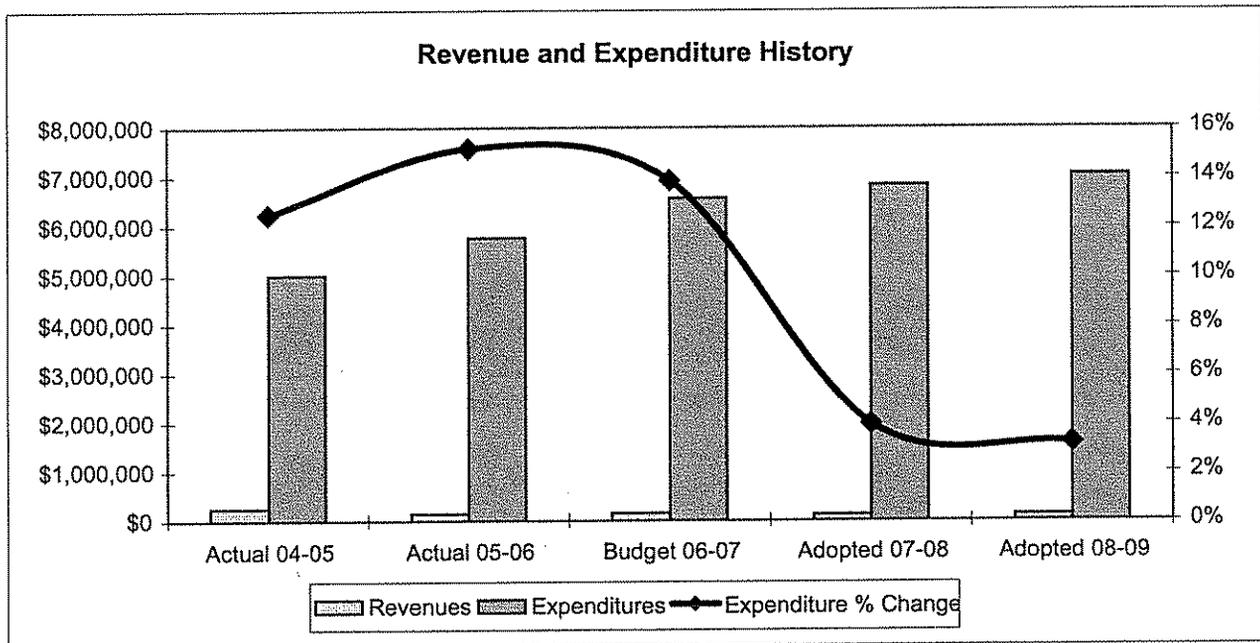
The City Manager recommends continuing the use of Fire Department Staff to coordinate Disaster Preparedness. It is essential that Department staff stay actively involved in the process at all levels. The City Manager also recommends an increase of \$35,000 in BERT expenses in both FY 2007-08 and FY 2008-09.

## Staffing Summary

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Chief-Operations	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Fire Chief-Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00
Fire Captain	7.00	7.00	7.00	7.00	7.00	7.00
Firefighter/Engineer	6.00	6.00	6.00	6.00	6.00	6.00
Firefighter	3.00	3.00	3.00	3.00	3.00	3.00
Paramedic/Firefighter	15.00	15.00	15.00	15.00	15.00	15.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Fire Marshal	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>36.00</b>	<b>36.00</b>	<b>36.00</b>	<b>36.00</b>	<b>36.00</b>	<b>36.00</b>

## Fire

Fund 010 Division 6205	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 258,365	147,545	159,250	254,685	124,750	-	124,750	-
<b>Expenditures</b>								
Salary & Wages	\$ 3,252,630	3,531,850	4,007,870	3,797,705	4,083,320	2%	4,224,335	3%
Benefits	1,362,490	1,433,620	1,702,265	1,699,220	1,712,510	1%	1,799,370	5%
Services & Supplies	319,025	331,910	354,400	390,785	426,755	20%	430,870	1%
Capital Outlay	78,985	95,425	87,355	87,855	123,755	-	138,955	-
Internal Service Charges	0	379,720	419,460	404,720	484,000	15%	454,700	-6%
<b>Expenditure Total</b>	\$ 5,013,130	5,772,525	6,571,350	6,380,285	6,830,340	4%	7,048,230	3%
<b>Net Contribution / (Use)</b>	\$ (4,754,765)	(5,624,980)	(6,412,100)	(6,125,600)	(6,705,590)		(6,923,480)	



## ***Public Works Department***

The Public Works Department provides for the maintenance and repair of the City's public infrastructure including the street system, storm drain system, water transmission, treatment and distribution system, wastewater collection and treatment system, and the citywide fleet management program. The department also provides management of the department's capital improvement projects (CIP), the storm water and water quality programs, the traffic engineering (traffic calming) program and for the engineering oversight of development projects.

The department is organized as follows:

- Administration
- Engineering
  - CIP, development review and traffic programs
  - Storm Water Management Program
- Maintenance
  - Streets
  - Equipment Services
  - Field Utilities
- Water Operations
- Wastewater Operations
- Water Quality Program

This budget document includes a separate section for each division with a brief narrative, list of accomplishments, priorities for the upcoming 2-year period, staff summary and a breakdown of costs. The Storm Water Management Program is listed as a separate section. The Water Quality Program and the Field Utilities Maintenance sections are included in the Water and Wastewater Division budgets. In addition, the budget includes separate sections for the following capital improvement projects and programs (CIP) managed by the Public Works Department:

- Transportation Projects (gas tax, traffic fee, general fund and special fund projects/programs)
- Storm Water Projects
- Water Projects (operations/maintenance and connection fee projects)
- Wastewater Projects (operations/maintenance and connection fee projects)

### **Highlights and Accomplishments in Fiscal Years 2005-07**

- Enhanced the Department's involvement with the community and in public education through neighborhood meetings, open houses, educational displays, school education programs, recycling events, pollution prevention events and special tours of facilities.
- Completed construction of the \$1.5 million Marina Area Storm Drain Project to address flooding problems and improve drainage in the Marina area including East 2<sup>nd</sup> Street, B

Street and E Street. Upstream filtration systems have been installed to protect the water quality of the receiving waters.

- Completed drainage system improvements on St. Augustine to address a localized flooding problem.
- Completed West 7<sup>th</sup> Street (north of Military) Sidewalk Safety Project to address erosion from adjacent creek and repair damage to sidewalk.
- Completed Military West Sidewalk and Slope Repair Project to replace the walkway and repair the slope in the 700 block of Military West damaged by the storms in early 2006.
- Establishment of the Citywide Traffic Calming Program under the purview of the Traffic Pedestrian and Bicycle Safety Committee, which meets quarterly and is focused on pedestrian, walkable community and traffic calming issues.
- Received outside federal and state grant funding on the following projects that were completed within the last two years:
  - Mills Area Walkway Improvements
  - Semple School Area Walkway Improvements
  - E 2<sup>nd</sup> Street (I-780 to Hillcrest) Street Resurfacing Project
  - E 5<sup>th</sup> Street (Military to I-780) Street Resurfacing Project
  - E H Street (2<sup>nd</sup> to 5<sup>th</sup> Streets) Street Resurfacing Project
  - Park Road (Adams to Benicia Bridge) Bike Lane Project
  - Annual Street Resurfacing Project
- Adopted the Citywide Storm Water Management Plan and Storm Water Ordinance in compliance with the mandates from the Regional Water Quality Control Board.
- Completed construction of the Water Treatment Plant Improvement Project. The project was delivered on time and within budget. The \$13 million cost of the project is funded by a 20-year, State Revolving Fund loan with a 2.39% interest rate.
- Completed acquisition of an approximate 4-acre parcel from Valero Refining Company and started construction of the Water Distribution System Improvement Project. The project is on schedule and within budget. Final completion is to occur by mid-October 2007. The \$7 million cost of the project is covered by fund reserves.
- With the active involvement of a seven-member task force, completed the update to the Urban Water Management Plan on schedule and within budget; the Plan is certified as complete by the State Department of Water Resources.
- Completed the Lake Herman Dam Tower Seismic Upgrades Project.
- In cooperation with the Parks Department, reduced landscape water use through efficient irrigation practices within the Benicia Unified School District. Landscape irrigation represents approximately 85% of the District's water use.
- Tracking and assuring annual testing of over 900 backflow devices protecting the water distribution system.
- Along with the City of Vallejo, hosted annual free water-wise landscaping workshops for the public. The workshops are presented in cooperation with the Master Gardeners and Benicia Community Garden and occurred at locations in both cities. Topics included water-wise basics, irrigation design, and water-wise plant selection.
- Treating more than 2.5 billion gallons of water annually to safe drinking water standards.
- Reading more than 4,600 water meters each month with less than a 1% error rate.

- Selection of the Wastewater Treatment Plant as the 2005 Plant of the Year for the Redwood Empire Section of the California Water Environment Association (RES - CWEA). This honor reflects the hard work and professional efforts each and every day of the operations and laboratory staff at the plant. The criteria for being awarded this recognition includes overall plant performance, primarily a consistent compliance record; competence of staff as demonstrated by certification levels held; overall appearance in terms of housekeeping and maintenance; and whether or not the operation is appropriately funded.
- Completion of the conceptual design report and administrative draft environmental review of the Water Reuse Project proposed to deliver up to 2 million gallons per day of treated wastewater effluent to the Valero Refinery for industrial process use. If implemented, the project would offset a like amount of demand on the City's water supply. These efforts include the active involvement of the PURE committee established to assist in project implementation with primary focus on community awareness and support. The draft facilities planning report (conceptual design report) was approved by the State and \$37,500 in Water Recycling Facilities Planning Grant funds were received.
- Completed the Inflow/Infiltration Improvement Project on time and within budget. The \$11.2 million cost of the project is funded by a 20-year, State Revolving Fund loan with a 2.6% interest rate
- Hosting the annual Coastal Cleanup Days (2005 and 2006) with a total of 1,608 volunteers collecting 11,886 pounds of trash and 1,072 pounds of recyclables for the two events.
- Distribution of 10,000 mailers to the public providing information about the new category of household hazardous waste – non-rechargeable alkaline batteries – and locations for recycling these items.
- Through our school education program conducting over 50 classroom presentations to over 1,200 students each year covering topics such as water conservation, pollution prevention and marine debris (plastics in the ocean).
- Treating more than one billion gallons of wastewater annually to State discharge standards.
- Processing over 300 laboratory samples per month, performing over 1,200 analyses.
- Flushing and/or debris clearing of 100,000 feet annually of sewer pipelines.
- Replacement of several significant pieces of equipment including the polyethylene media in two rotating biological contactors; the metallic scum collectors in primary sedimentation basins 2, 3, and 4; and the influent flow meter.

## 2007-09 Strategic Plan Priorities

### **State Park Road Bike/Ped Bridge:**

Design, obtain funding and start construction of a bike/pedestrian pathway with bridge widening over the 780 freeway along State Park Road between Columbus Pkwy & the Benicia State Park.

**Schedule:** Final design of the bridge to be completed by June 2008 and 100% of funding to be obligated to the project by October 2008. Construction to begin in 2009.

**Funding:** Total funding required is \$3.8 million

**Funding status:** Funding commitments of \$2 million have been obtained. Staff needs to acquire an additional \$1.8 million in funding commitments from a combination of outside grants and local funds. The project will require local funding of \$361,000 in the 2007/08 FY to finish design. The full funding obligation is required by October 2008 to enable construction to begin by June 2009.

### **“Line Item” Priorities:**

At the May 3, 2007 Special Council Meeting on the 2007-09 Strategic Plan, the Council identified a number of proposed priorities that did not make the list of top priorities, but could likely be addressed as a “line item” during the budgeting process. Two such items are:

#### **Disaster Preparedness Plan:**

Funding for the preparation of a disaster preparedness plan and implementation training by an outside professional firm that would provide details on how our water, wastewater and streets field crews are to respond to natural and manmade disasters in accordance with our citywide emergency response plan.

**Schedule:** Complete preparation of the plan by June 2008 with implementation training to occur during 2008/09 FY.

**Funding:** Total funding required is \$42,500

**Funding status:** This project will require general funds of \$15,000 in the 2007/08 FY and \$10,000 in the 2008/09 FY. The remaining funds will come from \$17,500 in contributions from the water and wastewater enterprise funds.

*Note: The City Manager has included funds (\$15,000 in FY 2007-08 and \$10,000 in FY 2008-09) in the Fire Department Budget for use in developing Citywide procedures and training, instead of including similar amounts in the DPW Budget.*

**BHS Signal and Entrance Circulation Improvements:**

Design and construction of a new traffic signal at the entrance to the High School with modifications to Military West and the onsite parking lot to improve the safety and accommodate the vehicular and pedestrian circulation needs.

**Schedule:** Complete preliminary design by June 2008 and complete final design and construction in the 2009/11 budget cycle.

**Funding:** Total funding required is \$400,000

**Funding status:** This project will require general funds of \$25,000 in the 2007/08 FY and \$375,000 for construction costs.

*Note: construction costs are not included in the City Manager's recommendations. The design phase will reassess the most cost-effective solution to the traffic safety issues, following which, an appropriation will be requested from the City Council.*

**Additional Priorities:**

- City staff assistance and technical support to BUSD for the Suggested Route to School Program and other traffic, pedestrian and bicycle safety programs.
- Implement traffic calming improvements along the Rose Drive corridor and within the West Manor neighborhood as our initial target locations for the Citywide Traffic Calming Program.
- Enhance funding for the citywide alley and street resurfacing program.
- Complete construction of the Industrial Way (Channel Rd to E 2<sup>nd</sup> Street) street and storm drainage improvements to widen/improve the paving surface and address a localized drainage problem.
- Obtain and implement outside grant funding for high priority projects and programs. Listed below are projects we will focus on during the next two years since grant funding has been secured for most of them:
  - Military East (5<sup>th</sup> to Adams) bikeway project
  - West K Street resurfacing project
  - East 5<sup>th</sup> Street Smart Growth project
  - Columbus Parkway street resurfacing project
- Complete construction of high priority drainage system projects requiring funding from the General Fund including the following:
  - Alley drainage improvements program (ongoing)
  - West 7<sup>th</sup> Street (I and J Streets) in partnership with private development project
  - Stormwater Program Fee Study for implementation of citywide funding mechanism
  - West J Street (at Continental Apts) storm drain improvements (design only)
  - West 5<sup>th</sup> Street drainage trunkline improvements (design only)

- Complete implementation of a citywide computerized fleet management program to track maintenance/repair costs, fuel consumption and replacement schedules.
- Establish and implement a 12-month maintenance schedule for overall operations for the Maintenance Division to improve efficiency and productivity in core business functions.
- Complete construction of the Water Distribution System Improvement Project.
- Negotiate additional Solano Project water supply.
- Negotiate a new untreated water delivery agreement with Valero Refining Company.
- Mitigate identified security vulnerabilities through the implementation of various improvements to protect facilities and staff.
- Complete installation of a utility billing system to generate the water and sewer bills. The current system is over 10-years old, out of date, and does not meet our needs for generating reports required by federal and state regulatory agencies.
- Replace approximately 1,300 failing water service lines in the Southampton area. By the end of FY 2006/2007, approximately 1,000 services will be complete. At an average of 100 services per year, it will take approximately 3 years to complete the remaining 300 services.
- Update the Water System and Sewer System Master Plans.
- Replace cathodic protection facilities on the raw water transmission pipeline and installing new facilities on the Lake Herman transmission line.
- In cooperation with the Fire Department, enhancing disaster preparedness through training and material/supply acquisition.
- Maintain a complex monitoring regime that assures compliance with regulations and adding two new drinking water monitoring programs.
- Continue repair and replacement of critical infrastructure to maintain system reliability.
- Complete the preliminary design report for the Water Reuse Project.
- Complete implementation of SCADA telemetry for 20 lift stations that will provide for the control and monitoring of the equipment and acquisition and logging of critical data through the use of a computer system.
- Negotiate renewal of the 5-year NPDES permit authorizing discharge from the Wastewater Treatment Plant to the Carquinez Strait. The City's permit expired on July 31, 2006 and is scheduled for Regional Board adoption in February 2008.
- Proceed with engineering design and installation of required improvements to correct identified deficiencies in the cathodic system protecting the wastewater treatment facilities from corrosion.
- Expand the "plastics in the ocean" school education program to include all 6<sup>th</sup> and 7<sup>th</sup> grade classes and pilot one high school class presentation.

## **Unmet Needs Funding Request**

**Additional Staffing Needs.** For the upcoming two-year budget, the Public Works Department will need to increase our staffing levels since our workload, demands for service and new regulatory requirements exceed the capacity of our current workforce. Listed below

is a summary of the new staffing changes in the 2007/09 budget. These changes are also included in the individual Division narratives and expenditure summaries.

<i>Division &amp; Position</i>	<i>Full Time Staff</i>	<i>Part Time Staff</i>	<i>Gen. Fund</i>	<i>Notes</i>
Lab-Tech Water/Wastewater	1.0 FTE	- 3 PT	No	Replace 3 PT lab assts
Seasonal Maintenance Worker Street Maintenance		+2 PT	No	New (2) field workers
Admin Clerk Equipment Services		+1 PT	\$21,000	½ time clerical (1 yr.)
Traffic Engineer Engineering	1.0 FTE		No	New Associate Engr.
<b>Total Changes</b>	<b>2.0 FTE</b>	<b>0 PT (net)</b>	<b>\$21,000(2007/08 FY)</b>	

For the two new full-time employees (FTE), the new Lab Technician will be funded by the enterprise funds (water/wastewater) and the new Associate Engineer will be funded by the traffic impact fee fund. For the two new part-time staffing in Streets Maintenance, they will be funded from the Gas Tax. The new part-time clerical employee in Equipment Services will be for a 1-year period only to implement the computerized maintenance program and mandatory documentation required by the Air Board, California DMV and the County Environmental Health Department.

**Major Operations Changes.**

**1. Disaster Preparedness Plan.** Staff requests funding for the preparation of a disaster preparedness plan and implementation training by an outside professional firm that would provide details on how our water, wastewater and streets field crews are to respond to natural and manmade disasters in accordance with our citywide emergency response plan. The total costs of \$42,500 over the two-year period will be shared with a contribution of \$17,500 from the water and wastewater enterprise funds. A plan will be prepared during the 2007/08 FY with follow-up training and preparedness exercises in the 2008/09 FY.

*Note: As noted earlier, the Fire Department will coordinate and direct the Disaster Plan improvements and training on a Citywide basis.*

**2. Street Light Maintenance Contract.** Staff is requesting a \$50,000 per year increase in the annual street light and traffic signal maintenance contracts, which are well below market rates, since they have not been updated since 1997.

*Note: It is recommended that an increase of \$30,000 per year be funded from the general fund, with the additional \$20,000 per year funded from the Gas Tax funds.*



- BHS Signal & Entrance Circulation Imp. \$ 400,000 general funds  
*A total of \$25,000 is budgeted in the 2007/08 FY to pay for preliminary design on this project. The \$375,000 funding for construction is recommended for deferral until the next 2-year budget cycle due to the need for further assessment of the preferred solutions to the traffic safety issues and the likelihood of insufficient available funds.*

Listed below are additional high priority projects that staff has identified that will require general fund allocations in order to proceed with the work:

- East 5<sup>th</sup> St. Smart Growth Project \$ 125,000 grant monies (already received)  
 10,000 general funds
- First St. Sidewalk Improvements \$ 30,000 general funds
- BHS/BMS Inter. Bridge (Prel. Design) \$ 25,000 general funds

**3. Stormwater Improvement Projects.** Staff requests allocations for various ongoing costs to manage and implement the citywide Stormwater Management Program as listed in the spreadsheet for this fund and described in the Engineering Division section. The costs include ongoing street sweeping, a plan check/inspection program and a monitoring/enforcement program as mandated by the State of California’s NPDES Program. This program is funded with allocations from the general fund.

Staff is also requesting allocations for specific projects listed below which will require general fund allocations in order to proceed with the work:

- Alley Drainage Program \$ 30,000 stormwater (general funds)
- W 7<sup>th</sup> St.(I to J Sts) Improv. \$ 400,000 stormwater (general funds)
- Stormwater Program Fee Study \$ 75,000 stormwater (general funds)  
*The \$75,000 funding for this project will be deferred until the next 2-year budget cycle due to other higher priority projects*
- W J St./ Continental Apts Impr. (Design)\$ 75,000 stormwater (general funds)  
*Construction will be scheduled in the next 2-year budget cycle as the effectiveness of storm control measures are evaluated.*
- W 5<sup>th</sup> St Trunkline Drain Impr (Design) \$ 25,000 stormwater (general funds)  
*Construction will be scheduled in the next 2-year budget cycle due to the lack of funding.*

### **City Manager Recommendations for Unmet Needs Funding**

The City Manager supports most of the Unmet Needs requests from the Public Works Department as outlined above. All of the funding requests are recommended by the City Manager except for the following actions listed below due to funding constraints in the general fund:

**Additional Staffing Needs.** The requested ½ time part-time Senior Admin. Clerk position for Equipment Services will be for a 1-year period only to help implement the computerized maintenance program and mandatory documentation.

**Major Operations Changes.** The requested \$50,000 per year increase for annual street lighting and traffic signal maintenance will receive \$30,000 from the General Fund with the remaining \$20,000 to be funded from the Gas Tax funds. The requested \$75,000 per year for annual Marina Storm Drain maintenance will be reduced to \$50,000 per year. An additional \$25,000 per year will be included annually starting in the next 2-year budget cycle for maintenance and equipment replacement costs.

**Capital Improvement Projects.** The requested funding for the following projects is recommended for deferral until the next 2-year budget cycle due to other higher priority projects:

- BHS Signal/Entrance Impr.(Const) \$375,000 deferred to next 2-yr budget
- BHS/BMS Inter. Bridge (Study) \$ 25,000 deferred to next 2-yr budget
- Stormwater Fee Study \$ 75,000 deferred to next 2-yr budget
- W J St. at Cont. Apts. Drain Impr. Design approved, construction deferred
- W 5<sup>th</sup> Trunkline Drain Impr. Design approved, construction deferred

## Staffing Summary

The Public Works Department included a total of 61.0 full time employees in the 2006/07 FY. With the proposed staffing changes in the various divisions, there will now be a total of 63.0 full time employees in the 2007/09 budget, with the breakdown per division listed in the table below.

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Administration Division	1.40	1.40	1.60	1.60	1.60	1.60
Equipment Services Division	3.25	3.25	3.25	3.25	3.25	3.25
Street Maintenance Division	6.80	6.80	6.80	6.80	6.80	6.80
Engineering Division	6.10	6.10	5.80	6.30	7.05	7.05
Water Operations Division	22.45	22.45	22.45	22.45	22.95	22.95
Wastewater Operations Division	20.60	20.60	20.60	20.60	21.10	21.10
<b>Total</b>	<b>60.60</b>	<b>60.60</b>	<b>60.50</b>	<b>61.00</b>	<b>62.75</b>	<b>62.75</b>

## ***Administration Division***

*Public Works Department*

### **Division Responsibilities**

The Administration Division is responsible for overall direction and supervision of the Public Works Department, consisting of the following: Engineering, Maintenance (Streets, Equipment Services, and Field Utilities), Wastewater Operations, Water Operations and Water Quality.

The Administration Division provides administrative support services for the Department. Included in these services are long range planning for infrastructure needs, traffic engineering services, personnel management, record-keeping management and coordination with other City departments and outside agencies.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

See narrative under the overall Public Works Department.

### **Priorities for Fiscal Years 2007-09**

See narrative under the overall Public Works Department.

### **Unmet Needs**

**Disaster Preparedness Plan.** Staff requests funding for the preparation of a disaster preparedness plan and implementation training by an outside professional firm that would provide details on how our water, wastewater and streets field crews are to respond to natural and manmade disasters in accordance with our citywide emergency response plan. The total costs of \$42,500 over the two-year period will be shared with a contribution of \$17,500 from the water and wastewater enterprise funds. A plan will be prepared during the 2007/08 FY with follow-up training and preparedness training in the 2008/09 FY.

### **City Manager Recommendations for Unmet Needs Funding**

Included and funded in the Fire Department Budget.

### **Staffing Summary**

This division consists of the Director of Public Works and the Administrative Secretary at 70% time (the balance of 30% is directly charged to the Water and Wastewater enterprise funds) and the Assistant Director of Public Works at 20% time (with the balance of 80% charged to the water and wastewater enterprise funds). The breakdown is listed in the table below.

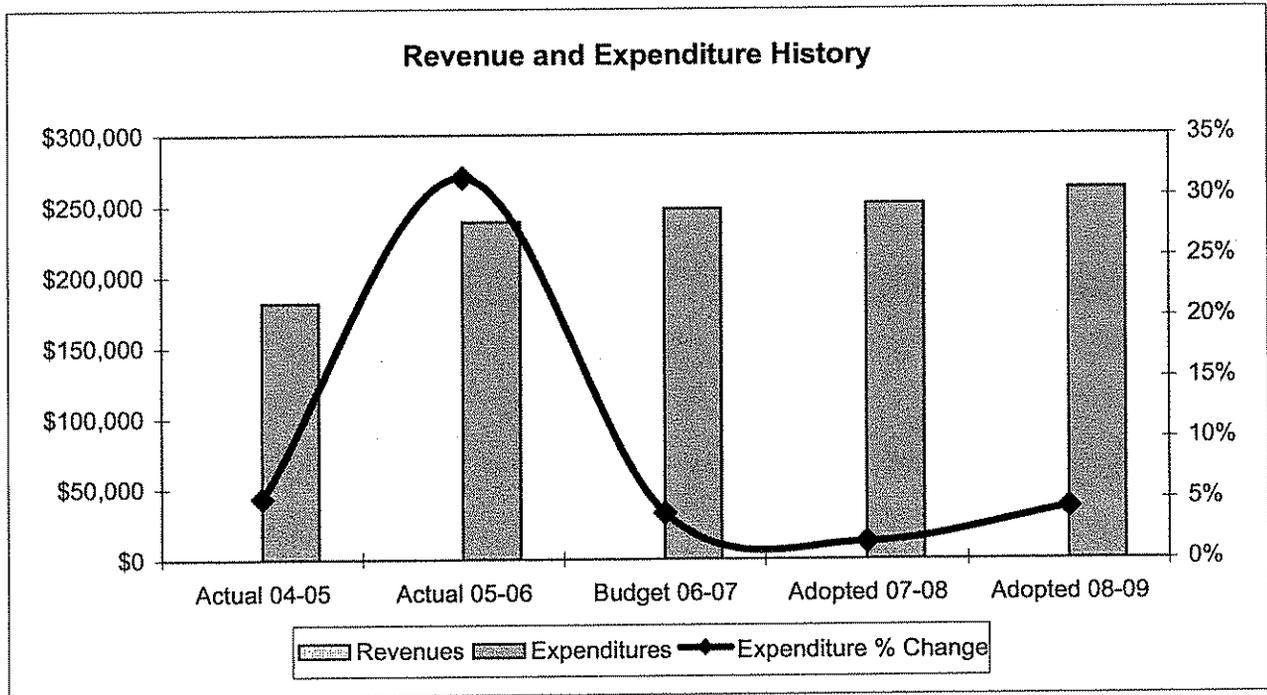
<b>Division Personnel</b>	<b>Actual 2003-04</b>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Proposed 2007-08</b>	<b>Proposed 2008-09</b>
Public Works Director (a)	0.70	0.70	0.70	0.70	0.70	0.70
Assistant Director/Util Mgr (b)	-	-	0.20	0.20	0.20	0.20
Administrative Secretary (a)	0.70	0.70	0.70	0.70	0.70	0.70
<b>Total</b>	<b>1.40</b>	<b>1.40</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>

(a) Other 30% shared with Wastewater Operations (15%) and Water Operations (15%).

(b) Other 80% is shared with WW(40%) and Water (40%) operations.

## Public Works Administration

Fund 010 Division 8105	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 85	50	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 132,740	166,290	175,435	174,500	170,560	-3%	176,795	4%
Benefits	46,195	64,315	64,775	64,545	69,590	7%	73,515	6%
Services & Supplies	2,690	4,440	4,455	4,915	5,600	26%	6,200	11%
Capital Outlay	0	1,950	1,335	1,500	2,850	-	2,800	-
Internal Service Charges	0	1,825	1,890	1,880	2,800	48%	2,850	2%
<b>Expenditure Total</b>	<b>\$ 181,625</b>	<b>238,820</b>	<b>247,890</b>	<b>247,340</b>	<b>251,400</b>	<b>1%</b>	<b>262,160</b>	<b>4%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (181,540)</b>	<b>(238,770)</b>	<b>(247,890)</b>	<b>(247,340)</b>	<b>(251,400)</b>		<b>(262,160)</b>	



# **Engineering Division**

*Public Works Department*

## **Division Responsibilities**

The Engineering Division provides technical advice and assistance to all city departments, outside agencies, and to the public. Engineering services includes planning, design, inspection, construction management, and contract administration for the City's public works construction projects. The division provides preliminary analysis and review of new residential and commercial development, plan checking, and inspection of public improvements. This division also processes encroachment, grading, and stormwater permits. Citizen inquiries relating to public facilities, drainage, traffic, dredging and safety issues are reviewed and acted on by this division. Contract employees and private consulting firms support this division by providing design, construction management and inspection services on a project-by-project basis.

## **Highlights and Accomplishments in Fiscal Years 2005-07**

Please refer to the narrative under the overall Public Works Department that refers to all the projects and programs that were completed over the last two years, many of which were managed by the Engineering Division.

## **Priorities for Fiscal Years 2007-09**

Please refer to the narrative under the overall Public Works Department for the projects and programs that will be implemented over the next two years, with many to be managed by the Engineering Division.

## **Unmet Needs**

- 1. Additional staffing needs.** As new rules and regulations are promulgated by state and federal agencies, and new issues related to environmental quality, transportation, and land use are identified, it is necessary for the Public Works Department to have the appropriate amount of resources. Ultimately, the department needs to increase its staff level (and the associated resources of office space and technology) in order to maintain our current level of service. The department will be looking at over \$250 million in current and future capital improvements as outlined in the citywide CIP. The need for additional staff is especially critical at the upper level of our department to properly manage critical programs and a portion of the tremendous workload in projects. *We are requesting an additional full time position of Associate Engineer to provide professional engineering and project management service for projects and programs funded by our Traffic Impact Fee (TIF) Fund. This will improve project delivery for TIF projects and provide*

*assistance for our newly established Traffic Calming Program. The \$100,000 (approx.) annual cost for this position will be 100% funded from the TIF Fund.*

2. **Storm Water Management Program (SWMP).** The SWMP is an ongoing program that implements measures to reduce pollution from storm water runoff using the most practical methods and technologies available. The recently approved SWMP for Benicia mandates that the City implement various programs over the next 5 years to stay in compliance with state and federal regulations. At the present time, the City has budgeted \$15,000 for Professional/Technical services to perform SWMP activities such as recycling programs, education programs, street sweeping, and drainage inlet/pipeline cleaning. However, the level of effort required to perform these mandated programs has increased so that our estimated expenditures in the 2006/07 FY will be \$40,000. *These efforts will require a continued commitment of \$50,000 per year to pay for technical support and additional program activities.* The additional tasks and functions include citywide inspection/enforcement program, training program for staff/permit applicants, public outreach program, public education program, citywide enforcement program, incorporation of SWMP into the CEQA review process, and preparation of annual audit and performance report. *We are also including another \$50,000 per year allocation for the continued ongoing maintenance costs on the newly installed Marina Area Storm Drain Improvements.* Non-compliance with the SWMP program and these ongoing maintenance requirements can result in substantial fines and penalties from the State of California.
  
3. **Storm Drainage Improvement Projects.** Listed below are priority projects that will require *allocations from the general fund* into the Storm Water Improvements Fund to enable these projects to move forward.
  - a. **Alley Drainage Program.** Installation of minor drainage improvements in alleys to address spot flooding/erosion problems. This is an ongoing program with \$15,000 proposed for each year.
  - b. **West 7<sup>th</sup> St. between I and J Streets.** This project includes the installation of a new underground piped system to address the existing drainage problems in this area. This project is already designed and would be in partnership with a private developer who would be paying for a portion of the costs. It is requested that \$400,000 be included in the 2007/08 Storm Water Fund to pay for the city's portion of the construction costs on this project.
  - c. **Stormwater Program Fee Study.** Preparation of a study in the 2008/09 FY to evaluate the options for the implementation of a citywide fee, assessment or other funding mechanism to fully fund the city's Stormwater Management Program. *Funding for this has been deferred until the next 2-year budget cycle.*
  - d. **West J St. at Continental Apts.** This project includes improvements to address the existing drainage problems in this area. The preliminary cost estimate for this project is \$325,000. It is requested that \$75,000 be included in the 2008/09 FY of the Storm Water Fund to pay for the design costs on this project. *Construction would not be scheduled until the next 2-year budget cycle.*

- e. **W 5<sup>th</sup> St Drainage Trunkline Improvements.** This project includes the installation of a new underground piped system to address the existing drainage problems in this area. The preliminary cost estimate for this project is \$250,000. It is requested that \$25,000 be included in the 2008/09 FY Storm Water Fund to pay for the design on this project. *Construction would not be scheduled until the next 2-year budget cycle.*
4. **State Park Road at I-780 Bike/Ped Bridge and Trail.** This project includes the construction of a new Class I bike and ped path across the I-780 freeway to close the gap between the residential areas of Benicia and Vallejo, provide a link to the SF Bay and Ridge Trail, and Benicia State Park, and eliminate an existing hazardous condition where bikes and peds share a very narrow freeway ramp with high speed vehicles. Need an additional \$ 1.1 million in grant funding and \$668,000 in local funds to supplement the \$2 million in grant funds already earmarked for final design and construction of this project, which is currently one of the highest-ranking bike/pedestrian projects in Solano County.
5. **New Projects requiring general fund allocations.** Listed below are priority projects which will require *allocations from the general fund* for all or a portion of the costs. Some of these projects we are pursuing or have already received outside grant funding but need to have local matching general funds to enable the project to move forward.
- a. **Benicia High School Signal and Entrance Circulation Improvements.** Design and construction of a new traffic signal at the entrance to the High School with modifications to Military West and the onsite parking lot to improve the safety and accommodate the vehicular and pedestrian circulation needs. A total of \$25,000 is needed to complete preliminary design by June 2008. *A total of \$375,000 required for construction has been deferred until the next 2-year budget cycle.*
- b. **First St. Sidewalk Improvements.** Installation of decorative sidewalk improvements along First St. in cooperation with the adjacent owners as part of the City's joint sidewalk repair program. This is an ongoing program with \$15,000 proposed for each year.
- c. **BHS/BMS Interconnection Bridge over I-780 freeway.** Request for \$25,000 to conduct preliminary design on this project *has been deferred until the next 2-year budget cycle.* This project involves the installation of a bridge over the 780 freeway between the Middle School and High School to enhance bike and ped access to these schools and improve the citywide circulation system. Staff will need the preliminary design work done in order to pursue outside grant funding for final design and construction costs (which will be significant) on this project.
- d. **E 5<sup>th</sup> Smart Growth Project.** This project will install traffic calming measures along the East 5<sup>th</sup> St. corridor to improve safety and enhance bicycle and pedestrian access. City has received \$125,000 in grant funding. It is requested that \$10,000 of general funds be included in the 2007/08 FY budget for the required matching funds.

## City Manager Recommendations for Unmet Needs Funding

1. Associate Engineer for Traffic Engineering: \$100,000 from TIF.
2. Marina Storm Drain Maintenance Expenses: \$50,000 from General Fund.
3. Storm Water Management Plan: \$60,000 in FY 2007-08 for Plan Preparation and \$35,000 in FY 2008-09 for Plan Monitoring.

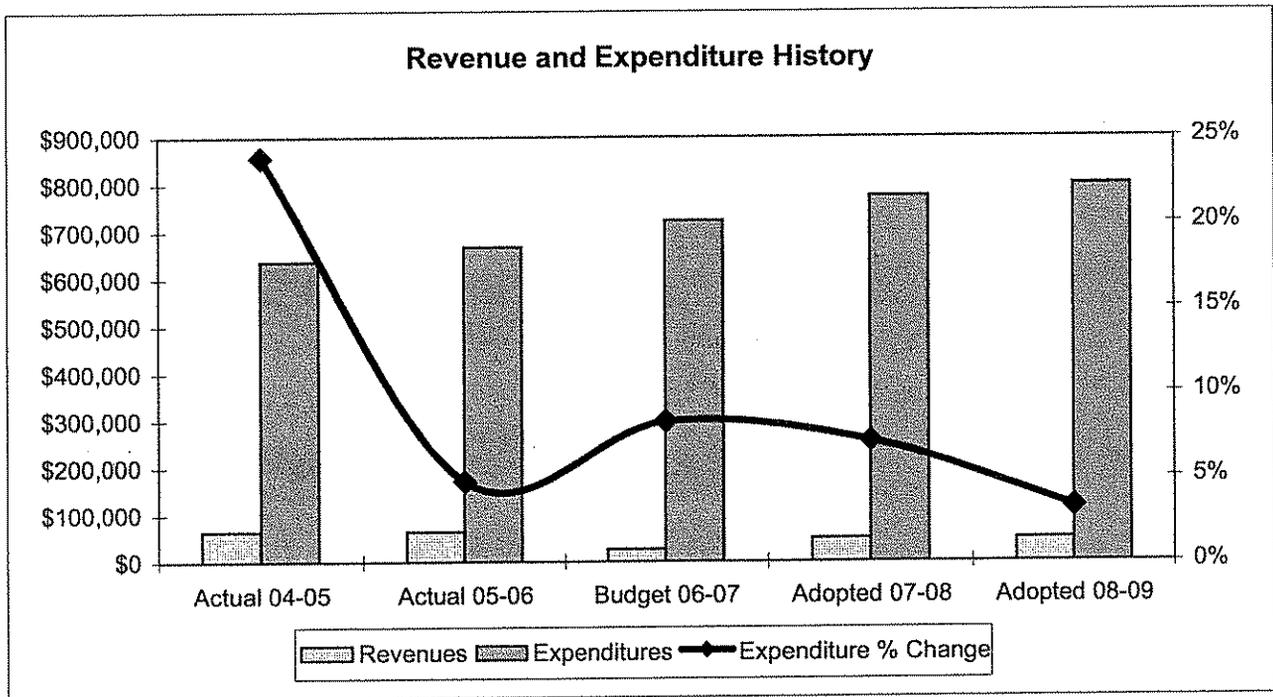
## Staffing Summary

Division Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Assistant Director/Util Mgr.	0.20	0.20	-	-	-	-
City Engineer (a)	0.80	0.80	0.80	0.80	0.80	0.80
Public Works Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer (b)	0.50	0.50	0.50	0.50	0.50	0.50
Assistant Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Tech I/II (c)	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst I/II	1.00	1.00	1.00	1.00	1.00	1.00
Senior Administrative Clerk (d)	0.60	0.60	0.50	1.00	0.75	0.75
Associate Engineer (e)	-	-	-	-	1.00	1.00
<b>Total</b>	<b>6.10</b>	<b>6.10</b>	<b>5.80</b>	<b>6.30</b>	<b>7.05</b>	<b>7.05</b>

- (a) 10% of this position is charged to Water Operations and 10% charged to Wastewater Operations.  
 (b) 25% of this position is charged to Water Operations and 25% charged to Wastewater Operations.  
 (c) Flexible Staff Position  
 (d) Revision to full-time position approved in 2006/07 FY. Reduced to 75% position 2007/08, 2008/09.  
 (e) New position to be charged 100% to Traffic Impact Fee Fund.

## Engineering

Fund 010 Division 8805	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 65,335	64,655	26,500	87,035	49,500	-	49,500	-
<b>Expenditures</b>								
Salary & Wages	\$ 418,715	441,235	466,115	470,260	496,950	7%	518,585	4%
Benefits	142,690	175,705	185,600	184,660	208,685	12%	222,375	7%
Services & Supplies	64,770	33,160	60,420	50,210	47,985	-21%	38,265	-20%
Capital Outlay	11,710	8,130	3,070	8,280	9,520	-	8,620	-
Internal Service Charges	0	9,835	8,045	8,360	11,650	45%	12,180	5%
<b>Expenditure Total</b>	\$ 637,885	668,065	723,250	721,770	774,790	.7%	800,025	3%
<b>Net Contribution / (Use)</b>	\$ (572,550)	(603,410)	(696,750)	(634,735)	(725,290)		(750,525)	



## ***Street Maintenance Division***

*Public Works Department*

### **Division Responsibilities**

The Street Maintenance Division is responsible for providing safe, clean, and accessible streets and alleys for the public. Their activity includes maintenance and operation of our public streets and alleys, traffic signals and streetlights, road signs, and storm drains. Public works maintenance crews are key first responders in the early stages of an incident such as threatened or actual domestic terrorist attacks, major disasters, and other emergencies; are responsible for the protection and preservation of life, property, evidence, and the environment and who provide immediate support services during prevention, response, and recovery operations.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

The Street Maintenance Division continued to provide prompt service in maintaining our 100 miles of streets (pavement and sidewalks) and alleys, over 2,000 streetlights, 9 traffic signals, administration of the street sweeping contract, maintenance of over 6,000 signs, graffiti removal, storm drain maintenance and repair, and weed abatement in street right-of-ways.

### **Priorities for Fiscal Years 2007-09**

- Enhance funding for annual street maintenance for potholes and patching repairs.
- Enhance funding for alley maintenance in the entire Downtown area south of Military and between East 7<sup>th</sup> St. and West 14<sup>th</sup> St.
- Provide increased part time staffing to improve maintenance response on minor work that requires immediate attention.
- Establishing and implementing the twelve-month maintenance schedule to increase efficiency and productivity.
- Preparing and awarding new contracts for traffic signal and streetlight maintenance.

### **Unmet Needs**

**Additional staffing needs.** The Street Maintenance Division is requesting an additional \$50,000 per year from the Gas Tax Fund for 2 part time field workers to supplement our existing workforce. The demands for service presently exceed the available capacity of regular full time employees to perform work such as sign repairs/replacements, roadside trash cleanup, work zone flagging, graffiti removal, tunnel cleaning, and unplanned minor work that requires urgent attention.

**Corporation Yard Repairs.** Staff requests an appropriation from the Facility Maintenance Fund for improvements to the City's Corporation Yard. These improvements include the

installation of paving for the lower yard, new roll-up doors for the Streets Division building, repainting of the main building, installation of awnings for the fuel island, and improvements to the bathrooms. A total of \$150,000 needs to be allocated from the Facility Maintenance ISF fund with an additional \$25,000 per year allocated from the general fund and \$10,000 allocated from the water and wastewater enterprise funds.

**Street Light Maintenance Contract.** Staff is requesting a \$50,000 per year increase in the annual street light and traffic signal maintenance contracts which are well below market rates, since they have not been updated since 1997. *It is recommended that an increase of \$30,000 per year be funded from the general fund, with the additional \$20,000 per year funded from the Gas Tax funds.*

### City Manager Recommendations for Unmet Needs Funding

The City Manager recommends 1. \$50,000 for Part-Time Seasonal Maintenance Workers using Gas Tax funds 2. \$25,000 per year from the General Fund for Corporation Yard repairs. 3. \$30,000 per year from General Fund and \$20,000 from Gas Tax Fund for Street Light Contract.

### Staffing Summary

Division Personnel	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
Maintenance Superintendent (a)	0.50	0.50	0.50	0.50	0.50	0.50
Utilities and Streets Supervisor (a)	0.50	0.50	0.50	0.50	0.50	0.50
Maintenance Foreman (b)	-	-	-	-	-	-
Maintenance Worker III	1.00	1.00	1.00	1.00	1.00	1.00
Utilities & Street Journeyman	4.55	4.55	4.55	4.55	4.55	4.55
Utilities & Streets Apprentice	-	-	-	-	-	-
Senior Administrative Clerk (c)	0.25	0.25	0.25	0.25	0.25	0.25
<b>Total</b>	<b>6.80</b>	<b>6.80</b>	<b>6.80</b>	<b>6.80</b>	<b>6.80</b>	<b>6.80</b>

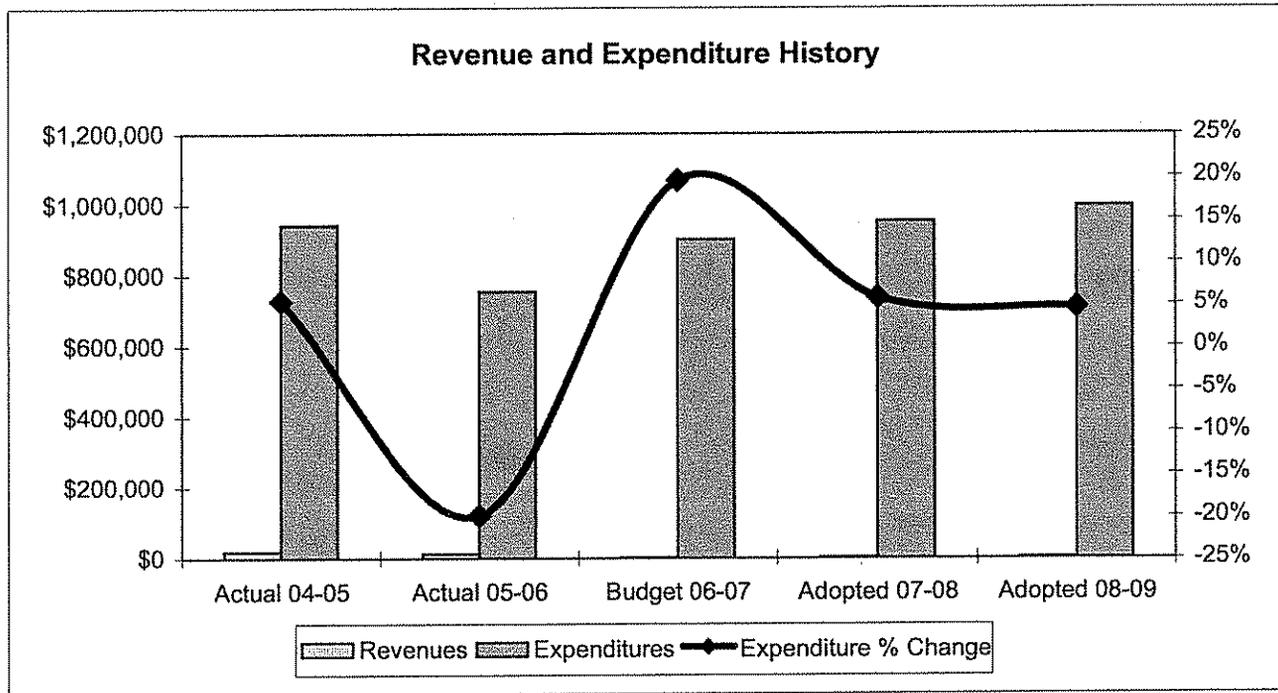
(a) These positions have 25% charged to Water Operations and 25% to Wastewater Operations.

(b) This position is charged 50% to Water Operations and 50% to Wastewater Operations.

(c) This position is divided equally to Streets, Equipment Services, Water and Wastewater.

## Street Maintenance

Fund 010 Division 8705	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 19,795	13,750	2,000	15,135	2,500	-	2,500	-
<b>Expenditures</b>								
Salary & Wages	\$ 337,360	308,450	380,415	375,325	395,120	4%	416,495	5%
Benefits	126,870	131,525	173,095	172,480	179,135	3%	192,595	8%
Services & Supplies	406,045	178,150	212,990	215,790	262,095	23%	266,465	2%
Capital Outlay	72,985	74,780	71,000	91,000	37,000	-	37,000	-
Internal Service Charges	0	62,050	64,620	69,170	80,450	24%	84,680	5%
<b>Expenditure Total</b>	\$ 943,260	754,955	902,120	923,765	953,800	6%	997,235	5%
<b>Net Contribution / (Use)</b>	\$ (923,465)	(741,205)	(900,120)	(908,630)	(951,300)		(994,735)	



## ***Parks and Community Services Department***

### **Department Responsibilities**

The Parks and Community Services Department operates a variety of programs and services for the residents of Benicia. The Department currently maintains and operates 211 developed park and landscaped acres, plus one 577-acre regional park, 35 city-owned buildings, 1 City-owned cemetery, 1 swimming pool facility, and 1 community center. The Department has responsibility for over 68 open space access areas and maintenance of 5 landscape and lighting districts.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

- Completed and implemented a Joint Use Agreement with the BUSD requiring the City to maintain the playing fields at Benicia High School, Robert Semple and Joe Henderson Elementary School.
- Currently constructing a 20,000 square foot skate park.
- Completion of First Street Peninsula Improvement Project.
- Lighting the Civic Center Tennis Courts.
- Constructed two Bocce Ball courts at Civic Center Park, along with landscape improvements.
- Construction of Waters End Park.
- Successfully negotiated a lease agreement for the use of Mills Elementary School as a Community Center.
- Replacement of playground equipment at seven (7) park locations.
- Improved oversight of the Benicia Marina grounds, facilities, and dock maintenance.
- Continued nomination of the Von Pfister Adobe to the National Registry of Historic Places.
- Completed design for rehabilitation of the Commandant's Residence.
- Assisted the City Attorney with the cable franchise agreement.
- Implementation of Channel 28 for use by the Benicia Unified School District.
- Completion of the West Ninth Street Launch Ramp facilities and restrooms.

### **2007-09 Strategic Plan Priorities**

#### **Clock Tower:**

The project includes elevator improvements and construction of ADA bathrooms. Also included will be technical and design studies detailing the scope of sandstone deterioration and restoration measures as well an architectural floor plan for downstairs. The windows will also be examined for possible replacement.

**Schedule:** In 2007 – 2008, complete elevator improvements and construction of ADA Restrooms. In 2008-2010, complete sandstone study and downstairs floor plan.

**Funding:** \$500,000 is needed for this project.

**Funding Status:** \$210,000 is available, although these funds will be impounded until the Commandant's project costs are known (costs are expected to be known in the fall of 2007).

**Mills Community Center:**

This project has two objectives that will occur on a parallel course. First, restoration work is necessary to make the building suitable for safe occupancy. Water intrusion has damaged close to 40% of the facility. This water infiltration has deteriorated walls, windows, carpets and ceilings. Moreover, the water penetration has created mold issues and termite infestation throughout the facility. Second, tenant improvements will convert the facility from an elementary school to a community center.

**Schedule:** It is the Department's goal for the Mills facility to be operational as a Community Center by June 2008. However, it is projected that restoration work will be ongoing even after the facility has been opened to staff and the public.

**Funding:** Total funding required for restoration and tenant improvements is projected to be \$2.5 million.

**Funding Status:**

- Available: \$665,880 (This includes \$300,000 from the Scouts)
- To be financed: \$2 million

**Commandant's Residence Improvement Project:**

The new combined scope of the proposed Commandant's Residence Improvement Project includes:

- Seismic Reinforcement
- Repair/rehabilitation of porches
- Architectural rehabilitation of exterior finishes
- Accessible ramp and entry
- Interior Repairs, flooring, heating and ventilation system
- New roof
- Window restoration
- Elevator
- Install Fire Sprinklers

**Schedule:** The second design is near completion and should be ready for bid packets by the end of May 2007.

**Funding:** Estimated cost is \$3.0 million

**Funding Status:** To date the City has expended \$163,000 in design and administrative costs. The following are the available funding sources for this project:

- \$733,255 General Fund
- \$1,730 Mayor's Fund

- \$400,000 Grant from State Office of Historic Preservation
- \$500,000 Grant from California Cultural and Historic Endowment
- \$84,000 Facility Maintenance Fund
- \$100,000 In-Kind Work (Staff Demolition)
- \$1,181,015 General Fund Surplus in FY 2006-07
- \$3.0 Million Total

**X-Park Project:**

This project located at Benicia Community Park, will be a 20,000 square feet recreation facility for skateboarders, in-line skaters and BMX bikes. The X-Park has been designed for all levels of skateboarders and bicycle riders. The park will consist of multiple pools consisting of 3-9 feet in depth. Located within the park will be above ground blocks ranging from eighteen inches to twenty-six inches tall. The park also includes grinding rails, pump bumps, and quarter pipe extensions.

**Schedule:** Construction of the X-Park began in March and is projected to be completed by the first week of August.

**Funding:** The cost of the X-Park Project is \$858,500, which includes construction and design with an additional \$85,000 for a contingency, totaling \$943,500. Funds for this project are available in Accounts Nos.:

- \$200,000 Capital Projects
- \$207,008 Park Dedication
- \$128,506 Skate Park Project
- \$535,514 Total

The General Fund absorbed a balance of \$407,986.

**Funding Status:** This project is funded.

**“Line Item” Priority:**

At the May 3, 2007 Special Council Meeting on the 2007-09 Strategic Plan, the Council identified a number of proposed priorities that did not make the list of top priorities, but could likely be addressed as a “line item” during the budgeting process. One such item is regarding Senior Center Services.

**Expand Existing Services at Senior Center:**

Expanding existing services at the Senior Center, including additional classes, excursions and health care services, will involve the addition of a part-time staff person and additional supplies and equipment.

**Schedule:** To begin July 2007.

**Funding:** The cost for a part-time staff person is estimated at \$11,700/year. Additional supplies and equipment are estimated at \$13,300.

**Funding Status:** This project is funded.

**Cemetery Fund:**

Items to be funded by an ongoing capital improvement and repair fund for the cemetery would include purchase and installation of vaults, road and landscape improvements, etc.

**Schedule:** To begin July 2007.

**Funding:** \$50,000 per year.

**Funding Status:** This project is funded.

**Additional Priorities:**

- Nomination of the Von Pfister Adobe to the National Registry of Historic Places.
- Develop a succession plan to develop personal and professional growth.
- Complete development of Civic Center Park.
- Update the Parks and Recreation Master Plan.

**Unmet Needs**

The Department requested two (2) additional employees for the Mills Community Center, consisting of one (1) building maintenance worker and one (1) maintenance custodian. The budget process reduced this request to 1.5 employees, a building maintenance worker and a part-time worker.

**City Manager Recommendations for Unmet Needs Funding**

The City Manager recommends budgeting at 1.5 employees for the Mills Community Center; adequacy of staffing can be reviewed at mid-year and/or mid-cycle budget update.

**Staffing Summary**

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Administration Division	4.00	4.00	4.00	4.00	5.00	5.00
Building Maintenance Division	9.50	9.50	9.50	9.50	8.50	8.50
Community Services Division	5.00	5.00	5.00	5.00	5.00	5.00
Parks & Cemetery Division	8.50	8.50	8.50	8.50	8.50	8.50
BUSD Fields					3.00	3.00
Mills Community Center					1.50	1.50
<b>Total</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>31.50</b>	<b>31.50</b>

## ***Administration Division***

*Parks and Community Services Department*

### **Division Responsibilities**

The Administration Division seeks to improve the quality of life of the Benicia community by providing exceptional programs, services and facilities at a good value to our residents and customers and preserve our city's natural and historic resources.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

- Received a second grant for the Commandant's Residence from the California Cultural and Historical Endowment.
- Executed a \$459,938 grant agreement with State Office of Parks and Recreation under the Proposition 12 and Proposition 40 Per Capita program and Roberti-z'berg Harris program to install multi-use lighting for Fitzgerald Field and Community Park infields.
- Executed grant agreements totaling \$487,500 with the Wildlife Conservation Board, the State Coastal Conservancy, and Solano County for improvements to the First Street Peninsula Pier.
- Executed a \$40,000 pass-through grant fund agreement for the purchase of Tri-City open space.
- Entered into various consultant agreements for design, construction or maintenance of Department capital improvement projects or Department services.

### **Priorities for Fiscal Years 2007-09**

- Implementation of an on-line class registration program.
- Submit proposed Tree Ordinance to City Council for consideration.
- Continue Von Pfister Adobe historic recognition nomination, this requires a low staff commitment with funds already budgeted for nomination only. Funding for follow-up work will be pursued if nominated.
- Staff development for improved cemetery management.
- Increase partnerships with telecommunications companies for cell phone tower leases.
- Pursue funding through Propositions 84 and 49 for historic preservation, park creation and program development.

### **Unmet Needs**

None.

### **City Manager Recommendations for Unmet Needs Funding**

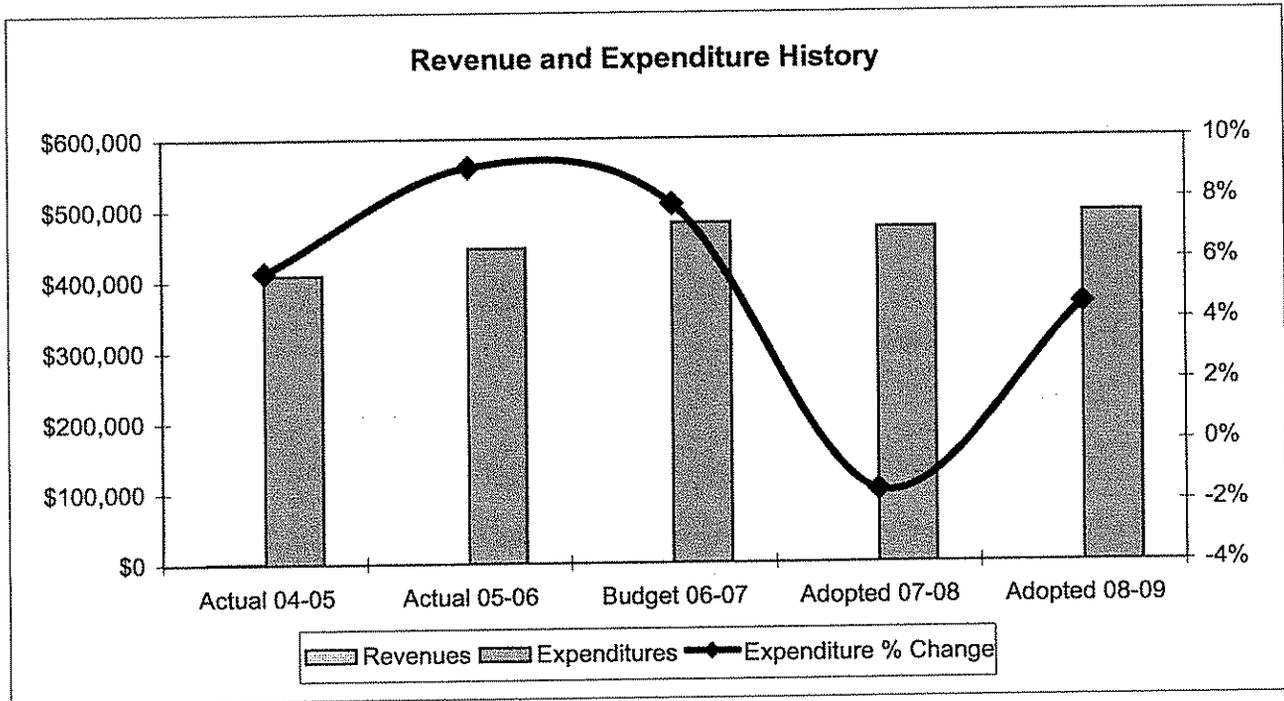
None.

## Staffing Summary

<b>Division Personnel</b>	<b>Actual 2003-04</b>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Proposed 2007-08</b>	<b>Proposed 2008-09</b>
Parks & CS Director	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Parks & CS Dir.	-	-	-	-	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>

## Parks & Community Services Administration

Fund 010 Division 9405	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 1,450	0	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 300,705	310,685	336,870	321,000	336,835	0%	350,545	4%
Benefits	100,655	120,095	124,390	115,975	114,730	-8%	121,735	6%
Services & Supplies	5,540	8,120	12,750	9,900	14,450	13%	15,525	7%
Capital Outlay	2,060	2,395	2,100	2,100	2,200	-	2,300	-
Internal Service Charges	0	4,710	4,845	4,830	5,020	4%	4,530	-10%
<b>Expenditure Total</b>	\$ 408,960	446,005	480,955	453,805	473,235	-2%	494,635	5%
<b>Net Contribution / (Use)</b>	\$ (407,510)	(446,005)	(480,955)	(453,805)	(473,235)		(494,635)	



## ***Building Maintenance Division***

*Parks and Community Services Department*

### **Division Responsibilities**

The Building Maintenance Division is responsible for managing the maintenance of 35 city-owned facilities, 1 swimming pool facility, and 1 Community Center. The Division performs a wide range of building and equipment repairs, emergency facility calls, preventative maintenance, and building alterations. The Division also manages the work of private vendors who provide specialized maintenance and construction services. Custodial services are provided to ensure a safe and clean environment for users.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

- Improved the Youth Activity Center play area. This consisted of installing new drainage, retaining wall, pathways, concrete play area, landscaping, and additional playground equipment.
- Installed two new boilers at the James Lemos Pool.
- Installed new netting at Fitzgerald Field and renovated the batting cage. The renovation involved removing and replacing the turf and netting inside the cage and repairing the fencing.
- Painted the exterior of City Hall. In addition, painted the exterior of the City Attorney/HR and the Police detectives buildings.
- Rebuilt the outdoor stairways on the North and South side of the Clock Tower.
- A new stove and refrigerator were installed in the kitchen at the Clock Tower.
- Constructed secure storage areas on the lower level of the Clock Tower.
- Replaced the wood sidewalk leading to the entrance of the Depot with a concrete surface.
- Constructed a containment wall and installed drainage for the new playground at Bridgeview Park.
- Renovated the supply room in City Hall to provide office space for the City's Transportation Coordinator.
- Removed 400 square feet of dry-rot wood floor surface in the Camel Barn and replaced with new floorboards.
- Installed new flooring at the rear entrances of City Hall. This consisted of both landings and stairways.
- Replaced energy covers at the James Lemos Pool.
- Replaced exterior doors at the rear entrances of City Hall to allow for ADA accessibility.
- Replaced and insulated the roof at the Camel Barn Museum.
- Assisted with the Police Department remodel by setting up a temporary dispatch in the Family Resource offices.
- Constructed a storage shed for Bocce Ball users.
- Began upgrades to the audio/video system in the council chambers.
- Replaced the roof at the Senior Center.

- Replaced existing Camel Barn Museum lighting with energy efficient fixtures.

### Priorities for Fiscal Years 2007-09

- Complete renovation of Mills Community Center to allow for occupancy.
- Continue efforts to reduce energy consumption in City facilities.
- Assist Police Department with Phase II of the Police Station renovation.
- Paint exterior of City Gym and Police Department.
- Complete audio video upgrades in the Council Chambers.

### Unmet Needs

None.

### City Manager Recommendations for Unmet Needs Funding

None.

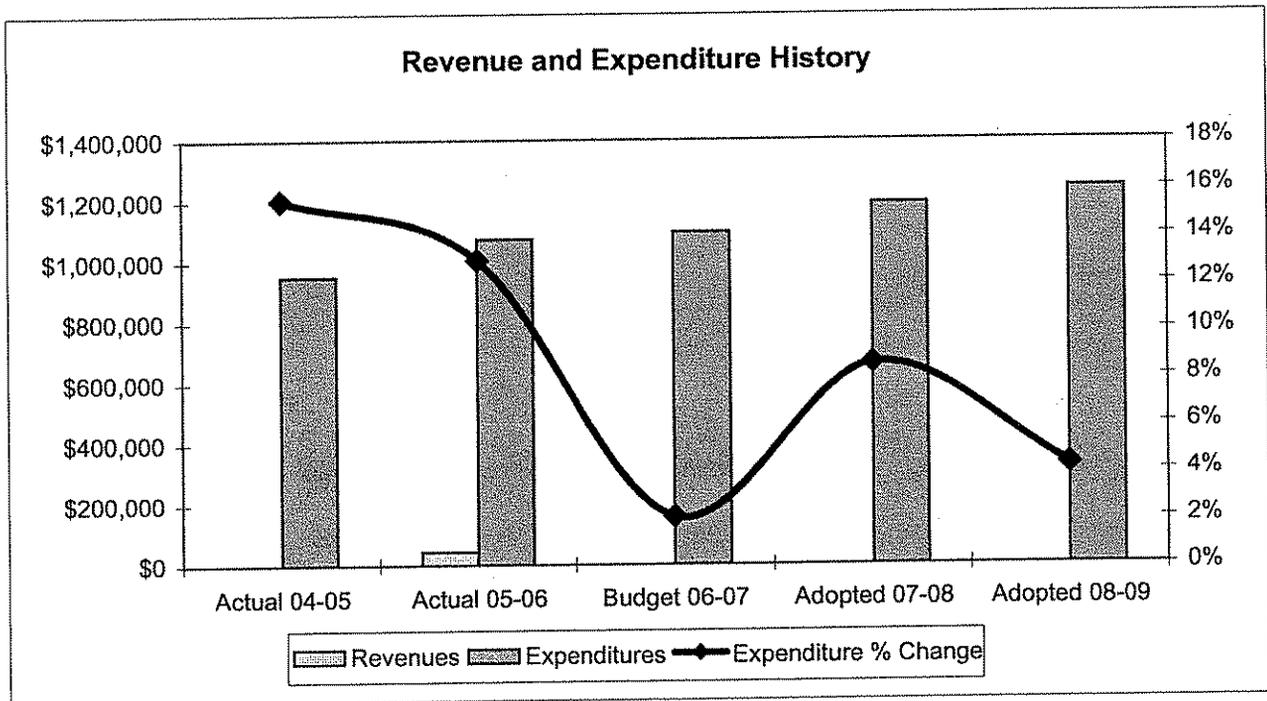
### Staffing Summary

Division Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Parks and CS Superintendent (a)	0.50	0.50	0.50	0.50	0.50	0.50
Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker III	5.00	5.00	4.00	4.00	3.00	3.00
Bldg. Maint. Journeyman	-	-	1.00	1.00	1.00	1.00
Maintenance Custodian	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>8.50</b>	<b>8.50</b>

(a) 50% of Superintendent charged to Parks & Cemetary Division

## Building Maintenance

Fund 010 Division 9205	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 15	44,935	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 447,460	505,115	539,250	539,125	558,630	4%	580,235	4%
Benefits	189,675	228,870	244,610	243,705	262,760	7%	281,270	7%
Services & Supplies	304,470	324,135	293,870	348,270	339,660	16%	352,295	4%
Capital Outlay	10,955	0	0	0	0	-	0	-
Internal Service Charges	0	17,645	20,010	22,870	30,430	52%	28,260	-7%
<b>Expenditure Total</b>	<b>\$ 952,560</b>	<b>1,075,765</b>	<b>1,097,740</b>	<b>1,153,970</b>	<b>1,191,480</b>	<b>9%</b>	<b>1,242,060</b>	<b>4%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (952,545)</b>	<b>(1,030,830)</b>	<b>(1,097,740)</b>	<b>(1,153,970)</b>	<b>(1,191,480)</b>		<b>(1,242,060)</b>	



## ***Community Services Division***

*Parks and Community Services Department*

### **Division Responsibilities**

The Community Services Division is responsible for providing a wide variety of recreational programs, events, and services to a broad spectrum of individuals and community groups. Programs range from instructional classes, youth and adult sports, after-school program, camps, preschool, facility rentals, and special events. The Division is also responsible for the quarterly recreation brochure and the scheduling of City sports fields.

The Division's programs and events reach individuals of all ages and walks of life. The Division is continually pursuing ways to meet the community's needs and improve the quality of our programs.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

- Co-sponsored the Cancer Walk, which is held annually. Proceeds from the Walk provide funds to the local hospice program and the American Cancer Society.
- Generated \$924,000 in revenue for fiscal year 2006/07.
- Started the preparation of on-line registration for recreation classes and programs.
- Continued offering financial assistance for recreation programs and classes to low income residents.
- Expanded the number of Youth Commissioners to 50.
- Continued the operation of the Meals on Wheels lunch program at the Senior Center.
- Expanded registration locations to James Lemos Pool, Youth Activity Center, and City Hall.
- Increased hours of operation for programs and registration to meet the needs of the community.
- Expanded adult recreation, music and sports programs for individuals with disabilities.
- Continued pre-school summer camps for children 3-5 years old in the morning and afternoon.
- Opened teen room on Friday's for 6-9<sup>th</sup> grade.
- Created drop-in middle school program during the summer months.
- Implemented a Nutrition Mission Statement.

## Priorities for Fiscal Years 2007-09

- Develop a plan to help ensure a smooth transition of alternative recreation programs to the Senior Center.
- Continue to implement a marketing campaign to promote the values of Parks and Recreation.
- Address the need for a teen center.
- Expand programs and classes to meet the communities interests and needs.

## Unmet Needs

None.

## City Manager Recommendations for Unmet Needs Funding

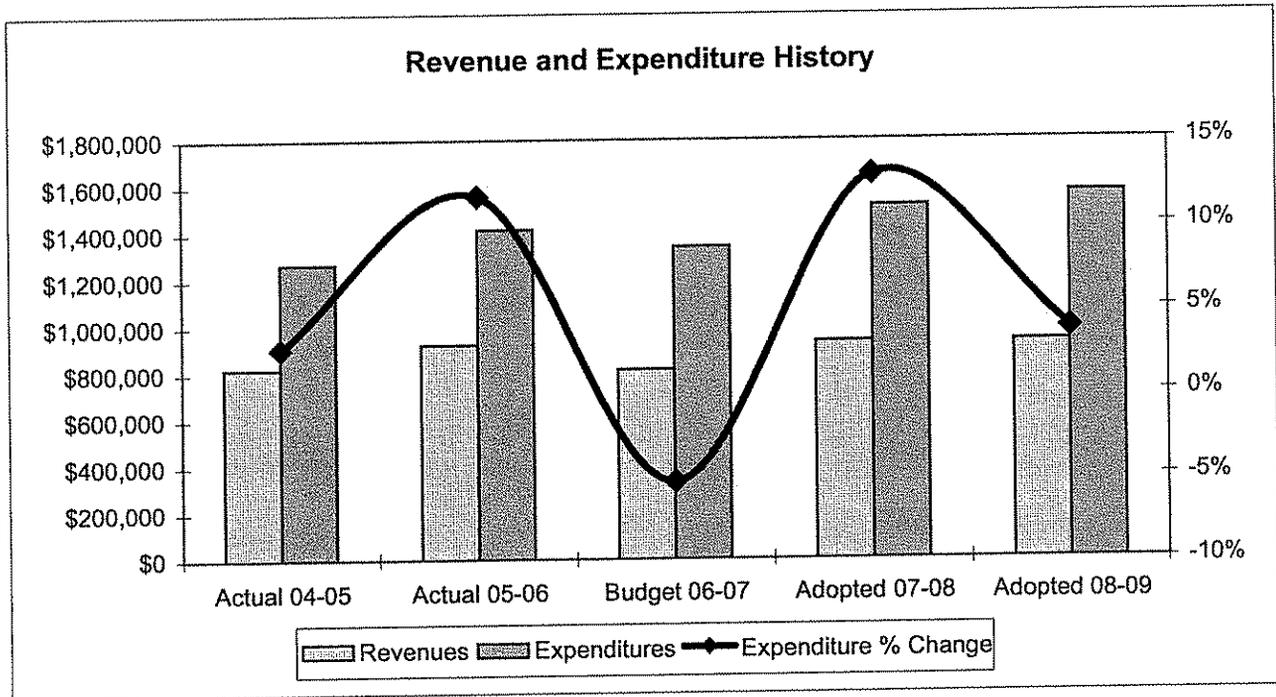
None.

## Staffing Summary

Division Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Parks & CS Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	2.00	2.00	2.00	2.00	2.00	2.00
Recreation Supervisor	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

## Community Services

Fund 010 Division 9305	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 822,545	924,930	817,000	917,250	935,000	-	935,000	-
<b>Expenditures</b>								
Salary & Wages	\$ 764,135	870,755	820,400	902,090	923,695	13%	957,295	4%
Benefits	122,700	138,425	130,225	129,485	138,170	6%	145,920	6%
Services & Supplies	370,040	388,580	351,210	404,635	418,675	19%	437,805	5%
Capital Outlay	14,090	2,505	10,000	10,000	0	-	0	-
Internal Service Charges	0	18,740	30,605	32,220	35,160	15%	31,300	-11%
<b>Expenditure Total</b>	<b>\$ 1,270,965</b>	<b>1,419,005</b>	<b>1,342,440</b>	<b>1,478,430</b>	<b>1,515,700</b>	<b>13%</b>	<b>1,572,320</b>	<b>4%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (448,420)</b>	<b>(494,075)</b>	<b>(525,440)</b>	<b>(561,180)</b>	<b>(580,700)</b>		<b>(637,320)</b>	



## ***Parks & Cemetery Division***

*Parks and Community Services Department*

### **Division Responsibilities**

The Park and Cemetery Division are responsible for providing safe landscape and park facilities to meet the needs of the diverse user groups within the community. The Division upgrades and maintains approximately 211 developed acres of Park and landscape areas including the City Cemetery and 5 Lighting and Landscape Districts, a 577-acre regional Park and 68 open space access areas. In addition the Parks Division maintains the maintenance of turf areas at Benicia High School and Robert Semple and Joe Henderson Elementary School.

### **Highlights and Accomplishments in Fiscal Years 2005-07**

- Installed new playgrounds at Willow Glen Park, Community Park, Duncan Graham Park, Southampton Park, Waters End Park, Bridgeview Park, and Solano Park.
- Continued reduction of chemical herbicide applications by implementing an organic mulching program. This is an Integrated Pest Management (IPM) technique designed to reduce chemical applications in our environment.
- Removed dead plant material along Rose Drive and replaced it with new plant material.
- Began a tree pruning program to address the maintenance of street trees and trees in parks. Trees were pruned along Rose Drive set backs, East Second Street medians, First Street, and various park sites.
- Assumed the responsibility of maintenance of the playing fields at Benicia High School, Robert Semple, and Joe Henderson Elementary Schools.
- Renovated several park signs throughout the park system.
- Continued the renovation and maintenance of ball field turf and infields.
- Completed the construction of Waters End Park.
- Renovated the dog park to include an enclosed area for small dogs.

### **Priorities for Fiscal Years 2007-09**

- Renovate existing landscaping and irrigation at Mills Community Center. (See 2007-09 Strategic Plan Priorities under the overall department narrative.)
- Continue our efforts to eliminate hazards and liability issues in parks
- Repair and/or replace out of compliance playground structures.
- Continue the IPM program to minimize chemical usage in the park system.
- Install new playground equipment at Gateway Park, Arneson Park, Mills Community Center and Ninth Street Park.
- Continue the annual tree maintenance program.
- Complete the renovation of the irrigation, drainage and turf at the High School and Joe Henderson Elementary School.

## Unmet Needs

None.

## City Manager Recommendations for Unmet Needs Funding

None.

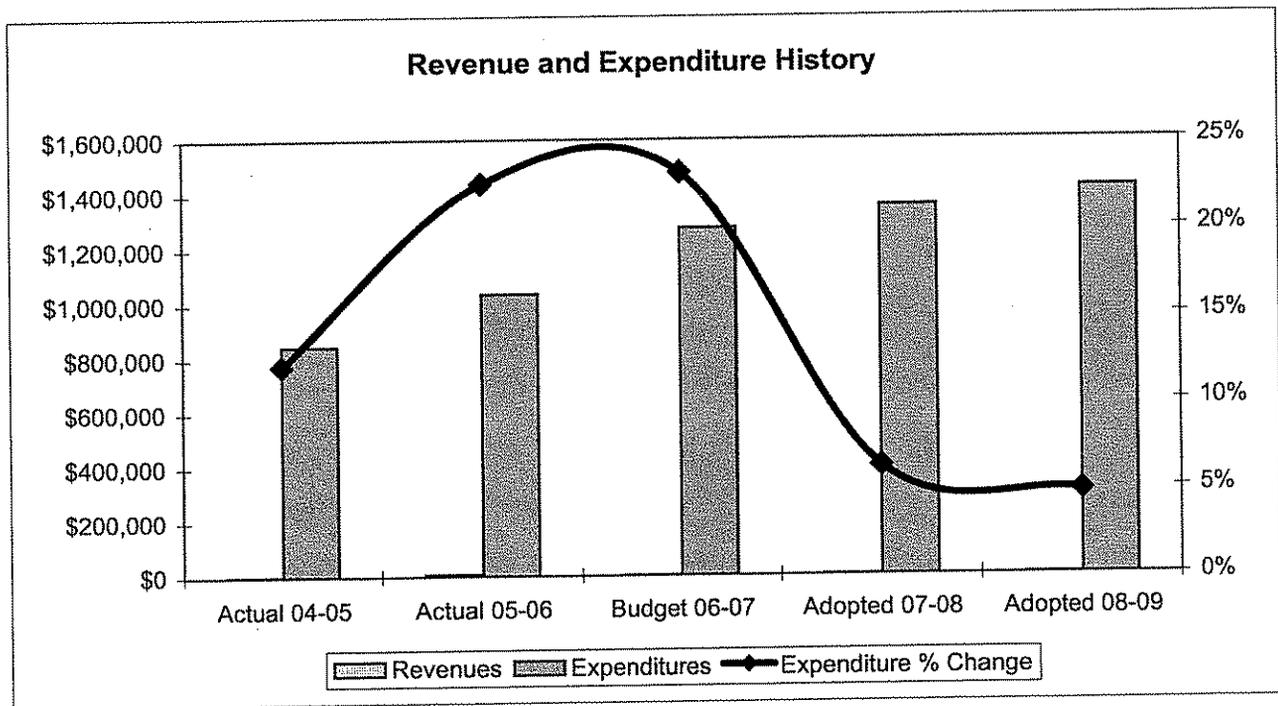
## Staffing Summary

Division Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2006-08	Proposed 2008-09
Parks & CS Superintendent (a)	0.50	0.50	0.50	0.50	0.50	0.50
Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Parks Landscape Journeyman	-	-	3.00	3.00	6.00	6.00
Maintenance Worker III	7.00	7.00	4.00	4.00	1.00	1.00
Parks Landscape Worker	-	-	-	-	-	-
<b>Total</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>

(a) 50% of Superintendent time is charged to the Building Maintenance Division.

## Parks & Cemetery

Fund 010 Division 9505	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 2,715	8,740	1,000	17,880	1,000	-	1,000	-
<b>Expenditures</b>								
Salary & Wages	\$ 471,520	457,885	571,505	487,020	620,650	9%	647,130	4%
Benefits	151,505	162,385	219,040	179,425	230,590	5%	246,375	7%
Services & Supplies	223,805	380,795	445,815	395,740	424,390	-5%	444,375	5%
Internal Service Charges	0	36,095	40,460	42,930	81,150	101%	84,340	4%
<b>Expenditure Total</b>	\$ 846,830	1,037,160	1,276,820	1,105,115	1,356,780	6%	1,422,220	5%
<b>Net Contribution / (Use)</b>	\$ (844,115)	(1,028,420)	(1,275,820)	(1,087,235)	(1,355,780)		(1,421,220)	



## ***BUSD Fields***

### **Objectives**

The Parks and Community Services Department will continue to upgrade and maintain three (3) public use School District sport fields. The upgrades include making the facilities safe and playable. The maintenance will include mowing, irrigation maintenance and repair, turf, water, and pest management.

### **Major Accomplishments in Fiscal Years 2005-07**

- Executed the Joint Use Agreement with the Benicia Unified School District allowing for the upgrade and maintenance of the three (3) School District sport fields and joint use of City and School District facilities.
- Upgraded the football field at Benicia High School.
- Upgraded the sport fields at Joe Henderson and Robert Semple Schools.
- Started the design of a new irrigation system and turf upgrades for the High School lower field and Joe Henderson.

### **Priorities for Fiscal Years 2007-09**

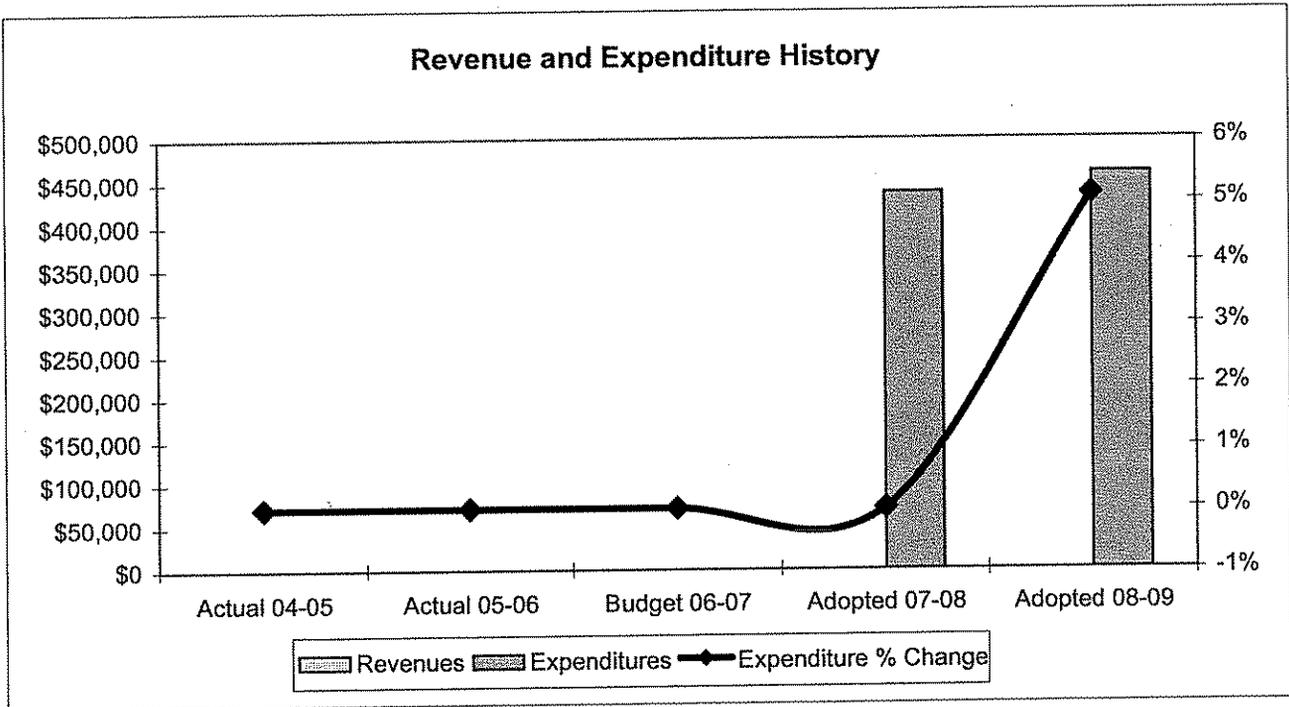
- Installation of new irrigation systems for the High School lower field and Joe Henderson field..
- Continue the rehabilitation of all turf areas.
- Continue to maintain safe and playable sport fields.

### **Staffing Summary**

<b>Department Personnel</b>	<b>Actual 2003-04</b>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Proposed 2007-08</b>	<b>Proposed 2008-09</b>
Maintenance Worker III	0.00	0.00	0.00	0.00	1.00	1.00
Parks Lndscp. Journeyman					2.00	2.00
<b>Total</b>	-	-	-	-	<b>3.00</b>	<b>3.00</b>

## BUSD Fields Maintenance

Fund 010 Division 9054	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 0	0	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 0	0	0	0	199,940	-	210,750	5%
Benefits	0	0	0	0	52,245	-	56,060	7%
Services & Supplies	0	0	0	0	180,720	-	189,395	5%
Capital Outlay	0	0	0	0	0	-	0	-
Internal Service Charges	0	0	0	0	4,890	-	3,880	-21%
<b>Expenditure Total</b>	\$ 0	0	0	0	437,795	-	460,085	5%
<b>Net Contribution / (Use)</b>	\$ 0	0	0	0	(437,795)		(460,085)	



## *Mills Community Center*

### Objectives

The Parks and Community Services Department will implement the lease agreement for the Mills facility between the City and the Benicia Unified School District by converting and upgrading the facility into a community center. Construction efforts will address remedial issues and tenant improvements. Following completion of construction improvements, staff will occupy the building and maintain the facility as a community center. The community center will allow for the improvement and growth and current programs as well as the development of new classes and services.

### Major Accomplishments in Fiscal Years 2005-07

- Executed a lease agreement with the Benicia Unified School District allowing for use and conversion of the Mills facility to a community center.

### Priorities for Fiscal Years 2007-09

- Rehabilitate the Mills facility to make it safe for occupancy.
- Design and construct improvements that make the facility conducive as a community center.
- Develop and implement programs, classes and services that meet the needs of the community.

### Unmet Needs

The Department requested two (2) additional employees for the Mills Community Center, consisting of one (1) building maintenance worker and one (1) maintenance custodian. The budget process reduced this request to 1.5 employees.

### City Manager Recommendations for Unmet Needs Funding

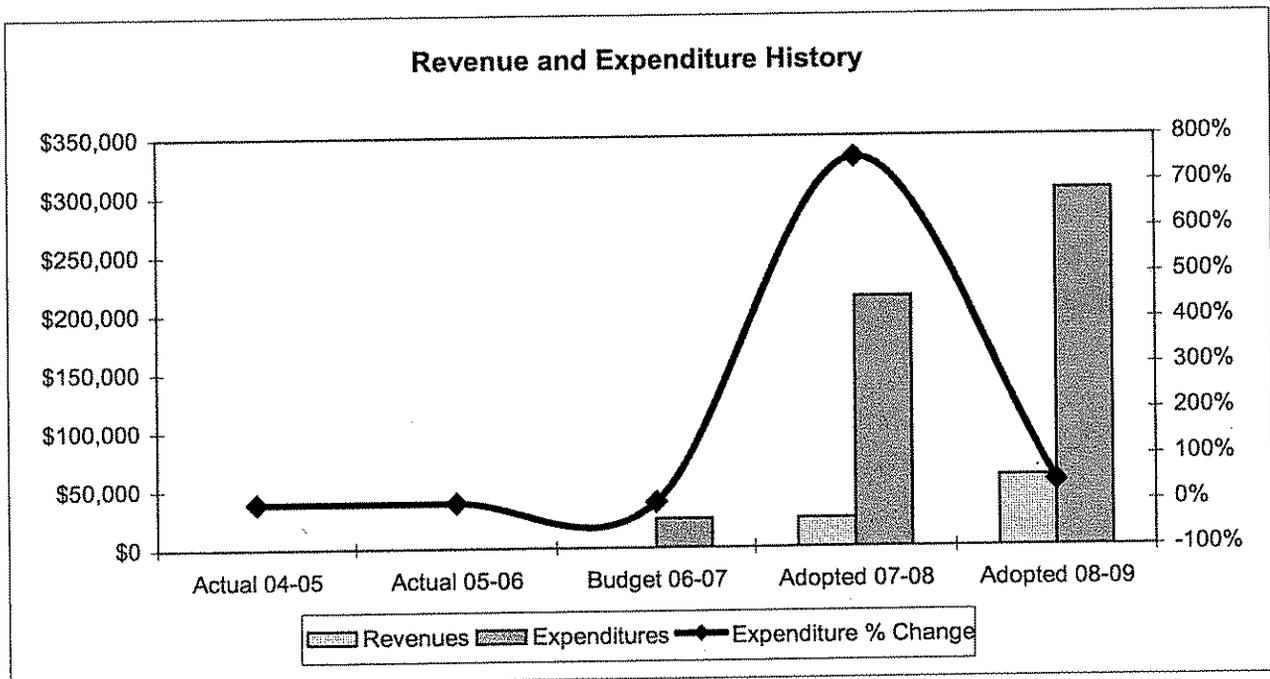
The City Manager recommends budgeting at 1.5 employees for the Mills Community Center; adequacy of staffing can be reviewed at mid-year and/or mid-cycle budget update.

### Staffing Summary

Department Personnel	Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07	Proposed 2007-08	Proposed 2008-09
Bldg. Maint. Journeyman	0.00	0.00	0.00	0.00	0.50	0.50
Maintenance Custodian	-	-	-	-	1.00	1.00
<b>Total</b>	-	-	-	-	<b>1.50</b>	<b>1.50</b>

## Mills Community Center

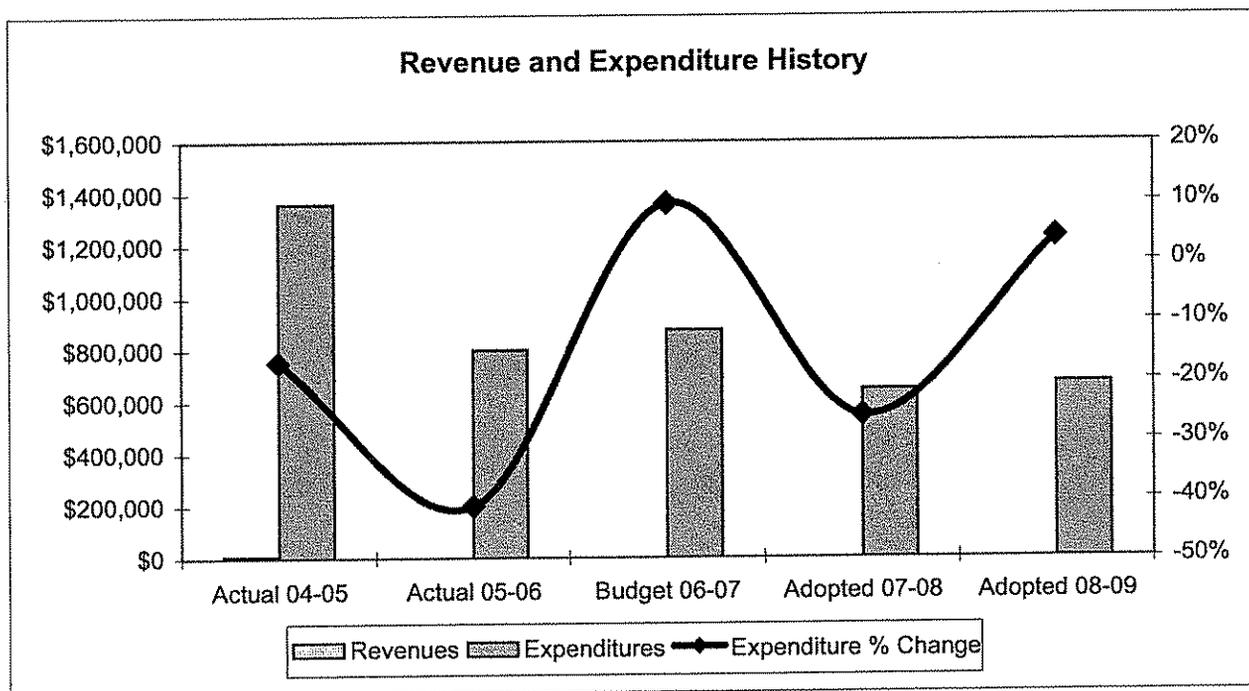
Fund 010 Division 9050	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 0	0	0	0	25,000	-	60,000	-
<b>Expenditures</b>								
Salary & Wages	\$ 0	0	0	0	30,310	-	63,145	108%
Benefits	0	0	0	0	13,435	-	26,945	101%
Services & Supplies	0	0	25,000	25,000	164,500	-	209,000	27%
Capital Outlay	0	0	0	0	0	-	0	-
Internal Service Charges	0	0	0	0	4,950	-	5,380	9%
<b>Expenditure Total</b>	\$ 0	0	25,000	25,000	213,195	-	304,470	43%
<b>Net Contribution / (Use)</b>	\$ 0	0	(25,000)	(25,000)	(188,195)	-	(244,470)	-



## Insurance Programs

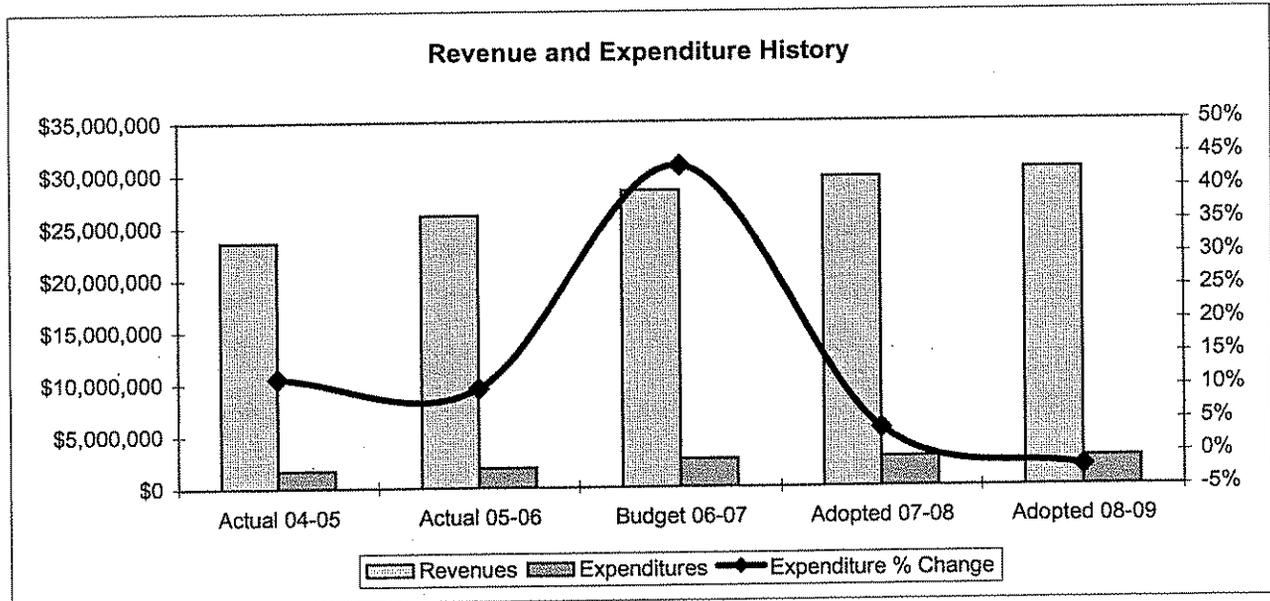
The Insurance Program Division is responsible for reporting the general liability costs of the City. The City is self-insured for up to \$25,000 per occurrence and has excess coverage through the ABAG Public Liability Assurance Plan for up to \$5 million per claim. The cost associated with Workers' Compensation have been transferred to the Workers' Compensation Internal Service Fund.

Fund 010 Division 3132	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 9,265	10	0	0	0	-	0	-
<b>Expenditures</b>								
Salary & Wages	\$ 0	0	0	0	0	-	0	-
Benefits	0	0	0	0	0	-	0	-
Services & Supplies	1,362,745	799,805	876,280	645,650	647,930	-26%	673,305	4%
Capital Outlay	0	0	0	0	0	-	0	-
Internal Service Charges	0	0	0	0	0	-	0	-
<b>Expenditure Total</b>	<b>\$ 1,362,745</b>	<b>799,805</b>	<b>876,280</b>	<b>645,650</b>	<b>647,930</b>	<b>-26%</b>	<b>673,305</b>	<b>4%</b>
<b>Net Contribution / (Use)</b>	<b>\$ (1,353,480)</b>	<b>(799,795)</b>	<b>(876,280)</b>	<b>(645,650)</b>	<b>(647,930)</b>		<b>(673,305)</b>	



## Non-Departmental

Fund 010 Division 2405	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated Actual 2006-07	Adopted 2007-08	%	Adopted 2008-09	%
<b>Revenue Total</b>	\$ 23,570,850	26,086,965	28,434,085	28,271,800	29,646,495	-	30,440,250	-
<b>Expenditures</b>								
Salary & Wages	\$ 109,375	63,140	100,000	(445,000)	(325,000)	-425%	(325,000)	0%
Benefits	0	0	0	0	0	-	0	-
Services & Supplies	971,670	1,024,285	1,054,690	1,067,680	1,101,760	4%	1,138,890	3%
Capital Outlay	0	0	3,225	0	0	-	0	-
Internal Service Charges	0	356,065	439,140	417,980	606,915	38%	676,345	11%
Debt Service	53,040	206,000	271,405	678,100	786,755	190%	588,390	-25%
Interfund Transfers Out	585,445	241,335	841,500	705,270	641,300	-24%	674,990	5%
<b>Expenditure Total</b>	\$ 1,719,530	1,890,825	2,709,960	2,424,030	2,811,730	4%	2,753,615	-2%
Transfers To/From Balance Sheet	(48,040)	(201,960)	0	0	(112,120)		(145,810)	
<b>Net Contribution / (Use)</b>	\$ 21,803,280	23,994,180	25,724,125	25,847,770	26,722,645		27,540,825	



**Non-Departmental**

Acct	Fund 010 Division 2405	Actual	Actual	Amended	Estimated	Adopted		Adopted	
		2004-05	2005-06	Budget	2006-07	Budget	%	Budget	%
				(1)		(2)	(2/1)	(3)	(3/2)
<b>Revenues</b>									
7011	Property Tax-Secured	\$ 9,852,275	10,777,865	11,595,090	11,518,830	12,378,565	7%	12,777,520	3%
	Valero Property Tax Agreement	0	0	(307,000)	446,720	539,500		327,280	-39%
	Valero Asphalt Plant Appeal FY 01-06	0	0	0	(182,900)	0		0	
7012	Property Tax-Unsecured	436,460	440,765	529,750	471,605	466,370	-12%	502,380	8%
7013	Prior Year Tax	(16,030)	(20,625)	15,000	(150)	5,000	-67%	5,350	7%
7014	Homeowners Exemption	147,395	142,565	150,720	120,620	129,060	-14%	138,090	7%
7017	Supplemental Property Tax	928,360	1,153,110	928,000	750,000	680,000	-27%	780,000	15%
7121	Sales and Use Tax	3,403,325	4,088,270	4,151,895	4,141,985	4,307,660	4%	4,500,320	4%
7122	Sales Tax Triple Flip Offset	942,780	1,048,690	1,561,610	1,572,720	1,651,085	6%	1,717,100	4%
7135	Utility Users Tax - P G & E	1,055,895	1,081,880	1,132,740	1,005,260	1,035,420	-9%	1,066,480	3%
7136	Utility Users Tax - C.T.V.	157,270	171,515	166,810	189,550	195,240	17%	201,100	3%
7137	Utility Users Tax - Pac Bell	613,205	647,920	618,500	613,970	632,390	2%	651,360	3%
7138	Utility Users Tax - Valero	1,000,000	1,100,000	2,057,265	2,057,265	2,082,000	1%	2,124,000	2%
7207	Franchise Fee - Solid Waste	120,000	125,000	132,300	130,000	135,000	2%	140,000	4%
7208	Franchise Fee - P G & E	726,165	983,335	985,000	950,600	979,120	-1%	1,008,490	3%
7209	Franchise Fee - Cable TV	258,980	283,985	266,040	285,590	294,160	11%	302,985	3%
7210	Franchise Fee - Kinder Morgan	6,965	7,340	7,680	7,520	7,750	1%	7,980	3%
7211	Transient Lodging Tax	188,230	196,185	220,500	236,410	243,500	10%	250,805	3%
7213	Business License Tax	402,240	474,580	481,740	437,990	451,130	-6%	464,660	3%
7214	Real Prop. Transfer Tax	278,930	314,325	250,000	219,670	226,260	-9%	233,050	3%
7226	Nationwide	0	0	165,380	0	0	-100%	0	-
7281	Dog License	11,835	0	0	20,060	0	-	0	-
7411	Investment Earnings	324,030	371,860	353,810	353,810	400,000	13%	400,000	0%
7416	Retirement Stabilization Subsidy	0	431,890	400,050	413,085	379,280	-5%	261,595	-31%
7455	Rents & Concessions	64,495	79,350	56,310	97,480	95,790	70%	99,410	4%
7502	State Vehicle License Fees (VLF)	176,015	188,320	184,450	184,450	189,980	3%	195,680	3%
7502	VLF Swap	1,454,500	1,769,795	1,890,680	1,890,680	1,998,345	6%	2,138,230	7%
7504	Off Highway Use License Tax	970	415	400	400	0	-100%	0	-
7507	Mandated Cost Reimbursement	0	70,890	22,000	28,000	25,000	14%	25,000	0%
7696	Admin. Fee Assess. Districts	7,740	11,550	41,950	11,985	12,225	-71%	12,470	2%
7710	Refunds and Rebates	28,705	16,890	87,860	8,500	8,500	-90%	8,500	0%
7810	Donations	8,520	10,275	0	0	0	-	0	-
7910	Sales/Real/Pers. Property	11,050	0	11,030	5,000	10,000	-9%	10,000	-
7940	Miscellaneous Revenue	2,575	3,115	11,030	19,600	10,000	-9%	10,000	0%
7999	Transfer In - Gas Tax Fund	135,000	0	0	0	0	-	0	-
7999	Transfer In - Interlibrary Loan	50,000	0	0	0	0	-	0	-
7999	Transfer In - Water Fund	406,500	63,405	64,675	64,675	46,900	-27%	48,250	3%
7999	Transfer In - Wastewater Fund	386,470	52,505	53,555	53,555	31,265	-42%	32,165	3%
	Allocate Designated Reserves		0	147,265	147,265	0	-	0	-
<b>Revenue Total</b>		<b>\$ 23,570,850</b>	<b>26,086,965</b>	<b>28,434,085</b>	<b>28,271,800</b>	<b>29,646,495</b>	<b>4%</b>	<b>30,440,250</b>	<b>3%</b>

## Non-Departmental

Acct	Fund 010 Division 2405	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07	Estimated 2006-07	Adopted Budget 2007-08	%	Adopted Budget 2008-09	%
<b>Expenditures</b>									
Misc.	Salary and Benefit Savings	0	0	0	(490,000)	(375,000)	-	(375,000)	-
8026	Vacation & Sick Leave Reserve	109,375	63,140	100,000	45,000	50,000	-50%	50,000	0%
	<b>Salary &amp; Wages</b>	<b>\$ 109,375</b>	<b>63,140</b>	<b>100,000</b>	<b>(445,000)</b>	<b>(325,000)</b>	<b>-425%</b>	<b>(325,000)</b>	<b>0%</b>
8100	Contract Services	170,140	189,315	147,775	180,000	180,000	22%	180,000	0%
8107	Tax Sharing Agreements	113,890	157,225	165,560	166,980	170,530	3%	175,650	3%
8116	League of Cities Membership	20,825	13,150	21,000	13,910	14,330	-32%	14,760	3%
8118	Misc Expense	0	35	0	0	0	-	0	-
8122	Office Supplies	47,060	44,545	46,820	38,000	40,000	-15%	49,670	24%
8134	Computer Maint/Repairs	33,940	17,630	35,500	25,000	25,000	-30%	26,250	5%
8142	Postage & Freight	49,375	37,100	52,020	40,000	40,000	-23%	42,000	5%
8143	Document Destruction	1,205	0	1,560	1,560	1,610	3%	1,660	3%
8150	Utilities	129,090	158,675	176,400	204,000	210,120	19%	216,420	3%
8152	Telephone	182,985	190,625	157,675	150,000	154,500	-2%	159,140	3%
8170	Weed Abatement	82,500	94,000	96,240	114,490	117,920	23%	121,460	3%
8538	Pool Car Maintenance	0	0	1,500	0	0	-	0	-
8725	Pool Car Fuel	0	0	1,000	0	0	-	0	-
8952	Emergency Expenditures	6,740	2,740	10,000	0	10,000	0%	10,000	0%
8954	Property Tax Administration	132,990	118,690	139,640	133,740	137,750	-1%	141,880	3%
8956	Other Taxes	930	555	2,000	0	0	-100%	0	-
	<b>Services &amp; Supplies</b>	<b>\$ 971,670</b>	<b>1,024,285</b>	<b>1,054,690</b>	<b>1,067,680</b>	<b>1,101,760</b>	<b>4%</b>	<b>1,138,890</b>	<b>3%</b>
9190	Property Acquisition	0	0	3,225	0	0	-100%	0	-
	<b>Capital Outlay Total</b>	<b>\$ 0</b>	<b>0</b>	<b>3,225</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>0</b>	<b>-</b>
8996	Equipment Services ISF	0	274,215	285,450	264,290	376,380	32%	368,965	-2%
8999	Facility Maintenance ISF	0	81,850	153,690	153,690	230,535	50%	307,380	33%
	<b>Internal Service Charges Total</b>	<b>\$ 0</b>	<b>356,065</b>	<b>439,140</b>	<b>417,980</b>	<b>606,915</b>	<b>38%</b>	<b>676,345</b>	<b>11%</b>
9031	Interest - To 034 for SD Marina	5,000	4,040	0	0	0	-	0	-
9041 B	Principal - To 034 for SD Marina	48,040	201,960	0	0	0	-	0	-
9051	Principal - Valero Prop Tax Repay	0	0	271,405	596,720	689,505	-	502,280	-
9052	Interest - Valero Prop Tax Repay	0	0	0	81,380	97,250	-	86,110	-
	<b>Debt Service Total</b>	<b>\$ 53,040</b>	<b>206,000</b>	<b>271,405</b>	<b>678,100</b>	<b>786,755</b>	<b>190%</b>	<b>588,390</b>	<b>-25%</b>
9997 B	Transfer Out-Debt Service-Casa Vilarrasa	0	0	0	4,000	112,120	-	109,315	-3%
9997	Transfer Out-Debt Service-PD & SD	0	0	276,680	276,680	276,680	-	276,680	0%
9999 B	Transfer Out-Marina Fund (a)	184,485	0	0	0	0	-	36,495	-
9999	Transfer Out-Transit Fund	0	0	0	0	50,000	-	50,000	-
9999	Transfer Out-Storm Water Fund	59,765	110,410	135,000	141,610	202,500	50%	202,500	0%
9999	Transfer Out-Equipment Replace	241,195	0	0	0	0	-	0	-
9999	Transfer Out-BUSD Fields	0	130,925	429,820	282,980	0	-100%	0	-
	<b>Interfund Transfer Out</b>	<b>585,445</b>	<b>241,335</b>	<b>841,500</b>	<b>705,270</b>	<b>641,300</b>	<b>-24%</b>	<b>674,990</b>	<b>5%</b>
	<b>Expenditure Total</b>	<b>\$ 1,719,530</b>	<b>1,890,825</b>	<b>2,709,960</b>	<b>2,424,030</b>	<b>2,811,730</b>	<b>4%</b>	<b>2,753,615</b>	<b>-2%</b>
	Transfers to Balance Sheet	(48,040)	(201,960)	0	0	(112,120)	-	(145,810)	-
	<b>Net Contribution / (Use)</b>	<b>\$ 21,899,360</b>	<b>24,398,100</b>	<b>25,724,125</b>	<b>25,847,770</b>	<b>26,946,885</b>	<b>-</b>	<b>27,832,445</b>	<b>-</b>

## Capital Projects and Non-Recurring Items

Acct	Fund 011 All Divisions	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07 (1)	Estimated 2006-07	Adopted Budget 2007-08 (2)	Adopted Budget 2008-09 (3)
<b>Revenues</b>							
2405 7121	Valero VIP Construction Sales Tax	0	0	300,000	100,000	100,000	100,000
2405 7138	Valero Utility User Tax	0	0	1,235,000	1,235,000	0	0
8805 7624	Valero Grading Permit	0	0	0	79,385	0	0
2405 7220	Nationwide Street Contribution	0	0	110,000	0	0	0
2405 7999	Lease Proceeds from PD Remodel	0	0	486,300	865,815	0	0
4105 7616	Arsenal Master Plan Reimburse	0	0	10,000	0	10,000	10,000
4105 7616	CDD Admin Fees	4,685	5,985	0	15,880	0	0
4205 7283	Permit revenues-Tourtelot Prop.	228,400	260,500	258,200	100,000	0	0
	Allocate Prior Year Savings	0	0	0	0	0	0
	Allocate Designated Reserves	388,235	873,800	776,675	776,675	0	0
	<b>Revenue Total</b>	<b>\$ 2,264,870</b>	<b>825,250</b>	<b>3,176,175</b>	<b>3,172,755</b>	<b>110,000</b>	<b>110,000</b>
		**	**				
<b>Expenditures</b>							
2405 8026	Vacation Leave Reserve	0	(54,010)	0	0	0	0
4205 8001	FT Contract Staff in BLD Insp.	0	23,525	56,955	56,390	0	0
4205 8003	PT Contract Staff in BLD Insp.	0	20,195	0	0	0	0
4205 8004	Leave Allowance	0	0	660	650	0	0
	<b>Salary &amp; Wages</b>	<b>\$ 0</b>	<b>(10,290)</b>	<b>57,615</b>	<b>57,040</b>	<b>0</b>	<b>0</b>
4205 8070	Health Insurance	0	2,335	13,740	13,740	0	0
4205 8072	Dental Insurance	0	215	1,635	1,635	0	0
4205 8074	Vision Insurance	0	160	320	320	0	0
4205 8076	Life Insurance	0	45	95	95	0	0
4205 8080	PERS Retirement	0	9,560	12,185	12,185	0	0
4205 8086	FICA/Medicare	0	625	835	835	0	0
	<b>Benefits</b>	<b>\$ 0</b>	<b>12,940</b>	<b>28,810</b>	<b>28,810</b>	<b>0</b>	<b>0</b>
4205 8995	Workers' Comp ISF	0	455	570	560	0	0
	<b>Internal Service Charges Total</b>	<b>0</b>	<b>455</b>	<b>570</b>	<b>560</b>	<b>0</b>	<b>0</b>
1205 8225	County Election Costs-3 Ballots	26,400	0	0	0	25,000	0
2405 8100	Appraiser: Valero Appeal	88,660	104,635	0	22,490	0	0
2405 8100	ICMA Community Survey	0	0	8,400	10,200	0	0
2405 8118	Lynch Canyon	0	0	5,000	5,000	0	0
2505 8260	Legal Fees & Settlements	0	300,000	60,000	60,000	0	0
2605 8256	Tourism Carry-Over	0	0	0	0	30,000	0
3305 8132	Accela Software BL Enhancement	17,000	0	0	7,255	0	0
4105 8106	Professional Services-Historic	2,100	0	12,900	7,290	0	0
6105 8541	BERT Expenses - Setup Costs	0	0	0	0	11,000	11,000
9405 8100	Certification: Von Pfister Adobe	9,535	1,055	2,335	0	0	0
	<b>Services &amp; Supplies</b>	<b>\$ 402,025</b>	<b>1,134,980</b>	<b>88,635</b>	<b>112,235</b>	<b>66,000</b>	<b>11,000</b>

## Capital Projects and Non-Recurring Items

Acct	Fund 011 All Divisions	Actual 2004-05	Actual 2005-06	Amended Budget 2006-07 (1)	Estimated 2006-07	Adopted Budget 2007-08 (2)	Adopted Budget 2008-09 (3)
2405 9114	Defibrillators	0	14,235	765	755	0	0
2405 9756	New Security Gate at Corp Yard	0	0	10,000	9,995	0	0
2405 9999	Transfer Out-Camel Barn Re-Roof	0	0	34,000	34,000	0	0
2405 9999	Transfer Out-CDD Veh Replacement	0	0	35,000	35,000	15,000	0
2405 9999	Transfer Out-PD Veh Replacement	0	0	45,000	45,000	0	0
2405 9999 B	Transfer Out-Transit Fund CARB	0	0	250,000	250,000	(50,000)	(50,000)
2505 9181	Municipal Code Contract	16,315	4,455	435	435	0	0
3405 9260	Emergency Library Repairs	0	0	10,000	13,000	0	0
4105 8106	Arsenal Master Plan	0	0	250,000	249,940	0	0
4105 9182	Arsenal Master Plan EIR	0	0	200,000	200,000	0	0
4105 9183	Historic Plan Update	38,710	15,390	20,900	7,295	0	0
4105 9199	Form Based Zoning Codes	0	0	28,820	5,645	0	0
5205 9114	Police Crisis Negotiation Phone	0	5,905	0	0	0	0
9205 8106	CCHE Grant-Commandants	14,320	0	680	0	0	0
9205 8134	Building Maintenance Repairs	0	67,580	6,500	6,200	0	0
9305 9184	Online Class Registration Software	0	0	15,000	15,000	0	0
9505 9612	Install Split Rail Fence at BC Park	0	3,605	11,595	10,200	0	0
2605 9187	Business Loans & Grants	0	0	0	0	40,000	40,000
3105 9186	General Ledger Software Upgrade	0	0	0	0	60,000	0
3305 9186	Citywide Windows Software Upgrade	0	0	0	0	78,000	0
4105 9200	Housing Element Update (Legal Req)	0	0	0	0	60,000	0
8705 9150	Retrofit Diesel Trucks-CARB Reqs.	0	0	0	0	19,000	19,000
8705 9999	Corp Yard Repairs (See ISF)	0	0	0	0	25,000	25,000
9205 9999	ADA / Modernization (City Hall)	0	0	0	0	50,000	0
9050 9125	Mills Center-Vehicle Purchase (2)	0	0	0	0	50,000	0
<b>Capital Outlay</b>		<b>\$ (80,655)</b>	<b>271,565</b>	<b>918,695</b>	<b>882,465</b>	<b>347,000</b>	<b>34,000</b>
2405 9175	Audio/Visual/Comm. Upgrades	0	0	25,000	25,000	0	0
2605 9188	City Gateway/Wayfinding Improvements	0	0	0	0	20,000	0
5205 9999	Transfer Out-Police Building Remodel	36,685	0	150,000	150,000	25,000	0
6105 9245	Fire Station #12 Building Remodel	0	0	70,000	70,000	0	0
8705 9746	Restriping Parking Lots	0	0	21,500	21,150	0	0
9205 9177	Camel Barn Repairs	0	9,750	66,380	49,930	0	0
9205 9521	Clocktower Improvements	0	0	70,000	70,000	0	0
9205 9620	Youth Activity Center Remodeling	0	0	20,000	19,560	0	0
2405 9999	Transfer Out-Storm Drain CIP	0	738,400	577,910	261,420	440,000	115,000
2405 9999	Transfer Out-W. 7th St. CIP	0	50,000	240,000	240,000	0	0
9205 9999	Trnsfr Out-Park Ded Commandants Residence	0	0	1,642,545	1,642,545	400,000	Earmark Only
9505 9999	Trnsfr Out-Park Ded X-Park	0	0	607,990	607,990	0	0
<b>Capital Projects - Other</b>		<b>\$ 1,229,730</b>	<b>1,030,950</b>	<b>3,491,325</b>	<b>3,157,595</b>	<b>885,000</b>	<b>115,000</b>

## Capital Projects and Non-Recurring Items

Acct	Fund 011 All Divisions	Actual	Actual	Amended	Estimated	Adopted	Adopted
		2004-05	2005-06	Budget 2006-07 (1)	2006-07	Budget 2007-08 (2)	Budget 2008-09 (3)
8705 9729	Park Rd Bike Lane	0	4,685	32,815	28,500	0	0
8705 9733	East 2nd St Overlay	2,185	1,105	91,395	91,000	0	0
8705 9735	East 5th St Overlay	(3,730)	1,125	37,375	36,000	0	0
8705 9736	East H St Overlay	0	0	36,700	35,000	0	0
8705 9739	Mills Elementary	(310)	1,215	18,290	18,290	0	0
8705 9740	Semple-School Rte Safety Improv	6,350	0	13,650	16,000	0	0
8705 9746	1st Street Parking Improvements	2,425	0	56,075	23,500	0	0
8705 9754 B	East N Street Improvements/Reimbursement		39,910	149,880	149,880	(36,720)	(29,370)
8705 9617	First Street Sidewalk Improvements	0	0	75,000	30,000	15,000	15,000
8705 9999	BHS Tr Signal-Entrance Circulation	420	0	9,000	0	25,000	0
8705 9758	East 5th Street Smart Growth	0	0	10,000	0	10,000	0
8705 9757	Park Rd Walkway	0	0	80,000	0	0	0
	<b>Capital Projects - Streets</b>	<b>\$ 7,515</b>	<b>61,565</b>	<b>610,180</b>	<b>428,170</b>	<b>13,280</b>	<b>(14,370)</b>
	<b>Expenditure Total</b>	<b>\$ 1,558,615</b>	<b>2,502,165</b>	<b>5,195,830</b>	<b>4,666,875</b>	<b>1,311,280.00</b>	<b>145,630</b>
	Transfers to Balance Sheet	0	0	(399,880)	(399,880)	86,720	79,370
	<b>Net Contribution / (Use)</b>	<b>\$ 706,255</b>	<b>(1,676,915)</b>	<b>(1,619,775)</b>	<b>(1,094,240)</b>	<b>(1,201,280)</b>	<b>(35,630)</b>
		**	**				

Note: This is an additional General Fund account entitled "Capital Projects and Non-Recurring Items", established in 2004-05 to track non-operational transactions. Data reported in fiscal years 2002-03 and 2003-04 was identified and eliminated from the General Fund data for

\*\*Revenue and Expense projects completed in 2004-05 and 2005-06 are not individually shown, but are included in the totals.

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