

## Jennifer Bergstrom

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**From:** Jennifer Bergstrom  
**Sent:** Tuesday, October 06, 2020 3:06 PM  
**To:** Lionel Largaespada; Steve Young; Christina Strawbridge; Elizabeth Patterson; Tom Campbell  
**Subject:** FW: Correction to Staff Report - Item 14.B  
**Attachments:** MEMO-Staff Rpt Corrections 10-6-2020.pdf; Staff Report - Citywide Parks, Landscape and Lighting District REVISED 10-6-20.pdf

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**From:** Jennifer Bergstrom  
**Sent:** Tuesday, October 06, 2020 2:57 PM  
**To:** William Tarbox <WTarbox@ci.benicia.ca.us>; Daniel Sequeira <DSequeira@ci.benicia.ca.us>; Kyle Ochendusko <KOchendusko@ci.benicia.ca.us>; Ben Stock <BStock@ci.benicia.ca.us>; Lisa Wolfe <Lwolfe@ci.benicia.ca.us>; Erik Upson <EUpson@ci.benicia.ca.us>; Alan Shear <AShear@ci.benicia.ca.us>; Sarah Grebe <SGrebe@ci.benicia.ca.us>; Fwaak Manzoor <FManzoor@ci.benicia.ca.us>  
**Subject:** Correction to Staff Report - Item 14.B

Council and Staff,

The Public Works Dept. has presented a correction to the staff report for Item 14.B. "APPROVAL OF AGREEMENT FOR THE FORMATION OF A CITYWIDE PARKS, LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT" that will be presented at tonight's Regular City Council meeting. Please see the attached memo and corrected staff report.

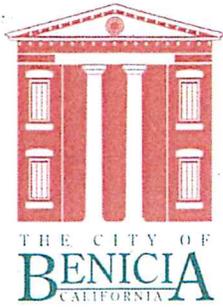
This will be made available to the public and will be posted on the City website this afternoon. This will also be noted at the meeting during the adoption of the agenda.

Thank you,

**Jennifer Bergstrom**

Deputy City Clerk  
City of Benicia  
250 East "L" St.  
Benicia, CA 94510  
707-746-4200





**MEMORANDUM**

**Date:** October 6, 2020  
**To:** Mayor and City Council  
**From:** William Tarbox, Public Works Director   
**Re:** Corrections In Item 14.B on Tonight's City Council Agenda

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In responding to agenda report questions, staff discovered two errors in the staff report:

- In the Background section on Page 1, "Attachment 4" has been corrected to read as "Attachment 3."
- In the Background section on Page 3, the descriptions of the zones in the two tables have been corrected:

*From:*

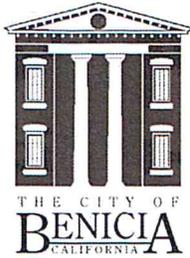
Zone 1 - Residential Zone (2,214 single-family residential parcels)  
Zone 2 - Goodyear Road  
Zone 3 - East 2<sup>nd</sup> Street  
Zone 4 - Fleetside Industrial Park  
Zone 5 - Columbus Parkway

*To:*

Zone 1 - Residential Zone (2,196 single-family residential parcels)  
Zone 2 - Fleetside Industrial Park  
Zone 3 - Goodyear Road  
Zone 4 - East 2<sup>nd</sup> Street  
Zone 5 - Columbus Parkway

Additionally, in the Background section on Page 2, staff moved the header of the Scenario 2 table to Page 3 in an effort to maintain the format integrity of the table.

Attached is a revised staff report that includes these corrections and should replace the staff report in its entirety on the October 6, 2020 City Council agenda.



**AGENDA ITEM  
CITY COUNCIL MEETING DATE – OCTOBER 6, 2020  
BUSINESS ITEMS**

**TO** : Interim City Manager

**FROM** : Public Works Director

**SUBJECT** : **APPROVAL OF AGREEMENT FOR THE FORMATION OF A CITYWIDE PARKS, LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT**

**EXECUTIVE SUMMARY:**

The City requires the services of a consultant for the formation of a citywide Parks, Landscaping and Lighting Assessment District. Staff conducted a thorough consultant selection process and selected SCI Consulting Group of Fairfield, CA as the most qualified consultant based on their response to the Request for Proposal requirements, performance in the interview, recent success on two concurrent, assessment ballot measures for an East Bay city, and input from their references. Accordingly, staff recommends approving a professional services agreement with SCI Consulting Group for a not-to-exceed amount of \$139,960.

**RECOMMENDATION:**

Move to adopt a resolution (Attachment 1) approving an agreement for professional services with SCI Consulting Group (Attachment 2) for consulting services to develop a citywide Parks, Landscaping and Lighting District; provide public outreach; and initiate the Proposition 218 process for assessment; and authorizing the City Manager to sign the agreement for a not-to-exceed amount of \$139,960 on behalf of the City.

**BUDGET INFORMATION:**

The City Council allocated \$150,000 at its January 7, 2020 meeting by adopting Resolution 20-01. Adequate funding is available in account number 0108010-7011.

**BACKGROUND:**

The City of Benicia's Landscaping and Lighting District (LLAD) was formed in the late 1970s. The City Council annually levies assessments on the parcels of land within the LLAD to maintain the improvements that provide special benefits to those parcels within the LLAD. The LLAD consists of five separate zones (see Attachment 3 – "Assessment District Diagram"):

- Zone 1 – Residential Zone (single-family residential parcels)
- Zone 2 – Fleetside Industrial Park

- Zone 3 – Goodyear Road
- Zone 4 – East 2<sup>nd</sup> Street
- Zone 5 – Columbus Parkway

Private properties within each zone are assessed annually to pay the cost to maintain landscaping along street rights of way, maintenance of open space areas and maintenance and energy costs of streetlights on a zone-by-zone basis. The current zones are underfunded, and reserve balances are decreasing. Zone 1 - Residential Zone is subsidized by the General Fund each year.

At its July 16, 2019 meeting, the City Council approved its FY 2019-20 Work Plan that identified an update of the Landscaping & Lighting Assessment District as a priority.

At its September 24, 2019 study session, the City Council was provided three options to restructure the LLAD to address the current LLAD budget shortfall. The City Council was unanimous in directing staff to return at a later date with additional information regarding the formation of a new citywide Parks, Landscaping and Lighting Assessment District (PLLAD), with a concurrent update of the City's 1997 Parks, Trails & Open Space Master Plan.

At the City Council's January 7, 2020 meeting, staff presented three scenarios for City Council's consideration:

- Scenario 1 – Status Quo
  - 2,214 of approximately 11,000 parcels within the City would continue to be assessed
  - Maintenance would remain at minimum service levels
  - Capital improvement backlog and General Fund subsidy would continue to grow
- Scenario 2 – Assessments to Fund Maintenance
  - All 11,000 parcels within the City would be assessed
  - Full maintenance levels could be funded solely by new PLLAD assessments
  - General Fund support would be needed to fund assessments of City parcels and capital improvements
- Scenario 3 – Assessments to Fund Maintenance and Capital Improvement Program
  - All 11,000 parcels within the City would be assessed
  - Full maintenance levels would be funded solely by new PLLAD assessments
  - Full capital improvements would be funded solely by new PLLAD assessments
  - General Fund support would not be needed except to fund assessments of City parcels

Additionally, at the January 7, 2020 meeting, the City Council:

- Directed staff to analyze Scenarios 2 and 3 that would create one citywide PLLAD for each scenario, which would combine Zones 1 and 4 into one zone and combine Zones 2, 3 and 5 into a second zone. The PLLADs for each scenario and associated zones would be structured as follows:

Citywide Parks, Landscaping and Lighting District <i>for</i> Scenario 2 - Assessments to Fund Maintenance	
New Zone	Existing Zones and Parcels to be Combined into New Zones
"A"	Zone 1 - Residential Zone (2,196 single-family residential parcels)
	Zone 4 - East 2 <sup>nd</sup> Street
	All parcels not currently assessed (approximately 8,786 parcels)
"B"	Zone 2 - Fleetside Industrial Park
	Zone 3 - Goodyear Road
	Zone 5 - Columbus Parkway

Citywide Parks, Landscaping and Lighting District <i>for</i> Scenario 3 - Assessments to Fund Maintenance and Capital Improvement Program	
New Zone	Existing Zones and Parcels to be Combined into New Zones
"A"	Zone 1 - Residential Zone (2,196 single-family residential parcels)
	Zone 4 - East 2 <sup>nd</sup> Street
	All parcels not currently assessed (approximately 8,786 parcels)
"B"	Zone 2 - Fleetside Industrial Park
	Zone 3 - Goodyear Road
	Zone 5 - Columbus Parkway

- Adopted Resolution No. 20-01, allocating \$150,000 for updating the existing Landscaping and Lighting District to a citywide Parks, Landscaping and Lighting District, including public outreach and engagement and a potential Proposition 218 process.

The Request for Proposals (RFP) was advertised on the City's website in accordance with the City's Purchasing Policy for five weeks and advertised in the Benicia Herald for two weeks. To ensure a successful consultant selection process during the current economy impacted by the COVID-19 pandemic, staff proactively contacted three consultants experienced in special financing district formation and informed them of the RFP.

An interview panel consisting of three staff from Community Development, Parks and Community Services, and Public Works departments interviewed all three firms that submitted a proposal and selected SCI Consulting Group as the most qualified consultant based on their response to the RFP requirements, performance in the interview, recent success on two concurrent assessment ballot measures for an East Bay city, and input from their references.

**NEXT STEPS:**

The next steps would be to analyze the two scenarios as stated in the Background and present them to the City Council at a later date for direction.

**ALTERNATIVE ACTIONS:**

If the agreement is not approved, the City would continue to levy the existing Landscaping and Lighting District and not move ahead with a citywide Parks, Landscaping and Lighting District.

<b>General Plan</b>	Goal 2:28: Improve and maintain public facilities and services.
	Goal 2.4: Ensure that development pays its own way.
	Program 2.4.A: Monitor development to ensure it does not overburden the City's infrastructure.

<b>Priority Based Budgeting</b>	<b>Strategic City Result Impacted by this Agenda Item</b>
	The City Council and community identified six (6) key "Results" that establish the key goals for which the City of Benicia aspires to achieve with our programs and services. Agenda Items often influence multiple Results, the primary Result impacted by this Agenda Item is (please check one):
	<input type="checkbox"/> Protect Community Health & Safety <input checked="" type="checkbox"/> Maintain & Enhance A High Quality of Life <input checked="" type="checkbox"/> Preserve & Enhance Infrastructure <input type="checkbox"/> Strengthen Economic & Fiscal Conditions <input type="checkbox"/> Protect & Enhance the Environment <input type="checkbox"/> High Performing Government
	<b>City Programs Impacted by This Agenda Item (Top 3):</b>
	<ol style="list-style-type: none"> <li>1. Engineering Services – Assessment District Project</li> <li>2. Parks Landscaping Maintenance</li> <li>3. Landscaping and Lighting District</li> </ol>
	<b>Priority Based Budgeting (PBB) Website:</b>
	Coming soon in Fall 2020 will be a link to the City of Benicia's PBB website to learn more about these programs and their costs.

<b>CEQA Analysis</b>	Landscaping and lighting district assessments are exempt from the California Environmental Quality Act (CEQA) under Guidelines Selection 15378 (b) (4), because government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, is not considered a project.
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**ATTACHMENTS:**

1. Resolution – Citywide Parks, Landscape and Lighting District
2. Agreement for Professional Services with SCI Consulting Group
3. Assessment District Diagram

*For more information contact: Daniel Sequeira, PE, Deputy Public Works Director of Operations/City Engineer  
 Phone: 707-746-4240  
 E-mail: dsequeira@ci.benicia.ca.us*

# CITY OF BENICIA EMERGENCY OPERATIONS PLAN EVACUATION ANNEX



City Council Presentation  
October 6<sup>th</sup> , 2020

# Evacuation Annex

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- EOP approved in April 2019
- The purpose of this City of Benicia Evacuation Annex is to provide strategies and procedures for the City, Solano County and other supporting agencies and organizations' response to emergencies that involve the evacuation of people from an impacted area.

# Evacuation Annex

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This involves coordination and support for the safe and effective evacuation of some or all of the City's population, including people with disabilities and access and functional needs whom may require additional support to evacuate.

# Evacuation Annex

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## Events that can trigger an evacuation

- Wildland Fire
- Severe Flooding
- Landslide/Debris Flow
- Major Earthquake
- Tsunami
- Dam Failure
- Hazardous/Toxic Materials
- Gas/Pipeline Rupture or Explosion
- Air or Rail Crash
- Terrorism, WMD, Bombing
- Active Shooter
- Civil Unrest
- Enemy Attack, State of War

# Evacuation Levels

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## The City of Benicia recognizes three levels of evacuation:

- **Low-Level (Local) Evacuation** –A single or several residential or commercial neighborhoods or blocks.
- **Medium-Level (Partial) Evacuation** –A larger area of the city or an identified “City Evacuation Zone” (Zones 1 - 5) for a larger incident requiring the movement of a portion of the city.
- **High-Level (Multi-Zone or Complete) Evacuation** - A multi-zone or complete evacuation of the City for a major or catastrophic incident. This incident would require a large portion of the population to evacuate outside the city limits to an Evacuation Arrival Point or Shelter.

# Evacuation Annex

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- City is divided into 5 Evacuation Zones to organize and control any potential evacuations
- Each Zone has its own evacuation route to facilitate an orderly and rapid evacuation
- For identification purposes each zone has its own color and number

**Zone 1**

**Zone 2**

**Zone 3**

**Zone 4**

**Zone 5**

- Zones also allow for the evacuation of just a portion of the city, if necessary
- Should the zones or City need to be evacuated, Evacuation Arrival Points have been identified outside the City



# Personal Evacuation Plan



**CITY OF BENICIA  
EVACUATION PROGRAM**

**1 KNOW YOUR ZONE**  
Know your Evacuation Zone. For more information, visit [www.ci.benicia.ca.us/EmergencyPrep](http://www.ci.benicia.ca.us/EmergencyPrep).

**2 MAKE A PLAN**  
Develop a family evacuation plan using information from [ready.gov](http://ready.gov), [prepare.org](http://prepare.org), and [solanocounty.com/oes](http://solanocounty.com/oes).

**3 PACK A GO-BAG**  
They should all contain food, water and supplies for a minimum of 72 hours.

**4 STAY INFORMED**       
Register for emergency notifications at [AlertSolano.com](http://AlertSolano.com).  
Follow Benicia Fire and Benicia Police on social media.

**EMERGENCY PHONE NUMBERS**

CITY OF BENICIA: (707) 746-4200  
BENICIA POLICE DEPARTMENT: (707) 745-3411  
BENICIA FIRE DEPARTMENT: (707) 746-4275  
RED CROSS: 1 (800) 733-2767

**“It is the responsibility of each individual and/or their care provider or guardian to develop and practice a personal evacuation plan that will ensure their ability to rapidly evacuate under any hazard situation during any hour of the day.”**

# Evacuation Annex

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- **Individual evacuation plan is essential for people who may need additional time to evacuate such as those with:**
  - Disabilities or others with access and functional needs
  - Small children
  - Recently undergone a medical procedure
  - Pets
  - Limited access to personal transportation
  - Language barriers



## Evacuation Route Sign

- Evacuation route signs will be installed along evacuation routes throughout the city
- Size 24" x 24"

# Evacuation plan online resources



## Evacuation Destination

### Where do I go?

There have been two predesignated evacuation arrival points

- 1) Solano County Fairgrounds: 900 Fairgrounds Dr. Vallejo, CA 94589
- 2) Contra Costa County Events Center: 1201 W 10th St. Antioch, CA 94509

### Evacuation Arrival Point



### Evacuation Arrival Point Contra Costa County Events Center



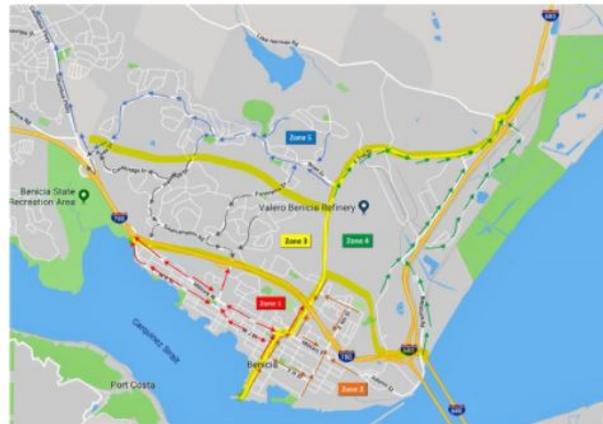
Example of evacuation route sign

## Evacuation Plan

The City has created an evacuation plan for the citizens to use in the event of a disaster. Should there be a large-scale emergency or utility failure, citizens will be directed to use the designated exit routes that have been identified and mapped out. A mandatory evacuation order requires the immediate movement of people out of an affected area due to an imminent threat to life. Choosing to stay could result in loss of life. Staying may also impede the work of emergency personnel.

The City has identified five main exit routes for citizens to use. They are marked throughout the city with blue and white street signs.

Please find your evacuation route in the maps below.



City Wide Evacuation Zones

Evacuation Zone 1 Routes Map Zone 1

## Evacuation Plan Resources

Please use the links below to create your own evacuation plan.

- [FEMA](#)
- [American Red Cross](#)
- [CAL FIRE](#)
- [CAL OES](#)
- [Solano OES Resources](#)
- [Evacuation ANNEX](#)

## Contact Information

Fire Station #11 - (Main Facility)  
150 Military West,  
Benicia, CA 94510

Fire Station #12  
601 Hastings Drive,  
Benicia, CA 94510

(p) 707-746-4275  
(f) 707-745-4425

Department Email

## FAQs

How will I get notified if there's such an evacuation?

The public will be alerted by a variety of ways, including public announcements through the Benicia Channel 27 and City of Benicia Social Media Platforms, door-to-door notifications, as well as text messages, phone calls and emails through ALERT SOLANO. Please sign up for ALERT

# Information Guide

## CITY OF BENICIA EVACUATION PLAN

### Where are the evacuation routes?

The City has identified five main exit routes for citizens to use. They are marked throughout the city by signs that look like this:



### What types of events will cause an evacuation of the city or parts of the city?

Large-scale events like wildland fire, flood, earthquake, utility failure, police activity, or refinery incident.

### Where do I go?

There are two predesignated evacuation arrival points:

- 1) Solano County Fairgrounds:**  
900 Fairgrounds Dr. Vallejo, CA 94589
- 2) Contra Costa County Events Center:**  
1201 W 10th St. Antioch, CA 94509

## CITY OF BENICIA EVACUATION PLAN

### What is the evacuation plan?

The City has created an evacuation plan for citizens to use in the event of a disaster. Should there be a large scale emergency or utility failure, citizens will be directed to use the designated exit routes that have been identified and mapped out.

A mandatory evacuation order requires the immediate movement of people out of an affected area due to an imminent threat to life. Choosing to stay could result in loss of life. Staying may also impede the work of emergency personnel.

### Where can I find more information?

More information can be found by visiting the Benicia Fire Department webpage.



## CITY OF BENICIA EVACUATION PLAN



### Contact

**Fire Station**  
150 Military West  
Benicia, CA 94510  
707-746-4275

**Benicia Police Department**  
200 East L Street,  
Benicia, CA 94510  
707-745-3411

**24 hours a day**  
**Emergency: 911**

# Information Guide

## CITY OF BENICIA EVACUATION PLAN

### How do I know if an evacuation order has been given?

Once the order has been issued the city of Benicia Police, Fire, and other emergency personnel will alert residents by using social media, ALERT SOLANO (via phone, text, or email) and by going into the different areas where the orders have been issued. This may also include door to door notifications.

### How do I find my evacuation route?

**There are five different exit routes that have been identified for use during an evacuation.**

**Zone 1:** Contains the lower west side of the city. This includes all of the city streets west of First Street and south of Military.

**Zone 2:** Contains the lower east side of the city. This includes all of the city streets east of First Street and southwest of Park Road.

**Zone 3:** Contains the far west side of the city. This includes the area north of Military and south of Rose Drive.

**Zone 4:** Contains the industrial park. This includes the area east of East Second and north of I-780.

**Zone 5:** Contains the area of Rose Drive and everything to the northwest of it.

## CITY OF BENICIA EVACUATION PLAN

### What can I do to prepare for an emergency?

Develop an escape plan and discuss it with your family.

<https://www.ready.gov/plan>

Walk your neighborhood before disaster strikes and look for alternate escape routes.

During high fire danger periods, be prepared to evacuate.

Preload important papers, photos and your emergency supply kit.

Register for **ALERT SOLANO** to receive automatic messages about incidents.

<https://www.solanocounty.com/depts/oes/alertsolano/information.asp>

### What should I take with me when I am asked to leave my house?

Be prepared for you and your pets to leave the house quickly. Take medications and important documents that you may need. Please remember lives take priority over property.

### How long should I anticipate being away from my house in the event of an evacuation?

You should be prepared to be away from your residence from 12 to 72 hours depending on the incident.

## CITY OF BENICIA EVACUATION PLAN

Where do I go look for updates about the incident taking place?

City of Benicia Website:

[www.cityofbenicia.ca.us](http://www.cityofbenicia.ca.us)

Benicia Police & Fire Departments on social media



Important numbers during an emergency:

City of Benicia : (707) 746-4200

Benicia Police Department: (707) 745-3411

Benicia Fire Department: (707) 746-4275

Sol Trans: (707) 648-4666

Red Cross: 1 (800) 733-2767

Benicia Unified School District: (707) 747-8300

# Vinyl Cling



The image shows a yellow vinyl cling for the City of Benicia Evacuation Program. It features a blue square icon with a white arrow pointing up and the text 'EMERGENCY EVACUATION ROUTE'. Below the icon is the title 'CITY OF BENICIA EVACUATION PROGRAM'. The cling is divided into four numbered sections: 1. KNOW YOUR ZONE, 2. MAKE A PLAN, 3. PACK A GO-BAG, and 4. STAY INFORMED. The 'STAY INFORMED' section includes social media icons for Facebook, Twitter, YouTube, and Instagram, along with the 'ALERT SOLANO' logo. At the bottom, there is a section for 'EMERGENCY PHONE NUMBERS' with logos for the City of Benicia, Benicia Police, and Benicia Fire, and a list of phone numbers.

**EMERGENCY EVACUATION ROUTE**

## CITY OF BENICIA EVACUATION PROGRAM

- 1 KNOW YOUR ZONE**  
Know your Evacuation Zone. For more information, visit [www.ci.benicia.ca.us/EmergencyPrep](http://www.ci.benicia.ca.us/EmergencyPrep).
- 2 MAKE A PLAN**  
Develop a family evacuation plan using information from [ready.gov](http://ready.gov), [prepare.org](http://prepare.org), and [solanocounty.com/oes](http://solanocounty.com/oes).
- 3 PACK A GO-BAG**  
They should all contain food, water and supplies for a minimum of 72 hours.
- 4 STAY INFORMED**  
Register for emergency notifications at [AlertSolano.com](http://AlertSolano.com).  
Follow Benicia Fire and Benicia Police on social media.

### EMERGENCY PHONE NUMBERS

CITY OF BENICIA: (707) 746-4200  
BENICIA POLICE DEPARTMENT: (707) 745-3411  
BENICIA FIRE DEPARTMENT: (707) 746-4275  
RED CROSS: 1 (800) 733-2767

- 4 x 6 static cling
- Will be mailed to all residents

# Parks, Trails & Open Space Master Plan

October 6, 2020  
City Council Meeting  
Mike Dotson, Parks & Community Services Director



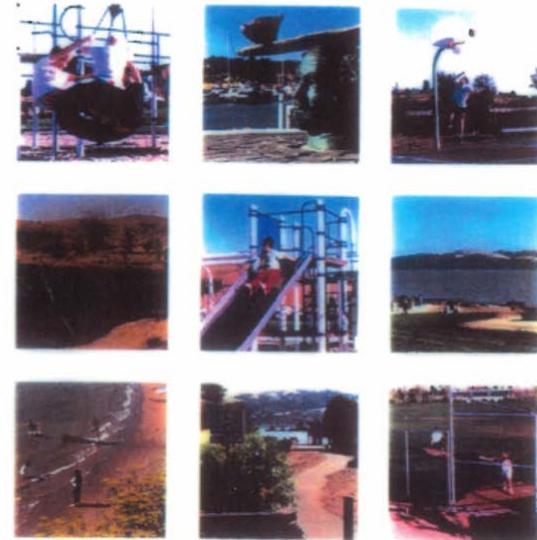
# Recommendation

Move to adopt a resolution approving the professional services agreement with RHA Landscape Architects-Planners, Inc. for consulting services to update the 1997 Parks, Trails & Open Space Master Plan.

# Parks, Trails & Open Space Master Plan Update

- ▶ Current Master Plan was completed in 1997 and called for an update in 2005
- ▶ Capital Improvement Program sunset in 2010
- ▶ Plan includes most of the Parks, Landscape & Lighting Assessment District infrastructure
- ▶ Would develop cost estimates, prioritization, and phasing for capital investments
- ▶ Master Plan process will enable broad community engagement

FINAL  
BENICIA PARKS, TRAILS AND OPEN SPACE  
MASTER PLAN



PREPARED FOR THE CITY OF BENICIA  
PARKS AND COMMUNITY SERVICES DEPARTMENT

Prepared by

EDAW, Inc.

July, 1997

# PRIOR COUNCIL DIRECTION

**July 16, 2019** - Updating the Landscape & Lighting Assessment District and the Parks, Trails & Open Space Master Plan identified as priorities in FY 2019-20 Work Plan.

**September 24, 2019** - Directed staff to develop a process recommendation to create a new Citywide Parks, Landscape & Lighting Assessment District to be formed in conjunction with an update to the Parks, Trails & Open Space Master Plan.

**January 7, 2020** - Allocated funding for:

1. Citywide Parks, Landscape & Lighting Assessment District formation, including a Proposition 218 ballot process
2. an update to the 1997 Parks, Trails & Open Space Master Plan

# Schedule and Next Steps

- ▶ Project Kick-off, Existing Conditions Analysis (Fall 2020)

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- ▶ Initiate Community Engagement and Public Outreach (Winter 2021)
- ▶ Update Goals, Policies, and Objectives (Summer 2021)
- ▶ Capital Improvement Plan and Funding Strategy (Fall 2021)
- ▶ Draft Master Plan (Winter 2022)
- ▶ Final Parks, Trails & Open Space Master Plan (Spring 2022)

# Questions?

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# Citywide Parks, Landscaping and Lighting Assessment District



**William Tarbox**  
*Public Works Director*

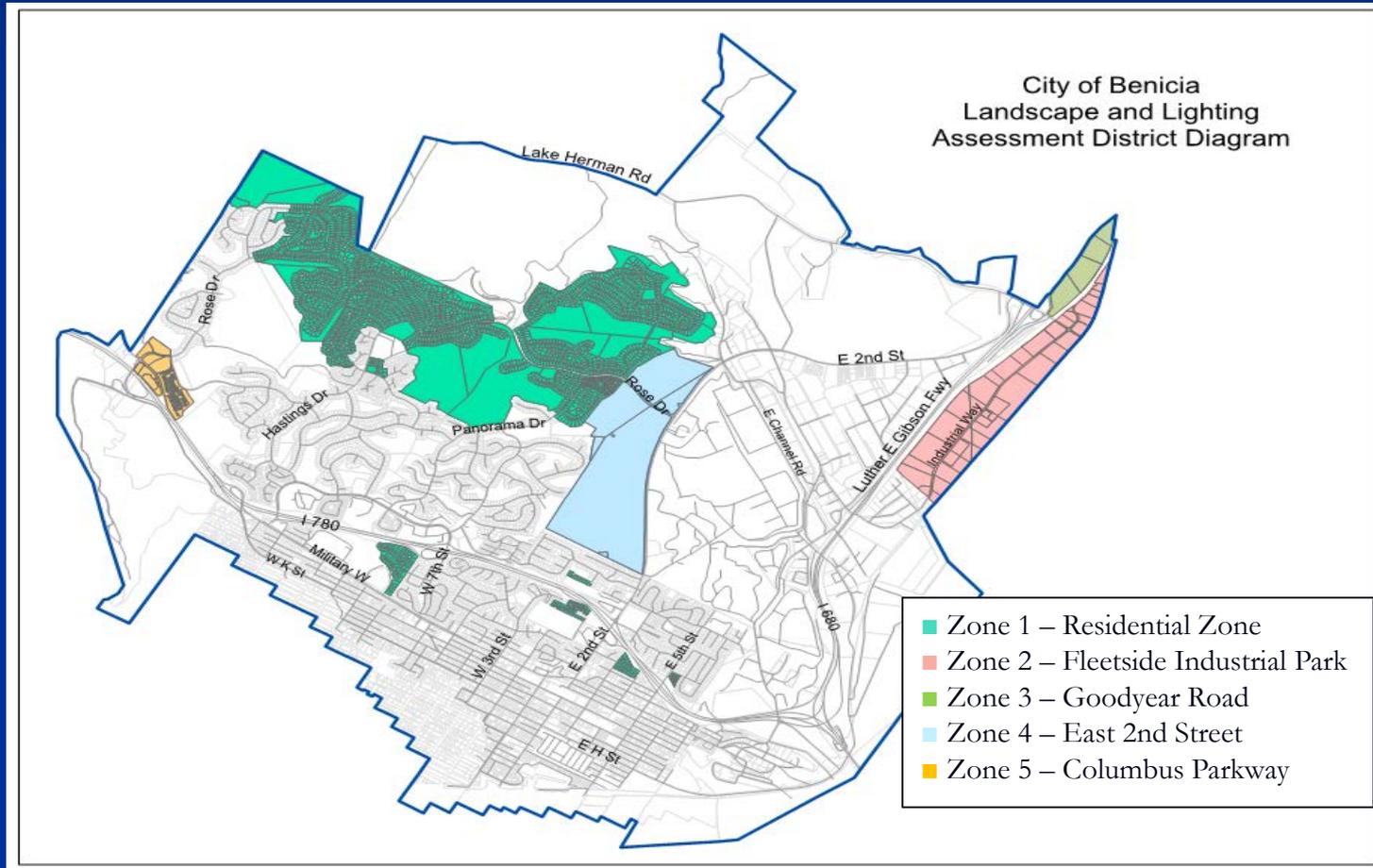
October 6, 2020  
City Council Meeting

## Recommendation:

Move to adopt a resolution approving the professional services agreement with SCI Consulting Group for consulting services to develop a citywide Parks, Landscaping and Lighting District, provide public outreach, and initiate the Proposition 218 process for assessment.

# Existing Landscaping and Lighting District

The City of Benicia's Landscaping and Lighting District was formed in the late 1970s and is comprised of five zones:



# City Council Direction

July 1, 2019: City Council approved its FY 2019-20 Work Plan that identified an update of the Landscaping and Lighting Assessment District (LLAD) as a priority.

September 24, 2019: City Council:

- Reviewed 3 options to restructure the LLAD to address the budget shortfall.
- Directed staff to return with additional information to create a new Citywide Parks, Landscape & Lighting Assessment District (PLLAD) with a concurrent update of the City's 1997 Parks, Trails and Open Space Master Plan.

January 7, 2020: Staff presented 3 scenarios for City Council's consideration.

# January 7, 2020 Continued: Staff presented 3 scenarios for City Council's consideration:

## Scenario 1 – Status Quo

- 2,214 of approximately 11,000 parcels within the City will continue to be assessed
- Maintenance would remain at minimum service levels
- Capital improvement backlog and General Fund subsidy would continue to grow

## Scenario 2 – Assessments to Fund Maintenance

- All 11,000 parcels within the City would be assessed
- Full maintenance levels could be funded solely by new PLLAD assessments
- General Fund support would fund City parcels assessments and capital projects
- Full capital improvements would be funded solely by new PLLAD assessments
- General Fund support would not be needed except to fund assessments of City parcels

## Scenario 3 – Assessments to Fund Maintenance and CIP Projects

- All 11,000 parcels within the City would be assessed
- Full maintenance levels would be funded solely by new PLLAD assessments
- Full capital improvements would be funded solely by new PLLAD assessments
- General Fund support would not be needed except to fund assessments of City parcels

# Consultant Selection

The Request for Proposals (RFP) was advertised:

- On the City's website in accordance with the City's Purchasing Policy for five weeks
- In the Benicia Herald for two weeks

Proactive Approach:

- To ensure a successful consultant selection process during the current economy impacted by the COVID-19 pandemic, staff contacted three consultants experienced in special financing district formation and informed them of the RFP.

Interviews and Selection:

- Interview panel consisting of three staff from Community Development, Parks and Community Services, and Public Works departments interviewed all three firms that submitted a proposal and selected SCI Consulting Group as the most qualified consultant based on their response to the RFP requirements, performance in the interview, recent success on two concurrent assessment ballot measures for an East Bay city (lighting assessment district and stormwater parcel fee), and input from their references.

# Schedule and Next Steps

Note: The PLLAD schedule is governed by the PTOSMP schedule

- October 2020 – Award consultant contracts and initiate Citywide Parks, Landscape & Lighting Assessment District (PLLAD)
- Winter 2020/21 – Initiate Community Engagement and Public Outreach
- Fall 2021 – Present Scenarios 2 and 3 to the City Council for direction
- Spring 2022 – Initiate PLLAD Engineer's Report
- Spring 2022 – Public Hearing for 218 Process
- August 2022 – If approved, new PLLAD rates goes into effect

# Citywide PLLAD



Questions?