

**BENICIA CITY COUNCIL
CITY COUNCIL MEETING AGENDA**

**August 18, 2026
6:00 PM**

**Benicia City Hall, Council Chambers
250 East L Street, Benicia, CA 94510**

**Vice Mayor Macenski Remote Location:
10 Mattole Trail, Graeagle, CA 96103**

COURTESY ZOOM PARTICIPATION

<https://us02web.zoom.us/j/88508047557?pwd=cHRsZlBrYlphU3pkODcycytmcFR2UT09>

Meeting ID: 885 0804 7557

Password: 449303

Phone: 1 669 900 9128

1. CALL TO ORDER (6:00 P.M.)

2. CONVENE OPEN SESSION

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC

The fundamental rights of each member of the public can be found in the municipal code posted on the City's website and on a plaque that is posted at the entrance to this meeting per section 4.04.030 of the City of Benicia's Open Government Ordinance.

6. ANNOUNCEMENTS

6.A MAYOR'S OFFICE HOURS

RECOMMENDED ACTION: Mayor Young maintains an open office on the first and third Mondays of the month (except holidays) in the Mayor's office of City Hall from 4:30 to 6:00 p.m. No appointment is necessary. Other meeting times may be scheduled through City Hall by calling 707-746-4200.

7. PROCLAMATIONS

8. APPOINTMENTS

9. PRESENTATIONS

**9.A IT PANOCHE HAZARDOUS WASTE LAND DISPOSAL FACILITY BRIEFING BY
FORMER MAYOR JERRY HAYES**

10. ADOPTION OF AGENDA

11. OPPORTUNITY FOR PUBLIC COMMENTS

How to Submit Public Comments for this City Council meeting:

Besides appearing in person and offering public comments, members of the public may provide public comment via Zoom, or to the City Clerk by email at lwolfe@ci.benicia.ca.us. Any comment submitted to the City Clerk should indicate to which item of the agenda the comment relates to. Specific information follows:

- Comments received by 2:00 pm on the day of the meeting will be electronically forwarded to the City Council and posted on the City's website.

12. WRITTEN COMMENT

13. PUBLIC COMMENT

14. CONSENT CALENDAR

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

14.A MINUTES FROM THE AUGUST 4, 2025 REGULAR MEETING

[August 4, 2026 Regular City Council Meeting Minutes](#)

14.B NOTICE OF INTENT TO VACATE A PORTION OF RIGHT-OF-WAY AT 650 EAST N STREET AND SETTING A PUBLIC HEARING FOR SEPTEMBER 1, 2026

RECOMMENDED ACTION: Adopt a resolution (Attachment 1) declaring the City's intention to vacate a portion of right-of-way at 650 East N Street and setting the public hearing date for September 1, 2026.

[Staff Report - Notice of Intent to Vacate Right-of-Way at 650 East N Street](#)

[1. Resolution - Notice of Intent to Vacate Right-of-Way 650 East N Street](#)

[2. Planning Commission Staff Report and Resolution](#)

[3. Proposed Area of Vacation](#)

14.C AUTHORIZATION FOR THE SOLANO TRANSPORTATION AUTHORITY TO CLAIM TRANSPORTATION DEVELOPMENT ACT FUNDS FOR THE FY 2026/27 BENICIA LYFT PROGRAM AND APPROVAL OF PROGRAM MODIFICATIONS

RECOMMENDED ACTION: Move to adopt a resolution (Attachment 1) authorizing the Solano Transportation Authority, on behalf of the City of Benicia, to claim \$160,000 in Benicia Transportation Development Act funds for the FY 2026/27 Benicia Lyft Program and approving modifications to the Benicia Lyft Program.

[Staff Report - Benicia Lyft Program TDA Funding and Program Modifications](#)

[1. Resolution - Authorization for STA to Claim TDA Funds for the Benicia Lyft Program and Program Modifications](#)

[2. Benicia Lyft Program Mid-Year Report](#)

14.D APPROVAL TO WAIVE THE READING OF ALL ORDINANCES INTRODUCED

OR ADOPTED PURSUANT TO THIS AGENDA

15. BUSINESS ITEMS

15.A INTRODUCTION AND FIRST READING OF AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE BENICIA MUNICIPAL CODE TO UPDATE FINANCE DIRECTOR REFERENCES, CLARIFY PROCUREMENT AND CONTRACTING AUTHORITY, AND MAKE RELATED ADMINISTRATIVE CLEANUP AMENDMENTS

RECOMMENDED ACTION: Waive the first reading, read by title only, and introduce an Ordinance of the City Council of the City of Benicia (Attachment 1) amending various sections of the Benicia Municipal Code (BMC) to update references to the Director of Finance and Finance Director to Administrative Services Director, clarify procurement and contracting authority, and make related administrative cleanup amendments.

[Staff Report - BMC Finance Updates](#)

[Ordinance - Amending Finance Director Title & Procurement Thresholds](#)

15.B APPROVING THE FY26/27 CAPITAL IMPROVEMENT PROGRAM

RECOMMENDED ACTION: Adopt a resolution (Attachment 1) approving the revised FY26/27 Capital Improvement Program (Exhibit A).

[Staff Report - Approving FY26-27 CIP Program](#)

[1. Resolution - Approving FY26-27 CIP Program](#)

16. CITY COUNCIL TASK FORCE GROUPS: ADVOCACY, COLLABORATION AND TRANSITION (ACT)

16.A AD HOC "ACT" TASK FORCE GROUPS UPDATES

[Ad Hoc "ACT" Task Force Groups Updates](#)

17. COUNCIL MEMBER COMMITTEE REPORTS

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

17.A COUNCIL MEMBER COMMITTEE REPORTS

[Council Member Committee Reports](#)

18. ADJOURNMENT (7:00 P.M.)

Public Participation

The City of Benicia welcomes your interest and involvement in the City's legislative process. Persons wishing to address the Council, Board, Commission or Committee (CBCC) are asked to voluntarily complete a speaker request form, available at the entrance of Council Chambers, and submit it to the meeting Secretary/City Clerk. Speakers, addressing the CBCC at the time the item is considered, are requested to restrict their comments to the item as it appears on the agenda and stay within the three-minute time limit. The Brown Act does not permit the CBCC to take action on items brought up during the Public Comment period.

As a courtesy, and technology permitting, members of the public may participate remotely. Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. Meetings will not be cancelled due to technical difficulties. The meeting can also be observed on Cable T.V. Broadcast - Check with your cable provider for your local government broadcast channel, or livestream online at www.ci.benicia.ca.us/agendas.

Americans with Disabilities Acts

The City of Benicia is committed to providing meeting facilities that are accessible to persons with disabilities. Meeting materials in alternative formats, a sign language interpreter, real-time captioning, assistive listening devices or other accommodations can be requested by calling (707) 746-4200 or by emailing ADACoordinator@ci.benicia.ca.us, at least four working days prior to a meeting. Assistive listening devices may be obtained at the meeting.

Meeting Procedures

Pursuant to Government Code Section 65009, if you challenge a decision of the CBCC in court, you may be limited to the issues raised during the meeting or in written correspondence delivered to the CBCC by the meeting. You may also be limited to a ninety (90) day statute of limitations when challenging certain administrative decisions, including any final decisions regarding planning or zoning.

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

Public Records and Writings Received After Agenda Posting

A printed version of the agenda packet for this meeting is available at the Benicia Public Library during regular working hours. To the extent feasible, the agenda packet and any writing or documents related to an agenda item for this meeting provided to the CBCC, will be made available for public inspection on the City's web page at www.ci.benicia.ca.us under the heading "Agendas and Minutes." A complete recording of each meeting is available online at www.ci.benicia.ca.us/agendas.

Contact Your Council Members

Voicemail for Mayor and Council Members: (707) 746-4213

Mayor Steve Young: SYoung@ci.benicia.ca.us

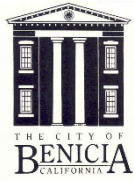
Vice Mayor Trevor Macenski: TMacenski@ci.benicia.ca.us

Council Member Kari Birdseye: KBirdseye@ci.benicia.ca.us

Council Member Lionel Largaespada: LLargaespada@ci.benicia.ca.us

Council Member Terry Scott: TScott@ci.benicia.ca.us

DRAFT



MINUTES OF THE REGULAR MEETING – CITY COUNCIL AUGUST 4, 2026 6:00 P.M.

City Council Chambers, City Hall, 250 East L Street, complete proceedings of which are recorded. These are action minutes; a full video is available online at www.ci.benicia.ca.us/agendas.

COURTESY ZOOM PARTICIPATION

1) CALL TO ORDER (6:00 P.M.)

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

2) CONVENE OPEN SESSION

3) ROLL CALL

All Council Members were present.

4) PLEDGE OF ALLEGIANCE

5) REFERENCE TO THE FUNDAMENTAL RIGHTS OF THE PUBLIC

6) ANNOUNCEMENTS

6.A MAYOR'S OFFICE HOURS

7) PROCLAMATIONS

8) APPOINTMENTS

9) PRESENTATIONS

10) ADOPTION OF AGENDA

On motion of Vice Mayor Macenski, seconded by Council Member Birdseye, Council approved the Adoption of the Agenda, as presented, on a roll call by the following vote:

Ayes: Council Member Birdseye, Council Member Largaespada, Vice Mayor Macenski, Council Member Scott, Mayor Young

Noes: (None)

11) OPPORTUNITY FOR PUBLIC COMMENTS

DRAFT

12) WRITTEN COMMENT

13) PUBLIC COMMENT

1. Michael Hayes - Mr. Hayes discussed concern regarding Republic Services overcharging him on his bill for six years and warned other residents to check their bills.
2. Stephen Golub - Mr. Golub discussed the Catalyst Grant and the need for public input.

14) **CONSENT CALENDAR**

14.A **MINUTES FROM THE JULY 21, 2026 SPECIAL AND REGULAR MEETING**

[July 21, 2026 Special City Council Meeting Minutes](#) 

[July 21, 2026 Regular City Council Meeting Minutes](#) 

14.B **DESIGNATION OF VOTING DELEGATE FOR THE 2026 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE AND EXPO GENERAL ASSEMBLY**

[Staff Report - 2026 Cal Cities Voting Delegate](#) 

[1. 2026 Voting Delegate Information Packet](#) 

14.C **ACCEPT THE AWARD OF A 5-YEAR GRANT WITH THE BOARD OF STATE AND COMMUNITY CORRECTIONS FOR THE PROPOSITION 64 PUBLIC HEALTH AND SAFETY GRANT PROGRAM, APPROVE THE CITY MANAGER TO SIGN THE GRANT AGREEMENT ON BEHALF OF THE BENICIA POLICE DEPARTMENT, AND APPROVE BUDGET AMENDMENTS IN THE POLICE DEPARTMENT GENERAL FUND FOR FY27**

[Staff Report - Proposition 64 Grant](#) 

[1. Resolution Proposition 64 Grant](#) 

[2. Prop 64 Grant Agreement](#) 

RESOLUTION NO. 26- 80 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA ACCEPTING THE AWARD OF A 5-YEAR GRANT WITH THE BOARD OF STATE AND COMMUNITY CORRECTIONS FOR THE PROPOSITION 64 PUBLIC HEALTH AND SAFETY GRANT PROGRAM, AUTHORIZING THE CITY MANAGER TO SIGN THE GRANT AGREEMENT ON BEHALF OF THE BENICIA POLICE DEPARTMENT, AND AUTHORIZING BUDGET AMENDMENTS IN THE POLICE DEPARTMENT GENERAL FUND FOR FY27

DRAFT

14.D APPROVAL TO WAIVE THE READING OF ALL ORDINANCES INTRODUCED OR ADOPTED PURSUANT TO THIS AGENDA

On motion of Vice Mayor Macenski, seconded by Council Member Birdseye, Council approved the adoption of the Consent Calendar, as presented, on a roll call by the following vote:

Ayes: Council Member Birdseye, Council Member Largaespada, Vice Mayor Macenski, Council Member Scott, Mayor Young

Noes: (None)

15) BUSINESS ITEMS

15.A APPROVAL TO PLACE LIMITED CITY CHARTER AND REAL PROPERTY TRANSFER TAX BALLOT MEASURES ON THE NOVEMBER 3, 2026 BALLOT

Staff Report - Limited Charter & RPTT 

RESOLUTION NO. 26-81 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA SUBMITTING A BALLOT MEASURE TO VOTERS TO APPROVE AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENICIA ESTABLISHING THE CITY OF BENICIA AS A CHARTER CITY AND ADDING ANEW CHAPTER 1A (CITY OF BENICIA CHARTER) TO THE BENICIA MUNICIPAL CODE SOLELY WITH RESPECT TO THE AUTHORITY NECESSARY FOR THE IMPOSITION, LEVY AND COLLECTION OF A TAX ON THE CONVEYANCE OF REAL PROPERTY BASED ON THE VALUE OF THE REAL PROPERTY SALES AND NO OTHER CHARTER CITY AUTHORITIES.

RESOLUTION NO. 26- 82 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA SUBMITTING A BALLOT MEASURE TO VOTERS To Approve AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENICIA FOR THE IMPOSITION, LEVY AND COLLECTION OF A TAX ON THE CONVEYANCE OF REAL PROPERTY BASED ON THE VALUE OF THE REAL PROPERTY IN ADDITION TO THE AMOUNT AUTHORIZED BY CALIFORNIA REVENUE AND TAXATION CODE SECTION 11911, TO BE CONSIDERED BY THE VOTERS AT THE CONSOLIDATED GENERAL MUNICIPAL ELECTION ON NOVEMBER 3, 2026

Ben Stock, City Attorney, reviewed the staff report.

He read the proposed ballot question: 'Shall the measure adopting a limited City Charter for the City of Benicia that allows the real property transfer tax in Measure Z to take effect if voters approve both Measures Y and Z, and continues the City's existing council-manager form of government, be adopted?'

DRAFT

Public Comment:

None

Council majority approved the resolution with the above amendment.

1. Resolution - Limited Charter Resolution with Ballot Question Language 
2. Resolution - RPTT Resolution with Ballot Question Language 
3. Staff Report from July 21, 2026 City Council Meeting 
4. Email from Mr. Shenfield 

On motion of Vice Mayor Macenski, seconded by Council Member Birdseye, Council approved the adoption of Resolution 26-81, as amended, on a roll call by the following vote:

Ayes: Council Member Birdseye, Vice Mayor Macenski, Council Member Scott, Mayor Young

Noes: Council Member Largaespada

On motion of Vice Mayor Macenski, seconded by Council Member Birdseye, Council approved the adoption of Resolution 26-82, as presented, on a roll call by the following vote:

Ayes: Council Member Birdseye, Vice Mayor Macenski, Council Member Scott, Mayor Young

Noes: Council Member Largaespada

15.B AWARD OF CONSTRUCTION CONTRACT, AUTHORIZE A BUDGET AMENDMENT, AND APPROVE A NOTICE OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT FOR THE CORPORATION YARD BATHROOM REMODEL

RESOLUTION NO. 26- 83 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA ACCEPTING THE BIDS FOR THE PUBLIC WORKS CORPORATION YARD BATHROOM REMODEL, AWARDED THE CONSTRUCTION CONTRACT TO ATKINSON BUILDERS, INC. OF SONOMA, CA, IN THE AMOUNT OF \$241,249.49, AUTHORIZING A BUDGET AMENDMENT, APPROVE A NOTICE OF EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONSTRUCTION CONTRACT ON BEHALF OF THE CITY

Danielle Martinez, Public Works Director, reviewed the staff report and a PowerPoint presentation.

Staff and Council discussed the reasons for the remodel, cost, and budget.

DRAFT

Public Comment:

1. Michael Hayes - Mr. Hayes suggested putting a fresh coat of paint instead of the remodel.

Council and Staff discussed the cost of replacing fixtures in the public park's bathrooms.

Staff Report - Award of Construction Contract Corp Yard Bathrooms 

1. Resolution - Award of Construction Contract Corp Yard Bathrooms 

2. Construction Contract - Atkinson Builders, Inc. 

3. CEQA Notice Of Exemption Corp Yard Bathroom Remodel 

On motion of Vice Mayor Macenski, seconded by Council Member Birdseye, Council approved the adoption of Resolution 26-83, as presented, on a roll call by the following vote:

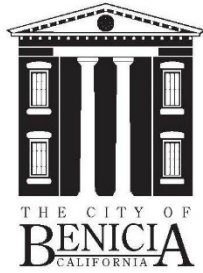
Ayes: Council Member Birdseye, Council Member Largaespada, Vice Mayor Macenski, Council Member Scott, Mayor Young

Noes: (None)

16) ADJOURNMENT (8:00 P.M.)

Mayor Young adjourned the meeting at 6:38 p.m.

City Clerk



AGENDA ITEM
CITY COUNCIL MEETING DATE – AUGUST 18, 2026
CONSENT CALENDAR

TO : City Manager

FROM : Public Works Director

SUBJECT : **NOTICE OF INTENT TO VACATE A PORTION OF RIGHT-OF-WAY AT 650 EAST N STREET AND SETTING A PUBLIC HEARING FOR SEPTEMBER 1, 2026**

EXECUTIVE SUMMARY:

Applicant, JN Properties CA, LLC, has requested that the City vacate the unimproved right-of-way adjoining 650 East N Street. The requested area is approximately 250 square feet of East N Street right-of-way adjoining the front property line. The area is approximately 50 linear feet along the front property line and 5 feet in depth (APN: 0088-133-150).

RECOMMENDATION:

Adopt a resolution (Attachment 1) declaring the City's intention to vacate a portion of right-of-way at 650 East N Street and setting the public hearing date for September 1, 2026.

BUDGET INFORMATION:

Staff time associated with this activity is already included in the adopted budget. Other costs include filing fees to County. Revenue is expected to be generated from the sale of right-of-way, and the fair market value of the vacated right-of-way will be determined via an appraisal.

BACKGROUND:

JN Properties CA, LLC, requested that the City vacate unimproved right-of-way adjoining 650 East N Street. The requested area is approximately 250 square feet of East N Street right-of-way adjoining the front property line. The area is approximately 50 linear feet along the front property line and 5 feet in depth. The City owns the East N Street fee interest as referenced on P.M. 88-13.

The right-of-way vacation is requested in order to facilitate development of 650 East N Street with two detached accessory dwelling units. The 6,250 square foot residential lot is zoned RS (Single Family Residential). If the property is vacated, it will be offered for sale at fair market value and may be combined with the existing residential lot to increase the lot area by approximately 250 square feet and would provide an expanded yard area in which to locate the accessory structure.

Staff has determined that the right-of-way that is proposed to be vacated is not necessary for present or future use. This action will include no modification to the street or utilities or any other infrastructure changes to East N Street. Utility providers were notified that the City is proposing to vacate a portion of the East N Street right-of-way.

In accordance with Government Code Section 65402, the Planning Commission must determine conformance to the General Plan regarding any street vacation, abandonment or acquisition of real property for any purpose. This item was presented and approved by the Planning Commission on June 11, 2026, Resolution No. 26-3 (PC) (Attachment 2). Proposed area of vacation is attached (Attachment 3).

All street and alley vacations are processed in accordance with the California Streets and Highways Code Sections 8300-8363. Per Streets and Highway, Division 9, Part 3, Chapter 3- General Vacation Procedure Section 8324 (b).

NEXT STEPS:

The City Clerk will publish the notice of public hearing in a newspaper of general circulation and Public Works Staff will post the notice of public hearing at the location of the proposed vacation at least two weeks prior to the public hearing. A public hearing will be held at the regular meeting of the Benicia City Council on September 1, 2026, after which a resolution approving the vacation will be considered.

ALTERNATIVE ACTIONS:

If Council does not adopt the resolution, the right-of-way will not be vacated.

CEQA Analysis	The proposed right-of-way vacation is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15305 (Class 12) which states the right-of-way is surplus property not located in an area of critical concern. Furthermore, the right-of-way is not necessary for present or future use. This action is Categorical Exempt per CEQA Section 2180(b)(9);15300 which applies to any project that has been determined not to have significant effect on the environment and exempt from this division.
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ATTACHMENTS:

1. Resolution – Notice of Intent to Vacate a Portion of Right-of-Way at 650 East N Street
2. Planning Commission Staff Report and Resolution
3. Proposed Area of Vacation

For more information contact: Danielle Martinez, Public Works Director
Phone: 707-746-4240
E-mail: PW@ci.benicia.ca.us

RESOLUTION NO. 26-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA DECLARING
THE CITY'S INTENTION TO VACATE A PORTION OF THE PUBLIC RIGHT-OF-WAY
AT 650 EAST N STREET AND SETTING THE PUBLIC HEARING DATE FOR
SEPTEMBER 1, 2026**

WHEREAS, JN Properties CA, LLC, has requested that the City of Benicia vacate unimproved right-of-way fronting the property located at 650 East N Street (APN: 0088-133-150); and

WHEREAS, the request includes vacation of approximately 250 square feet of East N Street right-of-way in order to facilitate development of two ADUs (Accessory Dwelling Units); and

WHEREAS, the Government Code of the State of California, Section 65402, provides that no street shall be vacated or abandoned until such street vacation or abandonment has been submitted to and reported upon by the planning agency as to the conformity with the adopted General Plan; and

WHEREAS, by Resolution No. 26-03(PC), the Planning Commission of the City of Benicia on June 11, 2026, established that the vacation of a portion of the East N Street Right-of-Way adjacent to 650 East N Street is consistent with the City's General Plan; and

WHEREAS, Staff determined that the vacated right-of-way is not necessary for present or future use; and

WHEREAS, utility providers were notified that the City is proposing to vacate a portion of East N Street right-of-way; and

WHEREAS, the proposed vacation of right-of-way is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15305 (Class 12) which states the right-of-way is surplus property not located in an area of critical concern; and

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby determines that:

1. The City intends to vacate 250 square feet of right-of-way along the front property line of 650 East N Street; and
2. This vacation proceeding is being conducted in accordance with Division 9, Part 3, Section 8320 of the Street and Highways Code of the State of California, et seq.

BE IT FURTHER RESOLVED THAT the City Council will hold a public hearing for all persons interested in the proposed vacation at the regular City Council meeting to be held on September 1, 2026.

BE IT FURTHER RESOLVED THAT the City Clerk is directed to publish notice of the date, hour, and place of the public hearing to vacate in a newspaper of general circulation at least two successive weeks prior to the hearing.

BE IT FURTHER RESOLVED THAT at least two weeks prior to the public hearing on the Resolution to Vacate, the Public Works Department shall post conspicuous Notices of Vacation along the lines of the right-of-way sought to be vacated as provided by Section 8323 of the Streets and Highways Code. Said notices shall state the date, hour, and place of the public hearing and shall refer to the adoption of the Resolution of Intention.

On motion of Council Member _____, seconded by Council Member _____, the above Resolution was adopted by the City Council of the City of Benicia at a regular meeting of said Council held on the 18th day of August 2026 by the following vote:

Ayes:

Noes:

Absent:

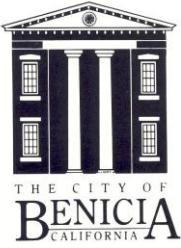
Abstain:

Steve Young, Mayor

Attest:

Lisa Wolfe, City Clerk

Date



Planning Commission Staff Report

June 11, 2026

Project: General plan conformance determination for request to vacate a portion of right-of-way at 650 East N Street
Application: SUB-25-1
Location: 650 East N Street
APN: (APN: 0088-133-150)

Owner/Applicant

JN Properties CA, LLC
4300 Arthur Rd.
Fairfield, CA 94533

Staff Recommendation

Adopt the resolution finding the proposed vacation of right-of-way to be consistent with the Benicia General Plan based on the findings listed in the proposed resolution and determination that the project is exempt from CEQA.

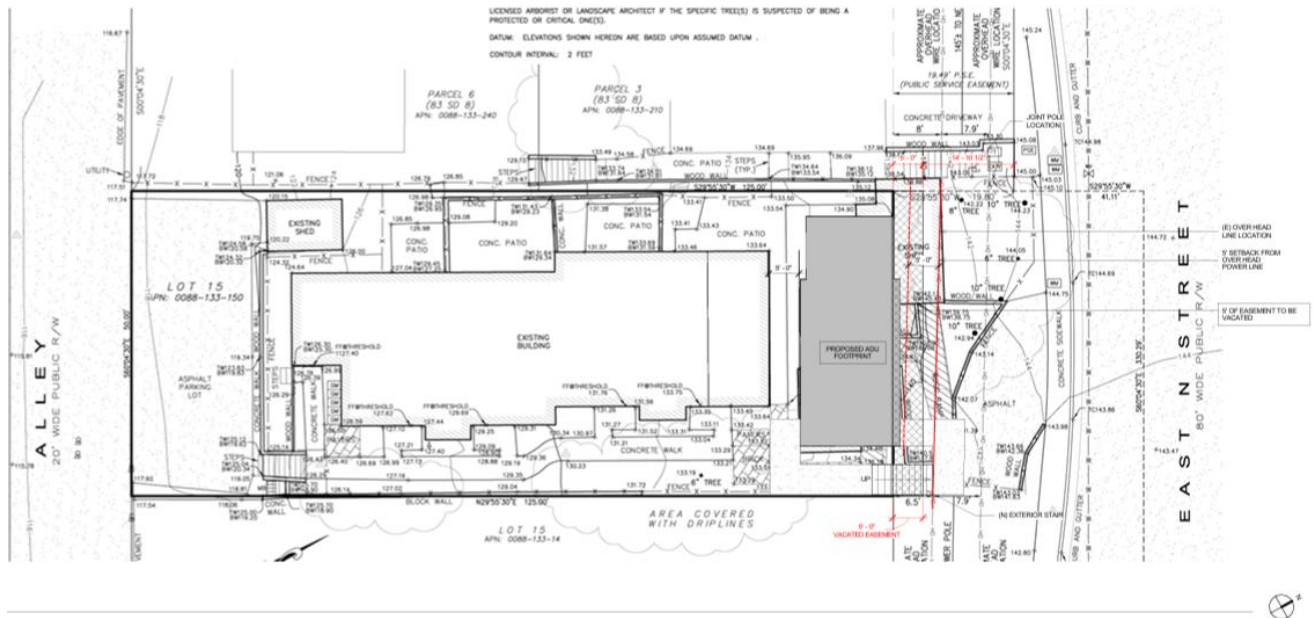
Project Description

The applicants, JN Properties CA, LLC, request that the city vacate the following unimproved right-of-way adjoining 650 East N Street:

Approximately 250 square feet of East N Street right-of-way adjoining the front property line (approximately 50 lineal feet along the front property line and 5 feet in depth as shown in Figure 1).

The proposed right-of-way vacation is requested in order to facilitate development of 650 East N Street with two detached accessory dwelling units. The 6,250 square foot residential lot is zoned RS (Single Family Residential). If the property is vacated, it will be offered for sale at fair market value and may be combined with the existing residential lot to increase the lot area by approximately 250 square feet and would provide an expanded yard area in which to locate the accessory structure.

Figure 1 – Proposed ROW Vacation



Project Setting

The subject property is a 125' x 50' parcel located at 650 East N St., midblock between East Sixth St. and East Seventh St., and north of Military East. The property is adjacent to the I-780 highway and bounded by both single and multi-family homes.

Adjacent Land Uses and Designations

North

Use: I-780
Zoning: N/A
General Plan: N/A

East

Use: Residential
Zoning: High Density Residential
General Plan: High Density Residential

South

Use: Residential
Zoning: Medium Density Residential
General Plan: High Density Residential

West

Use: Residential
Zoning: Planned Development
General Plan: Medium Density Residential

Background

Location and Site Characteristics

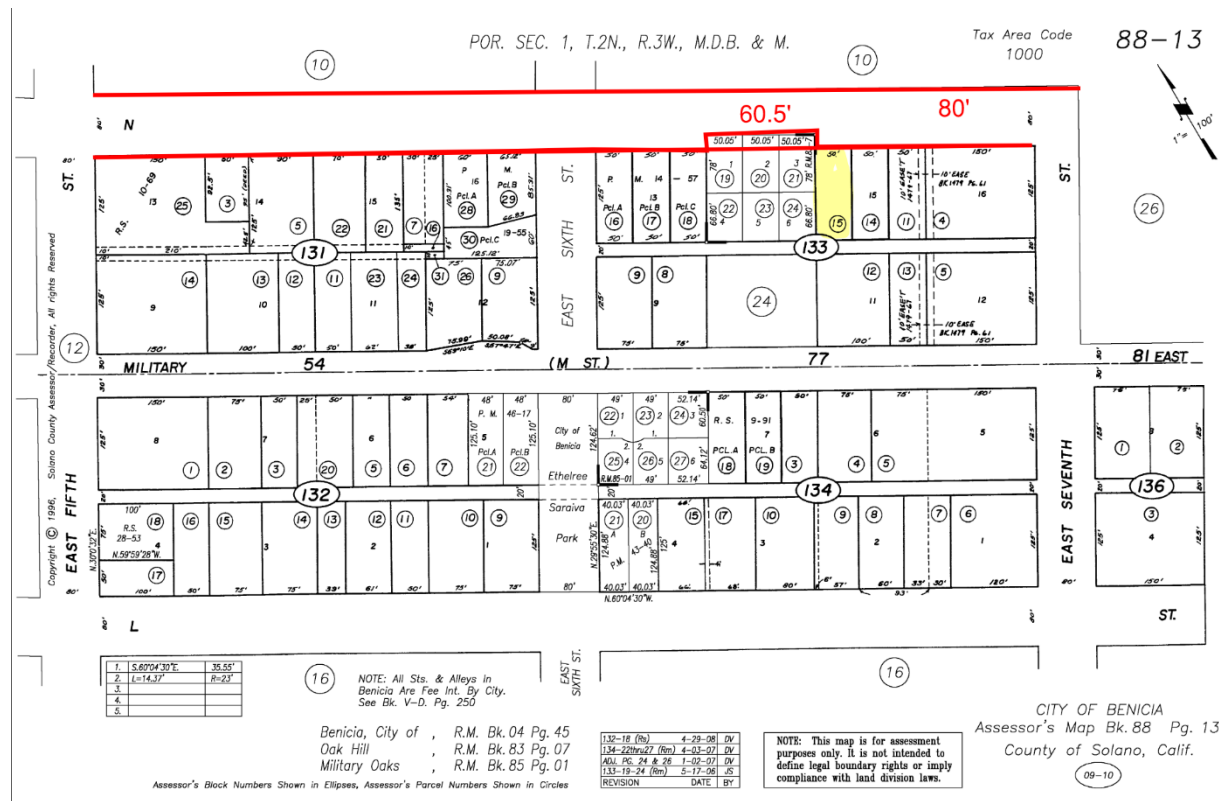
The subject property consists of unimproved right-of-way fronting the property lines of 650 East N Street. Land to the south, east and west are zoned for single-family residential use; land to the north is CalTrans right-of-way/Highway 1780.

The width of East N Street right-of-way in the location of the subject property is 80 feet; immediately to the west, fronting parcels 19 through 21, it is reduced to 60.5 as part of the right of way was previously vacated (See Figure 2).

In accordance with Government Code Section 65402, the Planning Commission must determine conformance to the General Plan regarding any street vacation, abandonment or acquisition of real property for any purpose.

After the Planning Commission's determination, the City Council will conduct a public hearing and make a decision to approve or deny the proposed right-of-way vacation. The City Council's procedures will follow the statutory requirements of the California Streets and Highways Code Sections 8300-8363.

Figure 2 – Existing Parcels and Right-of Way



Project Analysis

The city owns the East N Street fee interest as referenced on P.M. 88-13 and also maintains a 6" water line located within the street. PG&E, Comcast and AT&T operate and maintain utility facilities within the proposed vacation area and have requested dedication of a public utility easement.

The proposed vacation of right-of-way conforms to the General Plan. Staff notes the following considerations related to the proposal:

1. Appropriate easements will be needed due to existing public utility infrastructure in the East N Street right-of-way.
2. The existing drainage on the property should be evaluated, regardless of the requested right-of-way vacation. Considerations such as maintenance and repair of drainage infrastructure need to be addressed by the city and property owner.
3. Pursuant to State statute, the city may offer vacated land for sale equitably to adjoining property owners. The owners of 650 East N Street anticipate that they will purchase the entire 50 feet of unimproved right-of-way that adjoins their property

Consistency with the General Plan

East N Street is designated as a local street. The Benicia General Plan says that the function of local streets is to provide access directly to abutting property. Local streets play an important secondary role as locations for utilities, easements, open space for light and air, and firebreaks between buildings. The proposed right-of-way vacation would not interfere with the intended function of the local street designation. The General Plan does not specify a minimum right-of-way width for local streets but does establish a program to re-examine City standards to allow development of local streets with the minimum pavement width needed in residential areas (Program 2.14A).

The General Plan does not establish policies or considerations for decisions regarding right-of-way vacation. The City has not codified procedures or adopted any policies related to right-of-way vacation. Thus, staff concludes that there are no General Plan policies that would preclude the proposed right-of-way vacation.

The proposed right-of-way vacation would facilitate the development of 650 East N Street for residential use, which is consistent with the Land Use Diagram of the General Plan.

Goal 2.1 Preserve Benicia as a small-sized city.

- Policy 2.1.1: Ensure that new development is compatible with adjacent existing development and does not detract from Benicia's small-town qualities and historic heritage.

Goal 2.14 Enhance Benicia's small-town atmosphere of pedestrian-friendly streets and neighborhoods.

- Policy 2.14.1: Give priority to pedestrian safety, access, and transit over automobile speed and volume.
 - Program 2.14.A: Reexamine City standards to allow the development of local streets with the minimum pavement width needed in residential areas, at the same time assuring that emergency access is maintained and that pedestrian and vehicular safety are preserved.

Goal 2.20 Provide a balanced street system to serve automobiles, pedestrians, bicycles, and transit, balancing vehicle-flow improvements with multi-modal considerations.

- Policy 2.20.2: Seek alternatives to road widenings.

Goal 4.12 Accommodate runoff from existing and future development.

- Policy 4.12.2: Upgrade existing drainage facilities as necessary to correct localized drainage problems.

Policy 4.12.4: Where practicable, discourage the use of storm drain systems, and promote stormwater management strategies which maximize opportunities for absorption of rainfall, overland conveyance of runoff, non-reservoir surface storage, and other measures that reduce development-induced impacts on peak flow rates.

Findings of Approval

All street and alley vacations are processed in accordance with the California Streets and Highways Code Sections 8300-8363. The first step in this process is the requirement that the City make a finding that the proposed vacation is consistent with the General Plan. This is the only action that the City requests the Planning Commission to take. The recommendation of the Commission is based solely on the General Plan consistency.

Per Streets and Highway, Division 9, Part 3, Chapter 3- General Vacation Procedure Section 8324 (b):

If the legislative body finds, from all the evidence submitted, that the street, highway, or public service easement described in the notice of hearing or petition is unnecessary for present or prospective public use, the legislative body may adopt a resolution vacating the street, highway, or public service easement. The resolution of vacation may provide

that the vacation occurs only after conditions required by the legislative body have been satisfied and may instruct the clerk that the resolution of vacation not be recorded until the conditions have been satisfied.

California Environmental Quality Act

The proposed right-of-way vacation is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15305 (Class 12) which states the right-of-way is surplus property not located in an area of critical concern. Furthermore, the right-of-way is not necessary for present or future use.

Public Noticing

No statutory notice is required for the Planning Commission's determination that the proposed vacation is consistent with the City's General Plan. Notice of the public hearing to be held by the City Council on the proposed vacation will be given in accordance with California Streets and Highways Code Sections 8320-8323 which requires at least two weeks published and posted notice.

The applicant notified adjoining property owners and utility providers of the request; no objections were received.

Next Steps

The first step in this process is the requirement that the City make a finding that the proposed vacation is consistent with the General Plan. This is the only action that the City requests the Planning Commission to take. The recommendation of the Commission is based solely on the General Plan consistency and nothing more.

Following the Planning Commission's determination of General Plan conformance, the City Council will conduct a public hearing and make a decision to approve or deny the proposed right-of-way vacation in accordance with California Streets and Highways Code Sections 8300-8363.

Attachments:

1. Draft Resolution

*For more information contact: Neil Leary, Deputy Public Works Director- City Engineer
Phone: 707.746.4203*

E-mail: PW@ci.benicia.ca.us

RESOLUTION NO. 26-3 (PC)

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BENICIA DETERMINING THAT THE VACATION OF A PORTION OF RIGHT-OF-WAY AT 650 EAST N STREET CONFORMS TO THE CITY'S GENERAL PLAN (SUB-25-1)

WHEREAS, the applicants, JN Properties CA, LLC, have requested that the City of Benicia vacate unimproved right-of-way fronting the property located at 650 East N Street (APN: 0088-133-150); and

WHEREAS, the subject request includes vacation of approximately 250 square feet of East N Street right-of-way in order to facilitate development of an ADU (accessory dwelling unit); and

WHEREAS, the Government Code of the State of California, Section 65402, provides that no street shall be vacated or abandoned such street vacation or abandonment has been submitted to and reported upon by the planning agency as to the conformity with the adopted General Plan; and

WHEREAS, the Planning Commission at a regular meeting on June 11, 2026 reviewed the proposed project in order to make a determination regarding conformance of the requested vacation with the Benicia General Plan.

NOW, THEREFORE, BE IT RESOLVED THAT the Planning Commission of the City of Benicia hereby finds that the proposed vacation of a portion of the East N Street right-of-way at 650 East N Street is in conformance with the goals, policies and programs of the General Plan. Specifically:

- a) Goal 2.1 Preserve Benicia as a small-sized city.
 - Policy 2.1.1: Ensure that new development is compatible with adjacent existing development and does not detract from Benicia's small-town qualities and historic heritage.
- b) Goal 2.14 Enhance Benicia's small-town atmosphere of pedestrian-friendly streets and neighborhoods.
 - Policy 2.14.1: Give priority to pedestrian safety, access, and transit over automobile speed and volume.
 - Program 2.14.A: Reexamine City standards to allow the development of local streets with the minimum pavement width needed in residential areas, at the same time assuring that emergency access is maintained and that pedestrian and vehicular safety are preserved.

- c) Goal 2.20 Provide a balanced street system to serve automobiles, pedestrians, bicycles, and transit, balancing vehicle-flow improvements with multi-modal considerations.
 - Policy 2.20.2: Seek alternatives to road widenings.
- d) Goal 4.12 Accommodate runoff from existing and future development.
 - Policy 4.12.2: Upgrade existing drainage facilities as necessary to correct localized drainage problems.
 - Policy 4.12.4: Where practicable, discourage the use of storm drain systems, and promote stormwater management strategies which maximize opportunities for absorption of rainfall, overland conveyance of runoff, non-reservoir surface storage, and other measures that reduce development-induced impacts on peak flow rates.

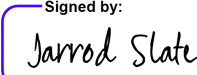
BE IT FURTHER RESOLVED that the Planning Commission of the City of Benicia does hereby find that the proposed vacation of right-of-way is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15305 (Class 12) which states the right-of-way is surplus property not located in an area of critical concern. Furthermore, the right-of-way is not necessary for present or future use.

On motion of Commissioner Jessen and seconded by Commissioner Lyle, the above Resolution is introduced and adopted by the Planning Commission of the City of Benicia at a regular meeting of the Commission held on the 11th day of June 2026 and adopted by the following vote:

Ayes: Commissioners Gilpin-Hayes, Gorman, Jessen, Lyle, and Chair Slate

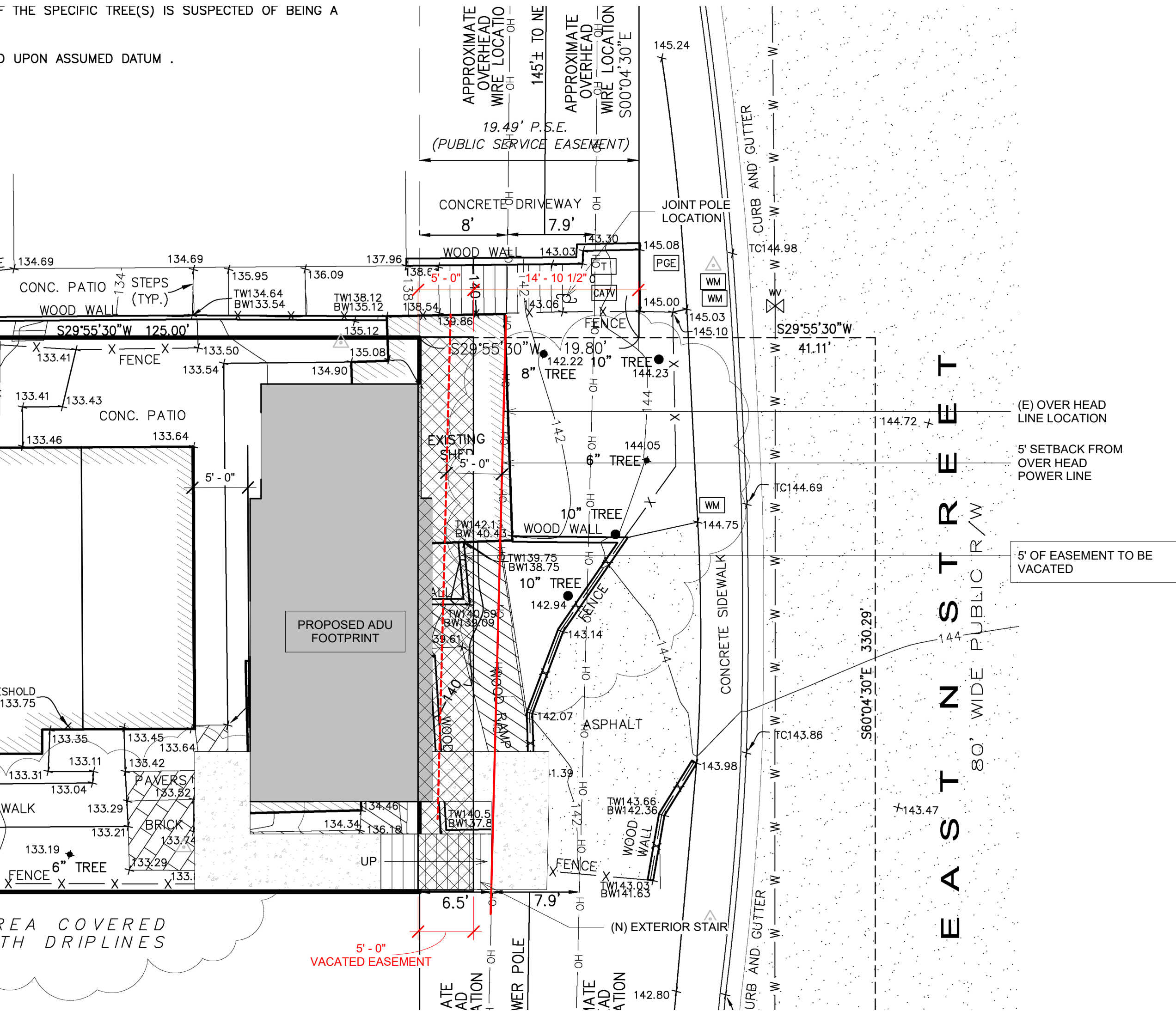
Noes: (None)

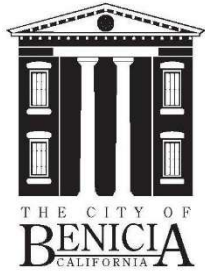
Absent: Commissioners Donaghue and Marshall

Signed by:

889640AFC3144C2...
Jarrod Slate, Chair
6/24/2026
Date

IF THE SPECIFIC TREE(S) IS SUSPECTED OF BEING A

D UPON ASSUMED DATUM .





AGENDA ITEM
CITY COUNCIL MEETING DATE – AUGUST 18, 2026
CONSENT CALENDAR

TO : City Council

FROM : City Manager

SUBJECT : **AUTHORIZATION FOR THE SOLANO TRANSPORTATION
AUTHORITY TO CLAIM TRANSPORTATION DEVELOPMENT
ACT FUNDS FOR THE FY 2026/27 BENICIA LYFT PROGRAM
AND APPROVAL OF PROGRAM MODIFICATIONS**

EXECUTIVE SUMMARY:

The City of Benicia partners with the Solano Transportation Authority (STA) to provide subsidized transportation through the Benicia Lyft Program. The Program has experienced significant growth in ridership and associated costs in recent years. In response, the City and STA have evaluated options to reduce program expenditures while continuing to provide transportation services to the community.

This report provides an update on the Benicia Lyft Program, proposed Transportation Development Act funding for FY 2026/27, and program modifications intended to address increasing costs.

RECOMMENDATION:

Move to adopt a resolution (Attachment 1) authorizing the Solano Transportation Authority, on behalf of the City of Benicia, to claim \$160,000 in Benicia Transportation Development Act funds for the FY 2026/27 Benicia Lyft Program and approving modifications to the Benicia Lyft Program.

BUDGET INFORMATION:

Funding for the Benicia Lyft Program is provided through the City's allocation of state Transportation Development Act funds. STA identified an \$80,000 annual budget for the Benicia Lyft Program. However, increased ridership has resulted in substantially higher program costs.

From July 1, 2025, through February 28, 2026, the Program provided 10,266 rides at a cost of \$83,598.21. Based on the first eight months of FY 2025/26, STA projected the Program would cost approximately \$125,000 for the fiscal year.

STA reports that only \$40,000 of the previously budgeted funding was paid. As a result, STA is requesting authorization to claim \$160,000 in Benicia TDA funds for FY 2026/27 on behalf of the City to fund and administer the Benicia Lyft Program.

BACKGROUND:

In November 2018, following completion of a SolTrans Comprehensive Operational Analysis, SolTrans discontinued local Route 20 and requested that its General Public Dial-a-Ride system be replaced with a transportation network company. Elimination of Route 20 was estimated to result in approximately \$252,900 in annual savings. SolTrans subsequently requested that STA implement a Lyft program to replace the Benicia Dial-a-Ride service.

In September 2019, the City partnered with SolTrans, STA, and Lyft to introduce the Benicia Dial-a-Ride Replacement Program. The Program provides subsidized Lyft rides throughout Benicia and to the Springtowne Center in Vallejo for qualified Benicia residents, including veterans, individuals with qualifying disabilities, and residents age 65 or older. Eligible low-income participants receive a reduced fare.

In August 2021, the City partnered with SolTrans, STA, and Lyft to expand STA's First/Last Mile Program through the creation of the \$5 Benicia Lyft Program. The Program was established to help reduce traffic and parking congestion along the First Street corridor and provides Lyft rides within Benicia to residents and visitors without requiring advance registration. The existing Program allows up to 60 rides per month and operates from 6:00 a.m. to 11:00 p.m. daily.

Following a Federal Transit Administration audit in 2022, SolTrans was no longer able to partner directly on the Lyft programs. STA added Uber as an option because Uber provides wheelchair-accessible vehicle service. In July 2023, the City entered into a two-year funding agreement with STA to continue providing the Benicia Lyft programs. The Uber option was implemented in April 2024 after Benicia Lyft customers experienced Lyft surge pricing, and the Martinez Amtrak Station was added to the Program geofence in August 2024. In July 2025, the City entered into another two-year funding agreement with STA to continue providing the programs.

PROGRAM GROWTH AND PROPOSED MODIFICATIONS:

As detailed in the Benicia Lyft Program Mid-Year Report (Attachment 2), use of the Benicia Lyft Program has grown considerably. Total ridership increased from 2,084 trips in FY 2022/23 to 6,293 trips in FY 2023/24 and 9,611 trips in FY 2024/25. Corresponding annual costs increased from approximately \$16,010 in FY 2022/23 to \$43,192 in FY 2023/24 and \$76,607 in FY 2024/25.

That growth continued during FY 2025/26. Through February 28, 2026, the Program had provided 10,266 rides at a cost of \$83,598.21. Based on those first eight months, STA projected the Program would cost approximately \$125,000 for the fiscal year.

In response to increasing program costs, the City requested that STA evaluate options to reduce expenditures. STA identified two primary strategies: reducing the number of rides available each month and increasing the amount riders pay toward each trip.

Based on the first six months of FY 2025/26 data, STA found that an average of 12 riders per month used more than 20 rides. STA estimates that reducing the monthly ride limit from 60 to 20 rides could save approximately \$15,000 annually.

STA also evaluated adjustments to the rider cost for each Benicia Lyft category. Based on the first eight months of FY 2025/26, STA estimated that increasing the \$5 Benicia fare to \$7 could save approximately \$23,500, increasing the \$3 Benicia fare to \$4 could save approximately \$1,000, and increasing the \$4 Benicia fare to \$5 could save approximately \$1,300. Together, those fare adjustments are estimated to save approximately \$25,800, with additional potential savings associated with the Veterans Cab category not included in the analysis.

NEXT STEPS:

Upon City Council approval, STA will be requested to claim \$160,000 in Benicia TDA funds for FY 2026/27 on behalf of the City to fund the Benicia Lyft Program. The approved program modifications will be forwarded to STA for implementation.

ALTERNATIVE ACTIONS:

The City Council may elect not to approve the recommended action or may provide alternative direction regarding the proposed Benicia Lyft Program modifications.

CEQA Analysis	The activity is categorically exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines in that it is not a project which has the potential to cause a significant effect on the environment.
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ATTACHMENTS:

1. Resolution – Authorization for STA to Claim TDA Funds for the Benicia Lyft Program and Program Modifications
2. Benicia Lyft Program Mid-Year Report

For more information contact: Mario Giuliani, City Manager

E-mail: MGiuliani@ci.benicia.ca.us

RESOLUTION NO. 26-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA AUTHORIZING THE SOLANO TRANSPORTATION AUTHORITY, ON BEHALF OF THE CITY OF BENICIA, TO FILE AN APPLICATION WITH THE METROPOLITAN TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FUNDS FOR FISCAL YEAR 2026/27 IN THE AMOUNT OF \$160,000 FOR THE BENICIA LYFT PROGRAM AND APPROVING PROGRAM MODIFICATIONS

WHEREAS, the Transportation Development Act (TDA) (Public Utilities Code Section 99200 et seq.) provides for the disbursement of funds from the Local Transportation Fund of the County of Solano for use by eligible applicants for transit services, planning, and transit priority projects; and

WHEREAS, pursuant to the provisions of the TDA and the applicable rules and regulations thereunder (21 Cal. Code of Regs. Section 6600 et seq.), a prospective applicant wishing to receive an allocation from the Local Transportation Fund shall file its claim with the Metropolitan Transportation Commission (MTC); and

WHEREAS, the City of Benicia partners with the Solano Transportation Authority (STA) to administer the Benicia Lyft Program; and

WHEREAS, use of the Benicia Lyft Program has increased substantially, resulting in increased program costs, with 10,266 rides provided at a cost of \$83,598.21 during the first eight months of Fiscal Year 2025/26 and an estimated total program cost of approximately \$125,000 for Fiscal Year 2025/26; and

WHEREAS, STA evaluated options to reduce ongoing program costs and recommended reducing the maximum number of rides available to each rider from 60 to 20 rides per month and increasing rider costs for the three Benicia Lyft categories; and

WHEREAS, the City will require TDA funds from the Local Transportation Fund of Solano County in Fiscal Year 2026/27 for the Benicia Lyft Program; and

WHEREAS, the Solano Transportation Authority is an eligible applicant for TDA funds pursuant to Public Utilities Code Section 99400, as attested by the Opinion of Counsel dated July 28, 2025.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia hereby authorizes the Solano Transportation Authority, on behalf of the City of Benicia, to claim \$160,000 in Benicia Transportation Development Act funds for the FY 2026/27 Benicia Lyft Program and approving modifications to the Benicia Lyft Program.

BE IT FURTHER RESOLVED that the City Council approves the following modifications to the Benicia Lyft Program:

- Reduce the maximum number of rides available to each rider in each Benicia Lyft category from 60 to 20 rides per month;
- Increase the rider cost for the \$5 Benicia Program from \$5 to \$7;
- Increase the rider cost for the \$3 Benicia Program from \$3 to \$4; and
- Increase the rider cost for the \$4 Benicia Program from \$4 to \$5.

BE IT FURTHER RESOLVED that a copy of this Resolution shall be transmitted to the Metropolitan Transportation Commission in conjunction with the filing of the claim, and MTC is requested to grant the allocation of funds as specified herein.

On motion of Council Member _____, seconded by Council Member _____, the above Resolution was adopted by the City Council of the City of Benicia at a regular meeting of said Council held on the 18th day of August 2026 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Steve Young, Mayor

Attest:

Lisa Wolfe, City Clerk

Date



DATE: May 12, 2026
TO: Steve Young, Mayor, City of Benicia
Terry Scott, Vice Mayor, City of Benicia
Mario Giuliani, City Manager, City of Benicia
Neil Leary, Public Works Director – City Engineer
Beth Kranda, Executive Director, SolTrans
FROM: Ron Grassi, Director of Programs
Lorene Garrett, Transit Mobility Coordinator I
Eavan Swanson, Intern
RE: Benicia Lyft Program Update and planning for FY 2026-27

Background:

November 18, 2018: Following the completion of a SolTrans Comprehensive Operational Analysis (COA), SolTrans discontinued local Route 20 and requested replacing the General Public Dial a Ride (DAR) system with a Transportation Network Company. The elimination of Local Route 20 was estimated to yield \$252,900 in annual cost savings. SolTrans requested Solano Transportation Authority (STA) implement a Lyft program to replace Benicia DAR.

September 2019: The City of Benicia partnered with SolTrans, STA, and Lyft to introduce the Benicia DAR replacement program. The program provides subsidized Lyft rides throughout the City of Benicia and to the Springtown Center in Vallejo for qualified Benicia residents. To qualify, Benicia residents must be veterans with a military or veterans ID; disabled with an ADA card, RTC card, Medicare card, or DMV placard; or 65 years old or older. The cost is \$4 one-way (up to \$20), or \$3 one-way (up to \$20) for individuals qualified for the low-income fare. To qualify for the low-income fare, individuals must be enrolled in a Solano County program such as Medi-Cal, Cal Fresh, Cal Works, SSI, or PG&E CARE/FERA.

Customers must have a smartphone and be ambulatory to use Lyft for the Dial-a-Ride replacement program. If not, they are provided with the Veteran's Cab number after registration. Customers are informed that this service is in addition to the SolTrans (Benicia) paratransit service, which continues to serve qualified individuals within $\frac{3}{4}$ mile of the SolTrans fixed route service (including trips between Benicia and Vallejo).

August 2021: The City of Benicia partnered with SolTrans, STA, and Lyft to help reduce traffic and parking congestion along the Benicia First Street corridor by expanding STA's First/Last Mile program to include the \$5 Benicia Lyft Program. Lyft rides within the City of Benicia cost \$5 (up to \$20) and can be accessed by entering the code 5Benicia in the Lyft app. There is no sign-up required. The program is open to residents and visitors. The customer pays any additional amount over \$20. There is no daily limit, although there is a monthly limit of 60 rides. The \$5 Benicia Lyft Program currently operates between 6 am and 11 pm every day.

2022: Due to a finding during a Federal Transit Administration (FTA) audit, SolTrans was no longer able to partner on the Lyft programs. The paratransit and Veteran's Cab option for non-ambulatory customers did not provide an equivalent response time to Lyft service. STA added Uber as an option for customers because Uber provides a WAV option.

July 2023: The City of Benicia entered into a two-year funding agreement with STA for STA to continue to provide Benicia's Lyft programs.

April 2024: The Uber option was implemented after Benicia Lyft customers experienced Lyft surge pricing.

August 2024: The Martinez Amtrak Station was added to the geofence for all Benicia Lyft programs.

July 2025: The City of Benicia entered into a two-year funding agreement with STA for STA to continue to provide Benicia's Lyft programs.

March 2026: The SolTrans Board of Directors passed a resolution authorizing STA to claim \$40,000 in TDA for a Mobility Program.

Discussion:

Program use has increased tremendously this fiscal year. From Jul 1, 2025, through Feb 28, 2026, there have been 10,266 rides for \$83,598.21 (see Attachments A and B). Based on the first eight months of this fiscal year, the program is estimated to cost approximately \$125,000 in FY 2025-26.

The City of Benicia has expressed interest in options to reduce the program's cost. STA staff completed the analysis based on this fiscal year's data. There are two options to reduce costs: 1. Reduce the number of rides each month, and 2. Increase the cost of rides for riders. STA staff recommends adopting both options to yield possible savings of \$50,000 per fiscal year, while maintaining the \$80,000 budgeted for the Benicia Lyft program.

1. Ride Reduction: Currently, riders are allotted 60 rides per month. Evaluating the first six months of FY 2025-26 data, on average, 12 riders used more than 20 rides/month. Limiting rides to 20/month could save \$15,000.
2. Increased Ride Cost: The majority of the program costs are due to the \$5 Benicia program. However, STA staff evaluated increasing the cost for each Benicia Lyft category to maximize savings. Using the first eight months of data for this fiscal year, increasing \$5Benicia to \$7 (\$23,500 savings), \$3Benicia to \$4 (\$1,000 savings), and \$4Benicia to \$5 (\$1,300 savings) could yield \$25,800. In addition, there are additional savings for the Veterans Cab category that are not included in the analysis.

Fiscal Impact:

\$160,000 was budgeted for the Benicia Lyft program for FY 2025-26 & FY 2027-27. Through February, the program has expended \$83,598.21. Only \$40,000 was paid in FY 2025-27; therefore, \$160,000 will have to be paid in FY 2026-27.

Recommendation:

1. Authorize STA to claim \$160,000 of TDA from Benicia/SolTrans for FY 2026-27
2. Authorize the STA Executive Director to seek STA Board approval to implement the following:
 - a. Reduce the allotted number of rides for each rider in each Benicia Lyft category to 20 (from 60).
 - b. Increase the cost of \$5Benicia to \$7.
 - c. Increase the cost of \$3Benicia to \$4.
 - d. Increase the cost of \$4Benicia to \$5.

Attachment

- A. Benicia Lyft Ridership by Fiscal Year (Table)
- B. Benicia Lyft Ridership by Fiscal Year (Chart) and Benicia Lyft Ridership by Month for FY 2025-26 (Chart)

Attachment A

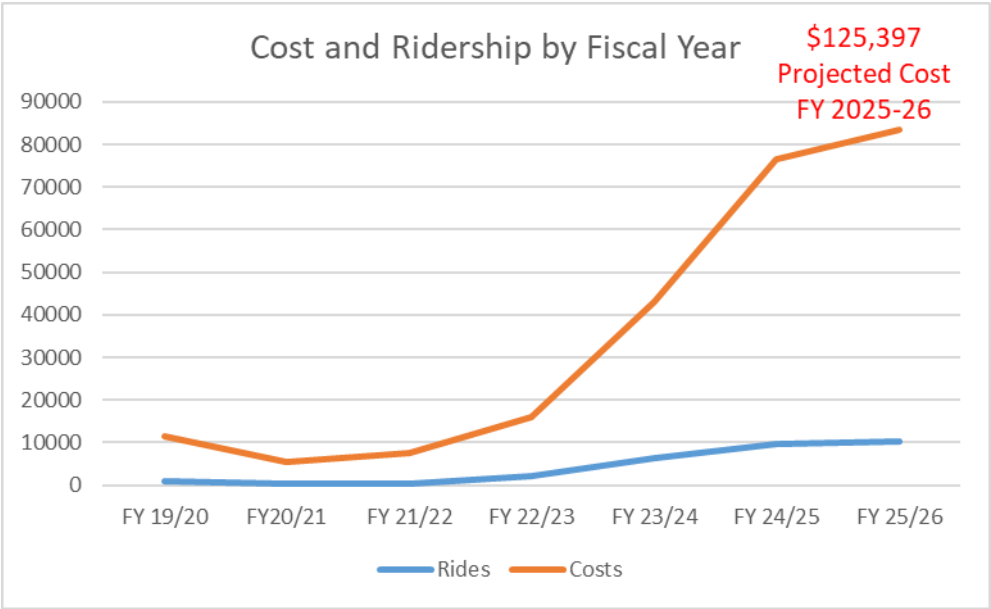
Benicia Lyft 3rd Qtr. Ridership for FY 2025-26

Benicia Lyft Ridership by Fiscal Year

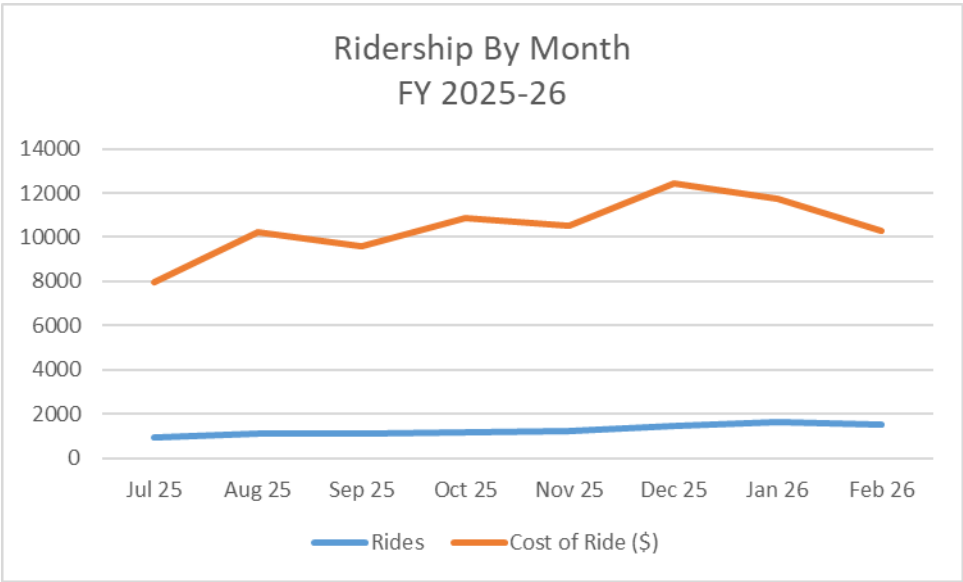
	No of Trips 21/22	No of Trips 22/23	No of Trips 23/24	No of Trips 24/25	No of Trips 25/26
Veteran's Corp. DBA Yellow Cab	12	233	281	257	215
Lyft \$3	59	295	927	854	743
Lyft \$4	3	221	331	652	951
Benicia \$5	240	1335	4754	7848	8363
Total Trips	314	2084	6293	9611	10272

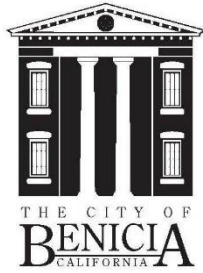
	Cost 21/22	Cost 22/23	Cost 23/24	Cost 24/25	Cost 25/26
Veteran's Corp. DBA Yellow Cab	\$ 2,662.00	\$ 3,897.00	\$ 3,559.03	\$ 2,827.00	\$ 2,248.00
Lyft \$3	\$ 2,106.87	\$ 2,254.84	\$ 5,681.54	\$ 8,168.99	\$ 6,741.45
Lyft \$4	\$ 59.52	\$ 1,166.66	\$ 2,643.33	\$ 6,026.41	\$ 8,270.79
Benicia \$5	\$ 2,794.13	\$ 8,691.31	\$ 31,307.68	\$ 59,584.61	\$ 66,337.97
Total Cost	\$ 7,622.52	\$ 16,009.81	\$ 43,191.58	\$ 76,607.01	\$ 83,598.21

Benicia Lyft Ridership by Fiscal Year



Benicia Lyft FY 2025-26 Ridership by Month





AGENDA ITEM
CITY COUNCIL MEETING DATE – AUGUST 18, 2026
BUSINESS ITEM

TO : City Manager

FROM : Administrative Services Director

SUBJECT : **INTRODUCTION AND FIRST READING OF AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE BENICIA MUNICIPAL CODE TO UPDATE FINANCE DIRECTOR REFERENCES, CLARIFY PROCUREMENT AND CONTRACTING AUTHORITY, AND MAKE RELATED ADMINISTRATIVE CLEANUP AMENDMENTS**

EXECUTIVE SUMMARY:

The proposed ordinance would amend various sections of the Benicia Municipal Code to update outdated references to the Director of Finance and Finance Director, align the Code with the City's current Administrative Services Director title, clarify procurement and contracting authority, and make related administrative cleanup amendments. The proposed amendments are intended to reflect the City's current organizational structure, improve consistency in financial and procurement-related provisions, and reduce ambiguity for staff administering purchasing, contracting, and related administrative processes.

RECOMMENDATION:

Waive the first reading, read by title only, and introduce an Ordinance of the City Council of the City of Benicia (Attachment 1) amending various sections of the Benicia Municipal Code (BMC) to update references to the Director of Finance and Finance Director to Administrative Services Director, clarify procurement and contracting authority, and make related administrative cleanup amendments.

BUDGET INFORMATION:

There is no direct fiscal impact associated with introduction of the ordinance. The proposed amendments are administrative and clarifying in nature and do not authorize any specific expenditure, purchase, contract, project, or program.

BACKGROUND:

The Benicia Municipal Code establishes the City's administrative structure, financial duties, purchasing requirements, and contracting authority. Over time, changes in the City's organizational structure and position titles have resulted in outdated references in several sections of the Code.

The Code currently includes references to the Director of Finance and Finance Director in provisions related to financial administration, purchasing, contracting, surplus property, business licenses, fees, and related administrative functions. The City's current organizational structure uses the title Administrative Services Director for these functions. Updating the Code will align the Municipal Code with current City operations.

Staff also reviewed the City's procurement and contracting provisions and identified areas where clarification would improve consistency. Chapters 3.08 and 3.10 govern purchasing and contracting for supplies, equipment, services, and professional services. The proposed amendments clarify the approval authority and terminology used in those chapters while preserving City Council approval requirements where applicable.

The ordinance includes amendments to Chapter 2.16 and various related sections of the Municipal Code, including sections addressing financial administration, purchasing, contracting, surplus property, business licensing, fees, and other administrative provisions. The proposed amendments are intended to update terminology, clarify authority, and improve the readability and administration of the Code.

The ordinance does not create a new program or commit the City to any specific contract or expenditure. Staff recommends introduction of the ordinance so the Municipal Code accurately reflects the City's current organizational structure and provides clearer direction for procurement, contracting, and financial administration.

NEXT STEPS:

If the City Council introduces the ordinance, the ordinance will be brought back for second reading and adoption at a subsequent City Council meeting. If adopted, the ordinance will become effective in accordance with applicable law. Staff will then update related purchasing and contracting materials, templates, and internal procedures as needed to reflect the amended Code language.

ALTERNATIVE ACTIONS:

The City Council may introduce the ordinance as recommended, introduce the ordinance with modifications, provide direction to staff and continue the item to a future meeting, or decline to introduce the ordinance.

CEQA Analysis	The proposed ordinance is exempt from the California Environmental Quality Act ("CEQA") because the ordinance does not qualify as a project and will not result in a direct or reasonably foreseeable indirect physical change in the environment. (CEQA Guidelines, §§15060, subds. (c)(2), (c)(3), 15061, subd. (b)(3).).
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ATTACHMENT:

1. Ordinance Amending Finance Director Title & Procurement Thresholds

For more information contact: Jeff Tschudi, Administrative Services Director
Phone: 707-746-4222
E-mail: jtschudi@ci.benicia.ca.us

CITY OF BENICIA ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BENICIA AMENDING CHAPTERS IN TITLE 1 (GENERAL PROVISIONS), TITLE 2 (ADMINISTRATION AND PERSONNEL), TITLE 3 (REVENUE AND FINANCE), TITLE 5 (BUSINESS TAXES, LICENSES, AND REGULATIONS), TITLE 6 (ANIMAL CONTROL REGULATIONS), AND TITLE 8 (HEALTH AND SAFETY) TO REVISE DEFINITIONS AND PROCUREMENT THRESHOLDS.

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

SECTION 1. Section 1.10.030 (Definitions) of Chapter 1.10 (Administrative Citations) of Title 1 (General Provisions) of the Benicia Municipal Code is hereby amended to modify the following:

"Director"

shall mean any department head in the city, including the following: city manager, assistant city manager, police chief, fire chief, development services director, public works director, administrative services director, parks and community services director, library director and any of their designated agents or representatives.

SECTION 2. Chapter 2.16 (Director of Finance) of Title 2 (Administration) of the Benicia Municipal Code is hereby amended to modify the following:

Chapter 2.16 ADMINISTRATIVE SERVICES DIRECTOR

SECTION 3. Section 2.16.010 (Office established.) of Chapter 2.16 (Director of Finance) of Title 2 (Administration) of the Benicia Municipal Code is hereby amended to modify the following:

§ 2.16.010. Office established.

There is established in the government of the city the office of the administrative services director. (Prior code § 2-241)

SECTION 4. Section 2.16.020 (Appointment.) of Chapter 2.16 (Director of Finance) of Title 2 (Administration) of the Benicia Municipal Code is hereby amended to modify the following:

§ 2.16.020. Appointment.

The administrative services director is appointed by the city manager and serves at the pleasure of the city manager. In the absence of an appointment by the city manager, the city manager serves as the administrative services director.
(Prior code § 2-246)

SECTION 5. Section 2.16.030 (Appointment of deputies.) of Chapter 2.16 (Director of Finance) of Title 2 (Administration) of the Benicia Municipal Code is hereby amended to modify the following:

§ 2.16.030. Appointment of deputies.

With the consent of the city manager the administrative services director may appoint one or more deputy administrative services director. Each deputy director shall perform the duties prescribed by the administrative services director and the city manager.
(Prior code § 2-247)

SECTION 6. Section 2.16.050 (Powers and duties generally.) of Chapter 2.16 (Director of Finance) of Title 2 (Administration) of the Benicia Municipal Code is hereby amended to modify the following:

§ 2.16.050. Powers and duties generally.

The administrative services director has the following duties and responsibilities:

- A. Maintain and operate the general accounting system of the city and of each of the respective divisions and services of the city;
- B. Perform such accounting functions and duties in accordance with the latest and most modern accounting methods as the science of accounting progresses;
- C. Maintain, or prescribe and require the maintaining of inventory records of municipal properties necessary in accordance with modern municipal accounting practices;
- D. Perform the functions and duties relating to the administration and collection of taxes, licenses and permit fees levied by the city;
- E. Perform the duties relating to preparing, auditing, presenting, and disbursing claims and demands against the city, including payrolls;
- F. Assist in the purchase of supplies, goods, wares, merchandise, equipment and materials required by the city;
- G. Assist in the preparation of the annual budget and in the administration of the budget; and
- H. Cooperate with the city treasurer and other officials of the city in establishing and maintaining sufficient and satisfactory procedures and controls over municipal revenues and expenditures in all departments, divisions and services of the city in accordance with modern municipal accounting practice.
(Prior code § 2-242)

SECTION 7. Section 2.16.060 (Preparation of reports.) of Chapter 2.16 (Director of Finance) of Title 2 (Administration) of the Benicia Municipal Code is hereby amended to modify the following:

§ 2.16.060. Preparation of reports.

The administrative services director shall prepare and present to the council in sufficient detail to show the exact financial condition of the city, the following reports:

- A. Quarterly or more frequently as requested, a statement of all receipts, disbursements and balance of the city;
- B. An annual statement or report of the financial condition of the city; and
- C. Such other financial reports as the council or city manager directs. (Prior code § 2-243)

SECTION 8. Section 2.16.070 (Transfer of duties.) of Chapter 2.16 (Director of Finance) of Title 2 (Administration) of the Benicia Municipal Code is hereby amended to modify the following:

§ 2.16.070. Transfer of duties.

In accordance with Sections 40805.5 and 37209 of the Government Code, the financial and accounting duties imposed upon the city clerk by Sections 37201 through 37210 and Sections 40802 through 40805 of the Government Code are transferred to the administrative services director.

(Prior code § 2-245; Ord. 76-17 N.S. § 1, 1976)

SECTION 9. Section 2.16.080 (Additional duties.) of Chapter 2.16 (Director of Finance) of Title 2 (Administration) of the Benicia Municipal Code is hereby amended to modify the following:

§ 2.16.080. Additional duties.

The administrative services director shall perform other additional duties and functions which the council or city manager prescribes.

(Prior code § 2-244)

SECTION 10. Section 2.48.010 (Powers and duties.) of Chapter 2.48 (City Treasurer) of Title 2 (Administration) of the Benicia Municipal Code is hereby amended to modify the following:

§ 2.48.010. Powers and duties.

All statutory duties and responsibilities not heretofore transferred to the county, the city manager or the administrative services director, which are now performed by the city treasurer, are transferred to the city clerk, who is ordered to perform all such duties, including but not limited to those duties required by law.

The city treasurer shall countersign warrants and serve on the local tax oversight board. (Ord. 11-09 § 1; Ord. 24-06 § 6)

SECTION 11. Section 3.08.080 (Bidding – Open market bidding.) of Chapter 3.08 (Purchasing Regulation) of Title 3 (Revenue and Finance) of the Benicia Municipal Code is hereby amended to modify the following:

§ 3.08.080. Bidding – Open market bidding.

If the estimated value of the purchase of supplies and equipment is equal to or greater than \$20,000 and less than \$50,000, the purchasing officer may make the purchase in the open market under the following procedures:

- A. Minimum Number of Bids. The purchasing officer shall obtain at least three informal or written bids.
- B. Notice Inviting Bids. The purchasing officer shall solicit bids by verbal or written request to prospective vendors, by telephone, electronic mail or by public notice posted on a public bulletin board in City Hall.
- C. Bid Award. The purchasing officer shall make the purchase from the lowest responsible bidder via purchase order or contract (if the aggregate amount of the procurement is \$10,000 or more) with documentation of the bids received submitted to the purchasing officer. The department making the purchase shall keep a written record of all open market orders (informal bids) for a period of not less than two years after the submission of bids or the placing of orders. This record is open to public inspection.
(Formerly 3.08.100; Ord. 03-4; Ord. 13-02 § 1; Ord. 21-02 § 1)

SECTION 12. Section 3.08.090 (Formal bidding – Procedure.) of Chapter 3.08 (Purchasing Regulation) of Title 3 (Revenue and Finance) of the Benicia Municipal Code is hereby amended to modify the following:

§ 3.08.090. Formal bidding – Procedure.

The purchase of supplies and equipment with an estimated value that is equal to or greater than \$50,000 shall be by written contract and purchase order with the lowest responsive and responsible bidder after following this procedure:

- A. Notice Inviting Bids. The purchasing officer shall prepare a notice inviting bids. The notice shall include a general description of the article to be purchased, shall state where bid blanks and specifications may be secured, the time and place for opening bids and the security required, if any.
 - 1. Published Notice. The notice inviting bids shall set a date for the opening of bids. The first publication or posting of the notice shall be at least 10 days before the date of opening the bids.

2. Bidders' List. The purchasing officer shall also solicit sealed bids from responsible prospective suppliers whose names are on the bidders' list or who have made written request that their names be added to it.
 3. Bulletin Board. The purchasing officer shall also advertise pending purchases by a notice posted on a public bulletin board in the City Hall or on the city website.
- B. Written Bids. For purchase of property with an estimated value that is equal to or greater than \$50,000, written bids shall be submitted to the administrative services director or designated representative, who shall require all bids to be sealed, in writing, identified as "bids" on the envelope, or as otherwise required by the electronic bidding platform being used for the purchase. The department making the purchase shall keep a written record of all bids received for a period of not less than two years after the submission of bids or the placing of orders. This record is open to public inspection.
- C. Bidder's Security. When the purchasing officer considers it necessary, he/she shall prescribe bidder's security and a statement of the security shall be included in the notice inviting bids. Each bidder is entitled to a return of the bid security. However, a successful bidder forfeits the bid security if he/she refuses or fails to execute the contract within 10 days after the notice of award of contract is mailed or notified on the electronic bidding platform if used for the purchase. If the successful bidder fails or refuses to execute the contract, the purchasing officer may award the contract to the next lowest responsible bidder or readvertise.
- If the purchasing officer awards the contract to the next lowest bidder, the city shall apply the amount of the lowest bidder's security to the contract price difference between the lowest bid and the second lowest bid. The surplus, if any, shall be returned to the lowest bidder. If the purchasing officer rejects all bids and readvertises, the amount of the lowest bidder's security may be used to offset the cost of receiving new bids and the surplus, if any, shall be returned to the lowest bidder.
- D. Bid Opening Procedures. For purchase of supplies and equipment with an estimated value that is equal to or greater than \$50,000, the administrative services director or designated representative shall open the bids in public at the time and place stated in the public notice or on the electronic bidding platform if used for the purchase. The administrative services director or designated representative shall tabulate the bids received and shall keep the tabulation open for public inspection during regular business hours for a period of not less than 30 calendar days after the bid opening.
- E. Rejection of Bids. At his/her discretion, the purchasing officer may reject all bids presented and readvertise for bids.
- F. Award of Contracts. For purchase of supplies and equipment with an estimated value that is equal to or greater than \$100,000, the city council shall award the contract to the responsive bidder who is also the lowest responsible bidder. For purchase of supplies and

equipment with an estimated value that is less than \$100,000, the city manager and administrative services director shall award the contract to the responsive bidder who is also the lowest responsible bidder. For purchase of supplies and equipment with an estimated value that is equal to or greater than \$200,000 by the Public Works Department, the city council shall award the contract to the responsive bidder who is also the lowest responsible bidder. For purchase of supplies and equipment with an estimated value that is less than \$200,000 for the Public Works Department, the city manager and administrative services director shall award the contract to the responsive bidder who is also the lowest responsible bidder.

G. Tie Bids. If two or more bids received are for the same total amount or unit price, quality being equal, and if the public interest will not permit the delay of readvertising for bids, the purchasing officer may accept the one he/she chooses or accept the lowest bid made after negotiation with the bidders at the time of the bid opening.

H. Payment and Performance Bonds. For purchase of supplies and equipment with an estimated value equal to or greater than \$50,000, the city council may require a payment and/or performance bond before entering a contract in such amount as it finds reasonably necessary to protect the best interests of the city.

I. Use of Vendors Selected by Another Governmental Agency. The city purchasing officer may purchase supplies and equipment for which the city would normally follow its own bid procedures from a vendor awarded a bid by another governmental agency if said agency used procedures substantially the same as those normally used by the city. The amount of said purchase shall be based on the price bid in the other agency.

J. Joint Purchase with Other Governmental Agencies. Notwithstanding any other provision of this chapter, the city may enter into lawful agreements with other governmental agencies for the joint purchase of equipment and supplies.

(Formerly 3.08.110; Ord. 03-4; Ord. 13-02 § 1; Ord. 21-02 § 1; Ord. 22-09 § 2)

SECTION 13. Section 3.08.120 (Surplus supplies and equipment.) of Chapter 3.08 (Purchasing Regulation) of Title 3 (Revenue and Finance) of the Benicia Municipal Code is hereby amended to modify the following:

§ 3.08.120. Surplus supplies and equipment.

All departments shall submit to the administrative services director or designee, at such times and in such forms as he/she shall prescribe, reports showing all supplies and equipment that are no longer used or which have become obsolete or worn out. The administrative services director or designee shall have authority to exchange for, or trade in on, new supplies and equipment all supplies and equipment that cannot be used by any department or which have become unsuitable for city use. Surplus supplies and equipment with no appreciable value may be discarded as junk.

Supplies and equipment with an estimated value of \$5,000 or less may be sold as surplus by the administrative services director. Supplies and equipment with an estimated value greater than

\$5,000 shall be placed with a duly licensed public auctioneer or reputable on-line auctioneer for disposal and sale on behalf of the city. Proceeds from such public auction sales shall be deposited into the city fund that was originally used to purchase the supplies or equipment.

Surplus supplies and equipment may be offered for sale to other public agencies without the use of a duly licensed public auctioneer or reputable on-line auctioneer. Sale of supplies and equipment with an estimated value of less than \$25,000 may be offered for sale by the city manager. Sale of supplies and equipment with an estimated value greater than \$25,000 shall be sold only upon city council approval.

All surplus or worn out supplies or equipment with an estimated value of \$25,000 or less may be transferred, donated or dedicated to, or may be permitted to be used by, community service or public benefit organizations, which, in the opinion of the purchasing officer, would use such supplies or equipment exclusively to promote the general municipal welfare or otherwise use the surplus supplies or equipment for purposes that clearly are to the public benefit.

All surplus or worn out supplies or equipment with an estimated value of \$25,000 or less may be transferred, donated or dedicated to, or may be permitted to be used by community service or public benefit organizations, which, in the opinion of the city manager, would use such supplies or equipment exclusively to promote the general municipal welfare or otherwise use the surplus supplies or equipment for purposes that clearly are to the public benefit.

All surplus or worn out supplies or equipment with an estimated value greater than \$25,000 may be transferred, donated, or dedicated to, or may be permitted to be used by, community service or public benefit organizations upon city council approval. (Formerly 3.08.140; Ord. 03-4; Ord. 13-02 § 1; Ord. 21-02 § 1)

SECTION 14. Section 3.08.140 (Purchase card usage.) of Chapter 3.08 (Purchasing Regulation) of Title 3 (Revenue and Finance) of the Benicia Municipal Code is hereby amended to modify the following:

§ 3.08.140. Purchase card usage.

The city utilizes purchase cards as part of its purchasing process. The use of purchase cards is intended to reduce the use of petty cash and small open purchase orders and to streamline the purchasing process and payment procedures. Use of purchase cards is not intended to circumvent the city purchasing regulations.

Purchase cards may be available to city employees for the conduct of official city business. Department heads may submit a request for purchase cards for their employees to the administrative services director. A listing of current authorized purchase cardholders is maintained in the city's administrative services department. A purchase card manual has been established and each authorized cardholder has access to this manual. Under no circumstances shall a personal charge be made on a city purchase card.
(Ord. 13-02 § 1; Ord. 16-08 § 1; Ord. 21-02 § 1)

SECTION 15. Section 3.09.040 (Award of contracts.) of Chapter 3.09 (Uniform Public Construction Cost Accounting) of Title 3 (Revenue and Finance) of the Benicia Municipal Code is hereby amended to modify the following:

§ 3.09.040. Award of contracts.

The city manager, administrative services director and the director of public works are each authorized to award informal contracts pursuant to this chapter.
(Ord. 03-5)

SECTION 16. Section 3.10.030 (Procurement of services.) of Chapter 3.10 (Contracting For Services) of Title 3 (Revenue and Finance) of the Benicia Municipal Code is hereby amended to modify the following:

§ 3.10.030. Procurement of services.

- A. For procurement of services with an estimated value equal to or greater than \$50,000, a request for proposal (RFP) shall be solicited from at least three (3) firms from the bidders' list of consultants maintained for that particular type of work. The RFP shall include, at a minimum, (1) proposal submittal requirements, (2) scope of work, (3) selection criteria, and (4) contract documents, such as the contract agreement and insurance certificates. Contracts for services less than \$100,000 may be awarded by the city manager or administrative services director, or by the city attorney if for legal services. The city council shall award such contracts for work equal to or greater than \$100,000.

Contracts for services less than \$200,000 for the public works department may be awarded by the city manager or administrative services director, or by the city attorney if for legal services. The city council shall award such contracts for work equal to or greater than \$200,000 for the public works department.

- B. For procurement of services less than \$50,000, the city manager or the administrative services director may award such contracts after verbal or written proposals have been received from at least two firms from the bidders' list of consultants maintained for that particular type of work. The city attorney may award contracts for legal consultants less than \$50,000.
- C. Contracts for services from a sole source provider equal to or greater than \$100,000 shall be awarded by the city council. Contracts for services less than \$100,000 may be awarded by the city manager or administrative services director or by the city attorney if for legal services.

Contracts for services from a sole source provider equal to or greater than \$200,000 for the public works department shall be awarded by the city council. Contracts for services less than \$200,000 for the public works department may be awarded by the city manager or administrative services director or by the city attorney if for legal services.
(Ord. 03-6; Ord. 21-03 § 1)

SECTION 17. Section 3.10.060 (Use of consultants selected by another agency.) of Chapter 3.10 (Contracting For Services) of Title 3 (Revenue and Finance) of the Benicia Municipal Code is hereby amended to modify the following:

§ 3.10.060. Use of consultants selected by another agency.

The city manager or administrative services director may enter into an agreement for services from a bidder awarded a bid by another agency if said agency used procedures substantially the same as those normally used by the city, provided said agreement is less than \$100,000 and funds are appropriated in the city's budget for such purpose.

For an agreement for services from a bidder awarded a bid by another agency in an amount equal to or greater than \$100,000, the city council may award said agreement.

The city manager or administrative services director may enter into an agreement on behalf of the public works department for services from a bidder awarded a bid by another agency if said agency used procedures substantially the same as those normally used by the city, provided said agreement is less than \$200,000 and funds are appropriated in the city's budget for such purpose.

For an agreement on behalf of the public works department for services from a bidder awarded a bid by another agency in an amount equal to or greater than \$200,000, the city council may award said agreement.

(Ord. 03-6; Ord. 21-03 § 1)

SECTION 18. Section 3.10.070 (Award of professional service agreement.) of Chapter 3.10 (Contracting For Services) of Title 3 (Revenue and Finance) of the Benicia Municipal Code is hereby amended to modify the following:

§ 3.10.070. Award of professional service agreement.

For professional service agreements less than \$100,000, the administrative services director or city manager may award an agreement for services to a responsible/responsive bidder who did not submit the lowest bid price but is, in the city manager's or administrative services director's judgment, most capable in all material aspects to perform full contract requirements. For legal consultant agreements less than \$100,000, the city attorney may award an agreement for services to a responsible/responsive bidder who did not submit the lowest bid price but is, in the city attorney's judgment, most capable in all material aspects to perform full contract requirements. For agreements equal to or greater than \$100,000, the city council may award an agreement for services to a responsible/responsive bidder who did not submit the lowest bid price but is, in the city council's judgment, most capable in all material aspects to perform full contract requirements.

For professional service agreements on behalf of the public works department less than \$200,000, the administrative services director or city manager may award an agreement for services to a responsible/responsive bidder who did not submit the lowest bid price but is, in the city manager's or administrative services director's judgment, most capable in all material aspects

to perform full contract requirements. For agreements on behalf of the public works department equal to or greater than \$200,000, the city council may award an agreement for services to a responsible/responsive bidder who did not submit the lowest bid price but is, in the city council's judgment, most capable in all material aspects to perform full contract requirements. (Ord. 03-6; Ord. 21-03 § 1)

SECTION 19. Section 3.25.030 (Definitions.) of Chapter 3.25 (Utility Users Excise Tax) of Title 3 (Revenue and Finance) of the Benicia Municipal Code is hereby amended to modify the following:

§ 3.25.030. Definitions.

F. "Tax administrator" means the administrative services director of the city.

SECTION 20. Section 3.26.030 (Definitions.) of Chapter 3.26 (Communication Users Tax) of Title 3 (Revenue and Finance) of the Benicia Municipal Code is hereby amended to modify the following:

§ 3.26.030. Definitions.

"Tax administrator" means the administrative services director of the city or his or her designee.

SECTION 21. Section 3.33.040 (Definitions.) of Chapter 3.33 (Cannabis Business Tax) of Title 3 (Revenue and Finance) of the Benicia Municipal Code is hereby amended to modify the following:

§ 3.33.040. Definitions.

"Tax administrator" shall mean the city administrative services director. (Ord. 18-22 § 1)

SECTION 22. Section 5.04.020 (Definitions.) of Chapter 5.04 (Business Licenses) of Title 5 (Business Taxes, Licenses and Regulations) of the Benicia Municipal Code is hereby amended to modify the following:

§ 5.04.020. Definitions.

The following words and phrases, whenever used in this chapter, shall be construed as hereafter set out, unless it shall be apparent from the context that they have a different meaning.

- A. "Administrator" means the administrative services director, his or her designee, or another city officer or employee charged by the city manager with the administration of this chapter.

SECTION 23. Section 6.12.010 (Administration.) of Chapter 6.12 (Licensing of Dogs) of Title 6 (Animal Control Regulations) of the Benicia Municipal Code is hereby amended to modify the following:

§ 6.12.010. Administration.

- A. The administrative services director or county shall be the issuing authority for dog licenses. Upon payment of the license fee provided in this chapter, and upon presentation of a valid vaccination certificate, as provided in this chapter, the issuing authority shall issue a license certificate stating the year for which such license fee is paid, the date of payment, the name and resident address to whom such license is issued, the name, breed and sex of the dog licensed, and the serial number of the license tag issued. Such certificate shall be delivered to the person paying such license fee, and one copy shall be retained by the issuing authority.

SECTION 24. Section 8.04.110 (Request for hardship waiver of appeal fee.) of Chapter 8.04 (Property Maintenance – Nuisance Abatement) of Title 8 (Health and Safety) of the Benicia Municipal Code is hereby amended to modify the following:

§ 8.04.110. Request for hardship waiver of appeal fee.

Any owner who requests a hearing to appeal a notice and order to abate and is financially unable to pay the appeal fee may file a request for a hardship waiver as follows:

- B. The city manager or designee shall issue a written decision sent by first class mail specifying the reasons for issuing or not issuing the waiver within 10 days of the receipt of the request. The decision of the administrative services director shall be final.

SECTION 25. Section 8.08.100 (Lien for costs.) of Chapter 8.08 (Weeds and Rubbish) of Title 8 (Health and Safety) of the Benicia Municipal Code is hereby amended to modify the following:

§ 8.08.100. Lien for costs.

At the expiration of the time for appeal provided for in BMC § 8.08.080 or upon the determination of the council upon appeal and on compliance with the requirements of any determination so made, such amounts so expended and charges therewith shall become a lien against the respective property and the fire chief shall deliver to the administrative services director an abstract of the entries in the record books herein provided to be kept by him/her for said costs, showing the property affected and the amount charged against the same.
(Ord. 88-5 N.S. § 1, 1988)

SECTION 26. Section 8.08.110 (Collection of city costs.) of Chapter 8.08 (Weeds and Rubbish) of Title 8 (Health and Safety) of the Benicia Municipal Code is hereby amended to modify the following:

§ 8.08.110. Collection of city costs.

The city administrative services director shall thereupon note the amounts of each such charge on the assessment books of the city after the amount of taxes assessed against the respective lots to

the county auditor. Thereafter the amount of each such charge shall be collected in the same manner and at the same time as city taxes, and if not so paid, the same penalties shall be added as are now or may hereafter be added to delinquent taxes, and thereafter the property upon which it is a lien shall be sold and be subject to redemption in the same manner as property, land or lot, the charge against which has been paid prior to the delivery to the city administrative services director of said abstract, but in such case an appropriate entry shall be made in said record book by said fire marshal showing that such charge has been paid.
(Ord. 88-5 N.S. § 1, 1988)

SECTION 27. CEQA. The City of Benicia finds that this ordinance is exempt from the California Environmental Quality Act (“CEQA”) because the ordinance does not qualify as a project and will not result in a direct or reasonably foreseeable indirect physical change in the environment. (CEQA Guidelines, §§15060, subds. (c)(2), (c)(3), 15061, subd. (b)(3).)

SECTION 28. Severability. If any section, subsection, phrase or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrase or clauses be declared unconstitutional on their face or as applied.

SECTION 29. Publication. The City Clerk is hereby ordered and directed to certify the passage of this Ordinance by the City Council of the City of Benicia, California and cause the same to be published in accordance with State law.

SECTION 30. Effective Date. This Ordinance shall be in full force and effective thirty (30) days after its adoption and shall be published and posted as required by law.

On motion of Council Member _____, seconded by Council Member _____, the foregoing ordinance was introduced at a regular meeting of the City Council on the ____ day of _____ 2026, and adopted at a regular meeting of the Council held on the ____ day of _____ 2026, by the following vote:

Ayes:

Noes:

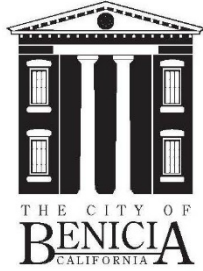
Absent:

Steve Young, Mayor

Attest:

Lisa Wolfe, City Clerk

Date



AGENDA ITEM
CITY COUNCIL MEETING DATE – AUGUST 18, 2026
BUSINESS ITEM

TO : City Council

FROM : City Manager

SUBJECT : **APPROVING THE FY26/27 CAPITAL IMPROVEMENT PROGRAM**

EXECUTIVE SUMMARY:

The purpose of this item is to present the FY26/27 Capital Improvement Program (CIP), and to request approval from the City Council.

RECOMMENDATION:

Adopt a resolution (Attachment 1) approving the FY26/27 Capital Improvement Program (Exhibit A).

BUDGET INFORMATION:

The total CIP for FY26/27 as presented in Exhibit A totals \$21,543,000 for FY26/27, with funding coming from a variety of sources.

BACKGROUND:

The CIP is developed by staff from multiple departments on the basis of city needs identified by staff and the public.

The CIP is a planning instrument used by the City to identify needed capital projects and to coordinate the financing and timing of improvements to maximize return to the public. Staff developed a list of projects that have funds currently budgeted.

The FY 25/26 and FY 26/27 CIP was approved by City Council on June 17, 2025, and included 14 projects. Of these, five were “Other” projects, three were “Streets” projects, one was a “Water” project, and five were “Wastewater” projects.

The updated CIP covers FY27 only since FY26 has been closed out and the FY27 CIP has identified 22 capital improvement projects. Of these, nine are “Other” projects, seven are “Streets” projects, one is a “Water” project, and five are “Wastewater” projects. The updated project budgets are included in the CIP.

NEXT STEPS:

Staff will use the CIP for planning and project delivery purposes.

ALTERNATIVE ACTIONS:

If this item is not approved, then the City will not have an approved and updated CIP.

CEQA Analysis	The proposed CIP is exempt from the California Environmental Quality Act (CEQA) because it is not a “project” as that term is defined under section 15378 of the CEQA Guidelines. Pursuant to CEQA Guidelines Section 15378(b)(3), for activities that have no potential for causing a significant effect on the environment.
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ATTACHMENTS:

1. Resolution – Approving the FY26/27 CIP
Exhibit A – Capital Improvement Program FY26/27

For more information contact: Danielle Martinez, Public Works Director

Phone: 707-746-4240

E-mail: PW@ci.benicia.ca.us

RESOLUTION NO. 26-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BENICIA APPROVING
THE FY26/27 CAPITAL IMPROVEMENT PROGRAM**

WHEREAS, the purpose of this item is to present the FY26/27 Capital Improvement Program (CIP), and to request approval from the City Council; and

WHEREAS, the CIP is developed by staff from multiple departments on the basis of city needs identified by staff and the public; and

WHEREAS, the CIP covers FY26/27 and has identified 22 capital improvement projects. Of these, nine are "Other" projects, seven are "Streets" projects, one is a "Water" project, and five are "Wastewater" projects; and

WHEREAS, the total of the CIP for FY26/27 Operating Budget as presented totals \$21,543,000 for FY26/27, with funding coming from a variety of sources.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Benicia does hereby approve the FY26/27 Capital Improvement Program.

On motion of Council Member _____, seconded by Council Member _____, the above Resolution was adopted by the City Council of the City of Benicia at a regular meeting of said Council held on the 18th day of August 2026 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Steve Young, Mayor

Attest:

Lisa Wolfe, City Clerk

Date

Exhibit A
CIP FY 26/27
[see next page]

CIP FY 26/27**Other**

Project Name	Project Number	FY27		Total
2026 Marina Dredging	N/A	\$	415,000	\$ 415,000
Marina Breakwater Repairs Project	23-14	\$	4,000,000	\$ 4,000,000
Marine Debris Removal	24-08	\$	400,000	\$ 400,000
John's Public Access Improvements	23-13	\$	800,000	\$ 800,000
Simple Crossing Shoreline Path Improvement	24-02	\$	400,000	\$ 400,000
Corporation Yard Bathroom Remodel Project	25-04	\$	280,000	\$ 280,000
Benicia Train Depot Preservation & Maintenance Project	26-02	\$	360,000	\$ 360,000
Citywide Safety Cameras Project	24-11	\$	600,000	\$ 600,000
Diversity Art Mural Project	26-04	\$	20,000	\$ 20,000
		\$	7,275,000	\$ 7,275,000

STREETS

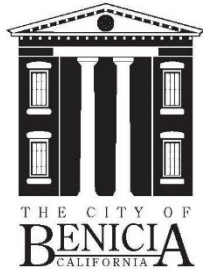
Project Name	Project Number	FY27		Total
2026 Pavement Rehab Project	25-06	\$	5,700,000.00	\$ 5,700,000.00
2026 Citywide Curb Ramp Project	24-10	\$	281,000.00	\$ 281,000.00
East 5th Street Affordable Housing-East 4th and East L Frontage Improvements Project	23-03	\$	487,000.00	\$ 487,000.00
2026 Citywide Drainage Improvements Project	26-01	\$	330,000.00	\$ 330,000.00
Columbus Parkway Widening at Benicia Road	25-10	\$	100,000.00	\$ 100,000.00
2027 Pavement Rehab Project	26-03	\$	400,000.00	\$ 400,000.00
2028 Pavement Rehab Project	26-05	\$	100,000.00	\$ 100,000.00
		\$	7,398,000.00	\$ 7,398,000.00

WATER

Project Name	Project Number	FY27		Total
Lopes Road RWTL Emergency Permanent Restoration	23-06	\$	3,600,000	\$ 3,600,000
		\$	3,600,000	\$ 3,600,000

WASTEWATER

Project Name	Project Number	FY27		Total
East H/7th St to WWTP Sewer Replacement	WWO-052; 22-25	\$	250,000	\$ 250,000
West H/West I Sewer Pipeline Improvement (Shoreline Eroding)	WWO-080 & WWC-021; 19-04	\$	500,000	\$ 500,000
WWTP Cathodic Protection Rehabilitation	WWTP-030; 22-40	\$	1,500,000	\$ 1,500,000
WWTP Digester Gas Line Improvements	22-46	\$	920,000	\$ 920,000
WWTP Mechanical Improvement Project	096, WWTP-007, WWO-058,			
	WWTP-015; 23-11	\$	100,000	\$ 100,000
		\$	3,270,000	\$ 3,270,000
Total		\$	21,543,000	\$ 21,543,000



AGENDA ITEM
CITY COUNCIL MEETING DATE – AUGUST 19, 2025
COUNCIL MEMBER COMMITTEE REPORT

TO : City Manager

FROM : City Council

SUBJECT : **AD HOC “ACT” TASK FORCE GROUPS UPDATES**

The ad hoc City Council “ACT” Task Force Groups: Advocacy, Collaboration & Transition solicits feedback and participation from stakeholders as they deem helpful to gather information germane to their purpose, including business owners, employees, labor leaders, community members and governmental and non-governmental organizations.

The second City Council meeting of each month serves as an opportunity for the members of Council to report on the progress of each ad hoc group.

Task Force 1: ADVOCATE for Benicia’s Economy: - Mayor Young

This Task Force:

- Serves as a point of contact and leads efforts to work with State Officials such as the Governor’s Office of Economic Development, the California Energy Commission, elected leaders, labor and business representatives to advocate on behalf of Benicia relating to the potential shutdown of the refinery.
- Gathers information and reports on the economic value of the refining operations to Benicia’s economy, county employment, the States economy as well as the importance the Benicia refinery is to Travis Air Force Base.

Task Force 2: COLLABORATE with Community: Non-Profit Organizations, Sports Groups, Benicia Unified School District, Restaurants & Hotels - Council Member Largaespada

This Task Force:

- Coordinates between the various community groups that receive contributions and support from Valero.
- Understands the economic impact to these groups and facilitate collaboration between groups to maximize resources where possible and generate plans on how to proceed with either less funding or new means of revenue. Similarly, with sports groups, the intent is to quantify the financial contribution made to sports groups and how reduced support from Valero could impact users.

- Coordinates with Benicia Unified School District to analyze the impact on property tax revenue to the District and any other direct revenue loss from Valero's cessation of operations.
- Seeks to quantify the economic impact on hotels and restaurants with Valero's exit. The work of Councilmember Largaespada is to coordinate information, facilitate cooperation of resources between groups where feasible, and develop a plan of action on how to overcome the loss of revenue with Valero's departure.

Task Force 3: COLLABORATE with Benicia Industrial Park (BIP): Existing industrial park businesses, Rose Estates and Port of Benicia - Council Member Birdseye

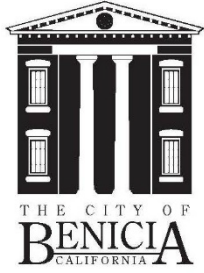
This Task Force:

- Works with impacted BIP businesses; understanding the impact on jobs, lost revenue and impacts on the stream of commerce.
- Coordinates the plans and actions of Rose Estates, the Priority Production Area plan of the Port with redevelopment efforts of the 930 acres of Valero's property with any interested developers.
- There may be an opportunity to synchronize development activity and/or work to incentivize new business development into the BIP including offshore wind manufacturing.

Task Force 4: TRANSITION Prepare for Transition and Redevelopment of Valero's 930 acres: Valero & Signature Development Group - Vice Mayor Macenski & Council Member Scott

This Task Force:

- Collaborates with Valero and Signature Development Group to imagine the possible reuse opportunities for the 930 acres of Valero's property.
- Helps to facilitate stakeholder involvement to solicit public feedback and visioning. Identifies the types of uses, be it residential commercial or industrial and those uses can be best incorporated into Benicia.
- Identifies reports and information that would be helpful to forecast highest and best use for Benicia's economic viability and environmental sustainability.



AGENDA ITEM
CITY COUNCIL MEETING DATE – AUGUST 18, 2026
COUNCIL MEMBER COMMITTEE REPORT

TO : City Council

FROM: City Manager

SUBJECT : **COUNCIL MEMBER COMMITTEE REPORTS**

The outside agency committees on which City of Benicia Council Members serve, are listed below. Please click on the links to view current and past agendas and minutes for all Council Member Committee Reports.

Association of Bay Area Governments (ABAG)

<https://abag.ca.gov/meetings>

Community Action Partnership Solano Joint Powers Authority (CAP Solano JPA)

<http://www.capsolanojpa.org/agendas---minutes.html>

Green Empowerment Zone Board of Directors

<https://www.contracosta.ca.gov/9963/Governing-Board-of-the-Green-Empowerment>

Marin Clean Energy (MCE)

<https://www.mcecleanenergy.org/meeting-archive/>

Solano County Water Agency (SCWA)

<https://www.scwa2.com/governance/board-meetings-agendas-minutes/>

SolTrans Joint Powers Authority

<https://soltrans.org/resources/meetings/>

Solano Transportation Authority (STA)

<https://sta.ca.gov/meetings-agendas/>

Valero Citizens Advisory Committee (CAP)

<https://www.beniciacap.com/>