

## Citywide Fee Study Finalization & Outreach Plan

Task	Date
City staff complete department review/edits of Model	- April/May 2017
City create Fee Study page on website	- 4/22/17
NBS Finalize Fee Study Models	- 5/1/17
<p>Courtesy Notice to:</p> <ul style="list-style-type: none"> <li>• Project Website</li> <li>• All City Facebook Pages, Twitter, NextDoor</li> <li>• City Manager Report</li> <li>• Channel 27</li> <li>• Benicia Herald/Vallejo Times Herald/Benicia Magazine (online)</li> <li>• City Employees</li> <li>• Posted in City Offices, Bulletin Boards, City Council Chambers</li> <li>• Mail to contractors, developers, architects</li> <li>• Benicia Industrial Park Association</li> <li>• Benicia Chamber of Commerce</li> <li>• Downtown Benicia Alliance</li> <li>• Local Realtors</li> <li>• Local Coffee Shops (Starbucks/Rrags, Java Point, Benicia Coffee Company)</li> </ul>	- Week of 4/17/17
Initial Presentation to City Council	- 4/25/17
<p>After 4/25/17 Council presentation, outreach to:</p> <ul style="list-style-type: none"> <li>• Project Website</li> <li>• All City Facebook Pages, Twitter, NextDoor</li> <li>• City Manager Report</li> <li>• Channel 27</li> <li>• Benicia Herald/Vallejo Times Herald/Benicia Magazine (online)</li> <li>• City Employees</li> <li>• Posted in City Offices, Bulletin Boards, City Council Chambers</li> <li>• Mail to contractors, developers, architects</li> <li>• Benicia Industrial Park Association</li> <li>• Benicia Chamber of Commerce</li> <li>• Downtown Benicia Alliance</li> <li>• Local Realtors</li> <li>• Local Coffee Shops (Starbucks/Rrags, Java Point, Benicia Coffee Company)</li> </ul>	- Initiate by 4/22/17 & Ongoing

<p>Host community meetings. Post reminders and details about the meeting on:</p> <ul style="list-style-type: none"> <li>• Project Website</li> <li>• All City Facebook Pages, Twitter, NextDoor</li> <li>• City Manager Report</li> <li>• Benicia Herald/Vallejo Times Herald/Benicia Magazine (online)</li> <li>• Benicia Main Street Newsletter</li> <li>• Local Coffee Shops (Starbucks/Rrags, Java Point, Benicia Coffee Company)</li> </ul>	<ul style="list-style-type: none"> <li>- Community Meeting 5/17/17</li> <li>- BIPA (Date TBD)</li> <li>- Benicia Chamber of Commerce (Date TBD)</li> <li>- Downtown Benicia Alliance (Date TBD)</li> </ul>
<p>Post public draft on City website and make print versions available at City Hall. Advertise availability and share link to public draft on:</p> <ul style="list-style-type: none"> <li>• Project Website</li> <li>• All City Facebook Pages, Twitter, NextDoor</li> <li>• City Manager Report</li> <li>• Channel 27</li> <li>• Benicia Herald/Vallejo Times Herald/Benicia Magazine (online)</li> </ul>	<ul style="list-style-type: none"> <li>- 5/17/17</li> </ul>
<p>Presentations to Boards &amp; Commissions</p>	<ul style="list-style-type: none"> <li>- Finance Committee</li> <li>- Planning Commission</li> <li>- Historic Preservation Review Commission</li> </ul>
<p>Adoption by City Council</p>	<ul style="list-style-type: none"> <li>- 5/23/17</li> <li>- (Public Hearing Notice published by 5/9/17)</li> </ul>
<p>Benicia Municipal Code (B.M.C) updates to address any fees that are specifically reference in the B.M.C.</p>	<ul style="list-style-type: none"> <li>- Adopt prior to 9/1/17</li> </ul>
<p>Effective Date of Adopted Fees</p> <p>*Note that from the time the fees are adopted until effective date, City staff will continue to reach out to the public to educate them on the changes and effective date.</p>	<ul style="list-style-type: none"> <li>- 10/1/17</li> </ul>