



THE CITY OF  
**BENICIA**  
CALIFORNIA

CITY HALL • 250 EAST L STREET • BENICIA, CA 94510 • (707) 746-4200 • FAX (707) 747-8120

July 7, 2020

Presiding Judge Paul Beeman  
Solano County Grand Jury 2019-20  
Hall of Justice  
600 Union Ave  
Fairfield, California 94533

RE: Registry of Public Agencies Filing Process

Dear Judge Beeman,

On behalf of the City of Benicia, this letter serves as the City's response to the report named above and was approved by the City Council at its July 7<sup>th</sup>, 2020 meeting. The response is due to the Grand Jury no later than July 31, 2020. The City is responding to each finding and recommendation individually.

**FINDING 1** – Agencies' completion and filing of the Statement of Facts Roster of Public Agencies Form in Solano County, in many instances, are inconsistent, incomplete, inaccurate and out-of-compliance with Government Code section 53051. Review of 111 of the most current forms (regardless of age) on file with the County revealed the following:

- a) Seventy-two agencies had a single Form on file, many dating back three decades. This represented 65% of the sampled Forms.
- b) Sixty-eight agencies' Forms were aged nine years or more, representing 61% of the sampled Forms.
- b) Thirteen Forms (12%) listed a P.O. Box as the official mailing address despite filing instructions indicating that a street address must be given. **Update NOTE:** 12/2019 updated instructions now state that a P.O. Box is acceptable.
- c) The actual legal name of the entity was inconsistent in nine instances (8%).
- d) Thirty-eight Forms (34%) did not meet the regulatory reporting timeframe.
- f) Accuracy of board membership could not be independently verified on seventy-one Forms (64%).

ELIZABETH PATTERSON, *Mayor*  
Members of the City Council  
CHRISTINA STRAWBRIDGE, *Vice Mayor* · TOM CAMPBELL · LIONEL LARGAESPADA · STEVE YOUNG

LORIE TINFOW, *City Manager*  
KENNETH C. PAULK, *City Treasurer*  
LISA WOLFE, *City Clerk*

- e) The current status of the agency could not be validated in forty-eight instances (43%).

***Recommendation 1:***

- a) Suggest that governing bodies of public agencies begin to immediately use the Registry of Public Agencies Form (SF-405) available on the Secretary of State's website (See Appendix A)

**The City of Benicia has completed SF-405 for the City of Benicia Landscaping and Lighting District and filed it with Solano County and the SOC. The form will be updated when updates to the L&L District are made. In the future, the form will automatically be a part of the staff report when brought before the City Council.**

**FINDING 2 – Comparative analysis of the most current Forms on file with the State to those on file with the County revealed 92 exceptions representing instances in which:**

- a) The County Form does not match the State Form.
- b) The Form is on file with the County but not with the State.
- c) There is no Form on file with the County but there is one on file with the State.

**RECOMMENDATION 2a – Agency governing bodies ensure accurate and timely compliance by simultaneously filing updated forms to the County and State.**

**RECOMMENDATION 2b – If the agency submits its information electronically or by mail, a copy of the submission should be retained as a business record to prove compliance.**

**The City of Benicia has completed SF-405 for the City of Benicia Landscaping and Lighting District filed with Solano County and the California Secretary of State (SOS). The form will be updated when updates to the L&L District are made. In the future, the form will automatically be a part of the staff report when brought before the City Council.**

**FINDING 3 – There is no comprehensive list of public agencies operating in Solano County that is accessible to residents.**

**RECOMMENDATION 3a –The County Board of Supervisors, Clerk of the Board, County Administrative Office, and local City Councils collaborate to compile an accurate listing of public agencies, boards, commissions and committees within Solano County using the existing Online Local Appointment Database maintained by the County.**

**RECOMMENDATION 3b – The County Board of Supervisors, Clerk of the Board, County Administrative Office, and local City Councils review Appendix B and initiate steps to encourage agencies to make the appropriate corrections by filing missing Forms, filing updates, and reporting dissolved entities.**

**The City of Benicia will transmit all updated SF-405 forms to the County.**

**FINDING 4** – There is currently no requirement for an agency to maintain a website, making it difficult to access current information online. However, since 2013 there has been a movement in the State to make information available and searchable online.

**RECOMMENDATION 4** – Individual Solano County Agencies improve their transparency by establishing a website and keeping it current to benefit both agencies and citizens of the County.

**The City of Benicia Public Works Department will begin posting the SF-405 forms on the City's website.**

If you have any further questions, please do not hesitate to contact me.

Sincerely,



LISA WOLFE  
City Clerk

Cc: Mayor and City Council  
Ben Stock, City Attorney  
Lorie Tinfow, City Manager  
Will Tarbox, Public Works Director



**Secretary of State**  
**Registry of Public Agencies**  
 (Government Code section 53051)

SF-405

**IMPORTANT — Read Instructions before completing this form.**

There is **No Fee** for a Registry of Public Agencies filing  
**Copy Fees** – First page \$1.00; each attachment page \$0.50;  
 Certification Fee - \$5.00

**This Space For Office Use Only**

**1. Type of Filing** (Check one.)

- Initial Filing (first Registry of Public Agencies filing for an agency)  
 Updated Filing (change to an existing Registry of Public Agencies record)

**2. Agency Information**

a. Full Legal Name of Public Agency <b>City of Benicia Landscaping &amp; Lighting District</b>	
b. Nature of Update (complete if Updated Filing) <b>Update correct name</b>	
c. County <b>Solano</b>	d. Official Mailing Address <b>250 East L Street, Benicia, CA. 94510</b>

**3. Chairperson, President, or Other Presiding Officer**

a. Name <b>Elizabeth Patterson</b>	b. Title <b>Mayor</b>
c. Business or Residence Address <b>250 East L Street, Benicia, CA. 94510</b>	

**4. Clerk or Secretary**

a. Name <b>Lisa Wolfe</b>	b. Title <b>City Clerk</b>
c. Business or Residence Address <b>250 East L Street, Benicia, CA. 94510</b>	

**5. Other Members of the Governing Board** (Enter as many as applicable. Attach additional pages for additional members.)

Name <b>Christina Strawbridge, Vice Mayor</b>	Business or Residence Address <b>250 East L Street, Benicia, CA. 94510</b>
Name <b>Tom Campbell, Council Member</b>	Business or Residence Address <b>250 East L Street, Benicia, CA. 94510</b>
Name <b>Lionel Largaespada, Council Member</b>	Business or Residence Address <b>250 East L Street, Benicia, CA. 94510</b>
Name <b>Steve Young, Council Member</b>	Business or Residence Address <b>250 East L Street, Benicia, CA. 94510</b>
Name	Business or Residence Address

**6. Date and Sign Below** (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Form SF-405, Registry of Public Agencies.)

May 18, 2020 Date	 Signature	<b>Lisa Wolfe, City Clerk</b> Type or Print Name
----------------------	---------------	---