



CITY COUNCIL
Maureen Toms, Mayor
Cameron Sasai, Mayor Pro Tem
Anthony Tave, Council Member
Norma Martinez-Rubin, Council Member
Devin T. Murphy, Council Member

PINOLE CITY COUNCIL MEETING AGENDA

**May 21, 2024
4:00 PM**

**Attend in Person: PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET
OR
Attend VIA ZOOM TELECONFERENCE – Details provided below**

How to Submit Public Comments:

In Person:

Attend meeting at the Pinole City Council Chambers, fill out a yellow public comment card and submit it to the City Clerk.

Via Zoom:

Members of the public may submit a live remote public comment via Zoom video conferencing. Download the Zoom mobile app from the Apple Appstore or Google Play. If you are using a desktop computer, you can test your connection to Zoom by clicking [here](#). Zoom also allows you to join the meeting by phone.

From a PC, Mac, iPad, iPhone or Android:

<https://us02web.zoom.us/j/89335000272>

Webinar ID: 893 3500 0272

By phone: +1 (669) 900-6833 or +1 (253) 215-8782 or +1 (346) 248-7799

- Speakers will be asked to provide their name and city of residence, although providing this is not required for participation.
- Each speaker will be afforded up to 3 minutes to speak (subject to modification by the Mayor)
- Speakers will be muted until their opportunity to provide public comment.

When the Mayor opens the comment period for the item you wish to speak on, please use the “raise hand” feature (or press *9 if connecting via telephone) which will alert staff that you have a comment to provide and press *6 to unmute. To comment with your video enabled, please let the City Clerk know you would like to turn your camera on once you are called to speak.

Written Comments:

All comments received **before 3:00 pm the day of the meeting** will be posted on the City’s website on the agenda page (Agenda Page Link) and provided to the City Council prior to the meeting. Written comments will not be read aloud during the meeting. **Email comments to comment@ci.pinole.ca.us** Please indicate which item on the agenda you are commenting on in the subject line of your email.

OTHER WAYS TO WATCH THE MEETING

LIVE ON CHANNEL 26. They are retelecast the following week. The Community TV Channel 26 schedule is published on the city's website at www.ci.pinoles.ca.us.

VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE, www.ci.pinoles.ca.us and remain archived on the site for five (5) years.

If none of these options are available to you, or you need assistance with public comment, please contact the City Clerk, Heather Bell at (510) 724-8928 or hbell@ci.pinoles.ca.us.

Americans With Disabilities Act: In compliance with the Americans With Disabilities Act of 1990, if you need special assistance to participate in a City Meeting or you need a copy of the agenda, or the agenda packet in an appropriate alternative format, please contact the City Clerk's Office at (510) 724-8928. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection on the City Website at www.ci.pinoles.ca.us. You may also contact the City Clerk via e-mail at hbell@ci.pinoles.ca.us.

Ralph M. Brown Act. Gov. Code § 54950. In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. The people of this State do not yield their sovereignty to the agencies, which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE IN HONOR OF THE US MILITARY TROOPS

2. LAND ACKNOWLEDGMENT

Before we begin, we would like to acknowledge the Ohlone people, who are the traditional custodians of this land. We pay our respects to the Ohlone elders, past, present, and future, who call this place, Ohlone Land, the land that Pinole sits upon, their home. We are proud to continue their tradition of coming together and growing as a community. We thank the Ohlone community for their stewardship and support, and we look forward to strengthening our ties as we continue our relationship of mutual respect and understanding.

3. ROLL CALL, CITY CLERK'S REPORT & STATEMENT OF CONFLICT

An official who has a conflict must, prior to consideration of the decision: (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself /herself from discussing and voting on the matter; and (3) leave the room until after the decision has been made, Cal. Gov't Code § 87105.

4. CONVENE TO A CLOSED SESSION

Citizens may address the Council regarding a Closed Session item prior to the Council adjourning into the Closed Session, by first providing a speaker card to the City Clerk.

A. PUBLIC EMPLOYEE APPOINTMENT

Gov. Code § 54957

Title: City Manager

5. RECONVENE IN OPEN SESSION TO ANNOUNCE RESULTS OF CLOSED SESSION

6. CITIZENS TO BE HEARD (Public Comments)

Citizens may speak under any item not listed on the Agenda. The time limit is 3 minutes and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting. PLEASE SEE THE COVERSHEET OF THE AGENDA FOR INSTRUCTIONS ON HOW TO SUBMIT PUBLIC COMMENTS

7. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Public Works Week
2. Jewish American Heritage Month
3. Mental Health Awareness Month
4. Local and Community History Month
5. Emergency Medical Services Week
6. Asian American and Pacific Islander Month

B. Presentations

1. Anti-tobacco Program Update

8. REPORTS & COMMUNICATIONS

- A. Mayor Report
 1. Announcements
- B. Mayoral & Council Appointments
 1. Community Services Commission
 2. Traffic and Safety Pedestrian Commission
- C. City Council Committee Reports & Communications
- D. Council Requests for Future Agenda Items
- E. City Manager Report / Department Staff
- F. City Attorney Report

9. CONSENT CALENDAR

All matters under the Consent Calendar are considered to be routine and noncontroversial. These items will be enacted by one motion and without discussion. If, however, any interested party or Council member(s) wishes to comment on an item, they may do so before action is taken on the Consent Calendar. Following comments, if a Council member wishes to discuss an item, it will be removed from the Consent Calendar and taken up in order after adoption of the Consent Calendar.

- A. Approve the Minutes of the Regular City Council Meeting on March 19, 2024, the Special City Council Budget Workshop on April 30, 2024, the Regular City Council Meeting on May 7, 2024, and the Special City Council Meeting on May 7, 2024.
- B. Receive the May 4 – May 17, 2024 – List of Warrants in the Amount of \$910,574.74 and the May 10, 2024 Payroll in the amount of \$498,224.63.
- C. Adopt a Resolution Approving Side Letter Agreement to the Memorandum of Understanding Between the City and AFSCME Local 512 to Amend Article II - Recognition and Attachment A - Salary Schedule **Action: Adopt Resolution per Staff Recommendation (Stacy Shell, Charlene Davis)**
- D. FY 2023/24 Third Quarter Financial Report **Action: Receive a Report (Markisha Guillory)**
- E. FY 2023/24 Third Quarter Investment Report **Action: Receive a Report (Markisha Guillory)**
- F. Letter of Support for AB2584 Regarding the Purchase of Single-family Homes by Institutional Investors **Action: Consider Approval of Letter per Staff Recommendation (Fiona Epps)**
- G. Letter of Support for AB3259 Regarding Transactions and Use Taxes in Solano County **Action: Consider Approval of Letter per Staff Recommendation (Fiona Epps)**
- H. Fiscal Year (FY) 2023/24 Third Quarter Report On Status Of Capital Improvement Plan (CIP) Projects **Action: Receive Report. (Sanjay Mishra)**

- I. Adopt a Resolution Approving an Affordable Housing Agreement for Appian Village Complex **Action: Adopt Resolution per Staff Recommendation (David Hanham)**

10. PUBLIC HEARINGS

Citizens wishing to speak regarding a Public Hearing item should fill out a speaker card prior to the completion of the presentation, by first providing a speaker card to the City Clerk. **An official who engaged in an ex parte communication that is the subject of a Public Hearing must disclose the communication on the record prior to the start of the Public Hearing.**

- A. Ordinance Adding Chapter 10.80, EV Charging Stations, to the Pinole Municipal Code to Establish Restrictions for City-Owned Electric Vehicle Parking Spaces and to Establish a Schedule of Rates for Electric Vehicle Charging Stations and to Authorize the City Manager to Adjust the Rates to Recover the City's Cost. **Action: Introduce Ordinance and Conduct Public Hearing (Sanjay Mishra, Eric Casher)**
- B. Review Draft Sewer Rates For Fiscal Years 2024/25 Through 2028/29 **Action: Adopt Resolution and Approve Staff Recommendation (Sanjay Mishra)**
- C. Community Engagement Hearing and Review of 2023-2024 Military Equipment Annual Report and Department Military Equipment Policies in Compliance with AB481 **Action: Review and Receive Community Feedback (Jeremy Crone)**

11. OLD BUSINESS

- A. Preliminary Proposed FY 2024/25 Operating and Capital Budget **Action: Receive Report and Provide Direction (Markisha Guillory)**
- B. Preliminary Proposed FY 2024/25 Five-Year Capital Improvement Plan (CIP) **Action: Discuss and Provide Direction (Sanjay Mishra)**

12. NEW BUSINESS

None

13. CITIZENS TO BE HEARD (Continued from Item 6) (Public Comments)

Open only to members of the public who did not speak under the first Citizens to Be Heard, Agenda Item 6 **Citizens may speak under any item not listed on the Agenda.** The time limit is 3 minutes for City Council items and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.

14. ADJOURNMENT to the Special City Council Meeting of June 1, 2024, in Remembrance of Amber Swartz.

I hereby certify under the laws of the State of California that the foregoing Agenda was posted on the bulletin board at the main entrance of Pinole City Hall, 2131 Pear Street Pinole, CA, and on the City's website, not less than 72 hours prior to the meeting date set forth on this agenda.

Heather Bell, CMC

City Clerk

POSTED: Thursday, May 16, 2024 at 5:15 pm

City Council

Agenda - May 21, 2024

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Proclamation

NATIONAL PUBLIC WORKS WEEK MAY 19 – 25, 2024

WHEREAS, Public Works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the City of Pinole; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, wastewater treatment and solid waste systems, public buildings, parks, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the City of Pinole to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, Pinole Public Works has completed Safety Improvements at Tennent Ave/ Pear and Plum Street project which installed high-visibility crosswalks, bulb outs and rectangular rapid flashing beacons (RRFBs); and

WHEREAS, Pinole Public Works has completed Hazel Street Storm Drain Improvements project; and

WHEREAS, Pinole Public Works submitted bridge type selection report to Caltrans and obtained approval of the bridge type for the replacement of the San Pablo Ave. bridge.

WHEREAS, Pinole Public Works kick started the Active Transportation Plan, continuing to engage and obtain feedback from Pinole residents; and

WHEREAS, Pinole Public Works completed the installation of a traffic signal and associated safety improvements at the Appian Way and Marlesta Road intersection; and

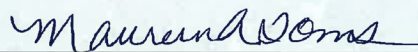
WHEREAS, Pinole Public Works placed 18tons of asphalt, crack sealed 2,600 feet of road surface and refreshed 6,100 feet of red curb; and

WHEREAS, Pinole Public Works procured a remote-controlled mower (Spider), completed approximately 75acres of mowing with this equipment; and

WHEREAS, Pinole Public Works has acquired two Chevrolet Bolt EUV all-electric vehicles to replace aging fleet, advancing its transition away from fossil fuel-powered vehicles; and

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, I, MAUREEN TOMS, Mayor of the City of Pinole, County of Contra Costa, State of California, do hereby proclaim the week of **May 19 to May 25, 2024** as **National Public Works Week** in the City of Pinole and call upon all citizens of the City of Pinole and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort and quality of life.



MAUREEN TOMS
Mayor of the City of Pinole

Dated: May 21, 2024





Proclamation

JEWISH AMERICAN HERITAGE MONTH MAY 2024

WHEREAS, fleeing oppression from other areas of the world and looking for a place where they could practice their faith and lead their lives freely, the first Jewish immigrants arrived on American soil in 1654 in New Amsterdam; and

WHEREAS, On April 20, 2006, President George W. Bush proclaimed that May would be Jewish American Heritage Month; and

WHEREAS, for generations, the story of the Jewish people — one of resilience, faith, and hope in the face of adversity, prejudice, and persecution — has been woven into the fabric of our Nation's story; and

WHEREAS, Jewish Americans continue to enrich every part of American life as educators and entrepreneurs, athletes and artists, scientists and entertainers, public officials and activists, labor and community leaders, diplomats and military service members, public health heroes, and more; and

WHEREAS, as we celebrate the rich heritage of the Jewish American community in the City of Pinole and the nation, we recognize that American Jews have joined with all faiths to work for **Tikkun Olam**, which in Hebrew means repair of the world, remembering the lessons of the Holocaust, and leading movements for civil rights and social justice.

NOW, THEREFORE, I, MAUREEN TOMS, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the entire City of Pinole, do hereby proclaim **MAY 2024 AS JEWISH AMERICAN HERITAGE MONTH** in the City of Pinole and encourage all to learn more about the heritage and contributions of Jewish Americans and to observe this month with appropriate programs, activities, and ceremonies.

MAUREEN TOMS
MAYOR of the City of Pinole

Dated: May 21, 2024





Proclamation

MENTAL HEALTH AWARENESS MONTH MAY 2024

WHEREAS, mental health involves our emotional, psychological, and social well-being; therefore, it is crucial for the community to obtain knowledge that mental health affects the way we think, feel, and act; and

WHEREAS, there is a proven connection between good mental health and overall personal health; and

WHEREAS, mental illnesses affects almost every family in America; and

WHEREAS, with early and effective treatment, those individuals with mental health conditions can recover and lead full productive lives; and

WHEREAS, millions of adults and children are disabled by mental illnesses every year; and

WHEREAS, only one out of two people with a serious form of mental illness seeks treatment for his or her mental illness; and

WHEREAS, stigma and fear of discrimination keep many who would benefit from mental health services from seeking help; and

WHEREAS, research shows that the most effective way to reduce stigma is through personal contact with someone with a mental illness; and

WHEREAS, good mental health is critical to the well-being of our families, communities, schools, and businesses; and

WHEREAS, greater public awareness about mental illnesses can change negative attitudes and behaviors toward people with mental illnesses.

NOW, THEREFORE, I, MAUREEN TOMS, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the City of Pinole, proudly recognize MAY 2024 as "MENTAL HEALTH AWARENESS MONTH" and call upon all citizens to prioritize mental health and well-being, invest in prevention, early intervention, and support services, and work together to create a more inclusive, compassionate, and supportive society.



**MAUREEN TOMS
MAYOR of the City of Pinole**



Dated: May 21, 2024



Proclamation

LOCAL AND COMMUNITY HISTORY MONTH MAY 2024

***WHEREAS,** local and community history month was initiated to encourage people to discover the histories of their own towns and communities; and*

***WHEREAS,** it aims to inspire pride and a sense of belonging by highlighting the importance and diversity of local cultures and historical events; and*

***WHEREAS,** primary sources for documented local history are typically municipal archives, public libraries, and historical societies; and*

***WHEREAS,** Pinole is the homeland of the Huchium band of the Native Ohlone who provided Spanish explorers with "Pinole," a grain and seed preparation used as food; and*

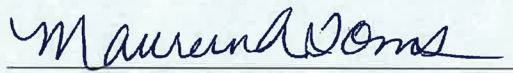
***WHEREAS,** founded in 1974, the Pinole Historical Society has chronicled local history and George Vincent, Jeff Rubin, and Dr. Joe Mariotti authored—and Arcadia Publishing published—*Images of America: Pinole*, which chronicles the city's history from its pre-settlement days; and*

***WHEREAS,** Pinole's modern history began over 200 years ago in 1823 when a retiring Mexican Soldier, Don Ygnacio Martínez, was awarded the nearly 18,000-acre El Pinole Grant; and*

***WHEREAS,** the City of Pinole was incorporated in 1903 with a population below 1,000 and is now an ethnically diverse community of approximately 19,000 people; and*

***WHEREAS,** in the grand scheme of historical change, countless individuals contribute to the ongoing history and culture of communities in Pinole.*

***NOW, THEREFORE, I, MAUREEN TOMS,** Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the entire City of Pinole, do hereby proclaim **MAY 2024 AS LOCAL AND COMMUNITY HISTORY MONTH**. I urge all Pinole residents, parents, and educators to engage in and to support efforts to preserve and promote the history of the City of Pinole.*


MAUREEN TOMS
MAYOR of the City of Pinole



Dated: May 21, 2024



Proclamation

EMERGENCY MEDICAL SERVICES WEEK MAY 19-25, 2024

WHEREAS, in 1974, President Gerald Ford authorized Emergency Medical Service Week (EMS) to celebrate EMS practitioners and the important work they do in our nation's communities; and

WHEREAS, emergency medical services are a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide life-saving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services have grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their life-saving skills; and

WHEREAS, 2024 marks the 50th anniversary of the first National Emergency Medical Services Week and recognizes the contributions of each generation, the people who dreamed that we could save more lives and have less suffering, and then found ways to make it happen.

NOW, THEREFORE, I, MAUREEN TOMS, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the entire City of Pinole, do hereby proclaim **MAY 19-25, 2024, AS EMERGENCY MEDICAL SERVICES WEEK** in the City of Pinole, and encourage the community to celebrate the dedication and commitment of all Emergency Medical Services Practitioners.

MAUREEN TOMS
MAYOR of the City of Pinole



Dated: May 21, 2024



Proclamation

ASIAN AMERICAN AND PACIFIC ISLANDER MONTH MAY 2024

WHEREAS, Asian American and Pacific Islander Heritage in the United States was celebrated beginning in 1978 and was made into a month-long event in 1992; and

WHEREAS, Asian American and Pacific Islander Heritage Month seeks to honor and recognize the contributions of residents from Asia, India and the Pacific Islands; and

WHEREAS, Native Hawaiians, Chinese, and Japanese were the first to migrate to the Pacific Northwest and were known for handling canoes and transporting goods, construction, and railroad expansion; and

WHEREAS, Asian/Pacific encompasses all of the Asian continent and the Pacific islands of Melanesia (New Guinea, New Caledonia, Vanuatu, Fiji and the Solomon Islands), Micronesia (Marianas, Guam, Wake Island, Palau, Marshall Islands, Kiribati, Nauru and the Federated States of Micronesia) and Polynesia (New Zealand, Hawaiian Islands, Rotuma, Midway Islands, Samoa, American Samoa, Tonga, Tuvalu, Cook Islands, French Polynesia and Easter Island); and

WHEREAS, during Asian American and Pacific Islander (AAPI) Heritage Month, we acknowledge Asians and Pacific Islanders have lived and worked in Pinole contributing to the economy, culture, education, politics, arts, literature, science and technological developments despite institutional and systemic injustices designed to prevent and limit these achievements and contributions; and

WHEREAS, we cannot deny the unique challenges and complicated, sometimes violent histories of peoples, nations, and empires across Asia and the Pacific- but we can commit to working together to strengthen our community for the future.

NOW, THEREFORE, I, MAUREEN TOMS, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the entire City of Pinole, do hereby proclaim **MAY 2024 AS ASIAN AMERICAN AND PACIFIC ISLANDER MONTH** in the City of Pinole and encourage all to celebrate the history and contributions of Asian American and Pacific Islanders to our culture and society.

MAUREEN TOMS
MAYOR of the City of Pinole



Dated: May 21, 2024



CITY COUNCIL REPORT

8.B.1.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: HEATHER BELL, CITY CLERK
SUBJECT: COMMUNITY SERVICES COMMISSION

RECOMMENDATION

Consider Interview Subcommittee recommendation and approval of five (5) appointments to the Community Services Commission, by minute order.

BACKGROUND

The Community Services Commission is comprised of seven members who must be Pinole residents. The Commission serves in an advisory capacity to the City Council in matters pertaining to public recreation, parks, arts and cultural activities, historical activities, public access television activities, senior and youth activities, and community services. The Commission reviews and recommends policies and procedures governing recreation, park, and community services for approval by the City Council; maintains relationships with schools, community and civic organizations; advocates for recreation and community services for the community; and collaborates with civic clubs, nonprofit organizations and citizen groups to provide funds, property and or volunteerism for the development and operation of parks and recreation facilities. The Community Services Commission meets monthly on the 4th Wednesday at 5pm. Commissioners service two-year terms.

On April 5, 2024, an announcement was made to the public that a recruitment period was open and applications would be accepted by the office of the City Clerk.

In total, six (6) applications were received from Laurelle Martin (Incumbent), Nickolas Teller (Incumbent), Robert Kopp (Incumbent), Debbie Ojeda (Incumbent), Omar Butler and Tamiko Huey. Tamiko Huey also applied for the Planning Commission and was appointed to the Planning Commission on May 7, 2024.

The Interview Subcommittee which consists of Mayor Pro Tem Sasai and Council Member Tave convened on May 14, 2024, conducted an interview of Omar Butler, and are recommending that the Council appoint him for a term of two years to expire on May 21, 2026.

REVIEW AND ANALYSIS

The City Council will consider making appointments to the Community Services Commission with the following term, in accordance with the Pinole Municipal Code.

- Five (5) seats with terms that will expire on May 21, 2026

The Interview Subcommittee interviewed the one (1) non-incumbent candidate, on May 14, 2024. The recommendation of the subcommittee is to reappoint Laurelle Martin, Nickolas Teller, Robert Kopp and Debbie Ojeda and appoint Omar Butler, to the Community Services Commission. Following the appointments, there is still one (1) vacancy remaining on the Community Services Commission.

FISCAL IMPACT

There is no fiscal impact associated with this action.

ATTACHMENTS

- A. Community Services Commission Roster

CITY OF PINOLE
COMMUNITY SERVICES COMMISSION 202-25
(Rev. May 16th 2024)

Ordinance 2008-01/Resolution No. 2008-34

Commission meets on 4th Wednesday at 5 PM

TITLE	NAME	TERM ENDS
Chair	Laurelle Martin	05/21/2026
Vice Chair	Debbie Ojeda	05/21/2026
Commissioner	Robert (Bob) Kopp	05/21/2026
Commissioner	Irma Ruport	03/21/2025
Commissioner	Darin Clarke	05/16/2024
Commissioner	Nickolas Teller	05/21/2026
Commissioner	Omar Butler	05/21/2026
Staff	Maria Picazo	



CITY COUNCIL REPORT

8.B.2.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: HEATHER BELL, CITY CLERK
SUBJECT: TRAFFIC AND SAFETY PEDESTRIAN COMMISSION

RECOMMENDATION

Consider Interview Subcommittee recommendation and approval of four (4) appointments to the Traffic and Safety Pedestrian Committee, by minute order.

BACKGROUND

The Pinole Traffic and Pedestrian Safety Committee is a (5) five-member panel who recommend or review action on traffic safety, traffic control and planning, speed limits, parking and other traffic related matters. The committee makes recommendations to the City Council on traffic and pedestrian changes and matters referred for study. The committee members serve 2-year terms. The Traffic and Pedestrian Safety Committee meets every other month on the third Wednesday at 7:00 p.m. Commissioners service two-year terms.

On April 5, 2024, an announcement was made to the public that a recruitment period was open and applications would be accepted by the office of the City Clerk.

In Total, seven (7) applications were received from Ben Doyle (Incumbent), Faith Dunham-Sims (Incumbent), Kent Moriarty (Incumbent), Oliver Collins (Incumbent), Gregory Hagel, Krystle Pasco and Susan Bermejo.

The Interview Subcommittee which consists of Council Member Martinez-Rubin and Council Member Tave convened on May 14, 2024, conducted an interview of Krystle Pasco, and are recommending that the Council appoint her for a term of two years to expire on May 21, 2026.

REVIEW AND ANALYSIS

The City Council will consider making appointments to the Traffic and Safety Pedestrian Committee with the following term, in accordance with the Pinole Municipal Code.

- Five (5) seats with a term that will expire on May 21, 2026

The Interview Subcommittee interviewed the one (1) non-incumbent candidate, on May 14, 2024. The recommendation of the subcommittee is to reappoint Ben Doyle (Incumbent), Faith Dunham-Sims, Kent Moriarty, Oliver Collins, and appoint Krystle Pasco to the Traffic and Safety Pedestrian Committee.

FISCAL IMPACT

There is no fiscal impact associated with this action.

ATTACHMENTS

- A. Traffic and Safety Pedestrian Commission Roster

2023-24 ROSTER
TRAFFIC AND PEDESTRIAN SAFETY COMMITTEE

1.

Ben Doyle
Term Expires 01/17/2024

5. Vacant

2.

Faith Dunham-Sims
Term Expires 01/17/2024

**MEETS SECOND WEDNESDAY
EVERY OTHER MONTH
6:00 P.M. CITY HALL**

3.

Kent Moriarty
Term Expires 01/17/2024

STAFF

2131 Pear Street
Pinole, CA 94564
(W) 724-9010

4.

Oliver Collins
Term Expires 01/17/2024

Leticia Andreas
2131 Pear Street
Pinole, CA 94564
(W) 724-9010
landreas@ci.pinole.ca.us

**CITY COUNCIL MEETING
MINUTES
March 19, 2024**

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE IN HONOR OF THE US MILITARY TROOPS

The City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Toms called the Regular Meeting of the City Council to order at 5:08 p.m. and led the Pledge of Allegiance.

2. LAND ACKNOWLEDGEMENT

Before we begin, we would like to acknowledge the Ohlone people, who are the traditional custodians of this land. We pay our respects to the Ohlone elders, past, present and future, who call this place, Ohlone Land, the land that Pinole sits upon, their home. We are proud to continue their tradition of coming together and growing as a community. We thank the Ohlone community for their stewardship and support, and we look forward to strengthening our ties as we continue our relationship of mutual respect and understanding.

3. ROLL CALL, CITY CLERK'S REPORT & STATEMENT OF CONFLICT

An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; and (3) leave the room until after the decision has been made, Cal. Gov. Code § 87105.

A. COUNCILMEMBERS PRESENT

Maureen Toms, Mayor
Cameron Sasai, Mayor Pro Tem
Norma Martinez-Rubin, Council Member
Devin Murphy, Council Member
Anthony Tave, Council Member*
*Arrived after Roll Call

B. STAFF PRESENT

Neil Gang, Interim City Manager/Police Chief
Heather Bell, City Clerk
Eric Casher, City Attorney
Sanjay Mishra, Public Works Director
Lilly Whalen, Community Development Director
Markisha Guillory, Finance Director
Maria Picazo, Acting Community Services Director
Kapil Amin, Sustainability Fellow
Roxane Stone, Deputy City Clerk

City Clerk Heather Bell announced the agenda had been posted on March 14, 2024 at 4:45 p.m. with all legally required written notices. Written comments had been received in advance of the meeting, distributed to the City Council and staff, posted to the City website and made available to the public in the Council Chambers.

Following an inquiry, the Council reported there were no conflicts with any items on the agenda.

City Clerk Bell reported Item 4B would be deferred to a future meeting.

4. CONVENE TO A CLOSED SESSION:

Citizens may address the Council regarding a Closed Session item prior to the Council adjourning into the Closed Session, by first providing a speaker card to the City Clerk.

A. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code §54957.6

Agency designated representatives: Eric Casher, City Attorney and Stacy Shell, Human Resources Director

Unrepresented employee: City Clerk

B. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code §54957.6

Agency designated representatives: Neil Gang, Interim City Manager, Stacy Shell, Human Resources Director and Gregory Ramirez, IEDA

Employee organization: PPEA

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Gov. Code §54957.9(d)(2)

Number of Potential Cases: 1

PUBLIC COMMENTS OPENED

Deputy City Clerk Roxane Stone reported there were no comments from the public.

PUBLIC COMMENTS CLOSED

5. RECONVENE IN OPEN SESSION TO ANNOUNCE RESULTS OF CLOSED SESSION

At 6:05 p.m., Mayor Toms reconvened the meeting into open session and reported there was no reportable action from the Closed Session.

Mayor Toms moved to Item 7. Recognitions / Presentations / Community Events, 7A at this time.

7. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Nowruz

The City Council read into the record a proclamation recognizing March 19, 2024 as Nowruz, Persian for New Day, marking the vernal equinox and the beginning of spring.

PUBLIC COMMENTS OPENED

Vincent Salimi, thanked the City Council for the proclamation on behalf of the Iranian-American community; wished everyone a Happy Nowruz; highlighted the background of Haft-Sin, an arrangement of seven symbolic items that start with the letter “s” on display on a table in the entryway to the Council Chambers; and introduced Ushain Pakpour, who performed a violin musical piece, with accompaniment from another artist who performed on the “tar,” a long-necked, waisted lute instrument for the benefit of the City Council and members of the audience in the Council Chambers.

PUBLIC COMMENTS CLOSED

2. César Chávez Day

The City Council read into the record a proclamation recognizing March 31, 2024 as César Chávez Day.

PUBLIC COMMENTS OPENED

Deputy City Clerk Stone reported there were no comments from the public.

PUBLIC COMMENTS CLOSED

The City Council returned to Item 6.

6. CITIZENS TO BE HEARD (Public Comments)

Citizens may speak under any item not listed on the Agenda. The time limit is 3 minutes and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting.

Marie Bowles, reported the West Contra Costa Unified School District (WCCUSD) Board had recently voted in Closed Session to demote Kibby Kleiman as the Principal of Pinole Valley High School to a teacher in the WCCUSD, leaving the entire community devastated. This situation had been discussed on various social media platforms and Principal Kleiman had been informed his demotion occurred since his employment was “at will,” allowing the WCCUSD Board to terminate Principal Kleiman’s employment for any reason at any time provided it was not illegal.

Ms. Bowles emphasized Principal Kleiman has been a beloved member of the community and a member of the WCCUSD for the past 35 years. She also referenced three legal complaints filed against the WCCUSD suggesting students’ civil rights had been violated since students had been without teachers for months. She encouraged the WCCUSD Board to work with the excellent Principals and teachers they were lucky to have so they would want to stay in the district.

Ms. Bowles also detailed Principal Kleiman's many positive actions and efforts for Pinole Valley High School students and explained that she was addressing the City Council to inform it of the matter, particularly since a recent demonstration in support of Principal Kleiman in front of Pinole Valley High School had made the local news. She hoped the City Council would support the efforts to reinstate Principal Kleiman and that the WCCUSD would reagendize this issue.

Rafael Menis, agreed with the comments from the prior speaker about the removal of Kibby Kleiman as the Principal of Pinole Valley High School and spoke to his personal interactions with Principal Kleiman. He suggested it would be a loss to the students of the high school to no longer have Mr. Kleiman as the Principal.

Mr. Menis also reported the City Manager Recruitment Community Survey had recently been posted to the City website and an in-person event had been scheduled for Saturday, March 23, 2024 at the Senior Center from 10:00 to 11:30 a.m. In addition, he provided an update on the current COVID-19 hospitalization rate per the Centers for Disease Control and Prevention (CDC) and statistics from the sewer chart trackers, which had shown a downward decline. He wished everyone a Happy Nowruz and Happy New Year.

Jamela Smith-Folds, President, WCCUSD Board of Directors understood many people had questions about the WCCUSD Board decisions. She provided the background of the process for the WCCUSD Board when making decisions on policy and oversight. The WCCUSD Board took into account recommendations from the WCCUSD Superintendent and cabinet along with input from the public, and once all information had been gathered an informed decision was made. Given the privacy rights of employees, the community was not privy to all information. She emphasized the WCCUSD Board must follow union contracts which included procedures and human resources policies that were filled with actions, and the WCCUSD must follow its own practices when asked to take action.

WCCUSD Board President Smith-Folds suggested the narrative that things had suddenly been sprung on employees was inaccurate and while the community may have been caught off guard because it seemed sudden, the employee had not and there had been five unions involved. She added that employees had rights and employees were made aware of those rights. She also disagreed with the narrative that she had not listened to the community. She heard the community's concerns, understood their viewpoint as a parent, teacher and advocate and acknowledged those concerns were valid although the community did not have the information she had. She emphasized her role was to serve and make hard decisions and she would continue to help students, parents, staff, the City Council, the community and anyone else who needed and wanted to understand how the educational system worked.

Stella Miranda, also spoke to the 4-1 vote of the WCCUSD Board to remove Principal Kleiman as Principal of Pinole Valley High School, which had left parents, students and community members in disbelief and devastation. She reported that the WCCUSD Board had allowed only limited public comment prior to going into its Closed Session, leaving parents and students feeling deceived and their voices meaning nothing. While she understood the WCCUSD Board could not comment on personnel issues given privacy rights, she suggested they should have listened to the comments from those they served prior to making a decision. She hoped the November 2024 election for WCCUSD Board Trustees would allow the election of individuals who had children's best interests at heart.

Ms. Miranda emphasized that since Principal Kleiman had come to the Pinole Valley High School campus, he had made the students feel respected and cared about. She suggested the WCCUSD Board revisit and reverse its decision, otherwise the WCCUSD may lose students to private schools, home schooling and other sources resulting in a loss of teachers and income services provided by parents. The WCCUSD was already suffering from a lack of teachers and was under scrutiny from the County. She encouraged interested persons to run for the WCCUSD Board of Trustees.

Annette P., thanked the City Council for the César Chávez Day proclamation. As a parent of a student at Pinole Valley High School, she hoped the WCCUSD Board would support the Pinole Valley High School Choir where Director Lim, like Principal Kleiman, had gone above and beyond for the students. She reported the WCCUSD had stated it no longer had funds available for buses for fields trips and events, although she understood excess funds were not being allocated properly. Director Lim had requested the City Council sponsor a study trip event on May 3, 2024 in support of Asian American Pacific Islander (AAPI) Month and an annual variety show on May 16, 2024. She too suggested the WCCUSD Board's decision to demote Principal Kleiman was a bad decision given that Principal Kleiman was supportive of students and in attendance for all student events. At this time, she read into the record an excerpt from a letter of recommendation Principal Kleiman had written for her child.

Tiffany McCoy, introduced her son who expressed his disappointment with the WCCUSD Board's decision to demote Principal Kleiman since he had been very supportive, attended all sporting events and if he were removed from Pinole Valley High School, he would likely not attend the school in the future. His mother explained that her son was a special needs student who had experienced some challenges and Principal Kleiman had always been supportive and trusted.

Debbie Long, echoed the accolades provided by the public for Principal Kleiman. She had worked with Principal Kleiman on many WCCUSD issues and had worked with many other Principals and Principal Kleiman had surpassed all others. She suggested the WCCUSD Board's action with a 4-1 vote was not a closed book and there was room to start thinking about this decision. She understood members of the City Council had supported Ms. Smith-Folds in her latest election since she would represent the community, parents and students well; however, in her opinion, Ms. Smith-Folds was not representing anyone well now. She urged the City Council to consider future endorsements in terms of how it may reflect on each City Council member. She also requested the City Council send a letter to the WCCUSD Board and demand the reinstatement of Principal Kleiman.

Karen Rockman, asked the City Council to sponsor funds for buses for use by the Pinole Valley High School Choir for an upcoming AAPI event. She commended the work of the Choir Director. She also commented her husband had been a teacher in the WCCUSD at Tara Hills Elementary School. Her husband passed away in October 2023 and no one from the WCCUSD had extended their respects to her or her daughter although Principal Kleiman and the school had helped them. She questioned the decision to demote Principal Kleiman and asked if he had done something wrong why the WCCUSD Board was recommending he continue as a teacher in the district. She hoped the City Council could help to reinstate Principal Kleiman who had provided great support for the community and students.

Heather Hernandez, parent of a student at Pinole Valley High School, echoed the comments about Principal Kleiman.

Ms. Hernandez commented that the high school had been unsafe prior to Principal Kleiman's tenure and a teacher had testified at the WCCUSD Board meeting that under seven Principals, Principal Kleiman had been the best. She found the WCCUSD Board's decision had not been transparent and while she understood employee information could not be divulged, her public comment had been prevented from being provided during the recent WCCUSD Board meeting. She pointed out the WCCUSD was in danger of being taken over by the State, the district was unable to recruit top talent and Principal Kleiman had been personally supportive of the students. She also found that WCCUSD Board President Smith-Folds had not been transparent, had not handled the matter correctly, had not listened to concerns and she asked that someone with more integrity, honesty and who would represent all students regardless of their background be considered at a future WCCUSD Board of Trustees election. She too hoped that Principal Kleiman would be reinstated. If not, she hoped Principal Kleiman would be able to secure employment where he would be respected and supported as an employee.

Mark Shalz, stated he had previously spoken to the City Council at its February 20, 2024 meeting about the need for the Pinole Valley High School Swim Team to have an alternate location to practice. He had spoken to the Manager of the Contra Costa College Pool facility and had learned the pool would close in November 2024 for mechanical repairs, and after the 2025 season for resurfacing improvements. With respect to the issue regarding Principal Kleiman, he too found he had been an asset to the school and the community and he saw the benefits of teaching students' good behavior. Principal Kleiman had also been an advocate of helping the downtown business community. He hoped the City Council had some sway to address the WCCUSD Board's drastic and unfair decision to demote Principal Kleiman.

Michelle Brown, a parent of a student at Pinole Valley High School, had been hesitant to place her child in the WCCUSD given the lack of rigor, discipline and concerns for safety within the WCCUSD. While she ultimately sent her child to the WCCUSD against her better judgment, she had been impressed with Principal Kleiman and his tireless work for students and families as well as the community at large. She was appalled that the WCCUSD Board had voted 4-1 to remove Principal Kleiman with irreparable harm to the community. She stood against the WCCUSD Board's decision and she too hoped for Principal Kleiman's reinstatement so that he may continue his legacy at Pinole Valley High School.

Irma Ruport, commented that during the January 16, 2024 City Council meeting, the City Council agenda included a proclamation recognizing Martin Luther King Jr., but the proclamation had only been mentioned and had not been read into the record. At this time, she read the proclamation into the record. She emphasized that along with César Chávez, Dr. Martin Luther King Jr., should never be forgotten and both should always be remembered for their fight to ensure rights for all. She also commented that the WCCUSD Board decision had been made by elected officials and this was not the forum for the discussion and Principal Kleiman had other avenues to address the matter.

Frankie Martinez, explained that when someone was asked to leave a state or federal position there were guidelines and policies that must be adhered to before any separation. He suggested the public should be respectful of the individuals who had to make a choice to make changes but the comments from the public should not be discounted to ensure that students were getting the proper education. He trusted those who had been elected to protect students and ensure the best quality education and recognized there was information the public did not have and legal processes must be followed, and the issue was not under the City's jurisdiction.

Lisa Alva, a parent of children in the Pinole school system, urged attention to the voices of the children and their parents. She suggested the 4-1 vote of the WCCUSD Board was made by people who did not know Principal Kleiman and his work for students, families and the community. She thanked the City Council for listening to the parents and children and she hoped the City Council could assist the community with the reinstatement of Principal Kleiman. She hoped this was not a financial decision made by the WCCUSD Board and emphasized that Principal Kleiman meant more to the students and families than anything else.

The City Council moved onto Item 7B. Presentations.

B. Presentations

1. ConFire

Contra Costa County Fire Protection District (CCCFPD), Deputy Fire Chief Brian Helmick provided a PowerPoint presentation titled Fire, Rescue and EMS 12 Month Update for the City of Pinole, which included an overview of the CCCFPD coverage area, employees (firefighters and civilian staff) fire stations, apparatus fleet, administration and CCCFPD all-hazards and full-services district; status of Fire Stations 73 and 74; 2023 CCCFPD Fire Accomplishments; 2023 City of Pinole Response Numbers; Wildfire Threat in Pinole and Contra Costa County and information on the Pre-Season Wildfire Preparedness Town Hall and Open House planned for May 11, 2024 from 10:00 a.m. to 2:00 p.m., and a Town Hall from 10:00 to 11:00 a.m. on the same date, at Fire Station 74 at 3700 Pinole Valley Road.

CCCFPD Deputy Fire Chief Helmick looked forward to preparing for future growth in the City of Pinole and education when needed. He expressed his appreciation to Interim City Manager/Police Chief Gang and City staff for working through the process as part of the Pinole Fire Department's transition to the CCCFPD.

Council member Murphy thanked the Deputy Fire Chief for the quarterly presentations and making the CCCFPD accessible to the City Council and the public. He also thanked the Interim City Manager/Police Chief for ensuring that the relationship between the City of Pinole and the CCCFPD remained strong during the transition. He spoke to the number of Emergency Medical Services (EMS) calls, with almost 60 percent of the calls in Pinole EMS related and asked for an update on Assembly Bill (AB) 40, Emergency Medical Services.

Deputy Fire Chief Helmick explained that AB 40 allowed for collaboration with hospitals, with the root issue, "wall times," the time it took for transfer care, responsibility from ambulance transfers to the hospital and allowing EMS to get back into service and into the system. At one time, the wall times were up to four hours or greater, which created a situation where half of the resources were at the hospital. While the problem had not been resolved and challenges remained a statewide EMS issue, the situation and communications had slightly improved, with AB 40 requiring hospitals to have a quicker turnaround time.

Council member Murphy looked forward to being an ally and partner in systemic changes and urged the CCCFPD to provide any information in that regard.

Deputy Fire Chief Helmick expressed the willingness to keep the Interim City Manager/Police Chief apprised of any updates.

Council member Murphy appreciated the flyers for the upcoming Open House and looked forward to having as many people as possible attend, meet the firefighters and provide input. He thanked the Interim City Manager/Police Chief for making it a priority.

Mayor Pro Tem Sasai also appreciated the proactive and ongoing collaboration between the City and the CCCFPD and the efforts for a seamless transition. He asked whether EMS and non-EMS times had improved with the new partnership with the CCCFPD.

Deputy Fire Chief Helmick stated emergency medical services and all calls overall in Pinole had dropped approximately a minute and six seconds. Those improvements were within the area of Fire Station 74 and there had also been improvements for the Fire Station 73 area since they did not have to respond to the areas of Fire Station 74.

Mayor Pro Tem Sasai understood there was new signage for Fire Stations 73 and 74, and noted the City Council would be considering the establishment of a new City seal, logo and branding guidelines later on the agenda. He wanted the CCCFPD to be aware of that effort.

Deputy Fire Chief Helmick advised he would coordinate with the Interim City Manager/Police Chief on the new signage.

Council member Martinez-Rubin asked about enhanced services related to air and water and asked whether those services had been used in the past year and whether more information on advanced life support could be provided.

Deputy Fire Chief Helmick clarified the use of air resources. As to the enhanced water services, water tenders (portable hydrant) had been a resource provided to the area. He also commented that in an emergency, people were asked to remain as calm as possible, and articulate to what was happening to ensure the proper emergency response when contacting dispatch. 911 calls either via a landline or cellular telephone were sent to a regional dispatch center located in the City of Pleasant Hill where information was gathered and if people were willing and able, steps would be provided for possible self-care. Through a communication and systematic process, whether an emergency or not, an evaluation of the situation would occur once emergency personnel arrived on-scene.

Council member Tave encouraged everyone to attend the upcoming Town Hall and Open House and consider a career in fire safety. He asked how the proximity to the closest hospital facility compounded the “wall times.”

Deputy Fire Chief Helmick commented that would depend on the nature of the emergency as to what hospital facility a patient would be taken in that traumatic injuries would be taken to John Muir Hospital in Walnut Creek. He detailed the process which determined where patients were taken and the fact many medical facilities had specialties. He also detailed the process for a mass-casualty event and collaboration between the CCCFPD and other emergency response agencies.

Council member Tave encouraged his colleagues and the community to realize the benefits of the partnership with the CCCFPD and the close proximity of Fire Station 74, which benefitted the community. He thanked the CCCFPD and the City for the collaboration that had worked well.

Mayor Toms referenced AB 40 and asked when it had been implemented, and Deputy Fire Chief Helmick advised that AB 40 had gone into effect on January 1, 2024.

Mayor Toms understood there was also legislation proposed for an Emergency Medical Services Review Committee, which would be discussed at an upcoming League of California Cities Policy Committee. She suggested if there were any questions or comments, they could be brought to the attention of the Mayor Pro Tem since he served on that committee.

Deputy Fire Chief Helmick advised that Fire staff had been discussing the proposed legislation.

Mayor Toms asked whether 911 calls from a cellular phone were routed to the Pleasant Hill dispatch center or the California Highway Patrol (CHP), to which Deputy Fire Chief Helmick stated it would depend on the geographic location.

Mayor Toms also understood that CAL FIRE was in the process of creating new hazard maps and it would be good to review those maps and connect with City staff to determine what should be done in the Safety Element or Local Hazard Mitigation Plans.

Deputy Fire Chief Helmick reported he would be working with the Interim City Manager/Police Chief on the East Bay Wildfire Memorandum of Understanding (MOU) and the CAL FIRE Fire Hazard Severity Zone Maps, currently being discussed at the staff level and to be brought to the City Council in the future.

Mayor Toms suggested a QR code be considered to allow residents to sign up for the Community Warning System (CWS) during the upcoming Open House at Fire Station 74.

Deputy Fire Chief Helmick advised that information would be provided during the Open House.

PUBLIC COMMENTS OPENED

Irma Ruport, a former Public Safety Committee member wanted to see some of the firefighters in Fire Stations 73 and 74 periodically attend City Council meetings, introduce themselves to the public and explain what they did. She asked that local Channels 26 and 28 promote public safety, thanked the Police Chief, Pinole Police Department and the CCCFPD for their collaboration and asked that there be no conflicts with any other community event during the May 11, 2024 Open House at Fire Station 74.

Ms. Ruport added that Santa Clara Neighbors had joined Pinole's NextDoor platform and had asked to be invited to the May 11 Open House for Fire Station 74 and she asked that all avenues of communication be used to promote that event.

Anthony Vossbrink, thanked the Deputy Fire Chief for the presentation. He understood the CCCFPD had an issue with a former Battalion Chief who had been charged with illegal activity and asked whether that may affect the good things the CCCFPD was doing. He also asked the status of repair of a multiuse fire trail behind Adobe Road, Fire Station 74 and the caretaker's house, which was to have been repaired several years ago although nothing had been done.

Mayor Toms suggested the dirt fire road behind Fire Station 74 should be looked into as to whether there was potential for repair of a slide and whether it was needed for wildfire access since it also served as a multiuse trail.

Deputy Fire Chief Helmick explained that the fire trail referenced had come up with the CCCFPD pre-contract. The CCCFPD could protect the area with alternative means which had been pre-planned. From an emergency response perspective, the need was not there and it was not a wise place to invest funds.

Mayor Toms looked forward to the upcoming CCCFPD Open House.

PUBLIC COMMENTS CLOSED

Council member Tave asked that the City Council move on to agenda Item 9. Consent Calendar given the number of members of the audience present to address Item 9D.

9. CONSENT CALENDAR

All matters under the Consent Calendar are considered to be routine and noncontroversial. These items will be enacted by one motion and without discussion. If, however, any interested party or Council member(s) wishes to comment on an item, they may do so before action is taken on the Consent Calendar. Following comments, if a Council member wishes to discuss an item, it will be removed from the Consent Calendar and taken up in order after adoption of the Consent Calendar.

- A. Approve the Minutes of the Regular City Council Meeting on November 7, 2023 and the Minutes of the Regular City Council Meeting on March 5, 2024.
- B. Receive the March 2, 2024 – March 15, 2024 List of Warrants in the Amount of \$2,215,762.27 and the March 15, 2024 Payroll in the Amount of \$506,847.65
- C. Approve Annual Progress Report on Housing Element Implementation. **Action: Receive Report (Justin Shiu, David Hanham)**
- D. City of Pinole Sponsorship of the Pinole Valley High School's Asian American Pacific Islander (AAPI) Heritage Month Study Stop at the Asian American Museum in San Francisco and Broadcast of Heritage Show. **Action: Adopt Resolution per Staff recommendation (Heather Bell)**

PUBLIC COMMENTS OPENED

Rafael Menis, referenced Item 9A, the meeting minutes for the Regular City Council meeting of November 7, 2023, and suggested it would be worthwhile for Council member Martinez-Rubin to apologize to Council member Murphy for the comments she had made, as shown on Page 35 of 497 of the agenda packets. For Item 9D, he found the request from the Pinole Valley High School students to be a good idea, but asked about the cost for Pinole Community Television (PCTV) to broadcast the Heritage Show.

Joseph Lim, Choir Director, who also taught piano at Pinole Valley High School, spoke to his Filipino background, his tenure as a Pinole Valley High School teacher, and the benefits afforded him when he was a student with a full tuition scholarship to attend a Music Festival in Hawaii, an experience that had led him to become a music teacher and had led to his desire to move that experience forward. He provided an overview of the celebration of AAPI Heritage Month during the month of May, and the tradition to organize an AAPI Variety Show at Pinole Valley High School, which had been expanded to include a variety of events with AAPI Clubs from other schools outside of the district, and a study trip in May to visit the Asian Art Museum, Fortune Cookie Factory, stop for lunch in Chinatown and possibly a stop in Japantown. He emphasized the importance of the event for the students inspiring them to possibly be teachers or City officials one day, and being active members of their own community. He requested that the City of Pinole partner with the AAPI organizations to sponsor the study trip.

The following students of Pinole Valley High School, members of the Pinoy Club, K-pop Club and the Pinole Valley High School Choir, advocated for the approval of Item 9D, including Keeley Phan, Isabelle Moudgil, Brien Bernardo, Patricia Ignacio, Kellyanne Laurico, Mar Jay Manansala, Malaya Munar, Jorjeanne Jimenz, Liani Saechao, Jodea Molina, Sheesar Gurning, Faith Parsons, Shawn Adam and Lepona Fasia. The students asked that Consent Item 9D be approved, which would sponsor the AAPI Heritage Month Study Stop at the Asian American Museum in the City of San Francisco, AAPI Festival/Showcase on May 16, 2024 to show pride in the Asian community.

If given the opportunity, the students indicated they would be able to do more to help others, keep student clubs a safe place, with the funds for the event to be used for transportation fees, attendance at the Asian Art Museum, Golden Gate Fortune Cookie Factory, lunch at a San Francisco restaurant and payment for those students unable to afford the trip on their own. The event would offer students and the AAPI community an opportunity for education and AAPI students the ability to learn about the culture of their classmates. There had been challenges obtaining transportation and funding for past trips. City Council approval of funds would greatly benefit the students, foster inclusivity, understanding and unity amongst the students. The City Council was asked to approve Item 9D, as proposed, which would help to strengthen the community of students at Pinole Valley High School and the county.

Mayor Pro Tem Sasai thanked the City Council for considering the request for sponsorship and the educators and students present who had waited to speak on the item. He emphasized the importance of making public comment and the impact the speakers had made. He asked the City Council to consider approval of Item 9D, as requested.

Council member Tave recognized the difficulty in public speaking. He too was pleased to see the number of students and educators present and was pleased to see that Item 9D would benefit many. He hoped this action would help to program future events.

Mayor Toms commented she had concerns with Item 9D since the City of Pinole was a City government and not a grantor of funds. If the item was approved, she expected to have requests from other student clubs and that was not what the City was set up for, to make grants for all of the different club organizations; however, the students had changed her mind for this initial item. She did caution her fellow Council members she would likely not support any future agenda items like this given the City's tight budget and she wanted to see more fundraising and use of public transportation that was safe and less expensive than the cost per person for the bus expense.

Council member Martinez-Rubin thanked the students for their participation through public speaking and Mr. Lim for his guidance as an instructor and teacher of music programs. She asked whether the WCCUSD Board had offered any funding for the program, noting that electeds had recently participated in a tour of WCCUSD schools and traveled on a charter bus, which was half-full and provided by the WCCUSD to the electeds for that purpose.

Mr. Lim acknowledged an explicit request had not been made to the WCCUSD Board but he had been informed there was no more funding for buses for sports teams that were being forced to use one to two white vans to transport athletic teams. He reported over 100 students wanted to participate in this program and they were faced with difficult decisions as to how to fund it.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council member Murphy/Mayor Pro Tem Sasai to adopt Items 9A through 9D, as shown.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

The City Council returned to Item 7B.2.

2. Fourth of July Celebration Update by Acting Community Services Director, Maria Picazo

Acting Community Services Director Maria Picazo provided a PowerPoint presentation and update on the Fourth of July celebrations that included an overview of the 2023 event and details of the upcoming 2024 event, which would include a family friendly event at Pinole Valley High School's football field to start at 6:30 p.m. and include a live band, food trucks, children's activities and a parade from 8:45 to 9:15 p.m. The event would conclude with a 12-minute drone show to be presented from 9:30 to 9:45 p.m. The drone show would be customized, feature 110 drones, be visible to the immediate vicinity but also possibly visible for up to a mile away from the launching location depending on conditions. The drones would fly 150 feet in the air with no smoke or fire risks or Federal Aviation Administration (FAA) permits or licenses required.

Examples of drone shows were provided along with the children's activities and with the parade to feature local organizations, schools and groups along with the participation of the Pinole Valley High School Marching Band and choir. Event costs had been estimated at \$77,000.

Council member Tave asked whether it was possible to view an example of the drone show prior to the event, and Acting Community Services Director Picazo explained the vendor would provide more details once under contract.

Council member Martinez-Rubin clarified with Acting Community Services Director Picazo the event costs, with the City Council having allocated \$50,000 for Fiscal Year 2023/24 for a Fourth of July celebration. For the 2023 fireworks show, \$12,500 had been expended for the deposit with \$37,500 available to start the planning for the 2024 event.

Community Services Director Picazo explained that the remaining costs would be allocated in the Fiscal Year 2024/25 budget. Whether components of the proposed show could be reduced without eliminating the excitement, it would likely result in the elimination of the children's activities and band. A breakdown of the \$77,000 cost, which was not before the City Council at this time, could be provided.

Interim City Manager/Police Chief Neil Gang explained that a unified event came with increased costs. Given feedback over the years, a unified event could be a flagship for the community and staff wanted to start a legacy for the community moving forward. If this effort did not work that could be taken into consideration next year; however, given the timing, staff was of the opinion this proposal would benefit the community.

Mayor Pro Tem Sasai again clarified the budget and expressed his disappointment with the loss of the deposit for the 2023 fireworks display, which had not occurred since a safe and viable location had not been found to host the fireworks show in Pinole. He was pleased that security concerns had been taken seriously and he looked forward to the drone display.

Council member Murphy thanked staff for its vision, doing something at Pinole Valley High School and the inclusion of a parade. He was pleased that fireworks were not being considered and be replaced with a drone show, which had been discussed for a few years and would be something different for the community. He otherwise found that the Fourth of July was a bittersweet holiday, the celebration of Independence Day for America and questioned who was free on the Fourth of July, which was a concern and an opportunity to consider programming as they moved forward to invest in something meaningful to the community. He found that staff had found a way for the community to come together but wanted to consider what democracy and freedom looked like and wanted to see that message implemented into the Fourth of July parade.

Council member Murphy supported any event that brought the community together. He noted the Fourth of July event in 2023 had been celebrated along with Juneteenth and Pride, and when considering investment in community programs he wanted to consider that lens as they moved forward. He found that staff had provided a vision pursuant to previous City Council direction but wanted to challenge the City Council that the message was reflective of the diversity of Pinole, and perhaps they had to reconcile injustices and the false narrative of history that had been taught to most, including the idea that on the Fourth of July all were free.

Council member Murphy wanted to see a future agenda item with an update on the Juneteenth and Pride celebrations to ensure there was a good vision in place and wanted the community to be reminded of the success from 2023. He supported this item at this time and the work of staff, but again wanted to ensure the program invested for Juneteenth and Pride were the flagship programs. He wanted to see the City continue to invest and continue to map out community programming and services that made a difference in the community. He commended the work of Ms. Picazo in carrying out the City Council's vision, with such programs an opportunity to coalesce a wider range of peoples in Pinole.

Mayor Toms found Council member Murphy's comments to be inspiring and educational. Every two years in January the City Council held a planning workshop and she suggested that should be changed to an annual workshop, potentially during budget discussions, to discuss what staff should be working on and changing the direction of some City events. She wanted to see more detail on the budget for the event.

Mayor Toms reported she had viewed a lighted display in the City of Martinez around December 2023, which drew the community and was something she wanted to see in Pinole, if the proposed drone show was cost prohibitive. She looked forward to more details in the future.

Interim City Manager/Police Chief Gang reiterated that given the timing and staff transitioning, the proposal was the plan for the Fourth of July celebration for this year and allowed an opportunity to incorporate City Council comments in the next year's event.

8. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Toms reported she had attended the Mayors' Conference in the City of Martinez with a discussion of college funding programs particularly around community colleges; via Zoom she had attended a WCCUSD Board meeting and met with Pinole Valley High School parents and teachers over the past week; Coffee with the City; CivicWell Conference with a focus on climate change, transportation and finance issues and announced the State of the City Breakfast would be held on March 21, 2024 with tickets available at the Bay Front Chamber of Commerce. She also planned to attend the upcoming League of California Cities Housing, Community and Economic Development Policy Committee meeting in the City of Burbank on March 21 through March 22, 2024.

B. Mayoral & Council Appointments: None

C. City Council Committee Reports & Communications

Mayor Pro Tem Sasai reported he had attended the Mayors' Conference in the City of Martinez; Nordstrom Rack Grand Opening in Pinole Vista; City Seal Ad-Hoc Subcommittee and had been unable to attend the recent WestCAT Board meeting due to illness. He planned to participate in the League of California Cities Public Safety Policy Committee meeting.

Council member Murphy was pleased with the attendance for the Nordstrom Rack Grand Opening. He had attended the National League of Cities Conference in Washington D.C., Congressional City Conference and highlighted the topics of discussions and bills that had been lobbied; looked forward to the next Pinole-Hercules Wastewater Treatment Plant Subcommittee meeting having recently toured the facility; reported Congressman Garamendi and the City of Pinole were working to secure a grant from the Federal Emergency Management Agency (FEMA) Safer Grant Program; and provided an update on the WCCUSD Community Schools and Systems Change Collaborative, an initiative and community school strategy that transforms a community into a place where educators, local community members, families and students worked together to strengthen the conditions for student learning and healthy development. He had also provided an overview of the Plays Initiative, which was a partnership between Contra Costa County, WCCUSD, West Contra Costa County Childrens and Sports Programs and cities that wanted to opt-in, with the goal to increase the usage of WCCUSD Sports Facilities by non-profit local youth sports groups through a County funding investment by using indoor and outdoor sports facilities. Council member Murphy also reported that Bay Front Park had a new bench installed and he thanked the Interim City Manager/Police Chief and the Public Works Director for ensuring fallen

trees had been removed and other trees pruned. He further announced an open forum would be held on March 23, 2024 for the City Manager Recruitment at the Senior Center from 10:00 to 11:30 a.m., and he encouraged community participation.

Council member Tave reported he had attended a meeting of RecycleMore and the West Contra Costa Transportation Advisory Committee (WCCTAC) Board and briefed the City Council on all topics of discussion.

Council member Martinez-Rubin reported she had attended the City Seal Ad-Hoc Subcommittee meeting with a presentation of the final designs for the City seal and logo, to be presented to the City Council later on the agenda; participated in the City Manager's Sales and Tax Working Group Committee and briefed the City Council on the topics of discussion; planned to attend the March 21, 2024 Revenue and Taxation Policy Committee in the City of Burbank and briefed the City Council on the scheduled topics for discussion. She wished everyone a Happy Spring.

D. Council Requests for Future Agenda Items

ACTION: Motion by Council member Murphy/Mayor Toms to direct staff to prepare a Letter of Support for Assembly Bill 3259, Transactions and use taxes.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

ACTION: Motion by Council member Murphy/Mayor Toms to direct staff to prepare a Letter of Support for Assembly Bill 2584, legislation banning corporations from purchasing Single-Family Homes.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

ACTION: Motion by Mayor Pro Tem Sasai/Council member Murphy to direct the Municipal Code Update Subcommittee to discuss the requirements of Senate Bill 1194, which allowed local and county jurisdictions to require gender neutral restrooms in new developments and make recommendations to the City Council on an ordinance to comply with Senate Bill 1194.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

ACTION: Motion by Mayor Pro Tem Sasai/Council member Murphy for a City Council level presentation on the ability of the City to prohibit right turns on red lights throughout the City of Pinole consistent with the California Vehicle Code.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

Council member Martinez-Rubin requested through the Mayor the preparation of a Letter of Support of Principal Kibby Kleiman. The Letter of Support would be a request for the WCCUSD Board to place an agenda item before the end of the Fiscal Year so that the WCCUSD Board may reconsider the decision to demote Principal Kibby Kleiman given his decade long record of building community in Pinole, supporting students, teachers and parents, creating programs to elevate youth and their parents, working with non-profit organizations in Pinole such as the Rotary Club, Friends of Pinole Creek Watershed, Pinole Historical Society, as examples and Pinole Council members to create access to the students to be participants in some of these non-profit programs and non-profit sponsored activities, and that Kibby Kleiman be reinstated as Principal at Pinole Valley High School.

Mayor Pro Tem Sasai asked for the motion to be clarified.

Council member Martinez-Rubin repeated the motion, as she had stated.

Council member Murphy commented this was a Human Resources issue and asked whether Council member Martinez-Rubin had spoken with Principal Kleiman.

Council member Martinez-Rubin stated she had not spoken with Principal Kleiman about the request. Her request for a future agenda item was in response to the public comment and given Principal Kleiman's decade plus history and work to build the community and support of students.

Council member Murphy understood the agenda request was a request to write a Letter of Support to the WCCUSD Board for the WCCUSD Board to discuss a Human Resources case.

Council member Martinez-Rubin clarified her request for the WCCUSD Board to agendize consideration of reinstating Principal Kleiman based on whatever procedure the WCCUSD Board used to have another discussion having heard all of the input presented at the City Council meeting about the decision the WCCUSD made regarding Principal Kleiman.

Mayor Toms advised that anyone on the City Council may speak individually to any WCCUSD Board member to request reconsideration of a Closed Session item. The request for a future agenda item would be from the entire City Council rather than from individual Council members. She seconded the motion.

ACTION: Motion by Council member Martinez-Rubin/Mayor Toms through the Mayor to prepare a Letter of Support of Principal Kibby Kleiman, and the Letter of Support would be for the West Contra Costa County Unified School District Board to place an agenda item before the end of the Fiscal Year, so that the West Contra Costa County Unified School District may reconsider the decision to demote Principal Kibby Kleiman.

Vote: **Failed** **2-3**
 Ayes: **Toms, Martinez-Rubin**
 Noes: **Murphy, Sasai, Tave**
 Abstain: **None**
 Absent: **None**

Mayor Toms reiterated any Council member may speak individually to any member of the WCCUSD Board.

Council member Murphy recommended that action and while he loved Principal Kleiman, it was uncomfortable they had not spoken to Principal Kleiman about the future agenda item request.

Council member Martinez-Rubin explained that she was responding to the input from constituents.

ACTION: Motion by Mayor Toms/Council member Murphy to consider a proclamation for Parkinson's Awareness Month in the month of April.

Vote: **Passed** **5-0**
 Ayes: **Toms, Sasai, Murphy, Martinez-Rubin, Tave**
 Noes: **None**
 Abstain: **None**
 Absent: **None**

ACTION: Motion by Council member Tave/Mayor Toms to request a presentation from Glydways, regarding its transit technology to be scheduled the same date as the discussion of the Regional Feasibility Study for dynamic personal micro transit systems.

Vote: **Passed** **5-0**
 Ayes: **Toms, Sasai, Murphy, Martinez-Rubin, Tave**
 Noes: **None**
 Abstain: **None**
 Absent: **None**

Council member Murphy requested a staff update on the Juneteenth and Pride celebrations. Consensus given.

Council member Murphy requested an update and memorandum on legislation allowing the reduction of speed limits by July 1, 2024. Consensus given.

PUBLIC COMMENTS OPENED

Irma Ruport, requested an update on the status of the City's grant writer and grant opportunities and agreed an update should be provided on Juneteenth and the Pride celebrations given the success of the 2023 events.

Anthony Vossbrink, commented there was a lag on PCTV with City Council meetings broadcast later than when the meeting was taking place, which should be corrected; asked that the telephone number to call into the meeting be announced at the start of each meeting since it had not been posted on PCTV and Zoom in violation of the Brown Act; sought more discussion and public comment about the Fourth of July presentation given past outcry from the public and the breakdown in the budget in 2022, which had been approved by the majority of the City Council at the time although the event went over budget and the public had not been informed. He suggested the City Council stick to the initial \$50,000 budget for the event and do its due diligence being fiscally responsible to the citizens of Pinole. He suggested there were alternatives to the current Fourth of July proposal that could be considered and cost less money.

PUBLIC COMMENTS CLOSED

E. City Manager Report / Department Staff

Interim City Manager/Police Chief Gang reported the Pride and Juneteenth events were in the planning stages with a presentation to be made to the City Council at a later date; the Easter Egg Hunt had been held on March 16, 2024 at Fernandez Park and had been a successful event with an estimated 1,000 participants and numerous activities provided. He thanked the many local organizations for their support of the event along with the support of City staff. He added the City's new Mobile App was up and running and ready to download; the City Manager Recruitment brochure was being completed, a virtual listening session had been held with the recruitment team and an open forum would be held on March 23, 2024 at the Senior Center from 10:00 to 11:30 a.m. In addition, the Community Services Director recruitment was ongoing, 30 applicants applied, ten applicants had been interviewed and he and the Human Resources Director would conduct final interviews on March 21, 2024.

Also, the Pinole Police Department would be hosting a Bike Rodeo for children on April 27, 2024, with the location yet to be determined but expected to be identified at the close of business this week to be posted on social media.

Interim City Manager/Police Chief Gang added that individuals interested in joining the Police Department family as dispatchers could apply for dispatch positions that were coming up due to the pending retirement of some individuals, with more information on the City website and Pinole Police Department Facebook page. Lastly, park rules had been updated on the City website and the public was encouraged to use the City's parks safely and responsibly.

Interim City Manager/Police Chief Gang otherwise commented the upcoming agenda item to establish the new City seal, logo and branding guidelines scope of work had not included any branding for the Police Department at this time. That would be an independent project led by the incoming Police Chief to allow for new leadership, input, buy-in and community engagement.

Interim City Manager/Police Chief Gang also provided an update on Public Works Department operations and maintenance and reported there had been over 315 requests in the past month including service requests for roads, facilities and parks. Potholes (107) had been filled in numerous locations and there had been nine emergency callouts.

F. City Attorney Report

There was no report.

10. PUBLIC HEARINGS: None

11. OLD BUSINESS

- A. Adopt a Resolution to establish the new City seal, logo and branding guidelines.
Action: Adopt Resolution per Staff Recommendation (Fiona Epps)

Assistant to the Interim City Manager/Police Chief Fiona Epps provided a PowerPoint presentation on the new City seal, logo and branding guidelines which included an overview of four surveys, 436 responses, two pop-up events, methods of outreach used and the analyses of the survey results with Tripepi Smith & Associates.

Kevin Bostwick, Creative Director, Tripepi Smith & Associates, walked through the design concept elements of the proposed City logo which would consist of a blue wave representing water and movement, a blue gradient symbolizing the different elements of water, creek and Bay with the pattern a reference to the basket artistry of the Ohlone people. The basketry theme would be included in a circle symbolizing the community, with the basketry design inspired by the Ohlone, used by many cultures and representing the interconnectedness between generations. The hawk represented vision, recognition of opportunity and stewardship of the land, the oak trees were native to the area produced acorns which was the reason for the City's name, the rolling hills were friendly characteristics of the City of Pinole, San Pablo Bay was visible through the valley and the golden sun represented warmth and friendliness.

The font for the logo would be modern, proud and look to the future, in Indigo Blue which represented stability and serenity. Samples of the evolution of the logo design and the logo as proposed were presented.

Mr. Bostwick clarified the primary colors of the logo and branding guidelines would be indigo blue and green with secondary tertiary colors of blue, yellow, brown and salmon. The branding guidelines would uphold the consistent branding across all Pinole communications to cultivate a communal identity, local pride and foster trust via recognition. The colors had been chosen in hues that worked together to reflect the City's unique character and the typography had identified two font collections that complemented other brand components and had different uses.

Ms. Epps presented examples of the primary and secondary design fonts and examples of various ways the new branding guidelines could be used with photography.

The history of the City seal was also highlighted with inspiration for the new City seal drawn from Pinole's natural beauty, incorporating symbols and feelings shared by the community in the seal and logo surveys, with the use of colors from the branding guidelines and some of the same elements from the City logo design. Border design elements from the 1965 City seal had been incorporated into the final draft of the new City seal.

Versions of the proposed new City seal were displayed and included a hawk flying into Pinole Valley through a portal-like entrance. The symbolism of the elements in the seal design were also highlighted.

City seal examples suggested by the City Seal Ad-Hoc Subcommittee were presented to provide a comparison of the new City seal. The differences between the City seal and logo were also clarified with the City seal the official emblem of a city traditionally used to validate official documents or decrees and the City logo a modern mark that represented an institution's core identity. Visual examples of how the City seal and logo could be used were provided.

Ms. Epps explained that upon City Council approval, staff would develop a process for the transition to the use of the new City seal and logo and branding guidelines, begin rolling out the new branding across both digital assets and physical assets, develop resources to assist City Departments, employees, City Council and others to properly deploy the new branding assets, and if the City Council adopted the new City seal, staff would return to the City Council with an ordinance for Chapter 1.02.010 (City seal) of the Pinole Municipal Code (PMC) that contained an updated image and its description. She also highlighted the fiscal impacts and noted the costs would be covered largely within existing Department budgets.

Staff would prepare estimates for areas of deployment that fell outside of the adopted budgets with larger costs such as City seal replacements inside and on the City Hall and Public Safety Buildings to be considered Capital Improvement Projects (CIP) that would be reviewed with the Fiscal Year (FY) 2024/2025 budget.

Council member Tave thanked everyone involved in the process for the new City seal, logo and branding guidelines, particularly Assistant to the City Manager Epps and the City Seal Ad-Hoc Subcommittee. He asked how the roll-out plan would be implemented.

Ms. Epps stated an implementation plan had not yet been prepared. Staff would have to inventory where the City seal had been used, categorize costs and prioritize which would be done collaboratively with all City Departments.

Council member Martinez-Rubin also thanked everyone involved in the process for the new City seal, logo and branding guidelines, particularly Assistant to the City Manager Epps and Tripepi Smith & Associates.

Council member Murphy too thanked everyone involved in the process including Assistant to the City Manager Epps and City Seal Ad-Hoc Subcommittee members Sasai and Martinez-Rubin. He found the new City seal, logo and branding guidelines to be amazing with the design representing the people of Pinole. He asked what had been the most challenging part of the process. He liked the fact the PowerPoint presentation detailed the history of the City seal and the history of the 1965 City seal and asked how that history would be archived.

Council member Murphy also asked whether the City Seal Ad-Hoc Subcommittee would continue its work and also address the transition for the Pinole Police Department.

Ms. Epps stated she would not characterize the process as difficult. The surveys had been well received with a lot of enthusiasm at the pop-up events and while some people did not want to change the City seal and logo, they had been educated on the background for the purpose of the change. She did not find the process to be that challenging, but a lot of work had gone into this effort with many revisions and crafting with love and attention and with the assistance from Tripepi Smith & Associates. As part of the outreach efforts, the City website included the history of the City seal and images that had been taken from records from the City Clerk's Office and included the physical history for the mosaic located in the Public Safety Building that had been donated to the City. It was a piece of art and would require a conversation as to how it could be archived.

In terms of the Police Department, Ms. Epps explained she had not been given authority to address the logo for the Police Department. She added the City Seal Ad-Hoc Subcommittee was a temporary Ad-Hoc Subcommittee that had been created to perform a task. The City Council may decide to establish another Ad-Hoc Subcommittee to address the Police Department logo and the City seal and logo could be adapted as their own, which would be under the purview of the Police Chief.

Mayor Pro Tem Sasai thanked fellow City Seal Ad-Hoc Subcommittee member, Council member Martinez-Rubin for being a great thought partner through the process, partner Tripepi Smith & Associates for bringing the logo to life and Assistant to the City Manager Epps for doing an amazing job facilitating meetings and ensuring deadlines were met. He emphasized the City seal had been entirely designed by Ms. Epps and beyond Ms. Epps serving as the Assistant to the City Manager, she was also a Pinole resident and illustrator and had made an amazing mark on the City. Every time people walk in City Hall they will see the mark Ms. Epps made on the community. He thanked her on behalf of the City Council. He was pleased with the process and input from the community and the Confederated Nations of Lisjan (Ohlone). He found that the new City seal and logo was not offensive and consisted of a design in which one could be proud and would change how the City was perceived.

Mayor Pro Tem Sasai asked if the City Council adopted the resolution, as proposed, whether adoption would occur after approval of the new ordinance or approval of the resolution before the City Council at this time. He asked whether the PMC currently included specific language about the City seal.

Ms. Epps explained that if the proposed City logo was adopted at this time, it could be used immediately but there was a process for implementation, training of staff and discussions about the branding guidelines that would have to occur. In terms of the City seal, it would need to go back to the City Seal Ad-Hoc Subcommittee and public hearings for adoption of the ordinance prior to any official changes.

City Attorney Eric Casher explained that the PMC was very broad and had not addressed the implementation of the new City seal. The intent was to add the new City seal to the PMC. He reported the next meeting of the Municipal Code Update Subcommittee had been scheduled for March 25, 2024, and it could be discussed at that time. It would not take long before an ordinance could be presented to the City Council for the first reading.

Mayor Toms commented she had heard from a number of members of the public who questioned why the City seal and logo was being changed and she asked that the reason for the change be explained for the benefit of the public.

Council member Martinez-Rubin stated the representation of a human on the existing City seal had depicted someone who was Native American and at the time the City seal had been created, the artist believed it was a true depiction of that individual but it did not represent indigenous features and the artwork had misrepresented the human aspect of someone from an indigenous tribe. In an effort to have the City of Pinole reflect core values about stewardship with regard to the land and regardless of one's national or ethnic background, it had been intentionally decided to avoid any human depiction on the City seal and use the space on the City seal to have elements that were symbolic and that had a universal appeal and characteristic of the City of Pinole.

Mayor Toms also thanked the City Seal Ad-Hoc Committee and Ms. Epps for their work on the City seal, logo and branding guidelines. She liked the proposal but commented in terms of implementation that there were many sculptures in the community, the mosaic in the Public Safety Building and other artwork in the community, as examples, and she would like to see how those pieces could be kept as historic artwork, which would be costly items to replace. She wanted to be flexible and take the time to transition some of those costlier items and she looked forward to a budget for replacement of those larger items.

Interim City Manager/Police Chief Gang suggested they could reach out to Tripepi Smith & Associates to see what models were available and what had been successful. He agreed those pieces of artwork would involve a longer transition. He otherwise recognized this project had commenced as a task to be completed by previous leadership but had been transitioned to a passion project by all involved due to Ms. Epps' leadership.

Council member Martinez-Rubin reported the City Seal Ad-Hoc Committee meetings had been fun meetings with trust and collaboration with the members and staff and she thanked everyone involved in that collaboration.

PUBLIC COMMENTS OPENED

Rafael Menis, liked the proposed City seal and found it had been elegantly done. The way the elements worked and had been put together were visible at multiple different size points and had the reference points of the descriptions for all made it better. He too praised Ms. Epps for her creation of the City seal as well done. In terms of the City logo design, he suggested, if possible, the triangles shown in the banner of the logo be incorporated into the "o" of the name Pinole, since at longer distances the smaller sizes and inside of the "o" was not as visible and appeared as a flat "o" and the trees in the "o" may fade out. Also, in some colorations the triangles may not be as detectable in the underlying banner. He described ways in which those changes could be made to the logo design to make it clearer.

Irma Ruport, thanked Ms. Epps and the City Seal Ad-Hoc Committee for their hard work. She like the City seal, logo and branding guidelines and suggested when the City seal was changed in the Council Chambers the room itself should be repainted.

Anthony Vossbrink, stated he was unable to see the City seal, logo and branding guidelines presentation given there appeared to be technical difficulties with Zoom. He found the final City seal design looked more like a Presidential seal, was too busy on the outer part of the circle and should be cleaned-up and be more calming. As to the use of the hawk in the City seal design, he asked whether the local Audubon Society had been contacted to verify the hawk was really a hawk and whether it should be a Red-Tailed Kite, which was the prominent bird in the Pinole Valley. He suggested possibly the coloration of the hawk should have more of a red tone. He also suggested the Ohlone community should be awarded a trail and monument to recognize the Ohlone community and suggested the trail behind the caretaker's home and dog park on Adobe Road was an appropriate location if cleaned up and memorialized for the Ohlone. He pointed out that many Bay Area communities had honored the Ohlone whereas Pinole had not.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Mayor Pro Tem Sasai/Council member Tave to adopt a resolution to establish a new City seal, logo and branding guidelines.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Murphy, Martinez-Rubin, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

- B. Consider adoption of amendments to the Procurement Policy. Action: Discuss and provide direction (Kapil Amin, Lilly Whalen, Markisha Guillory)**

Kapil Amin, Sustainability Fellow, provided a PowerPoint presentation on the City of Pinole Procurement Policy Amendment: Environmentally Preferable Purchasing Policy and Program (E4P), which provided an opportunity for the City to use its purchasing power to support vendors that were environmentally and socially responsible, the staff actions connected with various municipalities and groups that had similar policies, with a policy having been circulated to the Department Heads and Managers for feedback and which had been reviewed by the Municipal Code Update Subcommittee. An overview of the current Procurement Policy and the proposed policy amendments was provided.

The City Council was asked to adopt the amendments to the City's Procurement Policy which would include an enhanced E4P, a section for preference for USA automobiles manufactured under a unionized workforce and language to include the Union Bug on printing where feasible.

Council member Martinez-Rubin thanked staff for the proposed amendments, clarified with Sustainability Fellow Amin the fiscal impacts and the responsible purchasing network support that had been estimated at \$350 to \$3,000 for technical assistance groups to support the City in leading training and creating a specialized purchasing guide to facilitate a robust E4P Program.

There were options to purchase with tracking easy for two of the options such as piggybacking on a contract or online sales where records could be pulled pursuant to SB 1383, although credit card decentralized purchasing was difficult to track and most municipalities had been faced with that challenge and had to rely on self-reporting and good faith efforts of staff.

Council member Martinez-Rubin asked of the expectation of having this program absorbed by existing staff, and Sustainability Fellow Amin explained that staff responsibilities had been assigned. Department Heads were responsible for training staff and reporting on non-compliance.

Council member Murphy thanked staff for putting together a complex procurement ask. He asked for clarification of the staff recommendation and whether it included the personalized support.

Sustainability Fellow Amin clarified the staff recommendation to adopt the amendments to the City's Procurement Policy would include an enhanced E4P, a section for preference for USA automobiles manufactured under a unionized workforce and language to include the Union Bug on printing where feasible. He would have to determine what the tier costs would include, which would have to be brought back to the City Council.

Council member Murphy asked how the City would continue the relationships with the other organizations that had informed the E4P once the City's Procurement Policy had been updated.

Sustainability Fellow Amin explained if the City of Pinole were to partner with the Contra Costa Green Business Program, as an example, they had more specialized outreach to the City to help certify green businesses that would support the program. Empower Procurement (Prospect Silicon Valley) offered low-cost technical assistance for building decarbonization and fleet transition.

Council member Murphy asked how the Procurement Policy amendments would help the City obtain more federal and state funding opportunities, and Sustainability Fellow Amin stated that CivicWell, as an example, provided some funding resources and some jurisdictions had been rewarded for those policies.

Public Works Director Sanjay Mishra reported that staff had been working with CalRecycle, which provided grants to various cities and as part of compliance with SB 1383, the City tracked and reported its purchases to CalRecycle each year. E4P would actually help the City to obtain grant consideration.

Community Development Director Lilly Whalen added that if the City Council approved \$3,000 for technical assistance, that would give direction to staff. She was uncertain where the funds would come from at this time.

Sustainability Fellow Amin further clarified the technical assistance range of costs from \$350 to \$3,000, and commented that \$350 may involve a purchasing guide or spec sheets staff may review and use as a guide, and then when moving up in tiers it would involve hands-on involvement in the entire program. The \$3,000 cost was a one-time fee.

Mayor Toms asked how staff would provide an annual report on the status of E4P and whether it would be similar to status reports on the Climate Action and Adaptation Plan (CAAP).

Sustainability Fellow Amin suggested setting a target goal and then report how far along they were in reaching that goal for the year for the category of purchase, and then track after that.

Community Development Director Whalen advised that E4P would be included in the CAAP, which she expected would be released to the public soon and tracking measures could be discussed with the CAAP Consultant.

PUBLIC COMMENT OPENED

Irma Ruport, suggested E4P was a great idea but it would cost the City more, and the City should apply for all grant opportunities and be proactive. She recognized there would be more staff responsibilities required pursuant to the fiscal impacts and emphasized the importance of tracking staff's time. She also found much of the information on related legislation was difficult to read given the technical compliance and procedures. She referenced Page 55 of Appendix A to the March 19, 2024 staff report and the costs shown for Public Works, and noted in the past week a former City Manager of another municipality had used a City authorized credit card in excess of \$300,000, and she wanted to see more information in the appendix with a second approval authority listed to ensure that accountability was included.

Rafael Menis, referenced Page 218 of 497 of the agenda packet under the title City of Pinole Procurement Policy, as shown on Page 1 of the policy and the reference to when the policy was revised, which should show the date when accepted by the City Council. The same statement had been shown on Page 258 of 497 of the agenda packet, which should also be similarly revised. He also noticed that the preference for USA automobiles had highlighted a selection from a list from the United Auto Workers (UAW). He asked that there be a sub-prioritization within that list for electric vehicles and language in the preference under the manufacturer under a unionized workforce for electric vehicles that would also fit in that subcategory.

PUBLIC COMMENTS CLOSED

Mayor Toms reported the Municipal Code Update Subcommittee had discussed a preference for electric vehicles as well as American made, with the understanding that some electric vehicles were not UAW made and it would be highlighted when an approval comes to the Council whether it fit or deviated from the policy. Also, the page numbers and date of approval of the policy would be added to the document once the Procurement Policy had officially been approved.

City Attorney Casher added for every staff report where there would be a vehicle purchase, there would be a reference to the Procurement Policy and note the preference requirement.

ACTION: Motion by Council members Murphy/Tave to adopt the amendments to the City's Procurement Policy and direct staff to enter into a membership agreement with the responsible purchase network at \$3,000.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Murphy, Martinez-Rubin, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

ACTION: Motion by Council member Tave/Mayor Toms to Extend the City Council meeting to 11:20 p.m.

Vote: **Passed** **5-0**
 Ayes: **Toms, Sasai, Murphy, Martinez-Rubin, Tave**
 Noes: **None**
 Abstain: **None**
 Absent: **None**

12. NEW BUSINESS

A. Fiscal Year (FY) 2022/23 Annual Comprehensive Financial Report. Action: Receive Report (Markisha Guillory)

Finance Director Markisha Guillory presented the staff report dated March 19, 2024, and introduced Mark Hu, Auditor/Manager The Pun Group.

Mark Hu, Auditor/Manager The Pun Group, provided a PowerPoint presentation on the Fiscal Year (FY) 2022/23 Annual Comprehensive Financial Report (CAFR) which included an overview of the required communications, audit responsibilities, overview of financial statements, financial indicators and key pension, Other Post-Employment Benefits (OPEB) information and audit results.

PUBLIC COMMENTS OPENED

Rafael Menis, stated he had sent many of his questions to the Finance Director directly. He highlighted Page 338 of 497 of the agenda packet and the information shown under the Statement of Cash Flows, Proprietary Funds for the Year Ended June 30, 2023, and the figures shown under Reconciliation of Operating Income to Net Cash Provided by Operating Activities, Changes in operating assets and liabilities, and deferred outflows and inflows of resources: due from other governments, and asked whether the City of Pinole had to pay the City of Hercules money in the past year for increased outflows or whether there had there been an error in payment amounts. To Page 366 of 497 of the agenda packet and the information contained in the subparagraph for Bridge Housing, he highlighted the potential for Bridge Housing to have a note unpaid forgiven if it maintained affordable housing for the project for an additional nineteen years and asked whether Bridge Housing had exercised that potential.

Mr. Menis went on to comment there were many items in the reports that had shown percentages for negative values decreasing the amount improving as a negative percentage and he asked whether that was the case. For Page 451 of 497 of the agenda packet, City of Pinole, Changes in Fund Balances Governmental Funds, Last Ten Fiscal Years, for 2016 the total expenditures had information missing which changed the calculations and should be corrected. Page 455 of 497 of the agenda packets, City of Pinole, Property Tax Rates, Direct and Overlapping Governments, Per \$100 of Assessed Value, Last Ten Fiscal Years, for all entities other than the countywide levy the rates were variable and he asked why that was the case. He otherwise looked forward to having a response from the Finance Director from his previously submitted comments.

Finance Director Guillory asked that she be allowed to add the comments to the list of comments Mr. Menis had previously submitted to allow her to properly provide responses.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council members Murphy/Martinez-Rubin to accept the Annual Comprehensive Financial Report for the Fiscal Year ended June 30, 2023.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

13. CITIZENS TO BE HEARD (Continued from Item 6) (Public Comments)

Only open to members of the public who did not speak under the first Citizens to be Heard, Agenda Item 6.

Citizens may speak under any item not listed on the Agenda. *The time limit is 3 minutes and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting.*

Jason Minton, referenced the WCCUSD Board action to demote Principal Kibby Kleiman. He had spoken to the WCCUSD Board President about the situation and another parent who offered recommendations to continue to push the matter forward with a suggestion to contact the WCCUSD Board to place an item on a future agenda. He suggested this was not a Human Resources issue but punishment for whatever had been done, which had been transferred to the community and students of Pinole Valley High School. While he had asked that the matter be agendized by the WCCUSD Board, he had been informed it would be a Closed Session item since it was a Human Resources issue. Not knowledgeable about governments, he asked how he should approach the WCCUSD Board and he provided his contact information on his speaker card. He welcomed assistance on an approach that meant something and he sought a path forward to retain Principal Kleiman.

Anthony Vossbrink, asked whether the City of Pinole had a safety strategy or retail crime reduction program to address health and safety welfare for citizens as it related to the Fitzgerald Drive Corridor given the history of retail theft. He asked the City Council and the Interim City Manager/Police Chief to address the retail crime in the City. He also asked the status of inoperable street lights up and down Pinole Valley Road, Caltrans signage over the I-80 overpass which had been inoperable and asked that the City address the situation on Shea Drive and Granada Court where telephone poles blocked the sidewalk, had been duct-taped together and was an Americans with Disabilities Act (ADA) issue. All of these issues had previously been reported to the City Council, Traffic and Pedestrian Safety Committee (TAPS) and different staff members, with no resolution.

14. ADJOURNMENT to the Finance Subcommittee meeting of March 27, 2024, in Remembrance of Amber Swartz.

At 11:20 p.m., Mayor Toms adjourned the meeting to the Finance Subcommittee Meeting of March 27, 2024, in Remembrance of Amber Swartz.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:

**CITY COUNCIL
SPECIAL MEETING BUDGET WORKSHOP
MINUTES
April 30, 2024**

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE IN HONOR OF THE US MILITARY TROOPS

The City Council Special Meeting Budget Workshop was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Toms called the Special Meeting Budget Workshop of the City Council to order at 5:00 p.m. and led the Pledge of Allegiance.

2. LAND ACKNOWLEDGEMENT

Before we begin, we would like to acknowledge the Ohlone people, who are the traditional custodians of this land. We pay our respects to the Ohlone elders, past, present and future, who call this place, Ohlone Land, the land that Pinole sits upon, their home. We are proud to continue their tradition of coming together and growing as a community. We thank the Ohlone community for their stewardship and support, and we look forward to strengthening our ties as we continue our relationship of mutual respect and understanding.

3. ROLL CALL, CITY CLERK'S REPORT & STATEMENT OF CONFLICT

An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; and (3) leave the room until after the decision has been made, Cal. Gov. Code § 87105.

A. COUNCILMEMBERS PRESENT

Maureen Toms, Mayor

Cameron Sasai, Mayor Pro Tem*

*Via Teleconference @2200 K Street, Sacramento, CA 95816

Devin Murphy, Council Member

Norma Martinez-Rubin, Council Member

Anthony Tave, Council Member**

**Arrived after Roll Call

B. STAFF PRESENT

Heather Bell, City Clerk

Sanjay Mishra, Acting City Manager/Public Works Director

Eric Casher, City Attorney

Markisha Guillory, Finance Director

Roxane Stone, Deputy City Clerk

City Clerk Heather Bell reported the agenda had been posted on April 25, 2024, at 4:00 p.m. with all legally required written notices. No written comments had been received in advance of the meeting.

4. CITIZENS TO BE HEARD (Public Comments)

Citizens may speak under any item not listed on the Agenda. The time limit is 3 minutes and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting.

Irma Ruport, Pinole, a member of the Community Services Commission, reported Community Services Day would be held on May 8, 2024 at the Pinole Youth Center from 9:00 a.m. to 12:00 Noon. She detailed the number of activities planned, encouraged the City to publicize the event as much as possible and residents to prepare for the upcoming fire season. She also announced the one-year anniversary of the opening of Fire Station 74 would be recognized with an Open House on May 11, 2024 from 10:00 a.m. to 2:00 p.m., with a number of activities planned. She emphasized the importance of informing the community of the event, particularly in recognition of the City's efforts to open the fire station. She questioned why signage or banners had not been installed throughout the City to publicize the Open House or an advertisement in Contra Costa Marketplace. Given that the deadline for posting in Contra Costa Marketplace had been missed, she urged the City not to lose those opportunities in the future. If staff was unable to publicize such events, it should be forwarded to the Community Services Commission to accomplish. Given Juneteenth would be recognized during the month of June and given the desire not to miss the deadline for advertisement, she asked for the approval of funds so she could advertise the event.

5. WORKSHOP ITEMS

A. Strategic Financial Planning Report. Action: Receive a Report (Markisha Guillory)

Finance Director Markisha Guillory introduced Andy Belknap, Director and Steve Montano, Special Advisor, from Baker Tilly who provided an extensive PowerPoint presentation on the City of Pinole, General Fund Fiscal Sustainability Options and Long-Range Forecast, which included an overview of the Baker Tilly Project Team; project overview; baseline forecast; strategy and feasibility assessment; budget strategy scenario analysis and budget strategy details.

The Project Team explained that the City Council would likely need to chose from all of the Scenario Packages presented to develop a budget balancing plan appropriate for the City of Pinole. A revenue measure in November 2024 was probably a given and work needed to begin right away. Considerations of any service level expansions should be carefully considered because of the City's fiscal conditions and work would also need to begin to reduce expenditures so that when vacancies occurred there would be consideration to avoid refilling the position until at least fiscal recovery was well underway.

Other recommendations included the adoption of an Other Post-Employment Benefits (OPEB) Funding Policy, adoption of a Surplus Utilization Policy, reduction in the General Fund Reserve Balance from 50 to 25 percent of the Operating Expenditures, development of an Internal Service Fund Cost Allocation and Reserve System, and public engagement in the budget process, and all were highlighted.

Responding to questions from the City Council, Messieurs Belknap and Montano clarified the following:

- Whether it was possible to increase the franchise fees for the City's waste hauler, conduct an analysis of the impacts from the hauler's trucks on City roads, and whether there was data on gross receipts to Business License taxes. Baker Tilly recommended the City take a look at the possibility of modernizing its Business License tax rate. Proprietary data was available, could be evaluated, but must be kept private. Clarified some cities had adopted road impact fees but engineering work would be required to identify the nexus. (Martinez-Rubin)
- The development of an Internal Service Fund (ISF) Cost Allocation and Reserve System was again highlighted as part of the Tier 1 Strategies that may help the City long-term in terms of replacing some City equipment. (Martinez-Rubin)
- Financing Capital Assets – Streets and Roads, as part of the Tier 2 Strategies, sequence of events for financing for a city to be credit worthy was again highlighted. Baker Tilly stated the City of Pinole was credit worthy and not a credit risk but interest rates were not attractive at this time and were not showing signs of decreasing right away, with this strategy recommended to be placed in a wait-and-see mode. Once interest rates decreased, this strategy would be more attractive. (Martinez-Rubin)
- While all franchise fees should be evaluated, PG&E was historically the most difficult to work with. Baker Tilly recommended the first step would be to speak with the City Attorney about the various agreements the City had with the utility. Some of the agreements were very old, and the first step should be a discussion with the City Attorney on the level of discretion the City had with its franchise agreements. (Martinez-Rubin)
- Scenario 4, Combined Revenue Enhancement (TUT) and Expenditure Reduction Strategies, was again highlighted. The City would have to justify continued asks and consider tightening its belt as well. Sales taxes were not the only strategy on the revenue side such as the Business License tax, which had not been touched since about 1975. Baker Tilly suggested a Consumer Price Index (CPI) increase should be considered as much as other revenues measures, but which may not yield as much as a sales tax revenue measure. A Real Property Transfer Tax (RPTT) was a revenue source the City of Pinole did not have but was a common revenue source in Northern California, and many neighboring cities had an RPTT. The City of Pinole must be a Charter City to have an RPTT (Tave)
- The timeline for a November 2024 ballot measure was again highlighted. Baker Tilly detailed its 30 years-plus experience with ballot measures, and was of the opinion the City of Pinole would need a revenue measure in 2024 and may need to follow that with revenue measures in subsequent years as well. (Tave)
- Tier 1 Strategies were again highlighted. Clarified the Business License Tax Rate Increase would require voter approval. As to the strategy to Increase Franchise Fees Rates on Gross Receipts, staff was asked to clarify the expiration dates for the cable television or Telecom Franchise Agreement. (Mayor Toms)

- Tier 2 Strategies, Financing Capital Assets - Streets and Roads would involve a bond measure, with the assumption of a General Obligation Bond, as shown in the assumption scenario. The issue was that as roads deteriorated, they would cost more to repair. Reduction of the General Fund Reserve and movement of those funds into the OPEB Trust Fund would be an excellent use of the funds. The recommendation for a 12 percent reduction across the board was taken off the top with no distinction as to who would suffer the impact, and had not determined what program would be impacted. The timeline for a revenue measure and next steps was again clarified, with the City possibly considering a revenue measure in 2024, and another in 2026 or 2028. Baker Tilly suggested the City of Pinole would not want one of those General Elections to pass without seriously thinking about a revenue measure. There were a number of options and typical revenues neighboring cities were utilizing that Pinole did not have or did not have to the same extent. (Mayor Toms)

PUBLIC COMMENTS OPENED

Irma Ruport, Pinole, reported she had received a notice about placing an RPTT and Charter City measure on the ballot but it had not included any other measures that may be considered. She asked for clarification.

City Attorney Eric Casher described the noticing requirements for an RPTT and Charter City measure, which required a 21-day notice in advance of the public hearing, and with the public notice in place if the City Council provided direction at its May 7, 2024 meeting.

Ms. Ruport also reported that as a retired federal worker, she had gone through the reduction in work force. She suggested long-term reduction strategies should be considered now. When a new City Manager came on board, he/she would consider those strategies and should rely on Council members to make quick decisions to stabilize the budget. She asked that all vacancies be frozen and non-essential cost measures be considered. She also asked for a forensic audit, and suggested a forensic audit would ensure all taxes and City funds were well spent.

Rafael Menis, Pinole, referenced Pages 15 and 16 of 156 of the agenda packet, the discussion of the Business License Tax and shifting that to a potential gross receipts model and his understanding the City was considering the hiring of a new Business Development Director position to encourage business development. He asked whether the City had considered the potential negative impact if the City were to consider a gross receipt business tax. As to Page 33 of 156 of the agenda packet, specifically the business license tax revenues per capital pursuant to Table 9, which had shown the City's business license taxes were similar to other cities that also had a gross receipt tax, he was uncertain what that would generate for the City.

Mr. Menis referenced the consultant's comment the City was in a strong position in terms of credit worthiness. He asked why that was the case if the City's status quo position would lead to its entering bankruptcy in five years. So far, the City had shown little willingness to move off of that status quo position despite multiple opportunities as the presentation had shown, in 2020 and 2022, when the City had the opportunity to become a Charter City and impose an RPTT. In both cases due in part to the pandemic and ideological objections and other reasons, the City chose not to pursue those options and rather chose to recover from the austerity measures taken prior to 2018 to rebuild City reserves.

Mr. Menis commented that if the City were to go back to that strategy in terms of expenditure cuts, he asked what impact that would have on staff retention given the increased difficulty the City had in the past hiring new staff and retaining staff given the more competitive market currently for public service employees.

Mr. Menis also referenced Strategy 12, Adoption of Other Post-Employment Benefits (OPEB) Funding Policy and asked whether the various scenarios assumed such a policy was de facto in place and whether the City paying down the OPEB debt in those scenarios or whether it was yet to be accounted for. If not, that would be a significant factor on the expenditure line. As to Pages 39 through 42 of 156 of the agenda packet and the rising health care costs and Strategy 9, Retiree Health Care Benefit, he noted the state was considering adoption of a Universal Health Care Plan which may impact the expenditure costs for the City to pay for retirement costs. Even if the City had to pay for it, the expected cost reductions for providing that service may potentially have a positive impact on the City's funds and was worth considering as a positive.

Mr. Menis further commented on the various scenarios and noted that Scenarios 3 and 4 did not at root solve the City's problems and the City would have to consider doing some of Scenario 2, and focus on implementing a large number of the measures in Scenario 1, whether it be during one year or multiple budget cycles as the consultant had noted.

PUBLIC COMMENTS CLOSED

Finance Director Guillory responded to the public comment and clarified with respect to the OPEB that none of the scenarios captured the paydown of the unfunded liability, with a status quo baseline scenario assuming the City would pay the OPEB on a pay-as-you-go basis, budgeted annually to pay medical for active retirees. She added that the City conducted a year end audit on an annual basis via engagement with an external auditing firm that looked at internal controls in terms of how the City handled its funds and pulled samples of specific transactions, which process started after the adoption of the budget. For the second half of the calendar year, the auditing firm was working on the year end audit with a report to be received at the end of the calendar year titled the Comprehensive Annual Financial Report (CAFR).

Finance Director Guillory explained that a forensic audit was not normally done unless cases of fraud, abuse or waste were expected. Most public agencies underwent an annual year end audit, which was a very in-depth and thorough review of the City's finances. As an example, she referenced Measure S Funds that were kept separately, reported on annually and separately from the main General Fund. Reports on Measure S funds were provided at the end of the year and confirmed funds were spent accordingly and pursuant to the language in the ballot measure. She would follow-up with responses to the remaining questions from the public at a future meeting.

In response to Council member Murphy as to whether there had been recommendations from the Finance Subcommittee on the same presentation, Mayor Toms reported the Finance Subcommittee had no recommendations but there had been comments about specifics for coming back and providing details on the Franchise Agreements.

Mayor Pro Tem Sasai reported the Finance Subcommittee did not have specific recommendations for the City Council to consider.

Mayor Pro Tem Sasai did note the figures for the different budget scenarios presented, such as the budget projection for Scenario 1, which assumed all of the strategies in the scenario, and while not everything could be done all at once, they knew they had to take action now to ensure the City was going in the right direction financially and should consider timelines when taking those matters to the voters. He had asked during the latest Finance Subcommittee meeting when the City had last used a primary election to bring forward a ballot measure and had been informed it had been a long time.

Mayor Toms commented that if using a primary election for a ballot measure and if successful, the City could go into the budget season with that information whereas if unsuccessful there would be another response or direction during budget season.

Council member Martinez-Rubin asked for more information on whether the City's franchise agreement with its waste hauler could be modified. She asked the City Attorney whether the City Council would be able to review all of the City's current franchise agreements, and whether the Public Works Director could conduct an analysis that would provide an estimate of the financial impacts to the City's roads due to the waste hauler's trucks that could be used to compare to what Marin County had done and would be important to consider. She would like to know the terms of the City's existing franchise agreements, agreements made and what the franchise fees were along with the financial impacts due to the heavy trucks on the City's roads, which would be important when negotiating the franchise agreement with the City's waste hauler.

Mayor Toms understood there was not enough time for such an analysis during the budget season, although another jurisdiction's analysis could be brought forward.

Council member Martinez-Rubin confirmed that was the direction she wanted.

Council member Tave also confirmed with the Mayor that this request was an item to be discussed during the budget cycle and not as a separate agenda item.

Council member Murphy asked about the public engagement as part of the process and what that meant to staff.

Mr. Montano understood this was a request Baker Tilly had received from the Finance Director and he understood the City Council would like to have more information to enhance the budget process through increased community participation. Baker Tilly included research from the Government Finance Officers Association (GFOA), which fell in line with other governance initiatives discussed to further enhance sustainability and include more community perspectives. The information had been included on Page 49 of 156 of the agenda packet, contained in Attachment A, Pinole Strategic Financial Planning Report, 4.18.24 of the April 30, 2024 staff report. Baker Tilly had not evaluated whether the City was doing these things or not, but the information had been provided in response to the request from staff. The City may be doing some of those things already but the information provided more detail on Best Practices on public engagement.

Finance Director Guillory clarified the City had replaced the use of The Balancing Act Tool with another tool that was all encompassing but still had the functioning of the similar surveys The Balancing Act Tool had been used for.

Council member Murphy commented that if the City continued with the budgeting participatory process, he hoped the data was aligned to understand how trends were switching. He asked whether the new budgeting tool was able to align the same questions and allow the Council and staff to understand the consistent trends.

Finance Director Guillory confirmed the new budgeting tool could use the same structure moving forward to compare year after year.

Council member Murphy detailed the background of The Balancing Act Tool and wanted staff to be able to engage the public around the conversation of seeking the public's data point of how to manage the City's budget. He asked whether the new budgeting tool had the ability to ask the public how revenues or expenditures should be exchanged.

Finance Director Guillory commented while that could be set up, the timing was a challenge given the required criteria for setup and feedback; however, the City was still in the budget process and that could be distributed as part of the new platform.

Council member Murphy wanted staff to have the tools in the tool kit that were available. The purpose of The Balancing Act Tool was to have consistent data over time allowing the public to make decisions on how the budget should move forward and that was the data he wanted to continue to have since that was beneficial to the public. It was challenging to figure out how to make decisions moving forward after past decisions had been made. He emphasized he had championed use of The Balancing Act Tool and while open to other forums and if timing was an issue, he wanted to know how to mitigate given this was the time for the budget process and he wanted to provide for public input prior to approval of the budget. He wanted assurance that as much data as possible was being collected from residents, not just anecdotal data, but leveraging the data from the simulations.

Finance Director Guillory explained that the Community Budget Priority Survey, which had been released following a survey for the use of the American Rescue Plan Act (ARPA) funds had been qualitative with respondents to rank preferences based on priorities. Staff was unable to compare that to a quantitative survey. If the City Council wanted to compare past data, staff would have to figure out how to do that.

Council member Murphy reiterated his comments, wanted staff to be more thoughtful moving forward about how to create systems and tools now and be consistent to understand the data as the City moved forward, which he hoped to get squared away this year during this budget process given it would be a useful leverage point to understanding how to make the tough decisions moving forward. He had hoped to draw on at least three years of data but understood he missed that gap.

Finance Director Guillory clarified the Community Budget Priority Survey had been done the last three years, staff had the data and it had been touched on in the Long-Term Financial Plan (LTFP).

Council member Murphy would like to move forward with the participatory budgeting process, specifically with the simulation budgeting tool allowing residents to move money around in the budget as they saw fit, with that data set provided to the City Council before its final meeting on the budget, which would allow the City Council to respond and react to that data.

Council member Martinez-Rubin also wanted to know the denominator, recognized it took time for all segments of the City to participate and wanted the public to be aware the City would not be relying on only a certain percentage of information from people and was just beginning to see the tip of participation.

Mayor Toms summarized the City Council direction for staff to return with more information on the City's Franchise Agreements, as discussed; cost estimates on the impact of waste haulers on roads and the participatory budget information.

Council member Murphy reiterated the participatory budget tool was a tool to elevate the dialogue beyond anecdotal evidence. He wanted to see consistent data so they could see trends and when they had recommendations such as the adoption of a OPEB Funding Policy or Surplus Utilization Policy, data would be collected from residents as well. He asked whether the recommendations from Baker Tilly could be incorporated into the current budgeting tool.

Finance Director Guillory stated if directed, questions related to specific policies could be included as one of the items in the survey.

Council member Murphy asked that the policies be included in the questions in the survey to allow the public to understand the issues, with data to be collected on how the public was responding to those ideas. He again emphasized the importance of the data and the issues and the importance of finding a way outside of public comment to receive data from residents. He wanted the recommendations from Baker Tilly to be used as variables to understand what the public wanted.

Finance Director Guillory explained that the budgeting tool currently being used was the Public Input App, which had survey functionality and was one tool that encompassed different functionalities.

Mayor Toms again summarized the City Council comments to staff including franchise agreements, road repair cost/estimates and direction for the participatory budget to come back to the City Council with the budget.

Finance Director Guillory advised the Preliminary Proposed Budget would be presented to the City Council on May 21, 2024.

ACTION: Motion by Council member Martinez-Rubin/Mayor Toms for staff to return with the items requested as identified by the Mayor, to be researched, considered and brought back as part of the discussion at the May 21, 2024 City Council meeting.

Roll Call Vote:	Passed	5-0
Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave	
Noes:	None	
Abstain:	None	
Absent:	None	

B. Fiscal Year (FY) 2024/25 Preliminary Operating Funds Baseline Budget and City Council Requests for FY 2024/25 Budget Changes. Action: Receive a Report and Provide Direction (Markisha Guillory)

Finance Director Guillory provided a PowerPoint presentation on the Fiscal Year (FY) 2024/25 Preliminary Operating Funds Baseline Budget, which included an overview of the budget development process; Structurally Balanced Budget Policy, baseline budget components; non-recurring budget items; General Fund Baseline Budget highlights; General Fund Budget pressures; FY 2024/25 General Fund Baseline Budget; where General Fund dollars come from; property tax and property tax breakdown; sales tax and sales tax breakdown; Utility User's Tax (UUT); Franchise Tax; Intergovernmental Taxes; Transient Occupancy Tax (TOT); Business License Tax; charges for services; other revenues; transfers in; where General Fund dollars go; salaries and wages; budgeted positions over the last five years; benefits; Professional Services; other operating expenses; materials and supplies; interdepartmental charges; capital outlay; debt service; transfers out; one-time budget items; Capital Improvement Projects (CIP); General Fund Budget Summary; Recreation Fund; Building & Planning Fund; Pinole Community Television (PCTV) Fund and the Sewer Enterprise Fund.

Finance Director Guillory explained that the General Fund Baseline Budget was not balanced and reflected a shortfall of \$1.3 million. Staff was working to balance the Baseline Budget, which would require total reductions of 6 percent. If unable to meet the 6 percent reduction, staff would explore other options to reduce the Baseline Budget.

In terms of the next steps, staff would incorporate budget changes as directed by the City Council with the Preliminary Proposed Budget to be presented to the City Council at its May 21, 2024 Regular City Council meeting.

Finance Director Guillory recommended the City Council receive the report on the FY 2024/25 Preliminary Operating Funds Baseline Budget and direct staff to make adjustments to the budget and inform staff of preliminary City Council requests for potential FY 2024/25 budget additions or deletions.

Responding to questions from the City Council, Finance Director Guillory and Acting City Manager/Public Works Director Sanjay Mishra clarified:

- Changes to the CIP would not impact the Baseline Budget since they were not ongoing items and not included in the Baseline Budget. One-time expenditures and the CIP were funded by the Unassigned Fund Balance, an accumulation of reserves over time. If CIP projects were moved around, it would not impact the Baseline Budget. The Master Fee Schedule had been distributed to City staff and it was incumbent upon Department Heads to ensure fees were paid for work done. (Murphy)
- Staff was unaware of a comprehensive audit that audited all fees but there were some companies that may do that for business licenses or UUTs, as examples, to ensure payments were being remitted to the City as required. There could be a review to focus on those fees where money may be left on the table. (Murphy)

- As an example, some cities had conducted audits of TOTs to ensure fees were appropriately collected for Airbnb's and the Airbnb website could be scanned to ensure the properties were paying the TOT, and depending on what the City was looking for with direction to the auditor, a performance audit could be an option or a review of state agencies to ensure a business in the City of Pinole had obtained a business license. Staff acknowledged a request for a recommendation on the fees the City imposed and an investigation of those types of questions. It was clarified that the staff recommendation for a 6 percent reduction in each City Department equated to the \$1.3 million shortfall. Staff acknowledged a request for a 6 and 10 percent reduction in each City Department. (Murphy)
- Information Technology (IT) expenditures for the Baseline Budget and a project for this fiscal year to be funded by one of the Measure S funds had been taken out of the budget for the next fiscal year. The IT budget did not represent the full IT budget, which was in a separate fund. Expenditures by category for other Operating Expenses included mostly utility payments for utilities provided by the City. Staff acknowledged a request for more information from each City Department on materials and supply usage to be broken down per category and by Department along with other operating costs to also be broken down by City Department and by category. Staff also acknowledged a request for more information on other operating costs in terms of energy and gas usage, which were separate line items. (Mayor Pro Tem Sasai)

Acting City Manager/Public Works Director Mishra clarified that energy use could not be broken down by Department and should be by facility.

Finance Director Guillory clarified the request for utility costs by Department could be provided as separate line items, with separate line items for water, electricity, power and cable.

Mayor Toms understood that breaking the cost by Department could be prorated.

- Clarified again the City's Baseline Budget was not balanced at this time, but was not considered a deficit since the budget had not been adopted. Over the previous year revenues had not been enough to fund expenditures. The City had a larger unassigned fund balance earmarked for one-time items and CIP projects but the City Council may move the money around. The City also had a General Reserve and based on the City's Reserve Policy, it had been funded by 50 percent of total ongoing General Fund expenditures or six months of coverage. Looking at all factors in totality, the City was in a relatively strong financial position. (Martinez-Rubin)
- The Professional Services category had not taken into account the City taking possession of the Pinole Library, which may occur in the next three to four years. Concerns with the contract with Contra Costa County Animal Services, which was part of Professional Services was acknowledged, and whether the City was receiving the types of services based on what the County was paying for those services. Staff would have to look into it further. Public Works staff had not been handling Animal Services calls with those calls directed to Contra Costa County. Staff acknowledged the statement that there was \$100 million in deferred maintenance, to be addressed as part of future discussions. (Martinez-Rubin)

- The proposed budget equated to the cost to the General Fund/Measure S Fund. (Mayor Toms)
- Fees collected as part of the Park Dedication Fund and park improvements, as examples, were clarified with the funds able to be used for park projects. Acknowledged a request for clarification of the balances of those fees to determine whether the fees could pay for some CIP improvements along with grant funding opportunities, such as for energy upgrades and SMART signal projects. (Mayor Toms)

Mayor Toms stated she would speak with staff offline about a method to search assessor data for property owners that did not take an exemption allowing a comparison of those fees.

PUBLIC COMMENTS OPENED

Irma Ruport, Pinole, reported the Acting City Manager had sent an email to a resident in February about the status of the County Animal Services building. She agreed the City should clarify whether they were getting the services they were paying for; suggested residents were not being served adequately by County Animal Services and understood a new Executive Director had been hired. She suggested that person be brought on-board and the City review its contract with the county. She understood other jurisdictions had similar issues with the agency and spoke to the issues with feral cats in the community. She also referenced the deficit shown for PCTV, which she suggested was a priority. She noted the City had contracts with other jurisdictions with PCTV, asked the status of those contracts and whether the two local stations would be shut down and emphasized the importance of preserving such an essential service. She suggested the City could do better.

Rafael Menis, Pinole, also referenced the PCTV Fund and asked why charges for services had dropped in half. He noted the zero percent change, as shown on the chart on Page 65 of 156 of the agenda packet, and suggested it would be more accurate to be shown as a substantial negative percentage change. As to the funding allocations and the costs associated with one-time CIP projects, he deferred his comments to the next agenda item.

Mr. Menis otherwise commented that since a lot of the deficit this year was due to one-time expenses from the California Public Employees' Retirement System (CalPERS) and increased costs associated with CalPERS, he asked whether it would be appropriate to offset those costs from one-time revenue reductions. Or, if baseline cuts were to be made, he noticed there were no specific examples as yet since staff was still generating data but asked what a 6 or 10 percent cut to the Police Department would look like as an example, and what would specifically be considered as part of a 6 or 10 percent reduction. Having some concrete examples would be helpful for the community to see and helpful as part of this process.

PUBLIC COMMENTS CLOSED

Finance Director Guillory explained that the proposed 6 percent cut was an across-the-board reduction for each City Department and for those Departments to look at their operating budgets (not personnel since contracts were in place) and consider items that were essential versus non-essential and things that may be deferred, although the challenge was there was little operating expenditures to be cut. There could be reductions in travel and training but that would not get close to the shortfall.

Detailed budget information for the last three fiscal years had been provided and spending patterns were also to be reviewed, and in some cases some Departments had moved funds around rather than request appropriations and the challenge again was to reduce the budget for non-discretionary increases with a discretionary budget. High ticket items such as personnel costs and mandated agreements with other agencies were the most expensive items.

Council member Tave asked what other Professional Services there were leaving the arrangement with the Contra Costa County Fire Protection District (CCCYPD) agreement in place, and Finance Director Guillory advised there were several consulting contracts, various Professional Services contracts, travel and training with the more costly items being the contracts the City had in place.

Council member Tave asked whether the contracts were considered to be ongoing and part of the City's operations.

Finance Director Guillory advised the Baseline Budget included ongoing not one-time expenditures.

Council member Tave asked what supplemental health looked like for City staff and how the costs played into the budget, to which Finance Director Guillory advised the City budgeted on an annual basis and the City only budgeted for the annual cost of an ongoing contract. She noted the City Attorney Services had also been included in the Professional Services category and once contracts expired and were complete, they would disappear or may be replaced with an extension or contract for some other professional service. She could pull more detailed information if that was the direction from the City Council.

Council member Tave would like a better understanding of the major contracts not including legal fees and the CCCYPD, to ensure the public understood what was part of the Professional Services category, and suggested that could be broken out better. He would like to see a balanced budget, which was the direction he wanted to provide to staff. He was comfortable having to go to the voters to understand the need to increase funding or not, suggested the City had a clear picture of where it was, and he commended staff for providing a clear inventory and history and found it valuable to incorporate that into the process where possible. He also understood the budget was a living document, would be revised, and understood more discussion was needed to address the shortfall. He found it difficult to find any waste in the budget while realizing the City could not enter into the fiscal year with an unbalanced budget.

Council member Martinez-Rubin asked whether staff could present an analysis and comparison between the cost of a three-year contract relative to the cost of the same level of staff doing the work for three positions, which could quash the concern the City had too many contracts under the Professional Services category.

Council member Murphy agreed a breakdown of the Professional Services category should be provided, along with a breakdown of what a 6 or 10 percent reduction would look like for each Department. He clarified with Finance Director Guillory the ownership of the Pinole Library did not change the fee for the County Library Services if still run by the county. He also clarified the expected rate of increase for professional services contracts each year was between three to five percent, which was normal. He also clarified the PCTV Master Plan had been carried forward to the next fiscal year and was considered a one-time cost.

Council member Murphy asked what the City funded that Departments did not use over time. As an example, if a budget was funded for a City Department and all funds were not used in that fiscal year, he asked how often that happened and what inconsistencies that caused in a budget year. He wanted to assess those gaps and asked whether the Finance Team had already done that assessment of gaps.

Finance Director Guillory explained that did not happen often, it mostly involved CIP projects that could take years to do. The City had an internal review process, with a comparison of the budget to actuals, and with quarterly reports provided to the City Council providing an overview of a comparison to actuals. She commented that for the last fiscal year, as an example, the majority of areas where the City had not spent funds was in the one-time expenditures and CIP, which was where funds had been carried forward.

Council member Murphy would like more data on that concept beyond the quarterly reports to the City Council to close out that question and to better understand how the City tracked the use of the Baseline Budget over the last five years for each Department. He wanted to close out any gaps in the budget and ensure nothing was overlooked, to be provided as part of the next presentation to the City Council.

Finance Director Guillory described the challenges and work that would be required to provide that comparison depending on the level of detail sought.

Council member Murphy was looking for confirmation that the Finance Team was looking at that to ensure they were not overpromising something where the Baseline Budget was off. He reiterated that more information on the Professional Services category would be helpful.

Council member Tave referenced the development of an ISF and as the City continued to defer maintenance, he found that much of the maintenance dropped into the next fiscal year. He asked whether the ISF would help not paying the trash bill at City Hall, Tiny Tots, utilities or upkeep or lease buy back for vehicles, as examples, and the fixed costs necessary for the City to function. He would be more comfortable with those costs being recovered over a five-year period with one-time funds, pushed into an ISF, cover those costs and recoup those costs into an Operating Budget and therefore decrease the deficit versus covering the shortfall with one-time funds.

Council member Tave asked how difficult that could be for staff to formulate, to pull out the necessities needed into a five-year plan and then look at the Operating Budget accordingly. Offering other examples, he noted that buildings needed roofs, with a 20-year standard for the life cycle, if the City capitalized the roof. If spending \$200,000 and storing \$10,000 a year for 20 years and then replacing the roof minus escalators was what he saw the ISF as being. If there was a \$200,000 line item over a 20-year period that would be less of a budgetary impact, and in theory the operating budget would be disciplined and able to accommodate it that way.

Council member Tave noted there were several assets in the City, such as City vehicles, that could be considered, which in theory and in perpetuity and if the laws remained the same, the City could have a new vehicle every three years. An ISF could help with basic items and help with what was being done with the operating budget. Also, the City had \$100 million in needed road repair, but if stretched over time and if remaining disciplined over time, the City could chip away at that amount and see results over time. He sought a presentation or structure on how that could be done with the shortfall/gap.

Acting City Manager/Public Works Director Mishra explained that the City had a fund in the amount of \$65,000 for equipment and vehicles and if any major replacements were needed for Public Works Department equipment, as an example, that could be funded.

Finance Director Guillory clarified that if replacing computers in three to five years, as an example, there would have to be an analysis on costs. The same would apply to vehicles and facilities. A Facilities Master Plan would inform how to set up those funds and the costs could be spread out amongst Departments over five years as opposed to one year.

Council member Tave suggested there would be more accountability with an ISF.

Acting City Manager/Public Works Director Mishra understood Council member Tave was recommending an identification of the needs, what was replaceable at a certain period of time and try to get those funds assigned from one of the buckets of the unassigned funds.

Council member Murphy asked whether there was an amount of money per year that was not being spent for years that could become the ISF. He asked staff to clarify if they could forecast an ISF.

On the discussion, Finance Director Guillory clarified the one-time funds at a total of \$9.2 million the City was planning to use based on needs.

Council member Tave noted they were being reactive to a situation rather than being proactive with the funds within reason. As an example, he recommended taking \$2 million and stretching it over ten years into the ISF within the Operating Budget, which would be committed funds over time and in theory the City could show a balanced budget.

Mayor Toms understood an ISF would be in the Baseline Budget since funds would annually be assigned to it, similar to how the Reserve Fund had been created.

Finance Director Guillory commented it would be an expenditure to the Departments since that money would have to be taken from the General Fund, or wherever, and be placed in the ISF. It would not cure the surplus but be another category of expenditure to how they were building up a replacement reserve, moving money away from the General Fund and into a replacement fund, and while a good strategy and one that may stabilize the IT budget, as example, the Departments would be paying to fund the ISF over time.

Council member Tave again detailed his concept for an ISF and the creation of a policy internally for staff to deal with as they had for maintenance, as an example. He wanted to supplement that \$1.3 million in the budget and bill as needed for replacement.

Finance Director Guillory again noted the funds would be reserved in the ISF but there would still be costs.

Council member Tave would like to see the City Council explore the ISF option more and help move that money over to the Operating Budget, which meant the Police would not need funds for computers, as an example, if there were funds in the ISF that were budgeted over time and they would have to work out the revenue part as it worked out.

Council member Tave also referenced the City's new permitting system, which cost had been split between the Community Development and Finance Departments, and his understanding revenues would increase over time with that new efficiency built in. He wanted to determine whether the ISF could be the same vehicle but was informed by Finance Director Guillory the ISF would not work that way in that funds would have to be transferred from the General Fund into the IFS.

Mayor Toms commented if the ISF funds were dedicated to IT, as an example, it would come out of that budget and be earmarked for that specific use but it may impact other needs and they had to figure out what the funds were intended for.

Finance Director Guillory confirmed the funds would have to be clearly defined.

Council member Tave again suggested having an ISF, a fund the City was committed to which would be helpful rather than rolling projects over each year. He wanted a plan in place the City could commit to, no matter how small to allow the City to move forward.

Council member Murphy looked forward to having more information on an ISF which may be helpful to better understand the Reserve Policy, particularly given the recommendation to reduce the Reserve Policy. He asked whether the recommendation for an ISF would deepen the conversation on how the City used its Reserve Policy and whether it would help in future conversations and whether it made sense to reduce or increase the Reserve Policy.

Council member Murphy understood there were many reasons why some CIP projects were not being done, but efficiency and effectivity was not matching and needed to match eventually. He wanted to learn how to use the Reserve Policy better, understood from the Finance Director it was dedicated for six months and if the City pulled back from it and reduced it and if it went down to 40 percent, as an example, it would only provide five months of coverage.

Finance Director Guillory explained the Reserve Policy was intended to be used in the event of financial distress or catastrophic natural disaster. She noted the GFOA offered a risk analysis for reserves, she had performed that analysis which could be updated and she could provide that information. The analysis looked at how prone a city was to natural disasters in the area and other combinations of natural disasters and approaches with a checklist and a rating, and which included a suggestion for funding the reserve levels based on an agency's condition, revenue sources and location, among other things, and that risk analysis was a 25 percent reserve level for the City of Pinole. While the City may have been overcovered at 50 percent, she noted the City of Pinole had stable revenue sources, 80 percent of which was tax revenue. The Reserve Policy had been set many years ago at six months in part in response to the economic downturn from the Great Recession, but if they were to looking at a basis of a risk analysis tool set in place incorporating Best Practices, it would be higher than what the risk analysis had recommended.

Council member Murphy suggested this would be a great conversation for the Finance Subcommittee to continue beyond this budget cycle and he would highly encourage the Finance Subcommittee to focus on that.

Mayor Toms noted the City of Santa Rosa had taken homes off the tax rolls due to wildfire for about 18 months, and the same had occurred in areas of earthquakes and other wildfires, and there would be delay to rebuilding in those areas and getting residences back on the tax rolls.

Mayor Toms wanted to be protective of the reserves and rather than moving reserve funds into an ISF, if they were to reduce the reserve, she noted that Baker Tilly recommended the reserve funds be moved over to where the City had liabilities and not be spent on future budget items.

Finance Director Guillory confirmed the recommendations from Baker Tilly that included the creation of a OPEB Trust similar to the Section 115 Trust, or adding to it since the City expected to exhaust that Trust by Fiscal Year 2030.

Mayor Toms reported the County Board of Supervisors had held its budget workshop a week ago and there had been some discussion about the County Animal Services contracts. Some Supervisors had received complaints about services in their cities. She was uncertain whether an increase would follow through to what had been projected or be filled by some other means and the City should keep an eye on that.

Mayor Toms summarized with the City Council and staff the direction to staff to prorate utility costs by Department, track the use of budgets over time, a math exercise on contract positions versus full-time equivalent (FTE) positions, have the Finance Subcommittee take a look at an ISF, City Departments to consider a 6 and 10 percent reduction, provide the balances of the Impact Fees, provide a breakdown of Professional Services overall and per Department and why the City should pursue professional services rather than FTEs.

Mayor Pro Tem Sasai also asked that staff bring back information on materials and supply usage by Department and utility and energy costs by facility.

ACTION: Motion by Council members Murphy/Tave to direct staff to provide the following:

- **Prorate utility costs by Department;**
- **Track the use of budgets over time;**
- **Calculate contract positions versus full-time positions;**
- **Request that the Finance Subcommittee evaluate an ISF;**
- **Request that City Departments consider a 6 and 10 percent reduction;**
- **Provide the balances of the Impact Fees;**
- **Breakdown Professional Services overall and per Department and determine why the City should pursue professional services rather than full-time employees (FTEs); and**
- **Bring back materials and supply usage by Department and utility and energy costs by facility.**

Roll Call Vote:	Passed	5-0
Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave	
Noes:	None	
Abstain:	None	
Absent:	None	

- C. Draft Fiscal Year (FY) 2024/25 – FY 2028/29 Capital Improvement Plan Budget.**
Action: Receive a Report and Provide Direction (Sanjay Mishra)

Acting City Manager/Public Works Director Mishra provided a PowerPoint presentation on the Draft Fiscal Year (FY) 2024/25 – FY 2028/29 CIP Budget.

The Draft FY 2024/25 – FY 2028/29 CIP Budget included an overview of the Five-Year CIP Plan used to identify and implement the City's capital needs, contained 35 capital projects and five infrastructure assessments, with 32 capital projects slated for work and five infrastructure projects for FY 2024/25 in the project categories of facilities, parks, sewer, stormwater, streets and roads and infrastructure assessments. The tentative schedule for the adoption of the CIP; budget summary and Private Sewer Lateral Program staff recommended be added to the CIP were all highlighted.

Responding to questions from the City Council, Acting City Manager/Public Works Director Mishra and City Attorney Casher clarified:

- The Private Sewer Lateral Program could be set up for those who were financially challenged and the City may agree to have certain discretions for payment, with those policies and details to be written into the program as desired with the funding for the project to come from the Sewer Fund not the General Fund. (Tave)
- The Private Sewer Lateral Program was a City requirement and residents must comply. If payments were allowed to be made over time they could be considered a micro-loan. The City did not have an Enterprise Fund. As part of the Draft Program Outline for the Private Sewer Lateral Program, one of the criteria required property owners to sign a liability waiver and agree to terms, since the contractor would work under contract with the City and on private property, and pursuant to City ordinance the private owner was responsible for the private lateral to the main and the private property owner must waive liability for the contractor and City staff. Those terms and conditions would be worked out in detail with the City Attorney. Acknowledged a recommendation for staff to work with existing Homeowner's Associations (HOA) currently going through this process. (Martinez-Rubin)
- Clarified the additions for the Pinole-Hercules Wastewater Treatment Plant. Also clarified that Project #IN2301, Facilities & Real Estate Master Plan would evaluate current City facilities in terms of lifespan left and whether significant upgrades or repair would be required. The Youth Center remained to be evaluated with other City buildings to be addressed through other CIP projects as shown. The Youth Center could be assessed absent the need for a Facilities & Real Estate Master Plan. Clarified Measure S funds were not considered ongoing costs, and one-time sources and the unassigned fund balance of the General Fund would not impact the Baseline Budget. The Slurry Seal Program had been discontinued since the total funds received from Senate Bill (SB) 1 and gas tax revenue was only around \$750,000 a year, with the funds to be held for a couple of years for a larger project. (Murphy)
- Project #RO2101 Arterial Rehabilitation, was clarified with the project on the CIP for the last couple of years given the total funding was not available and there was a need to apply for grants. The project was at 90 to 95 percent design and was ready to bid and there was the possibility of the project being added to a Safe Routes to School Grant. (Murphy)
- Project #RO2302, Safety Improvements on Arterial Roadways, was also clarified and in response to a recommendation for adding crosswalk improvements at Prune Street and Tennent Avenue to the project and how it would impact the project budget. (Murphy)

- Staff noted that Project #R02302 was grant funded. The City received around \$240,000 with the rest matching funds. If the project added improvements at Prune Street and Tennent Avenue, a traffic study for pedestrian counts may be required. If only a striping project, absent bulb-outs, the cost could be less than \$150,000. (Murphy)
- Project #FA1901, Senior Center Auxiliary Parking Lot, staff clarified the costs for the improvements planned with the auxiliary parking lot construction cost requiring removal of existing shrubs, redo of grading and pavement in the realm of \$500,000. There were some estimates for a canopy as well. (Murphy)
- Clarified shared service agreements for the existing CIP projects had not been identified. Most of the projects explored with the cities of San Pablo, El Cerrito and Hercules had been based on larger road projects or slurry seal projects that were easy to combine and since a larger quantity project for a contractor afforded a better price. (Murphy)
- Project #RO2107, Brandt Street Improvements was clarified. Plans to move a house from the City of Hercules to the City of Pinole on Brandt Street had not yet occurred but the property owner had requested a grading permit and once done the home could be moved. (Murphy)
- Priority scores for the new CIP projects remained to be identified and would be produced at the time of the presentation of the Preliminary Proposed CIP Budget in May. (Mayor Pro Tem Sasai)
- Project #FA2302, Plum Street Parking Lot Improvements, involved a request from the Pinole Police Department in response to several vehicles having been parked in the lot with the desire for the lot to be secured with a chain link electrically controlled fence and locked gate. Staff was unaware of any specific incident that had led to the request from the Pinole Police Department although the lot was located adjacent to a school. Staff was unaware of anything in the Pinole Municipal Code (PMC) that restricted the use of chain link fences but that could be verified. (Mayor Pro Tem Sasai)
- Project #FA1901, Senior Center Auxiliary Parking Lot, clarified the estimated expenditures to date, the design cost of \$126,000 to date, which figure could be more since it had not captured what was spent in 2023. The design included the auxiliary parking lot. The reduced estimated costs for the project were again clarified if the canopies were only over the existing parking lot. Staff was unaware of any complaints with parking at the Senior Center. (Mayor Pro Tem Sasai)

Mayor Toms reported she had been a member of the Fowler House Reuse Committee and there had been discussions about expanding Fernandez Park amenities to that site, particularly bocce. A number of senior citizens had also spoken about the need for accessible parking near the Senior Center and since parking near the railroad had been fenced-in. She emphasized there had been a big push by the seniors to have accessible parking on the site.

Mayor Pro Tem Sasai would like to see that discussion in writing but the Mayor was uncertain there was anything in writing on record. She pointed out if they had canopies on the existing parking lot absent a place for people to park in the interim that could create a construction site with no parking in the long term which would impact seniors, many of whom had mobility issues.

- Project #FA1703, City Hall Modernization, staff clarified the estimates for exterior painting of City Hall had not yet been obtained but it could cost anywhere from \$80,000 to \$100,000 for the exterior painting. Power washing the exterior may clear the dust from the building but may be a challenge for the storm drains, and while it could be done by City crews, staff would have to verify the environmental issues such as the possible requirement of collecting the water runoff and disposing off-site. A patch test could be done to determine whether pressure washing would bring back the color. (Mayor Pro Tem Sasai)
- Wall mounted flag poles at the front of City Hall would not be significantly expensive, could be done by staff, with the mounts able to be purchased online or through a hardware store, and could cost less than \$1,000. The cost of placing multi-colored LED lights at City Hall was unknown at this time. (Mayor Pro Tem Sasai)
- Project #PA2201, Pocket Parks – Galbreth Road, involved a request from a citizen for a small park bench, was not a priority project and required a carved-out portion of the lot and declaration as a pocket park with no work done as yet. Staff was unaware of any complaints about the lack of a pocket park in this area. (Mayor Pro Tem Sasai)
- Project #RO2403, Old Town Traffic Calming, staff clarified there was the possibility of reducing the lane width and the area between Old Town downtown from John Street to Oak Ridge Road to tighten the travel lanes and reduce traffic. Staff could see whether it was feasible to add a bicycle lane or island and noted that \$20,000 had been earmarked for a consultant to provide concept plans and ideas. Staff acknowledged a recommendation for a center turn lane and reducing the width of the lanes. (Mayor Pro Tem Sasai)
- Staff acknowledged a request for an estimate for an Overhead Catenary System (OCS) of stream lighting in Old Town Pinole as had been done on Fourth Street in the City of Berkeley and in other communities like the City of Martinez, which could be considered part of the operational budget and not the CIP. (Mayor Pro Tem Sasai)
- Staff clarified projects needing to address transitioning to the new City seal would require direction from the City Council. The most expensive or complicated seal replacement would be the City seal in the City Hall foyer and tiles on the wall in the Public Safety Building, which could be added to the CIP. Otherwise, most replacements of the City seal would be minor in nature. (Mayor Pro Tem Sasai)
- Clarified requests for restriping were not CIP projects but rather considered as ongoing maintenance. (Mayor Toms)
- Clarified the projects removed from the CIP, specifically Project #PA2301, Tree Mitigation. This project involved \$50,000 the City had set aside for tree mitigation each year for the eucalyptus grove. During a storm event in 2023, emergency funds had been used for an arborist to evaluate all trees and identify which trees were dangerous. Twelve trees had been removed and the City had spent close to \$220,000, which was the reason the project had been removed from the CIP this year. If the City Council decided the project could be put back into the CIP. (Martinez-Rubin)

- As to Project #PA2101, Installation of High-Capacity Trash Bins, staff clarified that 40 trash bins were to have been installed but it was decided a pilot program should be considered first to see how the public was using the trash bins. Four trash bins had been installed, two each at two locations which had been determined to be high trash generating areas along San Pablo Avenue and Tennent Avenue. For the past six months the usage of the trash bins had been monitored. Staff found the trash bins were not being used that much and staff surmised it was because they were too attractive.

Staff determined the trash bins had served their purpose and should not be considered at other locations since they had been placed at high trash generating locations. Staff acknowledged concerns with how the use of the trash bins had been monitored, public feedback that trash bins were needed along Gateway West along the creek, the private space where the bowling alley was located due to impacts to the creek trail and to the creek and other areas of the City related to Municipal Regional Stormwater Permit requirements. Staff acknowledged the suggestion there were other locations where the trash bins could be located, there was a litter problem in Pinole and the fact the City must comply with the Municipal Regional Stormwater Permit requirements.

Staff again clarified the locations chosen for the placement of the trash bins as part of the pilot program, which locations had been based on maintenance in the past and whether the trash bins were overflowing and how often they must be emptied. Staff was open to trying other locations where there was feedback from residents but cautioned the trash bins were solar powered and there would be issues with placement where they could be shaded by canopies and vegetation. Staff could evaluate potential locations and acknowledged there were also areas along the north and south sides of I-80 that could be considered. (Martinez-Rubin)

- Project #FA1901, Senior Center Auxiliary Parking Lot, the project budget included General Funds, staff had not moved forward with the project beyond design and staff had looked into potential state earmark opportunities and opportunities from Tesla for electric vehicle (EV) super charging stations, although those efforts had been unsuccessful. Staff would continue its efforts to obtain other funding sources via public and private options. (Martinez-Rubin)
- Staff acknowledged concerns with an increasingly deteriorating mural near a concrete barrier along San Pablo Avenue close to the bus stop. Staff had been made aware of past City Council discussions to preserve the City's murals, which topic had not been discussed further. If the City Council so directed that could be added as a CIP Project. Staff clarified an Art in the Park Grant was available and staff was discussing with the Grant Writer and Community Services and Community Development Directors the grant possibility, but the grant was valued for only artists that could do some art in the park. Staff would continue to evaluate that grant opportunity although that was not part of this FY CIP. If Council so directed, staff would speak with the Community Services Director to come up with a plan. (Martinez-Rubin)
- Staff clarified that St. Joseph Elementary School no longer paid rent for some of the parking spaces along Plum Street but the agreement had not yet been canceled. Staff acknowledged a request for signage to be posted in the area to limit parking and allow ticketing since some of the parked vehicles may be inoperable. (Mayor Toms)

PUBLIC COMMENTS OPENED

Irma Ruport, Pinole, reported the Community Services Commission had discussed an arts program in the last year. There was funding for the program and she understood Pinole Artisans had been working with the City on a program but she was unsure of the status.

Rafael Menis, Pinole, speaking as a private citizen, referenced one of the CIP projects that had been removed by staff from the CIP, Project #RO1802, Hazel Street Gap Closure, (Sunnyview). He asked whether removal of the project from the CIP was due to the timing of a home construction project or other reason. He also understood the points metric for assessing how critical each project was had been listed for each of the unfunded projects, but values had not been provided for the funded projects and he asked whether that could be done, which would be helpful. As to Project #UF024, Faria House Renovations, he understood the City would be putting the property up for sale and it should not be on the unfunded project list.

Acting City Manager/Public Works Director Mishra confirmed Project #UF024, Faria House Renovations, should be removed from the unfunded list, had been a clerical error and would be removed from the next draft cycle of the CIP. As to the priority scores, they were a work in progress. For Project #RO1802, Hazel Street Gap Closure, (Sunnyview), the project had been removed from the CIP since the street was to be connected to the other side of Sunnyview and during discussions with the Police and Fire Departments they did not want to open the connection. The Hazel Street Storm Drain Project had been completed this year and the developer would work to complete the street on the Hazel Street side, and while the street would not be connected it would be completed and paved.

John Bender, Pinole, speaking as a private citizen, was delighted to see the Draft CIP would include Project #RO2403, Old Town Traffic Calming. He hoped when the City Council considered the project they would agree to it since it was long overdue. He suggested in order to have a positive vision of Old Town, they must start with San Pablo Avenue given what had happened to it over the years, particularly post COVID-19. He also commented on traffic data collection and referred to the left turn to Pinole Valley Road from San Pablo Avenue heading west where the queue was getting longer and longer in the mornings almost to John Street, which was becoming an impediment converting that portion of San Pablo Avenue to a single lane. In addition, he was not a fan of chain link fences, and if used for security purposes it was a poor choice since they could be scaled easily. If a fence was to be placed around a portion of a public parking lot, he noted areas of high crime did not use chain link but better-looking fences and he offered examples in the City of Richmond.

PUBLIC COMMENTS CLOSED

Mayor Toms summarized the discussion with staff asked to look at wall-mounted flag poles, multi-colored lights, a patch test of power washing of the City Hall building, fencing around the parking lot and she agreed with the public about the use of chain link fences that would detract from Old Town, a request for a breakout on costs for the Senior Center lot, overhead lighting on San Pablo Avenue, City Seal replacement estimates, filling in the points for other projects and mural preservation.

Council member Tave added that the Private Sewer Lateral Program and financing options needed to be added to the CIP.

Mayor Toms spoke to the Private Sewer Lateral Program and commented that if the City was to finance some people in the program and if money was not collected at the time the contract was done, and if no lien was placed on the property, the property could be sold without a lien.

Acting City Manager/Public Works Director Mishra advised that when properties were sold, Realtors looked for a Sewer Lateral Compliance Certificate. There could be an addition to the policy that a Certificate of Compliance would not be issued until fully paid.

Council member Murphy requested Project #IN2301, Facilities & Real Estate Master Plan be either stricken from the CIP or deferred and include Prune Street and Tennent Avenue to Project #RO2302, Safety Improvements on Arterial Roadways. He clarified a project that had been completed on Appian Way and Marlesta Road had been completed this fiscal year and should be added to the list of completed items. He also suggested the \$65,000 for Pocket Parks could be utilized and leveraged in a better way, which could be discussed by the City Council at a future meeting and possibly using Growth Impact Fees for mural restoration.

In response to the Mayor, Council member Murphy again spoke to Project #IN2301, Facilities & Real Estate Master Plan, and suggested it was not essential for the City to spend \$200,000 for the project at this time.

Council member Tave was not opposed to pushing Project #IN2301, Facilities & Real Estate Master Plan out, although once an assessment of City facilities was done that would provide a full picture of all City buildings and he would like to see that be moved up on the priority list to help inform other CIP projects. He was not opposed to deferring Project #IN2301, Facilities & Real Estate Master Plan to Fiscal Year 2025 or 2026.

When asked, Acting City Manager/Public Works Director Mishra clarified that Project #RO2402, Sidewalk Rehabilitation Program, was a program to fund City right-of-way (ROW) sidewalks and curb ramps that were not Americans with Disabilities Act (ADA) compliant.

Council member Murphy would also like staff to return with more research and information from the recommendations from the Fowler Reuse Committee related to Project #FA1901, Senior Center Auxiliary Parking Lot, which could be discussed at a future meeting, and to allow the ability to explore options of where the revenue would come from.

Council member Murphy otherwise suggested there should be only three assessments per year since they were really feasibility studies, citing Project #IN2103, Recycled Water Feasibility Study, as an example, and suggested choosing two others to fund this year and deferring the others as part of the five-year plan.

Council member Martinez-Rubin spoke to Project #PA2101, Installation of High-Capacity Trash Bins, and asked that the trash bins be relocated and placed in locations where they would be used.

Mayor Toms again summarized the comments from the City Council and direction to staff which Council member Tave seconded as a motion to:

- Relocate trash bins;
- Consider wall mounted flag poles;

- Consider multi-colored lights around City Hall;
- Patch test (power wash) on City Hall;
- Consider fencing around the parking lot at Plum Street;
- Identify the payment categories for the auxiliary parking lot for the Senior Center and provide background from the Fowler Reuse Committee;
- Consider overhead lighting on San Pablo Avenue;
- Replace City Seal;
- Evaluate Youth Center facility;
- Consider Prune Street crosswalks;
- Add points into the projects on the list;
- Preserve murals; and
- Add Private Sewer Lateral Program

On the motion, Council member Martinez-Rubin spoke to the request for multi-colored lights around City Hall and commented lights had been strung around trees in Old Town and she asked how that was going and whether it helped the goal to increase pedestrian traffic in Old Town and to improve the downtown businesses. She asked the Mayor Pro Tem how the use of multi-colored lights would add to City Hall.

Mayor Toms noted the item was not being added to the CIP but would be discussed at a future meeting.

Acting City Manager/Public Works Director Mishra explained he would provide an estimate of costs.

Council member Murphy clarified when the item returned there would be a list of the unfunded projects and priority scores.

Mayor Pro Tem Sasai looked forward to a future discussion. He otherwise asked that Project #FA2302, Plum Street, Parking Lot Improvements, be stricken from the CIP.

Mayor Toms clarified Project #FA2302, Plum Street, Parking Lot Improvements would come back with a discussion for alternatives.

ACTION: Motion by Mayor Toms/Council member Tave for staff to consider as part of the Draft Fiscal Year (FY) 2024/25 – FY 2028/29 Capital Improvement Plan Budget, to:

- **Relocate trash bins;**
- **Consider wall mounted flag poles;**
- **Consider multi-colored lights around City Hall;**
- **Patch test (power wash) on City Hall;**
- **Consider fencing around the parking lot at Plum Street;**
- **Identify the payment categories for the auxiliary parking lot for the Senior Center and provide background from the Fowler Reuse Committee;**
- **Consider overhead lighting on San Pablo Avenue;**
- **Replace City Seal;**
- **Evaluate Youth Center facility;**
- **Consider Prune Street crosswalks;**

- Add points into the projects on the list;
- Preserve murals; and
- Add Private Sewer Lateral Program

Roll Call Vote: Passed 5-0

Ayes: Toms, Sasai, Martinez-Rubin, Murphy, Tave
 Noes: None
 Abstain: None
 Absent: None

Mayor Toms thanked staff for its incredible work on the budget and CIP and the members of the public for their participation.

6. ADJOURNMENT to the Regular City Council Meeting of May 7, 2024 in Remembrance of Amber Swartz.

At 9:57 p.m., Mayor Toms adjourned the meeting to the Regular City Council Meeting of May 7, 2024 in Remembrance of Amber Swartz.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:

**CITY COUNCIL MEETING
MINUTES
May 7, 2024**

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE IN HONOR OF THE US MILITARY TROOPS

The City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Toms called the Regular Meeting of the City Council to order at 5:00 p.m. and led the Pledge of Allegiance.

2. LAND ACKNOWLEDGEMENT

Before we begin, we would like to acknowledge the Ohlone people, who are the traditional custodians of this land. We pay our respects to the Ohlone elders, past, present and future, who call this place, Ohlone Land, the land that Pinole sits upon, their home. We are proud to continue their tradition of coming together and growing as a community. We thank the Ohlone community for their stewardship and support, and we look forward to strengthening our ties as we continue our relationship of mutual respect and understanding.

3. ROLL CALL, CITY CLERK'S REPORT & STATEMENT OF CONFLICT

An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; and (3) leave the room until after the decision has been made, Cal. Gov. Code § 87105.

A. COUNCILMEMBERS PRESENT

Maureen Toms, Mayor
Cameron Sasai, Mayor Pro Tem
Norma Martinez-Rubin, Council Member
Devin Murphy, Council Member *
Anthony Tave, Council Member
*Arrived after Roll Call

B. STAFF PRESENT

Neil Gang, Interim City Manager/Police Chief
Eric Casher, City Attorney
Markisha Guillory, Finance Director
Sanjay Mishra, Public Works Director
Lilly Whalen, Community Development Director
Kapil Amin, Sustainability Fellow
Fiona Epps, Assistant to the City Manager
Roxane Stone, Deputy City Clerk

Deputy City Clerk Roxane Stone announced the agenda had been posted on May 3, 2024 at 3:00 p.m. with all legally required written notices.

Written comments had been received in advance of the meeting, distributed to the City Council, staff, posted to the City website and available in the Council Chambers.

Following an inquiry, the Council reported there were no conflicts with any items on the agenda.

4. CONVENE TO A CLOSED SESSION:

Citizens may address the Council regarding a Closed Session item prior to the Council adjourning into the Closed Session, by first providing a speaker card to the City Clerk.

A. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code §54957.6

Agency designated representatives: Gregory Ramirez, IEDA

Employee organization: Management Compensation Plan (MCP)

B. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code §54957.6

Agency designated representatives: Interim City Manager, Neil Gang, Human Resources Director, Stacy Shell and Gregory Ramirez, IEDA

Employee organization: AFSCME

PUBLIC COMMENTS OPENED

Deputy City Clerk Stone reported there were no comments from the public.

PUBLIC COMMENTS CLOSED

5. RECONVENE IN OPEN SESSION TO ANNOUNCE RESULTS OF CLOSED SESSION

At 6:04 p.m., Mayor Toms reconvened the meeting into open session and reported there was no reportable action from the Closed Session.

Mayor Toms otherwise announced a Special City Council Meeting had been scheduled for a public hearing for an Urgency Ordinance Extending a Temporary Moratorium on the Establishment of New Service Stations or Expansion of Existing Service Stations, to immediately follow this meeting. Consent Calendar Item 9G would be removed from the Consent Calendar and considered as the public hearing item.

Council member Murphy reported he had arrived at 5:05 p.m. during the Closed Session

6. CITIZENS TO BE HEARD (Public Comments)

Citizens may speak under any item not listed on the Agenda. The time limit is 3 minutes and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting.

Rafael Menis, reported the Centers for Disease Control and Prevention (CDC) was no longer requiring hospitals to report COVID-19 data and was reverting to a voluntary system with new data available after May 10, 2024. Based on the last mandatory data, the new COVID-19 hospitalization rate in Contra Costa County up to May 3, 2024 had been 2.4 per 100,000.

Irma Ruport, reported an Open House for Fire Station 74 would be held on May 11, 2024 from 10:00 a.m. to 2:00 p.m., in recognition of the one-year anniversary of the opening of Fire Station 74 and the City's partnership with the Contra Costa Consolidated Fire Protection District (CCCFPD), with firefighters to provide information on wildfire preparedness, and a Town Hall meeting at 11:00 a.m. to allow the public to raise any questions or concerns. She urged everyone to attend the event.

7. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. 55th Annual Professional Municipal Clerk's Week

The City Council read into the record a proclamation recognizing May 5 through May, 11, 2024 in recognition of the 55th Annual Professional Municipal Clerk's Week.

2. Public Service Recognition Week

The City Council read into the record a proclamation recognizing May 6 through May 10, 2024 as Public Service Recognition Week.

3. Affordable Housing Month

The City Council read into the record a proclamation recognizing May 2024 as Affordable Housing Month with the proclamation presented to Community Development Director Lilly Whalen in recognition of the completion of the City's Housing Element.

Community Development Director Lilly Whalen reported the State of California designated the City of Pinole as a Prohousing Designated Community, one of only 47 cities in the state. She was also proud of the work the City Council and the community had done for the SAHA Affordable Housing Development, which would consist of 33 units of affordable housing for veterans on San Pablo Avenue.

Mayor Toms recognized the staff of the Community Development and Building Departments for their work on the City's affordable housing developments.

4. Police Officer Week and Peace Officer's Memorial Day

The City Council read into the record a proclamation recognizing May 13 through May 19, 2024 as Police Officer Week and May 15, 2024 as Peace Officer's Memorial Day, in particular recognizing Pinole Peace Officers Constable Arthur McDonald, Officer John M. Sellers and Officer Floyd H. Swartz, who made the ultimate sacrifice to protect the citizens of Pinole.

PUBLIC COMMENTS OPENED (Items 7A 1-4)

Deputy City Clerk Stone reported there were no comments from the public.

PUBLIC COMMENTS CLOSED

B. Presentations

1. Townsend Public Affairs Grants Work

Finance Director Markisha Guillory introduced Alex Gibbs, Grants Director, Townsend Public Affairs (TPA) to provide a presentation on the grants work.

Alex Gibbs, Grants Director, TPA, reported TPA had been brought on board to provide the City of Pinole assistance with grant consultation services, grant writing, grant submission and grant advocacy. He provided a PowerPoint presentation which included an overview of TPA, a grant writing and lobbying firm consisting of a team of 17 grant writers and registered lobbyists with the policy expertise, advocacy experience and bipartisan relationships necessary to achieve legislative and funding results. TPA maintained five offices to serve its clients.

Mr. Gibbs highlighted his personal and professional background along with the TPA Team; TPA's approach to grant research, grant writing and grant management and monthly grant communications. He also detailed 2024 Federal Appropriations Requests (earmarks and project funding requests) including the Pinole Community Hub Project, with a request amount of \$900,000, Pinole Creekside Park Project with a request amount of \$755,000, and the Pinole Fernandez Park Project with a request amount of \$850,000. The status of whether or not the projects had been selected should be reported within the next week or so.

Pinole's Prohousing Designation was also highlighted since Pinole, one of only 47 cities in the State of California having been provided this designation, would be in a better position to secure future grant funding for housing projects.

Mr. Gibbs also provided a verbal update on additional work on behalf of the City, including updates to the Climate Action and Adaptation Plan (CAAP) in conjunction with other City consultants; breakdown on funds for available grants; application for the California Energy Commission Clean Energy Planning Grant in the amount of \$100,000; a California Energy Commission Local Government Building Decarbonization Challenge Grant was due later in the month; status of Brownfield land remediation funding for sites on San Pablo Avenue; Department of Justice Tobacco Grant opportunities in conjunction with Code Enforcement and the Parks and Recreation Department; and an Arts in the Park Grant opportunity in conjunction with the Public Works Department.

Responding to questions from the City Council, Mr. Gibbs clarified that fewer grant applications involved a cap based on population size with most grant opportunities open to municipalities of any size or may involve a special category for smaller cities. He acknowledged there were some per capita grants the City of Pinole may not qualify for since those grants were issued to cities with a population of 25,000 or more.

Mr. Gibbs added that TPA had also seen a shift in grant opportunities for the demographic requirements for disadvantaged communities, with many grant programs no longer solely utilizing Senate Bill (SB) 535 Disadvantaged Communities.

Mr. Gibbs explained there had been a shift to other environmental metrics such as the CalEnviro Screen 4.0, which was the most common tool used by the state to determine whether or a not a community was perceived as disadvantaged in order to apply for some of the programs at the federal level using the Justice40 Initiative Climate Environment Justice Tool. While the City of Pinole did not qualify for all grant opportunities, the shift allowed Pinole to qualify for more funding opportunities.

Mr. Gibbs again detailed the federal funding requests as outlined. When asked, he was uncertain how many requests Congressman John Garamendi had received this year and suggested it had been less competitive this year than the prior cycle due to the fast turnaround. He commended staff for starting the outreach process early and for securing letters of support from state elected officials. He reported that Congressman Garamendi would have 15 federal funding requests he could put forward across his district and there was a high likelihood at least one of Pinole's requests would be picked, which was why TPA had recommended submitting multiple requests. More information would be known in the next week.

Mr. Gibbs acknowledged the most important part of state and federal grant opportunities was community outreach, such as at the planning process and during the community outreach process when a city worked on master plans and utilizing those components as part of larger planning tools. He commented the California Energy Commission Clean Energy Planning Grant application included \$15,000 for community outreach efforts. There were also smaller local, regional or county grant opportunities and when members of the community were made aware of those grants, TPA welcomed that collaboration with the community to allow TPA to vet the grant opportunity with staff and submit an application.

Mr. Gibbs further commented that TPA looked into certain private and foundation funding opportunities as to whether they may work for Pinole, and if an interest for Pinole he could reach out to counterparts in the City of Stockton on what particular foundations that jurisdiction had utilized related to private foundation grants. He otherwise commented there were a number of public and private foundation funding opportunities available, and as City staff identified priorities for funding that was when they could dive into those opportunities and match them to the City's priorities. Given the volume of those opportunities, he wanted to ensure they utilized the staff time well and TPA could work with staff to match those funding opportunities.

Mr. Gibbs reiterated that letters of support from stated elected officials for the federal funding requests he described had been received and efforts were being made to reach out to other organizations where it would strengthen an application. If there were other organizations the City would like TPA to work more closely with they would be more than happy to do so. He acknowledged the desire for TPA to continue to speak with staff and the community and to urge Congressman Garamendi to provide the funding opportunities and build on the work staff had already done as part of the community engagement process.

PUBLIC COMMENTS OPENED

Irma Ruport, thanked TPA for coming on board and providing information on the grant writing program. She had prior experience working for the Department of Justice and a grant writing program and she had been an advocate for the City to have a grant writing program. She had a good feeling about some of the grants but asked about TPA's scope of work and description of services.

Ms. Ruport asked whether grant writing training would be provided by TPA to City staff, whether TPA would write and review the grant, and asked at what point TPA would become involved in the grant application. Having experience in that area, she urged staff to be involved and consider everything within the scope of work to be done. She agreed that communication and engagement with the community was very important, she had information on various grant opportunities and wanted to share some of that information with the City in the hopes that opportunities were not missed. She asked that monthly status reports on grant opportunities be provided by TPA in an effort to avoid missing those opportunities.

PUBLIC COMMENTS CLOSED

Mr. Gibbs responded to the public comment and explained he did some grant training and public speaking on behalf of members of congress and state legislators and provided that to municipalities about the grant process; however, many City staff were more advanced and sophisticated in the grant writing opportunities and had accomplished more to secure grants on behalf of the City. If a new staff person came on board where grant writing was new to them, he could provide that kind of training or consultation. In terms of the community outreach, TPA could assist to bring the community in on any of those processes. He added that TPA leaned on staff for some of the more sophisticated grants involving transportation or engineering, with TPA present to make life easier for staff to demystify the process, and TPA could attend webinars and ask questions of agencies on the City's behalf and to lighten the burden on City staff.

Mr. Gibbs added, when asked, that TPA would look to community input when developing a project, and even if there was the opportunity for additional community outreach, TPA would lean on what the City had done historically, which was very important to show how long the City had been working with the public.

Mayor Toms thanked TPA for the presentation and City staff for its hard work.

8. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Toms reported the Finance Subcommittee had met on April 18, 2024; she and the Mayor Pro Tem had participated as part of the Municipal Code Update Subcommittee to discuss setting a fee for the use of the electronic vehicle (EV) charging station outside of the Pinole Police Station; considered zoning code updates related to the Housing Element and safe storage of firearms; she and the Mayor Pro Tem had held a meeting to discuss plaques and memorials in response to a request to name something in the City of Pinole for the Ohlone people, with the conversation to continue in the next few weeks; and she had attended the West County Mayors' and Supervisors' meeting with a discussion on public safety, sports fields and health care.

Mayor Toms had also participated in the Ellerhorst Elementary School Carnival; participated in the first meeting of the East Bay Wildfire Prevention Coordinating Group, with a discussion on the scope of the group; and had participated in a presentation from the Bay Area Council with another meeting to be held on July 8, 2024.

Mayor Toms further reported she had attended and the City of Pinole had hosted the Mayors' Conference with a presentation from the Bay Conservation and Development Commission (BCDC) and water agency staff from the county regarding shoreline resilience and sea level rise; and a discussion of the County Local Hazard Mitigation Plan, which was currently out for public review. This plan must be adopted for cities to be eligible for pre- and post-disaster funding through the Federal Emergency Management Agency (FEMA). She thanked City staff for the work involved in the City's hosting of the Mayors' Conference. In addition, she had attended the openings of Taqueria La Cocina and Nick the Greek.

B. Mayoral & Council Appointments

1. Planning Commission

Mayor Toms recommended the City Council approve the Interview Subcommittee recommendation to approve three appointments to the Pinole Planning Commission to include Tamiko Huey, Timothy Banuelos and Rafael Menis, with all three seats to have a term that would expire on April 30, 2028.

Council member Tave offered a motion, seconded by Mayor Pro Tem Sasai, to appoint Andrew Uch, Tamiko Huey and Rafael Menis to the Pinole Planning Commission, with all three seats to have a term to expire on April 30, 2028.

Mayor Toms explained that Mr. Uch had been encouraged to apply to the Traffic and Pedestrian Safety Committee (TAPS) given that was the area he had expressed an interest. She noted that incumbent Timothy Banuelos was an architect, which added value to the Planning Commission.

Council member Martinez-Rubin concurred with the Mayor's comments.

Council member Tave detailed when he had initially applied to serve on the Planning Commission and had been given the opportunity to serve. He found all of the Planning Commission candidates were great and he recognized Mr. Banuelos had done a great job, but suggested Mr. Uch could benefit from the experience and providing him the opportunity to serve on the Planning Commission may offer a call to service. He was sad to see Adam Benzuly step down from the Planning Commission, found the Planning Commission had done a great job over the past few years, particularly with the Housing Element and other accomplishments and emphasized that giving someone else the opportunity to move forward was a good thing.

Mayor Pro Tem Sasai suggested having new voices and fresh vision on the Planning Commission would be valuable.

Council member Martinez-Rubin commented on the value to the City versus the value to an individual having been given the opportunity. She suggested Mr. Uch, who was a college student, could serve on the TAPS Committee, and she too noted his interest both in his application and during the interview, had been focused on transportation. She suggested Mr. Uch had spoken well for himself but the Interview Subcommittee found the most fitting candidates were as recommended. As to new voices and experiences, the City would have that to the extent the Commissioners were to abide by the code of conduct and the opportunities afforded them by serving on the Commission.

Council member Martinez-Rubin otherwise commented on what was lacking on City Commissions was the expertise gained over years of professional experience, which Mr. Banuelos had as a former member of the City Council and the Planning Commission. She supported the recommendations of the Interview Subcommittee.

City Attorney Eric Casher clarified there was a motion and second on the floor. If the moving Council member wished to amend the motion that could be entertained. Otherwise, the City Council must vote on the motion.

ACTION: Motion by Council member Tave/Mayor Pro Tem Sasai to appoint Andrew Uch, Tamiko Huey and Rafael Menis to the Pinole Planning Commission with all three seats to have a term to expire on April 30, 2028.

Vote:	Passed	3-2
	Ayes:	Sasai, Murphy, Tave
	Noes:	Toms, Martinez-Rubin
	Abstain:	None
	Absent:	None

Mayor Toms allowed for public comment after the vote was taken.

PUBLIC COMMENTS OPENED

Rafael Menis, suggested Andrew Uch would be a great Planning Commissioner but with the loss of Commissioner Banuelos and former Chair Benzuly, the Planning Commission would lack practicing architects, which may be a challenge moving forward. He hoped Messieurs Banuelos or Benzuly would be willing to offer their advice to the Planning Commission in their private capacities.

Irma Ruport, agreed with the City Council's action. Having applied to the Community Services Commission four years ago, she had been informed by a current member of the City Council that she was too political to be appointed and only when the new City Council had been seated had she finally been appointed to the Commission. She wanted to see new people serve on City Commissions, noting that the Community Services Commission involved long-time members with no term limits. She asked that everyone have a chance and for the City Council to be equal and fair to everyone.

PUBLIC COMMENTS CLOSED

C. City Council Committee Reports & Communications

Mayor Pro Tem Sasai reported on the success of the City hosting the recent Mayors' Conference. He also reported he had attended the Grand Opening of Taqueria La Cocina.

Council member Murphy reported on new businesses coming to the City of Pinole, with businesses and residents excited about the opening of Taqueria La Cocina, Nick the Greek and Boba Birds, and he thanked staff for the all of the work around the economic development strategy.

Council member Murphy also reported he had attended a Pinole-Hercules Wastewater Treatment Plant Subcommittee meeting and briefed the City Council on the discussions, and a three-dimensional tour of the plant that was available to the public online. City staff was asked to post this tool on the front of the City's webpage. He had also attended a meeting of Marin Clean Energy (MCE) Board of Directors and highlighted the solutions MCE was offering during a time when energy rates had significantly increased.

Council member Tave was pleased to see the grants presentation from TPA. He had attended the Mayors' Conference and thanked Tina's Place for the refreshments, staff and the community who supported the event, and liked the fact the conference had been held at the Senior Center.

Council member Martinez-Rubin reported she had attended the League of California Cities Leaders' Summit and highlighted the discussions on homelessness, organized retail theft, community engagement and its use for diversity, equity and inclusion, and the use of degenerative Artificial Intelligence (AI). She had also attended the County Stormwater Funding webinar and briefed the City Council on the 3.0 version of the National Pollutant Discharge Elimination System (NPDES) requirements; attended a meeting of the Interview Subcommittee, wishing the candidates selected for the Planning Commission well; the Special City Council Budget Workshop Meeting; the Mayors' Conference; and the Grand Opening of Taqueria La Cocina. She thanked staff for the preparation of the Mayors' Conference at the Senior Center.

D. Council Requests for Future Agenda Items

Mayor Pro Tem Sasai offered a motion, seconded by Council member Murphy for a general discussion on new state minimum wage requirements for fast food workers and compliance within the City of Pinole.

In response to the Mayor, City Attorney Casher clarified the discussion could be about some of the state minimum wage requirements and what the City of Pinole could do in addition to what the state was doing with respect to enforcement and oversight.

ACTION: Motion by Mayor Pro Tem Sasai/Council member Murphy for a general discussion on new state minimum wage requirements for fast food workers and compliance within the City of Pinole.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

Mayor Pro Tem Sasai offered a motion, seconded by Council member Murphy for a discussion on a rental registry ordinance in the City of Pinole.

In response to the Mayor, as to whether the City already had a rental registry ordinance in place, City Attorney Casher explained in order to have a rental property, a property owner must have a business license. He was uncertain if the requested agenda item was intended to identify those properties that had not gone through the business license requirements.

Mayor Pro Tem Sasai confirmed that was the nature of his request and he was seeking a general discussion.

ACTION: Motion by Mayor Pro Tem Sasai/Council member Murphy for a discussion on a rental registry ordinance in the City of Pinole.

Vote: Passed 5-0
Ayes: Toms, Sasai, Martinez-Rubin, Murphy, Tave
Noes: None
Abstain: None
Absent: None

ACTION: Motion by Council member Tave/Mayor Toms for a presentation with more details on a potential revolving fund for the Sewer Lateral Program, to be presented after the budget.

Vote: Passed 5-0
Ayes: Toms, Sasai, Martinez-Rubin, Murphy, Tave
Noes: None
Abstain: None
Absent: None

ACTION: Motion by Council members Tave/Murphy for a presentation with more details on a revolving fund for power possibly in connection with Marin Clean Energy (MCE) to pay for battery walls for citizens of Pinole to curb energy usage at night.

Vote: Passed 5-0
Ayes: Toms, Sasai, Martinez-Rubin, Murphy, Tave
Noes: None
Abstain: None
Absent: None

ACTION: Motion by Mayor Toms/Council member Tave for staff to provide a report on the establishment of a Community Foundation.

Vote: Passed 5-0
Ayes: Toms, Sasai, Martinez-Rubin, Murphy, Tave
Noes: None
Abstain: None
Absent: None

PUBLIC COMMENTS OPENED

Irma Ruport, referenced the Animal Services contract the City had with Contra Costa County and asked that the new Executive Director be invited to provide a report to the City Council.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council member Murphy/Mayor Toms to invite the Executive Director of Contra Costa County Animal Services to make a presentation to the City Council.

Vote: Passed 5-0
Ayes: Toms, Sasai, Martinez-Rubin, Murphy, Tave
Noes: None
Abstain: None
Absent: None

ACTION: Motion by Council member Martinez-Rubin/Mayor Toms for a presentation from a regional representative on what the League of California Cities had defined as the Taxpayer's Deceptive Act, and the potential impacts to residents if the ballot measure passed.

Vote: Passed 5-0
Ayes: Toms, Sasai, Martinez-Rubin, Murphy, Tave
Noes: None
Abstain: None
Absent: None

E. City Manager Report / Department Staff

Interim City Manager/Police Chief Neil Gang announced that May 6 through 10, 2024 was Public Service Recognition Week and the Human Resources Department had planned a number of events. He also reported on a recent tour of the Pinole-Hercules Wastewater Treatment Plant; commended the work of the City Clerk's Office for the recent Mayors' Conference; stated recruitment for the City Manager had closed on April 28, 2024 with 45 applications received; and reported the new Community Services Director Andrea Dwyer had commenced employment with the City and he thanked the Acting Community Services Director Maria Picazo for her help during the transition.

Interim City Manager/Police Chief Neil Gang also reported that Coffee with the City would be held on May 8, 2024 at the Bear Claw from 8:00 to 10:00 a.m.; Fire Station 74 Open House and One-Year Anniversary would be recognized on May 11, 2024 from 10:00 a.m. to 2:00 p.m.; Community Services Day would be May 18, 2024 from 8:00 a.m. to 12:00 Noon at the Youth Center; Pride and Juneteenth would be celebrated at Fernandez Park on June 9, 2024 from 12:00 to 3:00 p.m. and the Fourth of July celebration would be held on July 4, 2024 at dusk at Pinole Valley High School. He thanked staff for all of the work they were doing.

F. City Attorney Report: None

PUBLIC COMMENTS OPENED (Items 7E through 7F)

Deputy City Clerk Stone reported there were no comments from the public.

9. CONSENT CALENDAR

All matters under the Consent Calendar are considered to be routine and noncontroversial. These items will be enacted by one motion and without discussion.

If, however, any interested party or Council member(s) wishes to comment on an item, they may do so before action is taken on the Consent Calendar. Following comments, if a Council member wishes to discuss an item, it will be removed from the Consent Calendar and taken up in order after adoption of the Consent Calendar.

- A. Approve the Minutes of the Regular City Council Meeting on April 16, 2024.
- B. Receive the April 6, 2024 – May 3, 2024 List of Warrants in the Amount of \$1,089,234.92, and the April 26, 2024 Payroll in the Amount of \$495,090.48.
- C. Award a Contract for Consulting Services for Solid Waste, Recycling and Organic Material Agreements Negotiation (RFP No. PW-2024-01) to R3 Consulting Group, Inc. in an Amount Not to Exceed \$48,000. **Action: Adopt Resolution per Staff Recommendation (Sanjay Mishra)**
- D. Adopt a Resolution to Approve a List of Projects for Fiscal Year 2024/25 Funded by SB1: The Road Repair and Accountability Act of 2017. **Action: Adopt Resolution per Staff Recommendation (Sanjay Mishra)**
- E. Adopt a Resolution of Support for the Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES). **Action: Adopt Resolution per Staff Recommendation (Lilly Whalen)**
- F. Approve an Agreement for a Citywide VoIP Phone System Replacement Project with RingCentral and Appropriate Funding in the Amount Not to Exceed \$19,229.81 for the Upgrade of the Stancil Voice Logging Recorder System. **Action: Adopt Resolution per Staff Recommendation (Fiona Epps, Matt Avery)**
- G. *Urgency Ordinance Extending a Temporary Moratorium on the Establishment of New Service Stations or Expansion of Existing Service Stations.* **Action: Adopt an Urgency Ordinance per Staff Recommendation (Lilly Whalen, Alex Mog)**

Item heard as part of a Special Meeting immediately after this meeting.

- H. Adopt a Resolution to Amend the Master Salary Schedule. **Action: Adopt a Resolution per Staff Recommendation (Stacy Shell, Charlene Davis)**
- I. Approval of East Bay Wildfire Prevention Coordinating Group Memorandum of Understanding. **Action: Approve MOU per Staff Recommendation (Neil Gang)**
- J. Waive Second Reading of Ordinance Amending Section 1.02.010 of the Pinole Municipal Code and Adopt a New City Seal. **Action: Staff recommends the City Council waive the second reading and adopt an Ordinance amending Section 1.02.010 of the Pinole Municipal Code to adopt a new City Seal (Eric Casher)**

- K. Adopt a Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of the Annual Engineer's Report for the Pinole Valley Road Landscape and Lighting Assessment District (LLAD) for Fiscal Year 2024/2025. **Action: Adopt a Resolution per Staff Recommendation (Sanjay Mishra)**

Council member Tave requested the removal of Item 9C for discussion.

PUBLIC COMMENTS OPENED

Rafael Menis, referenced Item 9F, Page 104 of 422 of the agenda packet and the statement in the last paragraph on the same page from the May 7, 2024 staff report, which read: *Council should note that switching to RingCentral VoIP phone services would decrease the annual telecommunication expenses of the Information Systems Department by approximately \$60,000.* While the decrease in expense would be great, he questioned the reliability cost in the event of an Internet outage. He asked whether the City planned to have backup phone services, maintain Emergency Operations Center (EOC) functionality or whether it would go over to voiceover IP and hopefully with backups set up to mitigate broader network failures.

Public Works Director Sanjay Mishra referenced Item 9C and reported a Request for Proposal (RFP) had gone out for a negotiator with experience with collection agencies. No proposals had been received in the first round. Staff had reached out to three companies that provided those services, extended the time for the RFP and received two proposals as outlined in the May 7, 2024 staff report. Staff evaluated both proposals and recommended the City Council award a contract for consulting services for solid waste, recycling and organic material agreements negotiation to R3 Consulting Group Inc. in an amount not to exceed \$48,000. R3 had a plethora of experience, was already working with Republic Services and other agencies, could provide guidance and had the staff to provide this service.

Council member Tave asked the public to be aware this item had been in process for some time prior to the budget discussion and although the City was facing a deficit and took that deficit seriously, it was important to retain an experienced consultant for the agreement negotiations. He thanked staff and the Mayor for working on this matter with him and for providing clarification to the public.

Mayor Toms added that once the contract with R3 had been approved, a meeting should be scheduled, and Public Works Director Mishra confirmed that would be the case.

Noreen Buller, referenced Item 9J, and the land acknowledgement statement at the start of each meeting agenda and expressed disappointment the City had decided to eliminate the face of the Indian on the existing City seal. Since she understood the Ohlone had objected to the Indian on the existing City seal, she asked whether the face could have been removed rather than the entire figure, which she found to be a beautiful replica of the beginning of the City. She appreciated the work on the new City seal, but objected to the replacement of the Indian and asked about the cost of this change, whether it had been included in the budget, whether it could be cut until the City could afford it and how the change would impact the existing City seals at City Hall and other City buildings.

Assistant to the City Manager Fiona Epps responded to the public comment and reported the costs to replace the City seal would be absorbed by the existing City budget such as digital media and media and graphics when needed to be replenished, with the larger costs to replace the City seal on the Public Safety Building, the floor at City Hall and the City's fleet of vehicles in the Public Works Department, to be calculated. The existing City seals must be inventoried first with the costs to be considered as part of the next fiscal year budget or subsequent budgets. In response to concerns with Item 9F, she clarified all phone lines would not be replaced with the VoIP system in that some existing analog phone system lines would be left in place in the Public Safety Building and dispatch for redundancies and in the event of an emergency.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council members Martinez-Rubin/Tave to adopt Items 9A through 9K, as shown.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

10. PUBLIC HEARINGS: None

11. OLD BUSINESS

- A.** Provide Direction on Potential Ballot Measures to Raise Revenue: Charter City and Real Property Transfer Tax, Sales Tax, Utility User's Tax. **Action: Provide Direction per Staff Recommendation (Eric Casher, Markisha Guillory)**

Finance Director Markisha Guillory provided a PowerPoint presentation on the City of Pinole Voter Attitudes Toward Potential Finance Measures, which included the background of the City's 20-year financial forecast which indicated a substantial budget deficit, with the City Council having directed staff to engage a pollster to conduct polling around a potential revenue measure, including sales tax, Charter City/Real Property Transfer Tax (RPTT) and Utility User's Tax (UUT). The taxes may be classified as either general or special taxes, with a general tax measure requiring majority voter approval and special tax measure requiring two thirds voter approval, with the revenue only able to be used for the special purpose identified in the ballot measure.

Finance Director Guillory introduced Catherine Lew, President/Co-Founder, Lew Edwards Group and Lucia Del Puppo, Senior Vice President – FM3, a pollster who continued the PowerPoint presentation. An overview was provided of the environmental landscape and project objectives in a highly polarized environment nationally, statewide and regionally. Voter pessimism and cost of living concerns were acknowledged. The 2024 objective was to design and execute a statistically valid and objective study and assess the viability of the three funding mechanisms, Charter City/RPTT, sales tax measure and UUT, and report the results back to the City Council and the public. The data had shown optimism from Pinole voters, trust in the City government and clear voter preferences on potential revenue mechanisms.

Ms. Del Puppo highlighted the dual-mode survey methodology used with a total of 410 interviews having been conducted April 17 through April 28, 2024, via telephone, email invitations and text invitations, with the data collected through telephone and online interviews. She highlighted the 2022 survey, provided in both English and Spanish, and the survey tracking. Based on the input, voters were increasingly optimistic about the direction of Pinole; a majority viewed City government favorably; voters were widely satisfied with the quality of life and safety of the City; and there was satisfaction with local roads, and while a majority saw a need for funding for City services, few saw a great need, illustrating the necessity to inform the community of the need for a tax measure. Three in five respondents saw a need for funding infrastructure.

Ms. Del Puppo walked through the conceptual sales tax ballot language tested where two thirds of voters indicated support for the proposed sales tax. The Charter City/RPTT conceptual ballot language had also been tested with a majority of voters opposed to a proposed Charter/City/RPTT measure. The community had also been divided on the measure in 2022. Conceptual UUT expansion language had also found that three in five voters objected to expanding the UUT.

Community spending priorities and provisions were also highlighted with respondents having indicated providing safe and clean drinking water, maintaining emergency response times and keeping public areas safe and clean were the top priorities. More than three quarters had said that preventing property crime and retaining businesses was very important. It had been concluded that overall, the survey findings indicated that a proposed sales tax was well-positioned for the likely November 2024 ballot, and a majority of the voters continued to oppose a Charter City/RPTT and UUT expansion. A majority of the voters saw a need for funding for City services and infrastructure but few saw a great need.

Voters' top priorities for a funding measure were providing clean and safe drinking water, keeping public areas safe and clean and maintaining emergency response and maintaining fire protection and crime prevention.

Ms. Lew walked through two of the common questions that had been asked during this process and the responses including:

- **Should we proceed directly to measure placement?** Response: The Lew Edwards Group encouraged the City to continue additional public outreach for the next 10 weeks prior to placing any measure on the ballot.
- **Does the City have the option of placing two measures on the ballot?** Response: Yes, however, polling conducted in other cities this year suggest that voters prefer a more focused approach in 2024 due to sensitivities about government overreach and economic issues.
- Lew Edwards Group encouraged its cities to place the measure with greatest viability with a longer-term fiscal sustainability strategy.

Ms. Lew also provided an overview of sample engagement products to engage the public further including communitywide mailers and paid digital media and the project timeline should the City Council opt to proceed, including continued engagement with the community through June, with a measure(s) for the City Council to then be prepared in July, and with the deadline for ballot placement the first meeting in August 2024.

Ms. Lew explained should the City Council choose to place a measure(s) on the ballot, Lew Edwards Group would develop a municipal election communications toolkit and confer closely with the City Attorney and City staff on the toolkit elements, and in September and October, conduct municipal election public information. The City Council was asked to provide direction on the measure to pursue with staff to proceed with the next steps in the process if placing a measure on the ballot.

Responding to the City Council, Finance Director Guillory, Ms. Lew and Ms. Del Puppo provided clarification on the following:

- Clarified the projected tax measure revenue for each measure, with the sales tax at \$2.5 million (which aligned with what the City received for Measure S 2006 and 2014) and UUT at \$500,000. For the RPTT, and in previous reports, the amount had been based on what had been received in prior years, which was higher and the amount received over the last two years had been lower, with the projection based on the last two years of receipts of transfer taxes. (Mayor Pro Tem Sasai)
- Clarified to ensure the sample was demographically representative of the electorate one of the questions asked for analysis purposes had been about income, and the sales tax, RPTT and UUT initial vote by household income was again highlighted. It had been concluded that household income had not influenced voters' positions on the proposed tax measures. (Murphy)
- Confirmed if the City Council were to move forward with one of the tax measures, FM3 had additional demographic information available by age, race and rental/home ownership. (Murphy)
- Clarified the data for the majority of the voters opposed to the proposed Charter City/RPTT measure for 2022 and 2024, along with the conceptual RPTT ballot language. There had not been a separate question in the survey as to whether a voter would support a Charter City, given the conceptual RPTT ballot language, as described. The Lew Edwards Group had successfully directed some Charter City measures with a standalone Charter City question. Not all agencies considering city charter measures were contemplating a corresponding revenue measure on the same ballot. As ballots had become longer, and using the City of Emeryville as an example, the ballot questions had been bifurcated where there was a specific charter measure ballot question and a separate revenue measure ballot question. Lew Edwards Group had seen an increase in voter fatigue given longer ballots, mail-in ballots and information overload. (Murphy)
- Clarified the list of voter priorities where some items had been split sampled and divided into two groups demographically comparable given the long lists and to avoid respondent fatigue. (Murphy)
- Acknowledged reference to a November 7, 2023 presentation from Baker Tilly, titled City of Pinole Long Range Fiscal Forecast Options, which had shown the projected revenue for an RPTT was \$2 million plus, categorized as a high fiscal impact, and with the sales tax categorized as having moderate fiscal impact between \$200,000 and \$500,000. (Mayor Pro Tem Sasai)

- Clarified the half cent sales tax measure would be “half cent per dollar spent.” The RPTT would not be paid until a home was sold. Clarified the differences between the sales tax and RPTT measures. The Lew Edwards Group had been successful representing the City of Pinole in extending its UUT in the past, had done a lot of UUT and RPTT work, but in the recent election cycles found the simpler the better. A sales tax measure was easier for a broad spectrum of constituencies to understand and people felt others were sharing the cost; it was not attached to one’s home or utilities, and visitors to Pinole would share the cost, as an example, but it would not apply to items purchased such as prescription medication or food. A sales tax measure was a user-friendly concept for a voter to understand. (Tave)
- Clarified the polling questions had been asked to provide the context of what the questions meant and ensure they were testing the strongest language. The conceptual ballot language for the UUT expansion, Charter City/RPTT and sales tax measures were again clarified. For the Charter City/RPTT, some of the language had been tweaked a bit to meet legal requirements, stay within the 75-word ballot requirement, and change the phrasing a bit to include more regulatory language around the charter city. (Martinez-Rubin)
- Clarified each and every polling question had been carefully crafted based on a common format and form of question. Lew Edwards Group had access to an incredible body of archives of how sales tax measures language had been presented, and for each mechanism there was a format for how the mechanism had been presented. Lew Edwards Group stood behind the statistical validity of its work and the very strong reactions for each of the three mechanisms, which spoke to the fact there was no thumb on the scale and the results for the three mechanisms were not close. (Martinez-Rubin)
- Clarified the mention of businesses in the survey had not included a mention of the type of business. (Martinez-Rubin)
- Clarified the timeline for placing an item on the November ballot. (Mayor Toms)
- Confirmed the survey had been administered in both English and Spanish. Clarified 7 percent of the respondents had responded to the survey in Spanish, but the percentage of voters who requested a ballot in Spanish was unknown at this time but could be followed-up. Offering the survey in both languages and in both modes had been very helpful (in 2022 only telephone interviews had been conducted) with an increase in responses as a result. (Martinez-Rubin)

PUBLIC COMMENTS OPENED

William Horton, understood the City would have a deficit budget for the next fiscal year, no one liked to pay taxes, but they must speak about the quality of life, police, fire, parks and streets and that was what must be sold to the voters. He was encouraged with the polling results, and understood passing a ballot measure needed to show the financial need, include an acceptable tax method, an affordable amount spread over many people and good public information before and after the election. He had information from 2010 where voters had rejected taxing air and water, and in 2018 a UUT had been passed but at the same rate and same services, and if things changed it would not likely be a success particularly with PG&E raising rates.

Mr. Horton understood that a Charter City/RPTT measure had been rejected by voters in 1997 for a number of reasons. He personally liked the half cent sales tax measure, particularly since food and prescriptions would be exempt and the sales tax would be spread over all shoppers including out of town visitors using City roads. More sales taxes would be paid for larger items. He understood the City of El Cerrito had approved a third sales tax measure a few years ago and he provided the City Attorney with a note and recommendation that staff check with the state to determine whether a third sales tax measure would be permitted or a special regulation may be required.

Rafael Menis, asked whether the general public could see the cross tabs of the general data set from the survey since it would be interesting to see the data breakdown based on renter versus homeowner, age and employment status. He recalled in the prior surveys for an RPTT, there were multiple different levels of RPTT polled and an .8 percent RPTT polled higher than a 1.2 percent RPTT, and the City could consider a tiered tax. He asked whether it would be possible to conduct a survey asking different opinions on multiple different potential kinds of an RPTT, such as .8 percent versus 1.2 percent, and an RPTT that only applied to properties above \$1 million in value versus all properties, which may have an impact on the electorate's overall level of support for an RPTT even given the increased level of opposition as income increased.

Mr. Menis also noted the way in which the questions had been structured for the sales tax ballot language, as described, had not used the word "expand" versus the language used in the UUT and Charter/City RPTT ballot measures which had used the term "expand." He asked whether using the language of expansion versus adoption, may have impacted the way voters had considered the various measures. Also, there had been a significant drop in the "probably yes" category for the Charter/City RPTT tax measure and he asked if the questions were comparable between the two years (2022 and 2024), and if comparable the reasons for the drop.

Eric Meyers, a resident of Hercules, but a Pinole business owner, found the Charter City/RPTT measure would be unfair since that would target homeowners to balance the budget and create a larger barrier to first-time home buyers. While the City had received a good report card, which it deserved, he found the survey had shown voters did not like a Charter City/RPTT measure but could support a sales tax measure. He suggested if the City Council continued to listen to its constituents and took the time for outreach, the Council would continue to get a good report card. He encouraged the City Council to listen to the taxpayers and although he personally disliked sales taxes over 10 percent, he understood the necessity to raise taxes to provide services. He asked that real property be left alone and rather preserve housing affordability and respect the housing equity many had built over their life time in Pinole.

Irma Ruport, agreed the Charter/City RPTT measure was out of the question. A UUT or sales tax measure would be the best option and she concurred with the comments from the prior speaker to avoid impacting one group but consider a tax measure that was fair and across the board. A UUT and sales tax measures may address potholes. She was otherwise happy and delighted to learn about the grant opportunities and urged the City Council to get those grants and consider an equitable tax item.

Debbie Long, understood the need for additional revenue, although she did not agree with the intent to possibly raise taxes in conjunction with changing from a General Law to a Charter City.

Ms. Long suggested an RPTT would place an additional tax burden on the homeowner adversely impacting the senior population and first-time home buyers and whether shared by the buyer or seller, would be reflected in the sales price of the home. Homeownership was not a business and should not be taxed like it was for government agencies to raise revenue. Increasing the tax on the home sales was no different from taxing a person when closing a savings account. She added that the increases in PG&E by over 20 percent would already generate more money from the UUT. She emphasized the cost of living had increased dramatically and she highlighted the increasing costs for housing, gas, groceries, utilities, insurance for automobiles and homes. Everyone needed to tighten their belts, it should start at home and in this case, home was the City. She suggested until the City Council had a finalized budget to present to the community showing each and every cut, the City should not ask its citizens to support an increase in taxes.

Ms. Long suggested the taxes that should be considered and put forth to the community and the polls had shown and reflected the fact that a sales tax measure was the best alternative to get a better handle on the budget, but the City had to include getting a handle on the budget and make the hard choices and make cuts within its own expenditures.

Anthony Vossbrink, extended his kudos to Messieurs Horton and Menis who had made good comments on what should be considered and based on the basic infrastructure needs of the City around police, safety, fire, parks and streets, which were not in the position to be further impacted with more than two or three initiatives. He urged that some things be done ahead of time so that constituents had a better outlook on current funding and infrastructure and not let everything go to pot in the next six months. He spoke to the increase in retail crime up and down Fitzgerald Drive and the need to protect existing businesses and attract new business owners, but the Police Department had offered no strategy to reduce retail crime and had not succeeded in obtaining retail crime grants.

Mr. Vossbrink suggested there should be more boots on the ground, foot patrols in existing business districts and more street improvements, citing rails that had been knocked off of the bridge on Pinole Valley Road past the fire station and the I-80 overpass that needed repairs and trash cans that needed to be installed in City parks. He suggested the City stick to a basic sales tax measure and consider another initiative in the future.

Mary Horton, supported a sales tax or UUT measure and noted when Pinole Vista had been expanded it had increased the City's sales tax revenue. She asked as part of this effort, the City take care of retail crime and consider some cooperation with the Pinole Police Department and Bay Front Chamber of Commerce given that people felt unsafe to shop and the City needed to take care of its retail sales base. She otherwise agreed with the conclusions from The Lew Edwards Group and found the sales tax measure would be a revenue producer.

PUBLIC COMMENTS CLOSED

Mayor Toms did not want to miss the opportunity to place something on the ballot that would be successful. The survey data had shown a sales tax measure could be successful. She wanted to have this discussion until July to provide more opportunities for the public to weigh-in and she acknowledged a ballot measure would have to be prepared to meet the mid-July City Council meeting date to take action, which was the direction she wanted the City Council to take.

Council member Tave understood that ultimately this was not the call of the City Council. The City Council sought the polling and survey results and he questioned what further discussion was needed. He was ready to move forward and engage the community.

Mayor Toms understood if the City Council moved forward with a half-cent sales tax measure, the City Attorney would have to prepare a resolution and ballot language for the City Council to consider at its July 16, 2024 meeting to meet the ballot deadline. There were City Council meetings in between where the City Council could continue to engage the public. She had no recommendation on the outreach other than to continue to hear from the public, messaging through the City Manager's Office and encouraging people to come forward and provide feedback whether via public comment or through social media posts.

Council member Murphy would like more information on the subsets of population that had been interviewed, which would be helpful and could be provided in a future presentation or staff report/memorandum.

Council member Tave commented he had been a proponent of the RPTT as a more stable revenue source and while he acknowledged the polling results, commented on the cost of living increases and indicators. In a poor economy people were buying less and he questioned how that would impact sales taxes. He was uncertain more surveys were needed since it may result in the same outcome and he found that residents of Pinole were very familiar with the sales tax measure. More education may need to have happened for an RPTT and if up against a sales tax, he recognized people would lean more towards what they knew.

In response to Council member Murphy, City Attorney Casher stated the cost of placing an item on the November ballot including the staff time could be anywhere from \$10,000 to \$20,000 as a rough estimate but if there were multiple items, it may not cost as much. Again, drafting a ballot measure and other steps would be needed and at least another public hearing would be required for a sales tax measure. The staff time would involve existing staff. There would also be costs associated with the County Registrar of Voters for placing an item on the ballot.

Ms. Lew explained the County Registrar of Voters would send the City a bill and it was not possible to predict the costs at this time until, in many cases, after Labor Day, since costs were based on a prorated share of the number of measures on a ballot across the County. The best approach would be for the City Clerk to contact the Registrar of Voters to inquire whether there could be any prediction of the costs to the City based on the number of measures contemplated for the November ballot.

Council member Murphy asked staff to provide estimates at the next City Council meeting, and the City Clerk or City Attorney's Office to reach out to the County Registrar of Voters or Secretary of State to inquire about the costs for one or two measures on the ballot, as discussed.

Council member Martinez-Rubin understood the poll conducted had been a randomized poll and a likely indicator of how voters would vote in the City. Based on the polling results, the majority had shown agreement with a sales tax measure. Given that, she offered a motion that the City Council pursue the placement of an 0.5 percent sales tax measure on the November ballot. Regardless of the measure identified, she asked the City Attorney whether a public hearing was required at the next City Council meeting.

City Attorney Casher explained that if the City Council wanted to move forward with a Charter City/RPTT, a public hearing would be required at the May 21, 2024 City Council meeting due to the procedural requirements for a charter city. If the City Council wanted to consider a sales tax measure or UUT, the public hearing could wait until July.

Council member Martinez-Rubin restated her motion for the City Council to agree to place a 0.5 percent sales tax measure for the first public hearing in July 2024. That would be followed by engagement with the public and with the results of that engagement to consider the placement of a measure on the November ballot.

Council member Tave seconded the motion.

In response to Council member Murphy, City Attorney Casher advised the public hearing for a sales tax measure could be scheduled at a regularly scheduled City Council meeting. If the City Council directed staff to move forward with a sales tax measure, staff would narrow the focus on the one tax measure, determine the procedural steps and requirements, and he would provide direction on community engagement and working with the consultants.

Council member Tave asked whether the City had met the threshold for the number of sales tax measures the City could consider.

City Attorney Casher clarified it was less an issue the number of sales taxes that could be brought forward, although there was a cap on the total amount of sales taxes that could be imposed within the City. The cap was set forth at the state level and this half-cent sales tax would bring the City of Pinole to the cap but not exceed it. State legislative support was required to exceed the cap.

ACTION: Motion by Council members Martinez-Rubin/Tave for the City Council to agree to place a 0.5 percent sales tax measure on the ballot for the first public hearing in July 2024.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

12. NEW BUSINESS

- A.** Introduction and Review of the Pubic Review Draft Climate Action and Adaptation Plan. **Action: Receive Presentation and Provide Direction (Kapil Amin, Lilly Whalen)**

Community Development Director Whalen reported on October 19, 2021, the City Council had adopted Resolution No. 2021-93, which declared a climate emergency and directed staff to complete a Greenhouse Gas Emissions (GHG) inventory and prepare a Climate Action and Adaptation Plan (CAAP) that included GHG emission reduction goals that aligned with the state's GHG emission reduction goals from SB 32 and Executive Order B-55-18, starting November 2021 through May 2024. Staff had provided a month-by-month summary of activities in CAAP development as outlined in the May 7, 2024 staff report.

Community Development Director Whalen thanked staff and Sustainability Fellow Kapil Amin for all of their hard work. She introduced Hannah Mize and Erik Feldman with Rincon Consultants, Inc., to provide an overview of the CAAP.

Hannah Mize and Erik Feldman, Rincon Consultants, Inc., provided an extensive PowerPoint presentation on the Draft CAAP, which included an overview of the purpose of the CAAP, which included both mitigation and adaptation; the CAAP development process; building on the City's foundation pursuant to City Council Resolution 2021-93; CAAP structure; Pinole Community and Municipal GHG Emissions Inventory (2016); outreach and engagement highlights; measure and action framework; mitigation, adaptation and municipal measures; implementation, monitoring and tracking progress from 2025 through 2040 and an outline of the CAPDash tool.

In terms of the next steps, Ms. Mize reported the CAAP would be distributed for public review from April 19 through May 20, 2024. Feedback from the community and the City Council would be incorporated into the Draft CAAP and the Final CAAP would be released to the City Council for adoption and California Environmental Quality Act (CEQA) certification.

Responding to questions from the City Council, Community Development Director Whalen, Ms. Mize and Mr. Feldman, clarified the following:

- Clarified Table 9, Adaptation Strategies and Measures, Measure EH-2, *Map out and create a mural or set of murals using reflective paint to reduce interior heat in areas of Pinole that are most impacted by the urban heat island effect by 2026*. Rincon had not seen any reflective murals installed in Contra Costa County as had been done in other counties including in Los Angeles County/San Fernando. Reflective murals were comparable to regular murals but included a thermometer around and inside the area to verify the reflective mural was doing what was intended. The paint of the reflective mural would reflect sunlight away from buildings decreasing the need for air conditioning. (Mayor Pro Tem Sasai)
- Clarified the GHG Emissions Inventory data had been done at the County level with the desire to calibrate that inventory if used as a baseline. Another inventory would be done soon but Best Practices and current modeling techniques had been used. Clarified the monitoring and tracking progress from 2025 through 2040, and the next GHG Emission Inventory would be done in 2025. The state climate goals were again highlighted with the intent to make progress towards the 2030 target of a 40 percent reduction in GHG emissions. The state had set up a series of targets, the first in 2020, to achieve the 1990 level of GHG emissions in the state that had been done in 2016. By 2030, there should be a 40 percent reduction below the 1990 GHG emission level. The state was currently working to establish policies, investing money and developing technologies to reduce GHG emissions. (Murphy)
- Clarified the community engagement and outreach efforts and acknowledged a concern the west side of the City had less engagement. Acknowledged a recommendation to seek more input during the review period. The City could do additional social media blasts to the community but would not specifically target the west side of Pinole; however, once the CAAP was adopted and additional engagement considered around the actions in the CAAP, the west side of Pinole could be evaluated and the volume of apartments could be recognized.

There had been difficulty reaching out to occupants of apartment units and the City's Sustainability Fellow had done significant work on Pinole's Enhanced Energy Program to identify those apartment buildings where more targeted engagement would be desired and which could be considered after the adoption of the CAAP. (Murphy)

- Acknowledged concern with climate impacts that affected core industries and a recommendation that a 2019 study from HdL Consulting on economic development strategies be used to inform strategies moving forward. (Murphy)
- Clarified the public comment period for the Draft CAAP ran from April 19 through May 20, 2024 and the reduction of GHG emissions relied on the City taking action on certain dates. If the City were to push off on dates where actions had been contemplated, the City would be behind on its ability to reduce GHG emissions. Since some actions required the enactment of programs by the end of this calendar year, the thought was that the CAAP be adopted by June to allow time to start working on some of those actions and programs. (Murphy)
- Acknowledged concerns with rising PG&E costs, challenges with available rebates and how local government could take steps to remove hurdles for Pinole residents. Solutions could be identified through streamlining or funding. The CAAP included mitigation measures supported by actions built around a specific pillar that would facilitate the implementation of the measure. As an example, when electrifying a building, the way that was being done in California now was through coalition, through counties and cities coming together with clean energy providers, state funding and building concierge services. The actions in the CAAP would direct the community to participate in the types of coalition building, bringing in the funding to streamline the process and providing the information the community needed to achieve the goal. San Mateo County and the City of Palo Alto had models that were starting to be built and established through coalitions and it was a priority for the state to build those coalitions that would continue to evolve. (Tave)
- Clarified where mitigation and adaptation intersected, which was part of Action BE-4, *Work with MCE to provide 100 percent carbon free and renewable energy to at least 95 percent of the community by 2030*, and Action BE-5, *Increase generation and storage of local community-scale renewable energy*, and as part of that effort, streamline standards and identify locations to place micro-grids as an example. As part of the CAAP, an approach had been recommended that would solve both the climate resilient side of things by providing power when the grid was off and also by reducing GHG emissions. The issue was how to deal with immediate resilience issues for community members who were potentially losing their lives in heat events, and GHG emissions that were reaching the point where damages could not be overcome in the future. (Martinez-Rubin)
- Clarified how people with mobility issues could be addressed in the CAAP and clarified Strategy TR-2d, *Work with WestCAT to improve transit accessibility for people with disabilities by ensuring physical accessibility (i.e., ramps, lifts, and tactile paving), providing both audio and visual information; training staff on how to assist people with disabilities and handle equipment; and actively engage people with disabilities in the decision-making process.* (Martinez-Rubin).

- Clarified again the GHG Emissions Inventory was from 2016, with plans for a new inventory in 2025. Acknowledged the GHG Emissions inventory from 2016 was pre-COVID. There was no mandate for a new GHG emission inventory other than a check and gauge progress. Acknowledged there had been some increases in commercial vehicles in terms of Vehicle Miles Traveled (VMTs) and transition to electric vehicles (EVs), with vehicular traffic traditionally done by a model that did not necessarily capture COVID data, and with new tools to be used to capture real time data for transportation. (Martinez-Rubin)
- Acknowledged the statement a statewide committee was looking at the increase of online purchases since COVID-19 and the desire to capture revenue for cities in a more equitable way, which may tie into the reduction of GHG emissions and quantification of what that was so that an argument could be made there was room for equity in a number of ways including the capture of revenue due to the existence of commercial vehicles. (Martinez-Rubin)
- Clarified a Community Urban Forest Plan was on the list of things to do, which would identify the specifics beyond tree species, including location, in one coalesced document with the goal to be completed by 2026. (Martinez-Rubin)
- Clarified the definition of Disadvantaged and Vulnerable Communities, *areas which suffer disproportionately from a combination of economic, health and environmental burdens (e.g., poverty, high unemployment, air and water pollution, presence of hazardous wastes, as well as higher rates of asthma and heart disease)* with a focus on adaptation. (Martinez-Rubin)
- Clarified the Dashboard Software was available and the GHG Emission Inventory was accessible with a link out to the public. CAPDash had been included in the contract cost with Rincon, was a one-time cost and would be used upon adoption of the CAAP. (Martinez-Rubin)
- Clarified a court case that involved the City of Berkeley regarding REACH Codes. The case had been specific to one kind of REACH Code, a preferential use of energy with two alternate pathways outside of the Supreme Court case, including an energy performance standard or consideration of different types of technology such as two-way HVAC units (like a heat pump) and specification of having to use that type of technology, which avoided the energy discussion and was allowed to be used as an ordinance. Staff had the ability to address that issue in the Draft CAAP and Pinole would not be subject to the challenge the City of Berkeley had experienced. (Mayor Toms)
- Clarified the trusted websites and resources residents may evaluate such as BayRen or a City site to get links to sources for solar or batteries, as examples, all sources had been compiled onto the City's CAAP website in one location, easy to find and accessible. There was also action that called for the building of a virtual electrification resource center which would be another trusted location. (Mayor Toms)
- Clarified the concierge program with resources in one location and the model used, a model from the City of Palo Alto which had a full dedicated program that city had funded. (Tave)

PUBLIC COMMENTS OPENED

Rafael Menis, thanked the Community Development Director, Sustainability Fellow and Rincon for the Draft CAAP. He asked the following questions:

- Page 216 of 422 of the agenda packet, Table 7, Mitigation Strategies and Measures, Strategy W: Water and Wastewater, CS-2, *Increase nature-based and technological carbon sequestration opportunities in Pinole* and noted a quantifiable amount had not been attached to the amount of Co2 that could be removed.
- Page 230 of 244 of the agenda packet, Action BE-4b, *In support of Action BE-4a, work with MCE to create a funding and subsidy plan/program for customers enrolled in the CARE or FERA programs to opt-up to MCE's Deep Green option. This may include subsidizing costs to customers who participate in CARE/FERA programs through non-discounted customer rate increase or obtainment of funding for vulnerable communities,* and asked the cost of this action.
- Page 235 of 422 of the agenda packet, Action TR-1d, *Partner with an entity such as the Metropolitan Transportation Commission, 511 Contra Costa, or the Contra Costa Transportation Authority to expand existing rebate programs to help families living in Pinole on low- and fixed-incomes purchase alternative modes of transportation (e.g., bicycles, scooters, rollerblades, skates, skateboards) and appropriate safety gear,* and asked if the City could partner with multiple entities.
- Page 299 of 422 of the agenda packet, Action CAR-1d, *Work with WestCAT to establish a list of vulnerable community members (e.g., older adults, who may not be able to access a vehicle or public transportation during a heat wave), as well as a program to transport them to established resilience centers,* and asked about the privacy of the list and what would be done to ensure the list of vulnerable communities was secure.
- Page 242 of 422 of the agenda packet, Action TR-4c, *Adopt an ordinance that bans the development of any new, or expansion, renovation or relations of any existing, fossil fuel gas stations in the City prior to the expiration of the Urgency Ordinance. The process should include: 3. Determine if any streamlining enhancements to existing provisions in the PMC that incentivize the expansion, modification, or retrofit of an existing service station to incorporate biodiesel or other alternative fuels or charging stations for electric vehicles should be considered,* and commented given the ultimate goal for zero carbon emissions by 2045, whether implementing carbon emitting like bio diesel would be worthwhile since the ultimate goal was zero.
- Page 319 of 422 of the agenda packet, asked of the actual link to access CAPDash.
- Page 326 of 422 of the agenda packet, Action Item BE-3d (4), *GHG Performance Standard – Phase 4 – Implement a building performance standard that requires buildings to meet a specific GHG performance level,* and suggested it should be in place earlier in order to have performance standards in place.

- Page 328 of 422 of the agenda packet, Action BE-4(e); Page 330 of 422 of the agenda packet, Action TR-1 (c) through TR-1 (g), which could all be easily done in Phase One rather than Phase Two at 2030 or later, and Page 333 of 422 of the agenda packet, Action TR-3 (g), indicated it would be done in Phase 3, but suggested they start setting up alternative modes of transportation much earlier than Phase 3.

Mr. Menis advised he would provide further comments in writing.

Anthony Vossbrink, spoke to the mention of cooling stations in and around the City but the City did not have any cooling stations whereas other jurisdictions directed people to City buildings. He asked whether the City had a freestanding generator in place to be utilized for a cooling station at the Senior Center, City Hall or the Pinole Library, which could be manned and used in the heat of the summer. He recognized the Senior Center and Pinole Library had staggered hours of operation.

Mr. Vossbrink emphasized he had asked a number of times about the status of the trees up and down Pinole Valley Road, which had been removed along the sidewalk fronting the fire station and Ellerhorst Elementary School property, which trees were to be replaced but nothing had been done. He further commented on the amount of carbon emissions up and down the City's business corridors, which were heavily traveled and suggested rather than wait for the future the number of stop signs should be reduced and the timing of traffic signals reevaluated and placed on a yellow light blinking system at certain times. He added that while staff and the TAPS Committee had been asked about this option, nothing had been done.

PUBLIC COMMENTS CLOSED

Mayor Toms responded to the comments about cooling centers and reported the Senior Center had been opened as a cooling center when temperatures had been elevated for more than two days. She had visited during one of those occasions last summer and there had been only one visitor but the facility was open. Also, the Office of Emergency Services (OES) communicated with different cities to find out where cooling centers were located during heat events. In terms of finding out who in vulnerable communities needed transportation during heat waves, during a public emergency, the County Health Department worked with PG&E on a list of vulnerable communities, a list that was not shared with other jurisdictions but they themselves conducted the messaging.

Mr. Feldman also responded to the public comment and clarified the direct carbon storage question and explained there was no GHG reduction associated with carbon storage, which was an emerging technology accessible in some areas but not others, and if available and there were ways to do it, he recommended the City of Pinole participate.

Mr. Feldman clarified the Deep Green rates through MCE and opting-in costs had not been evaluated and was not part of Rincon's scope of work but was a standalone analysis to be done together with MCE to identify pathways to make that equitable and accessible amongst the community, a follow-up task called out in the actions.

Community Development Director Whalen clarified the questions related to bio-diesel with that section of that action part of the City Council action on the gas station moratorium.

Ms. Whalen stated the City was to explore alternative options to enhance and incentivize existing gas stations to transition over to alternative fuels and the language came directly from the existing Pinole Municipal Code (PMC). Also, the CAPDash link would be posted on Pinole Speaks where engagement on the CAAP would be received.

In response to the questions on phasing and time of implementation, Mr. Feldman explained it was not appropriate to get everything done at once if it could not be done, and the attempt was to establish a schedule of things that could get done and as a backup mechanism continue to track and adjust the CAAP as necessary.

Council member Murphy commented on the examples in the CAAP of feasibility studies the City had been working on such as the Broadband Feasibility Study. He understood an updated CAAP would be provided to the City Council at its next meeting.

Ms. Mize confirmed the CAAP could be updated to reflect whether a feasibility study had been completed or reflect the next step. She added the reason Strategy CS-2 had not been quantified was because they did not have the number of trees and suggested the concern with the language related to phasing could be clarified to reflect "four separate phases."

Council member Murphy liked the idea of open-source data, data the community could see in real time to show how the City was progressing. He understood the tool Rincon would provide was a tool to engage the public assessing GHG emissions and asked if that would also track progress.

Ms. Mize advised they would do training that was in the scope of work and provide log ins for City staff, show City staff how to use it, record the video, and moving forward Rincon could help populate but the goal was to make it as easy as possible for the City to do, which could be streamlined annually by the City.

Council member Murphy found the CAAP to be a dense document, beautifully written and laid out but would like to see Gantt Charts, diagrams that overlapped proposals and the pillars that connected, which would be more interactive educationally. If that could not be done by Rincon, he would like to see the Community Development Team work with the Communications Team to integrate more educational strategies even after the CAAP had been adopted.

Mayor Toms reiterated the next steps, with the CAAP to return in June/July with the CEQA documentation. She found the document to be great, looked forward to more comments from the public as part of the public comment period for the Draft CAAP, and with modifications made as necessary prior to final adoption of the CAAP. She thanked everyone for all of the hard work.

13. CITIZENS TO BE HEARD (Continued from Item 6) (Public Comments)

Only open to members of the public who did not speak under the first Citizens to be Heard, Agenda Item 6.

Citizens may speak under any item not listed on the Agenda. *The time limit is 3 minutes and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting.*

- 14. ADJOURNMENT** to a Special City Council meeting on May 7, 2024 immediately after the meeting and thereafter to a Regular City Council Meeting of May 21, 2024 in Remembrance of Amber Swartz.

At 10:51 p.m., Mayor Toms adjourned the meeting to a Special City Council meeting on May 7, 2024 immediately after the meeting and thereafter to a Regular City Council Meeting of May 21, 2024 in Remembrance of Amber Swartz.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:

**CITY COUNCIL MEETING
MINUTES
May 7, 2024**

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE IN HONOR OF THE US MILITARY TROOPS

The Special City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Toms called the Special Meeting of the City Council to order at 10:51 p.m.

2. ROLL CALL, CITY CLERK'S REPORT & STATEMENT OF CONFLICT

An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; and (3) leave the room until after the decision has been made, Cal. Gov. Code § 87105.

A. COUNCILMEMBERS PRESENT

Maureen Toms, Mayor
Cameron Sasai, Mayor Pro Tem
Norma Martinez-Rubin, Council Member
Devin Murphy, Council Member
Anthony Tave, Council Member

B. STAFF PRESENT

Interim City Manager/Police Chief Neil Gang
Eric Casher, City Attorney
Alex Mog, Assistant City Attorney
Lilly Whalen, Community Development Director
Roxane Stone, Deputy City Clerk

3. CITIZENS TO BE HEARD (Public Comments)

Citizens may speak under any item not listed on the Agenda. The time limit is 3 minutes and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting.

Deputy City Clerk Stone reported there were no comments from the public.

4. PUBLIC HEARINGS

*Citizens wishing to speak regarding a Public Hearing item should fill out a speaker card prior to the completion of the presentation, by first providing a speaker card to the City Clerk. **An official who engaged in an ex parte communication that is the subject of a Public Hearing must disclose the communication on the record prior to the start of the Public Hearing.***

- A. Urgency Ordinance Extending the Moratorium on the Establishment of New Service Stations or Expansion of Existing Service Stations. **Action: Adopt an Urgency Ordinance per Staff Recommendation (Lilly Whalen, Alex Mog)**

Community Development Director Lilly Whalen provided a brief oral report of the May 7, 2024 staff report, and recommended the City Council adopt an Urgency Ordinance extending the temporary moratorium on the establishment of new service stations or expansion of existing service stations. The extension of the ordinance required a 4/5th vote of the City Council and if adopted would go into effect immediately and be in place for 22 months and 15-days. Also, there was an action in the Draft Climate Action and Adaptation Plan (CAAP) that would have staff work on the ordinance.

PUBLIC HEARING OPENED

Rafael Menis, Pinole, speaking as a private citizen, supported the item and suggested the City needed more time to complete the drafting of a proper ordinance and the various General Plan Amendments needed to implement the ordinance. He added the CAAP, previously discussed as part of the regular May 7, 2024 agenda, should have made the necessity of this ordinance abundantly clear as to why it was important to immediately and continue to block further expansion of gas stations in the City of Pinole. He urged the City Council to continue the urgency ordinance, and in the future to consider a proper ordinance to solve this problem.

PUBLIC HEARING CLOSED

ACTION: Motion by Council member Tave/Mayor Pro Tem Sasai to adopt an Urgency Ordinance Extending the Moratorium on the Establishment of New Service Stations or Expansion of Existing Service Stations.

Vote:	Passed	5-0
	Ayes:	Toms, Sasai, Martinez-Rubin, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

5. **ADJOURNMENT** to the Regular City Council Meeting of May 21, 2024 in Remembrance of Amber Swartz.

At 10:55 p.m., Mayor Toms adjourned the meeting to the Regular City Council Meeting of May 21, 2024 in Remembrance of Amber Swartz.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:



City of Pinole, CA

9B WARRANT LISTING

By Vendor Name

Payment Dates 5/4/2024 - 5/17/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PRO18 - ADT COMMERCIAL					
154610482	104726	05/10/2024	100-343-42108	INSTALLATION FOR ACESS CONTROL SYSTEM	4,572.75
154730504	104788	05/17/2024	100-343-47201	ALARM INSTALLATION AT CH	12,233.98
Vendor PRO18 - ADT COMMERCIAL Total:					16,806.73
Vendor: 1748 - AERZEN USA CORP					
SEPI-24-002135	104727	05/10/2024	500-641-44306	INTAKE FILTER WPCP	680.25
Vendor 1748 - AERZEN USA CORP Total:					680.25
Vendor: AME41 - AMERICAN LEGAL PUBLISHING					
33716	104789	05/17/2024	100-112-42101	PAGES UPDATE FOR CODE ORDINANCES	198.90
33742	104789	05/17/2024	100-112-42101	APRIL 2024 S-26 EDITING MUNICIPAL CODE	49.66
33781	104789	05/17/2024	100-112-42101	APRIL 2024 S-26 FOLIO/INTENET EDITING	4.31
Vendor AME41 - AMERICAN LEGAL PUBLISHING Total:					252.87
Vendor: AME47 - AMERINATIONAL COMMUNITY SERVICES, INC.					
LPM-24-000603	104790	05/17/2024	285-464-42101	MONTHLY SERVICE FEES MONITORING MARCH 2024	567.50
LPM-24-000603	104790	05/17/2024	750-463-42101	MONTHLY SERVICE FEES MONITORING MARCH 2024	182.50
LPM-24-000818	104790	05/17/2024	285-464-42101	MONTHLY SERVICES FEES MONITORING APRIL 2024	567.50
LPM-24-000818	104790	05/17/2024	750-463-42101	MONTHLY SERVICES FEES MONITORING APRIL 2024	182.50
Vendor AME47 - AMERINATIONAL COMMUNITY SERVICES, INC. Total:					1,500.00
Vendor: AMF00 - AMF PINOLE VALLEY LANES #581					
05092024	104791	05/17/2024	100-000-31510	REFUND OVERPAYMENT LICENSE 23-00759	808.00
Vendor AMF00 - AMF PINOLE VALLEY LANES #581 Total:					808.00
Vendor: 2759 - ANABELLE YUMI FRIAS					
APRIL 2024	104728	05/10/2024	209-551-42514	YOUTH ANTI-TOBBCCO PROGRAM APRIL 2024	279.00
Vendor 2759 - ANABELLE YUMI FRIAS Total:					279.00
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
7932C	104729	05/10/2024	100-345-42108	BASEBALL FIELDS PEST CONTROL FERNANDEZ AND PVR	250.00
Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:					250.00
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
85914	104730	05/10/2024	209-553-42108	TINY TOTS KEYS	88.64
85957	104792	05/17/2024	209-552-44306	KEYS FOR THE NEW REC COORDINATOR	40.60
Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:					129.24
Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY					
0001410934	104793	05/17/2024	100-112-42514	LEGAL ADS APRIL 2024	131.92
0001410934	104793	05/17/2024	100-112-42514	LEGAL ADS APRIL 2024	72.75
0001410934	104793	05/17/2024	100-112-42514	LEGAL ADS APRIL 2024	70.81
0001410934	104793	05/17/2024	100-112-42514	LEGAL ADS APRIL 2024	123.19
0001410934	104793	05/17/2024	212-461-42514	LEGAL ADS APRIL 2024	158.87
Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:					557.54

WARRANT LISTING

Payment Dates: 5/4/2024 - 5/17/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1304 - BAYFRONT CHAMBER OF COMMERCE					
2024-4	104794	05/17/2024	100-116-42504	WEST CONTRA COSTA CAREER FAIR 5/29/24	500.00
2024-4	104794	05/17/2024	100-466-42401	WEST CONTRA COSTA CAREER FAIR 5/29/24	500.00
Vendor 1304 - BAYFRONT CHAMBER OF COMMERCE Total:					1,000.00
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
20075102	104795	05/17/2024	209-552-42108	JANITORIAL SUPPLIES PSC	1,032.13
6751561	104731	05/10/2024	209-552-43804	FOOD PROGRAM PSC	20.04
6755304	104731	05/10/2024	209-552-43804	FOOD PROGRAM PSC	1,365.98
6760832	104795	05/17/2024	209-552-43804	FOOD PROGRAM PSC	1,022.70
Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:					3,440.85
Vendor: CAL04 - CALCON SYSTEMS, INC.					
56550	104796	05/17/2024	500-641-42107	SERVICE CALL WPCP	1,600.00
Vendor CAL04 - CALCON SYSTEMS, INC. Total:					1,600.00
Vendor: 2004 - CALIFORNIA BOILER WORKS, INC.					
7076	104797	05/17/2024	500-641-42107	ANNUAL SERVICE WPCP	7,496.69
Vendor 2004 - CALIFORNIA BOILER WORKS, INC. Total:					7,496.69
Vendor: CAL97 - CALIFORNIA BUILDING STANDARDS COMMISSION					
Q1 2024	104798	05/17/2024	212-20024	CBSC FOR Q1 JAN. - MARCH 31, 2024	306.70
Q1 2024	104798	05/17/2024	212-462-34211	CBSC FOR Q1 JAN. - MARCH 31, 2024	-7.90
Vendor CAL97 - CALIFORNIA BUILDING STANDARDS COMMISSION Total:					298.80
Vendor: 2757 - CAMILA AGUILAR					
APRIL 2024	104732	05/10/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM APRIL 2024	279.00
Vendor 2757 - CAMILA AGUILAR Total:					279.00
Vendor: 2830 - CANVA US, INC.					
INV19279	104799	05/17/2024	525-118-42510	CANVA SUBSCRIPTION 04/22/24-04/21/2025	1,169.76
Vendor 2830 - CANVA US, INC. Total:					1,169.76
Vendor: 2410 - CENTRALSQUARE TECHNOLOGIES, LLC.					
395001	104800	05/17/2024	525-118-42101	SERVICES FOR NEW TRAKIT OCTOBER 2023	180.00
398960	104800	05/17/2024	525-118-42106	TRACK IT SOFTWARE SOLUTION	12,616.30
399942	104801	05/17/2024	525-118-42101	NEW TRAKIT SUPPORT SERVICE OCT. & NOV. 2023	810.00
404491	104801	05/17/2024	525-118-42101	NEW TRAKIT SERVICES FOR PROGRAM FEB. 2024	270.00
406605	104801	05/17/2024	525-118-42101	NEW TRAKIT SERVICES PROVIDED MARCH 2024	1,170.00
Vendor 2410 - CENTRALSQUARE TECHNOLOGIES, LLC. Total:					15,046.30
Vendor: 2669 - CHAPMAN FOUNDATION FOR CARING COMMUNITIES					
1127	104802	05/17/2024	100-221-42304	OUR COMMUNITY LISTENS APRIL 9-11	8,000.00
Vendor 2669 - CHAPMAN FOUNDATION FOR CARING COMMUNITIES Total:					8,000.00
Vendor: CIT08 - CITY MECHANICAL, INC					
103415	104733	05/10/2024	209-557-42108	HVAC SERICE CALL SWIM CENTER	422.50
103416	104733	05/10/2024	100-343-42108	HVAC SERVICE CALL CITY HALL	1,319.01
Vendor CIT08 - CITY MECHANICAL, INC Total:					1,741.51
Vendor: 2405 - CLIENTFIRST CONSULTING GROUP, LLC.					
16335	104803	05/17/2024	525-118-42101	PINOLE LAND MANAGEMENT SOLAR PERMITS FEB. 2024	23,178.75
16518	104803	05/17/2024	525-118-42101	LAND MANAGEMENT SOLAR PERMITS MARCH 2024	18,296.25
Vendor 2405 - CLIENTFIRST CONSULTING GROUP, LLC. Total:					41,475.00

WARRANT LISTING

Payment Dates: 5/4/2024 - 5/17/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: COL02 - COLE-PARMER INSTRUMENT CO					
3575214	104804	05/17/2024	500-641-44305	DPNSR ORG DIG WPCP	886.21
Vendor COL02 - COLE-PARMER INSTRUMENT CO Total:					886.21
Vendor: COM20 - COMCAST					
0050875-04182024	104734	05/10/2024	525-118-43106	CABLE CH	29.87
0413784-04182024	104734	05/10/2024	525-118-43106	INTERNET TINY TOT	160.18
Vendor COM20 - COMCAST Total:					190.05
Vendor: CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT					
FY2324-MAY	104735	05/10/2024	100-231-42101	FIRE PROTECTION SERICES MAY 2024	29,030.73
FY2324-MAY	104735	05/10/2024	105-231-42101	FIRE PROTECTION SERICES MAY 2024	62,914.11
FY2324-MAY	104735	05/10/2024	106-231-42101	FIRE PROTECTION SERICES MAY 2024	342,395.74
Vendor CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT Total:					434,340.58
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
21548	104736	05/10/2024	100-221-42107	OIL PACKAGE PREMIUM PD	82.92
21662	104736	05/10/2024	100-221-42107	OIL PACKAGE PREMIUM PD	50.00
23068	104736	05/10/2024	100-221-42107	REMOVE AND REPLACE TRANSFER CASE PD	3,745.37
23187	104736	05/10/2024	100-221-42107	OIL CHANGE PREMIUM PD	60.96
23194	104736	05/10/2024	100-221-42107	OIL CHANGE PREMIUM AND BATTERY PD	181.69
23200	104736	05/10/2024	100-221-42107	PREMIER BRAKE PACKAGE PD	432.87
23391	104736	05/10/2024	100-221-42107	IGNITION LOCK CYLINDER AND BATTERY PD	295.45
23839	104736	05/10/2024	100-221-42107	OIL CHANGE PREMIUM, TIRES, SENSORS AND BATTERY PD	1,607.67
23903	104736	05/10/2024	100-221-42107	OIL CHANGE PREMIUM PD	60.00
23913	104736	05/10/2024	100-221-42107	OIL CHANGE PREMIUM AND FILTER PD	83.31
24013	104736	05/10/2024	100-221-42107	SHIFT CALBE REMOVE AND REPLACE PD	394.41
24140	104736	05/10/2024	100-221-42107	VEHICLE INSPECTION CONTROL ARMS SWAY BAR PD	804.09
Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:					7,798.74
Vendor: 2767 - CRAIG WHITOM CONSULTING					
00052	104737	05/10/2024	100-341-42101	ENGINEERING CONSULTING SERVICES PW MARCH 2024	577.50
00056	104737	05/10/2024	100-341-42101	ENGINEERING CONSULTING SERVICES PWAPRIL 2024	525.00
Vendor 2767 - CRAIG WHITOM CONSULTING Total:					1,102.50
Vendor: CRE04 - CREATIVE SUPPORTS, INC					
32944	104805	05/17/2024	100-341-42201	CHAIR, KEYBOAR, ROLLERMOUSE, ANTIFATIUGE	760.54
32944	104805	05/17/2024	100-341-47103	CHAIR, KEYBOAR, ROLLERMOUSE, ANTIFATIUGE	360.57
Vendor CRE04 - CREATIVE SUPPORTS, INC Total:					1,121.11
Vendor: 2220 - CRESCO EQUIPMENT RENTALS					
5981038-0009	104806	05/17/2024	100-345-42511	BRUSH CHIPPER	3,658.50
Vendor 2220 - CRESCO EQUIPMENT RENTALS Total:					3,658.50
Vendor: 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC					
2404082	104738	05/10/2024	106-342-47205	RO2302 SAFETY IMPROVEMENTS	934.64
Vendor 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC Total:					934.64
Vendor: SNE01 - DAVID SNELL					
04232024	104739	05/10/2024	505-119-42302	BAG CHECK AND MEALS	10.00
04232024	104739	05/10/2024	505-119-42303	BAG CHECK AND MEALS	276.00
Vendor SNE01 - DAVID SNELL Total:					286.00

WARRANT LISTING

Payment Dates: 5/4/2024 - 5/17/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: DEP03 - DEPARTMENT OF TRANSPORTATION					
SL240389	104740	05/10/2024	200-342-42101	SIGNALS AND LIGHTING BILLING OCTOBER - DEC. 2023	1,802.30
SL240389	104740	05/10/2024	310-347-42101	SIGNALS AND LIGHTING BILLING OCTOBER - DEC. 2023	360.78
SL240389	104740	05/10/2024	310-348-42101	SIGNALS AND LIGHTING BILLING OCTOBER - DEC. 2023	375.47
SL240700	104740	05/10/2024	200-342-42101	SIGNALS AND LIGHTING JAN. - MARCH 2024	2,527.79
SL240700	104740	05/10/2024	310-347-42101	SIGNALS AND LIGHTING JAN. - MARCH 2024	386.94
SL240700	104740	05/10/2024	310-348-42101	SIGNALS AND LIGHTING JAN. - MARCH 2024	168.16
Vendor DEP03 - DEPARTMENT OF TRANSPORTATION Total:					5,621.44
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
85806077	104807	05/17/2024	100-10601	GASOLINE UNL CY	3,380.85
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					3,380.85
Vendor: 2480 - DTS LANGUAGE SERVICES, INC.					
I-0015766	104808	05/17/2024	100-465-42101	ENGLISH/SPANISH ENGLISH/PORTUGUESE TRANSLATION	169.15
I-0015955	104808	05/17/2024	100-465-42101	CODE ENFORCEMENT TRANSLATION SPANISH PORTUGUESE	15.92
I-0016011	104808	05/17/2024	100-465-42101	CODE ENFORCEMENT ARABIC MANDARIN TRANSLATION	98.52
I-0016127	104808	05/17/2024	100-465-42101	CODE ENFORCEMENT SPANISH/VIETNAMESE TRANSLATION	57.48
Vendor 2480 - DTS LANGUAGE SERVICES, INC. Total:					341.07
Vendor: EBM01 - EBMUD					
435474-04232024	104741	05/10/2024	100-343-43102	2937 Pinole Valley Rd--Tennis Court Restrooms	65.40
464595-04302024	104809	05/17/2024	209-554-43102	635 Tennent Ave--Pinole Youth Center/CTV	46.74
464595-04302024	104809	05/17/2024	505-119-43102	635 Tennent Ave--Pinole Youth Center/CTV	46.74
464596-04302024	104809	05/17/2024	100-345-43102	2310 Park St--Fernandez Park Baseball Field	787.90
46519-04262024	104741	05/10/2024	201-343-43102	813 Fernandez Ave--Irrigation Use Only	65.40
465395-04292024	104809	05/17/2024	100-345-43102	1095 Nob Hill Ave--Parks & Gardens--Meadow Park	282.46
465422-04302024	104809	05/17/2024	500-641-43102	80 TENNENT AVE--WASTE WATER TREATMENT PLANT	1,854.94
465553-04262024	104741	05/10/2024	100-343-43102	2301 1/2 San Pablo Ave--Irrigation Use Only	98.80
465569-04302024	104809	05/17/2024	100-343-43102	601 Tennent Ave--Memorial Hall	105.82
465922-04262024	104741	05/10/2024	100-343-43102	636 Tennent Ave--Irrigation Use Only	65.40
465923-04302024	104809	05/17/2024	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	663.74
465924-05032024	104809	05/17/2024	100-222-43102	880 Tennent Ave--Public Safety Facility/Building	1,744.13
465924-05032024	104809	05/17/2024	100-223-43102	880 Tennent Ave--Public Safety Facility/Building	387.58
465924-05032024	104809	05/17/2024	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	1,744.13
466363-04262024	104741	05/10/2024	100-345-43102	1818 Canyon Dr--Irrigation Use Only	65.40
513648-04262024	104741	05/10/2024	100-343-43102	2161 Plum St--Parking Lot Irrigation	98.80

WARRANT LISTING

Payment Dates: 5/4/2024 - 5/17/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
524589-04292024	104809	05/17/2024	100-345-43102	592 Marlesta Rd--Irrigation Use Only	182.32
529821-04302024	104809	05/17/2024	209-552-43102	2500 Charles St--Senior Center	1,052.78
529852-04302024	104809	05/17/2024	209-552-43102	2500 Charles St--Senior Center	640.57
532187-04262024	104741	05/10/2024	100-343-43102	2601 Charles St--Irrigation Use Only	65.40
540499-04262024	104741	05/10/2024	100-343-43102	1230 Pinole Valley Rd--Irrigation Use Only	65.40
541397-04302024	104809	05/17/2024	100-343-43102	1601 Marlesta Rd--Irrigation Use Only	65.40
544461-04302024	104809	05/17/2024	100-110-43102	2131 Pear St--Offices--City Hall	3.76
544461-04302024	104809	05/17/2024	100-111-43102	2131 Pear St--Offices--City Hall	9.05
544461-04302024	104809	05/17/2024	100-112-43102	2131 Pear St--Offices--City Hall	8.30
544461-04302024	104809	05/17/2024	100-115-43102	2131 Pear St--Offices--City Hall	24.59
544461-04302024	104809	05/17/2024	100-116-43102	2131 Pear St--Offices--City Hall	8.30
544461-04302024	104809	05/17/2024	100-117-43102	2131 Pear St--Offices--City Hall	66.37
544461-04302024	104809	05/17/2024	100-343-43102	2131 Pear St--Offices--City Hall	118.25
544461-04302024	104809	05/17/2024	200-342-43102	2131 Pear St--Offices--City Hall	21.12
544461-04302024	104809	05/17/2024	212-461-43102	2131 Pear St--Offices--City Hall	7.99
544461-04302024	104809	05/17/2024	212-462-43102	2131 Pear St--Offices--City Hall	21.27
544461-04302024	104809	05/17/2024	285-464-43102	2131 Pear St--Offices--City Hall	6.33
544461-04302024	104809	05/17/2024	505-119-43102	2131 Pear St--Offices--City Hall	6.33
545474-04302024	104809	05/17/2024	100-110-43102	2131 Pear St--Offices--City Hall	8.31
545474-04302024	104809	05/17/2024	100-111-43102	2131 Pear St--Offices--City Hall	19.91
545474-04302024	104809	05/17/2024	100-112-43102	2131 Pear St--Offices--City Hall	18.25
545474-04302024	104809	05/17/2024	100-115-43102	2131 Pear St--Offices--City Hall	54.09
545474-04302024	104809	05/17/2024	100-116-43102	2131 Pear St--Offices--City Hall	18.25
545474-04302024	104809	05/17/2024	100-117-43102	2131 Pear St--Offices--City Hall	146.02
545474-04302024	104809	05/17/2024	100-343-43102	2131 Pear St--Offices--City Hall	260.19
545474-04302024	104809	05/17/2024	200-342-43102	2131 Pear St--Offices--City Hall	46.46
545474-04302024	104809	05/17/2024	212-461-43102	2131 Pear St--Offices--City Hall	17.59
545474-04302024	104809	05/17/2024	212-462-43102	2131 Pear St--Offices--City Hall	46.79
545474-04302024	104809	05/17/2024	285-464-43102	2131 Pear St--Offices--City Hall	13.94
545474-04302024	104809	05/17/2024	505-119-43102	2131 Pear St--Offices--City Hall	13.94
554167-04262024	104741	05/10/2024	100-345-43102	1600 Primrose Lane--Irrigation Use Only	98.80
554625-04292024	104809	05/17/2024	100-343-43102	601 Tennent Ave--Memorial Hall	1,589.12
565167-04262024	104741	05/10/2024	201-343-43102	2100 San Pablo Ave--Offices--Faria House	65.40
565169-04302024	104809	05/17/2024	201-343-43102	2100 San Pablo Ave--Offices--Faria House	119.06
570108-05012024	104809	05/17/2024	310-347-43102	1303 Pinole Valley Rd--Irrigation Use Only	156.66
6101342-04262024	104741	05/10/2024	201-343-43102	2100 SAN PABLO AVE-IRRIGATION USE ONLY	65.40
Vendor EBM01 - EBMUD Total:					13,255.09
Vendor: 2768 - EDWARD WARREN					
05062024	104742	05/10/2024	100-221-42302	MILEAGE AND RV PARKING POLICE ACADEMY	549.88
Vendor 2768 - EDWARD WARREN Total:					549.88
Vendor: 2402 - EL MUNECO PARTY RENTALS					
000000144	104743	05/10/2024	209-553-42514	TENT RENTAL FOR TINY TOTS GRADUATION CEREMONY	210.00
Vendor 2402 - EL MUNECO PARTY RENTALS Total:					210.00
Vendor: 1574 - ERA- ENVIRONMENTAL RESOURCES ASSOCIATES					
074924	104811	05/17/2024	500-641-44305	SULFIDE WPCP	396.63
Vendor 1574 - ERA- ENVIRONMENTAL RESOURCES ASSOCIATES Total:					396.63
Vendor: ERI03 - ERICK WILSON					
04302024	104744	05/10/2024	505-119-42302	MEALS ALLOTMENT AND BAG CHECK IN FEE	5.00

WARRANT LISTING

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
04302024	104744	05/10/2024	505-119-42303	MEALS ALLOTMENT AND BAG CHECK IN FEE	276.00
Vendor ERI03 - ERICK WILSON Total:					281.00
Vendor: GLO08 - GLOBALSTAR					
000000068851572-1	104812	05/17/2024	525-118-43101	SEARCH SOFTWARE PD	132.97
Vendor GLO08 - GLOBALSTAR Total:					132.97
Vendor: GRA03 - GRAINGER					
9107699382	104746	05/10/2024	100-343-44306	MENDER TUBE FOR STATIO...	19.43
9107699390	104746	05/10/2024	100-343-44306	SAFETY SIGNS FIRE STATION 73	34.12
Vendor GRA03 - GRAINGER Total:					53.55
Vendor: 1112 - GRAY-BOWEN-SCOTT					
22272	104747	05/10/2024	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	3,012.00
Vendor 1112 - GRAY-BOWEN-SCOTT Total:					3,012.00
Vendor: 2371 - GREEN HALO SYSTEMS INC					
4812	104813	05/17/2024	212-462-42106	HOST AND ACCESS	175.00
4858	104813	05/17/2024	212-462-42106	HOST AND ACCESS	175.00
Vendor 2371 - GREEN HALO SYSTEMS INC Total:					350.00
Vendor: H&R02 - H & R PLUMBING AND DRAIN CLEANING, INC.					
2649	104748	05/10/2024	500-641-42108	MANHOLE REHAB AT WPCP	7,500.00
Vendor H&R02 - H & R PLUMBING AND DRAIN CLEANING, INC. Total:					7,500.00
Vendor: HAC01 - HACH COMPANY					
14016985	104814	05/17/2024	500-641-44305	LAB CHEMICALS WPCP	818.44
Vendor HAC01 - HACH COMPANY Total:					818.44
Vendor: HDL01 - HDL COREN AND CONE					
SIN038192	104749	05/10/2024	750-463-42101	PROPERTY TA APRIL - JUNE 2024	2,337.50
Vendor HDL01 - HDL COREN AND CONE Total:					2,337.50
Vendor: 2758 - HELLUDAH KIBROM HADGU					
APRIL 2024	104750	05/10/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM APRIL 2024	217.00
Vendor 2758 - HELLUDAH KIBROM HADGU Total:					217.00
Vendor: HIL03 - HILLTOP FORD					
FOCS396712	104751	05/10/2024	100-221-42107	REPAIRS PD	399.95
Vendor HIL03 - HILLTOP FORD Total:					399.95
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
APRIL 2024	104752	05/10/2024	100-231-42108	CITYWIDE PURCHASES	141.06
APRIL 2024	104752	05/10/2024	100-231-42108	CITYWIDE PURCHASES	317.20
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	265.95
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	29.19
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	162.78
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	141.60
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	139.17
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	71.54
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	32.71
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	28.32
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	25.02
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	21.83
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	182.76
APRIL 2024	104752	05/10/2024	100-343-44306	CITYWIDE PURCHASES	20.47
APRIL 2024	104752	05/10/2024	100-345-44306	CITYWIDE PURCHASES	32.22
APRIL 2024	104752	05/10/2024	100-345-44306	CITYWIDE PURCHASES	216.79
APRIL 2024	104752	05/10/2024	100-345-44306	CITYWIDE PURCHASES	94.87
APRIL 2024	104752	05/10/2024	100-345-44306	CITYWIDE PURCHASES	52.23
APRIL 2024	104752	05/10/2024	100-345-44306	CITYWIDE PURCHASES	20.65
APRIL 2024	104752	05/10/2024	100-345-44306	CITYWIDE PURCHASES	-20.65
APRIL 2024	104752	05/10/2024	100-345-44306	CITYWIDE PURCHASES	-32.50

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
APRIL 2024	104752	05/10/2024	200-342-42108	CITYWIDE PURCHASES	18.83
APRIL 2024	104752	05/10/2024	209-552-42108	CITYWIDE PURCHASES	2.99
APRIL 2024	104752	05/10/2024	209-557-42108	CITYWIDE PURCHASES	66.56
APRIL 2024	104752	05/10/2024	500-641-42108	CITYWIDE PURCHASES	11.71
Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:					2,043.30
Vendor: NOK00 - HONG NOKHAM					
05092024	104815	05/17/2024	100-000-31510	PARTIAL BL REFUND BUSINESS CLOSED	120.00
Vendor NOK00 - HONG NOKHAM Total:					120.00
Vendor: HOR05 - HORIZON					
1R332902	104753	05/10/2024	100-345-44306	SUPPLIES TO REPAIR BROKEN IRRIGATION PVR	394.12
Vendor HOR05 - HORIZON Total:					394.12
Vendor: IED02 - IEDA, INC.					
24569	104816	05/17/2024	100-116-42101	LABOR RELATIONS FEES MAY 2024	2,521.66
Vendor IED02 - IEDA, INC. Total:					2,521.66
Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE					
379X10549504	104754	05/10/2024	500-641-44305	DEIONIZATION SERVICE	548.00
Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:					548.00
Vendor: J&O01 - J & O COMMERCIAL TIRE CTR					
165109	104774	05/10/2024	100-345-42107	REMA BIAS REPAIR UNIT	356.40
165357	104774	05/10/2024	500-642-42107	REMA RADIAL REPAIR	2,940.46
Vendor J&O01 - J & O COMMERCIAL TIRE CTR Total:					3,296.86
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
258016	104817	05/17/2024	100-551-42511	PORTABLE TOILET RENTALS	144.77
Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:					144.77
Vendor: COR15 - JACQUELINE L CORL-SEIDEL					
04302024	104755	05/10/2024	209-552-43802	REISSUE STALE DATED CK 102314	429.45
APRIL 2024	104755	05/10/2024	209-552-43802	BALANCE FLOOR YOGA CLASSES PSC APRIL 2024	641.55
Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:					1,071.00
Vendor: 1611 - JANICE M. BYER					
APRIL 2024	104756	05/10/2024	209-552-43802	INSTRUCTOR CLASSES AT PSC APRIL 2024	945.00
Vendor 1611 - JANICE M. BYER Total:					945.00
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
23078	104757	05/10/2024	209-554-42108	JANITORIAL SERVICES MAY PYC	469.47
23079	104757	05/10/2024	209-552-42108	JANITORIAL SERVICES MAY 2024 PSC	434.45
23080	104757	05/10/2024	209-552-42108	JANITORIAL SERVICES DAY PORTER MAY 2024 PSC	2,257.00
23081	104757	05/10/2024	209-552-43810	JANITORIAL SERVICES KITCHEN PSC MAY 2024	417.15
23082	104757	05/10/2024	209-553-42108	JANITORIAL SERVICES MAY 2024 TINY TOTS	501.40
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					4,079.47
Vendor: 2248 - JOANNA L. NUNES					
05102024	104818	05/17/2024	212-462-42302	REIMBURSEMENT MILEAGE TRAINING SVABO	382.70
Vendor 2248 - JOANNA L. NUNES Total:					382.70
Vendor: 2761 - JORDAN SALAK					
APRIL 2024	104758	05/10/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM APIL 2024	271.25
Vendor 2761 - JORDAN SALAK Total:					271.25

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2810 - KARSTE CONSULTING, INC.					
2024-03-FINAL	104759	05/10/2024	100-221-42101	DRAFT EMERGENCY OPERATIONS PLAN	3,400.00
Vendor 2810 - KARSTE CONSULTING, INC. Total:					3,400.00
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000033058	104760	05/10/2024	500-641-44302	SLUDGE REMOVAL WPCP	5,684.13
Vendor KEL09 - KELLER CANYON LANDFILL Total:					5,684.13
Vendor: KNO03 - KNORR SYSTEMS, INC.					
234569	104819	05/17/2024	209-557-42108	MURIATIC ACID MINI BULK WPCP	851.51
Vendor KNO03 - KNORR SYSTEMS, INC. Total:					851.51
Vendor: 1424 - KRISTINA SANTOYO					
05022024	104761	05/10/2024	209-552-43804	REIMBURSEMENT FOR PETTY CASH	303.56
Vendor 1424 - KRISTINA SANTOYO Total:					303.56
Vendor: 2438 - KYLE METZLER					
05062024	104820	05/17/2024	100-20117	RE-ISSUE STALE DATE CK 29732	38.41
Vendor 2438 - KYLE METZLER Total:					38.41
Vendor: LEA01 - LEAGUE OF CALIFORNIA CITIES					
5279	104821	05/17/2024	100-110-42301	LUNCH RECEPTION AT THE CITY LEADERS SUMMIT	30.00
Vendor LEA01 - LEAGUE OF CALIFORNIA CITIES Total:					30.00
Vendor: 2756 - LELE NAOMI TOO					
APRIL 2024	104762	05/10/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM APRIL 2024	248.00
Vendor 2756 - LELE NAOMI TOO Total:					248.00
Vendor: 1253 - LIL' FROG CREATIONS					
1063	104779	05/10/2024	209-551-42514	PRINTED 25 YARD SIGNS PARK RULES	626.88
Vendor 1253 - LIL' FROG CREATIONS Total:					626.88
Vendor: 1152 - MARIA PICAZO					
05132024	104822	05/17/2024	209-551-42514	GIFT CARD PURCHASE FOR YEARS OF SERVICE	25.00
Vendor 1152 - MARIA PICAZO Total:					25.00
Vendor: 2601 - MARK SCOTT CONSTRUCTION, INC.					
PMP230448	104823	05/17/2024	100-343-42108	ABETEMENT ADDITIONAL ROOMS FIRE STATION 73	4,719.24
Vendor 2601 - MARK SCOTT CONSTRUCTION, INC. Total:					4,719.24
Vendor: 1139 - MICHAEL BAKER INTERNATIONAL, INC.					
1210593	104824	05/17/2024	212-461-42101	PROFESSIONAL SERVICES JANUARY-MARCH 2024	2,508.00
Vendor 1139 - MICHAEL BAKER INTERNATIONAL, INC. Total:					2,508.00
Vendor: MIK02 - MIKE'S APPLIANCES					
95522	104763	05/10/2024	100-343-47107	REFRIGERATOR FOR CH	1,210.54
Vendor MIK02 - MIKE'S APPLIANCES Total:					1,210.54
Vendor: 2755 - NATALIE ANNE SZUMLAS					
APRIL 2024	104764	05/10/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM APRIL 2024	325.50
Vendor 2755 - NATALIE ANNE SZUMLAS Total:					325.50
Vendor: 2426 - NEW FRONTIER TENNIS					
03082024	104825	05/17/2024	209-554-42514	BEGINNING TENNIS FOR JRS SPRING 2024 CLASSES	490.00
Vendor 2426 - NEW FRONTIER TENNIS Total:					490.00
Vendor: 2760 - OLIVIA KATE LIM BERNAL					
APRIL 2024	104765	05/10/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM APRIL 2024	279.00
Vendor 2760 - OLIVIA KATE LIM BERNAL Total:					279.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
APRIL 2024	104766	05/10/2024	100-343-44306	CITYWIDE PURCHASES	45.51
APRIL 2024	104766	05/10/2024	100-343-44306	CITYWIDE PURCHASES	16.90
APRIL 2024	104766	05/10/2024	100-343-44306	CITYWIDE PURCHASES	29.63
APRIL 2024	104766	05/10/2024	100-343-44306	CITYWIDE PURCHASES	44.76
APRIL 2024	104766	05/10/2024	100-343-44306	CITYWIDE PURCHASES	68.54
APRIL 2024	104766	05/10/2024	100-343-44306	CITYWIDE PURCHASES	15.34
APRIL 2024	104766	05/10/2024	500-641-44306	CITYWIDE PURCHASES	45.48
APRIL 2024	104766	05/10/2024	500-642-42514	CITYWIDE PURCHASES	33.99
Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:					300.15
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100401532068	104767	05/10/2024	209-554-42108	MAINTENANCE SERVICE MAY 2024 PYC	190.51
100401532555	104767	05/10/2024	100-221-42108	MAINTENANCE SERVICE MAY 2024 PUBLIC SAFETY BLDG.	128.96
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					319.47
Vendor: 2827 - PATRICIA GUEVARA					
04152024	104826	05/17/2024	209-554-36402	REFUND CANCELED SPRING 2024 STEM FUNDAMENTALS	157.15
Vendor 2827 - PATRICIA GUEVARA Total:					157.15
Vendor: LON02 - PATRICIA LONG					
APRIL 2024	104768	05/10/2024	209-552-43802	INSTRUCTOR FOR CWLD PSC	277.20
Vendor LON02 - PATRICIA LONG Total:					277.20
Vendor: PGE01 - PG&E					
1798-04292024	104827	05/17/2024	200-342-43103	2935 PINOLE VALLEY RD. TRAFFIC SIGNAL	234.52
3879-04262024	104827	05/17/2024	200-342-43103	N COR RAMONA ST AND PINOLE VALLEY RD	203.50
4256-04262024	104827	05/17/2024	500-641-43103	11 TENNANT AVE	80,485.92
6521-04292024	104827	05/17/2024	200-342-43103	IFO 971 SAN PABLO AVE- TRAFFIC SIGNAL CONTROL	156.76
6897-04292024	104827	05/17/2024	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	99.28
7547-04262024	104827	05/17/2024	100-222-43103	880 Tennent Ave-Public Safety Facility	6,034.73
7547-04262024	104827	05/17/2024	100-223-43103	880 Tennent Ave-Public Safety Facility	1,206.95
7547-04262024	104827	05/17/2024	100-231-43103	880 Tennent Ave-Public Safety Facility	4,827.78
9929-04252024	104827	05/17/2024	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	67.42
9961-04262024	104827	05/17/2024	209-552-43103	2500 CHARLES ST-SENIOR CENTER	4,131.74
Vendor PGE01 - PG&E Total:					97,448.60
Vendor: 2788 - PLANETERIA MEDIA LLC					
21388	104769	05/10/2024	525-118-42101	WEBSITE DESGIN AND DEVELOPMENT	14,850.00
Vendor 2788 - PLANETERIA MEDIA LLC Total:					14,850.00
Vendor: 1009 - PRECISION IT CONSULTING					
14065	104770	05/10/2024	525-118-43106	PROFESSIONAL SERVICES	1,336.88
Vendor 1009 - PRECISION IT CONSULTING Total:					1,336.88
Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS					
92374	104828	05/17/2024	100-465-42201	#10 REGULAR ENVELOPES COMMUNITY DEVELOPMENT	240.88
92374	104828	05/17/2024	212-461-42201	#10 REGULAR ENVELOPES COMMUNITY DEVELOPMENT	240.90
92374	104828	05/17/2024	212-462-42201	#10 REGULAR ENVELOPES COMMUNITY DEVELOPMENT	240.90
Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:					722.68

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PRI18 - PRIORITY 1 PUBLIC SAFETY EQUIPMENT					
9698	104771	05/10/2024	100-221-42107	CHARGE GUARD TIMER REPAIR PD	194.99
9702	104771	05/10/2024	206-227-47104	INSTALLATION OF EQUIP PD	<u>23,099.38</u>
Vendor PRI18 - PRIORITY 1 PUBLIC SAFETY EQUIPMENT Total:					23,294.37
Vendor: 1536 - RAIN FOR RENT					
1996415	104772	05/10/2024	500-642-42101	STORMWATER STORAGE	<u>10,344.07</u>
Vendor 1536 - RAIN FOR RENT Total:					10,344.07
Vendor: 2440 - RINCON CONSULTANTS, INC.					
55390	104829	05/17/2024	212-461-42101	PINOLE CLIMATE ACTION PLAN FEBRUARY 2024	8,292.50
56096	104829	05/17/2024	212-461-42101	PINOLE CLIMATE ACTION PLAN MARCH 2024	15,023.50
Vendor 2440 - RINCON CONSULTANTS, INC. Total:					<u>23,316.00</u>
Vendor: 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC.					
202949	104773	05/10/2024	100-342-42514	MARKING PAINT AND RAIN BOOTS CY	222.14
Vendor 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC. Total:					<u>222.14</u>
Vendor: ROS08 - RSG, INC.					
I011529	104830	05/17/2024	285-464-42101	HOUSING CONSULTING SERVICES FEB. 2024	875.00
I011628	104830	05/17/2024	100-466-42101	ECONOMIC DEVELOP STRATEGY FEB. 2024	16,785.72
I011707	104830	05/17/2024	285-464-42101	HOUSING CONSULTING SERVICES MARCH 2024	875.00
I011721	104830	05/17/2024	100-466-42101	ECONOMIC DEVELOP STRATEGY MARCH 2024	10,418.46
Vendor ROS08 - RSG, INC. Total:					<u>28,954.18</u>
Vendor: 1204 - S & L BODY AND FRAME					
00012	104775	05/10/2024	100-221-42107	REPAIRS FROM ACCIDENT PD	<u>11,032.30</u>
Vendor 1204 - S & L BODY AND FRAME Total:					11,032.30
Vendor: SPA04 - S.P. AUTOMOTIVE					
6-861862	104831	05/17/2024	207-344-42107	OIL FILTERS AND FUEL FILTERS	<u>251.22</u>
Vendor SPA04 - S.P. AUTOMOTIVE Total:					251.22
Vendor: 2356 - SECURE PRODUCTS CORPORATION					
0424-511	104832	05/17/2024	100-115-42514	BRINKS BAGS	<u>54.51</u>
Vendor 2356 - SECURE PRODUCTS CORPORATION Total:					54.51
Vendor: 1714 - SHERRI D. LEWIS					
CC020PINOLE-FY2023/24	104833	05/17/2024	100-112-42101	PREPARE MINUTES FINANCE SUBCOMMITTEE MTG 041824	487.50
CC021PINOLE-FY2023/24	104833	05/17/2024	100-112-42101	PREPARE MINUTES CC MTG. 04302024	975.00
PC07PINOLE-FY2023/24	104776	05/10/2024	212-461-42514	PREPARE MINUTES FOR PC MEETING 04222024	300.00
Vendor 1714 - SHERRI D. LEWIS Total:					<u>1,762.50</u>
Vendor: 2688 - SHUMS CODA ASSOCIATES, INC.					
9677	104834	05/17/2024	212-462-42101	PLAN REVIEW SERVICES APRIL 2024	1,099.43
Vendor 2688 - SHUMS CODA ASSOCIATES, INC. Total:					<u>1,099.43</u>
Vendor: 2048 - SONIC.NET, LLC					
1008140962	104777	05/10/2024	525-118-43106	SOFTWARE MAINTENANCE	549.00
Vendor 2048 - SONIC.NET, LLC Total:					<u>549.00</u>
Vendor: SON08 - SONSRAY MACHINERY, LLC.					
SWO050598-1	104835	05/17/2024	100-345-42107	ALTERNATOR BELT REPAIRS	<u>388.32</u>
Vendor SON08 - SONSRAY MACHINERY, LLC. Total:					388.32

WARRANT LISTING				Payment Dates: 5/4/2024 - 5/17/2024	
Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: STA25 - STATE WATER RESOURCES CONTROL BOARD					
EA-RE-0824-1273	104778	05/10/2024	500-641-44304	RENEWAL APPLICATION FEE WPCP	4,615.00
Vendor STA25 - STATE WATER RESOURCES CONTROL BOARD Total:					4,615.00
Vendor: 2436 - STRATEGIC ENERGY INNOVATIONS					
4910	104836	05/17/2024	212-461-42101	CLIMATE CORPS SUPPORT INTERN AMIN	4,900.00
Vendor 2436 - STRATEGIC ENERGY INNOVATIONS Total:					4,900.00
Vendor: 2747 - TETRA TECH, INC.					
52233625	104780	05/10/2024	106-343-42101	ENERGY CONSERVATION, GENERATION, AND STORAGE ASSES	17,989.50
Vendor 2747 - TETRA TECH, INC. Total:					17,989.50
Vendor: 2815 - TINA'S PLACE					
200103	104781	05/10/2024	100-116-42514	EMPLOYEE EVENT BRUNCH WITH THE BLUES	1,124.94
Vendor 2815 - TINA'S PLACE Total:					1,124.94
Vendor: TMO00 - T-MOBILE USA, INC					
9565805751	104782	05/10/2024	100-221-42514	GPS LOCATE PD	115.00
Vendor TMO00 - T-MOBILE USA, INC Total:					115.00
Vendor: 2775 - TOWNSEND PUBLIC AFFAIRS, INC.					
21640	104783	05/10/2024	100-115-42101	CONSULTING SERVICES MAY 2024	4,000.00
Vendor 2775 - TOWNSEND PUBLIC AFFAIRS, INC. Total:					4,000.00
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
13894	104837	05/17/2024	209-554-42108	JANITORIAL SUPPLIES PYC	136.41
13899	104784	05/10/2024	100-222-42108	JANITORIAL SUPPLIES PD	245.72
13900	104784	05/10/2024	100-343-42108	JANITORIAL SUPPLIES CH	245.72
13901	104784	05/10/2024	209-557-42108	JANITORIAL SUPPLIES SWIM CENTER	241.91
13969	104837	05/17/2024	100-343-42108	JANITORIAL SUPPLIES CY	741.96
525053	104784	05/10/2024	500-641-42108	JANITORIAL SERVICES WPCP	559.00
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					2,170.72
Vendor: USB06 - US BANK					
527899660	104785	05/10/2024	525-118-42107	EQUIPMENT MAINTENANCE CITYWIDE	5,211.72
Vendor USB06 - US BANK Total:					5,211.72
Vendor: 2828 - VESTIS					
860105970-04302024	104838	05/17/2024	100-342-44410	MONTHLY STATEMENT- GENERAL MAINTENANCE	277.87
860105970-04302024	104838	05/17/2024	100-343-44410	MONTHLY STATEMENT- GENERAL MAINTENANCE	1,414.63
860105970-04302024	104838	05/17/2024	500-642-44410	MONTHLY STATEMENT- GENERAL MAINTENANCE	833.63
939388000-04302024	104838	05/17/2024	209-552-43804	LAUNDRY SERVICES WPCP AND PSC	216.57
939388000-04302024	104838	05/17/2024	209-552-43804	LAUNDRY SERVICES WPCP AND PSC	176.96
939388000-04302024	104838	05/17/2024	209-552-43804	LAUNDRY SERVICES WPCP AND PSC	176.96
939388000-04302024	104838	05/17/2024	209-552-43804	LAUNDRY SERVICES WPCP AND PSC	176.96
939388000-04302024	104838	05/17/2024	500-641-44410	LAUNDRY SERVICES WPCP AND PSC	481.50
939388000-04302024	104838	05/17/2024	500-641-44410	LAUNDRY SERVICES WPCP AND PSC	470.66
939388000-04302024	104838	05/17/2024	500-641-44410	LAUNDRY SERVICES WPCP AND PSC	468.16

WARRANT LISTING

Payment Dates: 5/4/2024 - 5/17/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
939388000-04302024	104838	05/17/2024	500-641-44410	LAUNDRY SERVICES WPCP AND PSC	468.16
Vendor 2828 - VESTIS Total:					5,162.06
Vendor: WCC01 - WCCTAC Q1 2024	104839	05/17/2024	212-20025	STMP FEES REMINDER FEES Q1	458.19
Vendor WCC01 - WCCTAC Total:					458.19
Vendor: 2603 - WEST VALLEY CONSTRUCTION CO, INC. 174067	104840	05/17/2024	500-642-47201	ENGINEERING DESIGN SERVICES SANITARY SEWER	14,002.50
Vendor 2603 - WEST VALLEY CONSTRUCTION CO, INC. Total:					14,002.50
Vendor: 2697 - WEST YOST & ASSOCIATES, INC. 2057993	104786	05/10/2024	106-344-42101	STORM DRAIN MASTER PLAN CONSULTING	3,962.81
Vendor 2697 - WEST YOST & ASSOCIATES, INC. Total:					3,962.81
Vendor: WIL26 - WILLDAN 00627602	104787	05/10/2024	205-342-42101	TRAFFIC SPEED STUDY PW	1,636.99
Vendor WIL26 - WILLDAN Total:					1,636.99
Grand Total:					910,574.74

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	161,474.91
105 - Measure S -2006	62,914.11
106 - MEASURE S-2014	365,282.69
200 - Gas Tax Fund	5,110.56
201 - Restricted Real Estate Maintenance Fund	382.68
205 - Traffic Safety Fund	1,636.99
206 - Supplemental Law Enforcement Svc Fund	23,099.38
207 - NPDES Storm Water Fund	251.22
209 - Recreation Fund	22,185.77
212 - Building & Planning	34,347.43
285 - Housing Land Held for Resale	2,905.27
310 - Lighting & Landscape Districts	1,448.01
325 - City Street Improvements	3,012.00
500 - Sewer Enterprise Fund	143,225.53
505 - Cable Access TV	634.01
525 - Information Systems	79,961.68
750 - Recognized Obligation Retirement Fund	2,702.50
Grand Total:	910,574.74

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business Lice...	928.00
100-10601	Gas Tanks/Corp Yard	3,380.85
100-110-42301	Travel & Training/Conf-R...	30.00
100-110-43102	Utilities/Water	12.07
100-111-43102	Utilities/Water	28.96
100-112-42101	Prof Svcs/Professional Se..	1,715.37
100-112-42514	Admin Exp/Special Depa...	398.67
100-112-43102	Utilities/Water	26.55
100-115-42101	Prof Svcs/Professional Se..	4,000.00
100-115-42514	Admin Exp/Special Depa...	54.51
100-115-43102	Utilities/Water	78.68
100-116-42101	Prof Svcs/Professional Se..	2,521.66
100-116-42504	Admin Exp/Recruitment ...	500.00
100-116-42514	Admin Exp/Special Depa...	1,124.94
100-116-43102	Utilities/Water	26.55
100-117-43102	Utilities/Water	212.39
100-20117	Sal & Ben Payable/Uncla...	38.41
100-221-42101	Prof Svcs/Professional Se..	3,400.00
100-221-42107	Prof Svcs/Equipment Ma...	19,425.98
100-221-42108	Prof Svcs/Building-Struc...	128.96
100-221-42302	Travel & Training/Milea...	549.88
100-221-42304	Travel & Training/Officer...	8,000.00
100-221-42514	Admin Exp/Special Depa...	115.00
100-222-42108	Prof Svcs/Building-Struc...	245.72
100-222-43102	Utilities/Water	1,744.13
100-222-43103	Utilities/Electricity & Po...	6,034.73
100-223-43102	Utilities/Water	387.58
100-223-43103	Utilities/Electricity & Po...	1,206.95
100-231-42101	Prof Svcs/Professional Se..	29,030.73
100-231-42108	Prof Svcs/Building-Struc...	458.26
100-231-43102	Utilities/Water	2,407.87
100-231-43103	Utilities/Electricity & Po...	4,827.78
100-341-42101	Prof Svcs/Professional Se..	1,102.50
100-341-42201	Office Expense	760.54
100-341-47103	FF&E/Furniture & Applia...	360.57
100-342-42514	Admin Exp/Special Depa...	222.14

Account Summary

Account Number	Account Name	Payment Amount
100-342-44410	Safety Clothing	277.87
100-343-42108	Prof Svcs/Building-Struc...	11,598.68
100-343-43102	Utilities/Water	2,597.98
100-343-44306	Other Materials Supp/M...	1,395.57
100-343-44410	Safety Clothing	1,414.63
100-343-47107	FF&E/Furniture & Applia...	1,210.54
100-343-47201	Improvements/Building	12,233.98
100-345-42107	Prof Svcs/Equipment Ma...	744.72
100-345-42108	Prof Svcs/Building-Struc...	250.00
100-345-42511	Admin Exp/Equipment R...	3,658.50
100-345-43102	Utilities/Water	1,416.88
100-345-44306	Other Materials Supp/M...	757.73
100-465-42101	Prof Svcs/Professional Se..	341.07
100-465-42201	Office Expense	240.88
100-466-42101	Prof Svcs/Professional Se..	27,204.18
100-466-42401	Dues & Pub/Membershi...	500.00
100-551-42511	Admin Exp/Equipment R...	144.77
105-231-42101	Prof Svcs/Professional Se..	62,914.11
106-231-42101	Prof Svcs/Professional Se..	342,395.74
106-342-47205	Improvements/Streets	934.64
106-343-42101	Prof Svcs/Professional Se..	17,989.50
106-344-42101	Prof Svcs/Professional Se..	3,962.81
200-342-42101	Prof Svcs/Professional Se..	4,330.09
200-342-42108	Prof Svcs/Building-Struc...	18.83
200-342-43102	Utilities/Water	67.58
200-342-43103	Utilities/Electricity & Po...	694.06
201-343-43102	Utilities/Water	315.26
201-343-43103	Utilities/Electricity & Po...	67.42
205-342-42101	Prof Svcs/Professional Se..	1,636.99
206-227-47104	FF&E/Vehicles	23,099.38
207-344-42107	Prof Svcs/Equipment Ma...	251.22
209-551-42514	Admin Exp/Special Depa...	2,550.63
209-552-42108	Prof Svcs/Building-Struc...	3,726.57
209-552-43102	Utilities/Water	1,693.35
209-552-43103	Utilities/Electricity & Po...	4,131.74
209-552-43802	Program Cost/Class Fees	2,293.20
209-552-43804	Program Cost/Food Prog...	3,459.73
209-552-43810	Program Cost/Center Ma...	417.15
209-552-44306	Other Materials Supp/M...	40.60
209-553-42108	Prof Svcs/Building-Struc...	590.04
209-553-42514	Admin Exp/Special Depa...	210.00
209-554-36402	Recreation Chg/Member...	157.15
209-554-42108	Prof Svcs/Building-Struc...	796.39
209-554-42514	Admin Exp/Special Depa...	490.00
209-554-43102	Utilities/Water	46.74
209-557-42108	Prof Svcs/Building-Struc...	1,582.48
212-20024	Accounts Payable/CA Sta...	306.70
212-20025	Accounts Payable/STMP ...	458.19
212-461-42101	Prof Svcs/Professional Se..	30,724.00
212-461-42201	Office Expense	240.90
212-461-42514	Admin Exp/Special Depa...	458.87
212-461-43102	Utilities/Water	25.58
212-462-34211	Fees/CA State Building F...	-7.90
212-462-42101	Prof Svcs/Professional Se..	1,099.43
212-462-42106	Prof Svcs/ Software Mai...	350.00
212-462-42201	Office Expense	240.90
212-462-42302	Travel & Training/Milea...	382.70
212-462-43102	Utilities/Water	68.06

Account Summary

Account Number	Account Name	Payment Amount
285-464-42101	Prof Svcs/Professional Se..	2,885.00
285-464-43102	Utilities/Water	20.27
310-347-42101	Prof Svcs/Professional Se..	747.72
310-347-43102	Utilities/Water	156.66
310-348-42101	Prof Svcs/Professional Se..	543.63
325-342-47205	Improvements/Streets	3,012.00
500-641-42107	Prof Svcs/Equipment Ma...	9,096.69
500-641-42108	Prof Svcs/Building-Struc...	8,070.71
500-641-43102	Utilities/Water	1,854.94
500-641-43103	Utilities/Electricity & Po...	80,485.92
500-641-44302	Other Materials Supp/Sl...	5,684.13
500-641-44304	Other Materials Supp/Pe...	4,615.00
500-641-44305	Other Materials Supp/La...	2,649.28
500-641-44306	Other Materials Supp/M...	725.73
500-641-44410	Safety Clothing	1,888.48
500-642-42101	Prof Svcs/Professional Se..	10,344.07
500-642-42107	Prof Svcs/Equipment Ma...	2,940.46
500-642-42514	Admin Exp/Special Depa...	33.99
500-642-44410	Safety Clothing	833.63
500-642-47201	Improvements/Building	14,002.50
505-119-42302	Travel & Training/Milea...	15.00
505-119-42303	Travel & Training/Meal A..	552.00
505-119-43102	Utilities/Water	67.01
525-118-42101	Prof Svcs/Professional Se..	58,755.00
525-118-42106	Prof Svcs/Software Main...	12,616.30
525-118-42107	Prof Svcs/Equipment Ma...	5,211.72
525-118-42510	Admin Exp/Software Pur...	1,169.76
525-118-43101	Utilities/Telephone	132.97
525-118-43106	Utilities/Internet	2,075.93
750-463-42101	Prof Svcs/Professional Se..	2,702.50
Grand Total:		910,574.74

Project Account Summary

Project Account Key	Payment Amount
None	860,503.37
10034347201IN2101	12,233.98
10634247205RO2302	934.64
10634342101IN2201	17,989.50
20955142514GR2303	1,898.75
32534247205RO1710	3,012.00
50064247201SS2201	14,002.50
Grand Total:	910,574.74

Approved By: 

Date: 5/16/2024



CITY COUNCIL REPORT

9.C.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: STACY SHELL, HUMAN RESOURCES DIRECTOR
CHARLENE DAVIS, HUMAN RESOURCES ANALYST
SUBJECT: ADOPT A RESOLUTION APPROVING SIDE LETTER AGREEMENT TO THE
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND AFSCME
LOCAL 512 TO AMEND ARTICLE II - RECOGNITION AND ATTACHMENT A -
SALARY SCHEDULE

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving the Side Letter Agreement to the Memorandum of Understanding (MOU) between the City of Pinole and AFSCME Local 512 to amend Article II – Recognition and Attachment A – Salary Schedule.

BACKGROUND

In 2019, the City developed the City of Pinole Strategic Plan 2020-2025 through an extensive research and engagement process, which identified the City's vision, mission, goals, and strategies over the five-year period.

Relative to the City's goal to build an organization culture that is efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship, one of the strategies identified was the development of an employee attraction, retention, and development plan. One activity identified in support of this plan is the analysis of the City's classification and compensation system and update it as needed to provide engaging job descriptions, career growth opportunities, and competitive pay.

In accordance with the City's Personnel Rule 3, Classification Plan, at the recommendation of the Human Resources Director, the City Manager shall approve, and amended from time to time, the City's classification plan after consultation with the affected collective bargaining organization.

Consistent with Personnel Rule 12.1, Salary Plan, salary ranges are set for each classification by the City Council. No change in the salary range of a classification may be made without City Council approval.

REVIEW AND ANALYSIS

Staff assessed the organizational needs of the Finance Department and believes that establishing a class series will provide promotional and open competitive opportunities for existing and future employees.

Staff is recommending that the Accountant salary maintain the current assigned range and align the salary range for the Senior Accountant to provide a minimum 10% differential for advancement.

Staff believes the proposed classification within the classification series and salary placement will help recruit qualified candidates and retain current employees.

Staff shared the new classification, class series, and salary proposal with the AFSCME Union, Local 512, and agreed to the new classification within the classification series, and the salary placement of the new classification.

In accordance with Personnel Rule 12.1 Salary Plan, the City Council will need to approve the salary ranges.

Personnel Rule 12.1 Salary Plan: Salary ranges are set for each class by the City Council. No person may be paid less than the minimum, nor more than the maximum of the salary range established for the class in which employed. No change in the salary range of a class may be made without City Council approval.

FISCAL IMPACT

There is no direct fiscal impact as a result of the City Council receiving this report.

ATTACHMENTS

- A. Resolution
- B. EXHIBIT A: Side Letter of Agreement - AFSCME Union Local 512 Article II Recognition

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING SIDE LETTER AGREEMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF PINOLE AND THE PROFESSIONAL AND TECHNICAL EMPLOYEES REPRESENTED BY AFSCME LOCAL 512 TO AMEND ARTICLE II – JOB CLASSIFICATIONS IN THE UNIT AND ATTACHMENT A, OF THEIR RESPECTIVE MOU AGREEMENT

WHEREAS, the American Federation of State, County, and Municipal Employees (AFSCME) Local 512 represent the Professional and Technical Employees of the City; and

WHEREAS, the City conducted a classification and compensation system analysis and recommended changes to the system which affects represented classifications within the AFSCME Local 512 Union; and

WHEREAS, AFSCME Local 512 supports the City’s recommended changes; and

WHEREAS, AFSCME Local 512 and the City will execute a side letter amending Section II – Job Classifications in the Unit and Attachment A of the MOU to reflect the classification and compensation system changes; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby approve the side letter agreement to make changes to the classification and compensation system and authorizes the City Manager to execute the side letter agreement with the represented employee group, attached hereto as Exhibit A, and incorporated herein by this reference.

PASSED AND ADOPTED this 21st day of May 2024, by the following vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 21st day of May 2024.

Heather Bell, CMC City Clerk

**Side Letter of Agreement
Between the City of Pinole and the Professional and Technical Employees
Represented by AFSCME Local 512**

This will confirm that the representatives of the City of Pinole (“City”) and the Professional and Technical Employees represented by AFSCME Local 512 (“AFSCME”) have met and conferred and have agreed to the following modifications of their memorandum of understanding (“MOU”) covering the term July 1, 2023, through June 30, 2025, as follows:

The parties agree to modify the following paragraph under Article II, Section 2.1, Job Classifications in the Unit and Attachment A:

ARTICLE II. RECOGNITION

2.1 Job Classifications in the Unit.

The Professional and Technical unit consists of the following job classifications:

Accountant
Accounting Specialist
Administrative Coordinator
Assistant Engineer
Associate Civil Engineer
Associate Planner
Building Inspector I
Building Inspector II
Cable Access Coordinator
Code Enforcement Officer I
Code Enforcement Officer II
Information Systems Administrator
Information Systems Specialist
Junior Engineer
Laboratory Analyst I
Laboratory Analyst II
Laboratory Supervisor
Management Analyst
Public Works Maintenance Supervisor
Public Works Specialist
Recreation Coordinator
Rental Inspector
Senior Accountant
Senior Project Manager
Wastewater Treatment Plant Operations Supervisor
Water Pollution Control Plant Supervisor

EXHIBIT A

Side Letter of Agreement
Between the City of Pinole and the Professional and Technical Employees
Represented by AFSCME Local 512

ATTACHMENT A – FY 23/24 MASTER SALARY SCHEDULE

City of Pinole Salary Ranking

Class Series	Proposed Salary Range				
	A	B	C	D	E
Accountant (<i>current</i>)	\$ 45.5802	\$ 47.8592	\$ 50.2522	\$ 52.7649	\$ 55.4032
Senior Accountant (<i>new</i>)	\$ 50.1382	\$ 52.6451	\$ 55.2773	\$ 58.0412	\$ 60.9433

There shall be no change to any other portion of Article II or Attachment A or to any section(s) of the existing agreement other than those identified in this and any preceding Side Letter of Agreements.

Dated: _____

AFSCME Local 512

CITY OF PINOLE

By: Kym Anderson
AFSCME Local 512 Representative

By: Neil Gang
Interim City Manager

By: Kim Young
AFSCME Local 512 Representative

By: Stacy Shell
Human Resources Director



CITY COUNCIL REPORT

9.D.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: FY 2023/24 THIRD QUARTER FINANCIAL REPORT

RECOMMENDATION

Staff recommends that the City Council receive the Fiscal Year (FY) 2023/24 Third Quarter Financial Report.

BACKGROUND

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. The City Council adopts an original budget prior to the start of each fiscal year, then makes adjustments to the budget throughout the year to reflect changes in expected revenues and to increase or decrease expenditures to address changes in policy or operational priorities.

As one of the many activities that the City undertakes to help ensure its financial soundness, staff provides quarterly financial reports on the City's budget condition.

The Third Quarter Financial Report covers financial activity through the third quarter of the FY 2023/24, ending March 31, 2024. It also provides preliminary year-end results.

REVIEW AND ANALYSIS

Staff has reviewed the City's budget results through third quarter, from July 1, 2023 through March 31, 2024. City revenues and expenditures are mostly on track with original budgeted amounts. Staff does recommend some budget adjustments, which are discussed within this report and in Attachment A.

General Fund Analysis

General Fund (including Measure S 2006 and 2014) revenues and expenditures are mostly on track with original budgeted amounts.

The FY 2023/24 budget is primarily a status quo budget, meaning that it does not include any major changes to City programs or services. The originally adopted FY 2023/24 General Fund budget included \$25.6 million in revenues, \$34.4 million in expenditures, and \$8.8 million use of the \$12.5 million unassigned fund balance (residual, unrestricted funds) to fund several capital improvement projects and several Council-directed initiatives.

The FY 2023/24 amended (“mid-year”) budget includes \$25.8 million in revenues, \$35.2 million in expenditures, and \$9.4 million use of unassigned fund balance.

As of the third quarter, the City is projecting to end FY 2023/24 with total revenues of \$26.2 million, expenditures of \$30.2 million, and use of fund balance of \$4 million. The General Fund unassigned fund balance is projected to be \$8.5 million at the end of the fiscal year, at this point. The table below summarizes the General Fund budget.

General Fund (including Measure S 2006 and 2014)	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 25,610,623	\$ 25,809,123	\$ 25,809,123	\$ 15,332,449	\$ 15,332,449	59%	\$ 26,221,134
Expenditures	34,397,708	35,222,758	35,222,758	22,438,384	23,033,225	65%	30,203,925
Net surplus/deficit	(8,787,085)	(9,413,635)	(9,413,635)	\$ (7,105,935)	\$ (7,700,775)		(3,982,792)
Beginning Fund Balance	12,470,865	12,470,865	12,470,865				12,470,865
Ending Fund Balance	\$ 3,683,780	\$ 3,057,230	\$ 3,057,230				\$ 8,488,073

General Fund Revenue (including Measure S 2006 and 2014)

The City Council authorized revenues in the amount of \$25.6 million in the original FY 2023/24 General Fund budget, including Measure S 2006 and 2014. General Fund actual revenues through the third quarter of FY 2023/24 totaled \$15.3 million, 59% of the amended budget. The table below summarizes the General Fund budgeted revenues.

Category	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals	% of Amended Budget	Projected Year-End
Property Taxes	\$ 5,678,211	\$ 5,678,211	\$ 5,678,211	\$ 3,132,596	55%	\$ 5,678,211
Sales and Use Taxes	4,621,023	4,471,023	4,471,023	2,799,303	63%	4,471,023
Sales and Use Taxes - Measure S 2006	2,486,000	2,486,000	2,486,000	1,602,871	64%	2,486,000
Sales and Use Taxes - Measure S 2014	2,486,000	2,486,000	2,486,000	1,602,822	64%	2,486,000
Utility Users Tax	2,085,485	2,185,485	2,185,485	1,847,957	85%	2,185,485
Franchise Taxes	794,658	794,658	794,658	402,377	51%	794,658
Other Taxes: TOT	453,200	453,200	453,200	240,858	53%	453,200
Other Taxes: Business License	450,014	437,514	437,514	432,026	99%	437,514
Intergovernmental Taxes	2,319,918	2,319,918	2,319,918	1,171,270	50%	2,319,918
Public Safety Charges	1,432,539	1,693,539	1,693,539	1,390,453	82%	1,803,884
Total Other Revenue	558,095	558,095	558,095	709,916	127%	859,761
Revenue Total:	23,365,143	23,563,643	23,563,643	15,332,449	65%	23,975,654
Transfer In from Section 115 Trust	2,245,480	2,245,480	2,245,480	-	0%	2,245,480
Revenue/Sources Total:	\$ 25,610,623	\$ 25,809,123	\$ 25,809,123	\$ 15,332,449	59%	\$26,221,134

Sales Tax

Sales tax is the City’s largest general revenue stream, representing 37% of total ongoing General Fund revenues. For the third quarter, sales tax collected, including Measure S funds, were \$6,004,996, 64% of the amended budget. There is typically a two-month delay in the timing of sales tax receipts. Also, sales tax receipts are trending lower than originally projected, mostly in the fuel and service station, and building and construction categories.

Property Tax

Property tax is the City’s second largest revenue stream, representing 22% of total ongoing General Fund revenues. For the third quarter, total property tax revenue was \$3,132,596, 55% of the amended budget. It is comprised of four segments – secured, unsecured, supplemental, and transfer tax. The largest segment is secured property tax. It is received in three installments in December (55%), April (40%), and June of each year (5%). Secured property tax revenue includes the basic 1% property tax and the Redevelopment Property Tax Trust Fund (RPTTF). This is revenue that has resulted from the dissolution of the former Pinole Redevelopment Agency and represents the shift from the Agency receiving tax increment revenue to the

various taxing entities receiving the tax revenue. The RPTTF revenue will convert to “normal” property tax revenue when all of the former Agency’s outstanding debt is paid off and the Successor Agency is formally dissolved. Dissolution is in progress as the final debt service payment has been paid.

Utility User’s Tax

Utility Users’ Tax (UUT) is levied on telecommunication, electricity, gas, and mobile telephones. For the third quarter, UUT revenues collected were \$1,847,957, 85% of the amended budget. The electricity segment is on trend to exceed the budgeted amount, like in prior fiscal years.

Franchise Tax

Franchise Tax is levied on gas, electricity, cable, and refuse. For the third quarter, revenues collected were \$402,377, 51% of the amended budget. The amount collected is consistent with the timing of receipts.

Transient Occupancy Tax

Transient Occupancy Tax (TOT), also known as the “hotel tax,” is levied on persons staying 30 days or less in a motel or lodging facility within City limits. For the third quarter, revenues collected were \$240,858, 53% of the amended budget. The amount collected is consistent with the timing of receipts.

Business License

Business License Tax is assessed on all businesses doing business within City limits. For the third quarter, revenues collected were \$432,026, 99% of the amended budget. The bulk of this revenue is typically received in January during the annual license renewal process. Actual receipts will exceed the amended budget.

Intergovernmental Taxes

Intergovernmental Taxes is comprised of the Motor Vehicle License Fee (VLF), which is the City’s share of motor vehicle license fees levied, collected, and apportioned by the State. This category also includes the Homeowners Property Tax Relief, which is a reimbursement from the State to offset loss of property tax for the state-imposed homeowner exemption. This revenue is received in two equal installments. For the third quarter, revenue collected was \$1,171,270, 50% of the amended budget. The second installment is expected to be received in June 2024.

Public Safety Charges

Public safety charges are received for dispatch services provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. The revenue is received on a quarterly basis. For the third quarter, public safety charges were \$1,390,453, 82% of the amended budget.

Other Revenues

Other revenues include permits, fees, fines and forfeitures, rental income, proceeds from the sale of property, investment income, and grants. For the third quarter, all revenues in this category totaled \$709,916, 127% of the amended budget due to higher permit activity.

Other Financing Sources/Transfer In

The transfer in comes from the Section 115 Trust to offset the increase in pension costs in the General Funds. The amount of the transfer will be based on total expenditures at year-end.

General Fund Expenditures (including Measure S 2006 and 2014)

The City Council authorized expenditures in the amount of \$34.4 million in the original FY 2023/24 General Fund budget. The amended budget was increased to \$35.2 million. General Fund actual expenditures through the third quarter totaled \$23 million (including encumbrances), 65% of the amended budget. The table below summarizes the General Fund budgeted expenditures.

Category	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals	FY 2023/24 YTD Actuals w/Encumb.	% of Amended Budget	Projected Year-End
Salaries & Wages	\$ 9,359,141	\$ 9,359,141	\$ 9,359,141	\$ 7,503,966	\$ 7,503,966	80%	\$ 9,359,141
Benefits	6,219,651	6,219,651	6,219,651	5,260,628	5,260,628	85%	\$ 6,219,651
Professional/Admin Services	9,904,000	10,227,822	10,227,822	6,026,727	6,418,992	63%	\$ 9,738,697
Other Operating	292,711	292,711	292,711	272,450	272,450	93%	\$ 292,711
Materials and Supplies	183,200	183,200	183,200	167,289	167,289	91%	\$ 183,200
Interdepartmental Charges	(749,173)	(772,912)	(772,912)	(366,838)	(366,838)	47%	\$ (772,912)
Asset/Capital Outlay	6,203,296	6,661,263	6,661,263	1,548,609	1,751,184	26%	\$ 2,131,556
Debt Service	611,107	611,107	611,107	611,033	611,033	100%	\$ 611,107
Other Financing Uses/Transfers	2,373,775	2,440,775	2,440,775	1,414,520	1,414,520	58%	\$ 2,440,775
Expenditure Total:	\$ 34,397,708	\$ 35,222,758	\$ 35,222,758	\$ 22,438,384	\$ 23,033,225	65%	\$30,203,926

Salaries and Wages

Salaries and wages are based on the City's current staffing level (115) full-time equivalents (FTEs), future salary increases for different classifications already agreed upon in the City's current labor memorandums of understanding (MOUs). The budget includes a savings factor equal to 4% (\$510,000) of total annual salary and benefits expenditures to account for savings resulting from position vacancies. For the third quarter, salaries and wages were \$7,503,966, 80% of the amended budget; slight overage is due to salary and compensated leave payouts to former employees.

Benefits

Benefits include employee healthcare benefits, workers' compensation premiums, other benefits, as well as the City's annual required contribution for employees' pension to the California Public Employees' Retirement System (CalPERS). The budget reflects the net cost to the City (the required total contribution minus the employee contributions). For the third quarter, benefits were \$5,260,628, 85% of the amended budget mostly due to the annual payment of the workers' compensation insurance premium.

Professional/Administrative Services

Professional and administrative services include legal and consulting services, building and equipment maintenance, office expenses, travel & training, and various administrative expenses. Contract services with other government agencies, such as the Contra Costa County Fire Protection District and the County animal services and library services, are also included in professional services. For the third quarter, professional/administrative services were \$6,418,992, 63% of the amended budget.

Other Operating Expenditures

Other operating expenses include water, electricity & power, and cable utilities. For the third quarter, other operating expenditures were \$272,450, 93% of the amended budget. Utility costs tend to trend higher during the colder months.

Materials and Supplies

Materials and supplies include fuel, maintenance supplies, and safety equipment. For the third quarter, materials and supplies were \$167,289, 91% of the amended budget.

Interdepartmental Charges

Interdepartmental charges include administrative charges and reimbursements for services provided by one City department to another, such as information technology and legal services. It also includes general liability insurance premiums. For the third quarter, interdepartmental charges were \$366,838, a net 47% of the amended budget due to timing of information technology expenditures. Also, the general liability premium was paid in full at the beginning of the fiscal year.

Asset/Capital Outlay

Capital outlay includes non-major and major asset acquisition and improvements, such as computer equipment and furniture, vehicles, and several capital improvement projects funded by the General Fund unassigned fund balance. For the third quarter, capital outlay was \$1,751,184, 26% of the amended budget. This is mostly due to the timing of capital projects.

Debt Service

Debt service includes the payment of debt for the 2006 pension obligation bonds (POBs) that were issued to finance the City's unfunded accrued actuarial liability with CalPERS. For the third quarter, debt service was \$611,033, 100% of the amended budget as the annual payment was made at the beginning of the fiscal year.

Other Financing Uses/Transfers Out

Other Financing Uses/Transfers Out were \$1,414,520, 58% of the amended budget due to the transfer of funds from the General Fund to other funds, including the transfer to the General Reserve Fund (\$764,520), City Street Fund (\$250,000), Arterial Streets Rehabilitation Fund (\$250,000), and Equipment Reserve Fund (\$150,000). The remaining transfers will be completed at the end of the fiscal year.

In addition to the summary of expenditures by category, a summary of expenditures by department is provided below.

Department	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
City Council	\$ 212,212	\$ 215,412	\$ 215,412	\$ 137,531	\$ 137,531	64%	\$ 215,412
City Manager	590,960	602,710	602,710	394,909	394,909	66%	562,710
City Clerk	624,354	624,354	624,354	460,449	466,256	75%	624,354
City Treasurer	8,727	8,727	8,727	7,358	7,358	84%	8,727
City Attorney	320,428	320,428	320,428	230,355	230,355	72%	320,428
Finance Department	854,336	1,037,368	1,037,368	695,021	695,021	67%	1,037,368
Human Resources	888,227	888,227	888,227	599,332	599,332	67%	888,227
Non-Departmental	3,975,120	4,042,120	4,042,120	3,192,102	3,192,102	79%	4,218,430
Information Technology	3,600	3,600	3,600	-	-	0%	3,600
Police Department	11,062,112	11,125,612	11,125,612	8,825,670	8,825,670	79%	10,706,487
Fire Department	5,571,985	5,596,735	5,596,735	4,447,371	4,447,371	79%	5,596,735
Public Works	9,238,294	9,715,846	9,715,846	2,966,708	3,555,742	37%	5,055,678
Community Development	625,617	619,883	619,883	358,338	358,338	58%	599,883
Community Services	421,736	421,736	421,736	123,240	123,240	29%	365,886
Expenditure Total:	\$ 34,397,708	\$ 35,222,758	\$ 35,222,758	\$ 22,438,384	\$ 23,033,225	65%	\$ 30,203,925

Most departmental spending was at or below 75% for the second quarter. Those that were above 75% are discussed below.

- City Treasurer expenditures were at 84% of the amended budget due to the annual allocation of worker's compensation and general liability insurance premium at the beginning of the fiscal year.
- Non-Departmental expenditures were at 79% of the amended budget due to the payment of the annual debt service for the 2006 pension obligation bonds and transfers out to other funds.
- Police department expenditures were at 79% of the amended budget mostly due to payment of the

annual workers' compensation and general liability insurance premiums paid at the beginning of the fiscal year and compensated leave payouts to former employees.

- Fire expenditures were at 79% of the amended budget primarily due to abatement and other operating expenditures (that the City retained under the contract), which fluctuate throughout the fiscal year.

General Fund revenues and expenditures are mostly on target with budgeted amounts as expected at this point in the fiscal year.

Overall, the General Fund has sufficient resources to continue to fund the City's ongoing operations as well as some one-time items. As mentioned above, the General Fund unassigned fund balance is projected to be \$8.5 million at the end of this fiscal year. Pursuant to the City's General Reserve Policy, the City has a separate General Reserve Fund which maintains a balance equal to 50% (six months of expenditure coverage) of total ongoing General Fund expenditures. The fund balance is projected to be \$10.3 million at the end of this fiscal year.

Other Funds Analysis

The following analysis provides explanations of the financial activity for select non-general funds with substantial financial activity. Attachment A includes detailed financial information for all funds.

Special Revenue Funds

Gas Tax Fund (Fund 200)

The Gas Tax Fund accounts for revenue from State excise taxes on gasoline and diesel fuel sales (referred to as the Highway Users Tax Account (HUTA)) as well as revenue from the Road Repair and Accountability Act of 2017 (SB1) (referred to as the Road Maintenance and Rehabilitation Account (RMRA)). Gas Tax Fund resources are restricted for use in the construction and maintenance of public streets. These funds support both annual operating and capital projects. For the third quarter, revenues were \$760,710, 73% of the amended budget. Expenditures, including encumbrances, were \$441,090, 22% of the amended budget. Actual expenditures are low due to the timing of capital projects.

Gas Tax Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,046,400	\$ 1,046,400	\$ 1,046,400	\$ 760,710	73%	\$ 1,091,281
Expenditures	1,980,986	1,980,986	1,980,986	441,090	22%	1,499,904
Net surplus/deficit	(934,586)	(934,586)	(934,586)	\$ 319,621		(408,623)
Beginning Fund Balance	1,131,871	1,131,871	1,131,871			1,131,871
Ending Fund Balance	\$ 197,285	\$ 197,285	\$ 197,285			\$ 723,248

Public Safety Augmentation Fund (Fund 203)

The Public Safety Augmentation Fund (PSAF) accounts for monies allocated by the County Auditor-Controller under Proposition 172 from the statewide 0.5% sales tax based on a share of statewide taxable sales. These funds are used exclusively for public safety personnel costs. For the third quarter, revenues were \$157,141, 65% of the amended budget. The revenue is consistent with the timing of the receipts. Expenditures were \$378,292, 78% of the amended budget.

Public Safety Augmentation Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 241,853	\$ 241,853	\$ 241,853	\$ 157,141	65%	\$ 259,511
Expenditures	482,009	482,009	482,009	378,292	78%	482,009
Net surplus/deficit	(240,156)	(240,156)	(240,156)	\$ (221,151)		(222,498)
Beginning Fund Balance	580,890	580,890	580,890			580,890
Ending Fund Balance	\$ 340,734	\$ 340,734	\$ 340,734			\$ 358,392

Supplemental Law Enforcement Services Fund (206)

The Supplemental Law Enforcement Services Fund (SLESF) accounts for funds received from the County under AB 3229, which enacted the Citizens Option for Public Safety (COPS) Program, through which the City receives \$100,000 annually. In addition to the \$100,000 annual payment, the City receives a Growth Allocation payment. The funds are used to partially offset officer personnel costs. For the third quarter, revenues were \$205,284, 123% of the amended budget. Expenditures were \$243,604, 72% of the amended budget.

Supplemental Law Enforcement Services Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 166,600	\$ 166,600	\$ 166,600	\$ 205,284	123%	\$ 205,284
Expenditures	339,864	339,864	339,864	243,604	72%	339,864
Net surplus/deficit	(173,264)	(173,264)	(173,264)	\$ (38,320)		(134,580)
Beginning Fund Balance	420,077	420,077	420,077			420,077
Ending Fund Balance	\$ 246,813	\$ 246,813	\$ 246,813			\$ 285,497

NPDES Storm Water Fund (Fund 207)

The NPDES Storm Water Fund accounts for assessments collected by the County via property tax bills and provided to the City for stormwater programs pursuant to the National Pollutant Discharge Elimination System (NPDES) regulations, a federally mandated program. Assessments are levied at \$35 per Equivalent Runoff Unit (ERU). Revenues are typically received in December, April, and June through property tax assessments. For the third quarter, revenue was \$144,742, 57% of the amended budget. Expenditures were \$290,294, 77% of the amended budget.

NPDES Storm Water Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 253,422	\$ 253,422	\$ 253,422	\$ 144,742	57%	253,422
Expenditures	374,769	374,769	374,769	290,294	77%	374,769
Net surplus/deficit	(121,347)	(121,347)	(121,347)	\$ (145,552)		(121,347)
Beginning Fund Balance	0	0	0			0
Ending Fund Balance	\$ (121,347)	\$ (121,347)	\$ (121,347)			\$ (121,347)

Recreation Department Fund (Fund 209)

The Recreation Department Fund accounts for funds received from fees for participation in recreational programs. While participation in some programs have returned to full capacity, other have not returned to pre-pandemic levels. For the third quarter, revenues were \$304,265, 61% of the amended budget. Receipts fluctuate due to seasonality of programs, such as summer camps. The Recreation Department Fund budget includes transfers in from the General Fund and Measure S 106 Fund, which will be transferred later in the fiscal year based on actual need. Expenditures were \$1,358,840, 60% of the amended budget.

Recreation Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues						
Program Revenue	\$ 489,667	\$ 498,536	\$ 498,536	\$ 304,265	61%	\$ 447,268
Transfers In	799,131	799,131	799,131	-	0%	799,131
Total Revenues	1,288,797	1,297,666	1,297,666	304,265	23%	1,246,398
Expenditures	2,135,264	2,267,867	2,267,867	1,358,840	60%	1,808,623
Net surplus/deficit	(846,467)	(970,201)	(970,201)	\$ (1,054,575)		(562,224)
Beginning Fund Balance	(21,036)	(21,036)	(21,036)			(21,036)
Ending Fund Balance	\$ (867,503)	\$ (991,237)	\$ (991,237)			\$ (583,261)

Building & Planning Fund (Fund 212)

The Building & Planning Fund accounts for funds received from fees and permits for building and planning services. Fees are collected to recover the cost primarily related to inspections and plan checks performed. The third quarter, revenues were \$1,308,192, 84% of the amended budget. Expenditures were \$1,591,891, 69% of the amended budget.

Building and Planning Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,411,477	\$ 1,481,272	\$ 1,481,272	\$ 1,308,192	88%	\$ 1,651,888
Transfers In	-	67,000	67,000	-	0%	67,000
Total Revenues	\$ 1,411,477	\$ 1,548,272	\$ 1,548,272	\$ 1,308,192	84%	1,718,888
Expenditures	2,151,428	2,291,208	2,291,208	1,591,891	69%	2,122,521
Net surplus/deficit	(739,951)	(742,936)	(742,936)	\$ (283,699)		(403,633)
Beginning Fund Balance	(1,526,213)	(1,526,213)	(1,526,213)			(1,526,213)
Ending Fund Balance	\$ (2,266,165)	\$ (2,269,150)	\$ (2,269,150)			\$ (1,929,847)

Solid Waste Fund (Fund 214)

The Solid Waste Fund accounts for funds received from Republic Services from a monthly fee it assesses on customer rates for solid waste services. These funds are set aside for future solid waste capital projects and for a rate stabilization fund. For the third quarter, revenue was \$449,033, 122% of the amended budget. Interest income was higher than projected. Expenditures were \$73,476, 12% of the amended budget. Actual expenditures are low due to the timing of capital projects.

Solid Waste Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 368,000	\$ 368,000	\$ 368,000	\$ 449,033	122%	\$ 465,591
Expenditures	589,381	589,381	589,381	73,476	12%	289,381
Net surplus/deficit	(221,381)	(221,381)	(221,381)	\$ 375,557		176,210
Beginning Fund Balance	2,348,814	2,348,814	2,348,814			2,348,814
Ending Fund Balance	\$ 2,127,433	\$ 2,127,433	\$ 2,127,433			\$ 2,525,024

Measure J Fund (Fund 215)

The Measure J Fund accounts for special sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program in order to receive these funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula that considers both population and road mileage. For the third quarter, revenues were \$547,263, 47% of the amended budget. Expenditures were \$500,524, 49% of the amended budget.

Measure J Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,152,257	\$ 1,152,257	\$ 1,152,257	\$ 547,263	47%	\$ 1,269,882
Expenditures	1,023,719	1,023,719	1,023,719	500,524	49%	1,023,719
Net surplus/deficit	128,538	128,538	128,538	\$ 46,738		246,163
Beginning Fund Balance	2,142,371	2,142,371	2,142,371			2,142,371
Ending Fund Balance	\$ 2,270,909	\$ 2,270,909	\$ 2,270,909			\$ 2,388,534

Growth Impact Fund (276)

The Growth Impact Fund accounts for development fees collected to mitigate the impact of new development. Specifically, it provides for the expansion, design, construction, or upgrade to facilities, roadways, and equipment. The City collects impact fees for police, fire protection, municipal, community, wastewater, roadways, and drainage. For the third quarter, impact fee revenue was \$176,981; 17% of the amended budget. Receipts are based on development activity. Expenditures were \$57,982, less than 1% of the amended budget due to the timing of capital projects.

Growth Impact Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,039,594	\$ 1,039,594	\$ 1,039,594	\$ 176,981	17%	\$ 1,189,374
Expenditures	1,348,000	1,348,000	1,348,000	57,982	0%	1,003,000
Net surplus/deficit	(308,406)	(308,406)	(308,406)	\$ 118,999		186,374
Beginning Fund Balance	3,340,034	3,340,034	3,340,034			3,340,034
Ending Fund Balance	\$ 3,031,629	\$ 3,031,629	\$ 3,031,629			\$ 3,526,408

Housing Assets for Resale Fund (285)

The Housing Assets for Resale Fund accounts for activities associated with administering housing programs of the former Pinole Redevelopment Agency, use of Housing Set Aside funds, and the provision of affordable housing within the community. Revenue from the repayment of a loan will be received from the Successor Agency later in the fiscal year. For the third quarter, revenue was \$144,510, 263% of the amended budget. Interest income was higher than projected. Expenditures were \$104,959, 31% of the amended budget.

Housing Assets for Resale Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 55,000	\$ 55,000	\$ 55,000	\$ 144,510	263%	\$ 149,510
Expenditures	339,254	339,254	339,254	104,959	31%	339,254
Net surplus/deficit	(284,254)	(284,254)	(284,254)	\$ 39,551		(189,744)
Beginning Fund Balance	8,203,718	8,203,718	8,203,718			8,203,718
Ending Fund Balance	\$ 7,919,464	\$ 7,919,464	\$ 7,919,464			\$ 8,013,974

Capital Project Funds

City Street Improvement (Fund 325)

The City Street Improvements Fund accounts for an annual \$250,000 transfer from Measure S 2014 for street improvement projects. Additionally, it accounts for various federal, state, and other grants for road projects. Grant revenue is received on a reimbursement basis, after expenditures are incurred. For the third quarter, revenues were \$303,502, 15% of the amended budget. Revenues are low due to the timing of reimbursements from CalTrans Transportation Development Act (TDA) and West Contra Costa Transportation Advisory Committee (WCCTAC) Strategic Management Planning Program (STMP) grant programs. Expenditures, including encumbrances were \$390,816, 18% of the amended budget. Actual expenditures are low due to the timing of capital projects.

City Street Improvement Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 2,064,683	\$ 2,064,683	\$ 2,064,683	\$ 303,502	15%	\$ 2,064,683
Expenditures	2,232,004	2,232,004	2,232,004	390,816	18%	1,814,683
Net surplus/deficit	(167,321)	(167,321)	(167,321)	\$ (87,314)		250,000
Beginning Fund Balance	1,916,783	1,916,783	1,916,783			1,916,783
Ending Fund Balance	\$ 1,749,462	\$ 1,749,462	\$ 1,749,462			\$ 2,166,783

Arterial Streets Rehabilitation (Fund 377)

The Arterial Streets Rehabilitation Fund accounts for an annual \$250,000 transfer from Measure S 2014 for street rehabilitation projects. For the third quarter, revenue (transfer in) was \$250,000, 100% of the amended budget. Expenditures, including encumbrances, were \$8,684, 1% of the revised budget. Actual expenditures are low due to the timing of capital projects.

Arterial Streets Rehabilitation Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	100%	\$ 250,000
Expenditures	758,624	758,624	758,624	8,684	1%	758,624
Net surplus/deficit	(508,624)	(508,624)	(508,624)	\$ 241,316		(508,624)
Beginning Fund Balance	761,137	761,137	761,137			761,137
Ending Fund Balance	\$ 252,513	\$ 252,513	\$ 252,513			\$ 252,513

Enterprise Funds

Sewer Enterprise Fund (Fund 500)

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Wastewater Treatment Plant, which serves the Pinole and Hercules areas. Revenues are received with the property tax payments in December, April, and June. For the third quarter, revenues were \$5,640,949, 61% of the amended budget. Expenditures, including encumbrances, were \$5,290,630, 22% of the amended budget. Actual expenditures are low due to the timing of capital projects.

Sewer Enterprise Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 9,254,209	\$ 9,254,209	\$ 9,254,209	\$ 5,640,949	61%	\$ 9,950,438
Expenditures	24,185,339	24,185,339	24,185,339	5,290,630	22%	12,313,219
Net surplus/deficit	(14,931,130)	(14,931,130)	(14,931,130)	\$ 350,319		(2,362,781)
Beginning Fund Balance	19,251,936	19,251,936	19,251,936			19,251,936
Ending Fund Balance	\$ 4,320,806	\$ 4,320,806	\$ 4,320,806			\$ 16,889,155

Cable Access TV Fund (Fund 505)

The Cable Access TV Fund accounts for revenue received from cable franchise fees, video production and broadcast charges, and Public, Educational, and Governmental (PEG) access fees. PEG access fees are designated for equipment purchases. Transfers from the General Fund also help support the operating costs. For the third quarter, revenues were \$95,068, 19% of the amended budget. The major revenue sources are received one month after the close of the previous quarter and the transfer in is processed at year-end based on actual need. Expenditures were \$428,781, 63% of the amended budget.

Cable Access TV Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 535,052	\$ 508,566	\$ 508,566	\$ 95,068	19%	\$ 333,841
Expenditures	682,056	682,056	682,056	428,781	63%	573,222
Net surplus/deficit	(147,004)	(173,490)	(173,490)	\$ (333,713)		(239,381)
Beginning Fund Balance	11,581	11,581	11,581			11,581
Ending Fund Balance	\$ (135,423)	\$ (161,909)	\$ (161,909)			\$ (227,800)

Information Systems Fund (Fund 525)

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. For the third quarter, indirect cost allocations (reimbursements received from other City departments for information technology services) were \$1,367,022, 82% of the amended budget. Expenditures, including encumbrances were \$1,148,061, 69% of the amended budget.

Information Technology Fund	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Amended Budget	FY 2023/24 YTD Actuals w/Encumb.	% of Revised Budget	Projected Year-End
Expenditures	1,552,663	1,668,704	1,668,704	1,367,022	82%	1,618,704
Indirect Cost Allocations	(1,552,663)	(1,668,704)	(1,668,704)	(1,148,061)	69%	(1,618,704)
Net surplus/deficit	0	0	0	218,962		0
Beginning Fund Balance	4,104	4,104	-			4,104
Ending Fund Balance	\$ 4,104	\$ 4,104	\$ 0			\$ 4,104

The FY 2023/24 budget and actual revenue, expenditures, and ending fund balance for each City fund is listed in Attachment A.

Next Steps

The FY 2023/24 Fourth Quarter Financial Report and year-end adjustments will be presented to the City Council in September 2024.

FISCAL IMPACT

There is no fiscal impact as a result of receiving this report. Staff is not recommending any budget adjustments for the third quarter.

ATTACHMENTS

A. FY 2023-24 Third Quarter Financial Report Summary by Fund



	Original Budget	Revised Budget	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
General Fund (including Measure S 2006 and 2014)									
Revenue									
311- Property Taxes	5,678,211	5,678,211	5,678,211	3,132,596		3,132,596	(2,545,615)	55%	5,678,211
312- Sales and Use Taxes	4,621,023	4,471,023	4,471,023	2,799,303		2,799,303	(1,671,720)	63%	4,471,023
312- Sales and Use Taxes-Meas S 2006	2,486,000	2,486,000	2,486,000	1,602,871		1,602,871	(883,129)	64%	2,486,000
312- Sales and Use Taxes-Meas S 2014	2,486,000	2,486,000	2,486,000	1,602,822		1,602,822	(883,178)	64%	2,486,000
313- Utility Users Tax	2,085,485	2,185,485	2,185,485	1,847,957		1,847,957	(337,528)	85%	2,185,485
314- Franchise Taxes	794,658	794,658	794,658	402,377		402,377	(392,281)	51%	794,658
315- Other Taxes	903,214	890,714	890,714	672,884		672,884	(217,830)	76%	890,714
Other Tax/Transient Occupancy Tax	453,200	453,200	453,200	240,858		240,858	(212,342)	53%	453,200
Other Tax/Business License	450,014	437,514	437,514	432,026		432,026	(5,488)	99%	437,514
321- Intergovernmental Taxes	2,319,918	2,319,918	2,319,918	1,171,270		1,171,270	(1,148,648)	50%	2,319,918
323- State Grants	65,882	65,882	65,882	30,768		30,768	(35,114)	47%	65,882
324- Other Grants	47,025	47,025	47,025	4,000		4,000	(43,025)	9%	47,025
332- Permits	108,700	108,700	108,700	239,571		239,571	130,871	220%	251,630
341- Review Fees	500	500	500	22,875		22,875	22,375	4575%	22,875
342- Other Fees	15,054	15,054	15,054	83,992		83,992	68,938	558%	89,627
343- Abatement Fees	33,500	33,500	33,500	20,059		20,059	(13,441)	60%	33,500
351- Fines and Forfeiture	22,050	22,050	22,050	16,549		16,549	(5,501)	75%	22,050
361- Public Safety Charges	1,432,539	1,693,539	1,693,539	1,390,453		1,390,453	(303,086)	82%	1,803,884
370- Interest and Investment Income	150,000	150,000	150,000	144,141		144,141	(5,859)	96%	150,000
381- Rental Income	89,896	89,896	89,896	65,975		65,975	(23,921)	73%	89,896
383- Reimbursements	16,928	16,928	16,928	78,716		78,716	61,788	465%	78,716
384- Other Revenue	7,560	7,560	7,560	3,131		3,131	(4,429)	41%	7,560
392- Proceeds from Sale of Property	1,000	1,000	1,000	139		139	(861)	14%	1,000
Revenue Total:	23,365,143	23,563,643	23,563,643	15,332,449	-	15,332,449	(8,231,194)	65%	23,975,654
399- Pension Trust 115 Transfer	2,245,480	2,245,480	2,245,480	-		-	(2,245,480)	0%	2,245,480
399- ARPA Fund Transfer	-	-	-	-		-	-	0%	-
Sources Total:	25,610,623	25,809,123	25,809,123	15,332,449	-	15,332,449	(10,476,674)	59%	26,221,134
Fund: 100- General Fund									
Expenditures									
Division: 110- City Council Total:	212,212	215,412	215,412	137,531		137,531	77,881	64%	215,412
Division: 111- City Manager Total:	590,960	602,710	602,710	394,909		394,909	207,801	66%	562,710
Division: 112- City Clerk Total:	624,354	624,354	624,354	460,449	5,807	466,256	158,098	75%	624,354
Division: 113- City Treasurer Total:	8,727	8,727	8,727	7,358		7,358	1,369	84%	8,727
Division: 114- City Attorney Total:	320,428	320,428	320,428	230,355		230,355	90,073	72%	320,428
City Attorney Services	596,245	596,245	596,245	451,895		451,895	144,350	76%	596,245
City Attorney Indirect Cost Allocations	(275,817)	(275,817)	(275,817)	(221,539)		(221,539)	(54,278)	80%	(275,817)
Division: 115- Finance Department Total:	849,436	1,032,468	1,032,468	693,968		693,968	338,501	67%	1,032,468
Division: 116- Human Resources Total:	888,227	888,227	888,227	599,332		599,332	288,895	67%	888,227
Division: 117- General Government Total:	990,238	990,238	990,238	1,166,548		1,166,548	(176,311)	118%	1,166,548
Total Administrative:	4,484,582	4,682,564	4,682,564	3,690,450	5,807	3,696,257	986,307	79%	4,818,875
Division: 221- Police Operations Total:	5,440,241	5,440,241	5,440,241	4,698,338		4,698,338	741,903	86%	5,440,241
Division: 222- Police Support Services Total:	1,494,478	1,534,219	1,534,219	1,170,751		1,170,751	363,467	76%	1,534,219
Division: 223- Dispatch WBCC Total:	2,315,202	2,315,202	2,315,202	1,884,693		1,884,693	430,509	81%	2,315,202
Division: 231- Fire Total:	3,842,727	3,867,477	3,867,477	3,141,243		3,141,243	726,234	81%	3,867,477
Total Public Safety:	13,092,647	13,157,138	13,157,138	10,895,025	-	10,895,025	2,262,114	83%	13,157,138
Division: 341- Administration/Engineering Total:	655,551	629,014	629,014	357,932		357,932	271,081	57%	629,014
Division: 342- Road Maintenance Total:	625,824	625,824	625,824	144,046	47,716	191,763	434,061	31%	455,824
Division: 343- Facility Maintenance Total:	1,025,442	1,066,942	1,066,942	511,665	42,164	553,829	513,113	52%	726,942
Division: 345- Park Maintenance Total:	372,315	372,315	372,315	245,070		245,070	127,245	66%	372,315
Public Works Total:	2,679,132	2,694,095	2,694,095	1,258,714	89,880	1,348,594	1,345,500	50%	2,184,095
Division: 461- Planning Total:	16,713	16,713	16,713	7,844		7,844	8,869	47%	16,713
Division: 465- Code Enforcement Total:	281,912	273,178	273,178	177,608		177,608	95,569	65%	273,178
Division: 466- Economic Development Total:	306,992	309,992	309,992	172,886		172,886	137,106	56%	309,992
Community Development Total:	605,617	599,883	599,883	358,338		358,338	241,544	60%	599,883
Division: 551- Recreation Administration Total:	43,600	43,600	43,600	1,237		1,237	42,363	3%	13,600
Division: 560- Library Services Total:	182,585	182,585	182,585	-		-	182,585	0%	182,585
Division: 561 Animal Control Services Total:	169,701	169,701	169,701	122,003		122,003	47,698	72%	169,701
Community Services Total:	395,886	395,886	395,886	123,240	-	123,240	272,646	31%	365,886
Debt Service:	611,107	611,107	611,107	611,033		611,033	74	100%	611,107
Operating Transfer Out:	1,590,275	1,657,275	1,657,275	764,520		764,520	892,755	46%	1,657,275
Expenditure Total:	23,459,246	23,797,948	23,797,948	17,701,321	95,687	17,797,008	(6,000,940)	75%	23,394,258
Fund: 105 - Measure S -2006									
Expenditures									
Division: 115- Finance Department Total:	2,450	2,450	2,450	377		377	2,073	15%	2,450
Division: 221- Police Operations Total:	1,697,340	1,697,340	1,697,340	958,661		958,661	738,679	56%	1,278,215
Division: 231- Fire Total:	780,955	780,955	780,955	566,590		566,590	214,365	73%	780,955
Expenditures Total:	2,480,745	2,480,745	2,480,745	1,525,628	-	1,525,628	955,117	61%	2,061,620



	Original Budget	Revised Budget	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 106 - Measure S-2014									
Expenditures									
Division: 115- Finance Department Total:	2,450	2,450	2,450	677		677	1,773	28%	2,450
Division: 118- Information Systems Total:	3,600	3,600	3,600	-		-	3,600	0%	3,600
Total Administrative:	6,050	6,050	6,050	677	-	677	5,373	11%	6,050
Division: 221- Police Operations Total:	-	23,759	23,759	23,759		23,759	0	100%	23,759
Division: 222- Police Support Services Total:	114,852	114,852	114,852	89,468		89,468	25,384	78%	114,852
Division: 231- Fire Total:	948,303	948,303	948,303	739,538		739,538	208,765	78%	948,303
Total Public Safety:	1,063,155	1,086,914	1,086,914	852,765	-	852,765	234,149	78%	1,086,914
Division: 341- Admin/Engineering Total:	225,317	373,692	373,692	53,821	39,095	92,916	280,777	25%	123,888
Division: 342- Road Maintenance Total:	1,035,210	1,035,210	1,035,210	529,342	75,525	604,867	430,343	58%	735,210
Division: 343- Facility Maintenance Total:	3,356,097	3,668,686	3,668,686	369,671	158,760	528,430	3,140,256	14%	704,573
Division: 344- NPDES Storm Drain Total:	1,332,098	1,332,098	1,332,098	355,515	225,774	581,289	750,809	44%	775,052
Division: 345- Park Maintenance Total:	610,440	612,065	612,065	399,645		399,645	212,419	65%	532,860
Public Works Total:	6,559,162	7,021,751	7,021,751	1,707,994	499,154	2,207,147	4,814,604	31%	2,871,583
Division: 466- Economic Development Total:	20,000	20,000	20,000	-		-	20,000	0%	-
Community Development Total:	20,000	20,000	20,000	-	-	-	20,000	0%	-
Division: 553- Tiny Tots Total:	15,850	15,850	15,850	-		-	15,850	0%	-
Division: 554- Youth Center Total:	10,000	10,000	10,000	-		-	10,000	0%	-
Community Services Total:	25,850	25,850	25,850	-	-	-	25,850	0%	-
Sub-Total:	7,674,217	8,160,565	8,160,565	2,561,435	499,154	3,060,589	5,099,976	38%	3,964,547
Operating Transfer Out:	783,500	783,500	783,500	650,000		650,000	133,500	83%	783,500
Expenditure Total:	8,457,717	8,944,065	8,944,065	3,211,435	499,154	3,710,589	5,233,476	41%	4,748,047
General Fund and Measure S Expenditure Total:	34,397,708	35,222,758	35,222,758	22,438,384	594,841	23,033,225	12,189,533	65%	30,203,925
General Fund and Measure S Net Results:	(8,787,085)	(9,413,635)	(9,413,635)	(7,105,935)	(594,841)	(7,700,776)	(1,712,859)	82%	(3,982,792)
Fund Balance July 1, 2023	12,470,865	12,470,865	12,470,865	12,470,865					12,470,865
Estimated Fund Balance June 30, 2024	3,683,780	3,057,230	3,057,230	5,364,930					8,488,073
Fund: 150 - General Reserve									
370- Interest and Investment Income	165,300	165,300	165,300	360,570		360,570	195,270	218%	360,570
Revenue Total:	165,300	165,300	165,300	360,570	-	360,570	195,270	218%	360,570
399- Transfer In Total:	764,520	764,520	764,520	764,520		764,520	-	100%	764,520
General Reserve Net Results:	929,820	929,820	929,820	1,125,090		1,125,090	195,270	121%	1,125,090
Fund Balance July 1, 2023	9,025,297	9,025,297	9,025,297	9,025,297					9,025,297
Estimated Fund Balance June 30, 2024	9,955,117	9,955,117	9,955,117	10,150,387					10,150,387
Fund: 160 - Equipment Reserve									
392- Sale of Property	-	-	-	-		-	-	0%	-
Revenue Total:	-	-	-	-	-	-	-	0%	-
399- Transfers In Total:	150,000	150,000	150,000	150,000		150,000	-	100%	150,000
Sources Total:	150,000	150,000	150,000	150,000	-	150,000	-	100%	150,000
Expenditures									
Division: 341- Admin and Engineering Total:	-	45,201	45,201	-		-	45,201	0%	45,201
Division: 342- Road Maintenance Total:	120,000	120,000	120,000	-	110,873	110,873	9,127	92%	120,000
Division: 345- Park Maintenance Total:	80,000	34,799	34,799	-		-	34,799	0%	34,799
Division: 461- Planning Total:	5,000	5,000	5,000	-		-	5,000	0%	5,000
Expenditures Total:	205,000	205,000	205,000	-	110,873	110,873	94,127	54%	205,000
Equipment Reserve Net Results:	(55,000)	(55,000)	(55,000)	150,000	(110,873)	39,127	94,127	-71%	(55,000)
Fund Balance July 1, 2023	286,732	286,732	286,732	286,732					286,732
Estimated Fund Balance June 30, 2024	231,732	231,732	231,732	436,732					231,732
Fund: 200 - Gas Tax Fund									
321- Intergovernmental Taxes	1,033,764	1,033,764	1,033,764	707,093		707,093	(326,671)	68%	1,033,764
370- Interest and Investment Income	5,000	5,000	5,000	49,881		49,881	44,881	998%	49,881
383- Reimbursements	7,636	7,636	7,636	3,737		3,737	(3,899)	49%	7,636
Revenue Total:	1,046,400	1,046,400	1,046,400	760,710	-	760,710	285,690	73%	1,091,281
Expenditures									
Division: 342- Road Maintenance Total:	1,980,986	1,980,986	1,980,986	436,051	5,039	441,090	1,539,896	22%	1,499,904
Expenditures Total:	1,980,986	1,980,986	1,980,986	436,051	5,039	441,090	1,539,896	22%	1,499,904
Gas Tax Fund Net Results:	(934,586)	(934,586)	(934,586)	324,659	(5,039)	319,621	1,254,207	-34%	(408,623)
Fund Balance July 1, 2023	1,131,871	1,131,871	1,131,871	1,131,871					1,131,871
Estimated Fund Balance June 30, 2024	197,285	197,285	197,285	1,456,530					723,248



	Original Budget	Revised Budget	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 201 - Restricted Real Estate Maintenance Fund									
342- Other Fees	3,175	3,175	3,175	-		-	(3,175)	0%	3,175
381- Rental Income	36,816	36,816	36,816	-		-	(36,816)	0%	36,816
Revenue Total:	39,991	39,991	39,991	-	-	-	39,991	0%	39,991
Expenditures									
Division: 343- Facility Maintenance Total:	26,000	26,000	26,000	10,410		10,410	15,590	40%	26,000
Expenditures Total:	26,000	26,000	26,000	10,410	-	10,410	15,590	40%	26,000
Restricted Real Estate Maint Fund Net Results:	13,991	13,991	13,991	(10,410)		(10,410)	(24,401)	-74%	13,991
Fund Balance July 1, 2023	148,246	148,246	148,246	148,246					148,246
Estimated Fund Balance June 30, 2024	162,237	162,237	162,237	137,836					162,237
Fund: 203 - Public Safety Augmentation Fund									
321- Intergovernmental Taxes	239,353	239,353	239,353	136,983		136,983	(102,370)	57%	239,353
370- Interest and Investment Income	2,500	2,500	2,500	20,158		20,158	17,658	806%	20,158
Revenue Total:	241,853	241,853	241,853	157,141	-	157,141	(84,712)	65%	259,511
Expenditures									
Division: 221- Police Operations Total:	482,009	482,009	482,009	378,292		378,292	103,717	78%	482,009
Expenditures Total:	482,009	482,009	482,009	378,292	-	378,292	103,717	78%	482,009
Public Safety Augmentation Fund Net Results:	(240,156)	(240,156)	(240,156)	(221,151)		(221,151)	19,005	92%	(222,498)
Fund Balance July 1, 2023	580,890	580,890	580,890	580,890					580,890
Estimated Fund Balance June 30, 2024	340,734	340,734	340,734	359,739					358,392
Fund: 205 - Traffic Safety Fund									
351- Fines and Forfeitures	45,000	45,000	45,000	12,007		12,007	(32,993)	27%	45,000
370- Interest and Investment Income	1,500	1,500	1,500	11,952		11,952	10,452	797%	11,952
384- Other Revenue	-	-	-	112		112	112	100%	112
Revenue Total:	46,500	46,500	46,500	24,070	-	24,070	(22,430)	52%	57,063
Expenditures									
Division: 227- Police Grants Total:	21,595	21,595	21,595	11,028		11,028	10,567	51%	21,595
Division: 342- Road Maintenance Total:	35,000	35,000	35,000	-		-	35,000	0%	35,000
Expenditures Total:	56,595	56,595	56,595	11,028	-	11,028	45,567	19%	56,595
Traffic Safety Fund Net Results:	(10,095)	(10,095)	(10,095)	13,042		13,042	23,137	-129%	468
Fund Balance July 1, 2023	273,612	273,612	273,612	273,612					273,612
Estimated Fund Balance June 30, 2024	263,517	263,517	263,517	286,654					274,080
Fund: 206 - Supplemental Law Enforcement Svc Fund									
323- State Grants	165,000	165,000	165,000	186,159		186,159	21,159	113%	186,159
370- Interest and Investment Income	1,600	1,600	1,600	19,125		19,125	17,525	1195%	19,125
Revenue Total:	166,600	166,600	166,600	205,284	-	205,284	38,684	123%	205,284
Expenditures									
Division: 227- Police Grants Total:	339,864	339,864	339,864	243,604		243,604	96,260	72%	339,864
Expenditures Total:	339,864	339,864	339,864	243,604	-	243,604	96,260	72%	339,864
Sup Law Enforce Svc Fund Net Results:	(173,264)	(173,264)	(173,264)	(38,320)	-	(38,320)	134,944	22%	(134,580)
Fund Balance July 1, 2023	420,077	420,077	420,077	420,077					420,077
Estimated Fund Balance June 30, 2024	246,813	246,813	246,813	381,757					285,497
Fund: 207 - NPDES Storm Water Fund									
321- Intergovernmental Taxes	253,272	253,272	253,272	144,636		144,636	(108,636)	57%	253,272
370- Interest and Investment Income	150	150	150	107		107	(43)	71%	150
Revenue Total:	253,422	253,422	253,422	144,742	-	144,742	(108,680)	57%	253,422
Expenditures									
Division: 342- Road Maintenance Total:	13,693	13,693	13,693	10,474		10,474	3,219	76%	13,693
Division: 344- NPDES Storm Drain Total:	361,076	361,076	361,076	279,820		279,820	81,256	77%	361,076
Expenditures Total:	374,769	374,769	374,769	290,294	-	290,294	84,475	77%	374,769
NPDES Storm Water Fund Net Results:	(121,347)	(121,347)	(121,347)	(145,552)		(145,552)	(24,205)	120%	(121,347)
Fund Balance July 1, 2023	0	0	0	0					0
Estimated Fund Balance June 30, 2024	(121,347)	(121,347)	(121,347)	(145,551)					(121,347)



	Original Budget	Revised Budget	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 209 - Recreation Fund									
Division: 551- Recreation Administration	82,781	111,624	111,624	39,345		39,345	(72,278)	35%	60,356
Division: 552- Senior Center	169,290	186,200	186,200	139,650		139,650	(46,550)	75%	186,200
Division: 553- Tiny Tots	141,596	112,012	112,012	71,931		71,931	(40,081)	64%	112,012
Division: 554- Youth Center	13,500	8,100	8,100	3,729		3,729	(4,371)	46%	8,100
Division: 557- Swim Center	82,500	80,600	80,600	49,610		49,610	(30,990)	62%	80,600
Revenue Total:	489,667	498,536	498,536	304,265	-	304,265	(194,270)	61%	447,268
Operating Transfers in:	799,131	799,131	799,131	-		-	(799,131)	0%	799,131
Sources Total	1,288,797	1,297,666	1,297,666	304,265	-	304,265	(993,401)	23%	1,246,398
Expenditures									
Division: 117- General Government Total:	-	-	-	5,379		5,379	(5,379)	0%	5,379
Division: 551- Recreation Administration Total:	825,617	901,260	901,260	518,360		518,360	382,900	58%	691,147
Division: 552- Senior Center Total:	626,187	653,493	653,493	399,973		399,973	253,520	61%	533,297
Division: 553- Tiny Tots Total:	193,758	195,104	195,104	146,298		146,298	48,806	75%	195,104
Division: 554- Youth Center Total:	335,802	323,016	323,016	156,321		156,321	166,696	48%	208,428
Division: 557- Swim Center Total:	153,900	194,994	194,994	131,451		131,451	63,543	67%	175,268
Division: 558- Memorial Hall Total:	-	-	-	1,799		1,799	(1,799)	0%	-
Division: 559- Tennis Total:	-	-	-	(741)		(741)	741	0%	-
Expenditures Total:	2,135,264	2,267,867	2,267,867	1,358,840	-	1,358,840	909,027	60%	1,808,623
Recreation Fund Net Results:	(846,467)	(970,201)	(970,201)	(1,054,575)	-	(1,054,575)	(84,374)	109%	(562,224)
Fund Balance July 1, 2023	(21,036)	(21,036)	(21,036)	(21,036)					(21,036)
Estimated Fund Balance June 30, 2024	(867,503)	(991,237)	(991,237)	(1,075,611)					(583,261)
Fund: 212 - Building & Planning									
323- State Grants	40,000	109,795	109,795	160,000		160,000	50,205	146%	160,000
332- Permits	477,883	477,883	477,883	521,710		521,710	43,826	109%	549,363
341- Review Fees	404,669	404,669	404,669	414,747		414,747	10,078	102%	444,198
342- Other Fees	425,288	425,288	425,288	187,962		187,962	(237,325)	44%	425,288
344- Impact Fees	30,636	30,636	30,636	816		816	(29,820)	3%	30,636
351- Fines and Forfeiture	20,000	20,000	20,000	25,678		25,678	5,678	128%	29,402
370- Interest and Investment Income	7,000	7,000	7,000	(2,735)		(2,735)	(9,735)	-39%	7,000
384- Other Revenue	6,000	6,000	6,000	15		15	(5,985)	0%	6,000
Revenue Total:	1,411,477	1,481,272	1,481,272	1,308,192	-	1,308,192	(173,079)	88%	1,651,888
Operating Transfers In:	-	67,000	67,000	-		-	(67,000)	0%	67,000
Sources Total	1,411,477	1,548,272	1,548,272	1,308,192	-	1,308,192	(240,079)	84%	1,718,888
Expenditures									
Division: 461- Planning Total:	926,760	919,026	919,026	638,576		638,576	280,450	69%	851,434
Division: 462- Building Inspection Total:	1,224,667	1,372,181	1,372,181	953,315		953,315	418,866	69%	1,271,087
Expenditures Total:	2,151,428	2,291,208	2,291,208	1,591,891	-	1,591,891	699,316	69%	2,122,521
Building & Planning Net Results:	(739,951)	(742,936)	(742,936)	(283,699)	-	(283,699)	459,237	38%	(403,633)
Fund Balance July 1, 2023	(1,526,213)	(1,526,213)	(1,526,213)	(1,526,213)					(1,526,213)
Estimated Fund Balance June 30, 2024	(2,266,165)	(2,269,150)	(2,269,150)	(1,809,913)					(1,929,847)
Fund: 213 - Refuse Management Fund									
323- State Grants	60,060	60,060	60,060	46,559		46,559	(13,501)	78%	60,060
370- Interest and Investment Income	6,000	6,000	6,000	2,537		2,537	(3,463)	42%	6,000
Revenue Total:	66,060	66,060	66,060	49,096	-	49,096	(16,964)	74%	66,060
Expenditures									
Division: 346- Waste Reduction Total:	174,358	174,358	174,358	102,211		102,211	72,147	59%	174,358
Expenditures Total:	174,358	174,358	174,358	102,211	-	102,211	72,147	59%	174,358
Refuse Management Fund Net Results:	(108,298)	(108,298)	(108,298)	(53,115)		(53,115)	55,183	49%	(108,298)
Fund Balance July 1, 2023	97,901	97,901	97,901	97,901					97,901
Estimated Fund Balance June 30, 2024	(10,397)	(10,397)	(10,397)	44,786					(10,397)
Fund: 214 - Solid Waste Fund									
323- State Grants	-	-	-	-		-	-	0%	-
370- Interest and Investment Income	8,000	8,000	8,000	105,591		105,591	97,591	1320%	105,591
383- Reimbursements	360,000	360,000	360,000	343,442		343,442	(16,558)	95%	360,000
Revenue Total:	368,000	368,000	368,000	449,033	-	449,033	81,033	122%	465,591
Expenditures									
Division: 342- Road Maintenance Total:	164,381	164,381	164,381	73,476		73,476	90,905	45%	164,381
Division: 345- Park Maintenance Total:	425,000	425,000	425,000	-		-	425,000	0%	125,000
Expenditures Total:	589,381	589,381	589,381	73,476	-	73,476	515,905	12%	289,381
Solid Waste Fund Net Results:	(221,381)	(221,381)	(221,381)	375,557	-	375,557	596,938	-170%	176,210
Fund Balance July 1, 2023	2,348,814	2,348,814	2,348,814	2,348,814					2,348,814
Estimated Fund Balance June 30, 2024	2,127,433	2,127,433	2,127,433	2,724,371					2,525,024



	Original Budget	Revised Budget	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 215 - Measure C and J Fund									
322- Fed Grant/Misc	-	-	-	4,780		4,780	4,780	0%	4,780
323- State Grant/Misc	722,619	722,619	722,619	-		-	(722,619)	0%	722,619
324- Other Grants	421,638	421,638	421,638	473,527		473,527	51,889	112%	473,527
370- Interest and Investment Income	8,000	8,000	8,000	68,955		68,955	60,955	862%	68,955
Revenue Total:	1,152,257	1,152,257	1,152,257	547,263	-	547,263	(604,994)	47%	1,269,882
Expenditures									
Division: 117- General Government Total:	-	-	-	-		-	-	0%	-
Division: 341- Administration/Engineering Total:	195,466	195,466	195,466	94,952		94,952	100,514	49%	195,466
Division: 342- Road Maintenance Total:	826,253	826,253	826,253	337,670	67,903	405,572	420,681	49%	826,253
Division: 343- Facility Maintenance Total:	2,000	2,000	2,000	-		-	2,000	0%	2,000
Expenditures Total:	1,023,719	1,023,719	1,023,719	432,622	67,903	500,524	523,195	49%	1,023,719
Measure C and J Fund Net Results:	128,538	128,538	128,538	114,641	(67,903)	46,738	(81,800)	36%	246,163
Fund Balance July 1, 2023	2,142,371	2,142,371	2,142,371	2,142,371					2,142,371
Estimated Fund Balance June 30, 2024	2,270,909	2,270,909	2,270,909	2,257,012					2,388,534
Fund: 216 - Rate Stabilization Fund									
370- Interest and Investment Income	-	-	-	8,952		8,952	8,952	0%	8,952
383- Reimbursements	15,000	15,000	15,000	-		-	(15,000)	0%	-
Revenue Total:	15,000	15,000	15,000	8,952	-	8,952	(6,048)	0%	8,952
Expenditures Total:	-	-	-	-	-	-	-	0%	-
Rate Stabilization Fund Net Results:	15,000	15,000	15,000	8,952	-	8,952	(6,048)	60%	8,952
Fund Balance July 1, 2023	204,361	204,361	204,361	204,361					204,361
Estimated Fund Balance June 30, 2024	219,361	219,361	219,361	213,313					213,313
Fund: 225 - Asset Seizure-Adjudicated Fund									
351- Fines and Forfeiture	-	-	-	226		226	226	0%	226
370- Interest and Investment Income	-	-	-	1,336		1,336	1,336	0%	1,336
Revenue Total:	-	-	-	1,562	-	1,562	1,562	0%	1,562
Expenditures									
Division: 221- Police Operations Total:	41,236	41,236	41,236	14,000		14,000	27,236	34%	41,236
Expenditures Total:	41,236	41,236	41,236	14,000	-	14,000	27,236	34%	41,236
Asset Seizure-Adjudicated Fund Net Results:	(41,236)	(41,236)	(41,236)	(12,438)	-	(12,438)	28,798	30%	(39,674)
Fund Balance July 1, 2023	36,097	36,097	36,097	36,097					36,097
Estimated Fund Balance June 30, 2024	(5,139)	(5,139)	(5,139)	23,659					(3,578)
Fund: 226 - CASp Certification and Training Fund									
342- Other Fees	-	-	-	7,262		7,262	7,262	0%	7,262
Revenue Total:	-	-	-	7,262	-	7,262	7,262	0%	7,262
Expenditures Total:	-	-	-	-	-	-	-	0%	-
CASp Certification and Training Fund Net Results:	-	-	-	7,262	-	7,262	7,262	0%	7,262
Fund Balance July 1, 2023	42,945	42,945	42,945	42,945					42,945
Estimated Fund Balance June 30, 2024	42,945	42,945	42,945	50,207					50,207
Fund: 275 - Parkland Dedication Fund									
370- Interest and Investment Income	-	-	-	(292)		(292)	(292)	0%	(292)
Revenue Total:	-	-	-	(292)	-	(292)	(292)	0%	(292)
Expenditures Total:	-	-	-	-	-	-	-	0%	-
Parkland Dedication Fund Net Results:	-	-	-	(292)	-	(292)	(292)	0%	(292)
Fund Balance July 1, 2023	406	406	406	406					406
Estimated Fund Balance June 30, 2024	406	406	406	114					114
Fund: 276 - Growth Impact Fund									
344- Impact Fees	1,039,594	1,039,594	1,039,594	27,201		27,201	(1,012,393)	3%	1,039,594
370- Interest and Investment Income	-	-	-	149,779		149,779	149,779	0%	149,779
Revenue Total:	1,039,594	1,039,594	1,039,594	176,981	-	176,981	(862,614)	17%	1,189,374
Expenditures									
Division: 343- Facility Maintenance Total:	425,000	425,000	425,000	-		-	425,000	0%	345,000
Division: 344- NPDES Storm Drain Total:	58,000	58,000	58,000	55,083	2,899	57,982	18	100%	58,000
Division: 345- Park Maintenance Total:	265,000	265,000	265,000	-		-	265,000	0%	-
Division: 642- Sewer Collections Total:	600,000	600,000	600,000	-		-	600,000	0%	600,000
Expenditures Total:	1,348,000	1,348,000	1,348,000	55,083	2,899	57,982	1,290,018	4%	1,003,000
Growth Impact Fund Net Results:	(308,406)	(308,406)	(308,406)	121,898	(2,899)	118,999	427,404	-39%	186,374
Fund Balance July 1, 2023	3,340,034	3,340,034	3,340,034	3,340,034					3,340,034
Estimated Fund Balance June 30, 2024	3,031,629	3,031,629	3,031,629	3,461,932					3,526,408



	Original Budget	Revised Budget	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 277 - Development Services									
Revenue Total:	-	-	-	2,893		2,893	2,893	0%	2,893
Expenditures Total:	-	-	-	-		-	-	0%	-
Development Services Net Results:	-	-	-	2,893		2,893	2,893	0%	2,893
Fund Balance July 1, 2021	193	193	193	193					
Estimated Fund Balance June 30, 2022	193	193	193	3,087					
Fund: 285 - Housing Land Held for Resale									
370- Interest and Investment Income	50,000	50,000	50,000	143,186		143,186	93,186	286%	143,186
384- Other Revenue	-	-	-	1,324		1,324	1,324	0%	1,324
393- Loan/Bond Proceeds	5,000	5,000	5,000	-		-	(5,000)	0%	5,000
Revenue Total:	55,000	55,000	55,000	144,510	-	144,510	89,510	263%	149,510
Expenditures									
Division: 461- Planning Total:	60,373	60,373	60,373	43,440		43,440	16,933	72%	60,373
Division: 464- Housing Administration Total:	278,881	278,881	278,881	61,518		61,518	217,363	22%	278,881
Expenditures Total:	339,254	339,254	339,254	104,959	-	104,959	234,295	31%	339,254
Housing Land Held for Resale Net Results:	(284,254)	(284,254)	(284,254)	39,551		39,551	323,805	-14%	(189,744)
Fund Balance July 1, 2023	8,203,718	8,203,718	8,203,718	8,203,718					8,203,718
Estimated Fund Balance June 30, 2024	7,919,464	7,919,464	7,919,464	8,243,269					8,013,974
Fund: 310 - Lighting & Landscape Districts									
321- Intergovernmental Taxes	56,411	56,411	56,411	31,724		31,724	(24,687)	56%	56,411
383- Reimbursements	7,500	7,500	7,500	-		-	(7,500)	0%	7,500
Revenue Total:	63,911	63,911	63,911	31,724	-	31,724	(32,187)	50%	63,911
Expenditures									
Division: 347- Landscape & Lighting PVR North Tot:	39,795	39,795	39,795	11,603		11,603	28,192	29%	39,795
Division: 348- Landscape & Lighting PVR South Tot:	45,380	45,380	45,380	9,450		9,450	35,930	21%	45,380
Expenditures Total:	85,175	85,175	85,175	21,054	-	21,054	64,121	25%	85,175
Lighting & Landscape Districts Net Results:	(21,264)	(21,264)	(21,264)	10,670		10,670	31,934	-50%	(21,264)
Fund Balance July 1, 2023	48,682	48,682	48,682	48,682					48,682
Estimated Fund Balance June 30, 2024	27,418	27,418	27,418	59,353					27,418
Fund: 317 - Pinole Valley Caretaker Fund									
381- Rental Income	15,000	15,000	15,000	-		-	(15,000)	0%	15,000
Revenue Total:	15,000	15,000	15,000	-	-	-	(15,000)	0%	15,000
Expenditures									
Division: 345- Park Maintenance Total:	15,000	15,000	15,000	-		-	15,000	0%	15,000
Expenditures Total:	15,000	15,000	15,000	-	-	-	15,000	0%	15,000
Pinole Valley Caretaker Fund Net Results:	-	-	-	-		-	-	#DIV/0!	-
Fund Balance July 1, 2023	(983)	(983)	(983)	(983)					(983)
Estimated Fund Balance June 30, 2024	(983)	(983)	(983)	(983)					(983)
Fund: 324 - Public Facilities Fund									
Expenditures									
Division: 343- Facility Maintenance Total:	60,000	60,000	60,000	-		-	60,000	0%	60,000
Division: 345- Park Maintenance Total:	10,000	10,000	10,000	-		-	10,000	0%	10,000
Expenditures Total:	70,000	70,000	70,000	-	-	-	70,000	0%	70,000
Public Facilities Fund Net Results:	(70,000)	(70,000)	(70,000)	-		-	70,000	0%	(70,000)
Fund Balance July 1, 2023	541,649	541,649	541,649	541,649					541,649
Estimated Fund Balance June 30, 2024	471,649	471,649	471,649	541,649					471,649
Fund: 325 - City Street Improvements									
322- Federal Grants	41,394	41,394	41,394	16,633		16,633	(24,761)	40%	41,394
324- Other Grants	1,773,289	1,773,289	1,773,289	36,869		36,869	(1,736,420)	2%	1,773,289
Revenue Total:	1,814,683	1,814,683	1,814,683	53,502	-	53,502	(1,761,181)	3%	1,814,683
Operating transfers in Total:	250,000	250,000	250,000	250,000		250,000	-	100%	250,000
Sources Total:	2,064,683	2,064,683	2,064,683	303,502		303,502	(1,761,181)	15%	2,064,683
Expenditures									
Division: 342- Road Maintenance Total:	2,232,004	2,232,004	2,232,004	179,322	211,494	390,816	1,841,188	18%	1,814,683
Expenditures Total:	2,232,004	2,232,004	2,232,004	179,322	211,494	390,816	1,841,188	18%	1,814,683
City Street Improvements Net Results:	(167,321)	(167,321)	(167,321)	124,180	(211,494)	(87,314)	80,007	52%	250,000
Fund Balance July 1, 2023	1,916,783	1,916,783	1,916,783	1,916,783					1,916,783
Estimated Fund Balance June 30, 2024	1,749,462	1,749,462	1,749,462	2,040,963					2,166,783



	Original Budget	Revised Budget	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 327 - Park Grants (Measure WW)									
323- State Grant	189,758	189,758	189,758	-	-	-	(189,758)	0%	189,758
370- Interest and Investment Income	-	-	-	376	-	376	376	0%	376
Revenue Total:	189,758	189,758	189,758	376	-	376	(189,382)	0%	190,134
Expenditures									
Division: 345- Park Maintenance Total:	-	-	-	183	-	183	(183)	0%	183
Expenditures Total:	-	-	-	183	-	183	(183)	0%	183
Park Grants (Measure WW) Net Results:	189,758	189,758	189,758	193	-	193	(189,565)	0%	189,951
Fund Balance July 1, 2023	(168,429)	(168,429)	(168,429)	(168,429)					(168,429)
Estimated Fund Balance June 30, 2024	21,329	21,329	21,329	(168,236)					21,522
Fund: 377 - Arterial Streets Rehabilitation Fund									
322- Federal Grants	-	-	-	-	-	-	-	0%	-
Revenue Total:	-	-	-	-	-	-	-	0%	-
Operating transfers in Total:	250,000	250,000	250,000	250,000	-	250,000	-	100%	250,000
Sources Total:	250,000	250,000	250,000	250,000	-	250,000	-	100%	250,000
Expenditures									
Division: 342- Road Maintenance Total:	758,624	758,624	758,624	8,066	618	8,684	749,940	1%	758,624
Expenditures Total:	758,624	758,624	758,624	8,066	618	8,684	749,940	1%	758,624
Arterial Streets Rehabilitation Fund Net Results:	(508,624)	(508,624)	(508,624)	241,934	(618)	241,316	749,940	-47%	(508,624)
Fund Balance July 1, 2023	761,137	761,137	761,137	761,137					761,137
Estimated Fund Balance June 30, 2024	252,513	252,513	252,513	1,003,071					252,513
Fund: 500 - Sewer Enterprise Fund									
363- Sewer Enterprise Charges	9,154,209	9,154,209	9,154,209	4,844,720	-	4,844,720	(4,309,489)	53%	9,154,209
370- Interest and Investment Income	100,000	100,000	100,000	744,621	-	744,621	644,621	745%	744,621
383- Reimbursements	-	-	-	42,000	-	42,000	42,000	0%	42,000
392- Proceeds from Sale of Property	-	-	-	9,608	-	9,608	9,608	0%	9,608
Revenue Total:	9,254,209	9,254,209	9,254,209	5,640,949	-	5,640,949	(3,613,260)	61%	9,950,438
Expenditures									
Division: 117- General Government Total:	-	-	-	17,477	-	17,477	(17,477)	0%	17,477
Division: 641- Sewer Treatment Plant/Shared Total	9,791,938	9,791,938	9,791,938	3,283,525	24,545	3,308,070	6,483,868	34%	6,685,341
Division: 642- Sewer Collections Total:	12,785,925	12,785,925	12,785,925	1,102,670	344,121	1,446,791	11,339,134	11%	4,002,925
Division: 644- WPCP Equipment/Debt Service Total	1,607,476	1,607,476	1,607,476	518,292	-	518,292	1,089,184	32%	1,607,476
Expenditures Total:	24,185,339	24,185,339	24,185,339	4,921,964	368,666	5,290,630	18,894,709	22%	12,313,219
Sewer Enterprise Fund Net Results:	(14,931,130)	(14,931,130)	(14,931,130)	718,985	(368,666)	350,319	15,281,449	-2%	(2,362,781)
Fund Balance July 1, 2023	19,251,936	19,251,936	19,251,936	19,251,936					19,251,936
Estimated Fund Balance June 30, 2024	4,320,806	4,320,806	4,320,806	19,970,921					16,889,155
Fund: 503 - Plant Expansion Fund									
Revenue Total:	-	-	-	-	-	-	-	0%	-
Expenditures Total:	-	-	-	-	-	-	-	0%	-
Plant Expansion Fund Net Results:	-	-	-	-	-	-	-	0%	-
Fund Balance July 1, 2023	1,011,119	1,011,119	1,011,119	1,011,119					1,011,119
Estimated Fund Balance June 30, 2024	1,011,119	1,011,119	1,011,119	1,011,119					1,011,119
Fund: 505 - Cable Access TV									
314- Franchise Taxes	52,972	26,486	26,486	12,950	-	12,950	(13,536)	49%	26,486
365- Cable TV Charges	316,956	316,956	316,956	82,039	-	82,039	(234,917)	26%	142,231
384- Other Revenue	5,000	5,000	5,000	79	-	79	(4,921)	2%	5,000
Revenue Total:	374,928	348,442	348,442	95,068	-	95,068	(253,374)	27%	173,717
Operating transfers in Total:	160,124	160,124	160,124	-	-	-	(160,124)	0%	160,124
Sources Total	535,052	508,566	508,566	95,068	-	95,068	(413,498)	19%	333,841
Expenditures									
Division: 119- Cable Access TV Total:	473,459	473,459	473,459	288,935	-	288,935	184,524	61%	385,247
Division: 120- Cable Access-Community Services To	1,713	1,713	1,713	150	-	150	1,564	9%	1,713
Division: 121- Cable Access-Contract Services Total:	206,884	206,884	206,884	139,697	-	139,697	67,187	68%	186,262
Expenditures Total:	682,056	682,056	682,056	428,781	-	428,781	253,274	63%	573,222
Cable Access TV Net Results:	(147,004)	(173,490)	(173,490)	(333,713)	-	(333,713)	(160,224)	192%	(239,381)
Fund Balance July 1, 2023	11,581	11,581	11,581	11,581					11,581
Estimated Fund Balance June 30, 2024	(135,423)	(161,909)	(161,909)	(322,132)					(227,800)



	Original Budget	Revised Budget	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 525 - Information Systems									
399- Operating Transfers In	-	-	-	-	-	-	-	0%	-
Sources Total:	-	-	-	-	-	-	-	0%	-
Expenditures									
Division: 118- Information Systems Total:	1,552,663	1,668,704	1,668,704	1,151,327	215,695	1,367,022	301,682	82%	1,618,704
Expenditures Total:	1,552,663	1,668,704	1,668,704	1,151,327	215,695	1,367,022	(301,682)	82%	1,618,704
Indirect cost allocations Total:	(1,552,663)	(1,668,704)	(1,668,704)	(1,148,061)	-	(1,148,061)	520,643	69%	(1,618,704)
Information Systems Net Results:	0	0	0	3,267	215,695	218,962	218,962	2189615698%	0
Fund Balance July 1, 2023	4,104	4,104	4,104	4,104					4,104
Estimated Fund Balance June 30, 2024	4,104	4,104	4,104	7,371					4,104
Fund: 700 - Pension Fund									
370- Interest and Investment Income	837,168	837,168	837,168	1,104,824	-	1,104,824	267,656	132%	1,104,824
Revenue Total:	837,168	837,168	837,168	1,104,824	-	1,104,824	267,656	132%	1,104,824
Expenditures									
Division: 115- Finance Total:	50,000	50,000	50,000	56,283	-	56,283	(6,283)	113%	56,283
Transfers Out Total:	2,245,480	2,245,480	2,245,480	-	-	-	2,245,480	0%	2,245,480
Expenditures Total:	2,295,480	2,295,480	2,295,480	56,283		56,283	(2,239,197)	2%	2,301,763
Pension Fund Net Results:	(1,458,312)	(1,458,312)	(1,458,312)	1,048,541		1,048,541	2,506,853	-72%	(1,196,939)
Fund Balance July 1, 2023	14,627,313	14,627,313	14,627,313	14,627,313					14,627,313
Estimated Fund Balance June 30, 2024	13,169,001	13,169,001	13,169,001	15,675,854					13,430,374
Fund: 750 - Recognized Obligation Retirement Fund									
311- Property Taxes	250,000	250,000	250,000	145,458	-	145,458	(104,542)	58%	250,000
370- Interest and Investment Income	-	-	-	63,676	-	63,676	63,676	0%	63,676
393- Loan/Bond Proceeds	5,000	5,000	5,000	-	-	-	(5,000)	0%	5,000
Revenue Total:	255,000	255,000	255,000	209,134	-	209,134	(45,866)	82%	318,676
Expenditures									
Division: 463- Successor Agency to RDA Total:	251,177	251,177	251,177	166,658	-	166,658	84,519	66%	251,177
Expenditures Total:	251,177	251,177	251,177	166,658		166,658	(84,519)	66%	251,177
Recognized Obligation Retirement Fund Net Results:	3,823	3,823	3,823	42,476		42,476	(130,385)	1111%	67,499



CITY COUNCIL REPORT

9.E.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: FY 2023/24 THIRD QUARTER INVESTMENT REPORT

RECOMMENDATION

Staff recommends that the City Council receive the Quarterly Investment Report for the third quarter (ending March 31, 2024).

BACKGROUND

The City of Pinole Investment Policy requires that a Quarterly Investment Report be submitted to the City Council. The City's investments, as shown in the attached Investment Report for the quarter ending March 31, 2024, conform to the City's Investment Policy as well as all applicable State and federal requirements, including California Government Code Section 53646.

The funds that the City invests, and which are reported in the Quarterly Investment Report, are comprised of cash and investment balances that are held across all City funds. The cash and investment balances across all City funds are "pooled" for investment purposes, with the exception of the assets of the General Reserve, which is discussed further below. Cash is invested in accordance with the City's Investment Policy. Interest earnings on investments are allocated to the various funds based on the cash and investment balances of those funds.

The City also maintains a Section 115 Trust that was established for the purpose of setting aside resources to offset anticipated increases in future City pension costs. The cash and investments in the trust are designated as restricted fund balance in the City's General Fund. These funds are invested according to the policy objectives and guidelines of the City's Pension Investment Policy.

REVIEW AND ANALYSIS

Investment Policy

All investments held at March 31, 2024 conform to the City's Investment Policy and all applicable State and federal requirements. The City's investment objectives, in order of priority, are safety, which is investing in the highest quality securities; liquidity, which is the ability to convert the investment to cash as necessary to meet cash flow requirements; and yield, which is earning a higher return.

Investment Strategy

The City utilizes a passive investment management approach by buying and holding securities until maturity. Earnings on investments held until maturity typically fluctuate with market conditions and are considered “unrealized” prior to maturity. The City expects to yield a gain on all investments at maturity. A “laddered maturity” investment strategy is applied to the long-term portion of the City’s investment portfolio. A laddered portfolio is structured with securities that have different maturity dates. As securities are called or mature, proceeds are reinvested in a new security with another long term at the end of the ladder. Laddering helps to minimize interest-rate risk, increase liquidity, and diversify credit risk.

Staff continues to monitor rates of return on City funds invested and make investments to best achieve the objectives laid out in the Investment Policy.

Third Quarter Investment Summary

As of March 31, 2024, total cash and investments decreased by \$3,535,687 from the previous quarter, from \$53,237,522 to \$49,701,835. Typically, the City experiences swings in cash inflow and outflow due to the seasonality of large receipts, such as property taxes, and large disbursements, like debt service that is paid semiannually. The City will have sufficient cash flow to meet the next six months of estimated expenditures.

Investment Instruments

The Finance Director, in consultation with the City Treasurer, selects the instruments in which to invest the City’s funds, in order to best meet the objectives laid out in the City’s Investment Policy. The balances held in different investment instruments at March 31, 2024 are noted in Attachment A. The bulk of the City’s investment funds are invested in the State of California’s Local Agency Investment Fund (LAIF), because of the safety and liquidity of that investment.

Funds in the City’s General Reserve are maintained in an account that is separate from the rest of the pooled funds. This enables the Finance Director to implement a directed investment plan for the General Reserve funds. The City’s practice has been to invest these funds in instruments with longer duration, thereby yielding greater investment earnings.

Investment Yield and Duration

The weighted average yield of the City’s investment portfolio for the quarter ended March 31, 2024 is summarized in Attachment A. The total investment portfolio yielded 4.231% for the third quarter (January through March 2024), up from the 4.107% yielded in the previous quarter (October through December 2023). It should be noted that during the third quarter, the City updated the investment report to reflect a weighted average yield as opposed to a simple average for each investment category. The weighted average is a more accurate representation as it illustrates the yield the larger proportion of the investment portfolio is earning. Currently, the largest proportion of cash is invested in instruments with higher effective yields such as LAIF. The second quarter investment portfolio yield has been updated in this report to reflect the weighted average yield for comparability purposes.

For the third quarter, LAIF earned an average annual yield of 4.232%, up from an average annual yield of 3.929% for the second quarter. LAIF yields gradually decreased between June

2019 and November 2021 and were lower than long-term investment yields in most cases. However, LAIF has shown gradual growth in yield since December 2021.

The General Reserve, which holds the longer-term investments, earned an average annual yield of 3.863%, slightly down from the 3.961% average annual yield in the second quarter. No new investment instruments were purchased during the third quarter. Additionally, there were no maturities.

Section 115 Trust

The Section 115 Trust is comprised of a diversified portfolio of investments consistent with the Trust's objectives and liquidity requirements. The funds are invested on behalf of the City by Public Agency Retirement Services (PARS) and guided by the City's Pension Investment Policy. The portfolio summary for the quarter ending March 31, 2024 is included in Attachment B to this report.

FISCAL IMPACT

There is no fiscal impact as a result of receiving the Third Quarter Investment Report.

ATTACHMENTS

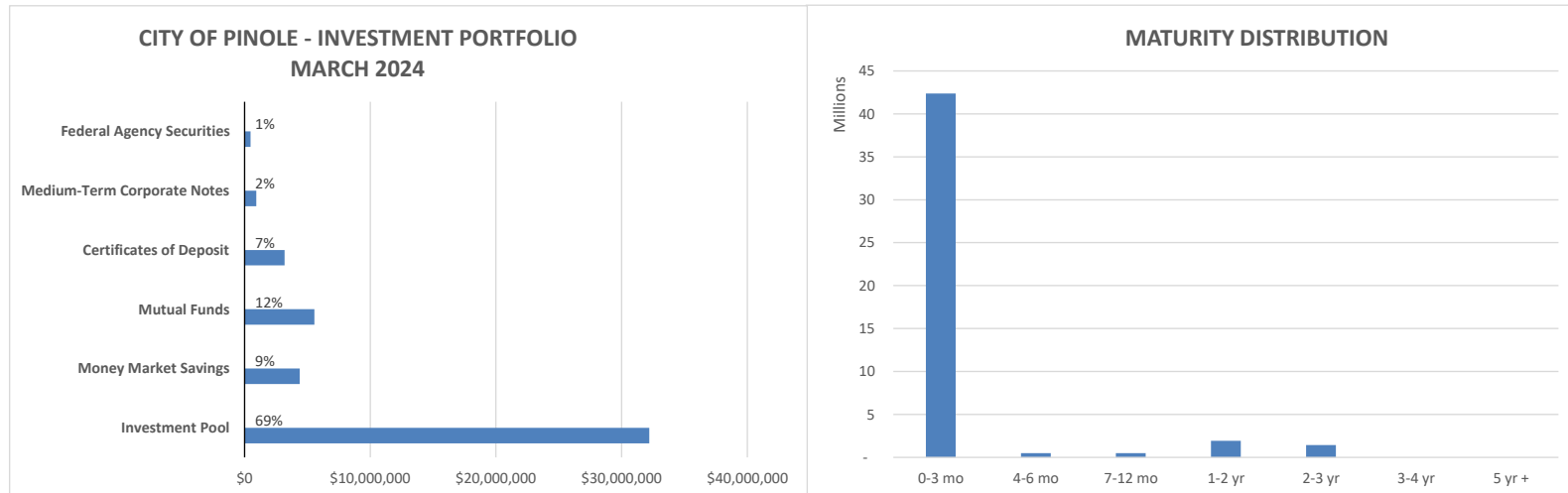
- A. Investment Report - Quarter Ending 3-31-24
- B. Section 115 Trust Investment Report- Quarter Endng 3-31-24

**CITY OF PINOLE
INVESTMENT REPORT MARCH 2024
PORTFOLIO SUMMARY**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	Yield	Weighted Average Maturity
Investment Pool - LAIF	28,970,685	28,802,403	28,802,403	61.64%	1	4.232	1
Investment Pool - CalTrust	3,398,547	3,398,547	3,398,547	7.27%	1	4.805	0
Money Market Savings	4,383,036	4,383,036	4,383,036	9.38%	1	4.799	0
Mutual Funds	5,546,481	5,546,481	5,546,481	11.87%	1	4.912	0
Certificates of Deposit	3,227,000	3,181,978	3,181,978	6.81%	403	2.999	2
Medium-Term Corporate Notes	1,000,000	938,670	938,670	2.01%	894	2.180	18
Federal Agency Securities	500,000	475,160	475,160	1.02%	436	0.720	4
Subtotal Investments	\$ 47,025,749	\$ 46,726,275	46,726,275	100.00%	289	4.231	4
							Average Years to Maturity: 0.8
Cash							
Mechanics Bank - Vendor Checking *	1,554,468	1,554,468	1,554,468		1		
BMO - Payroll Checking *	862,083	862,083	862,083		1		
BMO - Checking (Credit Card Clearing) *	559,010	559,010	559,010		1		
Subtotal Cash	2,975,560	2,975,560	2,975,560		1		
Total Cash and Investments	\$ 50,001,310	\$ 49,701,835	\$ 49,701,835				

*Not included in yield calculations

The above investments are consistent with the City's Investment Policy and allowable under current legislation of the State of California. Investments were selected using safety, liquidity and yield as the criteria. The source of the market values for the investments are provided by US Bank in accordance with the California Government Code requirement. The City has sufficient cash flow to cover anticipated expenditures through the next six months.

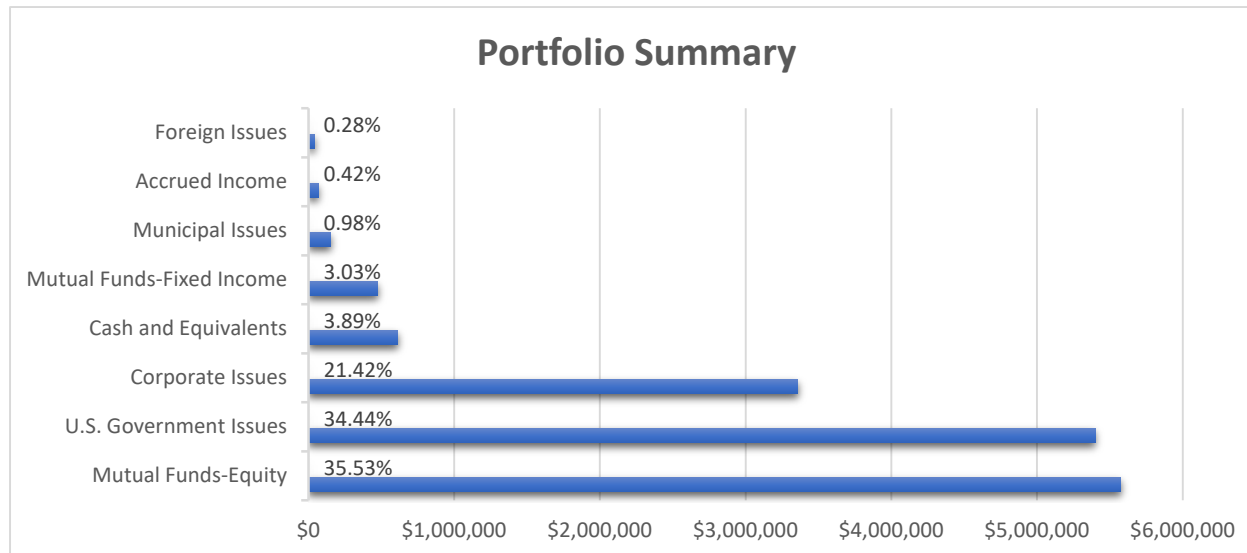


CITY OF PINOLE
INVESTMENT REPORT MARCH 2024 DETAIL
PORTFOLIO DETAILS

Type / Account Number	CUSIP	Issuer	Manager	GL Acct #	Par Value	Market Value	Book Value	Yield	Days to Maturity	S&P Rating	Maturity Date	Weighted Average Maturity	
Investment Pool													
		Local Agency Investment Fund (LAIF)	LAIF	999-10201	28,970,685	28,802,403	28,802,403	4.232	1	N/A		1	
		CalTrust - Short Term Fund (City)	CalTrust	999-10202	26,205	26,205	26,205	5.030	1	N/A		0	
		CalTrust - Medium Term Fund (City)	CalTrust	999-10203	3,372,342	3,372,342	3,372,342	4.580	1	N/A		0	
					32,369,232	32,200,949	32,200,949	4.269	1			0	
Money Market Savings													
		Mechanics Bank	City	999-10102	4,275,240	4,275,240	4,275,240	4.920	1	N/A		0	
		BMO	City	999-10104	107,796	107,796	107,796	0.010	1	N/A		0	
					4,383,036	4,383,036	4,383,036	4.799	1			0	
Mutual Funds													
19-516680		U.S. Bank	US Bank	150-10110	34,053	34,053	34,053	1.980	1	N/A		0	
19-516680	31846V203	1st American Government Obligation Fund	US Bank	150-10110	5,512,428	5,512,428	5,512,428	4.930	1	N/A		0	
					5,546,481	5,546,481	5,546,481	4.912	1			0	
Certificates of Deposit													
19-516680	01025RAG4	Alabama Cr Un	US Bank	150-10110	248,000	249,096	249,096	4.980	813	N/A	6/22/2026	4	
19-516680	064520BG3	Bank of Princeton	US Bank	150-10110	250,000	241,335	241,335	0.520	274	N/A	12/30/2024	1	
19-516680	05580A2H6	Bmw Bk North Amer	US Bank	150-10110	244,000	243,517	243,517	4.910	442	N/A	6/16/2025	2	
19-516680	30960QAP2	Farmers Insurance Group Fed	US Bank	150-10110	248,000	248,739	248,739	2.230	477	N/A	7/21/2025	3	
19-516680	33651FAJ8	First Source Fed Cr Un	US Bank	150-10110	248,000	247,936	247,936	2.450	78	N/A	6/17/2024	0	
19-516680	33715LFK1	First Technology Federal Credi	US Bank	150-10110	248,000	248,176	248,176	5.100	442	N/A	6/16/2025	2	
19-516680	53052LAW9	Liberty Fed Cr Un Evansville	US Bank	150-10110	248,000	248,883	248,883	5.280	470	N/A	7/14/2025	3	
19-516680	70212VAB4	Partners Bk helena Ark	US Bank	150-10110	247,000	233,748	233,748	0.630	456	N/A	6/30/2025	2	
19-516680	70215UAA5	Partners 1ST Federal Cu	US Bank	150-10110	248,000	247,888	247,888	5.500	108	N/A	7/17/2024	1	
19-516680	84223QAN7	Southern Bankcorp Bank	US Bank	150-10110	250,000	243,233	243,233	0.510	208	N/A	10/25/2024	1	
19-516680	856283N51	State Bk Indiana Chicago III	US Bank	150-10110	250,000	237,043	237,043	1.050	452	N/A	6/26/2025	2	
19-516680	87164WC71	Synchrony Bank	US Bank	150-10110	249,000	243,298	243,298	0.660	183	N/A	9/30/2024	1	
19-516680	910286GR8	United Fid Bk FSB Evansville I	US Bank	150-10110	249,000	249,087	249,087	4.800	835	N/A	7/14/2026	4	
					3,227,000	3,181,978	3,181,978	2.999	403			2	
Medium-Term Corporate Notes													
19-516679	037833DN7	Apple Inc.	US Bank	150-10110	1,000,000	938,670	938,670	2.180	894	AA+	9/11/2026	18	
					1,000,000	938,670	938,670	2.180	894			18	
Federal Agency Securities													
19-516680	3133ELH80	Federal Farm Credit Bks	US Bank	150-10110	500,000	475,160	475,160	0.720	436	AA+	6/10/2025	4	
					500,000	475,160	475,160	0.720	436			4	
					\$ 47,025,749	\$ 46,726,275	\$ 46,726,275	4.231	289			4	
										Average Years :			0.8

CITY OF PINOLE
INVESTMENT REPORT MARCH 2024
SECTION 115 TRUST PORTFOLIO SUMMARY

Investments	Market Value	Book Value	% of Market	Yield
Cash and Equivalents	610,552	606,015	3.89%	5.790
U.S. Government Issues	5,398,192	5,703,187	34.44%	4.150
Corporate Issues	3,357,936	3,465,468	21.42%	4.860
Foreign Issues	44,281	49,500	0.28%	4.970
Municipal Issues	153,802	163,099	0.98%	4.480
Mutual Funds-Equity	5,570,327	4,487,736	35.53%	1.270
Mutual Funds-Fixed Income	474,279	472,446	3.03%	6.250
Total Assets	15,609,367	14,947,451	99.58%	3.410
Accrued Income	66,466	66,466	0.42%	
Grand Total	\$ 15,675,833	\$ 15,013,916	100%	





CITY COUNCIL REPORT

9.F.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: FIONA EPPS, ASSISTANT TO THE CITY MANAGER
SUBJECT: LETTER OF SUPPORT FOR AB2584 REGARDING THE PURCHASE OF SINGLE-FAMILY HOMES BY INSTITUTIONAL INVESTORS

RECOMMENDATION

Staff recommends that the City Council consider a letter of support for California Assembly Bill (AB) 2584

BACKGROUND

At its meeting of March 19, 2024 the City Council approved as a future agenda item a letter of support for AB 2584, authored by Assemblymember Alex Lee. The bill (attached) was introduced in February 2024 and proposes to prevent institutional investors that own more than 1,000 single-family homes from purchasing additional properties and converting them into rentals.

City staff has drafted a letter of support (attached) for the City Council's consideration.

REVIEW AND ANALYSIS

FISCAL IMPACT

There is no direct fiscal impact to the City created by submitting a position letter on this State legislation.

ATTACHMENTS

- A. AB2584 Legislative Counsel's Digest
- B. City of Pinole AB2584 Letter of Support

AMENDED IN ASSEMBLY APRIL 10, 2024

CALIFORNIA LEGISLATURE— 2023–2024 REGULAR SESSION

ASSEMBLY BILL

NO. 2584

Introduced by Assembly Member Lee

February 14, 2024

An act to add Title 8 (commencing with Section 945.20) to Part 2 of Division 2 of the Civil Code, relating to real property.

LEGISLATIVE COUNSEL'S DIGEST

AB 2584, as amended, Lee. Single-family residential real property: corporate entity: ownership.

Existing law provides that real property within the state is governed by the law of this state, except where title is in the United States. Existing law generally regulates the obligations of owners with respect to real property.

This bill would prohibit a business~~-entity~~ *entity, as defined*, that has an interest in more than 1,000 single-family residential properties from purchasing, acquiring, or otherwise obtaining an interest in another single-family residential property and subsequently leasing the property. The bill would authorize the Attorney General to bring a civil action for a violation of these provisions, and would require a court in a civil action in which the Attorney General prevails to order specified relief, including that the business entity pay a civil penalty of \$100,000 for each violation and that the business entity sell the property to an independent third party within one year of the date that the court enters judgment. The bill would define various terms for these purposes.

Digest Key

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

Bill Text

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Title 8 (commencing with Section 945.20) is added to Part 2 of Division 2 of the Civil Code, to read:

TITLE 8. Single-Family Residential Property

945.20.

(a) For purposes of this title, the following definitions ~~apply~~ *apply*:

(1) “Business entity” means any association, company, firm, partnership, corporation, limited liability company, limited liability partnership, real estate investment trust, or other legal entity, and that entity’s successors, assignees, or affiliates, but does not include *either of the following*: ~~a~~

(A) A nonprofit corporation or other nonprofit legal entity.

(B) A person or entity primarily engaged in the construction of housing, only if the person or entity does not hold a given property longer than five years without applying for building permits for that property.

(2) “Single-family residential property” means real property improved with one dwelling unit.

(b) A business entity that has an interest in more than 1,000 single-family residential properties shall not purchase, acquire, or otherwise obtain an interest in another single-family residential property and subsequently lease the property.

(c) (1) The Attorney General may bring a civil action in the name of the people of the State of California for a violation of this section.

(2) If the Attorney General prevails in a civil action brought pursuant to paragraph (1), the court shall order all of the following:

(A) The business entity to pay a civil penalty of one hundred thousand dollars (\$100,000) for each violation of this section.

(B) The business entity to sell the property to an independent third party within one year of the date that the court enters the judgment.

(C) Reasonable attorney's fees and costs.

(D) Any other relief the court deems appropriate.



CITY OF PINOLE

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May 2, 2024

The Honorable Nancy Skinner
Member, California State Senate
Chair, Senate Budget and Fiscal Review Committee
1021 O Street, Suite 8630
Sacramento, CA 95814

Re: Letter of Support for Assembly Bill (AB2584)

Dear Senator Skinner,

On behalf of the City of Pinole, I write this letter in support for Assembly Bill 2584 (AB2584) and to urge you to vote in favor of this important legislation. As a constituent deeply concerned about housing affordability and access to homeownership, I believe that AB2584 is a crucial step in protecting California's limited supply of single-family homes and ensuring that residents have the opportunity to become homeowners.

AB2584 proposes to prevent institutional investors that own more than 1,000 single-family homes from purchasing additional properties and converting them into rentals. This measure is essential in curbing the trend of large-scale investors snapping up single-family homes, which not only reduces the availability of homes for prospective buyers but also drives up prices, making homeownership increasingly unattainable for many Californians.

California is facing an unprecedented housing crisis, with skyrocketing home prices and rents pushing many families out of the housing market altogether. AB2584 offers a comprehensive approach to addressing this crisis by protecting the integrity of our single-family housing stock and ensuring that these homes remain accessible to individual buyers and families.

As someone who believes deeply in the importance of homeownership as a pathway to stability and prosperity, I wholeheartedly support AB2584. By preventing large institutional investors from monopolizing the single-family housing market, we can level the playing field for individual buyers and families, empowering them to achieve the dream of homeownership.

I urge you to stand with California's residents and support AB2584. Your vote in favor of this legislation will send a powerful message that you are committed to protecting our communities

and ensuring that every Californian has the opportunity to achieve the American dream of homeownership.

Sincerely,

A handwritten signature in blue ink that reads "Maureen Toms". The signature is fluid and cursive, with the first name "Maureen" written in a larger, more prominent script than the last name "Toms".

Maureen Toms
Mayor of Pinole

cc: The Honorable Alex Lee (Via email: assemblymember.lee@assembly.ca.gov)
Your Cal Cities Regional Public Affairs Manager (via email)
League of California Cities (Via email: cityletters@calcities.org)



CITY COUNCIL REPORT

9.G.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: FIONA EPPS, ASSISTANT TO THE CITY MANAGER
SUBJECT: LETTER OF SUPPORT FOR AB3259 REGARDING TRANSACTIONS AND
USE TAXES IN SOLANO COUNTY

RECOMMENDATION

Staff recommends that the City Council consider a letter of support for California Assembly Bill (AB) 3259.

BACKGROUND

At its meeting of March 19, 2024 the City Council approved as a future agenda item a letter of support for AB 3259, amended by Assembly Member Wilson. The bill (attached) was introduced in February 2024 and amended in March and April 2024. This bill would authorize the County of Solano or any city therein to impose a transactions and use tax for general purposes, at a rate of no more than 0.5% that, in combination with other transactions and use taxes, would exceed the above-described combined rate limit of 2%, if certain requirements are met. The bill would provide that a transactions and use tax rate imposed pursuant to the bill will not be considered for purposes of the combined rate limit described above. The bill would repeal this authorization on January 1, 2029, if an ordinance proposing the tax has not been approved by that date, as specified. This bill would make legislative findings and declarations as to the necessity of a special statute for the County of Solano.

City staff has drafted a letter of support (attached) for the City Council's consideration.

REVIEW AND ANALYSIS

FISCAL IMPACT

There is no direct fiscal impact to the City created by submitting a position letter on this State legislation.

ATTACHMENTS

- A. AB 3259 Legislative Counsel's Digest
- B. AB3259 Letter of Support

AMENDED IN ASSEMBLY APRIL 22, 2024
AMENDED IN ASSEMBLY MARCH 21, 2024

CALIFORNIA LEGISLATURE— 2023–2024 REGULAR SESSION

ASSEMBLY BILL

NO. 3259

Introduced by Assembly Member Wilson

February 16, 2024

An act to add ~~and repeal~~ Chapter 3.81 (commencing with Section 7294.1) ~~of~~ to Part 1.7 of Division 2 ~~of of, and to repeal Section 7294.1 of~~, the Revenue and Taxation Code, relating to taxation.

LEGISLATIVE COUNSEL'S DIGEST

AB 3259, as amended, Wilson. Transactions and use taxes: County of Solano.

Existing law authorizes cities and counties, subject to certain limitations and approval requirements, to levy a transactions and use tax for general or specific purposes, in accordance with the procedures and requirements set forth in the Transactions and Use Tax Law, including a requirement that the combined rate of all taxes that may be imposed in accordance with that law in the county not exceed 2%.

This bill would authorize the County of Solano or any city therein to impose a transactions and use tax for general purposes, at a rate of no more than 0.5% that, in combination with other transactions and use taxes, would exceed the above-described combined rate limit of 2%, if certain requirements are met. *The bill would provide that a transactions and use tax rate imposed pursuant to the bill will not be considered for purposes of the combined rate limit described above.* The bill would repeal this

authorization on January 1, 2029, if an ordinance proposing the tax has not been approved by that ~~date~~. *date, as specified.*

This bill would make legislative findings and declarations as to the necessity of a special statute for the County of Solano.

Digest Key

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

Bill Text

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Chapter 3.81 (commencing with Section 7294.1) is added to Part 1.7 of Division 2 of the Revenue and Taxation Code, immediately following Chapter 3.8 (commencing with Section 7293), to read:

CHAPTER 3.81. County of Solano Transactions and Use Tax *for General Purposes*

7294.1.

(a) Notwithstanding any other law, the County of Solano ~~or any city therein~~ may impose a transactions and use tax for general purposes at a rate of no more than 0.5 percent that would, in combination with all taxes imposed in accordance with Part 1.6 (commencing with Section 7251), exceed the limit established in Section 7251.1 if all of the following requirements are met:

~~(a)~~

(1) The County of Solano Board of ~~Supervisors, or the city council of any city therein~~, *Supervisors* adopts an ordinance proposing the transactions and use tax by the applicable voting approval requirement.

~~(b)~~

(2) The ordinance proposing the transactions and use tax is submitted to the electorate and is approved by the voters voting on the ordinance by the applicable voting approval requirement in accordance with the California Constitution.

~~(e)~~

(3) The transactions and use tax conforms to the Transactions and Use Tax Law (Part 1.6 (commencing with Section 7251)), other than Section 7251.1.

(b) Notwithstanding Section 7251.1, a transactions and use tax rate imposed pursuant to subdivision (a) shall not be considered for purposes of the combined rate limitation established by Section 7251.1.

(c) If an ordinance proposing a transactions and use tax is not approved pursuant to subdivision (a) before January 1, 2029, this section shall remain in effect only until January 1, 2029, and as of that date is repealed.

7294.2.

(a) Notwithstanding any other law, any city within the County of Solano may impose a transactions and use tax for general purposes at a rate of no more than 0.5 percent that would, in combination with all taxes imposed in accordance with Part 1.6 (commencing with Section 7251), exceed the limit established in Section 7251.1 if all of the following requirements are met:

(1) The city council of any city within the County of Solano adopts an ordinance proposing the transactions and use tax by the applicable voting approval requirement.

(2) The ordinance proposing the transactions and use tax is submitted to the electorate and is approved by the voters voting on the ordinance by the applicable voting approval requirement in accordance with the California Constitution.

(3) The transactions and use tax conforms to the Transactions and Use Tax Law (Part 1.6 (commencing with Section 7251)), other than Section 7251.1.

(b) Notwithstanding Section 7251.1, a transactions and use tax rate imposed pursuant to subdivision (a) shall not be considered for purposes of the combined rate limitation established by Section 7251.1.

(c) This section shall not apply to any city within the County of Solano that has not approved, on or before January 1, 2029, an ordinance proposing a transactions and use tax pursuant to subdivision (a).

~~7294.2.~~

~~If, as of January 1, 2029, an ordinance proposing a transactions and use tax has not been approved as required by Section 7294.1, this chapter shall be repealed as of that same date.~~

SEC. 2.

The Legislature finds and declares that a special statute is necessary and that a general statute cannot be made applicable within the meaning of Section 16 of Article IV of the California Constitution because of the unique fiscal pressures relating to transactions and use taxes imposed within the County of Solano.



CITY OF PINOLE

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May 3, 2024

The Honorable Nancy Skinner
Member, California State Senate
Chair, Senate Budget and Fiscal Review Committee
1021 O Street, Suite 8630
Sacramento, CA 95814

Re: Letter of Support for Assembly Bill (AB3259)

Dear Senator Skinner,

On behalf of the City of Pinole, I write this letter in support for Assembly Bill 3259 (AB3259) and to urge you to vote in favor of this important legislation. As a neighbor to Solano County, I believe that AB3259 offers a crucial opportunity to address the community's needs.

AB3259 authorizes the County of Solano or any city therein to impose a transactions and use tax for general purposes, at a rate of no more than 0.5%. This measure is essential in providing their local government with the resources necessary to invest in vital services, infrastructure improvements, and community development projects.

By allowing Solano County to implement this modest tax increase, AB3259 enables us to address pressing issues and invest in our future. It supports the universal endeavor for communities to strive to remain vibrant, resilient, and well-equipped to meet the needs of residents both now and in the years to come.

I urge you to support AB3259 and to prioritize the well-being of Solano County residents. Your vote in favor of this legislation will have a positive impact on our community and help us build a stronger, more prosperous future for all.

Thank you for your attention to this matter.

Sincerely,

Maureen Toms
Mayor of Pinole



cc: The Honorable Alex Lee (Via email: assemblymember.lee@assembly.ca.gov)
Your Cal Cities Regional Public Affairs Manager (via email)
League of California Cities (Via email: cityletters@calcities.org)



CITY COUNCIL REPORT

9.H.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: FISCAL YEAR (FY) 2023/24 THIRD QUARTER REPORT ON STATUS OF CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS

RECOMMENDATION

Staff recommends that the City Council receive the Fiscal Year (FY) 2023/24 Third Quarter Report on the status of Capital Improvement Plan (CIP) projects.

BACKGROUND

The CIP is a multi-year plan/forecast of the City's capital improvement projects. The first year of the CIP sets forth the proposed capital project plan and capital budget for that fiscal year.

The City creates an updated CIP each year based on the condition of the City's current capital assets, the desire for new capital assets, and available funding. Projects in the CIP address the City's major types of capital assets: facilities, parks, sanitary sewer collection and treatment infrastructure, stormwater infrastructure, and roads. The City owns considerable capital assets in other classes as well, including streetlights, traffic control devices, sidewalks, street trees, trash capture devices, waste bins and enclosures, traffic/wayfinding signage, benches, bike racks, monument signs, fleet, and fiber optic conduit.

The CIP serves as a tool for staff to plan, implement, and manage improvements and ongoing upgrades to the City's infrastructure. The Administration and Engineering Division in the Public Works Department is responsible for identifying and completing capital projects in the CIP.

REVIEW AND ANALYSIS

The City's adopted CIP (Attachment C) includes construction projects and infrastructure assessments. The infrastructure assessments included in the CIP will aid the City in identifying and prioritizing construction projects and will identify funding opportunities for future projects.

Attachment A includes the FY 2023/24 Third Quarter Report - CIP Project Highlights as of the end of the quarter.

Attachment B includes the FY 2023/24 Third Quarter Report - CIP Project Lifecycle and Project Status summary as of the end of the quarter.

FISCAL IMPACT

Projects have budgeted sources of funds which have been previously approved by City Council. There is no fiscal impact associated with this status update.

ATTACHMENTS

- A. FY 2023/24- Third Quarter Report - CIP Project Highlights
- B. B. FY 2023/24 Third Quarter Report - CIP Project Lifecycle and Status
- C. C. Adopted Capital Improvement Plan for FY 2023/24 through FY 2027/28

ATTACHMENT A

FY 2023/24 THIRD QUARTER REPORT – CIP PROJECT HIGHLIGHTS

(Through March 31, 2024)

FACILITIES

Public Safety Building Modernization (FA2301)

This multi-year project is intended to extend the life of the Public Safety Building through replacement of the Heating, Ventilation, and Air Conditioning (HVAC) system, carpet, flooring, water heaters, light fixtures, fans, etc., painting (interior and exterior), and renovation of the locker rooms. City staff are in the planning phase for this project, and developed the scope, schedule, and budget for the first phase of the renovations, and received price proposals for the painting and flooring.

Senior Center Modernization (FA2202)

This project includes a facilities condition assessment and design and construction of improvements to modernize the existing Senior Center building located at 2525 Charles Avenue. Work will include upgrades to the energy system, roof replacement, and interior renovations. City staff are in the planning phase for this project.

City Hall Modernization (FA1703)

This project includes interior improvements and exterior painting to extend the life of the City Hall building and improve its functionality for staff and the public. City staff are in the planning phase for exterior painting in the project. A Request for Proposals (RFP) for architectural services including the interior improvements was issued on April 24, 2024. Proposals are due May 21, 2024.

Citywide Roof Repairs and Replacement (FA1702)

This project includes replacement of the roofs at City Hall, Public Safety Building, Senior Center, and Water Pollution Control Plant. City staff are in the planning phase for the Water Pollution Control Plant roof replacement in the project. A Request for Proposals (RFP) for architectural services including roof repairs and replacements at three (3) facilities, City Hall, Public Safety Building, and Senior Center, was issued on April 24, 2024. Proposals are due May 21, 2024.

PARKS

Tree Mitigation (PA2301)

This project was completed in August 2023.

Installation of high-capacity trash bins (PA2101)

This project was completed in August 2023.

SANITARY SEWER

Effluent Outfall (SS2203)

This project includes Effluent Outfall Vault and Effluent Force Main Improvements to improve the reliability and increase the discharge capacity of the Pinole-Hercules Water Pollution Control Plant (WPCP). A Request for Proposals (RFP) for engineering services was issued on March 27, 2024. Proposals are due April 30, 2024.

Sanitary Sewer Rehabilitation (SS2201)

This multi-year project involves various improvements to the sanitary sewer collection system, including the Pinon-1 capacity improvement project identified in the Sanitary Sewer Collection System Master Plan (Pinon-1 Project).

Project Description. The Pinon-1 Project includes replacement of a total of approximately 4,970 linear feet (LF) of existing pipeline. The purpose of the Pinon-1 Project is to increase the capacity of existing sanitary sewer pipeline in order to transport peak wet weather flows (PWWF) and reduce the occurrence and risk of sanitary sewer overflows (SSOs). The Pinon-1 Project includes replacement of a total of approximately 1,050 feet of 8-inch diameter pipeline along San Pablo Avenue, approximately 740 feet of 8-inch diameter pipeline along Roble Avenue, approximately 1,500 feet of 8-inch to 10-inch diameter pipeline along Pinon Avenue, approximately 520 feet of 12-inch diameter pipeline between Pinon Avenue and Orleans Avenue and approximately 1,160 feet of 8-inch to 15-inch diameter pipeline along Orleans Avenue into Tennent Avenue.

Design. On January 17, 2023, City Council awarded a contract to West Valley Construction Company, Inc. to provide engineering design services for Pinon-Phase 1 Sanitary Sewer Project. During design, the project was split into two (2) bid packages for construction: Phase 1 for the work from Tennent Ave. along Orleans Ave., and Phase 2 for work from the end of Orleans Ave. across the railroad, along Roble Ave., Pinon Ave., and San Pablo Ave. Design of Phase 1 was completed in October 2023. Design of Phase 2 is in progress.

Phase 1 Construction. In October 2023, the SS-2201 Sanitary Sewer Rehabilitation Project (Phase 1) bid was released and advertised in accordance with the Public Contract Code. On November 8, 2023, bids were received. On December 5, 2023, City Council awarded a construction contract for Phase 1 to the lowest responsive and responsible bidder, APB General Engineering. It was identified during design of Phase 2 that a modification to the scope of the Phase 1 Construction will be required, delaying the start of the construction. The estimated Phase 1 construction project completion is now by the end of July 2024.

Air Release Valve Replacements (SS2102)

This project was completed in June 2023.

STORMWATER

Hazel Street Storm Drain Improvements (SW1901)

On June 6, 2023, City Council awarded a construction contract to the lowest responsive and responsible bidder, W.R. Forde Associates Inc., to construct a new storm drain with connections to existing storm water facilities on Hazel Street. The existing stormwater collection is an open trench system and needs to be converted to an underground conveyance system to facilitate construction of a through road (CIP Project # RO1802). The Contractor satisfied the insurance, business license, and bonding requirements and was issued a Notice to Proceed (NTP) on June 21, 2023. A pre-construction meeting was held on July 17, 2023. Due to supply chain issues, there was an extensive lead time on an essential material required for the project which delayed the start of the field construction activities for several months. This project was completed in January 2024.

STREETS AND ROADS

Safety Improvements at Tennent Ave./Pear & Plum St. (RO2304)

On June 20, 2023, City Council awarded a construction contract to the lowest responsive and responsible bidder, Xcel Engineering, to install high-visibility crosswalks and striped bulb outs with flexible posts at the Tennent Ave. intersections with Pear St. and Plum St., and Rectangular Rapid Flashing Beacons (RRFBs) at the Tennent Ave. and Plum St. intersection. The goal of these improvements is to reduce traffic speed and offer shorter crossing distances for pedestrians using the crosswalks. Due to supply chain issues, there was an 8-week lead time on the RRFB required for the project, which delayed the start of the construction. A pre-construction meeting was held on August 24, 2023. The Contractor satisfied the insurance, business license, and bonding requirements and was issued a Notice to Proceed (NTP) on August 28, 2023. All the work was completed by Xcel Engineering per the city specifications by December 3, 2023. This project was completed in December 2023.

Pinole Smart Signals (RO2303)

The Smart Signals project is a Contra Costa Transportation Agency (CCTA) led countywide project to upgrade traffic signal system and communication systems. The project will develop, manage, and implement Intelligent Transportation System (ITS) initiatives to improve the safety and efficiency of multimodal mobility, maximize highway and arterial system throughput, and improve operational efficiency, safety, and reduce environmental impact throughout Contra Costa County. City staff are coordinating with CCTA to finalize operations and maintenance (O&M) and funding agreements.

Safety Improvements on Arterial Roadways (RO2302)

On November 17, 2023, City staff released a Request for Proposals (RFP) for Engineering Services for the RO2302 Safety Improvements on Arterial Roadways project.

On December 13, 2023, proposals were received. The project will install pedestrian crossing enhancements at three non-signalized intersections on two arterial roadways:

1. On San Pablo Avenue at the Third Avenue intersection
2. On San Pablo Avenue at the Quinan Street intersection
3. On Pinole Valley Road at the Savage Avenue intersection

The enhancements include continental markings, median refuge islands, advanced stop bars and Rectangular Rapid Flash Beacons (RRFB). Award of the contract for engineering services by City Council is scheduled on January 16, 2024. The estimated project completion is by the end of December 2024.

Arterial Rehabilitation (RO2101)

On February 2, 2021, City Council awarded a contract for preliminary engineering and design services to CSW/Stueber-Stroeh Engineering Group, Inc. (CSW|ST2), which included Project # RO2101 – Arterial Rehabilitation. The project includes roadway work beginning at the southern city limit of Pinole Valley Road to the bridge west of Savage Ave. The project will include replacement, modification, or installation of ADA-compliant curb ramps, road rehabilitation, and striping. Design of this project by CSW|ST2 is in its final stages. This project will be split into two phases for construction as the engineers cost estimate for the entire section is \$2.4million and the current available funding is \$1.6 million.

Pedestrian Improvements at Tennent Ave. near RxR (RO1902)

On February 2, 2021, City Council awarded a contract for preliminary engineering and design services to CSW/Stueber-Stroeh Engineering Group, Inc. (CSW|ST2), which included Project # RO1902 – Pedestrian Improvements at Tennent Avenue. The project includes improvements to Tennent Ave. at the railroad crossing to facilitate safe movement of bicycles and pedestrians using the multi-use San Pablo Bay Regional Shoreline Trail, and to maximize parking on Railroad Avenue for park users. Design of this project by CSW|ST2 is ongoing and final design is anticipated by the end of March 2024. In December 2023, plans were submitted to Union Pacific Railroad (UPRR) and the project entered their estimating phase. Due to their volume of projects, UPRR provided City staff an estimated timeline of 18 months before the City's construction work on the project could be performed in the railroad right of way. Therefore, estimated completion of this project will be delayed until approximately October 2025.

Safety Improvements at Appian Way & Marlesta Rd (RO1714)

On October 10, 2022, City Council awarded a construction contract to Gruendl Inc. DBA Ray's Electric for construction of Safety Improvements at Appian Way and Marlesta Road (CIP Project # RO1714). The project includes installation of a traffic signal at the Appian Way and Marlesta Road intersection, new high visibility crosswalk striping on all legs of the intersection, green bicycle lane treatment on Appian Way within the project limits, and a slurry seal of the intersection. The Contractor satisfied the insurance, business license, and bonding requirements, and was issued a Notice to Proceed (NTP) on November 1,

2022. A pre-construction meeting was held on January 4, 2023. Due to conflicts in the supply chain, the traffic signal poles and controller had a delivery delay of up to six (6) months, and work on the project was suspended from the date these materials were ordered (January 23, 2023) until the Contractor mobilized to the site on September 5, 2023. The traffic signal poles were installed in November 2023 and energized by PG&E in late December 2023. Staff is working on project closeout and reimbursements.

INFRASTRUCTURE ASSESSMENTS

Municipal Broadband Feasibility (IN2102)

On June 20, 2023, City Council awarded a contract to CSW|ST2 to complete a Broadband Opportunities assessment. This project is intended to understand the high-speed connectivity available to community residents, businesses, and other organizations in terms of speed, coverage, and cost. The study will also evaluate whether there are gaps relative to modern standards, and if so, the study will identify and assess potential City interventions including public-private partnerships. On July 13, 2023, the Kickoff Meeting was held. This project is expected to be completed by the end of the June 2024 and the final report will be presented to City Council.

Recycled Water Feasibility (IN2103)

On June 20, 2023, City Council awarded a contract to West Yost Associates (West Yost) to complete a Water Reuse Opportunities Assessment. This project involves reviewing current and projected future trends in water reuse in Norther California and includes a condition assessment and opportunities analysis. On July 2, 2023, the Kickoff Meeting was held. West Yost is coordinating their work on this project with East Bay Municipal Utility District's (EBMUD) Recycled Water Strategic Plan Update 2024. Progress on this project is pending completion of EBMUD's plan. This project is expected to be completed in FY 2024/25 and the final report will be presented to City Council.

Parks Master Plan (IN1704)

On December 20, 2022, City Council awarded a contract to RJM Design Group Inc. for preparation of a Parks Master Plan. The project is intended to prepare a citywide master plan to address the city's long-term needs and goals for parks, recreation, and open space. The master plan will identify the City's current parks and recreation assets, determine the City's future parks and recreation needs and priorities, and recommended capital, operational, and financial strategies to meet the City's needs. In April 2023, the Kickoff Meeting was held. In August 2023, a project website was launched. On September 22, 2023, the first community workshop was held and a survey was opened through October 16, 2023. On November 17, 2023, a second community workshop was held and a survey was opened through December 3, 2023. The Parks Master Plan Report is expected to be finalized in January 2023 and presentations to the Community Services Commission and City Council were completed in January/February 2024. The Parks Master Plan was adopted by City Council on February 20, 2024.

Storm Drain Master Plan (IN1703)

On August 15, 2023, City Council awarded a contract to West Yost Associates (West Yost) to complete development of a Storm Drain Master Plan. This project is intended to identify, analyze, and prioritize the capital improvement needs of the City's storm water management system to reduce flood risks, enhance public safety, and protect City assets. On September 29, 2023, the Kickoff Meeting was held. Findings and recommendations developed during preparation of the Storm Drain Master Plan will be used by staff to develop or update CIP projects, and the final plan will be presented to City Council. This project is expected to be completed in November 2024.

Energy Conservation, Generation, & Storage Assessment (IN2201)

On September 5, 2023, City Council awarded a contract to Tetra Tech to complete an Energy Conservation, Generation and Storage Assessment. This project will identify steps that the City could take to conserve, generate, and store energy at City facilities. This project involves an assessment of the City's energy usage in its facilities and infrastructure, and identification of cost effective and environmentally responsible investments in energy conservation, generation, and storage. This project also includes identification of investments that will make the City more resilient during power outages, natural disasters and impacts of climate change. This project is expected to be completed by the end of the Fiscal Year and the final report will be presented to City Council.

CIP Project Lifecycle and Project Status Summary

CIP projects usually have five major phases of their lifecycle, described below.

- **Initiation:** Projects in the CIP are selected and prioritized based on specific criteria such as consistency with master plans and policies, regulatory requirements, health and safety impacts, and community benefits. The funding is identified for projects and a capital budget is presented to Council for consideration. Once the CIP is adopted by City Council, staff is responsible for project implementation. The initiation phase involves determining whether the project will be managed by City staff or a consultant, assigning the project to a manager, and assembling the project team.
- **Planning:** The assigned project manager develops the scope, preliminary schedule, and funding requirements, and identifies stakeholders.

Construction projects can be completed through several delivery methods, including design-build and design-bid-build. In design-build, the same firm/team of firms is selected to design and build the project, whereas in design-bid-build one firm designs the project, then the construction is bid, and a construction firm builds the project. Depending on the delivery method, a construction project can involve several steps which may include design, bid, award, construction, and closeout.

For non-construction projects such as master planning, staff defines the initial project by identifying major goals and objectives.

Throughout the project lifecycle, coordination and engagement with various stakeholders is necessary. Stakeholders can include the community, business owners, utilities, funding partners, and other interested and affected parties.

- **Execution:** For construction projects, the project plans and specifications, and preliminary costs estimates, are prepared. Typically, there are three levels of design review which allow opportunity for coordination and input with stakeholders, utilities, funding partners, and regulatory agencies. The design review usually occurs at 35, 65, and 90 percent of design completion. As the design progresses through each level, the cost estimate becomes more precise. The completed design is reviewed and approved by the City Engineer.

For a design-bid-build project, the final approved design goes out to bid. The project cost estimate and source of project funding govern which procurement policies and procedures will apply. The City's procurement policy establishes the standards for purchase of goods, services, and supplies. Projects involving federal or State grant funds typically involve stricter and more formalized procedures. In addition, high value public works projects must adhere to

processes established in the California Public Contract Code. A contract is awarded to the most qualified and responsible vendor.

After a contract is awarded and executed with the appropriate insurance and bonds, project construction can begin. The project size and complexity dictate the length of the construction phase.

For master plans, stakeholders are engaged, and links are identified among other infrastructure plans, the General Plan, and other applicable City plans. Next, solutions including conceptual alternatives are developed. Viable solutions are evaluated to ensure they meet the goals and needs of the project. The master plan is a final document which contains a recommended program and/or capital project list.

- Monitoring: Throughout the project lifecycle, staff oversees and monitors the project. Construction projects involve construction management, contract compliance, and project management services, which include technical and administrative tasks. Staff is also responsible for grant administration for projects that are funded by grants.
- Closure: Once construction projects are complete, the as-built drawings are filed for future reference. Closeout activities involve completing project related paperwork including filing the notice of completion with the Contra Costa County Recorder's office. For master plans, the final plan is presented to City Council.

STATUS OF SCHEDULED PROJECTS FOR FY 2023/24 THRU March 31, 2024

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CITY OF PINOLE CAPITAL IMPROVEMENT PLAN FY 2023/24 – 2027/28

June 20, 2023



CAPITAL IMPROVEMENT PLAN FY 2023/24 – 2027/28

CITY COUNCIL

Devin T. Murphy, Mayor

Maureen Toms, Mayor Pro Tem

Anthony L. Tave, Council Member

Cameron N. Sasai, Council Member

Norma Martínez-Rubin, Council Member

CITY MANAGER

Andrew Murray

PUBLIC WORKS DIRECTOR

Sanjay Mishra

CAPITAL IMPROVEMENT & ENVIRONMENTAL PROGRAM MANAGER

Misha Dhillon



CAPITAL IMPROVEMENT PLAN: FY 2023/24 THROUGH FY 2027/28
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Introduction

The Capital Improvement Plan (CIP) is a multi-year tool used to identify the City's capital needs and schedule capital improvement projects over the upcoming five-year period. Capital improvements include the design, purchase, construction, maintenance, or improvement of public capital assets (i.e., streets, parks, buildings, etc.).

The projects in the CIP fall into the following broad categories:

- Facility maintenance;
- Parks;
- Sewer collection and treatment;
- Stormwater;
- Streets and roads; and
- Infrastructure assessments.

The FY 2023/24 – 2027/28 CIP contains 32 capital improvement projects and 9 infrastructure assessments that are scheduled to be undertaken over the five-year timeframe and are fully or partially funded. The CIP also includes information for 35 unfunded projects. A funded project is one that has identified specific funding, including on-going existing resources to fully implement the project. A partially funded project has funding to accomplish various phases of the project but lacks sufficient funding to complete the project. An unfunded project is one that has been identified in the CIP as a need but no funding secured to implement the project. Should funding become available through grant or other sources, the unfunded list can be reviewed to determine if it is suitable to seek such funding.

Each project is assigned a project number and described in detail in the project sheets. The nomenclature for the project number is derived as follows:

- Project numbers begin with the abbreviation of the project category, followed by the year the project was first programmed, and then a unique sequence number. For example, FA2001 refers to a facilities project which was first programmed in 2020 with a unique sequence number of 01. Unfunded projects begin with UF and are followed by a unique sequence number.

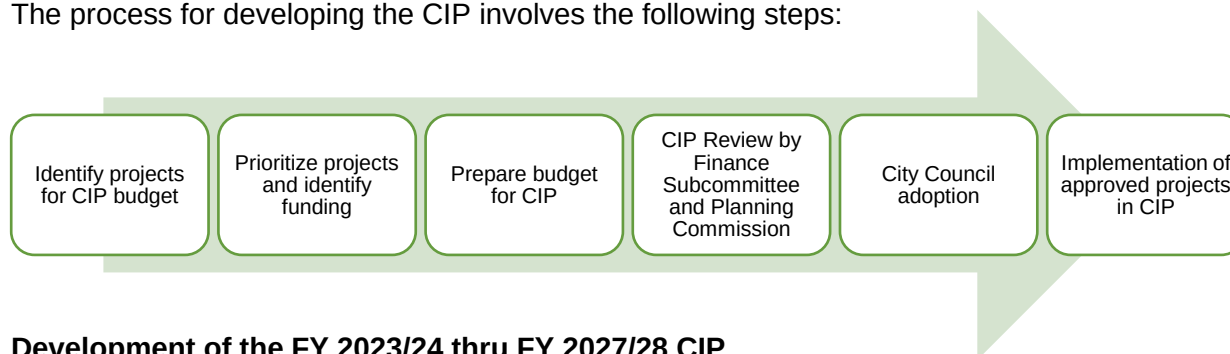
Category	Abbreviation
Facilities	FA
Parks	PA
Sewer	SS
Stormwater	SW
Streets & Roads	RO
Infrastructure Assessments	IA
Unfunded	UF

The CIP is reviewed and updated annually. In recent years, the City has increased its focus on assessing the state of the City's infrastructure by inventorying all the assets, assessing their contributions to a safe and vibrant Pinole, assessing their current conditions, and creating a disciplined investment approach resulting in a strong and purpose driven Capital Investment Plan.

The preparation and adoption of the CIP is an important part of Pinole's financial planning and budgeting process. Proposed projects are reviewed by the Planning Commission for consistency with the General Plan. The project description sheet provides information on the General Plan goal or policy that the project aligns with. Appendix I describes the applicable

General Plan goals and policies. The Finance Subcommittee also reviews the CIP and makes recommendations.

The process for developing the CIP involves the following steps:



Development of the FY 2023/24 thru FY 2027/28 CIP

Most of the projects in the FY 2023/24 thru FY 2027/28 CIP are the continuation of multi-year projects that have already been initiated or are projects that were included in the prior year's CIP but have not yet been initiated. The FY 2023/24 thru FY 2027/28 CIP was developed by taking the adopted FY 2022/23 thru FY 2026/27 CIP, then deleting projects that have been completed or no longer seem necessary and adding new projects. Below is a summary of the changes during FY 2022/23.

Project added to the CIP by the City Council during FY 2022/23

- RO2304 – Safety Improvements at Tennent Ave./Pear & Plum St.

Project removed from the CIP by the City Council during FY 2022/23

- FA2201 – Faria House Renovations

Project removed from the CIP by the Staff during FY 2022/23

- SW2002 – Adobe Road Repair and Drainage Improvements

Projects expected to be complete by FY 2022/23

- FA2002 – Electric Vehicle Charging Stations
- PA2203 – Playground Rubberized Surface Improvements
- IN2104 – Local Road Safety Plan
- IN2001 – Sanitary Sewer Master Plan

The City's capital projects have historically been prioritized based on a number of factors, including regulatory compliance, health/safety, grant funding availability, sustainability and conservation, and others. In FY 2022/23, City staff created a more structured, quantitative methodology for prioritizing capital projects. The prioritization matrix is a planning and evaluation tool to optimize available resources. Staff ranks capital projects which have not been initiated based on the following methodology.

CATEGORY	SCORE (1-5)		CATEGORY WEIGHT	WEIGHTED SCORE
Regulatory Compliance			4	
Health/Safety			3	
Project Dependency/Bundling			3	
Long-Term Planning			2	

State of Infrastructure			2	
Operating Budget Impact			2	
Quality of Life			2	
Grant Funding			1	
Sustainability and Conservation			1	
TOTAL SCORE (100 Points Maximum)				

The methodology scores each potential capital project on nine weighted criteria. This results in a score between 0 and 100 for each project. Staff has used this new methodology for the first time in creating the FY 2023/24 through 2027/28 Five-Year CIP.

Staff ranked all projects in the CIP including unfunded projects. The scores are listed on each project sheet and serve as the basis for selecting which capital projects staff initiates based on available resources. Note, this matrix does not consider infrastructure assessments. Project sheets contain the weighted score. Additional information on category scoring guidelines are described in Appendix II. Staff rated the projects in the current CIP that have not yet been initiated. The ranking of these not-yet-initiated projects was used by staff to propose, in the FY 2023/24 through 2027/28 Five-Year CIP, which projects to schedule for FY 2023/24 and which to schedule for later years.

Projects from the adopted FY 2022/23 through 2026/27 Five-Year CIP that have not yet been started and staff recommends for deferral because they are low priority

- FA2302 – Plum St. Parking Lot Improvements
- PA2201 – Pocket Parks – Galbreth Rd.
- PA1901 – Pinole Valley Park Soccer Field Rehabilitation
- SW2001 – Roble Road Drainage Improvements
- RO2301 – Road Rehabilitation (formerly known as Residential Slurry Seal and combination of RO2501 & RO2401)
- RO2107 – Brandt St. Improvements
- RO1708 – Pinole Valley Road Improvements

New projects that staff recommended for addition because they are high priority or they have a substantial outside funding contribution

- PA2301 – Tree Mitigation
- RO2303 – Pinole Smart Signals
- RO2302 – Safety Improvements on Arterial Roadways
- IN2301 – Facilities and Real Estate Master Plan

Below are the list of capital improvement projects and infrastructure assessments included in the FY 2023/24 – 2027/28 CIP:

FACILITIES	
Project #	Project Name
FA2302	Plum St. Parking Lot Improvements
FA2301	Public Safety Building Modernization

FA2202	Senior Center Modernization
FA1902	Energy Upgrades
FA1901	Senior Center Auxiliary Parking Lot (formerly known as Fowler House lot reuse)
FA1703	City Hall Modernization (formerly known as Paint City Hall)
FA1702	Citywide Roof repairs and replacement
PARKS	
Project #	Project Name
PA2301	Tree Mitigation
PA2202	Skatepark Rehabilitation
PA2201	Pocket Parks - Galbreth Rd.
PA2101	Installation of high-capacity trash bins
PA1901	Pinole Valley Park Soccer Field Rehabilitation
SANITARY SEWER	
Project #	Project Name
SS2203	Effluent Outfall
SS2201	Sanitary Sewer Rehabilitation
SS2101	Secondary Clarifier - Center Column Rehabilitation
SS2102	Air Release Valve Replacements
SS2002	Water Pollution Control Plant Lab Remodel
SS1702	Sewer Pump Station Rehabilitation
STORMWATER	
Project #	Project Name
SW2001	Roble Road Drainage Improvements
SW1901	Hazel Street Storm Drain Improvements
STREETS & ROADS	
Project #	Project Name
RO2301	Road Rehabilitation (formerly known as Residential Slurry Seal)
RO2101	Arterial Rehabilitation
RO2102	Tennent Ave. Rehabilitation
RO2107	Brandt St. Improvements

RO1902	Pedestrian Improvements at Tennent Ave. near R X R
RO1802	Hazel Street Gap Closure (Sunnyview)
RO1710	San Pablo Ave. Bridge over BNSF Railroad
RO1708	Pinole Valley Road Improvements
RO1714	Safety Improvements at Appian Way & Marlesta Rd. (formerly known as HAWK at Appian Way and Marlesta)
RO2304	Safety Improvements at Tennent Ave./Pear & Plum
RO2303	Pinole Smart Signals
RO2302	Safety Improvements on Arterial Roadways
INFRASTRUCTURE ASSESSMENTS	
Project #	Project Name
IN2201	Energy Conservation, Generation, & Storage Assessment (formerly known as Energy Audit)
IN2101	Emergency Power for Critical Facilities
IN2102	Municipal Broadband Feasibility
IN2103	Recycled Water Feasibility
IN2301	Facilities and Real Estate Master Plan
IN2106	Active Transportation Plan
IN2105	Appian Way Complete Streets (formerly Project #RO2105)
IN1703	Storm Drain Master Plan
IN1704	Parks Master Plan

The FY 2023/24 – 2027/28 CIP contains a list of 35 unfunded projects. The following projects were added as a result of recommendations from recently completed master planning efforts and bridge inspections:

- Pinon – 1
- Pinon – 2
- Tennent – 1
- Tennent – 2
- Signalized Intersections
- Pedestrian Safety at Signalized Intersections
- Safety at Unsignalized Intersections
- Roadway Segments # 1
- Roadway Segments # 2
- Roadway Segments # 3
- Vehicular Bridge Maintenance

The following projects were added as a result of Council requests:

- Fernandez Park Improvements
- San Pablo Avenue Complete Streets
- Faria House Renovations

The following projects were removed:

- Installation of High Intensity Activated crossWALK (HAWK)
- San Pablo Lift Station Upgrade
- Sewer Collection System Rehabilitation

Next Steps in City Capital Planning

The City is in the process of completing a condition assessment of all of the City's capital assets to identify the funding levels required to maintain these assets. The City will continue to integrate capital planning information into the Long-Term Financial Plan, so City decision makers are aware of the City's capital needs when they consider allocation of the City's limited financial resources and consider possibly pursuing additional sources of City revenue.

Project Funding

A variety of funding sources support projects listed in the CIP. The first year's program in the CIP is adopted by the City Council as the Capital Budget, as a counterpart to the annual Operating Budget. The fiscal resources are appropriated only in the first year, the subsequent four years of the CIP are important for long term planning and subject to further review and modification.

The CIP is funded primarily with funds restricted for specific purposes. The next section describes various funding sources and their restrictions. Some projects are entirely or partially funded by grants and reimbursements from state and federal government and other agencies.

Funding Sources

Fund #	Fund Name (restriction)	Description
100	General Fund (unrestricted)	The General Fund is the main operating fund for the City. It accounts for sources and uses of resources that (primarily) are discretionary to the City Council in the provision of activities, programs and services deemed necessary and desirable by the community.
106	Measure S 2014 (unrestricted)	Accounts for 2014 voter-approved half-cent Local Use Tax which levies 0.5% each on all merchandise. Although these are unrestricted General Fund revenues, the 2014 Use Taxes have been allocated by the City Council to fund Infrastructure Projects as their highest funding priority.
200	Gas Tax - RMRA (roads and right-of-way)	Accounts for the Highway Users Tax (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City limits. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets. The taxes are allocated to Pinole through the Road Maintenance and Rehabilitation Account (RMRA)

		established by the Road Repair and Accountability Act of 2017.
214	Solid Waste	Accounts for special revenue received from Republic Services from a surcharge assessed on customer rates for solid waste services. These funds are set aside for future solid waste capital and for a rate stabilization fund.
276	Growth Impact Fees (nexus identified needs)	Accounts for development fees collected to mitigate the impact of new development. Provides funds for nexus identified needs only.
325	City Street Improvements (roads only)	Accounts for funds set aside by the City of Pinole to fund street improvement projects. The Measure S 2014 funding plan allocates \$250k annually to this fund.
500	Sewer Enterprise (sewer only)	Accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Water Pollution Control Plant which services the Pinole and Hercules areas.

Grants

Certain projects are eligible to receive grant funds from state, federal, or other agencies. City staff actively pursues outside funding sources to support projects that are programmed in the CIP. Grants differ based on scope of work, funding source, requirements, and timelines. A grant's scope is determined by the policy goals of the grantor, and the grantee is obligated to provide deliverables based on the terms and conditions set forth in the grant funding agreement.

Before responding to a grant opportunity, staff reviews the grant solicitation to evaluate the:

- eligibility requirements to ensure the City can apply for funds;
- alignment of scope with the City's adopted CIP;
- feasibility of undertaking the responsibility of grant deliverables;
- short term revenue vs. long term costs of the opportunity to ensure that the grant revenue does not result into a fiscal burden of unprecedented permanent or long term expenditures such as the need to hire additional staff, ongoing operations and maintenance;
- required resources vs. available resources such as staff support and grant match;
- indirect costs related to administration of the grant such as legal fees; and
- cost benefit analysis to confirm that the grant is in the City's best interests.

Once a viable grant opportunity is identified, staff follows the grantors' determined application process to develop application materials and submit the grant. After notification of grant award, staff is responsible for grant implementation which includes project execution, oversight, reporting/reimbursement requests, record keeping, and project closeout. Effective management of the grant funds limits the City's exposure to grant-related legal liability and improves the efficiency and impacts of projects which are funded through grants.

Road projects listed in the CIP receive grant funding from a variety of sources such as:

- California Department of Transportation (Caltrans)
 - Highway Bridge Program (HBP) – funds to improve bridge structural safety.
 - Project: RO1710
 - Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
 - Project: RO2302
- West Contra Costa Transportation Advisory Committee (WCCTAC)
 - Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
 - Projects: IN2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
 - One Bay Area Grant (OBAG) – policy framework for MTC’s distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
 - ProjectS: RO1714, RO2303
 - Transportation Development Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
 - Project: RO1714

The receipt of certain grants and reimbursements typically follow the award of contracts; therefore, other City funding is programmed for front-end financing of the total estimated project costs.

CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2023/24 THROUGH FY 2027/28
FUNDING SUMMARY

SOURCES BY FUND	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
100 - General Fund	\$260,000	\$480,000				\$740,000
106 - Measure S 2014	\$3,053,796	\$2,682,746	\$100,000			\$5,836,542
200 - Gas Tax	\$896,963	\$481,082				\$1,378,045
214 - Solid Waste	\$125,000	\$100,000	\$100,000	\$100,000		\$425,000
215 - Grant: TLC	\$133,579					\$133,579
215 - Grant: HSIP	\$239,040					\$239,040
215 - Grant: OBAG	\$350,000					\$350,000
276 - Growth Impact Fees	\$1,003,000	\$395,000				\$1,398,000
325 - City Street Improvements		\$417,321				\$417,321
325 - TDA Article 3	\$129,400					\$129,400
325 - Grant: STMP Fees	\$1,643,889					\$1,643,889
325 - Grant: HBP	\$41,394					\$41,394
377 - Arterial Streets Rehabilitation	\$758,624					\$758,624
500 - Sewer Enterprise Fund	\$2,825,814	\$3,160,597	\$800,000	\$3,800,000	\$4,129,000	\$14,715,411
Sources Total	\$11,460,499	\$7,716,746	\$1,000,000	\$3,900,000	\$4,129,000	\$28,206,245
Unfunded Total	\$1,320,300	\$28,950,000				\$30,270,300
Total Sources Required	\$12,780,799	\$36,666,746	\$1,000,000	\$3,900,000	\$4,129,000	\$58,476,545



CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2023/24 THROUGH FY 2027/28
FUNDING SUMMARY

SOURCES BY FUND	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
100 - General Fund	\$ 260,000	\$ 480,000	\$ -	\$ -	\$ -	\$ 740,000
106 - Measure S 2014	\$ 3,053,796	\$ 2,682,746	\$ 100,000	\$ -	\$ -	\$ 5,836,542
200 - Gas Tax	\$ 896,963	\$ 481,082	\$ -	\$ -	\$ -	\$ 1,378,045
214 - Solid Waste	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 425,000
215 - Grant: TLC	\$ 133,579	\$ -	\$ -	\$ -	\$ -	\$ 133,579
215 - Grant: HSIP	\$ 239,040	\$ -	\$ -	\$ -	\$ -	\$ 239,040
215 - Grant: OBAG	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
276 - Growth Impact Fees	\$ 1,003,000	\$ 395,000	\$ -	\$ -	\$ -	\$ 1,398,000
325 - City Street Improvements	\$ -	\$ 417,321	\$ -	\$ -	\$ -	\$ 417,321
325 - Grant: TDA Article 3	\$ 129,400	\$ -	\$ -	\$ -	\$ -	\$ 129,400
325 - Grant: STMP Fees	\$ 1,643,889	\$ -	\$ -	\$ -	\$ -	\$ 1,643,889
325 - Grant: HBP	\$ 41,394	\$ -	\$ -	\$ -	\$ -	\$ 41,394
377 - Arterial Streets Rehabilitation	\$ 758,624	\$ -	\$ -	\$ -	\$ -	\$ 758,624
500 - Sewer Enterprise Fund	\$ 2,825,814	\$ 3,160,597	\$ 800,000	\$ 3,800,000	\$ 4,129,000	\$ 14,715,411
Sources Total	\$ 11,460,499	\$ 7,716,746	\$ 1,000,000	\$ 3,900,000	\$ 4,129,000	\$ 28,206,245
Unfunded Total	\$ 1,320,300	\$ 28,950,000	\$ -	\$ -	\$ -	\$ 30,270,300
Total Sources Required	\$ 12,780,799	\$ 36,666,746	\$ 1,000,000	\$ 3,900,000	\$ 4,129,000	\$ 58,476,545

FACILITIES							
PRJ #	PROJECT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
FA2302	Plum St. Parking Lot Improvements	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
FA2301	Public Safety Building Modernization	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 300,000
FA2202	Senior Center Modernization	\$ 160,000	\$ 160,000	\$ -	\$ -	\$ -	\$ 320,000
FA1902	Energy Upgrades	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
FA1901	Senior Center Auxiliary Parking Lot	\$ 405,085	\$ 922,746	\$ -	\$ -	\$ -	\$ 1,327,831
FA1703	City Hall Modernization	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 250,000
FA1702	Citywide Roof repairs and replacement	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 900,000
PARKS							
PRJ #	PROJECT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
PA2301	Tree Mitigation	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000
PA2202	Skatepark Rehabilitation	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
PA2201	Pocket Parks - Galbreth Rd.	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000
PA2101	Installation of high-capacity trash bins	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 425,000
PA1901	Pinole Valley Park Soccer Field Rehabilitation	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
SANITARY SEWER							
PRJ #	PROJECT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
SS2203	Effluent Outfall*	\$ 150,000	\$ -	\$ -	\$ 3,000,000	\$ -	\$ 3,150,000
SS2201	Sanitary Sewer Rehabilitation	\$ 1,500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 4,700,000
SS2101	Secondary Clarifier - Center Column Rehabilitation*	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000
SS2102	Air Release Valve Replacements*	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
SS2002	Storm Drain Master Plan	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
SS1702	Sewer Pump Station Rehabilitation	\$ 1,200,000	\$ 2,254,000	\$ -	\$ -	\$ 3,329,000	\$ 6,783,000
STORMWATER							
PRJ #	PROJECT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
SW2001	Roble Road Drainage Improvements	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000
SW1901	Hazel Street Storm Drain Improvements	\$ 440,098	\$ -	\$ -	\$ -	\$ -	\$ 440,098
STREETS & ROADS							
PRJ #	PROJECT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
RO2304	Safety Improvements at Tennent Ave./Pear & Plum	\$ 158,322	\$ -	\$ -	\$ -	\$ -	\$ 158,322
RO2303	Pinole Smart Signals	\$ 154,302	\$ -	\$ -	\$ -	\$ -	\$ 154,302
RO2302	Safety Improvements on Arterial Roadways	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
RO2301	Road Rehabilitation	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
RO2107	Brandt St. Improvements	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
RO2102	Tennent Ave. Rehabilitation	\$ 814	\$ 655,000	\$ -	\$ -	\$ -	\$ 655,814
RO2101	Arterial Rehabilitation	\$ 1,655,587	\$ -	\$ -	\$ -	\$ -	\$ 1,655,587
RO1902	Pedestrian Improvements at Tennent Ave. near R X R	\$ 1,365,000	\$ -	\$ -	\$ -	\$ -	\$ 1,365,000
RO1802	Hazel Street Gap Closure (Sunnyview)	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
RO1714	Safety Improvements at Appian Way & Marlesta Rd.	\$ 672,429	\$ -	\$ -	\$ -	\$ -	\$ 672,429
RO1710	San Pablo Ave. Bridge over BNSF Railroad	\$ 1,974,162	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,774,162
RO1708	Pinole Valley Road Improvements	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
INFRASTRUCTURE ASSESSMENTS							
PRJ #	ASSESSMENT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
IN2301	Facilities & Real Estate Master Plan	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
IN2201	Energy Conservation, Generation, & Storage Assessment	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
IN2101	Emergency Power for Critical Facilities	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000
IN2102	Municipal Broadband Feasibility	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
IN2103	Recycled Water Feasibility	\$ 60,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 200,000
IN2105	Appian Way Complete Streets	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
IN2106	Active Transportation Plan	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000
IN1703	Storm Drainage Master Plan	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
IN1704	Parks Master Plan	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	Uses by Project Total	\$12,780,799	\$36,666,746	\$1,000,000	\$3,900,000	\$4,129,000	

LEGEND:
• Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Streets & Roads; **IN** = Infrastructure Assessments
* Project cost to be split 50% with the City of Hercules

FA2302 - PLUM ST. PARKING LOT IMPROVEMENTS							
Functional Area : Facilities		Project Origin : Staff Recommendation			Priority Score 12		
Type of CIP		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation ☐ Expansion ☒ Renovation		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ -	\$ 80,000.00	\$ -	\$ -	\$ -	\$ 80,000
Project Start : 7/1/2023					Estimated Completion : 6/30/2024		
Description							

To provide a secure parking area for Police vehicles in the Plum St. parking lot. The parking lot will remain open for the public. A portion of the parking lot, approximately 25 spaces will be secured with a chain-link fence with security gates for Police vehicles. The layout of the parking lot is in the preliminary design phase.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy CS.2.6

Summary of Capital Cost						
USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design		7,950				\$ 7,950
Construction		65,500				\$ 65,500
Contingency		6,550				\$ 6,550
TOTAL USES	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
SOURCE(S)						
276 - Growth Impact Fees		\$ 80,000				\$ 80,000
TOTAL FUNDS	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000

FA2301 - PUBLIC SAFETY BUILDING MODERNIZATION

Functional Area : Facilities			Project Origin : Staff Recommendation				Priority Score 34	
New Replacement Land/Row Acq. Required Rehabilitation X Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 300,000	
Project Start : 7/1/2024					Estimated Completion : 6/30/2026			
Description								

To extend the useful life of the Public Safety building, there are several items that require attention including but not limited to replacement of the HVAC system, carpet, flooring, water heaters, light fixtures, fans, etc. In addition, the building requires painting (interior and exterior), and the locker rooms also require renovation.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ 90,000	\$ 90,000	\$ 90,000			\$ 270,000
Contingency	\$ 10,000	\$ 10,000	\$ 10,000			\$ 30,000
TOTAL USES	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 300,000
SOURCE(S)						
106 - Measure S 2014	\$ 25,000	\$ 100,000	\$ 100,000			\$ 225,000
276 - Growth Impact Fees	\$ 75,000					\$ 75,000
TOTAL FUNDS	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 300,000

FA2202 - SENIOR CENTER MODERNIZATION

Functional Area : Facilities			Project Origin : Staff Recommendation				Priority Score 37	
Type of CIP		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
☐ New	☐ Expansion							
☐ Replacement	☒ Renovation							
☐ Land/Row Acq. Required								
☐ Rehabilitation								
Estimated Expenditures to-date	\$ -	\$ 160,000	\$ 160,000	\$ -	\$ -	\$ -	\$ 320,000	
Project Start : 7/1/2024					Estimated Completion : 6/30/2026			
Description								

The project includes a facilities condition assessment and design and construction of improvements to modernize the existing Senior Center building located at 2525 Charles Avenue. Work will include upgrades to energy system, roof replacement, and interior renovations.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ 150,000	\$ 150,000				\$ 300,000
Contingency	\$ 10,000	\$ 10,000				\$ 20,000
TOTAL USES	\$ 160,000	\$ 160,000	\$ -	\$ -	\$ -	\$ 320,000
SOURCE(S)						
106 - Measure S 2014	\$ 15,000	\$ 160,000				\$ 175,000
276 - Growth Impact Fees	\$ 145,000					\$ 145,000
TOTAL FUNDS	\$ 160,000	\$ 160,000	\$ -	\$ -	\$ -	\$ 320,000

FA1902 - ENERGY UPGRADES

Functional Area : Facilities			Project Origin : End of life cycle				Priority Score 44	
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 99,189	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 249,189	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024			
Description								

The heating, ventilation, and cooling (HVAC) systems at City Hall and Senior Center have reached the end of their useful life and need to be replaced. A portion of the roof at the Senior Center will also need to be replaced. In April 2021, the AC unit at City Hall broke down and was replaced. This project is contingent upon completion of IN2201 - Energy Conservation, Generation, & Storage Assessment.



History, Status, or Impact if Delayed

In October 2020, City staff began working with Marin Clean Energy's (MCE's) Energy Efficiency program to explore opportunities for energy conservation and generation at City owned facilities by replacing the HVAC systems and upgrading streetlights. It was determined that the MCE program could not incentivize HVAC replacement project or the upgrade of the streetlights. This project was formerly known as FA1706 and FA1801.

General Plan Goals/Policies

Policy GM.4.1, Goal CS.9, Policy CS.9.1, Policy HS.4.3, Goal SE.4, Policy SE.1.3

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction	\$ 135,000					\$ 135,000
Contingency	\$ 15,000					\$ 15,000
TOTAL USES	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
SOURCE(S)						
106 - Measure S 2014	\$ 150,000					\$ 150,000
TOTAL FUNDS	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

FA1901 - SENIOR CENTER AUXILIARY PARKING LOT

Functional Area : Facilities		Project Origin : Fowler Lot Re-Use Committee				Priority Score			
Type of CIP ☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation ☒ Expansion ☐ Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost		
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
		Estimated Expenditures to-date							
		\$ 96,570	\$ 405,085	\$ 922,746	\$ -	\$ -		\$ -	\$ 1,424,401
		Project Start : 7/1/2020						Estimated Completion : 6/30/2025	

Description

On February 2, 2021 City Council adopted Resolution 2021-07 and awarded a contract to a consultant for the preliminary engineering and design for the parking lot. The parking lot will be designed to be a multi-benefit project that includes pavement structural section, striping, lighting, bicycle parking, electric vehicle charging stations, stormwater capture and retention, and drought tolerant landscaping. The final design will offer the maximum number of parking spaces while allowing access for both vehicles and pedestrians and include aesthetic design components. On June 7, 2022, City Council directed staff to incorporate the installation of a solar canopy and backup battery system at the site.



History, Status, or Impact if Delayed

On April 16, 1990 City Council adopted Resolution 2380 authorizing the purchase of 2548 Charles Street. At the time of purchase, City Council determined that construction of a Senior Center was necessary, and that this property was needed to provide sufficient parking for the Center. The parcel is surrounded by municipal parking lots which serve the Senior Center and Old Town Pinole. The Fowler House tenants remained in the property till 2010 and many discussions took place to determine the best use of the property. It was determined that the house had asbestos and lead paint. On July 17, 2018, City Council adopted Resolution 2018-67 to create the Fowler Lot Re-use Committee to evaluate the reuse and redevelopment of the property. The Committee evaluated uses for the lot and determined the best use of the property is a parking lot. On October 16, 2018, the City Council adopted Resolution No. 2018-93 to approve a contract with a construction company to abate and demolish the Fowler house. The property demolition was completed on March 11, 2019. On July 21, 2020, City Council adopted Resolution 2020-68 to accept the final recommendation of the Committee.

General Plan Goals/Policies

Goal CE.5, Goal CS.1, Policy GM.4.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Design	\$ 130,085					\$ 130,085
Construction	\$ 250,000	\$ 838,860				\$ 1,088,860
Contingency	\$ 25,000	\$ 83,886				\$ 108,886
TOTAL USES	\$ 405,085	\$ 922,746	\$ -	\$ -	\$ -	\$ 1,327,831
SOURCE(S)						
106 - Measure S 2014	\$ 405,085	\$ 922,746				\$ 1,327,831
TOTAL FUNDS	\$ 405,085	\$ 922,746	\$ -	\$ -	\$ -	\$ 1,327,831

FA1703 - CITY HALL MODERNIZATION

Functional Area : Facilities			Project Origin : Staff Recommendation				Priority Score 35	
Type of CIP		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
☐ New	☐ Expansion							
☐ Replacement	☒ Renovation							
☐ Land/Row Acq. Required								
☐ Rehabilitation								
Estimated Expenditures to-date	\$ -	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 250,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2025			
Description								

To extend the useful life of the City hall building, there are several items that require attention including but not limited to carpet, flooring, window coverings, light fixtures, etc. The interior and exterior surfaces of the building require repainting as the paint system has reached the end of its useful life. Exterior painting is necessary to maintain external protection from the environment. Fading, chipping paint, along with water and mildew damage necessitates the painting project.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ 112,500	\$ 112,500				\$ 225,000
Contingency	\$ 12,500	\$ 12,500				\$ 25,000
TOTAL USES	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 250,000
SOURCE(S)						
276 - Growth Impact Fees	\$ 125,000					\$ 125,000
106 - Measure S 2014		\$ 125,000				
TOTAL FUNDS	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 250,000

FA1702 - CITYWIDE ROOF REPAIRS AND REPLACEMENT							
Functional Area : Facilities		Project Origin : End of life cycle				Priority Score 43	
Type of CIP ☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation ☐ Expansion ☐ Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 900,000
Project Start : 7/1/2023					Estimated Completion : 6/30/2024		
Description							

In October 2022, City staff received quotes for the rehabilitation of the roofs at City Hall, Public Safety Building, Senior Center, and the Water Pollution Control Plant. It was determined that the Public Safety building roof needs immediate replacement.



History, Status, or Impact if Delayed

In 2015, comprehensive visual roof inspections were completed by a contractor on various City owned facilities. The purpose of the inspection was to identify the extent, if any, of moisture intrusion into the existing roof assemblies, document observed roof system deficiencies, determine the overall condition of the existing roof systems and to estimate the service life of the in-place roof assemblies.

General Plan Goals/Policies

Policy GM.4.1, Goal CS.1, Goal CS.9, Policy CS.9.1

Summary of Capital Cost						
USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Design	\$ 30,000	\$ 30,000				\$ 60,000
Construction	\$ 400,000	\$ 400,000				\$ 800,000
Contingency	\$ 20,000	\$ 20,000				\$ 40,000
TOTAL USES	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 900,000
SOURCE(S)						
106 - Measure S 2014	\$ 450,000	\$ 450,000				\$ 900,000
	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 900,000
TOTAL FUNDS	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 900,000

PA2301 - TREE MITIGATION

Functional Area : Parks			Project Origin : Staff Recommendation				Priority Score 65	
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2025			
Description								

Per arborist recommendation, removal of trees in two unmaintained open spaces that were damaged as a result of recent severe storms. Staff will seek reimbursement through FEMA for this project.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal HS.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction	\$ 75,000	\$ 75,000				\$ 150,000
Contingency						\$ -
TOTAL USES	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000
SOURCE(S)						
106 - Measure S 2014	\$ 75,000	\$ 75,000				\$ 150,000
TOTAL FUNDS	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000

PA2202 - SKATEPARK REHABILITATION

Functional Area : Parks			Project Origin : Council Request				Priority Score 34	
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	
Project Start : 7/1/2024					Estimated Completion : 6/30/2025			
Description								

The ramps at the skatepark have settled and need to be replaced.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.2, Goal CS.3, Policy CS 2.6 & 3.1, Policy GM.4.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ -	\$ 135,000				\$ 135,000
Contingency	\$ -	\$ 15,000				\$ 15,000
TOTAL USES	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
SOURCE(S)						
106 - Measure S 2014	\$ -	\$ 150,000				\$ 150,000
TOTAL FUNDS	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000

PA2201 - POCKET PARKS - GALBRETH RD.

Functional Area : Parks			Project Origin : Council Request				Priority Score 15	
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ 65,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024			
Description								

Installation of two ADA compliant benches and waste receptacles within two pocket parks at a suitable location on Galbreth Ave. A lot line adjustment may be required to develop the pocket parks.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.3, Policy GM.4.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction		\$ 58,500				\$ 58,500
Contingency		\$ 6,500				\$ 6,500
TOTAL USES	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000
SOURCE(S)						
276 - Growth Impact Fees		\$ 65,000				\$ 65,000
TOTAL FUNDS	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000

PA2101 - INSTALLATION OF HIGH CAPACITY TRASH BINS

Functional Area : Parks			Project Origin : Beautification Adhoc Committee				Priority Score 24	
Type of CIP X New Expansion Replacement Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 10,000	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 435,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024			

Description

Installation of high capacity, solar powered compacting trash bins at City parks. There are several concerns related to high-capacity trash bins ranging from the cost, proprietary accessories, software, and manual labor required to lift and remove heavy trash bags. To get the best value and uniformity at City parks, quotes were obtained from qualified vendors to complete a 6 month - 1 year pilot project. Two bins have been ordered for installation and staff will monitor their performance and operations prior to order additional bins for other locations.



History, Status, or Impact if Delayed

In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to the Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the installation of high capacity, solar powered compacting trash bins at City parks. City Council approved a budget of \$425k in FY 2021-22 however staff recommended a pilot project to test the bins and subsequently a mid year budget adjustment was made by Council to reduce the appropriation to \$125k for the remainder of FY 2022-23.

General Plan Goals/Policies

Goal CS.9, Policy CS.5.1, Policy CS.8.3, Goal SE.5

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ 110,000	\$ 90,000	\$ 90,000	\$ 90,000		\$ 380,000
Contingency	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 45,000
TOTAL USES	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 425,000
SOURCE(S)						
214 - Solid Waste	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 425,000
TOTAL FUNDS	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 425,000

PA1901 - PINOLE VALLEY PARK SOCCER FIELD REHABILITATION							
Functional Area : Parks		Project Origin : Council Request				Priority Score 33	
New Expansion Replacement X Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000
Project Start : 7/1/2023					Estimated Completion : 6/30/2024		
Description							

There are two soccer fields at Pinole Valley Park which are utilized on an annual basis, the Wright Avenue Soccer Field at the southerly end, and Savage Avenue Soccer Field at the northern end. Both fields are heavily used by soccer leagues and the general public. The Savage Avenue Soccer Field requires substantial rehabilitation which includes: upgrading the irrigation system and ongoing turf maintenance. Turf maintenance includes mowing, fertilizing, aeration, overseeding, and topdressing.



History, Status, or Impact if Delayed
This project has been delayed pending the development of a Park Master Plan (CIP Project# IN1704).

General Plan Goals/Policies
Goal CS.1, Goal CS.3, Policy CS 3.1, Policy GM.4.1

Summary of Capital Cost						
USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction		\$ 180,000				\$ 180,000
Contingency		\$ 20,000				\$ 20,000
TOTAL USES	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
SOURCE(S)						
276 - Growth Impact Fees		\$ 200,000				\$ 200,000
TOTAL FUNDS	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000

SS2203 - EFFLUENT OUTFALL

Functional Area : Sanitary Sewer		Project Origin : Regulatory Requirement				Priority Score		52	
New Replacement Land/Row Acq. Required Rehabilitation X Expansion Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost		
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
		Estimated Expenditures to-date							
		\$ -	\$ 150,000	\$ -	\$ -	\$ 3,000,000		\$ -	\$ 3,150,000
		Project Start : 7/1/2023						Estimated Completion : 6/30/2027	
Description									

The Effluent Outfall project is intended to reduce pressure in the effluent pipe during extreme storm events. Effluent pumping capacity of the treatment plant is limited by the capacity of the pipe size at the effluent outfall in Rodeo. Increasing the pipe size at the Effluent Outfall Eductor Station will increase the wet weather effluent pumping capacity and increase the lifespan of the effluent pipe by reducing the pressure in the line during storm events. This project requires coordination with Rodeo.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ 135,000					
Construction				\$ 2,700,000		\$ 2,700,000
Contingency	\$ 15,000			\$ 300,000		\$ 315,000
TOTAL USES	\$ 150,000	\$ -	\$ -	\$ 3,000,000	\$ -	\$ 3,150,000
SOURCE(S)						
500 - Sewer Enterprise Fund	\$ 150,000			\$ 3,000,000		\$ 3,150,000
TOTAL FUNDS	\$ 150,000	\$ -	\$ -	\$ 3,000,000	\$ -	\$ 3,150,000

SS2201 - SANITARY SEWER REHABILITATION

Functional Area : Sanitary Sewer		Project Origin : Master Plan				Priority Score		57
New Expansion X Replacement Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 35,375	\$ 1,500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 4,735,375	
Project Start : 7/1/2022					Estimated Completion : 6/30/2027			
Description								

Various improvements to the Sanitary Sewer collection system, as identified in the Sanitary Sewer Collection System Master Plan.



History, Status, or Impact if Delayed

On October 4, 2022, City staff released an RFP for preliminary engineering design services for phase 1 of the Pinon project described in the City's recently adopted Sanitary Sewer Master Plan. On January 18, 2023, a one-year contract was executed with West Valley Construction Company, Inc. for the work.

General Plan Goals/Policies

Policy GM.4.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Design	\$ 375,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 695,000
Construction	\$ 1,023,900	\$ 640,000	\$ 640,000	\$ 640,000	\$ 640,000	\$ 3,583,900
Contingency	\$ 101,100	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 421,100
TOTAL USES	\$ 1,500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 4,700,000
SOURCE(S)						
500 - Sewer Enterprise Fund	\$ 900,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 4,100,000
276 - Growth Impact Fees	\$ 600,000					
TOTAL FUNDS	\$ 1,500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 4,700,000

SS2101 - SECONDARY CLARIFIER REHABILITATION

Functional Area : Sanitary Sewer		Project Origin : End of life cycle				Priority Score 46		
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024			
Description								

The Water Pollution Control Plant (WPCP) has five secondary clarifiers which slow the flow to allow the microorganisms and other solids to settle to the bottom of the clarifier where they can be returned to aeration tanks to continue treating waste.



History, Status, or Impact if Delayed

Secondary Clarifiers 1 and 2 (SC1 and SC 2) were constructed in the early 1970s and are peripheral feed clarifiers. Secondary Clarifiers 3 and 4 (SC 3 and SC 4) were constructed in the early 1980s and are center feed clarifiers. Secondary Clarifier 5 (SC 5) was constructed in early 2000 and is a center feed, flocculator clarifier. In the first quarter of FY 2022-23, a preliminary inspection of the center column of the SC 5 was completed to examine the current condition and determine the scope of work for rehabilitation. In the second quarter of FY 2022-23, it was determined that SC 3 & SC 4 also require rehabilitation. Previously, this project was titled, "Secondary Clarifier - Center Column Rehabilitation" which only focused on the rehabilitation work required for SC 5.

General Plan Goals/Policies

Goal CS.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction SC 5	\$ 315,000					\$ 315,000
Construction SC 3, SC 4	\$ 67,500					\$ 67,500
Contingency	\$ 42,500					\$ 42,500
TOTAL USES	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000
SOURCE(S)						
500 - Sewer Enterprise Fund	\$ 425,000					\$ 425,000
TOTAL FUNDS	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000

SS2102 - AIR RELEASE VALVE REPLACEMENTS

Functional Area : Sanitary Sewer			Project Origin : Staff Recommendation			Priority Score		41	
New X Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
Estimated Expenditures to-date	\$ 35,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000		
Project Start : 7/1/2022					Estimated Completion : 6/30/2024				
Description									

There are several air relief valves at various locations on the WPCP Effluent Pipeline between the WPCP and the Rodeo treated water discharge point. This project includes removal and replacement of the pipe saddle, short pipe section, isolation valve, and air relief valve.



History, Status, or Impact if Delayed

Staff has received quotes to replace three air relief valves by the end of FY 2022-23.

General Plan Goals/Policies

Goal CS.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction	\$ 45,000					\$ 45,000
Contingency	\$ 5,000					\$ 5,000
TOTAL USES	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
SOURCE(S)						
500 - Sewer Enterprise Func	\$ 50,000					\$ 50,000
TOTAL FUNDS	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

SS2002 - WATER POLLUTION CONTROL PLANT LAB REMODEL

Functional Area : Sanitary Sewer		Project Origin : Regulatory Requirement				Priority Score 49	
New Expansion Replacement X Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Project Start : 7/1/2023					Estimated Completion : 6/30/2024		
Description							

The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole - Hercules WPCP. The 2019 ELAP inspection results indicated the lab apparatus, countertops, and the fume hood are past their useful life and recommended replacement.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Goal CS.1, Policy CS.2.6

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ 6,000					\$ 6,000
Construction	\$ 85,000					\$ 85,000
Contingency	\$ 9,000					\$ 9,000
TOTAL USES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
SOURCE(S)						
500 - Sewer Enterprise Fund	\$ 100,000					\$ 100,000
TOTAL FUNDS	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

SS1702 - SEWER PUMP STATION REHABILITATION

Functional Area : Sanitary Sewer		Project Origin : End of life cycle				Priority Score 50	
New Expansion X Replacement Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ 1,200,000	\$ 2,254,000	\$ -	\$ -	\$ 3,329,000	\$ 6,783,000
Project Start : 7/1/2023					Estimated Completion : 6/30/2024		
Description							

The City owns and operates two lift stations to convey flow from low lying areas to high elevations where the flow continues by gravity to the wastewater treatment plant. Both pump stations have reached the end of their useful life and need to be rehabilitated. The two pump stations are located on San Pablo Ave. and Hazel St. In FY 2019/20, this project was renamed to include both pump stations. Previously, this project was titled, "Hazel Street Sewer Pump Rehabilitation."



History, Status, or Impact if Delayed

The City recently completed a Sanitary Sewer Master Plan. In FY 2023-24, the Hazel Street Lift Station will be replaced, followed by the replacement of the San Pablo Ave. Lift Station. The Hazel Street Lift Station will be replaced in coordination with RO1802.

General Plan Goals/Policies

Policy GM.4.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Design	\$ 175,000				\$ 250,000	\$ 425,000
Construction	\$ 800,000	\$ 1,100,000			\$ 2,161,000	\$ 4,061,000
Contingency	\$ 100,000	\$ 154,000			\$ 400,000	\$ 654,000
TOTAL USES	\$ 1,075,000	\$ 1,254,000	\$ -	\$ -	\$ 2,811,000	\$ 5,140,000
SOURCE(S)						
500 - Sewer Enterprise Fund	\$ 1,200,000	\$ 2,254,000			\$ 3,329,000	\$ 6,783,000
TOTAL FUNDS	\$ 1,200,000	\$ 2,254,000	\$ -	\$ -	\$ 3,329,000	\$ 6,783,000

SW2001 - ROBLE ROAD STORM DRAINAGE IMPROVEMENTS

Functional Area : Stormwater			Project Origin : Staff Recommendation				Priority Score 33	
New Replacement Land/Row Acq. Required Rehabilitation X Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2025			
Description								

The existing system appears to have capacity issues at Roble Ave. and Encina Ave. that warrant review and upgrade. This project will assess the collection system for capacity and hydraulic profile and upgrade the system as necessary.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Goal CS.7, Policy CS.7.1

Summary of Capital Cost

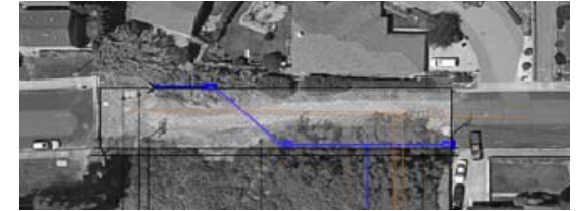
USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design		\$ 135,000				\$ 135,000
Construction		\$ 500,000				\$ 500,000
Contingency		\$ 65,000				\$ 65,000
TOTAL USES	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000
SOURCE(S)						
106 - Measure S 2014		\$ 700,000				\$ 700,000
TOTAL FUNDS	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000

SW1901 - HAZEL STREET STORM DRAIN IMPROVEMENTS

Functional Area : Stormwater		Project Origin : Development Driven				Priority Score 52		
Type of CIP X New Expansion Replacement Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 46,634	\$ 440,098	\$ -	\$ -	\$ -	\$ -	\$ 486,732	
Project Start : 7/1/2020					Estimated Completion : 6/30/2025			

Description

The existing stormwater collection is an open trench system and needs to be converted to an underground conveyance system to facilitate construction of a through road. This project will include connecting the existing storm drain network within Hazel Street between 1087 Hazel St (eastern limits) and 1081 Hazel St. (western limits). In January 2020, the City contacted with Schaff and Wheeler to prepare the preliminary design which includes plan and profile of the pipe and technical specifications.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Goal CS.7, Policy CS.7.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ 8,276					\$ 8,276
Construction	\$ 392,565					\$ 392,565
Contingency	\$ 39,257					\$ 39,257
TOTAL USES	\$ 440,098	\$ -	\$ -	\$ -	\$ -	\$ 440,098
SOURCE(S)						
106 - Measure S 2014	\$ 382,098					\$ 382,098
276 - Growth Impact Fees	\$ 58,000					\$ 58,000
TOTAL FUNDS	\$ 440,098	\$ -	\$ -	\$ -	\$ -	\$ 440,098

RO2303 - PINOLE SMART SIGNALS

Functional Area : Streets & Roads		Project Origin : Staff Recommendation		Priority Score		33	
Type of CIP X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ 154,302	\$ -	\$ -	\$ -	\$ -	\$ 154,302
Project Start : 7/1/2023					Estimated Completion : 6/30/2024		
Description							

The Smart Signals project will develop, manage, and implement ITS initiatives that improve the safety and efficiency of multimodal mobility, maximize highway and arterial system throughput, and improve operational efficiency, safety, and reduce environmental impact throughout Contra Costa County. Contra Costa Transportation Authority is the project lead and will coordinate the project throughout the county. Twelve traffic signals have been identified as candidates for the Smart Signals project. These signals are located on Pinole arterial roadways (Appian Way & San Pablo Avenue).



History, Status, or Impact if Delayed

Deployment of the Smart Signals Project is expected to result in operational and safety improvements for all modes of transportation, such as decrease in travel time and total delay, reduction in number of stops and secondary accidents, reduction of fuel consumption and greenhouse gas emissions, and reduction of response time for emergency vehicles. The initial cost estimate of construction is \$1,499,829 of which CCTA will receive \$1,345,527 in OBAG funds. The City's match requirement is \$154,302.

General Plan Goals/Policies

Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ 154,302					\$ 154,302
TOTAL USES	\$ 154,302	\$ -	\$ -	\$ -	\$ -	\$ 154,302
SOURCE(S)						
106 - Measure S 2014	\$ 154,302					\$ 154,302
						\$ -
TOTAL FUNDS	\$ 154,302	\$ -	\$ -	\$ -	\$ -	\$ 154,302

RO2302 - SAFETY IMPROVEMENTS ON ARTERIAL ROADWAYS

Functional Area : Streets & Roads		Project Origin : Staff Recommendation				Priority Score		38
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024			
Description								

This project will install pedestrian crossing enhancements at three mid-block crossings on arterial roadways. The enhancements include continental markings, median refuge islands, advanced stop bars and Rectangular Rapid Flash Beacons. The three mid-block crossings are: San Pablo Ave. & Third Ave.; San Pablo Ave. & Quinan St.; and Pinole Valley Road & Savage Ave.



History, Status, or Impact if Delayed

Funding for improvements was secured through Cycle 11 HSIP grant funds.

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction	\$ 265,000					\$ 265,000
Contingency	\$ 10,000					\$ 10,000
TOTAL USES	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
SOURCE(S)						
215 - Grant: HSIP	\$ 239,040					\$ 239,040
106 - Measure S 2014	\$ 35,960					\$ 35,960
TOTAL FUNDS	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000

RO2304 - SAFETY IMPROVEMENTS AT TENNENT AVE./PEAR & PLUM

Functional Area : Streets & Roads			Project Origin : Staff Recommendation				Priority Score 36	
Type of CIP		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
☒ New	☐ Expansion							
☐ Replacement	☐ Renovation							
☐ Land/Row Acq. Required								
☐ Rehabilitation								
Estimated Expenditures to-date	\$ 9,900	\$ 158,322	\$ -	\$ -	\$ -	\$ -	\$ 168,222	
Project Start : 07/01/2022					Estimated Completion : 6/30/2024			
Description								

This project will install striped bulbouts with flexible bollards, high visibility crosswalks and pavement markings, and yield road signage at two intersections (Pear and Plum) on Tennent Ave. In addition, a Rectangular Rapid-Flashing Beacon (RRFB) will be installed at Tennent Ave. & Plum St. On October 18, 2022, City Council received information and a presentation on traffic safety issues at these intersections. On February 21, 2023, City Council approved \$110,000 in immediate improvements on Tennent Ave. at the Pear and Plum intersections.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction	\$ 143,929					\$ 143,929
Contingency	\$ 14,393					\$ 14,393
TOTAL USES	\$ 158,322	\$ -	\$ -	\$ -	\$ -	\$ 158,322
SOURCE(S)						
106 - Measure S 2014	\$ 158,322					
						\$ -
TOTAL FUNDS	\$ 158,322	\$ -	\$ -	\$ -	\$ -	\$ 158,322

RO2301 - ROAD REHABILITATION

Functional Area : Streets & Roads		Project Origin : Pavement Management Program		Priority Score		34	
New Replacement Land/Row Acq. Required X Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
Project Start : 7/1/2023				Estimated Completion : 6/30/2028			
Description							

Based on the most current P-TAP report and field inspections, various segments will be recommended annually for rehabilitation. Recommended treatment include patch paving, slurry seal, cape seal, mill and fill. This project includes two projects which appeared in previous CIP's known as RO2501 and RO2401.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design		\$ 25,000				\$ 25,000
Construction		\$ 200,000				\$ 200,000
Contingency		\$ 25,000				\$ 25,000
TOTAL USES	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
SOURCE(S)						
325 - City Street Improvements		\$ 250,000				\$ 250,000
TOTAL FUNDS	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000

RO1714 - SAFETY IMPROVEMENTS AT APPIAN WAY AND MARLESTA RD.

Functional Area : Streets & Roads		Project Origin : Council Request				Priority Score	
Type of CIP		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
☒ New	☐ Expansion						
☐ Replacement	☐ Renovation						
☐ Land/Row Acq. Required							
☐ Rehabilitation							
Estimated Expenditures to-date	\$ 77,800	\$ 672,429	\$ -	\$ -	\$ -	\$ -	\$ 750,229
Project Start : 7/1/2020					Estimated Completion : 12/31/2023		
Description							

The key elements affecting the safety of pedestrians and cyclists at the Appian Way and Marlesta Way intersection is speed and reduced visibility of approaching traffic due to the topography of the project area. Safety improvements are required to improve crossing conditions for pedestrians and bicyclists. In February 2021, the City selected a Consultant to complete the preliminary engineering for this project. Grant funds were secured through WCCTAC, Transportation Development Act, and OBAG to complete this project. In October 2022, City Council awarded a construction contract to Gruendl Inc.



History, Status, or Impact if Delayed

The City secured grant funds to install a traffic signal at this intersection instead of a HAWK.

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ -					\$ -
Construction	\$ 607,348					\$ 607,348
Contingency	\$ 65,081					\$ 65,081
TOTAL USES	\$ 672,429	\$ -	\$ -	\$ -	\$ -	\$ 672,429
SOURCE(S)						
106 - Measure S 2014	\$ 193,029					\$ 193,029
325 - Grant: TDA Article 3	\$ 129,400					\$ 129,400
215 - Grant: OBAG	\$ 350,000					\$ 350,000
TOTAL FUNDS	\$ 672,429	\$ -	\$ -	\$ -	\$ -	\$ 672,429

RO2107 - BRANDT ST. IMPROVEMENTS

Functional Area : Streets & Roads		Project Origin : Council Request		Priority Score		27	
New Replacement Land/Row Acq. Required X Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
Project Start : 7/1/2024					Estimated Completion : 6/30/2028		
Description							

Provide improvements on Brandt St. including application of pavement treatments based on type and severity of distresses on existing pavement.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CE.4, Goal CS.10, Policy CS.10.2, Policy GM.3.3, Goal CS.10

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design		\$ 30,000				\$ 30,000
Construction		\$ 120,000				\$ 120,000
Contingency		\$ 20,000				\$ 20,000
TOTAL USES	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
SOURCE(S)						
100 - General Fund		\$ 170,000				\$ 170,000
TOTAL FUNDS	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000

RO2102 - TENNENT AVE. REHABILITATION

Functional Area : Streets & Roads			Project Origin : Pavement Management Program				Priority Score 43		
New Replacement Land/Row Acq. Required X Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
		Estimated Expenditures to-date							
		\$ 36,991	\$ 814	\$ 655,000	\$ -	\$ -	\$ -		\$ 692,805
		Project Start : 7/1/2020					Estimated Completion : 6/30/2025		
Description									

The construction impacts from the WPCP upgrade project resulted in pavement deterioration. This project will rehabilitate Tennent Ave. from San Pablo Ave. to WPCP. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.



History, Status, or Impact if Delayed

In preparation of this project, the City retained a consultant to perform internal CCTV on this section of roadway. The inspection was completed in early 2021. Coordinating collection system improvements with street resurfacing projects ensures that sewer improvements are made prior to the resurfacing so that manholes and valve covers may be properly realigned, and repairs and replacements are made in a cost-effective manner. This also avoids cutting and patching recently paved streets. The City of Hercules will reimburse \$86,430 for this project. In addition, this project is being coordinated with RO1902 for efficient implementation.

General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Design	\$ 814					\$ 814
Construction		\$ 623,000				\$ 623,000
Contingency		\$ 32,000				\$ 32,000
TOTAL USES	\$ 814	\$ 655,000	\$ -	\$ -	\$ -	\$ 655,814
SOURCE(S)						
200 - Gas Tax		\$ 381,082				\$ 381,082
500 - Sewer Enterprise Fund	\$ 814	\$ 106,597				\$ 107,411
325 - City Street Improvements		\$ 167,321				\$ 167,321
TOTAL FUNDS	\$ 814	\$ 655,000	\$ -	\$ -	\$ -	\$ 655,814

RO2101 - ARTERIAL REHABILITATION

Functional Area : Streets & Roads			Project Origin : Pavement Management Program				Priority Score 37	
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 31,258	\$ 1,655,587	\$ -	\$ -	\$ -	\$ -	\$ 1,686,845	
Project Start : 7/1/2021					Estimated Completion : 6/30/2024			
Description								

The project is currently in the design phase and aims to maximize the funding available to complete rehabilitation work beginning at the southern city limit on Pinole Valley Road to the bridge west of Savage Ave. The project will include replacement, modification, or installation of a ADA compliant curb ramps, road rehabilitation, and striping.



History, Status, or Impact if Delayed

Based on the 2019 P-TAP report, various segments were recommended for treatment by StreetSaver®. The recommendations were further validated through a comparative pavement analysis and coring samples to explore additional treatment options which are not discussed in the P-TAP report. This will allow the City to optimize the available funding. The section of roadway selected based on the analysis was Pinole Valley Road from the southern city limits.

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ 27,222					\$ 27,222
Construction	\$ 1,465,530					\$ 1,465,530
Contingency	\$ 162,835					\$ 162,835
TOTAL USES	\$ 1,655,587	\$ -	\$ -	\$ -	\$ -	\$ 1,655,587
SOURCE(S)						
200 - Gas Tax	\$ 896,963					\$ 896,963
377 - Arterial Streets Rehabilitation	\$ 758,624					\$ 758,624
TOTAL FUNDS	\$ 1,655,587	\$ -	\$ -	\$ -	\$ -	\$ 1,655,587

RO1902 - PEDESTRIAN IMPROVEMENTS AT TENNENT AVE. near RXR

Functional Area : Streets & Roads			Project Origin : Staff Recommendation				Priority Score 50	
Type of CIP X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
		Estimated Expenditures to-date						
		\$ 40,672	\$ 1,365,000	\$ -	\$ -	\$ -	\$ -	
		\$ 1,405,672						
Project Start : 7/1/2020				Estimated Completion : 6/30/2024				
Description								

In 2018, the East Bay Regional Park District completed a trail link to connect Pinole Shores Regional Shoreline to Bayfront Park trail. There remains one very small gap on Tennent Ave. from Bayfront Park to Railroad Ave. Improvements to Tennent Ave. at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians. Since project inception, the scope of work has evolved to include improvements that would maximize parking on Railroad Avenue for park users. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.



History, Status, or Impact if Delayed

WCCTAC held its STMP Call for Projects in 2018 which committed \$100k in funding for preliminary engineering from the 2006 STMP program for this project. City staff also submitted an OBAG 3 application in July 2022 to compete for funding for this project. If awarded, the City will need a match of \$345k.

General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

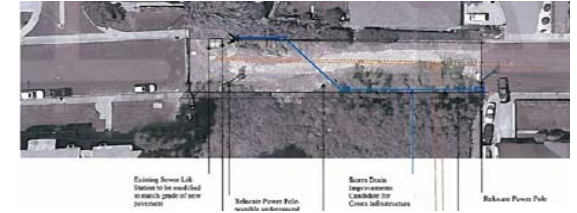
Summary of Capital Cost

USE(S)	Budget	Projected Budget					Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028	
Design	\$ 14,628					\$ 14,628	
Construction	\$ 1,020,000					\$ 1,020,000	
Contingency	\$ 330,372					\$ 330,372	
TOTAL USES	\$ 1,365,000	\$ -	\$ -	\$ -	\$ -	\$ 1,365,000	
SOURCE(S)							
325 - Grant: STMP Fees	\$ 44,700					\$ 44,700	
Unfunded	\$ 1,320,300					\$ 1,320,300	
TOTAL FUNDS	\$ 1,365,000	\$ -	\$ -	\$ -	\$ -	\$ 1,365,000	

RO1802 - HAZEL STREET GAP CLOSURE (SUNNYVIEW)

Functional Area : Streets & Roads		Project Origin : Development Driven				Priority Score		29	
Type of CIP X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
Estimated Expenditures to-date	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
Project Start : 7/1/2021					Estimated Completion : 6/30/2025				
Description									

A developer has proposed to develop on a vacant lot identified as APN 402-013-060 at the end of Hazel Street. The project proposes the subdivision of the lot into four new parcels and development of single family residences on each new parcel, and execution of a development agreement to make public improvements, including the extension of Hazel Street for roadway connection to Sunnyview Drive - West end of Hazel St.



History, Status, or Impact if Delayed

CIP Project SW1901 must be completed prior to this project.

General Plan Goals/Policies

Goal CE.1, Policy CE.1.1, Policy CE.1.4, Policy CE.1.5, Goal CE.3, Policy CS.2.6, Goal HS.1, Goal HS.3, Policy HS 3.4, Goal HS.6

Summary of Capital Cost

USE(S)	Budget	Projected Budget					Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28		
Construction		\$ 200,000					\$ 200,000
TOTAL USES	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
SOURCE(S)							
276 - Growth Impact Fees		\$ 50,000					\$ 50,000
Unfunded		\$ 150,000					\$ 150,000
TOTAL FUNDS	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

RO1710 - SAN PABLO AVENUE BRIDGE OVER BNSF RAILROAD

Functional Area : Streets & Roads			Project Origin : End of life cycle				Priority Score		55		
Type of CIP New X Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation			Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost		
			Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28				
			Estimated Expenditures to-date	\$ 1,110,737	\$ 1,974,162	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 31,884,899	
Project Start : 7/1/2017						Estimated Completion : 6/30/2026					
Description											

The San Pablo Avenue bridge over the Burlington Northern Santa Fe Railroad is an integral part of the area's transportation network. The age and condition assessment of the bridge supports replacement. The City was approved for initial funding from the Caltrans Highway Bridge Program (HBP). In February 2020, the City awarded a contract to a consultant for preliminary engineering (PE) to advance the project. The PE will be completed in two phases due to funding limitations. Completion of preliminary design is necessary to develop a final cost estimate for the project. Unfunded portions of this project appear in the Unfunded list.



History, Status, or Impact if Delayed

The total budget identified to complete the PE exceeds the amount of funding Caltrans committed to the project of the State's share in the current HBP. In October 2022, a draft type selection report was submitted to Caltrans for review. This report is the first step to request additional funding allocations from the Caltrans HBP to complete the PS&E phase and construction phase of the project.

General Plan Goals/Policies

Policy CS.3.3, Goal H.3, Policy H.3.1, Goal CE.3, Goal CE. 7, Policy CE.7.3, Goal CS.10.

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Project Management	\$ 133,579	\$ 4,150,000				\$ 4,283,579
Planning & Design	\$ 1,840,583					\$ 1,840,583
Construction	-	\$ 24,650,000				\$ 24,650,000
TOTAL USES	\$ 1,974,162	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,774,162
SOURCE(S)						
325 - Grant: HBP	\$ 41,394					\$ 41,394
325 - Grant: STMP Fees	\$ 1,499,189					\$ 1,499,189
215 - Grant: TLC	\$ 133,579					
106 - Measure S 2014	\$ 300,000					
Unfunded		\$ 28,800,000				\$ 28,800,000
TOTAL FUNDS	\$ 1,974,162	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,774,162

RO1708 - PINOLE VALLEY ROAD IMPROVEMENTS

Functional Area : Streets & Roads		Project Origin : Council Request		Priority Score		33	
New Replacement Land/Row Acq. Required X Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Project Start : 7/1/2023				Estimated Completion : 6/30/2024			
Description							

As part of the high school construction project WCCUSD provided road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea Dr. to Helena Ct. will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal may be the recommended treatment.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design		\$ 10,000				\$ 10,000
Construction		\$ 80,000				\$ 80,000
Contingency		\$ 10,000				\$ 10,000
TOTAL USES	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
SOURCE(S)						
200 - Gas Tax		\$ 100,000				\$ 100,000
TOTAL FUNDS	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000

IN2301 - FACILITIES & REAL ESTATE MASTER PLAN

Functional Area		: Infrastructure Assessment		Project Origin		: Staff Recommendation		Priority Score	
Type of CIP		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
☐ New	☐ Expansion								
☐ Replacement	☐ Renovation								
☐ Land/Row Acq. Required									
☐ Rehabilitation									
Estimated Expenditures to-date	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024				
Description									

The facilities master plan will serve as a roadmap for achieving identified strategic objectives to improve service delivery and utilization of real estate and facility assets. The masterplan will serve to aid decision-making on capital improvements for a defined list of City owned facilities and provide information on potential major maintenance needs (e.g., repairs vs. replace) as applicable.



History, Status, or Impact if Delayed

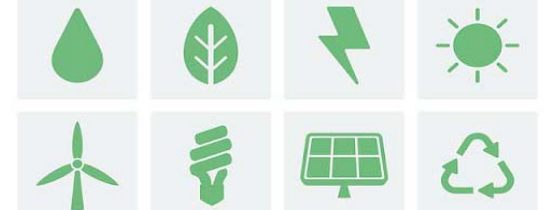
General Plan Goals/Policies

Summary of Capital Cost						
USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Planning	\$ 200,000					\$ 200,000
Contingency						\$ -
TOTAL USES	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
SOURCE(S)						
106 - Measure S 2014	\$ 200,000					\$ 200,000
TOTAL FUNDS	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

IN2201 - ENERGY CONSERVATION, GENERATION AND STORAGE ASSESSMENT

Functional Area : Infrastructure Assessment		Project Origin : Staff Recommendation		Priority Score			
Type of CIP ☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation ☐ Expansion ☐ Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Project Start : 7/1/2022					Estimated Completion : 6/30/2024		
Description							

An energy optimization assessment to identify energy conservation measures, renewable energy generation, and storage opportunities. This audit will help the City identify and develop energy investment initiatives for facilities.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.1 & CS.9, Policy CS.9.1, Goal SE.3, Policy SE.1.3

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Planning	\$ 50,000					\$ 50,000
Contingency						\$ -
TOTAL USES	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
SOURCE(S)						
106 - Measure S 2014	\$ 50,000					\$ 50,000
TOTAL FUNDS	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

IN2101 - EMERGENCY POWER FOR CRITICAL FACILITIES

Functional Area : Infrastructure Assessment		Project Origin : Council Request				Priority Score	
Type of CIP New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000
Project Start : 7/1/2023					Estimated Completion : 6/30/2025		
Description							

During severe natural hazard events, it is highly likely that utility power will not be available for an extended period of time. Critical facilities will need reliable sources of sustained electrical power to continue operations. This project will: 1) identify critical facilities in need of back-up power in coordination with an Emergency Operations Plan (EOP) , 2) assess power loads in each critical facility that requires back-up power, 3) determine the costs and technology options including solar battery storage, and 4) make any additional recommendations to Council before advancing to construction.



History, Status, or Impact if Delayed

The Public Safety Building, Fire Station 74, and the Water Pollution Control Plant have stand by generators.

General Plan Goals/Policies

Policy GM.4.1, Policy CS.2.6, Goal CS.9, Goal HS.4

Summary of Capital Cost						
USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Design	\$ 30,000					\$ 30,000
Construction		\$ 170,000				\$ 170,000
TOTAL USES	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000
SOURCE(S)						
100 - General Fund	\$ 30,000	\$ 170,000				\$ 200,000
TOTAL FUNDS	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000

IN2102 - MUNICIPAL BROADBAND FEASIBILITY

Functional Area : Infrastructure Assessment			Project Origin : Council Request				Priority Score	
New Expansion Replacement Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	
Project Start : 7/1/2022					Estimated Completion : 6/30/2024			
Description								

A feasibility study to understand the high speed (broadband) connectivity available to community residents, businesses, and other organizations in terms of coverage, speed, and cost; determine whether there are gaps relative to modern standards; if there are gaps, identify and assess potential City interventions (including public-private partnerships) with respect to cost, effectiveness, and feasibility; and make a recommendation regarding next City steps on digital connectivity as appropriate.



History, Status, or Impact if Delayed

Staff released an Request for Proposals for this effort on April 11, 2023.

General Plan Goals/Policies

Goal CS.11, Policy CS.11.2, Policy CS.11.5

Summary of Capital Cost							
USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028	
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28		
Planning	\$ 60,000					\$	60,000
Contingency						\$	-
TOTAL USES	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$	60,000
SOURCE(S)							
106 - Measure S 2014	\$ 60,000					\$	60,000
TOTAL FUNDS	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$	60,000

IN2103 - RECYCLED WATER FEASIBILITY

Functional Area : Infrastructure Assessment			Project Origin : Council Request		Priority Score		
Type of CIP New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ 60,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 200,000
Project Start : 7/1/2022					Estimated Completion : 6/30/2024		
Description							

A feasibility study will allow the City to plan and phase the construction of future recycled water distribution system infrastructure. The study will identify potential recycled water customers, evaluate the quantity, quality, and recycled water distribution system options to address the needs of potential users in surrounding areas, seek opportunities to phase the construction of a recycled water delivery system, and develop planning-level cost options for the phased system.



History, Status, or Impact if Delayed

Recycled water delays or eliminates the need to construct more potable water facilities, sustains the economy with increased water supply reliability, protects the environment, safeguards investments in parks and landscaping with drought proof or drought resistant water supply, and contributes to a green and healthy environment. In 2019, East Bay Municipal Utility District (EBMUD) prepared an Updated Recycled Water Plan which considered the potential for potable reuse in EBMUD's water service area. The development of a new recycled water supply for the Phillips 66 refinery in Rodeo using effluent from the Pinole-Hercules and Rodeo wastewater treatment plants was among the recommended non-potable reuse projects. This project is estimated to deliver up to 3.67 MGD of recycled water to the refinery for use in their boilers and cooling towers. The combined final disinfected effluent from both plants would be pumped at the Rodeo Pump Station to the refinery for treatment a new advanced recycled water treatment plan. This project was recommended by EBMUD because it would deliver a large amount of water to a single customer, with comparatively few pipelines required due to the short distance between the sources of wastewater and the Phillips 66 Refinery

General Plan Goals/Policies

Policy OS.8.1, Policy OS.8.7, Goal SE.9, Policy SE.9.1, Policy SE.9.4

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Planning	\$ 60,000	\$ 140,000				\$ 200,000
Contingency						\$ -
TOTAL USES	\$ 60,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 200,000
SOURCE(S)						
100 - General Fund	\$ 60,000	\$ 140,000				\$ 200,000
TOTAL FUNDS	\$ 60,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 200,000

IN2105 - APPIAN WAY COMPLETE STREETS

Functional Area : Streets & Roads			Project Origin : Staff Recommendation				Priority Score	
Type of CIP		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
☐ New	☐ Expansion							
☐ Replacement	☐ Renovation							
☐ Land/Row Acq. Required								
☐ Rehabilitation								
Estimated Expenditures to-date	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024			
Description								

Completion of preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way beginning from unincorporated El Sobrante to about 1500 lineal feet north of the City limit within Pinole. In December 2021, City Council approved a Cooperative Funding Agreement with WCCTAC to receive STMP funds to complete preliminary design for this project.



History, Status, or Impact if Delayed

This project will connect with the Contra Costa County's project to provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante. This project will involve coordination with Contra Costa County. The construction phase of this project is unfunded and appears in the Unfunded and Unprogrammed list.

General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Engineering Design	\$ 100,000					\$ 100,000
TOTAL USES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
SOURCE(S)						
325 - Grant: STMP Fees	\$ 100,000					\$ 100,000
TOTAL FUNDS	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

IN2106 - ACTIVE TRANSPORTATION PLAN

Functional Area : Infrastructure Assessment			Project Origin : TAPS				Priority Score	
Type of CIP ☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation ☐ Expansion ☐ Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 18,000.00	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 188,000	
Project Start : 7/1/2022					Estimated Completion : 6/30/2024			
Description								

Development of an Active Transportation Plan will act as a guide for active mobility within and around Pinole. The Plan will identify an integrated network of walkways and bikeways that connect Pinole neighborhoods and communities to employment, education, commercial, recreational, and tourist destinations. The plan will prioritize a set of connected projects, that when fully implemented, will increase active transportation opportunities and make it safe and more convenient for people to walk, bike, and use non-auto forms of travel.



History, Status, or Impact if Delayed

In March 7, 2023, City Council awarded a contract to GHD for the preparation of an Active Transportation Plan.

General Plan Goals/Policies

Goal GM.1, Goal GM.3, Policy GM.3.2, Policy CE.1.4, Policy CE.8.2, Goal CS.10

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Planning	\$ 170,000					\$ 170,000
Contingency						\$ -
TOTAL USES	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000
SOURCE(S)						
100 - General Fund	\$ 170,000					\$ 170,000
TOTAL FUNDS	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000

IN1703 - STORM DRAIN MASTER PLAN

Functional Area : Infrastructure Assessment			Project Origin : Staff Recommendation			Priority Score	
Type of CIP New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Project Start : 7/1/2020					Estimated Completion : 6/30/2024		
Description							

Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Policy CS.7.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Planning	\$ 250,000					\$ 250,000
Contingency						\$ -
TOTAL USES	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
SOURCE(S)						
106 - Measure S 2014	\$ 250,000					\$ 250,000
TOTAL FUNDS	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

IN1704 - PARKS MASTER PLAN

Functional Area : Infrastructure Assessment			Project Origin : Staff Recommendation				Priority Score	
Type of CIP New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 15,000.00	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 165,000	
Project Start : 7/1/2020					Estimated Completion : 6/30/2024			
Description								

This project will prepare a citywide master plan to address the city's long-term needs and goals for parks, recreation, and open space. The master plan will identify the City's current parks and recreation assets, determine the City's future parks and recreation needs and priorities, and recommend capital, operational, and financial strategies to meet the City's needs.



History, Status, or Impact if Delayed

In early 2022, City staff issued a Request for Proposals (RFP) to solicit bids to prepare the master plan. On December 20, 2022, the City Council awarded a contract to RJM Design Group for the preparation of the City's Master Plan. The consultant participated in a kick off meeting with staff in April 2023.

General Plan Goals/Policies

Goal CS.3, Policy CS.3.1

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Planning	\$ 150,000					\$ 150,000
Contingency						\$ -
TOTAL USES	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
SOURCE(S)						
106 - Measure S 2014	\$ 150,000					\$ 150,000
TOTAL FUNDS	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

**CAPITAL IMPROVEMENT PLAN: FY 2022/23 THROUGH FY 2026/27
UNFUNDED PROJECTS**

#	Unfunded Projects
UF001	Railroad Avenue Bridge Removal and Replacement
UF002	Electric Vehicle Charging Stations in City lots
UF003	Parking lot resurfacing
UF004	LLAD Landscape Restoration and Improvement
UF005	Dog Park Restroom Replacement
UF006	Dog Park resurfacing and fencing improvements
UF007	Eucalyptus Grove Restoration
UF008	Fernandez Park Baseball grandstand improvement
UF009	Repave Trails
UF010	ADA Ramps
UF011	Appian Complete Streets
UF012	Pedestrian Bridge Maintenance (formerly known as Bridge Maintenance)
UF013	Fernandez Park Improvements
UF014	Pavement Maintenance
UF015	I-80/Pinole Valley Rd. Interchange Improvements
UF016	Shale Hill Retaining wall and sidewalk gap
UF017	Sidewalks gaps
UF018	Signal System Upgrades
UF019	Pinon-1
UF020	Pinon-2
UF021	Tennent-1
UF022	Tennent-2
UF023	Tree Master Plan
UF024	San Pablo Avenue Bridge over BNSF Railroad
UF025	Installation of Solar at City Facilities
UF026	All access weather roads
UF027	Faria House Renovations
UF028	San Pablo Avenue Complete Streets
UF029	Signalized Intersections
UF030	Pedestrian Safety at Signalized Intersections
UF031	Safety at Unsignalized Intersections
UF032	Roadway Segments #1
UF033	Roadway Segments #2
UF034	Roadway Segments #3
UF035	Vehicular Bridge Maintenance

Legend:

New unfunded projects added

UF001 - Railroad Avenue Bridge Removal and Replacement

Project Information

The Contra Costa County Flood Control and Water Conservation District has advised removal of the Railroad Avenue Bridge. The bridge is a flood barrier. The first step is to determine if the City of Pinole is the responsible agency for this project.

Origin: Staff Recommendation

Budget Unit: Roads/Sanitary Sewer/Stormwater

Cost Estimate:

Potential Funding Sources:

Priority Score: 11

UF002 - Electric Vehicle Charging Stations in City lots

Project Information

The City desires to promote and encourage the use of electric vehicles. With increased adoption of alternative fuel vehicles, the need for charging infrastructure is growing. The City wishes to install charging stations in city owned parking lots. The first step is to complete a load study at City owned parking lots to determine the electrical capacity at each site. There may be significant electrical upgrades necessary to install charging stations. Electrical capacity and siting determine ultimately determine the cost of each project. There are incentives available for the charging equipment.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources: Bay Area Air Quality Management District, West Contra Costa Transportation Authority, Marin Clean Energy

Priority Score: 43

UF003 - Parking lot resurfacing

Project Information

This project is to maintain and enhance existing City owned parking facilities and infrastructure, to increase parking supply, and to support ongoing multi-modal and streetscape improvements. Improvements include saw cutting and demolition, pavement removal, earthwork, pavement installation, curb and gutter, striping, and signage.

Origin: Staff Recommendation

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources:

Priority Score: 32

UF004 - LLAD Landscape Restoration and Improvement

Project Information

The Pinole Valley Road Landscape and Lighting Assessment District was formed in 2008. The City installed various improvements on Pinole Valley Road between Henry Avenue and Ramona Street. The district provides maintenance to traffic signals, streetlights, median landscaping, irrigation for landscaping, electricity to traffic signals and streetlights, and graffiti removal. This project will maintain and restore turf, shrubs, plants and trees within the District. In FY 2022/23, this work was completed for Zone A (between I-80 and Henry Ave.)

Origin: LLAD Report

Budget Unit: LLAD

Cost Estimate:

Potential Funding Sources: Fund 345 & 348

Priority Score: 27

UF005 - Dog Park Restroom Replacement

Project Information

The existing restroom located at the Dog Park is beyond its useful life and requires replacement.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate: \$200,000

Potential Funding Sources:

Priority Score: 36

UF006 - Dog Park resurfacing and fencing improvements

Project Information

Resurfacing and fencing improvements

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate: \$75,000

Potential Funding Sources:

Priority Score: 36

UF007 - Eucalyptus Grove Restoration

Project Information

The open space located between the Old Town area between John St. and Pinole Valley Road is forested with Eucalyptus trees. In 2014, a Safety Inspection was conducted by a consultant. A total of 8 trees were recommended for removal, and root crown excavation was recommended for 3 trees. 2 trees were determined to be hollow and recommended for further investigation to evaluate the level of internal decay. In 2018, the City hired a company to remove 20 Eucalyptus trees in the area. There are still many trees left and many of the prior trees were felled with the trunks remaining on site. This project will remove the remaining trees, both standing and, on the ground, and regreen this area with native trees.

Origin: Council Request

Budget Unit: Parks

Cost Estimate: \$150,000

Potential Funding Sources:

Priority Score: 22

UF008 - Fernandez Park Baseball grandstand improvement

Project Information

The current grandstand is aging and requires increased maintenance to maintain its serviceability.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate: \$250,000

Potential Funding Sources:

Priority Score: 27

UF009 - Repave Trails

Project Information

The City's goal is to develop safe, connected, and comfortable bicycle and pedestrian facilities for people of all ages and abilities. Repaving trails will enhance trail access from the City's roadway network to encourage alternative modes of transportation. The Active Transportation Plan is underway and will identify a trail network and recommend improvements.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

Priority Score: 25

UF010 - ADA Ramps

Project Information

This project involves removing barriers to accessibility for persons using wheelchairs or other personal assistance devices and improving pedestrian accessibility and safety by reconstructing or upgrading curb ramps at various locations throughout the City.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Priority Score: 49

UF011 - Appian Complete Streets

Project Information

This project will provide continuous side-walks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante to about 1500 lineal feet north of the city limit within the City of Pinole. The City received STMP funds from West Contra Costa Transportation Authority for preliminary design. The construction phase remains unfunded.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$970,000

Potential Funding Sources:

Priority Score: 30

UF012 - Pedestrian Bridge Maintenance

Project Information

Maintenance of pedestrian bridges as identified in the Pedestrian Bridge Inspection Reports completed by Quincy Engineering, Inc. In FY 2023/24 there is \$50,000 budgeted in the operating budget for maintenance activities.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$224,700

Potential Funding Sources:

Priority Score: 22

UF013 - Fernandez Park Improvements

Project Information

Renovations to the baseball field to decrease water and energy usage and increase accessibility and safety.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$850,000

Potential Funding Sources:

Priority Score: 24

UF014 - Pavement Maintenance

Project Information

The City uses a pavement management software known as StreetSaver to strategize the most cost effective method to extend the pavement life. Pavement Maintenance is necessary to maintain the City's pavement network. Deferred maintenance results in increased costs over time.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$42,000,000

Potential Funding Sources: Fund 200 and Fund 106

Priority Score: 25

UF015 - I-80/ Pinole Valley Rd. Interchange Improvements

Project Information

This project will widen Pinole Valley Road ramp terminal intersections at I-80 to provide a dedicated right turn lane to the eastbound and westbound I-80 on ramps. This project will also provide crossing enhancements at the Pinole Valley Road and I-80 intersection.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$10,959,000

Potential Funding Sources:

Priority Score: 9

UF016 - Shale Hill Retaining wall and sidewalk gap

Project Information

Shale Hill is located on San Pablo Ave. near Oak Ridge Road. The cut slope above the pavement is comprised of shale which is loose and sloughs onto the road. There is no sidewalk in this area because the toe of the embankment is uncontrolled and there is inadequate space to accommodate a sidewalk. Staff has not been successful in securing grant funds for this project.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Priority Score: 9

UF017 - Sidewalk gaps

Project Information

This project will address sidewalk gaps by installing public sidewalks where sidewalks are missing on one or both sides of the street. This work will be coordinated with other construction projects. Sidewalk gaps often exist in places with site constraints (i.e. right of way, grade/slopes, or utility conflicts) or are adjacent to properties that have been required to provide sidewalks in the past due to land uses or ownerships. Locations for repair will be selected based on site conditions, pedestrian safety, and adjacent property attributes.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Priority Score: 16

UF018 - Signal System Upgrades

Project Information

This project will upgrade various aspects of the City's traffic signal system including: traffic signal controller equipment, vehicle detection, traffic signal arms and heads, battery backup systems, and communications systems to reduce congestion and improve safety for the Pinole community.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Priority Score: 16

UF019 - Pinon-1

Project Information

This project involves replacement of the approximately pipeline along San Pablo Ave., Roble Ave., Pinon Ave, and Orleans Avenue. In FY 2022/23, the City contracted with a consultant to complete phase 1 of preliminary engineering and design for this project.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate: \$4,482,000

Potential Funding Sources:

Priority Score: 59

UF020 - Pinon-2

Project Information

This project involves replacement of the approximately pipeline along San Pablo Ave., Pinon Ave, Appian Way, and Meadow Avenue.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate: \$1,866,000

Potential Funding Sources:

Priority Score: 59

UF021 - Tennent-1

Project Information

This project includes the replacement of pipeline along Tennent Avenue and inside the Water Pollution Control Plan.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate: \$2,664,000

Potential Funding Sources:

Priority Score: 59

UF022 - Tennent-2

Project Information

This project involves replacement of the approximately pipeline along Tennent Avenue.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate: \$4,239,000

Potential Funding Sources:

Priority Score: 59

UF023 - Tree Master Plan

Project Information

In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the development of a Tree Master Plan to inventory the existing trees, and to develop a plan for managing the tree inventory, including finding tree planting opportunities.

Origin: Beautification AdHoc Committee

Budget Unit:

Cost Estimate: \$375,000

Potential Funding Sources: Cal Fire Urban and Community Forestry Grant Program

Priority Score: 11

UF024 - San Pablo Avenue Bridge over BNSF Railroad

Project Information

This project will replace the existing thirteen span reinforced concrete span structure over the Burlington Northern Santa Fe Railroad adjacent to San Pablo Avenue at the easterly limits of the City. On 02/18/20, Council awarded a contract to a Consultant to begin the preliminary engineering (PE) for this project (CIP Project RO1710). The PE will be completed in two phases due to funding limitations. The first phase was necessary to develop a final cost estimate to facilitate pursuing additional funding required to complete all phases including construction.

Origin: End of life cycle

Budget Unit: Roads

Cost Estimate: \$28,800,000

Potential Funding Sources: Fund 213, Fund 214, and Economic Stimulus funds.

Priority Score: 58

UF025 - Installation of Solar at City Facilities

Project Information

This project involves procurement and installation of solar panels at City owned facilities to offset the City's electricity consumption and reduce the greenhouse gas impacts.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources:

Priority Score: 37

UF026 - All access weather roads

Project Information

The General Plan, Chapter 8 discusses improvement of open space management to reduce wildfire risks. There is a desire to have improved, all-weather access roads through open space to improve access to and from Hercules and El Sobrante to shorten response times and improve mutual aid.

Origin: General Plan

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Priority Score: 20

UF027 - Faria House Renovations

Project Information

The building commonly referred to as the “Faria House” is a two-story residence constructed in about 1890 and originally located at what is now 1301 Pinole Valley Road. In 2005, the Faria House was relocated to 2100 San Pablo Avenue. On June 7, 2022, City Council directed staff pursue hazard remediation and renovations to create a lower-level office, and upper-level warm shell. This project was later unfunded by City Council.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate: \$420,000

Potential Funding Sources:

Priority Score: 17

UF028 - San Pablo Avenue Complete Streets

Project Information

A complete streets plan would create a new vision for San Pablo Avenue, to transform it into a place where people of all ages and abilities can travel safely and comfortably whether walking, bicycling, riding transit, or driving

Origin: Council Request

Budget Unit: Infrastructure Assessment

Cost Estimate: \$200,000

Potential Funding Sources:
Subregional Transportation Mitigation Program (STMP) funds

Priority Score: 15

UF029 - Signalized Intersections

Project Information

Improvement to signal hardware, signal timing, or protected left turn phases at:

- Appian Way & Fitzgerald Drive
- San Pablo & Tennent Ave.
- Appian Way & Canyon Dr./Tara Hills
- Pinole Valley Rd./Tennent Ave./Ellerhorst St.
- San Pablo Ave. & Pinole Valley Rd.
- San Pablo Ave. & Pinon Ave./Appian Way
- Pinole Valley Rd. & Estates Ave.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan

Budget Unit: Streets & Roads

Cost Estimate: \$183,792

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF030 - Pedestrian Safety at Signalized Intersections

Project Information

Installation of advance stop bars before crosswalk, raised median on approaches, raised pavement markers and striping through intersection at:

- Appian Way & Fitzgerald Drive
- San Pablo & Tennent Ave.
- Appian Way & Canyon Dr./Tara Hills
- Pinole Valley Rd./Tennent Ave./Ellerhorst St.
- San Pablo Ave. & Pinole Valley Rd.
- Fitzgerald Drive and Best Buy Parking Lot
- Pinole Valley Rd. & Estates Ave.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan

Budget Unit: Roads

Cost Estimate: \$514,548

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF031 - Safety at Unsignalized Intersections

Project Information

Install intersection lighting, install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, or install RRFB:

- Walter Ave. & San Pablo Ave.
- Pinole Valley Rd. & Simas Ave.
- Pinole Valley Rd. & Wright Ave.
- Pinole Valley Rd. & Rafaela St.
- Wright Ave. & Carol St.
- Simas Ave. & Moraga Dr.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan (LRSP)

Budget Unit: Streets & Roads

Cost Estimate: \$879,830

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF032 - Roadway Segments # 1

Project Information

Install segment lighting, or install/upgrade signs with new fluorescent sheeting, or install delineators, reflectors/object markers.

- Pinole Valley Rd: San Pablo Ave. to Collins Ave.
- San Pablo Ave.: Oak Ridge Rd. to Pinole Valley Rd.
- San Pablo Ave.: Golden Gate to Del Monte Dr.
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave.
- Fitzgerald Dr.: Jovita Ln. to Appian Way
- Appian Way: San Pablo Ave. to Michael Dr.
- Tennent Ave.: San Pablo Ave. to Pinole Valley Rd.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan

Budget Unit: Roads

Cost Estimate: \$1,469,474

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF033 - Roadway Segments # 2

Project Information

Install centerline rumble strips/stripes, or install edge-lines and centerlines, or install RRFB

- Pinole Valley Rd: San Pablo Ave. to Collins Ave.
- San Pablo Ave.: Oak Ridge Rd. to Pinole Valley Rd.
- San Pablo Ave.: Golden Gate to Del Monte Dr.
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave.
- Tennent Ave.: San Pablo Ave. to Pinole Valley Rd.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan (LRSP)

Budget Unit: Streets & Roads

Cost Estimate: \$914,375

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF034 - Roadway Segments # 3

Project Information

Implement road diet, or install dynamic/variable speed warning signs, or install/upgrade pedestrian crossing

- Pinole Valley Rd: San Pablo Ave. to Collins Ave.
- San Pablo Ave.: Oak Ridge Rd. to Pinole Valley Rd.
- Tara Hills: Kilkenny Way to Appian Way
- Fitzgerald Dr.: Jovita Ln. to Appian Way
- Appian Way: San Pablo Ave. to Michael Dr.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan

Budget Unit: Roads

Cost Estimate: \$1,483,510

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF035 - Vehicular Bridge Maintenance

Project Information

Maintenance of vehicular bridges as identified in the Caltrans Bridge Inspection Reports. The latest bridge inspection issued in May 2023, contains recommendations for three bridges near:

- PVHS High School on Pinole Valley Rd.
- Wright Ave. on Pinole Valley Rd.
- On Simas Ave. near Pinole Valley Rd.

Origin: Caltrans Bridge Inspection

Budget Unit: Streets & Roads

Cost Estimate:

Potential Funding Sources:

Priority Score: 22

APPENDIX I: Capital Improvement Plan consistency with General Plan

Funding is estimated for specific projects or asset plans in the FY 2023/24 – 2027/28 Capital Improvement Plan (CIP) which support the goals and policies of following elements of the General Plan:

- Community Character (CC)
- Growth Management (GM)
- Land Use & Economic Development (LU)
- Housing (H)
- Circulation Element (CE)
- Community Services and Facilities (CS)
- Health and Safety (HS)
- Natural Resources and Open Space (OS)
- Sustainability Element (SE)

The acroynms and associated General P lan goals/policies are listed on individual project sheets.

The FY 2023/24 – 2027/28 CIP includes funding for projects over the next five (5) fiscal years that support General Plan policies and enhance public infrastructure, amenities, and services in Pinole. The CIP is consistent with and helps implement the following General Plan goals and policies:

Community Character Element

GOAL CC.1 Maintain Pinole’s unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage and public art.

POLICY CC.1.5 Encourage project compatibility, interdependence and support with neighboring uses, especially between commercial and mixed-use centers and the surrounding residential neighborhoods. Uses should relate to one another with pedestrian connections, transit options, shared parking, landscaping, public spaces, and the orientation and design of buildings.

GOAL CC.2 Emphasize and enhance the visual and physical connection between the city’s natural environment and the community’s quality of life.

POLICY CC.2.1 Provide visual and physical connections between the natural environment and the built environment through careful site design, building placement, architectural features that allow views of Pinole’s unique environment such as ridgelines or the San

Pablo Bay shoreline, public access to open space such as via the Bay Trail, and the use of native vegetation in the urban environment such as for landscape buffers for sidewalk areas and street trees.

POLICY CC.2.2 Preserve natural resources within the built environment, including trees, marshes, creeks and hillsides.

GOAL CC.5 Enhance the quality of life in Pinole by acknowledging the cultural diversity and by promoting, preserving and sustaining the cultural and performing arts.

POLICY CC.5.1 Celebrate the city's cultural diversity through public art, cultural centers and community events for the benefit and enjoyment of all residents.

POLICY CC.5.2 Develop programs and facilities that promote the cultural and performing arts in Pinole.

Growth Management Element

GOAL GM.1 Regional Planning. Support cooperative transportation, land use and public service planning in Contra Costa County.

POLICY GM.1.1 West Contra Costa County Planning Activities. Achieve efficient public service delivery by coordinating with affected jurisdictions and agencies concerning public and private developments.

GOAL GM.3 Efficient Transportation. Support land use patterns that make efficient use of the transportation system and enhance public safety.

POLICY GM.3.1 Transportation Management. Make more efficient use of the regional and subregional transportation system.

POLICY GM.3.3 Provide Adequate Transportation Facilities and Services. Provide adequate transportation facilities while maintaining neighborhood integrity.

POLICY GM.3.7 Mobility-Impaired. Support efforts to provide safe and convenient transportation systems for all citizens of Pinole, particularly mobility-impaired individuals.

GOAL GM.4 Compact Development and Service Areas. Encourage infill and redevelopment in areas that are already served by utilities, infrastructure and public services.

POLICY GM.4.1 Planning for Present and Future Community Needs. Plan for, provide and maintain a level of public infrastructure facilities and services that adequately serves the present and future needs of the community.

Land Use & Economic Development Element

GOAL LU.1 Preserve and enhance the natural resources, high-quality residential neighborhoods and commercial areas, and small-town (semi-rural) character of Pinole.

POLICY LU.1.3 Establish and implement a continuing program of civic beautification, gateway or entryway enhancement, tree planting, maintenance of homes and streets, and other measures which will promote an aesthetically desirable environment and attractive neighborhood areas.

GOAL LU.4 Preserve and strengthen the identity and quality of life of Pinole's residential neighborhoods.

POLICY LU.4.1 Ensure all new development, renovation or remodeling preserves and strengthens Pinole's residential neighborhoods by requiring projects to be harmoniously designed and integrated with the existing neighborhood.

GOAL LU.6 Protect and enhance the natural resources of the San Pablo Bay waterfront for the enjoyment of Pinole residents.

POLICY LU.6.3 Provide waterfront parks, pedestrian pathways and recreation areas that are safe, accessible, and attractive for public use.

Housing Element

GOAL H.2 Protect Existing Character and Heritage. Protect and enhance the integrity and distinctive character and heritage of Pinole encouraging the development of high quality, well-designed housing and conserving existing housing.

POLICY H.2.4 Maintain Existing Housing and Neighborhood Amenities. Maintain Pinole's lifestyle characteristics by encouraging the maintenance of existing housing stock, and in particular housing with historic value, and preserving the amenities of existing neighborhoods.

GOAL H.3 Provide Adequate Services and Facilities. Provide adequate services and facilities to meet the needs of the city's current and future population.

POLICY H.3.1 Plan For Public Facility and Services Needs. Future development shall be planned based on public facility and service capacity, community-wide needs, sound citywide and neighborhood planning and public improvement programming.

POLICY H.3.4 Encourage new pedestrian-oriented development. Encourage new development and redevelopment that places residences in close proximity to a variety of services and facilities.

Circulation Element

GOAL CE.1 Reduce vehicle miles traveled and encourage the use of public transit.

POLICY CE.1.1 Encourage strategic growth that concentrates future development along Pinole's three primary transit corridors (San Pablo Avenue, Appian Way and Pinole Valley Road).

POLICY CE.1.3 Encourage development that is sensitive to both local and regional transit measures and that promotes the use of alternative modes of transportation.

POLICY CE.1.4 Encourage maximum utilization of the existing public transit system and alternate modes of transportation in Pinole.

GOAL CE.3 Provide timely input and effective means (as appropriate) of programming street and highway improvements to maintain the objective peak hour level of service without detrimentally impacting community character or commercial activity.

POLICY 3.2. Maintain roadway network at or above established LOS thresholds.

GOAL CE.4 Establish programs to support sidewalk, trail and street enhancements, where feasible.

POLICY CE.4.5 Inventory sidewalk conditions to identify opportunities for enhancements to the circulation system and to help prioritize repair and maintenance activities as funding becomes available.

GOAL CE.5 Provide adequate parking and loading facilities while encouraging alternative means of transportation.

GOAL CE.7 Support bicycle use as a mode of transportation by enhancing infrastructure to accommodate bicycle and rides.

POLICY CE.7.1 Enhance the City's Bikeway network through the use of Class I, II, and III bikeways.

POLICY CE.7.3 Establish a network of multi-use paths to facilitate safe and direct off-street bicycle and pedestrian travel.

Community Services and Facilities Element

GOAL CS.1 Provide safe, attractive and efficiently designed infrastructure and sustainable facilities to serve the public.

POLICY CS.1.1 The City will strive to provide safe, attractive and efficiently designed facilities for public and quasi-public organizations.

POLICY CS.1.3 The City will endeavor to provide convenient access to community facilities and services to all areas of the community.

GOAL CS.2 Ensure and maintain a high level of public safety in the community.

POLICY CS.2.6 The City will continue to fund the repair, maintenance and expansion of facilities to respond to evolving service needs.

GOAL CS.3 Provide adequate and high-quality recreational opportunities and programs for the community.

POLICY CS.3.1 Continue to provide a variety of recreational opportunities that serve and represent all aspects of the community.

POLICY CS.3.3 Expand and organize a multi-use trail system.

GOAL CS.6 Provide adequate, economical and dependable wastewater collection service and treatment.

POLICY CS.6.1 The City shall continue to make capital improvements to the wastewater collection and treatment system to maintain system capability and reliability.

GOAL CS.7 Minimize flooding.

POLICY CS.7.1 The City will ensure that the storm drain system has adequate capacity to minimize street flooding and, where feasible, shall expand the capacity of the system to control storm flows.

GOAL CS.9 Provide economical and dependable community services while conserving energy resources.

POLICY CS.9.1 The City will seek opportunities to improve the energy efficiency of facilities and operations.

GOAL CS.10 Provide safe, efficient roadway infrastructure to support multiple modes of transportation and to meet existing and future circulation needs.

POLICY CS.10.2 The City will update, where possible, the existing roadway network to enhance pedestrian, bicycle and transit circulation while maintaining safe vehicular circulation.

Health and Safety Element

GOAL HS.1 Minimize the potential for loss of life, injury, damage to property, economic and social dislocation, and unusual public expense due to natural and man-made hazards.

GOAL HS.2 Protect the community from the risk of flood damage and improve surface water quality.

POLICY HS.2.4 Continue to monitor studies that identify anticipated changes in sea level and create appropriate standards and improvements to minimize flood risks.

POLICY HS.2.5 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

GOAL HS.3 Minimize hazards of soil erosion, weak and expansive soils, potentially hazardous soils materials, other hazardous materials, geologic instability and seismic activity.

POLICY HS.3.5 Require proper handling, storage, disposal and cleanup of hazardous materials to prevent leakage, potential explosions, fires or the escape of harmful gases and to prevent individually innocuous materials from combining to form hazardous substances, especially at the time of disposal.

GOAL HS.4 Ensure that government agencies, citizens and businesses are prepared for an effective response and recovery in the event of emergencies or disasters.

POLICY HS.4.1 Continue to provide essential emergency public services during natural catastrophes

POLICY HS.4.3 Incorporate technological enhancements in new and substantially remodeled structures and facilities to support and improve emergency services.

GOAL HS.6 Support multiple forms of transportation and a circulation system design that reduces vehicle trips and emissions.

POLICY HS.6.1 Promote and encourage walking and bicycling as viable forms of transportation to services, shopping and employment.

GOAL HS.7 Ensure that all new development meets or exceeds state and federal water quality standards.

POLICY HS.7.1 Support Regional, state and federal clean water programs.

POLICY HS.7.3 Reduce the transport of runoff and surface pollutants.

POLICY HS.7.6 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

Natural Resources and Open Space Element

GOAL OS.1 Ensure the preservation of natural resources by determining appropriate land use and compatibility with natural resources and open space.

POLICY OS.1.2 Agency Cooperation. Work with Federal, State and local regulatory and trustee agencies to promote the long-term sustainability of local natural resources.

Sustainability Element

GOAL SE.3 The City will reduce its contribution to climate change and mitigate and adapt to the effects of climate change as appropriate.

POLICY SE.3.1 Reduce greenhouse gas emissions from City operations and community sources by a minimum of 15 percent below current or baseline levels by the year 2020.

POLICY SE.3.4 Reduce GHG emissions by reducing vehicle miles traveled and by increasing or encouraging the use of alternative fuels and transportation technologies.

POLICY SE.1.3 Enhance the energy efficiency of all City facilities.

GOAL SE.4 Optimize energy efficiency and renewable energy.

POLICY SE.4.2 Explore opportunities for City-wide expansion of Programs and Facilities related to energy efficiency and conservation.

GOAL SE.5 Achieve a solid waste diversion of 75% of the waste stream by 2020.

GOAL SE.7 Air quality will be maintained and improved for the City of Pinole and the Bay Area as a region and not decline below levels measured in early 1990's.

POLICY SE 7.3 Support efforts to comprehensively address air quality issues through education, regulation, and innovation.

GOAL SE.8 Utilize transit options and reduce vehicle miles traveled and single-occupancy vehicle use.

POLICY SE.8.7 Work to improve Pinole's pedestrian and bicycle infrastructure and to meet the needs of all pedestrians and bicyclists.

POLICY SE.8.10 Support and promote the use of low- and zero-emissions vehicles, alternative fuels, and other measures to directly reduce emissions from motor vehicles.

Community Character Element

GOAL CC.1 Maintain Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city.

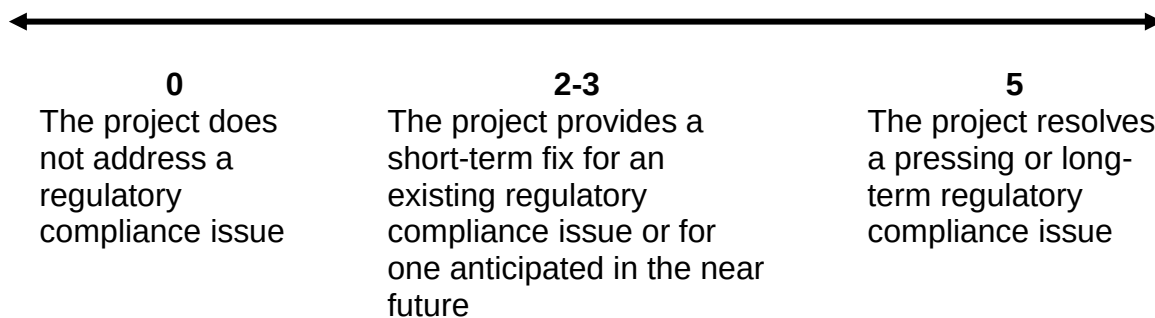
POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage, and public art.

APPENDIX II: Prioritization Matrix Category Scoring Guidelines

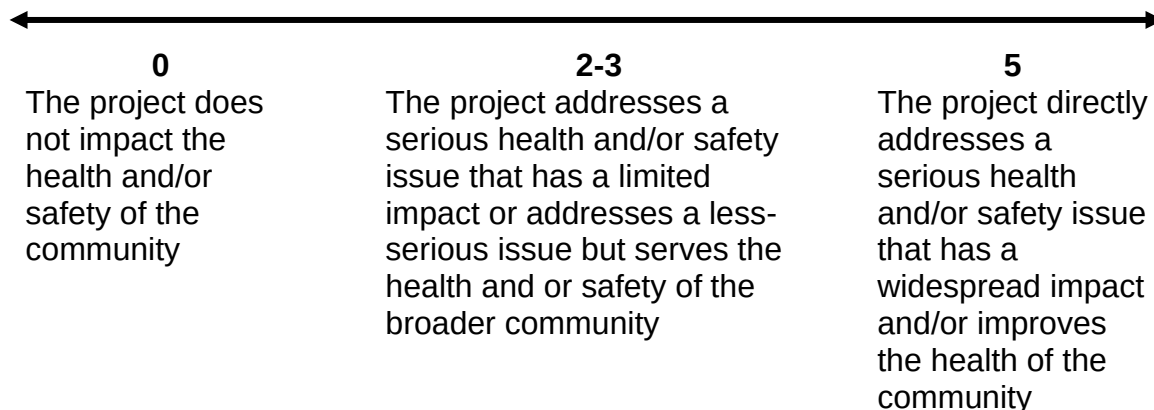
1. **Regulatory Compliance** – Compliance with regulatory mandates issued by agencies likes California State Water Resources Control Board, California Department of Resources, Recycling and Recovery, Department of Fish and Wildlife, the San Francisco Bay Conservation and Development Commission, or other County, State and federal laws. This also includes the Americans with Disabilities Act, the Manual of Uniform Traffic Control Devices, and self-imposed City ordinances. The score should be based on the answers to the following example questions:
 - a. Does the proposed project address a current regulatory mandate?
 - b. Will the proposed project proactively address a foreseeable (within the next 5 years) regulatory mandate?

Scoring scale:



2. **Health/Safety** – Projects that improve the overall health and safety of the community such as multi-purpose trails, transportation safety improvements, new recreation facilities, address safety issues at City facilities, enhancements to police, fire, and emergency medical services. The score should be based on answers to the following example questions:
 - a. Does the proposed project impact the health and wellbeing or safety of Pinole residents and/or employees?
 - b. Does the project mitigate a serious risk or liability health/safety issue and to what degree?
 - c. Does the project help assist the City to respond more effectively and efficiently to emergencies throughout the community?

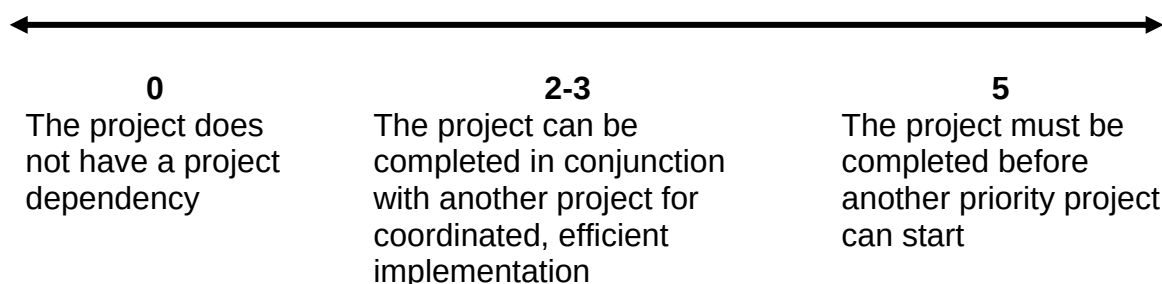
Scoring scale:



3. **Project Dependency/Bundling**– The completion of the proposed project is complementary to the completion of a precursor capital project/master plan or the proposed project would be implemented efficiently if it was coordinated with another capital project. A project that is not needed for many years would score lower than a project that needs to be completed before another project can start. The score should be based on answers to the following example questions:

- a. When is the proposed project needed?
- b. Do any other projects require the proposed project to be completed first?
- c. Does the proposed project require other projects to be completed first?
- d. Can the proposed project be completed in conjunction with another project for coordinated, efficient implementation?

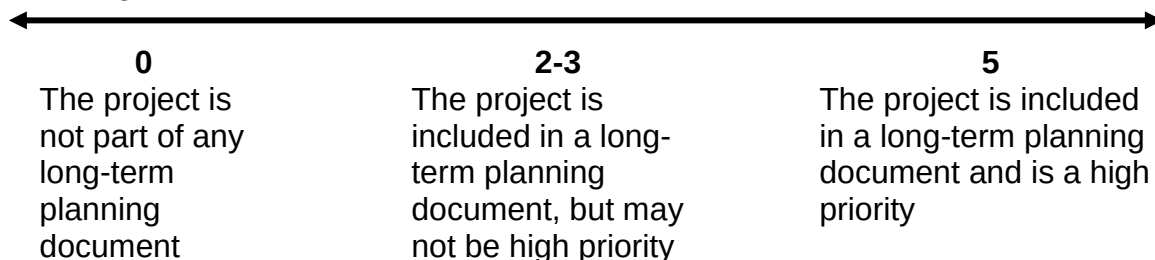
Scoring scale:



4. **Long-Term Planning** – General Plan, Three-Corridor Specific Plan, 2020-2025 Strategic Plan, Long-Term Financial Plan, Pinole Economic Development Strategy, Master Plans, Emergency Operations Plan, Communication and Engagement Plan, Climate Action Plan, Local Road Safety Plan, Active Transportation Plan, Parks Master Plan, and departmental strategic plans which serve as a resource for the City to meet goals set forth by City departments, advisory boards and commissions, and the community at-large. Plans include documents that have been prepared internally to assure consistent adherence to industry best practices, as well as those documents that are created with the assistance of outside consultants. A component of long-term planning includes public discussion and/or public engagement. The score should be based on the answers to the following example questions:

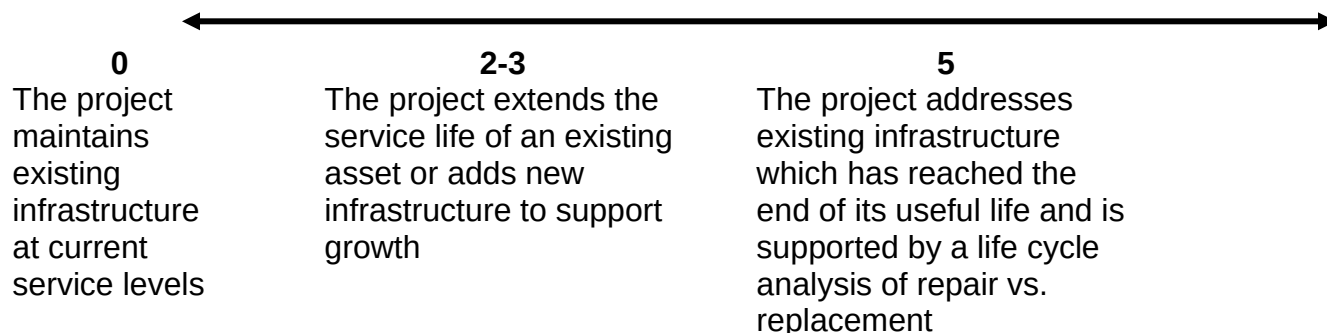
- a. Is the proposed project contained in one or more of the City's long-term planning documents?
- b. Is the proposed project listed as a high priority?

Scoring scale:



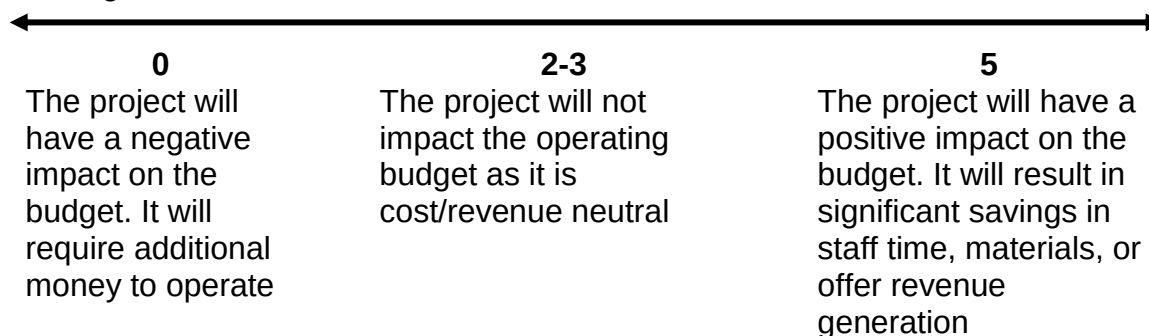
5. **State of Infrastructure** – Projects that address failing infrastructure (i.e., sidewalks, streets, lighting, municipal buildings, recreation facilities) or facilities that have exceeded their useful life. The score should be based on answers to the following example questions:
- Does the proposed project maintain the condition or value of existing infrastructure?
 - Does the proposed project avoid potential failure due to substandard conditions?
 - Will the proposed project address a facility that is outdated or exceeded its useful life?
 - Is the proposed project supported by a life cycle analysis of repair versus replacement and a master plan for that type of asset?

Scoring scale:



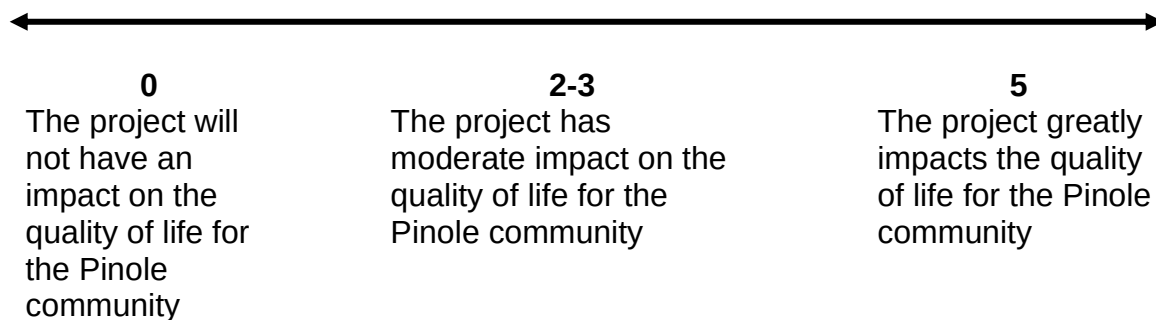
6. **Operating Budget Impact** – Some proposed projects may impact the operating budget for the next few years or for the life of the facility. Some proposed projects can offer cost savings or revenue generation opportunities. The score should be based on answers to the following questions:
- Will the proposed project require additional personnel to operate?
 - Will the proposed project require additional annual maintenance?
 - Will the proposed project require additional equipment not included in the project budget?
 - Will the proposed project reduce staff time and City resources thereby resulting in a positive impact on the operational budget?
 - Are there cost savings or revenue generation opportunities as a result of the efficiency of the proposed project?

Scoring scale:



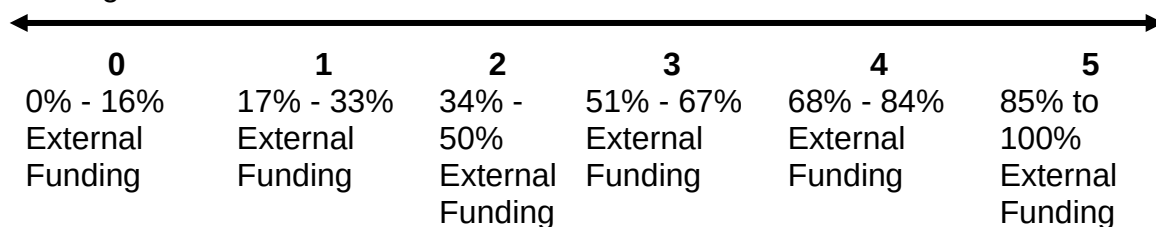
7. **Quality of Life** – Projects that provide widespread economic prosperity, recreational and cultural activities, environmental benefits, beautify Pinole, and attract new residents and visitors. The score should be based on answers to the following example questions:
- Does the proposed project help to create a beautiful and clean community?
 - Does the proposed project encourage participation in recreational and cultural activities?
 - Does the proposed project attract new residents, businesses, or visitors?
 - Does the proposed project increase environmental stewardship?
 - Does the proposed project contribute towards economic development and revitalization efforts?

Scoring scale:



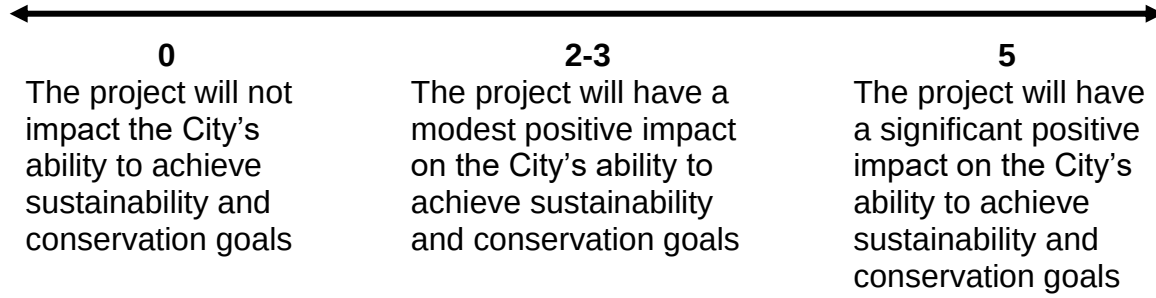
8. **Grant Funding** – The proposed project is partially or fully supported by grants from State or Federal funds. The percentage of total cost funded by an external source will determine the score in this category.

Scoring scale:



9. **Sustainability and Conservation** – The proposed project furthers the City's sustainability and conservation goals. The score should be based on answers to the following example questions:
- Does the proposed project improve the health of the community and natural environment through sustainable designs with improved air quality and reduce greenhouse gas emissions that contribute to climate change?
 - Does the proposed project increase use of active modes of transportation and reduces the need for auto-dependency?
 - Does the proposed project incorporate design that meets or exceeds federal and State standards in the field of energy efficiency, such as State of California Title 24 Energy Efficiency Standards, LEED building standards, etc.?

Scoring scale:





CITY COUNCIL REPORT

9.I.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: DAVID HANHAM, PLANNING MANAGER
SUBJECT: ADOPT A RESOLUTION APPROVING AN AFFORDABLE HOUSING AGREEMENT FOR APPIAN VILLAGE COMPLEX

RECOMMENDATION

Staff recommends that the City Council adopt a Resolution approving an Affordable Housing Agreement for the Appian Village Complex to be developed at 2151 Appian Way.

BACKGROUND

Civic Pinole LLC, the owner of the property, and DeNova Homes, the applicant, at 2151 Appian Way submitted a development application on March 3, 2021, to construct 154 total units in twenty-six buildings on two parcels totaling approximately 7.38 acres (321,472 square feet). The site is located at the northeast corner of the Appian Way and Canyon Drive intersection and was formerly the Doctor's Hospital site. The project includes 31 for sale units to be reserved for moderate- and low-income households. All units in the project will be for-sale units.

The Planning Commission conducted a duly noticed hearing on the project at its regular meeting of April 11, 2022, and adopted Planning Commission Resolution 22-01, approving Design Review and a Vesting Tentative Subdivision Map, along with the CEQA exemption, for the Appian Village Complex. Condition of Approval No. 44 requires the applicant to "execute the Affordable Housing Regulatory Agreement and Declaration of Restrictive Covenants and record the document in the Official Records of Contra Costa County."

REVIEW AND ANALYSIS

The Appian Village Complex consists of 154 units, of which 31 units will remain affordable over the terms established in the project's Affordable Housing Agreement and consistent with the City's affordable housing requirements. Pinole Municipal Code (PMC) Chapter 17.32 regulates affordable housing requirements and Chapter 17.38 regulates density bonus requests. PMC Section 17.32.050 (D) requires that an Affordable Housing Agreement be made a condition of the discretionary planning entitlements for all qualifying projects granted a density bonus, fee subsidy, fee deferral, or design modifications. The City's regulations require that the Affordable Housing Agreement include an affordable housing plan and be reviewed and approved by the City Council. Additionally, affordable housing units produced pursuant to the requirements of PMC Section 17.32.050 must be legally restricted to occupancy by households of the income levels for which the units were designated pursuant to, and in conformance with, the requirements of the Zoning Ordinance, any other applicable city regulation, and State law.

PMC Section 17.32.020 (A) requires that for all rental or ownership residential developments of four or more dwelling units located in the city, at least 15% of the units must be constructed and offered for sale or rent as an affordable housing unit. Furthermore, 100% of the for-sale affordable units must be affordable for moderate-income buyers. The Appian Village project is proposing that 31 units (20%) be made available for households at the moderate-income level or lower.

Table 1 shows that the proposed project is consistent with the City's regulations and State Law provisions.

TABLE 1: APPIAN VILLAGE COMPLEX UNIT CALCULATIONS

Category	Zoning Ordinance or State Law Requirements	Project Specifications
Base Density	149-222 Base Units (Minimum 20.1 units/acre - Maximum 35 units/acre)	<i>154 base units</i>
General Requirements for Affordable Housing	15% of total base units must be affordable	<i>Minimum of 24 affordable units required (154 units x 15% = 23.10); the project provides 31 affordable units.</i>
	Ownership housing: 100% of affordable units must be affordable for at least moderate-income households	<i>All 31 units designated as affordable at moderate income or low-income.</i>
Requirement for Appian Village	Based on Zoning Requirements, Appian Village was to provide a Community Benefit for affordable housing.	<i>Due to Community Benefit Requirements, the developer is required to construct 31 units, (23 units for moderate income (up to 120% of AMI) and 8 units for low-income (up to 80% of AMI))</i>
Total Units	222 units allowed.	<i>154 units -- 123 market rate units + 31 affordable units (23 moderate and 8 for low income)</i>

The project will consist of fifty-four (54) stacked flats and one hundred (100) townhomes. Thirty-one (31) units will be restricted for occupancy by Low Income Households and Moderate-Income Households, as shown in Table 2 below. Low Income households have a household income of no more than 80% of AMI. Moderate Income households have a household income of no more than 120% of AMI. There will also be one-hundred twenty-three (123) market rate units. Restricted units must be sold to an income eligible household at an affordable price. An affordable price is that price which results in the household spending no more than 30% of its annual income on housing (including mortgage payments, utilities, and HOA fees). When eligible households purchase the units, they will be required to execute

resale restriction agreements provide that if the household sells the property, the proceeds from the sale are shared with the City based on a formula specified in the State Density Bonus Law. The term of the resale restriction is for 45 years. The affordable units must be of the same quality as the market rate units, and intermingled in the development. The agreement requires that first preference be given to qualified applicants who live or work in Pinole.

TABLE 2: UNIT MIX AND OCCUPANCY REQUIREMENTS

	Number Flats	Stacked Number Townhomes	Total
Low-Income	3	5	8
Moderate Income	8	15	23
Market Rate	43	80	123
Total	54	100	154

FISCAL IMPACT

There will be no direct fiscal impact on the city by approving this agreement. The City will incur occasional costs to monitor the owner's compliance with the Agreement, along with other affordable housing project the City monitors.

ATTACHMENTS

- A. Resolution
- B. AHA Affordable Housing Exhibit
- C. Pinole - Appian Village affordable agreement

RESOLUTION NO. 2024-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING
AN AFFORDABLE HOUSING AGREEMENT WITH CIVIC PINOLE, LLC FOR THE
APPIAN VILLAGE HOUSING COMPLEX LOCATED AT 2151 APPIAN WAY
(APNs 401-240-017 & 018)**

WHEREAS, DeNova Homes, Inc., (Applicant) filed an application with the City of Pinole for a Comprehensive Design Review and Vesting Tentative Subdivision Map, for the purpose of constructing 154 housing units and in accordance with Title 17, of the Pinole Municipal Code (the “Project”); and

WHEREAS, the Planning Commission approved a Comprehensive Design Review and Vesting Tentative Subdivision Map, and a Notice of Exemption for the Appian Village Complex on April 11, 2022.

WHEREAS Pinole Municipal Code Section 17.32.020 (A) requires at least 15% of the for-sale units must be constructed and offered at moderate income levels; and

WHEREAS, The applicant is proposing that 20% of the homes (31 out of 154) will be reserved for Moderate- and Low-Income ranges. Eight (8) units or 5% will be reserved for low-income residents (80% of Area Median Income, AMI) and 23 units or 15% will reserved for moderate income residents (120% of AMI).; and

WHEREAS, PMC Section 17.32.050 (D) requires the City Council to review and approve an Affordable Housing Agreement along with an affordable housing plan as a condition of approval of all discretionary planning entitlements which are granted a design modification, and

WHEREAS, Condition of Approval 45 requires an Affordable Housing Agreement to be approved by the City Council prior to the first issuance of a building permit; and

WHEREAS, the City Council desires to approve the proposed Affordable Housing Agreement.

NOW THEREFORE, BE IT RESOLVED, that the above recitals are true and correct and made part of this resolution.

BE IT FURTHER RESOLVED that the City Council of the City of Pinole hereby approves an Affordable Housing Agreement in substantiality the attached as Exhibit A of this Resolution and determines that this project has complied with Condition of Approval No. 45. The Interim-City Manager is authorized to execute the Affordable Housing Agreement in a final form approved by the City Attorney.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 21st day of May 2024 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 21st day of May 2024

Heather Bell, CMC
City Clerk



LEGEND				
UNIT TYPE	BED COUNT	BATH COUNT	AFFORDABLE CATEGORY	TOTAL UNIT COUNT
SF1	2	2	LOW	3
SF2	2	2	MODERATE	9
TH4	2	2.5	LOW	15
TH5	3	3	MODERATE	31

307.074 Appian Village
Pinole, CA
April 10, 2024

DeNOVA HOMES
1500 Willow Pass Ct., Concord, CA 94520
925.685.0110



AFFORDABLE HOUSING EXHIBIT
AHA

SDG Architects, Inc.
3361 Walnut Blvd. Suite 120
Brentwood, CA 94513
925.634.7000 | sdgarchitectsinc.com



Recording requested by and when
recorded mail to:

City of Pinole
2131 Pear St
Pinole, CA 94564
Attn: Planning Manager

EXEMPT FROM RECORDING FEES PER
GOVERNMENT CODE §§6103, 27383

APNs

Space above this line for Recorder's use.

AFFORDABLE HOUSING REGULATORY AGREEMENT

AND

DECLARATION OF RESTRICTIVE COVENANTS

by and between

THE CITY OF PINOLE
a California Municipal Corporation

and

CIVIC PINOLE, LLC

THIS AFFORDABLE HOUSING REGULATORY AGREEMENT AND DECLARATION OF RESTRICTIVE COVENANTS (this “**Agreement**”) is entered into effective as of _____, 2024 (the “**Effective Date**”) by and between the City of Pinole, a California municipal corporation (the “**City**”) and Civic Pinole, LLC, a California Corporation (“**Developer**”). Developer and City are hereinafter collectively referred to as the “**Parties**.”

RECITALS

A. The Developer is the owner of that certain property located on the northeastern corner of Appian Way and Canyon Drive in Pinole, California, also known as Contra Costa County APNs 401-240-017 and 401-240-018, as further described in Exhibit A, attached hereto and incorporated herein (the “**Property**”).

B. On April 11, 2022 the Planning Commission for the City of Pinole adopted Resolution No. 22-01 (the “**Resolution**”) approving Vesting Tentative Parcel Map for condominium purpose (VTSM 21-06) and Comprehensive Design Review (DR21-06) for a 154 unit residential development (each a “**Unit**”) located on east side of Appian Way and the north side of Canyon Drive (the “**Project**”).

C. Pursuant to the approved Vesting Tentative Parcel Map, the Property will be eventually subdivided into 26 separate legal lots for condominium purposes on which multiple-family homes are to be constructed as depicted in Exhibit B.

D. The Project will consist of both Townhomes and Stacked Flats, and the Developer has obtained a condominium map or similar approval so that each of the Units may be independently conveyed.

E. Chapter 17.32 of the Pinole Municipal Code requires that a residential development of 4 or more dwelling units located in the City must restrict at least 15% of the total units must be constructed as affordable housing units, rounded up to the nearest whole number.

F. The Developer has proposed restricting the sale, and occupancy, of thirty one (31) units at the Project at an affordable price (the “**Restricted Units**”). Eight (8) of the units will be offered for sale to households with an income of no greater than eighty percent (80%) of the Area Median Income (the “**Low Income Units**”) and twenty three (23) units will be offered for sale to households with an income of no greater than one hundred twenty percent (120%) of the Area Median Income (the “**Moderate Income Units**”).

G. The affordability restrictions imposed on the Restricted Units will last for a period of forty-five (45) years.

I. The Parties have agreed to enter into and record this Agreement in order to satisfy the conditions described in the foregoing Recitals and in Pinole Municipal Code chapter 17.32. The purpose of this Agreement is to regulate and restrict the occupancy and sale of the Project's Restricted Units for the benefit of the Project occupants and the City. The Parties intend the covenants set forth in this Agreement to run with the land and to be binding upon all parties having or acquiring any right, title or interest in the Property or any part thereof, their heirs, successors and assigns.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties declare, covenant and agree by and for themselves, administrators and assigns, and all persons claiming under or through them, that the Property shall be held, transferred, encumbered, hypothecated, used, sold, conveyed, improved, leased, and occupied subject to the covenants, conditions and restrictions hereinafter set forth, and further agree as follows.

1. **Definitions.** The following terms shall have the meanings set forth below whenever such terms are used in this Agreement and the Exhibits attached hereto. Additional terms are defined in the Recitals and text of this Agreement.

1.1 **"Area Median Income" or "AMI"** means the area median income for Contra Costa California, adjusted for household size, published periodically by the California Department of Housing and Community Development ("**HCD**") in Section 6932 of Title 25 of the California Code of Regulations or successor provision published pursuant to California Health and Safety Code Section 50093(c). If HCD ceases to make such determination, Area Median Income shall be the median income applicable to Contra Costa County, with adjustments for household size, as determined from time to time by the U.S. Department of Housing and Urban Development ("**HUD**") pursuant to the United States Housing Act of 1937 as amended, or such other method of median income calculation applicable to the City of Pinole that HUD may hereafter adopt in connection with such Act.

1.2 **"Eligible Buyer"** means a prospective purchaser of a Restricted Unit who has been pre-qualified by the City or its designee and who satisfies all of the following requirements:

(a) gross income for the prospective purchaser's household does not exceed Low-Income or Moderate Income, as applicable, and has not exceeded such amount for the full calendar year immediately preceding the date of purchase.

(b) The prospective purchaser certifies that he or she intends to occupy the Restricted Unit as his or her principal residence.

(c) The prospective purchaser does not own any other residential real property at the time of the purchase.

(d) The prospective purchaser meets all other applicable eligibility requirements of the City in effect at the time of the purchase.

1.3 “**Low-Income**” means an annual household gross income of not greater than eighty percent (80%) of the Area Median Income, adjusted for household size.

1.4 “**Maximum Initial Sale Price**” means the maximum initial price for a Restricted Unit as described in Sections 3 and 3.1.

1.5 “**Moderate-Income**” means an annual household gross income of not greater than one hundred twenty percent (120%) of the Area Median Income, adjusted for household size.

1.6 “**Restricted Unit**” means of the residential unit located on the Property which is reserved for sale to an Eligible Buyer at a price that will result in an Affordable Housing Cost in accordance with and as set forth in Sections 3 and 3.1.

2. Marketing; Qualification of Eligible Buyers.

(i) Developer shall market the Restricted Unit to Eligible Buyers in compliance with all applicable fair housing laws. In City’s discretion, the City shall pre-qualify Eligible Buyers or shall delegate such responsibility to another entity or to Developer. Developer shall provide to the City proof that prospective purchasers of the Restricted Unit qualify as Eligible Buyers at such time and in such form as City may reasonably require.

(ii) In selling the Restricted Units, Developer shall give first preference to Eligible Buyer in which at least one member lives or works in the City of Pinole, and second preference to Eligible Households in which at least one member lives or works in the West Contra Costa County, unless compliance with the foregoing criteria is prohibited by law or by state or federal sources of financing for the Project, in which case Owner shall notify City of this fact in writing.

3. Sale of Restricted Unit. Developer shall sell the Restricted Unit in accordance with all of the following terms and conditions:

(i) The Restricted Units, and the Restricted Unit located thereon, shall be sold only to an Eligible Buyer who has been pre-qualified by City or its designee at a price not in excess of the Maximum Initial Sale Price. The size and mix of the Restricted Units shall be as follows:

	Stacked Flats	Townhomes	Total
Low-Income	3	5	8
Moderate Income	8	15	23
Total	11	20	31

(ii) The Property, and the Restricted Unit located thereon, shall be sold at a price not in excess of the Maximum Initial Sale Price to an Eligible Buyer whose household gross income does not exceed Moderate-Income.

(iii) The Restricted Unit shall be of the same general design as the other units in the Project and shall be comparable to such units in size, amenities and quality of construction. The Restricted Units shall be intermingled with the other Units on the Property. Residents in all dwelling units, including the Restricted Units, shall have equal access to and enjoyment of all common facilities of the Project.

(iv) All of the Restricted Units shall be constructed concurrently with, or earlier than, other dwelling units in the Project. For purposes of this Agreement, “concurrent construction,” shall mean that the Restricted Units must be constructed and available for occupancy in the normal course of construction. The location of the Restricted Units is shown in Exhibit B, attached hereto and incorporated herein.

(iv) In connection with the sale of each Restricted Unit, Developer shall require the purchaser to execute a Homebuyer Resale Restriction Agreement and Option to Purchase (“**Homebuyer Resale Agreement**”) in a form provided by City and shall cause such Homebuyer Resale Agreement to be recorded in the Official Records of Contra Costa County concurrently with the recordation of the grant deed conveying title to the Property. The Homebuyer Resale Agreement shall provide that the Property may only be sold to Eligible Households at an affordable price as specified in the Homebuyer Resale Agreement, and will further provide that the City shall have a right of first offer to purchase the Restricted Unit and an option to purchase such unit upon the occurrence of specified triggering events. City may, in City’s discretion, require the execution, delivery and recordation of additional documents in connection with the sale of the Restricted Unit, including without limitation disclosure documents and a performance deed of trust securing the homebuyer’s obligations under the Homebuyer Resale Agreement.

3.1 Maximum Initial Sale Price. Developer shall sell the Property, and the Restricted Unit located thereon, to an Eligible Buyer at a price that is not in excess of the Maximum Initial Sale Price as determined by the requirements of this Section. Prior to selling any Restricted Unit, the Developer shall notify the City of the Maximum Initial Sales Price. The Parties acknowledge that the Maximum Initial Sale Price is intended to enable Eligible Buyers to purchase the Property, and the Restricted Unit located thereon, at a price that will result in affordable housing costs for such Eligible Buyers.

(i) Area Median Income for Eligible Buyers shall be determined at the time the Eligible Buyer is pre-qualified for purchase in accordance with Section 2 hereof;

(ii) The Maximum Initial Sale Price means a home purchase price resulting in an average monthly housing cost (including mortgage loan principal and interest, mortgage insurance fees, property taxes and assessments, an allowance for property maintenance and repairs reasonably established by the City based on the initial cost and size of the home, homeowner’s

insurance premiums, a reasonable utility allowance, and homeowner's association dues) which is equal to or less than:

(a) For Moderate-Income Households: one-twelfth (1/12th) of thirty-percent (30%) of one hundred twenty percent (120%) of Area Median Income, adjusted for household size.

(b) For Moderate-Income Households: one-twelfth (1/12th) of thirty-percent (30%) of eighty percent (80%) of Area Median Income, adjusted for household size.

(c) Amounts for utility allowances and other monthly housing cost factors including assumed mortgage interest rates, mortgage insurance fees, maintenance and repair allowances, homeowners' insurance, and homeowner's association dues, shall be reasonably established by City in consultation with guidance and regulations published by the Contra Costa County Housing Authority, or if not available, guidance and regulations published by the California Department of Housing and Community Development and/or the United States Department of Housing and Urban Development.

3.2 Compliance Monitoring. Prior to entering into a sales contract for the initial sale of the Property, Developer shall forward to the City evidence of the purchaser's status as an Eligible Buyer, copies of the buyer's and seller's settlement statements, and executed copies of all closing documents, including the Homebuyer Resale Agreement and such other documents as City may require.

4. Enforcement. The City is deemed to be the beneficiary of this Agreement and the covenants herein, both for and in its own right and for the purpose of protecting the interests of the community and other parties, public or private, for whose benefit this Agreement and the covenants set forth herein have been provided. If any such covenants are breached, the City shall have the right to exercise all rights and remedies at law or in equity, expressly including the remedy of specific performance, and to maintain any actions or suits at law or in equity or other proper proceedings to enforce the curing of such breaches. Except as otherwise expressly stated in this Agreement, the rights and remedies of the parties hereunder are cumulative.

5. Default and Remedies.

5.1 Events of Default. The occurrence of any one or more of the following events shall constitute an event of default hereunder ("**Event of Default**"):

(a) Developer's failure to maintain insurance on the Property and the Project as required hereunder, and the failure of Developer to cure such default within ten (10) business days.

(b) Subject to Developer's right to contest the following charges, Developer's failure to pay taxes or assessments due on the Property or the Project or failure to pay any other

charge that may result in a lien on the Property or the Project, and Developer's failure to cure such default within ten (10) business days.

(c) Developer's default in the performance of any term, provision or covenant under this Agreement, and unless such provision specifies a shorter cure period for such default, the continuation of such default for ten (10) business days in the event of a monetary default or thirty (30) days in the event of a non-monetary default following the date upon which City shall have given written notice of the default to Developer, or if the nature of any such non-monetary default is such that it cannot be cured within thirty (30) days, Developer's failure to commence to cure the default within thirty (30) days and thereafter prosecute the curing of such default with due diligence and in good faith, but in no event longer than sixty (60) days from receipt of the notice of default.

5.2 Remedies. If within the applicable cure period, Developer fails to cure a default or fails to commence to cure and diligently pursue completion of a cure, as applicable, or if a cure is not possible, City may bring an action for equitable relief seeking the specific performance of the terms and conditions of this Agreement, and/or enjoining, abating, or preventing any violation of such terms and conditions, and/or seeking declaratory relief; or exercise any rights and remedies available to City under applicable law or in equity.

5.3 Liquidated Damages. **In the event that Developer sells a Restricted Unit in violation of this Agreement, the City shall retain or recover from Developer the surplus, if any, as its property without any deduction, offset or recoupment whatsoever. For the purposes of this section, the surplus shall be the difference between the actual sales price or fair market value (whichever is greater) net of reasonable and customary real estate commissions paid, and the Maximum Initial Sales Price as applicable under the terms of this Agreement at the time of sale of the Property. If the Developer should sell the Property at market rate to an individual who shall receive title free and clear of the provisions of this Agreement, then the damages suffered by the City by reason thereof would be uncertain. Such damages would involve the replacement costs for another affordable unit, and the expenses of continuing the ownership and control of the Property by the City; postponement of tax revenues therefrom to the community; and the failure of the City to effect its purposes and objectives within a reasonable time, resulting in additional immeasurable damage and loss to the City and the community. It is impractical and extremely difficult to fix the amount of such damages to the City, but the Parties are of the opinion, upon the basis of all information available to them, that such damages would exceed the amount of any projected surplus as the total of all liquidated damages and not as a penalty. In the event that this section should be held to be void for any reason by a court of law, the City shall be entitled to seek the full extent of damages otherwise provided by law.**

5.4 No Waiver. No failure or delay by the City in the assertion of any of its rights and remedies as to any default shall operate as a waiver of any default or of any such rights or remedies.

5.5 Limitation on Damages. In no event shall damages be awarded against City upon an event of default or upon termination of this Agreement

5.6 Mortgagee Right to Cure Default. This Agreement shall be recorded in the Official Records of Contra Costa County and shall be superior and senior to any lien thereafter placed upon the Property, or any portion thereof, including the lien for any loan, deed of trust, or mortgage ("**Mortgage**"). Notwithstanding the foregoing, no breach hereof shall defeat, render invalid, diminish or impair the lien of any Mortgage made in good faith and for value, but all the terms and conditions contained in this Agreement shall be binding upon and effective against any person or entity, including any lender, deed of trust beneficiary, or mortgagee ("**Mortgagee**") who acquires title to the Property, or any portion thereof, by foreclosure, trustee's sale, deed in lieu of foreclosure, or otherwise.

5.7 Rental of Units. The Developer shall not Rent the Restricted Units, without the prior written consent of the City, which may be withheld or conditioned by the City as it deems necessary, in its sole discretion, to ensure that the Restricted Units are made available to and occupied by income eligible households.

6. Covenants to Run with the Land. Developer hereby subjects the Property to the covenants, conditions and restrictions set forth in this Agreement. The Parties hereby declare their express intent that all such covenants, conditions and restrictions shall be deemed covenants running with the land and shall pass to and be binding upon the Developer's successors in title to the Property. All covenants without regard to technical classification or designation shall be binding for the benefit of the City, and such covenants shall run in favor of the City for the entire term of this Agreement. Each and every contract, deed or other instrument hereafter executed applicable to or conveying the Property or any portion thereof shall conclusively be held to have been executed, delivered and accepted subject to such covenants, conditions and restrictions, regardless of whether such covenants, conditions and restrictions are set forth in such contract, deed or other instrument.

7. Nondiscrimination.

7.1 Nondiscrimination. There shall be no discrimination against or segregation of any person, or group of persons, on account of any basis listed in subdivision (a) or (d) of Section 12955 of the Government Code, as those bases are defined in Sections 12926, 12926.1, subdivision (m) and paragraph (1) of subdivision (p) of Section 12955, and Section 12955.2 of the Government Code, in the sale, lease, sublease, transfer, use, occupancy, tenure or enjoyment of the Property or the Project, or any part thereof, nor shall Developer, or any party or person claiming under or through Developer, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use or occupancy of tenants, lessees, subtenants, sublessees or vendees of the Property, or any part thereof.

7.2 Anti-Discrimination Clauses in Agreements. Developer and its successors and assigns shall refrain from restricting the rental, sale, or lease of any portion of the Property or the

Project to any person on account of any basis listed in subdivision (a) or (d) of Section 12955 of the Government Code, as those bases are defined in Sections 12926, 12926.1, subdivision (m) and paragraph (1) of subdivision (p) of Section 12955, and Section 12955.2 of the Government Code. All such deeds, leases or contracts shall contain or be subject to substantially the following nondiscrimination or non-segregation clauses:

8. Term; Release of Property from Agreement.

(a) Subject to paragraph (b) below, the term of this Agreement shall commence upon the Effective Date, and shall, without regard to technical classification or designation, shall run with the land and be binding on Developer and its successors and assigns for the benefit of the City and the City. The covenants contained in this Agreement shall remain in effect for the longest feasible time, but not less than forty-five (45) years.

(b) Notwithstanding the foregoing paragraph, this Agreement shall be terminated and the lien hereof shall be extinguished and released from title to the Property upon the occurrence of all the following: (i) the issuance of final certificates of occupancy for each Restricted Unit, (ii) the sale of each Restricted Unit to an Eligible Buyer, and (iii) the recordation of the Homebuyer Resale Agreement and City Deed of Trust for all Restricted Units. Provided that conditions (i) through (iii) above have been satisfied with regards to an entire building with the Project, then that specific building will be released from this Agreement.

9. Insurance and Indemnity.

9.1 Indemnity. Developer shall indemnify, defend (with counsel reasonably approved by City) and hold City, its elected and appointed officers, officials, employees, agents, and representatives (collectively, the “**Indemnitees**”) harmless from and against all liability, loss, cost, expense (including without limitation attorneys’ fees and costs of litigation), claim, demand, action, suit, judicial or administrative proceeding, judgment, penalty, deficiency, fine, order, and damage (all of the foregoing collectively “**Claims**”) arising directly or indirectly, in whole or in part, as a result of or in connection with Developer’s development, sale or ownership of the Restricted Unit and/or the Project, or Developer’s performance or nonperformance under this Agreement. Developer’s indemnification obligations under this Section 10.1 shall not extend to Claims resulting solely from the negligence or willful misconduct of Indemnitees or to Claims that may arise after Developer’s initial compliant transfer of Restricted Unit. The provisions of this Section 9.1 shall survive the expiration or earlier termination of this Agreement and the release of the Property or any part thereof from the burdens of this Agreement, but in no event shall the provisions of this Section 9.1 last more than 4 years post-closing on each Restricted Unit. It is further agreed that City does not and shall not waive any rights against Developer that it may have by reason of this indemnity and hold harmless agreement because of the acceptance by City, or the deposit with City by Developer, of any of the insurance policies described in this Agreement.

9.2 Insurance. For so long as Developer maintains an interest in the Restricted Unit, Developer shall maintain at Developer's expense, comprehensive general liability insurance and property damage insurance with such coverage and limits as may be reasonably requested by City from time to time, but in no event less than the sum of Two Million Dollars (\$2,000,000) per occurrence combined single limit. Such policies shall be issued by insurers licensed to issue such policies in California and having a rating of A-VII or better in Best's Insurance Guide, shall be primary coverage not contributing with and not in excess of any coverage that City may carry, and shall name the Indemnitees (defined in Section 10.1) as additional insureds. Upon City request, Developer shall provide City with such proof of insurance as City shall reasonably request.

10. Miscellaneous.

10.1 Notices. Except as otherwise specified in this Agreement, all notices required to be sent pursuant to this Agreement shall be made by personal delivery or by deposit in the United States mail, first-class, postage prepaid, and shall be deemed to have been delivered and received on the date of personal delivery or five (5) days after deposit in the mail, if sent to the following address:

City: City of Pinole
2131 Pear Street
Pinole, CA 94564
Attn: Planning Manager

Developer: Civic Pinole, LLC
attn: Dana Tsuobta
1500 Willow Pass Court
Concord, CA 94520

With a Copy To: DeNova Homes, Inc.
attn: Trent Sanson
1500 Willow Pass Court
Concord, CA 94520

10.2 Attorneys' Fees. If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.3 Waivers; Modification. No waiver of any breach of any covenant or provision of this Agreement shall be deemed a waiver of any other covenant or provision hereof, and no waiver shall be valid unless in writing and executed by the waiving party. An extension of time for performance of any obligation or act shall not be deemed an extension of the time for

performance of any other obligation or act, and no extension shall be valid unless in writing and executed by the waiving party. This Agreement may be amended or modified only by a written instrument executed by the Parties and duly recorded in the Official Records of Contra Costa County.

10.4 Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect.

10.5 Captions; Construction. Each party hereto has had an equivalent opportunity to participate in the drafting of the agreement and/or to consult with legal counsel. Therefore, the usual construction of an agreement against the drafting party shall not apply hereto.

10.6 Action or Approval. Whenever action and/or approval by City is required under this Agreement, the City Manager or his or her designee may act on and/or approve such matter unless specifically provided otherwise, or unless the City Manager determines in his or her discretion that such action or approval requires referral to City Council consideration.

10.7 Entire Agreement. This Agreement, including Exhibits A and B attached hereto and incorporated herein by this reference contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior written or oral agreements, understandings, representations or statements with respect to the subject matter hereof.

10.8 Binding on Successors. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and assigns. Each reference in this Agreement to a specifically named Party shall be deemed to apply to any successor or assign of such Party who has acquired an interest in the Property.

10.9 Due Authorization. Developer hereby represents and warrants that all actions necessary on the part of Developer to authorize the execution of this Agreement and to undertake the actions contemplated hereby have been undertaken and the persons executing this Agreement on behalf of Developer have been duly authorized to do so.

10.10 Parties Not Co-Venturers. Nothing in this Agreement is intended to or shall establish the Parties as partners, co-venturers, or principal and agent with one another.

10.11 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one instrument.

10.12 Further Assurances. The Parties agree to execute such instruments and to undertake such actions, as may be necessary to effectuate the intent of this Agreement.

10.13 Governing Law; Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California without regard to principles of conflicts of

laws. Any action to enforce or interpret this Agreement shall be filed in the Superior Court of Contra Costa County, California or in the Federal District Court for the Northern District of California.

10.14 Time is of the Essence. In all matters under this Agreement, the Parties agree that time is of the essence.

IN WITNESS WHEREOF, the City and Developer have executed this Regulatory Agreement and Declaration of Restrictive Covenants as of the date first written above.

CITY

CITY OF PINOLE
a municipal corporation

By: _____
Neil Gang, Interim City Manager

DEVELOPER:

Civic Pinole, LLC

By: _____

By: _____

ATTESTATION:

By: _____
Heather Bell, City Clerk

APPROVED AS TO FORM:

By: _____
Eric Casher, City Attorney

SIGNATURES MUST BE NOTARIZED.

5191270.1

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary

Exhibit A

PROPERTY

(Attach legal description)

Exhibit B

SITE PLAN

(Attach Planning Commission approved Site Plan)

DRAFT

DRAFT



CITY COUNCIL REPORT

10.A.

DATE: MAY 21, 2024

TO: MAYOR AND COUNCIL MEMBERS

FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
ERIC CASHER, CITY ATTORNEY

SUBJECT: ORDINANCE ADDING CHAPTER 10.80, EV CHARGING STATIONS, TO THE PINOLE MUNICIPAL CODE TO ESTABLISH RESTRICTIONS FOR CITY-OWNED ELECTRIC VEHICLE PARKING SPACES AND TO ESTABLISH A SCHEDULE OF RATES FOR ELECTRIC VEHICLE CHARGING STATIONS
And to AUTHORISE THE CITY MANAGER TO ADJUST THE RATES TO RECOVER THE CITY'S COST.

RECOMMENDATION

Staff recommends that the City Council introduce by title only an Ordinance adding chapter 10.80, EV charging stations to the Pinole Municipal Code to establish restrictions for City-owned electric vehicle parking spaces, to establish a schedule of rates for electric vehicle charging stations, and to authorize the City Manager to adjust the rates to recover the City's cost.

BACKGROUND

Over the past decade, there has been a significant increase in the number of electric vehicles on our roads. This trend is expected to continue as advancements in battery technology, environmental concerns, and government incentives drive the transition towards cleaner transportation alternatives.

Currently, City of Pinole provides a dual port EV charging station in the Public Safety Building parking lot at 808 Tennent Ave. This charger has been offered free of charge to users as part of our commitment to promoting sustainable transportation options and reducing greenhouse gas emissions. As the adoption of electric vehicles continues to grow, it is imperative that we establish a sustainable framework to support the infrastructure necessary for their operation to ensure the chargers are available to residents in a fair and equitable manner.

REVIEW AND ANALYSIS

The adoption of electric vehicles represents a significant opportunity to reduce our dependence on fossil fuels and mitigate the impacts of climate change. By implementing fees for EV chargers, we can ensure the sustainability and effectiveness of our charging infrastructure while continuing to support the transition towards cleaner transportation alternatives.

Adopting an ordinance for electric vehicle (EV) charging fees will serve several purposes which are outlined below and aims to promote sustainable transportation :

- **Revenue Generation:** Charging fees will cover the cost of energy used and to ensure the City of Pinole may continue managing the EV charging stations in a fiscally sustainable manner.
- **Fairness and Equity:** Charging fees will ensure that EV drivers contribute to the costs of maintaining charging infrastructure, and that the City does not subsidize certain individual's car usage.
- **Incentivizing Efficient Use:** By implementing fees, the City of Pinole can incentivize efficient use of charging stations, discouraging long-term parking at charging spots after a vehicle is fully charged. This helps maximize the availability of charging stations for other EV drivers.
- **Infrastructure Expansion:** If the City is able to recover the cost of operating EV Charging Stations, it will be able to expand the EV charging network, increasing accessibility and convenience for EV owners and encouraging further adoption of electric vehicles.
- **Cost Recovery:** Charging fees can help recover the costs associated with electricity consumption for charging EVs, ensuring that the expenses incurred by charging station operators are covered.
- **Behavioral Influence:** Time-based fees or peak-demand pricing, charging fees will influence EV drivers' behavior, encouraging charging during off-peak hours or incentivizing shorter charging durations.
- **Environmental Goals:** Charging fees can be structured to incentivize sustainable behavior, such as offering discounted rates for renewable energy-powered charging or implementing higher fees for carbon-intensive energy sources.
- **Regulatory Control:** This ordinance will allow the City of Pinole to regulate and standardize charging fees, ensuring consistency across different charging networks and preventing price gouging or unfair practices by charging station operators.

In essence, adopting an ordinance for EV charging fees will enable the City of Pinole to manage and optimize the use of EV charging infrastructure, support the transition to sustainable transportation, and achieve various economic, environmental, and social objectives.

The proposed fee structure will be communicated to the public through various channels, including the City's website, social media platforms, and signage at charging stations. Users will be able to pay for charging sessions either through a mobile app, or by credit/debit card, providing convenience and accessibility.

FISCAL IMPACT

Adoption of this ordinance will help the City generate revenue to offset the costs of maintaining the EV charging infrastructure, thus making this infrastructure expansion financially sustainable.

ATTACHMENTS

A. Ordinance EV Charging

AN ORDINANCE OF THE CITY OF PINOLE ADDING CHAPTER 10.80, EV CHARGING STATIONS, TO THE PINOLE MUNICIPAL CODE TO ESTABLISH RESTRICTIONS FOR CITY-OWNED ELECTRIC VEHICLE PARKING SPACES, TO ESTABLISH A SCHEDULE OF RATES FOR ELECTRIC VEHICLE CHARGING STATIONS, AND TO AUTHORIZE THE CITY MANAGER TO ADJUST THE RATES TO RECOVER CITY'S COST

WHEREAS, the City of Pinole has installed an electric vehicle (EV) charging station at a City-owned parking lot, and will be installing more charging stations in the future; and

WHEREAS, as more residents switch from internal combustion engine vehicles to electric vehicles, the demand for these EV charging stations will only grow; and

WHEREAS, to ensure that EV charging stations are used in a fair and equitable manner, the City Council desires adding language to the Pinole Municipal Code to establish regulations and limitations on the occupancy of an EV charging station; and

WHEREAS, the proposed ordinance would also establish rates for vehicles using the City's EV charging stations, and authorize the City Manager to increase those rates in a specified manner; and

WHEREAS, the proposed ordinance will facilitate the use of the City's EV charging stations by a larger number of residents.

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

SECTION 1. Findings The City Council of the City of Pinole finds that all of the above Recitals are true and correct and incorporated herein by this reference.

SECTION 2. Municipal Code Amendment. Chapter 10.80, EV Charging Stations, is hereby added to the Pinole Municipal Code to read as follows:

10.80 EV Charging Stations.

10.80.010 City-Owned Electric Vehicle (EV) Charging Stations.

A. *Designation of Parking Spaces.* The Public Works Director, or their designee, is authorized in accordance with the purposes of this chapter to designate spaces in off-street public parking facilities for the exclusive parking of electric vehicles that are connected to electric vehicle charging stations for the purpose of transfer of electricity to the battery or other energy storage device of an electric vehicle.

B. *Signs or Markings.* Upon designation of a parking space or spaces for the exclusive use of electric vehicles pursuant to Subsection A of this section, the Public Works Director shall place signs or markings giving adequate notice that the parking space or spaces are restricted and to be

used only for such electric vehicles. The signs or markings shall be in compliance with California Vehicle Code § 22511 indicating that vehicles left standing in violation of the restriction may be removed. The parking restriction shall not apply to the designated parking spaces until the sign or markings have been placed.

C. In parking stalls designated by the use of markings and/or posting as electric vehicle charging stations, only electric vehicles are allowed to park for charging events during designated hours.

D. It is unlawful for the operator of any vehicle to allow a vehicle to park or stand in a designated electric vehicle charging station longer than the posted time limit.

E. It is unlawful for the operator of an electric vehicle to allow that vehicle to park or stand in a designated electric vehicle charging station unless the vehicle is actively conducting a charging event.

F. The police department is authorized to cite and/or remove or cause the removal of vehicles parked in violation of this section in accordance with California Vehicle Code § 22511.

G. Fees for use of electric vehicle charging stations at electric vehicle parking spaces owned by the City of Pinole shall be as follows:

1. Baseline energy fee of \$0.35 per kilowatt-hour, effective from 12:00 a.m. to 3:00 p.m. and from 9:00 p.m. to 12:00 a.m. everyday.
2. Time-of-Use energy fee of \$0.40 per kilowatt-hour, effective from 3:00 p.m. to 9:00 p.m. everyday.
3. Ancillary fee of \$1.50 per charging session.
4. Overstay fee of \$1.00 per minute up to 30 minutes, charged after 4 hours and 15 minutes of charging from 5:00 a.m. to 10:00 p.m. everyday.
5. The City Manager may adjust the energy fees by increments no smaller than one cent (\$0.01).
6. The maximum allowable annual percentage increase in energy fees shall not exceed the annual percentage increase in PG&E's average electric rate, published in Table 1.8 of the California Public Utility Commission's most current Assembly Bill 67 Annual Report on electric and gas utility costs.
7. Adjustments to the energy fees associated with the use of electric vehicle charging stations shall be posted to the City's website no later than 30 days prior to the adjustment.
8. Energy fees may be adjusted no more than once per fiscal year.
- 9.

SECTION 3. CEQA. This ordinance is exempt from further environmental review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment, and Section 15273(a), the exception for the establishment of rates, tolls, fares, and charges.

SECTION 4. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, the provisions of this Ordinance are severable. The City Council of the City of Pinole hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

SECTION 5. Effective Date. Following adoption by at least a four-fifths vote of the City Council, this Ordinance shall be effective immediately upon adoption pursuant to Government Code section 65858. The City Clerk shall certify as to the adoption of this Urgency Ordinance and shall cause it to be published within fifteen (15) days of the adoption and shall post a certified copy of this Urgency Ordinance, including the vote for and against the same, in the Office of the City Clerk, in accordance with California Government Code Section 36933.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 4th day of June, 2024 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

Maureen Toms, Mayor

ATTEST:

Heather Bell, City Clerk

APPROVED AS TO FORM:

Eric S. Casher, City Attorney



CITY COUNCIL REPORT

10.B.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: REVIEW DRAFT SEWER RATES FOR FISCAL YEARS 2024/25 THROUGH 2028/29

RECOMMENDATION

It is recommended that the City Council:

1. Receive information regarding the sewer rates for fiscal years 2024/25 – 2028/29 and;
2. Adopt a resolution setting the intention to analyze sewer rates; and
3. Schedule a public hearing for July 16, 2024; and,
4. Direct a mailing of the notice of the proposed sewer rate increase to all affected parcels.

BACKGROUND

On July 1, 2018, the City Council adopted a five-year rate structure for sewer user fees. At that time, Willdan Financial prepared an analysis of the sewer rates. The primary need to analyze rates was to address means to fund required improvements to the sewer collection system as recommended by the Sanitary Sewer Master Plan (SSMP) adopted by council.

In 2024 the City selected Willdan Financial to develop an updated sewer rate model and make recommendations for sewer rates for the next five fiscal years. Willdan Financial has prepared the attached draft Sewer Rate Study Report. The principal reason for the rate increase is to provide adequate revenue for upgrades to Pinole's aging sewer collection infrastructure and to address inflow/infiltration (I&I) to the Pinole-Hercules Water Pollution Control Plant.

The increase will result in a change to single family units, multifamily units, and non-residential users.

REVIEW AND ANALYSIS

The sewer rate model prepared by Willdan Financial addresses the following:

1. Operating and maintenance costs associated with the Pinole-Hercules Water Pollution Control Plant,
2. The operating and maintenance costs associated with the collection system serving Pinole,
3. Debt service for Pinole's portion of prior improvements, half of the cost of the state mandated upgrades to the Pinole-Hercules Water Pollution Control Plant funded by an SRF Loan from the State Water Resources Control Board,
4. Capital improvements to the City of Pinole's sewer collection system to reduce inflow

and infiltration and maintain adequate reserves for operations and capital projects are recommended in the SSMP.

The proposed sewer rates are shown in the following table. A detailed explanation of the proposed sewer rates is in the attached draft Sewer Rate Study Report.

Description	Existing Rates	Projected for Fiscal Year Ending June 30,				
		2025	2026	2027	2028	2029
Residential Annual Flat Fee ^[1]						
Single - Family	\$ 883.44	\$ 1,041.17	\$ 1,223.38	\$ 1,406.89	\$ 1,617.92	\$ 1,860.61
Multi - Family (per dwelling unit)	\$ 750.96	\$ 786.14	\$ 923.72	\$ 1,062.28	\$ 1,221.62	\$ 1,404.86
Non-Residential Annual Meter Charge:						
5/8 Inch	\$ 202.80	\$ 495.20	\$ 581.86	\$ 669.14	\$ 769.51	\$ 884.94
3/4 Inch	\$ 304.20	\$ 742.80	\$ 872.79	\$ 1,003.71	\$ 1,154.27	\$ 1,327.41
1.0 Inch	\$ 507.00	\$ 1,238.00	\$ 1,454.65	\$ 1,672.85	\$ 1,923.78	\$ 2,212.34
1.5 Inch	\$ 1,014.00	\$ 2,476.00	\$ 2,909.30	\$ 3,345.70	\$ 3,847.55	\$ 4,424.68
2.0 Inch	\$ 1,622.40	\$ 3,961.60	\$ 4,654.88	\$ 5,353.12	\$ 6,156.08	\$ 7,079.50
3.0 Inch	\$ 3,244.80	\$ 7,428.00	\$ 8,727.91	\$ 10,037.09	\$ 11,542.66	\$ 13,274.05
4.0 Inch	\$ 5,070.00	\$ 12,380.01	\$ 14,546.51	\$ 16,728.49	\$ 19,237.76	\$ 22,123.42
6.0 Inch	\$ 10,140.00	\$ 24,760.02	\$ 29,093.02	\$ 33,456.97	\$ 38,475.52	\$ 44,246.85
8.0 Inch	\$ 16,224.00	\$ 39,616.03	\$ 46,548.83	\$ 53,531.16	\$ 61,560.83	\$ 70,794.95
10.0 Inch	\$ 25,350.00	\$ 56,948.04	\$ 66,913.94	\$ 76,951.04	\$ 88,493.69	\$101,767.74
Volumetric Rates Per 100 Cubic Feet - All Flow						
Single - Family	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Multi - Family (per dwelling unit)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Non-Residential	\$ 7.09	\$ 8.33	\$ 9.79	\$ 11.26	\$ 12.95	\$ 14.89
Notes:						
[1] All residential customers only pay a flat fee per dwelling unit, regardless of usage.						

Willdan Financial has provided ongoing service to the City of Pinole annually to help the City determine and collect the sewer fees through the County Assessor. The City and Willdan have encountered on an annual basis a challenge that results in increased efforts to calculate the fees for commercial users who pay for service based on water usage. This sewer rate model includes a change in the technique used to determine the charges to commercial accounts. Willdan Financial addresses this change further within the draft Engineer's Report. The new technique streamlines the calculations and reduces the opportunities to make errors. Residential users of the system will continue to pay a flat rate for sewer collection and treatment services.

In accordance with the requirements of the Government Code, Proposition 218, there will be a public hearing set for July 16, 2024. This will provide another opportunity to present the sewer rate study analysis and recommendations.

In accordance with the requirements of the Government Code, Proposition 218, the City is required to notify all affected parcels of the proposed increase in the sewer rates and provide an explanation to show why the rates need to be increased. Following the action taken by Council tonight, a notice will be prepared and mailed to all affected parcels. To meet the schedule set by the County Assessor, the notice will be sent on or before May 31, 2024, after Willdan Financial files the final Engineer's Report with the City.

FISCAL IMPACT

The sewer rates are necessary for the operation of the Pinole-Hercules Water Pollution Control

Plant and collection system. Without an adequate rate structure, operations at the Pinole Hercules Water Pollution Control Plant will be negatively affected. Additionally, without adequate revenue, infill and infiltration projects would need to be deferred. Adequate revenue is also necessary to maintain permit-compliant operations.

The City has taken several important steps to minimize the fiscal impact on sewer rate payers. They include authorizing a 30-year pay back schedule in lieu of 20 years for the SRF Loan, and refunding the prior bond debt service resulting in a reduction in annual payments. Additionally, the change in the technique used to determine the charges for commercial accounts recommended in the draft Engineer's Report will save time on an annual basis when the assessment is determined.

ATTACHMENTS

- A. DRAFT Pinole Sewer Rate Study - 2024

City of Pinole, CA

Report

Comprehensive Sewer Rate Study

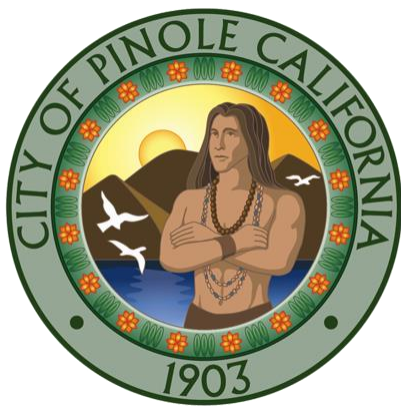




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Section 1 – Executive Summary

1.1 Introduction

Willdan Financial Services (Willdan) is pleased to submit to the City of Pinole (the "City") the following Sewer Rate Study report (the "Report") for your consideration. Willdan has completed this study of the City's sewer rates, which are submitted annually to Contra Costa County for placement each year on the Secured Property Tax Roll. The results of the investigations, analyses, and conclusions from this study are summarized in this Report.

The City currently provides wastewater treatment and collection services to its customers. The Pinole-Hercules Water Pollution Control Plant was originally built in 1955 as a primary wastewater treatment facility and has had two major expansions and several modifications over the years to meet the needs of both cities' growing populations. The City's wastewater system currently serves a combined population of approximately 40,000, with an average daily flow of 3.5 million gallons. Only those customers who are served by the Pinole-Hercules Water Pollution Control Plant are considered as part of this analysis.

The City provides service to portions of Hercules under a Joint Powers agreement. Hercules pays for those services directly as a wholesale purchaser on behalf of its retail customers. The City invoices Hercules for the treatment services provided and the capital projects that take place at the wastewater treatment facility. The costs incurred by the City for managing its collection system are accounted for separately and such costs are not passed on to Hercules since Hercules maintains its own wastewater collection system.

The City has focused a significant amount of attention and effort on strategic and master planning measures in all areas of sewer utility operations to ensure that it is able to provide uninterrupted service to its customers, and so that it remains prepared for the future. As part of its ongoing planning efforts, the City commissioned Willdan to perform a sewer rate study to analyze the revenue sources and expenditures of the sewer utility system, develop a five-year financial analysis, and provide recommendations for proposed rate and/or rate structure adjustments to meet the financial and administrative goals and objectives of the City. The primary objectives of the rate study include:

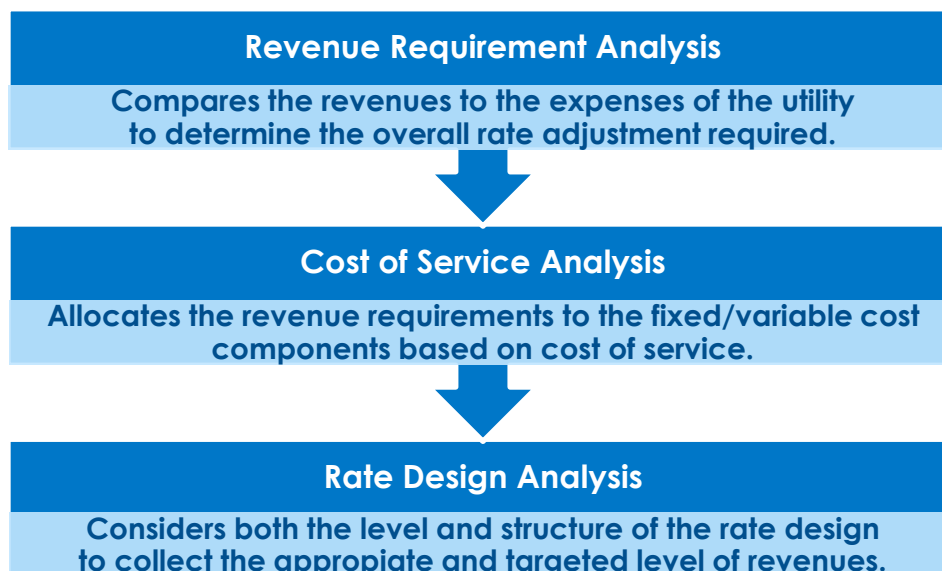
- Full recovery of costs related to utility operations (i.e., operating and maintenance costs, debt, and other expenditure requirements);
- Development of cost-based rate structures;
- Maintaining consistency with Water Environment Federation ("WEF") guidelines;
- Providing for equity among customer classes;
- Meeting substantive and procedural Proposition 218 requirements;
- Maximizing administrative efficiency (i.e., easy to understand and implement); and
- Incorporation into the analysis of a 5-Year capital funding plan.



1.2 Overview of the Rate Study Process

This study includes the development and presentation of a pro forma sewer financial plan for a 5-year planning period, as well as the development of cost-based rates through a cost-of-service and rate design analysis. Utility rates must be set at a level such that operating, maintenance, debt, and capital expenses are funded with the revenues received from customers. In addition, the revenues generated from utility rates must only be used for this purpose and for the sewer system only. This is a significant point, as failure to achieve the needed revenues can lead to unacceptable service levels and inadequately maintained facilities. Therefore, a rate study typically consists of the following three interrelated analyses:

- I. **Financial Planning/Revenue Requirement Analysis:** Creates a five-year plan to support an orderly, efficient program of on-going maintenance and operating costs, capital improvement and replacement activities, debt financing, and retirement of outstanding debt. In addition, the plan should fund and maintain appropriate reserve balances based on industry standards, as well as the City's fiscal policies and specific needs.
- II. **Cost-of-Service Analysis:** Identifies and apportions annual revenue requirements (i.e., expenditures) to operational and functional cost components based on the demand placed on the sewer utility system. The purpose of this analysis is to develop rates that generate revenues relatively proportionate to the share of the utility's costs. This objective is consistent with industry standards as well as the requirements of Proposition 218.
- III. **Rate Design:** Develops an equitable and proportionate schedule of rates for the City's customer base. The policy objectives are coordinated with Proposition 218 (Prop 218) requirements and cost-of-service objectives to achieve a balance between customer equity and financial stability goals.



This rate study utilizes generally accepted rate-making principles and standards established by industry experts such as the WEF in its "Financing and Charges for Sewer Systems, Manual of Practice No. 27". The principles established by WEF are used as guidelines in the development of the proposed sewer rates. A discussion of some of the key principles of ratemaking is presented in the following subsection of this Report.

1.3 Summary of Proposed Rates

The rate study methodology applied in the development of updated sewer rates, outlined in this Report, consisted of reviewing the historical operating results of the sewer utility system, analyzing the budget to identify the net revenue requirements to be recovered from user rate revenues, performing general cost-of-service allocations based on the rate components and functional cost categories, and revising the rates based on the applicable costs and expenditures to be recovered from user rates. In addition, an analysis of the system's customers was performed to identify the rate determinants since they drive the recommended rates, which are the primary source for generating revenues. The allocated revenue requirements were utilized in conjunction with the rate determinants and rate structure to develop the proposed sewer rates.

The findings and conclusions of the rate analysis, as well as the resulting revised rate recommendations, were utilized to develop a projection of future operating results for a 5-year planning period from Fiscal Year (FY) 2025 (beginning July 1, 2024) through FY 2029 (ending June 30, 2029), herein referred to as the "Projection Period". The purpose for developing the 5-year projections is to demonstrate the financial capability of the sewer revenues to support system operations and maintenance, and fund planned capital improvements. The analyses, findings and accompanying recommendations are presented in the subsequent sections of the Report.



The sewer rate analysis described in the Report is performed based on the general guidelines of the defined objectives, as well as common industry standards for setting utility rates. In addition to focusing on these major objectives, the rate analyses performed herein may consider other factors in designing rates. As discussed in detail later in this Report, other rate considerations may generally include sensitivity to the impact of rate changes on existing customers, relative comparability with neighboring utilities, and variations or changes (if any) from the City's existing rate structure. The proposed sewer rates for assumed implementation effective July 1, 2024 (or other such date as determined by the City) for FY 2024/25 (FY 2025, herein referred to as the "Test Year") are provided in **Table 1**. It is anticipated that the charges, based on these rates, will be submitted to Contra Costa County for placement on Fiscal Year 2024/2025 Annual Secured Property Tax Bills, which are typically sent out to property owners in early fall each year. The existing rates are provided in **Table 2**.

Table 1 – Proposed Annual Sewer Rates

Description	Rate
Residential Annual Flat Fee ^[1]	
Single - Family	\$ 1,041.17
Multi - Family (per dwelling unit)	\$ 786.14
Non-Residential Annual Meter Charge:	
5/8 Inch	\$ 495.20
3/4 Inch	\$ 742.80
1.0 Inch	\$ 1,238.00
1.5 Inch	\$ 2,476.00
2.0 Inch	\$ 3,961.60
3.0 Inch	\$ 7,428.00
4.0 Inch	\$ 12,380.01
6.0 Inch	\$ 24,760.02
8.0 Inch	\$ 39,616.03
10.0 Inch	\$ 56,948.04
Volumetric Rates Per 100 Cubic Feet - All Flow	
Single - Family	\$ 0.00
Multi - Family (per dwelling unit)	\$ 0.00
Non-Residential	\$ 8.33
Notes:	
[1] All residential customers only pay a flat fee per dwelling unit, regardless of usage.	



Section 2 – Revenue Sufficiency Analysis

2.1 Financial Planning Principles

While the individual rates for a utility system vary based on a variety of factors, rates should be consistent with common rate-making principles within the utility industry. The guiding principle is that rates designed for any utility should provide a reasonable balance between several key factors. In general, the utility rates should:

- Generate a stable revenue stream that, when combined with other sources of funds, is sufficient to meet the expenditure requirements and goals of the system;
- Be based upon the proportionate cost of providing the service and not exceed the cost of providing the service – in compliance with California Proposition 218;
- Be equitable – that is, they should generate revenue from customer classes in a manner which is reasonably in proportion to the cost of providing the service to that customer class;
- Be easy to understand by customers; and
- Be easy to administer by the utility.

Striking the appropriate balance between the principles of ratemaking is the result of a detailed process of evaluation of revenue requirements and cost-of-service, and how those translate into the rate design alternatives which meet legal requirements and the specific objectives of the utility under the circumstances in which it operates.

2.2 Existing Rates

As described in the Introduction to this report, The City has established sewer charges that are submitted annually to Contra Costa County for inclusion on the annual secured property tax roll. These charges are based on customer classification, and these rates charged for sewer service are approved by the City Council and are not subject to administrative review or approval by any other local or state agency. The City has historically adjusted rates, as necessary, to provide for recovery of financial obligations including operating expenses, debt service, capital expenditures and any other expenses and transfers.

The existing annual sewer rates consist of 1) a separate flat rate for single-family and multi-family customers that is applied per dwelling unit regardless of their usage, 2) meter-based fees for commercial/non-residential customers that designates the minimum amount they will pay by account, based on their respective meter size, regardless of usage, and 3) a commercial/non-residential volumetric rate component per 100 cubic feet of water usage that recovers the costs of treatment and disposal of wastewater. Water meter and usage data is provided by East Bay Municipal Utility District. The existing rates for sewer service are provided in **Table 2**.



Table 2 – Existing Annual Sewer Rates

Description	Rate
Residential Annual Flat Fee ^[1]	
Single - Family	\$ 883.44
Multi - Family (per dwelling unit)	\$ 750.96
Non-Residential Annual Meter Charge:	
5/8 Inch	\$ 202.80
3/4 Inch	\$ 304.20
1.0 Inch	\$ 507.00
1.5 Inch	\$ 1,014.00
2.0 Inch	\$ 1,622.40
3.0 Inch	\$ 3,244.80
4.0 Inch	\$ 5,070.00
6.0 Inch	\$ 10,140.00
8.0 Inch	\$ 16,224.00
10.0 Inch	\$ 25,350.00
Volumetric Rates Per 100 Cubic Feet - All Flow	
Single - Family	\$ 0.00
Multi - Family (per dwelling unit)	\$ 0.00
Non-Residential	\$ 7.09
Notes:	
[1] All residential customers only pay a flat fee per dwelling unit, regardless of usage.	

2.3 Revenue Sufficiency Process

In evaluating whether the existing rates will generate sufficient revenue to meet the expenditure requirements of the sewer system, the annual expenditures required for the sewer utility system (herein referred to as the "Revenue Requirements") must be developed. The Revenue Sufficiency Analysis compares the forecasted revenues for the sewer utility system under existing rates (including customer growth) to the projected Revenue Requirements.



2.3.1 Budget

The revenue sufficiency analysis performed as part of this study and summarized in this report utilizes the City's adopted budget for FY 2024/25 (the "Budget" for FY ending June 30, 2025) as one source of data and information to determine the gross Revenue Requirements to be recovered from user rates over the Projection Period. The Budget, as prepared by the City, is provided on a line-item basis, and is used for projecting the budgeted financial needs for the Test Year and the remainder of the Projection Period. In developing the rate analysis, certain adjustments are made such that the expenditures are categorized into either Operating and Maintenance (O&M) expenses or non-operating expenses. In addition, only recurring costs included in the current Budget were included as part of the revenue requirement analysis. One-time costs were identified and evaluated in discussions with City Staff and removed if appropriate. Recurring annual costs were escalated using suitable cost indexes or cost escalation factors, again in discussion with City Staff and based on historical trends.

The O&M expenses are primarily those ongoing costs for labor, materials, supplies, services, etc., required to manage and operate the utility system on a day-to-day basis while maintaining a dependable level of service. The O&M requirements are generally a function of a budgetary process and are directly related to the level of service provided to customers of the utility system. The non-operating expenses include such items as capital outlay and any other expenses & transfers.

The Budget also identifies estimated revenues to be derived from sources other than sewer user rates. Such other revenue sources include interest earnings on investments, and reimbursement from the City of Hercules for its share of operating and capital project costs related to the shared wastewater treatment plant that the City of Pinole incurs on their behalf. If there are revenues generated from the other sources, those revenues are applied to the gross Revenue Requirements to reduce the amount of revenue required from user rates. The result is the net Revenue Requirement.

2.3.2 Capital Improvement Plan (CIP)

The City provided a list of anticipated capital projects to be undertaken over the Projection Period that will be paid from sewer service charge (rate) revenue, which are also included in the development of the gross Revenue Requirements. The capital projects provided by and identified by the City in the CIP are required in order to maintain and continue uninterrupted service to customers by investing in improvements, repairs, or replacements of aging system components as they wear over time. The City provided cost estimates for the identified capital projects by the fiscal year in which they are estimated to be undertaken. The funding for these capital projects was then used in the analysis, along with O&M and non-operating expenses, to determine the gross revenue requirements for the sewer system. The capital projects included in the CIP, along with their assumed funding sources, for the Projection Period are provided in **Table 3**.



Table 3 – Sewer CIP (\$1,000s)

Description	Funding Source	Projected for Fiscal Year Ending June 30, (\$1,000s)					
		2025	2026	2027	2028	2029	Future
Sewer Projects							
Effluent Outfall	Cash	\$ 150	\$ 1,000	\$ 2,000	\$ 0	\$ 0	\$ 0
Sanitary Sewer Rehabilitation - Cash	Cash	7,395	0	0	0	0	0
Sanitary Sewer Rehabilitation - Growth Impact Fees	Impact Fees	600	0	0	0	0	0
Secondary Clarifier Rehabilitation	Cash	425	0	0	0	0	0
Air Release Valve Replacements	Cash	50	0	0	0	0	0
Water Pollution Control Plant Lab Remodel	Cash	100	0	0	0	0	0
Sewer Pump Station Rehabilitation	Cash	100	2,760	4,440	0	0	0
Lower Tennent Trunk Sewer Capacity	Cash	0	0	170	3,880	0	0
Pinon-2 Capacity	Cash	0	0	0	125	2,835	0
Water Pollution Control Plant Boiler Replacement	Cash	0	0	660	0	0	0
Water Pollution Control Plant Centrifuge Replacement	Cash	0	0	0	990	0	0
Water Pollution Control Plant Solar and Battery Storage	Cash	0	0	175	0	0	0
Sanitary Sewer Master Plan Projects R&R	Cash	0	0	0	0	0	9,480
Sanitary Sewer Master Plan Projects R&R (I&I)	Cash	0	0	0	0	0	4,710
Water Pollution Control Plant R&R	Cash	0	0	0	0	0	2,010
Tennent-2	Cash	0	0	0	0	0	6,000
PVR-1	Cash	0	0	0	0	0	4,500
PVR-2	Cash	0	0	0	0	0	3,600
South-1	Cash	0	0	0	0	0	3,200
South-2	Cash	0	0	0	0	0	1,600
South-3	Cash	0	0	0	0	0	3,100
South-4	Cash	0	0	0	0	0	1,360
South-5	Cash	0	0	0	0	0	420
Summit-1	Cash	0	0	0	0	0	80
Master Plan Update	Cash	0	0	0	0	0	510
Flow Monitoring Program	Cash	0	0	0	0	0	330
Total Sewer Projects		\$ 8,820	\$ 3,760	\$ 7,445	\$ 4,995	\$ 2,835	\$40,900

2.3.3 Debt Service

The City currently has two outstanding debt issues for the sewer system. A minimum debt service coverage ratio of 1.25 times is required to be maintained on an annual basis, based on the City's current bond covenants associated with the existing debt. In simple terms, this means that the utility must have at least \$1.25 in net operating revenues for every \$1.00 of debt service they are committed to pay on existing debt. The debt service coverage is calculated by dividing net operating revenues (revenues less operations and maintenance expenses) by annual debt service. There are no future or additional debt issuances assumed to take place over the Projection Period outside of the current outstanding debt obligations. The annual existing debt payments over the Projection Period are provided in **Table 4**.

**Table 4 – Annual Debt Service Payments**

Description	Projected for Fiscal Year Ending June 30,				
	2025	2026	2027	2028	2029
Sewer Annual Debt Service					
2016 Wastewater Revenue Refunding Bond	\$ 522,834	\$ 522,008	\$ 519,901	\$ 522,455	\$ 520,701
2016 Clean Water State Revolving Fund	1,089,184	1,089,184	1,089,184	1,089,184	1,089,184
Total Sewer Annual Debt Service	\$1,612,018	\$1,611,192	\$1,609,085	\$1,611,639	\$1,609,885

2.3.4 Gross and Net Revenue Requirement

The proposed sewer rates developed in the Report are designed for assumed implementation for FY 2024/25 (the Test Year as previously defined). The projected Test Year gross and net Revenue Requirements are estimated by utilizing the Budget, actual debt service requirements as provided in the applicable debt service schedules, capital estimates and assumed funding sources for capital projects as provided by the City, along with anticipated transfers. The Test Year Revenue Requirements that are used for developing the user rates proposed herein are detailed in **Appendix A** at the end of this report and summarized in **Table 5**.

Table 5 – Test Year Revenue Requirements – FY 2025

Description	Total
Total O&M	\$ 7,273,057
Debt Service	1,612,018
Other Expenditures & Transfers	1,618,029
Gross Revenue Requirement	\$10,503,104
Less Other Revenues	(3,633,208)
Net Revenue Requirement	\$ 6,869,896

The projected Revenue Requirements for the sewer system over the entire Projection Period are provided in **Table 6**.

Table 6 – Sewer Revenue Requirements for the Projection Period

Description	Projected for Fiscal Year Ending June 30,				
	2025	2026	2027	2028	2029
Total O&M	\$ 7,273,057	\$ 7,699,794	\$ 8,157,223	\$ 8,647,880	\$ 9,174,530
Debt Service	1,612,018	1,611,192	1,609,085	1,611,639	1,609,885
Other Expenditures & Transfers	1,618,029	2,553,323	4,388,021	4,618,091	5,983,574
Gross Revenue Requirement	\$10,503,104	\$11,864,309	\$14,154,329	\$14,877,610	\$16,767,989
Less Other revenues	(3,633,208)	(3,787,232)	(4,859,968)	(4,182,596)	(4,461,400)
Net Revenue Requirement	\$ 6,869,896	\$ 8,077,077	\$ 9,294,361	\$10,695,014	\$12,306,589



2.4 Customer Data

The rate study described herein, particularly the cost-of-service analysis, is heavily reliant upon a detailed analysis of system customers and demand characteristics. The existing utility customer base provides the determinants utilized in the cost-of-service analysis, and ultimately in calculating the sewer charges, which become the foundation for projecting future revenues generated by the sewer system.

It is important to note that the customer analysis focuses primarily on the customer classifications that will be subject to and impacted by the user rates and charges to be developed in the Report. This consists of the general service (retail) customers that currently pay for utility service pursuant to the existing user rates and charges as previously detailed. For the purposes of the rate study, it is these customers that will generate revenues based upon the proposed user rates and charges.

2.4.1 Customer Billing Analysis

For the rate study, detailed billing information was provided for each individual customer. This data offered a breakdown of customers by class, usage characteristics, and billed charges. An analysis of the billing data was conducted to obtain an understanding of the existing customers, customer classes, and usage characteristics per customer class. In accordance with the data, as well as discussions with the City staff, the utility system provides service to various identifiable retail customer classes consisting of:

- Single-Family Residential
- Multi-Family Residential, and
- Commercial/Non-Residential

Each of these customer classes embodies certain common characteristics in their utility use and service demand profiles that provide the basis for establishing an equitable allocation of system costs. The billing data was utilized to identify the number of customer accounts within each class, the applicable equivalent residential units (ERUs) based on dwelling units and meter size, usage profiles, and strength characteristics.

The historical customer data was also utilized to establish growth trends for each customer classification. The growth trends were then used to project the average number of customers, ERUs, and usage within each class for the Test Year plus the remaining years of the Projection Period.

2.5 Financial Projections Under Existing Rates

The projected customers and accompanying billable flows are applied to the existing rates to develop a projection of user rate revenues that would be generated under existing rates. The revenues are then compared to the projected revenue requirements/expenditures to determine if revenue adjustments are needed. Based on this comparison, it is projected that under the existing rates, the sewer system would not meet its collective projected operating



(O&M) financial obligations, debt service payment or coverage requirements, cover costs of capital projects, and be able to make anticipated transfers. Therefore, revenue increases are required to generate additional cash to fund projected costs of operations and capital projects, meet debt service requirements, and maintain adequate cash reserves.

The City has established an objective of maintaining a target of at least 180 days of cash reserves to help fund ongoing operations in the event of periodic fluctuations in cash flow, and to address unexpected needs that may require cash funding. Since the City currently collects sewer user revenues through the annual secured property tax roll, as opposed to receiving cash through monthly or bi-monthly billings, it is essential that there are adequate cash reserves to cover expenditures between cycles of revenue collection from annual secured tax roll payments. The cash-flow statement outlining the projected operating results under existing rates is summarized in **Table 7** for the sewer system. The proposed rates and projected financial results are addressed in the subsequent sections of this Report.

Table 7 – Sewer System Projected Operating Results - Existing Rates (\$1,000s)

Description	Existing	Projected for Fiscal Year Ending June 30,			
	2025	2026	2027	2028	2029
Revenues:					
Sewer Service Charges	\$ 5,847	\$ 5,850	\$ 5,854	\$ 5,857	\$ 5,861
Other Revenues	3,633	3,787	4,860	4,183	4,461
Total Revenues	\$ 9,480	\$ 9,638	\$ 10,714	\$ 10,040	\$ 10,322
O&M Expenses	(7,273)	(7,700)	(8,157)	(8,648)	(9,175)
Net Income	\$ 2,207	\$ 1,938	\$ 2,557	\$ 1,392	\$ 1,148
Debt Service:					
Existing	\$ 1,612	\$ 1,611	\$ 1,609	\$ 1,612	\$ 1,610
Future	-	-	-	-	-
Total Debt Service	\$ 1,612	\$ 1,611	\$ 1,609	\$ 1,612	\$ 1,610
Balance After Debt	\$ 595	\$ 327	\$ 947	\$ (220)	\$ (462)
Other Expenditures & Transfers:					
Capital Outlay	\$ (352)	\$ (252)	\$ (260)	\$ (268)	\$ (276)
Transfers In	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Other Expenditures & Transfers	\$ (352)	\$ (252)	\$ (260)	\$ (268)	\$ (276)
Net Results	\$ 243	\$ 74	\$ 688	\$ (487)	\$ (738)
Fund Balance Activity:					
Operating Fund					
Beginning Balance	\$ 23,584	\$ 15,607	\$ 11,922	\$ 5,164	\$ (318)
Deposit/(Withdrawal) from Operations	243	74	688	(487)	(738)
Cash Funded Capital Projects	(8,220)	(3,760)	(7,445)	(4,995)	(2,835)
Total Operating Fund Balance	\$ 15,607	\$ 11,922	\$ 5,164	\$ (318)	\$ (3,891)
Days Cash on Hand	783	565	231	(13)	(155)



Section 3 – Cost-of-Service (COS) Analysis

3.1 General

The costs incurred by a sewer utility system are generally driven by specific service requirements imposed on the system by its customers. There are several different options that can be used to perform a cost-of-service (COS) analysis and the allocation methodology depends upon the basis applied. The sewer cost-of-service analysis detailed in **Section 3.2** involves an examination of the number and type of customers served in accordance with the California State Water Resources Control Board (SWRCB) *Revenue Program Guidelines for Wastewater Agencies*.

3.2 Sewer Cost-of-Service

The COS analysis for the sewer utility utilizes the revenue requirements for the Test Year as the cost basis. The Test Year revenue requirements are functionally unbundled, classified and allocated to customer classes to determine the cost-of-service by class. More detail relating to the sewer COS approach can be found in **Appendix B**.

3.2.1 Functional Unbundling of Revenue Requirements

The sewer system costs are unbundled into Collection, Treatment, and Customer functions. A brief description of each component is as follows:

- **Collection** – costs associated with lines and facilities that transport wastewater from customer properties to treatment facilities;
- **Treatment** – costs associated with treating wastewater for disposal reclamation and/or discharge;
- **Customer** – costs associated with metering, billing, and providing other services to customers (e.g., printing, delivering and collecting utility bills, recordkeeping, etc.).

The allocation of the functionally unbundled revenue requirements for the Test Year are summarized in **Table 8**.



Table 8 - Functional Unbundled Cost Allocations

Description	Test Year
Total O&M	\$ 7,273,057
Existing Debt Service	1,612,018
Future Debt Service	0
Other Expenditures	1,618,029
O&M Revenue Requirement	\$ 10,503,104
Less Other revenues	(3,633,208)
Total Revenue Requirement	\$ 6,869,896
Functional Unbundled Revenue Requirement	
Treatment	\$ 2,730,814
Collection	691,150
Administration	3,851,093
Transfers	-
CIP	8,220,000
Capital Outlay	351,597
Existing Debt	1,612,018
Non-Rate Revenue	(3,633,208)
Fund Balance ^[1]	(6,953,569)
Total	\$ 6,869,896
Notes:	
[1] Represents a transfer from reserves to provide funding for capital outlay and CIP costs.	

3.2.2 Classification of Revenue Requirements

The functionally unbundled revenue requirements for the sewer system are classified into fixed and volumetric customer components based on methodology consistent with the Water Environmental Federation (WEF), Manual of Practice No. 27. Since the City is mostly built-out, and there are no anticipated losses or gains of significant wastewater customers, it is anticipated that the allocation percentages will not change materially during the Projection Period. However, it is important to note that COS analyses are based on the data at a specific point in time (i.e., the most recent fiscal year). To the extent that weather conditions, economic conditions and customer usage characteristics change during the Projection Period, the cost allocations can be impacted. The system-wide costs by service characteristic are shown in **Table 9**.



Table 9 - Classification of Unbundled Revenue Requirements

Component	Customer	Volume	Capacity	Strength - BOD	Strength - SS	Total
Treatment	\$ 0	\$ 317,334	\$ 317,334	\$ 1,057,883	\$ 1,038,263	\$ 2,730,814
Collection	0	345,575	345,575	0	0	691,150
Administration	3,851,093	0	0	0	0	3,851,093
Transfers	-	0	0	0	0	-
CIP	2,706,024	1,378,494	1,378,494	1,378,494	1,378,494	8,220,000
Capital Outlay	351,597	0	0	0	0	351,597
Existing Debt	1,612,018	0	0	0	0	1,612,018
Non-Rate Rev & Fund Balance	(5,167,483)	(1,238,030)	(1,238,030)	(1,477,566)	(1,465,667)	(10,586,776)
Total	\$ 3,353,249	\$ 803,373	\$ 803,373	\$ 958,811	\$ 951,090	\$ 6,869,896

3.2.3 Allocation to Customer Classes and Unit Cost Development

The functionalized and classified revenue requirements are allocated to customer classes utilizing a unit cost approach as follows:

- **Collection** – Based on relative percentage of annual sewer usage;
- **Treatment** – Based on relative percentage of sewer strength discharge (BOD and SS);
- **Customer** – Based on relative percentage of units by customer class.

The units of service for each component of cost by customer class (if applicable) are provided in **Table 10**. The units of service consist of the number of ERUs, annual flows in 100 cubic feet, and sewer strength discharge. ERUs are based on the number of residential dwelling units and commercial/non-residential customers by meter-size as provided in the customer data. Collection is the total annual sewer flows projected for the test year. BOD and SS reflect the strength per pound of the sewer discharge collected by the City from each customer class based on standards for wastewater discharge included in the State Water Resources Control Board Guidelines.



Table 10 – Units of Service

Description	Total Units	Total ERUs	CCF Flow	BOD Factor ^[1]	BOD Pounds	TSS Factor ^[1]	TSS Pounds
Residential Classes							
Single-Family	4,947	4,947	434,742	250	678,015	250	678,015
Multi-Family	1,370	1,370	64,157	250	100,058	250	100,058
Sub-Total Residential	6,317	6,317	498,899		778,074		778,074
Non-Residential Classes							
Commercial/Non-Residential	137	455	50,069	439	136,963	384	119,992
Sub-Total Non-Residential	137	455	50,069		136,963		119,992
Sewer System Total	6,454	6,772	548,968		915,036		898,066

Notes:

[1] Average strength factors for BOD and TSS are based on the State Water Resources Control Board Revenue Program Guidelines, Appendix G.

The revenue requirement for each cost component is divided by its respective unit of service to calculate a unit cost. The unit cost for each cost component is demonstrated in **Table 11**.

Table 11 – Cost Per Unit

Description	Customer	Volume	Capacity	Strength - BOD	Strength - SS	Total
Total Revenue Requirement	\$ 3,353,249	\$ 803,373	\$ 803,373	\$ 958,811	\$ 951,090	\$ 6,869,896
Units of Service	6,772	548,968	548,968	915,036	898,066	
	ERUs/Yearly	CCF	CCF	Pounds	Pounds	
Cost Per Unit	\$ 495.20	\$ 1.46	\$ 1.46	\$ 1.05	\$ 1.06	
	ERUs/Yearly	CCF	CCF	Pounds	Pounds	

The allocation of the revenue requirement to each customer class is based on the unit costs for each component multiplied by the units of service for each customer class. The total costs to be recovered from each customer class by rate component are shown in **Table 12**.

Table 12 – Cost of Service by Customer Class and Cost Component

Rate Class	Customer	Volume	Capacity	Strength - BOD	Strength - SS	Total
Single-Family	\$ 2,449,756	\$ 636,212	\$ 636,212	\$ 710,451	\$ 718,047	\$ 5,150,679
Multi-Family	678,424	93,889	93,889	104,845	105,966	1,077,013
Commercial/Non-Residential	225,069	73,272	73,272	143,515	127,077	642,203
Total	\$3,353,249	\$ 803,373	\$ 803,373	\$ 958,811	\$ 951,090	\$6,869,896



3.2.4 Rate Design by Unit Cost

The unit costs developed in the previous section are used to develop the proposed rates for the Test Year. The fixed rate components are based on accounts, ERUs and the allocated customer-related costs. The volumetric rate component is based on the annual usage and sewer strength discharge.

The fixed rate components by ERU for single-family and multi-family customers are determined using the total number of residential dwelling units being served. Each residential dwelling unit is equivalent to one ERU.

The fixed rate components by ERU for commercial/non-residential customers are determined based on the number of customers by meter size. It is common practice in the utility rate-making industry to establish a rate structure that includes an incremented service availability charge (meter charge, sometimes also called a fixed charge) such that customers placing a greater potential demand or capacity requirement on the system (those with larger meters) will pay proportionately more for the service availability component.

The methodology for incrementing the commercial/non-residential fixed fee per ERU is based upon standardized meter/capacity criteria established by the American Water Works Association ("AWWA") and the WEF pursuant to the size of the water meter. The AWWA/WEF equivalent meter capacity criteria are commonly used to establish a standard unit of measure for customers referred to as an ERU. Utilizing the AWWA/WEF demand criteria, the applicable ERU factors for larger water meters are based on the incremental increase in potential wastewater discharge capacity, as compared to the standard meter size. These factors are derived from actual flow testing results and are commonly utilized by the water and sewer utility industry. Based upon the established standards, an ERU is equal to a single connection with a 5/8-inch water meter. Since wastewater flow capacity is generally a direct function of water flow, calculating the sewer fixed fee based upon the size of the water meter is equitable and consistent with industry standards. A full summary of the AWWA meter-size equivalency factors is provided in **Table 13**.



Table 13 – Meter Equivalency Factors

Description	AWWA Factors ^[1]	Non-Residential Meter Factors
<u>Meter Size</u>		
5/8 Inch	1.00	1.00
3/4 Inch	1.50	1.50
1.0 Inch	2.50	2.50
1.5 Inch	5.00	5.00
2.0 Inch	8.00	8.00
3.0 Inch	15.00	15.00
4.0 Inch	25.00	25.00
6.0 Inch	50.00	50.00
8.0 Inch	80.00	80.00
10.0 Inch	115.00	115.00
Notes: [1] Meter-size equivalency factors established by the AWWA and identified in AWWA Standards C700, M1 and M22. Such factors are commonly applied consistently for both water and wastewater rate design.		

The volumetric rate component is determined by the sewer usage and the strength characteristics associated with each customer classification based on the standards for wastewater discharge included in the State Water Resources Control Board Guidelines. Residential customers will pay a flat fee, regardless of their usage, so all costs relating to the volumetric rate component are included in the flat fee. This is a common industry standard for setting residential sewer rates since residential customers have similar usage profiles and place similar demand on a sewer utility system, and their wastewater discharge is not directly metered.

For commercial/non-residential customers, the volumetric rate component is determined by dividing the volume, capacity, BOD, and TSS volumetric cost categories by the total commercial/non-residential sewer flows to determine the commercial/non-residential volumetric rate per 100 cubic feet. It is a common industry practice to have commercial/non-residential customers pay a volumetric rate per unit of sewer usage since the commercial/non-residential customer class varies in usage and strength discharge characteristics between customers. Section **3.2.5.** demonstrates how the sewer rates are developed from the fixed and volumetric cost components, respective to each customer classification, to recover their proportional cost of providing service to them.



3.2.5 COS and Revenue Check

Once the unit costs are developed and the costs associated with each customer class based on the units or service are determined in **Section 3.2.3**, rates can be developed to ensure that each customer class is generating sufficient revenues to cover their allocated cost of service. The proposed rate structure for the sewer rates are as follows:

- **Single-Family & Multi-Family Residential Customers** – For single-family and multi-family residential customers, the proposed rates will consist of only a flat annual fixed charge based on the number of dwelling units.
- **Commercial/Non-Residential Customers** – For commercial/non-residential customers, the proposed rates will consist of an annual fixed charge by meter-size/ERU and a volumetric rate per 100 cubic feet of sewer usage.

The revenues generated by each land use vs the cost allocated to each land use are provided in **Table 14**.

Table 14 – Proposed Rate Revenues vs COS

Description	Yearly ERUs	Proposed Yearly Fixed Fee	Total Fixed Fee Revenue	Billable Annual Volume (CCF)
	[A]	[B]	[C]=[A]*[B]*1	[D]
Single-Family	4,947	\$ 1,041.17	\$ 5,150,679	N/A
Multi-Family	1,370	\$ 786.14	\$ 1,077,013	N/A
Commercial/Non-Residential	455	\$ 495.20	\$ 225,069	50,069
Total	6,772		\$6,452,761	50,069
Description	Proposed Volumetric Rate	Total Volumetric Rate Revenues	Total Calculated Revenues	Total COS
	[E]	[F]=[D]*[E]	[G]=[C]+[F]	[H]
Single-Family	N/A	\$ 0	\$ 5,150,679	\$ 5,150,679
Multi-Family	N/A	\$ 0	\$ 1,077,013	\$ 1,077,013
Commercial/Non-Residential	\$ 8.33	\$ 417,135	\$ 642,203	\$ 642,203
Total		\$ 417,135	\$6,869,896	\$6,869,896



Section 4 – Proposed Test Year Rates

4.1 General

The methodology used to calculate the recommended sewer rates proposed herein involves applying the projected customers, ERUs, and sewer flows to the user rates developed in the preceding cost-of-service and rate analysis to calculate the estimated revenues that would be generated. Then, these projected revenues are compared to the estimated Test Year revenue requirements, and the sewer rates are adjusted on a percentage basis as necessary until the revenues generated are sufficient to meet the revenue needs of the sewer utility system. In addition, there are other factors that must be considered in designing rates to satisfy the City's objectives. Such other rate considerations include, but are not limited to:

1. **Sensitivity to existing customers** - the proposed rates must consider the impact on existing customers and avoid putting an inequitable financial burden on any particular customer class.
2. **Comparability with neighboring utilities** - the proposed rates should consider the rates and charges applied to customers of neighboring utilities of relatively similar size for similar service.
3. **Existing rate structure** - the proposed rates must consider the logistics and cost/benefit implications of instituting changes to the existing rates and rate structure.
4. **Economic and property development** - the proposed rates must consider the potential for future development within the City's service area and ensure that the rates do not make it cost-prohibitive for future development.

The proposed rates developed herein utilize these considerations, as well as discussions with the City staff, professional judgment, and prior experience with comparable utility systems. When reviewing potential rate structure options in conjunction with the need for additional revenues, it was determined that revenue adjustments are needed, and the existing rate structure needs to be adjusted based on the cost-of-service analysis.

In conjunction with the existing rate structure, the proposed sewer rates for the upcoming fiscal year are composed of two rate components consisting of an annual fixed charge and a volumetric rate per 100 cubic feet for commercial/non-residential customers only. The proposed annual sewer rates for the Test Year are provided again in **Table 15**.



Table 15 – Proposed Annual Sewer Rates

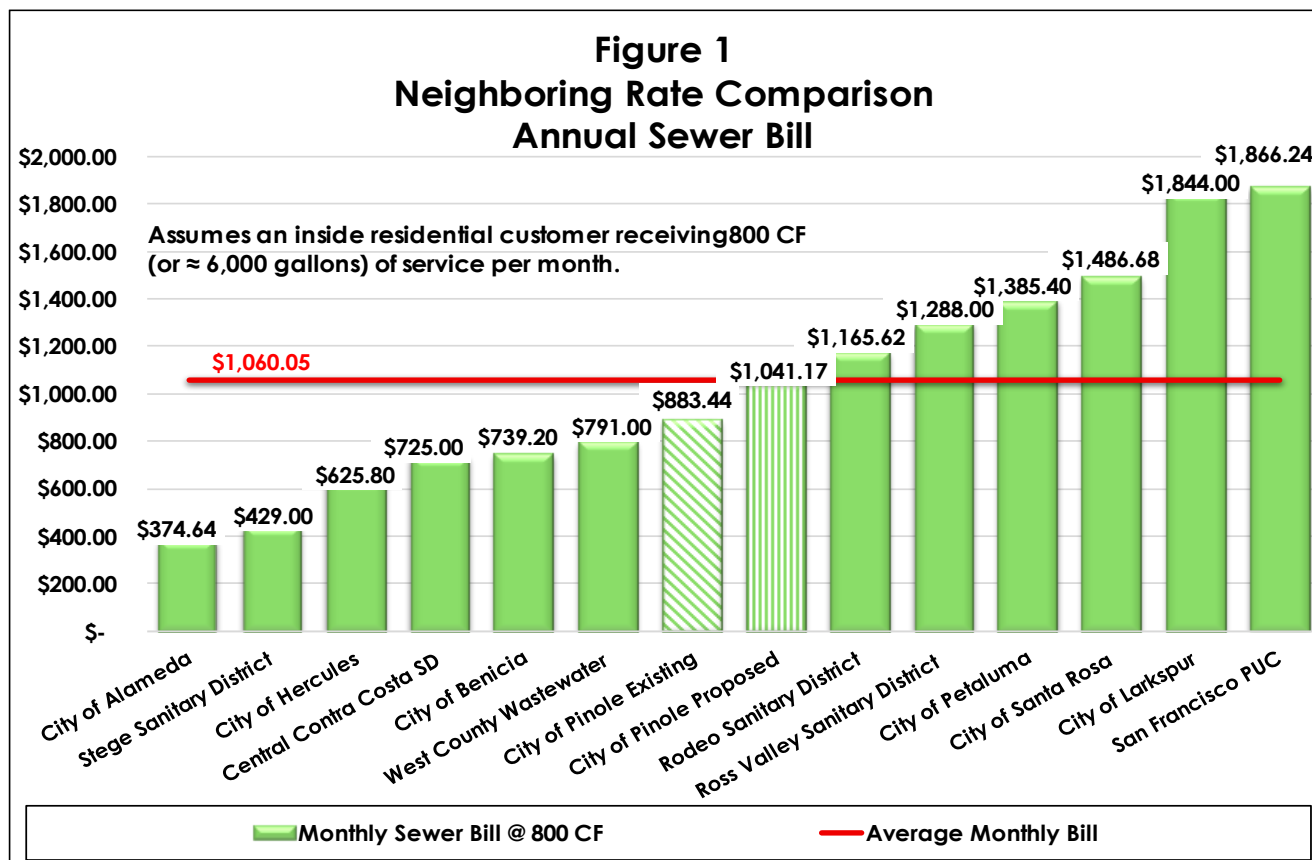
Description	Rate
Residential Annual Flat Fee ^[1]	
Single - Family	\$ 1,041.17
Multi - Family (per dwelling unit)	\$ 786.14
Non-Residential Annual Meter Charge:	
5/8 Inch	\$ 495.20
3/4 Inch	\$ 742.80
1.0 Inch	\$ 1,238.00
1.5 Inch	\$ 2,476.00
2.0 Inch	\$ 3,961.60
3.0 Inch	\$ 7,428.00
4.0 Inch	\$ 12,380.01
6.0 Inch	\$ 24,760.02
8.0 Inch	\$ 39,616.03
10.0 Inch	\$ 56,948.04
Volumetric Rates Per 100 Cubic Feet - All Flow	
Single - Family	\$ 0.00
Multi - Family (per dwelling unit)	\$ 0.00
Non-Residential	\$ 8.33
Notes:	
[1] All residential customers only pay a flat fee per dwelling unit, regardless of usage.	

4.2 Rate Comparison with Other Utilities

In order to provide the City with additional insight regarding the proposed rate levels, the analysis includes a comparison of both the existing and proposed user rates relative to the user rates imposed by other sewer utility systems located in same region. A summary analysis is provided comparing the cost of annual sewer service for a typical residential customer calculated under the existing and proposed rates of the City with those of the other utilities. Since the City currently bills customers annually through the Contra Costa County Secured Property Tax Roll, for purposes of a meaningful comparison, the bills for sewer utilities that do not bill annually (i.e. monthly or bi-monthly) were converted into annual bills. The rates utilized for the other neighboring utilities bills shown in **Figure 1** were in effect as of March 2024 and



are exclusive of local taxes, outside surcharges, franchise fees, regulatory fees, or other rate adjustments. An annual summary comparison with other utilities for a residential customer using 800 cubic feet per monthly billing, or 9,600 cubic feet annually is illustrated in **Figure 1**.



It should be noted that when making comparisons for sewer service, several factors affect the level of rates and charges. Such factors may include:

- 1) Terms of wholesale service agreements;
- 2) Time since last rate update for comparison providers;
- 3) Level of treatment and effluent disposal methods of sewer service;
- 4) Anticipated capital improvement programs and capital financing methods;
- 5) Plant capacity utilization, age of facilities, and assistance in construction by federal or state grants, connection fees, developer contributions, etc.;
- 6) General Fund and/or administrative fee transfers made by other systems which may account for differences in the level of rates charged; and
- 7) Bond covenants and funding requirements of the rates.

For the utilities included in the rate comparisons, no analysis has been performed with consideration of the above-mentioned factors as they relate to the reported sewer rates currently being charged.



Section 5 – Projected Operating Results

5.1 General

As a conclusion to the study, a pro forma operating statement is developed for the sewer system. The statement summarizes the projected financial results based on the system revenues, expenses and other revenue requirements anticipated in future years.

The individual operating statements cover the 5-fiscal year Projection Period through June 30, 2029, and are prepared on a cash-flow basis. In addition, the pro forma statement includes the applicable annual percentage rate adjustments necessary to meet the projected revenue requirements. The following discussions describe the development of the major components of the projected operating results.

5.2 Projected User Rate Revenues

The user rate and charge revenues are estimated by applying the existing and proposed rates to the projected customers, ERUs, and sewer flows. The resulting revenues are then compared to the projected revenue requirements (i.e., O&M expenses, debt service, capital outlay, transfers, etc.) in each fiscal year to determine if the revenues are sufficient to satisfy the expenditure needs of the system. To the extent that there are revenue shortfalls in any given year of the Project Period, the sewer rates developed from the Cost-of-Service and Rate analysis outlined in **Section 3** of this report are adjusted on a percentage basis each year as necessary to generate the required level of revenues. The projected sewer user rate revenues are provided in **Table 16**.

Table 16 – Projected User Rate Revenues

System	Existing	Proposed	Projected for Fiscal Year Ending June 30,			
	2025	2025	2026	2027	2028	2029
Sewer Revenues						
Single-Family	\$ 4,370,378	\$ 5,150,679	\$ 6,056,954	\$ 6,971,140	\$ 8,023,265	\$ 9,234,207
Multi-Family	1,028,815	1,077,013	1,265,496	1,455,324	1,673,619	1,924,658
Commercial/Non-Residential	447,565	642,203	754,627	867,897	998,130	1,147,724
Total Annual Sewer Revenues	\$ 5,846,758	\$ 6,869,896	\$ 8,077,077	\$ 9,294,361	\$10,695,014	\$12,306,589

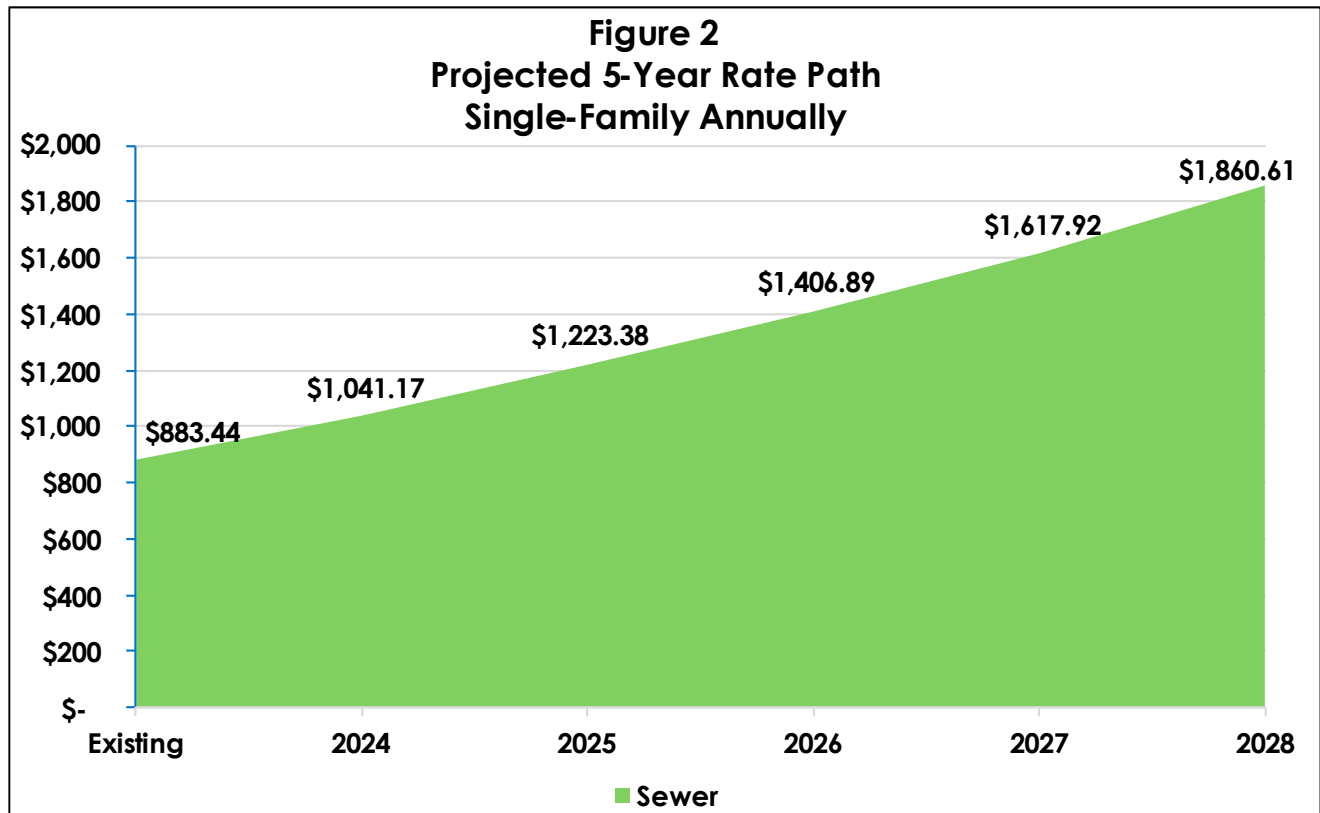
The projected revenues include the annual sewer rate adjustments anticipated for the remaining years of the Projection Period beyond the Test Year. The proposed user rates from which the projected operating results are developed for the entire 5-fiscal year Projection Period are provided in **Table 17**. The rates identified in the table below reflect the cost of providing service to individual customer classes based on ERUs, volume of flow, and strength characteristics.



Table 17 – Proposed Annual Sewer Rates

Description	Existing Rates	Projected for Fiscal Year Ending June 30,				
		2025	2026	2027	2028	2029
Residential Annual Flat Fee ^[1]						
Single - Family	\$ 883.44	\$ 1,041.17	\$ 1,223.38	\$ 1,406.89	\$ 1,617.92	\$ 1,860.61
Multi - Family (per dwelling unit)	\$ 750.96	\$ 786.14	\$ 923.72	\$ 1,062.28	\$ 1,221.62	\$ 1,404.86
Non-Residential Annual Meter Charge:						
5/8 Inch	\$ 202.80	\$ 495.20	\$ 581.86	\$ 669.14	\$ 769.51	\$ 884.94
3/4 Inch	\$ 304.20	\$ 742.80	\$ 872.79	\$ 1,003.71	\$ 1,154.27	\$ 1,327.41
1.0 Inch	\$ 507.00	\$ 1,238.00	\$ 1,454.65	\$ 1,672.85	\$ 1,923.78	\$ 2,212.34
1.5 Inch	\$ 1,014.00	\$ 2,476.00	\$ 2,909.30	\$ 3,345.70	\$ 3,847.55	\$ 4,424.68
2.0 Inch	\$ 1,622.40	\$ 3,961.60	\$ 4,654.88	\$ 5,353.12	\$ 6,156.08	\$ 7,079.50
3.0 Inch	\$ 3,244.80	\$ 7,428.00	\$ 8,727.91	\$ 10,037.09	\$ 11,542.66	\$ 13,274.05
4.0 Inch	\$ 5,070.00	\$ 12,380.01	\$ 14,546.51	\$ 16,728.49	\$ 19,237.76	\$ 22,123.42
6.0 Inch	\$ 10,140.00	\$ 24,760.02	\$ 29,093.02	\$ 33,456.97	\$ 38,475.52	\$ 44,246.85
8.0 Inch	\$ 16,224.00	\$ 39,616.03	\$ 46,548.83	\$ 53,531.16	\$ 61,560.83	\$ 70,794.95
10.0 Inch	\$ 25,350.00	\$ 56,948.04	\$ 66,913.94	\$ 76,951.04	\$ 88,493.69	\$ 101,767.74
Volumetric Rates Per 100 Cubic Feet - All Flow						
Single - Family	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Multi - Family (per dwelling unit)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Non-Residential	\$ 7.09	\$ 8.33	\$ 9.79	\$ 11.26	\$ 12.95	\$ 14.89
Notes:						
[1] All residential customers only pay a flat fee per dwelling unit, regardless of usage.						

The projected user rates provided herein for the periods beyond the Test Year are intended for strategic planning purposes, and to provide the City with the estimated future rates that may be needed to satisfy the projected cash flow requirements. The rates are developed in accordance with the assumed customer, flow, expenditure, and revenue estimates projected in this rate study. It is important to note that, since it is necessary to utilize numerous assumptions to develop the projected operating results, to the extent that actual customers, flows and/or system expenditures differ from those assumed herein, additional rate adjustments may be required. For informative purposes, the annual charge for a representative City residential customer based on the projected rates, as well as the accompanying change in the annual charge for each year of the Projection Period is included herein. An illustration of the projected annual flat fee charge for a single-family residential customer is provided in **Figure 2**.



5.3 Debt Service Coverage

The sewer operating statement also includes a calculation of the annual debt service coverage. Debt service coverage is generally viewed as an indicator of the financial strength of the utility. The debt service coverage ratio is broadly calculated by dividing the net revenues by the annual debt service requirement. For the purposes of the debt service coverage calculation developed herein, the net revenues consist of the total operating revenues (user rate revenues plus other revenues) less the O&M expenses. In accordance with the requirements of the outstanding loan agreements, the City must maintain coverage of at least 125% (1.25 times) of the annual debt service payment. The pro-forma operating statement indicates that the sewer system is expected to meet or exceed the required minimum level of debt service coverage in each fiscal year of the Projection Period. It is important to note that the coverage results are provided for informative purposes only and are not intended as a legally supportable calculation for representation to bondholders. The debt service coverage for the sewer system over the projection period is provided in **Table 18**.



Table 18 –Sewer Utility System Projected Debt Service Coverage

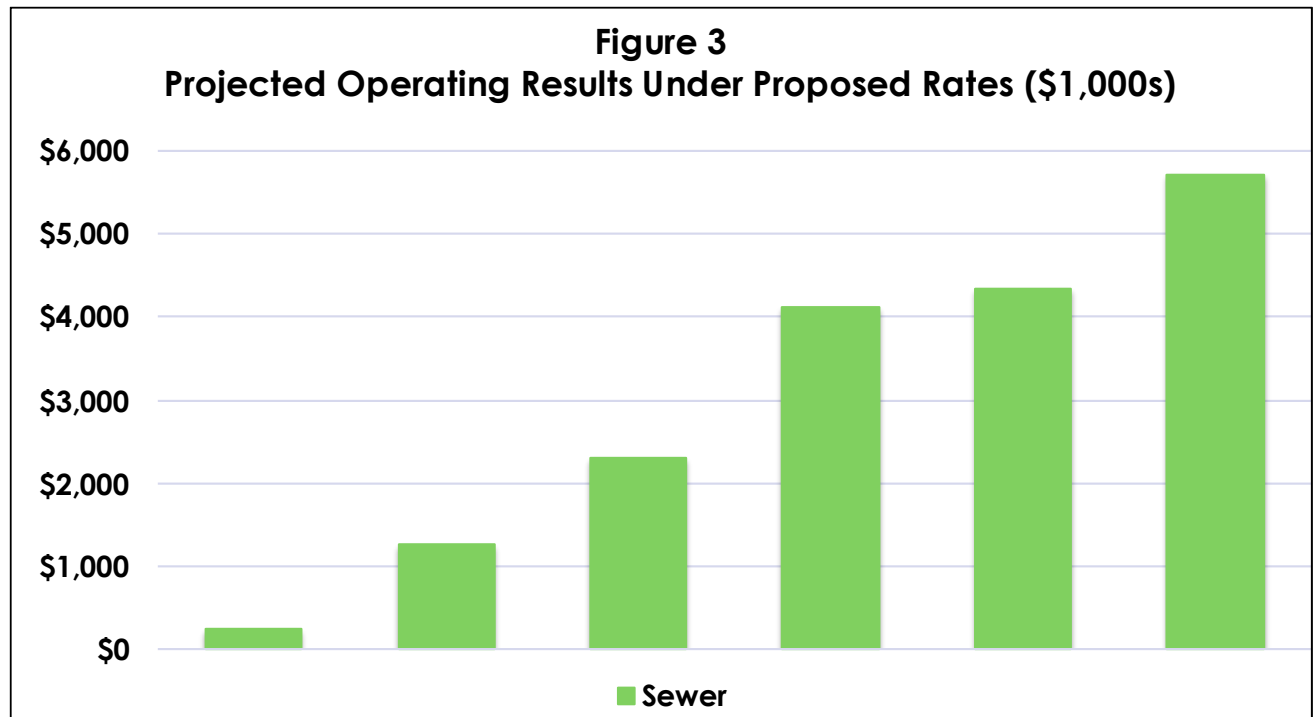
Fiscal Year	Sewer Enterprise	
	Projected	Minimum
2025	2.00	1.25
2025	2.58	1.25
2026	3.73	1.25
2027	3.87	1.25
2028	4.72	1.25

5.4 Summary of Projected Operating Results

The cash-flow statement outlining the projected operating results is summarized in **Table 19** for the sewer system. The projected results are graphically illustrated in **Figure 3** for the sewer system. The results demonstrate that the proposed rates and charges along with the other system revenues are anticipated to be sufficient to satisfy the projected revenue requirements and capital needs of the utility system.

Table 19 – Sewer System Projected Operating Results - Proposed Rates (\$1,000s)

Description	Existing	Proposed	Projected for Fiscal Year Ending June 30,			
	2025	2025	2026	2027	2028	2029
Revenues:						
Sewer Service Charges	\$ 5,847	\$ 6,870	\$ 8,077	\$ 9,294	\$ 10,695	\$ 12,307
Other Revenues	3,633	3,633	3,787	4,860	4,183	4,461
Total Revenues	\$ 9,480	\$ 10,503	\$ 11,864	\$ 14,154	\$ 14,878	\$ 16,768
O&M Expenses	(7,273)	(7,273)	(7,700)	(8,157)	(8,648)	(9,175)
Net Income	\$ 2,207	\$ 3,230	\$ 4,165	\$ 5,997	\$ 6,230	\$ 7,593
Debt Service:						
Existing	\$ 1,612	\$ 1,612	\$ 1,611	\$ 1,609	\$ 1,612	\$ 1,610
Future	-	-	-	-	-	-
Total Debt Service	\$ 1,612	\$ 1,612	\$ 1,611	\$ 1,609	\$ 1,612	\$ 1,610
Balance After Debt	\$ 595	\$ 1,618	\$ 2,553	\$ 4,388	\$ 4,618	\$ 5,984
Other Expenditures & Transfers:						
Capital Outlay	\$ (352)	\$ (352)	\$ (252)	\$ (260)	\$ (268)	\$ (276)
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Total Other Expenditures & Transfers	\$ (352)	\$ (352)	\$ (252)	\$ (260)	\$ (268)	\$ (276)
Net Results	\$ 243	\$ 1,266	\$ 2,301	\$ 4,128	\$ 4,350	\$ 5,708
Fund Balance Activity:						
Operating Fund						
Beginning Balance	\$ 23,584	\$ 23,584	\$ 16,631	\$ 15,172	\$ 11,855	\$ 11,210
Deposit/(Withdrawal) from Operations	243	1,266	2,301	4,128	4,350	5,708
Cash Funded Capital Projects	(8,220)	(8,220)	(3,760)	(7,445)	(4,995)	(2,835)
Total Operating Fund Balance	\$ 15,607	\$ 16,631	\$ 15,172	\$ 11,855	\$ 11,210	\$ 14,083
Days Cash on Hand	783	835	719	530	473	560





Section 6 – Conclusions and Recommendations

6.1 Disclaimers

6.1.1 General Disclaimer

In the development of the proposed user rates and charges, certain historical reviews and analyses have been performed, together with the application of assumptions based on prudent financial, operational, and ratemaking relationships. The cost criteria and customer usage characteristics associated with general ratemaking procedures are representative of averages and are not intended as indicators of any individual customer.

In the preparation of the rate study, certain assumptions have been made with respect to conditions that may occur in the future. While it is believed that these assumptions are reasonable for the purpose of this update, they are dependent upon future events and actual conditions may differ from those assumed. In addition, the study has used and relied upon certain information that was provided by other parties not associated with Willdan. Such information includes, among other things, the City's audited financial statements, annual operating budgets, periodic reports, and other information and data provided by the City, its independent auditors, and other sources. While the sources are believed to be reliable, there has been no independent verification of the information, and no assurances are offered with respect thereto. To the extent that future conditions differ from those assumed herein or provided by others, the actual results may vary from those projected.

6.1.2 Municipal Advisory Disclaimer

Unless the City of Pinole, California (the "City") has a written engagement from Willdan Financial Services ("Willdan") for municipal advisory services, Willdan is not advising or recommending any action be taken by the recipient of this information with respect to any prospective, new, or existing municipal financial products or issuance of municipal securities (including with respect to the structure, timing, terms and other similar matters concerning such financial products or issues). The City shall discuss any such information and material contained in Willdan's work product with any and all internal and/or external advisors and experts, including its own municipal advisor, that it deems appropriate before acting on the information and material.

For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the City with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the City, (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the City, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it



provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, including any revisions or amendments thereto.

6.2 Conclusions

As previously addressed, the purpose of this study is to provide a review of the City's existing utility rates to determine if rate adjustments are necessary to meet the budgeted and/or projected financial needs in future years. This Report is the result of the collaborative efforts of representatives from both the City and Willdan. City staff were diligent and cooperative in their efforts to ensure the availability and quality of source data on financial and operating matters. Based on the reviews, analyses and assumptions discussed herein, it is concluded that:

1. The proposed user rates and charges are anticipated to generate sufficient revenues to meet the revenue requirements of the system based upon the projected expenditures, transfers, customers, and billable flows estimated for the Test Year. The proposed rates are based on an assumed implementation date of July 1, 2024 (or other such date as determined by the City). To the extent that the implementation date is postponed, additional rate adjustments and/or appropriations from existing reserves may be necessary.
2. The estimated revenues and resulting rate adjustments for the remaining years of the Projection Period beyond the Test Year are developed based on the customer growth assumptions generated from the historical analyses and discussions with City staff. If the customer growth projections are not realized, additional rate adjustments may be necessary.
3. Customer growth for the sewer system is projected based on historical customer data as provided by the City as well as discussions with the City staff regarding development activity and anticipated construction. If it turns out that the customer growth assumptions are not realized, the resulting revenues could be different than projected.
4. Future capital improvement projects are assumed to occur as reported by the City in its CIP. To the extent that the timing of such projects may change from that estimated herein, the cost of such projects and resulting impact on future rates and charges may vary from those indicated.



-
5. The proposed rates and rate structure are consistent with industry standards for rate-setting practices, comply with Proposition 218 and conform to the City's financial policies with respect to:
 - a. Equitably recovering costs;
 - b. Being based upon the proportionate cost of providing services; and
 - c. Generating sufficient revenue to recover system revenue requirements, meet debt service coverage requirements and annual payment obligations, fund capital needs, and meet reserve requirements.

6.3 Recommendations

Based on the reviews, analyses and assumptions addressed herein, as well as the resulting conclusions provided above, it is respectfully recommended that the City:

1. Adopt the proposed sewer rates to be placed on the annual secured property tax roll.
2. Enact the proposed rates to become effective as of July 1, 2024 (or other such date as determined by the City). Based on the timing of the project and the required public hearing notice procedures, it is expected that the effective date will occur on the recommended date.
3. Readdress the cost-of-service analysis portion of this study every three to five years to ensure costs are recovered consistent with cost-of-service principles and customer characteristics.

We appreciate the opportunity to be of service to the City in this engagement. In addition, we would like to thank City staff for the valuable assistance provided during the completion of the rate study.

Respectfully Yours,

WILLDAN FINANCIAL SERVICES

APPENDIX

DETAIL FOR THE COMPREHENSIVE SEWER UTILITY RATE STUDY



COMPREHENSIVE SEWER UTILITY RATE STUDY FOR THE
CITY OF PINOLE, CALIFORNIA

APPENDIX A

Revenue Requirement from User Rates

APPENDIX - A
CITY OF PINOLE, CA
DEVELOPMENT OF RATE REVENUE REQUIREMENTS - SEWER

Line No:	Description	[A]	[B]	[C]=[A]*[B]
		Test Year for Rate Revenue Requirement		
		FY 2025	% to Sewer	Sewer
1	Total Operating Revenues	\$ 10,503,104		\$ 10,503,104
	Less:			
	Other Operating Revenues			
2	36302 - Sewer Chg/Sewer Plant-Hercules	\$ 3,423,208	100%	\$ 3,423,208
3	36303 - Sewer Chg/Sewer Laterals	10,000	100%	10,000
4	37180 - Investment Earnings	200,000	100%	200,000
5	Total Other Operating Revenues	3,633,208		3,633,208
6	Total Rate Revenue Requirement	\$ 6,869,896	100%	\$ 6,869,896

APPENDIX B

Sewer Cost-of-Service Analysis

APPENDIX - B **CITY OF PINOLE, CA** **ALLOCATION OF TEST YEAR COSTS TO SEWER FUNCTION**

Test Year Revenue Requirement		
Line No:	Expense Group	FY 2025
1	Collection	\$691,150
2	Treatment	2,730,814
3	Administration	3,851,093
4	Pumping	0
5	Customer Service	0
6	Transfers	0
7	Existing Debt	1,612,018
8	New Debt	0
9	CIP	8,220,000
10	Capital Outlay	351,597
11	Total	\$ 17,456,672

APPENDIX - B

CITY OF PINOLE, CA

SEWER CUSTOMER AND EQUIVALENT RESIDENTIAL UNIT CALCULATION - TEST YEAR FY 2025

Meter Equivalencies					
Line No:	Meter Size	Class -->	[A - 1]	[B - 1]	[C - 1]
			Single-Family	Multi-Family	Non-Residential
		Billing Basis-->	Units	Units	Units
1	Dwelling Units		1.00	1.00	1.00
2	0.625		1.00	1.00	1.00
3	0.75		1.50	1.50	1.50
4	1.00		2.50	2.50	2.50
5	1.50		5.00	5.00	5.00
6	2.00		8.00	8.00	8.00
7	3.00		15.00	15.00	15.00
8	4.00		25.00	25.00	25.00
9	6.00		50.00	50.00	50.00
10	8.00		80.00	80.00	80.00

Customer Units						
Line No:	Meter Size	Class -->	[A - 2]	[B - 2]	[C - 2]	Total
			Single-Family	Multi-Family	Non-Residential	
		Billing Basis-->	Units	Units	Units	
1	Dwelling Units		4,947	1,370	-	6,317
2	0.625		-	-	61	61
3	0.75		-	-	1	1
4	1.00		-	-	30	30
5	1.50		-	-	33	33
6	2.00		-	-	9	9
7	3.00		-	-	2	2
8	4.00		-	-	-	-
9	6.00		-	-	1	1
10	8.00		-	-	-	-
11	Total		4,947	1,370	137	6,454

Total Equivalent Residential Units						
Line No:	Meter Size	Class -->	[A - 1] * [A - 2]	[B - 1] * [B - 2]	[C - 1] * [C - 2]	Total
			Single-Family	Multi-Family	Non-Residential	
		Billing Basis-->	Units	Units	Units	
12	Dwelling Units		4,947	1,370	-	6,317
13	0.63		-	-	61	61
14	0.75		-	-	2	2
15	1.00		-	-	75	75
16	1.50		-	-	165	165
17	2.00		-	-	72	72
18	3.00		-	-	30	30
19	4.00		-	-	-	-
20	6.00		-	-	50	50
21	8.00		-	-	-	-
22	Total		4,947	1,370	455	6,772

APPENDIX - B

CITY OF PINOLE, CA

SEWER CUSTOMER ACCOUNT & STENGTH CHARACTERISTICS BY CUSTOMER CLASS - TEST YEAR FY 2025

Line No:	Description	Total Units	Total ERUs	CCF Flow	BOD Factor ⁽¹⁾	BOD Pounds	TSS Factor ⁽¹⁾	TSS Pounds
Residential Classes								
1	Single-Family	4,947	4,947	434,742	250	678,015	250	678,015
2	Multi-Family	1,370	1,370	64,157	250	100,058	250	100,058
3	Sub-Total Residential	6,317	6,317	498,899		778,074		778,074
Non-Residential Classes								
4	Commercial/Non-Residential	137	455	50,069	439	136,963	384	119,992
5	Sub-Total Non-Residential	137	455	50,069		136,963		119,992
6	Sewer System Total	6,454	6,772	548,968		915,036		898,066

Notes:

[1] Average strength factors for BOD and TSS are based on the State Water Resources Control Board Revenue Program Guidelines, Appendix G.

APPENDIX - B
CITY OF PINOLE, CA
ALLOCATION OF SEWER COSTS - TEST YEAR FY 2025

Line No:	Description	Sewer Costs	Volume	Capacity	Strength - BOD	Strength - SS	Customer	Total (Check)
Allocation Factors:								
1	Treatment		11.62%	11.62%	38.74%	38.02%	0.00%	100.00%
2	Collection		50.00%	50.00%	0.00%	0.00%	0.00%	100.00%
3	Administration		0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
4	Pumping		11.62%	11.62%	38.74%	38.02%	0.00%	100.00%
5	Customer Service		0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
6	Transfers		0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
7	CIP		16.77%	16.77%	16.77%	16.77%	32.92%	100.00%
8	Capital Outlay		0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
9	Existing Debt		0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
10	New Debt		11.62%	11.62%	38.74%	38.02%	0.00%	100.00%
Allocation of Costs:								
11	Treatment	\$ 2,730,814	\$ 317,334	\$ 317,334	\$ 1,057,883	\$ 1,038,263	\$ -	\$ 2,730,814
12	Collection	691,150	345,575	345,575	-	-	-	691,150
13	Administration	3,851,093	-	-	-	-	3,851,093	3,851,093
14	Pumping	-	-	-	-	-	-	-
15	Customer Service	-	-	-	-	-	-	-
16	Transfers	-	-	-	-	-	-	-
17	CIP	8,220,000	1,378,494	1,378,494	1,378,494	1,378,494	2,706,024	8,220,000
18	Capital Outlay	351,597	-	-	-	-	351,597	351,597
19	Existing Debt	1,612,018	-	-	-	-	1,612,018	1,612,018
20	New Debt	-	-	-	-	-	-	-
21	Non-Rate Rev & Fund Balance	(10,586,776)	(1,238,030)	(1,238,030)	(1,477,566)	(1,465,667)	(5,167,483)	(10,586,776)
22	Total	\$ 6,869,896	\$ 803,373	\$ 803,373	\$ 958,811	\$ 951,090	\$ 3,353,249	\$ 6,869,896
Total Units of Service								
Units			548,968	548,968	915,036	898,066	6,772	
			CCF	CCF	Pounds	Pounds	ERUs/Yearly	
Cost Per Unit								
Units			\$ 1.46	\$ 1.46	\$ 1.05	\$ 1.06	\$ 495.20	
			CCF	CCF	Pounds	Pounds	ERUs/Yearly	

APPENDIX - B

CITY OF PINOLE, CA

SEWER COST OF SERVICE BY COST COMPONENT AND CUSTOMER CLASS - TEST YEAR FY 2025

Line No:	Description	[A]	[B]	[C]	[D]	[E]	[F]
		Volume	Capacity	Strength - BOD	Strength - SS	Customer	Total
1	Single-Family	\$ 636,212	\$ 636,212	\$ 710,451	\$ 718,047	\$ 2,449,756	\$ 5,150,679
2	Multi-Family	93,889	93,889	104,845	105,966	678,424	1,077,013
3	Commercial/Non-Residential	73,272	73,272	143,515	127,077	225,069	642,203
4	Total	\$ 803,373	\$ 803,373	\$ 958,811	\$ 951,090	\$ 3,353,249	\$ 6,869,896

APPENDIX - B

CITY OF PINOLE, CA

SEWER RATE CALCULATION - TEST YEAR FY 2025

Line No:	Customer Class	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]	[J]
		Fixed Rate Costs	Yearly ERUs	Proposed Yearly Fixed Fee	Existing Yearly Fixed Fee	Yearly Fixed Fee Difference	Volumetric Rate Costs	Billable Annual Volume (CCF)	Proposed Volumetric Rate	Existing Volumetric Rate	Volumetric Rate Difference
Residential Classes											
1	Single-Family	\$ 5,150,679	4,947	\$ 1,041.17	\$ 883.44	\$ 157.73	N/A	N/A	N/A	N/A	N/A
2	Multi-Family	\$ 1,077,013	1,370	\$ 786.14	\$ 750.96	\$ 35.18	N/A	N/A	N/A	N/A	N/A
Non-Residential Classes											
3	Commercial/Non-Residential	\$ 225,069	455	\$ 495.20	\$ 202.80	\$ 292.40	\$ 417,135	50,069	\$ 8.33	\$ 7.09	\$ 1.24

APPENDIX - B
CITY OF PINOLE, CA
SEWER REVENUE VS COST OF SERVICE BY CUSTOMER CLASS CHECK - TEST YEAR FY 2025

Line No:	Customer Class	[A]	[B]	[C]=[A]*[B]*1	[D]	[E]	[F]=[D]*[E]	[G]=[C]+[F]	[H]	[I]=[H]-[G]
		Yearly ERUs	Proposed Yearly Fixed Fee	Total Fixed Fee Revenue	Billable Annual Volume (CCF)	Proposed Volumetric Rate	Total Volumetric Rate Revenues	Total Calculated Revenues	Total COS	Difference Calc vs COS
1	Single-Family	4,947	\$ 1,041.17	\$ 5,150,679	N/A	N/A	\$ -	\$ 5,150,679	\$ 5,150,679	\$ -
2	Multi-Family	1,370	\$ 786.14	\$ 1,077,013	N/A	N/A	\$ -	\$ 1,077,013	\$ 1,077,013	\$ -
3	Commercial/Non-Residential	455	\$ 495.20	\$ 225,069	50,069	\$ 8.33	\$ 417,135	\$ 642,203	\$ 642,203	\$ -
4	Total	6,772		\$ 6,452,761	50,069		\$ 417,135	\$ 6,869,896	\$ 6,869,896	\$ -



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CITY COUNCIL REPORT

10.C.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: JEREMY CRONE, COMMANDER
SUBJECT: COMMUNITY ENGAGEMENT HEARING AND REVIEW OF 2023-2024
MILITARY EQUIPMENT ANNUAL REPORT AND DEPARTMENT MILITARY
EQUIPMENT POLICIES IN COMPLIANCE WITH AB481

RECOMMENDATION

Staff recommends that the City Council conduct a community engagement hearing to review and receive community feedback on the 2023-2024 Pinole Police Department Annual Military Equipment Report and Department Military Equipment Policies in compliance with AB 481.

BACKGROUND

On September 30, 2021, Governor Newsom signed into law Assembly Bill (AB) 481, which went into effect on January 1, 2022, and added California Government Code Sections 7070 through 7075 relating to the funding, acquisition, and use of military equipment by local law enforcement agencies. The bill required law enforcement agencies seeking to fund or acquire new military equipment or continue use of any military equipment acquired prior to January 1, 2022, to draft a military equipment use policy and obtain approval from its governing body via adoption of an ordinance no later than May 1, 2022. On May 3, 2022, the City Council approved the Department's Policy (identified as Department Policy 707) finding it meets the requirements under AB 481 and adopted an ordinance adding Chapter 2.60 "Military Equipment Policy" to the Pinole Municipal Code (Ord. 2022-02).

AB 481 (Government Code §7072) requires that the Department submit to the City Council an annual military equipment report for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use. Additionally, the City Council must review the ordinance that it has adopted, approving the funding, acquisition, or use of military equipment, at least annually, and vote on whether to renew the ordinance at a regular meeting. During the review process, the City Council must determine, based on the military equipment report, whether each type of military equipment in the report has complied with the standards for approval set forth in Government Code sections 7071(d)(1) and 7071(e)(2). If it determines a type of equipment identified in the report has not complied with the standards for approval, the City Council must either disapprove of the renewal of the ordinance or require modifications to the military equipment use policy in a manner that will resolve the lack of compliance. The City Council most recently approved and reaffirmed the Department's Policy on June 6, 2024 (Ord. 2023-04).

Government Code section 7072 (b) requires within 30 days of submitting a publicly releasing an annual military equipment report, the Department hold at least one community engagement

meeting, at which time the general public may discuss and ask questions regarding the annual military equipment report and the Department's funding, acquisition or use of military equipment. By this community engagement hearing the Department seeks public comment in compliance with section 7072 (b), including 1) review and receipt of its 2023-2024 annual military equipment report, 2) intent to acquire two (2) DJI Mavic 3 Thermal (M3T) UAS drones defined as "military equipment" under the statute, and 3) review of Pinole Police Department Policy 707 and Pinole Police Department Police 607 upon a finding that the report has complied with the standards for approval set forth in Government Code sections 7071(d)(1) and 7071(e)(2).

Attachment A is the 2023-2024 Annual Report, including the inventory list of military equipment the Department has and intends to use in the future that falls within the definition of "military equipment" under AB 481. Attachment B is the Department's military equipment use policy. Attachment C is the Department's Unmanned Aerial System (UAS) Operations policy.

REVIEW AND ANALYSIS

AB 481 requires a law enforcement agency that receives approval for a military equipment use policy to submit to the City Council an annual military equipment report for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use. (Govt. Code §§7071(d)(1) and 7071(e)(2).) The law enforcement agency must also make each annual military equipment report publicly available on its internet website for as long as the military equipment is available for use. Government Code section 7072 (a) states that the annual report must include the following information:

1. A summary of any complaints or concerns received concerning the military equipment.
2. The results of any internal audits or information about violations of the military equipment use policy. This includes any actions taken in response.
3. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
4. The quantity possessed for each type of military equipment.
5. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.
6. A summary of how the military equipment was used and the purpose of its use.

In compliance with the Government Code, the Department's annual use report and policy was released to the community, via the Department's transparency portal on April 22, 2024, and provided to City Council. By this public hearing the department is conducting a community engagement hearing within 30 days of submitting and publicly releasing its annual military equipment report, in compliance with Government Code section 7072. The annual use report contains all the required elements of Government Code section 7072 (a) set forth above.

The 2023-2024 Annual Report (Attachment A) outlines the Department's military equipment inventory and usage, community complaints over use of military equipment, and internal audits from May 1, 2023, through April 30, 2024. An inventory was completed on March 27, 2024,

which identified all the Department's military equipment in preparation to fulfill the obligations set by Assembly Bill 481. Equipment used by the Department during the preceding year is found to be consistent with current Policy 707. No complaints concerning the equipment were made to the Department.

During this period (May 2023 – April 2024), the Department has used military equipment under this policy during community events (ERV and command post) and officer training (ERV, rifles, PepperBall VKS, and FN 303 MK2). The Department utilized the ERV in a mutual aid request from an allied agency to protect officers responding to a shooting that had just occurred. The Department also utilized the Command Post in a mutual aid request to assist with logistics and personnel on an authorized DUI checkpoint for an allied agency. The Department had two incidents in which an outside agency provided their authorized UAS to assist with the search for fleeing suspects who posed a danger to the community. These incidents resulted in the quick and safe apprehension of the suspects with no harm to the community. The Department deployed the FN 303 MK2 Launcher in two incidents. One incident involved a subject who had crashed his vehicle, fled, threatened to kill officers, assaulted a police K9 and barricaded himself. The FN 303 MK2 allowed officers to engage the suspect at a safe distance, distracting the suspect so officers could safely apprehend him. The second incident involved a subject who had passed out in his vehicle at a drive through with a firearm on his lap and when contacted by officers refused to comply with commands. The use of the FN 303 MK2 allowed officers to safely distract the subject which lead to him surrendering to officers without harm to himself, the public or the officers.

During this period, the Colt AR-15/M4 Carbine rifles underwent routine maintenance. For the 2023/24 Annual City Budget, Council approved \$30,000 for the purchase, training and maintenance of a UAS program.

Proposed Acquisition

In accordance with Government Code section 7072 (a), the Department is requesting approval for the purchase of two (2) DJI Mavic 3 Thermal (M3T) UAS (drones) as set forth in the annual report and inventory. The Mavic 3 is an unmanned Aerial System (UAS) designed for public safety. The UAS is a battery powered, remote operated device with a flight time of approximately 36-45 minutes depending on weather and flight conditions. The UAS has proven to be useful to public safety agencies in crime scene analysis, search and rescue, pre-operation surveillance and other critical incidents where aerial views enhance the safety and efficiency of law enforcement personnel. The UAS would assist officers or incident commanders in situations that would include, but not limited to: major collision investigations, emergency life threatening situations, search for missing persons, natural disaster management, crime scene photography, and critical incidents for preservation of life and public safety missions. The UAS falls under CA Government Code section 7070(c)(1) – Unmanned, remotely piloted, powered aerial or ground vehicles.

The UAS would be operated under FAA Part 107 authorization and regulations and in accordance with Department Policy 607- Unmanned Aerial System (UAS) Operations (Attachment D). This policy ensures compliance with FAA regulations, sets forth training requirements, authorizations for use, privacy, and prohibited uses.

The Department has a significant interest in continuing to have access to equipment that will

provide peace officers as many options as possible to safeguard lives, ensure safety, and protect civil liberties of the citizens of the City of Pinole. The use of the military equipment identified on the inventory list is vital to the Department's mission and will continue to be strictly regulated through internal processes and oversight.

Renewal of Military Equipment Use Policy

In addition, the Department is required to re-submit the previously approved policy for re-approval consideration, as an agenda item during open session. The Department will present the policy for reapproval consideration when it presents the ordinance on June 4, 2024. The previously approved policy is attached to this report (Attachment B) in addition to the UAS policy (Attachment C).

The Department does not anticipate any change in the previously approved policy but does seek approval to acquire additional equipment. The Department intends to acquire two (2) DJI Mavic 3 Thermal (M3T) UAS drones as further provided above. At this time, forecasted purchases for the Department in 2024/25 only include additional ammunition for the previously approved COLT AR15/M4 patrol rifles and projectiles for the previously approved FN 303 MK2 launchers which need to be replenished after being used in either the field or training environments and anticipated deferred maintenance to the MRAP/ERV. All items needing to be replenished are included in the policy and attached inventory which were previously approved by the City Council.

Any future attempts to obtain additional equipment not provided for herein will comply with procedures set forth in the Government Code and the approved military equipment policy; this includes a public hearing and City Council approval prior to acquisition.

The Policy safeguards the public's welfare, safety, civil rights and civil liberties by ensuring that there are safeguards, including transparency, oversight, and accountability measures in place. For instance, the Policy authorizes the Chief of Police to designate a member of the Department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include, but are not limited, acting as a liaison to City Council for all matters related to the requirements of AB 481, identifying "military equipment" as defined under the statute, conducting annual inventory and review, collaborating with outside agencies, and scheduling and coordinating an annual community engagement hearing to address the Department's funding, acquisition, and use of military equipment.

In compliance with the Government Code, the Military Equipment Policy has remained on the Department's transparency portal continuously since prior to Council adoption in 2022.

FISCAL IMPACT

There is no direct fiscal impact from the acceptance of the annual report or the approval of continuing the ordinance approving the military equipment use policy. The Policy explicitly references the fiscal impact related to costs to maintain or acquire equipment and is included in the existing department's budget allocation.

ATTACHMENTS

- A. 2023-2024 PPD Military Annual Report Document
- B. Military Equipment Funding Acquisition and Use Policy and Inventory
- C. Unmanned Aerial System UAS Operations Policy



PINOLE POLICE
DEPARTMENT
ANNUAL MILITARY
EQUIPMENT REPORT
MAY 2023 – APRIL 2024

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INTRODUCTION

On September 30, 2021, the Governor of the State of California approved Assembly Bill 481 (codified as Chapter 12.8 of the California Government Code) requiring law enforcement agencies such as the Pinole Police Department to have a military use policy approved by the City Council prior to requesting, seeking funding, acquiring or using military equipment. Assembly Bill 481 allows the governing body to approve the policy within its jurisdiction only if it determines that the military equipment meets specified standards.

On May 3, 2022, the City of Pinole Council approved Ordinance 2022-02 approving Pinole Police Department Policy #707: Military Equipment Funding, Acquisition, and Use. As required by Assembly Bill 481 and the Ordinance, annually the Pinole Police Department must prepare a report on the use of each type of military equipment approved in the Policy over the last year. Subsequently, the City Council must then review the Ordinance, Policy and Annual Report, and determine whether the Department's use of military equipment in the past year complied with the Policy, and whether to continue the Ordinance and Policy, take action (by ordinance) to modify the Policy or repeal the Ordinance.

As set forth in the Policy, the Pinole Police Department retains and employs limited military equipment to safeguard its community. Pinole Police Department officers and certified instructional staff, receive training throughout the year on the use of military equipment approved under the Policy.

During this period, 03/05/2024, the Department transitioned from the PepperBall VKS Launcher to the FN 303 MK2 Launcher due to the PepperBall VKS Launcher platform being a legacy technology and at its end of life.

This Annual Report outlines the Pinole Police Department's military equipment inventory and usage, community complaints over use of military equipment, and internal audits from May 1, 2023, through April 30, 2024. The Department will submit its Military Equipment Annual Report to City Council annually in compliance with AB 481.

DEFINITIONS

Definitions of Military Equipment established by California Government Code §7070:

(Pinole Police Department utilizes a limited number of the resources listed below)

Military equipment includes but is not limited to the following types of equipment:

- Unmanned, remotely piloted, powered aerial or ground vehicles
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached
- Tracked armored vehicles that provide ballistic protection to their occupants
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units
- Weaponized aircraft, vessels, or vehicles or any kind
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code §30510 and Penal Code §30515, with the exception of standard-issue firearms
- Any firearm or firearm accessory that is designed to launch explosive projectiles
- Noise-flash diversionary devices and explosive breaching tools
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray
- Taser Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs)
- Kinetic energy weapons and munitions (e.g. 40MM launcher, bean bag shotgun, foam tipped projectiles)
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

Pinole Police Department Military Equipment Inventory

1. Equipment Type: Mine Resistant Ambush Protected Vehicle (MRAP) – CA Govt Code §7070(c)(2)	
Quantity Owned or Sought: 1	Lifespan: Unknown
Purpose/Authorized User: Emergency Rescue Vehicle (ERV) to safely evacuate residents in the event of a natural disaster or critical incidents. To move personnel and/or resources in support of natural disasters (i.e. flood, fire, earthquake), large scale logistics, active shooter incidents, and incidents where there is reason to expect potential armed resistance requiring protection. Use may be authorized by Watch Commander or Tactical/Operations Commander, based on the circumstances of the given incident.	
Fiscal Impact: Acquired under the Law Enforcement Support Program Office (LESO): \$0 for equipment. \$9,200 for delivery, paint and upfitting. Annual maintenance cost is approximately \$1,000.00	
Legal and Procedural Rules Governing: It is the policy of the department to utilize armored vehicles only for law enforcement purposes and pursuant to State and Federal law.	
Training Required: Department provided training.	
Other Notes: The MRAP is an armored vehicle manufactured by BAE Systems/Caiman weighing over 34,000 pounds and can carry a payload of over 4,000 pounds. The vehicle has six (6) wheels fitted with tires and is all-wheel drive, powered by a diesel engine. The vehicle measures approximately 22 feet long, 8 feet wide, and 10 feet tall.	
2. Equipment Type: Unmanned, remotely piloted, powered ground vehicles - CA Gov't Code §7070(c)(1)	
Quantity Owned/Sought: 1	Lifespan: Approximately 15 years
Equipment Capabilities: Vehicle is capable of being remotely navigated to provide scene information and intelligence in the form of video and still images transmitted to first responders.	
Manufacturer Product Description: iRobot PackBot 510 Multi Mission Robot (MMR)	
Purpose/Authorized Uses: To enhance officer and community safety when encountering potentially dangerous situations by providing first responders with the ability to capture video and still images, to transport communication equipment or other resources prior to, in lieu of sending in personnel into hazardous incidents or environments.	
Fiscal Impacts: Acquired under the Law Enforcement Support Program Office (LESO): \$0 for equipment. Annual maintenance cost is approximately \$500.	
Legal/Procedural Rules Governing Use: The use of unmanned, remotely piloted, powered ground vehicles potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to all applicable privacy laws and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy.	
Training Required: Department provided training.	
Other Notes: None	

3. Equipment Type: Unmanned, remotely piloted, powered aerial or ground vehicles - CA Gov't Code §7070(c)(1)	
Quantity Owned/Sought: 2	Lifespan: Approximately 5 years
Equipment Capabilities: Vehicle is capable of being remotely navigated to provide scene information and intelligence in the form of video and still images transmitted to first responders.	
Manufacturer Product Description: DJI Mavic 3 Thermal (M3T) UAS	
Purpose/Authorized Uses: Unmanned Aerial System (UAS) designed for public safety. The UAS is a battery powered, remote operated device with a flight time of approximately 36-45 minutes depending on weather and flight conditions. The UAS has proven to be useful to public safety agencies in crime scene analysis, search and rescue, pre-operation surveillance and other critical incidents where aerial views enhance the safety and efficiency of law enforcement personnel. The UAS would assist officers or incident commanders in situations that would include, but not limited to: major collision investigations, emergency life threatening situations, search for missing persons, natural disaster management, crime scene photography, and critical incidents for preservation of life and public safety missions.	
Fiscal Impacts: DJI Mavic 3 Thermal (M3T): \$6,000, quantity 2 (Total: ~\$12,000)	
Legal/Procedural Rules Governing Use: The use of unmanned, remotely piloted, powered ground vehicles potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to all applicable privacy laws and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy.	
Training Required: FAA Part 107, POST UAS Operator, and Department provided training.	
Other Notes: Capabilities include 48 MegaPixel camera, 56x tele zoom, 640x512 thermal sensor, one-way speaker, and spotlight.	
4. Equipment Type: Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units – CA Govt Code §7070(c)(5)	
Quantity Owned or Sought: 1	Lifespan: 20 years
Purpose/Authorized User: Trailer is purpose-built to facilitate the operational control and direction of public safety units conducting DUI enforcement checkpoints, traffic safety operations, and responding to or at an incident. The Command and Control (C&C) trailer serves as a centralized location for command decision making, enhanced communication and other situational awareness capabilities. Use may be authorized by Watch Commander or Tactical/Operations Commander, based on the circumstances of the given incident.	
Fiscal Impact: Acquired by grant issued by the State of California Office of Traffic Safety under a Traffic Safety Grant. \$40,415 for equipment. Annual maintenance cost is approximately \$1000.	
Legal and Procedural Rules Governing: It is the policy of the department to utilize C&C trailer only for law enforcement purposes and pursuant to State and Federal law.	
Training Required: Department provided training.	
Other Notes: The command-and-control trailer is standard tow-behind trailer with dual axels manufactured by Universal Trailer with a GVW of 3,100 pounds. The trailer measures approximately 16 feet long, 8.5 feet wide, and 9 feet tall. The trailer is equipped with a fold-down rear door, lighting, and a generator.	

5. Equipment Type: Semiautomatic Rifles and Ammunition - CA Gov't Code §7070(c)(10)	
Quantity Owned or Sought: 28	Lifespan: 15 years
Purpose/Authorized User: Colt AR-15/M4 Carbine semiautomatic shoulder fired rifle with long spirally grooved barrel that fires .223 Rem/5.56 mm projectile bullet. The rifles are equipped with 10.5" barrel, Surefire muzzle brake, and Surefire SOCOM556-RC2 suppressors. Ammunition is Speer Gold Dot caliber .223 62 grain. A standard officer issue to be used as a precision weapon to address a threat with more precision and/or greater distances than a handgun, if present and feasible.	
Fiscal Impact: - Colt AR-15/M4 Rifle: \$32,400, quantity: 28 - Surefire muzzle brake: \$2,779, quantity: 28 - Surefire SOCOM556-RC2 Suppressors: \$22,408, quantity: 28 .223 62 gr ammunition: \$6,270, quantity: 10,450 - Annual maintenance cost is approximately \$1,500	
Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force and Firearms.	
Training Required: Department firearms training and qualifications as required by law and policy by POST certified instructors. CA POST certified 24-hour patrol rifle course.	
Other Notes: These rifles are standard issue service weapons for our officers and therefore exempted from this Military Equipment Use Policy per CA Gov't Code §7070 (c)(10). They have been included in this document in an abundance of caution and in the interest of transparency.	

6. Equipment Type: Pepper Ball Launcher and Projectiles - CA Gov't Code §7070(c)(12)	
Quantity Owned or Sought: 4	Lifespan: 20 years
Purpose/Authorized User: FN 303 MK2 Less Lethal Launcher utilizing compressed-air to fire less-lethal fin-stabilized projectiles. The FN303 MK2 features a magazine fed system that offers the ability to quickly switch between projectile types. Projectiles: .5% PAVA containing pepper powder designed for direct impact and area saturation, Clear Impact projectile intended for distraction, Washable Paint for training and marking, Indelible Paint projectile intended for marking with indelible colorant for later identification, and Inert Powder projectile for training. To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Provides officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved demonstrations. The FN 303 MK2 is a like for like replacement of the PepperBall VKS Launcher legacy system.	
Fiscal Impact: - FN 303 MK2: \$5,080, quantity: 4 - PAVA Projectile: \$900, quantity: 150 - Indelible Paint Projectile: \$750, quantity: 150	

- Washable Paint Projectile: \$1,315, quantity: 270
- Inert Powder Projectile: \$1,245, quantity: 450
- Magazine Assembly, Slings, and Maintenance Items: \$486
- Cases: \$1,587, quantity: 4
- Annual maintenance cost is approximately \$250

Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force.

Training Required: Department provided training conducted by POST certified instructors.

Other Notes: None

7. Equipment Type: Less-Lethal Shotgun and Bean Bag Projectile - CA Gov't Code §7070(c)(14)

Quantity Owned or Sought: 4

Lifespan: 25 years

Purpose/Authorized User: Remington 870 Less-Lethal 12-gauge Shotgun with orange and black marked stocks is used to deploy the less lethal 12-gauge CTS Super-Sock Beanbag round. The Combined Tactical Systems (CTS) Super-Sock Beanbag round is a less-lethal 2.4-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot.

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Provides officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved demonstrations.

Fiscal Impact:

- Remington 870 Less-Lethal 12-gauge Shotgun: \$2,200, quantity: 4
- CTS Model 2581 Super-Sock Beanbag Round: \$1,090, quantity: 200
- Glass Breaker Ball: \$480, quantity: 200
- Annual maintenance \$0

Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force.

Training Required: Department provided training conducted by POST certified instructors.

Other Notes: None

Equipment Purchase and Training Use

2023/2024 Purchases and Maintenance

Military Equipment	Quantity	Cost	Date of Purchase
COLT AR 15/M4 – maintenance	1	\$76.00	01/26/204
COLT AR 15/M4 – ammunition, .223 62 gr	1,000	\$609.00	01/15/2024
FN 303 MK2 Launcher, projectiles, cases, slings, and maintenance equipment	4	\$11,363.00	07/18/2023, 11/06/2023, 12/11/2023, 03/04/24

2023/2024 Training/ Military Equipment Utilized

Training	Military Equipment	Dates
Officer Training - Range	Colt AR-15/M4 Carbine w/ .223/556 ammunition	10/10&13/23, 12/6&8/2023, 01/16&17/24, 01/19&20/24, 02/12/24, 04/16/24, 04/26/24
MRAPPepperBall VKS Training – Range	PepperBall VKS	06/07/23, 08/16/23, 12/07/23
FN 303 MK2Training - Range	FN 303 MK2	02/27/24, 03/01/24, 03/05/24
ERV Orientation and Driver Training	MRAP/ERV	03/25/24, 03/28/24

Community Concerns and Complaints

In April of 2022, the Pinole Police Department published its Military Equipment Funding, Use and Acquisition policy on its website. Community concerns and complaints can be received via the Department's website, in-person at the police department or in the field during police contacts, telephone, emails and social media.

2023/2024 Community Concerns, Complaints & PD Internal Investigations Related to Military Equipment Use

Community Concerns	Community Complaints	PD Internal Investigations
0	0	0
**No formal complaints or concerns were brought forward by the public. Officers regularly engaged with the community regarding the use of the ERV at community events and its role within the community.		

Internal Inventory & Audit (PPD Military Equipment)

Per Pinole Police Department policy 707.3 (c), the Department's military equipment coordinator, is required to complete an internal inventory of all military equipment within the possession of the Department at least once annually.

An inventory was completed on March 27, 2024, which identified all of the Department's military equipment in preparation to fulfill the obligations set by Assembly Bill 481.

The Department did not add any new military equipment to its inventory since that time. All current military equipment inventory was found to be in good shape and working order.

2023/2024 Event or Incident Military Equipment Utilized

Case# / Incident#	Date	Equipment Used	Classification	Reason
	05/18/2023	Command Post	Event	Project Hope
	06/11/2023	Command Post	Event	Pride Event
2306200155	06/20/2023	ERV	Mutual Aid	Outside assist to Richmond PD for officer protection in shooting incident
	06/25/2023	Command Post ERV	Event	Pinole Car Show
	10/03/2023	Command Post ERV	Event	National Night Out
	10/07/2023	Command Post	Event	Special Olympics Bike the Bridges

	10/31/2023	ERV	Event	Halloween Caravan
23-1714	11/14/2023	Drone (outside agency)	Incident	Outside agency assist with drone for wanted domestic violence subject
	12/01/2023	ERV	Event	Holiday Tree Lighting
	12/14 & 12/18/2023	Command Post	Event	Shop with a Cop / Toy Drive
2312290152	12/29/2023	Command Post	DUI Checkpoint	Mutual Aid for Hercules PD DUI Checkpoint
24-298	03/08/2024	FN 303 MK2 / Drone (outside agency)	Incident	Deployed FN 303 MK2 / Outside agency assist with drone for barricaded subject
24-512	04/20/24	FN 303 MK2	Incident	Deployed FN 303 MK2 for subject barricaded in vehicle with firearm
	04/25/24	Command Post	Event	Project Hope

Projected Military Equipment Acquisition (2024/2025)

For 2024/2025 (May - April), the Pinole Police Department projects the purchase of COLT AR15/M4 ammunition and FN 303 MK2 projectiles to replenish inventory due to training. The Department anticipates the purchase of two (2) Mavic 3T UAS (drones) with funds approved during the 2023/2024 budget. In addition, we anticipate deferred maintenance for the ERV due to use and age. The estimated purchase price of this equipment and maintenance is approximately \$25,400.00. The operating costs of this equipment, which includes acquisition, personnel time, training facilities, transportation/storage of equipment, equipment upgrades, and other ongoing costs is budgeted and allocated within the Department's approved operating budget for FY2023-2024 and FY2024-2025.

Military Equipment	Projected Purchase Amount	Projected Purchase Price
.223 62 gr ammunition	7,000 rounds	\$4,000
FN 303 MK2 Projectiles	300 rounds	\$1,400
Mavic 3T UAS	2 Drones	\$12,000
ERV	Maintenance	\$8,000

Military Equipment Funding, Acquisition and Use Policy

707.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072). This policy applies to all members of the Department

707.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

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Military Equipment Funding, Acquisition and Use Policy

707.2 POLICY

It is the policy of the Pinole Police Department that members of this department comply with the provisions of Government Code § 7070 and 7071 with respect to the use and acquisition of military equipment.

707.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Pinole Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 - 1. Publicizing the details of the meeting.
 - 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).

707.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department: [See attachment: Military Equipment Pinole Police Department Inventory Final 4_2024.pdf](#)

707.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.

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Military Equipment Funding, Acquisition and Use Policy

- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

707.6 COORDINATION WITH OTHER JURISDICTIONS

On occasion, the department may be required to assist or be assisted by other law enforcement agencies in a formal Mutual Aid Request or support with day to day operational collaboration (i.e. pursuits, investigative unit assistance, joint law enforcement operations, etc.). The specific guidance and requirements for Mutual Aid is governed by PPD Policy 331 - Outside Agency Assistance.

In certain mutual aid or operational collaboration circumstances, it may be necessary for sworn department members to utilize military equipment in order to fulfill an assigned mission (i.e. active shooter, civil unrest, barricaded suspects in a vehicle, etc.). When sworn department members utilize military equipment in instances of mutual aid or law enforcement collaboration, the following shall apply:

- a. Department members are required to adhere to the Department's Military Equipment Procedure and all policies and procedures outlined within the Pinole Police Department's Policy and Procedures Manual, regardless of operational jurisdiction.
- b. Should the Pinole Police Department request mutual aid from another law enforcement agency within Contra Costa County and military equipment is required during the course of the response, the following shall apply:
 - 1. The Pinole Police Department shall remain in charge of the overall incident command.
 - 2. The Incident Commander or designee shall brief the supervisor from the assisting agency and inform them of the mission, enforcement posture, and any pertinent information related to the incident.
 - 3. The assisting agency will be expected to adhere to their respective policies and procedures, particularly those governing the use of military equipment.
 - 4. If the Incident Commander or their designee is informed of or witnesses the utilization of military equipment by an assisting agency inconsistent with the guidelines set forth in this

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procedure, the Incident Commander may elect to cancel the request for mutual aid or re-assign the assisting agency to a different support mission.

707.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

707.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

707.9 COMMUNITY CONCERNS AND COMPLAINTS

The Pinole Police Department has established a Community Concerns and Complaints process with forms available at the department and online. The community will have the ability to provide verbal concerns/complaints over the telephone or in-person at the Pinole Police Department (PPD policy 1010).

707.10 CITY COUNCIL APPROVAL

Pursuant to California Government Code section 7071, the City Council of Pinole approved this Policy pursuant to Ordinance #. Further substantive amendments to the Policy need to be reviewed and approved by the City Council.

Attachments

Military Equipment Pinole Police Department Inventory Final 4_2024.pdf

AB 481 Qualifying Equipment Inventory: Pinole Police Department

1. Equipment Type: Mine Resistant Ambush Protected Vehicle (MRAP) – CA Govt Code §7070(c)(2)	
Quantity Owned or Sought: 1	Lifespan: Unknown
Purpose/Authorized User: Emergency Rescue Vehicle (ERV) to safely evacuate residents in the event of a natural disaster or critical incidents. To move personnel and/or resources in support of natural disasters (i.e. flood, fire, earthquake), large scale logistics, active shooter incidents, and incidents where there is reason to expect potential armed resistance requiring protection. Use may be authorized by Watch Commander or Tactical/Operations Commander, based on the circumstances of the given incident.	
Fiscal Impact: Acquired under the Law Enforcement Support Program Office (LESO): \$0 for equipment. \$9,200 for delivery, paint and upfitting. Annual maintenance cost is approximately \$1,000.00	
Legal and Procedural Rules Governing: It is the policy of the department to utilize armored vehicles only for law enforcement purposes and pursuant to State and Federal law.	
Training Required: Department provided training.	
Other Notes: The MRAP is an armored vehicle manufactured by BAE Systems/Caiman weighing over 34,000 pounds and can carry a payload of over 4,000 pounds. The vehicle has six (6) wheels fitted with tires and is all-wheel drive, powered by a diesel engine. The vehicle measures approximately 22 feet long, 8 feet wide, and 10 feet tall.	

2. Equipment Type: Unmanned, remotely piloted, powered ground vehicles - CA Gov't Code §7070(c)(1)	
Quantity Owned/Sought: 1	Lifespan: Approximately 15 years
Equipment Capabilities: Vehicle is capable of being remotely navigated to provide scene information and intelligence in the form of video and still images transmitted to first responders.	
Manufacturer Product Description: iRobot PackBot 510 Multi Mission Robot (MMR)	
Purpose/Authorized Uses: To enhance officer and community safety when encountering potentially dangerous situations by providing first responders with the ability to capture video and still images, to transport communication equipment or other resources prior to, in lieu of sending in personnel into hazardous incidents or environments.	
Fiscal Impacts: Acquired under the Law Enforcement Support Program Office (LESO): \$0 for equipment. Annual maintenance cost is approximately \$500.	
Legal/Procedural Rules Governing Use: The use of unmanned, remotely piloted, powered ground vehicles potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to all applicable privacy laws and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy.	

AB 481 Qualifying Equipment Inventory: Pinole Police Department

Training Required: Department provided training.
Other Notes: None

3. Equipment Type: Unmanned, remotely piloted, powered aerial or ground vehicles - CA Gov't Code §7070(c)(1)	
Quantity Owned/Sought: 2	Lifespan: Approximately 5 years
Equipment Capabilities: Vehicle is capable of being remotely navigated to provide scene information and intelligence in the form of video and still images transmitted to first responders.	
Manufacturer Product Description: DJI Mavic 3 Thermal (M3T) UAS	
Purpose/Authorized Uses: Unmanned Aerial System (UAS) designed for public safety. The UAS is a battery powered, remote operated device with a flight time of approximately 36-45 minutes depending on weather and flight conditions. The UAS has proven to be useful to public safety agencies in crime scene analysis, search and rescue, pre-operation surveillance and other critical incidents where aerial views enhance the safety and efficiency of law enforcement personnel. The UAS would assist officers or incident commanders in situations that would include, but not limited to: major collision investigations, emergency life threatening situations, search for missing persons, natural disaster management, crime scene photography, and critical incidents for preservation of life and public safety missions.	
Fiscal Impacts: DJI Mavic 3 Thermal (M3T): \$6,000, quantity 2 (Total: ~\$12,000)	
Legal/Procedural Rules Governing Use: The use of unmanned, remotely piloted, powered ground vehicles potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to all applicable privacy laws and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy.	
Training Required: FAA Part 107, POST UAS Operator, and Department provided training.	
Other Notes: Capabilities include 48 MegaPixel camera, 56x tele zoom, 640x512 thermal sensor, one-way speaker, and spotlight.	

4. Equipment Type: Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units – CA Govt Code §7070(c)(5)	
Quantity Owned or Sought: 1	Lifespan: 20 years
Purpose/Authorized User: Trailer is purpose-built to facilitate the operational control and direction of public safety units conducting DUI enforcement checkpoints, traffic safety operations, and responding to or at an incident. The Command and Control (C&C) trailer serves as a centralized location for command decision making, enhanced communication and other situational awareness capabilities. Use may be authorized by Watch Commander or Tactical/Operations Commander, based on the circumstances of the given incident.	

AB 481 Qualifying Equipment Inventory: Pinole Police Department

Fiscal Impact: Acquired by grant issued by the State of California Office of Traffic Safety under a Traffic Safety Grant. \$40,415 for equipment. Annual maintenance cost is approximately \$1000.
Legal and Procedural Rules Governing: It is the policy of the department to utilize C&C trailer only for law enforcement purposes and pursuant to State and Federal law.
Training Required: Department provided training.
Other Notes: The command-and-control trailer is standard tow-behind trailer with dual axels manufactured by Universal Trailer with a GVW of 3,100 pounds. The trailer measures approximately 16 feet long, 8.5 feet wide, and 9 feet tall. The trailer is equipped with a fold-down rear door, lighting, and a generator.

5. Equipment Type: Semiautomatic Rifles and Ammunition - CA Gov't Code §7070(c)(10)	
Quantity Owned or Sought: 28	Lifespan: 15 years
Purpose/Authorized User: Colt AR-15/M4 Carbine semiautomatic shoulder fired rifle with long spirally grooved barrel that fires .223 Rem/5.56 mm projectile bullet. The rifles are equipped with 10.5" barrel, Surefire muzzle brake, and Surefire SOCOM556-RC2 suppressors. Ammunition is Speer Gold Dot caliber .223 62 grain. A standard officer issue to be used as a precision weapon to address a threat with more precision and/or greater distances than a handgun, if present and feasible.	
Fiscal Impact: • Colt AR-15/M4 Rifle: \$32,400, quantity: 28 • Surefire muzzle brake: \$2,779, quantity: 28 • Surefire SOCOM556-RC2 Suppressors: \$22,408, quantity: 28 • .223 62 gr ammunition: \$6,270, quantity: 10,450 • Annual maintenance cost is approximately \$1,500	
Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force and Firearms.	
Training Required: Department firearms training and qualifications as required by law and policy by POST certified instructors. CA POST certified 24-hour patrol rifle course.	
Other Notes: These rifles are standard issue service weapons for our officers and therefore exempted from this Military Equipment Use Policy per CA Gov't Code §7070 (c)(10). They have been included in this document in an abundance of caution and in the interest of transparency.	

6. Equipment Type: Pepper Ball Launcher and Projectiles - CA Gov't Code §7070(c)(12)	
Quantity Owned or Sought: 4	Lifespan: 20 years

AB 481 Qualifying Equipment Inventory: Pinole Police Department

Purpose/Authorized User: FN 303 MK2 Less Lethal Launcher utilizing compressed-air to fire less-lethal fin-stabilized projectiles. The FN303 MK2 features a magazine fed system that offers the ability to quickly switch between projectile types. Projectiles: .5% PAVA containing pepper powder designed for direct impact and area saturation, Clear Impact projectile intended for distraction, Washable Paint for training and marking, Indelible Paint projectile intended for marking with indelible colorant for later identification, and Inert Powder projectile for training.

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Provides officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved demonstrations.

The FN 303 MK2 is a like for like replacement of the PepperBall VKS Launcher legacy system.

Fiscal Impact:

- FN 303 MK2: \$5,080, quantity: 4
- PAVA Projectile: \$900, quantity: 150
- Indelible Paint Projectile: \$750, quantity: 150
- Washable Paint Projectile: \$1,315, quantity: 270
- Inert Powder Projectile: \$1,245, quantity: 450
- Magazine Assembly, Slings, and Maintenance Items: \$486
- Cases: \$1,587, quantity: 4
- Annual maintenance cost is approximately \$250

Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force.

Training Required: Department provided training conducted by POST certified instructors.

Other Notes: None

7. Equipment Type: Less-Lethal Shotgun and Bean Bag Projectile - CA Gov't Code §7070(c)(14)

Quantity Owned or Sought: 4

Lifespan: 25 years

Purpose/Authorized User: Remington 870 Less-Lethal 12-gauge Shotgun with orange and black marked stocks is used to deploy the less lethal 12-gauge CTS Super-Sock Beanbag round. The Combined Tactical Systems (CTS) Super-Sock Beanbag round is a less-lethal 2.4-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot.

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Provides officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved demonstrations.

Fiscal Impact:

- Remington 870 Less-Lethal 12-gauge Shotgun: \$2,200, quantity: 4
- CTS Model 2581 Super-Sock Beanbag Round: \$1,090, quantity: 200
- Glass Breaker Ball: \$480, quantity: 200

AB 481 Qualifying Equipment Inventory: Pinole Police Department

• Annual maintenance \$0
Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force.
Training Required: Department provided training conducted by POST certified instructors.
Other Notes: None

Unmanned Aerial System (UAS) Operations

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

It is the policy of the department that trained and authorized personnel may use/deploy a UAS when such use is appropriate in the performance of their duties and authorized by the Chief of Police or designee. The deployment of a UAS will be in accordance with Federal, State, and municipal law and as the needs of the department dictate.

607.1.1 DEFINITIONS

Definitions related to this policy include:

Certificate of Authorization (COA) – A certificate granted to an individual or entity by the Federal Aviation Administration (FAA), which outlines specific conditions for flight for small UAS.

Federal Aviation Administration (FAA) – An entity of the federal government that regulates all aspects of civil aviation.

Part 107 – A certificate granted to an individual by the FAA, which outlines specific conditions of flight for small UAS aircrafts.

Pilot in Command (PIC) – Trained officer who is the sole person responsible for the operation of the UAS.

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

UAS Supervisor – Assigned by the Chief of Police to insure program requirements are met to include maintenance, training, and operations in adherence to policy and FAA regulations.

Visual Observer – Trained officer who may act as a spotter for PIC to assist in navigating the UAS and avoidance of hazards.

607.2 POLICY

Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

Unmanned Aerial System (UAS) Operations

607.3 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

607.4 FAA COMPLIANCE FOR DEPLOYMENT

Use of the UAS shall be allowed for criminal investigations or public safety purposes consistent with this policy, provided the requirements below are followed:

- (a) Prior to any use of a UAS, the department shall obtain a COA from the Federal Aviation Administration, unless the Police Chief authorizes personnel to use a UAS under the officer's own Part 107 certification.
- (b) Prior to the deployment of the UAS, the UAS PIC and the Visual Observer must be adequately trained in the use and operation and must be knowledgeable of the standards set forth in this policy.
- (c) Any operation of a UAS must fully comply with all FAA requirements guidelines. It is the PIC's responsibility to ensure compliance with FAA requirements and guidelines and this policy. If the PIC believes the requested deployment potentially violates any federal regulation, guideline or this policy, then the PIC must inform his or her immediate supervisor and the UAS Supervisor.
- (d) The PIC may not deploy the UAS for criminal investigative purposes without the knowledge of the on-duty watch commander or senior supervisor should the watch commander not be available.
- (e) Where a search warrant would normally be obtained for a criminal investigation, the PIC shall not deploy the UAS until such warrant is secured. This does not apply to non-investigative public safety deployments or for the purpose of training, testing, or evaluation.
- (f) Each deployment of an UAS shall be properly documented in a flight log by the PIC. Such documentation must include at a minimum:
 - (a) The date, time, and purpose of each deployment.
 - (b) Whether a search warrant was obtained by the agency.
 - (c) Identity of the PIC and Visual Observer (if there is a Visual Observer).
 - (d) Supervisor approving the deployment.
- (g) The PIC that deploys the UAS must have the capability to adequately track and record the flight pattern and location of the UAS.

Unmanned Aerial System (UAS) Operations

- (h) If more than one UAS is deployed in an area or event, then each PIC shall coordinate and define the parameters of the area where each UAS will be operated.

607.5 AUTHORIZED USES FOR PUBLIC SAFETY DEPLOYMENT

Deployments include but are not limited:

- (a) Security Checks - The UAS may be deployed while conducting Security Checks of businesses or public lots in furtherance of the department's mission. Indiscriminate surveillance of private areas, absent a call for service requiring a public safety response or applicable warrant is prohibited.
- (b) Area Searches – The UAS may be deployed when conducting an area search for missing persons, property, etc.
- (c) Crime Scene / Area Documentation – The UAS may be deployed to assist in documenting crime scenes, accident scenes, or other areas where an aerial perspective is needed.
- (d) Search and Rescue – The UAS may be deployed during search and rescue operations to assist in locating lost or missing persons or other search and rescue operations.
- (e) Tactical Situations – The UAS may be deployed during certain tactical situations such as hostage / barricaded gunmen, active shooter, warrant services, or any other situation where an aerial or remote view is advantageous.
- (f) Fleeing Suspects – The UAS may be deployed to search for suspects that flee from police.
- (g) Training – All training flights will be conducted in accordance with the procedure and privacy requirements outlined in this policy.

607.6 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

607.7 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.

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Unmanned Aerial System (UAS) Operations

- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS may require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.
- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

607.8 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.

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Unmanned Aerial System (UAS) Operations

- To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.
- The UAS will not be weaponized or used to transport any weapons, explosives, or incendiary devices.

607.9 RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the established records retention procedure and schedule.



CITY COUNCIL REPORT

11.A.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: PRELIMINARY PROPOSED FY 2024/25 OPERATING AND CAPITAL BUDGET

RECOMMENDATION

City staff recommends that the City Council review the Preliminary Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget and provide direction to staff for changes to incorporate into the next draft of the document, the Revised Proposed version.

BACKGROUND

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. City staff is responsible for preparing a proposed budget for City Council's consideration, modification, and adoption.

As noted above, the City goes through an annual process of developing a budget for the upcoming fiscal year. The City's budget is considered an "incremental" budget, meaning that the budget for the upcoming year is developed based on the current year's budget and includes incremental changes. City staff takes the following steps to create the Preliminary Proposed budget:

- Finance Department uses the current FY 2023/24 budget, which incorporates any mid-year changes approved by the City Council, as the starting point;
- Finance Department creates a "baseline" budget for FY 2024/25 by taking the ongoing revenues and expenditures included in the current FY 2023/24 budget and factoring in known or assumed changes to revenues and expenditures (i.e., forecasted changes to different revenue streams, general inflation, known changes to debt service, etc.);
- Departments review and confirm the known and assumed changes incorporated into the baseline budget;
- Departments submit requests for changes from the baseline budget to address proposed special projects or increased service levels; and
- Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the City Council's consideration.

City staff presented the baseline General Fund budget to the Finance Subcommittee on April 16, 2024 and to the City Council at a special meeting on April 30, 2024 to receive feedback on

the assumptions contained in the baseline budget. The Finance Subcommittee and City Council did not direct staff to make any changes to the baseline General Fund budget. Staff has reviewed and revised the baseline budget multiple times to ensure that it does not include any one-time revenues or expenditures and that all of the estimates it contains are as precise as feasible. This resulted in a preliminary baseline budget.

City staff is required by the City's Financial Policy on a Structurally Balanced Budget to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures. The baseline General Fund budget originally contained a shortfall of \$1.3 million. City staff collaborated to identify ongoing General Fund expenditure reductions in order to reduce that gap, which now stands at \$1.1 million. This has resulted in a Preliminary Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget (Attachment A) that is not yet structurally balanced.

REVIEW AND ANALYSIS

The Preliminary Proposed budget contains staff's recommendations regarding revenues and expenditures for FY 2024/25. The total (all funds) revenue budget is approximately \$48.6 million. The City's total (all funds) expenditure budget is approximately \$95.5 million. One-time expenditures are paid for using one-time revenues and other sources, including fund balance, which is why total expenditures can exceed total revenues. The budget projection assumes a net use of fund balance of \$46.8 million for all funds combined. The majority of the use of fund balance is for several large, multi-year capital improvement projects, notably in the wastewater enterprise fund. It is important to note that the total estimated costs of capital projects are budgeted in year one (FY 2024/25) of the Capital Improvement Plan (CIP) although some projects may take several years to complete. The total costs are budgeted up front to earmark the full amount of funding needed to complete the CIP projects. This is a new budgeting practice for the City. In the past, the City only encumbered the first-year cost of multi-year capital projects. The cost for subsequent years of multi-year projects was left in fund balance as unassigned. Because the full cost to complete a capital project is now encumbered in the first year of a multi-year capital project, this reduces unassigned fund balance in funds that support capital projects, including the General Fund.

The General Fund (including Measure S 2006 and 2014) total revenue budget is approximately \$27.4 million, and its total expenditure budget is approximately \$37.5 million. The Preliminary Proposed budget is not structurally balanced, meaning that ongoing revenues are not sufficient to cover ongoing expenditures. The Preliminary Proposed FY 2024/25 Operating and Capital Budget includes the use of approximately \$8.9 million from the General Fund and Measure S unassigned fund balance to fund several one-time capital projects that were budgeted in the FY 2023/24 Operating and Capital Budget but were not completed and have been carried over.

The Preliminary Proposed budget for FY 2024/25 is a status quo budget, meaning that it does not include any significant new City programs or services, and does not include any new City staff positions. The Preliminary Proposed budget recommends that the City carry out the same ongoing programs and activities in FY 2024/25 as it has in the current fiscal year.

City staff will undertake a thoughtful and substantial set of programs and activities in FY

2024/25. Staff will complete routine work and staff-initiated special projects to improve efficiency and services; 2020-2025 Strategic Plan “strategies”; Capital Improvement Plan (CIP) projects; and other Council-directed special projects. These Council-directed special projects are all consistent with City goals.

City staff believes that it will be able to complete most of the Council-directed special projects listed below by the end of FY 2024/25, and they have been included in the Preliminary Proposed budget, but staff does not have the capacity to take on any additional special projects. Staff recommends that the City adopt a practice of not adding any special projects unless an existing comparable special project is eliminated.

Preliminary Proposed Baseline Budget

As noted above, it is a goal of the City’s Financial Policy on a Structurally Balanced Budget, and a public finance best practice, to create a structurally balanced proposed budget. The table below shows the ongoing General Fund revenues and expenditures in the Preliminary Proposed budget and illustrates the balance.

Table 1 - Preliminary Proposed Budget

	FY 2024/25
	Preliminary Baseline
Sources	
Property Tax	\$6,168,067
Sales Tax (General, Measure S 2006 and 2014)	9,698,436
Utility Users' Tax	2,285,000
Franchise Tax	850,000
Intergovernmental Tax	2,402,673
Transient Occupancy Tax	460,000
Business License	460,000
Charges for Services	1,774,307
Other Revenues	852,160
Total Revenues	24,950,643
Transfer In	2,425,000
Total Sources	27,375,643
Uses	
By Category	
Salaries & Wages	10,266,663
Benefits	7,684,115
Professional Services	8,407,020
Other Operating	322,711
Materials and Supplies	185,033
Interdepartmental Charges	(710,335)
Asset/Capital Outlay	128,440
Debt Service	636,107

Total Expenditures By Category	26,919,754
Transfers Out	1,611,301
Total Uses By Category	28,531,055
By Department	
City Council	213,022
City Manager	606,000
City Clerk	693,260
City Treasurer	9,990
City Attorney	330,035
Finance	850,649
Human Resources	877,147
Non-Departmental	3,090,825
Police	12,568,018
Fire	6,433,461
Public Works	1,946,494
Community Development	485,255
Community Services	426,898
Total Uses By Department	28,531,055
Net Surplus/(Deficit)	\$(1,155,412)

Because the baseline General Fund budget for FY 2024/25 initially had a shortfall of \$1.3 million and City departments needed to make reductions in their ongoing expenditures in the Preliminary Proposed budget, there is no capacity for City departments to add new ongoing General Fund expenditures to the Preliminary Proposed FY 2024/25 budget. City departments were asked to reduce their ongoing expenditures by 6%. They were able to make reductions to their budgets totaling \$241,419, summarized below:

- Unfunded one vacant position (Administrative Coordinator) that was split between the Public Works and Community Development Departments (\$73,623 – General Fund portion);
- Reduced travel and training for internal and external staff training (\$40,100);
- Reduced professional services for emergency operations training, and communication and engagement, and various consulting services (\$127,696).

As shown above, the reductions made so far are not enough to close the budget gap. Further measures will need to be taken to balance the baseline budget as it currently has a shortfall of \$1.1 million. Staff continues to review their budgets in an effort to make additional cuts. However, it continues to be challenging given that the discretionary portion of department budgets is marginal compared to the amount of reductions needed to balance the budget.

Because the baseline General Fund budget for FY 2024/25 has a shortfall and City departments needed to make reductions in their ongoing expenditures in the Preliminary Proposed budget, there was no capacity for City departments to add new ongoing General

Fund expenditures to the budget. The Community Development Department did request funding for a Housing and Economic Development Coordinator to advance the work of the City's comprehensive economic development strategy. The full cost for this position is approximately \$196,000 and could be partially offset by Housing funds. If the position is not funded, the funding for economic development activities currently budgeted at \$20,000 would need to be increased back to \$80,000. The Community Development Department also requested funding for a new Sustainability Coordinator which is necessary to complete the actions of the Climate Action and Adaptation Plan (CAAP). The full cost of this position is approximately \$115,000. Staff is seeking grants to fund the position and is recommending that the City Council authorize the position, which will not be filled unless the City receives grant funding. Lastly, the Community Development Department requested funding for a Planner I-III series which would replace the temporary, outsourced Senior Planner services currently provided three days per week. The full cost is approximately \$189,000 and the position would be a permanent, full-time position. This position would be funded by the Building and Planning Fund.

One-Time Budget Items and Capital Improvement Projects

The FY 2024/25 Preliminary Proposed budget includes funding for a number of Council-directed special projects, beyond staff's baseline work, Strategic Plan strategies, and Capital Improvement Plan (CIP) projects, summarized below. As non-recurring items, these initiatives and projects will be funded by unassigned fund balance in the General Fund and Measure S Funds.

Table 2 – One-Time Budget Items and Capital Improvement Projects (Some are Projects Budgeted in FY 2023/24, but Not Completed, so Carried Forward to FY 2024/25)

Department	One-Time Operating Items	Proposed Budget
Community Development/Economic Development	Economic Development Strategy - Final Branding	\$ 10,000
Community Development/Economic Development	Meeting/Workshop/Mixers	5,000
Community Development/Economic Development	Tobacco Education Related (Grant Funded)	10,000
Community Development/Economic Development	Advertising (General and Industry-Specific)	2,000
Community Development/Economic Development	Marketing Materials	5,000
Community Development/Economic Development	Business Development/Community Help Reserve	10,000
Community Development/Economic Development	Revitalization Reserve	10,000

City Clerk	Policies & Procedures Update Support	20,000
City Council	City Council Retreat/Planning Workshop	10,000
City Manager	DEI Consulting	40,000
City Manager	EOP Training (citywide)	20,000
Finance	Ballot Measure Consulting	40,000
Finance	Grants Consulting	48,000
Information Technology	Professional Services	68,222
Police	CERT Program Supplies	20,000
Public Works	Active Transportation Plan	25,000
Public Works	Emergency Power for Critical Facilities	200,000
Public Works	Recycled Water Feasibility	60,000
Public Works	City Hall planting/landscaping	20,000
Public Works	GoGov or Similar App	5,000
Public Works	On-call Consultants for Capital Projects	75,000
Public Works	Storm Drainage Master Plan	150,000
Public Works	Pedestrian Bridge Inspection & Maintenance	50,000
	Total One-Time Operating Items	903,222
Department	Asset/Capital Outlay	Proposed Budget
Information Technology	Computer Equipment Replacement	137,959
Police	Alex Clark Room Transformation	20,000
Public Works	Weatherization/Energy Efficiency Program	250,000
Public Works	Brandt St. Improvements	170,000
Public Works	Street Improvements	200,000
Public Works	FA1901 Senior Center Auxiliary Parking Lot	1,530,000
Public Works	RO2401 Road Maintenance Repairs	1,750,000
Public Works	Citywide Roof Repairs and Replacement	900,000
Public Works	City Hall Modernization	200,000
Public Works	Senior Center Modernization	205,000

Public Works	Public Safety Building Modernization	450,000
Public Works	Tiny Tot Improvements	50,000
Public Works	Skatepark Rehabilitation	150,000
Public Works	Replace Parks' Chips/Rubber Matting	50,000
Public Works	San Pablo Ave. Bridge Replacement	300,000
Public Works	Safety Improvement Arterial Roadway	35,960
Public Works	Pinole Smart Signals	154,302
Public Works	Sidewalk/ADA Curb Ramp Program	150,000
Public Works	Roble Road Drainage Improvements	700,000
Public Works	Storm Drain Creek Discharge	600,000
Recreation	Restroom Walls/Floor Repair	11,000
Recreation	Replace Youth Center Vinyl Flooring	10,000
	Total Capital Improvement Projects	8,024,221
	Total	\$ 8,927,443

Responses to City Council Requests for Additional Information

At April 30, 2024 special meeting, the City Council asked staff to provide some additional budget related information to Council at its May 21, 2024 meeting. Below find that information.

Six Percent and Ten Percent Budget Reduction Scenarios

Table 3 below shows the proportionate amount each City department would need to reduce their General Fund expenditures to meet six percent and ten percent budget reduction scenarios. A total six percent reduction would eliminate the current \$1.1 million shortfall. A total ten percent reduction would eliminate the shortfall and create a surplus.

Table 3 -Six Percent and Ten Percent Budget Reduction Scenarios

Department	Original Baseline Budget	6% Reduction	10% Reduction
City Council	\$ 213,001	\$ 12,780	\$ 21,300
City Manager	619,937	37,196	61,994
City Clerk	692,929	41,576	69,293
City Treasurer	9,986	599	999

City Attorney	330,035	19,802	33,004
Finance	853,772	50,932	85,377
Human Resources	933,808	56,028	93,381
Non-Departmental	3,036,737	182,204	303,674
Police	12,590,430	657,619	1,095,728
Fire	6,428,461	241,712	402,853
Public Works	2,020,201	92,613	202,020
Community Development	514,537	30,872	51,454
Community Services	426,898	25,236	42,690
Total	\$ 28,670,732	\$ 1,449,169	\$ 2,463,765

Use of General Fund Budget Over Last Five Fiscal Years

Table 4 below summarizes total actual expenditures compared to total expenditures budgeted for the last five fiscal years. As shown, the City expends an average 90% of its General Fund budget annually, including ongoing expenditures and one-time expenditures.

Table 4 – Use of General Fund Budget Over Last Five Fiscal Years

Fiscal Year (FY)	Total Expenditure Budget	Total Expenditure Actuals	Percent Used
FY 2018/19	\$ 41,263,666	\$ 38,508,253	93%
FY 2019/20	21,627,584	19,854,232	92%
FY 2020/21	24,510,116	21,410,315	87%
FY 2021/22	29,344,125	25,058,131	85%
FY 2022/23	\$ 30,148,425	\$ 27,591,246	92%

Development Impact Fee Balances

The City collects development impact fees to mitigate the impact of new development. Specifically, it provides for the expansion, design, construction, or upgrade to facilities, roadways, and equipment. The City collects impact fees for police, fire protection, municipal and community facilities, wastewater, roadways, and drainage. Table 5 below summarizes the current balance of the development impact fees before any appropriations for FY 2024/25.

Table 5 – Impact Fee Balances

Impact Fee	Current Balance
Fees-Police	\$ 237,850

Fees-Fire	303,949
Fees-Transportation	190,344
Fees-Storm Drainage	-
Fees-Public Facilities	396,864
Fees-Wastewater	952,431
Fees-Parks & Recreation	1,357,501
Total Impact Fees	\$ 3,438,940

Contract Services Compared to Permanent Staffing

From time to time, the City engages consultants with specialized expertise to assist City staff with completing special projects as well as to augment staff in cases of a staffing shortage due to unfilled positions. Note that contract services are typically short-term and non-recurring. A permanent staff position adds to ongoing expenditures including salary and benefits.

The average annual cost (salary and benefits) of a full-time, permanent (non-management, non-sworn) position is \$160,000. The average professional services contract for specialized consulting services ranges from \$40,000 to \$200,000. Most contracts fall in the middle of the range. Contract terms range from a partial year to two years on average.

Professional Services Budget

The professional services category consists of consulting services, legal services, equipment and building maintenance, network and software maintenance, office expenses, travel and training, dues and publications, and administrative expenses. Attachment B provides a breakdown of professional services by fund then by department. For FY 2024/25, Citywide professional services are budgeted at \$13,757,937 of which \$9,448,201 is budgeted in the General Fund and the remaining \$4,309,736 is budgeted in other funds.

It is important to note that the majority of the professional services in the General Fund consists of contracts with other government agencies. This includes the City's service agreement with Contra Costa County Fire Protection District (\$5.7 million), and contracts with Contra Costa County library services (\$188,063) and animal control services (\$220,935). Additionally, this category includes essential items that support City operations, including legal services, and routine maintenance of buildings, equipment, and technology systems. Attachment C provides a broader overview of professional services by showing totals by fund.

Utilities Budget

The utilities category consists of water, electricity & power, telephone, and cable expenditures. Attachment D provides a breakdown of utilities by fund then by department. For FY 2024/25, Citywide utilities are budgeted at \$1,589,383 of which \$318,555 is budgeted in the General Fund and the remaining \$1,270,828 is budgeted in other funds. The majority (\$798,500) is

budgeted in the Sewer Enterprise Fund.

Materials and Supplies Budget

The materials and supplies category consists of fuel, maintenance supplies, safety clothing, and other supplies. Attachment E provides a breakdown of materials and supplies by fund then by department. For FY 2024/25, Citywide materials and supplies are budgeted at \$1,796,444 of which \$185,033 is budgeted in the General Fund and the remaining \$1,611,411 is budgeted in other funds. The majority (\$1,583,000) is budgeted in the Sewer Enterprise Fund.

NEXT STEPS

City staff invites the feedback of the City Council and members of the public on the Preliminary Proposed budget at the City Council's May 21, 2024 meeting. The City has also developed a Preliminary Proposed Fiscal Year (FY) 2024/25 – 2028/29 Five-Year Capital Improvement Plan (CIP), which contains the capital budget for FY 2024/25 and a conceptual capital budget for FY 2025/26 – FY 2028/29. City staff also invites the feedback of the City Council and members of the public on the Preliminary Proposed CIP at the City Council's May 21, 2024 meeting.

Following the May 21, 2024 Council meeting, staff will incorporate the Council's feedback as well as additional staff-generated content into a Revised Proposed version of the budget that will be presented to the City Council for review and feedback on June 4, 2024. Staff plans to present the resulting version of the budget, the Final Proposed budget, to the City Council on June 18, 2024.

FISCAL IMPACT

The City Council's review and direction on the Preliminary Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget does not itself have any fiscal impact on the City. The fiscal impact of the Preliminary Proposed budget is well described in the budget document itself (Attachment A).

ATTACHMENTS

- A. Preliminary Proposed FY 2024-25 Operating and Capital Budget
- B. Professional Services by Fund and Department
- C. Professional Services By Fund
- D. Utilities by Fund and Department
- E. Materials and Supplies by Fund Department



Fiscal Year 2024/25 **OPERATING AND CAPITAL BUDGET**

Preliminary Proposed - May 21, 2024



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FISCAL YEAR (FY) 2024/25 OPERATING AND CAPITAL BUDGET

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Executive Summary

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EXECUTIVE SUMMARY

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. City staff is responsible for preparing a proposed budget for City Council's consideration.

The Fiscal Year (FY) 2024/25 Operating and Capital Budget was created through a collaborative, iterative process involving the City Council, community, and City staff and includes the creation of a Preliminary Proposed, Revised Proposed, and ultimately Final Proposed budget. The budget development process is more fully described in the Budget Development Process section below.

The Fiscal Year (FY) 2024/25 Operating and Capital Budget is primarily a status quo budget, meaning that it does not include any major changes to City programs or services.

The budget includes the following two noteworthy assumptions:

- A "vacancy savings factor" of 4% to account for savings in salaries and benefits resulting from normal position vacancies; and
- A 4% cost of living adjustment (COLA) for all employees, as the City is in the process of negotiating successor MOUs and compensation plans for all employees.

The City's all funds revenue in the Fiscal Year (FY) 2024/25 Operating and Capital Budget is approximately \$48.6 million, and all funds' expenditures are approximately \$95.5 million. The budget projection assumes a net use of fund balance of \$46.8 million for all funds combined as shown in Table 1 below. The majority of the use of fund balance is for several large, multi-year capital improvement projects, notably in the wastewater enterprise fund. It is important to note that the total estimated costs of capital projects are budgeted in year one (FY 2024/25) of the Capital Improvement Plan (CIP) although some projects may take several years to complete. The total costs are budgeted up front to earmark the full amount of funding needed to complete the CIP projects. This is a new budgeting practice for the City. In the past, the City only encumbered the first-year cost of multi-year capital projects. The cost for subsequent years of multi-year projects was left in fund balance as unassigned. Because the full cost to complete a capital project is now encumbered in the first year of a multi-year capital project, this reduces unassigned fund balance in funds that support capital projects, including the General Fund.

Table 1 – All Funds Budgeted Revenues and Expenditures

Fund	Estimated Beginning Fund Balance July 1, 2024	Total Revenues	Total Expenditures	Contribution To/(From) Fund Balance	Estimated Ending Fund Balance June 30, 2025
General Fund					
General Fund (including Measure S 2006 and 2014)	\$ 8,488,073	\$ 27,375,643	\$ 37,458,497	\$(10,082,854)	\$ (1,594,781)
General Reserve Fund	10,150,387	-	-	-	10,150,387
Equipment Reserve Fund	231,732	150,000	205,000	(55,000)	176,732
Special Revenue Funds					
Gas Tax Fund	723,248	1,046,400	2,201,572	(1,155,172)	(431,924)
Restricted Real Estate Maintenance Fund	162,237	39,991	26,000	13,991	176,229
Public Safety Augmentation Fund	358,392	249,855	545,805	(295,950)	62,442
Traffic Safety Fund	274,081	46,500	56,836	(10,336)	263,745
Supplemental Law Enforcement Fund	285,497	175,000	294,699	(119,699)	165,798
NPDES Storm Water Fund	(121,347)	253,272	378,966	(125,694)	(247,041)
Recreation Fund	(583,260)	1,303,486	2,374,956	(1,071,470)	(1,654,730)
Building & Planning Fund	(1,929,848)	1,482,526	2,032,560	(550,034)	(2,479,881)
Refuse Management Fund	(10,397)	66,060	186,658	(120,598)	(130,995)
Solid Waste Fund	2,525,024	368,000	174,379	193,621	2,718,645
Measure C/J Fund	2,388,533	1,152,257	1,708,207	(555,950)	1,832,583
Rate Stabilization Fund	213,313	-	-	-	213,313
Asset Seizure-Adjudicated Fund	(3,577)	-	41,236	(41,236)	(44,814)
Growth Impact Fund	3,526,408	1,039,594	1,623,000	(583,406)	2,943,002
Housing Assets Fund	8,014,224	55,000	322,628	(267,628)	7,746,596
Capital Projects Funds					
Lighting & Landscaping District Fund	27,418	63,911	85,175	(21,264)	6,154
Pinole Valley Caretaker Fund	(983)	15,000	14,893	107	(876)
Public Facilities Fund	471,649	-	70,000	(70,000)	401,649
City Street Improvements Fund	2,166,783	2,064,683	3,687,304	(1,622,621)	544,162
Arterial Streets Rehabilitation Fund	252,513	250,000	895,000	(645,000)	(392,487)
Parks Grants	21,522	-	-	-	21,522
Enterprise Funds					
Sewer Enterprise Fund	16,889,155	10,364,403	37,760,374	(27,395,971)	(10,506,816)
Cable Access Television (PCTV)	(227,800)	368,657	831,771	(463,114)	(690,915)
Information Systems Fund	(4,104)	-	-	-	(4,104)
Fiduciary/Agency Funds					
Pension Fund	13,430,374	700,000	2,475,000	(1,775,000)	11,655,374
Recognized Obligation Retirement Fund	-	-	-	-	-
Total	\$ 67,719,246	\$ 48,630,239	\$ 95,450,517	\$(46,820,278)	\$ 20,898,969

The General Fund (including Measure S 2006 and 2014 Funds) revenue is approximately \$27.4 million, and General Fund expenditures are approximately \$37.5 million. The budget includes the use of fund balance in a number of funds to complete one-time projects.

The budget includes funding for a number of Council-directed special projects, beyond staff's baseline work, Strategic Plan strategies, and Capital Improvement Plan (CIP) projects.

City staff believes that it will be able to complete the Council-directed special projects listed above by the end of FY 2024/25, but does not have the capacity to take on any additional special projects. Staff also recommends that the City adopt a practice of not adding any special projects mid-fiscal year unless an existing special project is taken off of the list.

It is a public finance best practice, and a goal of the City's Financial Policy on a Structurally Balanced Budget, to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures.

At this point, the Fiscal Year (FY) 2024/25 Operating and Capital Budget is not structurally balanced in that ongoing expenditures exceed ongoing revenues. The baseline budget currently reflects a shortfall of \$1.1 million. The budget does use one-time sources, such as fund balance, for one-time expenditures.

The Fiscal Year (FY) 2024/25 Operating and Capital Budget consists of the baseline budget (ongoing operating budget), one-time operating budget items such as special Council-directed initiatives, and capital improvement projects that are funded by the General Fund including the Measure S Funds. The graphic below depicts the composition of the Budget. As shown, the budget assumes the use of \$8.9 million of fund balance. Table 2 on the following page provides a detailed list of the one-time budget items and capital improvement projects.

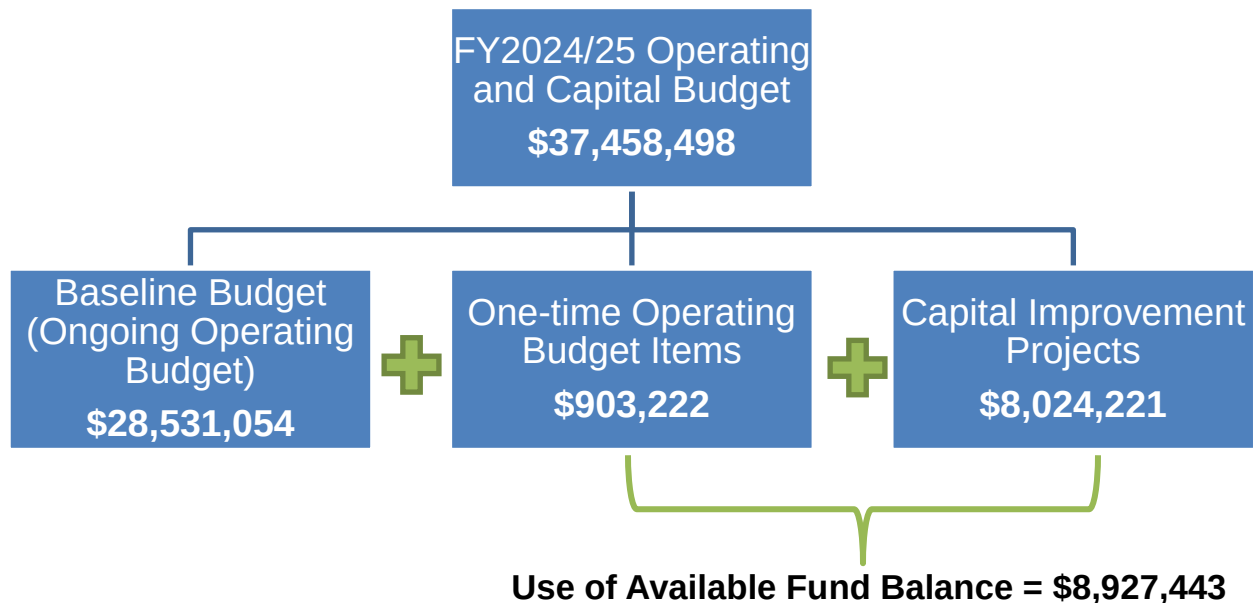


Table 2 – One-Time Budget Items and Capital Improvement Projects (Some are Projects Budgeted in FY 2023/24, but Not Completed, so Carried Forward to FY 2024/25)

Department	One-Time Operating Items	Proposed Budget
Community Development/Economic Development	Economic Development Strategy - Final Branding	\$10,000
Community Development/Economic Development	Meeting/Workshop/Mixers	5,000

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ELECTED OFFICIALS



Maureen Toms
Mayor



Cameron Sasai
Mayor Pro Tempore



Devin Murphy
Council Member



Anthony Tave
Council Member



Norma Martínez-Rubin
Council Member



Roy Swearingen
City Treasurer

DEPARTMENT HEADS

Interim City Manager	Neil Gang
City Attorney (Contract)	Eric Casher
City Clerk	Heather Bell
Community Development Director	Lilly Whalen
Community Services Director	Andrea Dwyer
Finance Director	Markisha Guillory
Human Resources Director	Stacy Shell
Police Chief	Neil Gang
Public Works Director	Sanjay Mishra

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CITY OF PINOLE STRATEGIC PLAN 2020-2025

In February 2020, the City of Pinole adopted a Strategic Plan 2020 – 2025. The Strategic Plan established the following vision, mission, and goals for the City, as well as 22 specific “strategies” (special projects), to be completed over a five-year timeframe, that would help the City achieve the goals.

VISION

Pinole is a safe, vibrant, and innovative community with small town charm and high quality of life.

MISSION

Pinole will be efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

GOALS

1. **Safe and Resilient Pinole:** Develop and communicate resilience through quality public safety service delivery, property maintenance policies and practices, and disciplined investment in community assets.
2. **Financially Stable Pinole:** Ensure the financial health and long-term sustainability of the City.
3. **Vibrant and Beautiful Pinole:** Facilitate a thriving community through development policies and proactive relationship building.
4. **High Performance Pinole:** Build an organization culture that is efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

The City Council held a special strategic planning meeting on April 29, 2023 during which it reaffirmed the vision, mission, and goals of the Strategic Plan and made some adjustments to some strategies.

PROFILE OF THE CITY

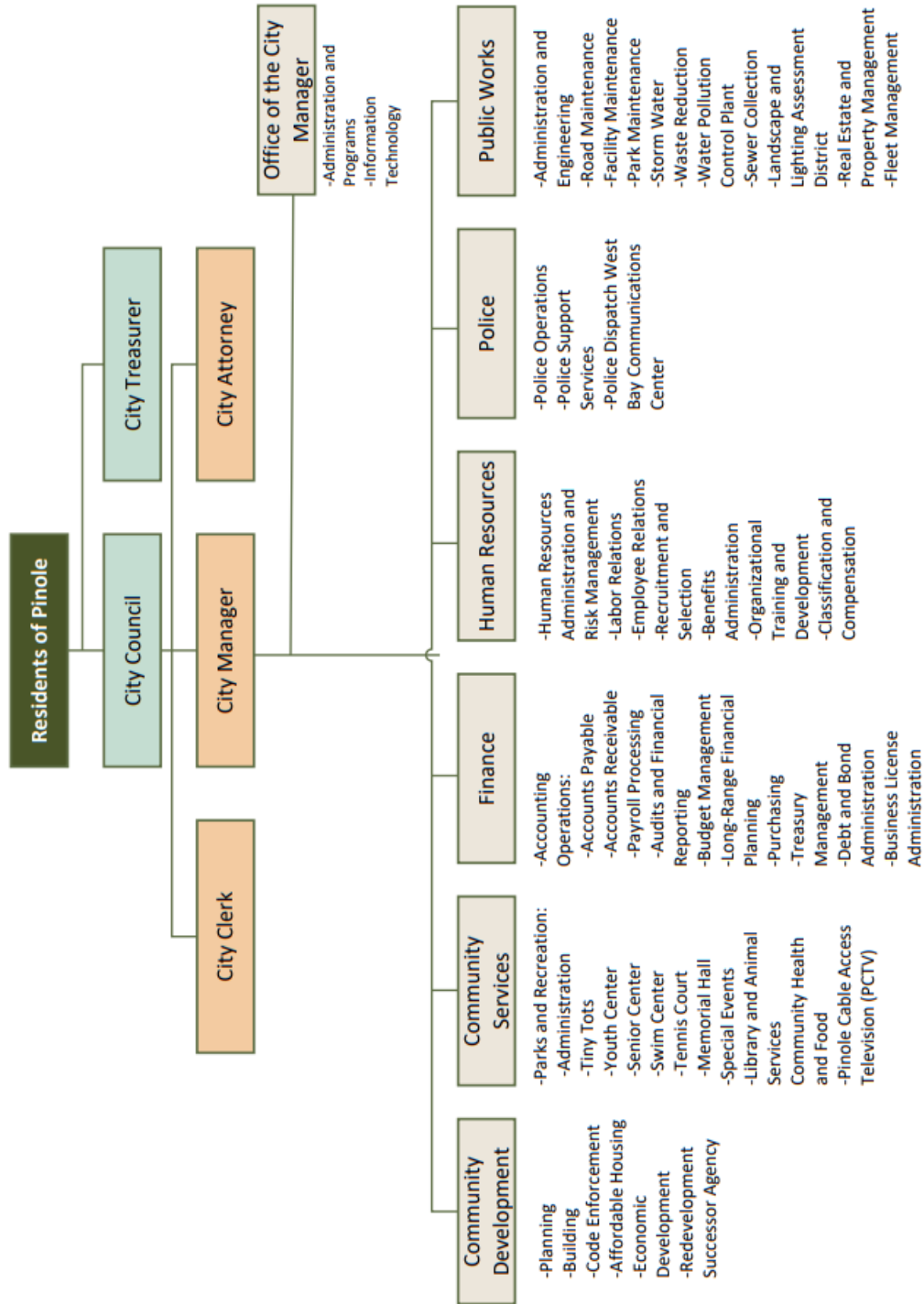
The City is primarily a residential community located in the San Francisco Bay Area on the shores of San Pablo Bay in West Contra Costa County. Highway Interstate 80, which traverses Pinole, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central Contra Costa County which includes the cities of Martinez, Concord, and Pleasant Hill by State Route 4 which begins just north of Pinole and connects with Interstate 680. There are approximately four-square miles of land included in Pinole's boundary. The City's population on January 1, 2023 was 18,244, according to the California Department of Finance.

The City of Pinole is a general law city that was incorporated on June 25, 1903. The City operates under a Council-Manager form of operation, whereby policies of the City Council are administered by a City Manager who is appointed by the City Council. All municipal departments operate under the supervision of the City Manager. The Council consists of five members who are elected at large for four-year overlapping terms. The Council elects one of the Council members to serve as Mayor each year.

The City is a full-service city that provides the following services: public safety (police), public works, community services (including recreation and Pinole community television), community development, and general administration services.



ORGANIZATIONAL STRUCTURE



Note: The Contra Costa County Fire Protection District provides fire safety services to Pinole residents.

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Budget Development Process and Budget Award

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BUDGET DEVELOPMENT PROCESS

The City's budget is created through a collaborative, iterative process involving the City Council, community, and City staff. The City's budget development process is considered an "incremental" budget process, meaning that the budget for the upcoming year is developed based on the current year's budget and includes incremental changes.

City staff takes the following steps to create the budget:

- Finance Department uses the current budget, which incorporates any mid-year changes approved by the City Council, as the starting point;
- Finance Department creates a "baseline budget" for the upcoming year by taking the ongoing revenues and expenditures included in the current budget and factoring in known or assumed changes to revenues and expenditures (i.e., forecasted changes to different revenue streams, general inflation, known changes to debt service, etc.);
- Departments review and confirm the known and assumed changes incorporated into the baseline budget;
- Departments submit requests for changes from the baseline budget to address proposed special projects or increased service levels;
- Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the Finance Subcommittee and/or City Council's consideration;
- Finance Department incorporates changes and prepares the Revised Proposed budget for the Finance Subcommittee and/or City Council's consideration;
- Finance Department incorporates any final changes as necessary and submits the Final Proposed Budget to the City Council for adoption.

City staff presented the General Fund baseline budget to the Finance Subcommittee on April 16, 2024 and to the City Council on April 30, 2024 at the budget workshop. At the April 30, 2024 meeting, staff asked the City Council whether it would like to add any special projects or other changes to the baseline budget. The City Council did not direct staff to add any additional items to the budget. Staff then prepared the Preliminary Proposed budget, which was presented to the City Council on May 21, 2024.

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KEY MILESTONES OF THE DEVELOPMENT OF THE BUDGET AND CIP FOR FY 2024/25

March 27, 2024

- Department Proposed FY 2024/25 Budget Requests due to Finance

April 18, 2024

- Finance Subcommittee Meeting
 - FY 2024/25 General Fund Baseline Budget
 - Draft FY 2024/25 - FY 2028/29 Five-Year Capital Improvement Plan (CIP)

April 2-26, 2024

- Budget Review Meetings
 - Interim City Manager and Finance Department meet with Department Directors to review and discuss proposed budgets

April 30, 2024

- City Council Special Meeting (Budget Workshop)
 - FY 2024/25 General Fund Baseline Budget
 - Proposed Projects for FY 2024/25 - FY 2028/29 Five-Year Capital Improvement Plan (CIP)

May 21, 2024

- City Council Meeting
 - Preliminary Proposed FY 2024/25 Operating and Capital Budget
 - Preliminary Proposed FY 2024/25 Five-Year Capital Improvement Plan (CIP)
 - Preliminary Status Quo Ten-Year Financial Forecast for FY 2024/25 - FY 2033/34

June 4, 2024

- City Council Meeting
 - Revised Proposed FY 2024/25 Operating and Capital Budget
 - Revised Proposed FY 2024/25 Five-Year Capital Improvement Plan (CIP)

June 18, 2024

- City Council Meeting
 - Adopt Final Proposed FY 2024/25 Operating and Capital Budget
 - Adopt Final Proposed FY 2024/25 Five-Year Capital Improvement Plan (CIP)
 - Adopt FY 2024/25 Appropriations Limit

July 1, 2024

- FY 2024/25 Begins

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BUDGET AWARD

The City received its tenth consecutive Operating Budget Excellence Award from the California Society of Municipal Finance Officers (CSMFO) for its FY 2023/24 budget. The City previously received the Meritorious Award for its FY 2005/06 through FY 2010/11 budgets, and Outstanding Financial Reporting for its FY 1995/96 through FY 2000/01 budgets. The award reflects the commitment of the City to meeting the highest principles of government budgeting. To receive this award, the City had to satisfy nationally recognized guidelines for effective budget presentation.



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Revenue and Expenditure Summaries

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REVENUE AND EXPENDITURE SUMMARIES

The City's General Fund accounts for all general revenues received by the City. The General Fund supports various City operations, including primarily public safety. The City also has numerous other funds that account for revenue received and expended for specific purposes.

GENERAL FUND REVENUE

The major revenue sources for the General Fund are property tax, sales tax, utility users' tax, intergovernmental tax, franchise fees, business license tax, and transient occupancy tax. The City's Finance Department creates the estimates of these General Fund revenues for the budget using economic information obtained from several sources, including the State of California, Contra Costa County, and third-party consultants. Estimates of revenues generated by City departments are prepared by the respective department with assistance from the Finance Department. Each of these revenue sources is described in detail below.

Total General Fund (including Measure S 2006 and 2014 Funds) revenue is projected to be \$27.4 million, including transfers in, as summarized below.

Revenue Category	FY 2024/25 Budget	% Total Budget
Property Taxes	\$6,168,067	23%
Sales and Use Taxes	4,536,436	17%
Sales and Use Taxes - Measure S 2006 and 2014	5,162,000	19%
Utility Users Tax	2,285,000	8%
Franchise Taxes	850,000	3%
Transient Occupancy Tax	460,000	2%
Business License Tax	460,000	2%
Intergovernmental Taxes	2,402,673	9%
Public Safety Charges	1,774,307	6%
Other Revenues	852,160	3%
Transfers In	2,425,000	9%
Total	\$27,375,643	

Property Tax

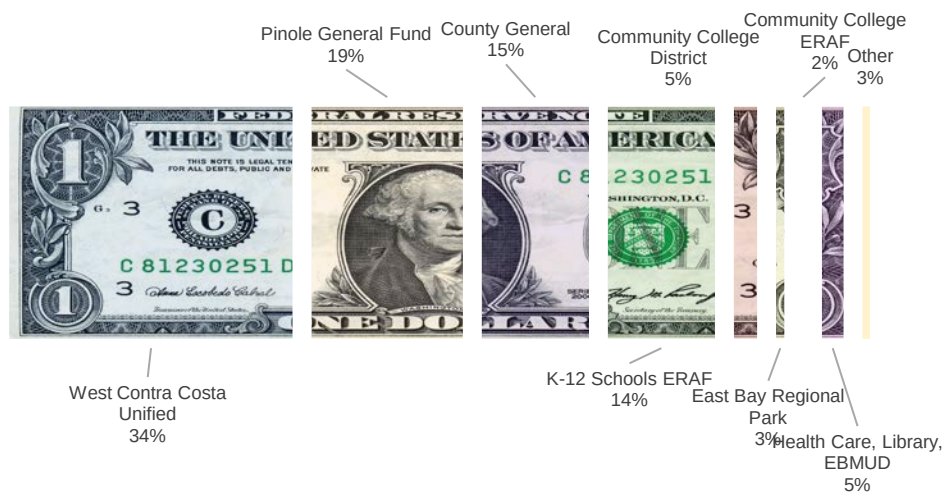
Property tax is an ad valorem tax imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The fixed statutory rate is 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases limited to 2% or CPI growth, whichever is less. However, when there is a change in property ownership, property renovation or new construction, property is reappraised at its full current market value. Proposition 8 allows the County Assessor to decrease these assessed values when

property values decline and recapture these valuations back to the original amounts in the following years if property values increase.

The General Fund receives on average 19% of the total ad valorem property taxes levied (excluding voter approved tax overrides pledged for the retirement of bonded debt) on property located within the City's boundary (exclusive of the Redevelopment Project Areas). Property tax settlements are received in December (55%), April (40%) and June (5%). Property tax is imposed and collected by the County. Contra Costa County is on a Teeter Plan. The County absorbs the delinquencies under this plan. The chart below illustrates the breakdown of the agencies that receive the property tax dollar.

The City uses property tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2024/25, property tax is estimated to be \$6.2 million, a 9% increase over the FY 2023/24 revised budget. The increase is largely due to the increase in residual property tax revenue that the City expects to receive from the former Redevelopment agency due to the retirement of outstanding debt.

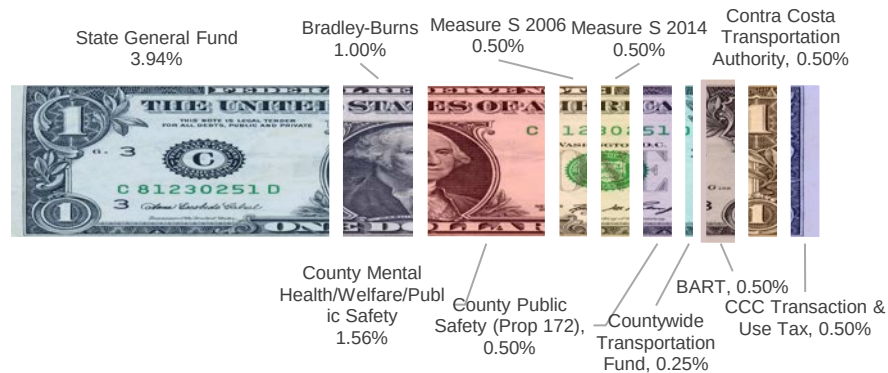
Property Tax Dollar Breakdown



Sales Tax

Sales tax is the General Fund's single largest revenue source. The City's 9.75% Sales tax is levied on all merchandise and includes the 1% Bradley Burns Sales Tax, and Local Sales and Use Taxes Measure S 2006 (0.5%) and Measure S 2014 (0.5%) both of which have no sunset date. The City uses sales tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2024/25, General Fund sales tax, including Measure S 2006 and 2014, is projected to be \$9.7 million, a 3% increase over the FY 2023/24 revised budget. The chart below illustrates the breakdown of the agencies that receive the sales tax dollar.

Sales Tax Dollar Breakdown



Utility Users' Tax

Utility Users' Tax (UUT) is levied in accordance with Chapter 3.26 of the Municipal Code, amended in 2018 which levies an 8% tax on the value public utilities services consumed within the City limits for electricity, natural gas, and telecommunications. Low-income households are eligible for exemption from payment. The Electorate ratified renewal of the taxing authority in November 2018 with no sunset date. The City estimates UUT based on historical trends and industry resources. For FY 2024/25, UUT is projected to be \$2.3 million, a 5% increase over the FY 2023/24 revised budget.

Franchise Fees

Franchise tax is levied on organizations that use the public right of way to furnish gas (PG&E) (1%) and electricity (PG&E) (2%), refuse (Republic Services) (10%), and cable television (Comcast and AT&T) (5%). The various fees are delineated in franchise agreements and are paid directly to the city by these franchisees. Estimates are based on historical experience considering contract amendments which impact future years. For FY 2024/25, franchise tax is projected to be \$850,000, a 7% increase over the FY 2023/24 revised budget.

Business License Tax

Business license tax is assessed on all businesses doing business within City limits in accordance with Municipal Code Title 5. The City charges business license tax in accordance with the provisions of Government Code 37101. Pinole's tax is computed based on a flat tax of \$160 (current) per year combined with a variable tax component based on number of employees engaged in each business. Estimates are based on trend analysis. For FY 2024/25, business license is projected to be \$460,000, a 2% increase over the FY 2023/24 revised budget.

Transient Occupancy Tax (Motel or Bed Tax)

Transient Occupancy Tax (TOT) is a 10% tax levied by the City for the privilege of occupying quarters on a transient basis (Chapter 3.24 of Municipal Code). This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The tax rate is set at the discretion of the City Council, subject to ratification by the City's electorate. Estimates are based on trend analysis and industry resources. For FY 2024/25, transient occupancy tax is projected to be \$460,000, a 2% increase over the FY 2023/24 revised budget.

Motor Vehicle In-lieu

Motor Vehicle In-lieu (VLF) is the City's share of motor vehicle license fees levied, collected and apportioned by the State. VLF, also called the "motor vehicle in-lieu tax" is a tax on the ownership of registered motor vehicles which takes the place of taxation of this personal property. The VLF is paid annually at the time vehicle licenses are renewed based on current value adjusted for depreciation. The budget projection is based on projections provided by the City's property tax consultant HdL. For FY 2024/25, VLF is projected to be \$2.4 million, a 4% increase over the FY 2023/24 revised budget.

Public Safety Charges

Public safety charges are received for dispatch services provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. A portion of the costs of this activity are reimbursed by the City of Hercules and City of San Pablo. Under the current agreement, the City's recovers approximately 67% of the activity's budget. The budget projection is based on the formula provided in the current five-year agreement effective July 1, 2023. For FY 2024/25, public safety charges are projected to be \$1.8 million, a 5% increase over the FY 2023/24 revised budget.

Other Revenue

Other revenue is made up of all other revenue sources, such as fees, permits, interest income, grants, reimbursements, and other miscellaneous revenue. These revenues are projected primarily using historical trend analysis. The FY 2024/25 budget assumes a 34% increase over the FY 2023/24 revised budget. The substantial growth is mostly due to increased revenue resulting from the imposition of updated fees following the comprehensive user fee study.

Transfers In

Transfers in shown in the FY 2024/25 budget comes from the Pension Section 115 Trust to offset the increase in pension costs in the General Fund and Measure S Funds. The amount transferred is based on the difference between the City's base year (FY

2018/19) contribution toward employee pensions and the forecasted required City contribution in future years.

GENERAL FUND EXPENDITURES

General Fund revenues are not restricted to any specific use and can be expended on any allowable municipal purpose. For FY 2024/25, total General Fund expenditures are projected to be \$37.5 million, including transfers out, as summarized below.

Expenditure Category	FY 2023/24 Budget	% Total Budget
Salaries and Wages	\$10,266,663	27%
Employee Benefits	7,684,115	21%
Professional/Admin Services	9,448,201	25%
Other Operating	322,711	1%
Materials and Supplies	185,033	0%
Interdepartmental Charges	(710,335)	-2%
Capital Outlay	8,014,702	21%
Debt Service	636,107	2%
Transfers Out	1,611,301	4%
Total	\$37,458,498	

Salaries and Wages

The forecast for salaries and wages is based on the City's current staffing level (114) full-time equivalents (FTEs), future salary increases for different classifications already agreed upon in the City's current labor memorandums of understanding (MOUs). The budget includes a savings factor equal to 4% of total annual salary and benefits expenditures to account for savings resulting from position vacancies. For FY 2024/25, salaries and wages are projected to be \$10.3 million, an increase over the FY 2023/24 revised budget.

Employee Benefits

The cost of retirement benefits is the City's annual required contribution for employees' pension to the California Public Employees' Retirement System (CalPERS). The City's annual required contribution is determined by an annual actuarial valuation report, the most recent of which is as of July 2023. The budget reflects the net cost to the City (the required total contribution minus the employee contributions). All classic employees currently contribute the required employee contribution plus a portion of the employer's contribution for a total of 15%.

Other benefits include employee medical/dental/vision care, workers' compensation, and others. The benefits cost in the forecast is based primarily trends and information provided by service providers.

For FY 2024/25, benefits are projected to be \$7.7 million, a 21% decrease over the FY 2023/24 revised budget.

Professional and Administrative Services

Professional and administrative services includes consulting services, legal services, temporary services, network and software maintenance, and equipment and building maintenance. Contract services with other government agencies, such as the County animal services and library services, are also included in professional services. This category is primarily projected based on contractual obligations and historical trends. For FY 2024/25, professional and administrative services are projected to be \$9.4 million, an 8% decrease over the FY 2023/24 revised budget.

This category includes the City's fire services agreement with the Contra Costa County Fire Protection District (CCCFPD) to provide fire protection services to Pinole residents. For FY 2024/25, the cost is \$5.7 million per the approved five-year agreement.

Other Operating Expenses

Other operating expenses include all other expenditure categories, such as travel/training, office expenses, utilities, indirect costs, and materials and supplies. This category is projected based on historic trends. For FY 2024/25, other operating expenses are projected to be \$322,711, a 10% increase over the FY 2023/24 revised budget.

Capital Outlay

Capital outlay includes non-major asset acquisition and improvements, such as computer equipment and furniture, as well as several major capital projects to be funded by the General Fund unassigned fund balance. This category is projected based on historical trends as well as estimated costs of capital projects. For FY 2024/25, capital outlay is projected to be \$8 million.

Capital improvement projects are detailed in a separate Five-Year Capital Improvement Plan (CIP). Each fiscal year, capital needs are assessed and prioritized through the CIP planning process.

Debt Service

Debt service includes the payment of debt for the 2006 pension obligation bonds (POBs) that were issued to finance the City's unfunded accrued actuarial liability with CalPERS. The future years are forecasted based on the long-term debt obligation schedule.

Transfers Out

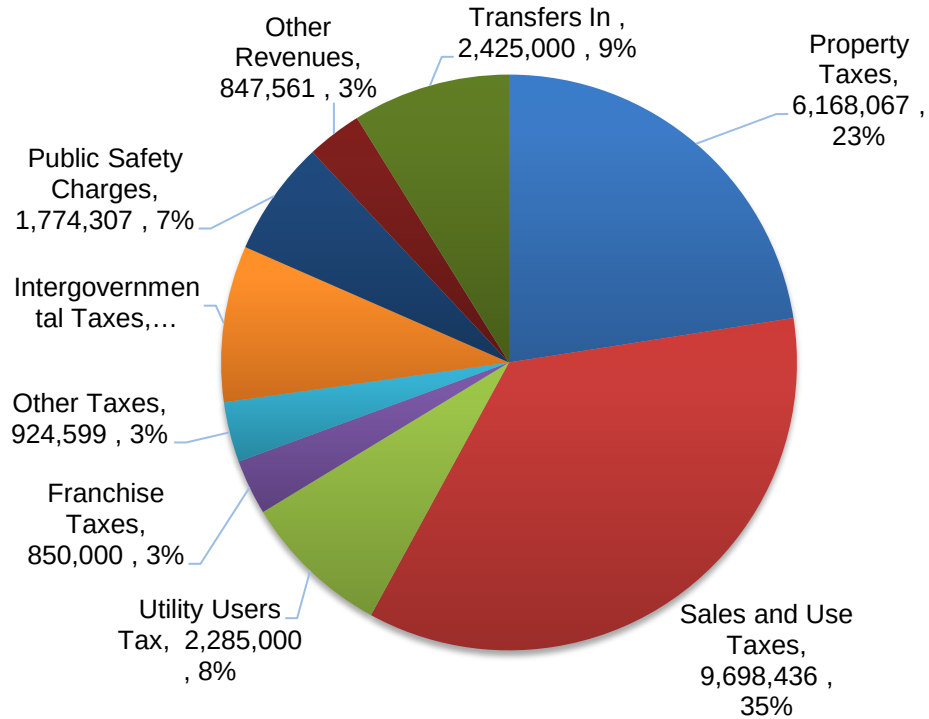
Transfers out includes the transfers from the General Fund and Measure S to other funds to support Recreation programs, Pinole Community Television (PCTV), vehicle and equipment replacement.

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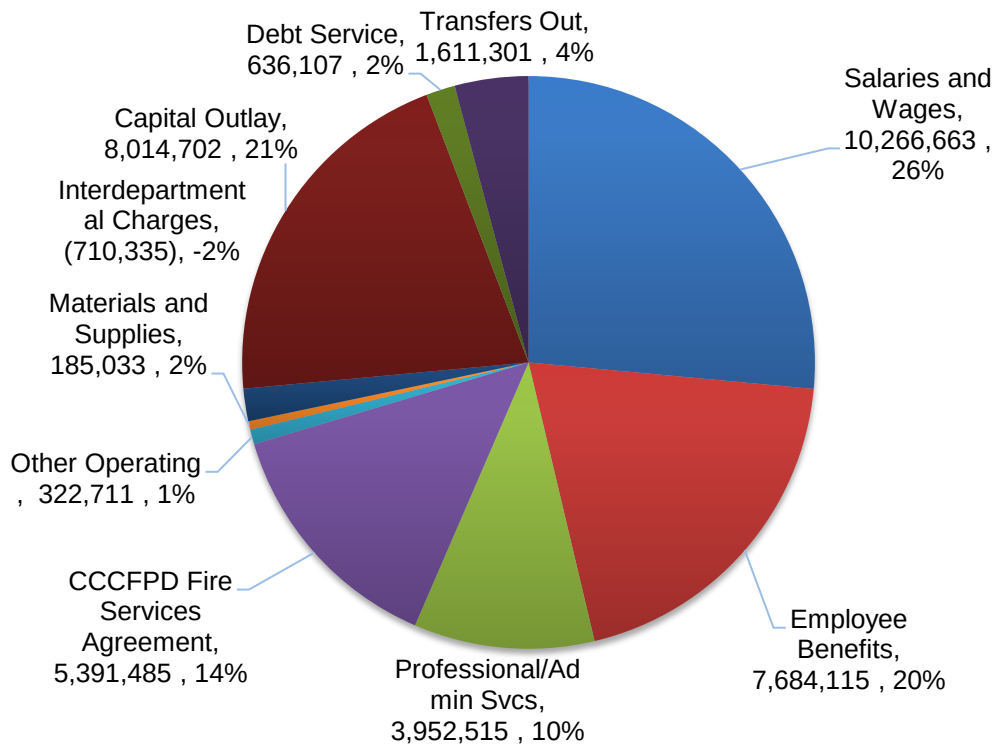
Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – General Fund

GENERAL FUND (Including Measure S 2006 and 2014)	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget
Revenue by Category					
311 - Property Taxes	4,091,345	4,307,208	5,055,790	5,678,211	6,168,067
312 - Sales and Use Taxes	8,927,361	9,613,625	9,328,351	9,443,023	9,698,436
313 - Utility Users Tax	1,939,726	2,063,773	2,312,830	2,185,485	2,285,000
314 - Franchise Taxes	751,598	788,146	875,058	794,658	850,000
315 - Other Taxes	795,839	929,466	898,797	890,714	924,599
321 - Intergovernmental Taxes	2,034,203	2,108,808	2,247,072	2,319,918	2,402,673
323 - State Grants	10,951	13,847	43,442	65,882	95,882
324 - Other Grants	287,768	46,937	43,793	47,025	47,025
332 - Permits	77,992	120,780	190,687	108,700	251,700
341 - Review Fees	37,139	42,210	50,279	500	25,500
342 - Other Fees	56,754	23,880	56,772	15,054	65,854
343 - Abatement Fees	3,844	5,127	30,193	33,500	47,000
351 - Fines and Forfeiture	13,166	10,411	17,579	22,050	15,550
361 - Public Safety Charges	1,345,588	1,477,492	1,598,997	1,693,539	1,774,307
370 - Interest and Investment Income	33,340	(134,495)	211,725	150,000	200,000
381 - Rental Income	86,880	96,516	95,432	89,896	81,450
383 - Reimbursements	83,285	16,341	20,133	16,928	11,500
384 - Other Revenue	3,788	35,606	5,969	7,560	5,100
392 - Proceeds from Sale of Property	83,209	240,182	12,080	1,000	1,000
393 - Loan/Bond Proceeds	55,197	-	91,907	-	-
399 - Transfers In from Section 115 Trust	1,327,427	1,061,736	2,160,519	2,245,480	2,425,000
399 - Transfers In from ARPA Fund	-	-	4,071,404	-	-
Revenue Total	22,046,398	22,867,595	29,418,810	25,809,123	27,375,643
Expenditures by Category					
40 - Salaries and Wages	9,687,549	10,550,396	11,006,433	9,359,141	10,266,663
41 - Employee Benefits	5,492,537	6,030,608	6,884,786	6,219,651	7,684,115
42 - Professional/Administrative Services	3,120,915	4,083,329	5,686,957	10,227,822	9,448,201
43 - Other Operating Expenses	332,324	304,499	359,085	292,711	322,711
44 - Materials and Supplies	148,389	261,505	291,123	183,200	185,033
46 - Interfund/Interdepartmental Charges	(916,482)	(838,609)	(505,978)	(772,912)	(710,335)
47 - Asset Acquisition, Improvement, Disposal	1,397,824	697,550	596,527	6,661,263	8,014,702
48 - Debt Service	558,607	608,736	617,582	611,107	636,107
49 - Transfers Out	1,588,652	3,360,117	2,654,750	2,440,775	1,611,301
Expenditures Total	21,410,315	25,058,131	27,591,266	35,222,758	37,458,497
Expenditures by Department					
10 - City Council	221,252	215,904	209,697	215,412	223,022
11 - City Manager	603,505	527,117	567,995	602,710	666,000
12 - City Clerk	243,065	327,468	511,112	624,354	713,260
13 - City Treasurer	8,286	8,375	8,268	8,727	9,990
14 - City Attorney	489,955	406,476	330,354	320,428	330,035
15 - Finance Department	573,555	561,011	661,743	1,037,368	938,649
16 - Human Resources	292,727	377,614	749,748	888,227	877,147
17 - Non-Departmental	3,534,790	5,274,979	4,673,970	4,042,120	3,297,006
18 - Information Systems	-	-	-	3,600	-
22 - Police Department	8,495,554	9,847,359	10,267,281	11,125,612	12,608,018
23 - Fire Department	5,429,808	5,100,962	6,687,185	5,596,735	6,433,461
34 - Public Works	1,335,586	1,824,492	2,160,055	9,715,846	10,376,756
46 - Community Development	173,504	263,181	398,605	619,883	537,255
55 - Community Services	8,727	272,629	365,253	421,736	447,898
64 - Sewer	-	50,563	-	-	-
Expenditures Total	21,410,315	25,058,131	27,591,266	35,222,758	37,458,497
Net Operating Results	636,084	(2,190,536)	1,827,544	(9,413,635)	(10,082,854)

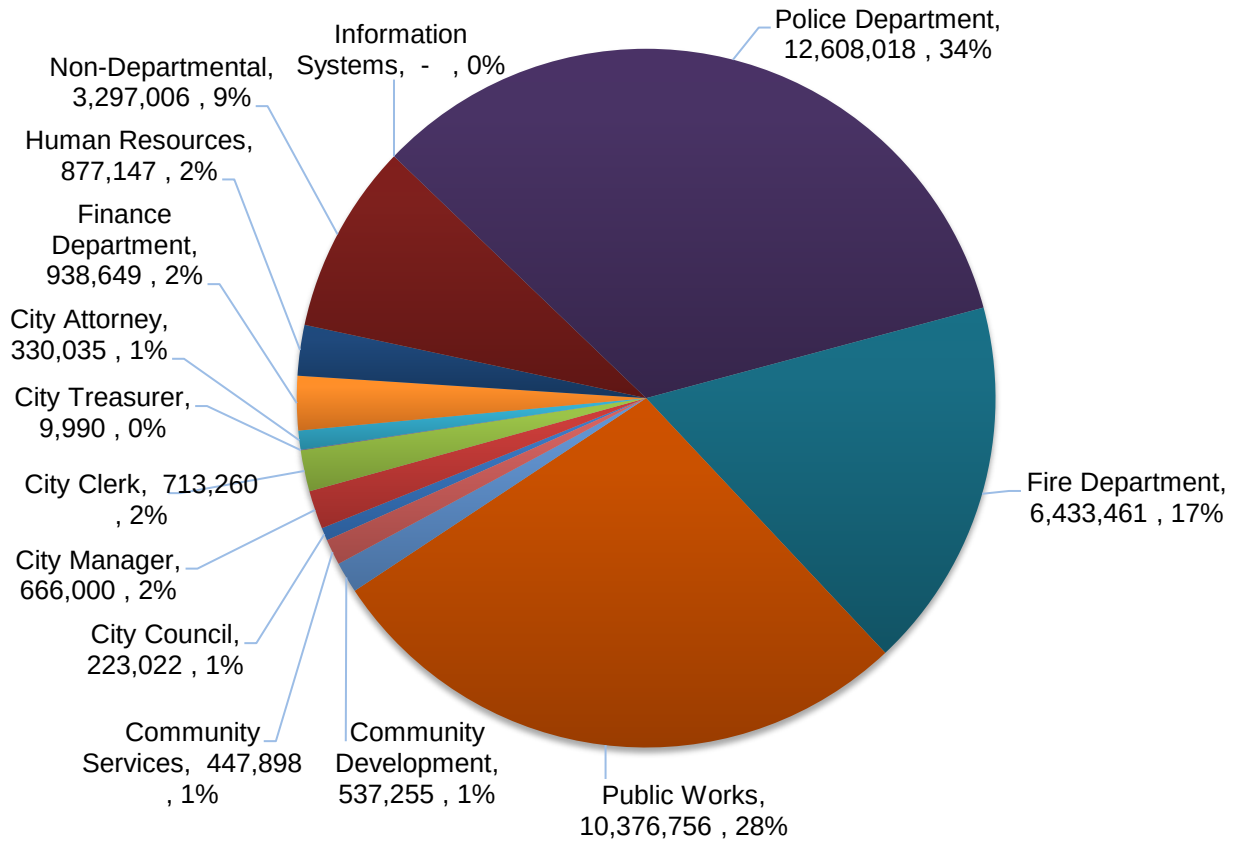
General Fund Revenue by Type: \$27,375,643



General Fund Expenditures by Type: \$37,458,497



General Fund Expendiures by Department: \$37,458,497



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MAJOR NON-GENERAL FUNDS

Aside from the General Fund, the City also maintains special revenue funds, capital project funds, and enterprise funds. These funds generate revenue from many sources, such as taxes, charges for services, and user fees. Below find descriptions of the major Non-General Funds.

Special Revenue Funds

Gas Tax Fund - 200

The Gas Tax Fund accounts for the Highway Users Tax Account (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City Limits. These taxes are distributed primarily on the basis of population pursuant to formulas specified in Streets and Highways Code Sections 2105, 2106, 2107, 2107.5, and Section 2103. As a result of the Road Repair and Accountability Act of 2017 (SB1 Beall), funds received as part of the Road Maintenance and Rehabilitation Account (RMRA) Section 2106 are also accounted for in this fund. Gas Tax funds are restricted for use in the construction, improvement, and maintenance of public streets. These funds support both annual operating and capital projects related to streets. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale. For FY 2024/25, revenue is projected to be \$1 million. Expenditures are projected to be \$2.2 million for road maintenance projects. It is anticipated that approximately \$1.2 million of available fund balance will be used for capital projects.

Recreation Fund - 209

The Recreation Fund accounts for program fees, fundraising proceeds, and donations for Recreation programs. Resources are used towards staffing and maintenance costs to operate the programs. The fund receives a transfer in from the General Fund to offset a recurring operating loss. For FY 2024/25, revenue is projected to be \$1.3 million. Expenditures are projected to be \$2.4 million.

Building and Planning Fund - 212

The Building and Planning Fund accounts for fees collected for building permits and plan check fees. Fees collected are used to cover the cost involved in plan checks and inspections performed. The City recently conducted a fee study to determine the City's total cost of providing certain services that have a specific beneficiary. The study recommended changes to the City's building and planning fees, which has increased revenue. Several large developments projects are anticipated to be initiated in FY 2024/25. For FY 2024/25, revenues are projected to be \$1.5 million. Expenditures are projected to be \$2 million.

Solid Waste Fund – 214

The Solid Waste Fund accounts for funds received from Republic Services, Inc. from a surcharge it assesses on customer rates for solid waste services. These funds are set aside for future solid waste capital projects and for a rate stabilization fund. For FY 2024/25, revenues are budgeted at \$368,000 and expenditures are budgeted at \$174,379.

Measure C/J Fund - 215

The Measure C/J Fund accounts for special override sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program to maintain eligibility for the funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula split (50/50) between population and road mileage. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale. For FY 2024/25, revenues are projected to be \$1.2 million. Expenditures are projected to be \$1.7 million. It is anticipated that approximately \$555,950 of available fund balance will be used for capital projects.

Growth Impact Fund – 276

The Growth Impact Fund accounts for development fees collected to mitigate the impact of new development. Specifically, it provides for the expansion, design, construction, or upgrade to facilities, roadways, and equipment. The City collects impact fees for police, fire protection, municipal, community, wastewater, roadways, and drainage. For FY 2024/25, revenue is budgeted \$1.0 million due from developers for several large multi-unit developments. Expenditures are projected at \$1.6 million for capital projects. It is anticipated that approximately \$583,406 of available fund balance will be used for capital projects.

Housing Assets Fund – 285

The Housing Assets Fund accounts for resources related to the affordable housing activities and portfolio of the former Redevelopment Agency. Funds must be expended for housing activities. The fund balance has increased in recent years due to the repayment of a significant loan due to the fund. For FY 2024/25, expenditures are projected to be \$322,628 for housing administration activities. It is anticipated that approximately \$267,628 of available fund balance will be used for housing administration activities.

Capital Project Funds

City Street Improvements Fund – 325

The City Street Improvements Fund receives a transfer of \$250,000 per year from Measure S 2014 to fund road maintenance projects. It has a substantial fund balance due to the accumulation of unspent funds from prior fiscal years. For FY 2024/25, revenues are budgeted at \$2.1 million due to anticipated grants from the West County Subregional Transportation Mitigation Program (STMP), CalTrans Highway Bridge Program, CalTrans Highway Safety Improvement Program, and Transportation for Livable Communities (TLC) Program. Expenditures are budgeted at \$3.7 million for street improvement projects. It is anticipated that approximately \$1.6 million of available fund balance will be used for capital projects.

Arterial Streets Rehabilitation Fund - 377

The Arterial Streets Rehabilitation Fund receives a transfer of \$250,000 per year from the Measure S 2014 to fund road rehabilitation projects. For FY 2024/25, expenditures are budgeted at \$895,000 for street rehabilitation projects. It is anticipated that approximately \$645,000 of available fund balance will be used for capital projects.

Enterprise Funds

Sewer Enterprise Fund -500

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer service provided by the City's Wastewater Treatment Plant (WWTP). Sewer user fees are charged in the amount specified by City Council Resolution (Section 13.04.040 PMC). Fees are used to operate, maintain, and renew the WWTP. The cost of operations is shared between the two cities using a cost sharing formula based on sewage inflows by each city. For FY 2024/25, revenue is projected to be \$10.4 million. Expenditures are projected to be \$37.8 million. It is anticipated that approximately \$27.4 million of its projected fund balance will be used to complete several key capital projects over the next five fiscal years.

Pinole Community Television (PCTV) Fund - 505

The Pinole Community Television (PCTV) Fund accounts for revenues and expenditures related to the operation of PCTV. Revenue is received from video production charges to other cities, Public, Educational, and Governmental (PEG) access fees, and an operating subsidy from the General Fund. PEG fees are designated for equipment purchases. For FY 2024/25, revenue is projected to be \$368,657. Expenditures are projected to be \$831,771.

Information Systems -525

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. The budget includes funding for routine operating activities as well as special initiatives identified in the City's Information Technology Plan. For FY 2024/25, revenue and expenditures are balanced with each projected to be \$1.6 million.

Fiduciary Funds

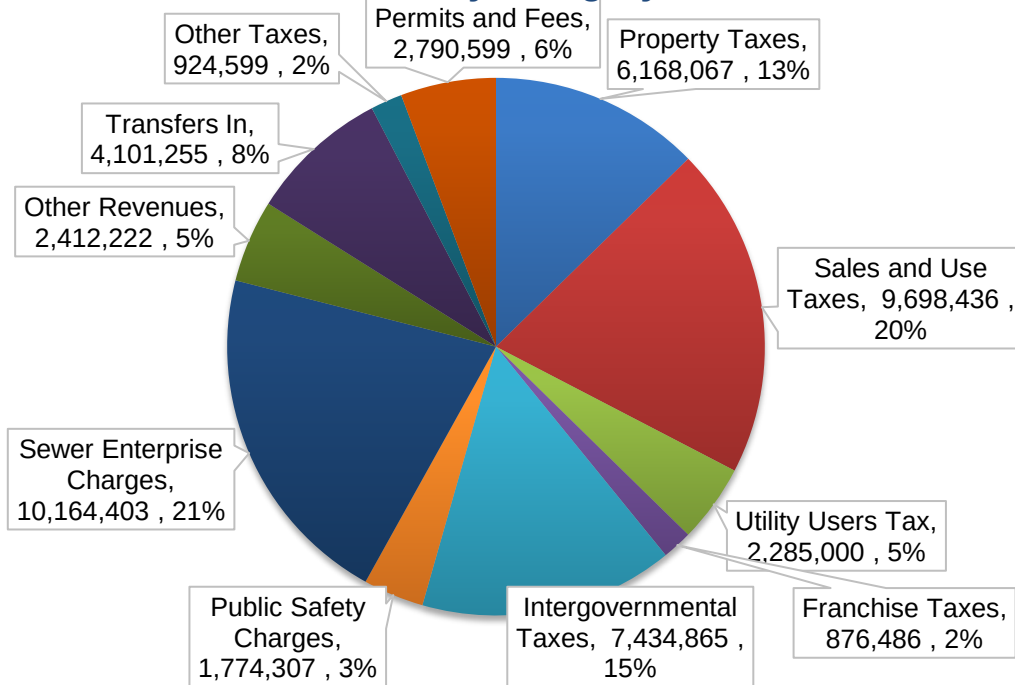
Pension Fund – 700

The Pension Fund accounts for funds in the City's Section 115 trust, funded with one-time General Fund resources, to offset growth in the City's annual required contribution to CalPERS pension.

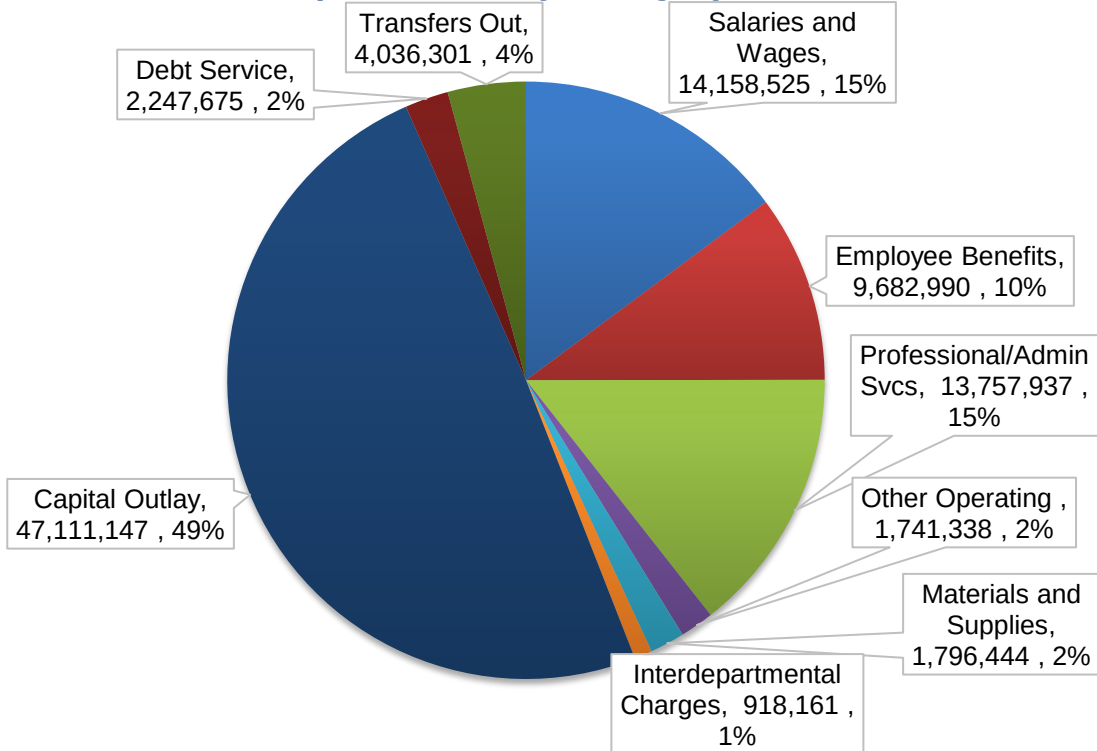
Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

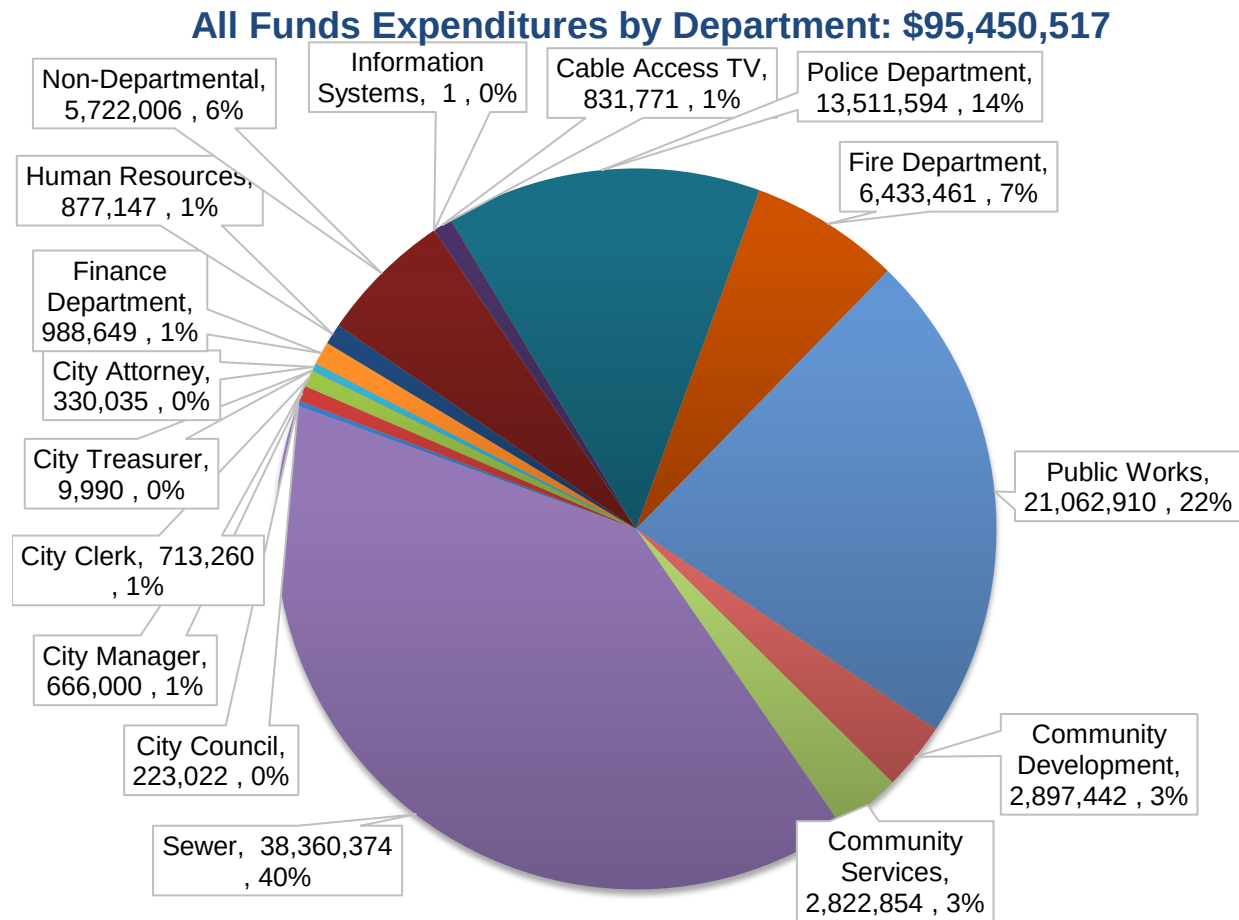
ALL FUNDS	FY 2020/21 Actuals	FY 2021/22 Actuals	FY 2022/23 Actuals	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget
Revenue by Category					
311 - Property Taxes	4,091,345	4,307,208	5,055,790	5,928,211	6,168,067
312 - Sales and Use Taxes	8,927,361	9,613,625	9,328,351	9,443,023	9,698,436
313 - Utility Users Tax	1,939,726	2,063,773	2,312,830	2,185,485	2,285,000
314 - Franchise Taxes	776,957	810,080	893,814	821,144	876,486
315 - Other Taxes	795,839	929,466	898,797	890,714	924,599
321 - Intergovernmental Taxes	3,319,719	3,530,117	3,701,389	3,902,718	3,985,975
322 - Federal Grants	-	911,070	4,857,566	92,662	41,394
323 - State Grants	383,315	290,576	312,655	1,343,842	1,165,544
324 - Other Grants	677,915	785,671	128,346	2,241,952	2,241,952
332 - Permits	342,120	601,210	687,955	586,898	728,866
341 - Review Fees	243,014	398,529	567,490	405,169	428,775
342 - Other Fees	109,215	116,892	273,501	458,517	517,146
343 - Abatement Fees	3,844	5,127	30,193	33,500	47,000
344 - Impact Fees	49,560	2,453,146	577,792	1,070,230	1,068,812
351 - Fines and Forfeiture	41,235	39,392	52,592	87,050	80,550
361 - Public Safety Charges	1,345,588	1,477,492	1,598,997	1,693,539	1,774,307
363 - Sewer Enterprise Charges	7,414,842	7,764,868	7,831,703	9,154,209	10,164,403
364 - Recreation Charges	128,296	311,782	413,497	342,312	352,610
365 - Cable TV Charges	223,342	216,837	277,903	316,956	179,047
370 - Interest and Investment Income	2,935,849	(2,978,741)	1,959,456	1,342,218	1,205,500
381 - Rental Income	131,335	121,141	116,688	161,125	152,279
383 - Reimbursements	606,594	444,545	455,269	407,064	386,636
384 - Other Revenue	61,571	87,107	25,215	58,060	49,600
392 - Proceeds from Sale of Property	83,209	688,940	944,423	1,000	1,000
393 - Loan/Bond Proceeds	120,594	112,662	178,562	10,000	5,000
399 - Transfers In	3,094,268	3,581,953	8,886,673	4,686,255	4,101,255
Revenue Total	37,846,652	38,684,468	52,367,448	47,663,853	48,630,239
Expenditures by Category					
40 - Salaries and Wages	11,508,885	12,977,267	13,990,485	12,933,893	14,158,525
41 - Employee Benefits	6,710,186	7,765,562	7,465,419	7,886,440	9,682,990
42 - Professional/Administrative Services	5,136,136	7,179,480	9,041,346	14,994,157	13,757,937
43 - Other Operating Expenses	1,565,131	1,773,766	1,952,203	1,688,868	1,741,338
44 - Materials and Supplies	909,837	1,227,452	1,409,785	1,707,463	1,796,444
46 - Interfund/Interdepartmental Charges	650,094	733,387	786,349	870,548	918,161
47 - Asset Acquisition, Improvement, Disposal	4,629,080	4,711,084	3,294,566	30,351,653	47,111,147
48 - Debt Service	1,455,787	1,415,202	1,405,682	2,218,583	2,247,675
49 - Transfers Out	3,094,268	4,421,853	8,886,672	4,686,255	4,036,301
Expenditures Total	35,659,404	42,205,053	48,232,508	77,337,860	95,450,517
Expenditures by Department					
10 - City Council	221,252	215,904	209,697	215,412	223,022
11 - City Manager	603,505	527,117	567,995	602,710	666,000
12 - City Clerk	243,065	327,468	511,112	624,354	713,260
13 - City Treasurer	8,286	8,375	8,268	8,727	9,990
14 - City Attorney	489,955	406,476	330,354	320,428	330,035
15 - Finance Department	573,555	561,011	739,907	1,087,368	988,649
16 - Human Resources	292,727	377,614	749,748	888,227	877,147
17 - Non-Departmental	5,049,270	7,026,762	10,946,547	6,287,600	5,722,006
18 - Information Systems	-	95,874	77,892	3,600	1
19 - Cable Access TV	391,792	439,347	502,606	682,056	831,771
22 - Police Department	8,823,952	10,153,924	10,614,182	12,010,316	13,511,594
23 - Fire Department	5,429,808	5,100,962	6,687,185	5,596,735	6,433,461
34 - Public Works	4,128,522	4,807,382	4,128,470	18,028,864	21,062,910
46 - Community Development	2,093,699	3,154,647	3,887,809	3,506,521	2,897,442
55 - Community Services	824,176	1,630,344	1,940,328	2,689,603	2,822,854
64 - Sewer	6,485,839	7,371,846	6,330,406	24,785,339	38,360,374
	35,659,404	42,205,053	48,232,508	77,337,860	95,450,517
Net Operating Results	2,187,249	(3,520,585)	4,134,940	(29,674,006)	(46,820,278)

All Funds Revenue by Category: \$48,630,239



All Funds Expenditures by Category: \$95,450,517





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Fiscal Year (FY) 2024/25 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
General Fund (including Measure S 2006 and 2014)									
Revenue									
311 - Property Taxes	4,091,345	4,307,208	5,055,790	5,678,211	5,678,211	3,132,596	5,678,211	6,168,067	9%
<i>Basic 1% Property Tax</i>	<i>2,770,607</i>	<i>2,946,085</i>	<i>3,145,151</i>	<i>4,187,260</i>	<i>4,187,260</i>	<i>1,792,720</i>	<i>4,187,260</i>	<i>3,768,605</i>	-10%
<i>RPTTF and Passthrough Payments</i>	<i>1,320,738</i>	<i>1,361,123</i>	<i>1,910,639</i>	<i>1,490,951</i>	<i>1,490,951</i>	<i>1,339,876</i>	<i>1,490,951</i>	<i>2,399,462</i>	61%
312 - Sales and Use Taxes	4,303,800	4,612,708	4,396,002	4,621,023	4,471,023	2,799,303	4,471,023	4,536,436	1%
312 - Sales and Use Taxes- Measure S 2006	2,309,123	2,501,974	2,467,529	2,486,000	2,486,000	1,602,871	2,486,000	2,581,000	4%
312 - Sales and Use Taxes- Measure S 2014	2,314,438	2,498,944	2,464,819	2,486,000	2,486,000	1,602,822	2,486,000	2,581,000	4%
313 - Utility Users Tax	1,939,726	2,063,773	2,312,830	2,085,485	2,185,485	1,864,055	2,185,485	2,285,000	5%
314 - Franchise Taxes	751,598	788,146	875,058	794,658	794,658	439,927	794,658	850,000	7%
315 - Other Taxes	795,839	929,466	898,797	890,714	890,714	728,187	890,714	924,599	4%
<i>Other Tax/Transient Occupancy Tax</i>	<i>446,105</i>	<i>487,687</i>	<i>456,288</i>	<i>453,200</i>	<i>453,200</i>	<i>296,161</i>	<i>453,200</i>	<i>460,000</i>	2%
<i>Other Tax/Business License</i>	<i>349,733</i>	<i>441,779</i>	<i>442,509</i>	<i>437,514</i>	<i>437,514</i>	<i>432,026</i>	<i>437,514</i>	<i>464,599</i>	6%
321 - Intergovernmental Taxes	2,034,203	2,108,808	2,247,072	2,319,918	2,319,918	1,171,270	2,319,918	2,402,673	4%
323 - State Grants	10,951	13,847	43,442	65,882	65,882	30,768	65,882	95,882	46%
324 - Other Grants	287,768	46,937	43,793	47,025	47,025	4,000	47,025	47,025	0%
332 - Permits	77,991	120,780	190,687	108,700	108,700	239,571	251,630	251,700	132%
341 - Review Fees	37,139	42,210	50,279	500	500	22,875	22,875	25,500	5000%
342 - Other Fees	56,754	23,880	56,772	15,054	15,054	83,992	89,627	65,854	337%
343 - Abatement Fees	3,844	5,127	30,193	33,500	33,500	20,059	33,500	47,000	40%
351 - Fines and Forfeiture	13,166	10,411	17,579	22,050	22,050	17,857	22,050	15,550	-29%
361 - Public Safety Charges	73,021	29,558	30,148	33,548	33,548	1,761	33,548	30,500	-9%
<i>361 - Public Safety Charges/Dispatch</i>	<i>1,272,567</i>	<i>1,447,934</i>	<i>1,568,849</i>	<i>1,398,991</i>	<i>1,659,991</i>	<i>1,388,692</i>	<i>1,770,336</i>	<i>1,743,807</i>	5%
370 - Interest and Investment Income	33,339	(134,495)	211,725	150,000	150,000	144,141	150,000	200,000	33%
381 - Rental Income	86,880	96,516	95,432	89,896	89,896	65,975	89,896	81,450	-9%
383 - Reimbursements	83,285	16,341	20,133	16,928	16,928	78,716	78,716	11,500	-32%
384 - Other Revenue	3,788	35,606	5,969	7,560	7,560	3,131	7,560	5,100	-33%
392 - Proceeds from Sale of Property	83,209	240,182	12,080	1,000	1,000	139	1,000	1,000	0%
393 - Loan/Bond Proceeds	55,197	-	91,907	-	-	-	-	-	0%
Revenue Total	20,718,970	21,805,859	23,186,887	23,352,643	23,563,643	15,442,708	23,975,654	24,950,643	6%
399 - Transfers In	-	-	-	-	-	-	-	-	-
399 - Transfers In from Section 115 Pension Fund	1,327,427	1,061,736	2,160,519	2,245,480	2,245,480	-	2,245,480	2,425,000	8%
399 - Transfers In from ARPA Fund	-	-	4,071,404	-	-	-	-	-	0%
Sources Total	22,046,397	22,867,595	29,418,810	25,598,123	25,809,123	15,442,708	26,221,134	27,375,643	6%
Fund: 100 - General Fund									
Expenditures									
Division: 110 - City Council Total:	215,352	215,904	200,496	212,212	215,412	137,531	215,412	223,022	4%
Division: 111 - City Manager Total:	603,505	527,117	567,995	590,960	602,710	394,909	562,710	666,000	11%
Division: 112 - City Clerk Total:	243,065	327,468	511,112	624,354	624,354	460,449	624,354	713,260	14%
Division: 113 - City Treasurer Total:	8,286	8,375	8,268	8,727	8,727	7,358	8,727	9,990	14%
Division: 114 - City Attorney Total:	489,955	406,476	330,354	320,428	320,428	230,355	320,428	330,035	3%
<i>114 - City Attorney Services</i>	<i>763,076</i>	<i>833,500</i>	<i>899,583</i>	<i>596,245</i>	<i>596,245</i>	<i>451,895</i>	<i>596,245</i>	<i>614,135</i>	3%
<i>114 - City Attorney Indirect Cost Allocations</i>	<i>(273,121)</i>	<i>(427,024)</i>	<i>(569,229)</i>	<i>(275,817)</i>	<i>(275,817)</i>	<i>(221,539)</i>	<i>(275,817)</i>	<i>(284,100)</i>	3%
Division: 115 - Finance Department Total:	571,900	560,362	657,774	849,436	1,032,468	693,968	1,032,468	933,749	-10%
Division: 116 - Human Resources Total:	292,727	377,614	749,748	888,227	888,227	599,332	888,227	877,147	-1%
Division: 117 - General Government Total:	1,387,531	1,306,126	1,420,199	990,238	990,238	1,166,548	1,166,548	1,049,598	6%
Administrative Total	3,812,321	3,729,442	4,445,947	4,484,582	4,682,564	3,690,450	4,818,874	4,802,801	3%
Division: 221 - Police Operations Total:	3,802,334	4,433,521	5,034,933	5,440,241	5,440,241	4,698,338	5,440,241	6,809,587	25%
Division: 222 - Police Support Services Total:	1,087,828	1,118,708	1,416,777	1,494,478	1,534,219	1,170,751	1,534,219	1,549,262	1%
Division: 223 - Dispatch WBCC Total:	1,988,812	2,215,114	2,379,569	2,315,202	2,315,202	1,884,693	2,315,202	2,618,432	13%
Division: 231 - Fire Total:	4,604,922	3,992,507	5,045,833	3,842,727	3,867,477	3,141,243	3,867,477	4,028,531	4%
Public Safety Total	11,483,896	11,759,851	13,877,112	13,092,647	13,157,138	10,895,025	13,157,138	15,005,812	14%
Division: 341 - Administration/Engineering Total:	151,103	219,407	408,987	655,551	629,014	357,932	629,014	617,585	-2%
Division: 342 - Road Maintenance Total:	32,157	62,776	152,163	625,824	625,824	144,046	455,824	486,451	-22%
Division: 343 - Facility Maintenance Total:	513,141	552,239	650,885	1,025,442	1,066,942	511,665	726,942	929,374	-13%
Division: 345 - Park Maintenance Total:	253,021	276,594	291,821	372,315	372,315	245,070	372,315	366,214	-2%
Public Works Total	949,421	1,111,016	1,503,855	2,679,132	2,694,095	1,258,714	2,184,095	2,399,624	-11%
Division: 461 - Planning Total:	10,583	64,712	65,951	16,713	16,713	7,844	16,713	17,128	2%
Division: 465 - Code Enforcement Total:	162,921	198,324	226,172	281,912	273,178	177,608	273,178	392,591	44%
Division: 466 - Economic Development Total:	-	145	106,482	306,992	309,992	172,886	309,992	107,536	-65%
Community Development Total	173,504	263,181	398,605	605,617	599,883	358,338	599,883	517,255	-14%
Division: 551 - Recreation Admin Total:	-	253,414	352,653	43,600	43,600	1,237	13,600	13,600	-69%
Division: 560 - Library Services Total:	-	-	-	182,585	182,585	-	182,585	188,063	3%
Division: 561 - Animal Control Services Total:	-	-	-	169,701	169,701	122,003	169,701	220,935	30%
Recreation Total	-	253,414	352,653	395,886	395,886	123,240	365,886	422,598	7%
481 - Debt Service	558,607	608,736	599,021	611,107	611,107	611,033	611,107	636,107	4%
Sub-Total	16,977,749	17,725,639	21,177,193	21,868,971	22,140,673	16,936,801	21,736,993	23,784,197	7%
499 - Transfers Out	921,762	2,667,216	1,936,750	1,590,275	1,657,275	764,520	1,657,275	827,801	-50%
Expenditure Total:	17,899,511	20,392,855	23,113,943	23,459,246	23,797,948	17,701,321	23,394,268	24,611,998	3%

**Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds**

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 105 - Measure S 2006 Fund									
Expenditures									
Division: 115 - Finance Department Total:	300	475	1,534	2,450	2,450	377	2,450	2,450	0%
Division: 221 - Police Operations Total:	1,443,123	1,589,658	1,289,148	1,697,340	1,697,340	958,661	1,278,215	1,504,878	-11%
Division: 222 - Police Support Services Total:		330,507	-	-	-	-	-	-	0%
Division: 231 - Fire Total:	457,612	682,546	899,363	780,955	780,955	566,590	780,955	1,124,212	44%
Division: 342 - Road Maintenance Total:	-	-	-	-	-	-	-	1,750,000	100%
Division: 343 - Facility Maintenance Total:	-	-	-	-	-	-	-	1,530,000	100%
Expenditure Total:	1,901,034	2,603,185	2,190,045	2,480,745	2,480,745	1,525,628	2,061,620	5,911,540	138%
Fund: 106 - Measure S 2014 Fund									
Expenditures									
Division: 110 - City Council Total:	5,900	-	9,202	-	-	-	-	-	0%
Division: 115 - Finance Department Total:	1,356	175	2,434	2,450	2,450	677	2,450	2,450	0%
Division: 117 - General Government Total:	666,890	692,901	718,000	783,500	783,500	650,000	783,500	783,500	0%
Division: 118 - Information Systems Total:	-	-	-	3,600	3,600	-	3,600	-	-100%
Administrative Total	674,146	693,076	729,636	789,550	789,550	650,677	789,550	785,950	0%
Division: 221 - Police Operations Total:	70,953	59,161	37,269	-	23,759	23,759	23,759	-	-100%
Division: 222 - Police Support Services Total:	102,505	100,690	109,585	114,852	114,852	89,468	114,852	125,859	10%
Division: 231 - Fire Total:	367,274	425,909	741,990	948,303	948,303	739,538	948,303	1,280,718	35%
Public Safety Total	540,731	585,760	888,843	1,063,155	1,086,914	852,765	1,086,914	1,406,577	29%
Division: 341 - Administration/Engineering Total:	59,825	70,077	70,569	225,317	373,692	53,821	123,888	234,250	-37%
Division: 342 - Road Maintenance Total:	66,590	153,392	87,133	1,035,210	1,035,210	529,342	735,210	854,468	-17%
Division: 343 - Facility Maintenance Total:	165,352	352,421	229,730	3,356,097	3,668,686	369,671	704,573	1,898,414	-48%
Division: 344 - NPDES Storm Drain Total:	5,562	28,290	2,626	1,332,098	1,332,098	355,515	775,052	1,450,000	9%
Division: 345 - Park Maintenance Total:	88,836	109,297	266,143	610,440	612,065	399,645	532,860	260,000	-58%
Division: 642 - Sewer Collections Total:	-	50,563	-	-	-	-	-	-	0%
Public Works Total	386,165	764,039	656,200	6,559,162	7,021,751	1,707,994	2,871,583	4,697,132	-33%
Division: 465 - Code Enforcement Total:	-	-	-	-	-	-	-	-	0%
Division: 466 - Economic Development Total:	-	-	-	20,000	20,000	-	-	20,000	0%
Community Development Total	-	-	-	20,000	20,000	-	-	20,000	0%
Division: 552 - Senior Center Total:	-	19,150	12,600	-	-	-	-	-	0%
Division: 553 - Tiny Tots Total:	-	-	-	15,850	15,850	-	-	15,300	-3%
Division: 554 - Youth Center Total:	8,727	65	-	10,000	10,000	-	-	10,000	0%
Recreation Total	8,727	19,215	12,600	25,850	25,850	-	-	25,300	-2%
Expenditure Total:	1,609,769	2,062,091	2,287,278	8,457,717	8,944,065	3,211,435	4,748,047	6,934,959	-22%
General Fund and Measure S Expenditure Total	21,410,314	25,058,131	27,591,266	34,397,708	35,222,758	22,438,384	30,203,925	37,458,497	6%
General Fund and Measure S Net Results	636,083	(2,190,536)	1,827,544	(8,799,585)	(9,413,635)	(6,995,676)	(3,982,791)	(10,082,854)	
Fund Balance, July 1	12,197,773	12,833,856	10,643,320	12,470,864	12,470,864		12,470,864	8,488,073	
Fund Balance, June 30	12,833,856	10,643,320	12,470,864	3,671,279	3,057,229		8,488,073	(1,594,781)	
Fund: 150 - General Reserve Fund									
Revenue									
370 - Interest and Investment Income	35,654	(249,883)	181,770	165,300	165,300	360,570	360,570	-	-100%
399 - Transfers In		949,715	650,925	764,520	764,520	764,520	764,520	-	-100%
Revenue Total:	35,654	699,832	832,695	929,820	929,820	1,125,090	1,125,090	-	-100%
Expenditures									
Expenditure Total:									
Fund: 150 - General Reserve Net Results	35,654	699,832	832,695	929,820	929,820	1,125,090	1,125,090	-	
Fund Balance, July 1	7,457,116	7,492,770	8,192,601	9,025,297	9,025,297		9,025,297	10,150,387	
Fund Balance, June 30	7,492,770	8,192,601	9,025,297	9,955,117	9,955,117		10,150,387	10,150,387	

**Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds**

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 160 - Equipment Reserve Fund									
Revenue									
384 - Other Revenue	43,459	-	-	-	-	-	-	-	0%
392 - Proceeds from Sale of Property	-	17,000	-	-	-	-	-	-	0%
399 - Transfers In	85,000	85,000	85,000	150,000	150,000	150,000	150,000	150,000	0%
Revenue Total:	128,459	102,000	85,000	150,000	150,000	150,000	150,000	150,000	0%
Expenditures									
Division: 341 - Admin and Engineering Total:	-	-	-	-	45,201	-	45,201	-	0%
Division: 342 - Road Maintenance Total:	-	104,242	39,434	120,000	120,000	-	120,000	120,000	0%
Division: 345 - Park Maintenance Total:	-	-	-	80,000	34,799	-	34,799	80,000	130%
Division: 461 - Planning Total:	-	-	-	5,000	5,000	-	5,000	5,000	0%
Expenditure Total:	-	104,242	39,434	205,000	205,000	-	205,000	205,000	0%
Fund: 160 - EQUIPMENT RESERVE Net Results	128,459	(2,242)	45,566	(55,000)	(55,000)	150,000	(55,000)	(55,000)	
Fund Balance, July 1	114,949	243,408	241,166	286,732	286,732		286,732	231,732	
Fund Balance, June 30	243,408	241,166	286,732	231,732	231,732		231,732	176,732	
Fund: 200 - Gas Tax Fund									
Revenue									
321 - Intergovernmental Taxes	795,113	850,633	905,449	1,033,764	1,033,764	707,093	1,033,764	1,033,764	0%
370 - Interest and Investment Income	1,878	(5,931)	19,555	5,000	5,000	49,881	49,881	5,000	0%
383 - Reimbursements	9,074	18,050	1,417	7,636	7,636	3,737	7,636	7,636	0%
Revenue Total:	806,065	862,752	926,420	1,046,400	1,046,400	760,710	1,091,281	1,046,400	0%
Expenditures									
Division: 341 - Administration/Engineering Total:	2023	-	4,889	-	-	-	-	-	0%
Division: 342 - Road Maintenance Total:	1,374,969	489,964	518,964	1,980,986	1,980,986	436,051	1,499,904	2,201,572	11%
Expenditure Total:	1,376,992	489,964	523,854	1,980,986	1,980,986	436,051	1,499,904	2,201,572	11%
Fund: 200 - Gas Tax Fund Net Results	(570,927)	372,787	402,567	(934,586)	(934,586)	324,659	(408,623)	(1,155,172)	
Fund Balance, July 1	927,444	356,517	729,304	1,131,871	1,131,871		1,131,871	723,248	
Fund Balance, June 30	356,517	729,304	1,131,871	197,285	197,285		723,248	(431,924)	
Fund: 201 - Restricted Real Estate Maintenance Fund									
Revenue									
342 - Other Fees	475	475	475	3,175	3,175	-	3,175	3,175	0%
381 - Rental Income	34,150	-	-	36,816	36,816	-	36,816	36,816	0%
384 - Other Revenue	-	2,700	-	-	-	-	-	-	0%
Revenue Total:	34,625	3,175	475	39,991	39,991	-	39,991	39,991	0%
Expenditures									
Division: 343 - Facility Maintenance Total:	20,118	19,478	17,110	26,000	26,000	10,410	26,000	26,000	0%
Expenditure Total:	20,118	19,478	17,110	26,000	26,000	10,410	26,000	26,000	0%
Fund: 201 - Restricted RE Maintenance Fund Net Resu	14,507	(16,303)	(16,635)	13,991	13,991	(10,410)	13,991	13,991	
Fund Balance, July 1	166,676	181,183	164,881	148,246	148,246		148,246	162,237	
Fund Balance, June 30	181,183	164,881	148,246	162,237	162,237		162,237	176,229	
Fund: 203 - Public Safety Augmentation Fund									
Revenue									
321 - Intergovernmental Taxes	187,448	265,501	239,924	239,353	239,353	152,890	239,353	239,855	0%
370 - Interest and Investment Income	1,269	(4,630)	11,244	2,500	2,500	20,158	20,158	10,000	300%
Revenue Total:	188,717	260,870	251,169	241,853	241,853	173,048	259,511	249,855	3%
Expenditures									
Division: 221 - Police Operations Total:	143,643	154,595	187,468	482,009	482,009	378,292	482,009	545,805	13%
Expenditure Total:	143,643	154,595	187,468	482,009	482,009	378,292	482,009	545,805	13%
Fund: 203 - Public Safety Augmentation Fund Net Resu	45,074	106,275	63,701	(240,156)	(240,156)	(205,245)	(222,498)	(295,950)	
Fund Balance, July 1	365,840	410,914	517,190	580,890	580,890		580,890	358,392	
Fund Balance, June 30	410,914	517,190	580,890	340,734	340,734		358,392	62,442	
Fund: 204 - Police Grants Fund									
Revenue									
324 - Other Grants	-	-	-	-	-	-	-	-	0%
Revenue Total:	-	-	-	-	-	-	-	-	0%
399 - Transfers In	29,428	-	-	-	-	-	-	-	0%
Sources Total	29,428	-	-	-	-	-	-	-	0%
Expenditures									
Division: 227 - Police Grants Total:	85,999	-	-	-	-	-	-	-	0%
Expenditure Total:	85,999	-	-	-	-	-	-	-	0%
Fund: 204 - Police Grants Net Results	(56,571)	-	-	-	-	-	-	-	
Fund Balance, July 1	125,498	68,927	68,927	68,927	68,927		68,927	68,927	
Fund Balance, June 30	68,927	68,927	68,927	68,927	68,927		68,927	68,927	

**Fiscal Year (FY) 2024/25 Operating and Capital Budget
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	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 205 - Traffic Safety Fund									
Revenue									
351 - Fines and Forfeiture	27,491	28,821	26,111	45,000	45,000	12,007	45,000	45,000	0%
370 - Interest and Investment Income	750	(2,754)	5,703	1,500	1,500	11,952	11,952	1,500	0%
384 - Other Revenue	-	-	-	-	-	112	112	-	0%
Revenue Total:	28,241	26,067	31,814	46,500	46,500	24,070	57,064	46,500	0%
Expenditures									
Division: 227 - Police Grants Total:	565	9,219	10,028	21,595	21,595	11,028	21,595	21,836	1%
Division: 342 - Road Maintenance Total:	-	-	-	35,000	35,000	-	35,000	35,000	0%
Expenditure Total:	565	9,219	10,028	56,595	56,595	11,028	56,595	56,836	0%
Fund: 205 - Traffic Safety Fund Net Results	27,676	16,848	21,785	(10,095)	(10,095)	13,042	469	(10,336)	
Fund Balance, July 1	207,302	234,979	251,826	273,612	273,612		273,612	274,081	
Fund Balance, June 30	234,979	251,826	273,612	263,517	263,517		274,081	263,745	
Fund: 206 - Supplemental Law Enforcement Svc Fund									
Revenue									
323 - State Grants	156,727	161,285	165,271	165,000	165,000	186,159	186,159	165,000	0%
370 - Interest and Investment Income	1,080	(4,472)	9,848	1,600	1,600	19,125	19,125	10,000	525%
Revenue Total:	157,807	156,813	175,119	166,600	166,600	205,284	205,284	175,000	5%
Expenditures									
Division: 227 - Police Grants Total:	98,192	113,750	127,057	339,864	339,864	243,604	339,864	294,699	-13%
Expenditure Total:	98,192	113,750	127,057	339,864	339,864	243,604	339,864	294,699	-13%
Fund: 206 - Supplemental Law Enforcement Svc Fund I	59,615	43,063	48,062	(173,264)	(173,264)	(38,320)	(134,580)	(119,699)	
Fund Balance, July 1	269,337	328,953	372,015	420,077	420,077		420,077	285,497	
Fund Balance, June 30	328,953	372,015	420,077	246,813	246,813		285,497	165,798	
Fund: 207 - NPDES Storm Water Fund									
Revenue									
321 - Intergovernmental Taxes	260,430	255,408	256,688	253,272	253,272	144,636	253,272	253,272	0%
332 - Permits	-	-	1,200	-	-	-	-	-	0%
370 - Interest and Investment Income	51	884	(819)	150	150	107	150	-	-100%
399 - Transfers In	-	-	75,433	-	-	-	-	-	0%
Revenue Total:	260,480	256,292	332,502	253,422	253,422	144,742	253,422	253,272	0%
Expenditures									
Division: 117 - General Government Total:	2,222	-	-	-	-	-	-	-	0%
Division: 342 - Road Maintenance Total:	-	10,000	-	13,693	13,693	10,474	13,693	7,959	-42%
Division: 344 - NPDES Storm Drain Total:	272,838	287,082	293,563	361,076	361,076	279,820	361,076	371,007	3%
Expenditure Total:	275,059	297,082	293,563	374,769	374,769	290,294	374,769	378,966	1%
Fund: 207 - NPDES Storm Water Fund Net Results	(14,579)	(40,791)	38,938	(121,347)	(121,347)	(145,552)	(121,347)	(125,694)	
Fund Balance, July 1	16,432	1,853	(38,938)	0	0		0	(121,347)	
Fund Balance, June 30	1,853	(38,938)	0	(121,347)	(121,347)		(121,347)	(247,041)	
Fund: 209 - Recreation Fund									
Revenue									
Division: 551 - Recreation Administration Total:	19,603	48,737	18,330	82,981	111,309	39,187	60,356	108,996	-2%
Division: 552 - Senior Center Total:	26,358	103,253	172,373	169,290	186,200	139,650	186,200	196,300	5%
Division: 553 - Tiny Tots Total:	41,022	124,659	123,524	141,596	112,012	71,931	112,012	112,010	0%
Division: 554 - Youth Center Total:	2,592	2,451	8,752	13,500	8,100	3,729	8,100	7,800	-4%
Division: 555 - Day Camp Total:	5,014	11,887	20,123	-	-	-	-	-	0%
Division: 556 - Performing Arts Total:	-	587	5,399	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	63,959	95,420	108,666	82,500	80,600	49,610	80,600	79,000	-2%
Division: 558 - Memorial Hall Total:	3,649	3,308	-	-	-	-	-	-	0%
Division: 559 - Tennis Total:	204	289	110	-	-	-	-	-	0%
Revenue Total:	162,400	390,592	457,276	489,867	498,221	304,107	447,268	504,106	1%
399 - Transfers In	624,721	950,998	1,098,343	799,131	799,131	-	799,131	799,131	0%
399 - Transfers In from Section 115 Pension Fund	7,334	-	-	-	-	-	-	-	0%
Sources Total	794,455	1,341,590	1,555,619	1,288,997	1,297,351	304,107	1,246,399	1,303,236	0%
Expenditures									
Division: 117 - General Government Total:	7,987	7,549	7,068	-	-	5,379	5,379	-	0%
Division: 551 - Recreation Administration Total:	273,358	532,479	538,111	825,617	901,260	518,360	691,147	897,574	0%
Division: 552 - Senior Center Total:	201,229	399,599	500,492	626,187	653,493	399,973	533,297	660,532	1%
Division: 553 - Tiny Tots Total:	102,241	141,106	159,932	193,758	195,104	146,298	195,104	257,128	32%
Division: 554 - Youth Center Total:	110,557	111,936	149,571	335,802	323,016	156,321	208,428	354,182	10%
Division: 555 - Day Camp Total:	20,453	25,228	33,561	-	-	-	-	-	0%
Division: 556 - Performing Arts Total:	-	-	109	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	88,099	137,822	181,576	153,900	194,994	131,451	175,268	205,540	5%
Division: 558 - Memorial Hall Total:	13,214	5,162	7,173	-	-	1,799	-	-	0%
Division: 559 - Tennis Total:	6,300	4,385	4,550	-	-	(741)	-	-	0%
Expenditure Total:	823,437	1,365,264	1,582,143	2,135,264	2,267,867	1,358,840	1,808,623	2,374,956	5%
Fund: 209 - Recreation Fund Net Results	(28,982)	(23,674)	(26,524)	(846,267)	(970,516)	(1,054,733)	(562,224)	(1,071,720)	
Fund Balance, July 1	58,144	29,162	5,488	(21,036)	(21,036)		(21,036)	(583,260)	
Fund Balance, June 30	29,162	5,488	(21,036)	(867,303)	(991,552)		(583,260)	(1,654,980)	

**Fiscal Year (FY) 2024/25 Operating and Capital Budget
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	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 212 - Building & Planning Fund									
Revenue									
323 - State Grants		-	20,000	40,000	109,795	160,000	160,000	40,000	-64%
332 - Permits	264,128	480,430	496,068	477,883	477,883	521,710	549,363	476,916	0%
341 - Review Fees	205,875	356,319	517,211	404,669	404,669	414,747	444,198	403,275	0%
342 - Other Fees	31,877	65,442	192,423	425,288	425,288	187,962	425,288	433,117	2%
343 - Abatement Fees		-	-	-	-	-	-	-	0%
344 - Impact Fees	1,443	572	402	30,636	30,636	816	30,636	29,218	-5%
351 - Fines and Forfeitures	-	-	8,902	20,000	20,000	25,678	29,402	20,000	0%
370 - Interest and Investment Income	(422)	3,072	(18,196)	7,000	7,000	(2,735)	7,000	7,000	0%
383 - Reimbursements	-	-	32	-	-	-	-	-	0%
384 - Other Revenue	-	-	-	6,000	6,000	15	6,000	6,000	0%
Revenue Total:	502,902	905,836	1,216,842	1,411,477	1,481,272	1,308,192	1,651,887	1,415,526	-4%
399 - Transfers In	192,000	481,051	-	-	67,000	-	67,000	67,000	0%
Sources Total	694,902	1,386,887	1,216,842	1,411,477	1,548,272	1,308,192	1,718,887	1,482,526	-4%
Expenditures									
Division: 461 - Planning Total:	422,064	749,792	1,097,149	926,760	919,026	638,576	851,434	662,760	-28%
Division: 462 - Building Inspection Total:	565,540	1,035,536	1,113,151	1,224,667	1,372,181	953,315	1,271,087	1,369,799	0%
Expenditure Total:	987,604	1,785,329	2,210,300	2,151,428	2,291,208	1,591,891	2,122,521	2,032,560	-11%
Fund: 212 - Building & Planning Net Results	(292,702)	(398,442)	(993,458)	(739,951)	(742,936)	(283,699)	(403,634)	(550,034)	0
Fund Balance, July 1	158,389	(134,313)	(532,755)	(1,526,213)	(1,526,213)		(1,526,213)	(1,929,848)	
Fund Balance, June 30	(134,313)	(532,755)	(1,526,213)	(2,266,165)	(2,269,150)		(1,929,848)	(2,479,881)	
Fund: 213 - Refuse Management Fund									
Revenue									
323 - State Grants	66,635	66,826	66,948	60,060	60,060	46,559	60,060	60,060	0%
370 - Interest and Investment Income	1,008	(1,768)	2,213	6,000	6,000	2,537	6,000	6,000	0%
392 - Proceeds from Sale of Property		-	-	-	-	-	-	-	0%
Revenue Total:	67,643	65,058	69,162	66,060	66,060	49,096	66,060	66,060	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	-	-	-	-	-	-	-	
Division: 346 - Waste Reduction Total:	210,444	106,591	122,104	174,358	174,358	102,211	174,358	186,658	7%
Expenditure Total:	210,444	106,591	122,104	174,358	174,358	102,211	174,358	186,658	7%
Fund: 213 - Refuse Management Fund Net Results	(142,801)	(41,533)	(52,942)	(108,298)	(108,298)	(53,115)	(108,298)	(120,598)	
Fund Balance, July 1	335,177	192,376	150,843	97,901	97,901		97,901	(10,397)	
Fund Balance, June 30	192,376	150,843	97,901	(10,397)	(10,397)		(10,397)	(130,995)	
Fund: 214 - Solid Waste Fund									
Revenue									
323 - State Grants		28,327	-	-	-	-	-	-	0%
370 - Interest and Investment Income	5,804	(20,738)	48,433	8,000	8,000	105,591	105,591	8,000	0%
383 - Reimbursements	347,367	386,514	433,111	360,000	360,000	343,442	360,000	360,000	0%
Revenue Total:	353,171	394,103	481,543	368,000	368,000	449,033	465,591	368,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	2,240	194,241	182,952	164,381	164,381	73,476	164,381	174,379	6%
Division: 343 - Facility Maintenance Total:	45,700	-	-	-	-	-	-	-	0%
Division: 345 - Parks Maintenance Total:		-	13,001	425,000	425,000	-	125,000	-	-100%
Expenditure Total:	47,940	194,241	195,954	589,381	589,381	73,476	289,381	174,379	-70%
Fund: 214 - Solid Waste Fund Net Results	305,231	199,862	285,590	(221,381)	(221,381)	375,557	176,210	193,621	
Fund Balance, July 1	1,558,131	1,863,362	2,063,224	2,348,814	2,348,814		2,348,814	2,525,024	
Fund Balance, June 30	1,863,362	2,063,224	2,348,814	2,127,433	2,127,433		2,525,024	2,718,645	
Fund: 215 - Measure C and J Fund									
Revenue									
322 - Federal Grants	-	-	27,825	-	-	4,780	4,780	-	0%
323 - State Grants	-	-	-	722,619	722,619	-	722,619	722,619	0%
324 - Other Grants	390,147	470,247	21,965	421,638	421,638	473,527	473,527	421,638	0%
370 - Interest and Investment Income	6,297	(23,256)	40,587	8,000	8,000	68,955	68,955	8,000	0%
Revenue Total:	396,444	446,991	90,377	1,152,257	1,152,257	547,263	1,269,881	1,152,257	0%
Expenditures									
Division: 117 - General Government Total:	48,930	49,664	-	-	-	-	-	-	0%
Division: 341 - Administration/Engineering Total:	111,905	118,988	134,615	195,466	195,466	94,952	195,466	205,060	5%
Division: 342 - Road Maintenance Total:	-	10,073	138,839	826,253	826,253	337,670	826,253	1,501,147	82%
Division: 343 - Facility Maintenance Total:		-	-	2,000	2,000	-	2,000	2,000	0%
Expenditure Total:	160,835	178,725	273,454	1,023,719	1,023,719	432,622	1,023,719	1,708,207	67%
Fund: 215 - Measure C and J Fund Net Results	235,609	268,266	(183,077)	128,538	128,538	114,641	246,162	(555,950)	
Fund Balance, July 1	1,821,573	2,057,182	2,325,448	2,142,371	2,142,371		2,142,371	2,388,533	

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	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 216 - Rate Stabilization Fund									
Revenue									
370 - Interest and Investment Income	-	(2,216)	4,403	-	-	8,952	8,952	-	0%
383 - Reimbursements	31,171	17,499	-	15,000	15,000	-	-	-	-100%
399 - Transfers In	153,505	-	-	-	-	-	-	-	0%
Revenue Total:	184,676	15,283	4,403	15,000	15,000	8,952	8,952	-	-100%
Expenditures									
Division: 117 - General Government Total:	-	-	-	-	-	-	-	-	0%
Expenditure Total:	-	-	-	-	-	-	-	-	0%
Fund: 216 - Rate Stabilization Fund Net Results	184,676	15,283	4,403	15,000	15,000	8,952	8,952	-	
Fund Balance, July 1	-	184,676	199,959	204,361	204,361		204,361	213,313	
Fund Balance, June 30	184,676	199,959	204,361	219,361	219,361		213,313	213,313	
Fund: 217 - American Rescue Plan Act Fund									
Revenue									
322 - Federal Grants	-	533,606	4,071,404	-	-	-	-	-	0%
Revenue Total:	-	533,606	4,071,404	-	-	-	-	-	0%
Expenditures									
Division: 117 - General Government Total:	-	533,606	4,071,404	-	-	-	-	-	0%
Expenditure Total:	-	533,606	4,071,404	-	-	-	-	-	0%
Fund: 217 - American Rescue Plan Act Fund Net Result	-	-	-	-	-	-	-	-	
Fund Balance, July 1	-	-	-	-	-		-	-	
Fund Balance, June 30	-	-	-	-	-		-	-	
Fund: 225 - Asset Seizure-Adjudicated Fund									
Revenue									
351 - Fines and Forfeiture	545	-	-	-	-	226	226	-	0%
370 - Interest and Investment Income	235	(766)	869	-	-	1,336	1,336	-	0%
Revenue Total:	779	(766)	869	-	-	1,562	1,562	-	0%
Expenditures									
Division: 221 - Police Operations Total:	-	29,000	22,348	41,236	41,236	14,000	41,236	41,236	0%
Expenditure Total:	-	29,000	22,348	41,236	41,236	14,000	41,236	41,236	0%
Fund: 225 - Asset Seizure-Adjudicated Fund Net Result	779	(29,766)	(21,479)	(41,236)	(41,236)	(12,438)	(39,674)	(41,236)	
Fund Balance, July 1	86,562	87,341	57,576	36,097	36,097		36,097	(3,577)	
Fund Balance, June 30	87,341	57,576	36,097	(5,139)	(5,139)		(3,577)	(44,814)	
Fund: 226 - CASp Certification and Training Fund									
Revenue									
342 - Other Fees	6,668	8,172	7,355	-	-	7,262	7,262	-	0%
Revenue Total:	6,668	8,172	7,355	-	-	7,262	7,262	-	0%
Expenditures									
Division: 462 - Building Total:	-	-	-	-	-	-	-	-	0%
Expenditure Total:	-	-	-	-	-	-	-	-	0%
Fund: 226 - CASp Certification and Training Fund Net Result	6,668	8,172	7,355	-	-	7,262	7,262	-	
Fund Balance, July 1	20,749	27,417	35,590	42,945	42,945		42,945	50,207	
Fund Balance, June 30	27,417	35,590	42,945	42,945	42,945		50,207	50,207	
Fund: 275 - Parkland Dedication Fund									
Revenue									
344 - Impact Fees	16,027	-	-	-	-	-	-	-	0%
370 - Interest and Investment Income	351	(8,595)	766	-	-	(292)	(292)	-	0%
399 - Transfers In	-	-	22,294	-	-	-	-	-	0%
Revenue Total:	16,378	(8,595)	23,060	-	-	(292)	(292)	-	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	-	-	-	-	-	-	-	-	0%
Division: 345 - Park Maintenance Total:	-	-	-	-	-	-	-	-	0%
Expenditure Total:	-	-	-	-	-	-	-	-	0%
Fund: 275 - Parkland Dedication Fund Net Results	16,378	(8,595)	23,060	-	-	(292)	(292)	-	
Fund Balance, July 1	(30,436)	(14,058)	(22,653)	407	407		407	115	
Fund Balance, June 30	(14,058)	(22,653)	407	407	407		115	115	
Fund: 276 - Growth Impact Fund									
Revenue									
344 - Impact Fees	32,090	2,452,573	577,389	1,039,594	1,039,594	27,201	1,039,594	1,039,594	0%
370 - Interest and Investment Income	477	(10,748)	60,820	-	-	149,779	149,779	-	0%
Revenue Total:	32,567	2,441,826	638,210	1,039,594	1,039,594	176,981	1,189,374	1,039,594	0%
Expenditures									
Division: 343 - Facility Maintenance Total:	-	-	-	425,000	425,000	-	345,000	700,000	65%
Division: 344 - NPDES Storm Drain Total:	-	-	-	58,000	58,000	55,083	58,000	58,000	0%
Division: 345 - Park Maintenance Total:	-	-	-	265,000	265,000	-	-	265,000	0%
Division: 642 - Sewer Collection Total:	-	-	-	600,000	600,000	-	600,000	600,000	0%
Expenditure Total:	-	-	-	1,348,000	1,348,000	55,083	1,003,000	1,623,000	20%
Fund: 276 - Growth Impact Fund Net Results	32,567	2,441,826	638,210	(308,406)	(308,406)	121,898	186,374	(583,406)	
Fund Balance, July 1	227,432	259,999	2,701,824	3,340,034	3,340,034		3,340,034	3,526,408	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 285 - Housing Assets Fund									
Revenue									
342 - Other Fees	-	-	-	-	-	-	-	-	0%
370 - Interest and Investment Income	7,374	(44,948)	111,176	50,000	50,000	143,186	143,186	50,000	0%
381 - Rental Income	-	-	-	-	-	-	-	-	0%
384 - Other Revenue	-	41,492	10,305	-	-	1,324	1,324	-	0%
392 - Proceeds from Sale of Property	-	-	932,344	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	52,715	11,658	12,867	5,000	5,000	-	5,000	5,000	0%
Revenue Total:	60,089	8,202	1,066,692	55,000	55,000	144,510	149,510	55,000	0%
Expenditures									
Division: 461 - Planning Total:		47,382	50,289	60,373	60,373	43,440	60,373	46,968	-22%
Division: 464 - Housing Administration Total:	44,092	50,199	558,818	278,881	278,881	61,518	278,881	275,660	-1%
Expenditure Total:	44,092	97,581	609,107	339,254	339,254	104,959	339,254	322,628	-5%
Fund: 285 - Housing Assets for Resale Net Results	15,998	(89,379)	457,585	(284,254)	(284,254)	39,551	(189,744)	(267,628)	
Fund Balance, July 1	7,819,765	7,835,763	7,746,383	8,203,968	8,203,968		8,203,968	8,014,224	
Fund Balance, June 30	7,835,763	7,746,383	8,203,968	7,919,714	7,919,714		8,014,224	7,746,596	
Fund: 310 - Lighting & Landscape District Fund									
Revenue									
321 - Intergovernmental Taxes	42,525	49,768	52,256	56,411	56,411	31,724	56,411	56,411	0%
383 - Reimbursements	14,839	-	-	7,500	7,500	-	7,500	7,500	0%
Revenue Total:	57,364	49,768	52,256	63,911	63,911	31,724	63,911	63,911	0%
Expenditures									
Division: 347 - Landscape & Lighting PVR North Total:	19,545	22,221	30,498	39,795	39,795	11,603	39,795	39,795	0%
Division: 348 - Landscape & Lighting PVR South Total:	34,055	20,389	16,186	45,380	45,380	9,450	45,380	45,380	0%
Expenditure Total:	53,599	42,611	46,684	85,175	85,175	21,054	85,175	85,175	0%
Fund: 310 - Lighting & Landscape Districts Net Results	3,765	7,157	5,572	(21,264)	(21,264)	10,670	(21,264)	(21,264)	
Fund Balance, July 1	32,188	35,953	43,110	48,682	48,682		48,682	27,418	
Fund Balance, June 30	35,953	43,110	48,682	27,418	27,418		27,418	6,154	
Fund: 317 - Pinole Valley Caretaker Fund									
Revenue									
381 - Rental Income	11,250	-	-	15,000	15,000	-	-	15,000	0%
Revenue Total:	11,250	-	-	15,000	15,000	-	-	15,000	0%
Expenditures									
Division: 345 - Park Maintenance Total:	11,268	656	-	15,002	15,002	-	-	14,893	-1%
Expenditure Total:	11,268	656	-	15,002	15,002	-	-	14,893	-1%
Fund: 317 - Pinole Valley Caretaker Fund Net Results	(18)	(656)	-	(2)	(2)	-	-	107	
Fund Balance, July 1	(309)	(327)	(983)	(983)	(983)		(983)	(983)	
Fund Balance, June 30	(327)	(983)	(983)	(985)	(985)		(983)	(876)	
Fund: 324 - Public Facilities Fund									
Expenditures									
Division: 343 - Facility Maintenance Total:	3,356	-	-	60,000	60,000	-	60,000	60,000	0%
Division: 345 - Park Maintenance Total:				10,000	10,000	-	10,000	10,000	0%
Expenditure Total:	3,356	-	-	70,000	70,000	-	70,000	70,000	0%
Fund: 324 - Public Facilities Fund Net Results	(3,356)	-	-	(70,000)	(70,000)	-	(70,000)	(70,000)	
Fund Balance, July 1	545,005	541,649	541,649	541,649	541,649		541,649	471,649	
Fund Balance, June 30	541,649	541,649	541,649	471,649	471,649		471,649	401,649	
Fund: 325 - City Street Improvements Fund									
Revenue									
322 - Federal Grants	-	336,189	216,875	41,394	41,394	16,633	41,394	41,394	0%
323 - State Grants	149,002	20,292	16,993	-	-	-	-	-	0%
324 - Other Grants	-	268,486	62,587	1,773,289	1,773,289	36,869	1,773,289	1,773,289	0%
332 - Permits	-	-	-	-	-	67	-	-	0%
351 - Fines and Forfeiture	-	160	-	-	-	-	-	-	0%
383 - Reimbursements	1,417	-	-	-	-	-	-	-	0%
399 - Transfers In	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	400,419	875,127	546,455	2,023,289	2,064,683	303,569	2,064,683	2,064,683	0%
Expenditures									
Division: 342 - Road Maintenance Total:	448,469	569,001	182,662	2,232,004	2,232,004	179,322	1,814,683	3,687,304	65%
Expenditure Total:	448,469	569,001	182,662	2,232,004	2,232,004	179,322	1,814,683	3,687,304	65%
Fund: 325 - City Street Improvements Net Results	(48,050)	306,126	363,793	(208,715)	(167,321)	124,247	250,000	(1,622,621)	
Fund Balance, July 1	1,294,914	1,246,864	1,552,990	1,916,783	1,916,783		1,916,783	2,166,783	

**Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds**

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 327 - Parks Grants (Measure WW) Fund									
Revenue									
323 - State Grants	-	-	-	189,758	189,758	-	189,758	-	-100%
370 - Interest and Investment Income	83	(285)	(283)	-	-	376	376	-	0%
Revenue Total:	83	(285)	(283)	189,758	189,758	376	190,134	-	
Expenditures									
Division: 345- Park Maintenance Total:	-	-	193,383	-	-	183	183	-	0%
Expenditure Total:	-	-	193,383	-	-	183	183	-	0%
Fund: 327 - Parks Grants (Measure WW) Fund Net Res	83	(285)	(193,666)	189,758	189,758	193	189,951	-	
Fund Balance, July 1	25,437	25,521	25,236	(168,429)	(168,429)		(168,429)	21,522	
Fund Balance, June 30	25,521	25,236	(168,429)	21,329	21,329		21,522	21,522	
Fund: 377 - Arterial Streets Rehabilitation Fund									
Revenue									
322 - Federal Grants		41,275	541,463	-	-	-	-	-	0%
399 - Transfers In	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	250,000	291,275	791,463	250,000	250,000	250,000	250,000	250,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	236,007	1,029,962	80,213	758,624	758,624	8,066	758,624	895,000	18%
Expenditure Total:	236,007	1,029,962	80,213	758,624	758,624	8,066	758,624	895,000	18%
Fund: 377 - Arterial Streets Rehabilitation Fund Net Res:	13,993	(738,687)	711,250	(508,624)	(508,624)	241,934	(508,624)	(645,000)	
Fund Balance, July 1	774,582	788,574	49,887	761,137	761,137		761,137	252,513	
Fund Balance, June 30	788,574	49,887	761,137	252,513	252,513		252,513	(392,487)	
Fund: 500 - Sewer Enterprise Fund									
Revenue									
344 - Impact Fees	-	-	-	-	-	-	-	-	0%
363 - Sewer Enterprise Charges	7,414,842	7,764,868	7,831,703	9,154,209	9,154,209	4,844,720	9,154,209	10,164,403	11%
370 - Interest and Investment Income	44,066	(196,765)	401,683	100,000	100,000	744,621	744,621	200,000	100%
383 - Reimbursements	22,234	3,046	-	-	-	42,000	42,000	-	0%
384 - Other Revenue		366	-	-	-	-	-	-	0%
392 - Proceeds from Sale of Property		67,262	-	-	-	9,608	9,608	-	0%
Revenue Total:	7,481,142	7,638,777	8,233,386	9,254,209	9,254,209	5,640,949	9,950,438	10,364,403	12%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	7,481,142	7,638,777	8,233,386	9,254,209	9,254,209	5,640,949	9,950,438	10,364,403	12%
Expense									
Division: 117 - General Government Total:	16,643	12,191	33,588	-	-	17,477	17,477	-	0%
Division: 641 - Sewer Treatment Plant/Shared Total:	4,355,345	4,718,679	3,774,932	9,791,938	9,791,938	3,283,525	6,685,341	11,902,136	22%
Division: 642 - Sewer Collections Total:	1,055,212	1,295,873	1,332,177	12,785,925	12,785,925	1,102,670	4,002,925	24,161,670	89%
Division: 643 - WPCP Projects/Shared Total:	4,275	-	-	-	-	-	-	85,000	100%
Division: 644 - WPCP Equipment/Debt Service Total:	621,332	596,719	576,372	1,607,476	1,607,476	518,292	1,607,476	1,611,568	0%
Expense Total:	6,052,806	6,623,463	5,717,069	24,185,339	24,185,339	4,921,964	12,313,219	37,760,374	56%
Fund: 500 - Sewer Enterprise Fund Net Results	1,428,336	1,015,314	2,516,317	(14,931,130)	(14,931,130)	718,985	(2,362,781)	(27,395,971)	
Fund Balance, July 1	14,291,969	15,720,305	16,735,619	19,251,937	19,251,937		19,251,937	16,889,155	
Fund Balance, June 30	15,720,305	16,735,619	19,251,937	4,320,807	4,320,807		16,889,155	(10,506,816)	
Fund: 505 - Cable Access TV Fund									
Revenue									
314 - Franchise Taxes	25,359	21,934	18,756	52,972	26,486	12,950	26,486	26,486	0%
365 - Cable TV Charges	223,342	216,837	277,903	316,956	316,956	82,039	142,231	179,047	-44%
370 - Interest and Investment Income	-	1,297	-	-	-	-	-	-	0%
383 - Reimbursements	341	-	-	-	-	-	-	-	0%
384 - Other Revenue	-	-	-	5,000	5,000	79	5,000	3,000	-40%
399 - Transfers In	174,853	197,184	222,755	160,124	160,124	-	160,124	160,124	0%
Revenue Total:	423,895	437,252	519,414	535,052	508,566	95,068	333,841	368,657	-28%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	423,895	437,252	519,414	535,052	508,566	95,068	333,841	368,657	-28%
Expense									
Division: 119 - Cable Access TV Total:	391,792	306,964	346,275	473,459	473,459	288,935	385,247	831,771	76%
Division: 120 - Cable Access-Community Services Total:	-	-	72	1,713	1,713	150	1,713	-	-100%
Division: 121 - Cable Access-Contract Services Total:	-	132,383	156,258	206,884	206,884	139,697	186,262	-	-100%
Expense Total:	391,792	439,347	502,606	682,056	682,056	428,781	573,222	831,771	22%
Fund: 505 - Cable Access TV Net Results	32,104	(2,095)	16,808	(147,004)	(173,490)	(333,713)	(239,381)	(463,114)	
Fund Balance, July 1	(35,235)	(3,132)	(5,227)	11,581	11,581		11,581	(227,800)	
Fund Balance, June 30	(3,132)	(5,227)	11,581	(135,423)	(161,909)		(227,800)	(690,915)	
Fund: 525 - Information Systems Fund									
Revenue									
393 - Debt Proceeds	-	95,874	73,788	-	-	-	-	-	0%
399 - Transfers In	-	196,169	-	-	-	-	-	-	0%
Sources Total	-	292,043	73,788	-	-	-	-	-	0%
Expense									
Division: 118 - Information Systems Total:	702,008	792,558	1,277,727	1,513,621	1,629,662	1,124,235	1,618,704	1,529,418	-6%
461 - Indirect cost allocations	(702,008)	(696,684)	(1,199,835)	(1,513,621)	(1,629,662)	(1,120,968)	(1,618,704)	(1,529,417)	-6%
Expense Total:	-	95,874	77,892	0	0	3,267	-	1	0%
Fund: 525 - Information Systems Net Results:	-	196,169	(4,104)	(0)	(0)	(3,267)	-	(1)	
Fund Balance, July 1	(196,169)	(196,169)	0	(4,104)	(4,104)		(4,104)	(4,104)	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Original Budget	FY 2023/24 Revised Budget	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Projected Year-end	FY 2024/25 Proposed	Prop to Rev Percent Change
Fund: 700 - Pension Fund									
Revenue									
370 - Interest and Investment Income	2,792,382	(2,248,500)	820,773	837,168	837,168	1,104,824	1,104,824	700,000	-16%
399 - Transfers In		0	0	0	0	0	-	0	0%
Revenue Total:	2,792,382	(2,248,500)	820,773	837,168	837,168	1,104,824	1,104,824	700,000	-16%
Expense									
Division: 115 - Finance Total:	-	-	78,164	50,000	50,000	56,283	56,283	50,000	0%
Division: 117 - General Government Total:	86,587	87,037	-	-	-	-	-	-	0%
Sub-Total:	86,587	87,037	78,164	50,000	50,000	56,283	56,283	50,000	0%
499 - Transfers Out	1,352,111	1,061,736	2,160,518	2,245,480	2,245,480	-	2,245,480	2,425,000	8%
Expense Total:	1,438,698	1,148,773	2,238,682	2,295,480	2,295,480	56,283	2,301,763	2,475,000	8%
Fund: 700 - Pension Fund Net Results	1,353,684	(3,397,273)	(1,417,910)	787,168	(1,458,312)	1,048,541	(1,196,939)	(1,775,000)	
Fund Balance, July 1	18,088,811	19,442,495	16,045,223	14,627,313	14,627,313		14,627,313	13,430,374	
Fund Balance, June 30	19,442,495	16,045,223	14,627,313	15,414,481	13,169,001		13,430,374	11,655,374	
Fund: 750 - Recognized Obligation Retirement Fund									
Revenue									
311 - Property Taxes	265,900	6,220,857	4,753,505	250,000	250,000	145,458	250,000	-	0%
370 - Interest and Investment Income	3,185	(27,548)	48,474	-	-	63,676	63,676	-	0%
392 - Proceeds from Sale of Property		342,326	-	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	12,681	5,131	-	5,000	5,000	-	5,000	-	0%
399 - Transfers In	-	(839,901)	-	-	-	-	-	-	0%
Revenue Total:	281,766	5,700,865	4,801,979	255,000	255,000	209,134	318,676	-	0%
Expense									
Division: 463 - Successor Agency to RDA Total:	352,370	1,008,557	669,797	251,177	251,177	3,773,522	251,177	-	0%
Expense Total:	352,370	1,008,557	669,797	251,177	251,177	3,773,522	251,177	-	0%
Fund: 750 - Recognized Obligation Retirement Fund Ne	(70,603)	4,692,309	4,132,182	3,823	3,823	(3,564,387)	67,499	-	

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GENERAL FUND LONG-TERM FINANCIAL FORECAST

The City periodically updates its Long-Term Financial Plan (LTFP). As part of the LTFP, the City creates a long-term forecast of baseline General Fund revenues and expenditures. Below find the twenty-year General Fund forecast that will be incorporated into the next LTFP.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – General Fund Long-Term Financial Forecast

CITY OF PINOLE LONG-TERM FINANCIAL FORECAST														
GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Revised Budget	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast	2031-32 Forecast
REVENUE														
PROPERTY TAX	3,837,167	4,514,755	4,091,345	4,307,208	5,055,790	5,678,211	6,082,500	6,283,222	6,528,268	6,724,116	6,925,839	7,133,614	7,347,623	7,568,052
SALES TAX	3,994,720	3,788,080	4,303,800	4,612,708	4,396,002	4,621,023	4,724,303	4,853,040	5,004,455	5,160,844	5,315,670	5,475,140	5,639,394	5,808,576
MEAS S 2006 & 2014 LOCAL SALES TAX	4,286,328	3,901,837	4,623,561	5,000,917	4,932,349	4,972,000	5,084,019	5,221,999	5,384,038	5,554,174	5,720,799	5,892,423	6,069,196	6,251,271
UTILITY USERS TAX	1,812,844	1,809,832	1,939,726	2,063,773	2,312,830	2,085,485	2,127,195	2,169,739	2,213,133	2,257,396	2,302,544	2,348,595	2,395,567	2,443,478
FRANCHISE TAX	735,311	750,001	751,598	788,146	813,494	794,658	802,605	810,631	818,737	826,924	835,194	843,545	851,981	860,501
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,034,203	2,108,808	2,247,072	2,319,918	2,388,616	2,459,374	2,532,255	2,607,323	2,684,643	2,764,282	2,846,310	2,930,800
TRANSIENT OCCUPANCY TAX	485,499	444,453	446,105	487,687	456,288	453,200	466,796	480,800	495,224	510,081	525,383	541,145	557,379	574,100
BUSINESS LICENSE TAX	399,258	382,051	349,733	441,779	438,329	450,014	463,514	477,420	506,495	521,690	537,340	553,460	570,064	586,188
CHARGES FOR SERVICES	967,318	1,260,013	1,345,588	1,477,492	1,598,997	1,690,769	1,773,483	1,862,157	1,955,265	2,053,029	2,155,680	2,263,464	2,376,637	2,495,469
OTHER REVENUE	867,167	735,100	778,115	517,341	720,542	558,094	583,318	589,702	596,272	603,035	609,995	617,160	624,534	632,124
LOAN/BOND PROCEEDS	1,500,000	500,000												
Total Revenue	20,722,114	20,038,840	20,718,971	21,805,860	22,971,692	23,623,372	24,496,348	25,208,084	26,019,390	26,803,416	27,597,436	28,416,707	29,262,080	30,134,434
TRANSFERS IN														
PENSION TRANSFER IN (FY 19/20 alloc)	6,290,688		851,061		4,071,404									
PENSION TRANSFER IN			476,366	1,061,736	2,160,519	2,245,480	2,402,664	2,498,770	2,598,721	2,702,670	2,810,777	2,923,208		
Total Sources	27,012,802	20,038,840	22,046,398	22,867,596	29,203,616	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434
EXPENDITURES														
SALARIES	8,595,485	9,182,685	9,687,549	10,550,396	11,006,433	9,722,569	10,075,536	10,398,550	10,731,472	11,074,608	11,428,274	11,792,795	12,168,506	12,555,754
BENEFITS - PERS RETIRE	1,792,259	2,451,411	2,772,015	3,093,184	3,671,621	3,093,085	3,693,080	3,936,823	4,184,843	4,394,085	4,776,371	4,862,345	4,852,621	4,925,410
BENEFITS - OTHER	3,079,458	2,864,033	2,720,522	2,937,424	3,213,165	3,235,361	3,544,576	3,711,379	3,886,134	4,069,225	4,261,053	4,462,040	4,672,626	4,893,276
OPERATIONS AND MAINTENANCE	1,917,711	2,462,533	2,685,146	3,810,724	4,106,001	2,144,196	2,577,587	2,667,912	2,761,602	2,858,791	2,959,619	3,064,232	3,172,781	3,285,423
FIRE SERVICES CONTRACT				1,709,496	5,484,781	5,647,764	5,997,925	6,364,998	6,755,682	7,161,023	7,590,684	8,046,125	8,528,893	
DEBT SERVICE	643,846	606,554	558,607	608,736	619,393	611,107	636,100	651,100	721,100	721,100	721,100	721,100	721,100	848,100
CAPITAL OUTLAY	672,010	1,031,960	1,397,824	697,550	596,527	332,990	215,325	118,785	122,348	126,019	129,799	133,693	137,704	141,835
TRANSFERS OUT	21,732,833	1,255,058	1,588,652	2,410,402	2,003,825	1,458,756	1,484,028	1,509,543	1,535,825	1,562,895	1,590,776	1,619,495	1,649,074	1,679,542
Total Expenditures	38,433,603	19,854,232	21,410,315	24,108,416	26,926,462	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232
Surplus/Deficit														
Fund Balance, July 1	23,478,448	12,057,647	12,242,255	12,726,083	10,535,548	12,161,777	2,354,974	928,989	(825,214)	(3,003,226)	(5,566,858)	(8,714,268)	(12,169,447)	(18,898,563)
Preliminary Fund Balance, June 30	12,057,647	12,242,255	12,878,338	11,485,263	12,812,702	11,947,784	1,379,989	(356,174)	(5,059,425)	(8,186,661)	(11,620,736)	(18,327,904)	(25,622,361)	(33,444,718)
General Reserves Adjustment				(949,715)	(650,925)	(764,520)	(451,000)	(469,040)	(487,802)	(507,314)	(527,606)	(570,659)	(593,485)	
One-Time Items (Capital and Other)						(8,828,290)								
Fund Balance, June 30	12,057,647	12,242,255	12,726,083	10,535,548	12,161,777	2,354,974	928,989	(825,214)	(3,003,226)	(5,566,858)	(8,714,268)	(12,169,447)	(18,898,563)	(26,215,846)
Pension Fund Balance, July 1	16,287,510	17,159,258	18,088,812	19,442,496	16,045,223	14,315,690	12,850,520	11,148,187	9,256,011	7,164,139	4,856,989	2,317,918		
Revenues - Interest	924,669	1,010,988	2,792,382	(2,248,500)	490,986	830,310	745,330	646,595	536,849	415,520	281,705	134,439		
Expenditure - Transfers Out			1,352,111	1,061,736	2,160,519	2,245,480	2,402,664	2,498,770	2,598,721	2,702,670	2,810,777	2,923,208		
Expenditures	52,921	81,434	86,587	87,037	60,000	50,000	45,000	40,000	30,000	20,000	10,000			
Pension Fund Balance, June 30	17,159,258	18,088,812	19,442,496	16,045,223	14,315,690	12,850,520	11,148,187	9,256,011	7,164,139	4,856,989	2,317,918	(470,850)	-	-
Fund Balance, July 1	7,457,116	7,492,770	8,192,602	9,005,297	10,124,792	10,950,203	11,839,211	12,781,819	13,780,894	14,839,443	15,960,627	17,147,763	17,147,763	
Revenues - Interest	35,654	334,975	374,411	419,968	454,807	491,761	530,943	572,473	616,477	663,084	714,763	773,485	834,084	
Revenues - Transfer In	949,715	650,925	764,520	764,520	469,040	469,040	469,040	469,040	469,040	469,040	469,040	469,040	469,040	
General Reserve Balance, June 30	7,457,116	7,492,770	8,192,602	9,005,297	10,124,792	10,950,203	11,839,211	12,781,819	13,780,894	14,839,443	15,960,627	17,147,763	18,404,332	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – General Fund Long-Term Financial Forecast

CITY OF PINOLE LONG-TERM FINANCIAL FORECAST													
GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2032-33 Forecast	2033-34 Forecast	2034-35 Forecast	2035-36 Forecast	2036-37 Forecast	2037-38 Forecast	2038-39 Forecast	2039-40 Forecast	2040-41 Forecast	2041-42 Forecast	2042-43 Forecast	2043-44 Forecast	2044-45 Forecast
REVENUE													
PROPERTY TAX	7,795,093	8,028,946	8,269,814	8,517,909	8,773,446	9,036,649	9,307,749	9,586,981	9,874,591	10,170,828	10,475,953	10,790,232	11,113,939
SALES TAX	5,982,833	6,162,318	6,347,187	6,537,603	6,733,731	6,935,743	7,143,815	7,358,130	7,578,874	7,806,240	8,040,427	8,281,640	8,530,089
MEAS S 2006 & 2014 LOCAL SALES TAX	6,438,810	6,631,974	6,830,933	7,035,861	7,246,937	7,464,345	7,688,275	7,918,924	8,156,491	8,401,186	8,653,222	8,912,818	9,180,203
UTILITY USERS TAX	2,492,348	2,542,195	2,593,038	2,644,899	2,697,797	2,751,753	2,806,788	2,862,924	2,920,182	2,978,586	3,038,158	3,098,921	3,160,899
FRANCHISE TAX	869,106	877,797	886,575	895,441	904,395	913,439	922,573	931,799	941,117	950,528	960,033	969,634	979,330
INTERGOVERNMENTAL TAX	3,017,824	3,107,458	3,199,782	3,294,876	3,392,822	3,493,706	3,597,618	3,704,646	3,814,886	3,928,432	4,045,385	4,165,847	4,289,922
TRANSIENT OCCUPANCY TAX	591,323	609,063	627,335	646,155	665,539	685,506	706,071	727,253	749,071	771,543	794,689	818,530	843,085
BUSINESS LICENSE TAX	587,166	604,781	622,925	641,612	660,861	680,687	701,102	722,140	743,805	766,119	789,102	812,775	837,159
CHARGES FOR SERVICES	2,620,243	2,751,255	2,888,817	3,033,258	3,184,921	3,344,167	3,511,376	3,686,944	3,871,292	4,064,856	4,268,099	4,481,504	4,705,579
OTHER REVENUE	639,936	647,977	656,255	664,775	673,546	682,574	691,867	701,433	711,281	721,419	731,854	742,597	753,657
LOAN/BOND PROCEEDS													
Total Revenue	31,034,680	31,963,763	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
TRANSFERS IN													
PENSION TRANSFER IN (FY 19/20 alloc)													
PENSION TRANSFER IN													
Total Sources	31,034,680	31,963,763	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
EXPENDITURES													
SALARIES	12,954,895	13,366,297	13,790,340	14,227,413	14,677,922	15,142,281	15,620,920	16,114,281	16,622,820	17,147,007	17,687,328	18,244,284	18,818,389
BENEFITS - PERS RETIRE	4,924,425	4,850,558	4,797,202	4,684,948	4,588,507	4,498,018	4,412,918	4,332,923	4,252,918	4,172,907	4,092,886	4,012,855	3,932,824
BENEFITS - OTHER	5,124,473	5,366,729	5,620,576	5,886,574	6,165,310	6,457,401	6,763,491	7,084,258	7,420,412	7,772,697	8,141,894	8,528,822	8,934,341
OPERATIONS AND MAINTENANCE	3,402,324	3,523,655	3,649,595	3,780,332	3,916,059	4,056,979	4,203,306	4,355,260	4,513,071	4,676,980	4,847,239	5,024,109	5,207,864
FIRE SERVICES CONTRACT	9,040,626	9,583,064	10,158,048	10,767,531	11,413,582	12,098,397	12,824,301	13,593,759	14,409,385	15,273,948	16,190,385	17,161,808	18,191,516
DEBT SERVICE	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100	848,100
CAPITAL OUTLAY	146,090	150,473	154,987	159,637	164,426	169,358	174,439	179,672	185,063	190,614	196,333	202,223	208,290
TRANSFERS OUT	1,710,923	1,743,246	1,776,538	1,810,829	1,846,149	1,882,529	1,919,999	1,958,594	1,998,347	2,039,293	2,081,466	2,124,905	2,169,648
Total Expenditures	38,151,857	39,432,122	40,795,386	42,165,363	43,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Surplus/Deficit	(7,117,176)	(7,468,358)	(7,872,724)	(8,252,974)	(8,137,959)	(7,026,395)	(7,496,083)	(8,016,573)	(8,590,427)	(9,220,392)	(9,759,353)	(11,503,530)	(10,551,692)
Fund Balance, July 1	(26,215,846)	(33,950,247)	(42,060,519)	(50,600,833)	(59,548,101)	(67,408,126)	(75,185,469)	(83,462,538)	(92,291,336)	(101,726,477)	(111,825,372)	(122,498,369)	(134,952,088)
Preliminary Fund Balance, June 30	(33,333,023)	(41,418,606)	(49,933,243)	(58,853,807)	(66,686,061)	(74,434,521)	(82,681,552)	(91,479,111)	(100,881,763)	(110,946,869)	(121,584,726)	(134,001,899)	(145,503,780)
General Reserves Adjustment	(617,225)	(641,914)	(667,590)	(694,294)	(722,066)	(750,948)	(780,986)	(812,226)	(844,715)	(878,503)	(913,643)	(950,189)	(988,197)
One-Time Items (Capital and Other)													
Fund Balance, June 30	(33,950,247)	(42,060,519)	(50,600,833)	(59,548,101)	(67,408,126)	(75,185,469)	(83,462,538)	(92,291,336)	(101,726,477)	(111,825,372)	(122,498,369)	(134,952,088)	(146,491,977)
Pension Fund Balance, July 1													
Revenues - Interest													
Expenditure - Transfers Out													
Expenditures													
Pension Fund Balance, June 30													
Fund Balance, July 1	18,404,332	19,733,990	21,140,575	22,628,111	24,200,826	25,863,153	27,619,744	29,475,482	31,435,488	33,505,133	35,690,053	37,996,158	40,429,647
Revenues - Interest	714,434	784,671	819,946	878,421	940,281	1,005,443	1,074,752	1,147,780	1,224,930	1,306,417	1,392,462	1,483,301	1,578,178
Revenues - Transfer In	617,225	641,914	667,590	694,294	722,066	750,948	780,986	812,226	844,715	878,503	913,643	950,189	988,197
General Reserve Balance, June 30	19,733,990	21,140,575	22,628,111	24,200,826	25,863,153	27,619,744	29,475,482	31,435,488	33,505,133	35,690,053	37,996,158	40,429,647	42,997,022

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BUDGETED POSITIONS

Through the budget, the City Council authorizes the City’s hiring of employees to fill positions. Below find a table illustrating the positions included in the FY 2024/25 budget.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – Budgeted Positions

Department	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	0.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	0.00	0.00	0.00
Assistant to the City Manager	0.00	0.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.20	0.20
Total Full-Time Equivalents (FTEs)	4.00	3.00	3.00	2.20	2.20
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	1.00	1.00	1.00	1.00
Administrative Assistant, <i>part-time</i>	0.48	0.48	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.48	2.48	3.00	3.00	3.00
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00
Accounting Technician, <i>part-time</i>	0.48	0.48	0.48	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.75	0.75
Total Full-Time Equivalents (FTEs)	3.48	3.48	3.48	3.75	3.75
HUMAN RESOURCES					
Human Resources Director	0.00	1.00	1.00	1.00	1.00
Human Resources Analyst	0.00	0.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	0.00	0.00	0.00
Human Resources Technician	0.00	0.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.05	0.05
Total Full-Time Equivalents (FTEs)	1.00	2.00	3.00	3.05	3.05
POLICE DEPARTMENT					
SWORN					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	2.00	2.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	7.00	7.00	6.00
Police Officer	19.00	19.00	20.00	20.00	21.00
Sub-total Sworn	28.00	28.00	30.00	30.00	30.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	1.00	1.00	1.00	1.00	1.00
Community Service Officer	0.96	2.00	2.00	2.00	2.00
Crossing Guards, <i>part-time/temporary</i>	0.25	0.25	0.25	0.25	0.25
Dispatcher	11.00	11.00	10.00	10.00	10.00
Lead Dispatcher	1.00	1.00	2.00	2.00	2.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Sub-total Non-Sworn	18.21	19.25	19.25	19.25	19.25
Total Full-Time Equivalents (FTEs)	46.21	47.25	49.25	49.25	49.25

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – Budgeted Positions

Department	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
FIRE DEPARTMENT					
SWORN					
Fire Chief	1.00	1.00	1.00	0.00	0.00
Battalion Chief	1.00	1.00	1.00	0.00	0.00
Fire Captain	3.00	5.00	5.00	0.00	0.00
Fire Engineer	3.00	3.00	3.00	0.00	0.00
Fire Fighter/Paramedic	3.00	3.00	6.00	0.00	0.00
Fire Fighter	3.00	3.00	0.00	0.00	0.00
Sub-total Sworn	14.00	16.00	16.00	0.00	0.00
NON-SWORN					
Management Analyst	1.00	1.00	1.00	0.00	0.00
Sub-total Non-Sworn	1.00	1.00	1.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	15.00	17.00	17.00	0.00	0.00
PUBLIC WORKS					
Public Works Director	0.00	0.00	1.00	1.00	1.00
Development Services Director/City Engineer	0.50	1.00	0.00	0.00	0.00
Senior Project Manager	1.00	1.00	0.00	0.00	0.00
Capital Improvement and Environmental Program Manager	0.00	0.00	1.00	1.00	1.00
Associate Civil Engineer	0.00	0.00	1.00	1.00	1.00
Public Works Specialist	1.00	1.00	2.00	2.00	2.00
Management Analyst	0.00	1.00	1.00	1.00	1.00
Administrative Coordinator (Shared with CDD)	0.00	0.00	0.50	0.50	0.00
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	3.00	3.00	3.00	3.00
Public Works Maintenance Workers	7.00	8.00	8.00	8.00	8.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
Water Pollution Control Plant Operation Supervisor	1.00	1.00	1.00	1.00	1.00
WPCP Senior Operator	0.00	0.00	1.00	1.00	1.00
WPCP Operator	5.00	5.00	4.00	4.00	4.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
WPCP Maintenance Mechanic	1.00	2.00	2.00	2.00	2.00
Water Pollution Control Plant Intern	0.48	0.48	0.48	0.48	0.48
Total Full-Time Equivalents (FTEs)	23.23	27.73	30.23	30.23	29.73
COMMUNITY DEVELOPMENT					
Development Services Director/City Engineer	0.50	0.00	0.00	0.00	0.00
Community Development Director	0.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	0.00	0.00	0.00
Building Official	0.00	0.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	0.00	0.00	0.00
Building Inspector I/II	0.00	0.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	0.00	0.00	0.00
Code Enforcement Officer I/II	0.00	0.00	1.00	1.00	1.00
Permit Technician	2.00	2.00	0.00	0.00	0.00
Permit Technician I/II/III	0.00	0.00	2.00	2.00	2.00
Administrative Coordinator (Shared with Public Works)	0.00	0.00	0.50	0.50	0.00
Total Full-Time Equivalents (FTEs)	6.50	7.00	7.50	7.50	7.00

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – Budgeted Positions

Department	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
COMMUNITY SERVICES DEPARTMENT					
RECREATION					
Community Services Director	0.00	1.00	1.00	1.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Food Services Specialist	0.00	0.00	0.00	0.00	0.75
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.00
Recreation Coordinator	2.60	2.60	3.50	3.50	3.50
Recreation Leader	2.88	2.88	2.88	2.88	3.51
Recreation Leader [Tiny Tots]	1.13	1.13	1.13	1.13	0.00
Rental Facility Custodian, <i>part-time/temporary</i>	1.65	1.65	1.65	1.65	1.65
Senior Recreation Leader	1.50	1.50	1.50	1.50	2.00
Total Full-Time Equivalents (FTEs)	11.50	12.50	13.40	13.40	13.41
PINOLE COMMUNITY TELEVISION (PCTV)					
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Equipment Operators	0.75	0.75	0.75	0.75	0.75
Total Full-Time Equivalents (FTEs)	2.75	2.75	2.75	2.75	2.75
GRAND TOTAL ALL DEPARTMENTS	115.15	125.19	132.61	115.13	114.14

Labor Cost Allocations (\$)

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Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – Labor Allocations

Labor Cost Allocations (%)

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Department Budgets

This section contains detailed information for the City's organizational units, its departments. The budget summaries illustrate how the City's various funding sources are allocated to individual departments to fund their specific activities and programs.

The department sections are arranged in the following order:

- Elected Officials
 - o City Council
 - o City Treasurer
- Appointed Officials
 - o City Manager
 - o City Attorney
 - o City Clerk
- Administration
 - o Finance
 - o Human Resources
- Public Safety
 - o Police
 - o Fire
- Public Works
- Community Development
- Community Services
- General Government

The following information is provided below in each department budget section:

- Mission;
- Major services and functions;
- FY 2023/24 key accomplishments;
- FY 2025/25 key priorities and projects;
- Significant special projects for FY 2025/26 – FY 2028/29;
- Major changes in FY 2024/25 budget;
- Position summary;
- Budget summaries at the department and division levels; and
- Major non-personnel expense details.

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CITY COUNCIL

Mission

The mission of the City Council is to use the tools at its disposal to create a safe, healthy, and prosperous community. In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025, which contained the following vision, mission, and goals for the City.

Vision

Pinole is a safe, vibrant, and innovative community with small town charm and high quality of life.

Mission

Pinole will be efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

Goals

1. Safe and Resilient
2. Financially Stable
3. Vibrant and Beautiful
4. High Performance

Major Services and Functions

The primary role of the City Council is to create local laws to support a safe, healthy, and prosperous community. The City Council also creates a vision and goals for the community, approves policies for the conduct of municipal affairs, and appropriates City funds through the budget process to support City programs and services. The City Council holds regularly scheduled meetings, hearings, and study sessions to receive citizens' input and conduct the City's business in a public forum. Council Members represent the City at local, regional, and State organizations. The five-member City Council is elected at large and serves four-year overlapping terms. The City Council appoints one of its members to serve as the Mayor each year. The City Council also serves as the governing body of the Successor Agency to the Pinole Redevelopment Agency ("Successor Agency"), and appoints members of the community to serve on various boards and commissions. The City Council appoints three City officers: the City Manager, City Attorney, and City Clerk.

FY 2023/24 Key Accomplishments

- Recognized numerous individuals, community organizations, and causes for their contributions to Pinole and society

- Analyzed and approved a new five-year fire and emergency medical service agreement with the Contra Costa County Fire Protection District ("Con Fire")
- Researched a potential local ballot measure to transition to a charter city and establish an increased real property transfer tax (RPTT)
- Approved an Economic Development Strategy
- Approved a Communication and Engagement Plan
- Adopted a new City of Pinole Local Roadway Safety Plan (LRSP)
- Approved a new 223-unit multifamily housing development on Fitzgerald Avenue ("Pinole Vista" apartment complex)
- Approved a preliminary design for the replacement of the San Pablo Avenue bridge between Pinole and Hercules
- Provided direction on and authorized the submittal of the draft 2023-2031 Housing Element Update
- Provided direction to staff on new City events, such as a Pinole Pride (civic/anniversary and LBGT) event in June 2023
- Provided direction on safety improvements on the Tennent Avenue corridor
- Established a Project Labor Agreement (PLA) Ad Hoc Subcommittee
- Improved the capital planning process by providing direction to staff on a capital projects prioritization methodology
- Authorized the sale of surplus City properties
- Adopted resolutions taking positions on key policy issues
- Adopted ordinances changing City laws on certain key issues
- Appropriated funding for a new Property and Facilities Master Plan
- Provided funding and direction on transportation safety capital projects

FY 2024/25 Key Priorities and Projects

- Create new or updated ordinances to support a safe, healthy, and prosperous community
- Continue to recognize individuals, organizations, and causes through proclamations and resolutions
- Continue to advocate for the City in regional and State policy matters
- Continue to review and approve City policies and service models that will improve City efficiency and effectiveness
- Provide leadership and oversight of the implementation of the Strategic Plan
- Consider development applications that will improve the community
- Provide direction and adopt updates to the City General Plan Safety and Health and Environmental Justice elements
- Create an updated Long-Term Financial Plan that determines how to address the City's unfunded liabilities
- Establish a process to quickly respond to advocacy opportunities regarding proposed State legislation
- Direct staff on the redevelopment of "Community Corner" (lot at the corner of San Pablo Avenue and Tennent)
- Review City's use of its Section 115 Pension Trust

- Continue to expand relationships with elected officials in neighboring cities, special districts, and at the State and federal levels

Significant Special Projects for FY 2025/26 through FY 2028/29

- Create new or updated ordinances to support a safe, healthy, and prosperous community

Major Changes in FY 2024/25 Budget

There are no major changes in the FY 2024/25 budget compared to the FY 2023/24 budget.

Position Summary

There are no staff positions budgeted for the City Council department. Support to the City Council is provided by City staff budgeted in other departments, such as the City Manager, City Attorney, City Clerk, and others.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Council

CITY COUNCIL BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	215,904	200,496	137,531	215,412	223,022	7,610	3%
Measure S 2014 - 106	-	9,202	-	-	-	-	0%
Total	215,904	209,697	137,531	215,412	223,022	7,610	3%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages -401	48,302	45,581	24,797	33,750	33,750	-	0%
Employee Benefits - 410	53,393	42,818	35,906	42,550	56,753	14,203	25%
Total Personnel	101,696	88,399	60,702	76,300	90,503	14,203	16%
Services and Supplies							
Professional & Administrative Services -	135,565	139,226	71,278	140,355	148,855	8,500	6%
Other Operating Expenses -43	921	1,384	914	1,030	1,030	-	0%
Total Services and Supplies	136,486	140,609	72,192	141,385	149,885	8,500	6%
Capital Outlay							
Asset Acquisition/Improvement - 47	130	-	15,000	15,000	-	(15,000)	-100%
Total Capital Outlay	130	-	15,000	15,000	-	(15,000)	-100%
Indirect Cost Allocations							
Administrative Credits - 46121	(24,463)	(21,392)	(13,249)	(19,675)	(19,579)	96	0%
General Liability Insurance - 46201	2,054	2,082	2,886	2,402	2,213	(189)	-9%
Total Indirect Cost Allocations	(22,408)	(19,311)	(10,363)	(17,273)	(17,366)	(93)	1%
Total	215,904	209,697	137,531	215,412	223,022	7,610	3%
EXPENDITURES BY PROGRAM							
City Council - 110	215,904	209,697	137,531	215,412	223,022	7,610	3%
Total	215,904	209,697	137,531	215,412	223,022	7,610	3%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Council

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ -	\$ 10,000
City Council Retreat/Planning Workshop	\$ 10,000		
42201 Office Expense		\$ 500	\$ 500
4230X Travel and Training		\$ 25,380	\$ 25,380
ABAG Delegate	\$ 250		
CCC Mayor's Conference monthly dinners (24 @ \$70)	1,680		
Council Member 1 Discretionary Travel/Training Allocation	4,250		
Council Member 2 Discretionary Travel/Training Allocation	4,250		
Council Member 3 Discretionary Travel/Training Allocation	4,250		
Council Member 4 Discretionary Travel/Training Allocation	4,250		
East Bay Division meetings (12 @ \$50)	600		
Mayor Discretionary Travel/Training Allocation	4,250		
Mayor travel expenses	600		
Other identified City sponsored events	250		
Various dinners/award ceremonies	750		
42401 Memberships		\$ 21,785	\$ 23,485
ABAG dues	\$ 5,500		
Contra Costa Mayor's Conference membership & exp.	1,400		
LAFCO dues	6,300		
League of CA Cities	7,685		
League of California Cities East Bay Division	400		
National League of Cities	1,700		
Other Memberships	500		
42514 Special Department Expense		\$ 92,690	\$ 89,490
City Council meetings recorded by PCTV	\$ 56,490		
Mayoral Celebration expense	400		
Misc. supplies and food for meetings	1,000		
Other special department expenses	1,000		
Stipends for High School Student Internship Program (up to 5 @ \$500 per month)	30,000		
West County Mayor's Breakfast meetings	600		
Total Professional/Administrative Services			\$ 148,855
4310X Utilities		\$ 1,030	\$ 1,030
Gas/Electric	\$ 980		
Water	50		
47103 Furniture		\$ 15,000	\$ -
Council office furniture	\$0		

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CITY TREASURER

Mission

The mission of the City Treasurer is to, in collaboration with the Finance Director, ensure that all City funds are received, deposited, disbursed, and invested effectively in accordance with the City's Investment Policy and Generally Accepted Accounting Principles (GAAP).

Major Services and Functions

The City Treasurer provides input to the Finance Director on quarterly investment reports that the Finance Director creates for the City Council. The reports include reconciled bank balances, the type and amount of investments and deposits of City funds, the institution in which these deposits are made, market values, maturity dates, and rates of interest. In addition, the City Treasurer reviews the weekly check run and is one of the authorized City counter signatories of checks in an amount of \$5,000 or greater. The City's Investment Policy prioritizes safety, liquidity, and yield. The City Treasurer is an elected position and serves a four-year term.

FY 2023/24 Key Accomplishments

- Collaborated with the Finance Director to provide quarterly investment reports to the City Council and to achieve the Investment Policy priorities of safety, liquidity, and yield
- Collaborated with the Finance Director to ensure that all City funds were received, deposited, disbursed, and invested effectively in accordance with the City's Investment Policy and GAAP

FY 2024/25 Key Priorities and Projects

- Continue to collaborate with the Finance Director on investment management and treasury functions

Major Changes in FY 2024/25 Budget

There are no major changes in the FY 2024/25 budget compared to the FY 2023/24 budget.

Position Summary

There are no staff positions budgeted for the City Treasurer department. Support to the City Treasurer is provided by City staff budgeted in other departments, primarily the Finance Department.

CITY TREASURER BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	8,375	8,268	7,358	8,727	9,990	1,263	13%
Total	8,375	8,268	7,358	8,727	9,990	1,263	13%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	8,427	7,306	2,216	3,000	3,000	-	0%
Employee Benefits - 410	1,197	2,860	5,574	7,410	7,309	(101)	-1%
Total Personnel	9,624	10,166	7,790	10,410	10,309	(101)	-1%

Services and Supplies

Professional & Administrative Services - 42	911	459	544	760	760	-	0%
Total Services and Supplies	911	459	544	760	760	-	0%

Indirect Cost Allocations

Admin Credits - 46121	(2,341)	(2,542)	(1,233)	(2,656)	(1,276)	1,380	-108%
General Liability Insurance - 46201	182	185	257	213	197	(16)	-8%
Total Indirect Cost Allocations	(2,160)	(2,357)	(976)	(2,443)	(1,079)	1,364	-126%

Total

8,375	8,268	7,358	8,727	9,990	1,263	13%
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EXPENDITURES BY PROGRAM

City Treasurer - 113	8,375	8,268	7,358	8,727	9,990	1,263	13%
Total	8,375	8,268	7,358	8,727	9,990	1,263	13%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42301 Travel & Training	\$ 400	\$ 400
Misc. training	\$ 400	
42401 Memberships	\$ 110	\$ 110
CSMFO Dues	\$ 110	
42506 Bonds	\$ 250	\$ 250
Bond for City Treasurer position	\$ 250	

Total Professional/Administrative Services \$ 760

CITY MANAGER

The City Manager department is comprised of the following divisions:

- Administration and Programs; and
- Information Technology

Mission

The mission of the City Manager's office (department) is to support the City Council in its policy development and to oversee all City staff and operations to ensure efficient and effective service delivery.

Major Services and Functions

The City of Pinole is organized under a "council-manager" form of operation. This form of operations consists of an elected City Council that is responsible for policymaking and a professional City Manager, appointed by the Council, who is responsible for carrying out the policies of the Council and overseeing City operations. In addition to overseeing City operations, the City Manager's office also performs or coordinates some specific functions on behalf of the entire City organization, including the following:

- Communication and engagement
- Intergovernmental relations
- Information technology
- Strategic planning and organizational assessment

The Information Technology Division maintains hardware and software throughout the City organization. The Division collaborates with other City departments to conduct business process re-engineering and to select and implement appropriate technology to meet City needs. The Division manages information services citywide. The City contracts with a private firm, Precision IT Consulting, for managed IT services, including network administration, security, equipment and software maintenance, and end user support. Precision IT provides two full-time on-site technicians to address short-term and long-term work requests.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Supported the City Council in its development of policy on key community issues
- Supported City departments in the implementation of a number of process improvements and new policies
- Worked with local, regional, State, and federal agencies to advance Pinole's interests
- Created written policies and procedures on numerous administrative matters

- Initiated an internal diversity, equity, and inclusion (DEI) program

Strategic Plan Strategies

- Successfully supported the transition of the Pinole Fire Department to be operated under Contra Costa Fire Protection District
- Implemented many IT projects, including significantly improving network security
- Implemented a Communication and Engagement Plan, which is a Strategic Plan strategy
- Expanded communication and engagement with the community through the use of new tools and techniques
- Increased engagement with community and civic organizations, neighboring cities, and special districts
- Launched a new website Content Management System (CMS) and mobile application

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Assess City operations and implement improvements for diversity, equity, and inclusion (DEI)

Strategic Plan Strategies

- Complete the Strategic Plan strategy of developing an interagency legislative advocacy program (Goal 4, Strategy 7)
- Complete priority projects as outlined in the 2021/22-2025/26 Information Technology (IT) Plan

Significant Special Projects for FY 2025/26 through FY 2028/29

- Complete Strategic Plan strategies

Major Changes in FY 2024/25 Budget

The City Manager department Administration and Programs division budget for FY 2023/24 includes funding for Diversity, Equity, and Inclusion (DEI) consulting, intergovernmental affairs consulting, grant management consulting, and communication and engagement consulting, all related to high-priority City initiatives in these areas. The Information Technology division budget includes a number of projects identified in the City's IT Plan.

Position Summary

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Manager

Position	2020/21	2021/22	2022/23	2023/24	2024/25
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	0.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	0.00	0.00	0.00
Assistant to the City Manager	0.00	0.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.20	0.20
Total	4.00	3.00	3.00	2.20	2.20

Note that the Administrative Assistant position has been partially allocated to other departments in FY 2023/24 and FY 2024/25 to reflect their primary tasks, including with the Finance Department, more clearly.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Manager

CITY MANAGER BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	527,117	567,995	394,909	602,710	666,000	63,290	10%
Total	527,117	567,995	394,909	602,710	666,000	63,290	10%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	362,626	443,050	442,002	505,525	531,071	25,546	5%
Overtime - 402	1,714	3,813	4,686	177	342	165	48%
Employee Benefits - 410	297,436	320,989	166,323	324,181	296,052	(28,129)	-10%
Total Personnel	661,777	767,852	613,011	829,883	827,465	(2,418)	0%
Services and Supplies							
Professional & Administrative Services - 42	175,750	164,870	50,621	200,230	186,784	(13,446)	-7%
Other operating Expenses - 43	1,278	1,892	1,254	1,425	1,425	-	0%
Total Services and Supplies	177,028	166,762	51,874	201,655	188,209	(13,446)	-7%
Indirect Cost Allocations							
Admin Credits - 46121	(338,727)	(396,897)	(312,198)	(464,816)	(384,512)	80,304	-21%
General Liability Insurance - 46201	25,861	29,629	42,221	35,988	34,838	(1,150)	-3%
Total Internal Cost Allocations	(312,866)	(367,268)	(269,977)	(428,828)	(349,674)	79,154	-23%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,176	649	-	-	-	-	0%
Total Capital Outlay	1,176	649	-	-	-	-	0%
Total	527,117	567,995	394,909	602,710	666,000	63,290	10%
EXPENDITURES BY PROGRAM							
City Manager - 111	527,117	567,995	394,909	602,710	666,000	63,290	10%
Total	527,117	567,995	394,909	602,710	666,000	63,290	10%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 156,750	\$ 174,000
Communication and Engagement Consulting	\$ 40,000	
EOP Training (citywide)	40,000	
DEI Consulting	40,000	
Graphic Art Services	6,000	
Misc. Consulting	20,000	
Procurement and Research Services	28,000	

42107 Equipment Maintenance	\$	100	\$	100
	\$	100		

4230X Travel and Training		\$	7,300	\$	7,300
League of Cities or Other Trainings	\$	1,600			
Mayor's Conference monthly dinners		600			
Miscellaneous Meetings		1,200			
Other Misc. Training		1,500			
League of Cities or other training related travel		2,400			

42506 Bonds		\$	350	\$	350
Bonds (CM & ACM)		\$	350		

Total Professional/Administrative Services	\$ 223,980
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INFORMATION SYSTEMS BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	548,604	901,644	677,721	1,090,314	1,039,133	(51,181)	-5%
Measure S-2014 Fund - 106	-	-	-	-	-	-	#DIV/0!
Recreation Fund - 209	55,886	70,113	61,834	117,529	131,297	13,768	10%
Building and Planning Fund - 212	46,877	139,817	261,024	227,773	174,721	(53,053)	-30%
Sewer Enterprise Fund - 500	53,850	75,936	74,676	140,834	161,225	20,391	13%
Cable Access TV Fund - 505	23,910	35,051	72,807	92,252	65,890	(26,363)	-40%
Total	729,127	1,222,561	1,148,061	1,668,703	1,572,265	(96,438)	-6%

EXPENDITURES BY CATEGORY

Services and Supplies

Professional & Administrative Services - 42	463,062	716,266	896,481	1,213,881	1,169,699	(44,182)	-4%
Other Operating Expenses - 43	197,415	221,846	147,321	201,726	149,966	(51,760)	-35%
Total Services and Supplies	660,476	938,111	1,043,802	1,415,607	1,319,665	(95,942)	-7%

Capital Outlay

Asset Acquisition/Improvement - 47*	107,122	217,868	80,433	217,655	209,754	(7,901)	-4%
Total Capital Outlay	107,122	217,868	80,433	217,655	209,754	(7,901)	-4%

Debt Service

Debt Principal - 48101	23,255	108,731	-	-	-	-	0%
Debt Interest - 48102	1,705	13,017	-	-	-	-	0%
Total Debt Service	24,960	121,748	-	-	-	-	0%

Indirect Cost Allocations

Administrative Debits - 46122	32,443	22,726	27,092	39,042	42,847	3,805	9%
Information Systems (IS) Charges - 46124	(729,127)	(1,222,561)	#####	(1,668,704)	(1,572,264)	96,439	-6%
Total Indirect Cost Allocations	(696,684)	(1,199,835)	#####	(1,629,662)	(1,529,417)	100,244	-7%
Total	95,874	77,892	3,267	3,600	2	(3,598)	0%

EXPENDITURES BY PROGRAM

Information Systems - 118	800,041	1,300,453	1,151,327	1,672,304	1,572,266	(100,038)	-6%
Total	800,041	1,300,453	1,151,327	1,672,304	1,572,266	(100,038)	-6%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 614,550	\$ 633,055
ClientFirst Trackit Support	\$ 75,000		
Cybersecurity Assessment	15,000		
Fiber Replacement Youth/Senior Center/Corp yard	60,000		
Labor to Update Versatile Software (carryover)	2,000		
Misc. IT Consulting/projects/assessment (carryover)	25,000		
Precision IT Managed Services	396,500		
VOIP System Implementation & Training	14,135		
Website CMS Update	45,420		
42105 Network Maintenance		\$ 75,344	\$ 77,951
Network servers and hardware maintenance, including professional callouts.			
AWS hosting for Smart Geotech	\$ 1,910		
Contra Costa County ACCJIN Network Fee	30,158		
Data backup protection for City Hall servers	13,045		
Data backup protection for Public Safety servers	10,927		
Firewall Maintenance for Public Safety	1,638		
Sophos Firewall Annual Maintenance & Support CH	3,801		
Sophos Endpoint Protection for workstations and servers	10,601		
Website Annual Hosting	4,560		
Wi-Fi Service	1,312		
42106 Software Maintenance		\$ 330,582	\$ 260,186
Adobe software for PCTV	\$ 646		
Applicant Tracking System (NeoGov)	6,000		
Axon Cloud Storage for PD body cameras	16,391		
CrimeView desktop support	3,277		
Critical Reach maintenance	545		
ESRI- Ainfo, Aedito, Aview maintenance	21,855		
FileOnQ Support & maintenance	3,596		
Form 700 e-submission Software	3,500		
Laserfiche Annual Maintenance/License	16,148		
OCV LLC Mobile Application	9,990		
Onboarding System License (NeoGov)	10,000		
PD Computer Mgmt. Software	2,403		
Public Records Management	6,180		
Public Input Engagement Software	15,575		
RecDesk Software	5,562		
Scala License for PCTV	2,001		
Selectron Software Annual	12,000		
Trackit Software Annual	51,292		
Tyler Incode License & Maintenance	68,000		
Versatile Express & Retention Support (Zasio)	4,506		
Zoll Fire RMS Support (Station 73)	720		
42107 Equipment Maintenance		\$ 48,252	\$ 48,252
Copier Lease and Maintenance (Xerox)	\$ 45,131		
Mailing System Meter Lease (Pitney Bowes)	2,060		
Printer Repair Service	1,061		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Manager

42203 Shipping and Mailing	\$	9,779	\$	18,110
Citywide Postage & Shipping	\$	16,000		
Postage Equipment		2,110		

42510 Software Purchase & Subscriptions	\$	131,774	\$	132,145
Adobe Acrobat	\$	19,000		
Agenda Management Software		19,491		
Canva Teams Subscription		1,500		
Copware Site License		300		
DocuSign Subscription		22,000		
Livescan maintenance		10,609		
ManageEngine MDM (PD)		745		
Microsoft Visio		300		
Mobile Device management		3,000		
Office 365 G3 License (150 Licenses)		36,000		
PD background checks (TLO, Transunion)		1,400		
Pinole Municode		500		
Realquest maintenance		9,000		
Zoom Licenses (21 users, 4 webinar)		8,300		

Total Professional/Administrative Services **\$ 1,169,699**

43101 Communications	\$	201,726	\$	149,966
AT&T voice service	\$	17,704		
Global Wireless Communications		1,400		
Tiny Tots solar		618		
Verizon cell service		64,915		
VOIP Telecom Service		30,729		
43105 Cable		2,500		
43106 Citywide Internet Services		22,500		
43106 Internet service for the Corp Yard		9,600		

47102 Computer Equipment	\$	217,655	\$	209,754
36" Monitor for Plan Review Kiosk	\$	3,200		
City Hall UPS Refresh		7,400		
Conference Room Monitors and Computers		4,452		
Emergency Power to City Hall		20,000		
Firewall Replacement (CH & Public Safety)		25,000		
iPad for Building Inspection		1,100		
Livescan Machine Replacement		6,000		
New Laptops		3,600		
Refresh EOC System		26,852		
Replace 51 workstations		109,650		
Senior Center Check-in Kiosk		2,500		

MEASURE S - 2014 FUND - 106

42510 Software Purchase & Subscriptions	\$	3,600	\$	-
Laserfiche Software <i>training carryover</i>	\$	-		

47201 Improvements/Building	\$	-	\$	-
IN2102 Municipal Broadband Feasibility	\$	-		

INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY

46124 IS Charges for Communication & Technology		\$ (1,668,704)	\$ (1,572,264)
Finance	[100-115]	\$ (9,643)	
General Government	[100-117]	(386,598)	
Police Services	[100-222]	(422,555)	
Police Dispatch	[100-223]	(71,919)	
Fire	[100-231]	(3,341)	
Public Works	[100-341]	(139,655)	
Code Enforcement	[100-465]	(5,421)	
Community Services	[209-551]	(131,296)	
Planning	[212-461]	(8,621)	
Development Services	[212-462]	(166,100)	
Sewer WPCP	[500-641]	(82,795)	
Sewer Collection (CY)	[500-642]	(78,430)	
PCTV	[505-119]	(65,890)	

PINOLE COMMUNITY TELEVISION

The PINOLE COMMUNITY TELEVISION is a division of Community Services. PCTV is comprised of the following subdivisions:

- Administration and Programs: and
- Public Broadcasting

Mission

The mission of Pinole Community Television (PCTV) is to provide quality video recording, production, and broadcasting and video and audio services to the City, other organizations, and the community.

Major Services and Functions

PCTV operates the City's public, educational, and governmental (PEG) cable television program, which involves broadcasting the City's public meetings and recording, producing, and broadcasting a limited number of significant community events on the local television channels dedicated by City's franchise cable television providers: Comcast (channels 26 and 28) and AT&T Uverse (channel 99 submenu Pinole Community TV).

Through PEG, PCTV broadcasts content to the community on its dedicated local cable channels, via live stream on the City website and the City's mobile app. The division supports the community by broadcasting content that is accessible, independent from political and commercial influence, and distinctively local. PCTV holds a key role in broadcasting important public safety information, and in the event of an emergency, through our regional broadcast systems.

PCTV provides audio, visual, and production services to City departments. PCTV is responsible for the operation, maintenance and storage of the portable movie screen that is used for movies in the park events. PCTV frequently works with the City Manager department on communications-related services and projects.

PCTV has service agreements with other public agencies (El Cerrito, Benicia, and WestCAT) to record, produce, and broadcast those agencies' public meetings. In addition, the division also provides recording and production services to private parties on a fee for service basis.

The department generates revenue primarily through internal billing of services provided to City departments, franchise fees, contract service fees, donations, and community service fees.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- PCTV staff continues to maintain operations.
- Completed and initiated the Pinole Drone policy and began documenting Pinole through the use of the donated drone.
- Initiated the conversion of the Pinole Council Chambers to High-Definition (HD) quality.
- Completed a full year of The Beat of Pinole a Mayoral update broadcast and continued production of monthly episodes.
- Expanded training for the PCTV Part Time Staff.
- Managed the resources to facilitate the Movies in the Park.
- Initiated E-waste management of tools that have outlived their useful life expectancy.
- Covered and broadcasted National Night Out, Tree lighting ceremony, The Pinole Classic Car Show, Pride Day, Earth Day, Pinole Pride.
- Furthered use of the Zoom format and adapted for hybrid meetings supporting all public Pinole meetings with live and an on-air replay for City Council, Planning Commission and other City meetings
- Continued integration of live YouTube simulcasting of all meetings including Closed Captioning in the YouTube replay services.
- Converted the Council Chambers back to in person meetings with Zoom interface for consultants, staff, public, and Council as needed.
- Successfully transitioned to council meeting livestream using agenda, meetings, and minutes software (CivicClerk) and implemented chapter bookmarking through the new software.
- Reviewed and updated hourly rates and fees. Created a PCTV Fee Calculation reference sheet.
- Revised the PCTV Manual.

Strategic Plan Strategies

- Successfully supported the Communication and Engagement Plan, needs of the City of Pinole with the Beat of Pinole.
- Implemented IT storage management recovering over a TB of space on the main Pinole City network.

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Maintain PCTV's on air status and coverage of Pinole Government meetings.
- Hire and train two cable technicians.
- Replace obsolete equipment and dispose of e-waste

- Update existing outdated equipment allowing for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system.
- Create a master plan for PCTV to define mission, activities, staffing, equipment, and fee structure.
- Hire a consulting firm to evaluate the entire broadcasting network system to include use of new technology for efficiency and effective broadcasting.

Strategic Plan Strategies

- Provide media (photography and videography) services to the City of Pinole to enhance communications.

Significant Special Projects for FY 2025/26 through FY 2028/29

- Perform a community needs assessment to identify broadcast, programming, community media, production (and other) services and programs desired by the community.
- Convert the full pass-through configuration of the PCTV channels to HD in both the Council Chambers and the PCTV Master Control (MC).
- Acquire and integrate the necessary hardware for the HD conversions.
- Acquire content distribution software to increase PCTV viewership via media streaming channels.
- Facilitate the projector/screen replacement and camera in the council chambers.
- Revise and implement the PCTV sponsorship program to generate funding for PEG-related activities.

Major Changes in FY 2024/25 Budget

The exponential need to replace costly equipment that has far outlived its useful life expectancy prompted PCTV to create the FY 2024/25 budget by sourcing unused PEG funds that date back to 2016. PEG funds are either franchise equipment funds or PEG fees that were not expended for PEG uses in prior years, but are designated to be used specifically for Public, Educational, or Governmental access related expenses.

PCTV has created a three-year equipment plan to fund the conversion to HD and replace items that have outlived their useful life expectancy. The plan includes the upgrading of the display wall or projector screen to a video display wall system, replacement of the Character Generators (graphics for live coverage, meetings), wireless audio systems for the Chambers, updated assisted listening systems meeting the ADA requirements, editing tools, a variety of HD components, and the replacement of the Master Control systems updated with Closed Captioning and improved streaming solutions. The plan also includes enhancements to mobile production equipment that will improve coverage of City and community events.

PCTV has reconciled revenue entries to reflect the current client base which has resulted in decreased revenue projections for FY 2024/25. In 2023, due to unforeseen

circumstances, one of PCTV's clients did not renew its contract. PCTV is working on a service agreement template that can be used for fee-for-service requests that will allow for greater flexibility for future clients. PCTV is also working to add value to its existing services by expanding viewership to internet streaming channels (such as Apple TV) and by providing high-definition and high quality video production with newer equipment.

Lastly, PCTV will be revising its sponsorship program to supplement funding support for the production of high-quality public, educational, and governmental access related programming and related expenses for the benefit of the Pinole community. PCTV aims to launch the revised sponsorship program by the end of Q1 of FY 2024/25.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Equipment Operators, PT/Temp	0.75	0.75	0.75	0.75	0.75
Total	2.75	2.75	2.75	2.75	2.75

CABLE ACCESS TV

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2022/23 Actual Thru Mar-24	FY 2024/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
Cable Access Television Fund - 505	439,347	502,606	428,781	682,056	831,771	149,716	18%
Total	439,347	502,606	428,781	682,056	831,771	149,716	18%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages -401	195,973	225,354	171,732	226,479	251,100	24,621	10%
Overtime - 402	936	1,218	1,248	4,000	4,044	44	1%
Employee Benefits - 410	146,254	172,981	140,915	178,382	227,748	49,366	22%
Total Personnel	343,163	399,553	313,895	408,861	482,892	74,031	15%

Services and Supplies

Professional & Administrative Services - 42	-174	10,052	674	81,019	52,170	(28,849)	-55%
Other Operating Expenses - 43	3,382	6,995	5,590	6,818	6,818	-	0%
Materials & Supplies - 44	142	128	-	350	350	-	0%
Total Services and Supplies	3,350	17,174	6,264	88,187	59,338	(28,849)	-49%

Capital Outlay

Asset Acquisition/Improvement - 47	24,709	14,063	1,230	50,387	207,005	156,618	76%
Total Capital Outlay	24,709	14,063	1,230	50,387	207,005	156,618	76%

Indirect Cost Allocations

Admin Credits - 46121	(132,383)	(145,623)	(119,609)	(157,964)	-	157,964	-100%
Admin Debits - 46122	164,826	167,113	135,933	183,931	-	(183,931)	-100%
IS Charges - 46124	23,910	35,051	72,807	92,252	65,890	(26,363)	-40%
Legal Charges - 46126	330	784	-	-	-	-	0%
General Liability Insurance -46201	11,442	14,492	18,262	16,402	16,647	245	1%
Total Indirect Cost Allocations	68,125	71,816	107,392	134,621	82,537	(52,085)	-63%

Total

439,347	502,606	428,781	682,056	831,771	149,716	18%
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EXPENDITURES BY PROGRAM

Cable Access Television	439,347	502,606	428,781	682,056	831,771	149,716	18%
Total	439,347	502,606	428,781	682,056	831,771	149,716	18%

[1] PEG funded

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Manager

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 66,256	\$ 37,000
Marketing Strategies and Development	\$ 12,000		
PCTV Master Plan	25,000		
42106 Software Maintenance		\$ 2,416	\$ 1,805
Scala Annual License	\$ 1,805		
42107 Equipment Maintenance		\$ 3,516	\$ 3,516
Equipment repair	\$ 422		
Equipment repair parts	2,813		
Loaner equipment	281		
42108 Maintenance Structure/Imp		\$ 2,721	\$ 2,721
Cleaning supplies	\$ 500		
Elevator maintenance	1,200		
HVAC maintenance	800		
Pest control	221		
42201 Office Expense		\$ 400	\$ 400
4230X Travel and Training		\$ 3,923	\$ 3,923
NAB Convention for two employees	\$ 3,017		
Other Travel and Training	906		
42514 Special Department Expense		\$ 1,787	\$ 2,805
Misc. specialized supplies	\$ 1,191		
Other Special Dept Expenses	1,014		
Univorm/PCTV branded shirts/hats	600		
Total Professional/Administrative Services		\$ 52,170	
4310X Utilities		\$ 5,517	\$ 5,517
43103 Gas and Electric	\$ 5,002		
43102 Water	515		
43201 Property Taxes		\$ 1,301	\$ 1,301
	\$ 1,301		
44301 Fuel		\$ 350	\$ 350
47101 Equipment		\$48,000	\$ 205,000
Assisted listening systems, ADA Council Chambers	\$ 3,500		
Computer Graphics Generator CG Chambers/Studio	10,000		
HD ammeras studio/live truck systems	60,000		
HD conversion components for Council Chambers	34,000		
Install HD projector/video wall system for Council	25,000		
Mac Editor Desktop Station	6,000		
Master Control automation, playout with CC system	48,000		
Teleprompter systems	4,000		
Wide camera chambers	3,500		
Wireless display connection for Council Chambers	3,000		
Wireless Mic system (4) chamber	8,000		
47103 Furniture		\$2,387	\$ 2,005
Office desk chairs	\$ 605		
Studio furniture	1,400		

CITY ATTORNEY

Mission

The mission of the City Attorney is to provide quality, comprehensive legal representation to the City.

Major Services and Functions

The City Attorney is the Chief Legal Officer for the City. The City Attorney provides legal advice to the City Council, City officials, and staff. The City Attorney prepares and reviews ordinances, resolutions, and contracts for City Council consideration, and represents the City in legal actions, both affirmative claims and defense of claims brought against the City. The City Attorney also serves as general counsel for the Successor Agency for the Redevelopment Agency. The City Attorney plays a key role in risk management for the City of Pinole. The City Attorney prepares legal opinions at the request of the City Council and staff as needed and advises on all legal issues related to the City.

FY 2023/24 Key Accomplishments

- Advised City on compliance with evolving COVID related health orders, AB 361, and related workplace / labor issues
- Prepared organics reduction and recycling ordinance for City compliance with SB 1383
- Assisted staff with Code Enforcement matters, real property liens and securing Court ordered abatement warrants authorizing City correction of code violations
- Updated City construction contract documents in compliance with Federal and State procurement requirements related to San Pablo Avenue Rehabilitation Project
- Chaired and coordinated multiple Municipal Code Update Subcommittee meetings
- Advised on disposition of redevelopment surplus properties and development projects throughout the City
- Advised City Council on potential Charter City Ballot Measure and adjustment to Real Property Transfer Tax
- Managed and coordinated City defense, and affirmative litigation, related to PG&E Bankruptcy proceeding among other litigation matters and cases
- Prepared update to City's ordinance regulating the use and sale of fireworks

FY 2024/25 Special Projects

- Prepare ordinances and resolutions to address City Council priorities
- Advise City Council and prepare related materials for potential Charter City Ballot Measure

- Provide legal assistance and advice in labor negotiations, grievances, employment, benefits, and HR related issues, as well as liability avoidance management practices
- Provide legal advice and representation to the City on development projects including multi-family housing developments, Pinole Shores II, and the sale of former RDA properties, and provide counsel to the City's Planning Commission
- Provide training on ethics, conflicts of interest and election related issues to the City Council, Commissioners, and staff
- Draft City Procurement Policy Procedures Manual

Significant Special Projects for FY 2025/26 through FY 2028/29

- Continue to update the Pinole Municipal Code to comply with evolving legal requirements, best practices, and City Council directives
- Provided advice and counsel regarding compliance with new State laws to facilitate the development of housing, and assist the City with completion of the updated Housing Element

Major Changes in FY 2024/25 Budget

Anticipating the amount of legal services needed by the City in any given year is difficult. The proposed FY 2023/24 budget is a 2% increase over the current year's budget and reflects an increase to legal fee rates per the legal services contract and an estimate of the number of hours that will be spent. Some legal costs incurred by the City are reimbursed to the General Fund and are not reflected in the proposed budget. Those include, but are not limited to, code enforcement, development projects and property dispositions, and successful defense of claims that have prevailing party attorney fee provisions. These reimbursements will help offset the actual cost of legal services for the City.

Position Summary

No personnel are directly assigned to this department. Legal services are provided to the City by a private law firm on a contract basis.

CITY ATTORNEY BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	406,476	330,354	227,799	320,428	330,035	9,607	3%
Measure S 2014 - 106	-	-				-	0%
Total	406,476	330,354	227,799	320,428	330,035	9,607	3%

EXPENDITURES BY CATEGORY

Legal Services

Attorney Services - 42102	833,500	899,583	451,895	596,245	614,135	17,890	3%
Total Legal Services	833,500	899,583	451,895	596,245	614,135	17,890	3%

Indirect Cost Allocations

Administrative Credits - 46121	(427,024)	(569,229)	(224,096)	(275,817)	(284,100)	(8,283)	3%
Total Indirect Cost Allocations	(427,024)	(569,229)	(224,096)	(275,817)	(284,100)	(8,283)	3%
Total	406,476	330,354	227,799	320,428	330,035	9,607	3%

EXPENDITURES BY PROGRAM

City Attorney - 114	406,476	330,354	227,799	320,428	330,035	9,607	3%
Total	406,476	330,354	227,799	320,428	330,035	9,607	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42102 Attorney Services - General Fund	\$ 596,245	\$ 614,135
General legal services for FY 2024/25	\$614,135	

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CITY CLERK

Mission

The City Clerk's mission is to fulfill the role as elections official, legislative administrator, and records manager for the City in an efficient, professional, and friendly manner; to provide outstanding support to the Council throughout the legislative process; and to serve the citizens of Pinole as an accessible and responsive representative of transparent and open government.

Major Services and Functions

The City Clerk is an appointed officer by the City Council and is responsible for preparing agenda packets, producing the official records of Council decisions, maximizing public access to municipal government, ensuring transparency to the public, and is the official custodian of the records of the City. The City Clerk serves as the Elections Official of the City and conducts all City elections; acts as a Compliance Officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. Some specific functions of the City Clerk's office include the following:

- Provide accurate and timely minutes for the City Council and Finance Subcommittee
- City Council and Finance Sub-Committee agenda packet management
- Serve as Elections Official and conduct all City elections in compliance with the CA Elections Code
- Coordinate Citywide Records Management Program and conduct semi-annual audit
- Streamline the paperless filing and electronic submission of Form 700 for FPPC filers
- Administration of the City's Public Records Act Program
- Codification of Pinole municipal code
- Provide excellent customer service to members of the community & staff

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Implemented a new agenda management and streaming platform for public meetings
- Implemented a new Commissioner Appreciation event
- Conducted recruitment process for various City advisory commissions
- Maintained the City Council legislative record including processing of 99 resolutions, 6 ordinances and 59 proclamations
- Improved tracking procedures for contract routing, claims, and other legal notices

- Oversaw and facilitated response to city-wide public records requests
- Partnered with the American Red Cross to host a staff and community blood drive
- Improved application procedures for Boards and Commissions by implementing an online application process that would also retain and track volunteer interest for future recruitments

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Implement online filing software for financial disclosure forms (Form 700s) which are required by the Fair Political Practices Commission
- Continue implementation of agenda management software and expand use to Boards and Commissions
- Create handbook for City Council and Commissioners
- Adopt updated City-wide Retention Schedule
- Update City Clerk Department administrative policies and procedures
- Increase community engagement and hold voter registration events

Significant Special Projects for FY 2025/26 through FY 2028/29

- Improve City-wide Records Management Program by working with departments to assess needs, digitize records, and improve retention and destruction practices

Major Changes in FY 2024/25 Budget

The City Clerk budget for FY 2024/25 does not include any significant changes relative to the FY 2023/24 budget.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.48	0.48	1.00	1.00	1.00
Total	1.48	2.48	3.00	3.00	3.00

CITY CLERK BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	327,468	511,112	460,449	624,354	713,260	88,906	12%
Total	327,468	511,112	460,449	624,354	713,260	88,906	12%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	242,602	334,435	284,060	365,077	396,024	30,947	8%
Employee Benefits- 410	61,021	115,140	135,813	171,849	190,664	18,815	10%
Total Personnel	303,623	449,575	419,873	536,926	586,688	49,762	8%
Services and Supplies							
Professional & Administrative Services -	31,441	67,200	24,711	87,383	99,010	11,627	12%
Other Operating Expenses - 43	1,379	2,052	1,358	1,600	1,600	-	0%
Total Services and Supplies	32,820	69,252	26,069	88,983	100,610	11,627	12%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,168	-	15,627	15,627	-	(15,627)	-100%
Total Capital Outlay	2,168	-	15,627	15,627	-	(15,627)	-100%
Indirect Cost Allocations							
Admin Credits - 46121	(33,760)	(37,095)	(31,309)	(43,162)	-	43,162	100%
Admin Debits - 46122	6,949	7,707	-	-	-	-	0%
General Liability Insurance - 46201	15,670	21,672	30,188	25,980	25,962	(18)	0%
Total Internal Cost Allocations	(11,142)	(7,716)	(1,121)	(17,182)	25,962	43,144	166%
Total	327,468	511,112	460,449	624,354	713,260	88,906	12%
EXPENDITURES BY PROGRAM							
City Clerk - 112	327,468	511,112	460,449	624,354	713,260	88,906	12%
Total	327,468	511,112	460,449	624,354	713,260	88,906	12%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 44,673	\$ 55,300
Citywide historical records project support	\$ 11,300		
Filming and imaging of permanent records	2,000		
Meeting minutes transcription	20,000		
Pinole Municipal Code codification and update	2,000		
Policies and procedures update support	20,000		
42201 Office Expense		\$ 1,600	\$ 1,600
Misc. office expenses & proclamations and certificates	\$1,600		
4230X Travel and Training		\$ 12,225	\$ 12,225
CCAC Annual Conference (2)	\$ 1,050		
City Clerk's New Law/Election Seminar/Misc. Training (2)	2,400		
IIMC Annual Conference	675		
Regional Trainings (CCAC) (4)	500		
Technical Training for Clerks	1,500		
42302 Other Training Expenses	4,600		
42302 Travel expense/Mileage	1,000		
42303 Meal allowance	500		
42401 Memberships		\$ 1,210	\$ 1,210
CCAC Dues (2)	\$ 520		
IIMC Member Dues (2)	540		
MMANC Member dues (2)	150		
42506 Bonds		\$ 175	\$ 175
42514 Special Department Expense		\$ 27,500	\$ 28,500
Boards & Commissions Recognition Event	\$ 3,500		
Election	22,500		
Public Notices	2,500		
Total Professional/Administrative Services			\$ 99,010
4310X Utilities		\$ 1,600	\$ 1,600
Gas/Electric	\$ 1,500		
Water	100		
4710X		\$ 15,627	\$ -
47106 Furniture for City Clerk Department Offices	\$ 5,000		

FINANCE

Mission

The mission of the Finance Department is to provide the City with financial information necessary to ensure sound financial decisions and to ensure appropriate procedures to protect the City's financial assets. This is accomplished through timely and effective preparation of the Annual Comprehensive Financial Report, Budget, quarterly financial and investment reports, and adequate financial controls.

Major Services and Functions

The Finance Department is responsible for accounting operations including accounts payable, accounts receivable, payroll processing, and audits; budget management and long-range financial planning; purchasing; treasury management; debt and bond administration; and business license administration. In addition, the Finance Department prepares the Recognized Obligation Payment Schedule (ROPS) for the Successor Agency to the Pinole Redevelopment Agency and submits the ROPS to the County and State agencies.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Updated City's Long Term Financial Plan and expanded to a 20-year financial forecast
- Adopted annual budget by June 30th
- Received an unqualified opinion for annual financial statements
- Coordinated dissolution of the Successor Agency following the final payment and retirement of former Redevelopment debt
- Received California Society of Municipal Finance Officers Budget Excellence Award
- Received Government Finance Officers Association Excellence in Financial Reporting Award
- Participated in the sewer rate study
- Participated in the development impact fee study
- Increased response rate

Strategic Plan Strategies

- Supported the Fire Department in conducting a fiscal impact analysis as a requirement for the fire service agreement between the City and the Contra Costa County Fire Protection District
- Conducted a comprehensive fee study and cost allocation plan

FY 2024/25 Special Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Expand Long-Term Financial Plan to a 20-year time horizon
- Update and/or establish finance operating procedures, including comprehensive accounting manual
- Assist with automating processes, including implementation of an online payment platform
- Assist with developing an approach to funding infrastructure maintenance and improvements

Strategic Plan Strategies

- Assist with identifying, analyzing, and advancing revenue generating opportunities
- Assist with establishing a program to evaluate grant opportunities and capacity

Other Council-Directed Special Projects

- Research the process required to establish a fire prevention maintenance district

Significant Special Projects for FY 2025/26 – FY 2028/29

- Assist with strategic financial planning to other City departments in the advancement of strategic plan strategies and special projects.

Major Changes in FY 2024/25 Budget

There are no major changes to the Finance department budget for FY 2023/24. However, the budget does reflect a position change. The vacant part-time Accounting Technician position has been removed and is replaced by 0.75 of the existing full-time Administrative Assistant who has been performing Accounting Technician duties and was previously entirely budgeted in the City Manager department.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00
Accounting Technician, <i>PT</i>	0.48	0.48	0.48	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.75	0.75
Total	3.48	3.48	3.48	3.75	3.75

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Finance

FINANCE BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	560,362	657,774	693,968	1,032,468	937,249	(95,220)	-10%
Measure S 2006 - 105	475	1,534	377	2,450	2,450	-	0%
Measure S 2014 - 106	175	2,434	677	2,450	2,450	-	0%
Pension Fund - 700	-	78,164	56,283	50,000	50,000	-	0%
Total	561,011	739,907	751,304	1,087,368	992,149	(95,220)	-10%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	404,079	424,010	339,395	441,479	469,389	27,910	6%
Overtime - 402	17	10	1,062	2,500	2,707	207	8%
Employee Benefits - 410	143,242	178,355	146,385	190,527	163,666	(26,861)	-16%
Total Personnel	547,338	602,374	486,842	634,506	635,762	1,256	0%

Services and Supplies

Professional & Administrative Services - 42	122,478	241,632	237,357	459,445	265,695	(193,750)	-73%
Other Operating Expenses - 43	3,499	5,179	3,433	4,800	4,800	-	0%
Total Services and Supplies	125,976	246,812	240,790	464,245	270,495	(193,750)	-72%

Capital Outlay

Asset Acquisition/Improvement - 47	-	562	487	-	-	-	0%
Total Capital Outlay	-	562	487	-	-	-	0%

Indirect Cost Allocations

Admin Credits - 46121	(150,338)	(165,041)	(137,736)	(191,110)	(118,327)	72,783	-62%
Admin Debits - 46122	6,949	7,707	97,878	125,476	154,571	29,095	19%
Information Systems (IS) Charges - 46124	1,619	11,630	20,307	18,681	9,643	(9,039)	-94%
Legal Charges - 46126	5,310	9,309	6,600	5,000	10,000	5,000	50%
Insurance General Liability - 46201	24,156	26,554	36,136	30,570	30,005	(565)	-2%
Total Indirect Cost Allocations	(112,303)	(109,841)	23,186	(11,383)	85,892	97,274	113%

Total

561,011	739,907	751,304	1,087,368	992,149	(95,220)	-10%
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EXPENDITURES BY PROGRAM

Finance - 115	561,011	739,907	751,304	1,087,368	992,149	(95,220)	-10%
Total	561,011	739,907	751,304	1,087,368	992,149	(95,220)	-10%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 351,155	\$ 162,505
Auditing services	\$ 42,000		
Ballot Measure Consulting	40,000		
Brinks Armored Car service	2,800		
CA Municipal Statistics (ACFR schedule)	500		
Cost Allocation Plan update	5,000		
Grant Research/Writing/Admin Svcs	48,000		
GASB 68 PERS Reports	1,750		
HDL Property Tax Analysis	9,350		
HDL Sales Tax Analysis	5,600		
OPEB Valuation Report	2,000		
Preparation of State Controller's reports	5,505		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Finance

42201 Office Expense	\$	6,880	\$	7,580
Check stock	\$	2,200		
Miscellaneous office expenses		2,500		
Printing services		1,680		
Year-end tax forms		1,200		

42203 Shipping & Mailing	\$	5,000	\$	5,000
Mass mailing	\$	5,000		

4230x Travel and Training	\$	2,100	\$	2,100
CSMFO annual conference	\$	1,100		
Staff training		1,000		

42401 Memberships	\$	710	\$	710
CMTA dues	\$	95		
CSMFO dues		225		
GFOA dues		190		
ICMA dues		200		

42501 Bank Fees	\$	20,000	\$	20,000
Mechanics Bank and Bank of the West fees	\$	20,000		

42506 Admin Exp/Bonds	\$	250	\$	250
Bonds	\$	250		

42510 Software Subscription	\$	17,795	\$	11,995
Govinvest labor module	\$	10,000		
Long-range forecasting software		1,995		

42514 Special Department Expense	\$	655	\$	655
GFOA ACFR review and certification	\$	505		
CSMFO budget review and award		150		

Total Professional/Administrative Services \$ 210,795

4310X Utilities	\$	4,800	\$	4,800
43102 Water	\$	300		
43103 Electricity & Power		4,500		

MEASURE S - 2006 FUND - 105

42101 Professional Services	\$	2,450	\$	2,450
Measure S Audit (105)	\$	1,200		
Sales Tax Analysis		1,250		

MEASURE S - 2014 FUND - 106

42101 Professional Services	\$	2,450	\$	2,450
Measure S Audit (106)	\$	1,200		
Sales Tax Analysis		1,250		

PENSION FUND - 700

42501 Bank Fees	\$	50,000	\$	50,000
Bank fees	\$	50,000		

HUMAN RESOURCES

The Human Resources Department is comprised of the following divisions:

- Human Resources Management; and
- Risk Management

Mission

The mission of the Human Resources Department is to support the City of Pinole by providing comprehensive and timely human resources and risk management services. It has the responsibility for developing and implementing innovative strategies and programs that enhance the work experience for our employees. Its objective is to attract, develop, motivate, and retain the best-qualified employees whose diversity and skills contribute to and sustain the City of Pinole as a quality organization.

Major Services and Functions

- **Human Resources Administration and Risk Management** – Provides support and strategic planning services to employees and departments in the development of organizational objectives; provides interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals. Administers the City's risk management programs including general and employment liability and workers' compensation for on-the-job injuries.
- **Labor Relations** – Represents the City Council and City Manager on all labor negotiation and grievance matters with bargaining unit representatives of recognized employee organizations.
- **Employee Relations** – Provides guidance and counseling to employees; initiates, conducts and/or oversees investigations relative to disciplinary actions and complaints for City departments.
- **Recruitment and Selection** – Assists in the administration of the City's Civil Service Merit System; facilitates selection procedures that produce diverse and skilled applicant pools; assures that all recruitment, hiring, placements, transfers, and promotions are made based on individual qualifications for the position.
- **Benefits Administration** – Provides exceptional and affordable employee benefits for retirement, medical, dental, vision, wellness and safety, and employee assistance to attract and retain a qualified and highly skilled workforce.
- **Organizational Training and Development** – Coordinates City-wide training including safety, mandated, educational, and development programs for City staff.
- **Classification and Compensation** – Plans and conducts classification and organization studies; develops classification specifications; designs compensation systems that support and reinforce the City's long-range objectives as well as the culture, climate, and behaviors needed for the organization to be effective.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Implemented successor memorandums of understanding for three bargaining units and one unrepresented employee group.
- Conducted 28 recruitments; reviewed over 800 applications.
- Conducted five (5) classification studies.
- Facilitated the executive search efforts for the City Manager and Police Chief recruitments.
- Enhanced marketing practices such as social media outreach and attended job fairs to attract diverse, qualified candidates.
- Enhanced employee life and disability benefits and longevity pay to increase employee retention.
- Promoted external training opportunities offered to employees to maximize professional development of staff.
- Developed a Citywide Cell Phone Use in the Workplace Administrative Policy.
- Updated the COVID-19 Workplace Protection Administrative Policy to comply with State and CalOSHA regulations.
- Enhanced the Employee Wellness Program with quarterly and virtual offerings.
- Planned and facilitated numerous events for the City's Public Service Employee Recognition Week.

Strategic Plan Strategies

- Initiated implementation of the City's Employee Talent Management Plan in accordance with the City's Strategic Plan 2020 – 2025.

FY 2024/25 Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Initiate labor negotiations for successor memorandums of understanding for three bargaining units.
- Conduct a city-wide total compensation survey in preparation for labor negotiations.
- Digitize all personnel, benefits, workers' compensation files.
- Implement an online new employee orientation/onboarding platform.
- Develop a supervisory academy in partnership with other cities in West County.
- Implement "stay" interviews with annual performance evaluation process.
- Establish a succession planning/mentoring process.
- Examine performance appraisal framework and goal planning for professional development.

- Implement outreach effort to increase employee knowledge of benefit offerings and value.
- Survey employee benefits satisfaction levels and implement effective modifications.
- Develop safety emergency action plans for identified workplace risks.
- Develop a Family Medical Leave Policy.
- Develop a Military Leave Policy.
- Review OPEB obligations and alternatives to support the City's fiscal sustainability.
- Continue to perform a comprehensive review and updating of key City personnel rules and policies to ensure compliance with MOU provisions, state and federal legislation, and conduct meet and confer sessions with the employee bargaining units as required.

Strategic Plan Strategies

- Implement the recommendations of the Communication and Engagement Plan relative to employees.

Significant Special Projects for FY 2025/26 through FY 2028/29

- Human Resources will implement the Employee Talent Management Plan to attract and retain high-quality employees and develop their skills.
- In partnership with the City Manager's Office, Human Resources will develop and implement a Citywide Diversity, Equity, and Inclusion Initiative.

Major Changes in FY 2024/25 Budget

The Human Resources Department budget for FY 2024/25 does not include any significant changes relative to the FY 2023/24 budget.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Human Resources Director	0.00	1.00	1.00	1.00	1.00
Human Resources Analyst	0.00	0.00	1.00	1.00	1.00
Human Resources Technician	0.00	0.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	0.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.05	0.05
Total	1.00	2.00	3.00	3.05	3.05

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Human Resources

HUMAN RESOURCES BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	377,614	749,748	599,332	888,227	934,147	45,920	5%
Total	377,614	749,748	599,332	888,227	934,147	45,920	5%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	192,397	343,897	316,301	420,389	450,242	29,853	7%
Overtime - 402	-	-	86	-	604	604	0%
Employee Benefits - 410	71,804	155,311	162,270	214,158	178,671	(35,487)	-20%
Total Personnel	264,201	499,208	478,657	634,547	629,517	(5,030)	-1%
Services and Supplies							
Professional & Administrative Services - 42	104,326	189,321	103,099	210,556	259,330	48,774	19%
Other Operating Expenses - 43	1,040	1,532	1,016	1,750	1,750	-	0%
Total Services and Supplies	105,365	190,853	104,115	212,306	261,080	48,774	19%
Capital Outlay							
Asset Acquisition/Improvement - 47	104	1,153	-	-	-	-	0%
Total Capital Outlay	104	1,153	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(10,772)	(11,269)	(46,796)	(66,395)	(65,807)	588	-1%
Administrative Debits - 46122	-	7,707	6,525	8,365	10,305	1,940	19%
Legal Charges - 46126	2,502	38,404	21,795	30,000	30,000	-	0%
General Liability Insurance - 46201	16,214	23,692	35,036	69,404	69,052	(352)	-1%
Total Indirect Cost Allocations	7,944	58,534	16,560	41,374	43,550	2,176	5%
Total	377,614	749,748	599,332	888,227	934,147	45,920	5%
EXPENDITURES BY PROGRAM							
Human Resources - 116	377,614	749,748	599,332	888,227	934,147	45,920	5%
Total	377,614	749,748	599,332	888,227	934,147	45,920	5%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Human Resources

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 92,526	\$ 117,400
Annual Performance Evaluations (CM & CC)	\$ 8,000		
Bilingual Evaluation/Testing	1,000		
Contingencies- Employee Benefits	6,000		
Document Shredding	1,000		
Drug Screening/Fit for Duty/DOT Exams	8,000		
Employee Benefits Broker	25,000		
HRA (Retiree Medical) Admin Fees	1,000		
Labor Negotiator (IEDA)	26,000		
Pre-employ Backgrounds/Degree & License Verify	2,000		
Random Drug Testing- DOT	6,400		
Section 125 FSA/DCAP & Commuter Admin Fees	3,000		
Total Compensation Survey & Analysis	30,000		
42102 Attorney Services		\$ 50,000	\$ 50,000
Employment Claim Investigations (ERMA) (3)	\$ 30,000		
Employment Law Advisement (LCW)	10,000		
Tax and Employee Benefit Advisement	10,000		
42110 Fingerprinting		\$ 3,000	\$ 3,000
Fingerprinting/DOJ/FBI	\$ 3,000		
42201 Office Expense		\$ 1,000	\$ 1,000
Miscellaneous Office Supplies	\$1,000		
4230X Travel and Training		\$ 32,880	\$ 47,880
Citywide EAP Workshops (2)	\$ 6,000		
Citywide Professional Development (2)	6,000		
Contingencies - Citywide Training (2)	6,000		
Executive Team Retreat	10,000		
HR Staff Professional Development	8,500		
Leadership Academy	2,500		
Supervisory Academy-West County Consortium	5,000		
Mileage: NorCal, MMANC, CalPELRA (2), LCW (4)	3,680		
Meal Allowance: NorCal, MMANC, CalPELRA (2), LCW (4)	200		
42401 Memberships		\$ 700	\$ 700
MMANC	\$ 200		
SHRM	500		
42504 Recruitment Cost		\$ 4,500	\$ 4,500
Recruitment Advertising	\$ 2,500		
Recruitment Exams/Testing	2,000		
42506 Bond		\$ 200	\$ 200
Bond	\$ 200		
42514 Special Department Expense		\$ 25,750	\$ 34,650
Annual Public Service Employee Appreciation	\$4,500		
Condolence Flowers/Donations (20)	3,000		
Employee Polos (110)	6,050		
Employee Wellness/Safety Fair/BBQ	2,300		
MPA Wellness Premium	10,800		
Quarterly Employee Engagement Events (4)	2,000		
Years of Service Plaques	1,000		
Yoga Program - On Demand	5,000		
Total Professional/Administrative Services		\$ 259,330	
4310X Utilities		\$ 1,750	\$ 1,750
43103 Gas/Electric	\$ 1,600		
43102 Water	150		

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POLICE

The Police Department is comprised of the following divisions (referred to as “bureaus”):

- Operations; and
- Support Services

Mission

The Pinole Police Department is committed to ensuring a safe community by providing exemplary law enforcement service while engaging our citizens with Honor, Integrity, Professionalism, and Respect.

Major Services and Functions

- Police Operations is responsible for the day-to-day operation of the department.
- Police Support Services provides support and assistance to Operations and the community. It includes front office staff who work with the public daily; Crime Prevention Officers who provide outreach into the community; the collection and processing of evidence; and the maintenance and repair of vehicles and equipment.
- The City operates the West Bay Communications Center (WBCC), which provides police dispatch services for the City of Pinole as well as Hercules and San Pablo. The Cities of Hercules and San Pablo are billed for Dispatch Services based on a cost-sharing formula incorporating various usage measurements.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Enhanced organizational wellness by adding virtual EMDR and a Zen Den.
- Implemented a virtual yoga program.
- Implemented police reform measures as legislation requires, such as California Racial and Identity Profiling Act (RIPA) and National Incident-Based Reporting (NIBRS).
- Implemented new RIMS, CADS/RMS Systems.
- Brought the Community of Pinole innovative and progressive engagement opportunities.
- Enhanced training capacity to meet and industry’s best standards.
- Enhanced retention and recruitment efforts.
- Implemented new Community Outreach efforts with a special Halloween-themed National Night Out event and Project HOPE-Homeless Intervention.
- Continued expansion of Cue Hit customer engagement technology to receive real-time feedback from the community.

- Implemented an internal reclassification of the Lieutenant position to Commander.

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Continue to enhance training capacity to meet and industry's best standards.
- Continue retention and recruitment efforts to meet the new generational workforce.
- Continue our efforts to bring the community innovative and progressive engagement opportunities.
- Implement a Police Drone program to enhance our abilities to provide the community of Pinole with effective and efficient police services.
- Implement Community Outreach efforts with a special Halloween-themed National Night Out event and Project HOPE-Homeless Intervention.
- Reimplementation of Traffic Officer special assignment
- Implement new staffing and police service delivery model, which is the addition of two positions (a sergeant and an officer) first budgeted in FY 2022/23 to allow the department to move to a modified 4/10 schedule. Research indicates that 10-hour shifts, as opposed to 12-hour shifts, positively impact employee well-being and morale, reduce overtime, and offer flexible scheduling alternatives to leverage personnel resources while providing overlaps during peak workload periods. 10-hour shifts will increase the number of officers on duty as the shifts overlap. 10-hour shifts are particularly well-suited to the variable workloads found in law enforcement.
- Review Police fees and charges and possibly recommend modifications.

Strategic Plan Strategies

- Create an updated Emergency Operations Plan (EOP)
- Stand up a working Emergency Operations Center (EOC).
- Implement a CERT program.

Significant Special Projects for FY 2025/26 through FY 2028/29

- Focus on organizational wellness programs to improve the quality of life for employees while strengthening the relationship with the community through exemplary law enforcement service.
- Implement police reform measures as required by legislation.
- Further implement Next Gen 911.
- Facility rehabilitation of the Public Safety Building.

Major Changes in FY 2024/25 Budget

There are two notable changes in the FY 2024/25 budget relative to the FY 2023/24 budget:

- The addition of resources for the department to reinstitute the Community Emergency Response Team (CERT) program.
- Reallocation of one (1) Police Sergeant position to one (1) Police Officer position.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	7.00	7.00	6.00
Police Officer	19.00	19.00	20.00	20.00	21.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	1.00	1.00	1.00	1.00	1.00
Community Services Officer	0.96	2.00	2.00	2.00	2.00
Crossing Guards, <i>part-time/temporary</i>	0.25	0.25	0.25	0.25	0.25
Dispatcher	11.00	11.00	10.00	10.00	10.00
Lead Dispatcher	1.00	1.00	2.00	2.00	2.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Total	46.21	47.25	49.25	49.25	49.25

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

POLICE BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	7,767,344	8,831,280	7,753,782	9,289,661	10,977,281	1,687,620	15%
Measure S 2006 - 105	1,920,165	1,289,148	958,661	1,697,340	1,504,878	(192,462)	-13%
Measure S 2014 - 106	159,851	146,853	113,227	138,302	125,859	(12,443)	-10%
Public Safety Augmentation Fund - 203	154,595	187,468	378,292	482,009	545,805	63,796	12%
Traffic Safety Fund - 205	9,219	10,028	11,028	21,595	21,836	241	1%
Supplemental Law Enforcement Services Fund - 206	113,750	127,057	243,604	339,864	294,699	(45,165)	-15%
Asset Seizure Adjudicated Fund - 225	29,000	22,348	14,000	41,236	41,236	-	0%
Total	10,153,924	10,614,182	9,472,594	12,010,008	13,511,594	1,501,587	11%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	4,807,220	5,210,349	4,515,632	5,941,094	6,625,227	684,133	10%
Overtime - 402	811,266	786,130	430,334	508,041	495,340	(12,701)	-3%
Employee Benefits - 410	2,434,895	2,772,725	2,816,051	3,360,106	4,329,650	969,544	22%
Total Personnel	8,053,381	8,769,204	7,762,017	9,809,241	11,450,217	1,640,976	14%
Services and Supplies							
Professional & Administrative Services - 42	1,216,780	533,455	500,765	642,275	639,298	(2,977)	0%
Other Operating Expenses - 43	81,984	99,283	86,742	64,250	64,250	-	0%
Materials & Supplies - 44	88,976	127,374	91,004	87,000	87,000	-	0%
Total Services and Supplies	1,387,740	760,111	678,511	793,525	790,548	(2,977)	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	104,313	182,488	267,481	417,229	293,973	(123,256)	-42%
Total Capital Outlay	104,313	182,488	267,481	417,229	293,973	(123,256)	-42%
Debt Service							
Debt Principal and interest - 48	-	18,561	-	-	-	-	0%
Total Debt Service	-	18,561	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	(362,438)	(420,019)	(490,312)	(627,259)	(700,489)	(73,230)	10%
Administrative Debits - 46	362,438	420,019	490,312	627,260	700,489	73,229	10%
IS Charges - 46	251,741	465,249	295,208	516,043	494,475	(21,568)	-4%
Legal Charges - 46	19,057	33,153	15,573	20,000	20,000	-	0%
General Liability Insurance - 46	337,692	385,416	453,804	453,969	462,382	8,413	2%
Total Indirect Cost Allocations	608,490	883,818	764,585	990,013	976,857	(13,156)	-1%
Total	10,153,924	10,614,182	9,472,594	12,010,008	13,511,594	1,501,587	11%
EXPENDITURES BY PROGRAM							
Police Operations - 221	6,265,935	6,571,166	6,073,050	7,684,585	8,901,506	1,216,921	14%
Police Support Services -222	1,549,905	1,526,362	1,260,219	1,648,762	1,675,121	26,361	2%
Police West Bay Communications Center - 223	2,215,114	2,379,569	1,884,693	2,315,202	2,618,432	303,230	12%
Police Grants Program - 227	122,970	137,086	254,632	361,459	316,535	(44,924)	-14%
Total	10,153,924	10,614,182	9,472,594	12,010,008	13,511,594	1,501,587	11%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

**GENERAL FUND - 100
POLICE OPERATIONS - 221**

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel						\$ Change	% Change
Salaries & Wages - 401	2,542,922	2,903,644	2,712,371	3,374,436	4,127,581	753,145	18%
Overtime - 402	361,587	397,090	257,486	256,322	259,802	3,480	1%
Employee Benefits - 410	1,123,630	1,375,356	1,587,596	1,844,322	2,486,360	642,038	26%
Total Salary & Benefits	4,028,139	4,676,089	4,557,453	5,475,080	6,873,743	1,398,663	20%
Services and Supplies							
Professional & Administrative Services - 42	473,556	266,383	270,619	221,032	236,032	15,000	6%
Materials & Supplies - 44	78,537	124,942	89,406	85,500	85,500	-	0%
Total Services and Supplies	552,093	391,324	360,026	306,532	321,532	15,000	5%
Debt Service							
Debit Principal - 48101	-	13,465	-	-	-	-	0%
Debt Interest - 48102	-	5,096	-	-	-	-	0%
Total Capital Outlay	-	18,561	-	-	-	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	12,581	114,002	1,855	9,240	9,240	-	0%
Total Capital Outlay	12,581	114,002	1,855	9,240	9,240	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(362,438)	(420,019)	(490,312)	(627,259)	(700,489)	(73,230)	10%
Legal Charges - 46126	18,196	33,153	15,573	20,000	20,000	-	0%
General Liability Insurance - 46201	184,950	221,822	253,744	256,648	285,561	28,913	10%
Total Indirect Cost Allocations	(159,292)	(165,044)	(220,995)	(350,611)	(394,928)	(44,317)	11%
Total	4,433,521	5,034,933	4,698,338	5,440,241	6,809,587	1,369,346	20%
Asset Seizure-Adjudicated - 225							
Professional & Administrative Services - 42	29,000	16,000	14,000	41,236	41,236	-	0%
Asset Acquisition/Improvement - 47	-	6,348	-	-	-	-	0%
Total	29,000	22,348	14,000	41,236	41,236	-	0%
MEASURE S-2006 FUND - 105							
Salaries & Wages - 401	781,560	554,300	366,297	825,375	542,522	(282,853)	-52%
Overtime - 402	93,701	70,836	20,375	104,174	101,826	(2,348)	-2%
Employee Benefits - 410	628,584	607,718	507,173	688,341	815,038	126,697	16%
Professional & Administrative Services - 42	1,493	809	14	13,300	3,250	(10,050)	-309%
Asset Acquisition/Improvement - 47	31,842	-	-	-	-	-	0%
General Liability Insurance - 46201	52,478	55,484	64,802	66,150	42,242	(23,908)	-57%
Total Measure S-2006 Fund	1,589,658	1,289,148	958,661	1,697,340	1,504,878	(192,462)	-13%
MEASURE S-2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Asset Acquisition/Improvement - 47	59,161	37,269	23,759	23,759	-	(23,759)	-100%
Total Measure S-2014 Fund	59,161	37,269	23,759	23,759	-	(23,759)	-100%
PUBLIC SAFETY AUGMENTATION FUND - 203							
Professional & Administrative Services - 42	-	-	-	20,000	20,000	-	0%
Administrative Debits - 46122	154,595	187,468	273,942	337,376	393,972	56,596	14%
Asset Acquisition/Improvement - 47	-	-	104,350	124,633	131,833	7,200	5%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 51,712	\$ 51,712
Applicant Processing/Recruiting	\$ 16,000		
EBRCSA Contract - Radios (63)	35,712		
42106 Software Maintenance		\$ 29,945	\$ 29,945
Lexipol Daily Training Bulletins	\$ 4,244		
Starchase GPS	14,976		
The Police One Academy Training	6,000		
Vigilant Solutions Software	4,725		
42107 Equipment Maintenance		\$ 35,100	\$ 65,100
Vehicle Maintenance	\$ 19,000		
Vehicle Repairs	41,000		
Vehicle Washing	5,100		
4230X Travel and Training		\$ 75,800	\$ 60,800
Firearms Range Rental	\$ 5,800		
State of CA -- P.O.S.T.	20,000		
42304 Cordico App	15,000		
42304 Officer Wellness Training	20,000		
42401 Memberships		\$ 3,175	\$ 3,175
CA Crime Prevention Officers Assn	\$ 120		
CA Peace Officers Assn.	320		
CA Police Chiefs Assn.	800		
County Police Chiefs' Assn.	1,500		
International Assn. of Police Chiefs	200		
National Assn. of Town Watch	35		
Police Executive Research Forum	200		
42514 Special Department Expense		\$ 25,300	\$ 25,300
Ammunition and firearm repair	\$ 9,800		
Crime Scene Processing/Field Testing Supplies	7,300		
Miscellaneous Supplies	8,200		
Total Professional/Administrative Services			\$ 236,032
44301 Fuel		\$ 73,000	\$ 73,000
44410 Safety Clothing		\$ 12,500	\$ 12,500
Part-time employee uniforms	\$ 3,500		
Protective Vests	9,000		
4710X Equipment		\$ 9,240	\$ 9,240
Ballistic Shield (47105)	\$ 2,500		
Patrol Rifle (47105)	1,840		
Tablets and Docking (47106)	4,900		
MEASURE S-2006 FUND - 105			
42107 Equipment Maintenance		\$ 4,050	\$ -
MDC Repairs	\$ -		
Vehicle Maintenance	0		
Vehicle Repairs	0		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

42510 Software Purchase	\$	6,000	\$	-
Lefta systems subscription	\$	-		

42514 Special Department Expense	\$	3,250	\$	3,250
Gunshot trauma kits	\$	700		
Miscellaneous Supplies		2,550		

Total Professional/Administrative Services \$ 3,250

MEASURE S-2014 FUND - 106

47104 Vehicles	\$	23,759	\$	-
1 Vehicle	\$	-		
1 Vehicle (carryover)		0		

Public Safety Augmentation Fund - 203

42514 Special Department Expense	\$	20,000	\$	20,000
Canine expenses	\$	20,000		

47101 Equipment	\$	124,633	\$	131,833
Axon Body Worn Camera Program	\$	42,412		
EBRCSA Equipment		20,940		
Radio Encryption Equipment (\$4,200 carryover)		68,481		

GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	332,319	411,122	373,109	427,087	479,605	52,518	11%
Overtime - 402	1,989	24,748	23,735	-	53	53	0%
Employee Benefits - 410	163,706	214,557	206,880	242,266	272,169	29,903	11%
Total Salary & Benefits	498,015	650,427	603,724	669,353	751,827	82,474	11%
Services and Supplies							
Professional & Administrative Services - 42	301,293	230,179	197,656	279,685	267,685	(12,000)	-4%
Other Operating Expenses - 43	68,581	83,138	72,554	53,850	53,850	-	0%
Materials & Supplies - 44	10,191	2,432	1,597	1,500	1,500	-	0%
Total Services and Supplies	380,065	315,749	271,808	335,035	323,035	(12,000)	-4%
Capital Outlay							
Asset Acquisition/Improvement - 47	729	2,803	1,693	60,141	20,400	(39,741)	-195%
Total Capital Outlay	729	2,803	1,693	60,141	20,400	(39,741)	-195%
Indirect Cost Allocations							
IS Charges - 46124	217,906	422,288	257,660	439,297	422,555	(16,741)	-4%
General Liability Insurance - 46201	21,994	25,510	35,866	30,393	31,445	1,052	3%
Total Indirect Cost Allocations	239,900	447,798	293,526	469,690	454,000	(15,689)	-3%
Total	1,118,708	1,416,777	1,170,751	1,534,219	1,549,262	15,044	1%

MEASURE S-2006 FUND - 105

Professional & Administrative Services - 42	330,507	0	-	0	0	-	0%
Total Measure S-2006 Fund	330,507	-	-	-	-	-	0%

MEASURE S-2014 FUND - 106

Salaries & Wages - 401	84,448	91,078	69,648	92,535	102,182	9,647	9%
Employee Benefits - 410	11,878	13,473	12,870	15,912	17,450	1,538	9%
Professional & Administrative Services - 42	49	0	-	1	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	4,315	5,033	6,950	6,095	6,227	132	2%
	100,690	109,585	89,468	114,543	125,859	11,317	9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 163,530	\$ 143,530
Children's interview center	\$ 3,500		
Contra Costa County Jail fees	49,600		
County Crime Lab Services	58,000		
EBCRSA Contract - radios (5)	2,880		
Family Justice Center	500		
Miscellaneous Professional Services	4,050		
SART Exams	5,000		
Video Surveillance System	20,000		
42106 Software Maintenance		\$ 8,000	\$ 16,000
CAD/RMS	\$ 8,000		
In-time Scheduling System	8,000		
42107 Equipment Maintenance		\$ 7,050	\$ 7,050
Crime prevention vehicle maintenance	\$ 1,000		
Radio Repairs	250		
Vehicle Maintenance	4,000		
Vehicle Repairs	1,500		
Vehicle Washing	300		
42108 Maintenance Structure/Imp		\$ 23,065	\$ 23,445
Bldg. Maintenance	\$ 1,075		
Elevator Service (NEC)	650		
Fire Extinguisher Replacement	380		
HVAC Maintenance (City Mechanical)	1,850		
Janitorial Service (UBS)	17,365		
Janitorial Supplies (UBS)	1,700		
Pest control (Western Exterminator)	425		
42201 Office Expense		\$ 44,520	\$ 44,520
CERT Program Supplies	\$ 20,000		
Community outreach office expenses	5,000		
Copier Supplies	500		
Office Supplies	12,720		
Postage & Equipment (Pitney)	3,000		
Printing Services (Concord)	800		
Printing Services (Eagle)	2,500		
42301 Travel and Training		\$ 10,100	\$ 10,100
Conferences (CALNENA)	\$1,000		
Meetings	500		
Non-POST training	5,600		
POST training	3,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

42401 Memberships		\$ 420	\$ 420
C.A.P.E.	\$ 45		
California Criminal Justice	75		
CLEARs	50		
IAPE	50		
Nat'l Emergency Number Assn	200		
42501 Bank Fees		\$ 1,000	\$ 1,000
42514 Special Department Expense		\$ 22,000	\$ 21,620
Community outreach promotional items	\$ 5,000		
Crime scene supplies	5,700		
GSR processing	5,335		
Lab supplies, mandated processing material	375		
Misc. special department expenses	4,710		
Photographic supplies	500		
Total Professional/Administrative Fees			\$ 267,685
4310X Utilities		\$ 53,850	\$ 53,850
Electricity & Gas (PG&E)	\$ 48,000		
Water (EBMUD)	3,800		
Cable	2,050		
44301 Fuel		\$ -	\$ -
44410 Safety Clothing		\$ 1,500	\$ 1,500
Aramark Uniform Service			
4710X Equipment		\$ 60,141	\$ 20,400
Alex Clark Room Transformation	\$ 20,000		
Fax Machine	400		
MEASURE S-2006 FUND - 105			
42105 Network Maintenance		\$ 330,510	\$ -
CAD/RMS City of San Pablo	\$ -		

GENERAL FUND - 100

POLICE DISPATCH WEST BAY COMMUNICATIONS CENTER - 223

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	1,058,072	1,241,680	987,897	1,213,601	1,365,017	151,416	11%
Overtime - 402	353,989	293,456	128,737	147,545	133,659	(13,886)	-10%
Employee Benefits - 410	506,220	560,599	500,505	568,103	737,462	169,359	23%
Total Salary & Benefits	1,918,281	2,095,735	1,617,139	1,929,249	2,236,138	306,889	14%
Services and Supplies							
Professional & Administrative Services - 42	80,882	20,084	15,475	62,721	66,795	4,074	6%
Other Operating Expenses - 43	13,403	16,145	14,189	10,400	10,400	-	0%
Materials & Supplies - 44	248	-	-				
Total Services and Supplies	94,532	36,228	29,664	73,121	77,195	4,074	5%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	22,066	15,511	15,324	-	(15,324)	#DIV/0!
Total Capital Outlay	-	22,066	15,511	15,324	-	(15,324)	#DIV/0!
Indirect Cost Allocations							
Administrative Debits - 46122	94,093	105,494	93,079	126,652	136,818	10,166	7%
IS Charges - 46124	33,835	42,960	37,548	76,746	71,919	(4,827)	-7%
Legal Charges - 46126	861	-	-	-	-		
General Liability Insurance - 46201	73,512	77,085	91,753	94,110	96,362	2,252	2%
Total Indirect Cost Allocations	202,301	225,540	222,379	297,508	305,099	7,591	2%
Total	2,215,114	2,379,569	1,884,693	2,315,202	2,618,432	303,230	12%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 9,645	\$ 9,645
800 MHz radio system maintenance	\$ 4,265		
EBCRSA Contract - 5 radios	2,880		
Language Interpretation Services	2,500		
42105 Network Maintenance		\$ 11,926	\$ 16,000
CAD/RMS (<i>City of San Pablo</i>)	\$ 16,000		
42106 Software Maintenance		\$ 12,000	\$ 12,000
CAD/RMS	\$ 12,000		
42107 Equipment Maintenance		\$ 9,000	\$ 9,000
Dispatch headset/cord replacement	\$ 1,265		
General equipment maintenance	2,735		
Stancil maintenance	5,000		
42108 Maintenance Structure/Imp		\$ 6,500	\$ 6,500
Elevator Service	\$ 127		
HVAC Maintenance	241		
Janitorial Services	5,318		
Janitorial Supplies	757		
Pest Control Service	56		
42201 Office Expense		\$ 2,000	\$ 2,000
General Office Supplies	\$ 2,000		
4230X Travel and Training		\$ 10,000	\$ 10,000
Non-POST training	\$1,500		
Meetings associated with dispatch function	500		
Conference attendance for APCO, PSAP, CLEWOA	1,000		
POST training	3,000		
Dispatcher Training	4,000		
42401 Memberships		\$ 150	\$ 150
WBCC portion of costs for APCO and CLEWOA participation.	\$ 150		
42514 Special Department Expense		\$ 1,500	\$ 1,500
DOJ fingerprints and background investigations on applicants.	\$ 1,500		
Total Professional/Administrative Services		\$	66,795
4310X Utilities		\$ 10,400	\$ 10,400
43103 Electricity & Gas (PG&E)	\$ 9,500		
43102 Water (EBMUD)	800		
43105 Cable	100		
47107 Furniture		\$ 15,324	\$ -
Dispatch Chair Replacement	\$ 15,324		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

**TRAFFIC SAFETY FUND - 205
POLICE GRANTS PROGRAM - 227**

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel						\$ Change	% Change
Salaries & Wages - 401	7,899	8,526	6,311	8,060	8,320	260	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits- 410	877	1,021	1,028	1,162	1,171	9	0%
Total Salary & Benefits	8,776	9,547	7,339	9,222	9,491	269	0%
Services and Supplies							
Professional & Administrative Services - 42	0	-	3,000	4,300	4,300	-	0%
Total Services and Supplies	0	-	3,000	4,300	4,300	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	7,500	7,500	-	0%
Total Capital Outlay	-	-	-	7,500	7,500	-	0%
Indirect Cost Allocations							
General Liability Insurance- 46201	443	481	689	573	545	(28)	0%
Total Indirect Cost Allocations	443	481	689	573	545	(28)	0%
Total	9,219	10,028	11,028	21,595	21,836	241	0%

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND - 206

Administrative Debits - 46122	113,750	127,057	123,292	163,232	169,699	6,467	4%
Asset Acquisition/Improvement - 47	-	-	120,313	176,632	125,000	(51,632)	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
TRAFFIC SAFETY FUND - 205		
42107 Equipment Maintenance	\$ 2,000	\$ 2,000
Lidar repair & Supplies	\$ 2,000	
42514 Special Department Expense	\$ 2,300	\$ 2,300
Citation printing	\$ 2,300	
Total Professional/Administrative Services	\$ 4,300	
47101 Equipment	\$ 7,500	\$ 7,500
Repair/Replace Traffic Cameras	\$ 7,500	
SUPPLEMENTAL LAW ENFORCEMENT SERVICE FUND - 206		
4710X EQUIPMENT	\$ 46,632	\$ 30,000
47101 Drone Program (carryover)	\$ 30,000	
47104 VEHICLES	\$ 130,000	\$ 95,000
Replace 1 vehicle per year	\$ 95,000	

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FIRE

The City of Pinole Fire Department provided fire protection and emergency medical services to the community for many decades. The department partnered through automatic aid with the Contra Costa County Fire Protection District (CCCYPD) and the Rodeo-Hercules Fire Protection District (RHFPD) to function as a battalion serving this region. CCCYPD Dispatch coordinated the three agencies' responses to incidents in the area.

After many years of considering different service models, in October 2022, the City entered into a five-year agreement with CCCYPD through which CCCYPD would provide fire protection and emergency medical services in Pinole beginning on March 1, 2023 by operating Pinole Fire Station 73 (downtown) and Fire Station 74 (in Pinole Valley). This arrangement is made possible by the County's contribution of \$2 million annually from Measure X proceeds.

Pinole residents and businesses can receive emergency assistance as before by dialing 9-1-1.

Residents and businesses can get additional information about fire and emergency medical services from CCCYPD using the contact information below.

Contra Costa County Fire Protection District
Administrative Offices
4005 Port Chicago Highway, Suite 250
Concord, CA 94520
General Phone: (925) 941-3300
General Email: info@cccypd.org
Website: www.cccypd.org

The City continues to be responsible for wildfire mitigation on City-owned property and Code Enforcement of City requirements regarding defensible space and weed abatement.

The Fire Department budget for FY 2022/23 and prior years is not directly comparable to the amount budgeted for FY 2023/24 and beyond because certain costs that we previously accounted for in the Fire Department budget, such as wildfire mitigation on City-owned property, have been moved to other City departments.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Fire

FIRE BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	3,992,507	5,045,833	3,141,243	3,867,477	4,028,531	161,054	4%
Measure S 2006 - 105	682,546	899,363	566,590	780,955	1,124,212	343,257	31%
Measure S 2014 - 106	425,909	741,990	739,538	948,303	1,280,718	332,415	26%
Total	5,100,962	6,687,185	4,447,371	5,596,735	6,433,461	836,726	13%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	1,998,936	1,856,856	41,953	0	0	-	-100%
Overtime - 402	561,654	275,285	-	-	-	-	-100%
Employee Benefits - 410	1,363,515	1,555,457	323,352	0	478,410	478,410	-100%
Total Personnel	3,924,105	3,687,598	365,304	-	478,410	478,410	-100%
Services and Supplies							
Professional & Administrative Services - 42	770,085	2,551,609	3,949,341	5,489,609	5,866,210	376,601	6%
Other Operating Expenses - 43	74,494	87,092	75,633	50,500	80,500	30,000	37%
Materials & Supplies - 44	90,699	70,823	1,137	-	-	-	-100%
Total Services and Supplies	935,278	2,709,524	4,026,112	5,540,109	5,946,710	406,601	7%
Capital Outlay							
Asset Acquisition/Improvement - 47	6,614	10,782	43,723	46,626	-	(46,626)	-100%
Total Capital Outlay	6,614	10,782	43,723	46,626	-	(46,626)	-100%
Debt Service							
Debt Principal and interest - 48	-	-	-	-	-	-	0%
Total Debt Service	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	-	-	-	-	-	-	0%
Administrative Debits - 46	-	-	-	-	-	-	0%
IS Charges - 46	70,056	80,303	8,545	-	3,341	3,341	-100%
Legal Charges - 46	17,659	31,196	3,687	10,000	5,000	(5,000)	-100%
General Liability Insurance - 46	147,249	167,783	-	-	-	-	-100%
Total Indirect Cost Allocations	234,965	279,281	12,232	10,000	8,341	(1,659)	-20%
Total	5,100,962	6,687,185	4,447,371	5,596,735	6,433,461	836,726	13%
EXPENDITURES BY PROGRAM							
Fire Operations - 231	5,100,962	6,687,185	4,447,371	5,596,735	6,433,461	836,726	13%
Total	5,100,962	6,687,185	4,447,371	5,596,735	6,433,461	836,726	13%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Fire

GENERAL FUND - 100
FIRE OPERATIONS - 231

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	1,421,536	1,319,452	-	-	-	-	-100%
Overtime - 402	508,715	238,467	-	-	-	-	-100%
Employee Benefits - 410	955,330	1,076,139	312,690	-	478,410	478,410	100%
Total Salary & Benefits	2,885,581	2,634,058	312,690	-	478,410	478,410	100%
Services and Supplies							
Professional & Administrative Services - 42	735,261	2,013,959	2,695,748	3,760,351	3,461,280	(299,071)	-9%
Other Operating Expenses -43	74,494	87,092	75,633	50,500	80,500	30,000	0%
Materials & Supplies - 44	90,619	70,444	1,137	-	-	-	0%
Total Services and Supplies	900,373	2,171,495	2,772,518	3,810,851	3,541,780	(269,071)	-8%
Capital Outlay							
Asset Acquisition/Improvement - 47	6,614	868	43,803	46,626	-	(46,626)	-100%
Total Capital Outlay	6,614	868	43,803	46,626	-	(46,626)	0%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	70,056	80,303	8,545	-	3,341	3,341	0%
Legal Services - 46126	17,659	31,196	3,687	10,000	5,000	(5,000)	-100%
General Liability Insurance - 46201	112,223	127,913	-	-	-	-	0%
Total Indirect Cost Allocations	199,938	239,412	12,232	10,000	8,341	(1,659)	-20%
Total	3,992,507	5,045,833	3,141,243	3,867,477	4,028,531	161,054	4%
MEASURE S-2006 FUND - 105							
Salaries & Wages - 401	365,689	317,625	265	-	-	-	0%
Overtime - 402	52,939	36,818	-	-	-	-	0%
Employee Benefits - 410	221,787	251,539	177	-	-	-	0%
Professional & Administrative Services - 42	19,821	259,950	566,227	780,955	1,124,212	343,257	0%
Materials & Supplies - 44	80	-	-	-	-	-	0%
Asset Acquisition/Improvement - 47	-	7,718	(80)	-	-	-	0%
General Liability Insurance - 46201	22,230	25,712	-	-	-	-	0%
Total	682,546	899,363	566,590	780,955	1,124,212	343,257	31%
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	211,711	219,779	41,688	-	-	-	0%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	186,398	227,779	10,484	-	-	-	0%
Professional & Administrative Services - 42	15,004	277,700	687,367	948,303	1,280,718	332,415	0%
Materials & Supplies - 44	-	379	-	-	-	-	0%
Asset Acquisition/Improvement - 47	-	2,196	-	-	-	-	0%
General Liability Insurance - 46201	12,796	14,157	-	-	-	-	0%
Total	425,909	741,990	739,538	948,303	1,280,718	332,415	26%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 3,660,601	\$ 3,321,280
CCFPD Fire Services Contract	\$ 3,321,280		
42107 Equipment Maintenance		\$ 24,750	\$ -
Apparatus Maintenance	-		
42108 Maintenance Structure/Imp		\$ -	\$ 20,000
Building Maintenance	\$ 20,000		
42512 Weed Abatement		\$ 75,000	\$ 120,000
Fire trail maintenance and fuel mitigation	\$ 120,000		
Total Professional/Administrative Services			\$ 3,461,280
4310X Utilities		\$ 50,500	\$ 80,500
43103 PG&E	\$ 65,000		
43102 EBMUD	15,000		
43101 Comcast	500		
43101 Telephone	-		
MEASURE S-2006 FUND - 105			
42101 Professional Services		\$ 780,955	\$ 1,124,212
CCCFPD Fire Services Contract	\$ 1,124,212		
Total Professional/Administrative Services			\$ 1,124,212
MEASURE S-2014 FUND - 106			
42101 Professional Services		\$ 948,303	\$ 1,280,718
CCCFPD Fire Services Contract	\$ 1,280,718		
Total Professional/Administrative Services			\$ 1,280,718

PUBLIC WORKS

The Public Works Department is comprised of the following divisions:

- Administration and Engineering
- Road Maintenance
- Facility Maintenance
- Park Maintenance
- Storm Water
- Environmental Services
- Water Pollution Control Plant (also referred to as the Wastewater Treatment Plant (WWTP))
- Sewer Collection
- Landscape and Lighting Assessment District
- Real Estate and Property Management
- Fleet Management

Mission

The Public Works Department designs, constructs, and maintains the City's capital assets, operates the wastewater collection system and treatment plant, and manages the City's properties and fleet. Capital assets include roads and bridges, parks and open space, city vehicles and equipment, street and traffic lights, and buildings and structures.

Major Services and Functions

The Administration and Engineering Division provides leadership and support to oversee the operations and maintenance of infrastructure. The division develops the City's Capital Improvement Plan (CIP) and oversees the construction of capital projects, which are performed by private construction companies. Staff in this division also serves as the City Engineer and City Surveyor for development projects.

The Road Maintenance Division protects, repairs, and maintains the City road infrastructure network, which includes pavement, medians, street trees, landscaping, traffic signs, pavement markings, streetlights, curbs, and sidewalks. This division performs light maintenance of streets, including pothole repair, patch paving, and crack sealing. Heavy duty maintenance is performed by private contractors as capital projects. The City has an agreement with the County through which the County maintains the traffic signals in the City.

The Facility Maintenance Division maintains all of the actively used buildings and properties owned by the City. Building maintenance includes landscape maintenance, janitorial service, maintenance of heating and ventilation systems, maintenance of all mechanical aspects of the buildings, general building maintenance, and making improvements as needed.

The Park Maintenance Division is responsible for maintaining 428.56 acres of park area contained within the City's 15 parks. Park spaces provide a variety of outdoor venues that include the swimming pool, skate park, soccer fields, baseball diamonds, neighborhood play areas, dog park, creek path, and park pedestrian bridges. Maintenance includes all work necessary to keep the public park areas safe, clean, and operating efficiently, including maintaining park structures, landscaping, lighting, play equipment, parking areas, and irrigation systems.

The Storm Water Division operates the City's storm water collection system, which consists of a network of pipes, manholes, and inlets, and operates programs to reduce the intrusion of pollution into the storm water system. The Regional Water Quality Control Board regulates storm water discharges from municipal storm drains under the National Pollutant Discharge Elimination System (NPDES) program and issued a NPDES permit in November 2016 to the region. The City of Pinole works with the Contra Costa Clean Water Program (CCCWP) for regional permit administration. This program is funded by the stormwater benefit assessment. The Equivalent Runoff cost associated with the implementation of this program for 2023/24 remains at \$35. Assessment fees are collected as part of annual property tax collection. The City of Pinole implements street sweeping, storm drain cleaning, and maintenance to protect the cleanliness of stormwater.

The Environmental Services Division encourages and promotes recycling, source reduction, and reuse in accordance with the mandates of the California Integrated Waste Management Act of 1989 (Assembly Bill 939). The City of Pinole, in partnership with the Cities of Hercules, El Cerrito, San Pablo, Richmond, and unincorporated areas of West County, participate in a joint powers authority known as West Contra Costa Integrated Waste Management Authority (WCCIWMA), also known as RecycleMore. The City of Pinole partners with the City's franchise waste management company, Republic Services, to meet its obligations under the Waste Reduction Program. Under the arrangement, the City is responsible for overseeing Republic's contract provision of solid waste collection to Pinole residents and businesses, RecycleMore is responsible for waste reduction education, household hazardous waste collection events, and some compliance reporting on behalf of the City; and Republic Services is responsible for actual collections, processing, and disposal at landfill. The City receives funding for waste reduction activities. The Environmental services division coordinated efforts with local community groups (i.e., Friends of the Pinole Creek and Earth Team and PVHS Ocean conservation club) and provides support for community cleanup events.

The Water Pollution Control Plant (WPCP) Division is responsible for the operation of the Pinole-Hercules Water Pollution Control Plant. The WPCP, also referred to as the wastewater treatment plant, treats the wastewater of most of the City of Pinole and the City of Hercules. The treated effluent is discharged into San Pablo Bay and must meet certain water quality standards. The City completed a significant project to upgrade the WPCP in 2020. The WPCP is jointly owned by the City of Pinole and the City of Hercules.

The Sewer Collection Division operates the wastewater (sewer) collection system, which is a network of pipes that transports wastewater from its point of origin at residences and businesses throughout most of the City to the WPCP. The City of Pinole is only responsible for the operation of the wastewater collection system that serves the City of Pinole. Hercules is responsible for the operation of the wastewater collection system that serves the City of Hercules.

The Landscape and Lighting Assessment District (LLAD) services the City's one LLAD, which is composed of two zones that cover sections of Pinole Valley Road. The LLAD was formed by a vote of the property owners. Property owners are charged (assessed) a fee each year to raise funding for the operation, maintenance, and renewal of capital infrastructure in the LLAD.

The Real Estate and Property Management Division is a new division formed in FY 2021/22 to centralize responsibility for management of the City's real estate holdings. The City owns a number of properties on which City buildings, parks, parking lots, and open space are located. The City is in the process of cataloging and assessing the condition of its real property holdings such that it can perform thoughtful long-term planning for and management of these assets.

The Fleet Management Division is a new division formed in FY 2021/22 to centralize responsibility for the City's vehicle fleet and major pieces of equipment.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Made numerous physical and process upgrades at the WWTP, including automated chemical dosing, upgraded the programming of the blower air delivery system, and applied epoxy coating to underground access channels at the headworks to protect concrete from hydrogen sulfide damage
- Wrote a standard operating procedure for storm events to improve operations during high flows
- Worked with Human Resources to implement the results of the WWTP Salary Survey
- Implemented an in-house program to complete infrastructure assessment of the wastewater collection system
- Issued tablets to PW Maintenance Supervisors and issued SMART phone to all of PW Maintenance and Operation for interface with Beehive and to streamline service requests.
- Hired new pool maintenance contractor.
- Provided Pinole Residents with 60 tons of sand and sand bags for winter storms.
- Refreshed 6,100 feet of red curb, Placed 10 tons of asphalt, Crack sealed approximately 2,000 feet of road surface, Refreshed 4 stop bars and legends.
- Terminated about 30 unused irrigation water connections.

- Implemented non-capital recommendations of the Beautification Ad Hoc Subcommittee (education and awareness campaign, art program, and community clean up events) – Installed new trash bin near Sarah drive trail connector adjacent to the bridge.
- Continued work on a pilot project to install high-capacity solar trash bins at two select locations
- Provided interim traffic control devices and continuing to work with Pinole Middle school for permanent improvements on Mann Drive
- Continuing to work with St. Joseph's school for improvements at Plum and Pear
- Completed renovations of Fire Station 74
- Completed barricade removal at Galbreth Road for fire access
- Achieved 100% compliance to AB 1826 (Commercial Organics Recycling) for City of Pinole.
- Achieved 100% compliance of organics waste collection per SB 1383 for Pinole.
- Reconvened and supported the Traffic and Pedestrian Safety Committee
- Completed Pavement Condition Report
- Installed lights in the street trees in Old Town for the 2022 holiday season and installed holiday road swags

Strategic Plan Strategies

- Completed the Strategic Plan strategy of conducting asset condition assessments of some City capital asset types, including the Sanitary Sewer Master Plan (Goal 1, Strategy 1) (CIP Project)

Capital Improvement Plan (CIP) Projects

- Completed and adopted Local Road Safety Plan
- Completed the Sanitary Sewer Management Plan
- Completed digester cleaning and repairs for Digester's #1 and #3
- Completed construction of the Women's Locker Room
- Replace or upgrade playground surface areas at Fernandez Park and Pinole Valley Park – Pinole Valley Park resurfaced. Fernandez Park resurfacing will be completed by end of this FY.
- Continued pedestrian improvement project at railroad crossing at Tennent Ave, successful in obtaining OBAG3 grant of \$1.02m for the project.
- Completed replacement of Diesel Tank at Water Pollution Control Plant
- Continued work on replacement of Air release valve
- Continued working on Sanitary Sewer Rehabilitation – Design contract awarded
- Continued design work for Senior Center Auxiliary parking lot
- Advanced the San Pablo Avenue bridge project

Other Council-Directed Special Projects

- Continued disposal and/or visioning for surplus City property

- Continued engagement for “Community Corner”
- Conducted research on a potential citywide project labor agreement (PLA)

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Fill an Associate Engineer and a Public Works Specialist position
- Perform litter awareness outreach and education, identify high trash areas and facilitate interventions with the help from community groups.
- Begin work on successor waste collection franchise agreement

Capital Improvement Plan (CIP) Projects

- Complete Active Transportation Plan
- Safety Improvements at Appian and Marlesta
- Appian Way complete streets
- Arterial Rehabilitation
- Pinole Valley road Improvements
- Brandt Street improvements
- Electric Vehicle charging station
- Hazel Street stormwater improvements
- Sanitary Sewer Rehabilitation
- Senior Center Auxiliary parking lot
- Design and construction of Bay Trail Gap closure - Pedestrian improvements at Railroad crossing at Tennent Ave
- Recycled water feasibility assessment
- Municipal broadband feasibility assessment
- Effluent Outfall
- Secondary Clarifier - Center Column Rehabilitation
- Complete preliminary design work and environmental review for San Pablo Ave replacement bridge
- Complete traffic safety improvements at various intersections
- Perform energy efficiency, generation, and storage assessments for all City facilities

Other Council-Directed Special Projects

- Disposal and/or visioning for surplus City property
- Research on a potential citywide project labor agreement (PLA)

Significant Special Projects for FY 2025/26 through FY 2028/29

- Complete work on successor waste collection franchise agreement
- Continue through to completion the San Pablo Avenue Bridge Replacement

- Provide strategic planning of sewer collection system improvements
- Seek funding opportunities for pavement maintenance and restoration
- Prepare a storm drainage master plan to analyze the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance
- Try new road treatment techniques, such as cape seals, which have a longer useful life as compared to traditional slurry seals
- Integrate facilities into the asset management software to accurately identify cost associated to maintain each facility
- Use Beehive to document and schedule work orders
- Prepare for our next NPDES permit process
- Perform follow-up assessment of trash management efforts

Major Changes in FY 2024/25 Budget

The Public Works Department budget for FY 2022/23 includes a number of changes relative to the FY 2021/22 budget, particularly regarding positions. The FY 2022/23 budget includes a new Associate Civil Engineer position and an additional Public Works Specialist position, both to accelerate the completion of capital projects. The budget also includes a new Development Services Technician position, which will be shared with Community Development, to manage GIS, record keeping, digitizing and update of public works applications, manage and update website information, and perform computer-aided design work.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Public Works Director	0.00	0.00	1.00	1.00	1.00
Development Services Director/City Engineer	0.50	1.00	0.00	0.00	0.00
Senior Project Manager	1.00	1.00	0.00	0.00	0.00
Capital Improvement and Environmental Program Manager	0.00	0.00	1.00	1.00	1.00
Associate Civil Engineer	0.00	0.00	1.00	1.00	1.00
Public Works Specialist	1.00	1.00	2.00	2.00	2.00
Management Analyst	0.00	1.00	1.00	1.00	1.00
Administrative Coordinator	0.00	0.00	0.50	.50	0.00
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	3.00	3.00	3.00	3.00
Public Works Maintenance Workers	7.00	8.00	8.00	8.00	8.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
WPCP Operations Supervisor	1.00	1.00	1.00	1.00	1.00
WPCP Senior Operator	0.00	0.00	1.00	1.00	1.00
WPCP Operator	5.00	5.00	4.00	4.00	4.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
WPCP Maintenance Mechanic	1.00	2.00	2.00	2.00	2.00
WPCP Intern	0.48	0.48	0.48	0.48	0.48
Total	23.23	27.73	30.23	30.23	29.73

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

PUBLIC WORKS BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	1,111,016	1,503,855	1,258,714	2,694,095	2,399,624	(294,470)	-12%
Measure S 2014 - 105	-	-	-	-	3,280,000	3,280,000	100%
Measure S 2014 - 106	764,039	656,200	1,707,994	7,021,751	4,697,132	(2,324,619)	-49%
Equipment Reserve Fund - 160	104,242	39,434	-	200,000	200,000	-	0%
Gas Tax Fund - 200	489,964	523,854	436,051	1,980,986	2,201,572	220,586	10%
Restricted Real Estate Maintenance Fund - 201	19,478	17,110	10,410	26,000	26,000	-	0%
Traffic Safety Fund - 205	-	-	-	35,000	35,000	-	0%
Stormwater Fund - 207	297,082	293,563	290,294	374,769	378,966	4,197	1%
AB939 Refuse Management Fund - 213	106,591	122,104	102,211	174,358	186,658	12,300	7%
Solid Waste Fund - 214	194,241	195,954	73,476	589,381	174,379	(415,002)	-238%
Measure J Fund - 215	129,061	273,454	432,622	1,023,719	1,708,207	684,488	40%
Parkland Dedication Fund - 275	-	-	-	-	-	-	0%
Growth Impact Fund - 276	-	-	55,083	1,348,000	1,623,000	275,000	17%
Lighting and Landscaping District - 310	42,611	46,684	21,054	85,175	85,175	-	0%
PV Park Caretaker Fund - 317	656	-	-	15,002	14,893	(109)	-1%
Public Facilities Fund - 324	-	-	-	70,000	70,000	-	0%
City Streets Improvement Fund - 325	569,001	182,662	179,322	2,232,004	3,687,304	1,455,300	39%
Park Grants (Measure WW) - 327	-	193,383	183	-	-	-	-100%
Arterial Street Rehabilitation - 377	1,029,962	80,213	8,066	758,624	895,000	136,376	15%
Sewer Enterprise Fund - 500	6,611,272	5,683,481	4,904,487	24,185,339	37,760,374	13,575,035	36%
Sewer Enterprise Plant Expansion - 503	709,900	646,924	-	-	-	-	0%
Total	12,179,116	10,458,875	9,479,967	42,814,202	59,423,284	16,609,082	28%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	2,144,445	2,748,180	2,205,061	3,168,561	3,433,975	265,414	8%
Overtime - 402	54,995	63,493	32,808	40,856	40,220	(636)	-2%
Employee Benefits - 410	1,690,789	477,632	1,196,685	1,560,905	1,844,295	283,390	15%
Total Personnel	3,890,229	3,289,306	3,434,554	4,770,322	5,318,490	548,168	10%
Services and Supplies							
Professional & Administrative Services - 42	944,403	1,225,737	883,487	3,402,963	2,536,988	(865,975)	-34%
Other Operating Expenses - 43	1,204,272	1,259,423	951,833	1,087,717	1,162,717	75,000	6%
Materials & Supplies - 44	1,041,431	1,205,184	807,671	1,607,500	1,694,500	87,000	5%
Total Services and Supplies	3,190,105	3,690,345	2,642,991	6,098,180	5,394,205	(703,975)	-13%
Capital Outlay							
Asset Acquisition/Improvement - 47	3,258,344	1,828,080	2,209,816	29,446,336	46,243,115	16,796,779	36%
Total Capital Outlay	3,258,344	1,828,080	2,209,816	29,446,336	46,243,115	16,796,779	36%
Indirect Cost Allocations							
Administrative Credits - 46	(1,385,631)	(1,489,014)	(1,262,280)	(2,059,437)	(2,143,939)	(84,502)	4%
Administrative Debits - 46	1,647,526	1,801,323	1,462,204	2,359,119	2,408,904	49,785	2%
IS Charges - 46	107,182	167,432	191,930	300,820	300,880	60	0%
Legal Charges - 46	147,172	42,144	20,691	63,600	63,600	-	0%
General Liability Insurance - 46	151,390	188,395	261,769	227,786	226,461	(1,325)	-1%
Total Indirect Cost Allocations	667,639	710,279	674,314	891,888	855,906	(35,982)	-4%
Debt Service							
Debt Principal - 48101	-	-	347,000	1,037,932	1,064,678	26,746	3%
Debt Interest - 48102	596,719	576,372	171,292	569,544	546,890	(22,654)	-4%
Total Debt Service	596,719	576,372	518,292	1,607,476	1,611,568	4,092	0%
Depreciation							
Depreciation Expense - 47401	576,080	364,494	-	-	-	-	0%
Total Depreciation	576,080	364,494	-	-	-	-	0%
Total	12,179,116	10,458,875	9,479,967	42,814,202	59,423,284	16,609,082	28%
EXPENDITURES BY PROGRAM							
Administration & Engineering - 341	408,471	619,060	506,705	1,243,373	1,056,895	(186,478)	-18%
Road maintenance - 342	2,623,651	1,382,361	1,718,448	7,791,975	11,713,280	3,921,305	33%
Facility Maintenance - 343	924,137	897,725	891,746	5,248,628	5,145,788	(102,840)	-2%
NPDES Storm Water - 344	315,373	296,190	690,418	1,751,174	1,879,007	127,833	7%
Park Maintenance - 345	386,548	764,347	644,898	1,734,181	996,107	(738,074)	-74%
Waste Reduction - 346	106,591	122,104	102,211	174,358	186,658	12,300	7%
Pinole Valley Lighting & Landscaping 347-348	42,611	46,684	21,054	85,175	85,175	-	0%
Sewer Treatment Plant - 641	4,718,679	3,774,932	3,283,525	9,791,938	11,902,136	2,110,198	18%
Sewer Collection - 642	1,346,437	1,332,177	1,102,670	13,385,925	24,761,670	11,375,745	46%
Sewer Projects -Shared - 643	709,900	646,924	-	-	85,000	85,000	100%
WPCP/Equipment & Debt Svc. (Pinole Only) - 644	596,719	576,372	518,292	1,607,476	1,611,568	4,092	0%
Total	12,179,116	10,458,875	9,479,967	42,814,202	59,423,284	16,609,082	28%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

GENERAL FUND - 100
PUBLIC WORKS - ADMINISTRATION & ENGINEERING - 341

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salary & Wages - 401	375,600	464,788	438,605	751,127	808,271	57,144	7%
Overtime - 402	9,756	4,195	125	123	87	(36)	-41%
Employee Benefits - 410	148,234	171,162	146,688	245,592	260,776	15,184	6%
Total Salary & Benefits	533,590	640,145	585,418	996,842	1,069,134	72,292	7%
Services and Supplies							
Professional & Administrative Services - 42	140,749	92,172	31,883	49,625	56,625	7,000	12%
Materials & Supplies - 44	-	32	-	-	-	-	0%
Total Services and Supplies	140,749	92,204	31,883	49,625	56,625	7,000	12%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,611	542	-	252,500	252,500	-	0%
Total Capital Outlay	2,611	542	-	252,500	252,500	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(562,730)	(491,909)	(465,792)	(903,763)	(960,969)	(57,206)	6%
Admin Debits - 46122	6,949	7,707	10,445	12,361	-	(12,361)	#DIV/0!
IS Charges - 46124	53,035	90,999	117,089	159,987	139,655	(20,331)	-15%
Legal Charges - 46126	15,300	25,417	15,143	8,000	8,000	-	0%
General Liability Insurance - 46201	29,902	43,881	63,746	53,462	52,640	(822)	-2%
Total Indirect Cost Allocations	(457,544)	(323,904)	(259,369)	(669,953)	(760,674)	(90,720)	12%
Total	219,407	408,987	357,932	629,014	617,585	(11,428)	-2%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	10,209	16,560	223,375	75,000	(148,375)	-198%
Administrative Debits - 46122	70,077	60,360	37,261	150,317	159,250	8,933	6%
Total Measure S - 2014 Fund - 106	70,077	70,569	53,821	373,692	234,250	(139,442)	-60%
EQUIPMENT RESERVE FUND - 160							
Asset Acquisition/Improvement - 47	-	-	-	45,201	-	(45,201)	-100%
Total Equipment Reserve Fund - 160	-	-	-	45,201	-	(45,201)	-100%
GAS TAX FUND - 200							
Professional & Administrative Services - 42	-	2,064	-	-	-	-	0%
Asset Acquisition/Improvement - 47	-	2,825	-	-	-	-	0%
Total Gas Tax Fund - 200	-	4,889	-	-	-	-	0%
MEASURE J FUND - 215							
Other Operating Expenses - 43	4,915	2,780	1,113	4,400	4,400	-	0%
Administrative Debits - 46122	114,073	131,835	93,840	191,066	200,660	9,594	5%
Total Measure J Fund - 215	118,988	134,615	94,952	195,466	205,060	9,594	5%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 10,000	\$ 25,000
General engineering services	\$ 25,000		
42103 Temporary Services		\$ -	\$ -
Temporary Services	\$ -		
42107 Equipment Maintenance		\$ 1,000	\$ 3,000
Maintenance of office equipment.	\$ 3,000		
42201 Office Expense		\$ 2,500	\$ 2,500
General office supplies	\$ 2,500		
4230X Travel and Training		\$ 6,750	\$ 6,750
Conference Registration	\$ 3,000		
Mileage Air & Hotel	3,000		
Meal Allowance	750		
42401 Memberships		\$ 1,200	\$ 1,200
American Public Works Association (APWA)	\$ 225		
Professional License Renewal	975		
42506 Bonds		\$ 175	\$ 175
	\$ 175		
42510 Software Purchase		\$ 28,000	\$ 18,000
Beehive (40%)	\$ 8,000		
ArcGIS	2,500		
CAD+Misc	2,500		
GoGov or Similar	5,000		
Total Professional/Administrative Services		\$ 56,625	
47103 Furniture		\$ 2,500	\$ 2,500
Furniture	\$ 2,500		
4720X		\$ 250,000	\$ 250,000
47201 Weatherization/Energy Efficient program	\$ 250,000		
Measure S-2014 Fund - 106			
42101 Professional Services		\$ 223,375	\$ 75,000
On-call consultants for capital projects	\$ 75,000		
MEASURE J FUND - 215			
4310X Utilities		\$ 4,400	\$ 4,400
43101 Telephone	\$ 4,000		
43103 Electricity & Power	400		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

GAS TAX FUND - 200
ROAD MAINTENANCE - 342

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	121,333	108,497	49,450	123,100	125,500	2,400	2%
Other Operating Expenses - 43	193,258	205,211	155,639	181,000	181,000	-	0%
Materials & Supplies - 44	847	2,691	825	2,000	2,000	-	0%
Total Services and Supplies	315,438	316,399	205,914	306,100	308,500	2,400	1%
Capital Outlay							
Asset Acquisition/Improvement - 47*	19,570	13,587	61,312	1,433,045	1,631,082	198,037	12%
Total Capital Outlay	19,570	13,587	61,312	1,433,045	1,631,082	198,037	12%
Indirect Cost Allocations							
Administrative Debits - 46122	154,026	188,978	168,825	233,841	253,990	20,149	8%
Legal Charges - 46126	930	-	-	8,000	8,000	-	0%
Total Indirect Cost Allocations	154,956	188,978	168,825	241,841	261,990	20,149	8%
Total	489,964	518,964	436,051	1,980,986	2,201,572	220,586	21%
GENERAL FUND - 100							
Salary & Wages - 401	36,114	94,380	71,012	99,641	119,737	20,096	17%
Overtime - 402	148	294	376	283	588	305	0%
Employee Benefits - 410	5,836	12,027	13,752	16,996	20,249	3,253	16%
Professional & Administrative Services - 42	18,427	91,819	101,979	180,800	35,800	(145,000)	-405%
Materials & Supplies - 44	1,686	7,284	3,150	20,000	20,000	-	0%
Asset Acquisition/Improvements - 47*	1,306	338	829	370,000	370,000	-	0%
Admin Credits - 46121	(29,000)	(83,951)	(77,513)	(98,815)	(118,392)	(19,577)	17%
Administrative Debits - 46122	23,641	24,574	21,355	30,320	31,053	733	2%
Legal charges - 46126	-	252	-	-	-	-	0%
General Liability Insurance - 46201	4,619	5,147	9,107	6,599	7,416	817	11%
Total General Fund	62,776	152,163	144,046	625,824	486,451	(139,373)	-29%
MEASURE S 2006 - 105							
Asset Acquisition/Improvement - 47	-	-	-	-	1,750,000	1,750,000	0%
Total Measure S Fund - 105	-	-	-	-	1,750,000	1,750,000	0%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	50,000	50,000	-	0%
Administrative Debits - 46122	9,667	66,385	81,520	102,597	124,206	21,609	17%
Asset Acquisition/Improvement - 47*	143,725	20,747	447,822	882,613	680,262	(202,351)	-30%
Total Measure S - 2014	153,392	87,133	529,342	1,035,210	854,468	(180,742)	-21%
EQUIPMENT RESERVE FUND - 160							
Asset Acquisition/Improvement - 47	104,242	39,434	-	120,000	120,000	-	0%
Total Equipment Reserve Fund - 160	104,242	39,434	-	120,000	120,000	-	0%
Traffic Safety Fund - 205							
Professional & Administrative Services - 42	-	-	-	35,000	35,000	-	0%
Total Traffic Safety Fund	-	-	-	35,000	35,000	-	0%
NPDES Storm Water Fund - 207							
Admin Debits - 46122	10,000	-	10,474	13,693	7,959	(5,734)	-72%
Total NPDES Storm Water Fund	10,000	-	10,474	13,693	7,959	(5,734)	-72%
SOLID WASTE FUND - 214							
Professional & Administrative Services - 42	24,866	22,006	5,445	60,000	60,000	-	0%
Materials & Supplies - 44	1,468	1,818	-	7,000	7,000	-	0%
Admin Debits - 46122	9,667	58,523	63,314	97,381	107,379	9,998	9%
Legal Charges - 46126	35,959	11,804	4,718	-	-	-	0%
Asset Acquisition/Improvement -47*	122,281	88,801	-	-	-	-	0%
Total Solid Waste Fund	194,241	182,952	73,476	164,381	174,379	9,998	6%
MEASURE C AND J FUND - 215							
Professional & Administrative Services - 42	-	56,899	59,494	51,899	51,899	-	0%
Admin Debits - 46122	9,667	20,988	19,378	24,704	29,598	4,894	17%
Asset Acquisition/Improvement - 47*	406	60,953	258,797	749,650	1,419,650	670,000	47%
Total Measure J Fund	10,073	138,839	337,670	826,253	1,501,147	674,894	45%
City Streets Improvements Fund - 325							
Professional & Administrative Services - 42	-	-	-	100,000	100,000	-	0%
Asset Acquisition/Improvement - 47*	569,001	182,662	179,322	2,132,004	3,587,304	1,455,300	41%
Total City Streets Improvements	569,001	182,662	179,322	2,232,004	3,687,304	1,455,300	39%
Arterial Streets Rehabilitation Fund - 377							
Asset Acquisition/Improvement - 47*	1,029,962	80,213	8,066	758,624	895,000	136,376	15%
Total Arterial Streets Rehab Fund	1,029,962	80,213	8,066	758,624	895,000	136,376	15%

*See CIP

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 101,000	\$ 101,000
Audit Services	\$ 1,000		
General engineering survey contract	10,000		
Professional engineering support	20,000		
Traffic and signal maintenance	70,000		
42108 Maintenance Structure/Imp		\$ 20,000	\$ 20,000
Hardware supplies and median maintenance	\$ 20,000		
42514 Special Department Expense		\$ 2,100	\$ 4,500
CCTA congestion management plan administration	\$ 4,500		
Pinole's share of CTA Congestion Management Plan administrative costs.			
Total Professional/Administrative Services			\$ 125,500
4310X Utilities		\$ 181,000	\$ 181,000
Electricity costs for street lights, traffic lights and controls			
Electricity & Gas (PG&E)	\$ 180,000		
EBMUD median irrigation	1,000		
44301 Fuel		\$ 2,000	\$ 2,000
Fuel	\$ 2,000		
47205 Improvements/Streets		\$1,433,045	\$1,631,082
Pothole Repair Program	\$ 40,000		
Roadway Stripping Program	15,000		
RO1708 Pinole Valley Road Improvements	100,000		
RO2101 Arterial Rehab	1,095,000		
RO2102 Tennent Ave. Rehabilitation	381,082		
General Fund 100			
42101 Professional Services		\$ 170,000	\$ 25,000
IN2106 Active Transportation Plan	\$ 25,000		
42107 Equipment Maintenance		\$ 8,000	\$ 8,000
Equipment Maintenance	\$ 8,000		
42514 Special Department Expense		\$ 2,800	\$ 2,800
Special department expense	\$ 2,800		
44306 Maintenance Supplies		\$ 20,000	\$ 20,000
Maintenance Supplies	\$ 20,000		
47205 Improvements/Streets		\$ 370,000	\$ 370,000
RO2107 Brand St. Improvements	\$ 170,000		
Street Improvements	200,000		
MEASURE S - 2006 FUND - 105			
47205 Street Improvements		\$ -	\$1,750,000
RO2401 Road Maintenance Repairs	1,750,000		
MEASURE S - 2014 FUND - 106			
42108 Maintenance Structure/Imp		\$ 50,000	\$ 50,000
Pedestrian Bridge inspections & Maintenance (carryover)	50,000		
47101 Equipment		\$ 1,000	\$ -
Equipment	-		
47204 Improvements/Sidewalk		\$ 20,000	\$ 20,000
Sidewalk Improvements	20,000		
47205 Improvements/Streets		\$ 861,613	\$ 660,262
RO1710 San Pablo Ave. Bridge Replacement	\$ 300,000		
RO2302 Safety Improvement Arterial Roadway	35,960		
RO2303 Pinole Smart Signals	154,302		
RO2302 Sidewalk/ADA Curb Ramp Program	150,000		
Traffic Sign Replacement	20,000		

TRAFFIC SAFETY FUND - 205

42101 Professional Services	\$ 35,000	\$ 35,000
Speed Survey	\$ 35,000	

SOLID WASTE FUND - 214

42101 Professional Services	\$ 16,450	\$ 16,450
Professional Services	\$ 16,450	

42514 Special Department Expense	\$ 43,550	\$ 43,550
Patch paving materials	\$ 43,550	

44306 Maintenance Supplies	\$ 7,000	\$ 7,000
SB1383 OWR1 grant supplies	\$ 7,000	

MEASURE J FUND - 215

42401 Memberships	\$ 51,899	\$ 51,899
WCCTAC Dues	\$ 51,899	

47204 Improvements/Sidewalks	\$ 12,031	\$ 12,031
Sidewalk Maintenance Program	\$ 12,031	

47205 Improvements/Streets	\$ 737,619	\$1,407,619
Miscellaneous Roadway Repair	\$ 15,000	
RO1710 San Pablo Ave. Bridge Replacement	133,579	
RO1902 Pedestrian Improvements on Tennent Ave. near RxR	1,020,000	
RO2302 Safety Improvements on Arterial Roadway	239,040	

Road Maintenance Fund - 325

42101 Professional Services	\$ 100,000	\$ 100,000
IN2105 Appian Way Complete Streets Project	100,000	

47205 Improvements/Streets	\$2,132,004	\$3,587,304
RO1710 San Pablo Ave Bridge over BNSF	\$ 1,540,583	
RO1714 Safety Improvements at Appian Way & Marlesta	129,400	
RO1902 Pedestrian Improvements at Tennent Ave	150,000	
RO2102 Tennent Ave. Rehabilitation	267,321	
RO2301 Residential Road Maintenance	1,500,000	

Arterial Streets Rehabilitation Fund - 377

47205 Improvements/Streets	\$ 758,624	\$ 895,000
RO2101 Arterial Rehabilitation	\$ 895,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

GENERAL FUND - 100
PUBLIC WORKS - FACILITY MAINTENANCE - 343

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	591,504	662,614	508,534	709,965	750,047	40,082	5%
Overtime - 402	9,328	20,069	13,725	1,268	495	(773)	-156%
Employee Benefits - 410	368,599	432,272	351,491	500,858	500,074	(784)	0%
Total Salary & Benefits	969,431	#####	873,750	1,212,091	1,250,616	38,525	3%
Services and Supplies							
Professional & Administrative Services - 42	131,201	176,916	113,145	574,700	419,700	(155,000)	-37%
Other Operating Expenses - 43	36,867	40,616	31,130	44,000	44,000	-	0%
Materials & Supplies - 44	66,514	71,188	60,942	73,200	73,200	-	0%
Total Services and Supplies	234,582	288,720	205,217	691,900	536,900	(155,000)	-29%
Capital Outlay							
Asset Acquisition/Improvement - 47*	814	2,119	-	52,000	12,000	(40,000)	-333%
Total Capital Outlay	814	2,119	-	52,000	12,000	(40,000)	-333%
Indirect Cost Allocations							
Administrative Credits - 46121	(694,237)	(801,732)	(625,641)	(940,463)	(919,345)	21,118	-2%
Administrative Debits - 46122	2,282	-	-	-	-	-	0%
Legal Charges 46126	296	496	165	-	-	-	0%
General Liability Insurance - 46201	39,071	46,328	58,175	51,414	49,203	(2,211)	-4%
Total Indirect Cost Allocations	(652,588)	(754,908)	(567,302)	(889,049)	(870,142)	18,907	-2%
Total	552,239	650,885	511,665	1,066,942	929,374	(137,568)	-15%
MEASURE S -2006 FUND - 105							
Asset Acquisition/Improvement -47	-	-	-	-	1,530,000	1,530,000	100%
Total Measure S - 2006 Fund	-	-	-	-	1,530,000	1,530,000	100%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	61,384	327,000	0	(327,000)	-100%
Administrative Debits - 46122	130,184	135,129	47,254	143,266	93,414	(49,852)	-53%
Asset Acquisition/Improvement - 47*	222,237	94,601	261,033	3,198,420	1,805,000	#####	-77%
Total Measure S - 2014 Fund	352,421	229,730	369,671	3,668,686	1,898,414	#####	-93%
RESTRICTED REAL ESTATE MAINTENANCE FUND - 201							
Professional & Administrative Services - 42	7,639	7,787	5,391	10,000	10,000	-	0%
Other Operating Expenses - 43	11,838	9,323	5,019	11,000	11,000	-	0%
Legal Charges - 46126	-	-	-	5,000	5,000	-	0%
Total Restricted Real Estate Maint.	19,478	17,110	10,410	26,000	26,000	-	0%
MEASURE J FUND - 215							
Legal Charges - 46126	-	-	-	2,000	2,000	-	0%
Total Measure J Fund - 215	-	-	-	2,000	2,000	-	0%
GROWTH IMPACT FUND - 276							
Asset Acquisition/Improvement - 47	-	-	-	425,000	700,000	275,000	39%
Total Growth Impact Fund 276	-	-	-	425,000	700,000	275,000	39%
PUBLIC FACILITIES FUND - 324							
Asset Acquisition/Improvement - 47	-	-	-	60,000	60,000	-	0%
Total Public Facilities Fund	-	-	-	60,000	60,000	-	0%

*See CIP

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 405,000	\$ 263,500
EBRCSA Professional Support	\$ 3,500		
IN2101 Emergency Power for critical Facilities	200,000		
IN2103 Recycled Water Feasibility	60,000		
42107 Equipment Maintenance		\$ 40,000	\$ 40,000
Vehicle maintenance and repair	\$ 40,000		
42108 Maintenance/Structure Imp		\$ 87,000	\$ 87,000
City Hall improvements to planting/landscaping	\$ 20,000		
Elevator maintenance	800		
Heating and air repair	16,000		
Janitorial service and supplies	13,000		
Landscape maintenance	3,000		
Lighting supplies	500		
Memorial Hall Maint.e, Pest Control & Sanitary Supplies <i>(moved from Com</i>	11,000		
Misc. hardware and maintenance	1,000		
Pest control and weed control	10,700		
Public facilities deferred maintenance	11,000		
42201 Office Expense		\$ 3,000	\$ 3,000
	\$ 3,000		
4230X Travel and Training		\$ 11,750	\$ 11,750
Technical training	\$ 10,000		
Mileage, Air & Hotel	1,500		
Meal Allowance	250		
42401 Memberships		\$ 750	\$ 750
M.S.A. (Maintenance Superintendents Association)	\$ 750		
T.C.S.A. (Traffic Control Supervisory Association)			
Technical publications			
42511 Equipment Rental		\$ 20,000	\$ 10,000
This is used to rent infrequently used equipment.	\$ 10,000		
42513 Rent		\$ 2,700	\$ 2,700
Tennent Ave Parking lot. 401-142-012 (AT&T)	\$ 2,700		
42514 Special Department Expense		\$ 4,500	\$ 1,000
	\$ 1,000		
Total Professional/Administrative Services			\$ 419,700
4310X Utilities		\$ 40,000	\$ 40,000
Gas/Electricity	\$ 24,000		
Memorial Hall Electricity <i>(moved from Comm Svcs.)</i>	500		
Water	13,000		
Memorial Hall Water <i>(moved from Comm Svcs.)</i>	2,500		
43201 Property Tax		\$ 4,000	\$ 4,000
44301 Fuel		\$ 8,200	\$ 8,200

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

44306 Maintenance Supplies	\$	45,000	\$	45,000
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44410 Safety Clothing	\$	20,000	\$	20,000
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The worker classifications in this division are supplied:	\$	20,000		
Uniforms, coveralls, and foul weather gear				

47101 Equipment	\$	12,000	\$	12,000
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Miscellaneous Equipment	\$	12,000		
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47201 Improvements/Building	\$	40,000	\$	-
		\$ -		

MEASURE S - 2014 FUND - 105

47201 Improvements	\$	-	\$	\$1,530,000
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FA1901 Senior Center Auxiliary Parking Lot	\$	1,530,000		
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MEASURE S - 2014 FUND - 106

42101 Professional Services	\$	310,000	\$	-
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IN2102 Municipal Broadband Feasibility	\$	-		
IN2201 Energy Audit		-		
IN2301 Facilities Master Plan		-		

42514 Special Department Expense	\$	17,000	\$	-
		\$ -		

47101 Vehicles	\$	235,589	\$	-
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Hybrid Bucket Truck	\$	-		
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47201 Improvements/Building	\$	2,962,831	\$	1,805,000
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FA1702 Citywide Roof Repairs and Replacement	\$	900,000		
FA1703 City Hall Modernization		200,000		
FA2202 Senior Center Modernization		205,000		
FA2301 Public Safety Building Modernization		450,000		
FA2401 Tiny Tots Improvements		50,000		

RESTRICTED REAL ESTATE MAINTENANCE FUND - 201

42108 Maintenance/Structure Imp	\$	10,000	\$	10,000
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Materials to maintain facilities owned by the former Redevelopment Agency.	\$	10,000		
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4310X Utilities	\$	11,000	\$	11,000
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Gas/Electricity	\$	5,000		
Water		6,000		

MEASURE J FUND - 215

47202 Improvements/Landscape-Medians	\$	2,000	\$	2,000
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Sign Replacement Program	\$	2,000		
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GROWTH IMPACT FUND - 276

47201 Improvements/Building	\$	425,000	\$	700,000
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FA1703 City Hall Modernization	\$	400,000		
FA2202 Senior Center Modernization		145,000		
FA2301 Public Safety Building Modernization		75,000		
FA2302 Plum St. Parking Lot Improvements		80,000		

PUBLIC FACILITIES FUND - 324

47201 Improvements/Building	\$	60,000	\$	60,000
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Annual Building Maintenance Program	\$	60,000		
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Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

STORM WATER FUND - 207

PUBLIC WORKS - National Pollution Discharge Elimination Systems (NPDES) STORM WATER - 344

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	31,716	49,344	71,320	71,000	71,000	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	18,686	10,944	7,932	8,800	8,800	-	0%
Total Services and Supplies	50,403	60,287	79,252	79,800	79,800	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	236,530	233,216	200,568	275,276	285,207	9,931	3%
Legal Charges - 46126	150	60	-	6,000	6,000	-	0%
Total Indirect Cost Allocations	236,680	233,276	200,568	281,276	291,207	9,931	3%
Total	287,082	293,563	279,820	361,076	371,007	9,931	3%

MEASURE S-2014 FUND - 106

Professional & Administrative Services - 42	-	-	34,219	250,000	150,000	(100,000)	-67%
Asset Acquisition/Improvement - 47*	28,290	2,626	321,296	1,082,098	1,300,000	217,902	17%
Total Measure S-2014	28,290	2,626	355,515	1,332,098	1,450,000	117,902	8%

Growth Impact Fund - 276

Asset Acquisition/Improvement - 47*	-	-	55,083	58,000	58,000	-	0%
Total Growth Impact Fund - 276	-	-	55,083	58,000	58,000	-	0%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 15,000	\$ 15,000
Contract support for Clean Water and NPDES	\$ 5,000	
Support for MRP 3.0	10,000	
42107 Equipment Maintenance	\$ 20,000	\$ 20,000
Storm drain, trash capture, street sweeper	\$ 20,000	
42108 Building Structure Maintenance	\$ 15,000	\$ 15,000
Trash capture devices	\$ 5,000	
Lumber and supplies	10,000	
4220X Office Expenses	\$ 1,000	\$ 1,000
42201 Miscellaneous office expenses	\$ 500	
42202 Printing and Binding	500	
42514 Special Departmental Expense	\$ 20,000	\$ 20,000
Storm Event Sand Pile	\$ 8,000	
NPDES Annual Permit	12,000	

Total Professional/Administrative Services \$ 71,000

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

<u>44301 Fuel</u>	\$	8,000	\$	8,000
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<u>44410 Safety Clothing</u>	\$	800	\$	800
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MEASURE S-2014 FUND - 106

<u>42101 Professional Services</u>	\$	250,000	\$	150,000
IN1703 Storm Drainage Master Plan	\$	150,000		

<u>47206 Improvements/Storm Drains</u>	\$	1,082,098	\$	1,300,000
SW2401 Storm Drain Creek Discharge	\$	600,000		
SW2001 Roble Rd. Drainage Improvements		700,000		

Growth Impact Fund 276

<u>47206 Improvements/Storm Drains</u>	\$	58,000	\$	58,000
SW1901 Hazel Street Gap Closure (sunnyview)	\$	58,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

GENERAL FUND - 100
PUBLIC WORKS - PARK MAINTENANCE - 345

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	115,205	81,679	91,039	144,000	144,000	-	0%
Other Operating Expenses - 43	91,493	103,109	59,959	106,656	106,656	-	0%
Materials & Supplies - 44	13,191	14,013	11,057	500	500	-	0%
Total Services and Supplies	219,889	198,801	162,055	251,156	251,156	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47*	4,986	-	329	-	-	-	100%
Total Capital Outlay	4,986	-	329	-	-	-	100%
Indirect Cost Allocations							
Administrative Debits - 46122	50,451	92,834	82,686	121,159	115,058	(6,101)	-5%
Legal Charges - 46126	540	186	-	-	-	-	0%
General Liability Insurance - 46201	728	-	-	-	-	-	0%
Total Indirect Cost Allocations	51,719	93,020	82,686	121,159	115,058	(6,101)	-5%
Total	276,594	291,821	245,070	372,315	366,214	(6,101)	-2%
MEASURE S-2014 FUND - 106							
Asset Acquisition/Improvement - 47*	109,297	266,143	399,645	612,065	260,000	(352,065)	-135%
Total Measure S-2014 Fund - 106	109,297	266,143	399,645	612,065	260,000	(352,065)	-135%
Solid Waste Fund - 214							
Asset Acquisition/Improvement - 47*	-	13,001	-	425,000	-	(425,000)	-100%
Total Solid Waste Fund - 214	-	13,001	-	425,000	-	(425,000)	-100%
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47	-	-	-	265,000	265,000	-	0%
Total Growth Impact Fund	-	-	-	265,000	265,000	-	0%
PV PARK CARETAKER FUND - 317							
Salaries & Wages - 401	-	-	-	11,960	11,960	-	0%
Employee Benefits - 410	-	-	-	1,725	1,683	(42)	-2%
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Other Operating Expenses - 43	656	-	-	466	466	-	0%
General Liability Insurance - 46201	-	-	-	851	784	(67)	-8%
Total PV Park Caretaker Fund - 317	656	-	-	15,002	14,893	(109)	-1%
Public Facilities Fund - 324							
Asset Acquisition/Improvement - 47	-	-	-	10,000	10,000	-	0%
Total Public Facilities Fund - 324	-	-	-	10,000	10,000	-	0%
Park Grants (Measure WW) - 327							
Asset Acquisition/Improvement - 47*	-	193,383	183	-	-	-	0%
Total Park Grants Fund - 327	-	193,383	183	-	-	-	0%
*See CIP							
EQUIPMENT RESERVE FUND - 160							
Asset Acquisition/Improvement - 47	-	-	-	34,799	80,000	45,201	0%
Total Equipment Reserve Fund - 160	-	-	-	34,799	80,000	45,201	0%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ -	\$ -
Professional Support Services	\$ -		
Park Pedestrian Bridge Inspection	0		
42107 Equipment Maintenance		\$ 7,500	\$ 7,500
Off road equipment maintenance	\$ 7,500		
42108 Maintenance/Structure Imp		\$ 120,500	\$ 120,500
Landscape maintenance contract	\$ 90,000		
Materials for parks, restrooms and play area	30,000		
Tennis Court Maintenance (<i>moved from Comm Svcs.</i>)	500		
42401 Memberships		\$ 1,000	\$ 1,000
CAPCA (California Agricultural Production Consultants Association)	\$ 370		
P.A.P.A. (Pest Applicators Association)	30		
Other memberships	600		
42511 Equipment Rental		\$ 5,000	\$ 5,000
Cost to rent infrequently used equipment.	\$ 5,000		
42514 Admin Exp/Special Depart		\$ 10,000	\$ 10,000
Recommendations of Beautification Ad Hoc Subcommittee	\$ 10,000		
Total Professional/Administrative Services		\$ 144,000	
4310X Utilities		\$ 106,500	\$ 106,500
Gas/Electricity	\$ 10,000		
Tennis Ct. Gas/Electricity (<i>moved from Comm Svcs.</i>)	\$ 6,000		
Water	90,000		
Tennis Ct. Water (<i>moved from Comm Svcs.</i>)	500		
43201 Property Tax		\$ 156	\$ 156
44301 Fuel		\$ 500	\$ 500
47107 Equipment		\$ -	\$ -
Replace aging Brush Chipper	\$ -		
MEASURE S-2014 FUND - 106			
47101 FF&E/Equipment		\$ 29,625	\$ -
	\$ -		
47103 FF&E/Furniture		\$ 5,000	\$ 5,000
Annual Bench/Table repairs & Replacement	\$ 5,000		
47203 Improvements/Parks		\$ 577,440	\$ 255,000
Annual Resod at two parks	\$ 10,000		
PA2202 Skatepark Rehabilitation	150,000		
Public Tree Maintenance	45,000		
Replace Chips/Rubber Matting at various Parks	50,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

Solid Waste Fund - 214

47203 Improvements/Parks		\$ 425,000	\$ -
PA2101 Installation of High Capacity Trash Bins	\$ -		

Growth Impact Fund - 276

47203 Improvements/Parks		\$ 265,000	\$ 265,000
PA1901 Pinole Valley Park Soccer Field Rehab	\$ 200,000		
PA2201 Pocket Parks - Galbreth Rd.	65,000		

Public Facilities Fund - 324

47203 Improvements/Parks		\$ 10,000	\$ 10,000
Annual Building Maintenance program	\$ 10,000		

Park Grants (Measure WW) Fund - 327

47203 Improvements/Parks		\$ -	\$ -
PA2203 Playground Rubberized Surface Improvements	\$ -		

Equipment Reserve Fund -160

47104 Vehicles		\$ 34,799	\$ 80,000
Replace 2 vehicles per year	\$ 30,000		
Replace heavy equipment reserve	50,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

**AB 939 REFUSE MANAGEMENT FUND - 213
WASTE REDUCTION - 346**

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	22,500	22,500	-	0%
Other Operating Expenses -43	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	22,500	22,500	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	106,591	122,104	102,211	149,358	161,658	12,300	8%
Legal Services - 46126	-	-	-	2,500	2,500	-	0%
Total Indirect Cost Allocations	106,591	122,104	102,211	151,858	164,158	12,300	7%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	106,591	122,104	102,211	174,358	186,658	12,300	7%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 10,000	\$ 10,000
Consulting Services	\$ 10,000		
42514 Special Department Expense		\$ 12,500	\$ 12,500
Litter pick up services	\$ 12,500		

LIGHTING & LANDSCAPE DISTRICTS FUND - 310
PUBLIC WORKS - ZONE A, PINOLE VALLEY ROAD NORTH - 347
PUBLIC WORKS - ZONE B, PINOLE VALLEY ROAD SOUTH - 348

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	15,228	30,186	7,117	56,500	56,500	-	0%
Other Operating Expenses - 43	25,858	12,128	9,730	16,695	16,695	-	0%
Total Services and Supplies	41,086	42,314	16,847	73,195	73,195	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	5,720	5,720	-	0%
Total Capital Outlay	-	-	-	5,720	5,720	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	-	4,160	4,160	4,160	4,160	-	0%
Legal Charges - 46126	1,525	210	47	2,100	2,100	-	0%
Total Indirect Cost Allocations	1,525	4,370	4,207	6,260	6,260	-	0%
Total	42,611	46,684	21,054	85,175	85,175	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 18,000	\$ 18,000
Contra Costa County traffic signal maintenance - Zone A	\$ 10,000		
Cal Trans traffic signal maintenance - Zone A	2,000		
Contra Costa County traffic signal maintenance - Zone B	5,000		
Cal Trans traffic signal maintenance - Zone B	1,000		
42108 Maintenance Structures/Imp		\$ 38,500	\$ 38,500
Caltrans Traffic Signal Maintenance - Zone A	3,000		
Contra Costa county Public Works Traffic Signal - Zone A	8,000		
Labor, materials and equipment for maintenance - Zone A	1,000		
Pacific Site Management - Zone A	1,500		
Caltrans Traffic Signal Maintenance - Zone B	3,500		
Contra Costa county Public Works Traffic Signal - Zone B	5,500		
Labor, materials and equipment for maintenance - Zone B	15,000		
Pacific Site Management - Zone B	1,000		
Total Professional/Administrative Services		\$ 56,500	
4310X Utilities		\$ 16,695	\$ 16,695
Water (EBMUD) - Zone A	\$ 3,800		
Electricity & Power - Zone A	4,765		
Water (EBMUD) - Zone B	2,800		
Electricity & Power - Zone B	5,330		
47202 Kaiser Medians		\$ 5,720	\$ 5,720
Capital Replacement Fund- Zone A	\$ 2,600		
PG&E Street and highway lighting - Zone B	\$ 3,120		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

**SEWER ENTERPRISE FUND - 500
SEWER TREATMENT PLANT - 641**

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	878,466	1,240,620	958,443	1,307,576	1,430,455	122,879	9%
Overtime - 402	30,180	31,037	12,096	36,476	36,387	(89)	0%
Employee Benefits - 410	1,025,647	(300,601)	545,437	622,392	797,381	174,989	22%
Total Personnel	1,934,293	971,056	1,515,976	1,966,444	2,264,223	297,779	13%
Services and Supplies							
Professional & Administrative Services - 42	194,110	173,599	43,440	416,814	416,814	-	0%
Other Operating Expenses - 43	827,105	871,960	679,261	710,000	785,000	75,000	10%
Materials & Supplies - 44	924,111	1,074,109	705,818	1,479,000	1,562,000	83,000	5%
Total Services and Supplies	1,945,326	2,119,668	1,428,519	2,605,814	2,763,814	158,000	6%
Capital Outlay							
Asset Acquisition/Improvement - 47*	604	133,884	4,600	4,741,597	6,391,597	1,650,000	26%
Total Capital Outlay	604	133,884	4,600	4,741,597	6,391,597	1,650,000	26%
Indirect Cost Allocations							
Administrative Debits - 46122	303,060	216,942	182,210	285,041	288,544	3,503	1%
IS Charges - 46124	33,067	45,996	43,330	82,394	82,795	401	0%
Legal Charges - 46126	1,577	-	-	15,000	15,000	-	0%
General Liability Insurance - 46201	61,893	69,389	108,890	95,648	96,163	515	1%
Total Indirect Cost Allocations	399,597	332,327	334,430	478,083	482,502	4,419	1%
Depreciation							
Depreciation Expense - 47401	438,859	217,997	-	-	-	-	0%
Total Depreciation	438,859	217,997	-	-	-	-	0%
Total	4,718,679	3,774,932	3,283,525	9,791,938	#####	2,110,198	18%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 125,814	\$ 125,814
Engineering contract services	\$ 50,000	
PCTV quarterly subcommittee meeting	5,000	
Railroad Ave. bridge right of way study	30,000	
RO2102 Tennent Ave. Rehabilitation	814	
Sewer rate review	40,000	
42107 Equipment Maintenance	\$ 110,000	\$ 110,000
Equipment service	\$ 110,000	
42108 Maintenance Structure/Imp	\$ 78,000	\$ 78,000
Janitorial services	\$ 10,000	
Various structure refurbishment	68,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

42109 Compliance Inspections	\$	35,000	\$	35,000
Laboratory supplies and safety equipment	\$	15,000		
Public outreach materials		10,000		
Sampling and analysis		10,000		
42201 Office Expense	\$	7,000	\$	7,000
Miscellaneous office supplies	\$	7,000		
4230X Travel and Training	\$	31,000	\$	31,000
42301 State Certified operators training	\$	7,000		
42301 Class B Driver License Training		20,000		
42302 Mileage, Air		3,000		
42303 Meal Allowance		1,000		
42401 Memberships	\$	20,000	\$	20,000
Bay Area Clean Water Assoc.(BACWA)	\$	12,000		
Joint CWEA/WEF membership		4,000		
Technical publications		4,000		
42511 Equipment Rental	\$	10,000	\$	10,000
	\$	10,000		
Total Professional/Administrative Services				\$ 416,814
4310X Utilities	\$	710,000	\$	785,000
PG&E	\$	775,000		
EBMUD		10,000		
Total Other Operating Expenses				\$ 785,000
44301 Fuel	\$	20,000	\$	20,000
44302 Sludge Removal	\$	250,000	\$	300,000
Digester Cleaning	\$	130,000		
Sludge Disposal to Landfill		170,000		
44303 Chemicals	\$	750,000	\$	780,000
Chemicals for Plant Operations	\$	780,000		
44304 Permit Fees	\$	129,000	\$	129,000
BAAQMD	\$	16,000		
BACQA		16,000		
NPDES permit fee renewal		75,000		
Regional Monitoring of Metals (SFEI)		22,000		
44305 Laboratory Operations	\$	100,000	\$	100,000
Accelerated Chronic Toxicity Testing	\$	15,000		
Laboratory supplies		85,000		
44306 Maintenance Supplies	\$	200,000	\$	200,000
	\$	200,000		
44410 Safety Clothing	\$	30,000	\$	33,000
Laundry service for uniforms, safety shoes/boots, gloves, etc.	\$	33,000		
Total Materials and Supplies				\$ 1,562,000

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

47101 Equipment	\$ 340,000	\$ 340,000
Depreciation- Pinole only	\$ 340,000	

47104 Vehicles	\$ 175,000	\$ 175,000
WPCP Staff Vehicle	\$ 50,000	
Portable self priming pump	125,000	

47201 Improvements/Building	\$ 4,120,000	\$ 5,770,000
As-Built WWTP Drawings	25,000	
Boiler Rehabilitation	45,000	
Boiler Replacement	660,000	
Centrifuge Feed Pump Replacement	50,000	
Centrifuge Replacement	990,000	
Digester Feed Pump Replacement	75,000	
Energy Recovery Building and Admin Roof	80,000	
Misc. Plant Improvements	75,000	
SCADA System Upgrade	45,000	
SS2002 Water Pollution Control Plant Lab Remodel	100,000	
SS2101 Second Clarifier - Center Column Rehabilitation	425,000	
SS2102 Air Release Valve Replacement	50,000	
SS2203 Effluent Outfall Project Design	3,150,000	

47205 Improvements/Street	\$ 106,597	\$ 106,597
RO2102 Tennent Ave. Rehabilitation	106,597	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

SEWER ENTERPRISE FUND - 500
SEWER COLLECTION - 642

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	262,761	285,778	228,467	288,292	313,505	25,213	8%
Overtime - 402	5,583	7,898	6,485	2,706	2,663	(43)	-2%
Employee Benefits - 410	142,473	162,773	139,318	173,342	264,132	90,790	34%
Total Personnel	410,817	456,449	374,270	464,340	580,300	115,960	20%
Services and Supplies							
Professional & Administrative Services - 42	143,904	300,267	191,622	656,650	656,650	-	0%
Other Operating Expenses - 43	12,281	14,297	9,982	13,500	13,500	-	0%
Materials & Supplies - 44	14,928	23,105	17,948	17,000	21,000	4,000	19%
Total Services and Supplies	171,113	337,669	219,552	687,150	691,150	4,000	1%
Capital Outlay							
Asset Acquisition/Improvement - 47	228,142	11,806	211,499	11,133,000	22,375,000	#####	50%
Total Capital Outlay	228,142	11,806	211,499	11,133,000	22,375,000	11,242,000	50%
Indirect Cost Allocations							
Administrative Credits - 46121	(99,664)	(111,422)	(93,333)	(116,396)	(145,233)	(28,837)	20%
Administrative Debits - 46122	410,663	437,588	336,703	524,579	546,768	22,189	4%
IS Charges - 46124	20,783	29,940	31,346	58,440	78,430	19,990	25%
Legal Charges - 46126	1,621	-	783	15,000	15,000	-	0%
General Liability Insurance - 46201	15,177	23,650	21,851	19,812	20,255	443	2%
Total Indirect Cost Allocations	348,580	379,756	297,350	501,435	515,220	13,785	3%
Depreciation							
Depreciation Expense - 474	137,221	146,498	-	-	-	-	0%
Total Depreciation	137,221	146,498	-	-	-	-	0%
Total	1,295,873	1,332,177	1,102,670	12,785,925	24,161,670	#####	47%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47*	50,563	-	-	-	-	-	0%
Total Measure S - 2014	50,563	-	-	-	-	-	0%
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47*	-	-	-	600,000	600,000	-	0%
Total Growth Impact Fund - 276	-	-	-	600,000	600,000	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 585,000	\$ 585,000
Contractors for isolated emergency repairs	\$ 50,000	
CCTV Large Sewer pipes	50,000	
Sanitary Sewer overflow mitigation	120,000	
Sewer flow modeling	10,000	
Wildan Assessment services	5,000	
Misc. Professional Services	350,000	

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Department Budgets – Public Works

42107 Equipment Maintenance	\$ 20,000	\$ 20,000
Vehicle maintenance and repair	\$ 20,000	
42108 Maintenance Structure/Imp	\$ 2,500	\$ 2,500
	\$ 2,500	
42201 Office Expense	\$ 150	\$ 150
Office supplies, includes reprinting of map books.	\$ 150	
42301 Travel and Training	\$ 1,000	\$ 1,000
Technical training programs for sewer maintenance, confined space entry and street safety procedures.	\$ 1,000	
42401 Memberships	\$ 1,000	\$ 1,000
Joint CWEA/WEF membership	\$ 765	
Technical publications	\$ 235	
42510 Software Purchase	\$ 12,000	\$ 12,000
Asset Management Software-annual license fee	\$ 12,000	
42511 Equipment Rent	\$ 5,000	\$ 5,000
	\$ 5,000	
42514 Special Department Expense	\$ 30,000	\$ 30,000
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	\$ 30,000	
Total Professional/Administrative Services		\$ 656,650
4310X Utilities	\$ 13,500	\$ 13,500
PG&E	\$ 9,000	
EBMUD	4,500	
44301 Fuel	\$ 8,000	\$ 8,000
44304 Permit Fee	\$ 3,000	\$ 3,000
SWRCB Permit Fee	\$ 3,000	
44410 Safety Clothing	\$ 6,000	\$ 10,000
Uniforms, coveralls, foul weather gear, gloves	\$ 10,000	
47104 Vehicles	\$ -	\$ 70,000
PW Operations and Maintenance Service Truck	70,000	
47201 Improvements	\$ 11,133,000	\$ 22,305,000
SS1702 Sewer Pump Rehab	\$ 7,300,000	
SS2201 Sanitary Sewer Rehabilitation	7,995,000	
SS2402 Pinon 2 Upsizing	2,960,000	
Tennent Trunk Sewer Upsize	4,050,000	
Growth Impact Fund - 276		
47207 Improvements/Sewer Lines	\$ 600,000	\$ 600,000
SS2201 Sanitary Sewer Rehabilitation	\$ 600,000	

SEWER ENTERPRISE PLANT EXPANSION FUND - 503
SEWER PROJECTS - SHARED - 643

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Service and Supplies							
Professional & Administrative Services - 42	25	22,294	-	-	-	-	0%
Total Services and Supplies	25	22,294	-	-	-	-	0%
Capital Outlay							
Asset Acquisition /Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Legal Charges - 46126	89,571	4,215	-	-	-	-	0%
Total Indirect Cost Allocations	89,571	4,215	-	-	-	-	0%
Depreciation							
Depreciation Expense - 47401	620,304	620,415	-	-	-	-	0%
Total Depreciation	620,304	620,415	-	-	-	-	0%
Total	709,900	646,924	-	-	-	-	0%

SEWER ENTERPRISE FUND - 500

Asset Acquisition/Improvement - 47	-	-	-	-	85,000	85,000	100%
Total Sewer Enterprise Fund - 500	-	-	-	-	85,000	85,000	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ -	\$ -
Construction Management of Plant Upgrades	\$ -	
Hercules-Construction management of plan		
42501 Bank Fees	\$ -	\$ -
Wells Fargo Bank Fees	\$ -	
47201 Building	\$ -	\$ -
WPCP upgrades- Contingency	\$ -	
WPCP upgrades- HDR	\$ -	
WPCP upgrades- Hercules Share	\$ -	
WPCP upgrades- Kiewit	-	
Sewer Enterprise Fund - 500		
47104 FF&E/Vehicles	\$ -	\$ 85,000
Replace aging WWTP service Truck with EV	\$ 85,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

SEWER ENTERPRISE FUND - 500
WPCP / EQUIPMENT AND DEBT SERVICE (PINOLE ONLY) - 644

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Debt Service							
Debt Principal - 48101	-	-	347,000	1,037,932	1,064,678	26,746	3%
Debt Interest - 48102	596,719	576,372	171,292	569,544	546,890	(22,654)	-4%
Cost of Issuance - 48103	-	-	-	-	-	-	0%
Total Debt Service	596,719	576,372	518,292	1,607,476	1,611,568	4,092	0%
Total	596,719	576,372	518,292	1,607,476	1,611,568	4,092	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
4810X Wastewater Revenue Bonds, Series 2016	\$ 518,292	\$ 522,384
48101 - Principal	\$ 362,000	
48102 - Interest	160,384	
4810X 2016 Clean Water State Revolving fund loan	\$ 1,089,184	\$ 1,089,184
48101 - Principal	\$ 702,678	
48102 - Interest	386,506	

COMMUNITY DEVELOPMENT

The Community Development Department is comprised of the following divisions:

- Planning;
- Building;
- Code Enforcement;
- Affordable Housing;
- Economic Development; and
- Redevelopment Successor Agency

Mission

The mission of the Community Development Department is to guide orderly growth and development in Pinole, consistent with the General Plan and priorities of the City Council, and to protect the quality of life, health, safety, and welfare of residents.

Major Services and Functions

The Planning Division administers and implements the General Plan and Zoning Code for the City. It processes land use and development applications, which include use permits, design review requests, and subdivisions. The Planning Division seeks to deliver on its mission with the highest regard for time, accuracy, completion, customer satisfaction, and overall well-being of the City consistent with local, State, and federal laws. Planning staff participate in multi-modal transportation and circulation planning.

The Building Division issues building permits and provides building, electrical, mechanical, plumbing, Title-24, and accessibility inspections for new construction, additions, and alterations of commercial, residential, and public projects to ensure a safe environment for the Pinole community. The division also performs rental housing inspections on a recurring basis and business license inspections on an as-needed basis. The division investigates citizens' complaints pertaining to construction code compliance and/or health and safety issues in a prompt and courteous manner.

The Code Enforcement Division investigates and addresses citizens' complaints of health and safety issues. These issues include blight and graffiti, abandoned vehicles, and illegal dumping. The division is complaint driven and maintains a proactive environment to help solve community problems in a collaborative and effective manner.

The Affordable Housing Division functions include ensuring that facilities that have received City financial assistance to create affordable housing units comply with affordability agreements and investing limited City affordable housing resources to provide affordable housing units and support to the homeless.

The Economic Development Division was instituted in FY 2021/22. It coordinates with the City Manager department to create economic development strategies for the City and is responsible for carrying out those strategies.

The purpose of the Redevelopment Successor Agency Division is to effectively wind down the activities of the Redevelopment Successor Agency by administering the remaining enforceable obligations.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Filled open Building Inspector II position
- Arranged presentations to City Council from various organizations involved in public banks and inform City Council of next steps that the City could take to pursue establishing a public bank in Pinole
- Issued an RFP for vendor scanning services to initiate the Department's move to paperless records
- Completed the upgrade and migration of the City's current outdated permitting system, including a new online citizen portal for paperless Building, Planning, Public Works and Finance permitting and licensing, in addition to other integrations such as GIS and code enforcement tools
- Continued to develop and refine forms, policies and procedures related to building and planning permits and code enforcement processes
- Continued to lead the recommencement the Development Impact Fee study
- Secured a vendor and began to design permitting software under a \$40,000 grant to implement an automated solar permitting application for residential rooftop solar installations
- Closely coordinated with ConFire on the transition from Pinole Fire to ConFire, with respect to processing of building permits
- Performed inspections and processed building permits for significant new residential development projects, including for construction of 179 units of 100% affordable housing for seniors at 600 Roble ("Vista Woods" project), 33 units of 100% affordable housing for veterans at 811 San Pablo ("SAHA" project) and 154 units of condominium housing at 2151 Appian Way ("Appian Village" project)
- In the first three quarters of FY 2023/24, guided the issuance of 418 construction permits with a value of almost \$12 million
- In the first three quarters of FY 2023/24, performed 1747 inspections for building, electrical, mechanical, plumbing, Title-23 and accessibility inspections for new construction, additions and alternations of commercial, residential and public projects
- Continued to implement the GreenHalo waste management/recycling tracking system in order to automate the management, verification and filing of recovery reports for 19 construction projects

- Continued to offer “Solar Tuesdays” over the counter solar permitting and introduced “Minor Permit Thursdays” to expedite permit processing for minor projects including reroofs, water heater replacements, window and door retrofit and repair and kitchen and bathroom remodels
- Partnered with Strategic Energy Institute for the second year to engage a Climate Corps Fellow to provide assistance for sustainability initiatives
- Piloted use of a Body Worn Camera for the Code Enforcement Officer position to increase transparency and civility with the public
- Completed, adopted, and received State of California certification of the City’s Completed update of the City’s Sixth Cycle (2023-2031) Housing Element, received certification from the State Housing and Community Development, and began diligently implementing the Housing Element
- Conducted annual monitoring of 322 deed-restricted low- and moderate-income housing units in the City to ensure compliance with affordability restrictions
- Supported the Public Works Department in conducting outreach and coordination activities for the development of the Active Transportation Plan
- Supported a Planning Policy Intern to support Planning and Sustainability initiatives
- With the Finance and Public Works Department, prepared a comprehensive Environmentally Preferable Procurement Policy Program for Council adoption
- Initiated the development of Objective Design and Development Standards, working with the Planning Commission’s Ad Hoc Subcommittee
- Worked with the County Department of Conservation and Development, to develop and initiate a pilot Pinole Energy Enhancement Rebate Program
- Ensured that tobacco retailers complied with application requirements including providing education and enforcement of flavored tobacco to all 21 tobacco retailers, education to hundreds of citizens through tabling at three major City functions
- Attended three rotary meetings to present information regarding Department activities
- Partnered with the Police Department to enforce code requirements regarding massage establishments
- Finalized work to prepare the City’s first Climate Action and Adaptation Plan (CAAP), including hosting pop-up Community Workshops and releasing a public draft CAAP
- Applied for and was awarded Prohousing Designation status from the State of California, which allows for the City to apply for special Prohousing funding and priority processing/funding points on certain funding applications
- Submitted reimbursement for SB2 grant funding (totaling \$165,000 for Housing Element update activities)
- Initiated project to create objective design and development standards
- Continued to conduct research related to outdoor dining/parklet regulations
- In the first three quarters of FY23/24, opened 349 and closed 324 code enforcement cases and performed 1,406 code enforcement inspections

- Performed proactive seasonal weed abatement activities with the support of temporary code enforcement staffing opening 244 cases and achieving compliance with 96% of cases
- Ensured that tobacco retailers comply with application requirements
- Supported approval of an affordable housing agreement for the Pinole Vista project

Other Council-Directed Special Projects

- Presented background information on Service Station bans and commenced an Urgency Ordinance to prohibit new/expanded Service Stations
- With the Finance Department, assisted with research on environmental purchasing policies/practices
- With the City Manager's Department, supported the development of the second year of Earth Month activities and programming
- Continued the second year of administration of the Pinole Perks Community Gift Card program, which has resulted in over \$210,000 at local independent businesses
- Prepared the City's first draft Climate Action and Adaptation Plan
- Prepared an ordinance regulating the use of single use plastics
- Supported development of an Ordinance for enhanced construction hours
- Presented background information on CPTED and Façade Improvement Programs to the City Council
- With the Community Services Department, presented background information on the scope and activities of a public art program

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Enhance staffing support for key areas including Sustainability, Housing, Economic Development and administrative services
- Commence implementation of a variety of Year 1 and Year 2 6th Cycle Housing Element programs including a variety of Zoning Ordinance modifications, a no cost building permit program for universal design, an ADU amnesty program and a home-match program
- Continue to partner with the County Department of Conservation and Development on implementation of the pilot Pinole Energy Enhancement Rebate Program
- Continue to administer the Pinole Perks Community Gift Card program
- Commence implementation of the Climate Action and Adaptation Plan
- Seek grant funding to implement the Economic Development Strategy and Climate Action and Adaptation Plan
- Perform inspections and process building permits for significant new industrial development projects, including the construction of a 120,000 square foot

industrial building (“Pinole Shores II”) and new residential development projects, including for construction of 179 units of 100% affordable housing for seniors at 600 Roble (“Vista Woods” project), 33 units of 100% affordable housing for veterans at 811 San Pablo (“SAHA” project), 154 units of condominium housing at 2151 Appian Way (“Appian Village” project) and 223 units of apartment housing at 1500 Fitzgerald (“Pinole Vista”)

- Educate the public and business community on the Single Use Plastic ordinance
- Continue to partner with SEI to engage a Climate Corps fellow to provide assistance for sustainability initiatives
- Work with the new owner of Pinole Square (Tara Hills Safeway) on redevelopment of the site
- With the Finance department, prepare and present recommended updates to development impact fees
- With the Planning Commission, prepare regulations for outdoor dining/parklets for City Council consideration
- Prepare and adopt objective design and development standards; evaluate required/desired updates to the General Plan, Specific Plan and Zoning Ordinance and Old Town Design Guidelines
- Implement an improved/enhanced residential rental housing inspection program
- Complete the sale and transfer of the affordable housing fund and Redevelopment Successor Agency surplus properties
- With Community Services Department develop a public art program and City mural program
- Nurture an inviting climate for doing business in Pinole

Strategic Plan Strategies

- Implement year two activities of the Economic Development Strategy
- Evaluate the need to update the General Plan and Three Corridors Specific Plan Environmental Impact Report so that high-density residential projects could utilize the EIR for project-specific environmental clearances, which would encourage streamlining the rehabilitation and reuse of undeveloped or under-developed properties

Other Council-Directed Special Projects

- Complete research on options for just cause eviction regulations
- Implement a City of Pinole job fair
- Implement a weatherization program
- Recommend options for Old Town wayfinding signage
- Conduct an electric vehicle (EV) charging station feasibility study
- Establish a business development/community help reserve
- Establishing a revitalization reserve

Significant Special Projects for FY 2025/26 through FY 2028/29

- Continue to make progress on Year 3 and Year 4 Housing Element programs
- Continue to make progress on Year 3 and Year 4 Economic Development Strategy action items
- Monitor the need, if applicable, to update the entire General Plan and Three Corridors Specific Plan
- Seek grant opportunities to help Pinole create a stronger “sense of place”
- Conclude repayment of outstanding Redevelopment Successor Agency bond obligations
- Close-out the operations of the Redevelopment Successor Agency following payment of all obligations

Major Changes in FY 2024/25 Budget

The Community Development Department budget for FY 2024/25 includes major changes relative to the FY 2023/24 budget. FY 2023/24 was a year of finding stability in the Department following the restructuring in FY 2022/23. The restructuring served to develop efficient and thoughtful succession planning retention strategies, bring formerly contracted out inspection services in-house and fill vacancies. The focus in FY 2024/25 will be to increase staffing in order to carry out the workload assigned to Community Development, and continue to nurture stability, collegiality, and teamwork with coworkers, internal and external customers.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Development Services Director	0.50	0.00	0.00	0.00	0.00
Community Development Director	0.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	0.00	0.00	0.00
Building Official	0.00	0.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	0.00	0.00	0.00
Building Inspector I/II	0.00	0.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	0.00	0.00	0.00
Code Enforcement Officer I/II	0.00	0.00	1.00	1.00	1.00
Permit Technician	2.00	2.00	0.00	0.00	0.00
Permit Technician I/II/III	0.00	0.00	2.00	2.00	2.00
Administrative Coordinator (shared with Public Works)	0.00	0.00	0.50	0.50	0.00
Total	6.50	7.00	7.50	7.50	7.00

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

COMMUNITY DEVELOPMENT BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	263,181	398,605	358,338	599,883	517,255	(82,628)	-16%
Measure S 2014 - 106	-	-	-	20,000	20,000	-	0%
Building and Planning - 212	1,785,329	2,210,300	1,591,891	2,291,208	2,032,560	(258,648)	-13%
Housing Assets for Resale - 285	97,581	609,107	104,959	339,254	322,628	(16,626)	-5%
Recognized Obligation Retirement Fund - 750	261,330	324,147	166,658	251,177	-	(251,177)	-100%
Total	2,407,421	3,542,159	2,221,846	3,501,521	2,892,442	(609,079)	-21%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	500,268	611,429	667,118	908,868	982,431	73,563	7%
Overtime - 402	174	4,775	12,454	11,917	12,746	829	7%
Employee Benefits - 410	188,736	287,854	316,530	419,623	394,983	(24,640)	-6%
Total Personnel	689,178	904,058	996,102	1,340,408	1,390,160	49,752	4%
Services and Supplies							
Professional & Administrative Services - 42	1,207,207	1,521,154	566,438	1,497,828	1,039,103	(458,726)	-44%
Other Operating Expenses - 43	6,483	9,672	6,398	8,150	8,150	-	0%
Materials & Supplies - 44	1,090	1,563	1,645	5,500	7,333	1,833	25%
Total Services and Supplies	1,214,780	1,532,389	574,482	1,511,478	1,054,586	(456,893)	-43%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,943	396,061	2,061	5,500	5,500	-	0%
Total Capital Outlay	2,943	396,061	2,061	5,500	5,500	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	(368,139)	(257,229)	(278,221)	(465,456)	(398,649)	66,807	-17%
Administrative Debits - 46	652,746	533,309	489,321	697,556	515,462	(182,094)	-35%
IS Charges - 46	47,340	145,013	273,151	241,072	180,141	(60,930)	-34%
Legal Charges - 46	125,914	229,874	81,031	100,000	80,000	(20,000)	-25%
General Liability Insurance - 46	42,660	58,684	83,920	70,963	65,242	(5,721)	-9%
Total Indirect Cost Allocations	500,520	709,651	649,202	644,135	442,196	(201,938)	-46%
Total	2,407,421	3,542,159	2,221,846	3,501,521	2,892,442	(609,079)	-21%
EXPENDITURES BY PROGRAM							
Development Services Planning - 461	861,887	1,213,389	689,861	996,113	726,856	(269,256)	-37%
Development Services Building - 462	1,035,536	1,113,151	953,315	1,372,181	1,369,799	(2,382)	0%
Successor Agency to the Pinole Redevelopment - 463	261,330	324,147	166,658	251,177	-	(251,177)	-100%
Housing Administration - 464	50,199	558,818	61,518	278,881	275,660	(3,221)	-1%
Code Enforcement - 465	198,324	226,172	177,608	273,178	392,591	119,413	30%
Economic Development - 466	145	106,482	172,886	329,992	127,536	(202,456)	-159%
Total	2,407,421	3,542,159	2,221,846	3,501,521	2,892,442	(609,079)	-21%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

BUILDING & PLANNING FUND - 212
DEVELOPMENT SERVICES - PLANNING - 461

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	275,915	356,239	285,689	388,286	415,783	27,497	7%
Employee Benefits - 410	124,520	195,878	169,840	220,824	190,926	(29,898)	-16%
Total Salary & Benefits	400,436	552,117	455,529	609,110	606,709	(2,401)	0%
Services and Supplies							
Professional & Administrative Services - 42	460,915	692,470	243,589	483,094	266,232	(216,862)	-81%
Other Operating Expenses - 43	1,487	2,220	1,468	1,550	1,550	-	0%
Materials & Supplies - 44	651	831	1,645	1,500	1,500	-	0%
Total Services and Supplies	463,053	695,521	246,703	486,144	269,282	(216,862)	-81%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,034	-	-	2,000	2,000	-	0%
Total Capital Outlay	1,034	-	-	2,000	2,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(326,336)	(205,724)	(218,410)	(305,167)	(337,379)	(32,212)	10%
Administrative Debits - 46122	174,800	-	45,814	61,009	61,270	261	0%
IS Charges - 46124	462	(2,601)	33,246	13,299	8,621	(4,678)	-54%
Legal Charges - 46126	16,272	35,741	42,491	25,000	25,000	-	0%
General Liability Insurance - 46201	20,072	22,095	33,204	27,632	27,258	(374)	-1%
Total Indirect Cost Allocations	(114,730)	(150,488)	(63,655)	(178,227)	(215,231)	(37,003)	17%
Total	749,792	1,097,149	638,576	919,027	662,760	(256,266)	-39%
GENERAL FUND - 100							
Professional & Administrative Services - 42	7,635	4,599	-	5,000	5,000	-	0%
Administrative Debits - 46122	57,077	61,351	7,844	11,713	12,128	415	3%
Total	64,712	65,951	7,844	16,713	17,128	415	2%
Housing Fund - 285							
Administrative Debits - 46122	47,382	50,289	43,440	60,373	46,968	(13,405)	-29%
Total	47,382	50,289	43,440	60,373	46,968	(13,405)	-29%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 404,350	\$ 184,488
Project Traffic Studies and CEQA Assistance	\$ 30,000	
Safety/EJ/Health Element Update	25,000	
Scanning/Archiving	50,000	
SEI Climate Corps Fellow (July-June, 12 months)	65,000	
System Administration/GIS (Comm Dev)	12,488	
Translation Services	2,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

4220X Office Expense	\$	26,000	\$	26,000
42201 Miscellaneous office supplies	\$	1,000		
42202 Housing Element Implementation Print Materials		10,000		
42202 Printing Notifications to the Community		10,000		
42203 Mailing Notifications to the Community		5,000		

4230X Travel and Training	\$	12,575	\$	16,125
42301 California APA Annual Conference (2)	\$	1,350		
42301 League- PC Conference (5 Commissioners)		3,625		
42301 League- PC Conference (Staff) (2)		1,450		
42302 CA APA Conference Mileage, Toll, Air & Hotel (2)		1,200		
42302 CA League PC Conference Mileage, Toll, Air & Hotel (7)		7,000		
42303 Meal Allowance		1,500		

42401 Memberships	\$	1,757	\$	1,207
American Planning Assoc (APA) (2)	\$	862		
CA Chapter APA Dues (2)		345		

42504 Recruitment Costs	\$	-	\$	-
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42514 Special Department Expense	\$	38,412	\$	38,412
Publishing Legal Notices	\$	10,000		
PCTV Planning Commission Meetings		20,412		
Meeting Minute Preparation		8,000		

Total Professional/Administrative Services **\$ 266,232**

4310X Utilities	\$	1,550	\$	1,550
PG&E	\$	1,400		
EBMUD		150		

44301 Fuel	\$	1,000	\$	1,000
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44410 Safety Clothing	\$	500	\$	500
Uniform		500		

General Fund - 100

42101 Professional Services	\$	-	\$	-
Economic Development - Staff Support (moved to Economic Dev. Division)	\$	-		

42514 Special Departmental	\$	5,000	\$	5,000
	\$	5,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

BUILDING & PLANNING FUND - 212
DEVELOPMENT SERVICES - BUILDING DIVISION - 462

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	127,857	221,048	316,742	433,232	474,932	41,700	9%
Overtime - 402	67	1,019	1,767	5,815	6,400	585	9%
Employee Benefits - 410	41,226	72,318	112,595	153,446	157,345	3,899	2%
Total Salary & Benefits	169,150	294,385	431,104	592,493	638,677	46,184	7%
Services and Supplies							
Professional & Administrative Services - 42	701,670	569,655	162,324	471,248	381,563	(89,685)	-24%
Other Operating Expenses - 43	3,761	5,607	3,710	4,500	4,500	-	0%
Materials & Supplies - 44	-	323	-	1,500	1,500	-	0%
Total Services and Supplies	705,432	575,585	166,034	477,248	387,563	(89,685)	-23%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,909	-	2,061	3,500	3,500	-	0%
Total Capital Outlay	1,909	-	2,061	3,500	3,500	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(41,803)	(51,504)	(59,811)	(160,289)	(61,270)	99,019	-162%
Administrative Debits - 46122	124,977	112,096	137,947	198,073	193,674	(4,399)	-2%
IS Charges - 46124	46,415	142,418	227,778	214,475	166,100	(48,375)	-29%
Legal Charges - 46126	12,142	11,017	4,938	10,000	10,000	-	0%
General Liability Insurance - 46201	17,315	29,154	43,264	36,681	31,555	(5,126)	-16%
Total Indirect Cost Allocations	159,045	243,180	354,116	298,940	340,059	41,119	12%
Total	1,035,536	1,113,151	953,315	1,372,181	1,369,799	(2,382)	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 438,675	\$ 348,990
Backfill Permit Tech (sick, backlog)	\$ 22,100	
Building Inspection Services Backfill (sick, vacation)	20,400	
Building Official Backfill (sick, vacation)	28,900	
Contract Plan Check - Phase 2 Appian Village	60,102	
Contract Plan Check- Pinole Shores II	38,000	
Contract Plan Check- Other Routine	65,000	
Rental Inspection Services	50,000	
Scanning/Archiving	50,000	
System Administration/GIS (Comm Dev)	12,488	
Translation Services	2,000	
42106 Software Maintenance	\$ 8,888	\$ 8,888
BlueBeam Annual Maintenance	\$ 3,800	
Green Halo (Waste Tracking)	3,288	
R.S. Means (Valuation)	1,800	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

42107 Equipment Maintenance	\$	1,000	\$	1,000
Equipment and vehicle maintenance	\$	1,000		
42108 Building-Structure Maintenance	\$	1,000	\$	1,000
42201 Office Expense	\$	3,000	\$	3,000
Miscellaneous Office Expenses		3000		
4230X Travel and Training	\$	10,875	\$	10,875
42301 CALBO Business Meeting (March)	\$	695		
42301 CALBO Education Week (August)		2,580		
42301 Other Educational/Training		2,500		
42301 Permit Tech Certification		300		
42302 CALBO Business Meeting Air & Hotel		1,000		
42302 CALBO Education Week Hotel		3,000		
42302 CALBO Education Week Parking and Mileage		400		
42303 Travel and Training/Meal Allowance		400		
42401 Memberships	\$	730	\$	730
California Building Officials (CALBO)	\$	215		
Electrical Inspectors IAEI		120		
Mechanical and Plumbing Officials (IAMPO)		70		
ICC (General & Local)		325		
42402 Subscriptions	\$	2,080	\$	2,080
CALDAG (AD) Publication	\$	80		
Construction Costing Publications		500		
Misc. Publications for new codes		1,000		
Permit Tech Publications		500		
42501 Bank Fees	\$	5,000	\$	5,000
Credit card charges	\$	5,000		
42514 Special Department Expense	\$	-	\$	-
Updates of the assessor parcel information	\$	-		
Blueprints and permits to be scanned.		-		
Total Professional/Administrative Services				\$ 381,563
4310X Utilities	\$	4,500	\$	4,500
PG&E	\$	4,000		
EBMUD		500		
44410 Safety Clothing	\$	1,500	\$	1,500
Clothing/Uniforms	\$	1,000		
Small tools	\$	500		
47107 Furniture	\$	2,000	\$	2,000
Ergonomic Chairs	\$	1,000		
Standing Desk		1,000		
47106 Computer Equipment (not-capitalized)	\$	1,500	\$	1,500
Tablet for Inspector	\$	1,500		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

RECOGNIZED OBLIGATION RETIREMENT FUND - 750
SUCCESSOR AGENCY TO THE PINOLE REDEVELOPMENT AGENCY - 463

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	25,507	76,932	11,513	25,100	-	(25,100)	-100%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	25,507	76,932	11,513	25,100	-	(25,100)	-100%
Indirect Cost Allocations							
Administrative Debits - 46122	162,116	177,758	141,093	206,077	-	(206,077)	-100%
Legal Charges - 46126	73,708	69,457	14,052	20,000	-	(20,000)	-100%
Total Indirect Cost Allocations	235,823	247,215	155,144	226,077	-	(226,077)	-100%
Total	261,330	324,147	166,658	251,177	-	(251,177)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 25,100	\$ -
Amerinational Loan Servicing	\$ -	
Auditing Services	-	
Bond Indenture Fees	-	
HDL Financial Reporting	-	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

HOUSING ASSETS FUND - 285
HOUSING ADMINISTRATION - 464

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	(27)	38,693	19,198	200,871	200,871	-	0%
Other Operating Expenses - 43	1,234	1,844	1,220	2,100	2,100	-	0%
Total Services and Supplies	1,207	40,538	20,418	202,971	202,971	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	44,591	48,001	37,230	55,910	52,689	(3,221)	-6%
Legal Charges - 46126	4,401	74,219	3,871	20,000	20,000	-	0%
Asset Acquisition/Improvement - 47	-	396,061	-	-	-	-	0%
Total Indirect Cost Allocations	48,992	518,281	41,101	75,910	72,689	(3,221)	-4%
	-	-	-	-	-		
Total	50,199	558,818	61,518	278,881	275,660	(3,221)	-1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 200,871	\$ 200,871
Affordable Housing Loan Coordination (resale/refi)	\$ 8,000		
Affordable Housing NOFA	88,645		
Compliance Monitoring (23-24)	37,001		
Housing Asset Fund Policy Development	5,000		
Housing Fund Consultation Services	5,500		
Housing Successor Annual Report	6,725		
Nexus Study- In-Lieu Fee - Inclusionary Hsg	50,000		
4310X Utilities		\$ 2,100	\$ 2,100
PG&E	\$ 2,000		
EBMUD	100		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

**GENERAL FUND - 100
CODE ENFORCEMENT - 465**

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	96,496	34,142	64,688	87,350	91,716	4,366	5%
Overtime - 402	106	3,756	10,687	6,102	6,346	244	4%
Employee Benefits - 410	22,989	19,658	34,094	45,353	46,712	1,359	3%
Total Salary & Benefits	119,592	57,556	109,469	138,805	144,774	5,969	4%
Services and Supplies							
Professional & Administrative Services - 43	11,507	116,230	29,328	83,145	108,783	25,638	24%
Materials & Supplies - 44	439	409	-	2,500	4,333	1,833	42%
Total Services and Supplies	11,947	116,639	29,328	85,645	113,116	27,471	24%
Indirect Cost Allocations							
Administrative Debits - 46122	41,803	-	3,551	3,779	97,851	94,072	96%
IS Charges - 46124	462	5,196	12,127	13,299	5,421	(7,878)	-145%
Legal Charges - 46126	19,247	39,347	15,680	25,000	25,000	-	0%
General Liability Insurance - 46201	5,273	7,435	7,453	6,650	6,429	(221)	-3%
Total Indirect Cost Allocations	66,786	51,977	38,811	48,728	134,701	85,973	64%
Total	198,324	226,172	177,608	273,178	392,591	119,413	30%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 41,350	\$ 53,488
Seasonal Weed Abatement	\$ 36,000		
Show Cause Hearings	3,000		
System Administration/GIS (Comm Dev)	12,488		
Translation Services	2,000		
4220X Office Expense		\$ 6,500	\$ 21,000
42201 Misc. Office Expense	\$ 1,000		
42202 Fire Seasonal Postcard	5,000		
42202 General Educational Materials	5,000		
42202 Tobacco-Education Related (Grant Funded)	10,000		
4230X Travel & Training		\$ 4,700	\$ 3,700
42301 CACEO/ICC/CEOSF	\$ 1,500		
42302 Mileage Air & Hotel	2,000		
42303 Meal Allowance	200		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

42401 Memberships		\$	595	\$	595
CACEO Membership	\$	95			
ICC and CEOSF		500			
42512 Abatement		\$	30,000	\$	30,000
Abatement Services	\$	30,000			
44301 Fuel		\$	2,000	\$	2,000
	\$	2,000			
44410 Safety Clothing		\$	500	\$	2,333
Body Worn Cammera	\$	1,333			
Safety Clothing		500			
Small tools		500			

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Development

**GENERAL FUND - 100
ECONOMIC DEVELOPMENT - 466**

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	22,575	100,485	209,370	56,654	(152,716)	-270%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	-	22,575	100,485	209,370	56,654	(152,716)	-270%
Indirect Cost Allocations							
Administrative Debits - 46122	-	83,814	72,401	100,622	50,882	(49,740)	-98%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	145	93	-	-	-	-	0%
General Liability Insurance - 46201	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	145	83,907	72,401	100,622	50,882	(49,740)	-98%
Total	145	106,482	172,886	309,992	107,536	(202,456)	-188%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	20,000	20,000	-	0%
Total	-	-	-	20,000	20,000	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 199,416	\$ 35,000
Economic Development - Staff Support	\$ 20,000	
Economic Development Strategy-Final Branding	10,000	
Meeting/Workshop/Mixers	5,000	
4230X Travel and Training	\$ 1,595	\$ 1,595
42301 CALED Annual Training Conference Registration	\$ 595	
42302 CALED Air/Hotel	1,000	
42401 Memberships	\$ 6,259	\$ 8,059
CALED Annual Membership	\$ 350	
Chamber of Commerce Community Champion Sponsorship	2,500	
East Bay EDA	3,409	
Inter'l Council of Shopping Centers	1,800	
42403 Advertising	\$ 2,100	\$ 12,000
Advertising (general and industry-specific)	\$ 2,000	
Marketing Materials	5,000	
Printing & Postage	5,000	
MEASURE S - 2014 FUND - 106		
42101 Professional Services	\$ 20,000	\$ 20,000
Business Development/Community Help Reserve	\$ 10,000	
Revitalization Reserve	10,000	
<i>(Moved from Planning Division FY23/24)</i>		

COMMUNITY SERVICES

The Community Services Department is comprised of the following divisions and subdivisions:

- Administration
 - o Special Events
- Parks and Recreation
 - o Parks and Recreation Administration
 - o Tiny Tots
 - o Youth Center
 - o Senior Center
 - o Swim Center
 - o Tennis Court and Memorial Hall
- Library and Animal Services
- Community Health and Food

Mission

The mission of the Community Services Department is to enrich the lives of the diverse Pinole community by providing high-quality recreation and quality of life programs for residents of all ages.

Major Services and Functions

The Administration Division provides management and coordination of the department's activities. The Special Events subdivision serves as the single point of contact for private organizations that would like to hold events in the City and/or receive some form of City support or sponsorship for their event. This subdivision will coordinate closely with the City departments that host their own community events.

The Recreation Division contains six subdivisions: Parks and Recreation Administration; Senior Center; Youth Center; Tiny Tots; Swim Center; and Tennis Court and Memorial Hall. The Parks and Recreation Administration subdivision provides management and coordination of all Parks and Recreation Division activities, including park rules and policies, park permits and reservations, and park planning. Through the Tiny Tots, Youth Center, and Senior Center, the division offers recreational and enrichment programs and events for all age groups. Tiny Tots is a preschool program with a dedicated facility that provides a high-quality recreational, social, and educational experience for children ages 3 1/2 to 5 years. The Youth Center provides a variety of enrichment classes, sports, and specialty camps for children ages 5 to 12. The program is designed to offer youth an opportunity to explore special interests, promote creativity, challenge the mind and body, and create experiences. The Senior Center provides adults age 50 and over with social activities, fitness and enrichment classes, daily hot lunches, homebound services, salon services, and support services. The Senior Center receives advice from an advisory board of directors. The City's Memorial Hall building is used as a theater space for

educational programs run by the Pinole Community Players community theater group as well as the Players' theatric productions. The City leases the building to the Players for these uses. The Tennis Court and Swim Center are two recreational facilities in the City. The Tennis Court is adjacent to the Pinole branch of the County library system. The tennis court and adjacent restroom are owned by the County and leased to the City for the public's use. The Swim Center is owned by the City. In recent years, the City has hired a private organization to run the Swim Center. The City currently contracts with the Pinole Seals for this service. The Pinole Seals opens the pool for community use during summer months, and also conducts practices of their swim team at the pool. The City's Community Services Commission provides advice to the Parks and Recreation Division.

The Library and Animal Services Division oversees the agreements that the City has with the County Library and County Animal Services through which the County provides library and animal services in Pinole. Public library services in the City are provided by the Contra Costa County Library system. (Just one city in the County, Richmond, has its own municipal library system.) The County provides library services to residents of Pinole at the Pinole branch library located on Pinole Valley Road. The branch library building was constructed by and is owned by the County. The County provides a baseline level of weekly open hours and charges the City for the maintenance of the building. (Most other cities in the County have constructed their own building to house their branch library.) The County Animal Services Department provides animal control services to the City's residents, for which the County charges the City a fee.

The Community Health and Food Division manages the contract with the Pacific Coast Farmers Market Association, partnership with the Food Bank of Contra Costa and Solano and implementation of the tobacco grant. The collaboration with the Food Bank of Contra Costa and Solano has become a permanent monthly event. Staff and volunteers distribute fresh and non-perishable food to the community. The City has also contracted with Pacific Coast Farmers Market Association for many years to provide a year-round weekly farmers' market on Saturday mornings. The City received a grant in FY 2021/22 to implement a youth peer to peer education program to prevent the use of tobacco products to minors. This division will provide the single focal point for the City's health and food security activities, that will sometimes be provided by other City divisions, such as the Senior Center, for example.

FY 2023/24 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Coordinated and expanded annual community events, such as the summer movies and music in the park, egg hunt, community service day, United Against Hate Week, tree lighting and hosting youth games at the National Night Out.
- Implemented two new events, Earth Day and Pride celebration.
- Finalized a contract agreement with the Pinole Seals for operation and management of the swim center.

- Expanded the Holiday Craft Fair to host 50 vendors throughout the entire Senior Center facility. The fair had the largest attendance seen with over 300 people present.
- Resumed day trips and long-distance travel at the Pinole Senior Center.
- Completed the installation of a brand-new commercial dishwasher and steamer in conjunction with the modernization of the Senior Center kitchen.
- Expanded partnership with the Contra Costa and Solano Food Bank to provide a Senior Food Program.
- The Anti-Tobacco Recreation Coordinator position was filled.
- Implementation of a Youth Anti-Tobacco Program
- Recruited seven youth ambassadors from the Pinole schools who will provide on-the-ground leadership in their schools regarding the importance of tobacco-free living.
- Implementation of new youth programs due to recruitment of new instructors.
- The Tiny Tots program implemented four successful sessions at full capacity.
- Finalized contracts with user groups

Capital Improvement Plan (CIP) Projects

- The Parks Master Plan was completed and adopted.

Other Council-Directed Special Projects

- Coordinated additional City-coordinated community events.
- Began work on the creation of a public art program/City mural program update.
- Conducted research on additional food security and recovery activities.

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Complete implementation plan for the Park Master Plan.
- Update Park Rules signage
- Continue partnership with the Contra Costa and Solano Food Bank to provide food resources to the community.
- Fill vacant positions throughout the department.
- Review and update facility rental policies and procedures.
- Reopen recreation facilities for private event rentals.
- Continue to review and expand community events to increase participation.
- Create, with Community Development, a public art program and City mural program update.
- Resume special luncheons at the Senior Center.
- Apply and secure grant funding for the anti-tobacco program.
- Increase youth programming in partnership with the local schools.

- Implement and expand summer events such as Pride/Juneteenth. Fourth of July, Senior Center Summer Craft Fair, concerts, and movies in the park.

Capital Improvement Plan (CIP) Projects

- Senior Center Modernization Projects

Other Council-Directed Special Projects

- Coordinate additional City-coordinated community events including the Fourth of July celebration.
- Complete work on a public art program/City mural program update

Significant Special Projects for FY 2025/26 through FY 2028/29

- Create a plan for implementation of the Parks Master Plan projects.
- The Recreation Division will review and evaluate the current and future activities and services of the Recreation Division to identify new mechanisms for all age groups.
- Complete a staffing and services analysis
- The Senior Center will have two major renovation projects. The projects will include the replacement of the floor in the main hall and the replacement of some outdated appliances in the kitchen.

Major Changes in FY 2024/25 Budget

The Community Services Department budget for FY 2024/25 does not include any significant changes relative to the FY 2023/24 budget.

Position Summary

Position	2020/21	2021/22	2022/23	2023/24	2024/25
Community Services Director	0.00	1.00	1.00	1.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Food Services Specialist	0.00	0.00	0.00	0.00	0.75
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.00
Recreation Coordinator	2.60	2.60	3.50	3.50	3.50
Recreation Leader	2.88	2.88	2.88	2.88	3.51
Recreation Leader (Tiny Tots)	1.13	1.13	1.13	1.13	0.00
Rental Facility Custodian, <i>part-time/temporary</i>	1.65	1.65	1.65	1.65	1.65
Senior Recreation Leader	1.50	1.50	1.50	1.50	2.00
Total	11.51	12.51	13.41	13.41	13.41

*Pinole Community Television Staff moved to the City Manager's division effective FY 2024/25.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

COMMUNITY SERVICES BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
General Fund - 100	253,414	352,653	123,240	395,886	422,598	26,712	6%
Measure S 2014 - 106	19,215	12,600	-	25,850	25,300	(550)	-2%
Recreation Fund - 209	1,357,715	1,575,075	1,353,461	2,267,867	2,374,956	107,089	5%
Total	1,630,344	1,940,328	1,476,701	2,689,603	2,822,854	133,251	5%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	641,235	605,263	539,877	861,870	936,313	74,443	8%
Overtime - 402	0	51	0	0	0	-	0%
Employee Benefits - 410	234,216	235,608	235,090	315,516	358,489	42,973	12%
Total Personnel	875,451	840,923	774,968	1,177,386	1,294,802	117,416	9%

Services and Supplies

Professional & Administrative Services - 42	460,485	736,398	397,629	971,609	940,402	(31,207)	-3%
Other Operating Expenses - 43	186,076	238,907	150,413	242,402	241,632	(770)	0%
Materials & Supplies - 44	5,114	4,714	7,089	7,113	7,261	148	2%
Total Services and Supplies	651,674	980,019	555,131	1,221,124	1,189,295	(31,829)	-3%

Capital Outlay

Asset Acquisition/Improvement - 47	64,830	14,639	20,294	130,294	144,800	14,506	10%
Total Capital Outlay	64,830	14,639	20,294	130,294	144,800	14,506	10%

Indirect Cost Allocations

Administrative Credits - 46	(87,037)	(46,326)	(16,324)	(25,967)	-	183,931	100%
Administrative Debits - 46	22,151	24,836	-	-	-	(183,931)	-100%
IS Charges - 46	55,886	70,113	61,834	117,529	131,297	13,768	10%
Legal Charges - 46	1,836	7,057	8,164	1,750	1,750	-	0%
General Liability Insurance - 46	45,553	49,067	72,660	67,487	60,911	(6,576)	-11%
Total Indirect Cost Allocations	38,389	104,748	126,334	160,799	193,958	7,192	4%

Total

1,630,344	1,940,328	1,476,727	2,689,603	2,822,854	133,251	5%
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EXPENDITURES BY PROGRAM

Recreation Administration - 551	785,893	890,764	519,597	944,860	911,174	(33,686)	-4%
Senior Center - 552	418,749	513,092	399,973	653,493	660,532	7,039	1%
Tiny Tots - 553	141,106	159,932	146,298	210,954	272,428	61,474	23%
Youth Center - 554	137,228	183,132	156,321	333,016	364,182	31,166	9%
Swim Center - 557	137,822	181,576	131,451	194,994	205,540	10,546	5%
Memorial Hall - 558	5,162	7,282	1,799	-	-	-	0%
Tennis - 559	4,385	4,550	(741)	-	-	-	0%
Library Services - 560	-	-	-	182,585	188,063	5,478	3%
Animal Control Services - 561	-	-	122,003	169,701	220,935	51,234	23%
Total	1,630,344	1,940,328	1,476,701	2,689,603	2,822,854	133,251	5%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
RECREATION ADMINISTRATION - 551

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	377,076	301,114	278,144	372,113	396,256	24,143	6%
Employee Benefits - 410	113,111	94,250	97,594	144,042	138,277	(5,765)	-4%
Total Personnel	490,187	395,364	375,738	516,155	534,533	18,378	3%
Services and Supplies							
Professional & Administrative Services - 42	29,849	69,877	59,122	267,062	205,766	(61,296)	-30%
Materials and Supplies - 44	-	-	25	-	-	-	0%
Total Services and Supplies	29,849	69,877	59,147	267,062	205,766	(61,296)	-30%
Indirect Cost Allocations							
Admin Credits - 46121	(64,886)	(21,490)	(16,324)	(25,967)	-	25,967	-100%
IS Charges - 46124	55,886	70,113	61,834	117,529	131,297	13,768	10%
Legal Charges - 46126	990	2,909	6,581	-	-	-	0%
General Liability Insurance - 46201	20,453	21,338	31,385	26,481	25,978	(503)	-2%
Total Indirect Cost Allocations	12,443	72,870	83,475	118,043	157,275	39,232	25%
Total	532,479	538,111	518,360	901,260	897,574	(3,686)	0%
General Fund 100							
Professional & Administrative Services - 42	253,414	352,653	1,237	43,600	13,600	(30,000)	-221%
Total	253,414	352,653	1,237	43,600	13,600	(30,000)	-221%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
42101 Professional Services		\$ 1,636	\$ 1,181
Broadcast Music/ASCAP Services	\$ 1,181		
42201 Office Expense		\$ 800	\$ 1,500
Office Supplies	\$ 1,500		
4230X Travel, Training & Meeting Costs		\$ 7,500	\$ 13,300
Travel & Training/Conf-Registration	\$ 6,500		
Travel & Training/Mileage, Air	6,000		
Travel & Training/Meal Allowance	800		
42401 Memberships		\$ 1,030	\$ 1,030
CPRS Memberships (2)	\$ 330		
NRPA Membership	700		
42501 Bank Fees		\$ 750	\$ 750
42514 Special Department Expense		\$ 110,546	\$ 34,955
Community Services Commission Broadcast Fee	\$ 16,200		
Event/Outreach Materials	2,000		
Postage Machine	100		
Recreation Activity Guide, Summer Postcard	11,000		
Staff T-Shirts	4,000		
Tobacco Grant Administrative Costs	1,655		
42515 Special Events		\$ 144,800	\$ 153,050
Centenarian Program	\$ 3,000		
City's Support to the Annual Car Show	30,000		
Coastal Cleanup	2,000		
Community Events Organized by Private Groups	5,000		
Community Service Day	2,000		
Dumpster Day	500		
Earth Day	5,000		
Expenses for Movies and Sounds in the Park	12,000		
Fourth of July	50,000		
Marketing and Additional Event Expenses	4,000		
Other City events	12,800		
Other related expenses for events or Commissions	500		
Pride Event	14,000		
Tobacco Grant Community Events	2,250		
Tree Lighting	7,000		
United Against Hate Week	3,000		
General Fund 100			
42101 Professional Services		\$ 40,100	\$ 10,100
Mural maintenance	\$ 10,100		
42511 Equipment Rent		\$ 3,500	\$ 3,500
Restroom Services Farmers Market & PVP	\$ 3,500		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
SENIOR CENTER - 552

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	124,687	136,145	113,954	197,545	221,107	23,562	11%
Overtime - 402	-	51	-	-	-	-	0%
Employee Benefits - 410	51,260	58,315	53,679	71,041	76,589	5,548	7%
Total Personnel	175,947	194,511	167,632	268,586	297,696	29,110	10%
Services and Supplies							
Professional & Administrative Services - 43	23,444	102,225	63,433	70,447	74,654	4,207	6%
Other Operating Expenses - 43	144,819	188,366	127,903	199,856	195,976	(3,880)	-2%
Materials & Supplies - 44	649	214	3,418	2,711	2,711	-	0%
Total Services and Supplies	168,912	290,806	194,755	273,014	273,341	327	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	44,443	483	19,912	94,500	74,500	(20,000)	-27%
Total Capital Outlay	44,443	483	19,912	94,500	74,500	(20,000)	-27%
Indirect Cost Allocations							
Legal Charges - 46126	126	3,238	781	500	500	-	0%
General Liability Insurance - 46201	10,170	11,454	16,893	16,893	14,495	(2,398)	-17%
Total Indirect Cost Allocations	10,296	14,692	17,674	17,393	14,995	(2,398)	-16%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	399,599	500,492	399,973	653,493	660,532	7,039	1%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 43	0	531	0	-	-	-	0%
Asset Acquisition/Improvement - 47	19,150	12,069	-	-	-	-	0%
Total	19,150	12,600	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 4,155	\$ 4,155
CPRP	\$ 455	
Staff Training	700	
Volunteer Appreciation (2)	2,000	
WCCUSD Transition Program	1,000	
42107 Equipment Maintenance	\$ 5,150	\$ 5,150
Fire Extinguisher Maintenance	\$ 650	
Other Maintenance (fire sprinklers, sandwich bar)	1,000	
Pool Table Maintenance	1,500	
Refrigerator/freezer maintenance	2,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

42108 Maintenance Structure/Imp	\$	40,000	\$	44,208
Electrical Supplies	\$	800		
HVAC Service		5,000		
Janitorial		27,084		
Key Pad/Alarm Service		1,824		
Landscape Maintenance		4,684		
Pest Control Services		816		
Plumbing Supplies		1,000		
Sanitary/Cleaning Supplies		3,000		
42201 Office Expense	\$	1,200	\$	1,200
Office supplies, paper flyers, and tickets	\$	1,200		
4230X Travel & Training	\$	3,945	\$	3,945
Annual Conferences and Trainings	\$	1,000		
Travel & Training/Mileage, Air		2,600		
Travel & Training/Meal Allowance		345		
42401 Memberships	\$	286	\$	286
CPRS Membership	\$	165		
Sams Club		121		
42501 Bank Fee	\$	2,400	\$	2,400
42510 Software Purchase	\$	-	\$	-
Zoom	\$	-		
42514 Special Department Expense	\$	311	\$	311
Inspection fees	\$	311		
42515 Special Events	\$	13,000	\$	13,000
Crab Feed	\$	10,000		
Dance Program		1,000		
Holiday Craft Fair		250		
Misc. Events		1,500		
Summer Craft Fair		250		
Total Professional/Administrative Services				\$ 74,654
4310X Utilities	\$	62,000	\$	62,000
Gas and Electric	\$	47,000		
Water		15,000		
4320X Taxes	\$	10,756	\$	10,756
Taxes/Property Tax	\$	10,756		
43802 Class Fees	\$	20,600	\$	15,000
Instructor Fees	\$	15,000		
43803 Personal Service	\$	500	\$	500
WestCat tickets (reimbursed when sold)	\$	500		
43804 Food Program	\$	65,000	\$	65,000
Food Expense	\$	50,160		
Kitchen Maintenance		13,400		
Snack Bar		1,440		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

43805 Travel	\$	15,000	\$	16,000
American Stage Tour Payment	\$	8,000		
Premier Tour Payment		8,000		

43808 Gift Shop Sales	\$	780	\$	1,500
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43809 Newsletter	\$	8,540	\$	8,540
Monthly Newsletter	\$	5,000		
Newsletter monthly postage		3,240		
Newsletter annual bulk mail		300		

43810 Center Maintenance	\$	9,200	\$	9,200
Center deep clean	\$	600		
Kitchen janitorial service (12)		4,860		
Misc. center maintenance		2,540		
Trap Service		1,200		

43811 Supplies	\$	2,500	\$	2,500
Misc. Program Supplies & PPE	\$	2,500		

43813 Membership Events	\$	4,980	\$	4,980
	\$	4,980		

Total Other Operating Expenses **\$ 195,976**

44304 Permit Fee	\$	1,711	\$	1,711
Health Permit	\$	1,711		

44306 Maintenance Supplies	\$	1,000	\$	1,000
	\$	1,000		

4710X Furniture Fixtures & Equipment	\$	22,500	\$	2,500
47101 SC Renovation Project: Kitchen Equipment Replacement <i>(carryforward)</i>	\$	-		
47105 Other Misc. Equipment		1,000		
47105 2 Laptops and Scanner for Front Desk		1,500		

47201 Improvements/Building	\$	72,000	\$	72,000
SC Renovation Project: Main Hall Flooring <i>(carryforward)</i>	\$	72,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
TINY TOTS - 553

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2022/23 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	77,821	88,594	76,568	108,102	120,778	12,676	10%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	31,413	39,753	42,279	42,485	82,652	40,167	49%
Total Personnel	109,235	128,347	118,847	150,587	203,430	52,843	26%
Services and Supplies							
Professional & Administrative Services - 42	21,540	20,893	17,060	30,242	30,516	274	1%
Other Operating Expenses - 43	4,947	2,734	1,461	5,086	5,386	300	6%
Materials and Supplies - 44	97	204	85	100	100	-	0%
Total Services and Supplies	26,584	23,831	18,606	35,428	36,002	574	2%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,087	-	200	10,000	9,800	98%
Total Capital Outlay	-	2,087	-	200	10,000	9,800	98%
Indirect Cost Allocations							
Legal Charges - 46126	240	-	207	250	250	-	0%
General Liability Insurance - 46201	5,047	5,667	8,639	8,639	7,446	(1,193)	-16%
Total Indirect Cost Allocations	5,287	5,667	8,845	8,889	7,696	(1,193)	-16%
Total	141,106	159,932	146,298	195,104	257,128	62,024	24%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	15,850	15,300	(550)	-4%
Total	-	-	-	15,850	15,300	(550)	-4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42107 Equipment Maintenance	\$ 300	\$ 300
Copier and other equipment maintenance	\$ 300	
42108 Maintenance Structure/Imp	\$ 16,396	\$ 16,670
Alarm Monitoring	\$ 1,300	
Building Maintenance	500	
Countertops	1,000	
HVAC Maintenance	300	
Janitorial (3 times weekly and annual deep clean)	6,360	
Landscape Maintenance	2,472	
Pest Control	388	
Playground Wood Chip Refreshment (Spring)	3,900	
Sanitary Supplies & PPE	450	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

42201 Office Expense		\$ 1,500	\$ 1,500
Toner, ink, other office supplies	\$ 1,500		
4230X Travel & Training		\$ 2,900	\$ 2,900
Annual Conferences and Trainings	\$ 600		
CPRS Airfare	600		
CPRS Hotel	1,400		
Travel & Training/M meal Allowance	300		
42401 Memberships		\$ 234	\$ 234
CPRS Membership	\$ 165		
NAEYC Membership	69		
42501 Bank Fees		\$ 4,200	\$ 4,200
42514 Special Department Expense		\$ 4,712	\$ 4,712
Holiday paper and craft supplies	\$ 650		
Paper and craft supplies	1,562		
Toy replacement	2,000		
T-Shirt fundraiser	500		
Total Professional/Administrative Services		\$ 30,516	
4310X Utilities		\$ 1,400	\$ 1,700
Gas and Electric	\$ 1,500		
Water	200		
43201 Property Tax		\$ 3,686	\$ 3,686
44306 Maintenance Supplies		\$ 100	\$ 100
Misc. Maintenance Supplies	\$ 100		
4710X Furniture Fixtures & Equipment		\$ 200	\$ 10,000
42101 Alarm System Upgrade	\$ 10,000		
MEASURE S - 2014 FUND - 106			
47103 FF&E/Furniture		\$ 2,950	\$ 2,400
Tiny Tots outdoor shade (<i>carryforward</i>)	\$ 2,400		
47201 Improvements/Building		\$ 12,900	\$ 12,900
Restroom Walls/Floor Repair/Replace (<i>carryforward</i>)	\$ 11,000		
Tiny Tots Countertop (<i>carryforward</i>)	1,900		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
YOUTH CENTER - 554

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	61,650	79,409	71,212	184,110	198,172	14,062	7%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	38,431	43,291	41,538	57,948	60,971	3,023	5%
Total Personnel	100,082	122,700	112,751	242,058	259,143	17,085	7%
Services and Supplies							
Professional & Administrative Services - 42	18,934	32,116	23,413	50,972	54,577	3,605	7%
Other Operating Expenses - 43	6,841	15,780	3,736	12,460	10,270	(2,190)	-21%
Materials & Supplies - 44	271	1,508	119	1,552	1,700	148	9%
Total Services and Supplies	26,046	49,404	27,268	64,984	66,547	1,563	2%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,152	-	381	-	15,000	15,000	100%
Total Capital Outlay	1,152	-	381	-	15,000	15,000	100%
Indirect Cost Allocations							
Administrative Credits - 46121	(22,151)	(24,836)	-	-	-	-	0%
Administrative Debits - 46122	22,151	24,836	-	-	-	-	0%
Legal Charges - 46126	-	420	177	500	500	-	0%
General Liability Insurance - 46201	9,884	10,609	15,744	15,474	12,992	(2,482)	-19%
Total Indirect Cost Allocations	9,884	11,029	15,921	15,974	13,492	(2,482)	-18%
Total	137,163	183,132	156,321	323,016	354,182	31,166	9%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	65	-	-	10,000	10,000	-	0%
Total	65	-	-	10,000	10,000	-	0%

Consolidated Day Camp Division effective FY23/24

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 5,880	\$ 5,760
Youth Camp Instructors	\$ 5,760	
42107 Equipment Maintenance	\$ 1,300	\$ 1,300
Other Vehicle Maintenance	\$ 1,000	
Oil Changes (4)	300	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

42108 Maintenance Structure/Imp		\$ 29,442	\$ 29,442
Building Maintenance	\$ 10,000		
Elevator Maintenance (12)	2,400		
Elevator Service call	600		
Fire Extinguisher Maintenance	100		
Fire Sprinkler Inspection	950		
HVAC City Mechanical	6,000		
Janitorial Service (12)	5,805		
Janitorial supplies	500		
JanPro floor cleaning	1,207		
Misc. other supplies	1,000		
State annual fire inspection	400		
Western Exterminator Pest Control (4)	480		
42201 Office Expense		\$ 500	\$ 500
Miscellaneous Office Supplies	\$ 500		
4230X Travel and Training		\$ 5,365	\$ 6,100
Annual Conferences and Trainings	\$ 800		
Milage, Air & Hotel	2,900		
Meal Allowance	500		
Staff Training, workshop, and conference	1,900		
42401 Memberships		\$ 165	\$ 175
CPRS Membership	\$ 175		
42501 Bank Fees		\$ 1,300	\$ 1,300
Credit Card Transaction Fees	\$ 1,300		
42514 Special Department Expense		\$ 2,020	\$ -
42515 Special Events		\$ 5,000	\$ 10,000
Community Event	\$ 1,500		
Egg hung	5,000		
National Night Out	3,500		
Total Professional/Administrative Services		\$ 54,577	
4310X Utilities		\$ 5,900	\$ 5,900
Gas and Electric	\$ 5,400		
Water	500		
42301 Property Taxes		\$ 1,200	\$ 1,200
43812 Youth Center		\$ 5,360	\$ 3,170
Program supplies	\$ 3,170		
Total Other Operating Expenses			\$ 10,270
44301 Fuel		\$ 500	\$ 500
44304 Permit Fee		\$ 1,052	\$ 1,200
Health Permit	\$ 1,200		
47201 Improvements/Building		\$ -	\$ 15,000
Replacement of vinyl floor at Youth Center (carryforward)	\$ 15,000		
MEASURE S - 2014 FUND - 106			
47201 Improvements/Building		\$ 10,000	\$ 10,000
Replace vinyl flooring at Youth Center (carryforward)	\$ 10,000		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

**RECREATION FUND - 209
SWIM CENTER - 557**

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	111,173	154,159	109,551	157,000	152,290	(4,710)	-3%
Other Operating Expenses - 43	22,454	24,312	18,039	25,000	30,000	5,000	17%
Materials & Supplies - 44	3,905	2,615	3,442	2,750	2,750	-	0%
Total Services and Supplies	137,532	181,086	131,032	184,750	185,040	290	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	20	-	-	9,744	20,000	10,256	100%
Total Capital Outlay	20	-	-	9,744	20,000	10,256	100%
Indirect Cost Allocations							
Legal Charges - 46126	270	490	419	500	500	-	0%
Total Indirect Cost Allocations	270	490	419	500	500	-	0%
Total	137,822	181,576	131,451	194,994	205,540	10,546	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 85,000	\$ 85,000
Swim Center Operations Contract	\$ 85,000	
42108 Maintenance Structure/Imp	\$ 69,000	\$ 64,290
Annual Fire Sprinkler Maintenance	\$ 250	
Building Maintenance	20,000	
Janitorial	6,400	
Landscape Maintenance	2,640	
Pool Maintenance	20,000	
Pool Supplies	15,000	
42501 Bank Fees	\$ 3,000	\$ 3,000
Credit Card Processing Fees	\$ 3,000	
Total Professional/Administrative Services	\$ 152,290	
4310X Utilities	\$ 21,000	\$ 26,000
43103 Gas and Electric	\$ 19,000	
43102 Water	7,000	
43201 Property Taxes	\$ 4,000	\$ 4,000
44304 Permit Fee	\$ 2,750	\$ 2,750
Health Permits	\$ 2,750	
47103 FF&E/Equipment	\$ 9,744	\$ 20,000
Outdoor Furniture Replacement	\$ 20,000	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
MEMORIAL HALL - 558

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	2,122	3,689	1,811	-	-	-	0%
Other Operating Expenses - 43	2,638	3,420	(12)	-	-	-	0%
Materials & Supplies - 44	192	173	-	-	-	-	0%
Total Services and Supplies	4,952	7,282	1,799	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	210	-	-	-	-	-	0%
Total Indirect Cost Allocations	210	-	-	-	-	-	0%
Total	5,162	7,282	1,799	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42108 Maintenance Structure/Imp	\$ -	\$ -
Building Maintenance	\$ -	
Misc. Maintenance	-	
Pest Control	-	
Plumbing Supplies	-	
Sanitary Supplies	-	
(Moved to Facilities division effective FY23/24)		
42501 Bank Fees	\$ -	\$ -
(Moved to division 551 effective FY23/24)		
Total Professional/Administrative Services	\$ -	\$ -
4310X Utilities	\$ -	\$ -
Gas and Electric	\$ -	
Water	-	
(Moved to Facilities division effective FY23/24)		

RECREATION FUND - 209
TENNIS - 559

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	9	255	-	-	-	-	0%
Other Operating Expenses - 43	4,376	4,295	(741)	-	-	-	0%
Total Services and Supplies	4,385	4,550	(741)	-	-	-	0%
Total	4,385	4,550	(741)	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42108 Maintenance Structure/Imp	\$ -	\$ -
Building Maintenance	\$ -	
(Moved to Facilities division effective FY23/24)		
42501 Bank Fees	\$ -	\$ -
Credit Card Processing Fees	\$ -	
(Moved to division 551 effective FY23/24)		
4310X Utilities	\$ -	\$ -
Gas and Electric	\$ -	
Water	-	
(Moved to Facilities division effective FY23/24)		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

GENERAL FUND - 100
LIBRARY SERVICES - 560

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	182,585	188,063	5,478	3%
Total Services and Supplies	-	-	-	182,585	188,063	5,478	3%
Total	-	-	-	182,585	188,063	5,478	3%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 182,585	\$ 188,063
Library Services reimbursement agreement - 40 base	\$ 188,063	

GENERAL FUND - 100
ANIMAL CONTROL SERVICES - 561

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	122,003	169,701	220,935	51,234	23%
Total Services and Supplies	-	-	122,003	169,701	220,935	51,234	23%
Total	-	-	122,003	169,701	220,935	51,234	23%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 169,701	\$ 220,935
Animal Control Services \$12.11 per capita	\$ 220,935	

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GENERAL GOVERNMENT

Mission

The mission of General Government is to appropriate funds for general City administrative overhead costs.

Major Services and Functions

The General Government Department is a department established in the City's accounting system to provide a clearing house for payment of certain debt that is not tied to another specific department and accounting of cost recovery for internal services. As currently organized, the department does not perform any services.

FY 2023/24 Key Accomplishments

- Account for debt service payments, retiree medical reimbursement, and internal transfers

FY 2024/25 Key Priorities and Projects

- Continue to account for internal service functions

Major Changes in FY 2024/25 Budget

There are not any major changes to the General Government department budget for FY2024/25.

Position Summary

There are no positions budgeted in the General Government department.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – General Government

GENERAL GOVERNMENT BUDGET SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	4,582,077	3,955,970	2,542,102	3,258,620	2,513,513	(745,107)	-30%
Measure S 2014 - 106	692,901	718,000	650,000	783,500	783,500	-	0%
Recreation Fund - 209	7,549	7,068	5,358	-	-	-	0%
Measure J - 215	49,664	-	-	-	-	-	0%
American Rescue Plan Act Fund - 217	533,606	4,071,404	-	-	-	-	0%
Sewer Enterprise Fund - 500	12,191	33,588	17,477	-	-	-	0%
Pension Fund - 700	87,037	-	-	-	-	-	0%
Total	5,965,026	8,786,029	3,214,937	4,042,120	3,297,013	(745,107)	-23%
EXPENDITURES BY CATEGORY							
Personnel							
Salary Savings - 405	-	-	-	(510,000)	(510,000)	-	0%
Employee Benefits - 410	(2)	-	5,935	-	-	-	0%
Med Insurance/Retirement - 411	1,078,618	1,147,689	940,879	1,101,233	1,156,300	55,067	5%
Total Personnel	1,078,616	1,147,689	946,815	591,233	646,300	55,067	9%
Services and Supplies							
Professional & Administrative Services - 42	714,110	44,383	7,136	-	-	-	0%
Other Operating Expenses - 43	11,545	16,948	11,010	16,700	16,700	-	0%
Total Services and Supplies	725,656	61,332	18,146	16,700	16,700	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	8,057	-	-	-	-	0%
Total Capital Outlay	-	8,057	-	-	-	-	0%
Debt Service							
Debt Principal - 48101	221,565	215,929	207,790	207,790	203,321	(4,469)	-2%
Debt Interest - 48102	383,580	379,548	402,199	402,210	431,679	29,469	7%
Cost of Issuance - 48103	3,591	3,545	1,045	1,107	1,107	-	0%
Total Debt Service	608,736	599,021	611,033	611,107	636,107	25,000	4%
Indirect Cost Allocations							
Information Systems (IS) Charges - 46	171,690	248,267	224,444	382,305	386,598	4,294	1%
General Liability Insurance - 46201	20,211	(4,490)	-	-	-	-	0%
Total Indirect Cost Allocations	191,901	243,777	224,444	382,305	386,598	4,294	1%
Operating Transfers Out - 49901	3,360,117	6,726,154	1,414,520	2,440,775	1,611,301	(829,474)	-51%
Total	5,965,026	8,786,029	3,214,958	4,042,120	3,297,006	(745,113)	-23%
EXPENDITURES BY PROGRAM							
General Government - 117	5,965,026	8,786,029	3,214,958	4,042,120	3,297,006	(745,113)	-23%
Total	5,965,026	8,786,029	3,214,958	4,042,120	3,297,006	(745,113)	-23%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – General Government

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2023/24	FY 2024/25
4310X Utilities		\$ 16,700	\$ 16,700
43105 Comcast	\$ 500		
43102 Water	900		
43103 Gas/Electric	15,300		
48101 Debt Principal		\$ 207,790	\$ 203,321
Pension Obligation Bond principal	\$ 203,321		
48102 Debt Interest		\$ 402,210	\$ 431,679
Pension Obligation Bond interest	\$ 431,679		
49901 Transfers Out		\$ 1,657,275	\$ 827,801
General Reserve	\$ 1		
PCTV Operating contribution	105,000		
Recreation operation contribution	600,000		
Recreation: Annual contribution to car show and other City events	122,800		

MEASURE S - 2014 FUND - 106

49901 Transfers Out		\$ 783,500	\$ 783,500
Arterial Street Rehabilitation Projects	\$ 250,000		
Cable TV Contribution	55,000		
Recreation-Cinema in the Park	2,500		
Recreation-Community Service Commission	4,000		
Recreation-Summer Sounds in the Park	4,500		
Recreation-Swim Center Contribution	65,000		
Recreation-Tree Lighting	2,500		
Reserve to replace 2 PW vehicles per year	30,000		
Reserves to replace heavy equipment	115,000		
Reserves to replace 2 Dev Svcs vehicles per year	5,000		
Street Projects Funding	250,000		

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SCHEDULE OF TRANSFERS

The General Fund provides annual contributions to the Recreation and Pinole Community Television (PCTV) programs to fund any operational deficiencies. Only the amounts necessary to fund operations are transferred towards the end of the fiscal year. Measure S 2014 funds annual contributions to the Equipment Reserve Fund for future equipment replacement needs, as well as sets aside funds for the arterial street rehabilitation and street improvement projects. Special community events, such as the annual tree lighting, are also funded by Measure S 2014.

		TRANSFER-OUT				TRANSFER-IN	
FUND #	DESCRIPTION	ACCOUNT #	AMOUNT	FUND #	DESCRIPTION	ACCOUNT #	PURPOSE
100	General Fund	100-117-49901	105,124	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
100	General Fund	100-117-49901	597,831	209	Recreation Fund	209-551-39901	Recreation operating contribution [1]
100	General Fund	100-117-49901	122,800	209	Recreation Fund	209-551-39901	Recreation contribution for special events
100	General Fund	100-117-49901	764,520	150	General Reserve Fund	150-000-39901	Reserve to meet reverse policy level
Subtotal Transfers from the General Fund			<u>1,590,275</u>				
106	Measure S 2014 Fund	106-117-49901	65,000	209	Recreation Fund	209-557-39901	Swim Center contribution [1]
106	Measure S 2014 Fund	106-117-49901	250,000	325	City Street Fund	325-342-39901	Funding for Future Street Projects
106	Measure S 2014 Fund	106-117-49901	250,000	377	Arterial Streets Rehabilitation Fund	377-342-39901	Fund Portion of Arterial Streets Rehabilitation
106	Measure S 2014 Fund	106-117-49901	55,000	505	Cable Television Fund	505-119-39901	Cable Television contribution [1]
106	Measure S 2014 Fund	106-117-49901	13,500	209	Recreation Fund	209-551-39901	Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting.
106	Measure S 2014 Fund	106-117-49901	30,000	160	Equipment Reserve Fund	160-345-39901	Reserves to replace 2 vehicles per year
106	Measure S 2014 Fund	106-117-49901	115,000	160	Equipment Reserve Fund	160-345-39901	Reserves to replace heavy equipment
106	Measure S 2014 Fund	106-117-49901	5,000	160	Equipment Reserve Fund	160-461-39901	Reserves to replace 2 vehicles per year
Subtotal Transfers from Measure S 2014			<u>783,500</u>				
700	Pension Fund	700-000-49901	2,245,480	100	General Fund	100-117-39901	Transfer from Pension Trust
Subtotal Transfers from other funds			<u>2,245,480</u>				
Grand total Transfers			<u>4,619,255</u>				

NOTES:

[1] Only enough to balance Fund will be transferred.

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Debt Obligations

A best practice in public finance is to show the City's debt obligations in its budget. The City has just three long-term debt obligations, other than those of the Redevelopment Successor Agency.

Pension Obligation Bonds

On June 1, 2006, the City Council authorized the issuance of \$16,800,000 of Taxable Pension Obligation Bonds, 2006 Series A-2 (Capital Appreciation Bonds). The bonds in the aggregate principal of \$6,214,630 were issued to raise funds, presumably at a lower cost, to pay down the City's unfunded accrued actuarial liability with CalPERS. The bonds bear compounded interest which is due semi-annually on June 1 and December 1 through 2036. Principal payments are due annually on June 1 through 2036. The debt structure does not allow the bonds to be retired any earlier than 2036. In accordance with Section 4.01 (a) of the Trust Agreement, the City is required to deposit with the Trustee on or before August 1 of each year the annual amount for the upcoming fiscal year ending June 30. The bonds are secured with an insurance policy.

Bonds payable debt service requirements for governmental activities are shown below:

For the Year Ending, June 30	Principal	Interest
2024	207,790	402,210
2025	203,321	431,679
2026	195,585	454,415
2027	191,228	483,773
2028	186,704	513,296
*2029-2033	854,456	2,985,544
*2034-2036	458,216	2,161,784
	<u>\$ 2,297,300</u>	<u>\$ 7,432,700</u>

**The total principal and total interest will be spread over the five-year period.*

2016 Wastewater Revenue Refunding Bonds

On June 30, 2016, the City of Pinole issued an \$8,251,000 Wastewater Revenue Refunding Bond (Bank Qualified) to redeem its 2006 Wastewater Revenue Bonds which were issued to finance certain capital improvements to the City's wastewater system. The bonds bear annual interest at 2.95% which is payable semi-annually on March 1 and September 1 of each year through 2036. Principal payments are due annually beginning on September 1, 2016 through 2036. The bond is secured with pledged net wastewater revenues.

Bonds payable debt service requirements for business-type activities are shown below:

For the Year Ending, June 30	Principal	Interest
2024	347,000	171,292
2025	362,000	160,834
2026	372,000	150,008
2027	381,000	138,901
2028	395,000	127,455
2029-2033	2,150,000	453,504
2034-2037	1,973,000	118,634
	\$ 5,980,000	\$ 1,320,627

2016 Clean Water State Revolving Fund

In May 2016, the City entered into a loan agreement with the State of California Water Resources Control Board to provide funding for its 50% share of upgrades to the Pinole-Hercules Wastewater Pollution Control Plant to achieve compliance with Regional Water Quality Board NPDES. Funds are drawn on the agreement as work is completed up to a maximum amount of \$26.7 million plus any construction period interest. The loan accrues interest at a rate of 1.7 percent annually. Annual principal payments are due each July 1, commencing July 1, 2020. Final payment is due July 2049. Net revenues, defined as all sewer enterprise fund revenues less operations and maintenance costs (excluding depreciation and amortization expenses), are pledged for future debt service. As of June 30, 2023, the total debt outstanding on the loan is \$23,426,566.

Year Ending June 30,	Principal	Interest
2024	690,932	398,252
2025	702,678	386,506
2026	714,624	374,560
2027	726,772	362,412
2028	739,127	350,057
2029-2033	3,888,442	1,557,478
2034-2038	4,230,389	1,215,530
2039-2043	4,602,408	843,512
2044-2048	5,007,142	438,778
2049-2050	2,124,052	54,316
	\$ 23,426,566	\$ 5,981,400

Appendix

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ACCOUNTING AND BUDGET BASIS

It is a public finance best practice for the City's budget to describe the City's accounting basis and fund structure.

The City maintains its accounting records in accordance with Generally Accepted Accounting Principles (GAAP) and standards established by the Governmental Accounting Standards Board (GASB). Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized when both measurable and available. Expenditures are recognized when the liability is incurred. Debt service obligations are appropriated when due.

Proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recognized when earned and expenses when the liability is incurred regardless of timing of related cash flows.

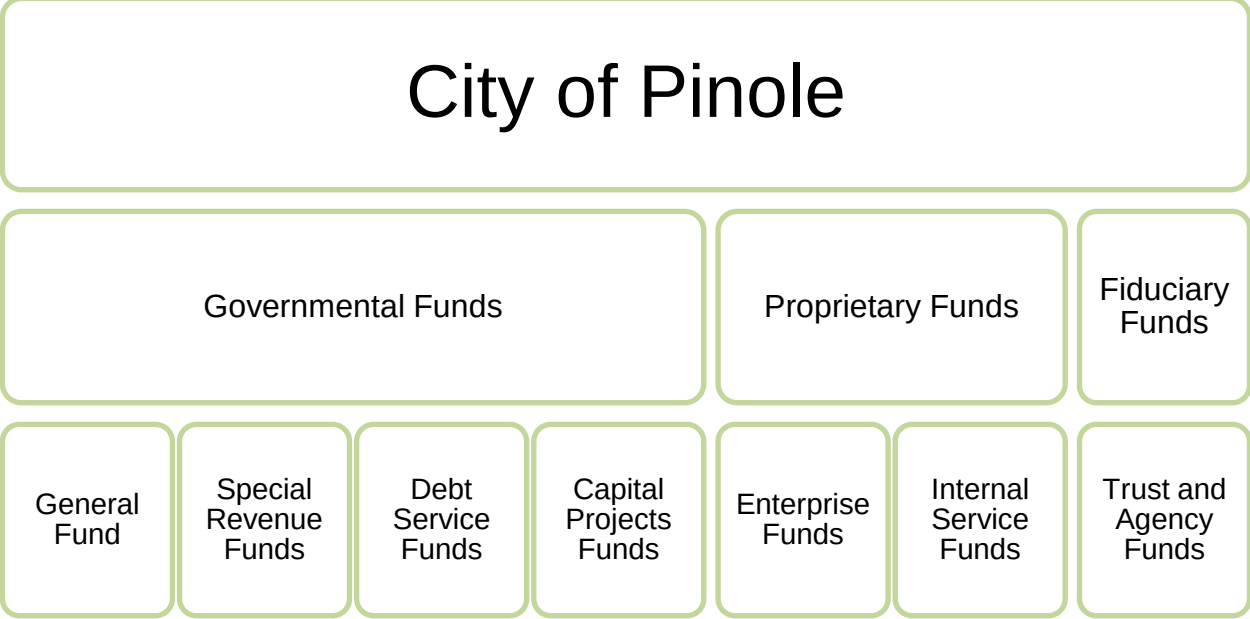
The basis of budgeting is consistent with the basis of accounting discussed above. Appropriations that are budgeted and not expensed at the end of the year lapse and revert to fund balance.

MONITORING THE BUDGET

Once adopted, the budget becomes the main internal control document used to monitor and manage the City's financial position. The City's budget level of control is executed at the fund level set by the City's governing body. Requests for budget amendments are presented to the City Council and are enacted by resolution. Managers can transfer funds within their respective departments with the approval of the City Manager. Financial reports that highlight revenue and expenditure variances, some of which may require adjustments to the budget, are presented to City Council for consideration and adoption on a quarterly basis.

FUND STRUCTURE

The City uses funds to report its current financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid in financial management by segregating transactions related to certain governmental functions or activities. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.



GOVERNMENTAL FUNDS

General Funds are used to account for all the general revenues of the City not specifically levied or collected for other City funds and the related expenditures.

<i>Fund Number</i>	<i>Name</i>
100	General Fund
105	Measure S 2006 Fund
106	Measure S 2014 Fund
150	General Reserve Fund
160	Equipment Reserve Fund

Special revenue funds used to account for proceeds that are legally restricted for specific purposes.

<i>Fund Number</i>	<i>Name</i>
200	Gas Tax Fund
201	Restricted Real Estate Maintenance Fund
203	Public Safety Augmentation Fund
204	Police Grants Fund
205	Traffic Safety Fund
206	Supplemental Law Enforcement Services Fund
207	Storm Water Fund
209	Recreation Fund
212	Building & Planning Fund
213	Refuse Management Fund
214	Solid Waste Fund

215	Measure J Fund
217	American Rescue Plan Act (ARPA) Fund
225	Asset Seizure-Adjudicated Fund
275	Parkland Dedication Fund
276	Growth Impact Fund
285	Housing Assets for Resale

Capital projects funds are used to account for financial resources for the acquisition or construction of facilities and other capital assets.

<i>Fund Number</i>	<i>Name</i>
310	Lighting and Landscape District Fund
324	Public Facilities Fund
325	City Street Improvements
327	Parks Grants Fund
377	Arterial Rehabilitation

PROPRIETARY FUNDS

Enterprise funds are used to account for goods or services from business-type activities, such as fees charged to external users.

<i>Fund Number</i>	<i>Name</i>
500	Sewer Enterprise Fund
505	Cable Access TV Fund

Internal service funds are used to account for activities that provide goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments on a cost-reimbursement basis.

<i>Fund Number</i>	<i>Name</i>
525	Information Systems Fund

FIDUCIARY FUNDS

Agency funds are used to maintain records of assets and financial activities on behalf of a third party or set aside in an external trust fund for restricted purposes.

<i>Fund Number</i>	<i>Name</i>
700	Section 115 Pension Trust Fund
750	Redevelopment Obligation Retirement Fund

The City receives revenue from numerous sources that are used for various expenditures for City purposes. The following are descriptions of each of the City's revenue sources as well as the assumptions used to develop the budget projections.

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GLOSSARY

Appropriation - An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation - A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

Assessments- Levies that pay for improvements directly benefiting their property.

Audit - A view of the City's accounts by an independent auditing firm to substantiate fiscal year-end fund, salaries, reserves, and cash on hand.

Beginning/Ending (Unappropriated) Fund Balance - Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

Bond - A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, together with periodic interest at a special rate. There are two types of bonds: General Obligation and Revenue.

Budget - A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

Capital Improvement - A permanent addition to the City's assets, including the design, construction, or purchase of land, buildings, or facilities, or major renovations of same.

Capital Improvement Program - A financial plan of proposed capital improvement projects with single-and multiple-year capital expenditures/expenses.

Capital Outlay - A budget appropriation category which budgets all equipment having an estimated useful life of over one year.

City Manager's Transmittal Letter - A general discussion of the budget. The letter contains an explanation of principal budget items and summaries.

CPI - Consumer Price Index; measure of inflation in an area of consumer products.

Debt Service - Payment of the principal and interest on an obligation resulting from the issuance bonds, notes, or Certificates of Participation (COPs).

Debt Service Requirements - The amount of money required to pay interest on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

Deficit - An excess of expenditures or expenses over revenues (resources).

Department - An organizational unit comprised of divisions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Depreciation- The cost allocation of tangible assets over the useful/economic life of the asset.

Division - A sub-section (or activity) within a department, which furthers the objectives of the City by providing specific services or a product.

Encumbrances - A legal obligation to pay funds, the expenditure/expense of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund - A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprise. These programs are entirely or predominately self-supporting.

Expenditure - The actual spending of Governmental Funds set aside by appropriation.

Expense - The actual spending of Proprietary Funds (Enterprise and Internal Service Fund types) set aside by an appropriation.

Fiscal Year - A twelve-month period of time to which a budget, forecast or reporting period applies. The City of Pinole fiscal year is July 1 through June 30.

Fund - An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance - The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

General Fund - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general operations. Examples of departments financed by the General Fund include the City Council, Police and others.

General Obligation Bond - Bonds used for various purposes and repaid by the regular (usually via the General Fund) revenue raising powers of the City.

Grant - Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

Interfund Transfers - Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Internal Service Fund - An Internal Service Fund provides services to other City departments and bills the various other funds for services rendered, just as would private business. ISF's are self-supporting and only the expense by an ISF is counted in budget totals.

Major Fund – Governmental fund or enterprise fund reported as a separate column in the basic financial statements and subject to a separate opinion in the independent auditor's report.

Materials, Supplies, and Services - Expenditures/expenses for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

Municipal Code - A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

Objectives - The expected results or achievements of a budget activity.

Operating Budget - Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay and capital improvements.

Ordinance - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An Ordinance has a higher legal standing than a Resolution.

Projects – Long-term investments in public facilities and infrastructure; also known as capital improvements. The amount spent may overlap from year to year until the project is completed.

Proprietary Funds- These include the enterprise (wastewater treatment and collection) and internal services (information technology and equipment reserve) funds. They are accounted for in a manner similar to businesses, measuring cost for services and including total assets and liabilities.

Redevelopment Agency- A separate legal entity created to alleviate conditions of blight, build infrastructure and promote economic development. The Agency receives property tax revenue on assessed value growth within these areas called "tax increments" to repay Agency indebtedness.

Reimbursement - Payment of amount remitted on behalf of another party, department, or fund.

Reserve - An account used to record a portion of the fund balance as legally segregated for a specific use.

Resolution - A special order of the City Council which has a lower legal standing than an Ordinance.

Return to Source Funds - Residual moneys from former Redevelopment Agency's tax levy's that are redistributed to the Cities after the Agency's debt obligations have been paid off. These funds are non-restricted and are distributed by the State in January and July of every year.

Revenues - Amount received for taxes, fees, permits, licenses, interest, intergovernmental sources, and other sources during the fiscal year.

Revenue Bonds - A type of bonds usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

Salaries and Benefits - A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

Special Revenue Funds - This fund type collects revenues that are restricted by the City, State, or Federal Government as to how the City might spend them.

Successor Agency to the Pinole Redevelopment Agency - Trust agency formed for the purpose of reporting close-out financial activities of the former Redevelopment Agency.

Unfunded Liability - Amount of future obligations not covered by assets currently set aside for that purpose, such as accrued vacation leave payable at termination or actuarial-determined future insurance claims.

User Fees - Charges of a voluntary nature paid by persons receiving a service in exchange for the fee (such as recreation activities or wastewater service fees).

ACRONYMS

ABAG	Association of Bay Area Government
ACFR	Annual Comprehensive Financial Report
CalPERS	California Public Employees' Retirement System
CIP	Capital Improvement Program
COLA	Cost of Living Adjustment
CPI	Consumer Price Index
CSMFO	California Society of Municipal Finance Officers
EAP	Employee Assistance Program
FTE	Full Time Equivalent
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
HOPTR	Homeowner's Property Tax Rebates
LAIF	Local Agency Investment Fund
LTD	Long-Term Disability
NPDES	National Pollution Discharge Elimination System
OPEB	Other Post Employment Benefits
PALC	Pinole Assisted Living Community
PERS	Public Employees' Retirement System
PEPRA	Public Employees' Pension Reform Act [of 2013]
POB	Pension Obligation Bond
PPEA	Pinole Police Employees Association
PRA	Pinole Redevelopment Agency

RDA	Redevelopment Agency
SAFER	Staffing for Adequate Fire and Emergency Response
SDI	State Disability Insurance
SRO	School Resource Officer
UBC	Uniform Building Code
VLf	Vehicle License Fee
WBCC	West Bay Communications Center
WCCTAC	West Contra Costa Transportation Advisory Committee
WCCUSD	West Contra Costa Unified School District
WPCP	Wastewater Pollution Control Plant

FINANCIAL AND INVESTMENT POLICIES

The following Financial and Investment Policies are established to ensure that the City's finances are managed in a sound and prudent manner which will (1) continue to provide for the delivery of quality services, (2) maintain and enhance service delivery as the community grows in accordance with the General Plan, (3) strive for a balanced budget annually, assuring that the City is living within our means, and (4) establish reserves necessary to meet known and unknown future obligations.

To achieve these goals, the following Financial and Investment Policies have been established. Below is a summary of the actual policies, which were last updated and approved by the City Council on May 2, 2023. The full policies can be found on the website at [Financial and Investment Policies - Updated March 2023.pdf \(civiclive.com\)](#).

1. Structurally Balanced Budget Policy

The annual budget will be structurally balanced whereby the operating budget will be prepared with current year expenditures funded with current year revenue. If a structural imbalance occurs, a plan will be developed and implemented to bring the budget back into structural balance.

2. Reserves Policy

The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations. The City will establish specific reserve accounts which include but are not limited to:

- General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
- Reserves for depreciation and replacement of vehicles and major equipment;
- Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.

If these reserves are used, a plan will be developed and implemented to replenish the funds used.

3. Revenue Policy – One Time (Non-Recurring) Resources

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue, or external revenue. The General Fund Budget will be structurally in balance without relying on one-time resources such as proceeds from asset sales, debt refinancing, one-time grants, revenue spikes, budget savings and similar non-recurring revenue. Appropriate uses of one-time resources include establishing and rebuilding the General Fund Reserve, other City established reserves, or early retirement of debt,

capital expenditures, reducing unfunded pension liabilities (PERS and OPEB), and other non-recurring expenditures.

4. Revenue Policy – User Fees and Charges

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover the costs of new facilities and infrastructure necessitated by the development consistent with state law.

5. Expenditure and Budget Policy

The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

6. Debt Policy

The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

7. Receivables Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City. The purpose of the is policy is to maintain appropriate oversight of all receivables and maintain sound fiscal management and accounting practices related to all receivables.

8. Grants Policy

The City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

9. Capital Assets Policy

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of \$5,000 to be recorded as a capital asset.

10. Unclaimed Funds Policy

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

11. Investment Policy

The purpose of this Investment Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

12. Pension Investment Policy

The City of Pinole (the "City") has established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the specified age and service requirements.

The purpose of this Pension Investment Policy is to establish a comprehensive strategy for assets invested under the Plan, and outline prudent and acceptable parameters in which pension funds are to be managed.

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EMPLOYEE COMPENSATION AND BENEFITS

Compensation

Employees are compensated based on job classification, which is a group of positions sufficiently similar with respect to their duties and responsibilities that: (a) the same descriptive title may be used to designate the positions allocated to the class; (b) the scope and level of duties and responsibilities are similar; (c) the same qualifications and tests of fitness may be required of all incumbents; and (d) the same salary rate or range can apply with equity under substantially the same working conditions. Salaries and wages are paid over twenty-six periods each fiscal year. Current salary and benefit schedules are available online at:

https://www.ci.pinole.ca.us/city_government/human_resources/salary_benefits.

Compensation packages include benefits, such as medical plan, dental plan, vision plan, cafeteria plan, life insurance, disability insurance, flexible benefits plan.

There are currently four union-represented groups in the City: Pinole Police Employees Association, International Association of Firefighters Local 1230, Public Employees Union – Local 1, and AFSCME Local 512.

Pension Plans

The City contributes to the California Public Employees' Retirement System ("PERS"), a cost-sharing, multiple-employer, public employee, defined benefit, pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute and City ordinance. Copies of PERS' annual financial report may be obtained from their executive office: 400 P Street, Sacramento, CA 95814.

Funding Policy: Miscellaneous Plan participants are required to contribute 8% of their annual covered salary, while Safety Plan participants are required to contribute 9% of their annual covered salary.

The City entered into cost-sharing agreements with its union-represented and unrepresented employees whereby miscellaneous and safety employees' total CalPERS contribution (combined Employee Contribution and Employees' Share of the City's contribution) are capped at 15% (8% employee portion and 7% employer portion) and 15% (9% employee portion and 6% employer portion) respectively.

The City established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust in July of 2018. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the

specified age and service requirements. Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS.

Other Post-Employment Benefits

In addition to the retirement pension benefits described above, the City sponsors and administers a single-employer healthcare plan for its employees. The plan includes healthcare coverage to long-service retirees. At retirement, employees can elect Blue Shield, Kaiser, PERS Care, or PERS Choice medical coverage through the City at the City's expense.

Employees hired before July 1, 2010 receive a City contribution toward their health premium equal that provided to current active employees. Employees hired after July 1, 2010 receive a City contribution toward their retiree health premium in an amount described by Government Code Section 22893 (the PERS vesting schedule) as shown below:

Credited Years of Service	Percentage of Employer Contribution
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20 or more	100%

Funding Policy: The City's contribution for each retiree is capped at the Kaiser Bay Area/Sacramento family premium. The premium as of July 1, 2019 is \$2,027.64 per month. The City is currently funding the benefits on a pay-as-you-go basis.

Risk Management

The City manages risk of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters by participating in a public entity risk pool established under the Joint Exercise of Powers Act of the State of California. The City is a member of the Municipal Pooling Authority (MPA) of Northern California.

MPA provides coverage against the following types of risk of loss under the terms of the joint-powers agreement:

Type of Coverage (Deductible)	Coverage Limits
Liability (\$25,000) including errors and omissions for public officials	\$29,000,000
All Risk Fire and Property (\$5,000)	\$1,000,000,000
Workers' Compensation (no deductible)	\$50,000,000
Vehicle Physical Damage (\$3,000 for Police, \$2,000 all others)	\$250,000

Jurisdictional Comparison

	City of Pinole	City of Hercules	City of San Pablo	City of El Cerrito
Form of Government	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law	Council-Manager General Law
Year Incorporated	1903	1900	1948	1917
Budget Comparison				
General Fund Revenue	25,610,623	18,431,887	65,969,265	48,529,000
General Fund Expenditures	34,397,708	18,329,431	65,894,815	48,436,000
Total Full Time Equivalents (FTE)	115.13*	61	171	169.8
Sworn Personnel FTE	30**	26**	61**	75
Demographics				
Population	18,192	26,063	31,088	25,700
Annual Percent Change	-.29	-.89	-.68	.85
Median Age	42.6	42.6	33.2	41.9
Population per FTE	162*	427	182	151
Population per Sworn FTE	621	1,002	510	343
Housing Units	7,122	9,576	10,001	11,342
Average Household Size	2.77	2.89	3.22	2.42
Labor Force	9,500	14,000	13,500	13,500
Unemployment Rate	3.2%	4.1%	4.9%	3.9%
Median Household Income	\$113,630	\$125,880	\$72,552	\$120,414
Per Capita Income	\$49,738	\$52,818	\$27,043	\$67,881

Sources: City of Hercules, City of San Pablo, City of El Cerrito, California Employment Development Department, California Department of Finance, United States Census Bureau

*The City of Pinole includes Wastewater Treatment Plant personnel; the City operates a Wastewater Treatment Plant which services the Pinole and Hercules areas. The City of San Pablo and El Cerrito are serviced by West County Wastewater District and EBMUD, respectively.

**The City of Hercules and City of San Pablo include Police personnel only as Fire services are provided by the Rodeo Hercules Fire District and ConFire, respectively. Effective 3/1/23 Fire services in the City of Pinole are provided by ConFire.

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PROFESSIONAL SERVICES BY FUND AND DEPARTMENT

	FY 2024/25 Proposed Budget
Fund: 100/105/106 - General Fund	
Department: 10 - City Council	
42101 - Prof Svcs/Professional Service	\$ 10,000
42201 - Office Expense	500
42301 - Travel & Training/Conf-Registration	25,380
42401 - Dues & Pub/Memberships	23,485
42514 - Admin Exp/Special Depart	89,490
Department: 10 - City Council Total:	148,855
Department: 11 - City Manager	
42101 - Prof Svcs/Professional Service	136,804
42107 - Prof Svcs/Equipment Maintenance	100
42201 - Office Expense	35,555
42203 - Office Exp/Shipping & Mailing	400
42301 - Travel & Training/Conf-Registration	4,900
42302 - Travel & Training/Mileage	2,400
42401 - Dues & Pub/Memberships	3,875
42506 - Admin Exp/Bonds	350
42514 - Admin Exp/Special Depart	2,400
Department: 11 - City Manager Total:	186,784
Department: 12 - City Clerk	
42101 - Prof Svcs/Professional Service	55,300
42201 - Office Expense	1,600
42301 - Travel & Training/Conf-Registration	6,125
42302 - Travel & Training/Mileage	5,600
42303 - Travel & Training/M Meal Allowance	500
42401 - Dues & Pub/Memberships	1,210
42506 - Admin Exp/Bonds	175
42514 - Admin Exp/Special Depart	28,500
Department: 12 - City Clerk Total:	99,010
Department: 13 - City Treasurer	
42201 - Office Expense	400
42401 - Dues & Pub/Memberships	110
42506 - Admin Exp/Bonds	250
Department: 13 - City Treasurer Total:	760
Department: 14 - City Attorney	
42102 - Prof Svcs/Attorney Services	614,135
Department: 14 - City Attorney Total:	614,135
Department: 15 - Finance Department	
42101 - Prof Svcs/Professional Service	167,405
42201 - Office Expense	7,580
42203 - Office Exp/Shipping & Mailing	2,500
42301 - Travel & Training/Conf-Registration	1,100
42401 - Dues & Pub/Memberships	710
42501 - Admin Exp/Bank Fees	20,000
42506 - Admin Exp/Bonds	250
42510 - Admin Exp/Software Purch	11,995
42514 - Admin Exp/Special Depart	655
Department: 15 - Finance Department Total:	212,195

PROFESSIONAL SERVICES BY FUND AND DEPARTMENT

FY 2024/25 Proposed Budget

Department: 16 - Human Resources

42101 - Prof Svcs/Professional Service	99,400
42102 - Prof Svcs/Attorney Services	40,000
42110 - Prof Svcs/Fingerprinting	3,000
42201 - Office Expense	1,000
42301 - Travel & Training/Conf-Registration	20,000
42302 - Travel & Training/Mileage	3,680
42303 - Travel & Training/M Meal Allowance	200
42401 - Dues & Pub/Memberships	700
42504 - Admin Exp/Recruitment Cost	4,500
42506 - Admin Exp/Bonds	200
42514 - Admin Exp/Special Depart	29,650

Department: 16 - Human Resources Total: 202,330

Department: 22 - Police Department

42101 - Prof Svcs/Professional Service	204,887
42105 - Prof Svcs/Network Maintenance	16,000
42106 - Prof Svcs/Software Maintenance	57,945
42107 - Prof Svcs/Equipment Maintenance	81,150
42108 - Prof Svcs/Building-Structure Maintenance	29,945
42201 - Office Expense	46,520
42301 - Travel & Training/Conf-Registration	45,900
42304 - Travel & Training/Officer Wellness	35,000
42401 - Dues & Pub/Memberships	3,745
42501 - Admin Exp/Bank Fees	1,000
42514 - Admin Exp/Special Depart	51,670

Department: 22 - Police Department Total: 573,762

Department: 23 - Fire Department

42101 - Prof Svcs/Professional Service	5,726,210	Contra Costa County Fire Protection District Service Agreement (net of Measure X contribution)
42108 - Prof Svcs/Building-Structure Maintenance	20,000	
42512 - Admin Exp/Abatement	120,000	

Department: 23 - Fire Department Total: 5,866,210

Department: 34 - Public Works

42101 - Prof Svcs/Professional Service	538,500
42107 - Prof Svcs/Equipment Maintenance	58,500
42108 - Prof Svcs/Building-Structure Maintenance	257,500
42201 - Office Expense	5,500
42301 - Travel & Training/Conf-Registration	13,000
42302 - Travel & Training/Mileage	4,500
42303 - Travel & Training/M Meal Allowance	1,000
42401 - Dues & Pub/Memberships	2,950
42506 - Admin Exp/Bonds	175
42510 - Admin Exp/Software Purch	18,000
42511 - Admin Exp/Equipment Rent	15,000
42513 - Admin Exp/Rent	2,700
42514 - Admin Exp/Special Depart	13,800

Department: 34 - Public Works Total: 931,125

PROFESSIONAL SERVICES BY FUND AND DEPARTMENT

FY 2024/25 Proposed Budget

Department: 46 - Community Development

42101 - Prof Svcs/Professional Service	108,488
42201 - Office Expense	1,000
42202 - Office Exp/Printing & Binding	20,000
42301 - Travel & Training/Conf-Registration	2,095
42302 - Travel & Training/Mileage	3,000
42303 - Travel & Training/Meal Allowance	200
42401 - Dues & Pub/Memberships	8,654
42403 - Dues & Pub/Advertising	12,000
42512 - Admin Exp/Abatement	30,000
42514 - Admin Exp/Special Depart	5,000

Department: 46 - Community Development Total: 190,437

Department: 55 - Recreation

42101 - Prof Svcs/Professional Service	419,098	Contra Costa County Library Services (\$188,063) and Animal Control Services (\$220,935)
42511 - Admin Exp/Equipment Rent	3,500	

Department: 55 - Recreation Total: 422,598

Fund: 100 - General Fund Total: 9,448,201

Fund: 200 - Gas Tax Fund

Department: 34 - Public Works

42101 - Prof Svcs/Professional Service	101,000
42108 - Prof Svcs/Building-Structure Maintenance	20,000
42514 - Admin Exp/Special Depart	4,500

Department: 34 - Public Works Total: 125,500

Fund: 200 - Gas Tax Fund Total: 125,500

Fund: 201 - Restricted Real Estate Maintenance Fund

Department: 34 - Public Works

42108 - Prof Svcs/Building-Structure Maintenance	10,000
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Department: 34 - Public Works Total: 10,000

Fund: 201 - Restricted Real Estate Maintenance Fund Total: 10,000

Fund: 203 - Public Safety Augmentation Fund

Department: 22 - Police Department

42514 - Admin Exp/Special Depart	20,000
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Department: 22 - Police Department Total: 20,000

Fund: 203 - Public Safety Augmentation Fund Total: 20,000

PROFESSIONAL SERVICES BY FUND AND DEPARTMENT**FY 2024/25
Proposed Budget****Fund: 205 - Traffic Safety Fund****Department: 22 - Police Department**

42107 - Prof Svcs/Equipment Maintenance	2,000
42514 - Admin Exp/Special Depart	2,300

Department: 22 - Police Department Total:	4,300
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Department: 34 - Public Works

42101 - Prof Svcs/Professional Service	35,000
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Department: 34 - Public Works Total:	35,000
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Fund: 205 - Traffic Safety Fund Total:	39,300
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Fund: 207 - NPDES Storm Water Fund**Department: 34 - Public Works**

42101 - Prof Svcs/Professional Service	15,000
42107 - Prof Svcs/Equipment Maintenance	20,000
42108 - Prof Svcs/Building-Structure Maintenance	15,000
42201 - Office Expense	500
42202 - Office Exp/Printing & Binding	500
42514 - Admin Exp/Special Depart	20,000

Department: 34 - Public Works Total:	71,000
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Fund: 207 - NPDES Storm Water Fund Total:	71,000
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Fund: 209 - Recreation Fund**Department: 55 - Recreation**

42101 - Prof Svcs/Professional Service	96,096
42107 - Prof Svcs/Equipment Maintenance	6,750
42108 - Prof Svcs/Building-Structure Maintenance	154,610
42201 - Office Expense	4,700
42301 - Travel & Training/Conf-Registration	10,800
42302 - Travel & Training/Mileage	13,500
42303 - Travel & Training/M Meal Allowance	1,945
42401 - Dues & Pub/Memberships	1,725
42501 - Admin Exp/Bank Fees	11,650
42514 - Admin Exp/Special Depart	39,978
42515 - Admin Exp/Special Events	176,050

Department: 55 - Recreation Total:	517,804
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Fund: 209 - Recreation Fund Total:	517,804
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PROFESSIONAL SERVICES BY FUND AND DEPARTMENT

FY 2024/25
Proposed Budget

Fund: 212 - Building & Planning

Department: 46 - Community Development

42101 - Prof Svcs/Professional Service	533,478
42106 - Prof Svcs/Software Maintenance	8,888
42107 - Prof Svcs/Equipment Maintenance	1,000
42108 - Prof Svcs/Building-Structure Maintenance	1,000
42201 - Office Expense	4,000
42202 - Office Exp/Printing & Binding	20,000
42203 - Office Exp/Shipping & Mailing	5,000
42301 - Travel & Training/Conf-Registration	12,500
42302 - Travel & Training/Mileage	12,600
42303 - Travel & Training/Meal Allowance	1,900
42401 - Dues & Pub/Memberships	1,937
42402 - Dues & Pub/Subscriptions-Books	2,080
42501 - Admin Exp/Bank Fees	5,000
42514 - Admin Exp/Special Depart	38,412

Department: 46 - Community Development Total: 647,795

Fund: 212 - Building & Planning Total: 647,795

Fund: 213 - Refuse Management Fund

Department: 34 - Public Works

42101 - Prof Svcs/Professional Service	10,000
42514 - Admin Exp/Special Depart	12,500

Department: 34 - Public Works Total: 22,500

Fund: 213 - Refuse Management Fund Total: 22,500

Fund: 214 - Solid Waste Fund

Department: 34 - Public Works

42101 - Prof Svcs/Professional Service	16,450
42514 - Admin Exp/Special Depart	43,550

Department: 34 - Public Works Total: 60,000

Fund: 214 - Solid Waste Fund Total: 60,000

Fund: 215 - Measure C and J Fund

Department: 34 - Public Works

42401 - Dues & Pub/Memberships	51,899
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Department: 34 - Public Works Total: 51,899

Fund: 215 - Measure C and J Fund Total: 51,899

Fund: 225 - Asset Seizure-Adjudicated Fund

Department: 22 - Police Department

42514 - Admin Exp/Special Depart	41,236
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Department: 22 - Police Department Total: 41,236

Fund: 225 - Asset Seizure-Adjudicated Fund Total: 41,236

PROFESSIONAL SERVICES BY FUND AND DEPARTMENT

FY 2024/25
Proposed Budget

Fund: 285 - Housing Land Held for Resale

Department: 46 - Community Development

42101 - Prof Svcs/Professional Service 200,871

Department: 46 - Community Development Total: 200,871

Fund: 285 - Housing Land Held for Resale Total: 200,871

Fund: 310 - Lighting & Landscape Districts

Department: 34 - Public Works

42101 - Prof Svcs/Professional Service 18,000

42108 - Prof Svcs/Building-Structure Maintenance 38,500

Department: 34 - Public Works Total: 56,500

Fund: 310 - Lighting & Landscape Districts Total: 56,500

Fund: 325 - City Street Improvements

Department: 34 - Public Works

42101 - Prof Svcs/Professional Service 100,000

Department: 34 - Public Works Total: 100,000

Fund: 325 - City Street Improvements Total: 100,000

Fund: 500 - Sewer Enterprise Fund

Department: 64 - Sewer

42101 - Prof Svcs/Professional Service 710,814

42107 - Prof Svcs/Equipment Maintenance 130,000

42108 - Prof Svcs/Building-Structure Maintenance 80,500

42109 - Prof Svcs/Compliance Inspection 35,000

42201 - Office Expense 7,150

42301 - Travel & Training/Conf-Registration 28,000

42302 - Travel & Training/Mileage 3,000

42303 - Travel & Training/M Meal Allowance 1,000

42401 - Dues & Pub/Memberships 21,000

42510 - Admin Exp/Software Purch 12,000

42511 - Admin Exp/Equipment Rent 15,000

42514 - Admin Exp/Special Depart 30,000

Department: 64 - Sewer Total: 1,073,464

Fund: 500 - Sewer Enterprise Fund Total: 1,073,464

Fund: 505 - Cable Access TV

Department: 19 - Cable Access TV

42101 - Prof Svcs/Professional Service 37,000

42106 - Prof Svcs/Software Maintenance 1,805

42107 - Prof Svcs/Equipment Maintenance 3,516

42108 - Prof Svcs/Building-Structure Maintenance 2,721

42201 - Office Expense 400

42301 - Travel & Training/Conf-Registration 3,923

42514 - Admin Exp/Special Depart 2,805

Department: 19 - Cable Access TV Total: 52,170

Fund: 505 - Cable Access TV Total: 52,170

PROFESSIONAL SERVICES BY FUND AND DEPARTMENT

FY 2024/25
Proposed Budget

Fund: 525 - Information Systems	
Department: 18 - Information Systems	
42101 - Prof Svcs/Professional Service	633,055
42105 - Prof Svcs/Network Maintenance	77,951
42106 - Prof Svcs/Software Maintenance	260,185
42107 - Prof Svcs/Equipment Maintenance	48,252
42203 - Office Exp/Shipping & Mailing	18,110
42510 - Admin Exp/Software Purch	132,145
Department: 18 - Information Systems Total:	1,169,698
Fund: 525 - Information Systems Total:	
	1,169,698
Fund: 700 - Pension Fund	
Department: 15 - Finance Department	
42501 - Admin Exp/Bank Fees	50,000
Department: 15 - Finance Department Total:	50,000
Fund: 700 - Pension Fund Total:	
	50,000
TOTAL ALL FUNDS	\$ 13,757,937

PROFESSIONAL SERVICES BY FUND

		FY 2024/25	
		Proposed Budget	
Fund: 100/105/106 - General Fund			
42101 - Prof Svcs/Professional Service	\$	7,466,092	Includes Contra Costa County Fire Protection District Services Agreement (\$5,726,210), Contra Costa County Library Services (\$188,063) and Animal Control Services (\$220,935)
42102 - Prof Svcs/Attorney Services		654,135	
42105 - Prof Svcs/Network Maintenance		16,000	
42106 - Prof Svcs/Software Maintenance		57,945	
42107 - Prof Svcs/Equipment Maintenance		139,750	
42108 - Prof Svcs/Building-Structure Maintenance		307,445	
42110 - Prof Svcs/Fingerprinting		3,000	
42201 - Office Expense		99,655	
42202 - Office Exp/Printing & Binding		20,000	
42203 - Office Exp/Shipping & Mailing		2,900	
42301 - Travel & Training/Conf-Registration		118,500	
42302 - Travel & Training/Mileage		19,180	
42303 - Travel & Training/M Meal Allowance		1,900	
42304 - Travel & Training/Officer Wellness		35,000	
42401 - Dues & Pub/Memberships		45,439	
42403 - Dues & Pub/Advertising		12,000	
42501 - Admin Exp/Bank Fees		21,000	
42504 - Admin Exp/Recruitment Cost		4,500	
42506 - Admin Exp/Bonds		1,400	
42510 - Admin Exp/Software Purch		29,995	
42511 - Admin Exp/Equipment Rent		18,500	
42512 - Admin Exp/Abatement		150,000	
42513 - Admin Exp/Rent		2,700	
42514 - Admin Exp/Special Depart		221,165	
Fund: 100 - General Fund Total:		9,448,201	
Fund: 200 - Gas Tax Fund			
42101 - Prof Svcs/Professional Service		101,000	
42108 - Prof Svcs/Building-Structure Maintenance		20,000	
42514 - Admin Exp/Special Depart		4,500	
Fund: 200 - Gas Tax Fund Total:		125,500	
Fund: 201 - Restricted Real Estate Maintenance Fund			
42108 - Prof Svcs/Building-Structure Maintenance		10,000	
Fund: 201 - Restricted Real Estate Maintenance Fund Total:		10,000	
Fund: 203 - Public Safety Augmentation Fund			
42514 - Admin Exp/Special Depart		20,000	
Fund: 203 - Public Safety Augmentation Fund Total:		20,000	
Fund: 205 - Traffic Safety Fund			
42101 - Prof Svcs/Professional Service		35,000	
42107 - Prof Svcs/Equipment Maintenance		2,000	
42514 - Admin Exp/Special Depart		2,300	
Fund: 205 - Traffic Safety Fund Total:		39,300	

PROFESSIONAL SERVICES BY FUND**FY 2024/25
Proposed Budget****Fund: 207 - NPDES Storm Water Fund**

42101 - Prof Svcs/Professional Service	15,000
42107 - Prof Svcs/Equipment Maintenance	20,000
42108 - Prof Svcs/Building-Structure Maintenance	15,000
42201 - Office Expense	500
42202 - Office Exp/Printing & Binding	500
42514 - Admin Exp/Special Depart	20,000

Fund: 207 - NPDES Storm Water Fund Total: 71,000**Fund: 209 - Recreation Fund**

42101 - Prof Svcs/Professional Service	96,096
42107 - Prof Svcs/Equipment Maintenance	6,750
42108 - Prof Svcs/Building-Structure Maintenance	154,610
42201 - Office Expense	4,700
42301 - Travel & Training/Conf-Registration	10,800
42302 - Travel & Training/Mileage	13,500
42303 - Travel & Training/Meal Allowance	1,945
42401 - Dues & Pub/Memberships	1,725
42501 - Admin Exp/Bank Fees	11,650
42514 - Admin Exp/Special Depart	39,978
42515 - Admin Exp/Special Events	176,050

Fund: 209 - Recreation Fund Total: 517,804**Fund: 212 - Building & Planning**

42101 - Prof Svcs/Professional Service	533,478
42106 - Prof Svcs/Software Maintenance	8,888
42107 - Prof Svcs/Equipment Maintenance	1,000
42108 - Prof Svcs/Building-Structure Maintenance	1,000
42201 - Office Expense	4,000
42202 - Office Exp/Printing & Binding	20,000
42203 - Office Exp/Shipping & Mailing	5,000
42301 - Travel & Training/Conf-Registration	12,500
42302 - Travel & Training/Mileage	12,600
42303 - Travel & Training/Meal Allowance	1,900
42401 - Dues & Pub/Memberships	1,937
42402 - Dues & Pub/Subscriptions-Books	2,080
42501 - Admin Exp/Bank Fees	5,000
42514 - Admin Exp/Special Depart	38,412

Fund: 212 - Building & Planning Total: 647,795**Fund: 213 - Refuse Management Fund**

42101 - Prof Svcs/Professional Service	10,000
42514 - Admin Exp/Special Depart	12,500

Fund: 213 - Refuse Management Fund Total: 22,500**Fund: 214 - Solid Waste Fund**

42101 - Prof Svcs/Professional Service	16,450
42514 - Admin Exp/Special Depart	43,550

Fund: 214 - Solid Waste Fund Total: 60,000

PROFESSIONAL SERVICES BY FUND**FY 2024/25
Proposed Budget**

Fund: 215 - Measure C and J Fund	
42401 - Dues & Pub/Memberships	51,899
Fund: 215 - Measure C and J Fund Total:	51,899
Fund: 225 - Asset Seizure-Adjudicated Fund	
42514 - Admin Exp/Special Depart	41,236
Fund: 225 - Asset Seizure-Adjudicated Fund Total:	41,236
Fund: 285 - Housing Land Held for Resale	
42101 - Prof Svcs/Professional Service	200,871
Fund: 285 - Housing Land Held for Resale Total:	200,871
Fund: 310 - Lighting & Landscape Districts	
42101 - Prof Svcs/Professional Service	18,000
42108 - Prof Svcs/Building-Structure Maintenance	38,500
Fund: 310 - Lighting & Landscape Districts Total:	56,500
Fund: 325 - City Street Improvements	
42101 - Prof Svcs/Professional Service	100,000
Fund: 325 - City Street Improvements Total:	100,000
Fund: 500 - Sewer Enterprise Fund	
42101 - Prof Svcs/Professional Service	710,814
42107 - Prof Svcs/Equipment Maintenance	130,000
42108 - Prof Svcs/Building-Structure Maintenance	80,500
42109 - Prof Svcs/Compliance Inspection	35,000
42201 - Office Expense	7,150
42301 - Travel & Training/Conf-Registration	28,000
42302 - Travel & Training/Mileage	3,000
42303 - Travel & Training/M Meal Allowance	1,000
42401 - Dues & Pub/Memberships	21,000
42510 - Admin Exp/Software Purch	12,000
42511 - Admin Exp/Equipment Rent	15,000
42514 - Admin Exp/Special Depart	30,000
Fund: 500 - Sewer Enterprise Fund Total:	1,073,464
Fund: 505 - Cable Access TV	
42101 - Prof Svcs/Professional Service	37,000
42106 - Prof Svcs/Software Maintenance	1,805
42107 - Prof Svcs/Equipment Maintenance	3,516
42108 - Prof Svcs/Building-Structure Maintenance	2,721
42201 - Office Expense	400
42301 - Travel & Training/Conf-Registration	3,923
42514 - Admin Exp/Special Depart	2,805
Fund: 505 - Cable Access TV Total:	52,170

PROFESSIONAL SERVICES BY FUND

FY 2024/25
Proposed Budget

Fund: 525 - Information Systems	
42101 - Prof Svcs/Professional Service	633,055
42105 - Prof Svcs/Network Maintenance	77,951
42106 - Prof Svcs/Software Maintenance	260,185
42107 - Prof Svcs/Equipment Maintenance	48,252
42203 - Office Exp/Shipping & Mailing	18,110
42510 - Admin Exp/Software Purch	132,145
Fund: 525 - Information Systems Total:	1,169,698
Fund: 700 - Pension Fund	
42501 - Admin Exp/Bank Fees	50,000
Fund: 700 - Pension Fund Total:	50,000
TOTAL ALL FUNDS	\$ 13,757,937

UTILITIES BY FUND AND DEPARTMENT

FY 2024/25
Proposed Budget

Fund: 100/105/106 - General Fund

Department: 10 - City Council

43102 - Utilities/Water	\$ 50
43103 - Utilities/Electricity & Power	980
Department: 10 - City Council Total:	1,030

Department: 11 - City Manager

43102 - Utilities/Water	125
43103 - Utilities/Electricity & Power	1,300
Department: 11 - City Manager Total:	1,425

Department: 12 - City Clerk

43102 - Utilities/Water	100
43103 - Utilities/Electricity & Power	1,500
Department: 12 - City Clerk Total:	1,600

Department: 15 - Finance Department

43102 - Utilities/Water	300
43103 - Utilities/Electricity & Power	4,500
Department: 15 - Finance Department Total:	4,800

Department: 16 - Human Resources

43102 - Utilities/Water	150
43103 - Utilities/Electricity & Power	1,600
Department: 16 - Human Resources Total:	1,750

Department: 17 - Non-Departmental

43102 - Utilities/Water	900
43103 - Utilities/Electricity & Power	15,300
43105 - Utilities/Cable	500
Department: 17 - Non-Departmental Total:	16,700

Department: 22 - Police Department

43102 - Utilities/Water	4,600
43103 - Utilities/Electricity & Power	57,500
43105 - Utilities/Cable	2,150
Department: 22 - Police Department Total:	64,250

Department: 23 - Fire Department

43102 - Utilities/Water	15,000
43103 - Utilities/Electricity & Power	65,000
43105 - Utilities/Cable	500
Department: 23 - Fire Department Total:	80,500

Department: 34 - Public Works

43102 - Utilities/Water	106,000
43103 - Utilities/Electricity & Power	40,500
Department: 34 - Public Works Total:	146,500

Fund: 100 - General Fund Total:	318,555
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UTILITIES BY FUND AND DEPARTMENT

FY 2024/25
Proposed Budget

Fund: 200 - Gas Tax Fund

Department: 34 - Public Works

43102 - Utilities/Water 1,000

43103 - Utilities/Electricity & Power 180,000

Department: 34 - Public Works Total: 181,000

Fund: 200 - Gas Tax Fund Total: 181,000

Fund: 201 - Restricted Real Estate Maintenance Fund

Department: 34 - Public Works

43102 - Utilities/Water 6,000

43103 - Utilities/Electricity & Power 5,000

Department: 34 - Public Works Total: 11,000

Fund: 209 - Recreation Fund

Department: 55 - Recreation

43102 - Utilities/Water 22,700

43103 - Utilities/Electricity & Power 72,900

Department: 55 - Recreation Total: 95,600

Fund: 209 - Recreation Fund Total: 95,600

Fund: 212 - Building & Planning

Department: 46 - Community Development

43102 - Utilities/Water 650

43103 - Utilities/Electricity & Power 5,400

Department: 46 - Community Development Total: 6,050

Fund: 212 - Building & Planning Total: 6,050

Fund: 215 - Measure C and J Fund

Department: 34 - Public Works

43101 - Utilities/Telephone 4,000

43103 - Utilities/Electricity & Power 400

Department: 34 - Public Works Total: 4,400

Fund: 215 - Measure C and J Fund Total: 4,400

Fund: 285 - Housing Land Held for Resale

Department: 46 - Community Development

43102 - Utilities/Water 100

43103 - Utilities/Electricity & Power 2,000

Department: 46 - Community Development Total: 2,100

Fund: 285 - Housing Land Held for Resale Total: 2,100

UTILITIES BY FUND AND DEPARTMENT

FY 2024/25
Proposed Budget

Fund: 310 - Lighting & Landscape Districts

Department: 34 - Public Works

43102 - Utilities/Water 6,600

43103 - Utilities/Electricity & Power 10,095

Department: 34 - Public Works Total: 16,695

Fund: 310 - Lighting & Landscape Districts Total: 16,695

Fund: 500 - Sewer Enterprise Fund

Department: 64 - Sewer

43102 - Utilities/Water 14,500

43103 - Utilities/Electricity & Power 784,000

Department: 64 - Sewer Total: 798,500

Fund: 500 - Sewer Enterprise Fund Total: 798,500

Fund: 505 - Cable Access TV

Department: 19 - Cable Access TV

43102 - Utilities/Water 515

43103 - Utilities/Electricity & Power 5,002

Department: 19 - Cable Access TV Total: 5,517

Fund: 505 - Cable Access TV Total: 5,517

Fund: 525 - Information Systems

Department: 18 - Information Systems

43101 - Utilities/Telephone 115,366

43105 - Utilities/Cable 2,500

43106 - Utilities/Internet 32,100

Department: 18 - Information Systems Total: 149,966

Fund: 525 - Information Systems Total: 149,966

TOTAL ALL FUNDS \$ 1,589,383

MATERIALS AND SUPPLIES BY FUND AND DEPARTMENT

FY 2024/25
Proposed Budget

Fund: 100/105/106 - General Fund

Department: 22 - Police Department

44301 - Other Mat & Sup/Fuel \$ 73,000

44410 - Safety Clothing 14,000

Department: 22 - Police Department Total: 87,000

Department: 34 - Public Works

44301 - Other Mat & Sup/Fuel 8,700

44306 - Other Materials Supp/Maintenance Supplies 65,000

44410 - Safety Clothing 20,000

Department: 34 - Public Works Total: 93,700

Department: 46 - Community Development

44301 - Other Mat & Sup/Fuel 2,000

44410 - Safety Clothing 2,333

Department: 46 - Community Development Total: 4,333

Fund: 100 - General Fund Total: 185,033

Fund: 200 - Gas Tax Fund

Department: 34 - Public Works

44301 - Other Mat & Sup/Fuel 2,000

Department: 34 - Public Works Total: 2,000

Fund: 200 - Gas Tax Fund Total: 2,000

Fund: 207 - NPDES Storm Water Fund

Department: 34 - Public Works

44301 - Other Mat & Sup/Fuel 8,000

44410 - Safety Clothing 800

Department: 34 - Public Works Total: 8,800

Fund: 207 - NPDES Storm Water Fund Total: 8,800

Fund: 209 - Recreation Fund

Department: 55 - Recreation

44301 - Other Mat & Sup/Fuel 500

44304 - Other Materials Supp/Permit Fee 5,661

44306 - Other Materials Supp/Maintenance Supplies 1,100

Department: 55 - Recreation Total: 7,261

Fund: 209 - Recreation Fund Total: 7,261

MATERIALS AND SUPPLIES BY FUND AND DEPARTMENT**FY 2024/25
Proposed Budget****Fund: 212 - Building & Planning****Department: 46 - Community Development**

44301 - Other Mat & Sup/Fuel 1,000

44410 - Safety Clothing 2,000

Department: 46 - Community Development Total: 3,000**Fund: 212 - Building & Planning Total: 3,000****Fund: 214 - Solid Waste Fund****Department: 34 - Public Works**

44306 - Other Materials Supp/Maintenance Supplies 7,000

Department: 34 - Public Works Total: 7,000**Fund: 214 - Solid Waste Fund Total: 7,000****Fund: 500 - Sewer Enterprise Fund****Department: 64 - Sewer**

44301 - Other Mat & Sup/Fuel 28,000

44302 - Other Materials Supp/Sludge Removal 300,000

44303 - Other Materials Supp/Chemicals 780,000

44304 - Other Materials Supp/Permit Fee 132,000

44305 - Other Materials Supp/Lab Operators 100,000

44306 - Other Materials Supp/Maintenance Supplies 200,000

44410 - Safety Clothing 43,000

Department: 64 - Sewer Total: 1,583,000**Fund: 500 - Sewer Enterprise Fund Total: 1,583,000****Fund: 505 - Cable Access TV****Department: 19 - Cable Access TV**

44301 - Other Mat & Sup/Fuel 350

Department: 19 - Cable Access TV Total: 350**Fund: 505 - Cable Access TV Total: 350****TOTAL ALL FUNDS \$ 1,796,444**



CITY COUNCIL REPORT

11.B.

DATE: MAY 21, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: PRELIMINARY PROPOSED FY 2024/25 FIVE-YEAR CAPITAL IMPROVEMENT PLAN (CIP)

RECOMMENDATION

Staff recommends that the City Council review the Preliminary Proposed Fiscal Year (FY) 2024/25 through 2028/29 Five-Year Capital Improvement Plan (CIP, attached) and provide direction to staff for changes to incorporate into the next draft of the document, the Revised Proposed version.

BACKGROUND

The City of Pinole's Capital Improvement Plan (CIP) is a five-year plan for maintenance and expansion of the City's public facilities and infrastructure. The CIP lists the capital projects that the City intends to undertake over the upcoming five-year period and the schedule, cost, and funding source for each.

The CIP is organized around the City's major types of capital assets: facilities, parks, sanitary sewer collection and treatment infrastructure, stormwater infrastructure, and streets and roads. The City owns considerable capital assets in subtypes as well, including streetlights, traffic control devices, sidewalks, street trees, trash capture devices, waste bins and enclosures, traffic/wayfinding signage, benches, bike racks, monument signs, fleet, and fiberoptic conduit. The CIP also includes infrastructure assessments and master plans to identify the need for new capital assets and projects.

Staff presented a preliminary proposed list of projects to be included in the FY 2024/25 through 2028/29 Five-Year CIP to the Finance Subcommittee on April 18, 2024 and to the City Council on April 30, 2024. The Finance Subcommittee and City Council provided feedback and proposed changes to the preliminary proposed list of projects which were included in this version. On June 10, 2024, the Planning Commission will review the preliminary proposed list of projects for conformity and consistency with the City's General Plan.

City staff invites the feedback of the City Council and members of the public on the Preliminary Proposed FY 2024/25 through 2028/29 Five-Year CIP at the City Council's May 21, 2024, meeting. Following the Council meeting, staff plans to incorporate the City Council's feedback as well as additional staff-generated content into a Revised Proposed version of the CIP that will be presented to the City Council for review and feedback on June 4, 2024. Staff plans to present the resulting version of the CIP, the Final Proposed CIP, to the City Council on June 18, 2024, for final Council adoption.

REVIEW AND ANALYSIS

The Preliminary Proposed FY 2024/25 through 2028/29 Five-Year CIP was created by taking the current CIP, then deleting projects that have been completed or no longer seem necessary and adding new projects that Council and staff believe are important, as illustrated below.

Projects in the adopted FY 2023/24 through 2027/28 Five-Year CIP

+ Projects added to the CIP by the City Council during FY 2023/24

- PA2402 – Mural Preservation
- RO2404 – Crosswalk Tennent Ave at Prune St
- RO2403 – Old Town Traffic Calming

- Project removed from the CIP by the City Council during FY 2023/24

- PA2201 – Pocket Parks - Galbreth Rd.

- Project removed from the CIP by the Staff during FY 2023/24

- FA1902 – Energy Upgrades
- RO1802 – Hazel Street Gap Closure (Sunnyview)

- Projects expected to be complete by FY 2023/24

- PA2301 – Tree Mitigation
- PA2101 – Installation of High-Capacity Trash Bins
- SS2102 – Air Release Valve Replacements
- SW1901 – Hazel Street Storm Drain Improvements
- RO2304 – Safety Improvements at Tennent Ave./Pear & Plum
- RO1714 – Safety Improvements at Appian Way & Marlesta Rd. (formerly known as HAWK at Appian Way and Marlesta)
- IN2201 – Energy Conservation, Generation, & Storage Assessment (formerly known as Energy Audit)
- IN2106 – Active Transportation Plan
- IN2102 – Municipal Broadband Feasibility
- IN1704 – Parks Master Plan

- Projects from the adopted FY 2023/24 through 2027/28 Five-Year CIP that have not yet been started and staff recommends deferral

- IN2301 – Facilities & Real Estate Master Plan

+ New projects that staff recommended for addition because they are high priority, allocate available funds from Growth Impact Fee, or have a substantial outside funding contribution

- FA 2401 – Tiny Tots Flooring and Painting
- PA2401 – Fernandez Park Improvements
- SS-2407 – Private Sewer Lateral Program
- SS-2406 – WPCP Solar and Battery
- SS2405 – Lower Tennent Trunk Sewer Capacity
- SS2404 – WPCP Boiler Replacement
- SS2403 – WPCP Centrifuge Replacement
- SS2402 – Pinon-2 Capacity
- SS2401 – Pinon Trunk Sewer Capacity Phase 2 (Phase 2 of SS2201)
- SW2401 – Storm Drain Creek Discharge Improvements
- RO2402 – Sidewalk Rehabilitation Program
- RO2401 – Road Maintenance Repairs

FY 2024/25 through 2028/29 Five-Year CIP

The FY 2024/25 through 2028/29 Five-Year CIP contains the projects listed below. Each project is described in detail in the CIP document.

FACILITIES	
Project #	Project Name
FA2401	Tiny Tots Flooring and Painting
FA2302	Plum St. Parking Lot Improvements
FA2301	Public Safety Building Modernization
FA2202	Senior Center Modernization
FA1901	Senior Center Auxiliary Parking Lot
FA1703	City Hall Modernization
FA1702	Citywide Roof Repairs and Replacement
PARKS	
Project #	Project Name
PA2402	Mural Preservation
PA2401	Fernandez Park Improvements
PA2202	Skatepark Rehabilitation
PA1901	Pinole Valley Park Soccer Field Rehabilitation
SANITARY SEWER	
Project #	Project Name
SS2407	Private Sewer Lateral Program
SS2406	WPCP Solar and Battery
SS2405	Lower Tennent Trunk Sewer Capacity
SS2404	WPCP Boiler Replacement
SS2403	WPCP Centrifuge Replacement
SS2402	Pinon-2 Capacity

SS2401	Pinon Trunk Sewer Capacity Phase 2
SS2203	Effluent Outfall
SS2201	Sanitary Sewer Rehabilitation
SS2101	Secondary Clarifier Rehabilitation
SS2002	Water Pollution Control Plan Lab Remodel
SS1702	Sewer Pump Station Rehabilitation
STORMWATER	
Project #	Project Name
SW2401	Storm Drain Creek Discharge Improvements
SW2001	Roble Road Storm Drainage Improvements
STREETS & ROADS	
Project #	Project Name
RO2404	Crosswalk Tennent Ave at Prune St
RO2403	Old Town Traffic Calming
RO2402	Sidewalk Rehabilitation Program
RO2401	Road Maintenance Repairs
RO2303	Pinole Smart Signals
RO2302	Safety Improvements on Arterial Roadways
RO2301	Road Rehabilitation
RO2107	Brandt St. Improvements
RO2102	Tennent Ave Rehabilitation
RO2101	Arterial Rehabilitation
RO1902	Pedestrian Improvements at Tennent Ave. Near RXR
RO1710	San Pablo Avenue Bridge Over BNSF Railroad
RO1708	Pinole Valley Road Improvements
INFRASTRUCTURE ASSESSMENTS	
Project #	Project Name
IN2301	Facilities & Real Estate Master Plan
IN2105	Appian Way Complete Streets
IN2103	Recycled Water Feasibility
IN2101	Emergency Power for Critical Facilities
IN1703	Storm Drain Master Plan

Prioritization of Projects

The City's capital projects have historically been prioritized based on a number of factors, including regulatory compliance, health/safety, grant funding availability, sustainability and conservation, and others. In FY 2022/23, City staff proposed and used a new, more structured and quantitative, methodology for prioritizing capital projects for the first time. Staff has also used this methodology in creating the FY 2024/25 through 2028/29 Five Year CIP. Staff rated all of the new added CIP projects to propose, in the Preliminary Proposed FY 2024/25 through 2028/29 Five-Year CIP, which projects to schedule for FY 2024/25 and which to schedule for later years. The prioritization matrix and category scoring guidelines are described in the

attached CIP document.

City staff believes the Preliminary Proposed FY 2024/25 through 2028/29 Five-Year CIP contains an achievable list and schedule of projects. The Public Works Department is performing recruitments to fill key vacant positions with responsibilities for delivery of capital projects. Staff believes it has the capacity to initiate projects as described above with a fully staffed department. Staff might recommend to the City Council mid-fiscal year that projects be reordered if conditions change (bundling opportunities to complete projects in coordination with other project(s) for increased efficiency, new grant funding availability, etc.).

City Council Items of Interest

At the April 25, 2024 Council meeting, City Council requested information on the following CIP-related matters:

1. City Hall related questions:
 - Wall Mounted Flag Poles
 - Power washing of City Hall to do a test patch vs painting the City Hall
 - Multi-colored lights around the City Hall
 - City seal replacement for City Hall and other facilities
2. Marked High Visibility Crosswalk at Prune Street
3. Relocate High-Capacity Trash Bins to different locations.
4. Removal of Pocket Parks- Galbreth Road from CIP
5. Senior Center Auxiliary Parking lot project and scope
6. Overhead Decorative Lighting on San Pable Ave in Old Town Area

Below find information regarding each of matters listed above:

1. City Hall Related Questions / FA1703 – City Hall Modernization

Power washing to do a patch test of City Hall exterior walls is a maintenance activity that can be performed by City staff. Once a consultant is selected to provide architectural services for the FA1703 – City Hall Modernization project design, the additional items will be considered for addition to the project scope. This scope and budget may be negotiated prior to contract award or may, due to scope uncertainties and schedule factors, require a future amendment approval by City Council. The feasibility of wall-mounted flag poles will require evaluating the building structure; staff will update City Council on proposed options based on the results of the evaluation.

2. Marked High Visibility Crosswalk at Prune Street

This was added to the Preliminary Proposed FY 2024/25 through 2028/29 Five Year CIP as project RO404 – Crosswalk Tennent Ave at Prune St.

3. Relocate High-Capacity Trash Bins to different locations

This is an activity that can be performed by City staff within the Operations budget. Staff will work with City Council and feedback from staff/residents to find appropriate locations.

4. Removal of Pocket Parks- Galbreth Road from CIP

During CIP discussions with the Finance Committee and City Council, staff was directed to

remove this project. Project PA2201 – Pocket Parks - Galbreth Rd was removed from the Preliminary Proposed FY 2024/25 through 2028/29 Five Year CIP

5. Senior Center Auxiliary Parking lot project and scope

During development of and planning for the project, a lot of feedback was received from users that during large events the existing parking lot completely fills up and users are parking in an overflow parking lot adjacent to the Fowler lot. The overflow parking lot also fills up during large events. Staff confirmed this issue during observation of events and therefore recommends this project remain in the CIP as scoped.

6. Overhead Decorative Lighting on San Pablo Ave in Old Town Area

There are currently no structures available along San Pablo Ave. between John St. and Oak Ridge Rd. suitable for installing overhead decorative lighting. Public Works staff do place temporary decorative lights on streetlight and traffic signal poles during the holiday season. The project description for RO2401 – Old Town Traffic Calming was revised to add “Consider addition of overhead decorative lighting on San Pablo Ave in the Old Town Area”.

FISCAL IMPACT

The City Council's review and direction on the Preliminary Proposed FY 2024/25 through 2028/29 Five-Year CIP does not itself have any fiscal impact on the City. The City Council officially approves funding for FY 2024/25 capital projects through the FY 2024/25 Operating and Capital Budget, which City staff and the City Council are currently developing.

ATTACHMENTS

A. Preliminary Proposed CIP FY 2024-25 through 2028-29



CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN
FY 2024/25 – 2028/29

DRAFT May 21, 2024



CAPITAL IMPROVEMENT PLAN FY 2024/25 – 2028/29

CITY COUNCIL

Maureen Toms, Mayor

Cameron N. Sasai, Mayor Pro Tem

Devin T. Murphy, Council Member

Anthony L. Tave, Council Member

Norma Martínez-Rubin, Council Member

INTERIM CITY MANAGER

Neil Gang

PUBLIC WORKS DIRECTOR

Sanjay Mishra

CAPITAL IMPROVEMENT & ENVIRONMENTAL PROGRAM MANAGER

Vacant



CAPITAL IMPROVEMENT PLAN: FY 2024/25 THROUGH FY 2028/29
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Introduction

The Capital Improvement Plan (CIP) is a multi-year tool used to identify the City's capital needs and schedule capital improvement projects over the upcoming five-year period. Capital improvements include the design, purchase, construction, maintenance, or improvement of public capital assets (i.e., streets, parks, buildings, etc.).

The projects in the CIP fall into the following broad categories:

- Facility maintenance;
- Parks;
- Sewer collection and treatment;
- Stormwater;
- Streets and roads; and
- Infrastructure assessments.

The FY 2024/25 – 2028/29 CIP contains 35 capital improvement projects and 5 infrastructure assessments that are scheduled to be undertaken over the five-year timeframe and are fully or partially funded. The CIP also includes information for 36 unfunded projects. A funded project is one that has identified specific funding, including on-going existing resources to fully implement the project. A partially funded project has funding to accomplish various phases of the project but lacks sufficient funding to complete the project. An unfunded project is one that has been identified in the CIP as a need but no funding secured to implement the project. Should funding become available through grant or other sources, the unfunded list can be reviewed to determine if it is suitable to seek such funding.

Each project is assigned a project number and described in detail in the project sheets. The nomenclature for the project number is derived as follows:

- Project numbers begin with the abbreviation of the project category, followed by the year the project was first programmed, and then a unique sequence number. For example, FA2001 refers to a facilities project which was first programmed in 2020 with a unique sequence number of 01. Unfunded projects begin with UF and are followed by a unique sequence number.

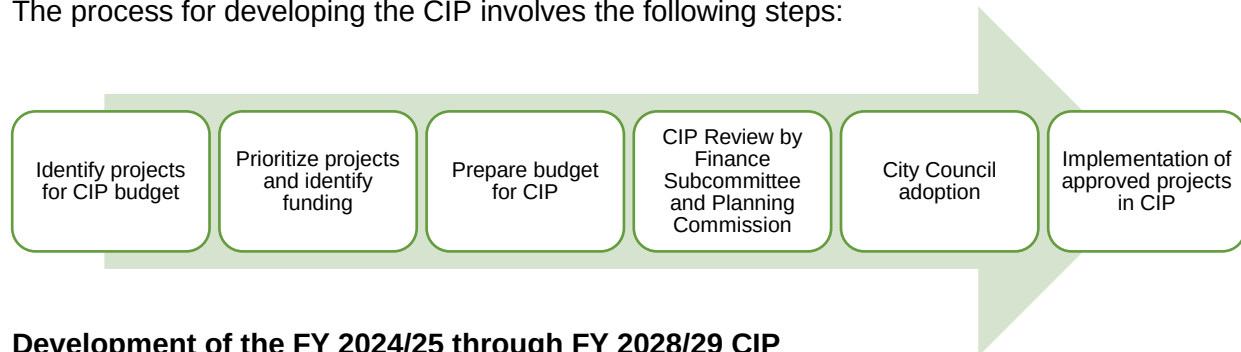
Category	Abbreviation
Facilities	FA
Parks	PA
Sewer	SS
Stormwater	SW
Streets & Roads	RO
Infrastructure Assessments	IN
Unfunded	UF

The CIP is reviewed and updated annually. In recent years, the City has increased its focus on assessing the state of the City's infrastructure by inventorying all the assets, assessing their contributions to a safe and vibrant Pinole, assessing their current conditions, and creating a disciplined investment approach resulting in a strong and purpose driven Capital Investment Plan.

The preparation and adoption of the CIP is an important part of Pinole's financial planning and budgeting process. Proposed projects are reviewed by the Planning Commission for consistency with the General Plan. The project description sheet provides information on the

General Plan goal or policy that the project aligns with. Appendix I describes the applicable General Plan goals and policies. The Finance Subcommittee also reviews the CIP and makes recommendations.

The process for developing the CIP involves the following steps:



Development of the FY 2024/25 through FY 2028/29 CIP

Most of the projects in the FY 2024/25 through FY 2028/29 CIP are the continuation of multi-year projects that have already been initiated or are projects that were included in the prior year's CIP but have not yet been initiated. The FY 2024/25 through FY 2028/29 CIP was developed by taking the adopted FY 2023/24 thru FY 2027/28 CIP, then deleting projects that have been completed or no longer seem necessary and adding new projects. Below is a summary of the changes during FY 2023/24.

Projects added to the CIP by the City Council during FY 2023/24

- PA2402 – Mural Preservation
- RO2404 – Crosswalk Tennent Ave at Prune St
- RO2403 – Old Town Traffic Calming

Projects removed from the CIP by the City Council during FY 2023/24

- PA2201 – Pocket Parks - Galbreth Rd.

Projects removed from the CIP by the Staff during FY 2023/24

- FA1902 – Energy Upgrades
- RO1802 – Hazel Street Gap Closure (Sunnyview)

Projects expected to be complete during FY 2023/24

- PA2301 – Tree Mitigation
- PA2101 – Installation of High-Capacity Trash Bins
- SS2102 – Air Release Valve Replacements
- SW1901 – Hazel Street Storm Drain Improvements
- RO2304 – Safety Improvements at Tennent Ave./Pear & Plum
- RO1714 – Safety Improvements at Appian Way & Marlesta Rd.
(formerly known as HAWK at Appian Way and Marlesta)
- IN2201 – Energy Conservation, Generation, & Storage Assessment
(formerly known as Energy Audit)
- IN2106 – Active Transportation Plan
- IN2102 – Municipal Broadband Feasibility

- IN1704 – Parks Master Plan

The City's capital projects have historically been prioritized based on a number of factors, including regulatory compliance, health/safety, grant funding availability, sustainability and conservation, and others. In FY 2022/23, City staff created a more structured, quantitative methodology for prioritizing capital projects. The prioritization matrix is a planning and evaluation tool to optimize available resources. Staff ranks capital projects which have not been initiated based on the following methodology.

CATEGORY	SCORE (1-5)		CATEGORY WEIGHT	WEIGHTED SCORE
Regulatory Compliance			4	
Health/Safety			3	
Project Dependency/Bundling			3	
Long-Term Planning			2	
State of Infrastructure			2	
Operating Budget Impact			2	
Quality of Life			2	
Grant Funding			1	
Sustainability and Conservation			1	
TOTAL SCORE (100 Points Maximum)				

The methodology scores each potential capital project on nine weighted criteria. This results in a score between 0 and 100 for each project. Staff used this new methodology for the first time in creating the FY 2023/24 through 2027/28 Five-Year CIP.

Staff ranked all projects in the CIP including unfunded projects. The scores are listed on each project sheet and serve as the basis for selecting which capital projects staff initiates based on available resources. Note, this matrix does not consider infrastructure assessments. Project sheets contain the weighted score. Additional information on category scoring guidelines are described in Appendix II. Staff rated the projects in the current CIP that have not yet been initiated. The ranking of these not-yet-initiated projects was used by staff to propose, in the FY 2024/25 through 2028/29 Five-Year CIP, which projects to schedule for FY 2024/25 and which to schedule for later years.

Projects from the adopted FY 2023/24 through 2027/28 Five-Year CIP that have not yet been started and staff recommends for deferral

- IN2301 – Facilities & Real Estate Master Plan

New projects that staff recommended for addition because they are high priority, allocate available funds from Growth Impact Fee, or have a substantial outside funding contribution

- FA 2401 – Tiny Tots Flooring and Painting
- PA2401 – Fernandez Park Improvements
- SS-2407 – Private Sewer Lateral Program
- SS-2406 – WPCP Solar and Battery
- SS2405 – Lower Tennent Trunk Sewer Capacity

- SS2404 – WPCP Boiler Replacement
- SS2403 – WPCP Centrifuge Replacement
- SS2402 – Pinon-2 Capacity
- SS2401 – Pinon Trunk Sewer Capacity Phase 2 (Phase 2 of SS2201)
- SW2401 – Storm Drain Creek Discharge Improvements
- RO2402 – Sidewalk Rehabilitation Program
- RO2401 – Road Maintenance Repairs

Below are the list of capital improvement projects and infrastructure assessments included in the FY 2024/25 – 2028/29 CIP:

FACILITIES	
Project #	Project Name
FA2401	Tiny Tots Flooring and Painting
FA2302	Plum St. Parking Lot Improvements
FA2301	Public Safety Building Modernization
FA2202	Senior Center Modernization
FA1901	Senior Center Auxiliary Parking Lot
FA1703	City Hall Modernization
FA1702	Citywide Roof Repairs and Replacement
PARKS	
Project #	Project Name
PA2402	Mural Preservation
PA2401	Fernandez Park Improvements
PA2202	Skatepark Rehabilitation
PA1901	Pinole Valley Park Soccer Field Rehabilitation
SANITARY SEWER	
Project #	Project Name
SS2407	Private Sewer Lateral Program
SS2406	WPCP Solar and Battery
SS2405	Lower Tennent Trunk Sewer Capacity
SS2404	WPCP Boiler Replacement
SS2403	WPCP Centrifuge Replacement
SS2402	Pinon-2 Capacity
SS2401	Pinon Trunk Sewer Capacity Phase 2
SS2203	Effluent Outfall
SS2201	Sanitary Sewer Rehabilitation
SS2101	Secondary Clarifier Rehabilitation
SS2002	Water Pollution Control Plan Lab Remodel
SS1702	Sewer Pump Station Rehabilitation

STORMWATER	
Project #	Project Name
SW2401	Storm Drain Creek Discharge Improvements
SW2001	Roble Road Storm Drainage Improvements
STREETS & ROADS	
Project #	Project Name
RO2404	Crosswalk Tennent Ave at Prune St
RO2403	Old Town Traffic Calming
RO2402	Sidewalk Rehabilitation Program
RO2401	Road Maintenance Repairs
RO2303	Pinole Smart Signals
RO2302	Safety Improvements on Arterial Roadways
RO2301	Road Rehabilitation
RO2107	Brandt St. Improvements
RO2102	Tennent Ave Rehabilitation
RO2101	Arterial Rehabilitation
RO1902	Pedestrian Improvements at Tennent Ave. Near RXR
RO1710	San Pablo Avenue Bridge Over BNSF Railroad
RO1708	Pinole Valley Road Improvements
INFRASTRUCTURE ASSESSMENTS	
Project #	Project Name
IN2301	Facilities & Real Estate Master Plan
IN2105	Appian Way Complete Streets
IN2103	Recycled Water Feasibility
IN2101	Emergency Power for Critical Facilities
IN1703	Storm Drain Master Plan

The FY 2024/25 – 2028/29 CIP contains a list of 36 unfunded projects.

The following projects were added as a result of recommendations from recently completed master planning and infrastructure assessment efforts:

- UF032 City Hall Energy Upgrades
- UF033 Public Safety Building Energy Upgrades
- UF034 WPCP Energy Upgrades
- UF035 Youth Center Upgrades
- UF036 Park Energy Upgrades

The following projects were added as a result of Council requests:

- UF031 – Old Town Traffic Calming (This project is within the limits of UF023 - San Pablo Avenue Complete Streets project and may partially or completely replace it.)

The following projects were removed from the list of unfunded projects:

- Fernandez Park Improvements (funded in this CIP)
- Pinon-1 (funded in this CIP)
- Pinon-2 (funded in this CIP)
- Tennent-1 (funded in this CIP)
- Faria House Improvements

Next Steps in City Capital Planning

The City is in the process of completing a condition assessment of all of the City's capital assets to identify the funding levels required to maintain these assets. The City will continue to integrate capital planning information into the Long-Term Financial Plan, so City decision makers are aware of the City's capital needs when they consider allocation of the City's limited financial resources and consider possibly pursuing additional sources of City revenue.

Project Funding

A variety of funding sources support projects listed in the CIP. The first year's program in the CIP is adopted by the City Council as the Capital Budget, as a counterpart to the annual Operating Budget. The fiscal resources are appropriated only in the first year, the subsequent four years of the CIP are important for long term planning and subject to further review and modification.

The CIP is funded primarily with funds restricted for specific purposes. The next section describes various funding sources and their restrictions. Some projects are entirely or partially funded by grants and reimbursements from state and federal government and other agencies.

Funding Sources

Fund #	Fund Name (restriction)	Description
100	General Fund (unrestricted)	The General Fund is the main operating fund for the City. It accounts for sources and uses of resources that (primarily) are discretionary to the City Council in the provision of activities, programs and services deemed necessary and desirable by the community.
106	Measure S 2014 (unrestricted)	Accounts for 2014 voter-approved half-cent Local Use Tax which levies 0.5% each on all merchandise. Although these are unrestricted General Fund revenues, the 2014 Use Taxes have been allocated by the City Council to fund Infrastructure Projects as their highest funding priority.
200	Gas Tax - RMRA (roads and right-of-way)	Accounts for the Highway Users Tax (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City limits. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets. The taxes are allocated to Pinole through the Road Maintenance and Rehabilitation Account (RMRA) established by the Road Repair and Accountability Act of 2017.

214	Solid Waste	Accounts for special revenue received from Republic Services from a surcharge assessed on customer rates for solid waste services. These funds are set aside for future solid waste capital and for a rate stabilization fund.
276	Growth Impact Fees (nexus identified needs)	Accounts for development fees collected to mitigate the impact of new development. Provides funds for nexus identified needs only.
325	City Street Improvements (roads only)	Accounts for funds set aside by the City of Pinole to fund street improvement projects. The Measure S 2014 funding plan allocates \$250k annually to this fund.
500	Sewer Enterprise (sewer only)	Accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Water Pollution Control Plant which services the Pinole and Hercules areas.

Grants

Certain projects are eligible to receive grant funds from state, federal, or other agencies. City staff actively pursues outside funding sources to support projects that are programmed in the CIP. Grants differ based on scope of work, funding source, requirements, and timelines. A grant's scope is determined by the policy goals of the grantor, and the grantee is obligated to provide deliverables based on the terms and conditions set forth in the grant funding agreement.

Before responding to a grant opportunity, staff reviews the grant solicitation to evaluate the:

- eligibility requirements to ensure the City can apply for funds;
- alignment of scope with the City's adopted CIP;
- feasibility of undertaking the responsibility of grant deliverables;
- short term revenue vs. long term costs of the opportunity to ensure that the grant revenue does not result into a fiscal burden of unprecedented permanent or long term expenditures such as the need to hire additional staff, ongoing operations and maintenance;
- required resources vs. available resources such as staff support and grant match;
- indirect costs related to administration of the grant such as legal fees; and
- cost benefit analysis to confirm that the grant is in the City's best interests.

Once a viable grant opportunity is identified, staff follows the grantors' determined application process to develop application materials and submit the grant. After notification of grant award, staff is responsible for grant implementation which includes project execution, oversight, reporting/reimbursement requests, record keeping, and project closeout. Effective management of the grant funds limits the City's exposure to grant-related legal liability and improves the efficiency and impacts of projects which are funded through grants.

Road projects listed in the CIP receive grant funding from a variety of sources such as:

- California Department of Transportation (Caltrans)
 - o Highway Bridge Program (HBP) – funds to improve bridge structural safety.
 - Project: RO1710

- o Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
 - Project: RO2302
- West Contra Costa Transportation Advisory Committee (WCCTAC)
 - o Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
 - Projects: IN2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
 - o One Bay Area Grant (OBAG) – policy framework for MTC’s distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
 - Projects: RO2303 (County funding), RO1902
 - o Transportation Development Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
 - Project: None
- Transportation for Livable Communities (TLC) program
 TLC program to finance pedestrian, bicycle and streetscape improvements near public transit in cities around the Bay Area. The purpose of TLC is to support community-based transportation projects that bring new vibrancy to downtown areas, commercial cores, neighborhoods and transit corridors, making them places where people want to live, work and visit. Pedestrian- and transit-friendly developments are hallmarks of the program.
 - Project: RO1710

CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2024/25 THROUGH FY 2028/29
FUNDING SUMMARY

SOURCES BY FUND	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
100 - General Fund	\$ 90,000	\$ 340,000	\$ -	\$ -	\$ -	\$ 430,000
105 - Measure S 2006	\$ 1,410,000	\$ 820,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,280,000
106 - Measure S 2014	\$ 2,500,262	\$ 1,570,000	\$ 195,000	\$ 120,000	\$ 120,000	\$ 4,505,262
200 - Gas Tax	\$ 1,195,000	\$ 381,082	\$ -	\$ -	\$ -	\$ 1,576,082
215 - Grant: TLC	\$ 133,579	\$ -	\$ -	\$ -	\$ -	\$ 133,579
215 - Grant: HSIP	\$ 239,040	\$ -	\$ -	\$ -	\$ -	\$ 239,040
215 - Grant: OBAG	\$ 464,000	\$ 556,000	\$ -	\$ -	\$ -	\$ 1,020,000
276 - Growth Impact Fees	\$ 1,760,000	\$ 450,000	\$ 400,000	\$ -	\$ -	\$ 2,610,000
325 - City Street Improvements	\$ 770,000	\$ 1,051,507	\$ -	\$ -	\$ -	\$ 1,821,507
325 - Grant: TDA Article 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
325 - Grant: STMP Fees	\$ 1,650,189	\$ 99,000	\$ -	\$ -	\$ -	\$ 1,749,189
325 - Grant: HBP	\$ 41,394	\$ -	\$ -	\$ -	\$ -	\$ 41,394
377 - Arterial Streets Rehabilitation	\$ 895,000	\$ -	\$ -	\$ -	\$ -	\$ 895,000
500 - Sewer Enterprise Fund	\$ 8,340,000	\$ 3,847,411	\$ 7,445,000	\$ 4,995,000	\$ 2,835,000	\$ 27,462,411
Sources Total	\$ 19,488,464	\$ 9,115,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 45,763,464
Unfunded Total	\$ -	\$ 29,315,000	\$ -	\$ -	\$ -	\$ 29,315,000
Total Sources Required	\$ 19,488,464	\$ 38,430,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 75,078,464



CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2024-25 THROUGH FY 2028-29
FUNDING SUMMARY

SOURCES BY FUND	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
100 - General Fund	\$ 90,000	\$ 340,000	\$ -	\$ -	\$ -	\$ 430,000
105 - Measure S 2006	\$ 1,410,000	\$ 820,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,280,000
106 - Measure S 2014	\$ 2,500,262	\$ 1,570,000	\$ 195,000	\$ 120,000	\$ 120,000	\$ 4,505,262
200 - Gas Tax	\$ 1,195,000	\$ 381,082	\$ -	\$ -	\$ -	\$ 1,576,082
215 - Grant: TLC	\$ 133,579	\$ -	\$ -	\$ -	\$ -	\$ 133,579
215 - Grant: HSIP	\$ 239,040	\$ -	\$ -	\$ -	\$ -	\$ 239,040
215 - Grant: OBAG	\$ 464,000	\$ 556,000	\$ -	\$ -	\$ -	\$ 1,020,000
276 - Growth Impact Fees	\$ 1,760,000	\$ 450,000	\$ 400,000	\$ -	\$ -	\$ 2,610,000
325 - City Street Improvements	\$ 770,000	\$ 1,051,507	\$ -	\$ -	\$ -	\$ 1,821,507
325 - Grant: TDA Article 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
325 - Grant: STMP Fees	\$ 1,650,189	\$ 99,000	\$ -	\$ -	\$ -	\$ 1,749,189
325 - Grant: HBP	\$ 41,394	\$ -	\$ -	\$ -	\$ -	\$ 41,394
377 - Arterial Streets Rehabilitation	\$ 895,000	\$ -	\$ -	\$ -	\$ -	\$ 895,000
500 - Sewer Enterprise Fund	\$ 8,340,000	\$ 3,847,411	\$ 7,445,000	\$ 4,995,000	\$ 2,835,000	\$ 27,462,411
Sources Total	\$ 19,488,464	\$ 9,115,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 45,763,464
Unfunded Total	\$ -	\$ 29,315,000	\$ -	\$ -	\$ -	\$ 29,315,000
Total Sources Required	\$ 19,488,464	\$ 38,430,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 75,078,464

FACILITIES							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
FA2401	Tiny Tots Flooring and Painting	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
FA2302	Plum St. Parking Lot Improvements	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
FA2301	Public Safety Building Modernization	\$ 300,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 650,000
FA2202	Senior Center Modernization	\$ 250,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 350,000
FA1901	Senior Center Auxiliary Parking Lot	\$ 1,060,000	\$ 470,000	\$ -	\$ -	\$ -	\$ 1,530,000
FA1703	City Hall Modernization	\$ 400,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 700,000
FA1702	Citywide Roof Repairs and Replacement	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 900,000
PARKS							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
PA2402	Mural Preservation	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000
PA2401	Fernandez Park Improvements	\$ 100,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 900,000
PA2202	Skatepark Rehabilitation	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
PA1901	Pinole Valley Park Soccer Field Rehabilitation	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
SANITARY SEWER							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
SS2407	Private Sewer Lateral Program	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
SS2406 *	WPCP Solar and Battery	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000
SS2405	Lower Tennent Trunk Sewer Capacity	\$ -	\$ -	\$ 170,000	\$ 3,880,000	\$ -	\$ 4,050,000
SS2404 *	WPCP Boiler Replacement	\$ -	\$ -	\$ 660,000	\$ -	\$ -	\$ 660,000
SS2403 *	WPCP Centrifuge Replacement	\$ -	\$ -	\$ -	\$ 990,000	\$ -	\$ 990,000
SS2402	Pinon-2 Sewer Capacity	\$ -	\$ -	\$ -	\$ 125,000	\$ 2,835,000	\$ 2,960,000
SS2401	Pinon Trunk Sewer Capacity Phase 2	\$ 6,810,000	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000
SS2203 *	Effluent Outfall	\$ 150,000	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ 3,150,000
SS2201	Sanitary Sewer Rehabilitation	\$ 1,185,000	\$ -	\$ -	\$ -	\$ -	\$ 1,185,000
SS2101 *	Secondary Clarifier Rehabilitation	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000
SS2002 *	Water Pollution Control Plan Lab Remodel	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
SS1702	Sewer Pump Station Rehabilitation	\$ 100,000	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ 7,300,000
STORMWATER							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
SW2401	Storm Drain Creek Discharge Improvements	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000
SW2001	Roble Road Storm Drainage Improvements	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000
STREETS & ROADS							
PRJ #	PROJECT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
RO2404	Crosswalk Tennent Ave at Prune St	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
RO2403	Old Town Traffic Calming	\$ 20,000	\$ 550,000	\$ -	\$ -	\$ -	\$ 570,000
RO2402	Sidewalk Rehabilitation Program	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
RO2401	Road Maintenance Repairs	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000
RO2303	Pinole Smart Signals	\$ 154,302	\$ -	\$ -	\$ -	\$ -	\$ 154,302
RO2302	Safety Improvements on Arterial Roadways	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
RO2301	Road Rehabilitation	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 1,500,000
RO2107	Brandt St. Improvements	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
RO2102	Tennent Ave Rehabilitation	\$ 20,000	\$ 735,000	\$ -	\$ -	\$ -	\$ 755,000
RO2101	Arterial Rehabilitation	\$ 1,990,000	\$ -	\$ -	\$ -	\$ -	\$ 1,990,000
RO1902	Pedestrian Improvements at Tennent Ave. Near RXR	\$ 515,000	\$ 905,000	\$ -	\$ -	\$ -	\$ 1,420,000
RO1710	San Pablo Avenue Bridge Over BNSF Railroad	\$ 1,974,162	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,774,162
RO1708	Pinole Valley Road Improvements	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
INFRASTRUCTURE ASSESSMENTS							
PRJ #	ASSESSMENT	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
IN2301	Facilities & Real Estate Master Plan	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
IN2105	Appian Way Complete Streets	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
IN2103	Recycled Water Feasibility	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
IN2101	Emergency Power for Critical Facilities	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000
IN1703	Storm Drain Master Plan	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Uses by Project Total		\$19,488,464	\$38,430,000	\$8,390,000	\$5,465,000	\$3,305,000	\$75,078,464

LEGEND:
• Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Streets & Roads; **IN** = Infrastructure Assessments
* Project cost to be split 50% with the City of Hercules

PROJECT DESCRIPTION SHEETS

FA2401 - TINY TOTS FLOORING AND PAINTING							
Functional Area : Facilities		Project Origin : Staff Recommendation				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Project Start		7/1/2024			Estimated Completion 6/30/2025		
Description Pinole Tiny Tots interior and exterior facility maintenance including flooring and painting. Replacement of existing carpeted areas in the main room with new carpet or carpet tiles and replacement of existing vinyl linoleum with a waterproof plank vinyl in the snack area and craft/play areas. Exterior siding, eaves, and trim repairs and painting. Interior office, main room, kitchen, and restrooms painting.							
							
History, Status, or Impact if Delayed The current carpeting and vinyl linoleum flooring are in need of replacement. The carpeted areas are worn and also contain many raised areas that create a tripping hazard. The current exterior and interior paint is from approximately 20 years ago and shows discoloration, fading, chipping, and weathering.							
General Plan Goals/Policies Goal CS.1, Policy CS.1.1; Goal CS.3, Policy CS.3.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
Planning							
Design							
Construction	\$ 50,000					\$ 50,000	
Contingency							
TOTAL USES	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
SOURCE(S)							
106 - Measure S 2014	\$ 50,000					\$ 50,000	
TOTAL FUNDS	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	

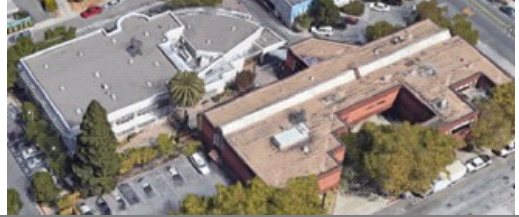
FA2302 - PLUM ST. PARKING LOT IMPROVEMENTS							
Functional Area : Facilities		Project Origin : Staff Recommendation				Priority Score : 12	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description To provide a secure parking area for Police vehicles in the Plum St. parking lot. The parking lot will remain open for the public. A portion of the parking lot, approximately 25 spaces will be secured with a chain-link fence with security gates for Police vehicles. The layout of the parking lot is in the preliminary design phase.							
							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.2, Policy CS.2.6; Goal CE.5							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 7,950					\$ 7,950	
Construction	\$ 65,500					\$ 65,500	
Contingency	\$ 6,550					\$ 6,550	
TOTAL USES	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	
SOURCE(S)							
276 - Growth Impact Fees	\$ 80,000					\$ 80,000	
TOTAL FUNDS	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	

FA2301 - PUBLIC SAFETY BUILDING MODERNIZATION							
Functional Area : Facilities		Project Origin : Staff Recommendation			Priority Score : 34		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
☐ Expansion ☒ Renovation							
Estimated Expenditures to-date	\$ -	\$ 300,000.00	\$ 350,000	\$ -	\$ -	\$ -	\$ 650,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
To extend the useful life of the Public Safety building, there are several items that require attention including but not limited to replacement of the HVAC system, carpet, flooring, water heaters, light fixtures, fans, etc. In addition, the building requires painting (interior and exterior), and the locker rooms also require renovation.							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.2, Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design		\$ 50,000				\$ 50,000	
Construction	\$ 270,000	\$ 270,000				\$ 540,000	
Contingency	\$ 30,000	\$ 30,000				\$ 60,000	
TOTAL USES	\$ 300,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 650,000	
SOURCE(S)							
106 - Measure S 2014	\$ 85,000	\$ 350,000				\$ 435,000	
276 - Growth Impact Fees	\$ 215,000					\$ 215,000	
TOTAL FUNDS	\$ 300,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 650,000	

FA2202 - SENIOR CENTER MODERNIZATION							
Functional Area : Facilities		Project Origin : Staff Recommendation				Priority Score : 37	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
☐ Expansion ☒ Renovation							
Estimated Expenditures to-date	\$ 7,895.96	\$ 250,000.00	\$ 100,000	\$ -	\$ -	\$ -	\$ 357,896
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
The project includes a facilities condition assessment and design and construction of improvements to modernize the existing Senior Center building located at 2525 Charles Avenue. Work will include upgrades to energy system, and interior renovations.							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design							
Construction	\$ 230,000	\$ 90,000				\$ 320,000	
Contingency	\$ 20,000	\$ 10,000				\$ 30,000	
TOTAL USES	\$ 250,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 350,000	
SOURCE(S)							
106 - Measure S 2014	\$ 105,000	\$ 100,000				\$ 205,000	
276 - Growth Impact Fees	\$ 145,000					\$ 145,000	
TOTAL FUNDS	\$ 250,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 350,000	

FA1901 - SENIOR CENTER AUXILIARY PARKING LOT							
Functional Area : Facilities		Project Origin : Fowler Lot Re-Use Committee			Priority Score :		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ 126,655.00	\$ 1,060,000.00	\$ 470,000	\$ -	\$ -	\$ -	\$ 1,656,655
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
On February 2, 2021 City Council adopted Resolution 2021-07 and awarded a contract to a consultant for the preliminary engineering and design for the parking lot. The parking lot will be designed to be a multi-benefit project that includes pavement structural section, striping, lighting, bicycle parking, electric vehicle charging stations, stormwater capture and retention, and drought tolerant landscaping. The final design will offer the maximum number of parking spaces while allowing access for both vehicles and pedestrians and include aesthetic design components. On June 7, 2022, City Council directed staff to incorporate the installation of a solar canopy and backup battery system at the site.							
History, Status, or Impact if Delayed							
On April 16, 1990 City Council adopted Resolution 2380 authorizing the purchase of 2548 Charles Street. At the time of purchase, City Council determined that construction of a Senior Center was necessary, and that this property was needed to provide sufficient parking for the Center. The parcel is surrounded by municipal parking lots which serve the Senior Center and Old Town Pinole. The Fowler House tenants remained in the property till 2010 and many discussions took place to determine the best use of the property. It was determined that the house had asbestos and lead paint. On July 17, 2018, City Council adopted Resolution 2018-67 to create the Fowler Lot Re-use Committee to evaluate the reuse and redevelopment of the property. The Committee evaluated uses for the lot and determined the best use of the property is a parking lot. On October 16, 2018, the City Council adopted Resolution No. 2018-93 to approve a contract with a construction company to abate and demolish the Fowler house. The property demolition was completed on March 11, 2019. On July 21, 2020, City Council adopted Resolution 2020-68 to accept the final recommendation of the Committee.							
General Plan Goals/Policies							
Goal CE.5, Goal CS.1, Policy GM.4.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 100,000					\$ 100,000	
Construction	\$ 870,000	\$ 430,000				\$ 1,300,000	
Contingency	\$ 90,000	\$ 40,000				\$ 130,000	
TOTAL USES	\$ 1,060,000	\$ 470,000	\$ -	\$ -	\$ -	\$ 1,530,000	
SOURCE(S)							
105 - Measure S 2006	\$ 1,060,000	\$ 470,000				\$ 1,530,000	
TOTAL FUNDS	\$ 1,060,000	\$ 470,000	\$ -	\$ -	\$ -	\$ 1,530,000	

FA1703 - CITY HALL MODERNIZATION							
Functional Area : Facilities		Project Origin : Staff Recommendation			Priority Score : 35		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
☐ Expansion ☒ Renovation							
Estimated Expenditures to-date	\$ -	\$ 400,000.00	\$ 300,000	\$ -	\$ -	\$ -	\$ 700,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
Interior improvements and exterior painting to extend the life of the City Hall building and improve its functionality for staff and the public. Several items that require attention include but are not limited to the configuration of rooms on the first floor, carpet, flooring, window coverings, light fixtures, and addition of a lactation room. Interior and exterior surfaces require repainting as the paint system has reached the end of its useful life with fading, chipping paint, along with water and mildew damage. Exterior improvements will include replacement of the City seal and addition of a wall-mounted flagpole and multi-color lighting.							
History, Status, or Impact if Delayed							
Exterior painting is necessary to maintain external protection from the environment.							
General Plan Goals/Policies							
Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 80,000	\$ -				\$ 80,000	
Construction	\$ 290,000	\$ 270,000				\$ 560,000	
Contingency	\$ 30,000	\$ 30,000				\$ 60,000	
TOTAL USES	\$ 400,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 700,000	
SOURCE(S)							
276 - Growth Impact Fees	\$ 400,000					\$ 400,000	
106 - Measure S 2014		\$ 300,000				\$ 300,000	
TOTAL FUNDS	\$ 400,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 700,000	

FA1702 - CITYWIDE ROOF REPAIRS AND REPLACEMENT							
Functional Area : Facilities		Project Origin : End of Life Cycle				Priority Score : 43	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 600,000.00	\$ 300,000	\$ -	\$ -	\$ -	\$ 900,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description Roof repairs and replacement at four (4) City facilities, the Public Safety Building, City Hall, Senior Center, and Water Pollution Control Plant. In October 2022, City staff received quotes for the rehabilitation of the roofs; it was determined that the Public Safety building roof needs immediate replacement. 							
History, Status, or Impact if Delayed In 2015, comprehensive visual roof inspections were completed by a contractor on various City owned facilities. The purpose of the inspection was to identify the extent, if any, of moisture intrusion into the existing roof assemblies, document observed roof system deficiencies, determine the overall condition of the existing roof systems and to estimate the service life of the in-place roof assemblies.							
General Plan Goals/Policies Policy GM.4.1, Goal CS.1, Goal CS.9, Policy CS.9.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 60,000	\$ -				\$ 60,000	
Construction	\$ 490,000	\$ 270,000				\$ 760,000	
Contingency	\$ 50,000	\$ 30,000				\$ 80,000	
TOTAL USES	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 900,000	
SOURCE(S)							
106 - Measure S 2014	\$ 600,000	\$ 300,000				\$ 900,000	
TOTAL FUNDS	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 900,000	

PA2402 - MURAL PRESERVATION							
Functional Area : Parks		Project Origin : Council Request				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures To-Date	\$ -	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000
Project Start 7/1/2024				Estimated Completion 6/30/2025			
Description							
Preservation and enhancement of murals in the City							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CC.1, Policy CC.1.3; Goal CC.5, Policy CC.5.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design							
Construction	\$ 20,000	\$ 50,000				\$ 70,000	
Contingency							
TOTAL USES	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000	
SOURCE(S)							
276 - Growth Impact Fees	\$ 20,000	\$ 50,000				\$ 70,000	
TOTAL FUNDS	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000	

PA2401 - FERNANDEZ PARK IMPROVEMENTS							
Functional Area : Parks		Project Origin : Staff Recommendation			Priority Score : 24		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures To-Date	\$ -	\$ 100,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 900,000
Project Start 7/1/2024					Estimated Completion 6/30/2026		
Description							
Renovations to the baseball field to decrease water and energy usage and increase accessibility and safety.							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.1, Policy CS.1.1, Policy CS.1.3; Goal CS.3, Policy CS.3.1; Goal CS.9, Policy CS.9.1, Goal SE.4, Policy SE.4.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 70,000	\$ 5,000				\$ 75,000	
Construction	\$ 30,000	\$ 360,000	\$ 360,000			\$ 750,000	
Contingency		\$ 35,000	\$ 40,000			\$ 75,000	
TOTAL USES	\$ 100,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 900,000	
SOURCE(S)							
276 - Growth Impact Fees	\$ 100,000	\$ 400,000	\$ 400,000			\$ 900,000	
TOTAL FUNDS	\$ 100,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 900,000	

PA2202 - SKATEPARK REHABILITATION							
Functional Area : Parks		Project Origin : Council Request				Priority Score : 34	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Project Start 7/1/2024		Estimated Completion 6/30/2025					
Description							
The ramps at the skatepark have settled and need to be replaced. 							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.2, Goal CS.3, Policy CS 2.6 & 3.1, Policy GM.4.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design							
Construction	\$ -	\$ 135,000				\$ 135,000	
Contingency	\$ -	\$ 15,000				\$ 15,000	
TOTAL USES	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	
SOURCE(S)							
106 - Measure S 2014	\$ -	\$ 150,000				\$ 150,000	
TOTAL FUNDS	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	

PA1901 - PINOLE VALLEY PARK SOCCER FIELD REHABILITATION							
Functional Area : Parks		Project Origin : Council Request				Priority Score : 33	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Project Start 7/1/2024		Estimated Completion 6/30/2025					
Description There are two soccer fields at Pinole Valley Park which are utilized on an annual basis, the Wright Avenue Soccer Field at the southerly end, and Savage Avenue Soccer Field at the northern end. Both fields are heavily used by soccer leagues and the general public. The Savage Avenue Soccer Field requires substantial rehabilitation which includes: upgrading the irrigation system and ongoing turf maintenance. Turf maintenance includes mowing, fertilizing, aeration, overseeding, and topdressing.							
							
History, Status, or Impact if Delayed This project has been delayed pending the development of a Park Master Plan (CIP Project# SS2401).							
General Plan Goals/Policies Goal CS.1, Goal CS.3, Policy CS 3.1, Policy GM.4.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
Planning		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Design							
Construction	\$ 180,000					\$ 180,000	
Contingency	\$ 20,000					\$ 20,000	
TOTAL USES	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
SOURCE(S)							
276 - Growth Impact Fees	\$ 200,000					\$ 200,000	
TOTAL FUNDS	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	

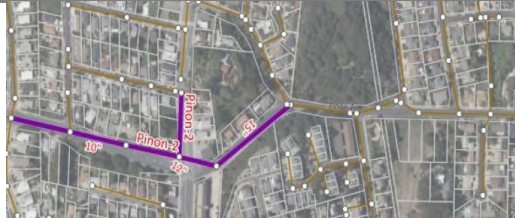
SS2407 - PRIVATE SEWER LATERAL PROGRAM							
Functional Area : Sanitary Sewer		Project Origin : Staff Recommendation				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures To-Date	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Project Start 7/1/2024					Estimated Completion 6/30/2029		
Description Revolving fund to complete private sewer lateral improvements under a reimbursement agreement with residents. 							
History, Status, or Impact if Delayed This program will support the City's sewer collection system and treatment plant regulatory compliance through a reduction in flows from infiltration and inflow (I&I). I&I reduction will reduce treatment costs and may reduce the scope of or need for future capacity improvements.							
General Plan Goals/Policies Goals HS.2, Policy HS.2.5; Goal HS.7, Policy HS.7.6; Goal CC.2, Policy CC.2.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design							
Construction	\$ 150,000					\$ 150,000	
Contingency							
TOTAL USES	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 150,000					\$ 150,000	
TOTAL FUNDS	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	

SS2406 - WPCP SOLAR AND BATTERY							
Functional Area : Sanitary Sewer		Project Origin : Master Plan				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☒ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation	☐ Expansion ☐ Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date		\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000
Project Start 7/1/2026						Estimated Completion 6/30/2028	
Description							
Planning and design for renewable solar energy generation and battery storage project at the Water Pollution Control Plant (WPCP). Install three (3) photovoltaic (PV) arrays with a total PV capacity of 496 kW: a carport array (50-kW), a ground-mount PV array in the public park area to the southwest of the WPCP (175-kW), and a ground-mount PV array along the northeast perimeter of the WPCP, adjacent to the public pathway that runs along the canal (271-kW). Install a 575 kWh capacity battery energy storage system (BESS), controls, and a 450-kW diesel generator.							
History, Status, or Impact if Delayed							
In 2024, Tetra Tech prepared an Energy Conservation, Generation, and Storage Assessment study for City facilities which included: 1) evaluation of energy conservation, energy generation, energy storage, and electric vehicle measures and 2) a renewable microgrid analysis to determine the technical and economic feasibility of installing new renewable energy generation systems and battery storage at the Water Pollution Control Plant (WPCP). Recommendations included addition of photovoltaic (PV) panel arrays at three different locations, a battery energy storage system (BESS) and generator. Construction would be completed outside of the 5-year budget window.							
General Plan Goals/Policies							
Goal CS.6, Policy CS.6.1; Goal SE.3, Policy SE.1.3; Goal CS.7, Policy CS.7.1; Goal GM.4, Policy GM.4.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning			\$ 10,000			\$ 10,000	
Design			\$ 165,000			\$ 165,000	
Construction							
Contingency							
TOTAL USES	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000	
SOURCE(S)							
500 - Sewer Enterprise Fund			\$ 175,000	\$ -		\$ 175,000	
TOTAL FUNDS	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ 175,000	

SS2405 - LOWER TENNENT TRUNK SEWER CAPACITY							
Functional Area : Sanitary Sewer		Project Origin : Master Plan			Priority Score : 59		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date		\$ -	\$ -	\$ 170,000	\$ 3,880,000.00	\$ -	\$ 4,050,000
Project Start 7/1/2026				Estimated Completion 6/30/2028			
Description Tennent-1 improvements as identified in the Sanitary Sewer Collection System Master Plan. This project includes the replacement of approximately 130 feet of 24-inch diameter pipeline, 1,250 feet of 30-inch diameter pipeline, and 10 feet of 36-inch diameter pipeline along Tennent Avenue and inside of the Water Pollution Control Plant (WPCP) with 1,390 feet of 36-inch to 42-inch diameter pipeline.							
							
History, Status, or Impact if Delayed The Sanitary Sewer Collection System Master plan identified capacity deficiencies which result in surcharging of the gravity sewer and cause sanitary sewer overflows (SSO's) during modeled peak wet weather flow (PWWF) conditions.							
General Plan Goals/Policies Goal CS.6, Policy CS.6.1; Goal GM.4, Policy GM.4.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design			\$ 170,000	\$ 170,000		\$ 340,000	
Construction				\$ 3,370,000		\$ 3,370,000	
Contingency				\$ 340,000		\$ 340,000	
TOTAL USES	\$ -	\$ -	\$ 170,000	\$ 3,880,000	\$ -	\$ 4,050,000	
SOURCE(S)							
500 - Sewer Enterprise Fund			\$ 170,000	\$ 3,880,000		\$ 4,050,000	
TOTAL FUNDS	\$ -	\$ -	\$ 170,000	\$ 3,880,000	\$ -	\$ 4,050,000	

SS2404 - WPCP BOILER REPLACEMENT							
Functional Area : Sanitary Sewer		Project Origin : End of Life Cycle				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date		\$ -	\$ -	\$ 660,000	\$ -	\$ -	\$ 660,000
Project Start	7/1/2024				Estimated Completion 6/30/2025		
Description							
This project includes replacement of the anaerobic digester process boilers at the WPCP. 							
History, Status, or Impact if Delayed							
The anaerobic digestion process at the WPCP includes hot water boilers to heat water for use in the digester sludge heat exchanger. Two 40 HP Natural Gas Scotch Boilers, manufactured by Hurst Boiler & Welding Co., Inc. were installed in 2006 during the Anaerobic Digester Improvements project.							
General Plan Goals/Policies							
Goal CS.1, Goal CS.6, Policy CS.6.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design							
Construction			\$ 600,000			\$ 600,000	
Contingency			\$ 60,000			\$ 60,000	
TOTAL USES	\$ -	\$ -	\$ 660,000	\$ -	\$ -	\$ 660,000	
SOURCE(S)							
500 - Sewer Enterprise Fund			\$ 660,000			\$ 660,000	
TOTAL FUNDS	\$ -	\$ -	\$ 660,000	\$ -	\$ -	\$ 660,000	

SS2403 - WPCP CENTRIFUGE REPLACEMENT							
Functional Area : Sanitary Sewer		Project Origin : End of Life Cycle				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date		\$ -	\$ -	\$ -	\$ 990,000.00	\$ -	\$ 990,000
Project Start 7/1/2024						Estimated Completion 6/30/2025	
Description							
This project includes replacement of a dewatering centrifuge at the WPCP.							
History, Status, or Impact if Delayed							
The solids handling process at the WPCP includes solids dewatering using centrifuges. One of two centrifuges at the WPCP was originally installed in 2006 and reused and relocated to the Solids Handling Building during the plant upgrades completed in 2019. The centrifuge is an Alfa Laval, Aldec G2-95 unit.							
General Plan Goals/Policies							
Goal CS.1, Goal CS.6, Policy CS.6.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design							
Construction				\$ 900,000		\$ 900,000	
Contingency				\$ 90,000		\$ 90,000	
TOTAL USES	\$ -	\$ -	\$ -	\$ 990,000	\$ -	\$ 990,000	
SOURCE(S)							
500 - Sewer Enterprise Fund				\$ 990,000		\$ 990,000	
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 990,000	\$ -	\$ 990,000	

SS2402 - PINON-2 SEWER CAPACITY							
Functional Area : Sanitary Sewer		Project Origin : Master Plan				Priority Score : 59	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00	\$ 2,835,000.00	\$ 2,960,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description Pinon-2 improvements as identified in the Sanitary Sewer Collection System Master Plan. This project includes the replacement of approximately 820 feet of 6-inch to 10-inch diameter pipeline along San Pablo Avenue, 680 feet of 8-inch to 10-inch diameter pipeline along Pinon Avenue, 890 feet of 6-inch to 8-inch diameter pipeline along Appian Way, 290 feet of 6-inch diameter pipeline along Meadow Avenue, and 290 feet of 6-inch diameter pipeline between Meadow Avenue and San Pablo Avenue with 2,970 feet of 10-inch to 15-inch diameter pipelines. 							
History, Status, or Impact if Delayed The Sanitary Sewer Collection System Master plan identified capacity deficiencies which result in surcharging of the gravity sewer and cause sanitary sewer overflows (SSO's) during modeled peak wet weather flow (PWWF) conditions.							
General Plan Goals/Policies Goal CS.6, Policy CS.6.1; Goal GM.4, Policy GM.4.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design				\$ 125,000	\$ 125,000	\$ 250,000	
Construction					\$ 2,460,000	\$ 2,460,000	
Contingency					\$ 250,000	\$ 250,000	
TOTAL USES	\$ -	\$ -	\$ -	\$ 125,000	\$ 2,835,000	\$ 2,960,000	
SOURCE(S)							
500 - Sewer Enterprise Fund				\$ 125,000	\$ 2,835,000	\$ 2,960,000	
TOTAL FUNDS	\$ -	\$ -	\$ -	\$ 125,000	\$ 2,835,000	\$ 2,960,000	

SS2401 - PINON TRUNK SEWER CAPACITY PHASE 2							
Functional Area : Sanitary Sewer		Project Origin : Regulatory Requirement				Priority Score : 59	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date		\$ 6,810,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description Phase 2 (from Orleans to San Pablo) of the Pinon-1 improvements to the Sanitary Sewer Collection System, as identified in the Sanitary Sewer Collection System Master Plan. 							
History, Status, or Impact if Delayed Construction of Phase 2 of the work. Phase 1 construction under SS2201.							
General Plan Goals/Policies Goal CS.6, Policy CS.6.1; Goal GM.4, Policy GM.4.1							
2							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 20,000					\$ 20,000	
Construction	\$ 6,170,000					\$ 6,170,000	
Contingency	\$ 620,000					\$ 620,000	
TOTAL USES	\$ 6,810,000	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 6,810,000	\$ -				\$ 6,810,000	
TOTAL FUNDS	\$ 6,810,000	\$ -	\$ -	\$ -	\$ -	\$ 6,810,000	

SS2203 - EFFLUENT OUTFALL							
Functional Area : Sanitary Sewer		Project Origin : Regulatory Requirement				Priority Score : 52	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 150,000.00	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ 3,150,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description The Effluent Outfall project is intended to reduce pressure in the effluent pipe during extreme storm events. Effluent pumping capacity of the treatment plant is limited by the capacity of the pipe size at the effluent outfall in Rodeo. Increasing the pipe size at the Effluent Outfall Eductor Station will increase the wet weather effluent pumping capacity and increase the lifespan of the effluent pipe by reducing the pressure in the line during storm events. This project requires coordination with Rodeo.							
							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.6, Policy CS.6.1; Goal HS.2, Policy HS.2.5; Goal OS.1, Policy OS.1.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 135,000					\$ 135,000	
Construction		\$ 900,000	\$ 1,800,000			\$ 2,700,000	
Contingency	\$ 15,000	\$ 100,000	\$ 200,000			\$ 315,000	
TOTAL USES	\$ 150,000	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ 3,150,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 150,000	\$ 1,000,000	\$ 2,000,000			\$ 3,150,000	
TOTAL FUNDS	\$ 150,000	\$ 1,000,000	\$ 2,000,000	\$ -	\$ -	\$ 3,150,000	

SS2201 - SANITARY SEWER REHABILITATION							
Functional Area : Sanitary Sewer		Project Origin : Regulatory Requirement				Priority Score : 57	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ 345,000.00	\$ 1,185,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,530,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
Phase 1 (Tennent to Orleans) and Phase 2 (Orleans to San Pablo) of the Pinon-1 improvements to the Sanitary Sewer collection system, as identified in the Sanitary Sewer Collection System Master Plan.							
History, Status, or Impact if Delayed							
On October 4, 2022, City staff released an RFP for preliminary engineering design services for phase 1 of the Pinon project described in the City's recently adopted Sanitary Sewer Master Plan. On January 18, 2023, a one-year contract was executed with West Valley Construction Company, Inc. for the work.							
General Plan Goals/Policies							
Policy GM.4.1, Goal CS.6, Policy CS.6.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 60,000					\$ 60,000	
Construction	\$ 1,023,900					\$ 1,023,900	
Contingency	\$ 101,100					\$ 101,100	
TOTAL USES	\$ 1,185,000	\$ -	\$ -	\$ -	\$ -	\$ 1,185,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 585,000	\$ -				\$ 585,000	
276 - Growth Impact Fees	\$ 600,000					\$ 600,000	
TOTAL FUNDS	\$ 1,185,000	\$ -	\$ -	\$ -	\$ -	\$ 1,185,000	

SS2101 - SECONDARY CLARIFIER REHABILITATION							
Functional Area : Sanitary Sewer		Project Origin : End of Life Cycle				Priority Score : 46	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 425,000.00	\$ -	\$ -	\$ -	\$ -	\$ 425,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description The Water Pollution Control Plant (WPCP) has five secondary clarifiers which slow the flow to allow the microorganisms and other solids to settle to the bottom of the clarifier where they can be returned to aeration tanks to continue treating waste.							
							
History, Status, or Impact if Delayed Secondary Clarifiers 1 and 2 (SC1 and SC 2) were constructed in the early 1970s and are peripheral feed clarifiers. Secondary Clarifiers 3 and 4 (SC 3 and SC 4) were constructed in the early 1980s and are center feed clarifiers. Secondary Clarifier 5 (SC 5) was constructed in early 2000 and is a center feed, flocculator clarifier. In the first quarter of FY 2022-23, a preliminary inspection of the center column of the SC 5 was completed to examine the current condition and determine the scope of work for rehabilitation. In the second quarter of FY 2022-23, it was determined that SC 3 & SC 4 also require rehabilitation. Previously, this project was titled, "Secondary Clarifier - Center Column Rehabilitation" which only focused on the rehabilitation work required for SC 5.							
General Plan Goals/Policies Goal CS.1, Goal CS.6, Policy CS.6.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Design							
Construction SC 5	\$ 315,000					\$ 315,000	
Construction SC 3, SC 4	\$ 67,500					\$ 67,500	
Contingency	\$ 42,500					\$ 42,500	
TOTAL USES	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 425,000					\$ 425,000	
TOTAL FUNDS	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000	

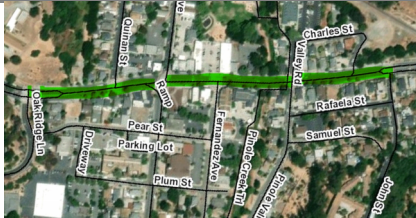
SS2002 - WATER POLLUTION CONTROL PLAN LAB REMODEL							
Functional Area : Sanitary Sewer		Project Origin : Regulatory Requirement				Priority Score : 49	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole - Hercules WPCP. The 2019 ELAP inspection results indicated the lab apparatus, countertops, and the fume hood are past their useful life and recommended replacement.							
							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Policy GM.4.1, Goal CS.1, Policy CS.2.6							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 6,000					\$ 6,000	
Construction	\$ 85,000					\$ 85,000	
Contingency	\$ 9,000					\$ 9,000	
TOTAL USES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 100,000					\$ 100,000	
TOTAL FUNDS	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	

SS1702 - SEWER PUMP STATION REHABILITATION							
Functional Area : Sanitary Sewer		Project Origin : End of Life Cycle			Priority Score : 50		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 100,000.00	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ 7,300,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description The City owns and operates two lift stations to convey flow from low lying areas to high elevations where the flow continues by gravity to the wastewater treatment plant. Both pump stations have reached the end of their useful life and need to be rehabilitated. The two pump stations are located on San Pablo Ave. and Hazel St. In FY 2019/20, this project was renamed to include both pump stations. Previously, this project was titled, "Hazel Street Sewer Pump Rehabilitation." This project also includes the San Pablo Lift Station Force Main, approximately 640 feet of existing 6-inch will be replaced with 8-inch diameter force main.							
							
History, Status, or Impact if Delayed The City recently completed a Sanitary Sewer Master Plan. In the first fiscal year of construction, the Hazel Street Lift Station will be replaced, followed by the replacement of the San Pablo Ave. Lift Station. The Hazel Street Lift Station will be replaced in coordination with RO2301.							
General Plan Goals/Policies Policy GM.4.1, Goal CS.6, Policy CS.6.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning	\$ 100,000					\$ 100,000	
Design		\$ 230,000	\$ 370,000			\$ 600,000	
Construction		\$ 2,300,000	\$ 3,700,000			\$ 6,000,000	
Contingency		\$ 230,000	\$ 370,000			\$ 600,000	
TOTAL USES	\$ 100,000	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ 7,300,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 100,000	\$ 2,760,000	\$ 4,440,000			\$ 7,300,000	
TOTAL FUNDS	\$ 100,000	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ 7,300,000	

SW2401 - STORM DRAIN CREEK DISCHARGE IMPROVEMENTS							
Functional Area : Stormwater		Project Origin : End of Life Cycle				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation ☐ Expansion ☐ Renovation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 120,000.00	\$ 120,000	\$ 120,000	\$ 120,000.00	\$ 120,000.00	\$ 600,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description Condition assessments have identified a number of storm drain pipelines that are structurally deteriorated and failing where they discharge into Pinole Creek. A systematic rehabilitation or replacement of failing storm drain infrastructure will be prioritized as part of the Storm Drain Master Plan.							
							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.7, Policy CS.7.1; Goals OS.1, Policy OS.1.2; Goal CC.2, Policy CC.2.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	
Construction	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 450,000	
Contingency	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	
TOTAL USES	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000	
SOURCE(S)							
106 - Measure S 2014	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000	
TOTAL FUNDS	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000	

SW2001 - ROBLE ROAD STORM DRAINAGE IMPROVEMENTS							
Functional Area : Stormwater		Project Origin : Staff Recommendation				Priority Score : 33	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 700,000.00	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description The existing system appears to have capacity issues at Roble Ave. and Encina Ave. that warrant review and upgrade. This project will assess the collection system for capacity and hydraulic profile and upgrade the system as necessary.							
							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Policy GM.4.1, Goal CS.7, Policy CS.7.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 135,000					\$ 135,000	
Construction	\$ 500,000					\$ 500,000	
Contingency	\$ 65,000					\$ 65,000	
TOTAL USES	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000	
SOURCE(S)							
106 - Measure S 2014	\$ 700,000					\$ 700,000	
TOTAL FUNDS	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000	

RO2404 - CROSSWALK TENNENT AVE AT PRUNE ST							
Functional Area : Streets & Roads		Project Origin : Council Request				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☒ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation	☐ Expansion ☐ Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures To-Date	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description							
High visibility crosswalks Tennent Ave at Prune St							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.10, Policy CS.10.2; Goal SE.8, Policy SE.8.8; Goal HS.6, Policy HS.6.1; Goal CE.4; Goal CS.2, Policy CS.2.6							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 5,000					\$ 5,000	
Construction	\$ 45,000					\$ 45,000	
Contingency							
TOTAL USES	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
SOURCE(S)							
106 - Measure S 2014	\$ 50,000					\$ 50,000	
TOTAL FUNDS	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	

RO2403 - OLD TOWN TRAFFIC CALMING							
Functional Area : Streets & Roads		Project Origin : Council Request				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☒ New ☐ Expansion ☐ Replacement ☐ Renovation ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures To-Date	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Start	7/1/2024				Estimated Completion 6/30/2026		
Description Assess feasibility of and alternatives for, and design and construct traffic calming measures on San Pablo Avenue between John St and Oak Ridge Rd. Consider addition of overhead decorative lighting on San Pablo Ave in the Old Town Area.							
							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal GM.2, Policy GM.3.3, Policy GM.3.7; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CE.4, Policy CE.4.5; Goal CE.5; Goal CS.10, Policy CS.10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning	\$ 20,000					\$ 20,000	
Design		\$ 35,000				\$ 35,000	
Construction		\$ 465,000				\$ 465,000	
Contingency		\$ 50,000				\$ 50,000	
TOTAL USES	\$ 20,000	\$ 550,000	\$ -	\$ -	\$ -	\$ 570,000	
SOURCE(S)							
325 - City Street Improvements	\$ 20,000	\$ 35,000				\$ 55,000	
Unfunded		\$ 515,000				\$ 515,000	
TOTAL FUNDS	\$ 20,000	\$ 550,000	\$ -	\$ -	\$ -	\$ 570,000	

RO2402 - SIDEWALK REHABILITATION PROGRAM							
Functional Area : Streets & Roads		Project Origin : Staff Recommendation			Priority Score : 49		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
☐ Expansion ☒ Renovation							
Estimated Expenditures to-date		\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
This project involves removing barriers to accessibility for persons using wheelchairs or other personal assistance devices and improving pedestrian accessibility and safety by reconstructing or upgrading curb ramps at various locations throughout the City.							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CE.4, Policy CE.4.5; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CS.2, Policy CS.2.6; Goal CS.10, Policy CS 10.2; Goal H.3, Policy H.3.1; Goal GM.3, Policy GM.3.7; Goal HS.6, Policy HS.6.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design							
Construction	\$ 135,000					\$ 135,000	
Contingency	\$ 15,000					\$ 15,000	
TOTAL USES	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
SOURCE(S)							
106 - Measure S 2014	\$ 150,000					\$ 150,000	
TOTAL FUNDS	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	

RO2401 - ROAD MAINTENANCE REPAIRS							
Functional Area : Streets & Roads		Project Origin : Staff Recommendation				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 350,000.00	\$ 350,000	\$ 350,000	\$ 350,000.00	\$ 350,000.00	\$ 1,750,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description Road repair and rehabilitation at various locations. The primary focus of this project is dig out repairs on major arterials and collectors. 							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CE.3, Policy CE.3.2; Policy GM.3.3, Goal CS.10, Policy CS 10.2; Goal CE.7; Goal SE.8, Policy SE.8.7							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ -						
Construction	\$ 320,000	\$ 320,000	\$ 320,000	\$ 320,000	\$ 320,000	\$ 1,600,000	
Contingency	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	
TOTAL USES	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000	
SOURCE(S)							
105 - Measure S 2006	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000	
TOTAL FUNDS	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000	

RO2303 - PINOLE SMART SIGNALS							
Functional Area : Streets & Roads		Project Origin : Staff Recommendation				Priority Score : 33	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☒ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 154,302.00	\$ -	\$ -	\$ -	\$ -	\$ 154,302
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description The Smart Signals project will develop, manage, and implement ITS initiatives that improve the safety and efficiency of multimodal mobility, maximize highway and arterial system throughput, and improve operational efficiency, safety, and reduce environmental impact throughout Contra Costa County. Contra Costa Transportation Authority is the project lead and will coordinate the project throughout the county. Twelve traffic signals have been identified as candidates for the Smart Signals project. These signals are located on Pinole arterial roadways (Appian Way & San Pablo Avenue). 							
History, Status, or Impact if Delayed Deployment of the Smart Signals Project is expected to result in operational and safety improvements for all modes of transportation, such as decrease in travel time and total delay, reduction in number of stops and secondary accidents, reduction of fuel consumption and greenhouse gas emissions, and reduction of response time for emergency vehicles. The initial cost estimate of construction is \$1,499,829 of which CCTA will receive \$1,345,527 in OBAG funds. The City's match requirement is \$154,302.							
General Plan Goals/Policies Goal CS.10, Policy CS 10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
Planning							
Design							
Construction	\$ 154,302					\$ 154,302	
Contingency							
TOTAL USES	\$ 154,302	\$ -	\$ -	\$ -	\$ -	\$ 154,302	
SOURCE(S)							
106 - Measure S 2014	\$ 154,302					\$ 154,302	
TOTAL FUNDS	\$ 154,302	\$ -	\$ -	\$ -	\$ -	\$ 154,302	

RO2302 - SAFETY IMPROVEMENTS ON ARTERIAL ROADWAYS							
Functional Area : Streets & Roads		Project Origin : Staff Recommendation				Priority Score : 38	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☒ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ 275,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description This project will install pedestrian crossing enhancements at three mid-block crossings on arterial roadways. The enhancements include continental markings, median refuge islands, advanced stop bars and Rectangular Rapid Flash Beacons. The three mid-block crossings are: San Pablo Ave. & Third Ave.; San Pablo Ave. & Quinan St.; and Pinole Valley Road & Savage Ave. 							
History, Status, or Impact if Delayed Funding for improvements was secured through Cycle 11 HSIP grant funds.							
General Plan Goals/Policies Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
Planning							
Design							
Construction	\$ 265,000					\$ 265,000	
Contingency	\$ 10,000					\$ 10,000	
TOTAL USES	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000	
SOURCE(S)							
215 - Grant: HSIP	\$ 239,040					\$ 239,040	
106 - Measure S 2014	\$ 35,960					\$ 35,960	
TOTAL FUNDS	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000	

RO2301 - ROAD REHABILITATION							
Functional Area : Streets & Roads		Project Origin : Pavement Management Program			Priority Score : 34		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 750,000.00	\$ 750,000	\$ -	\$ -	\$ -	\$ 1,500,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description Based on the most current P-TAP report and field inspections, various segments will be recommended annually for rehabilitation. Recommended treatment include patch paving, slurry seal, cape seal, mill and fill. 							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 65,000	\$ 60,000				\$ 125,000	
Construction	\$ 620,000	\$ 630,000				\$ 1,250,000	
Contingency	\$ 65,000	\$ 60,000				\$ 125,000	
TOTAL USES	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 1,500,000	
SOURCE(S)							
325 - City Street Improvements	\$ 750,000	\$ 750,000				\$ 1,500,000	
TOTAL FUNDS	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 1,500,000	

RO2107 - BRANDT ST. IMPROVEMENTS							
Functional Area : Streets & Roads		Project Origin : Council Request				Priority Score : 27	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description Provide improvements on Brandt St. including application of pavement treatments based on type and severity of distresses on existing pavement. 							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CE.4, Goal CS.10, Policy CS.10.2, Policy GM.3.3, Goal CS.10							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design		\$ 30,000				\$ 30,000	
Construction		\$ 120,000				\$ 120,000	
Contingency		\$ 20,000				\$ 20,000	
TOTAL USES	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000	
SOURCE(S)							
100 - General Fund		\$ 170,000				\$ 170,000	
TOTAL FUNDS	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000	

RO2102 - TENNENT AVE REHABILITATION							
Functional Area : Streets & Roads		Project Origin : Pavement Management Program			Priority Score : 43		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ 37,805.00	\$ 20,000.00	\$ 735,000	\$ -	\$ -	\$ -	\$ 792,805
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
The construction impacts from the WPCP upgrade project resulted in pavement deterioration. This project will rehabilitate Tennent Ave. from San Pablo Ave. to WPCP. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.							
History, Status, or Impact if Delayed							
In preparation of this project, the City retained a consultant to perform internal CCTV on this section of roadway. The inspection was completed in early 2021. Coordinating collection system improvements with street resurfacing projects ensures that sewer improvements are made prior to the resurfacing so that manholes and valve covers may be properly realigned, and repairs and replacements are made in a cost-effective manner. This also avoids cutting and patching recently paved streets. The City of Hercules will reimburse \$86,430 for this project. In addition, this project is being coordinated with RO1902 for efficient implementation.							
General Plan Goals/Policies							
Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 20,000	\$ 80,000				\$ 100,000	
Construction		\$ 623,000				\$ 623,000	
Contingency		\$ 32,000				\$ 32,000	
TOTAL USES	\$ 20,000	\$ 735,000	\$ -	\$ -	\$ -	\$ 755,000	
SOURCE(S)							
200 - Gas Tax		\$ 381,082				\$ 381,082	
500 - Sewer Enterprise Fund	\$ 20,000	\$ 87,411				\$ 107,411	
325 - City Street Improvements		\$ 266,507				\$ 266,507	
TOTAL FUNDS	\$ 20,000	\$ 735,000	\$ -	\$ -	\$ -	\$ 755,000	

RO2101 - ARTERIAL REHABILITATION							
Functional Area : Streets & Roads		Project Origin : Pavement Management Program			Priority Score : 37		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ 58,480.00	\$ 1,990,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,048,480
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description The project is currently in the design phase and aims to maximize the funding available to complete rehabilitation work beginning at the southern city limit on Pinole Valley Road to the bridge west of Savage Ave. The project will include replacement, modification, or installation of a ADA compliant curb ramps, road rehabilitation, and striping. 							
History, Status, or Impact if Delayed Based on the 2019 P-TAP report, various segments were recommended for treatment by StreetSaver®. The recommendations were further validated through a comparative pavement analysis and coring samples to explore additional treatment options which are not discussed in the P-TAP report. This will allow the City to optimize the available funding. The section of roadway selected based on the analysis was Pinole Valley Road from the southern city limits.							
General Plan Goals/Policies Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 10,000					\$ 10,000	
Construction	\$ 1,800,000					\$ 1,800,000	
Contingency	\$ 180,000					\$ 180,000	
TOTAL USES	\$ 1,990,000	\$ -	\$ -	\$ -	\$ -	\$ 1,990,000	
SOURCE(S)							
200 - Gas Tax	\$ 1,095,000					\$ 1,095,000	
377 - Arterial Streets Rehabilitation	\$ 895,000					\$ 895,000	
TOTAL FUNDS	\$ 1,990,000	\$ -	\$ -	\$ -	\$ -	\$ 1,990,000	

RO1902 - PEDESTRIAN IMPROVEMENTS AT TENNENT AVE. NEAR RXR							
Functional Area : Streets & Roads		Project Origin : Staff Recommendation			Priority Score : 50		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☒ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ 55,300.00	\$ 515,000.00	\$ 905,000	\$ -	\$ -	\$ -	\$ 1,475,300
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description In 2018, the East Bay Regional Park District completed a trail link to connect Pinole Shores Regional Shoreline to Bayfront Park trail. There remains one very small gap on Tennent Ave. from Bayfront Park to Railroad Ave. Improvements to Tennent Ave. at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians. Since project inception, the scope of work has evolved to include improvements that would maximize parking on Railroad Avenue for park users. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.							
							
History, Status, or Impact if Delayed WCCTAC held its STMP Call for Projects in 2018 which committed \$100k in funding for preliminary engineering from the 2006 STMP program for this project. City staff also submitted an OBAG 3 application in July 2022 to compete for funding for this project. If awarded, the City will need a match of \$345k.							
General Plan Goals/Policies Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 45,000					\$ 45,000	
Construction	\$ 425,000	\$ 825,000				\$ 1,250,000	
Contingency	\$ 45,000	\$ 80,000				\$ 125,000	
TOTAL USES	\$ 515,000	\$ 905,000	\$ -	\$ -	\$ -	\$ 1,420,000	
SOURCE(S)							
325 - Grant: STMP Fees	\$ 51,000	\$ 99,000				\$ 150,000	
215 - Grant: OBAG	\$ 464,000	\$ 556,000				\$ 1,020,000	
106 - Measure S 2014		\$ 250,000				\$ 250,000	
TOTAL FUNDS	\$ 515,000	\$ 905,000	\$ -	\$ -	\$ -	\$ 1,420,000	

RO1710 - SAN PABLO AVENUE BRIDGE OVER BNSF RAILROAD							
Functional Area : Streets & Roads		Project Origin : End of Life Cycle			Priority Score : 55		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation	☐ Expansion ☐ Renovation						
Estimated Expenditures to-date	\$ 1,110,737.00	\$ 1,974,162.00	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 31,884,899
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
The San Pablo Avenue bridge over the Burlington Northern Santa Fe Railroad is an integral part of the area's transportation network. The age and condition assessment of the bridge supports replacement. The City was approved for initial funding from the Caltrans Highway Bridge Program (HBP). In February 2020, the City awarded a contract to a consultant for preliminary engineering (PE) to advance the project. The PE will be completed in two phases due to funding limitations. Completion of preliminary design is necessary to develop a final cost estimate for the project. Unfunded portions of this project appear in the Unfunded list.							
History, Status, or Impact if Delayed							
The total budget identified to complete the PE exceeds the amount of funding Caltrans committed to the project of the State's share in the current HBP. In October 2022, a draft type selection report was submitted to Caltrans for review. This report is the first step to request additional funding allocations from the Caltrans HBP to complete the PS&E phase and construction phase of the project.							
General Plan Goals/Policies							
Policy CS.3.3, Goal H.3, Policy H.3.1, Goal CE.3, Goal CE. 7, Policy CE.7.3, Goal CS.10.							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Project Management	\$ 133,579	\$ 4,150,000				\$ 4,283,579	
Planning & Design	\$ 1,840,583					\$ 1,840,583	
Construction	-	\$ 24,650,000				\$ 24,650,000	
Contingency	-						
TOTAL USES	\$ 1,974,162	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,774,162	
SOURCE(S)							
325 - Grant: HBP	\$ 41,394					\$ 41,394	
325 - Grant: STMP Fees	\$ 1,499,189					\$ 1,499,189	
215 - Grant: TLC	\$ 133,579					\$ 133,579	
106 - Measure S 2014	\$ 300,000					\$ 300,000	
Unfunded		\$ 28,800,000				\$ 28,800,000	
TOTAL FUNDS	\$ 1,974,162	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,774,162	

RO1708 - PINOLE VALLEY ROAD IMPROVEMENTS							
Functional Area : Streets & Roads		Project Origin : Council Request				Priority Score : 33	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description As part of the high school construction project WCCUSD provided road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea Dr. to Helena Ct. will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal may be the recommended treatment.							
							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 10,000					\$ 10,000	
Construction	\$ 80,000					\$ 80,000	
Contingency	\$ 10,000					\$ 10,000	
TOTAL USES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
SOURCE(S)							
200 - Gas Tax	\$ 100,000					\$ 100,000	
TOTAL FUNDS	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	

IN2301 - FACILITIES & REAL ESTATE MASTER PLAN							
Functional Area : Infrastructure Assessment		Project Origin : Staff Recommendation			Priority Score :		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description The facilities master plan will serve as a roadmap for achieving identified strategic objectives to improve service delivery and utilization of real estate and facility assets. The masterplan will serve to aid decision-making on capital improvements for a defined list of City owned facilities and provide information on potential major maintenance needs (e.g., repairs vs. replace) as applicable. 							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning			\$ 75,000			\$ 75,000	
Design							
Construction							
Contingency							
TOTAL USES	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	
SOURCE(S)							
106 - Measure S 2014			\$ 75,000			\$ 75,000	
TOTAL FUNDS	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	

IN2105 - APPIAN WAY COMPLETE STREETS							
Functional Area : Infrastructure Assessment		Project Origin : Staff Recommendation			Priority Score :		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description Completion of preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way beginning from unincorporated El Sobrante to about 1500 lineal feet north of the City limit within Pinole. In December 2021, City Council approved a Cooperative Funding Agreement with WCCTAC to receive STMP funds to complete preliminary design for this project. 							
History, Status, or Impact if Delayed This project will connect with the Contra Costa County's project to provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante. This project will involve coordination with Contra Costa County. The construction phase of this project is unfunded and appears in the Unfunded and Unprogrammed list.							
General Plan Goals/Policies Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
Planning							
Design	\$ 100,000					\$ 100,000	
Construction							
Contingency							
TOTAL USES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
SOURCE(S)							
325 - Grant: STMP Fees	\$ 100,000					\$ 100,000	
TOTAL FUNDS	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	

IN2103 - RECYCLED WATER FEASIBILITY							
Functional Area : Infrastructure Assessment		Project Origin : Council Request				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation	☐ Expansion ☐ Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ 15,152.25	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ 75,152
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
A feasibility study will allow the City to plan and phase the construction of future recycled water distribution system infrastructure. The study will identify potential recycled water customers, evaluate the quantity, quality, and recycled water distribution system options to address the needs of potential users in surrounding areas, seek opportunities to phase the construction of a recycled water delivery system, and develop planning-level cost options for the phased system.							
History, Status, or Impact if Delayed							
Recycled water delays or eliminates the need to construct more potable water facilities, sustains the economy with increased water supply reliability, protects the environment, safeguards investments in parks and landscaping with drought proof or drought resistant water supply, and contributes to a green and healthy environment. In 2019, East Bay Municipal Utility District (EBMUD) prepared an Updated Recycled Water Plan which considered the potential for potable reuse in EBMUD's water service area. The development of a new recycled water supply for the Phillips 66 refinery in Rodeo using effluent from the Pinole-Hercules and Rodeo wastewater treatment plants was among the recommended non-potable reuse projects. This project is estimated to deliver up to 3.67 MGD of recycled water to the refinery for use in their boilers and cooling towers. The combined final disinfected effluent from both plants would be pumped at the Rodeo Pump Station to the refinery for treatment a new advanced recycled water treatment plan. This project was recommended by EBMUD because it would deliver a large amount of							
General Plan Goals/Policies							
Policy OS.8.1, Policy OS.8.7, Goal SE.9, Policy SE.9.1, Policy SE.9.4							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning	\$ 60,000					\$ 60,000	
Design							
Construction							
Contingency							
TOTAL USES	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	
SOURCE(S)							
100 - General Fund	\$ 60,000					\$ 60,000	
TOTAL FUNDS	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	

IN2101 - EMERGENCY POWER FOR CRITICAL FACILITIES							
Functional Area : Infrastructure Assessment		Project Origin : Council Request				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 30,000.00	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description During severe natural hazard events, it is highly likely that utility power will not be available for an extended period of time. Critical facilities will need reliable sources of sustained electrical power to continue operations. This project will: 1) identify critical facilities in need of back-up power in coordination with an Emergency Operations Plan (EOP) , 2) assess power loads in each critical facility that requires back-up power, 3) determine the costs and technology options including solar battery storage, and 4) make any additional recommendations to Council before advancing to construction.							
							
History, Status, or Impact if Delayed The Public Safety Building, Fire Station 74, and the Water Pollution Control Plant have stand by generators.							
General Plan Goals/Policies Policy GM.4.1, Policy CS.2.6, Goal CS.9, Goal HS.4							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 30,000					\$ 30,000	
Construction							
Contingency		\$ 170,000				\$ 170,000	
TOTAL USES	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000	
SOURCE(S)							
100 - General Fund	\$ 30,000	\$ 170,000				\$ 200,000	
TOTAL FUNDS	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000	

IN1703 - STORM DRAIN MASTER PLAN							
Functional Area : Infrastructure Assessment		Project Origin : Staff Recommendation				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation	☐ Expansion ☐ Renovation	Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ 100,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system.							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Policy GM.4.1, Policy CS.7.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning	\$ 150,000					\$ 150,000	
Design							
Construction							
Contingency							
TOTAL USES	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
SOURCE(S)							
106 - Measure S 2014	\$ 150,000					\$ 150,000	
TOTAL FUNDS	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	

**CAPITAL IMPROVEMENT PLAN: FY 2024/25 THROUGH FY 2028/29
UNFUNDED PROJECTS LIST**

#	Unfunded Projects
UF001	Railroad Avenue Bridge Removal and Replacement
UF002	Electric Vehicle Charging Stations in City Lots
UF003	Parking Lot Resurfacing
UF004	LLAD Landscape Restoration and Improvement
UF005	Dog Park Restroom Replacement
UF006	Dog Park Resurfacing and Fencing Improvements
UF007	Eucalyptus Grove Restoration
UF008	Fernandez Park Baseball Grandstand Improvement
UF009	Repave Trails
UF010	ADA Ramps
UF011	Appian Complete Streets
UF012	Pedestrian Bridge Maintenance (formerly known as Bridge Maintenance)
UF013	Pavement Maintenance
UF014	I-80/Pinole Valley Rd. Interchange Improvements
UF015	Shale Hill Retaining Wall and Sidewalk Gap
UF016	Sidewalks Gaps
UF017	Signal System Upgrades
UF018	Tennent-2
UF019	Tree Master Plan
UF020	San Pablo Avenue Bridge over BNSF Railroad
UF021	Installation of Solar at City Facilities
UF022	All Access Weather Roads
UF023	San Pablo Avenue Complete Streets
UF024	Signalized Intersections
UF025	Pedestrian Safety at Signalized Intersections
UF026	Safety at Unsignalized Intersections
UF027	Roadway Segments #1
UF028	Roadway Segments #2
UF029	Roadway Segments #3
UF030	Vehicular Bridge Maintenance
UF031	Old Town Traffic Calming
UF032	City Hall Energy Upgrades
UF033	Public Safety Building Energy Upgrades
UF034	WPCP Energy Upgrades
UF035	Youth Center Upgrades
UF036	Park Energy Upgrades

Legend:

New unfunded projects added

UNFUNDED PROJECT DESCRIPTIONS

UF001 - Railroad Avenue Bridge Removal and Replacement

Project Information

The Contra Costa County Flood Control and Water Conservation District has advised removal of the Railroad Avenue Bridge. The bridge is a flood barrier. The first step is to determine if the City of Pinole is the responsible agency for this project.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads
Sanitary Sewer
Stormwater

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 11

UF002 - Electric Vehicle Charging Stations in City Lots

Project Information

The City desires to promote and encourage the use of electric vehicles. With increased adoption of alternative fuel vehicles, the need for charging infrastructure is growing. The City wishes to install charging stations in city owned parking lots. The first step is to complete a load study at City owned parking lots to determine the electrical capacity at each site. There may be significant electrical upgrades necessary to install charging stations. Electrical capacity and siting determine ultimately determine the cost of each project. There are incentives available for the charging equipment.

Project Origin: Council Request

Functional Area: Facilities

Cost Estimate: \$ -

Potential Funding Sources:
Bay Area Air Quality Management District, West
Contra Costa Transportation Authority, Marin
Clean Energy

Priority Score: 43

UF003 - Parking Lot Resurfacing

Project Information

This project is to maintain and enhance existing City owned parking facilities and infrastructure, to increase parking supply, and to support ongoing multi-modal and streetscape improvements. Improvements include saw cutting and demolition, pavement removal, earthwork, pavement installation, curb and gutter, striping, and signage.

Project Origin: Staff Recommendation

Functional Area: Facilities

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 32

UF004 - LLAD Landscape Restoration and Improvement

Project Information

The Pinole Valley Road Landscape and Lighting Assessment District was formed in 2008. The City installed various improvements on Pinole Valley Road between Henry Avenue and Ramona Street. The district provides maintenance to traffic signals, streetlights, median landscaping, irrigation for landscaping, electricity to traffic signals and streetlights, and graffiti removal. This project will maintain and restore turf, shrubs, plants and trees within the District. In FY 2022/23, this work was completed for Zone A (between I-80 and Henry Ave.)

Project Origin: LLAD Report

Functional Area: LLAD

Cost Estimate: \$ -

Potential Funding Sources:
Fund 345 & 348

Priority Score: 27

UF005 - Dog Park Restroom Replacement

Project Information

The existing restroom located at the Dog Park is beyond its useful life and requires replacement.

Project Origin: Staff Recommendation

Functional Area: Parks

Cost Estimate: \$ 200,000

Potential Funding Sources:

Priority Score: 36

UF006 - Dog Park Resurfacing and Fencing Improvements

Project Information

Resurfacing and fencing improvements

Project Origin: Staff Recommendation

Functional Area: Parks

Cost Estimate: \$ 75,000

Potential Funding Sources:

Priority Score: 36

UF007 - Eucalyptus Grove Restoration

Project Information

The open space located between the Old Town area between John St. and Pinole Valley Road is forested with Eucalyptus trees. In 2014, a Safety Inspection was conducted by a consultant. A total of 8 trees were recommended for removal, and root crown excavation was recommended for 3 trees. 2 trees were determined to be hollow and recommended for further investigation to evaluate the level of internal decay. In 2018, the City hired a company to remove 20 Eucalyptus trees in the area. There are still many trees left and many of the prior trees were felled with the trunks remaining on site. This

Project Origin: Council Request

Functional Area: Parks

Cost Estimate: \$ 150,000

Potential Funding Sources:

Priority Score: 22

UF008 - Fernandez Park Baseball Grandstand Improvement

Project Information

The current grandstand is aging and requires increased maintenance to maintain its serviceability.

Project Origin: End of Life Cycle

Functional Area: Parks

Cost Estimate: \$ 250,000

Potential Funding Sources:

Priority Score: 27

UF009 - Repave Trails

Project Information

The City's goal is to develop safe, connected, and comfortable bicycle and pedestrian facilities for people of all ages and abilities. Repaving trails will enhance trail access from the City's roadway network to encourage alternative modes of transportation. The Active Transportation Plan is underway and will identify a trail network and recommend improvements.

Project Origin: Staff Recommendation

Functional Area: Parks

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 25

UF010 - ADA Ramps

Project Information

This project involves removing barriers to accessibility for persons using wheelchairs or other personal assistance devices and improving pedestrian accessibility and safety by reconstructing or upgrading curb ramps at various locations throughout the City.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 49

UF011 - Appian Complete Streets

Project Information

This project will provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante to about 1500 lineal feet north of the city limit within the City of Pinole. The City received STMP funds from West Contra Costa Transportation Authority for preliminary design. The construction phase remains unfunded.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 970,000

Potential Funding Sources:

Priority Score: 30

UF012 - Pedestrian Bridge Maintenance

Project Information

Maintenance of pedestrian bridges as identified in the Pedestrian Bridge Inspection Reports completed by Quincy Engineering, Inc. In FY 2023/24 there is \$50,000 budgeted in the operating budget for maintenance activities.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 224,700

Potential Funding Sources:

Priority Score: 22

UF013 - Pavement Maintenance

Project Information

The City uses a pavement management software known as StreetSaver to strategize the most cost effective method to extend the pavement life. Pavement Maintenance is necessary to maintain the City's pavement network. Deferred maintenance results in increased costs over time.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 42,000,000

Potential Funding Sources:
Fund 200 and Fund 106

Priority Score: 25

UF014 - I-80 / Pinole Valley Rd Interchange Improvements

Project Information

This project will widen Pinole Valley Road ramp terminal intersections at I-80 to provide a dedicated right turn lane to the eastbound and westbound I-80 on ramps. This project will also provide crossing enhancements at the Pinole Valley Road and I-80 intersection.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ 10,959,000

Potential Funding Sources:

Priority Score: 9

UF015 - Shale Hill Retaining Wall and Sidewalk Gap

Project Information

Shale Hill is located on San Pablo Ave. near Oak Ridge Road. The cut slope above the pavement is comprised of shale which is loose and sloughs onto the road. There is no sidewalk in this area because the toe of the embankment is uncontrolled and there is inadequate space to accommodate a sidewalk. Staff has not been successful in securing grant funds for this project.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 9

UF016 - Sidewalk Gaps

Project Information

This project will address sidewalk gaps by installing public sidewalks where sidewalks are missing on one or both sides of the street. This work will be coordinated with other construction projects. Sidewalk gaps often exist in places with site constraints (i.e. right of way, grade/slopes, or utility conflicts) or are adjacent to properties that have been required to provide sidewalks in the past due to land uses or ownerships. Locations for repair will be selected based on site conditions, pedestrian safety, and adjacent property attributes.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 16

UF017 - Signal System Upgrades

Project Information

This project will upgrade various aspects of the City's traffic signal system including: traffic signal controller equipment, vehicle detection, traffic signal arms and heads, battery backup systems, and communications systems to reduce congestion and improve safety for the Pinole community.

Project Origin: Staff Recommendation

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 16

UF018 - Tennent-2 Sewer Capacity Improvements

Project Information

This project involves replacement of the approximately pipeline along Tennent Avenue.

Project Origin: Master Plan

Functional Area:

Cost Estimate: \$ 4,239,000

Potential Funding Sources:

Priority Score: 59

UF019 - Tree Master Plan

Project Information

In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the development of a Tree Master Plan to inventory the existing trees, and to develop a plan for managing the tree inventory, including finding tree planting opportunities.

Project Origin: Beautification Adhoc Committee

Functional Area: Infrastructure Assessment

Cost Estimate: \$ 375,000

Potential Funding Sources:
Cal Fire Urban and Community Forestry Grant Program

Priority Score: 11

UF020 - San Pablo Avenue Bridge over BNSF Railroad

Project Information

This project will replace the existing thirteen span reinforced concrete span structure over the Burlington Northern Santa Fe Railroad adjacent to San Pablo Avenue at the easterly limits of the City. On 02/18/20, Council awarded a contract to a Consultant to begin the preliminary engineering (PE) for this project (CIP Project RO1710). The PE will be completed in two phases due to funding limitations. The first phase was necessary to develop a final cost estimate to facilitate pursuing additional funding required to complete all phases including construction.

Project Origin: End of Life Cycle

Functional Area: Streets & Roads

Cost Estimate: \$ 28,800,000

Potential Funding Sources:
Fund 213, Fund 214, Economic Stimulus Funds

Priority Score: 58

UF021 - Installation of Solar at City Facilities

Project Information

This project involves procurement and installation of solar panels at City owned facilities to offset the City's electricity consumption and reduce the greenhouse gas impacts.

Project Origin: Council Request

Functional Area: Facilities

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 37

UF022 - All-Weather Access Roads

Project Information

The General Plan, Chapter 8 discusses improvement of open space management to reduce wildfire risks. There is a desire to have improved, all-weather access roads through open space to improve access to and from Hercules and El Sobrante to shorten response times and improve mutual aid.

Project Origin: General Plan

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 20

UF023 - San Pablo Avenue Complete Streets

Project Information

A complete streets plan would create a new vision for San Pablo Avenue, to transform it into a place where people of all ages and abilities can travel safely and comfortably whether walking, bicycling, riding transit, or driving . The UF031 - Old Town Traffic Calming project is within the limits of this project which may partially or completely replace it.

Project Origin: Council Request

Functional Area: Infrastructure Assessment

Cost Estimate: \$ 200,000

Potential Funding Sources:
Subregional Transportation Mitigation Program (STMP) funds

Priority Score: 15

UF024 - Signalized Intersections

Project Information

Improvement to signal hardware, signal timing, or protected left turn phases at:

- Appian Way & Fitzgerald Dr
- San Pablo Ave & Tennent Ave
- Appian Way & Canyon Dr/Tara Hills
- Pinole Valley Rd/Tennent Ave/Ellerhorst St
- San Pablo Ave & Pinole Valley Rd
- San Pablo Ave & Pinon Ave/Appian Way
- Pinole Valley Rd & Estates Ave

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 183,792

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF025 - Pedestrian Safety at Signalized Intersections

Project Information

Installation of advance stop bars before crosswalk, raised median on approaches, raised pavement markers and striping through intersection at:

- Appian Way & Fitzgerald Dr
- San Pablo Ave & Tennent Ave
- Appian Way & Canyon Dr/Tara Hills
- Pinole Valley Rd/Tennent Ave/Ellerhorst St
- San Pablo Ave & Pinole Valley Rd
- Fitzgerald Dr and Best Buy Parking Lot
- Pinole Valley Rd & Estates Ave

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 514,548

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF026 - Safety at Unsignalized Intersections

Project Information

Install intersection lighting, install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, or install RRFB:

- Walter Ave & San Pablo Ave
- Pinole Valley Rd & Simas Ave
- Pinole Valley Rd & Wright Ave
- Pinole Valley Rd & Rafaela St
- Wright Ave & Carol St
- Simas Ave & Moraga Dr

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 879,830

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF027 - Roadway Segments # 1

Project Information

Install segment lighting, or install/upgrade signs with new fluorescent sheeting, or install delineators, reflectors/object markers.

- Pinole Valley Rd: San Pablo Ave to Collins Ave
- San Pablo Ave: Oak Ridge Rd to Pinole Valley Rd
- San Pablo Ave: Golden Gate to Del Monte Dr
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave
- Fitzgerald Dr: Jovita Ln to Appian Way
- Appian Way: San Pablo Ave to Michael Dr
- Tennent Ave: San Pablo Ave to Pinole Valley Rd

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 1,469,474

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF028 - Roadway Segments # 2

Project Information

Install centerline rumble strips/stripes, or install edge-lines and centerlines, or install RRFB:

- Pinole Valley Rd: San Pablo Ave to Collins Ave
- San Pablo Ave: Oak Ridge Rd to Pinole Valley Rd
- San Pablo Ave: Golden Gate to Del Monte Dr
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave
- Tennent Ave: San Pablo Ave to Pinole Valley Rd

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 914,375

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF029 - Roadway Segments # 3

Project Information

Implement road diet, or install dynamic/variable speed warning signs, or install/upgrade pedestrian crossing:

- Pinole Valley Rd: San Pablo Ave to Collins Ave
- San Pablo Ave: Oak Ridge Rd to Pinole Valley Rd
- Tara Hills: Kilkenny Way to Appian Way
- Fitzgerald Dr: Jovita Ln to Appian Way
- Appian Way: San Pablo Ave to Michael Dr

Refer to the Local Road Safety Plan (LRSP) document for detailed recommendations.

Project Origin: LRSP

Functional Area: Streets & Roads

Cost Estimate: \$ 1,483,510

Potential Funding Sources:
Highway Safety Improvement Program (HSIP)

Priority Score: 46

UF030 - Vehicular Bridge Maintenance

Project Information

Maintenance of vehicular bridges as identified in the Caltrans Bridge Inspection Reports. The latest bridge inspection issued in May 2023, contains recommendations for three bridges near:

- PVHS High School on Pinole Valley Rd
- Wright Ave on Pinole Valley Rd
- On Simas Ave near Pinole Valley Rd

Project Origin: Caltrans Bridge Inspection

Functional Area: Streets & Roads

Cost Estimate: \$ -

Potential Funding Sources:

Priority Score: 22

UF031 - Old Town Traffic Calming

Project Information

Assess feasibility of and alternatives for, and design and construct traffic calming measures on San Pablo Avenue between John St and Oak Ridge Rd. This project is within the limits of UF023 - San Pablo Avenue Complete Streets project and may partially or completely replace it.

Project Origin: Council Request

Functional Area: Streets & Roads

Cost Estimate: \$ 570,000

Potential Funding Sources:

Priority Score:

UF032 - City Hall Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Facilities

Cost Estimate: \$ 189,000

Potential Funding Sources:

Priority Score:

UF033 - Public Safety Building Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Facilities

Cost Estimate: \$ 160,000

Potential Funding Sources:

Priority Score:

UF034 - WPCP Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Sanitary Sewer

Cost Estimate: \$ 1,686,000

Potential Funding Sources:
Self-Generation Incentive Program (SGIP)

Priority Score:

UF035 - Youth Center Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Facilities

Cost Estimate: \$ 17,000

Potential Funding Sources:

Priority Score:

UF036 - Park Energy Upgrades

Project Information

Energy conservation measures recommended in the Energy Conservation, Generation, and Storage Assessment.

Project Origin: Assessment

Functional Area: Parks

Cost Estimate: \$ 30,000

Potential Funding Sources:

Priority Score:

APPENDIX I

APPENDIX I: Capital Improvement Plan Consistency with General Plan

Funding is estimated for specific projects or asset plans in the FY 2024/25 – 2028/29 Capital Improvement Plan (CIP) which support the goals and policies of following elements of the General Plan:

- Community Character (CC)
- Growth Management (GM)
- Land Use & Economic Development (LU)
- Housing (H)
- Circulation Element (CE)
- Community Services and Facilities (CS)
- Health and Safety (HS)
- Natural Resources and Open Space (OS)
- Sustainability Element (SE)

The acroynms and associated General Plan goals/policies are listed on individual project sheets.

The FY 2024/25 – 2028/29 CIP includes funding for projects over the next five (5) fiscal years that support General Plan policies and enhance public infrastructure, amenities, and services in Pinole. The CIP is consistent with and helps implement the following General Plan goals and policies:

Community Character Element

GOAL CC.1 Maintain Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage and public art.

POLICY CC.1.5 Encourage project compatibility, interdependence and support with neighboring uses, especially between commercial and mixed-use centers and the surrounding residential neighborhoods. Uses should relate to one another with pedestrian connections, transit options, shared parking, landscaping, public spaces, and the orientation and design of buildings.

GOAL CC.2 Emphasize and enhance the visual and physical connection between the city's natural environment and the community's quality of life.

POLICY CC.2.1 Provide visual and physical connections between the natural environment and the built environment through careful site design, building placement, architectural features that allow views of Pinole's unique environment such as ridgelines or the San Pablo Bay shoreline, public access to open space such as via the Bay Trail, and the use of native vegetation in the urban environment such as for landscape buffers for sidewalk areas and street trees.

POLICY CC.2.2 Preserve natural resources within the built environment, including trees, marshes, creeks and hillsides.

GOAL CC.5 Enhance the quality of life in Pinole by acknowledging the cultural diversity and by promoting, preserving and sustaining the cultural and performing arts.

POLICY CC.5.1 Celebrate the city's cultural diversity through public art, cultural centers and community events for the benefit and enjoyment of all residents.

POLICY CC.5.2 Develop programs and facilities that promote the cultural and performing arts in Pinole.

Growth Management Element

GOAL GM.1 Regional Planning. Support cooperative transportation, land use and public service planning in Contra Costa County.

POLICY GM.1.1 West Contra Costa County Planning Activities. Achieve efficient public service delivery by coordinating with affected jurisdictions and agencies concerning public and private developments.

GOAL GM.3 Efficient Transportation. Support land use patterns that make efficient use of the transportation system and enhance public safety.

POLICY GM.3.1 Transportation Management. Make more efficient use of the regional and subregional transportation system.

POLICY GM.3.3 Provide Adequate Transportation Facilities and Services. Provide adequate transportation facilities while maintaining neighborhood integrity.

POLICY GM.3.7 Mobility-Impaired. Support efforts to provide safe and convenient transportation systems for all citizens of Pinole, particularly mobility-impaired individuals.

GOAL GM.4 Compact Development and Service Areas. Encourage infill and redevelopment in areas that are already served by utilities, infrastructure and public services.

POLICY GM.4.1 Planning for Present and Future Community Needs. Plan for, provide and maintain a level of public infrastructure facilities and services that adequately serves the present and future needs of the community.

Land Use & Economic Development Element

GOAL LU.1 Preserve and enhance the natural resources, high-quality residential neighborhoods and commercial areas, and small-town (semi-rural) character of Pinole.

POLICY LU.1.3 Establish and implement a continuing program of civic beautification, gateway or entryway enhancement, tree planting, maintenance of homes and streets, and other measures which will promote an aesthetically desirable environment and attractive neighborhood areas.

GOAL LU.4 Preserve and strengthen the identity and quality of life of Pinole's residential neighborhoods.

POLICY LU.4.1 Ensure all new development, renovation or remodeling preserves and strengthens Pinole's residential neighborhoods by requiring projects to be harmoniously designed and integrated with the existing neighborhood.

GOAL LU.6 Protect and enhance the natural resources of the San Pablo Bay waterfront for the enjoyment of Pinole residents.

POLICY LU.6.3 Provide waterfront parks, pedestrian pathways and recreation areas that are safe, accessible, and attractive for public use.

Housing Element

GOAL H.2 Protect Existing Character and Heritage. Protect and enhance the integrity and distinctive character and heritage of Pinole encouraging the development of high quality, well-designed housing and conserving existing housing.

POLICY H.2.4 Maintain Existing Housing and Neighborhood Amenities. Maintain Pinole's lifestyle characteristics by encouraging the maintenance of existing housing stock, and in particular housing with historic value, and preserving the amenities of existing neighborhoods.

GOAL H.3 Provide Adequate Services and Facilities. Provide adequate services and facilities to meet the needs of the city's current and future population.

POLICY H.3.1 Plan For Public Facility and Services Needs. Future development shall be planned based on public facility and service capacity, community-wide needs, sound citywide and neighborhood planning and public improvement programming.

POLICY H.3.4 Encourage new pedestrian-oriented development. Encourage new development and redevelopment that places residences in close proximity to a variety of services and facilities.

Circulation Element

GOAL CE.1 Reduce vehicle miles traveled and encourage the use of public transit.

POLICY CE.1.1 Encourage strategic growth that concentrates future development along Pinole's three primary transit corridors (San Pablo Avenue, Appian Way and Pinole Valley Road).

POLICY CE.1.3 Encourage development that is sensitive to both local and regional transit measures and that promotes the use of alternative modes of transportation.

POLICY CE.1.4 Encourage maximum utilization of the existing public transit system and alternate modes of transportation in Pinole.

GOAL CE.3 Provide timely input and effective means (as appropriate) of programming street and highway improvements to maintain the objective peak hour level of service without detrimentally impacting community character or commercial activity.

POLICY CE.3.2. Maintain roadway network at or above established LOS thresholds.

GOAL CE.4 Establish programs to support sidewalk, trail and street enhancements, where feasible.

POLICY CE.4.5 Inventory sidewalk conditions to identify opportunities for enhancements to the circulation system and to help prioritize repair and maintenance activities as funding becomes available.

GOAL CE.5 Provide adequate parking and loading facilities while encouraging alternative means of transportation.

GOAL CE.7 Support bicycle use as a mode of transportation by enhancing infrastructure to accommodate bicycle and rides.

POLICY CE.7.1 Enhance the City's Bikeway network through the use of Class I, II, and III bikeways.

POLICY CE.7.3 Establish a network of multi-use paths to facilitate safe and direct off-street bicycle and pedestrian travel.

Community Services and Facilities Element

GOAL CS.1 Provide safe, attractive and efficiently designed infrastructure and sustainable facilities to serve the public.

POLICY CS.1.1 The City will strive to provide safe, attractive and efficiently designed facilities for public and quasi-public organizations.

POLICY CS.1.3 The City will endeavor to provide convenient access to community facilities and services to all areas of the community.

GOAL CS.2 Ensure and maintain a high level of public safety in the community.

POLICY CS.2.6 The City will continue to fund the repair, maintenance and expansion of facilities to respond to evolving service needs.

GOAL CS.3 Provide adequate and high-quality recreational opportunities and programs for the community.

POLICY CS.3.1 Continue to provide a variety of recreational opportunities that serve and represent all aspects of the community.

POLICY CS.3.3 Expand and organize a multi-use trail system.

GOAL CS.6 Provide adequate, economical and dependable wastewater collection service and treatment.

POLICY CS.6.1 The City shall continue to make capital improvements to the wastewater collection and treatment system to maintain system capability and reliability.

GOAL CS.7 Minimize flooding.

POLICY CS.7.1 The City will ensure that the storm drain system has adequate capacity to minimize street flooding and, where feasible, shall expand the capacity of the system to control storm flows.

GOAL CS.9 Provide economical and dependable community services while conserving energy resources.

POLICY CS.9.1 The City will seek opportunities to improve the energy efficiency of facilities and operations.

GOAL CS.10 Provide safe, efficient roadway infrastructure to support multiple modes of transportation and to meet existing and future circulation needs.

POLICY CS.10.2 The City will update, where possible, the existing roadway network to enhance pedestrian, bicycle and transit circulation while maintaining safe vehicular circulation.

Health and Safety Element

GOAL HS.1 Minimize the potential for loss of life, injury, damage to property, economic and social dislocation, and unusual public expense due to natural and man-made hazards.

GOAL HS.2 Protect the community from the risk of flood damage and improve surface water quality.

POLICY HS.2.4 Continue to monitor studies that identify anticipated changes in sea level and create appropriate standards and improvements to minimize flood risks.

POLICY HS.2.5 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

GOAL HS.3 Minimize hazards of soil erosion, weak and expansive soils, potentially hazardous soils materials, other hazardous materials, geologic instability and seismic activity.

POLICY HS.3.5 Require proper handling, storage, disposal and cleanup of hazardous materials to prevent leakage, potential explosions, fires or the escape of harmful gases and to prevent individually innocuous materials from combining to form hazardous substances, especially at the time of disposal.

GOAL HS.4 Ensure that government agencies, citizens and businesses are prepared for an effective response and recovery in the event of emergencies or disasters.

POLICY HS.4.1 Continue to provide essential emergency public services during natural catastrophes

POLICY HS.4.3 Incorporate technological enhancements in new and substantially remodeled structures and facilities to support and improve emergency services.

GOAL HS.6 Support multiple forms of transportation and a circulation system design that reduces vehicle trips and emissions.

POLICY HS.6.1 Promote and encourage walking and bicycling as viable forms of transportation to services, shopping and employment.

GOAL HS.7 Ensure that all new development meets or exceeds state and federal water quality standards.

POLICY HS.7.1 Support Regional, state and federal clean water programs.

POLICY HS.7.3 Reduce the transport of runoff and surface pollutants.

POLICY HS.7.6 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

Natural Resources and Open Space Element

GOAL OS.1 Ensure the preservation of natural resources by determining appropriate land use and compatibility with natural resources and open space.

POLICY OS.1.2 Agency Cooperation. Work with Federal, State and local regulatory and trustee agencies to promote the long-term sustainability of local natural resources.

Sustainability Element

GOAL SE.3 The City will reduce its contribution to climate change and mitigate and adapt to the effects of climate change as appropriate.

POLICY SE.3.1 Reduce greenhouse gas emissions from City operations and community sources by a minimum of 15 percent below current or baseline levels by the year 2020.

POLICY SE.3.4 Reduce GHG emissions by reducing vehicle miles traveled and by increasing or encouraging the use of alternative fuels and transportation technologies.

POLICY SE.1.3 Enhance the energy efficiency of all City facilities.

GOAL SE.4 Optimize energy efficiency and renewable energy.

POLICY SE.4.2 Explore opportunities for City-wide expansion of Programs and Facilities related to energy efficiency and conservation.

GOAL SE.5 Achieve a solid waste diversion of 75% of the waste stream by 2020.

GOAL SE.7 Air quality will be maintained and improved for the City of Pinole and the Bay Area as a region and not decline below levels measured in early 1990's.

POLICY SE 7.3 Support efforts to comprehensively address air quality issues through education, regulation, and innovation.

GOAL SE.8 Utilize transit options and reduce vehicle miles traveled and single-occupancy vehicle use.

POLICY SE.8.7 Work to improve Pinole's pedestrian and bicycle infrastructure and to meet the needs of all pedestrians and bicyclists.

POLICY SE.8.10 Support and promote the use of low- and zero-emissions vehicles, alternative fuels, and other measures to directly reduce emissions from motor vehicles.

Community Character Element

GOAL CC.1 Maintain Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage, and public art.

APPENDIX II

APPENDIX II: Prioritization Matrix Category Scoring Guidelines

1. **Regulatory Compliance** – Compliance with regulatory mandates issued by agencies like California State Water Resources Control Board, California Department of Resources, Recycling and Recovery, Department of Fish and Wildlife, the San Francisco Bay Conservation and Development Commission, or other County, State and federal laws. This also includes the Americans with Disabilities Act, the Manual of Uniform Traffic Control Devices, and self-imposed City ordinances. The score should be based on the answers to the following example questions:
 - a. Does the proposed project address a current regulatory mandate?
 - b. Will the proposed project proactively address a foreseeable (within the next 5 years) regulatory mandate?

Scoring scale:



0	2-3	5
The project does not address a regulatory compliance issue	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future	The project resolves a pressing or long-term regulatory compliance issue

2. **Health/Safety** – Projects that improve the overall health and safety of the community such as multi-purpose trails, transportation safety improvements, new recreation facilities, address safety issues at City facilities, enhancements to police, fire, and emergency medical services. The score should be based on answers to the following example questions:
 - a. Does the proposed project impact the health and wellbeing or safety of Pinole residents and/or employees?
 - b. Does the project mitigate a serious risk or liability health/safety issue and to what degree?
 - c. Does the project help assist the City to respond more effectively and efficiently to emergencies throughout the community?

Scoring scale:



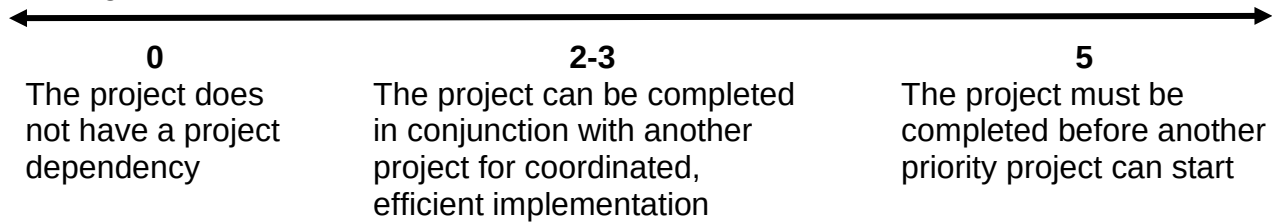
0	2-3	5
The project does not impact the health and/or safety of the community	The project addresses a serious health and/or safety issue that has a limited impact or addresses a less-serious issue but serves the health and or safety of the broader community	The project directly addresses a serious health and/or safety issue that has a widespread impact and/or improves the health of the community

3. **Project Dependency/Bundling**– The completion of the proposed project is complementary to the completion of a precursor capital project/master plan or the proposed project would be implemented efficiently if it was coordinated with another capital project. A project that is not

needed for many years would score lower than a project that needs to be completed before another project can start. The score should be based on answers to the following example questions:

- a. When is the proposed project needed?
- b. Do any other projects require the proposed project to be completed first?
- c. Does the proposed project require other projects to be completed first?
- d. Can the proposed project be completed in conjunction with another project for coordinated, efficient implementation?

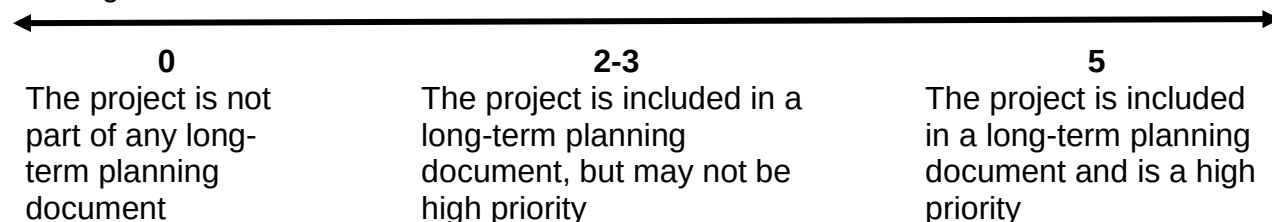
Scoring scale:



4. **Long-Term Planning** – General Plan, Three-Corridor Specific Plan, 2020-2025 Strategic Plan, Long-Term Financial Plan, Pinole Economic Development Strategy, Master Plans, Emergency Operations Plan, Communication and Engagement Plan, Climate Action Plan, Local Road Safety Plan, Active Transportation Plan, Parks Master Plan, and departmental strategic plans which serve as a resource for the City to meet goals set forth by City departments, advisory boards and commissions, and the community at-large. Plans include documents that have been prepared internally to assure consistent adherence to industry best practices, as well as those documents that are created with the assistance of outside consultants. A component of long-term planning includes public discussion and/or public engagement. The score should be based on the answers to the following example questions:

- a. Is the proposed project contained in one or more of the City's long-term planning documents?
- b. Is the proposed project listed as a high priority?

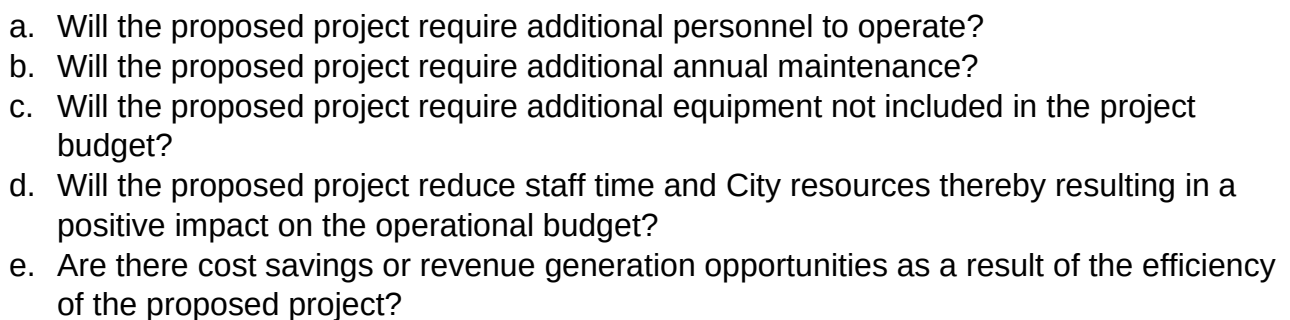
Scoring scale:



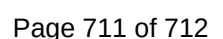
5. **State of Infrastructure** – Projects that address failing infrastructure (i.e., sidewalks, streets, lighting, municipal buildings, recreation facilities) or facilities that have exceeded their useful life. The score should be based on answers to the following example questions:

- a. Does the proposed project maintain the condition or value of existing infrastructure?
- b. Does the proposed project avoid potential failure due to substandard conditions?

- Scoring scale:

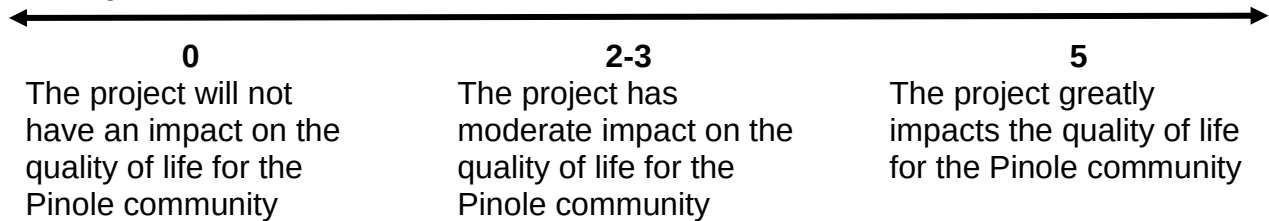


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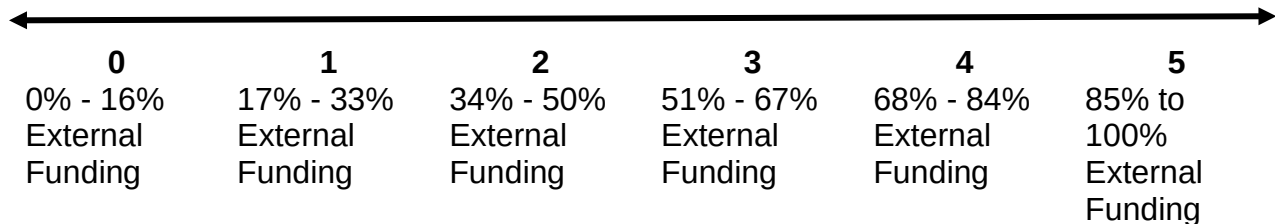
- e. Does the proposed project contribute towards economic development and revitalization efforts?

Scoring scale:



8. **Grant Funding** – The proposed project is partially or fully supported by grants from State or Federal funds. The percentage of total cost funded by an external source will determine the score in this category.

Scoring scale:



9. **Sustainability and Conservation** – The proposed project furthers the City's sustainability and conservation goals. The score should be based on answers to the following example questions:

- Does the proposed project improve the health of the community and natural environment through sustainable designs with improved air quality and reduce greenhouse gas emissions that contribute to climate change?
- Does the proposed project increase use of active modes of transportation and reduces the need for auto-dependency?
- Does the proposed project incorporate design that meets or exceeds federal and State standards in the field of energy efficiency, such as State of California Title 24 Energy Efficiency Standards, LEED building standards, etc.?

Scoring scale:

