



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

**June 4, 2024
5:00 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 hbelle@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 hbelle@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. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION Gov. Code § 54956.9
(d)(1)
Name of Case: MVP Construction

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. Juneteenth
2. Pride
3. Philippine Independence Day

B. **Presentations**

1. City Manager Department Update

8. REPORTS & COMMUNICATIONS

- A. Mayor Report

1. Announcements
- B. Mayoral & Council Appointments
- 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 May 21, 2024.
- B. Receive the May 18, 2024 – May 31, 2024 List of Warrants in the Amount of \$531,059.51 and the May 24, 2024 Payroll in the amount of \$507,912.11.
- C. Amendment to the Joint Exercise of Powers of Agreement Between the City of Pinole and the West Contra Costa County Transportation Advisory Committee (WCCTAC) **Action: Adopt Resolution per Staff Recommendation (Sanjay Mishra)**
- D. EV Charging Ordinance- 2nd Reading- and Adoption **Action: Waive Second Reading and Adopt Ordinance (Sanjay Mishra, Eric Casher)**

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. FY 2023/24 Utility Users' Tax (UUT) Review **Action: (Item to be continued to the June 18th, 2024 meeting) (Markisha Guillory)**
- B. Single Use Plastic Foodware and Bag Reduction Ordinance **Action: Conduct a public hearing (Kapil Amin, Lilly Whalen)**
- C. Military Use Equipment Policy and City Ordinance: AB481 **Action: Conduct Public Hearing and Introduce Ordinance on First Read (Jeremy Crone, Eric Casher)**

11. **OLD BUSINESS**

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

12. NEW BUSINESS

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 5, 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: __5:15__ pm



Proclamation

JUNETEENTH JUNE 19, 2024

WHEREAS, "Now I've been free, I know what a dreadful condition slavery is. I have seen hundreds of escaped slaves, but I never saw one who was willing to go back and be a slave." –**Harriet Tubman**; and

WHEREAS, America does not only celebrate our Independence on July 4, Juneteenth officially Juneteenth National Independence Day and also known as Jubilee Day, Emancipation Day, Freedom Day, and Black Independence Day is a Federal Holiday in the United States commemorating the emancipation of enslaved African Americans; and

WHEREAS, Events in the history of the United States that led to the start of the Civil War in 1861 centered on sectional differences between the North and the South that were based on the economic and social divergence caused by the existence of slavery; and

WHEREAS, The day was recognized as a federal holiday on June 17, 2021, when President Joe Biden signed the Juneteenth National Independence Day Act into law making it the first new federal holiday since Martin Luther King Jr. Day was adopted in 1983; and

WHEREAS, Juneteenth, or June 19, 1865, is considered the date when the last slaves in America were freed when General Gordon Granger rode into Galveston, Texas, and announced the end of the Civil War and the insidious institution of slavery. Thousands of enslaved people in Texas – among the last to learn of their independence – tasted hard-won freedom for the first time, almost two and one-half years after President Lincoln issued the Emancipation Proclamation; and

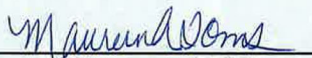
WHEREAS, Today, Juneteenth commemorates African American freedom and emphasizes education and achievement as it is a time for reflection and rejoicing and a time for assessment, self-improvement, and planning for the future; and

WHEREAS, Juneteenth symbolizes freedom, celebrates the abolishment of slavery, and reminds all Americans of the significant contributions of African Americans to our society; and

WHEREAS, General Granger's announcement called for "absolute equality," we know that such a vision was far from complete back then, as it is today. We celebrate how far we have come and take stock of how far we must go; and

WHEREAS, 2023 marks 158 years of freedom celebrations. Juneteenth commemorates African American freedom and emphasizes education and achievement. It is a day marked with celebrations and family gatherings and is a time for assessment, self-improvement and for planning for the future.

NOW, THEREFORE, I, MAUREEN TOMS, Mayor of the City of Pinole, County of Contra Costa, State of California, do hereby proclaim June 19, 2024 as **JUNETEENTH** in the City of Pinole and encourage all residents to celebrate, honor and reflect on the significant role that African Americans have played in the history of the United States and our City.


MAUREEN TOMS
Mayor of the City of Pinole



Dated: June 4, 2024



Proclamation

LGBTQ+ PRIDE MONTH JUNE 2024

WHEREAS, In June 1969, a courageous group of Americans rose up to protest the violence and marginalization they faced in what became known as the Stonewall Uprising; and

WHEREAS, Police had raided the Stonewall Inn — a gay bar located in New York City — and for the next six days they clashed with LGBTQ+ protestors, who bravely stood their ground. Their courage sparked a civil rights movement for the liberation of the LGBTQ+ community and changed our Nation forever; and

WHEREAS, by the time the Stonewall Riots ended on July 2, 1969, the gay rights movement went from being a fringe issue largely ignored by politicians and the media to front-page news worldwide; and

WHEREAS, Pride is a celebration of generations of LGBTQ+ people, who have fought bravely to live openly and authentically; and

WHEREAS, the City of Pinole feels it is important to communicate its support for inclusivity and respect in our City, and desires to recognize and celebrate June as LGBTQ+ Pride month; and

WHEREAS, the Rainbow Flag, also known as the LGBTQ+ Pride Flag or Gay Pride Flag, has been used since the 1970s and is widely recognized as a symbol of pride, inclusion, and support for social movements that advocate for LGBTQ+ people in society; and

WHEREAS, all human beings are born free and equal in dignity and rights and LGBTQ+ individuals have had immeasurable impact on the cultural, civic, and economic successes of our country; and

WHEREAS, the City of Pinole is committed to supporting visibility, dignity, and equality for LGBTQ+ people in our diverse community; and

WHEREAS, celebrating Pride Month influences awareness and provides support and advocacy for the City of Pinole's LGBTQ+ community, and is an opportunity to take action and engage in dialogue to strengthen alliances, build acceptance, and advance equal rights.

NOW, THEREFORE, I, MAUREEN TOMS, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council, proclaim **June 2024** as **LGBTQ+ PRIDE MONTH** in the City of Pinole, and call upon the residents of Pinole to support the equal rights of all citizens.



MAUREEN TOMS
MAYOR of the City of Pinole

Dated: June 4, 2024





Proclamation

PHILIPPINE INDEPENDENCE DAY JUNE 12, 2024

WHEREAS, The Philippines, consisting of more than 7,000 separate islands in the western Pacific, was colonized by the Spanish in the latter part of the 16th century; and

WHEREAS, Opposition to Spanish rule began among Filipino priests, who resented Spanish domination of the Roman Catholic churches in the islands; and

WHEREAS, In the late 19th century, Filipino intellectuals and the middle class began calling for independence; and

WHEREAS, June 12 marks the day the Philippines gained independence from Spain after being under its colonial rule for four centuries; and

WHEREAS, the Philippines found itself under another rule less than a year after declaring its independence. The Philippines was given to the United States by Spain as part of the 1898 Treaty of Paris Agreement when it lost the war against the U.S; and

WHEREAS, the refusal to acknowledge the Philippines' declaration of independence pushed Filipinos to revolt against the U.S., triggering the Philippine-American War that went on from 1899 to 1902; and

WHEREAS, it was only on July 4, 1946 that the Philippines gained sovereignty through the Treaty of Manila. This prompted Filipinos to celebrate the country's independence on that date, which continued annually for 15 years until Philippine President Diosdado Macapagal officially changed the date back to June 12; and

WHEREAS, this year, the Philippines will mark its 125th year of independence from Spanish rule with the theme "Kalayaan" which means freedom or liberty in Tagalog; and

WHEREAS, Filipino Americans have contributed to the advancement of the City, State and County; and

WHEREAS, Benjamin Reyes II, former Pinole City Attorney, was appointed as the first Filipino American Judge in Contra Costa County; and

WHEREAS, in December 2022, Cameron Sasai, was elected to serve on the Pinole City Council as the First Filipino American since the City's founding.

NOW, THEREFORE, I, MAUREEN TOMS Mayor of the City of Pinole, County of Contra Costa, State of California, do hereby proclaim June 12, 2024, as **PHILIPPINE INDEPENDENCE DAY** in the City of Pinole and encourage all residents to celebrate, honor and reflect on the significant role that Filipino Americans have played in the history of the United States and our City.


MAUREEN TOMS
MAYOR of the City of Pinole

Dated: June 4, 2024



**CITY COUNCIL MEETING
MINUTES
May 21, 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 4:05 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

Sanjay Mishra, Interim City Manager/Public Works Director
Eric Casher, City Attorney
Markisha Guillory, Finance Director
Lilly Whalen, Community Development Director
Jeremy Crone, Pinole Police Commander
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 16, 2024 at 5:15 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 made 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. PUBLIC EMPLOYEE APPOINTMENT

Gov. Code §54957

Title: City Manager

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 6:22 p.m., Mayor Toms reconvened the meeting into open session and reported there was no reportable action from the Closed Session.

Mayor Toms reported the City Council would move to Item 7B, Presentations at this time.

1. Anti-Tobacco Program Update

Jaylan Campbell, Recreation Coordinator, provided the background where the City of Pinole had been awarded the California Department of Justice Tobacco Grant to fund a youth advocacy training program to discourage and eliminate tobacco use by underage youth. A Youth Ambassador Program had been implemented in the first year of the program to develop young leaders and encourage them to be anti-tobacco advocates on school campuses.

Youth Ambassadors Jordan, Natalie, Olivia, Camila, Anabelle, and Lele provided a PowerPoint presentation on the City of Pinole Youth Anti-Tobacco Program, which included an overview of Mind-Mapping, Take Down Tobacco, a National Day of Action held on April 1, 2024, a presentation of How Bad Can Tobacco Be, the Lorax Edition, with more information @tobaccofreepinole. Promotional materials, special events and collaboration with City Departments were also highlighted.

Mayor Toms reported she had the pleasure of hearing the presentation during the Earth Day celebrations and she encouraged the Youth Ambassadors to continue their work.

Mayor Pro Tem Sasai thanked the Youth Ambassadors for the presentation and for their amazing leadership.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

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 on the COVID-19 rate for the State of California from data tracking, with the hospitalization rate having dropped from 2 persons per 100,000 to one person. Based on the data, there appeared to be an insignificant transmission of COVID-19 in the state but that could change. Everyone was encouraged to continue to follow the Centers for Disease Control and Prevention (CDC) COVID-19 coverage website, look at the Pinole-Hercules Wastewater Treatment Plant data, and remain aware of their environments with those at risk or immunocompromised encouraged to wear masks.

Irma Ruport referenced a presentation from Townsend Public Affairs (TPA) during the May 7, 2024 Regular City Council meeting. After the meeting, Harpreet Sandhu, Senior Representative for Congressman John Garamendi's Office provided her with information regarding federal grant application procedures and a community project funding request for specific projects in Congressman Garamendi's district, along with website information. She submitted a copy of the information to the City Council and asked the City Clerk to forward copies of the information to all and include the information in the meeting minutes.

Ms. Ruport also thanked the Contra Costa County Fire Protection District (CCCFFPD) for hosting the one-year anniversary Open House and Town Hall at Fire Station 74 on May 11, 2024. At that time, she had spoken with representatives from Contra Costa Television (CCTV) about televising the Town Hall on Pinole television stations on May 26 and 28, 2024. CCTV representatives had reached out to Pinole Community Television (PCTV) about televising the Town Hall, which would be scheduled for viewing on Pinole stations. She thanked PCTV staff for expediting the event, which included important information about preparing for wildfire season, and she encouraged everyone to view the Town Hall when scheduled, suggested Firewise should be adopted in Pinole neighborhoods as soon as possible and advised that firefighters would be able to assist with more information.

Ms. Ruport further reported on May 20, 2024 there had been an article on the front page of the East Bay Times about how one Safeway's controversy had kicked off gas station bans around the Bay Area. Comments made by Mayor Pro Tem Sasai included in the article were read into the record at this time.

7. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Public Works Week

The City Council read into the record a proclamation recognizing May 19 through 25, 2024 as National Public Works Week, with the proclamation presented to Interim City Manager/Public Works Director Sanjay Mishra and members of Maintenance and Operations staff present in the audience.

2. Jewish American Heritage Month

The City Council read into the record a proclamation recognizing the month of May as Jewish American Heritage Month.

3. Mental Health Awareness Month

The City Council read into the record a proclamation recognizing the month of May as Mental Health Awareness Month.

4. Local and Community History Month

The City Council read into the record a proclamation recognizing the month of May as Local and Community History Month, to be presented to Council member tavr-Rubin to share with the Pinole Historical Society.

5. Emergency Medical Services Week

The City Council read into the record a proclamation recognizing May 19 through 25, 2024 as Emergency Medical Services Week, with the proclamation presented to Pinole Police Commander Jeremy Crone.

6. Asian American and Pacific Islander Month

The City Council read into the record a proclamation recognizing the month of May as Asian American and Pacific Islander (AAPI) Month, with the proclamation presented to Assistant to the City Manager Fiona Epps.

Mayor Pro Tem Sasai wished everyone a Happy AAPI Heritage Month and reported he had done a lot to observe AAPI Heritage Month and had participated in many events, with more information to be provided under Item 8C.

PUBLIC COMMENTS OPENED (Items 7A 1-6)

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

PUBLIC COMMENTS CLOSED

8. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Toms reported she had participated in a WestCat Finance Committee and Board meeting to discuss the fiscal year budget, and the pre-season Fire Preparedness Town Hall meeting and Open House at Station 74, with everyone encouraged to review all of the useful information provided by the CCCFPD and view the recordings of the event. She also encouraged residents to register with the Community Warning System (CWS) and emphasized there were many ways to stay prepared and safeguard one's property.

Mayor Toms had also attended via Zoom the West Contra Costa Fire Safe Council meeting and briefed the City Council on presentations on the upcoming fire season and the Local Hazard Mitigation Plan, with the public comment period for the document to end at the end of May, which plan must be approved by the Federal Emergency Management Agency (FEMA) and be adopted by the City of Pinole for the City to be eligible for pre and post disaster FEMA funding. In addition, she had attended the Family Justice Center Fundraiser event, which highlighted families in Contra Costa County who had gone through and worked to recover and live post-trauma, and which had highlighted the services available in the County. Additionally, she had attended the West Contra Costa Unified School District (WCCUSD) Unified Sports Program hosted by Pinole Valley High School.

B. Mayoral & Council Appointments

1. Community Services Commission

Mayor Toms reported the City Council had been asked to approve the recommendation from the Interview Subcommittee to reappoint Laurelle Martin, Nickolas Teller, Robert Kopp and Debbie Ojeda and to appoint Omar Butler to the Community Services Commission, with all five seats to expire on May 21, 2026.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council member Tave/Mayor Pro Tem Sasai to reappoint Laurelle Martin, Nickolas Teller, Robert Kopp and Debbie Ojeda and to appoint Omar Butler to the Community Services Commission, with all five seats to expire on May 21, 2026.

Vote:	Passed	4-0-1
	Ayes:	Toms, Sasai, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	Martinez-Rubin

2. Traffic and Safety Pedestrian Commission

Mayor Toms advised the City Council had been asked to approve the recommendation from the Interview Subcommittee to reappoint Ben Doyle, Faith Dunham-Sims, Kent Moriarty and Oliver Collins to the Traffic and Safety Pedestrian (TAPS) Committee, with all four seats to expire on May 21, 2026.

Deputy City Clerk Stone reported the 2023/24 roster that had been attached to the May 21, 2024 staff report stated the TAPS Commission met the second Wednesday every other month, but that needed to be corrected to read “once a month.”

Mayor Pro Tem Sasai commented that the City Council had been provided the full applications for the Planning Commission appointments when considered during the May 7, 2024 City Council meeting. He asked that the full applications for both the Community Services and TAPS Commissions be provided to the City Council in the future.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council members Tave/Murphy to reappoint Ben Doyle, Faith Dunham-Sims, Kent Moriarty and Oliver Collins to the Traffic and Safety Pedestrian (TAPS) Commission, with all four seats to expire on May 21, 2026.

Vote:	Passed	4-0-1
	Ayes:	Toms, Sasai, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	Martinez-Rubin

C. City Council Committee Reports & Communications

Mayor Pro Tem Sasai reported he had attended the WestCat Board of Directors meetings; joined the Lupus Awareness Walk with the Pinole Valley High School community and thanked the educational leaders and students who had organized that event; Station 74 Open House and thanked the CCCFPD staff, Supervisor John Gioia and all other elected officials in attendance; Municipal Code Update Subcommittee meeting which included a discussion on ordinances on electronic vehicle (EV) parking and charging and safe storage of firearms; and had attended the Contra Costa County Board of Supervisors AAPI annual celebration and Pinole Valley High School AAPI Heritage Month Variety Show.

Phoebe Deza, one of the main organizers of the AAPI field trip and showcase, highlighted the field trip to an Asian Art Museum, special exhibition on Chinese weapons, lunch at a dim sum restaurant, visit to Japantown shops and the AAPI Showcase/Festival, which featured performances from the K-Pop and Pinoy Clubs and participation from small businesses where Asian students were able to sell items of interest. Additionally, the West County Mandarin School had been a special feature in the showcase and the event had been well received. Future events were encouraged.

Mayor Pro Tem Sasai thanked the speaker for being an incredible intern and ambassador for the AAPI Showcase/Festival. He had also visited the West County Mandarin School and thanked those who invited him to visit.

Council member Murphy thanked City staff and the CCCFPD for the Open House and Town Hall at Station 74 and encouraged people to visit the CCCFPD website to view the recording of the Town Hall and reach out to the CCCFPD and the City on how to prepare for wildfire safety. He also provided an update on the City Manager recruitment process, with a total of 45 applications received and with a Special Closed Session of the City Council scheduled for June 1, 2024 to interview some of the candidates.

D. Council Requests for Future Agenda Items

ACTION: Motion by Council member Murphy/Mayor Pro Tem Sasai for a resolution in support of California Lineage Based Reparations and the California Reparations Commission Recommendations.

Vote: Passed 4-0-1
 Ayes: Toms, Sasai, Murphy, Tave
 Noes: None
 Abstain: None
 Absent: Martinez-Rubin

ACTION: Motion by Council member Murphy/Mayor Pro Tem Sasai for the City Attorney and staff to prepare and present a ballot measure for a meeting in June for the establishment of an elected Mayor.

Vote: Passed 3-1-1
 Ayes: Sasai, Murphy, Tave
 Noes: Toms
 Abstain: None
 Absent: Martinez-Rubin

ACTION: Motion by Mayor Pro Tem Sasai/Council member Murphy to receive a presentation from the Northern California College Promise Coalition on the CalKIDS Children's Savings Account Program and Education Cities Initiative.

Vote: Passed 4-0-1
 Ayes: Toms, Sasai, Murphy, Tave
 Noes: None
 Abstain: None
 Absent: Martinez-Rubin

ACTION: Motion by Mayor Pro Tem Sasai/Council member Murphy for staff to provide a presentation on adoption and implementation of an online commendation and complaint portal for the Pinole Police Department.

Vote: Passed 4-0-1
 Ayes: Toms, Sasai, Murphy, Tave
 Noes: None
 Abstain: None
 Absent: Martinez-Rubin

E. City Manager Report / Department Staff

Interim City Manager/Public Works Director Sanjay Mishra reported the Public Works Department operation and maintenance team had completed 279 service requests in the last month, 40 were road related and various City streets had been addressed. Public Works continued with weed abatement and the new remote-controlled mower had been procured and placed into service in 2023, which had helped to reduce outside contract work and increased staff productivity. A detailed report on operation and maintenance for the month would be included in the next publication of The Pulse.

The Community Development Department kicked-off the Pinole Perks Program relaunch on May 10, 2024 with new funding and with more information at pinoleperks.com. The public comment period for the Climate Action and Adaptation Plan (CAAP) had been extended with the CAAP to return for City Council action on July 16, 2024. The Bay Front Chamber of Commerce was hosting a West Contra Costa County Career Fair in the City of Hercules on May 29, 2024 from 10:00 am. to 1:00 p.m. at the Hercules Community Center, the City of Pinole was a sponsor and would attend. The Open House for Station 74 had been a great success. The City Manager's Department was working to prepare a transition to the new domain name of pinole.gov at the end of the month or beginning of June, which would apply to email addresses and the City website and it was expected to be a smooth transition. The City's new public engagement platform Pinole Speaks was live with the public to actively view and participate in various online conversations.

F. City Attorney Report

City Attorney Eric Casher reported he had attended the League of California Cities City Attorneys Conference on May 8 through 10, 2024, with presentations on the California Environmental Quality Act (CEQA) Surplus Lands Act and litigation updates throughout the state.

City Attorney Casher asked for clarification on the action taken for Item 8.B.2, the appointments to the TAPS Commission since he understood the motion was to approve four Commissioners but five members had been recommended by the Interview Subcommittee as follows: reappoint Ben Doyle, Faith Dunham-Sims, Kent Moriarty, Oliver Collins and appoint Kyrstle Pasco. He asked for clarification whether the approval had been for four or five members.

Mayor Toms noted the staff report for the item was to *consider Interview Subcommittee recommendation and approval of four (4) appointments to the Traffic and Safety Pedestrian Committee, by minute order.*

Interim City Manager/Public Works Director Mishra commented the fifth appointment may have been overlooked.

To ensure the motion was clear, another motion was made to amend the original motion and approve the appointments to the TAPS Commission, as follows:

ACTION: Motion by Council member Tave/Mayor Pro Tem Sasai to amend the original motion for the appointments to the TAPS Commission and to reappoint Ben Doyle, Faith Dunham-Sims, Kent Moriarty, and Oliver Collins, and to appoint Kyrstle Pasco to the Traffic and Safety Pedestrian (TAPS) Commission, with all five seats to expire on May 21, 2026.

Vote:	Passed	4-0-1
	Ayes:	Toms, Sasai, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	Martinez-Rubin

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 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)**

Council member Murphy requested that Item 9G be removed from the Consent Calendar for discussion.

Deputy City Clerk Stone requested an amendment to Item 9A, the minutes for the Regular City Council Meeting on March 19, 2024 as follows:

Page 45 of 712 of the agenda packet, Item 14. Adjournment, to be revised to read:

Adjournment to the Regular City Council meeting of April 2, 2024, in Remembrance of Amber Swartz.

PUBLIC COMMENTS OPENED

Rafael Menis provided the following comments on the Consent Calendar:

- Item 9D, Page 129 of 712 of the agenda packet, the Housing Assets for Resale Fund (285) had flagged an increased revenue of 263 percent for the fund revenues due to increased interest income, and he asked whether the Finance Director or other staff could explain the significant increase in revenue.
- Item 9D, Page 131 of 712 of the agenda packet, the chart for the Information Systems Fund (Fund 525) was unclear and should be redrafted to be clearer.
- Item 9D, Page 135 of 712 of the agenda packet, the FY 2023/24 Period Ending 3/31/24 Chart showed a General Government expenditure associated with Fund 209, Recreation Fund, which had not been shown in the amended budget and he asked the nature of the expenditure.
- Item 9D, Page 138 of Page 712 of the agenda packet, the FY 2023/24 Period Ending 3/31/24 Chart, the cable TV charges were low, which had been addressed elsewhere with the statement that revenues would be reassessed and with a loss of one client in 2023 due to unexpected events.
- Item 9E, Page 145 of 712 of the agenda packet, the Investment Report March 2024, Section 115 Trust Portfolio Summary, Mutual Funds – Equity, continued to have a yield marketably lower than the other categories where the City had invested while making up a substantial portion of the investments in the portfolio. He asked why the City had that level of funds allocated to a slightly higher risk category since equity funds may suffer losses, unlike cash and equivalents, and that had a lower yield than cash and equivalents, which would best meet the City's investment priorities of safety, liquidity and yield.
- Item 9E, Page 144 of 712 of the agenda packet, Investment Report March 2024 Detail, Portfolio Details, noted the City had taken out investments in federal agency securities, as shown.

Mr. Menis asked why the City had taken out the specific investment for Federal Farm BKS in the amount of \$500,000 given the low yield as compared to the other investments on the same page.

- Item 9H, Page 162 of 712 of the agenda packet, Sanitary Sewer, Effluent Outfall, (SS2203), asked whether the City had received any responses to the Requests for Proposals (RFPs) for the project, which were due on April 30, 2024 and whether the RFPs would come before the City Council.
- Item 9I, Pages 257 and 258 of 712 of the agenda packet, was pleased to see there would be some units designated as affordable for Low Income given that when the Appian Village project had come before the Planning Commission it had been reported it would be unlikely there would be anything but a Moderate category. As a private citizen, he was pleased the developer was able to include Low Income parcels into the Affordable Housing Agreement since the Area Median Income (AMI) in the City of Pinole had increased since the time the original agreement had been made.
- Item 9I, Pages 265, 266 and 267 of the agenda packet, read into the record, Section 3.1 Maximum Initial Sale Price, (ii), and commented that given the increasing challenges acquiring home insurance in the State of California asked what impact that language may have on the affordability of projects.
- Item 9I, Page 273 of 712 of the agenda packet, Section 10.14, Time is of the Essence, asked the purpose of the clause.

PUBLIC COMMENTS CLOSED

Responding to some of the public comment, Interim City Manager/Public Works Director Mishra reported there had been no responses to the RFPs for the Effluent Outfall Project (SS2203) that were due on April 30, 2024. Staff was speaking with some designers to determine why there had been no responses.

Finance Director Markisha Guillory provided the following responses to Mr. Menis' comments:

- Clarified the Housing Asset Resale Fund, the 263 percent of actuals over the budget had been due to interest income gained on the cash balance within that fund.
- Clarified in response to the comments on Page 131 of 712 of the agenda packet, the indirect cost allocation was not a form of revenue but a credit or reimbursement for expenditures, which was why it had been shown as it had.
- Clarified in response to the comments on Page 135 of 712 of the agenda packet, the funds in the Recreation Fund, General Government was due to a retiree medical payment for a former Recreation staff, and had not been budgeted for this fiscal year but would be budgeted moving forward.

- Clarified in response to comments on Page 138 of 712 of the agenda packet, acknowledged the Cable TV Access (Fund 505) revenue was down. The City received Public, Education and Government (PEG) fees on a quarterly basis and after each quarter closed. For the cable TV charges, production services for PCTV had been trending lower.
- Clarified in response to comments on Page 144 of 712 of the agenda packet for the federal agency security and why the City had chosen this instrument given the low yield. This item would mature in 2025, was a five-year instrument and was a General Reserve not a Pension Fund Investment.
- Clarified in response to comments on Page 145 of 712 of the agenda packet regarding allocation to mutual equity funds, and explained that the City had a customized portfolio with Public Agency Retirement Services (PARS), which managed and invested the trust on the City's behalf. The allocations had been based on that customized portfolio which had been chosen when the trust fund had been established. An annual review of the Section 115 Trust was done and at that time if the City desired to change the portfolio they may consider how assets had been allocated and invested in the various instruments.

Council member Murphy asked that Item 9G be continued to the first City Council meeting of June.

ACTION: Motion by Council member Murphy/Mayor Toms to continue Item 9G, to the City Council meeting of June 4, 2024.

Vote: **Passed** **4-0-1**
 Ayes: **Toms, Sasai, Murphy, Tave**
 Noes: **None**
 Abstain: **None**
 Absent: **Martinez-Rubin**

ACTION: Motion by Mayor Pro Tem Sasai/Council member Tave to approve Item 9A, as amended, and Items 9B, 9C, 9D, 9E, 9F, 9H and 9I, as shown.

Vote: **Passed** **4-0-1**
 Ayes: **Toms, Sasai, Murphy, Tave**
 Noes: **None**
 Abstain: **None**
 Absent: **Martinez-Rubin**

10. PUBLIC HEARINGS

- 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)**

Interim City Manager/Public Works Director Mishra provided a brief PowerPoint presentation, which included an overview of an ordinance adding Chapter 10.80, EV Charging Stations, to the Pinole Municipal Code (PMC) to establish restrictions for City-owned electric vehicle (EV) parking spaces and establish a schedule of rates for EV charging stations and to authorize the City Manager to adjust the rates to recover the City's cost.

City Attorney Casher explained that this was the first reading of the ordinance. If approved, a second reading would be scheduled at the next meeting of the City Council and once approved the ordinance would go into effect 30-days thereafter.

Council member Murphy asked how they would know who was using the EV charging stations and Interim City Manager/Public Works Director Mishra explained that while the City would not be able to track the license plate the ChargePoint App could identify the type of model vehicle using the EV charging station. As to the frequency of the use of the EV charging station, that could be tracked and there was a setting on the ChargePoint App that would notify staff when the charging station was empty. Once the ordinance had been approved, it would go into effect 30-days thereafter and the ChargePoint App would be able to make that change immediately.

PUBLIC HEARING OPENED

Rafael Menis referenced Pages 280 and 281 of 712 of the agenda packet, Section 10.80.010, City-Owned Electric Vehicle (EV) Charging Station, subsection E, which read: *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.* He asked how much time would one have after they parked before they had to plug in the vehicle to start the charging event and whether the charging event was actively defined. He noted that Page 281 of 712 of the agenda packet, subsection G(9), had been left blank and he asked whether something was missing.

Anthony Vossbrink asked why the Mayor or City Clerk had not provided the access telephone call-in numbers at the start of the meeting for each agenda item, which should be done automatically to ensure full accessibility and engagement pursuant to the requirements of the Brown Act. He asked whether the EV charging stations would include a way to collect funds whether via credit or debit cards, the type of signage to be considered that would be effective to ward off offenders, and whether the EV charging stations would be patrolled electronically or by the Police Department which could issue citations for any over-usage. He would like to see a way to monitor whether the primary users of the EV charging stations were Pinole residents similar to the way the sandbag refill station was to be used by Pinole residents only but were being used by outside residents as well. He also asked whether surrounding cities had been contacted to see how they were operating their EV charging systems and collecting payments. He would like to see the program fast-tracked and up and running as soon as possible.

PUBLIC HEARING CLOSED

Mayor Toms reported the first page of the meeting agenda included the telephone numbers for participation in City Council meetings. She added the fee charged for the use of the EV charging stations would be programmed through the ChargePoint App, and any user when plugged in would see a display of the charges and any penalties that may be imposed if use occurred after a specified amount of time.

Mayor Toms provided an example of her own use of an EV charging station at the County Public Works Parking Lot and a penalty she had been charged since her vehicle had been plugged in after a certain period of time. She suggested the Police Department did not need to enforce the use of the EV charging stations since enforcement occurred through the ChargePoint App itself.

Council member Murphy asked for clarification if the City would be charged once a vehicle had been charged but left idling.

Interim City Manager/Public Works Director Mishra clarified once the vehicle was fully charged the charger would disengage and the City would not be charged for any more energy.

Mayor Toms explained that if the City's ordinance wanted to charge an overstay fee, as an example, that was to encourage turnover of that parking space. As often as she was at City Hall, she had found only one time in the last year she had been able to charge her vehicle in the City's EV parking space since it was always full any time of the day and since there was no incentive for someone to move their vehicle for the next user. By ordinance, the City set the fees that were programmed into the ChargePoint App and charged to the customer in that way. She added that her phone provided her an alert when her vehicle charge was complete and some EV charging stations had a grace period when to move a vehicle before additional charges may be applied.

Council member Murphy understood the intent of the ordinance was to recover City costs. He clarified with the Interim City Manager/Public Works Director that Page 281 of 712 of the agenda packet, Section G(9), which had been left blank was a typographical error and would be corrected; Section 10.80.010 City-Owned Electric Vehicle (EV) Charging Stations, G(4) of the ordinance provided a 15-minute grace period with an overstay fee of \$1 per minute up to 30 minutes charged after four hours and 15 minutes of charging from 5:00 a.m. to 10:00 p.m. every day; and the ancillary processing fee of \$1.50 charged by the ChargePoint App to collect the dollar amount per charging session with the energy rates the current PG&E rates paid to the City based on time of use rates. Further, the ordinance provided the City Manager the authority once a year to change the fee structure.

Council member Tave again clarified with Interim City Manager/Public Works Director Mishra how fees would be charged pursuant to the ordinance. The overstay fee of \$1.00 per minute up to 30 minutes would be charged after 4 hours and 15 minutes of charging from 5:00 a.m. to 10:00 p.m. every day; the City Manager may adjust the energy fees by increments no smaller than one cent (\$0.01) and the ChargePoint App did not correlate how much charge was in the vehicle. He acknowledged there was no incentive to keep someone from staying in the EV parking space.

Council member Murphy asked how the City Manager may adjust the rates, to which City Attorney Casher clarified the rates would be codified in the Pinole Municipal Code (PMC) and if the rates were to change, notice to the users would be required. The PMC may have to be amended to change the rates since they would be codified in the PMC. Again, the City Manager may adjust the energy fees by increments no smaller than one cent (\$0.01), which would not require a PMC amendment and could be done administratively under the laws of the ordinance.

Interim City Manager/Public Works Director Mishra acknowledged the fees could be part of the Master Fee Schedule.

Council member Murphy understood the City was spending \$25,000 annually on the EV charger's utility costs, but Interim City Manager/Public Works Director Mishra clarified the costs were closer to \$30,000 annually. He also clarified that if the ordinance was adopted, the City would not make money but recover energy costs and the fee the City may have to pay to the ChargePoint App to collect fees would be charged to the customer.

Mayor Toms understood with the ordinance the costs would be cost neutral. She noted that as members of the Municipal Code Update Subcommittee, she and the Mayor Pro Tem had discussed the ordinance and she understood the energy fees would be flexible with what the City was being charged. The City would not charge more than PG&E charged the City.

Mayor Pro Tem Sasai also understood the City could not profit from charging fees given how the funding occurred.

City Attorney Casher explained that the overstay penalty would be assessed since it may exceed the actual cost of electricity and was really the administrative costs of administering the program. He confirmed the City could not charge more than PG&E charged the City.

ACTION: Motion by Council member Tave/Mayor Pro Tem Sasai to conduct the first reading of an ordinance adding Chapter 10.80, EV Charging Stations, to the Pinole Municipal Code (PMC) to establish restrictions for City-owned electric vehicle (EV) parking spaces and 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 costs.

Vote:	Passed	4-0-1
	Ayes:	Toms, Sasai, Murphy, Tave
	Noes:	None
	Abstain:	None
	Absent:	Martinez-Rubin

B. Review Draft Sewer Rates for Fiscal Years 2024/25 Through 2028/29. Action: Adopt Resolution and Approve Staff Recommendation (Sanjay Mishra)

Interim City Manager/Public Works Director Mishra presented the staff report and introduced Chris Fisher, Willdan Financial Services.

Chris Fisher, Willdan Financial Services, provided a PowerPoint presentation on the Sewer Rate Study, which provided an overview of the development of the five-year financial plan, funding of current and future operations and capital, debt repayment, compliance with bond covenants, maintenance of adequate reserves for operations and capital, ensuring that the sewer rates were equitable and based on a cost-based rate structure and in compliance with Proposition 218. He also highlighted the General Rate Study Methodology, status quo projections, aggregate amount of Capital Improvement Program programmed out in the next five years, five-year annual rate path, five-year annual bill path, comparison with neighboring utilities annually, projected financial metrics and operating results over the five-year financial plan including rate adjustments and the difference in the five-year revenue adjustments with and without the inclusion of capital projects and expenditures.

As to the next steps, Mr. Fisher explained the City Council was not taking any action to enact new rates at this time. A public hearing date would be required pursuant to Proposition 218 requirements 45-days in advance of the public hearing, with Proposition 218 notices to be mailed out to the public. A public hearing would be scheduled to receive testimony and comments from the public, tabulate written protests if any, City Council discussion and consideration and then adoption and implementation of the utility rates. The public hearing had been scheduled for July 16, 2024, the rates would be implemented upon City Council implementation of the new rates, and customers would see the new rates in their tax bills in October.

Council member Martinez-Rubin arrived at 8:17 p.m.

PUBLIC HEARING OPENED

Rafael Menis referenced Page 309 of 712 of the agenda packet, Figure 1, Neighboring Rate Comparison, Annual Sewer Bill, and assumed the rates shown were the rates for the current fiscal year. He asked whether the chart could be projected farther forward, such as out to FY 2029 since the rates would be closer to the rates for the San Francisco Public Utilities Commission (PUC) than the rates that had been listed. He also referenced Page 284 of 712 of the agenda packet and the proposed sewer rates as shown in the table on the same page, which had shown the flat rate for FY 2028/29 as compared to the list in Figure 1. Page 309 of 712 of the agenda packet, had shown the current rate for the San Francisco PUC as the high end and he would like to know the rate for San Francisco PUC in that fiscal year as a cross comparison. Also, while the City of Hercules had some of the same sewer system costs as Pinole, Hercules was charging a significantly lower amount or planned to than the City of Pinole, he asked if that was due to Hercules' sewer network being built more recently with less renovation or whether there were other reasons.

PUBLIC HEARING CLOSED

Responding to the public comment, Mr. Fisher clarified he did not have utility rates for the neighboring jurisdictions projected five years out, but it was a safe assumption rates would increase. He could take a look at the rates published currently, and they could have visibility in the current schedule of increases but not when those jurisdictions considered a rate study. As to the City of Hercules, Hercules had delayed rate increases for multiple years but was in the process of evaluating their rates, and the assumption their system was newer may contribute to part of that. There were also differences in how cities ran their utilities.

Council member Tave reported he had spoken with the Interim City Manager/Public Works Director about the Private Sewer Lateral Program and asked if it was appropriate to include the project in the fee structure.

Interim City Manager/Public Works Director Mishra clarified the Private Sewer Lateral Program would be added to the Capital Improvement Plan (CIP), and when they doubled up the process for that was when they could evaluate how to address that issue.

ACTION: Motion by Mayor Toms/Council member Martinez-Rubin to receive the information regarding the sewer rates for Fiscal Years 2024/25 through 2028/29, schedule a public hearing for July 16, 2024, and direct a mailing of the notice of proposed sewer rate increases to all affected parties.

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

- 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)**

Pinole Police Commander Jeremy Crone provided a PowerPoint presentation on California Assembly Bill (AB)481, "Military Equipment Policy" Community Engagement Hearing, which included an overview of AB481, Military Equipment, Funding, Acquisition and Use; Pinole Police Department Policy #707 and list of the Police Department's military equipment list per AB481 and the approval and implementation timeline for compliance with AB481. The contents of the Annual Report, purchase and maintenance of equipment, training, events and incident use involving the equipment under Policy #707 were all highlighted. There had been no community complaints, concerns or violations with officers regularly engaged with the community regarding the use of the Mine Resistant Ambush Protected Vehicle (MRAP): Emergency Rescue Vehicle (ERV) at community events and its role within the community.

Commander Crone further highlighted the projected military equipment acquisitions for Fiscal Year 2024/25 and the findings to be made by the City Council at the June 4, 2024 public hearing, that the military equipment was necessary because there was no reasonable alternative; the proposed military equipment and policy would safeguard the public's welfare, safety, civil rights and civil liberties; the equipment was cost effective compared to available alternatives and prior military equipment use complied with the policy that was in effect or if it did not comply, corrective action had been taken to remedy nonconforming uses.

Mayor Pro Tem Sasai commented that one of the reasons the City Council in the past chose to continue the use of the MRAP-ERV was the low maintenance cost but the May 21, 2024 staff report had shown the annual maintenance costs at \$1,000, with maintenance costs for 2024/25 at \$8,000. He asked for clarification of the significant increase.

Commander Crone explained that one of the challenges with the MRAP-ERV was that items came up that required service, and due to the size of the equipment it was expensive. As part of the audit, the front ballistic glass on the vehicle was beginning to delaminate causing potential visibility issues over time and they had looked into the costs to properly replace that component of the vehicle. Alternatives were also being considered including repair options that were continuing to be explored but there were challenges given the limited companies that conducted those repairs.

Council member Murphy asked for clarification of the Unmanned Aerial System (UAS) operations policy and asked whether it was part of the PMC.

Commander Crone clarified the UAS was specific to the Police Department but most policies went hand-in-hand with one another. The UAS policy in essence fell under the Military Use and Acquisition Policy and must comply with AB481 rules. The practice and process were similar when developing Policy #707.

Commander Crone again detailed Lexipol (Law Enforcement Risk Management Group), which the Pinole Police Department collaborated with along with regional law enforcement agencies in Contra Costa County and the City Attorney's Office to create Policy #707. Lexipol provided all of the legal and legislative requirements and Best Practices and incorporated Federal Aviation Association (FAA) requirements, privacy concerns, Fourth Amendment protections and restrictions on use of the UAS. The Police Department also received annual updates from Lexipol that corresponded to any legislative or law requirements, and incorporated that into the policy.

Council member Murphy asked whether the ordinance was strong and whether such policies as the UAS policy had been turned into an ordinance, otherwise he questioned how it would be enforced.

City Attorney Casher reported the PMC section only spoke to the military equipment use policy and referred to the policy, with drones specifically not called out as a chapter within the PMC, but there were rules, regulations and restrictions on the use of drones the City would adhere to. Policy documents tended to be more flexible, did not require first and second readings, and AB481 required the Department Military Equipment Policies be revisited annually. The actual ordinance and formal policy would come forward as part of the public hearing on June 4, 2024, with no new assets to be acquired pending City Council action on the policy.

Council member Murphy confirmed with Commander Crone he had been designated by the Police Chief as the Military Equipment Program Coordinator pursuant to Policy 607, UAS Operations, Section 607.7 Program Coordinator.

Council member Tave asked about the number of people licensed to fly drones and how many in the Police Department had been trained on the use of the equipment, and Commander Crone explained that there would be no training pending approval for the acquisition of the equipment although the structure was in place, the City had operations manuals and all internal structures were in place for the program.

Council member Tave asked about the timeframe to supply the equipment for mutual aid and whether the equipment would be under the command of the City of Pinole's policy or another jurisdiction's policy.

Commander Crone advised that time was based on availability and proximity. He detailed an incident in the City of Hercules where mutual aid had been requested and given the proximity the response time had been relatively quick. Another incident involved the Town of Danville, which had an extended estimated time of arrival of the equipment with the officers in a holding pattern until the equipment showed up. Once the equipment was available, it was under the purview of the City of Pinole. He added that any department in California that had this type of equipment would mimic Pinole's policy.

Council member Martinez-Rubin asked who conducted the annual audit of the military equipment and whether the auditor had been specially trained.

Commander Crone reported he oversaw the audit and conducted most of the audit in coordination with Police Department training staff and the Training Coordinator. He had participated in the Los Angeles Police Department Audit School and learned how to conduct public safety audits with the audit conducted under those guidelines.

Council member Martinez-Rubin asked how Policy 607, UAS Operations addressed privacy and examples of prohibited uses as it related to drone use.

Commander Crone referenced Section 607.6 Privacy, of Policy 607, which stated: *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.* He also highlighted the Fourth Amendment, search and seizure by the government of someone's individual property or person and the Reasonable Expectation of Privacy Doctrine, which included some limited exceptions, including the Exigency Doctrine and Curtilage, the expectation of extended privacy in one's home, which were also highlighted. All of those policies guided the use of drones.

Commander Crone also provided examples of prohibited drone usage such as general surveillance, the drone use must be mission specific, under the use of a warrant or the criteria specified for a specific type of incident; the drone could not target someone specifically based on some characteristic; harass or intimidate; conduct a personal business of any type and the drone was not allowed to be weaponized in any way.

PUBLIC HEARING OPENED

Rafael Menis spoke to Page 360 of 712 of the agenda packet and Policy 607, Section 607.3, Use of UAS, which stated: *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.* He asked if a drone was being used as part of the exigent circumstance's exemption, he understood thermal imaging could not be used. Page 361 of 712 of the agenda packet, Policy 607, Section 607.5, Authorized Uses for Public Safety Deployment (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.* He asked for clarification since the subcategory was very broad and asked whether there were practical limits on tactical situations.

Mr. Menis also referenced Page 361 of 712 of the agenda packet, Policy 607, Section 607.6, Privacy, which stated: *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.* He asked for more specific definitions of "reasonable precautions," and commented that exigent circumstances showed up frequently in the privacy policy for drone use and he was unclear what exigent circumstances were, how they had been defined, and who defined them.

Irma Ruport appreciated the staff report but questioned why there had been no community complaints or violations since some members of the community had questioned why the military equipment was part of many community events. She suggested the display of military vehicles should be off of the grass area at Fernandez Park during a community event and if the equipment must be displayed to the public, the only event where it was logical was National Night Out not the other community events identified. She had heard and received a number of complaints in 2023 about the display of military equipment during community events and while she was personally not taking a stand, suggested the City should be more sensitive to the public's concerns.

Anthony Vossbrink echoed the comments made by Ms. Ruport about the excessive showcasing of the strongarm police equipment that was not being used to the benefit of the City rather than to showcase the Police Department and its militaristic force with numerous viewings of the equipment each year. He asked whether the Police Chief or the City Manager authorized the display of military equipment at community events and noted some of the equipment had destroyed some of the park landscaping, and he asked who was responsible for the maintenance costs. He added that during the Christmas Tree Lighting ceremony, people had informed him they were afraid to go downtown since there were multiple police vehicles at every other intersection and the MRAP-ERV was on display. The military equipment had also been on display during the Pride event and he suggested there should be proactive programs rather than reactive programs and products that represented the City of Pinole. He pointed out that Pinole had missed applying for the retail theft grant while crime had been an issue up and down the Fitzgerald Drive Corridor. He suggested reducing the public exposure of the military equipment.

PUBLIC HEARING CLOSED

Mayor Toms clarified the MRAP-ERV had been on display at the Pinole Car Show, National Night Out and the Holiday Tree Lighting, and had otherwise been used when deployed for an incident. The Command Post had been displayed at Project Hope, Pride, Pinole Car Show, National Night Out, Special Olympics, Bike the Bridges and Shop with the Cop.

Commander Crone responded to the public comment and clarified pursuant to Policy 607, Section 607.3 that thermal imaging would not be authorized for use under general observation but only authorized under the use of a warrant or under exigency circumstances. As to Section 607.5 (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* and this would only evolve under the use of a warrant and remote view where that advantage would be necessary to the operations' success and safety to the public and officers involved.

As to Section 607.6 Privacy, Commander Crone clarified the definition of exigent circumstances, which was doctrine that fell under the exclusion to the Fourth Amendment, with specific requirements and which had gone through the courts on numerous occasions. He highlighted the most recent case from 2019 *People v. Oviedo*, where exigent circumstances had been reevaluated in the context of community caretaking when the court had reaffirmed the rare exceptions to the warrant requirements, one of which was exigency circumstances, a legal requirement that must be met, was not arbitrary, and which fell under the fleeing felon rule, imminent escape, destruction of evidence and/or immediate preservation of life.

City Attorney Casher reported that no action was required. The City Council was asked to receive the report and receive community feedback as part of the community engagement hearing requirement.

Council member Murphy found the report was a great report but recognized there would be challenges over time. There was a list of things that needed to be developed pursuant to Section 607.7 Program Coordinator and he asked about the timeframe for that process.

Commander Crone reiterated the UAS equipment had not been purchased yet or training conducted pending City Council action on those items. The items listed under Section 607.7, Program Coordinator, would involve internal controls the Police Department would develop with many boiler plate items that would be part of internal documents, to be adjusted over time, based on particular circumstances, new information and Best Practices that would evolve over time.

One of the items listed under Section 607.7 was *Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police*. As to whether this statement could be modified to also include providing periodic reports to the Chief of Police and the City Council, one of the mechanisms was through an annual report, a staff report from the Chief of Police to the City Council and it would be up to the Chief of Police to determine the frequency and structure of the periodic reports to be relayed through staff to the City Council and based on either a staff report included in internal communications or presented publicly.

Council member Murphy clarified the Pride celebration also honored Juneteenth and the PowerPoint should be updated to clarify that information for the Pride/Juneteenth celebration. He added the second bullet under Section 607.8 Prohibited Use, should be amended to include reference to immigration status to the list of characteristics one could not be targeted by the UAS. He supported the current policy and transparency provided, but was interested in how the City ensured it was not scaling the policy beyond the City's ability and ensure the policy was not feeding into itself and continuing to pull together new technologies and military equipment even if not used. He asked what it looked like to scale down the program if possible. If not possible, he would like more information when the item came back to the City Council.

Commander Crone commented the bane of any bureaucratic organization was its innate ability to become bloated. He found the City had a rare privilege under the policy and guidance of AB481 to have stop gap measures in place. Each piece of military equipment listed in the PowerPoint presentation was essential to the preservation of life and the Police Department had been very intentional in selecting the pieces of equipment and not selecting other pieces of equipment. He detailed the criteria when evaluating the military equipment and the question whether it met the ultimate priority, to protect and preserve life. The intent was that the equipment remain lean and effective otherwise it would be bloated and unnecessary.

Mayor Pro Tem Sasai noted that neither the UAS operations policy nor the military equipment report had addressed insurance and coverage for drones. He asked about the fiscal impact and whether the City would be liable for damages.

Commander Crone advised that would be addressed through general provision liability.

Mayor Toms thanked Commander Crone for the report with a modified report to be presented to the City Council on June 4, 2024.

11. OLD BUSINESS

A. Preliminary Proposed FY 2024/25 Operating and Capital Budget. **Action: Receive Report and Provide Direction (Markisha Guillory)**

Finance Director Guillory provided a PowerPoint presentation on the Preliminary Proposed FY 2024/25 Operating and Capital Budget, which included an overview of the budget development process, Structurally Balanced Budget Policy, General Fund Baseline Budget Highlights, Preliminary Proposed General Fund Budget, budget considerations, One-Time Operating Budget items, CIP and Fund Balance Summary.

Finance Director Guillory reported while some reductions had been made the General Fund baseline budget was not balanced and currently had a shortfall of \$1.1 million. The City Council would need to implement other budget balancing measures to close the gap. In terms of the next steps, staff would incorporate budget changes as directed by the City Council with the Revised Proposed Budget to be presented to the City Council on June 4, 2024.

Council member Tave asked whether the direction to staff to consider a 6 and 10 percent reduction had been completed by each City Department. He also asked for clarification of the CIP Project Budget.

Finance Director Guillory clarified that reduction had not been reached. City Departments had revised their budgets and submitted reductions totaling \$241,419 at this time. She also clarified, when asked, that although the CIP projects spanned several fiscal years, the funds had been earmarked in Year One of the CIP.

Council member Martinez-Rubin understood the use of temporary contract staff actually saved the City money rather than hiring a Full-Time Equivalent (FTE) who would be paid salary and benefits. One of the budget considerations was to replace a temporary outsourced contract service and replace it with a Planner I – III Series, to be funded by the Building and Planning Fund and she asked why that would be advantageous.

Community Services Director Lilly Whalen clarified the recommendation to reduce a temporary outsourced contract service and replace with a Planner I – III Series, to be funded by the Building and Planning Fund. The City currently contracted for the three-day-a-week position around \$180,000 annually, with the estimates provided for a five-day-a-week in-house position, to be fully benefited. In this case, the cost for the outsourced position for three days a week was the same for the in-house position at five days a week and was fully benefited.

Mayor Pro Tem Sasai stated he had asked for more information about utilities by Department and Fund and materials and supplies by Department and Fund, and he asked why the materials and supplies attachment had not included a number of City Departments, as shown in Attachment E, Materials and Supplies by Fund Department, to the May 21, 2024 staff report.

Finance Director Guillory explained that a City Department was not listed if that Department was not purchasing the item. Office expenses, as an example, was a different category and would fall under Professional Services with a subcategory for Office Expenses.

Mayor Pro Tem Sasai reiterated City Departments had been asked to reduce ongoing expenses by 6 percent but had not done so and he asked what the next step would be.

Finance Director Guillory stated the next step would be to identify other budget balancing measures. If the direction was to go back and look at budgets, they would have to start looking at fixed costs given there was no discretionary items to look to and that would be direction from the City Council to staff.

Council member Murphy understood the City Council had previously directed staff to return with a 6 percent reduction in City Departments. He questioned where the miscommunication had occurred to providing that information where the direction to staff had not returned in the way it had been requested.

Finance Director Guillory apologized for the misunderstanding on her part as far as the instruction to each City Department. She understood the direction was what that number would look like for each Department.

Council member Tave advised the direction was for the City Council to understand the delta, what would be given up in the budget based on 6 and 10 percent reductions, and he understood that information was to be provided at this meeting. He suggested the question should be directed at the Mayor and then through staff. He was sure the City Council had directed staff to return with a 6 and 10 percent reduction and they could then communicate to the public what was being given up to reach a balanced budget and not empty the accounts. He was unsure what had happened along the way and why that information had not been provided.

Mayor Toms understood staff had returned with information on what the cuts what would look like, the City Council was not through the budget process yet and had to provide direction to staff on other areas where the Council wanted to see reductions.

Council member Tave would like to know what a 6 to 10 percent reduction would look like for each City Department, particularly since the City was considering a sales tax measure.

Council member Murphy reiterated the ask from the prior City Council meeting was to direct staff, i.e. City Department Heads to return with what it looked like to cut their budgets by 6 and 10 percent. The specific line-by-line items was where he expected Directors to provide recommendations. He emphasized the time constraints given the future sales tax measure and the need to educate the public on what was possible to be done in a year or not in a year.

Council member Murphy commented as to the CIP that he had sought a waterfall diagram to show why some projects that were not funded had not been done. An example of the type of information the City Council sought from Department Heads was whether there were vacancies in any City Department that might offer some cost savings. He asked whether that information could be provided by the next City Council meeting.

Finance Director Guillory confirmed that information could be provided at the next City Council meeting.

Council member Murphy went on to note that if those vacancies did not cover the shortfall, more reductions had to be considered by each Department Head to address the hard choices that needed to be made, particularly with the City considering a sales tax ballot measure and if that ballot measure did not pass. Again, he wanted to see what may have to be sacrificed or not. He also recognized some City Departments were more resourced than others, and there may be a declaration from the City Council that some Departments may need to be resourced more based on performance, and he wanted to know from staff what they could commit to in terms of performance to get the budget they deserved. He wanted to see the Departments fight for their own budgets and see what was possible and what was doable. The City was facing a time crunch and had to be transparent to the public on what the City was facing. He also suggested the Mayor have an additional conversation with the Finance Director to facilitate that conversation beyond the City Council meeting.

Mayor Toms pointed out there was no one on staff looking at the City Council budget summary and it was up to the City Council to discuss in an open session how to reduce that budget.

Council member Murphy agreed that discussion should be done amongst the City Council but the majority of the shortfall would not come from the City Council budget and it had to discuss every other City Department, which was where the high performance was happening.

Mayor Toms wanted the City Council to look at everything but she was suggesting a brief discussion in the big picture on the City Council budget, recognizing it was one of many Departments and the City Council budget alone would not solve the issue.

Council member Murphy recommended the Interim City Manager and Finance Director provide recommendations on the City Council budget, particularly given the staff recommendation was not up to the expectations based on the prior direction to staff.

Council member Murphy again sought recommendations from staff on reductions to the City Council budget of 6 and 10 percent, more information on vacancies in each City Department, and commented on the challenges to understand the need to hire more people if there were vacancies. As an example, the CIP Program Manager had been reclassified to also be the Environmental Manager, with the Sustainability Coordinator to feed into supporting the CAAP for grants only. He asked whether the roles and responsibilities between those two positions had been discussed if the City Council decided to move forward with it. He had the same questions about the expansion of the Planning I – III Series and wanted to see the job responsibilities of the three positions to ensure they were not overreaching.

Interim City Manager/Public Works Director Mishra explained for the Environmental Manager and Sustainability Coordinator, he and the Community Development Director had a discussion and if the City wanted to fund the CAAP recommendations and the projects that would come out of that, the City needed a full-time staff who could take care of some of the environmental responsibilities currently being handled by Public Works. He clarified that the Planning Series I – III was a classification series but reflected only one Full-Time Equivalent (FTE) position.

Council member Murphy again wanted to see the job responsibilities for the positions if any department head wanted support from him given there appeared to be some overlapping and he wanted to again address the vacancies and have the knowledge of the job descriptions when considering new staff and also consider increased performance if possible.

Council member Murphy also asked whether there was a way to map out performance-based budgeting throughout this process, particularly with a possible 10 percent reduction at most. If reaching a 6 or 10 percent reduction, he wanted a better understanding of the performance of the departments to be able to match that to available revenues.

Finance Director Guillory advised there were procedures around performance-based budgeting and things like metrics and performance measurements that were used and tracked to accompany budgets, which was something that could be instituted if directed by the City Council but could not be done for the current budget given the time constraints and the need to build out procedures. She confirmed there were examples from other cities that could be researched.

Council member Murphy added the City had not polled around a parcel tax and he asked why that had not been done. He asked what that polling would look like as an option without stopping the current work on the option the City Council had previously agreed to pursue.

Finance Director Guillory explained that polling on a parcel tax had not been done given the limit on the number of items that could be polled before survey fatigue and noted the approval level was different for a parcel tax.

City Attorney Casher commented it would depend on the purpose the tax would be used for. A parcel tax had not been evaluated but could be done if that was the interest of the City Council.

Council member Murphy found the data received from polling helpful even if not moving forward with those options and he remained interested in what it would look like to pass a parcel tax or special parcel tax, which would be in investment into roads as an example. He wanted to have that conversation with the City Council and staff to have that addendum prepared as well. He wanted to have those conversations and have cost estimates on that and perhaps what that process would look like if the City Council wanted to move that forward this year.

Mayor Toms asked whether Council member Murphy was suggesting a second ballot measure for the November 2024 ballot.

Council member Murphy stated he was speaking of one ballot measure in November.

Mayor Toms understood the City Council had decided to move forward with the sales tax measure.

Council member Murphy stated after the City Council had those conversations, members of the public had expressed an interest in other funding solutions as the Long-Term Financial Plan (LTFP) had stated. He did not want to stop the conversation since the polling for a parcel tax had not been done and he wanted to continue those conversations clearly beyond this year.

Mayor Toms acknowledged the sales tax measure ballot to be considered in November 2024 would not solve the long-term issue and subsequent measures may be needed.

In response to Council member Tave regarding the Citywide Roof Repairs and Replacement Project in the amount of \$900,000, as shown in the list of CIP projects, Interim City Manager/Public Works Director Mishra explained the total cost was for this and the next fiscal year.

Interim City Manager/Public Works Director Mishra described how the funds had been encumbered to allow CIP projects to be completed.

Council member Tave noted that the numbers in the CIP list of projects included figures that may have been completed in previous years, which had not been taken into account and would be helpful as the City Council considered a 6 and 10 percent reduction in each City Department.

Council member Martinez-Rubin commented that in the past the Public Work Department had produced documents on what CIP projects could be started, which would be helpful when considering reductions in the budget for Fiscal Year 2024/25, particularly if looking at the larger CIP projects for which Measure S 2006 and Measure S 2014 funds had been encumbered. As an example, for the Senior Center Auxiliary Parking Lot, she would like to see the funds be reduced altogether by \$500,000 since they would not spend \$1 million, and move that reduction to another project such as the Sidewalk Rehabilitation Program. When considering balancing the General Fund, she wanted to take a look at what had primarily been funded by Measure S 2006 and Measure S 2014 funds and what CIP projects had not yet been started but were in the CIP column for FY 2024/25, and she would like to see those projects.

Mayor Toms referenced the CIP project list and clarified with the Finance Director the projects would all be funded out of the General Fund.

PUBLIC COMMENTS OPENED

Rafael Menis referenced Pages 370 and 371 of 712 of the agenda packet, Table 3-Six Percent and Ten Percent Budget Reduction Scenarios and commented a flat reduction across all City Departments may sound equal but some City Departments had more expenses than others, and when considering reductions a percentile reduction across City Departments may have an impact but not that large a dollar impact. For those City Departments where the 6 and 10 percent reductions would be over \$100,000, such as non-Departmental, Police and Fire, he asked of the effects of those cuts. As an example, such a reduction may impact the Police Department's plans for the 401 Policy, which had been a major project for the Police Department for several years, and why increases in salaries had increased over the years to fill vacancies in order to move toward the 401 Policy. In terms of cutting vacancies entirely, he understood since 2022 or earlier the Finance Department had been accounting for vacancy savings as part of the budget. He was unsure how much eliminating vacancies would impact the budget since the City was already accounting for vacancy savings. As to Page 451 of 712 of the agenda packet, City Council Budget Summary, he noted the spike in employee benefits for the City Council and asked for more information on those increases.

Irma Ruport found the staff report to be incomplete. She had many questions but not enough time. She asked why reductions in City Departments had not been outlined. She noted the Non-Departmental budget figures should be clarified. She had some Human Resources experience and found there was no reason why some of the positions could not be frozen, particularly since the City had done a lot of hiring in 2023, with actions taken on performance evaluations but she too was uncertain of the job descriptions. She agreed the Senior Center Auxiliary Parking Lot project should be reconsidered, the parking lot had been vacant for some time and better things could be done with those funds.

Ms. Ruport stated she had attended the May 7, 2024 City Council meeting when the Department Heads had been asked to make cuts. Given upcoming tax propositions, it would be difficult to gain public support given a lack of information. Experienced in and having a background in Human Resources and fiscal management and having worked in Washington D.C. and knowledgeable of heavy federal government reductions having lost a job, been demoted and later brought back, she suggested if that was the case in Pinole it should be done. She reiterated that the information provided was incomplete and lacked details important to the public. She urged the City Council to hire a new City Manager and freeze positions if not essential or urgent and allow a new City Manager to perform his or her own evaluation.

PUBLIC COMMENTS CLOSED

Council member Tave emphasized the benefits of having a waterfall diagram, which would take all of the projects and provide the details on the length of the project, whether it was in the planning, design, construction or close-out and funding phases and the City Council could then see where the projects fell in a clear diagram and see the money being spent for this fiscal year. He found the information provided would be different from the end budget and he offered examples of projects that could be tracked when allocated funds. He asked whether staff could provide that information. He added more details on the use of Measure S 2006 and Measure S 2014 funds would also be helpful to provide a clearer picture.

Council member Tave emphasized a 6 and 10 percent reduction estimate across the board in all City Departments was necessary for the City Council to make a judgment call and he wanted Department Heads to have the opportunity to see what a scaled back operation would look like. He spoke to the work involved in considering a tax measure and polling and the need to understand what it would look like absent that funding. He sought more discussion amongst the City Council on this topic.

Council member Martinez-Rubin commented the City Council had to consider what was a want versus what was a need and if the necessary revenue to cover expenses was not available they had to consider what was essential to operate the City. She also recognized that grants were to be used for one-time expenses and not the beginning of pilot projects that would become ongoing necessities. She asked the City Council to consider the importance of making decisions on being considerate about the costs associated year after year with projects that had been on the CIP plan for the past five years and now the desire to implement some of the tasks associated with developing the CAAP when there was no funding to do that.

Council member Martinez-Rubin found the City had been ambitious in setting up the Five-Year Strategic Plan in 2020, and had encouraged ideas to help make that plan on paper something of a reality and complete assessments, but now the City was in a different economic situation and had to back-peddle, and while it would like to meet the objectives of the Strategic Plan it may not be able to do so. She wanted the City Council to look at the cost of running the City versus the interest in having projects that were trending that the City could not afford.

Mayor Pro Tem Sasai suggested there was not enough information at this time to be decisive. He understood a 6 percent reduction across the board would eliminate the budget shortfall and then some and a 10 percent reduction would eliminate the shortfall and provide a surplus. He would like to know what the 6 percent cut would entail and a better understanding what was essential and how that would impact Pinole residents, staff, and some of the City's projects.

Mayor Pro Tem Sasai asked that information be provided when the budget was brought back to the City Council to allow the City Council to work with the community to figure out what needed to be adjusted to be able to balance the budget.

Council member Murphy clarified with Finance Director Guillory the total amounts and funding sources for the projects listed in the CIP Summary Sheet for FY 2023/24, and whether the numbers matched with one-time expenditures since General Funds were involved. And, if some funding was moved or adjusted, such as the funds for the Senior Auxiliary Parking Lot as an example, he clarified that would not decrease the structural imbalance since one-time funds were being used.

As to the request for a waterfall diagram, Council member Murphy recalled that had been requested before and he clarified with Interim City Manager/Public Works Director Mishra it was likely that would be produced by the Public Works Department, but the CIP project summary sheets included all planning, design and construction details for the project. While it would be complex to produce a waterfall diagram for all 39 CIP projects, staff could identify what funds had been used for which CIP project.

Finance Director Guillory clarified the reconciliation between the summary sheet for the General Fund versus what had been detailed in the May 21, 2024 staff report, which included the total amounts. She also explained in response to Council member Murphy that both Measure S funds had ongoing costs and fund balance that had accumulated over the years. Historically, mostly public safety had been funded with Measure S 2006 funds and were ongoing costs for police and fire, with Measure S 2014 primarily used for capital improvement projects, with some ongoing staff costs included.

Mayor Toms referenced Pages 370 and 371 of 712 of the agenda packet, the budget scenarios and contract with the CCCFPD, and asked whether there was room to amend the City's contract and reduce services from the CCCFPD. She added the cuts assigned and identified as fire should be picked-up somewhere else.

Finance Director Guillory advised a portion of costs would remain with the City. As an example, the City had the burden of paying for abatement at \$120,000. The CCCFPD contract was just under \$6 million and everything else was a cost burden that remained with the City.

Mayor Toms noted a 6 percent reduction in Police would be \$657,000, and with a 10 percent reduction would be over a million. She would like a description whether the positions were FTEs, had already been filled, would involve freezing and not hire for vacancies or involve layoffs. Also, the Community Development Department had wanted to add an FTE position, where there would be two extra days of work a week which would be about the same. She clarified the funds would come from Development Fees and it would not be so much of an impact and cuts would have to occur elsewhere and she wanted to see what that looked like.

Mayor Toms also clarified with Finance Director Guillory the Non-Departmental category involved mostly Other-Post Employment Benefits (OPEB) and some Information Technology (IT) services paid from the General Fund and debt service, which could not be cut. She also referenced the business of the City Attorney's Office and asked whether cuts meant that services asked of the City Attorney would have to be prioritized and she would like a description of what that meant.

Mayor Toms added that several years ago it had been a big deal for the City to mail out postcards due to the expense, although that had been done frequently over the last few years and possibly was something that could be stepped back. Additionally, for the City Council budget and the West County Mayors' Breakfast meetings, it had been discussed at a recent meeting in El Cerrito the City of Pinole would not do breakfast and that could be eliminated. Whether the Internship Program should be cut or reduced was another item that could be discussed. She sought better examples of what potential cuts would mean.

Finance Director Guillory clarified in terms of the vacancy savings that \$500,000 had been accounted for (about three percent of total salaries and benefits in the budget) but would be net against the vacancies in the budget. To provide more clarity, she explained the City was always running vacancies, typically in the Police Department as an example, with a flat \$500,000 estimate built into the budget based on history. If the vacancies in the budget were removed, the amount would be about \$1 million and if that was pulled out it would have to be understood that \$500,000 had already been pulled out, so the net would be another \$500,000, which would be the reduction if vacancies were removed for now.

In response to Council member Murphy whether that information could be provided by Department and the classifications provided at the next meeting, Finance Director Guillory confirmed that could be done.

Mayor Pro Tem Sasai offered a motion, seconded by Council member Tave to direct staff to bring back to the City Council in the Revised Baseline Budget, information on budget cuts between 6 percent and 10 percent for each City Department, identifying in detail what would need to be eliminated in each City Department.

On the motion, Mayor Toms noted things like fire may not be eligible for reduction but could be described.

Council member Murphy understood The Balancing Act Tool, which had been introduced to the City a few years ago and which had transitioned to Public Input had similar tools as The Balancing Act to produce the same kind of results the City Council wanted to see. He asked whether a survey had been released yet.

Finance Director Guillory advised the survey had been released to be aligned with the polling that had been done and which allowed respondents to prioritize, set up the same way as it had in The Balancing Act tool.

Council member Murphy found The Balancing Act tool helpful since it allowed residents the opportunity to make decisions around the budget and had been used as a category reference. He understood the tool at some point had a simulation module the if over budget allowed cuts to be considered. He asked whether Public Input had the same tool.

Finance Director Guillory advised Public Input had been set up as a qualitative survey with the budget simulation as part of The Balancing Act used for input on the use of the American Rescue Plan Act (ARPA) funds. She would have to check if Public Input would allow for a similar simulation.

Council member Murphy found now was the time to deploy that tool. The tool had been a great example of participatory budgeting with the ARPA funds and he wanted the public to be able to interact with that type of simulation module. If that tool was not already deployed, he asked staff to work on that and send information to the City Council between now and the next meeting so that the public could be educated on the tough decisions to be made. He asked for an amendment to the motion with the Public Input tool to be deployed for budget simulation purposes.

Mayor Pro Tem Sasai as the maker of the motion and Council member Tave as the second accepted the amendment to the motion.

Council member Martinez-Rubin asked whether the Finance Director had tried the budget simulation tool, what information was essential and what information the City did not have now that would help by using the simulation tool.

Finance Director Guillory clarified she had not tried the budget simulation tool but with the qualitative priority survey she imagined that could be done.

Council member Murphy clarified with Council member Martinez-Rubin she had filled out the ARPA survey, which was a qualitative measurement when the City had money. Having used the tool himself, the experience they were dealing with now was the budget shortfall and the questions they wanted answered in that shortfall was how residents saw that shortfall being addressed given the challenges they had such as the CCCFPD agreement that could not be moved.

Council member Murphy commented the qualitative measurement was a continued polling of the public and he was personally less interested in the qualitative measurement given the input from several different surveys, but stated there was insufficient information on the cuts needed to be made during a tough time other than when information was provided by Department Heads and the public on what was reasonable to eliminate.

Council member Martinez-Rubin suggested the City Council had data to work with and she questioned deferring decisions pending opinions from people might not make a difference on what needed to be cut. She commented what was obvious were the large figures before them and the need to identify what funding sources, which were primarily General Fund funds, should be focused on. She expressed concern continually deferring decision making on the dais by requesting input that really would not change the difficult City Council decisions.

Council member Tave referenced the Strategic Plan and implementation process and the need to ensure the public had a conduit for input. He referenced the public comment received during the May 7, 2024 City Council meeting about the proposed sales tax measure, and he found there were gems the community had provided and it was worth the effort for that additional input, which offered a different perspective and allowed the community the opportunity to voice their opinion, which was important, including the use of The Balancing Act and polling which should not be discounted. He noted the Public Input tool was out there and there was an expectation it would be used, and he suggested it should be used even if there was a limited response from the public.

Council member Tave recognized the decisions were not easy and the issue now was whether residents wanted to continue the status quo by supporting a sales tax measure or not. He looked forward to the outcome of the November ballot measure which would be the deciding factor.

Council member Martinez-Rubin appreciated perspective and opinions but did not want to entirely rely on that particularly when they did not have representative samples, and there was a difference using a tool that would provide a certain number of votes. She found the City was still at the point of not getting a large enough sample where it made a difference.

ACTION: Motion by Mayor Pro Tem Sasai/Council member Tave to direct staff to bring back to the City Council in the Revised Baseline Budget, information on budget cuts between 6 percent and 10 percent for each City Department identifying in detail what would need to be eliminated in each City Department and to deploy a budget simulation through Public Input that would provide quantitative data around decisions that needed to be made in addition to the qualitative data.

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

ACTION: Motion by Council members Martinez-Rubin/Tave for staff to bring back as part of the next discussion of the budget, a summary which identified projects not yet started and their funding source.

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

ACTION: Motion by Council member Murphy/Mayor Pro Tem Sasai to extend the meeting to 11:30 p.m.

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

- B. Preliminary Proposed FY 2024/25 Five-Year Capital Improvement Plan (CIP).
Action: Discuss and Provide Direction (Sanjay Mishra)**

Interim City Manager/Public Works Director Mishra provided a PowerPoint presentation on the Preliminary Proposed FY 2024/25 Five-Year Capital Improvement Plan (CIP), which included an overview of the Five-Year CIP for FY 2024/25 through 2028/29, included 38 capital projects and five infrastructure assessments, with 35 capital projects slated for work and five infrastructure projects in FY 2024/25 in the categories of facilities, parks, sewer, stormwater, streets and roads and infrastructure assessments. He also highlighted the Summary of Projects – Preliminary Proposed CIP, Projects completed by June 30, 2024; new projects for FY 2024/25; tentative schedule; budget summary and the Private Sewer Lateral Program.

Council member Tave referenced Project #SS2407, Private Sewer Lateral Program, commented he had spoken with Interim City Manager/Public Works Director Mishra about the fee structure and the fact that funds were limited for the program, and asked what scenarios had been envisioned if the program became extremely successful and popular and the payment structure stretched out for five years. He would like to see other structures considered rather than placing a lien on one's property and he supported a sustainable program.

Interim City Manager/Public Works Director Mishra acknowledged if the program became highly successful it would be up to the City Council to add more funds to the program. He foresaw no problem with adding funds, but it was up to the City Council to determine the length of the loan as part of the program. He also clarified, when asked, that sewer rates would be added to the property tax, it would not involve a monthly payment to the City, although some cities had monthly payments. For Pinole, payment was twice over the period of one year and to change that process would be challenging. He was confident funds would not be an issue, the City's sewer fund revenues were quite good with a healthy reserve, and the City could fund the program through the sewer reserves and once recovered would go back to the Sewer Enterprise Fund.

Mayor Toms also referenced Project #SS2407, Private Sewer Lateral Program and asked whether the City could refer property owners to on-call contractors so the City was not the middle man other than to have gathered the contractors, with the contractor to work directly with the property owner.

Interim City Manager/Public Works Director Mishra confirmed that could be done but that was one of the issues for the homeowners who may not be knowledgeable of all issues and may not be able to negotiate properly. His thought for the program was that the City hire the contractor who would work with the private property owner, and once the property owner indemnified the contractor and the City, the City could manage the program. He suggested the \$150,000 for the program would allow the City to work with about 20 maximum sewer laterals for about a year, and if he had full staff he could manage the program; otherwise, there could be difficulties for staff to manage the program without outside assistance.

Council member Tave would like to see the different stages the CIP projects were in.

Mayor Toms would like to know what funds had restrictions and the window in which the funds must be spent down or be lost.

Interim City Manager/Public Works Director Mishra reported he had worked with the Finance Director and advised some ground work had already been done on that exercise.

Council member Murphy commented that in October 2023, the Interim City Manager/Public Works Director had provided the City Council with a memorandum detailing the challenges of the Public Works Department, in particular recruitment efforts, vacancies and challenges filling out the CIP. Since that memorandum had been sent, no update had been provided other than Council members conversations with staff. He asked whether they were being realistic about capacity matching the CIP.

Interim City Manager/Public Works Director Mishra explained that his assumption was he could fill the two positions that remained vacant and if that was done the Public Works Department could touch most of the projects on the CIP list.

If the Public Works Department must cut either 6 or 10 percent of its budget that would impact personnel and if staff was lost or new staff could not be hired, projects that must be dropped or deferred to future years would have to be identified. Staff continued to interview for the two vacancies that remained to be filled.

Council member Murphy clarified the two vacancies were for an Associate Engineer and Capital Improvement and Environmental Manager. He sought an example of the status quo for this fiscal year and commented that since he had been on the Council, this was his third budget and CIP cycle. He continued to get a “dream on a piece of paper,” which was not following through, and while he was not blaming staff, he suggested the system was not working. While the public polling had shown the City was on the right track, he noted as an example the Skate Park Rehabilitation would be deferred to next year. Not a high priority, kids just wanted to get the park done. He was unsure the summary of CIP projects made sense as to what could be done this year.

Interim City Manager/Public Works Director Mishra clarified with Council member Murphy his definition of status quo meant not filling the two vacant positions.

Council member Murphy advised his intent to support staff in everything that was needed to get the work done, but he was challenged by meeting the demands of residents and scaling up the quality of service. With few exceptions, such as the Tennant Avenue/Plum/Pear Street Project, most projects were still not done. He asked how the CIP could be packaged in the right way.

Interim City Manager/Public Works Director Mishra explained that the Tennant Avenue/Plum/Pear Street Project had been directed by the City Council to be expedited and staff had stopped other work to get that project done. During his tenure with the City, most of the focus had been on assessments, many of which were complete and there were now projects to implement out of those assessments. He acknowledged that streets and roads were a hot topic and he was planning smaller projects based on the dollars available. For all other projects, if not essential, they were not being pushed forward given the limited staff resources. If the two staff vacancies were not filled and he did not have consultant assistance, it was likely 60 percent of the CIP projects would be dropped.

Council member Murphy asked how the City Council would be informed of that assessment quicker outside of quarterly reports.

Interim City Manager/Public Works Director Mishra stated he could provide a memorandum prior to the quarterly report indicating whether a project would be moved forward or dropped.

Council member Murphy also referenced Project #RO2404, Crosswalk Tennent Avenue at Prune Street and clarified with the Interim City Manager/Public Works Director the project had been grandfathered-in, with funds not co-mingled and separated out, as shown. The safety improvement portion of the project was grant funded by the state and once the project had been completed the City would be reimbursed.

The crosswalk at Tennent Avenue and Prune Street was not reimbursable since the City had not submitted for that part of the grant; it had been added at City Council direction. The projects would likely be done at the same time with the same contractor but the funds had been separated out and not-comingled.

Council member Murphy thanked Interim City Manager/Public Works Director Mishra for his work, and stated the October 2023 memorandum had been helpful and could be revisited after the budget season to allow a discussion of the challenges the Public Works Department faced.

Mayor Toms noted the Planning Department had assistance from an on-call contractor who worked three days a week and she asked whether an engineering firm could be contracted to provide on-call support until the staff vacancies in the Public Works Department could be filled.

Interim City Manager/Public Works Director Mishra clarified he worked with a staff member from a consultant firm who provided assistance to the Public Works Department, otherwise they would not have seen any of the projects.

PUBLIC COMMENTS OPENED

Rafael Menis commented he was working to find supporting documentation for the Galbreth Pocket Park, which had been pulled from the CIP list entirely. He referenced the CIP list for 2022 that had included a waterfall chart and which had identified how far along projects were, which staff should review as a model to improve the process. He asked the City Council to change the Galbreth Pocket Park to the unfunded category rather than removing it from the CIP list. He also asked whether the motion Council member Martinez-Rubin had made as part of Item 11A would have been a better motion for this item. He asked for clarification from the City Attorney.

John Bender, speaking as a private citizen, referred to the plans for a chain link fence on Plum Street and reiterated his prior opposition to chain link security fencing that was not a good look for Old Town Pinole. He frequented the parking lot downtown that was fully used, not in a high crime area and did not call for a chain link fence, although he understood a more attractive fence would cost more money.

As to Project #FA1901, Senior Center Auxiliary Parking Lot, Mr. Bender commented he had always been skeptical about the project. He lived in the area, went through the Senior Center parking lot daily to jog along the creek, and had only seen the area really maxed out during episodic city and community events pre-COVID. While the railroad area had limited parking, he found Project #FA1901 to be unnecessary. He questioned projects with seven figures, and while parking could be provided in the lot suggested that spaces would likely have to be diagonal, single lane, require the removal of existing parking and may involve significant cost and C.3 requirements, further reducing the parking count.

PUBLIC COMMENTS CLOSED

Council member Martinez-Rubin asked that multi-benefit projects be a criterion to help the City Council determine what was or was not essential.

ACTION: Motion by Mayor Toms/Mayor Pro Tem Sasai to extend the meeting to 11:45 p.m.

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

Interim City Manager/Public Works Director Mishra advised there was a priority list for the CIP projects, with criteria for multi-benefits, and the priority scoring had recently been completed, to be provided at the next meeting.

ACTION: Motion by Council member Tave/Mayor Toms to add a budgeted, encumbered and actual for the waterfall chart.

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

Council member Murphy supported a focus on road rehabilitation as opposed to Project #FA1901, Senior Center Auxiliary Parking Lot, and asked staff to look at taking away one project and adding more to road rehabilitation in the knowledge that would not address the budget shortfall.

Interim City Manager/Public Works Director Mishra commented the details provided to move forward with the project, meaning keep the previous scope of the project, would not mean it must be done this fiscal year. The project had been slow peddled given requests for earmarks from various Council members in office, which was why they had not spent everything to the fullest design.

12. NEW BUSINESS: 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.*

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

14. ADJOURNMENT to a Special City Council meeting on June 1, 2024 in Remembrance of Amber Swartz.

At 11:35 p.m., Mayor Toms adjourned the meeting to a Special City Council meeting on June 1, 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 5/18/2024 - 5/31/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PRO18 - ADT COMMERCIAL					
154779071	104841	05/24/2024	100-343-42108	MONITORING SERVICES CH 0529-082824	507.00
154779072	104841	05/24/2024	100-343-42108	MONITORING CORP YARD / WPCP 0415-052824	63.87
MAY 2024	104841	05/24/2024	209-553-42108	MONITORING ALARM SYSTEM 2454 SIMAS 0524-062324	101.59
Vendor PRO18 - ADT COMMERCIAL Total:					672.46
Vendor: 2698 - ALAMEDA ELECTRICAL DISTRIBUTORS INC.					
55813959.001	104913	05/31/2024	500-641-44306	CHDIS BAB2040 40A BRKR WPCP	93.32
Vendor 2698 - ALAMEDA ELECTRICAL DISTRIBUTORS INC. Total:					93.32
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
5025519 050624	104842	05/24/2024	500-641-42201	WATER FOR WPCP	169.38
5025531 050624	104842	05/24/2024	100-343-44306	WATER FOR CORP YARD	252.52
Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:					421.90
Vendor: 2073 - ALLIED FLUID PRODUCTS CORP					
INV53713	104914	05/31/2024	500-641-44306	ALUMINUM CAMLOCK HOSE REPAIR WPCP	131.66
Vendor 2073 - ALLIED FLUID PRODUCTS CORP Total:					131.66
Vendor: 2013 - ALTA LANGUAGE SERVICES INC.					
IS715481	104843	05/24/2024	100-116-42101	WRITING TEST ONLINE FOR SPANISH PAY	121.00
Vendor 2013 - ALTA LANGUAGE SERVICES INC. Total:					121.00
Vendor: MOR17 - ANA AVILA					
05072024	104844	05/24/2024	100-111-42302	MILEAGE AND PARKING FOR TRAINING IN OAKLAND	36.96
Vendor MOR17 - ANA AVILA Total:					36.96
Vendor: 2843 - ANTHONY TAVE					
05282024	104915	05/31/2024	100-110-42302	CITY LEADER SUMMIT TRAINING REIMBURSEMENT- CC	522.97
Vendor 2843 - ANTHONY TAVE Total:					522.97
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
86070	104916	05/31/2024	100-222-42108	PRIVACY MORTISE LOCK	3,371.52
86076	104916	05/31/2024	100-343-44306	KEY DUPLICATES	19.73
Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:					3,391.25
Vendor: 2840 - ASHLEY ALLEN					
05162024	104917	05/31/2024	100-116-42101	LIVESCAN REIMBURSEMENT- HR	30.00
Vendor 2840 - ASHLEY ALLEN Total:					30.00
Vendor: 2834 - ASSOCIATION MAINTENANCE SERVICES, INC.					
05162024	104845	05/24/2024	100-000-31510	OVERPAYMENT OF BL FEES 15- 08330	112.00
Vendor 2834 - ASSOCIATION MAINTENANCE SERVICES, INC. Total:					112.00
Vendor: ATT01 - AT&T					
000021675377	104846	05/24/2024	525-118-43101	MIS PHONE	930.19
000021678934	104846	05/24/2024	525-118-43101	PW PHONE	917.31
000021678935	104846	05/24/2024	525-118-43101	ADMINISTRATION PHONE	5,496.40
000021678936	104846	05/24/2024	525-118-43101	RECREATION DEPT. PHONE	964.43
000021678937	104846	05/24/2024	525-118-43101	CDD PHONE	181.98

WARRANT LISTING

Payment Dates: 5/18/2024 - 5/31/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
000021678939	104846	05/24/2024	525-118-43101	EOC PHONE	220.56
				Vendor ATT01 - AT&T Total:	8,710.87
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
6762931	104847	05/24/2024	209-552-43804	FOOD PROGRAM CREDIT PSC	-27.80
6765571	104847	05/24/2024	209-552-43804	FOOD PROGRAM PSC	1,306.16
				Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:	1,278.36
Vendor: 2711 - BLADES GROUP LLC					
18044957	104848	05/24/2024	200-342-47205	CUBIC YARD ROCK/ASPHALT	3,025.00
				Vendor 2711 - BLADES GROUP LLC Total:	3,025.00
Vendor: 1654 - BRINK'S INCORPORATED					
12605100	104849	05/24/2024	100-115-42101	TRANSPORTATION FINANCE MAY 2024	288.58
6543977	104849	05/24/2024	100-115-42101	TRANSPORTATION FINANCE	21.23
				Vendor 1654 - BRINK'S INCORPORATED Total:	309.81
Vendor: 2401 - C3 INTELLIGENCE, INC.					
33844	104850	05/24/2024	100-116-42101	BACKGROUND PRE- EMPLOYMENT RECREATION	26.00
				Vendor 2401 - C3 INTELLIGENCE, INC. Total:	26.00
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000017528403	104851	05/24/2024	100-117-41004	ANNUAL ACCRUED LIABILITY PLAN IDENTIFIER 674	114,440.25
100000017528413	104851	05/24/2024	100-117-41004	ANNUAL ACCRUED LIABILITY PAN IDENTIFIER 675	144,002.17
100000017528418	104851	05/24/2024	100-231-41004	ANNUAL ACCRUED LIABILITY PLAN IDENTIFIER 25716	90.25
				Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:	258,532.67
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
719654	104852	05/24/2024	500-641-44305	CHEMICALS FOR LAB WPCP	2,115.55
				Vendor CAL01 - CALTEST ANALYTICAL LAB Total:	2,115.55
Vendor: 2060 - CENTRAL CONCRETE SUPPLY CO., INC.					
2405-070232	104853	05/24/2024	100-343-44306	TIE WIRE AND FILL SAND CY	241.33
2405-071105	104853	05/24/2024	100-342-42514	MATERIAL AND SUPPLIES CY	4,897.73
				Vendor 2060 - CENTRAL CONCRETE SUPPLY CO., INC. Total:	5,139.06
Vendor: 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC					
24-04_02	104854	05/24/2024	100-221-42101	INVESTIGATION PD	2,008.50
				Vendor 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC Total:	2,008.50
Vendor: 2833 - CIRCUS MODERN, LLC					
INV0049	104855	05/24/2024	209-551-42515	DEPOSIT FOR PRIDE AND JUNETEENTH ENTERTAINMENT	2,575.00
INV0050	104855	05/24/2024	209-551-42515	DEPOSIT FOR 4TH OF JULY ENTERTAINMENT	2,650.00
				Vendor 2833 - CIRCUS MODERN, LLC Total:	5,225.00
Vendor: CIT08 - CITY MECHANICAL, INC					
103785	104856	05/24/2024	100-222-42108	PLBG SERVICE CALL PUBLIC SAFETY BLDG.	1,748.41
103919	104918	05/31/2024	100-343-42108	HVAC SERVICE CALL POST OFFICE	423.55
103921	104918	05/31/2024	209-552-42108	HVAC SERVICE CALL PSC	943.37
103928	104856	05/24/2024	500-641-42107	HVAC SERVICE CALL WPCP	1,423.15
103965	104918	05/31/2024	100-222-42108	HVAC PUBLIC SAFETY BLDG.	984.01
104044	104918	05/31/2024	100-222-42108	HVAC SAFETY BLDG.	1,103.84
104047	104918	05/31/2024	100-343-42108	HVAC CH	788.09
104182	104918	05/31/2024	100-343-42108	HVAC CH COUNCIL CHAMBER A/C	2,285.00
				Vendor CIT08 - CITY MECHANICAL, INC Total:	9,699.42
Vendor: FAI04 - CITY OF FAIRFIELD					
231137	104857	05/24/2024	100-221-42511	RANGE USE FEE PD	1,244.00
				Vendor FAI04 - CITY OF FAIRFIELD Total:	1,244.00

WARRANT LISTING

Payment Dates: 5/18/2024 - 5/31/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: FOS03 - CITY OF FOSTER CITY					
15969	104919	05/31/2024	100-116-42101	CALOPPS ONE JOB POSTING-CITY MANAGER	567.00
Vendor FOS03 - CITY OF FOSTER CITY Total:					567.00
Vendor: PIT03 - CITY OF PITTSBURG					
05232024	104920	05/31/2024	100-110-42301	2 ATTENDEE FOR MAYOR'S CONFERENCE 06062024	140.00
Vendor PIT03 - CITY OF PITTSBURG Total:					140.00
Vendor: 2242 - COLE PRO MEDIA, LLC					
4148	104921	05/31/2024	225-221-42514	TRANSPARENCY ENGAGEMENT ADVISING MAY 2024	1,113.79
Vendor 2242 - COLE PRO MEDIA, LLC Total:					1,113.79
Vendor: COL02 - COLE-PARMER INSTRUMENT CO					
3732459	104858	05/24/2024	500-641-44306	DISPOS SAMPLE PANS WPCP	361.79
Vendor COL02 - COLE-PARMER INSTRUMENT CO Total:					361.79
Vendor: COM20 - COMCAST					
0419492-05022024	104859	05/24/2024	525-118-43106	SWIM CENTER INTERNET 0507-060624	160.18
201393849	104860	05/24/2024	525-118-43106	POLICE DEPARTMENT INTERNET	888.41
Vendor COM20 - COMCAST Total:					1,048.59
Vendor: COM28 - COMMUNITY VIOLENCE SOLUTIONS					
05082024	104861	05/24/2024	100-222-42101	CHILDREN INTERVIEW FY 24-25 EXPENSES PD	1,470.00
Vendor COM28 - COMMUNITY VIOLENCE SOLUTIONS Total:					1,470.00
Vendor: 2626 - CONSOR NORTH AMERICA, INC.					
N202830CA.00-41	104862	05/24/2024	325-342-47205	RO1710 PRELIMINARY DESIGN SERVICES	1,057.73
N202830CA.00-42	104862	05/24/2024	325-342-47205	RO1710 PRELIMINARY DESIGN SERVICES	630.83
N202830CA.00-43	104862	05/24/2024	325-342-47205	RO1710 PRELIMINARY DESIGN SERVICES	3,767.48
N202830CA.00-44	104862	05/24/2024	325-342-47205	RO1710 PRELIMINARY DESIGN SERVICES	8,981.53
N202830CA.00-45	104862	05/24/2024	325-342-47205	RO1710 PRELIMINARY DESIGN SERVICES	1,006.10
Vendor 2626 - CONSOR NORTH AMERICA, INC. Total:					15,443.67
Vendor: 2723 - CONTOUR-SIERRA AEBI TERRATRAC LLC					
14753	104922	05/31/2024	100-231-44306	BLADE FOR CONTOUR SIERRA SPIDER MOWER	838.73
Vendor 2723 - CONTOUR-SIERRA AEBI TERRATRAC LLC Total:					838.73
Vendor: CON26 - CONTRA COSTA HEALTH SERVICES					
IN0296627	104923	05/31/2024	500-641-44304	HAZMAT CUPA OPERATING PERMIT FY2024/2025 WPCP	3,216.00
Vendor CON26 - CONTRA COSTA HEALTH SERVICES Total:					3,216.00
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
23188	104863	05/24/2024	100-221-42107	ALTERNATOR PD	579.11
Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:					579.11
Vendor: CPS01 - CPS- HR CONSULTING					
OE-0007933	104924	05/31/2024	100-116-42301	OVERVIEW PUBLIC SECTOR EXPOSURE RISK MGMT	199.00
Vendor CPS01 - CPS- HR CONSULTING Total:					199.00
Vendor: DAS02 - DASH MEDICAL GLOVES, INC.					
INV1309207	104925	05/31/2024	100-222-42514	BLACK MAXX NITRILE EXAM GLOVES EVIDENCE PD	234.83
Vendor DAS02 - DASH MEDICAL GLOVES, INC. Total:					234.83

WARRANT LISTING

Payment Dates: 5/18/2024 - 5/31/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2777 - DETAIL ORIENTED					
DO0104	104864	05/24/2024	100-221-42107	DETAIL PD CARS FLEET SERVICE DATES 02/06 & 02/16	660.00
DO0105	104926	05/31/2024	100-221-42107	DETAIL PATROL CARS PD 03/05 & 03/15/24	660.00
Vendor 2777 - DETAIL ORIENTED Total:					1,320.00
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
85820113	104865	05/24/2024	100-10601	GASOLINE UNL CY	2,609.07
85834187	104865	05/24/2024	100-10601	GASOLINE UNL CY	2,992.55
85847911	104927	05/31/2024	100-10601	GASOLINE UNL CY	2,432.74
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					8,034.36
Vendor: EBM01 - EBMUD					
466641-04262024	104928	05/31/2024	100-343-43102	880 San Pablo Ave--Irrigation Use Only	98.80
520575-05222024	104928	05/31/2024	100-345-43102	2690 BOX CANYON RD- IRRIGATION USE ONLY	182.32
Vendor EBM01 - EBMUD Total:					281.12
Vendor: 2836 - ELSIE BONDOC					
05162024	104866	05/24/2024	212-462-34229	REFUND APPLICATION FOR DR24-01	473.00
051624-01	104866	05/24/2024	212-461-34110	REFUND DESIGN REVIEW DR24-01	761.00
Vendor 2836 - ELSIE BONDOC Total:					1,234.00
Vendor: 2659 - FIONA EPPS					
05092024	104867	05/24/2024	209-551-42515	RE-ISSUE STATED DATE CK 101990	150.00
Vendor 2659 - FIONA EPPS Total:					150.00
Vendor: FIS01 - FISHER SCIENTIFIC					
2259856	104929	05/31/2024	500-641-44306	SLUDGE JUDGE ULTRA TOP WPCP	284.14
Vendor FIS01 - FISHER SCIENTIFIC Total:					284.14
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
JUNE 2024	104930	05/31/2024	201-343-42513	PINOLE VISTA CROSSING BASE RENT JUNE 2024	100.00
Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:					100.00
Vendor: GRA03 - GRAINGER					
9125493024	104931	05/31/2024	500-641-44306	GEAR OIL 5 GAL. WPCP	221.85
Vendor GRA03 - GRAINGER Total:					221.85
Vendor: 1112 - GRAY-BOWEN-SCOTT					
22311	104932	05/31/2024	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	3,076.00
Vendor 1112 - GRAY-BOWEN-SCOTT Total:					3,076.00
Vendor: 2820 - GVP VENTURES, INC.					
10648	104868	05/24/2024	100-116-42101	PROFESSIONAL SERVICES EXECUTIVE SEARCH CM	7,638.75
Vendor 2820 - GVP VENTURES, INC. Total:					7,638.75
Vendor: HAC01 - HACH COMPANY					
14033055	104933	05/31/2024	500-641-44305	LAB SUPPLIES WPCP	1,644.94
Vendor HAC01 - HACH COMPANY Total:					1,644.94
Vendor: HAS01 - HASA, INC.					
958867	104869	05/24/2024	500-641-44303	LIQUICHLOR BULK WPCP	14,977.15
Vendor HAS01 - HASA, INC. Total:					14,977.15
Vendor: 2831 - HAYWARD RUBBER STAMP					
5228897	104870	05/24/2024	100-112-42201	2 STAMPS AND 2 EMBOSSER CITY CLERK	372.80
Vendor 2831 - HAYWARD RUBBER STAMP Total:					372.80

WARRANT LISTING

Payment Dates: 5/18/2024 - 5/31/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: HEA01 - HEALTH CARE DENTAL TRUST					
348841/348842/348843/348...	104871	05/24/2024	100-110-41002	DENTAL BENEFITS MAY 2024	338.60
348841/348842/348843/348...	104871	05/24/2024	100-111-41002	DENTAL BENEFITS MAY 2024	236.84
348841/348842/348843/348...	104871	05/24/2024	100-112-41002	DENTAL BENEFITS MAY 2024	383.55
348841/348842/348843/348...	104871	05/24/2024	100-113-41002	DENTAL BENEFITS MAY 2024	108.99
348841/348842/348843/348...	104871	05/24/2024	100-115-41002	DENTAL BENEFITS MAY 2024	364.69
348841/348842/348843/348...	104871	05/24/2024	100-116-41002	DENTAL BENEFITS MAY 2024	306.58
348841/348842/348843/348...	104871	05/24/2024	100-221-41002	DENTAL BENEFITS MAY 2024	108.99
348841/348842/348843/348...	104871	05/24/2024	100-221-41002	DENTAL BENEFITS MAY 2024	1,986.42
348841/348842/348843/348...	104871	05/24/2024	100-222-41002	DENTAL BENEFITS MAY 2024	50.88
348841/348842/348843/348...	104871	05/24/2024	100-222-41002	DENTAL BENEFITS MAY 2024	485.31
348841/348842/348843/348...	104871	05/24/2024	100-223-41002	DENTAL BENEFITS MAY 2024	1,304.82
348841/348842/348843/348...	104871	05/24/2024	100-341-41002	DENTAL BENEFITS MAY 2024	338.60
348841/348842/348843/348...	104871	05/24/2024	100-343-41002	DENTAL BENEFITS MAY 2024	889.25
348841/348842/348843/348...	104871	05/24/2024	100-465-41002	DENTAL BENEFITS MAY 2024	127.85
348841/348842/348843/348...	104871	05/24/2024	105-221-41002	DENTAL BENEFITS MAY 2024	434.43
348841/348842/348843/348...	104871	05/24/2024	106-222-41002	DENTAL BENEFITS MAY 2024	127.85
348841/348842/348843/348...	104871	05/24/2024	209-551-41002	DENTAL BENEFITS MAY 2024	173.64
348841/348842/348843/348...	104871	05/24/2024	209-552-41002	DENTAL BENEFITS MAY 2024	206.65
348841/348842/348843/348...	104871	05/24/2024	209-554-41002	DENTAL BENEFITS MAY 2024	115.07
348841/348842/348843/348...	104871	05/24/2024	212-461-41002	DENTAL BENEFITS MAY 2024	255.70
348841/348842/348843/348...	104871	05/24/2024	212-462-41002	DENTAL BENEFITS MAY 2024	415.57
348841/348842/348843/348...	104871	05/24/2024	500-641-41002	DENTAL BENEFITS MAY 2024	1,023.03
348841/348842/348843/348...	104871	05/24/2024	500-642-41002	DENTAL BENEFITS MAY 2024	280.49
348841/348842/348843/348...	104871	05/24/2024	505-119-41002	DENTAL BENEFITS MAY 2024	255.70
348841/348842/348843/348...	104871	05/24/2024	998-20105	DENTAL BENEFITS MAY 2024	127.85
348841/348842/348843/348...	104871	05/24/2024	998-20105	DENTAL BENEFITS MAY 2024	22.96
348841/348842/348843/348...	104871	05/24/2024	998-20105	DENTAL BENEFITS MAY 2024	108.98
348841/348842/348843/348...	104871	05/24/2024	998-20105	DENTAL BENEFITS MAY 2024	306.58
348841/348842/348843/348...	104871	05/24/2024	998-20105	DENTAL BENEFITS MAY 2024	12.79
348841/348842/348843/348...	104871	05/24/2024	998-20105	DENTAL BENEFITS MAY 2024	5.09
Vendor HEA01 - HEALTH CARE DENTAL TRUST Total:					10,903.75
Vendor: HIL03 - HILLTOP FORD					
FOCS389969	104934	05/31/2024	100-221-42107	SERVICE ON PATROL CAR	538.95
Vendor HIL03 - HILLTOP FORD Total:					538.95
Vendor: HOR05 - HORIZON					
1R333537	104872	05/24/2024	100-345-44306	PV BASEBALL FIELD REPAIRS CY	171.14
1R333691	104872	05/24/2024	200-342-42108	SPA ISLAND REPAIRS CY	192.26
Vendor HOR05 - HORIZON Total:					363.40
Vendor: 2808 - ILEANA THIDA MIRANDA					
APRIL 2024	104873	05/24/2024	100-110-42514	INTERN HOURS FOR APRIL 2024	341.08
Vendor 2808 - ILEANA THIDA MIRANDA Total:					341.08
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
258488	104874	05/24/2024	500-641-42108	PORTABLE TOILETS BAYFRONT PARK	231.76
Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:					231.76
Vendor: 2842 - JASON WILSON					
05282024	104935	05/31/2024	500-641-42401	RENEWAL OF GRADE I OPERATOR CERTIFICATE...	150.00
Vendor 2842 - JASON WILSON Total:					150.00
Vendor: 2832 - JOHNNATHAN BRASHER					
05092024	104875	05/24/2024	212-462-42301	COMMERCIAL ELECTRICAL EXAMINATION	240.00
Vendor 2832 - JOHNNATHAN BRASHER Total:					240.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: KAI02 - KAISER PERMANETE					
1000252421	104876	05/24/2024	100-116-42101	PRE-EMPLOYMENT TEST - GUARANTOR 320903364565	150.00
Vendor KAI02 - KAISER PERMANETE Total:					150.00
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000033096	104877	05/24/2024	500-641-44302	SLUDGE REMOVAL WPCP	5,095.94
Vendor KEL09 - KELLER CANYON LANDFILL Total:					5,095.94
Vendor: 2706 - LABCONCO CORPORATION					
K00000008162	104878	05/24/2024	500-641-44305	DETERGENT /GLSWRE WASHER/SEE WPCP	267.66
Vendor 2706 - LABCONCO CORPORATION Total:					267.66
Vendor: 2554 - LANDCARE USA					
05172024	104879	05/24/2024	212-462-34232	RE-ISSUE STALE DATE CK 101441	60.00
Vendor 2554 - LANDCARE USA Total:					60.00
Vendor: LAN15 - LANGUAGE LINE SERVICES					
11291215	104880	05/24/2024	100-223-42101	OVER THE PHONE INTERPRETATION PD	155.10
Vendor LAN15 - LANGUAGE LINE SERVICES Total:					155.10
Vendor: 2838 - MANUEL HERMAN BARRON					
05202024	104881	05/24/2024	100-000-31510	REFUN OVERPAYMENT FOR BL R23-08299	40.50
Vendor 2838 - MANUEL HERMAN BARRON Total:					40.50
Vendor: 2427 - MARK GRAHAM					
24-23	104882	05/24/2024	100-221-42101	POLYGRAPH EXAMINATIONS PD	700.00
Vendor 2427 - MARK GRAHAM Total:					700.00
Vendor: MET06 - METTLER-TOLEDO, INC.					
655289598	104883	05/24/2024	500-641-44305	PREVENTIVE MAINTENANCE ON SITE WPCP	232.76
Vendor MET06 - METTLER-TOLEDO, INC. Total:					232.76
Vendor: 1333 - NORMA MARTINEZ-RUBIN					
05162024	104884	05/24/2024	100-110-42302	CAL CITIES SUMMIT	676.95
05162024	104884	05/24/2024	100-110-42303	CAL CITIES SUMMIT	52.00
05202024	104884	05/24/2024	100-110-42302	CAL CITIES REVENUE AND TAXATION TRAINING	103.36
05202024	104884	05/24/2024	100-110-42303	CAL CITIES REVENUE AND TAXATION TRAINING	51.00
Vendor 1333 - NORMA MARTINEZ-RUBIN Total:					883.31
Vendor: 2448 - NSI LAB SOLUTIONS, LLC.					
434913	104936	05/31/2024	500-641-44305	RESIDUE IN WATER/ CHLORINE CONC WPCP	794.00
Vendor 2448 - NSI LAB SOLUTIONS, LLC. Total:					794.00
Vendor: OLI01 - OLIVERS TOWING INC					
21-10765-27	104885	05/24/2024	100-221-42107	STORAGE FEES CASE#21-1462 PD	310.00
24-19907-2	104885	05/24/2024	100-221-42107	STORAGE FEES EVIDENCE PD	2,882.07
Vendor OLI01 - OLIVERS TOWING INC Total:					3,192.07
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100401562463	104937	05/31/2024	209-554-42108	MAINTENANCE JUNE 2024 PYC	190.51
100401562911	104886	05/24/2024	100-343-42108	MAINTENANCE SERVICE JUNE 2024 CH	129.22
100401562938	104937	05/31/2024	100-222-42108	MAINTENANCE SERVICE JUNE 2024 SAFETY BLDG.	128.96
SK18095001	104886	05/24/2024	100-222-42108	ELEVATOR PUBLIC SAFETY BLDG. OPERATION	628.00
SK18096001	104886	05/24/2024	209-554-42108	MAINTENANCE PYC ELEVATOR	1,495.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
SK18493001	104886	05/24/2024	100-222-42108	SERVICE PUBLIC SAFETY BLDG.	650.00
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					3,221.69
Vendor: 2630 - PET FOOD EXPRESS, LLC					
118-2404PN	104887	05/24/2024	100-221-42514	FOOD FOR MILO PD	94.64
Vendor 2630 - PET FOOD EXPRESS, LLC Total:					94.64
Vendor: PGE01 - PG&E					
0081-05162024	104938	05/31/2024	200-342-43103	2501 SAN PABLO AVE TRAFFIC CONTROLLER	104.81
0209-05162024	104938	05/31/2024	200-342-43103	S/E CORNER SAN PABLO AVE & TENNENT TRAFFIC SIGNAL	119.18
0466-05172024	104938	05/31/2024	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	47.95
0466-05172024	104938	05/31/2024	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	71.92
0498-05102024	104888	05/24/2024	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	1,172.08
0813-05162024	104938	05/31/2024	200-342-43103	2149 1/2 APPIAN WAY TRAFFIC SIGNAL	77.59
0883-05122024	104888	05/24/2024	100-222-43103	800 TENNENT AVE PUBLIC SAFETY FACILITY	1,270.26
0883-05122024	104888	05/24/2024	100-223-43103	800 TENNENT AVE PUBLIC SAFETY FACILITY	254.05
0883-05122024	104888	05/24/2024	100-231-43103	800 TENNENT AVE PUBLIC SAFETY FACILITY	1,016.21
0887-05022024	104888	05/24/2024	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	106.90
0923-05162024	104938	05/31/2024	100-110-43103	2131 PEAR ST	122.45
0923-05162024	104938	05/31/2024	100-111-43103	2131 PEAR ST	161.12
0923-05162024	104938	05/31/2024	100-112-43103	2131 PEAR ST	177.25
0923-05162024	104938	05/31/2024	100-115-43103	2131 PEAR ST	441.48
0923-05162024	104938	05/31/2024	100-116-43103	2131 PEAR ST	128.90
0923-05162024	104938	05/31/2024	100-117-43103	2131 PEAR ST	1,434.00
0923-05162024	104938	05/31/2024	100-343-43103	2131 PEAR ST	2,671.44
0923-05162024	104938	05/31/2024	200-342-43103	2131 PEAR ST	467.26
0923-05162024	104938	05/31/2024	212-461-43103	2131 PEAR ST	193.35
0923-05162024	104938	05/31/2024	212-462-43103	2131 PEAR ST	486.59
0923-05162024	104938	05/31/2024	285-464-43103	2131 PEAR ST	161.12
1093-05022024	104888	05/24/2024	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	757.70
1121-05202024	104938	05/31/2024	200-342-43103	DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT	110.60
1156-05122024	104888	05/24/2024	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	18.30
1156-05122024	104888	05/24/2024	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	27.44
1233-05202024	104938	05/31/2024	200-342-43103	SAN PABLO AVE TRAFFIC SIGNAL	122.34
1462-05122024	104888	05/24/2024	209-552-43103	2500 CHARLES ST SENIOR CENTER	172.36
1801-05092024	104888	05/24/2024	209-553-43103	2454 SIMAS AVE REC CTR & POOL	68.15
2182-05022024	104888	05/24/2024	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	100.66
2222-04252024	104888	05/24/2024	100-345-43103	STREET AND HIGHWAY LIGHTING	49.39
2222-04252024	104888	05/24/2024	200-342-43103	STREET AND HIGHWAY LIGHTING	16,950.50
2222-04252024	104888	05/24/2024	310-347-43103	STREET AND HIGHWAY LIGHTING	280.00
2222-04252024	104888	05/24/2024	310-348-43103	STREET AND HIGHWAY LIGHTING	400.00
2620-05202024	104938	05/31/2024	200-342-43103	N/W CORNER APPIAN WAY & FITZGERALD DR TRAFFIC SIG	164.32

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
2793-05172024	104938	05/31/2024	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	118.93
3029-05132024	104888	05/24/2024	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	129.88
3311-05162024	104938	05/31/2024	200-342-43103	PINOLE VALLEY RD & HENRY TRAFFIC CONTROLLER	146.78
3537-05162024	104938	05/31/2024	100-343-43103	659 TENNENT AVE PARKING LOT LIGHTS	93.72
3834-05072024	104888	05/24/2024	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	84.81
3850-05162024	104938	05/31/2024	100-345-43103	601 TENNENT AVE CARETAKER'S SHED	95.94
3914-05162024	104938	05/31/2024	100-345-43103	FERNANDEZ PARK BALLPARK LIGHTING	276.81
4065-05162024	104938	05/31/2024	100-343-43103	2937 PINOLE VALLEY RD TENNIS CT LIGHTS	249.82
4193-05162024	104938	05/31/2024	200 342-43103	HWY 80 PINOLE VALLEY RD TRAFFIC CONTROLLER	84.95
4368-05162024	104938	05/31/2024	200-342-43103	APPIAN WAY & TARA HILLS TRAFFIC SIGNAL	177.32
4612-05162024	104938	05/31/2024	201-343-43103	2100 SAN PABLO AVE FARIA HOUSE	10.48
5127-05172024	104938	05/31/2024	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	184.66
5137-05152024	104938	05/31/2024	209-557-43103	2450 SIMAS AVE SWIM CTR	1,727.85
5374-05162024	104938	05/31/2024	200-342-43103	1220 PINOLE VALLEY RD TRAFFIC SIGNAL	138.67
5387-05172024	104938	05/31/2024	100-345-43103	588 MARLESTA RD LOUIS FRANCIS PARK	52.96
6969-05162024	104938	05/31/2024	201-343-43103	2361 SAN PABLO AVE PARKING LOT LIGHTS	131.54
7114-05162024	104938	05/31/2024	200-342-43103	2429 SAN PABLO AVE	110.71
7186-05122024	104888	05/24/2024	100-343-43103	601 TENNENT AVE PUBLIC MEETING HALL	7.84
7509-05162024	104938	05/31/2024	500-641-44410	MONTHLY STATEMENT- WPCP	80.17
8086-05162024	104938	05/31/2024	200-342-43103	N/S BORDER CITY OF PINOLE	94.89
8687-05202024	104938	05/31/2024	200 342-43103	FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL	151.08
8716-05122024	104888	05/24/2024	500-641-43103	SEWAGE PLNT-FT OF TENNENT	4,256.30
9824-05162024	104938	05/31/2024	310-347-43103	1303 PINOLE VALLEY RD TRAFFIC CONTROL SVC	137.84
9900-05152024	104938	05/31/2024	200-342-43103	2303 GRANADA CT TRAFFIC CONTROL SERVICE	165.64
9985-05162024	104938	05/31/2024	201-343-43103	NEAR 795 FERNANDEZ PARKING LOT LIGHTS	132.44
Vendor PGE01 - PG&E Total:					38,749.70
Vendor: 2809 - PHOEBE DEZA					
APRIL 2024	104889	05/24/2024	100-110-42514	INTERN HOURS APRIL 2024	465.38
Vendor 2809 - PHOEBE DEZA Total:					465.38
Vendor: PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC					
3106653853	104890	05/24/2024	525-118-42203	LEASED CHARGES MAR 30, 2024 - JUN 29, 2024	502.09
Vendor PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC Total:					502.09
Vendor: 1009 - PRECISION IT CONSULTING					
14348	104891	05/24/2024	525-118-42101	INSTALLATION OF A STARLINK ANTENNA	1,700.00
Vendor 1009 - PRECISION IT CONSULTING Total:					1,700.00
Vendor: 2772 - PREFERRED ALLIANCE, INC.					
0192432-IN	104940	05/31/2024	100-116-42101	NON-RANDOM DRUG TEST HR	58.00
0195349-IN	104892	05/24/2024	100-116-42101	NON-RANDOM DRUG TESTS HR	58.00
Vendor 2772 - PREFERRED ALLIANCE, INC. Total:					116.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS					
93345	104893	05/24/2024	209-551-42515	STATION 74 BANNERS	784.48
Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:					784.48
Vendor: 2353 - RAFAEL MENIS					
04302024	104894	05/24/2024	212-461-42302	PLANNING COMMISSION ACADEMY MARCH 2024	921.42
04302024	104894	05/24/2024	212-461-42303	PLANNING COMMISSION ACADEMY MARCH 2024	104.00
Vendor 2353 - RAFAEL MENIS Total:					1,025.42
Vendor: 2453 - RAY'S ELECTRIC					
PPA#6 - INV2035	104941	05/31/2024	106-342-47205	SAFETY IMPROVEMENTS AT APPIAN WAY & MARLESTA RD.	8,184.44
PPA#6 - INV2035	104941	05/31/2024	215-342-47205	SAFETY IMPROVEMENTS AT APPIAN WAY & MARLESTA RD.	16,711.70
PPA#6 - INV2035	104941	05/31/2024	325-342-47205	SAFETY IMPROVEMENTS AT APPIAN WAY & MARLESTA RD.	6,178.55
Vendor 2453 - RAY'S ELECTRIC Total:					31,074.69
Vendor: 2837 - RIECHER ENGINEERING					
05092024	104895	05/24/2024	212-20306	REFUND REMAINING DEPOSIT PL23-0015 2548 ALAMO	1,500.00
Vendor 2837 - RIECHER ENGINEERING Total:					1,500.00
Vendor: 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC.					
203878	104896	05/24/2024	100-342-42514	JUMBO HEAD STELL DRIVE RIVET STEEL	362.18
Vendor 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC. Total:					362.18
Vendor: SPA04 - S.P. AUTOMOTIVE					
6-863162	104897	05/24/2024	500-642-42514	ALTERNATOR BELT FOR GAS PUMP	49.01
Vendor SPA04 - S.P. AUTOMOTIVE Total:					49.01
Vendor: 2442 - SELECTRON TECHNOLOGIES, INC.					
5172	104898	05/24/2024	525-118-42101	ANNUAL PLATOFRM FEE AND MESSAGE 7/24-6/25	8,000.00
Vendor 2442 - SELECTRON TECHNOLOGIES, INC. Total:					8,000.00
Vendor: 1714 - SHERRI D. LEWIS					
CC022PINOLE-FY2023/24	104899	05/24/2024	100-112-42101	PREPARE MINUTES CITY COUNCIL MEETING 050724	150.00
CC023PINOLE-FY2023/24	104899	05/24/2024	100-112-42101	PREPARE MINUTE CITY COUNCIL MTG. 050724	1,125.00
CC024PINOLE-FY2023/24	104942	05/31/2024	100-112-42101	PREPARE MINUTES OF THE 5/21/24 CITY COUNCIL MEETIN	1,237.50
PC06PINOLE-FY2023/24	104899	05/24/2024	212-461-42514	PREPARE MINUTES FOR PC MEETING 03252024	300.00
Vendor 1714 - SHERRI D. LEWIS Total:					2,812.50
Vendor: SQU00 - SQUARE DEAL GARAGE					
47657	104900	05/24/2024	100-343-42107	OIL CHANGE	81.24
47703	104900	05/24/2024	100-343-42107	REPAIRS ON 52 CHECK ENGINE LIGHT	956.88
Vendor SQU00 - SQUARE DEAL GARAGE Total:					1,038.12
Vendor: STA42 - STAPLES BUSINESS CREDIT					
APRIL 2024	104901	05/24/2024	100-111-42201	CITYWIDE OFFICE SUPPLIES	85.45
APRIL 2024	104901	05/24/2024	100-111-42201	CITYWIDE OFFICE SUPPLIES	160.74
APRIL 2024	104901	05/24/2024	100-111-42201	CITYWIDE OFFICE SUPPLIES	72.64
APRIL 2024	104901	05/24/2024	100-112-42201	CITYWIDE OFFICE SUPPLIES	48.56
APRIL 2024	104901	05/24/2024	100-222-42514	CITYWIDE OFFICE SUPPLIES	80.98
APRIL 2024	104901	05/24/2024	100-222-42514	CITYWIDE OFFICE SUPPLIES	79.36
APRIL 2024	104901	05/24/2024	100-341-42201	CITYWIDE OFFICE SUPPLIES	137.90
APRIL 2024	104901	05/24/2024	100-341-42201	CITYWIDE OFFICE SUPPLIES	26.88
APRIL 2024	104901	05/24/2024	100-465-42201	CITYWIDE OFFICE SUPPLIES	137.90
APRIL 2024	104901	05/24/2024	209-553-42201	CITYWIDE OFFICE SUPPLIES	188.35

WARRANT LISTING

Payment Dates: 5/18/2024 - 5/31/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
APRIL 2024	104901	05/24/2024	212-461-42201	CITYWIDE OFFICE SUPPLIES	137.90
APRIL 2024	104901	05/24/2024	212-462-42201	CITYWIDE OFFICE SUPPLIES	26.88
APRIL 2024	104901	05/24/2024	212-462-42201	CITYWIDE OFFICE SUPPLIES	1,191.86
APRIL 2024	104901	05/24/2024	212-462-42201	CITYWIDE OFFICE SUPPLIES	137.88
Vendor STA42 - STAPLES BUSINESS CREDIT Total:					2,513.28
Vendor: STE20 - STERICYCLE, INC.					
8006926218	104902	05/24/2024	100-222-42101	MEDICAL WASTE MAY 2024	66.30
Vendor STE20 - STERICYCLE, INC. Total:					66.30
Vendor: 2296 - SWENSON'S MOBILE FLEET REPAIR					
INV-788	104903	05/21/2024	207-341-42107	OIL LEAK LOW OIL PRESSURE WARNING LIGHT REPAIRS	1,440.06
Vendor 2296 - SWENSON'S MOBILE FLEET REPAIR Total:					1,440.06
Vendor: 2747 - TETRA TECH, INC.					
52246678	104943	05/31/2024	106-343-42101	ENERGY CONSERVATION, GENERATION, AND STORAGE ASSES	1,596.00
Vendor 2747 - TETRA TECH, INC. Total:					1,596.00
Vendor: LEW08 - THE LEW EDWARDS GROUP					
002-04302024	104904	05/24/2024	100-115-42101	PROFESSIONAL SERVICES APRIL 2024	6,500.00
Vendor LEW08 - THE LEW EDWARDS GROUP Total:					6,500.00
Vendor: TRA01 - TRANS BAY INSURANCE					
4958	104905	05/24/2024	100-110-46201	INSURANCE PREMIUMS	0.62
4958	104905	05/24/2024	100-111-46201	INSURANCE PREMIUMS	9.02
4958	104905	05/24/2024	100-112-46201	INSURANCE PREMIUMS	6.45
4958	104905	05/24/2024	100-113-46201	INSURANCE PREMIUMS	0.05
4958	104905	05/24/2024	100-115-46201	INSURANCE PREMIUMS	7.72
4958	104905	05/24/2024	100-116-46201	INSURANCE PREMIUMS	7.49
4958	104905	05/24/2024	100-221-46201	INSURANCE PREMIUMS	54.13
4958	104905	05/24/2024	100-222-46201	INSURANCE PREMIUMS	7.66
4958	104905	05/24/2024	100-223-46201	INSURANCE PREMIUMS	19.60
4958	104905	05/24/2024	100-341-46201	INSURANCE PREMIUMS	13.62
4958	104905	05/24/2024	100-342-46201	INSURANCE PREMIUMS	1.68
4958	104905	05/24/2024	100-343-46201	INSURANCE PREMIUMS	12.43
4958	104905	05/24/2024	100-465-46201	INSURANCE PREMIUMS	1.59
4958	104905	05/24/2024	105-221-46201	INSURANCE PREMIUMS	13.85
4958	104905	05/24/2024	106-222-46201	INSURANCE PREMIUMS	1.48
4958	104905	05/24/2024	205-227-46201	INSURANCE PREMIUMS	0.15
4958	104905	05/24/2024	209-551-46201	INSURANCE PREMIUMS	6.71
4958	104905	05/24/2024	209-552-46201	INSURANCE PREMIUMS	3.61
4958	104905	05/24/2024	209-553-46201	INSURANCE PREMIUMS	1.85
4958	104905	05/24/2024	209-554-46201	INSURANCE PREMIUMS	3.36
4958	104905	05/24/2024	212-461-46201	INSURANCE PREMIUMS	7.09
4958	104905	05/24/2024	212-462-46201	INSURANCE PREMIUMS	9.24
4958	104905	05/24/2024	500-641-46201	INSURANCE PREMIUMS	23.27
4958	104905	05/24/2024	500-642-46201	INSURANCE PREMIUMS	4.67
4958	104905	05/24/2024	505-119-46201	INSURANCE PREMIUMS	3.91
Vendor TRA01 - TRANS BAY INSURANCE Total:					221.25
Vendor: 2668 - UBEO BUSINESS SERVICES					
4504943	104906	05/24/2024	525-118-42107	COPIER LEASED SUPPLIES CITYWIDE	1,856.27
Vendor 2668 - UBEO BUSINESS SERVICES Total:					1,856.27
Vendor: USP02 - UNITED STATES POSTAL SVC					
052024	104907	05/24/2024	209-552-43809	MONTHLY NEWSLETTER POSTAGE JUNE 2024 PSC	300.00
Vendor USP02 - UNITED STATES POSTAL SVC Total:					300.00

WARRANT LISTING

Payment Dates: 5/18/2024 - 5/31/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: UNI38 - UNIVAR USA INC					
52087917	104908	05/24/2024	500-641-44303	SOD BISULFITE WPCP	9,336.60
Vendor UNI38 - UNIVAR USA INC Total:					9,336.60
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
13114	104909	05/24/2024	100-343-42108	JANITORIAL SUPPLIES CY	442.20
14214	104909	05/24/2024	100-343-42108	JANITORIAL SUPPLIES CY	473.68
14338	104944	05/31/2024	209-557-42108	SOAP FOR SWIM CENTER	7.39
525050	104909	05/24/2024	100-343-42108	JANITORIAL SERVICES APRIL 2024 CH	1,354.00
525051	104909	05/24/2024	100-222-42108	JANITORIAL SERVICES APRIL 2024 SAFETY BLDG.	2,768.00
525052	104909	05/24/2024	209-557-42108	JANITORIAL SERVICES APRIL 2024 SWIM CENTER	758.00
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					5,803.27
Vendor: 2064 - VELODYNE					
0000027018	104945	05/31/2024	500-641-44306	WWTP MAINTENANCE SUPPLIES	4,563.97
Vendor 2064 - VELODYNE Total:					4,563.97
Vendor: VIS01 - VISION SERVICE PLAN					
820525742	104910	05/24/2024	100-110-41003	VISION BENEFITS JUNE 2024	148.88
820525742	104910	05/24/2024	100-111-41003	VISION BENEFITS JUNE 2024	74.44
820525742	104910	05/24/2024	100-112-41003	VISION BENEFITS JUNE 2024	111.66
820525742	104910	05/24/2024	100-113-41003	VISION BENEFITS JUNE 2024	37.22
820525742	104910	05/24/2024	100-115-41003	VISION BENEFITS JUNE 2024	111.66
820525742	104910	05/24/2024	100-116-41003	VISION BENEFITS JUNE 2024	111.66
820525742	104910	05/24/2024	100-221-41003	VISION BENEFITS JUNE 2024	874.67
820525742	104910	05/24/2024	100-222-41003	VISION BENEFITS JUNE 2024	204.71
820525742	104910	05/24/2024	100-223-41003	VISION BENEFITS JUNE 2024	446.64
820525742	104910	05/24/2024	100-341-41003	VISION BENEFITS JUNE 2024	148.88
820525742	104910	05/24/2024	100-343-41003	VISION BENEFITS JUNE 2024	297.76
820525742	104910	05/24/2024	100-465-41003	VISION BENEFITS JUNE 2024	37.22
820525742	104910	05/24/2024	105-221-41003	VISION BENEFITS JUNE 2024	148.88
820525742	104910	05/24/2024	106-222-41003	VISION BENEFITS JUNE 2024	37.22
820525742	104910	05/24/2024	209-551-41003	VISION BENEFITS JUNE 2024	18.61
820525742	104910	05/24/2024	209-552-41003	VISION BENEFITS JUNE 2024	111.66
820525742	104910	05/24/2024	209-554-41003	VISION BENEFITS JUNE 2024	37.22
820525742	104910	05/24/2024	212-461-41003	VISION BENEFITS JUNE 2024	74.44
820525742	104910	05/24/2024	212-462-41003	VISION BENEFITS JUNE 2024	148.88
820525742	104910	05/24/2024	500-641-41003	VISION BENEFITS JUNE 2024	409.42
820525742	104910	05/24/2024	500-642-41003	VISION BENEFITS JUNE 2024	186.10
820525742	104910	05/24/2024	505-119-41003	VISION BENEFITS JUNE 2024	74.44
820525742	104910	05/24/2024	998-20106	VISION BENEFITS JUNE 2024	148.88
820525745	104910	05/24/2024	998-20106	VISION BENEFITS JUNE 2024	204.71
Vendor VIS01 - VISION SERVICE PLAN Total:					4,205.86
Vendor: 1520 - WEX BANK					
96931901	104911	05/24/2024	100-221-44301	FUEL PURCHASES PD	277.18
Vendor 1520 - WEX BANK Total:					277.18
Vendor: WIL52 - WILLDAN FINANCIAL SERVICES					
010-58418	104912	05/24/2024	500-641-42101	SEWER RATE STUDY	9,090.00
Vendor WIL52 - WILLDAN FINANCIAL SERVICES Total:					9,090.00
Vendor: WIL26 - WILLDAN					
00627835	104946	05/31/2024	106-341-42101	SPEED STUDY PW	57.91
Vendor WIL26 - WILLDAN Total:					57.91
Grand Total:					531,059.51

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	345,984.37
105 - Measure S - 2006	597.16
106 - MEASURE S-2014	10,004.90
200 - Gas Tax Fund	22,730.39
201 - Restricted Real Estate Maintenance Fund	374.46
205 - Traffic Safety Fund	0.15
207 - NPDES Storm Water Fund	1,440.06
209 - Recreation Fund	14,135.04
212 - Building & Planning	7,444.80
215 - Measure C and J Fund	16,711.70
225 - Asset Seizure-Adjudicated Fund	1,113.79
285 - Housing Land Held for Resale	161.12
310 - Lighting & Landscape Districts	817.84
325 - City Street Improvements	24,698.22
500 - Sewer Enterprise Fund	61,656.44
505 - Cable Access TV	433.41
525 - Information Systems	21,817.82
998 - Payroll Clearing	937.84
Grand Total:	531,059.51

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business Lice...	152.50
100-10601	Gas Tanks/Corp Yard	8,034.36
100-110-41002	Emp Benefits/Dental	338.60
100-110-41003	Emp Benefits/Vision Care	148.88
100-110-42301	Travel & Training/Conf-R...	140.00
100-110-42302	Travel & Training/Milea...	1,303.28
100-110-42303	Travel & Training/Meal A...	103.00
100-110-42514	Admin Exp/Special Depa...	806.46
100-110-43103	Utilities/Electricity & Po...	122.45
100-110-46201	Insurance/General Liabili...	0.62
100-111-41002	Emp Benefits/Dental	236.84
100-111-41003	Emp Benefits/Vision Care	74.44
100-111-42201	Office Expense	318.83
100-111-42302	Travel & Training/Milea...	36.96
100-111-43103	Utilities/Electricity & Po...	161.12
100-111-46201	Insurance/General Liabili...	9.02
100-112-41002	Emp Benefits/Dental	383.55
100-112-41003	Emp Benefits/Vision Care	111.66
100-112-42101	Prof Svcs/Professional Se..	2,512.50
100-112-42201	Office Expense	421.36
100-112-43103	Utilities/Electricity & Po...	177.25
100-112-46201	Insurance/General Liabili...	6.45
100-113-41002	Emp Benefits/Dental	108.99
100-113-41003	Emp Benefits/Vision Care	37.22
100-113-46201	Insurance/General Liabili...	0.05
100-115-41002	Emp Benefits/Dental	364.69
100-115-41003	Emp Benefits/Vision Care	111.66
100-115-42101	Prof Svcs/Professional Se..	6,809.81
100-115-43103	Utilities/Electricity & Po...	441.48
100-115-46201	Insurance/General Liabili...	7.72
100-116-41002	Emp Benefits/Dental	306.58
100-116-41003	Emp Benefits/Vision Care	111.66
100-116-42101	Prof Svcs/Professional Se..	8,648.75
100-116-42301	Travel & Training/Conf-R...	199.00
100-116-43103	Utilities/Electricity & Po...	128.90

Account Summary

Account Number	Account Name	Payment Amount
100-116-46201	Insurance/General Liabili...	7.49
100-117-41004	Emp Benefits/PERS Retir...	258,442.42
100-117-43103	Utilities/Electricity & Po...	1,434.00
100-221-41002	Emp Benefits/Dental	2,095.41
100-221-41003	Emp Benefits/Vision Care	874.67
100-221-42101	Prof Svcs/Professional Se..	2,708.50
100-221-42107	Prof Svcs/Equipment Ma...	5,630.13
100-221-42511	Admin Exp/Equipment R...	1,244.00
100-221-42514	Admin Exp/Special Depa...	94.64
100-221-44301	Other Materials Supp/F...	277.18
100-221-46201	Insurance/General Liabili...	54.13
100-222-41002	Emp Benefits/Dental	536.19
100-222-41003	Emp Benefits/Vision Care	204.71
100-222-42101	Prof Svcs/Professional Se..	1,536.30
100-222-42108	Prof Svcs/Building-Struc...	11,382.74
100-222-42514	Admin Exp/Special Depa...	395.17
100-222-43103	Utilities/Electricity & Po...	1,270.26
100-222-46201	Insurance/General Liabili...	7.66
100-223-41002	Emp Benefits/Dental	1,304.82
100-223-41003	Emp Benefits/Vision Care	446.64
100-223-42101	Prof Svcs/Professional Se..	155.10
100-223-43103	Utilities/Electricity & Po...	254.05
100-223-46201	Insurance/General Liabili...	19.60
100-231-41004	Emp Benefits/PERS Retir...	90.25
100-231-43103	Utilities/Electricity & Po...	2,273.10
100-231-44306	Other Materials Supp/M...	838.73
100-341-41002	Emp Benefits/Dental	338.60
100-341-41003	Emp Benefits/Vision Care	148.88
100-341-42201	Office Expense	164.78
100-341-46201	Insurance/General Liabili...	13.62
100-342-42514	Admin Exp/Special Depa...	5,259.91
100-342-46201	Insurance/General Liabili...	1.68
100-343-41002	Emp Benefits/Dental	889.25
100-343-41003	Emp Benefits/Vision Care	297.76
100-343-42107	Prof Svcs/Equipment Ma...	1,038.12
100-343-42108	Prof Svcs/Building-Struc...	6,466.61
100-343-43102	Utilities/Water	98.80
100-343-43103	Utilities/Electricity & Po...	3,022.82
100-343-44306	Other Materials Supp/M...	513.58
100-343-46201	Insurance/General Liabili...	12.43
100-345-43102	Utilities/Water	182.32
100-345-43103	Utilities/Electricity & Po...	604.98
100-345-44306	Other Materials Supp/M...	171.14
100-465-41002	Emp Benefits/Dental	127.85
100-465-41003	Emp Benefits/Vision Care	37.22
100-465-42201	Office Expense	137.90
100-465-46201	Insurance/General Liabili...	1.59
105-221-41002	Emp Benefits/Dental	434.43
105-221-41003	Emp Benefits/Vision Care	148.88
105-221-46201	Insurance/General Liabili...	13.85
106-222-41002	Emp Benefits/Dental	127.85
106-222-41003	Emp Benefits/Vision Care	37.22
106-222-46201	Insurance/General Liabili...	1.48
106-341-42101	Prof Svcs/Professional Se..	57.91
106-342-47205	Improvements/Streets	8,184.44
106-343-42101	Prof Svcs/Professional Se..	1,596.00
200-342-42108	Prof Svcs/Building-Struc...	192.26
200-342-43103	Utilities/Electricity & Po...	19,513.13

Account Summary

Account Number	Account Name	Payment Amount
200-342-47205	Improvements/Streets	3,025.00
201-343-42513	Admin Exp/Rent	100.00
201-343-43103	Utilities/Electricity & Po...	274.46
205-227-46201	Insurance/General Liabili...	0.15
207-344-42107	Prof Svcs/Equipment Ma...	1,440.06
209-551-41002	Emp Benefits/Dental	173.64
209-551-41003	Emp Benefits/Vision Care	18.61
209-551-42515	Admin Exp/Special Events	6,159.48
209-551-46201	Insurance/General Liabili...	6.71
209-552-41002	Emp Benefits/Dental	206.65
209-552-41003	Emp Benefits/Vision Care	111.66
209-552-42108	Prof Svcs/Building-Struc...	943.37
209-552-43103	Utilities/Electricity & Po...	172.36
209-552-43804	Program Cost/Food Prog...	1,278.36
209-557-43809	Program Cost/Newsletter	300.00
209-552-46201	Insurance/General Liabili...	3.61
209-553-42108	Prof Svcs/Building-Struc...	101.59
209-553-42201	Office Expense	188.35
209-553-43103	Utilities/Electricity & Po...	68.15
209-553-46201	Insurance/General Liabili...	1.85
209-554-41002	Emp Benefits/Dental	115.07
209-554-41003	Emp Benefits/Vision Care	37.22
209-554-42108	Prof Svcs/Building-Struc...	1,685.51
209-554-43103	Utilities/Electricity & Po...	66.25
209-554-46201	Insurance/General Liabili...	3.36
209-557-42108	Prof Svcs/Building-Struc...	765.39
209-557-43103	Utilities/Electricity & Po...	1,727.85
212-20306	Deposits Payable/Miscel...	1,500.00
212-461-34110	Review Fees/Design Rev...	761.00
212-461-41002	Emp Benefits/Dental	255.70
212-461-41003	Emp Benefits/Vision Care	74.44
212-461-42201	Office Expense	137.90
212-461-42302	Travel & Training/Milea...	921.42
212-461-42303	Travel & Training/Meal A...	104.00
212-461-42514	Admin Exp/Special Depa...	300.00
212-461-43103	Utilities/Electricity & Po...	193.35
212-461-46201	Insurance/General Liabili...	7.09
212-462-34229	Fees/Other Fees	473.00
212-462-34232	Fees/Issuance/Processin...	60.00
212-462-41002	Emp Benefits/Dental	415.57
212-462-41003	Emp Benefits/Vision Care	148.88
212-462-42201	Office Expense	1,356.62
212-462-42301	Travel & Training/Conf-R...	240.00
212-462-43103	Utilities/Electricity & Po...	486.59
212-462-46201	Insurance/General Liabili...	9.24
215-342-47205	Improvements/Streets	16,711.70
225-221-42514	Admin Exp/Special Depa...	1,113.79
285-464-43103	Utilities/Electricity & Po...	161.12
310-347-43103	Utilities/Electricity & Po...	417.84
310-348-43103	Utilities/Electricity & Po...	400.00
325-342-47205	Improvements/Streets	24,698.22
500-641-41002	Emp Benefits/Dental	1,023.03
500-641-41003	Emp Benefits/Vision Care	409.42
500-641-42101	Prof Svcs/Professional Se...	9,090.00
500-641-42107	Prof Svcs/Equipment Ma...	1,423.15
500-641-42108	Prof Svcs/Building-Struc...	231.76
500-641-42201	Office Expense	169.38
500-641-42401	Dues & Pub/Membershi...	150.00

Account Summary

Account Number	Account Name	Payment Amount
500-641-43103	Utilities/Electricity & Po...	4,256.30
500-641-44302	Other Materials Supp/Sl...	5,095.94
500-641-44303	Other Materials Supp/C...	24,313.75
500-641-44304	Other Materials Supp/Pe...	3,216.00
500-641-44305	Other Materials Supp/La...	5,054.91
500-641-44306	Other Materials Supp/M...	5,656.73
500-641-44410	Safety Clothing	80.17
500-641-46201	Insurance/General Liabili...	23.27
500-642-41002	Emp Benefits/Dental	280.49
500-642-41003	Emp Benefits/Vision Care	186.10
500-642-42514	Admin Exp/Special Depa...	49.01
500-642-43103	Utilities/Electricity & Po...	942.36
500-642-46201	Insurance/General Liabili...	4.67
505-119-41002	Emp Benefits/Dental	255.70
505-119-41003	Emp Benefits/Vision Care	74.44
505-119-43103	Utilities/Electricity & Po...	99.36
505-119-46201	Insurance/General Liabili...	3.91
525-118-42101	Prof Svcs/Professional Se...	9,700.00
525-118-42107	Prof Svcs/Equipment Ma...	1,856.27
525-118-42203	Office Exp/Shipping & M...	502.09
525-118-43101	Utilities/Telephone	8,710.87
525-118-43106	Utilities/Internet	1,048.59
998-20105	Sal & Ben Payable/Denta...	584.25
998-20106	Sal & Ben Payable/Vision...	353.59
Grand Total:		531,059.51

Project Account Summary

Project Account Key	Payment Amount
None	495,312.82
10634247205RO1714	8,184.44
10634342101IN2201	1,596.00
21534247205RO1714	16,711.70
32534247205RO1710	3,076.00
32534247205RO1714	6,178.55
Grand Total:	531,059.51

Approved By: Date: 5/30/2024



CITY COUNCIL REPORT

9.C.

DATE: JUNE 4, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: AMENDMENT TO THE JOINT EXERCISE OF POWERS OF AGREEMENT BETWEEN THE CITY OF PINOLE AND THE WEST CONTRA COSTA COUNTY TRANSPORTATION ADVISORY COMMITTEE (WCCTAC)

RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) authorizing the City Manager to execute an Amendment to the Joint Exercise of Powers Agreement between the City and the West Contra Costa Transportation Advisory Committee (WCCTAC).

BACKGROUND

WCCTAC

The West Contra Costa Transportation Advisory Committee (WCCTAC) is one of four Regional Transportation Planning Committees (RTPC) in Contra Costa County. The RTPC's were created to manage the 1988 Measure C 1/2 cent sales tax for transportation projects and programs, and its extension, Measure J, approved by Contra Costa County voters in 2004. In addition to managing revenues from Measures C and J, WCCTAC administers the sub-regional transportation mitigation fee program (STMP), and participates in developing and implementing policies, programs and projects to improve local and regional transportation and air quality.

WCCTAC's major activities are grouped into the following areas: Planning & Programming, Special Projects, Transportation Demand Management (TDM), and the Subregional Transportation Mitigation Fee Program (STMP). Additional information is provided in WCCTAC's Fiscal Year 2023-2024 Work Program, Budget, and Member Dues, which is attached to this item.

WCCTAC is governed by a Joint Exercise of Powers Agreement (JPA) between WCCTAC and its member agencies. The nine member agencies are: the cities of El Cerrito, Hercules, Pinole, Richmond, San Pablo; Contra Costa County; and transit providers AC Transit, BART, and WestCAT. Except for the City of Richmond, each member agency appoints one primary and one alternate representative to the WCCTAC Board. The City of Richmond appoints three representatives and the Richmond alternate serves as alternate for all three Richmond representatives. Two WCCTAC Board members also serve on the Contra Costa Transportation Authority (CCTA) Board of Directors.

Councilmembers Anthony Tave and Cameron Sasai currently represent the City of Pinole on

the WCCTAC Board in the primary and alternate roles, respectively.

WCCTAC JPA Amendment

Since early 2023, WCCTAC has undergone a process to update its JPA, which was last updated in 2003. The WCCTAC Board first discussed the possibility of updating the JPA alongside a Board member compensation item at its January 2023 Board meeting where WCCTAC staff presented three key points.

First, WCCTAC's current JPA prohibits Board member compensation. The JPA states that "Each member and alternate shall serve without compensation." The JPA can be amended to allow for compensation, but amendments require approval by "no less than two-thirds of all member agencies," which translates to six of the nine member agencies.

Second, many transportation authorities, transit agencies, and special districts in the Bay Area provide meeting stipends to Board members. For example, the Contra Costa Transportation Authority provides its Board members with \$100 per meeting. While none of the Regional Transportation Planning Committees (RTPC), like WCCTAC, currently provide stipends, the RTPC's are unique to Contra Costa County, and represent the county's less centralized form of transportation decision-making.

Third, since the JPA was last updated twenty years ago, there is a need for general updates to agency names, technical terms, projects, and programs. WCCTAC staff indicated that an update to the JPA was warranted, regardless of the compensation consideration. The Board directed WCCTAC staff to return with additional information, including potential changes to the JPA to allow Board member compensation. Below is a summary of the key steps and decisions made by the WCCTAC Board and staff and staff of member agencies over the roughly twelve months since the January 2023 Board meeting.

February 24, 2023 WCCTAC Board Meeting

- WCCTAC staff recommended that the JPA be amended, partly to allow for potential stipends, and for minor updates to technical terms and agency names.
- The Board had no comments on the Draft JPA Amendment and directed WCCTAC staff to share the draft with the WCCTAC Technical Advisory Committee (TAC) for feedback.

March 13, 2023 WCCTAC TAC Meeting

- The WCCTAC TAC discussed the JPA amendment process and did not suggest any changes to the Draft JPA Amendment.

March 24, 2023 WCCTAC Board Meeting

- The WCCTAC Board received and voted unanimously to transmit the Draft JPA amendment to member agencies for their review and feedback.

May 2023 – February 2024: Member Agency Review

- The Draft JPA amendment was circulated to all member agencies for review and comment.
- The City staff completed review on the Draft JPA Amendment and noted that the City may incur an extra expense if WCCTAC decides to provide Board member compensation.

REVIEW AND ANALYSIS

The proposed WCCTAC JPA Amendment includes two key changes: removal of the bar on Board member compensation and minor text updates to technical terms and agency names. Since Board member compensation is the issue of greatest focus, the following is a summary of the steps needed to enact compensation and the common tradeoffs with compensation. At least two decisions are required to provide compensation for WCCTAC Board members.

- JPA Amendment: The JPA currently prohibits Board member compensation. The Draft JPA Amendment removes this prohibition but does not institute compensation. City Council is acting on the JPA Amendment as part of this agenda item. Decision-Making Body: At least six of the nine WCCTAC member agencies

- WCCTAC Annual Budget: If the JPA Amendment is approved, the WCCTAC Board could then consider Board member compensation as part of its annual budget. As part of this process, WCCTAC solicits member agency feedback, but the WCCTAC Board is the ultimate decision-making body. Decision-making Body: Majority of WCCTAC Board

If adopted, the JPA Amendment would empower the WCCTAC Board to consider Board member compensation at a future date. Should this issue arise, the City of Pinole's interests would be represented through the City's WCCTAC Board member. The City Council could only relay its feedback to the WCCTAC Board but would not have authority over this decision. As noted by WCCTAC staff, many transportation agencies in the Bay Area provide meeting stipends to Board members, which are generally a reflection of the responsibilities, time commitment, and travel expenses required of Board members to make informed decisions. Transportation policy and funding are complicated topics and board member decisions substantially affect the trajectory of the region's land use, environment, and economy. However, if enacted, compensation would represent an additional cost that the City would likely incur through increased WCCTAC membership dues. Councilmembers also participate without compensation in other regional bodies, such as Marin Clean Energy (MCE).

City staff recommend that the City Council authorize the City Manager to execute the proposed JPA Amendment between the City and WCCTAC. WCCTAC fills an essential and unique transportation planning and funding role. Except for the City of Richmond, WCCTAC cities have small populations but major mobility needs. I-80 is one of the most congested corridors in the country, San Pablo Avenue has potential as a strong multimodal corridor that enables sustainable development patterns, and BART is a transit backbone that's facing funding uncertainty in the wake of the pandemic. However, the planning, policy, and funding decisions concerning these regional assets require regional leadership to ensure local needs are heard. This is a role that WCCTAC has filled through work such as the San Pablo Avenue Multimodal Corridor Study, the Travel Training program for older adults and disabled residents, and the Subregional Transportation Mitigation Fee program, among others. The JPA was last updated 20 years ago and the JPA Amendment will allow the WCCTAC Board to decide whether Board member compensation is in the best interest of WCCTAC member agencies, the public, and the future of the region.

FISCAL IMPACT

By eliminating the bar on Board member compensation, the City may incur additional costs should the WCCTAC Board add Board member compensation to future annual budgets. In the

May 2023 WCCTAC Board agenda packet, the Draft FY2023-2024 Work Program, Budget, and Dues included an estimate of member agency dues. In the event the JPA Amendment was adopted and the WCCTAC Board enacted a stipend policy. A stipend of \$50 per meeting per Board member will require dues increase of 6% in comparison to the 5% approved for FY2023-24, and a stipend of \$100 per meeting per Board member would require dues increase of 7%. The City of Pinole's FY2023-24 WCCTAC Dues were \$54,494, which the City pays using Measure J Return to Source funds. The City's annual dues would have increased by an additional \$519 or \$1,038 for the 6% and 7% increases, instead of the 5% approved increase, respectively.

ATTACHMENTS

- A. Resolution
- B. Proposed Amendments to JPA (Redline)
- C. WCCTAC FY 24 Work Program, Budget, and Dues

RESOLUTION NO. 2024 - XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE JOINT EXERCISE OF POWERS AGREEMENT BETWEEN THE CITY OF PINOLE AND THE WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE (WCCTAC).

WHEREAS, WCCTAC fulfills an essential role in administering transportation projects, plans, programs, and funding in the West Contra Costa County sub-region; and

WHEREAS, WCCTAC is governed by a Joint Exercise of Powers Agreement (JPA) between WCCTAC and its member agencies; and

WHEREAS, since early 2023, WCCTAC has undergone a process to update its JPA, which was last updated in 2003. The WCCTAC Board first discussed the possibility of updating the JPA alongside a discussion about the possibility of Board member compensation; and

WHEREAS, the current WCCTAC JPA prohibits Board member compensation. The JPA can be amended to allow for compensation, but amendments require approval by no less than two-thirds of all WCCTAC member agencies, which translates to at least six of the nine member agencies; and

WHEREAS, the WCCTAC Board directed WCCTAC staff to prepare and circulate to the member agencies a draft JPA Amendment, partly to allow for potential Board member compensation, and for minor updates to technical terms and agency names; and

WHEREAS, if the JPA Amendment is adopted by at least six of the nine WCCTAC member agencies, bar on Board member compensation would be removed, and the WCCTAC Board could, at a future date, consider adding Board member compensation to future annual budgets.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Pinole that it hereby Authorizes the City Manager to execute an Amendment to the Joint Exercise of Powers Agreement (JPA) between the City of Pinole and the West Contra Costa Transportation Advisory Committee (WCCTAC).

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on this 4th day of June 2024, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 7th day of May 2024.

Heather Bell, CMC
City Clerk

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

JOINT EXERCISE OF POWERS AGREEMENT

This restatement and amendment of the West Contra Costa Transportation Advisory Committee (WCCTAC) Joint Exercise of Powers Agreement (Agreement) is entered into on this X 28th day of X January, 2023 ~~2003~~, by and between the City of El Cerrito, a municipal corporation; the City of Hercules, a municipal corporation; the City of Pinole, a municipal corporation; the City of Richmond, a municipal corporation and charter city; the City of San Pablo, a municipal corporation; the County of Contra Costa, a political subdivision of the State of California; the Alameda-Contra Costa Transit District (AC Transit), a transit district organized and existing pursuant to the provisions of the California Public Utilities Code; the San Francisco Bay Area Rapid Transit District (BART), a transit district organized and existing pursuant to the provisions of California Public Utilities Code; and the Western Contra Costa County Transit Authority (WestCAT), a joint exercise of powers authority operating pursuant to Government Code Section 6500, et. seq.; and restates in full those provisions of the original Agreement, except as amended herein.

WITNESSETH:

WHEREAS, in November 1988, the voters of Contra Costa County approved Measure "C" which established and funded a transportation agenda for Contra Costa County; and

WHEREAS, in response to the adoption of Measure "C", the Parties to this Agreement decided to formalize the previously existing West Contra Costa Transportation Advisory Committee as a legal entity created to address transportation issues; and

WHEREAS, on January 28, 2003, the WCCTAC Board restated and amended its Joint Exercise of Power Agreement; and

WHEREAS, on November 2, 2004, the voters of Contra Costa County approved Measure "J" which is the successor to Measure C; and

WHEREAS, each of the public Agencies which are a party to this Agreement, hereafter referred to collectively as the "Parties", or individually as an "Agency", has the power to address transportation issues; and

WHEREAS, each of the Parties to this Agreement believes that a combination of their separate powers and abilities may enable

them to more effectively respond to Measure "JE", the successor to Measure "C", and to address transportation issues; and

WHEREAS, each of the Parties to this Agreement propose by this Agreement to exercise their respective common powers jointly for the purpose of responding to the passage of Measure "JE" and addressing existing and future transportation issues; and

WHEREAS, California Government Code Section 6500, et seq. provides that two or more public Agencies by Agreement may jointly exercise any power that any one of the Agencies could exercise separately; and

WHEREAS, the Parties to this Agreement are desirous of conferring upon a separate legal entity the necessary powers with regard to responding to Measure "JE" and for addressing transportation issues for the benefit of each and all of the Parties.

NOW, THEREFORE, THE PARTIES TO THIS AGREEMENT DO AGREE AS FOLLOWS:

1. OBJECTIVE AND COMMISSION

The objective of this Joint Exercise of Powers Agreement is to create a city, county, and transit district transportation agency advisory committee which shall protect and advance the interests of West Contra Costa County communities with regard to transportation issues in general and the utilization of Measure "JE" funds in particular. More specifically, the committee created by this Agreement is commissioned to:

- (A) Assist member Agencies with a coordinated and cooperative implementation of the West Contra Costa Action Plan Updates s-2000;
- (B) Participate in the development and implementation of the Countywide Comprehensive Transportation Plan;
- (C) Initiate "area specific" and/or "project specific" transportation studies/plans where appropriate;
- (D) Assist member Agencies with Congestion Management Program compliance requirements;
- (E) Develop regional strategies and meet regional requirements established by Measure "JE";

- (F) Cooperatively address transportation issues, beyond Measure "~~JE~~" requirements, when said issues affect West Contra Costa County interests;
- (G) Assess the transportation needs of the West Contra Costa County area;
- (H) ~~Consider the development of expanded~~ Develop, expand, or improve West Contra Costa County transit services and Transportation ~~Demand Systems~~ Management (T~~DS~~M) programs;
- (I) Advise the Parties on transportation issues;
- (J) Coordinate the actions and responses of the Parties with regard to transportation issues;
- (K) Formulate transportation policy statements;
- (L) Sponsor educational forums, workshops, ~~TSM Coordinator~~ trainings, and discussions on transportation matters;
- (M) Develop and administer a West Contra Costa Regional T~~DS~~M program to encourage use of alternatives to single occupant commute travel;
- (N) Gather information necessary to carry out the foregoing purposes;
- (O) Oversee the Subregional Transportation Migration Program (STMP) ~~., and~~
- (P) ~~Manage the Richmond Intermodal Station project.~~

2. DEFINITIONS

Certain words as used in this Agreement shall be defined as follows:

- (A) "Agency" shall mean each city, transit district, county or joint exercise of powers authority which is a signatory to this Agreement.
- (B) "Board" or "WCCTAC Board" shall mean the board constituted herein pursuant to this Agreement to administer and execute this Agreement.
- (C) "Congestion Management Program" shall mean the State mandated program which establishes performance

standards and requirements for the transportation system, creates a process to analyze the impact of land use changes on regional transportation, and creates a capital improvement program to maintain the regional transportation system.

- (D) "Countywide ~~Comprehensive~~ Transportation Plan (C~~E~~TP)" shall mean a countywide plan required under Measure "C". The C~~E~~TP is created from the five regional transportation planning committee action plans and is updated every two years.
- (E) "Subregional Transportation Mitigation Program" or "STMP" shall refer to the program under which developer fees are imposed on properties located in the West Contra Costa County area for use in funding transportation mitigation projects.
- (F) "Transportation ~~Demand Systems~~ Management" or "T~~D~~SM" shall mean any combination of measures that are designed to provide information, assistance, and incentives to employees and residents to encourage use of alternatives to single occupant commute travel.
- (G) "T~~D~~SM Ordinance" shall mean the Transportation ~~Demand Systems~~ Management ordinance(s) adopted by West Contra Costa cities and Contra Costa County setting forth the purpose, goal, objectives, requirements, and responsibilities of the West Contra Costa Regional T~~D~~SM Program.
- (H) "West Contra Costa Action Plan Update ~~2000~~" shall mean the regional transportation plan update for West County adopted in any given year~~July 2000~~, required by Measure ~~JE~~, and intended to create a framework for member agencies to jointly and cooperatively address regional transportation issues.
- (I) "West Contra Costa Regional T~~D~~SM Program" shall mean a Transportation ~~Demand Systems~~ Management Program managed by the WCCTAC staff on behalf of the member cities with the purpose of reducing vehicle trips and increasing ridesharing and transit usage.

"West Contra Costa Transportation Advisory Committee" also referred to as "WCCTAC" shall mean the public and separate entity created by this Agreement.

(K) "West Contra Costa Transportation Advisory Committee-Technical Advisory Committee" also referred to as "WCCTAC-TAC" shall mean the technical advisory committee to the West Contra Costa Transportation Advisory Committee.

3. HEADINGS

All headings contained herein are for convenience or reference only and are not intended to define or limit the scope of any provision of this Agreement.

4. EFFECTIVE DATE

This restatement and amendment of the WCCTAC Joint Exercise of Powers Agreement shall become effective upon the receipt by the WCCTAC ~~Managing Executive~~ Director of properly executed copies of the Agreement from not less than two-thirds of all member Agencies of WCCTAC.

5. CREATION OF WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

WCCTAC was formally created as a "Joint Powers Agency" in 1990 pursuant to California Government Code Section 6500, et seq. Through this Agreement it is hereby confirmed that the West Contra Costa Transportation Advisory Committee (hereinafter referred to as "WCCTAC") shall exercise in the manner hereinafter set forth the powers common to each of the member Agencies until this Agreement is amended or terminated. WCCTAC shall be a public entity separate from the member Agencies. No debt, liability, or obligation of the WCCTAC shall constitute a debt, liability, or obligation of any member Agency. Each Agency's obligation hereunder is expressly limited only to the appropriation and contribution of such funds as the parties hereto may agree to and direct in accordance with this Agreement.

6. POWERS

The powers of the WCCTAC shall include and be limited to the following:

- (A) to annually adopt a work program along with a budget setting forth all operational expenses for WCCTAC, together with an apportionment of expenses allocated to each Agency. The draft work program and budget of ~~the~~ WCCTAC shall ~~be prepared by April 1~~ and shall be submitted for review to each member Agency prior to its final adoption by the WCCTAC Board. on or about July 1. ~~Each member Agency shall provide comments to WCCTAC staff concerning the WCCTAC work program and budget by June 1.~~
- (B) to make and enter into contracts;
- (C) to apply for and accept grants, advances, and contributions;
- (D) to employ or contract for the services of agents, consultants, engineers, attorneys, and such other persons or firms as it deems necessary to carry out the objectives of this Agreement;
- (E) to conduct studies and develop plans;
- (F) to develop and administer the West Contra Costa Sub-Regional TDSM program;
- (G) to periodically review transportation plans and TDSM programs and ordinances, and recommend changes thereto; and
- (H) to incur debts, liabilities, or obligations, subject to limitations herein set forth.
- ~~(I)~~ to oversee the West County Subregional Transportation Mitigation Program (STMP).

7. BOUNDARIES

The boundaries of WCCTAC shall be the boundaries as shown in Appendix A which is attached hereto and incorporated herein by this reference.

8. OVERALL ORGANIZATION

The WCCTAC Board shall provide overall policy direction for the coordinated implementation of ~~the~~ West Contra Costa Action Plan Updates s 2000 and decision making for general WCCTAC operations, including implementation of the West Contra Costa Regional TDSM Program.

The WCCTAC Board shall also be the final arbiter in matters related to the implementation of the STMP.
The WCCTAC-TAC shall provide administrative guidance and technical review to the Board. Staff or consultants hired by WCCTAC shall report directly to the WCCTAC Executive Managing Director, or their designee with consultation from the WCCTAC-TAC.

9. WCCTAC ORGANIZATION

(A) WCCTAC Board

WCCTAC shall be governed by the WCCTAC Board which shall exercise all powers and authority on behalf of WCCTAC. The Board is empowered to establish its own procedures. The Board may do any and all things necessary to carry out the purposes of this Agreement.

(1) Members

(a) The Board shall consist of eleven members which shall be allocated in the following manner:

- (i) Three members shall be appointed by the governing body of the City of Richmond;
- (ii) The governing bodies of the cities of El Cerrito, Hercules, Pinole, and San Pablo shall each appoint one member;
- (iii) The governing body of the County of Contra Costa shall appoint one member;
- (iv) The governing bodies of AC Transit and BART shall each appoint one member; and
- (v) The governing body of WestCAT shall appoint one member provided that the WestCAT member (and said member's alternate) shall not be a representative (either elected or non-elected) from either the City of Hercules or the City of Pinole.

(b) Upon execution of this Agreement, the governing body of each Agency shall appoint the appropriate number of its members to serve as members of the Board and an appropriate number of its members to serve as alternate member(s) of the Board to serve in the absence of its regular appointees. Each member and alternate shall hold office from the first meeting of the Board after appointment until a successor is selected. Each member and alternate shall serve at the pleasure of the governing body or bodies of the appointing Agency or Agencies. In the case of members or alternates who are elected officials, if a member or alternate ceases to be an elected official of the member Agency, he or she shall then be ineligible to serve on the WCCTAC Board, and the appointing Agency shall appoint a successor prior to the next Board meeting. Likewise, if a non- elected member or alternate is replaced, said member or alternate shall be ineligible to serve on the WCCTAC Board, and the appointing Agency shall appoint a successor prior to the next Board meeting. ~~Each member and alternate shall serve without compensation.~~

(2) Officers

The WCCTAC Board members shall select from the WCCTAC Board a Chair and Vice Chair who shall hold office for a period of one year, commencing February 1; provided however, that in the event that a member Agency removes from the Board a member serving as an officer, the Board shall appoint a member from the newly constituted Board to fill the vacant office for the remainder of that year.

- (a) Chair. The Chair shall preside at the meetings of the Board; call meetings to order; adjourn meetings; announce the business and the order it is to be acted upon; recognize persons entitled to the floor; put to vote all questions, moved and seconded; announce result of votes; maintain the rules of order; execute documents and official actions on behalf of the Board when duly approved; and carry out other duties set forth in the by-laws.

- (b) Vice Chair. The Vice Chair shall serve as Chair in the absence of the regularly elected Chair.
- (c) Secretary. The WCCTAC Executive Managing Director, or their designee, shall serve as the Secretary and shall prepare, distribute, and maintain minutes of meetings of the WCCTAC Board, the WCCTAC-TAC and any committees of the WCCTAC (or shall contract for such services). The Secretary shall also maintain the official records of the WCCTAC and shall file notices as required by Paragraph 20 of this Agreement.
- (d) Treasurer. WCCTAC shall employ, or contract for, the services of a Treasurer who shall:
 - (i) Report to the WCCTAC Executive Managing Director;
 - (ii) Receive and provide for the receipt of all funds of the WCCTAC and place them in the treasury to the credit and for the account of the WCCTAC;
 - (iii) Be responsible, upon an official bond, for the safekeeping and disbursement of all funds of the WCCTAC;
 - (iv) Pay, when due, out of funds of the WCCTAC, all sums payable on outstanding Revenue Bonds and other indebtedness of the WCCTAC;
 - (v) Pay any other sum duly authorized for payment from funds of the WCCTAC;
 - (vi) Verify and report, in writing, on the first day of July, October, January, and April of each year to the Board and each member, at each meeting s of the end of the preceding month, the amount of funds held for the WCCTAC, the amount of receipts since the last report and the

amount paid out since the last report; and

- (vii) Invest WCCTAC's funds in the manner provided by law and collect interest thereon for the account of the WCCTAC.

(3) Vote

(a) Authorized Voting Members

Each member or designated alternate shall be authorized to vote.

(b) WCCTAC Business

For purposes of decisions related to the regular business of the WCCTAC, including policy decisions, preparation of budgets and expenditures of funds, the City of Richmond shall have three votes; the cities of El Cerrito, Hercules, Pinole, and San Pablo shall have one vote apiece; the County of Contra Costa shall have one vote; AC Transit and BART shall have one vote apiece; and WestCAT shall have one vote. ~~A majority vote of six affirmative votes~~ shall be required for the adoption of any course of action related to the regular business of the WCCTAC.

(c) Appointment of Representatives to the Contra Costa Transportation Authority

Decisions related to determining WCCTAC appointments to the Contra Costa Transportation Authority shall be made only by the participating City and County jurisdictions. In these cases, participating cities and the County shall each have one vote. Under this section, Richmond shall have one vote accordingly. Board members from Richmond shall reach a consensus on any affirmative vote under this section. Four affirmative votes shall be required for any WCCTAC decision related to appointment of representatives to the Contra Costa Transportation Authority. Appointees must be members, or alternates, of the WCCTAC Board.

(4) Meetings of the Board

(a) Regular Meetings

The Board shall meet at least ten times per year unless the necessary business of the Board can be completed with less meetings. The date, hour, and place at which each such regular meeting is held shall be determined by a majority vote by the Board.

(b) Special Meetings

Special meetings of the Board may be called in accordance with the provisions of Section 54956 of the California Government Code.

(b) Notice of Meetings

All meetings of the Board shall be held subject to the provisions of the Ralph M. Brown Act, being California Government Code Sections 54950, et seq., and other applicable laws of the State of California requiring notice of meetings of public bodies to be given.

(c) Minutes

The Board shall cause minutes of all meetings to be kept and shall include the minutes in the next agenda packet, or as soon thereafter as they may be prepared and provided, for approval.

(d) Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business.

(5) Bylaws

The Board shall adopt from time to time such bylaws, rules, or regulations for the conduct of its affairs as may be required.

(B) WCCTAC STAFF

(1) Composition

The WCCTAC shall have a staff consisting of an ~~Managing-Executive~~ Director who shall serve as

the primary staff person. Other staff may include those with expertise in transportation planning, funding, projects, and programs, or administrative and finance support,~~a Transportation Project Specialist and clerical support.~~ In addition, independent consultants and/or interns may be engaged on a continuing or short-term basis, as needed. The ~~Managing~~ Executive Director shall report to the WCCTAC Chair.

(2) Additional Staff

Additional staff may be added with Board approval within budget ~~the~~ constraints ~~. of the then current fiscal year budget.~~

(C) WCCTAC-TAC ORGANIZATION

(1) Composition

The WCCTAC shall have a technical advisory committee which shall be known as the WCCTAC-TAC and which shall be composed of the City Managers of the participating cities or said City Managers' designees; the District Managers of the participating transit authorities or said District Manager's designees; and the County Administrator for Contra Costa County or said County Administrator's designee.

(2) Duties

The WCCTAC-TAC shall study and discuss issues pertaining to WCCTAC and shall make recommendations to the WCCTAC concerning those issues. However, the role of the WCCTAC-TAC in making recommendations to the WCCTAC shall not be deemed to preclude the WCCTAC from considering recommendations from other bodies and concerned individuals.

(3) Officers

The WCCTAC-TAC shall be chaired by the WCCTAC Executive ~~Managing~~ Director.

10. SUPPORT SERVICES

Each of the Agencies shall strive to provide the necessary support to the Board and TAC as may be necessary for the Board and TAC to fulfill ~~its~~ their duties.

11. RESTRICTIONS UPON EXERCISE OF POWER OF BOARD

This Agreement is entered into under the provisions of Title 1, Division 7, Chapter 5, Article I, Section 6500, et seq., of the California Government Code, concerning joint powers Agreements. The powers to be exercised hereunder shall be subject to the restrictions upon the manner of exercising the power of the City of San Pablo.

12. FUNDS, AUDIT AND ACCOUNTING SERVICES

Pursuant to the requirements of Section 6505.5 of the Government Code, the ~~Director of Finance Finance Division Manager~~ of the City of San Pablo is designated to be the depository and to have custody of all WCCTAC funds from whatever source, and to perform the following functions, unless the WCCTAC Board determines otherwise. Fiscal responsibilities shall include the following:

- (A) Receive and receipt for all money for WCCTAC for the credit of the Board;
- (B) Be responsible upon official bond for the safekeeping and disbursement of all Board money so held;
- (C) Pay any sums due from the Board from Board money, or any portion thereof, only upon warrants of the WCCTAC Executive Managing Director. There shall be a limit of ~~\$25,000~~ \$10,000 on the amount of warrants which can be issued without Board approval.
- (D) The Finance Division Manager of the City of San Pablo shall be considered the Treasurer of WCCTAC funds unless otherwise determined by the WCCTAC Board. The Treasurer of WCCTAC funds shall have custody of all WCCTAC funds and shall verify and report in writing on the first day of October, January, and April of each year; and within ninety (90) days after the close of the fiscal year ended June 30th, to the Board and to the participating Agencies to this Agreement, the amount of money the Treasurer holds for the Board, the amount of receipts, and the amount paid out since the last report to the Board.

The audit of funds shall be conducted annually in compliance with Section 6505 of the Government Code by an independent certified public accountant qualified to perform on behalf of joint power authorities. There shall be strict accountability of all funds and reporting to the Board of all receipts and disbursements. In each case the minimum requirements of the audit shall be those prescribed by the State Controller for municipalities or counties and the audit shall conform to generally accepted auditing standards.

- (E) The ~~Executive Managing~~ Director and the Treasurer are hereby designated as the persons who have charge of and access to the property of WCCTAC. Each such person shall file with the Board an official bond in an amount to be fixed by the Board. The costs of the bonds shall be paid by WCCTAC.

13. OBLIGATIONS OF THE AGENCIES

Each Agency shall:

- (A) Be liable to the WCCTAC for, upon demand, its proportionate share of expenses based upon the budget adopted by the WCCTAC and member Agencies. Invoices shall be prepared by the WCCTAC ~~Executive Managing~~ Director. The proportionate share of each Agency shall be determined according to the following formula:

City of Richmond	27.2%
City of El Cerrito	9.1%
City of Hercules	9.1%
City of Pinole	9.1%
City of San Pablo	9.1%
County of Contra Costa	9.1%
San Francisco Bay Area	
Rapid Transit	9.1%
District Alameda-Contra	
Costa	9.1%
Transit District	
WestCAT Western	9.1%
Contra Costa Transit	
District	

(B) The WCCTAC Board will recommend a budget to member Agencies each Fiscal Year and, based upon the formula set forth in Paragraph (A) above, WCCTAC shall annually determine the amount of each member Agency's annual proportionate share.

(C) Commencing on July 1, 1994, and continuing with each July 1 thereafter, the WCCTAC Board shall approve a budget which reflects the annual costs and the proportionate share of required funding to be provided by each member Agency. WCCTAC members shall be invoiced annually on or about July 1 for the next fiscal year and their share shall be payable immediately.

14. NON-DISCRIMINATION STATEMENT

WCCTAC promotes equal opportunities in the workplace. WCCTAC is an equal opportunity employer and does not discriminate based on an applicant's, employee's, intern's, or contractor's race, color, religion, sex, sexual orientation, national origin, citizenship, age, physical or mental disabilities, or any other characteristic protected by state or federal law.

15. DISPOSITION OF WCCTAC FUNDS UPON TERMINATION

WCCTAC funds, including any interest earned on deposits, remaining upon termination of this Agreement after payment of all obligations, shall be returned in proportion to the contribution made by each Agency during the term of this Agreement. Decisions of the Board shall be final in this regard.

16. WITHDRAWAL

Any Agency upon sixty (60) days' written notice given to the Chair of WCCTAC may withdraw from this Agreement; provided, however, that the withdrawing Agency shall be liable for its proportionate share of any expenses incurred, up to the date that the termination becomes effective, which exceeds the withdrawing Agency's contribution under Paragraph 13; and provided further, that in no event shall a withdrawing Agency be entitled to a refund of all or any part of its contribution made under Paragraph 13.

17. TERMINATION

(A) This Agreement shall remain in effect indefinitely unless amended or terminated as provided hereunder.

- (B) This Agreement may be terminated by the affirmative vote of the governing bodies of not less than two-thirds of all member Agencies.

18. AMENDMENTS

This Agreement may be amended by the following process:

- (A) The WCCTAC Board shall first consider any and all amendments to this Agreement. A majority vote of the WCCTAC Board shall be required before any recommended amendment to this Agreement is forwarded to the member Agencies for consideration and adoption.
- (B) This Agreement may be amended by an affirmative vote of the governing bodies of not less than two-thirds of all member Agencies.
- (C) Any amendment that is approved shall not become effective until the WCCTAC ~~Executive Managing~~ Director receives properly executed copies of the Agreement from not less than two-thirds of all member Agencies of WCCTAC.

19. NOTICES

All notices to Agencies shall be deemed to have been given when mailed to the governing body of each Agency. Notices to WCCTAC shall be sent to the WCCTAC Board at:

WCCTAC
6333 Potrero Ave. Suite 100
El Cerrito, CA 94609
~~13831 San Pablo Avenue~~
~~San Pablo, CA 94806~~

Should WCCTAC's address of record change, the Executive Director shall provide notices to the Agencies of the change of address. Notices from others to WCCTAC shall be sent to the updated address.

20. FILINGS WITH THE SECRETARY OF STATE

Within 30 days of the effective date of this Agreement, the Chair of WCCTAC shall file with the Office of the California Secretary of State a Notice of a Joint Powers Agreement for WCCTAC pursuant to California Government Code Sections 6505.3 and 6505.7, and a Statement of Facts - Roster of Public Agencies Filing pursuant to California Government Code Section 53051.

IN WITNESS WHEREOF, these signatures attest the parties' Agreement to the provisions of this Joint Exercise of Powers Agreement.

The map shows the San Pablo area, including the city of San Pablo, Richmond, and surrounding regions like Hercules and Crockett. Major roads are labeled, including Highway 80, Highway 580, and Highway 123. Local streets such as Richmond Blvd., Colma Blvd., and Central Ave. are also shown. The map includes a scale bar and a north arrow.

WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION 23-05

**ADOPTION OF FISCAL YEAR 2023-2024 WORK PROGRAM, BUDGET, AND
MEMBER DUES**

WHEREAS, the West Contra Costa Transportation Advisory Committee ("WCCTAC") is a joint exercise of powers authority formed pursuant to Government Code Section 6500, et. seq. by and between the City of El Cerrito, the City of Hercules, the City of Pinole, the City of Richmond, the City of San Pablo, Contra Costa County, Alameda-Contra Costa Transit District ("AC Transit"), San Francisco Bay Area Rapid Transit ("BART"), and West Contra Costa Transit Authority ("WestCAT"), and

WHEREAS, the WCCTAC Joint Exercise of Powers Agreement ("Agreement") authorizes WCCTAC to: annually adopt a work program along with a budget setting forth all operational expenses, together with an apportionment of expenses allocated to each member agency; make and enter into contracts; apply for and accept grants, develop and administer the Transportation Demand Management ("TDM") Program; and act as fiscal agent for the Subregional Transportation Mitigation Fee Program ("STMP"); and

WHEREAS, the Fiscal Year 2023-2024 proposed work program, budget, and member agency dues were circulated for review by the member agencies, and all comments received were duly noted and addressed.

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Board of Directors of WCCTAC adopts the Fiscal Year 2023-2024 work program, budget, and member agency dues, and as shown in the attachments to this Resolution, which are incorporated herein by reference.

The foregoing Resolution was adopted by the WCCTAC Board at a regular meeting on June 23, 2023 by the following vote:

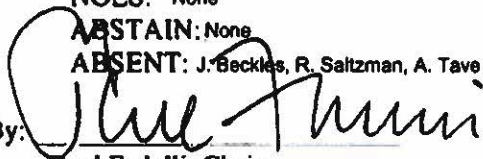
AYES: P. Fadelli, R. Xavier, C. Sasi, C. Peebles, J. Giola, C. Zepeda, E. Martinez, T. Hansen, S. Bana, D. Bailey

NOES: None

ABSTAIN: None

ABSENT: J. Beckles, R. Saltzman, A. Tave

By:


Paul Fadelli, Chair

Attest:


John Nemeth, Executive Director

Approved as to Form:


Kristopher J. Kokotaylo, General Counsel

**WCCTAC
FISCAL YEAR 2023-24
WORK PROGRAM**

WCCTAC's activities may be grouped into the following five major areas: Planning and Programming (General Operations), Special Projects, Transportation Demand Management (TDM), Sub-regional Transportation Mitigation Fee Program (STMP), and Office Administration.

Planning and Programming (General Operations)

This program area relates to WCCTAC's function as the Regional Transportation Planning Committee (RTPC) for West Contra Costa County under Measure J. It also includes transportation planning efforts resulting from the agency's Joint Powers Agency function. Activities in this program area are mainly funded with annual member agency contributions and, to a smaller extent, Measure J dollars.

MEASURE J PROGRAMMING

1. Program and administer West County's Measure J projects and programs, including:
 - a. Low Income Student Bus Pass Program (Measure J 21b)
 - b. Additional Bus Transit Enhancements (Measure J 19b)
 - c. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
 - d. Sub-regional needs (Measure J 28b)

COUNTY-WIDE AND REGIONAL PLANNING AND FUNDING

2. Work with CCTA on the development of the Countywide Transportation Plan Update.
3. Monitor Action Plan compliance by reviewing certain proposed projects, General Plans or Amendments, and work to advance goals, objectives and actions contained in the West County Action Plan.
4. Partner with CCTA on the development of training sessions to assist local jurisdictional staff with Growth Management Program (GMP) checklist compliance.
5. Participate in follow-up activities related to the countywide Accessible Transportation Strategic Plan.
6. Participate in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority capital projects in West County.
7. Participate in CCTA's Integrated Transit Plan effort.
8. Monitor the Link21 effort to improve the regional rail network in Northern California and provide input as needed.

9. Monitor local and regional efforts that support transit financial stabilization and keep the WCCTAC Board informed.
10. Monitor the AC Transit Realign effort and keep the WCCTAC Board informed about potential service changes

I-80, I-580 and S.R. 4 CORRIDORS

11. Monitor and participate, if possible, in MTC's Bus on Shoulder Study and advocate for its implementation on I-80, consistent with the recommendations in WCCTAC's West County Express Bus Implementation Plan.
12. Monitor the progress of recommendations in MTC's I-80 Design Alternatives Assessment and keep the WCCTAC TAC and Board informed.
13. Work with MTC, Caltrans, and other agencies to promote capital improvements that may benefit transit in West County.
14. Work with Hercules, CCTA, and CCJPA on securing funding for the Hercules Hub, formerly known as the Regional Intermodal Transportation Center, in Hercules.
15. Work with CCTA to identify funding or address other project development needs for key projects such as the San Pablo Dam Rd interchange or Central Ave. phase 2.
16. Provide updates to the WCCTAC Board on I-80 corridor issues as needed.
17. Continue participating in the I-580 Open Road Tolling and HOV project led by MTC.
18. Participate in CCTA's State Route 4 Corridor Vision effort.

SUB-REGIONAL ACTIVITIES

19. Seek funding to advance and implement the projects recommended in Phase 2 of the San Pablo Avenue Multimodal Corridor Study with CCTA and ACTC and local jurisdictions.
20. Continue advancement of recommendations of: the West County High-Capacity Transit Study, the West Contra Costa County Express Bus Implementation Plan and the San Pablo Avenue Multimodal Corridor Study, Phase 2.
21. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on annual review of the Richmond ferry's ridership, marketing, fare policy, access issues, and capital needs.

22. Monitor plans for transit-oriented development and supporting access improvements at both El Cerrito BART Stations and work with BART and El Cerrito.
23. Assist local jurisdictions in the implementation of a low stress bike network in West County through the identification of funding opportunities.

GRANTS

24. Monitor grant opportunities, inform member agencies, pursue grants if appropriate, provide letters of support to member agencies, and facilitate prioritization of West County candidate projects for grants. Some examples of grant opportunities include State Transportation Improvement Program (STIP) for complete street projects, Active Transportation Program (ATP) grants for pedestrian and bicycle improvements, Program for Arterial System Synchronization (PASS) for adjusting signal timing, as well as federal 5310 grants for senior and disabled transportation.
25. Consider the potential for an on-call consultant that could assist WCCTAC staff in the development of complex grant applications.
26. Take the lead in applying for grants for planning and implementation of multi-jurisdictional improvements, in partnership with member agencies.

FORMAL BODIES

27. Manage or participate in meetings of the: WCCTAC Board, WCCTAC TAC, CCTA Board, CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC), CCTA Administration and Projects Committee (APC), CCTA Paratransit Coordinating Committee (PCC), the Active Transportation Specific Plan (ATSP) Task Force, the West County Mobility Management Group, the West County Senior Coalition, CCTA Technical Coordinating Committee (TCC), CCTA Growth Management Task Force, and the Caltrans District 4 Pedestrian Advisory Committee.

Special Projects

As a Joint Powers Agency, WCCTAC may apply for and receive various grants that advance the transportation goals of West Contra Costa. WCCTAC can also serve as a lead for certain studies or projects using other agency contributions. In the upcoming fiscal year, WCCTAC will:

1. Manage the on-going development of the draft Richmond Parkway Transportation Plan, formerly known as the Richmond Parkway Environmental Justice and Regional Mobility Plan.
2. Manage the Travel Training Program funded by Measure J 28b. This will involve teaching groups and individuals to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services.

3. In partnership with CCTA, the County, and other stakeholders, develop and implement a pilot program aimed at providing medical trips outside of the subregion to senior and disabled residents.

Transportation Demand Management (TDM)

This program promotes transportation alternatives to the single occupant vehicle by encouraging walking, bicycling, transit, carpooling, and vanpooling, and is coordinated with the larger countywide 511 Contra Costa Program. It is funded on a reimbursement basis by Measure J and grants from the Air District. In the upcoming fiscal year, the TDM program will:

1. Manage the Employer-Based Trip Reduction Program, which includes: employer outreach and programs, tabling at community events, transit incentives, funding for bike racks and lockers, funding for EV charging stations.
2. Manage the West County "Pass2Class" program that provides free transit passes to students at the beginning of the school year.
3. Manage the Commuter Benefit program, which includes the countywide programs Guaranteed Ride Home, Try Transit, Take 10, and Secure Your Cycle Programs.
4. Co-lead Bike to Wherever Days 2024 with other regional partners.
5. Participate in TDM plan for the areas around the El Cerrito and Richmond BART stations.
6. Support Local Agency Climate Action plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
7. Continue to implement strategy to encourage telework/work from home policies and flexible work hour policies with Contra Costa Employers.
8. Continue to coordinate micro-mobility (scooters, bike rental) planning and implementations around the West County Region, in close partnership with the cities and county.
9. Assist in the promotion of the new City of Richmond Moves shuttle service.
10. Implement the Summer Youth Pass program, which provides discounted bus passes for youth during summer months.
11. Implement and promote annual community walking and biking programs, Winter Walk Challenge and Summer Bike Challenge.

Sub-regional Transportation Mitigation Fee Program (STMP)

WCCTAC acts as the trustee for the development impact fees collected by the West County cities and the unincorporated areas of the County. An updated program went into effect on July 1, 2019. Under the updated program, STMP funds are to be used for twenty pre-identified, regionally-benefitting capital projects. In the upcoming fiscal year, WCCTAC will:

1. Collect, administer, and track funds and reporting forms.
2. Provide monitoring reports on revenue collected and status of local reporting.
3. Develop funding agreements with project sponsors for any Board-approved funding allocations.
4. Manager a call for projects based on Board direction, and allocate funds to eligible, Board-approved projects.
5. Respond to inquiries from local agencies and members of the public.
6. Review and process appeal and exemption requests.
7. Monitor and update, as needed, the expiration dates of existing STMP funding agreements.
8. Begin the required five-year review and update of the 2019 STMP and its nexus study. Modify spreadsheet system to ease program administration and improve monitoring.

Administration

In the upcoming fiscal year, staff will:

1. Maintain, update, and expand content on the WCCTAC website including Zoom videos of board meetings.
2. Continually evaluate work and meeting practices, post Covid.
3. Continue digitizing WCCTAC records including funding agreements, resolutions, and Board and TAC meeting packets.
4. Develop a remote work policy.
5. Explore office options and/or prepare for lease renewal.
6. Update the Joint Powers Agreement

**SUMMARY OF ALL ACCOUNTS FY
2023-2024 Final Budget**

Activity	Actual FY 2021-22	Original FY 2022-23	Estimated FY 2022-23	Proposed FY 2023-24	Note
REVENUES					
33403 Grants (TDM)	624,036	525,095	525,095	596,860	
33403 TDM Grant Reallocation	-	252,561	252,561	-	
34111 Member Contributions	531,744	556,329	556,329	584,874	
343xx STMP Fees	975,875	3,770,000	3,905,861	2,130,000	
36102 Interest (LAIF)	13,590	18,000	19,827	15,000	
39906 Other Grants	312,524	151,109	208,212	444,994	
39906 Measure J for Student Bus Pass Program	120,000	98,000	106,416	110,000	
39906 Measure J 20b, 21b, 28b for Admin	73,102	100,150	62,233	86,687	
TOTAL REVENUES	2,650,871	5,471,244	5,636,534	3,968,415	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	888,125	972,121	932,299	995,946	
41911 Liability Insurance	10,350	9,278	9,278	9,278	
Total Salaries, Benefits & Insurance	898,475	981,399	941,577	1,005,224	
Professional Services					
43600 Professional Services					
<i>Financial and IT Services</i>	45,766	43,500	47,778	49,000	
<i>Audit</i>	16,106	13,250	12,512	13,250	
<i>Attorney Services</i>	13,222	12,000	16,043	16,000	
<i>Accounting Services</i>	12,316	12,000	12,579	13,100	
<i>Program Related Services (TDM)</i>	55,560	35,000	9,165	11,000	
<i>Other</i>	2,182	1,000	350	1,000	
Total Professional Services	145,152	116,750	98,427	103,350	
Special Expenses (Project / Program Funding)					
44000 Special Dept. Expense					
<i>Incentives / Marketing (TDM)</i>	176,558	89,169	182,701	164,060	
<i>TFCA Special Project</i>	-	252,561	252,561	-	
<i>Misc. STMP Project Funding</i>	101,296	6,780,536	406,540	6,391,144	
<i>Student Bus Pass Program - WCCUSD</i>	60,000	50,000	57,454	60,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	48,000	48,962	50,000	
<i>San Pablo Ave Corridor Study</i>	312,255	24,000	53,197	9,829	
<i>Richmond Prkwy Corridor Study</i>	-	127,109	132,388	397,165	
<i>Contingency (WCCTAC Operations)</i>	1,522	10,000	3,762	10,000	
Total Special Expenses	711,631	7,381,375	1,137,565	7,082,198	
Travel & Training					
44320 Travel/Training/Mileage/Mbrshp	774	11,750	4,141	7,750	
Total Travel/Training	774	11,750	4,141	7,750	
Office Expenses & Supplies					
43500 Office Supplies	4,812	5,900	6,347	6,400	
43501 Postage	1,355	1,500	1,576	1,600	
43502 TDM Postage	634	1,500	3,275	3,000	
43520 Printing, Copier Lease	5,671	6,400	6,187	6,400	
43900 Rent/Building	43,328	44,750	43,687	44,500	
Total Office Exp & Supplies	55,800	60,050	61,072	61,900	
TOTAL EXPENSES	1,811,832	8,551,324	2,242,782	8,260,422	
REVENUES - EXPENSES	839,039	(3,080,080)	3,393,752	(4,292,007)	
Beginning Fund Balance				5,929,395	
Ending Fund Balance				1,637,388	

Notes:

See notes in the attached detail sheets by account.

**DETAIL: WCCTAC Operations
FY 2023-24 Final Budget**

Activity	Actual FY 2021-2022	Original FY 2022-2023	Estimated 2022-2023	Proposed 2023-2024	Notes
REVENUES					
34111 Member Contributions	531,744	556,329	556,329	584,874	(a)
36102 Interest - LAIF	192	-	277	-	
39906 Other - Measure J (20b & 21b)	29,000	29,000	31,000	32,737	(b)
Other - Measure J 28b	44,102	71,150	31,233	53,950	(c)
Caltrans Planning Grant			20,000	35,000	(d)
TOTAL REVENUES	605,038	656,479	638,839	706,561	
EXPENSES					
Salary, Benefits & Insurance					
41000s Salary & Benefits	517,874	564,484	524,733	569,435	(e)
41911 Liability Insurance	5,175	4,639	4,639	4,639	
Total Salaries, Benefits & Insurance	523,049	569,123	529,372	574,074	
Professional Services					
43600 Professional Services					
Financial - City of San Pablo	19,395	19,500	20,556	21,000	
IT / VOIP phone	11,738	12,500	12,135	13,160	
Audit	16,106	13,250	12,512	13,250	
Attorney Services	13,222	12,000	16,043	15,000	
Accounting Services	5,518	6,000	5,838	6,100	
Other	1,832	1,000	350	1,000	
Total Professional Services	67,811	64,250	67,434	69,510	
Special Department Expenses					
44000 Special Dept. Expense					
Contingency	1,522	10,000	3,762	10,000	(f)
Total Special Department Expenses	1,522	10,000	3,762	10,000	
Training & Mileage					
44320 Training/Mileage	50	4,000	1,599	2,500	
Total Training/Mileage	50	4,000	1,599	2,500	
Office Expenses & Supplies					
43500 Office Supplies	4,216	4,500	4,556	4,600	
43501 Postage	1,355	1,500	1,576	1,600	
43520 Printing, Copier Lease	2,591	3,200	3,260	3,300	
43900 Rent/Building	21,594	22,750	21,897	22,500	
Total Office Expense & Supplies	29,756	31,950	31,289	32,000	
TOTAL EXPENSES	622,188	679,323	633,456	688,084	
REVENUES - EXPENSES	(17,150)	(22,844)	5,383	18,477	

Beginning Fund Balance \$122,039

Ending Fund Balance \$140,516

Reserve - Undesignated \$120,000

Reserve - Accumulated Vacation \$20,000

Available Balance above Reserve \$516

Notes:

- (a) FY 23 dues are proposed to be increased by 5.25%.
- (b) A portion of Measure J program funds can be used to cover administrative expenses.
- (c) Funds programmed by the Board for Travel Training work.
- (d) Revenue for Caltrans grant (Richmond Parkway) that can cover some staff time
- (e) Higher expenses mainly reflect resumption of the travel training program, also 3.5% COLA
- (f) Contingency per Board Reserve Policy.

DETAIL: Other Reimbursable (Special Projects)
FY 2023-24 Final Budget

Activity	Actual FY 2021-22	Original FY 2022-23	Estimated FY 2022-2023	Proposed FY 2023-24	Note
REVENUES					
33403 Grants					
36102 Interest - LAIF					
39906 Other Grants					
<i>Student Bus Pass Admin, WCCUSD</i>	60,000	50,000	57,454	60,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	48,000	48,962	50,000	
<i>Misc Travel Training (non salary)</i>	269	-	2,627	3,000	
<i>San Pablo Ave. Corridor Study</i>	312,255	24,000	53,197	9,829	(a)
<i>Richmond Prkwy Corridor Study</i>	-	127,109	132,388	397,165	(b)
TOTAL REVENUES	432,524	249,109	294,628	519,994	
EXPENSES					
Special Project Expenses					
43600 Professional Services					
Total Professional Services					
44000 Projects					
<i>Student Bus Pass Admin, WCCUSD</i>	60,000	50,000	57,454	60,000	
<i>Student Bus Pass Program - J Swett</i>	60,000	48,000	48,962	50,000	
<i>Misc Travel Training (non salary)</i>	269	-	2,627	3,000	
<i>San Pablo Ave. Corridor Study</i>	312,255	24,000	53,197	9,829	(a)
<i>Richmond Prkwy Corridor Study</i>	-	127,109	132,388	397,165	(b)
Total Special Project Expenses	432,524	249,109	294,628	519,994	
TOTAL EXPENSES	432,524	249,109	294,628	519,994	
REVENUES - EXPENSES	-	-	-	-	
Beginning Fund Balance				-	
Ending Fund Balance				-	

Notes:

- (a) Phase 2 of the San Pablo Ave. Corridor Study has largely concluded
- (b) Study is expected to spend the bulk of available funds in the upcoming fiscal year.

DETAIL: STMP
FY 2023-24 Final Budget

Activity	Actual FY 2021-2022	Original FY 2022-2023	Estimated 2022-2023	Proposed FY2023-24	Note
REVENUES					
34310 County STMP Fees	-	50,000	2,103,357	750,000	
34315 El Cerrito STMP Fees	104,625	800,000	220,769	250,000	
34320 Hercules STMP Fees	-	-	-	40,000	
34325 Pinole STMP Fees	290,133	20,000	20,067	40,000	
34330 Richmond STMP Fees	444,711	1,600,000	1,281,778	750,000	
34335 San Pablo STMP Fees	136,406	1,300,000	279,890	300,000	
36102 Interest - LAIF	13,398	18,000	19,550	15,000	
TOTAL REVENUES	989,273	3,788,000	3,925,411	2,145,000	(a)
EXPENSES					
Salary & Benefits					
41000s Salary & Benefits (STMP Admin)	65,000	75,000	75,000	80,000	
Total Salaries and Benefits	65,000	75,000	75,000	80,000	(b)
Funding of STMP Projects					
43600 Prof. Services					
Total Prof. Services	-	-	-	-	
44000 Project Funding					
2006 STMP Program:					
Hercules Hub - Ph.3 Design		750,000	137,560	612,440	
San Pablo Ave. Bridge (Pinole)	62,852	1,520,000	18,980	1,518,168	
Pinole Bay Trail at Tennent Ave.	38,444	61,556		61,556	
Richmond I-80/Central Ave. Ph.2		700,000		700,000	
Cycle 1 2019 STMP Projects:					
Appian Wy Complete St- PE		100,000		100,000	
Bay Trail: Pinole Pt. to Pt. Wilson		500,000		500,000	
Richmond Ferry to Bridge		241,000		241,000	
Hercules RITC: Utility/Track/Signal		300,000		300,000	
EC Plaza: Fare gates / Elevator		750,000	250,000	500,000	
Del Norte TOD: Complete Sts.		1,189,980		1,189,980	
SPA Bridge (City of San Pablo)		668,000		668,000	
Total Project Funding	101,296	6,780,536	406,540	6,391,144	
TOTAL EXPENSES	166,296	6,855,536	481,540	6,471,144	
REVENUES - EXPENSES	8,645,296	(3,067,536)	12,089,167	(4,326,144)	
Beginning Fund Balance				12,089,167	
Ending Fund Balance				7,763,023	

Notes:

- (a) STMP receipts are forecasted based on local jurisdictions' estimates and past submittals.
- (b) 4% of cumulative STMP revenues can be used for admin, but a max. of \$80K will be used in FY23.

WCCTAC
FY2024 DUES STRUCTURE

WCCTAC Member Agency	Percent Share	Proposed FY 24 Dues
City of El Cerrito	9.1%	\$54,494
City of Hercules	9.1%	\$54,494
City of Pinole	9.1%	\$54,494
City of Richmond	27.2%	\$163,482
City of San Pablo	9.1%	\$54,494
Contra Costa County	9.1%	\$54,494
AC Transit	9.1%	\$54,494
BART	9.1%	\$54,494
WestCAT	9.1%	\$54,494
<i>discount</i>		<i>(\$14,560)</i>
WestCAT Subtotal		\$39,934
Total	100.0%	\$584,874



CITY COUNCIL REPORT

9.D.

DATE: JUNE 4, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
ERIC CASHER, CITY ATTORNEY
SUBJECT: EV CHARGING ORDINANCE- 2ND READING- AND ADOPTION

RECOMMENDATION

Staff recommends the City Council conduct a second reading and adopt an Ordinance adding Chapter 10.80, EV charging stations, to the Pinole Municipal Code to establish restrictions for city-owned EV parking spaces and to establish a schedule of rates for EV charging stations and to authorize the City Manager to adjust the rates to recover the City's cost.

BACKGROUND

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.

At its regularly scheduled meeting on May 21, 2024, the City Council received a presentation and staff report to introduce and conduct a first reading of an ordinance adding chapter 10.80, EV charging stations, to the Pinole Municipal Code to establish restrictions for city-owned EV parking spaces and to establish a schedule of rates for EV charging stations. The City Council voted unanimously in favor of the proposed ordinance attached as Attachment A. If approved on second reading, the ordinance will go into effect in thirty (30) days.

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.

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 charged.

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: JUNE 4, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: KAPIL AMIN, SUSTAINABILITY FELLOW
LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: SINGLE USE PLASTIC FOODWARE AND BAG REDUCTION ORDINANCE

RECOMMENDATION

Staff recommends that City Council conduct a public hearing and first reading of an ordinance adding Chapter 8.38 "Single-use Plastic Foodware and Bag Reduction" to the Pinole Municipal Code

BACKGROUND

Single-use plastic (SUP) bags and foodware are a major contributor to street litter, ocean pollution, and wildlife entanglement. A 2022 trash study of Pinole Creek linked SUPs as the majority of debris retrieved from the creek. Furthermore, SUPs exacerbate the consumption of fossil fuels as well as maintain an extremely low recycling rate. SUPs also break down and accumulate as microplastics, posing a threat to human health. Therefore, it is imperative to consider the adoption of regulations that can reduce the consumption of SUP bags and food packaging in Pinole and improve the health of the public and environment.

REVIEW AND ANALYSIS

Chapter 8.38, a new section of the Pinole Municipal Code (PMC), would require Pinole food providers¹ to transition all (1) SUP foodware to compostable foodware and (2) SUP bags to paper bags. Retail businesses² not currently regulated by Senate Bill 270³ would be required to transition from SUP bags to paper bags. See **Attachment A** for the draft Ordinance.

The draft Ordinance also emphasizes reusable bags and foodware where feasible, not only because it is the most cost-effective but also the most sustainable. Staff conducted extensive outreach and engagement with the Pinole business community in order to learn the barriers to transitioning away from SUPs. Staff comprehensively researched alternatives to SUPs and solutions to mitigate barriers for businesses.

Attachments B and C are Municipal Code Subcommittee reports which detail the engagement, research and analysis that informed the proposed Ordinance in **Attachment A** (and visually represented in the webinar slides in **Attachment D**). Equitable legislation was formulated and fine-tuned based on input and feedback from Pinole businesses, the community, the Municipal Code Subcommittee, the City's waste hauler Republic Services, and jurisdictions with similar regulation.

Below is a summary of the engagement that led to the proposed Ordinance:

Month/Year	Engagement Activity	Brief Summary of Work
January 2023	Municipal Code Subcommittee Meeting (MCSC) 1	Reviewed similar legislation in other jurisdictions
March 2023	Business and Resident/Visitor	Learned community's attitude

	Surveys Released	towards SUPs and alternatives
April 2023	Public Expo: <i>Alternatives to SUPs</i>	Gathered vendors of SUP alternatives for community to explore and learn about cost/functionality
June 2023	Fire Wings x Foodware Pilot	Conducted a pilot loop system where customers can check out and return a reusable takeout container
August 2023	Cost analysis of Pinole food business	Performed a cost analysis to replace SUPs with compostable foodware with a Pinole business
August 2023	MCSC Meetings 2 and 3	Reviewed outreach results and provided direction on regulations (see Attachment B)
September-November 2023	Regulation Feedback Survey Release	Emailed and consulted with businesses to learn barriers and required resources as well as vet different components of regulation
January 2024	MCSC Meeting 4	Reviewed results of regulation feedback survey (see Attachment C)
February 2024	MCSC Meeting 5	Reviewed and revised draft Ordinance (see Attachment A)
April 2024	Present draft ordinance to business community	Collected feedback from Pinole businesses on draft Ordinance (see Attachment D)

The biggest concern for businesses revolves around the expense of alternative options. These alternatives can range from being less expensive, to being at par with current costs, and sometimes even 10-15% pricier. Incorporating reusable foodware and bags can help offset these expenses.

Components of the proposed legislation that have been designed to help alleviate financial burden for businesses include:

- Optional takeout fees for food providers;
- Mandatory bag surcharge fees for retailers;
- Allowance of consumer-owned bags;
- Partial and full waivers for disposable foodware item(s) when there is no compliant foodware item with substantially similar size, performance and/or utility or, if such an item(s) exist, that costs of using such item(s) would cause undue financial hardship; and
- For eligible small businesses (i.e., employ ten full time equivalents or less and have gross receipts less than \$500,000 annually) extensions of time to comply.

The City can further assist businesses by exploring innovative ways such as negotiating budget-friendly community contracts with suppliers, asking property owners to help alleviate costs for businesses, and offering green donation jars to support eco-friendly initiatives.

The ordinance would go into effect on January 1, 2025, and enforcement would begin July 1, 2025, with the exception of businesses who have been granted extensions of time to comply with the Ordinance.>>>>>>

FISCAL IMPACT

Effective technical support is vital to ensure businesses achieve timely and accurate compliance. At the very least, the City should offer straightforward technical assistance, including webinars, in-person guidance, resource packets, and signage, to aid businesses in meeting compliance standards. This would necessitate allocating staff hours (envisioned as a part of the Sustainability Coordinator/Manager role) to assist businesses and enforce regulations on non-compliant entities. Additionally, staff recommends the Ordinance will be more effective if the City explores and funds more extensive technical support options, such as partnering with organizations like Rethink Disposable (costing approximately \$10K-\$50K depending on the level of engagement) or the Plastic Reduction Project (with a suggested donation of \$10K), to provide comprehensive assistance to businesses.

Services for comprehensive technical assistance may potentially include:

- Education on regulation
- Business grant application support
- Full inventory cost analysis and cost-effective conversion plan
- Support granting waivers and extensions of time
- Maximization of reusables (reusable loop system integration, education on AB 619, dishwasher capacity assessment)

Investment in additional initiatives aimed at maximizing the reduction of SUPs could include:

- Implementation and maintenance of city-owned organic waste receptacles;
- Initiating or contracting with a city-wide reusable loop system;
- Establishing a reusables rewards program;
- Launching an educational campaign to educate the public on proper waste sorting;
- Forming public-private partnerships for dishwashing facilities;
- Hosting expos for Pinole businesses to trial new market products.

Costs can be mitigated with grants as they are available for these types of initiatives.

Footnotes

¹ A Food Provider, as defined by the draft Ordinance, is: *Any establishment located within the City, or any establishment that sells or otherwise provides Prepared Food or beverages within the City for public consumption on or off its premises and includes, but is not limited to, any store, shop, sales outlet, restaurant, bar, pub, coffee shop, cafeteria (with the exception of public school cafeterias), caterer, convenience store, liquor store, grocery store, supermarket, delicatessen, food market, farmer's market, mobile food preparation truck or vehicle, roadside stand, or any other person or organization who provides Prepared Food. Food provider also includes any organization, group or other person that regularly provides Prepared Food to its members or the general public as a part of its activities or services.*

² A Retailer, as defined by the draft Ordinance, is: *Any establishment that sells perishable and/or non-perishable goods that are packaged for customer takeaway in plastic bags and is not currently regulated by Public Resources Code sec. 42280 et seq*

³ SB 270, the Statewide Single-Use Carryout Bag Ban became effective January 1, 2017 and prohibits most grocery stores, retail stores with a pharmacy, convenience stores, food marts, and liquor stores from providing single-use plastic carryout bags to their customers. Instead, these stores may provide a reusable grocery bag or recycled paper bag to a customer at the point of sale at a charge of at least 10

cents. A reusable grocery bag made from plastic film is required to be made of a minimum of 40% postconsumer recycle material capable of carrying 22 pounds over a distance of 175 feet for a minimum of 125 uses and be at least 2.25 mils thick.

ATTACHMENTS

- A. Draft SUP Ordinance (June 2024)
- B. Issue Summary and Outreach Results (August 2023)
- C. Business Feedback and Policy Recommendations (January 2024)
- D. Single Use Plastic Webinar Slides (April 2024)

Chapter 8.38

SINGLE-USE PLASTIC FOODWARE AND BAG REDUCTION

Sections:

- 8.38.010 Findings and Purpose.
- 8.38.020 Definitions.
- 8.38.030 Single-use Foodware Accessories.
- 8.38.040 Consumer-owned Reusable Containers.
- 8.38.050 Takeout Food.
- 8.38.060 Reusable Foodware for Dining on the Premises.
- 8.38.070 Disposable bags.
- 8.38.080 Disposable Foodware Standards.
- 8.38.090 Disposable Bag Standards.
- 8.38.100 Separate Disposable Foodware Waste Receptacles.
- 8.38.110 Waivers-process to obtain.
- 8.38.120 Extension of time—process to obtain.
- 8.38.130 Regulations applicable to all Food Providers and Retailers
- 8.38.140 Duties, responsibilities and authority of the City of Pinole.
- 8.38.150 City of Pinole - purchases prohibited.
- 8.38.160 Effective Date.
- 8.38.170 Liability and Enforcement.
- 8.38.180 Severability.
- 8.38.190 Chapter supersedes existing laws and regulations.

8.38.010 The Council of the City of Pinole finds and declares as follows:

- A. Single-use plastics (SUPs) —including bags and foodware (plates, cutlery, cups, lids, straws, “clamshells” and other containers) is a major contributor to street litter, ocean pollution, marine and other wildlife endangerment and loss. A 2022 trash survey of the Pinole Creek found SUPs represented the majority of the debris collected from the creek.
- B. The production, consumption and disposal of SUPs contributes significantly to the consumption of fossil fuels and exacerbation of greenhouse gas (GHG) emissions. Plastics are made from chemicals sourced from petrol, gas, or coal. “Recyclable” plastic on average can be recycled two times before attenuating. Over three-fourths of “recyclable” plastic ends up as litter or in the landfill.
- C. Plastics in waterways and oceans break down into microplastics which are not biodegradable and can now be found in most of the world's oceans. These microplastics have been detected in human blood and can disrupt normal body processes, increasing health risks.
- D. Plastic debris in seawater and freshwater can attract and collect pollutants, which can then accumulate in fish, seafood, and salt that is later consumed by humans. Additionally, some food packaging, such as food contact papers and compostable paperboard containers, may contain harmful fluorinated chemicals that are associated with serious health problems.

- E. 2011 Bay Area litter survey showed that over two-thirds of trash collected was from take-out food and beverage packaging. In the Bay Area, food and beverage packaging comprises the majority of street litter and is a significant contributor to the total amount of waste entering the waste stream.
- F. It is in the utmost interest for the health, safety and welfare of who live, work, visit and do business in the City of Pinole that the consumption of SUPs be reduced.
- G. The Pinole Sustainability Element strives for Pinole to become a “Model City” that demonstrates how sustainable practices can be incorporated in the municipal, commercial and residential functions of a city. Reduction of single-use plastic food packaging and bags furthers this goal by eliminating solid waste at its source and maximize reusing, composting and recycling.
- H. This Chapter is consistent with the City’s Sustainability Element of the General Plan and the CalRecycle recycling and waste disposal regulations contained in Titles 14 and 27 of the California Code of Regulations.

8.38.020 Definitions.

- A. **CITY.** The City of Pinole.
- B. **CITY DEPARTMENT.** Any governmental subdivision of the City.
- C. **CITY FACILITY.** Any building, structure, vehicle, land or park owned and operated by the City.
- D. **CITY FACILITY USER.** Any person, society, association, organization or special events promoter who requires a permit to use a City facility or a permit or contract to use a plaza, sidewalk, or roadway.
- E. **CITY MANAGER.** The City Manager of the City of Pinole or City Manager's designee.
- F. **CITY-SPONSORED EVENT.** Any activity that is organized by the City, and any private activity whose organizers voluntarily request and receive from the City any endorsement, financial assistance, or similar recognition that is unrelated to any requirements for such an event under applicable law.
- G. **CONSUMER-OWNED BAG.** A reusable customer-brought bag that is specifically designed and manufactured for multiple reuse, is in good performing condition, not unsanitary, and washable.
- H. **CONSUMER-OWNED CONTAINER.** A reusable customer-brought food or beverage container that is in good performing condition, not unsanitary, and in accordance with Section 3-304.17(B)(1) of the 2017 Food Code.
- I. **CONDIMENT.** means relishes, spices, sauces, confections, or seasonings that require no additional preparation and that are usually used on a food or drink item after preparation, including ketchup, mustard, mayonnaise, soy sauce, hot sauce, salsa, salt, pepper, sugar, and sugar substitutes.
- J. **DISPOSABLE BAGS.** A bag provided at the check stand, cash register, point of sale or other location for the purpose of transporting food or merchandise out of a Retailer or Food Provider. Disposable Bags do not include Pre-checkout Bags.
- K. **DISPOSABLE CUP.** A beverage cup designed for single use to serve beverages, such as water, cold drinks, hot drinks and alcoholic beverages.
- L. **DISPOSABLE FOODWARE.** All containers, bowls, plates, trays, cartons, boxes, pizza boxes, cups, utensils, straws, lids, sleeves, condiment containers, spill plugs, paper or foil wrappers, liners and

any other items used to hold, serve, eat, or drink Prepared Food, which are designed for single use and in which Prepared Food is placed or packaged on a Food Provider's premises.

- M. **DISPOSABLE FOODWARE ACCESSORY.** Any Disposable Foodware item such as straws, stirrers, napkins and utensils; condiment cups and packets; cup sleeves, tops, lids, and spill plugs; and other similar accessory or accompanying Disposable Foodware items used as part of food or beverage service or packaging.
- N. **ESTABLISHMENT.** A place of business of a food provider or other person subject to the requirements of this Chapter.
- O. **FOOD PROVIDER.** Any establishment located within the City, or any establishment that sells or otherwise provides Prepared Food or beverages within the City for public consumption on or off its premises and includes, but is not limited to, any store, shop, sales outlet, restaurant, bar, pub, coffee shop, cafeteria (with the exception of public school cafeterias), caterer, convenience store, liquor store, grocery store, supermarket, delicatessen, food market, farmer's market, mobile food preparation truck or vehicle, roadside stand, or any other person or organization who provides Prepared Food. Food provider also includes any organization, group or other person that regularly provides Prepared Food to its members or the general public as a part of its activities or services.
- P. **PRE-CHECKOUT BAG.** A bag provided or sold to a customer to carry produce, bulk food, or other food items to the point of sale inside a store.
- Q. **PREPARED FOOD.** Any food or beverage ready to consume without any further food preparation, alteration or repackaging, other than heating. Prepared food does not include (1) uncooked or raw meat, fish, poultry, or eggs unless provided for consumption without further food preparation; or (2) prepackaged food that is delivered to the food provider wholly encased, contained or packaged in a container or wrapper, and sold or otherwise provided by the food provider in the same container or packaging.
- R. **TAKEOUT FOOD.** Prepared Food which is purchased to be consumed off a Food Provider's premises. Takeout Food includes Prepared Food carried out by the customer or delivered by a Food Provider or by a Takeout Food Delivery Service.
- S. **RETAILER.** Any establishment that sells perishable and/or non-perishable goods that are packaged for customer takeaway in plastic bags and is not currently regulated by Public Resources Code sec. 42280 et seq.
- T. **REUSABLE FOODWARE.** All foodware, including plates, bowls, cups, trays, containers, glasses, straws, stirrers, condiment cups and utensils, that is manufactured of durable materials and that is specifically designed and manufactured to be washed and sanitized and to be used repeatedly over an extended period of time, and is safe for washing and sanitizing according to applicable regulations.
- U. **SURCHARGE FEE.** A mandatory or discretionary fee charged to a customer requiring Disposable Foodware.
- V. **TAKEOUT FOOD DELIVERY SERVICE.** A third-party delivery service which picks up Takeout Food from a Food Provider and delivers it to the customer for consumption off the premises.

8.38.030 Disposable Foodware Accessories.

- A. In compliance with Public Resources Code sec. 42270 et seq. Disposable Foodware Accessory items shall be provided only upon request by the customer or at self-serve stations, except that for safety reasons Disposable Cups for delivery by a Food Provider or a Takeout Food Delivery Service may include lids, spill plugs and sleeves without request.
- B. In compliance with Assembly Bill 1276, Food Provider and Takeout Food Delivery Services must provide options for customers to affirmatively request Disposable Foodware Accessory items separate from orders for food and beverages across all ordering/point of sale platforms, including but not limited to web, smart phone and other digital platforms, telephone and in-person.
- C. Food Providers offering condiments are encouraged to use dispensers rather than pre-packaged disposable condiment packets.
- D. Non-adhering items shall only be provided to customers who require them for medical needs.

8.38.040 Consumer-owned Containers.

- A. Per Health and Safety Code sec. 114121 et seq., Food Providers, except, as provided in Chapter 11, Temporary Food Facilities of the California Health and Safety Code, Section 114353, are encouraged to allow customers to bring Consumer-owned Containers and maintain sanitary procedures to prevent cross-contamination. Food Providers may refuse, at their sole discretion, any Consumer-owned Containers that are cracked, chipped or corroded, appears inappropriate in size, material, or condition for the intended beverage, or that appears to be soiled or unsanitary.

8.38.050 Takeout Food.

- A. Takeout Food shall only be served in Disposable Foodware that conforms to the Disposable Foodware Standards in Section 8.38.080. Takeout Food may also be served in Reusable Foodware made for takeaway as well as Consumer-owned Containers.
- B. Disposable Foodware Accessories shall conform with the Disposable Foodware Standards in 8.38.080.
- C. Takeout Food Delivery Services shall only deliver Takeout Food from a Food Provider that is served in Disposable Foodware and with Disposable Foodware Accessories, if any were requested, that conform to the Disposable Foodware Standards in 8.38.080.
- D. A Food Provider may optionally apply a foodware Surcharge Fee at their own discretion. The intent of the foodware Surcharge Fee is to account for extra expense of complying with this Ordinance. A Food Provider is not required to apply a foodware Surcharge Fee. The following applies if a Food Provider chooses to apply a Surcharge Fee:
 - 1. All foodware Surcharge Fee shall be retained as income by the Food Provider.
 - 2. All customers demonstrating, at the point of sale, a payment card or voucher issued by the California Special Supplemental Food Program for Women, Infants, and Children (WIC) pursuant to Article 2 (commencing with Section 123275) of Chapter 1 of Part 2 of Division 106 of the California Health and Safety Code and as amended, or an electronic benefit

transfer card (EBT) issued pursuant to Section 10072 of the California Welfare and Institutions Code, shall be exempt from any form of foodware Surcharge Fees.

3. Foodware Surcharge Fees shall be identified separately on any post-sale receipt provided and, pre-sale, shall be clearly identified for the customer on media such as menus, ordering platforms and/or menu boards. Customers placing orders by telephone shall be informed verbally of foodware Surcharge Fees.
- E. Notwithstanding the requirements at Section 8.38.050, subsections A-C, a Food Provider may request a waiver or waivers pursuant to Section 8.38.110 for one to all Disposable Foodware item(s).
1. To obtain a waiver for item(s), the Food Provider must demonstrate that:
 - a. No Disposable Foodware item(s) exists with substantially similar size, performance and/or utility that conforms with the Disposable Foodware Standards in Section 8.38.80 or, if such an item(s) exist, that costs of using such item(s) would cause undue financial hardship; and
 - b. The non-conforming Disposable Foodware item to be used in lieu of a conforming item is recyclable in the City recyclable collection program with a good-faith effort to prioritize aluminum foodware containers/packaging where practicable above recyclable plastic.
 2. To obtain a waiver for item(s), the Food Provider must provide documentation of good-faith efforts to obtain a substantially similar compliant item at a non-prohibitive price. Records of attempts to obtain a compliant item may include:
 - a. Emails, letters or other correspondence with vendors that furnish compliant Disposable Foodware, seeking the compliant item(s).
 - b. Responses from such compliant Disposable Foodware vendors including, where applicable, specifications and pricing for such item(s).
 - c. Specifications and pricing for the recyclable non-conforming item sought to be used, demonstrating its substantial superiority and/or affordability, and
 - d. Any other verifiable records which demonstrate a good faith effort to comply with Disposable Foodware Standards for such item(s).
 3. Reasonable added cost for a conforming item as compared to a substantially similar recyclable non-conforming item shall not by itself constitute adequate grounds to support a waiver for such item.
- F. A Food Provider may request, pursuant to Section 8.38.120, to extend the time period of comply with all provisions of this Section 8.38.050. To be eligible for an extension of time the Food Provider must:
- a. Employ 10 full time employees equivalents or less; and
 - b. Have gross receipts less than \$500,000 annually
 - c. Provide documentation of good-faith efforts to obtain comply with provisions of Section 8.38.050 in addition to an explanation of why additional time is needed.

8.38.060 Reusable Foodware for Dining on the Premises.

- A. Food Providers are encouraged to maximize Reusable Foodware where practicable and to the extent possible and make a good-faith effort to consider serving customers utilizing Reusable

Foodware for consumption on- premise especially if there is dishwashing capacity or potential for on-site dishwashing.

- B. If serving customers with Reusable Foodware is not practicable or possible, all Food Providers shall serve dine-in customers utilizing Disposable Foodware that conforms to the Disposable Foodware Standards in Section 8.38.080 and all Disposable Foodware Accessories shall conform with the Disposable Foodware Standards in 8.38.080.
- C. A Food Provider may request, pursuant to Section 8.38.120, to extend the time period of comply with all provisions of this Section 8.38.060. To be eligible for an extension of time the Food Provider must:
 - a. Employ 10 full time equivalents or less; and
 - b. Have gross receipts less than \$500,000 annually; and
 - c. Provide documentation of good-faith efforts to obtain comply with provisions of Section 8.38.060 in addition to an explanation of why additional time is needed.

8.38.070 Disposable Bags.

- A. Food Providers and Retailers shall only package goods in bags that conform to the Disposable Bag Standards in Section 8.38.090.
- B. Takeout Food Delivery Services shall only deliver Takeout Food from a Food Provider that is bagged in a bag that conforms to the Disposable Bag Standards in 8.38.090.
- C. Surcharge Fees for Disposable Bags shall be applied as follows:
 - 1. Retailers shall charge a minimum 15-cent single-use bag Surcharge Fee per Disposable Bag over 5.25"x3.75"x8". The Surcharge Fee is optional for Disposable Bags of a small size (at or less than 5.25"x3.75"x8").
 - 2. Food Providers may charge the 15 cent single-use bag Surcharge Fee for Disposable Bags at their own discretion and is not mandatory.
 - 3. The following applies to the application of the Surcharge Fee:
 - a. All bag Surcharge Fees shall be retained as income by the Retailer or Food Provider.
 - b. All customers demonstrating, at the point of sale, a payment card or voucher issued by the California Special Supplemental Food Program for Women, Infants, and Children (WIC) pursuant to Article 2 (commencing with Section 123275) of Chapter 1 of Part 2 of Division 106 of the California Health and Safety Code and as amended, or an electronic benefit transfer card (EBT) issued pursuant to Section 10072 of the California Welfare and Institutions Code, shall be exempt from any form of bag fees.
 - c. Any bag Surcharge Fees shall be identified separately on any post-sale receipt provided and, pre-sale, shall be clearly identified for the customer on media such as menus, ordering platforms and/or menu boards. Customers placing orders by telephone shall be informed verbally of any bag Surcharge Fees.
- D. Notwithstanding the requirements at Section 8.38.110, subsections A-C, a Retailer or Food Provider may request a waiver or waivers pursuant to Section 8.38.110 for specific Disposable Bags. To obtain a waiver for item(s), the Retailer or Food Provider must demonstrate that:
 - 1. No Disposable Bag exists with substantially similar size, performance and/or utility that conforms with the Disposable Bag Standards in Section 8.38.090 or, if such an item exists,

- that costs of using such item would cause undue financial hardship, or Consumer-owned Bags will create health risks from cross-contamination, or regulation will pose health and safety risks and;
2. The Retailer or Food Provider must provide documentation of good-faith efforts to obtain a substantially similar compliant item at a non-prohibitive price.
 3. Records of attempts to obtain a compliant item may include:
 - a. Emails, letters or other correspondence with vendors that furnish compliant Disposable Bags, seeking the compliant item.
 - b. Responses from such Disposable Bag vendors including, where applicable, specifications and pricing for such item.
 - c. Specifications and pricing for the non-conforming item sought to be used, demonstrating its substantial superiority and/or affordability, and
 - d. Any other verifiable records which demonstrate a good faith effort to comply with Disposable Bag Standards for such item.
 4. Reasonable added cost for a conforming item as compared to a substantially similar non-conforming item shall not by itself constitute adequate grounds to support a waiver for such item.
- E. Consumer-owned Bags shall be accepted by all Retailers unless a waiver exemption is granted and at the discretion of Food Providers.
- F. Retailers and Food Providers shall ask consumers if a bag is required and not automatically provide a bag.
- G. Pre-checkout bags, such as produce bags, as outlined in and conforming to Public Resources Code sec. 42281.2 must be provided to consumers.
- H. A Retailer or Food Provider may request, pursuant to Section 8.38.120, to extend the time period of comply with all provisions of this Section 8.38.070. To be eligible for an extension of time the Retailer or Food Provider must:
- a. Employ 10 full time equivalents or less; and
 - b. Have gross receipts less than \$500,000 annually; and
 - c. Provide documentation of good-faith efforts to obtain comply with provisions of Section 8.38.070 in addition to an explanation of why additional time is needed.

8.38.080 Disposable Foodware Standards.

- A. Disposable Foodware must be accepted by City's municipal compost collection programs, except that non-compostable foil wrappers that are accepted in the City of Pinole recyclable collection program may be used for burritos, wraps, and other items that require foil to contain and form the food item. Acceptable material types include natural fiber-based, natural (wood, bamboo, etc.), uncoated paper, etc. Bioplastics, or compostable plastics, are not allowed. Single-sided lamination by plant-derived polylactic acid (PLA) is acceptable. Disposable foodware must be free of added fluorinated chemicals such as perfluoroalkyl and polyfluoroalkyl substances (PFAS). Bleached Disposable Foodware is not allowed. Single-use Foodware from third-party certifying organizations such as the Biodegradable Product Institute is encouraged. Disposable foodware

made from post-consumer recycled content and sustainable, regenerative practices are encouraged.

- B. The City shall maintain on its website and at City Hall a list of suppliers that offer compliant Disposable Foodware.
- C. Changes, if any, to Disposable Foodware Standards shall become effective on January 1 of the next calendar year, and the City shall provide notice of any such changes to Food Providers at least 90 days prior through the email address listed on the most recent Business License for the Food Provider.

8.38.090 Disposable Bags Standards

- A. Disposable bags must be made of unbleached paper and with 40% postconsumer recycled content. Single-use bags may also be made of plant starches and must be BPI-certified bags. Bags must be 100% recyclable and/or compostable.
- B. The City shall maintain on its website and at City Hall a list of suppliers that offer compliant Single-use Bags.
- C. Changes, if any, to Disposable Bag Standards shall become effective on January 1 of the next calendar year, and the City of Pinole shall provide notice of any such changes to Retailers and Food Providers at least 90 days prior through the email address listed on the most recent Business License for the Retailer or Food Provider.

8.38.100 Separate Disposable Foodware Waste Receptacles.

- A. All Food Providers, except Food Providers that provide full bussing service and do not customarily provide waste receptacles for customer use, must provide at least one set of three easily accessed receptacles for discarded items to be composted, recycled, and, if needed, to be landfilled or otherwise wasted for self-bussing customers.
- B. To the extent possible given space constraints, all three receptacles should be placed together in the same location.
- C. The City shall identify materials accepted for each collection program on the City's website, and signage must be posted on and/or above each receptacle, indicating the materials to be deposited into such receptacle. Receptacles and signage shall be color-coded as follows:
 - 1. Blue for recyclables
 - 2. Green for compostables
 - 3. Black or gray for items to be landfilled or otherwise wasted
- D. Food Providers that share premises may share receptacles.

8.38.110 Waivers--process to obtain.

- A. The City Manager shall prescribe and adopt rules, regulations and forms for Food Providers or Retailers to obtain full or partial waivers from any requirement of this ordinance that is explicitly subject to waiver.

- B. Waivers shall be granted by the City Manager or their designees, based upon documentation provided by the applicant and, at the City Manager's discretion, independent verification, including site visits.
- C. The City Manager or their designees shall act on a complete waiver application no later than 60 days after receipt of such application, including mailing written notification of the City Manager's decision to the address supplied by the applicant.
- D. Waivers may be granted for a specified term of up to two (2) years. During the waiver term, the Food provider or Retailer shall make diligent efforts to become compliant. Under extraordinary circumstances, should a Food provider or Retailer demonstrate that, at the close or expiration of a granted waiver term, and with diligent efforts to become compliant, compliance remains infeasible, additional waivers of up to two (2) years each may be granted. It shall be the Food Provider's or Retailer's responsibility to apply for any subsequent waivers in a timely manner.
- E. Notwithstanding the two (2) year maximum term for waivers set forth in Section 8.38.110(D), in certain limited and unique circumstances existing prior to adoption of this ordinance, where the Food Provider or Retailer demonstrates diligent efforts to comply but, due to economic constraints and/or other unique and extraordinary circumstances, may never be reasonably able to comply, the City Manager or their designee may grant a waiver for a longer specified term.
- F. All waivers shall expire automatically in the event of a significant remodel, renovation or other alteration of the premises with a construction valuation that exceeds \$60,000 or if the Food Provider or Retailer ceases operations at the location for which the waiver has been granted.

8.38.120 Extension of time—process to obtain.

- A. The City Manager shall prescribe and adopt rules, regulations and forms for Food Providers or Retailers to obtain an extension of time to comply with this Chapter.
- B. Waivers shall be granted by the City Manager or their designees, based upon documentation provided by the applicant and, at the City Manager's discretion, independent verification, including site visits.
- C. The City Manager or their designees shall act on a complete time extension application no later than 60 days after receipt of such application, including mailing written notification of the City Manager's decision to the address supplied by the applicant.
- D. Time extensions may be granted for a specified term of up to six (6) months. During the extension term the following requirements apply:
 - 1. No administrative citation may be issued for violation of a requirement of this chapter
 - 2. The Food provider or Retailer shall make diligent efforts to become compliant.
- E. Under extraordinary circumstances, should a Food provider or Retailer demonstrate that, at the close or expiration of a granted time extension term, and with diligent efforts to become compliant, compliance remains infeasible, one final six (6) month extension may be granted. It shall be the Food Provider's or Retailer's responsibility to apply for any subsequent extensions in a timely manner.
- F. Notwithstanding the maximum term for extensions set forth in Section 8.38.120(D), in certain limited and unique circumstances existing prior to adoption of this ordinance, where the Food Provider or Retailer demonstrates diligent efforts to comply but, due to economic constraints

and/or other unique and extraordinary circumstances, may never be reasonably able to comply, the City Manager or their designee may grant a waiver for a longer specified term.

- G. All time extensions shall expire automatically in the event of a significant remodel, renovation or other alteration of the premises with a construction valuation that exceeds \$60,000 or if the Food Provider or Retailer ceases operations at the location for which the extension has been granted.

8.38.130 Regulations applicable to all Food Providers and Retailers.

- A. Each Food Provider and Retailer shall maintain written records evidencing compliance with this Chapter.
- B. All records required by this Chapter shall be made available for inspection by the City Manager or their designated representative. It shall be unlawful for anyone having custody of such records to fail or refuse to produce such records upon request by the City Manager or their designated representative.

8.38.140 Duties, responsibilities and authority of the City of Pinole.

- A. The City Manager or their designee shall prescribe, adopt, and enforce rules and regulations relating to the administration and enforcement of this chapter and is hereby authorized to take any and all actions reasonable and necessary to enforce this chapter including, but not limited to, inspecting any Food Provider's or Retailer's premises to verify compliance.
- B. The City shall, at minimum, provide simple technical assistance and a resource packet to educate Food Providers and Retailers on new regulations and how to be in compliance, and make a good-faith effort to seek out and provide financially sound resources in forms such as financial assistance, comprehensive technical assistance, advanced technologies, public-private partnerships etc. to Food Providers and Retailers in order to help mitigate any increased costs and knowledge barriers that may arise from the regulation in this chapter.

8.38.150 City of Pinole - purchases prohibited.

The City or City Facility Users shall not purchase any Disposable Foodware that does not comply with the Disposable Foodware Standards in Section 8.38.080, nor shall any City-sponsored event utilize non-compliant Disposable Foodware.

8.38.160 Effective Date.

The provisions of this Chapter shall take effect January 1, 2025.

8.38.170 Liability and Enforcement.

- A. Anyone violating or failing to comply with any requirement of this chapter may be subject to an Administrative Citation pursuant to Chapter 8.25.020; however, no administrative citation may be issued for violation of a requirement of this chapter until six months after the Effective Date

of such requirement as specified in Section 8.28.150. Pursuant to Section 8.38/.20, eligible Food Providers and Retailers may submit a request to extend the period of time where no administrative citation may be issued for violation of a requirement of this chapter.

- B. Enforcement shall include written notice of noncompliance and a reasonable opportunity to correct or to demonstrate initiation of a request for a waiver or waivers pursuant to Section 8.38.110.
- C. The City Attorney may seek legal, injunctive, or other equitable relief to enforce this chapter.
- D. The remedies and penalties provided in this section are cumulative and not exclusive.

8.38.160 Severability.

If any word, phrase, sentence, part, section, subsection, or other portion of this Chapter, or any application thereof to any person or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, section, subsection, or other portion, or the proscribed application thereof, shall be severable, and the remaining provisions of this chapter, and all applications thereof, not having been declared void, unconstitutional or invalid, shall remain in full force and effect. The City Council hereby declares that it would have passed this title, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases had been declared invalid or unconstitutional.

8.38.170 Chapter supersedes existing laws and regulations.

The provisions of this chapter shall supersede any conflicting law or regulations.

PHASING OUT SINGLE-USE PLASTICS IN PINOLE

ISSUE SUMMARY AND OUTREACH RESULTS

AUGUST 2023



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COMMONLY USED TERMS IN THIS DOCUMENT

AB	Assembly Bill
BPI	Biodegradable Products Institute
CalRecycle	California Department of Resources Recycling and Recovery
DBE	Disadvantaged Business Enterprise
GHG	Greenhouse Gases
PLA	Polylactic acid derived from renewable sources like cornstarch or sugarcane
PFAS	Per- and polyfluoroalkyl substances: a toxic class of fluorine compounds known as “forever chemicals”
SB	Senate Bill
SUP	Single Use Plastics

INTRODUCTION

Single-use plastics (SUP) items are made from fossil fuel-based chemicals (petrochemicals) that are intended to be used and disposed of immediately. These include items such as plastic bags and foodware (plates, bowls, cups, utensils, etc.) which, while convenient, have negative impacts on both our health and the environment. Plastics do not decompose naturally but rather break down into smaller pieces over time due to exposure to sun and heat, ultimately becoming microplastics.

Microplastics can be harmful to both humans and wildlife. When ingested, microplastics can build up in an animal's body and cause health issues such as organ damage or intestinal blockages. Humans can also be negatively impacted by exposure to microplastics and the chemicals added to plastics during manufacturing. These chemicals, known as endocrine disruptors, can lead to hormonal imbalances, reproductive problems such as infertility, and even cancer¹.

Although single-use plastic pollution is visibly accumulating on our streets, our water is actually suffering even more. Litter is often the beginning of a waste stream that flows into waterways as plastics discarded on the streets are carried away by rain or through storm drains and into rivers and streams. A study conducted by Friends of the Pinole Creek Watershed in 2023 identified single-use food packaging as a major pollutant in the Pinole Creek area². The maps in **Figures 1-4** demonstrates the unsightly prevalence of single-use plastic litter throughout Pinole using Friends of Pinole Creek Watershed data.



Trash collected by the Friends of the
Pinole Creek Watershed;
Photograph from
www.friendsofpinolecreek.org

¹ <https://www.nrdc.org/stories/single-use-plastics-101#why>

² <https://onlinelibrary.wiley.com/doi/10.1029/2022CSJ000017>

Cumulatively, these alarming concerns prompted the City to conduct community outreach to understand how businesses, residents, and visitors feel about introducing policy that would regulate single-use plastic bags and/or foodware in Pinole.

Figure 1: Bayfront Park cleanup results

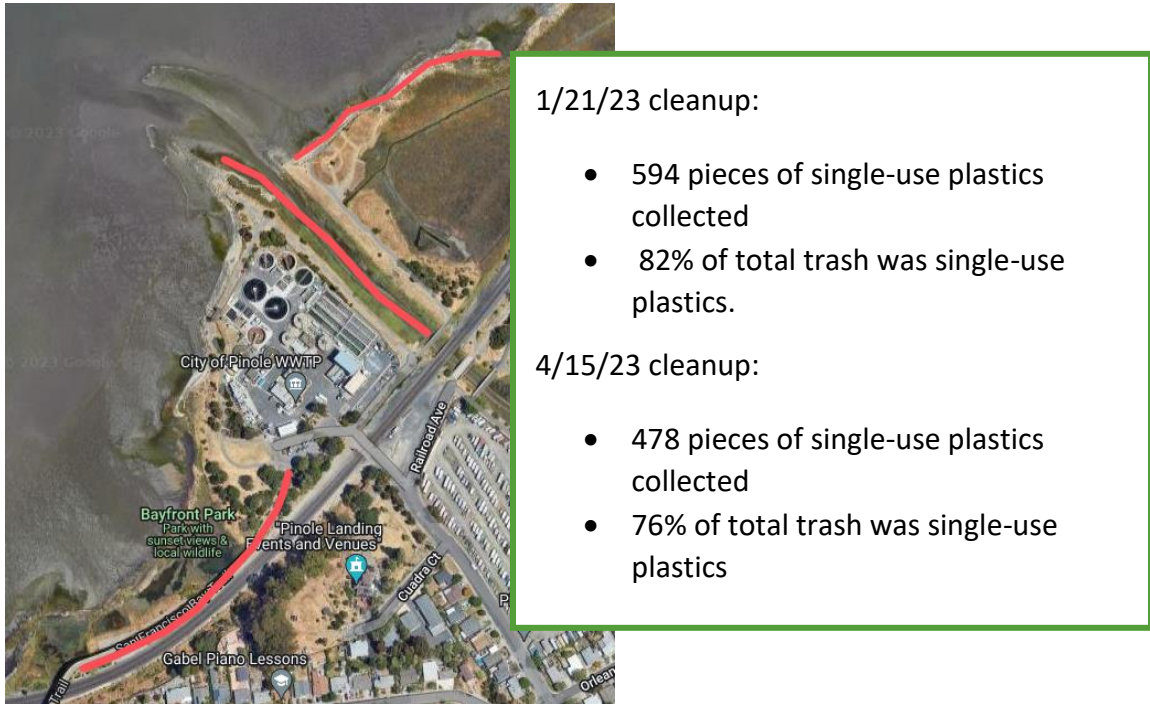


Figure 2: Fernandez Park cleanup results

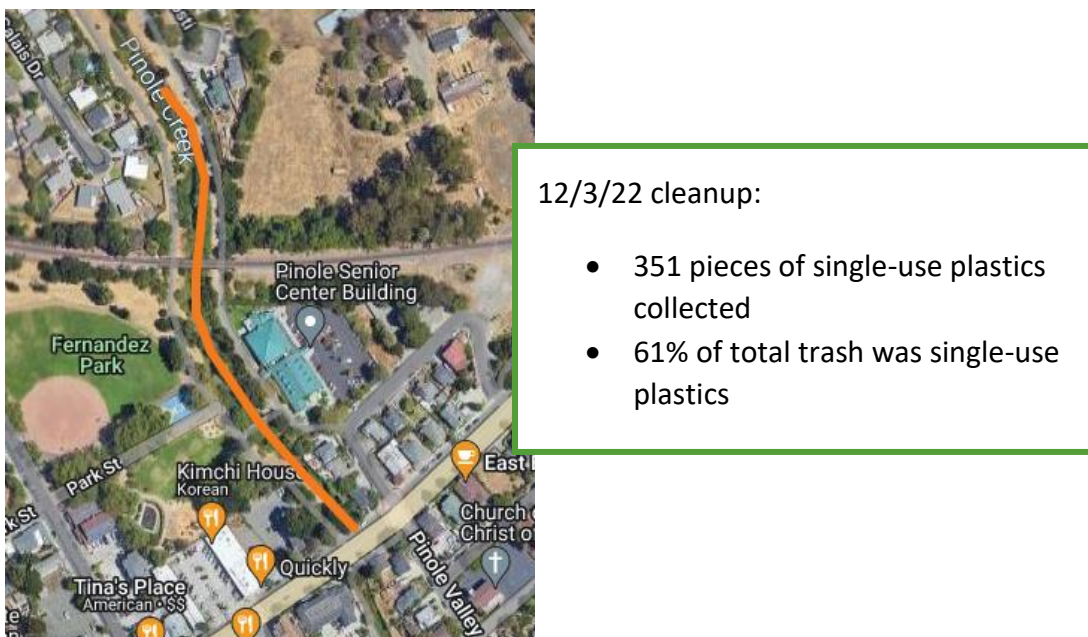
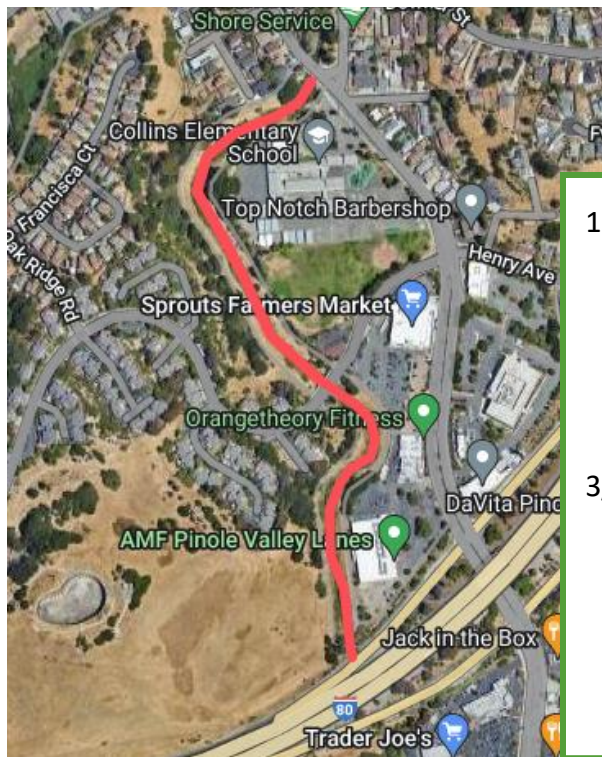


Figure 3: Collins Elementary School to I-80 cleanup results



11/19/22 cleanup:

- 329 pieces of single-use plastics collected
- 28% of total trash was single-use plastics

3/25/23 cleanup:

- 346 pieces of single-use plastics collected
- 79% of total trash was single-use plastics

Figure 4: Pinole Library cleanup results



10/29/22 cleanup:

- 918 pieces of single-use plastics collected
- 71% of total trash was single-use plastics

2/25/23 cleanup:

- 893 pieces of single-use plastics collected
- 77% of total trash was single-use plastics

5/13/23 cleanup:

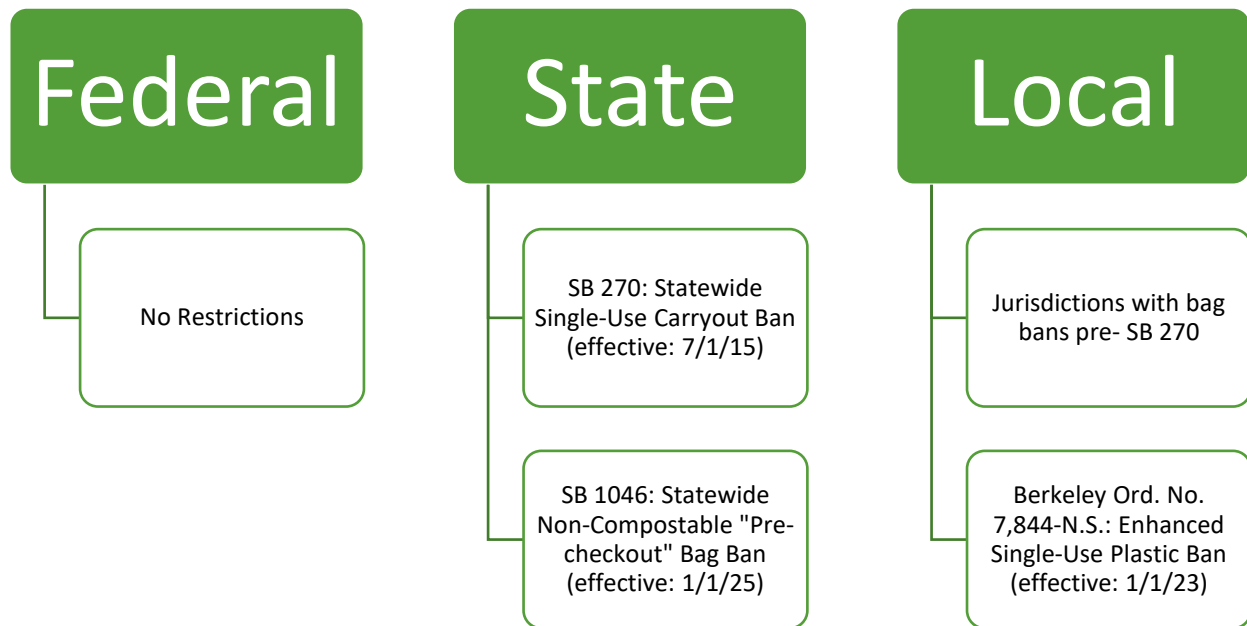
- 97 pieces of single-use plastics collected
- 56% of total trash was single-use plastics

LEGISLATION AT THE FEDERAL, STATE AND LOCAL LEVELS

SUP BAGS

This section provides a summary of SUP bag legislation at the Federal, State and local levels. **Figure 5** provides a graphic of overarching regulations.

Figure 5: Single Use Plastic Bag Legislation



FEDERAL LEVEL

Currently, in the United States, there are no federal regulations restricting single-use plastics.

STATE LEVEL

There are two major pieces of legislation in California that regulate single-use plastics: Senate Bill (SB) 270 and SB 1046. See **Figure 6** for a graphic representation of these two regulations.

- SB 270: On November 8, 2016, California voters approved Proposition 67, the statewide Single-Use Carryout Bag Ban. Approval of Proposition 67 made California the first state in the US to pass legislation imposing a statewide ban on single-use plastic bags at large retail stores. As a result, SB 270 became effective January 1, 2017 and prohibits most grocery stores, retail stores with a pharmacy, convenience stores, food marts, and liquor stores from providing single-use plastic carryout bags to their customers. Instead, these stores may provide a reusable



grocery bag or recycled paper bag to a customer at the point of sale at a charge of at least 10 cents. A reusable grocery bag made from plastic film is required to be made of a minimum of 40% postconsumer recycle material capable of carrying 22 pounds over a distance of 175 feet for a minimum of 125 uses and be at least 2.25 mils thick.

- SB 1046: In 2022 SB 1046 was adopted and will be in effect beginning on January 1, 2025. SB 1046 will prohibit single-use, non-compostable bags to be given to shoppers before they reach the checkout counter. “Pre-checkout bags” as the bill refers to them, not only applies to bags typically seen near fresh fruit and vegetables, but also includes bags used for unwrapped food items such as meat, fish, nuts, grains, candy, and bakery goods.

Figure 6: SB 270 and SB 1046 Regulations

Applicability:	Regulation:
 Full-line, self-service retail/grocery stores with annual sales of at least \$2 million that sell some perishable items	 Banned Flimsy plastic film carry out bag (effective 1/1/17)
 Large retail stores with a pharmacy that have at least 10,000 square feet of retail space and that generate sales or use tax	 Banned Plastic pre-check out bag (effective 1/1/25)
 Convenience stores, food marts, or liquor stores that are engaged in the retail sale of a limited line of goods, generally including milk, bread, soda, and snack foods, and that hold a Type 20 or Type 21 alcohol license	 \$0.10 min. Thicker film carryout bags: 40% postconsumer recycle material capable of carrying 22 pounds over a distance of 175 feet for a minimum of 125 uses and be at least 2.25 mils thick  \$0.10 min. Paper carryout bags: 20-40% postconsumer material

LOCAL LEVEL

SB 270 included a grandfather clause in order to allow cities and counties to continue managing and enforcing the requirements established by adoption of local bag ordinances, provided that

future amendments to the ordinances were limited to increasing the amount a store could charge for bags. Jurisdictions that had local ordinances in place before the state implemented SB 270 enjoy greater regulatory latitude than communities that did not adopt local ordinances, due to state preemption.

In Contra Costa County the following jurisdictions enacted single-use carryout bag bans prior to SB 270 State legislation:

- **Danville:** The town adopted a plastic bag ban in all stores and restaurants on December 16, 2014. Effective July 1, 2016.
- **El Cerrito:** The City adopted a plastic bag ban with a charge on paper and reusable bags in all retail stores on September 17, 2013. Effective January 1, 2014.
- **Hercules:** The City adopted a plastic bag ban with a charge on paper and reusable bags in September 2014. Effective in January 1, 2015.
- **Lafayette:** The City adopted a plastic bag ban in all retail stores and restaurants on December 8, 2014. Grocery, drug, and convenience stores can distribute paper bags with a minimum 10 cent charge. Effective July 1, 2015.
- **Martinez:** The City unanimously adopted a plastic bag ban with 10 cent minimum charge on paper or reusable bags on June 18, 2014. Effective January 1, 2015 in all retail stores and restaurants.
- **Pittsburg:** The City adopted a bag ordinance on October 21, 2013. Effective in all retail stores by January 15, 2014. Plastic carryout bags are prohibited, and paper and reusable bags are allowed with a small charge.
- **Richmond:** The City adopted the first bag ordinance in Contra Costa County on July 16, 2013. All retail stores are prohibited from using single-use plastic carryout bags and may sell paper or reusable bags for a small charge. Effective January 1, 2014.
- **Pleasant Hill:** The City adopted a bag ordinance, effective in all retail stores and restaurants on August 4, 2014. Plastic carryout bags are prohibited, and paper and reusable bags are allowed with a small charge.
- **San Pablo:** The City adopted a plastic bag ban with a 5 cent charge per paper or reusable bag (to increase to 10 cents after two years) on October 8, 2013. Effective January 1, 2014 in all retail stores.
- **Walnut Creek:** The City adopted a plastic bag ban and 10 cent minimum paper bag charge in all retail stores and restaurants in March of 2014.

See a comprehensive list of jurisdictions that enacted ordinances prior to SB 270, prepared by Californians Against Waste³.

The City of Berkeley did not have a single-use plastic bag ordinance prior to SB 270. However, in 2022 Berkeley adopted an ordinance prohibiting the use of the thicker reusable plastic bags. Berkeley’s approach targeted “loopholes” with respect to thicker carryout bags allowed under SB 270. According to the staff report for the Berkeley ordinance⁴:

Despite the assumption of reusability, there is limited evidence to suggest that thicker plastic bags are being repurposed to the degree accounted for by SB 270. Some studies suggest that fewer than 1% of people actually reuse the thicker and thus technically reusable film bags. [Save Our Shores, “Help Ban Plastic Bags,” <https://saveourshores.org/help-ban-plastic-bags>] This erroneous legislative assumption can be addressed at the local level at least in stores not regulated by the state.

The adopted ordinance applies to supermarkets, convenience food stores, foodmarts and other places greater than 2,500 square feet that sell food items. It also applies to retail stores not already regulated by the state. Additionally, a \$0.10 charge will be levied for each “pre-checkout” bag (compostable or not) that grocery store customers use to carry produce to the checkout stand. The ordinance is in effect as of January 1, 2023. The following highlights the key policy measures in the Berkeley ordinance:

- **Grocery Stores > 2,500 sf**

- Beginning in 2025, when SB-1046 comes into effect, plastic film pre-checkout bags would be completely prohibited. The state plans to only allow paper or compostable bags to be provided as defined (however reusable bags may still be sold). In anticipation of the new State law, the Berkeley ordinance regulates grocery stores with more than 2,500 square feet of retail space by requiring store owners to apply a minimum charge of \$0.10 for each plastic film pre-checkout bag provided, regardless of thickness, and regardless of composability. When SB-1046 is effective the preempted portions of Berkeley’s ordinance would be phased out.

3

https://static1.squarespace.com/static/54d3a62be4b068e9347ca880/t/583f1f57e4fcb5d84205b330/1480531800415/LocalBagOrdinances1Pager_072815.pdf

⁴ <https://berkeleyca.gov/sites/default/files/documents/2022-11-15%20Item%2019%20Adopt%20an%20Ordinance%20Adding%20a%20Chapter.pdf>

- **Retail Stores Not Regulated by State**
 - The State currently regulates full-line, self-service retail stores with gross annual sales of at least \$2 million that sell a line of dry groceries, canned goods, or nonfood items, and some perishable items, large retail stores with a pharmacy that have at least 10,000 square feet of retail space, and most convenience stores, food marts, or liquor stores. All other retail stores are currently unregulated by the State. Despite state preemption from further carryout regulation in Grocery Stores, Berkeley's ordinance bans thicker plastic bags in all retail stores not already regulated by the State. Therefore, retail stores covered under the Berkeley ordinance are only be able to provide paper carryout bags for a \$0.10 charge, or truly reusable bag.
- **Restaurants**
 - Due to the COVID-19 pandemic hardships and the onset of SB 1383, Berkeley determined that further restaurant regulation was infeasible at this time. The only new provision of the Berkeley ordinance applying specifically to restaurants is that a restaurant providing a customer with a plastic film carryout bag, at the customer's request, in order to carry leftovers after sit-down meal service, will incur a minimum of \$0.10 charge. No such fee will apply to paper bags provided for such purpose.
- **Permitted Events, City events, and City-sponsored events**
 - Many of the same loopholes applicable to grocery stores and retail stores also exist at permitted events. Therefore, the Berkeley ordinance extends the same regulations applied to private businesses to any event and not subject to State law. In addition, the ordinance specifies that the City of Berkeley and any City sponsored event shall provide or sell to a customer or participant only recycled content paper bags or reusable carry-out bags for the purpose of carrying away goods or other materials from the point of sale or event.
- **All stores**
 - The Berkeley ordinance contains a provision that requires all stores, with the exception of Restaurants with respect to takeout orders, shall not unreasonably deny a customer from using bags or containers of any type that they bring themselves (exceptions granted for customer bags that are damaged or inappropriate in size, material or condition for the product).
- **Exemptions and Waivers**
 - The Berkeley ordinance exempts all product bags, or bags sold in packages containing multiple bags such as those intended for use as garbage, prescription medication, pet waste or yard waste bags, or which are integral to the use of other objects, from regulation consistent with County and State law. In addition, except as regulated by State law, the ordinance allows covered entities and food product

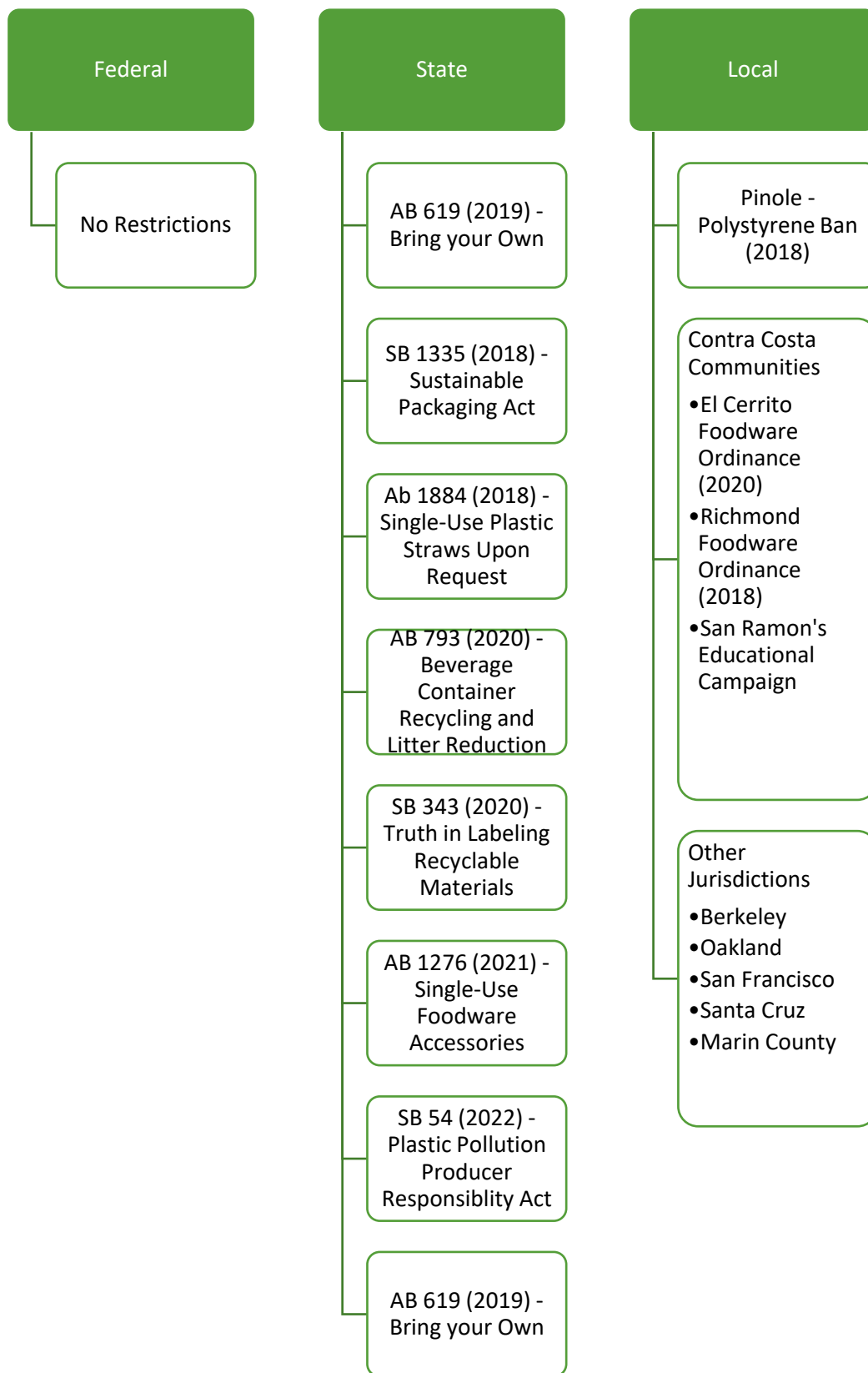
stores to provide recycled content paper bags as carryout bags to persons in the California Special Supplemental Food Program for Women, Infants, and Children, Calfresh, and Supplemental Food Program for free. Additionally, the ordinance provides the City Manager with the authority to prescribe and adopt rules, regulations and forms for covered entities or food product stores to obtain a partial waiver from any requirement of this ordinance upon sufficient evidence by the applicant that the provisions would cause undue hardship. The phrase "undue hardship" may include, but is not limited to situations where compliance with the requirements would deprive a person of a legally protected right.

SUP FOODWARE

According to the California Coastal Commission⁵, more than 30 percent of all waste collected during their annual beach clean-ups is from disposable food ware and accessories. This section provides a summary of SUP foodware legislation at the Federal, State and local levels. **Figure 7** provides a graphic of overarching regulations. Note the local legislation column is not exhaustive.

⁵ <https://www.coastal.ca.gov/publiced/ccd/history.html>

Figure 7: Single Use Foodware Legislation



FEDERAL LEVEL

Currently, in the United States, there are no federal regulations restricting single-use plastics.

STATE LEVEL

There are at least seven major pieces of legislation in California that regulate single-use plastic foodware and accessories: SB 1335, AB 1884, AB 793, SB 343, AB 1276, AB 54, and AB619.

- **Sustainable Packaging for the State of California Act of 2018 (SB 1335)** was signed into law on September 20, 2018. SB 1335 requires a food service facility located in a state-owned facility, operating on state-owned property, or otherwise contracted by the state to use “food service packaging” that is deemed to be reusable, recyclable, or compostable. “Food Service Packaging” is defined to include anything that is used to serve or transport prepared, ready-to-consume food or beverages. This category includes plates, cups, trays, bowls, and hinged or lidded containers. Beverage containers, single-use disposable items, and single-use disposable packaging for food that is mass-produced by a third party off the food service facility premises are exempted. The legislation also requires the California Department of Resources Recycling and Recovery (CalRecycle) to create, publish, and maintain a list of acceptable packaging materials and items. CalRecycle published the initial list of approved service packaging⁶ on March 4, 2022.
- **Bring your Own Bill (AB 619)** was signed into law in July 2019. The bill delineates the safety measures a restaurant must take if they want to allow their customers to bring their own cups and containers for takeaway.
- **Single-Use Plastic Straws Upon Request (AB 1884)** was signed into law on September 20, 2018. AB 1884, prohibits full-service restaurants from providing single-use plastic straws, unless requested by the customer. The legislation defines a “single-use plastic straw” as “a single-use, disposable tube made predominantly of plastic derived from either petroleum or a biologically based polymer, such as corn or other plant sources, used to transfer a beverage from a container to the mouth of the person drinking the beverage.” Straws made from non-plastic materials, including, but not limited to, paper, pasta, sugar cane, wood, or bamboo are not included in the definition. With the enactment of this bill, California became the first state to restrict the use of plastic straws in restaurants.
- **California Beverage Container Recycling and Litter Reduction Act (AB 793)** was signed into law on September 24, 2020. Beginning in 2022, AB 793 requires all plastic bottles



⁶ <https://calrecycle.ca.gov/packaging/statefoodservice/list/>

covered by the state's container redemption program to average at least 15% post-consumer recycled resin. The amount of required post-consumer recycled resin increases to 25% in 2025 and 50% in 2030. CalRecycle is in the process of developing regulations to implement this mandate.

- **Truth in Labeling Recyclable Materials Bill (SB 343)** was signed into law September 24, 2020. It prohibits environmental markings or statements on products or packaging that are not deemed to be “recyclable” by the state of California. The legislation defines a packaging product as “readily recyclable” if at least 60% of the population of California can recycle it through local programs. For plastic packaging to be labeled as recyclable, it must meet both of the following criteria:
 - It may not include any components, inks, adhesives, or labels that prevent recyclability.
 - It may not be made from plastic or fiber that contains perfluoroalkyl or polyfluoroalkyl substances (PFAS) above 100 parts per million or that contains any intentionally added PFAS.
- **Single-Use Foodware Accessories and Standard Condiments (AB 1276)** was signed into law on October 5, 2021. Effective January 1, 2022 this law aims to reduce the waste created from single-use items from the retail food industry by only providing single-use accessories (utensils, chopsticks, condiment cups, straw, etc) to customers upon request.
- **Plastic Pollution Producer Responsibility Act (SB 54)** was signed into law on June 30, 2022. This legislation requires producers of covered material to form and join the producer responsibility organization (PRO) by January 1, 2024. Covered material is defined as single-use packaging and single-use food serviceware with exemptions for items such as packaging for medical products, infant formula, and medical food. The law also:
 - Prohibits the sale or distribution of covered materials manufactured on or after January 1, 2032, unless they are recyclable or compostable
 - Requires plastics covered under the legislation to meet the following recycling rates: 30% by January 2028, 40% by January 2030, and 65% by January 2032.
 - Bans expanded polystyrene (EPS) food serviceware unless it meets the following recycling rates: 25% by January 2025, 30% by January 2028, 50% by January 2030, and 65% by January 2032.
 - Requires the PRO to, among other things, develop and implement a plan to achieve a 25% reduction by weight and 25% reduction by plastic components for covered material by January 2032.

LOCAL LEVEL

The City of Pinole adopted a polystyrene ban in 2018.

The Sustainability Commission of Contra Costa County has made progress towards implementing a foodware ordinance. They have formed a working group to draft recommendations for the ordinance. Due to their shared waste hauler, the County is hoping to coordinate with the City of Richmond on the ordinance. Since February 2023, there has not been any movement on this ordinance, since there has not been a chance to bring it to the Board. Outside Contra Costa County, the cities of Berkeley, Cupertino, and San Mateo County, to name a few, have foodware ordinances banning single-use plastic foodware.

Other jurisdictions in Contra Costa County have done some work at tackling this issue.

- **El Cerrito's** foodware ordinance is effective July 1, 2022 and requires foodware to be reusable or compostable. A compliant disposable foodware product guide was created to help businesses understand options⁷. Enforcement begins January 1, 2024.
- **Richmond's** foodware ordinance, effective December 15, 2018, applies to retail and lodging establishments and allows recycleable foodware in addition to reusable and compostable foodware. The ordinance states businesses may charge a takeout fee to offset the increase of cost of compliant foodware. The ordinance allows establishments to charge a take-out fee to customers to cover the cost.
- **San Ramon** has not adopted an ordinance regulating plastic foodware however, the city has developed an educational campaign. The campaign's Instagram, *#trashfreesanramon*, highlights businesses that are "trash-free certified" by offering reusables for dine-in and invites other businesses to do the same through their website. Participating businesses are identified with a Trash-Free certificate and window clings. The City also has a reusable tumbler program where partnering businesses are offering customers a discount for bringing in their reusable tumbler with a City sticker.



In the greater Bay Area, a number of jurisdiction have adopted foodware ordinances. Some highlights follow:

- **Berkeley:** requires that only reusable foodware be used for dine-in services. All disposable foodware must be certified compostable, free of intentionally added fluorinated chemicals, and provided upon request only. Also requires food vendors that have self-bussing to provide

⁷ https://el-cerrito.org/DocumentCenter/View/18163/Foodware_Ordinance_Product_Guide

color coded receptacles for customers to separate their recyclables, compostables and landfill waste. And mandates a \$.25 fee for every single-use beverage cups provided.

- **Oakland:** requires that food service ware be biodegradable and compostable, and that beverage straws be provided upon request only. This extends to all Oakland food vendors selling prepared food—including restaurants, delis, fastfood establishments, vendors at fairs and food trucks. All City facilities must also follow the ordinance.
- **San Francisco:** Starting July 1, 2019, sets limits on single-use plastic foodware accessories such as plastic beverage plugs, cocktail sticks, stirrers, toothpicks. And clarifies that foodware sold in San Francisco must be certified by the Biodegradable Products Institute (BPI). Includes grocery stores and other retailers.
- **Santa Cruz:** Requires food providers to only give straws, lids, and cutlery and to-go condiment packages upon request of the customer. And bans plastic cutlery; stir sticks and Polystyrene #6 products including hot beverage lids. Food service providers are encouraged to charge a take-out fee of \$.25 and provide a \$.25 credit for customers bringing their own reusable containers for to-go items.
- **Marin County:** Applies to food facility operators and establishes a hierarchy of reusables are best, compostable fiber foodware is compliant, and single-use plastics are prohibited (see Figure 8)

Figure 8: Graphic Depiction of Marin County's Food Ware Ordinance



PINOLE SUP OUTREACH RESULTS

Outreach for Pinole’s single-use plastic reduction campaign, Plastic Wise Pinole, was conducted by various methods in March-May 2023. As a part of the outreach, a survey was distributed to the business and resident/visitor community, an Alternatives to Single Use Plastics Expo was held, a pilot reusable takeaway program was spurred, and a cost analysis was completed. A logo and website, www.ci.pinole.ca.us/plasticwise, were developed to guide the campaign.



SINGLE-USE PLASTIC SURVEYS

METHODOLOGY

Two surveys were created to offer insight on how the community feels about regulation of single-use plastics. These surveys were aimed at receiving input from the business community as well as the resident/visitor population. Both surveys were available directly from the City’s website. The City conducted outreach through the city’s normal communication channels: online, through *The Pulse* and through social media (Facebook, NextDoor and Instagram).

Additionally, business surveys were emailed to all businesses in Pinole. Businesses without an email were mailed a letter with a QR code to participate in the survey.

A flyer was created that provided background on the reasons for the campaign as well as QR codes for each survey type. Flyers were distributed at different public events such as the City’s Earth Walk, Farmer’s market, and the Crockett Shoreline Festival. Flyers were also physically posted around town at different community boards and breakrooms.

Lastly, surveys were also disseminated with the help of community partners, such as the Chamber of Commerce, Friends of Pinole Creek, and 350 Contra Costa.

BUSINESS SURVEYS

This section provides an overview of the responses received from the business survey.

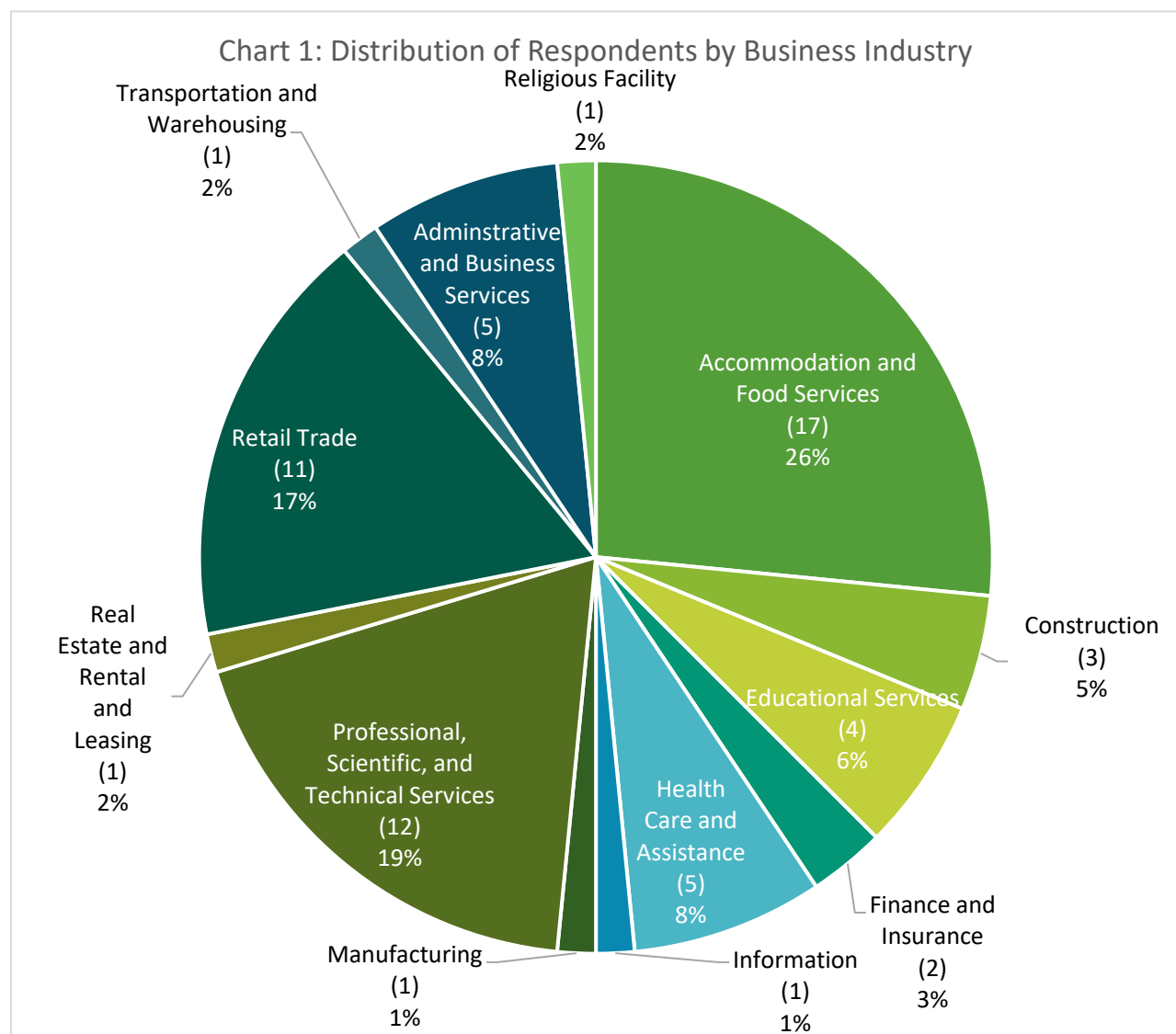
SNAPSHOT OF RESPONDENTS

Table 1 below shows the number of responses received from the business community by method of survey distribution.

Table 1: Business Survey Respondents by Survey Method

Email invitations	84 responses from 674 invitations
Letter invitations	6 responses from 138 invitations
Website links	2 responses
Partners' email dissemination	2 responses
Social media	1 response
Total Responses	95 responses

Chart 1, below, with 65 of 95 respondents answering, shows the type of industry the responding businesses most closely aligned.



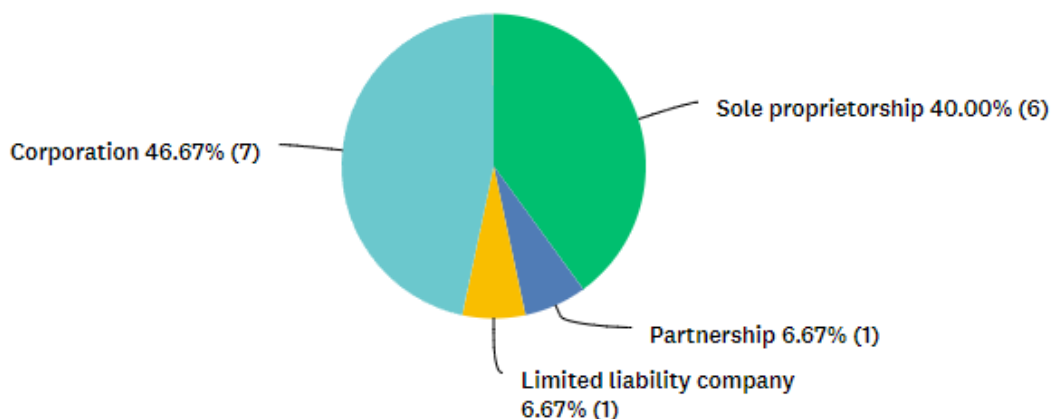
Of the 17 business that identified as part of the Accommodation and Food Service type, 15 were food-related businesses. **Table 2** provides more detail of the types and distribution of food-related businesses responded to the survey.

Table 2: Type of Food-Based Business (Food-Based Business Respondents)

Café/Coffee House	3
Casual Dining	4
Dessert/Ice cream/ Bakery shop	1
Fast Casual	1
Gastropub/Bar	1
Other (please specify)	Catering (2)
	Pre-packaged snacks
	N/A (2)

Chart 2 shows how the food-based business respondents' businesses are owned.

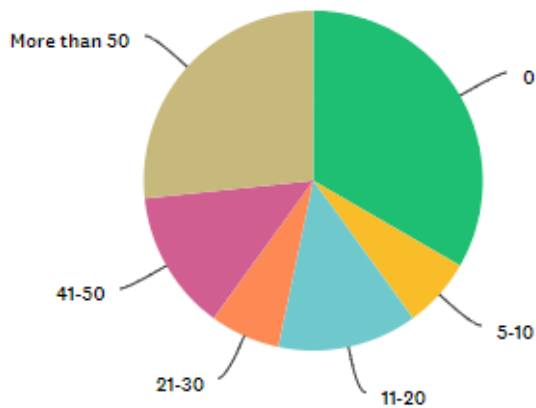
Chart 2: Ownership Type (Food-Based Business Respondents)



Additionally, 12 of 15 respondents (80%) shared their business is not a chain or franchise; 12 of 15 respondents (80%) shared their business is less than 10,000 square feet.

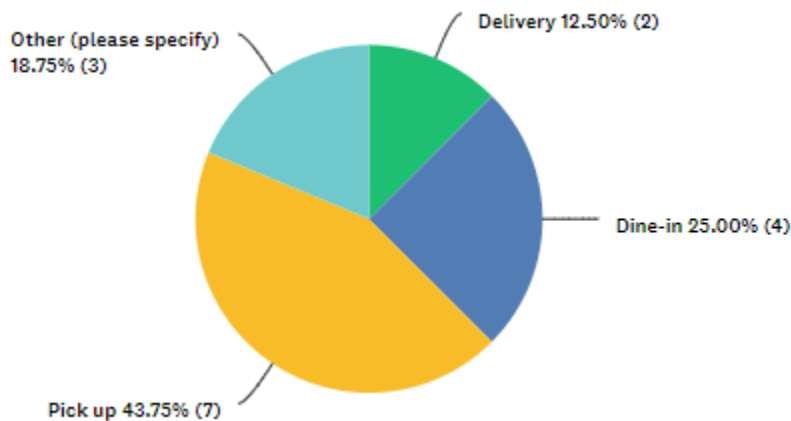
The seating capacity of the responding businesses is shown in **Chart 3**, below:

Chart 3: Seating Capacity (Food-Based Business Respondents)



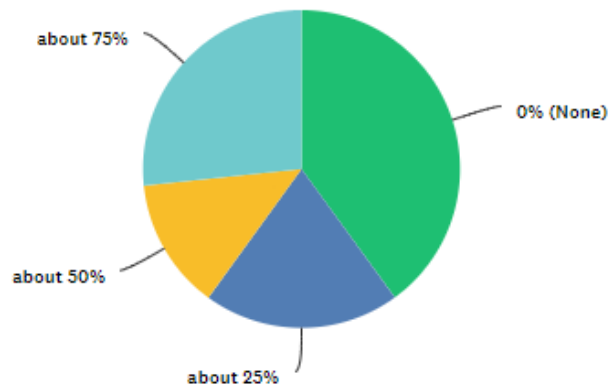
Of the 15 food-based business respondents, seven reported the primary dining experience was for pick-up, four reported dine-in as being the primary focus of the restaurant and two indicated that their business was focused on delivery. See **Chart 4**.

Chart 4: Primary Dining Experience (Food-Based Business Respondents)



Of the 15 food-based business respondents, six responded that their customers never dine-in; four responded that their customers dine in about 75% of the time; three responded that their customers dine in about 25% of the time; two responded that their customers dine in about 50% of the time. See **Chart 5**.

Chart 5: Primary Dining Experience (Food-Based Business Respondents)



ANSWER CHOICES	RESPONSES	
▼ 0% (None)	40.00%	6
▼ about 25%	20.00%	3
▼ about 50%	13.33%	2
▼ about 75%	26.67%	4
▼ 100% (All)	0.00%	0
TOTAL		15

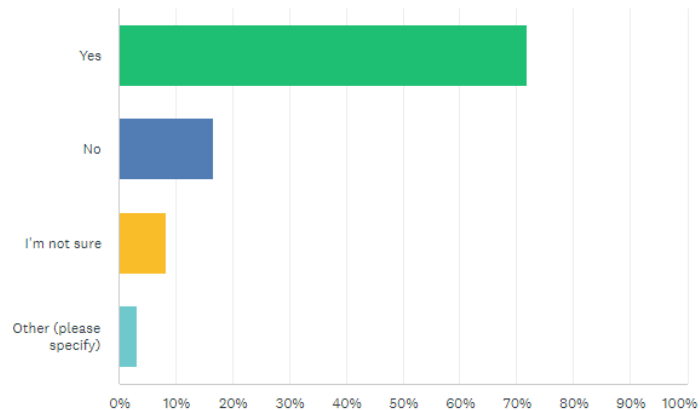
KEY FINDINGS

The following provides key findings from the survey. Full results are in Appendix A.

QUESTION 1

This is photo of single-use plastics in an overflowing garbage can. Single-use plastics include such items like plastic bags, takeout containers, cups, straws and utensils made for a one-time use only and typically end up in landfills, waterbodies and as litter in our communities. Do you worry about the amount of waste created by single-use plastic bags, to-go cups, containers, and other disposable foodware accessories?

Answered: 96 Skipped: 1

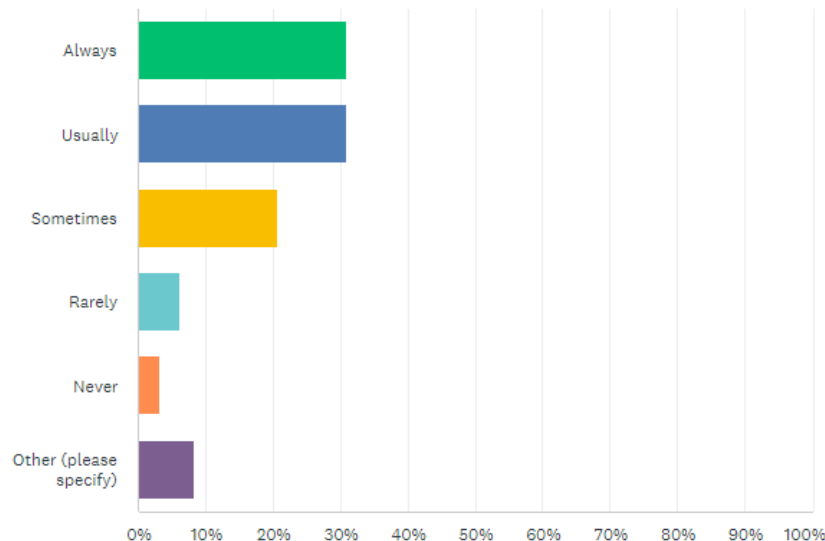


Staff observation: from 96 responses, more than 70% of business respondents worry about the amount of waste generated from single-use plastic items.

QUESTION 3

How often do you actively attempt to avoid using single-use plastics in your business operations?

Answered: 97 Skipped: 0



STAFF OBSERVATION: 60 out of 97 respondents (about 62%) usually or always attempt to avoid using single-use plastics in their business operations demonstrating a high eco-awareness of plastics among Pinole businesses.

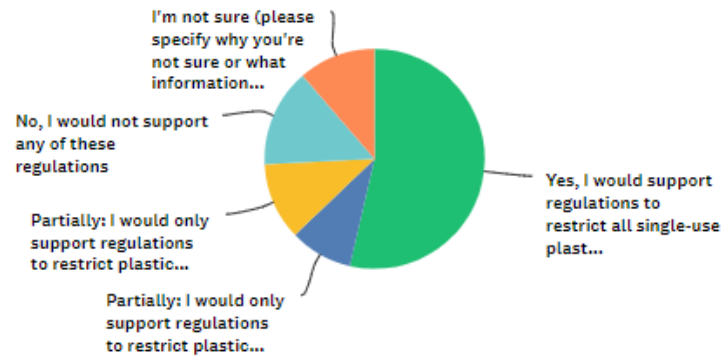
BUSINESS COMMUNITY WRITTEN RESPONSES/COMMENTS:

- i don't use them
- We try to reduce waste as much as possible and are very strict with trash, compost and recycling separation. However, we are a dental office and single use products are necessary.
- It depends on the items. There are some items in my business I have no choice but to use only once as I deal with chemicals as a hairstylist. Where I can avoid it I do my best to. I also have to consider my clients and what can work best for them.
- to avoid cross-contamination, we are unable to.
- not relevant to our online business
- My business is in construction, not in food preparation.
- We have done what we can to use compostable items where it is possible and realistic for the safety of our patrons and integrity of our product.
- My business does not require packaging, so I never need to use single-use packages

QUESTION 4

Would you support new regulations in Pinole that would regulate and restrict single-use plastics in the City? For example, reusable bags and food containers would be highly encouraged, all disposable to-go bags and containers would be compostable and all single-use plastics would be banned.

Answered: 97 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ Yes, I would support regulations to restrict all single-use plastics in Pinole	53.61% 52
▼ Partially: I would only support regulations to restrict plastic foodware products in Pinole	9.28% 9
▼ Partially: I would only support regulations to restrict plastic bags in Pinole	11.34% 11
▼ No, I would not support any of these regulations	14.43% 14
▼ I'm not sure (please specify why you're not sure or what information you'd need to form an opinion) Responses	11.34% 11
TOTAL	97

STAFF OBSERVATION: 52 out of 96 respondents (54%) would support a restriction on all single-use plastics. From the comments, cost is a concern for businesses.

BUSINESS COMMUNITY WRITTEN RESPONSES/COMMENTS:

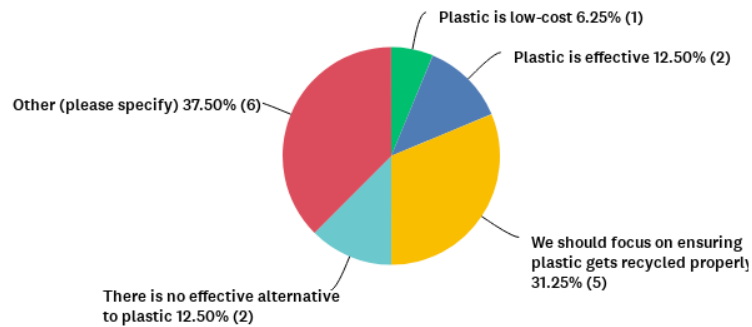
- Too expensive
- I don't think paper containers for food is a good idea as items with liquid would cause a difficulty and possibly hurt someone's business that needs containers that store food properly. Also not sure what the cost would be to the residents or small businesses that would now have to find a way to provide an alternative that could potentially cost more than what can be afforded. I don't disagree that there should be some way to reduce the use, however I urge the city to consider finding an alternative that would be the same price as or even better yet less than what is currently being spent for those items. Consider small businesses not just the bigger names that can afford paying more. Also for places that do have food items and are now needing to use and or accept reusable items, what will the new practices be

to ensure that the food is not being contaminated in some way. While good establishments may have a higher standard required for cleanliness, not every individual has or knows how to properly clean and sanitize different items.

- We would prefer to retain creative control over the choices we make for our business- to be informed by education and recommendations rather than imposed regulation and restrictive legislation.
- I just do not want the entire burden of cost and control levied on small business. We do our best when at all possible, but some items are just cost prohibitive. Hopefully in the future cost will align with ideals. It is especially difficult given the current economy.
- no because the non single use items never break down. need all biodegradeable only!
- I would need more information to exactly what will be banned, restricted, and what cost will be included.
- I just do not want the entire burden of cost and control levied on small business. We do our best when at all possible, but some items are just cost prohibitive. Hopefully in the future cost will align with ideals. It is especially difficult given the current economy.

QUESTION 6

Q6 Select all reasons why you would NOT support a ban or restriction on single-use plastics foodware and plastic bags in Pinole. (Please select all that apply)



STAFF OBSERVATION: 16 out of 97 respondents (about 16%) stated they would not support a ban. For the majority, they had their own comments listed below. For the rest, the main reason was shifting the focus on increasing the recycling rate of plastics (currently 9%). There are also concerns with functionality of plastic alternatives.

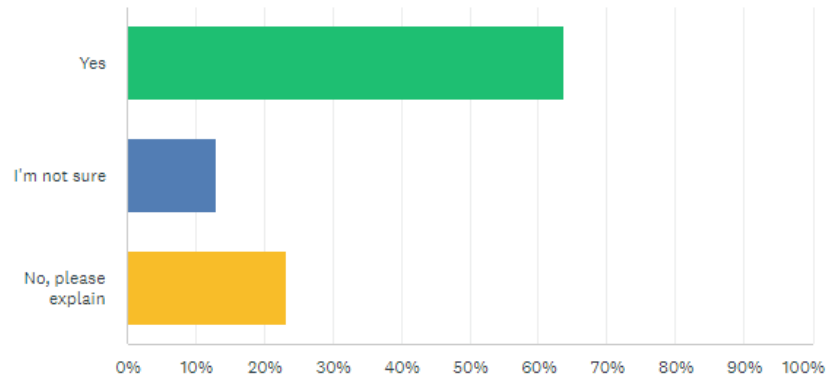
BUSINESS COMMUNITY WRITTEN RESPONSES/COMMENTS:

- It's not the job of the local govt to get involved in these regulations.
- Plastic alternatives can also be harmful to health and wildlife if not properly managed, regulated, and monitored.
- This is not a choose all that apply option. Cost, pros outweigh cons and quality
- Take care of the crime and homeless people. More important than plastics
- While bans on bags seems well and good, bans on plastic utensils and straws will affect disabled communities who can only eat/drink with those utensils in particular. For example, metal utensils can't be used as they can get too hot/cold, and many compostable utensils could have allergens.
- It's going to be very difficult to do take out.

QUESTION 7

Would you be supportive of new regulations in Pinole that may require customers at food businesses to bring their own reusable bag or pay for a paper or reusable bag at checkout in order to carry away to-go items?

Answered: 69 Skipped: 28



STAFF OBSERVATION: Over 60% of 69 respondents are okay with customers bringing their own reusable bags to food businesses or charging customers for a paper/reusable bag. Comments raise concerns such as unhappy customers for charging which may impact the local economy and drive business away. There are also concerns with sanitation of customer-brought bags near food.

BUSINESS COMMUNITY WRITTEN RESPONSES/COMMENTS:

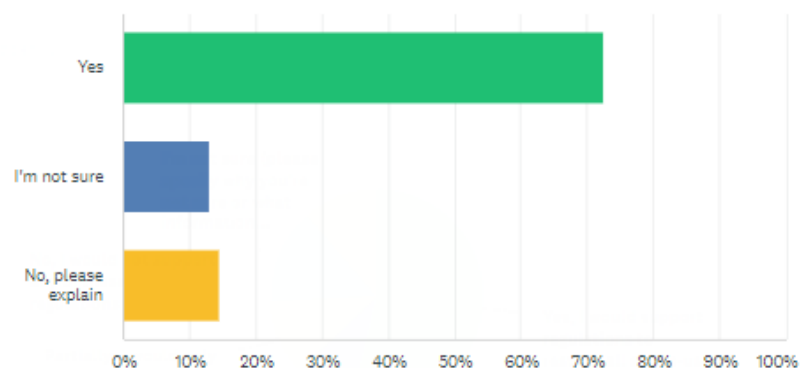
- I'm in favor of it for businesses like Target and Food Max. In fact, reusable plastic bags are the worst so paper should only be an option. Small businesses should not be required to charge.
- It's only going to hurt Pinole businesses. It's not the job of Pinole to make this rule, if it's a state rule then everyone affected evenly. Local rule only hurts Pinole businesses. Why are you trying to hurt Pinole? People will just go to Hercules, Richmond, unincorporated, San Pablo... too many other options. It will only hurt us!
- People are smart They do not need city of Pinole to set regulations and create further headaches
- Could be unsanitary or contaminate other items in the store
- There is already too much regulations, some people don't keep "clean" bags & bring those into the stores. Sanitary issue. Bags for the most part of free in stores.
- Bad for business
- I feel in this area most folks consistently bring their own bags. Occasionally, as we all forget our re-usable bags so the bag charge seems an extra fee.

- we pay enough when we get a to go order. I don't like how I get nickel and dime for every little thing. The customer should be able to leave with a bag to carry they're food in.
- For sanitary reasons, it is best to have cooked food in fresh clean bags
- Too difficult to implement
- As a consumer, I don't believe in being required to pay for re-usable bags.
- Not sanitary
- Guests won't typically have a bag to carry out their food.
- It's unrealistic and will create unhappy customers resulting in less revenue for businesses and less taxes being paid to the city
- I would want to supply my customers with something to hold their leftovers to take home.

QUESTION 8

Would you be supportive of new regulations in Pinole that may require customers at all retail businesses to bring their own reusable bag or pay for a paper or reusable bag for purchased items?

Answered: 69 Skipped: 28



STAFF OBSERVATION: Over 70% of 69 respondents support allowing customers to bring their own reusable bag or charging customers for a paper/reusable bag. Concerns with driving business away are raised in comments along with concerns about hygiene.

BUSINESS COMMUNITY WRITTEN RESPONSES/COMMENTS:

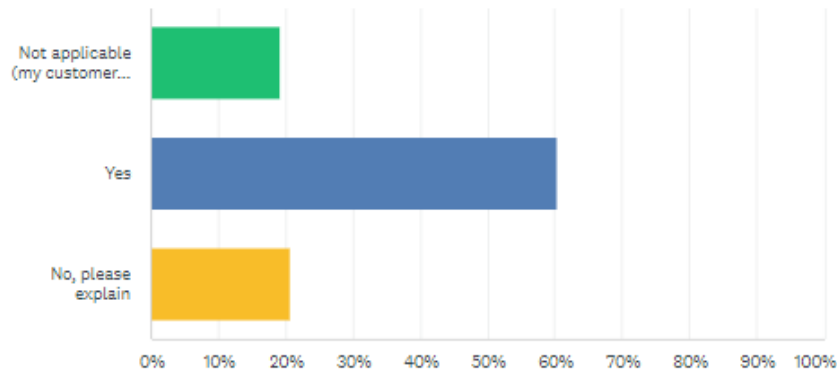
- Bad for business
- Same note as before
- my customer has already paid for they're items. I should not ask them to pay for a bag.
- If a re-usable bag is needed, it should be the responsibility of the business to supply it. They may need to increase their prices to accommodate the mandate.

- there is already state regulations requiring this.
- Same reason

QUESTION 9

Do you feel a paper bag will properly carry your customers' good and takeaway items?

Answered: 68 Skipped: 29



ANSWER CHOICES	RESPONSES
Not applicable (my customers do not need bags to takeaway items)	19.12% 13
Yes	60.29% 41
No, please explain	20.59% 14

STAFF OBSERVATION: 60% of 68 respondents feel a paper bag will properly carry their customers' goods. Comments raise concerns with sturdiness of a paper bag and attenuation of paper bags with spilled food.

BUSINESS COMMUNITY WRITTEN RESPONSES/COMMENTS:

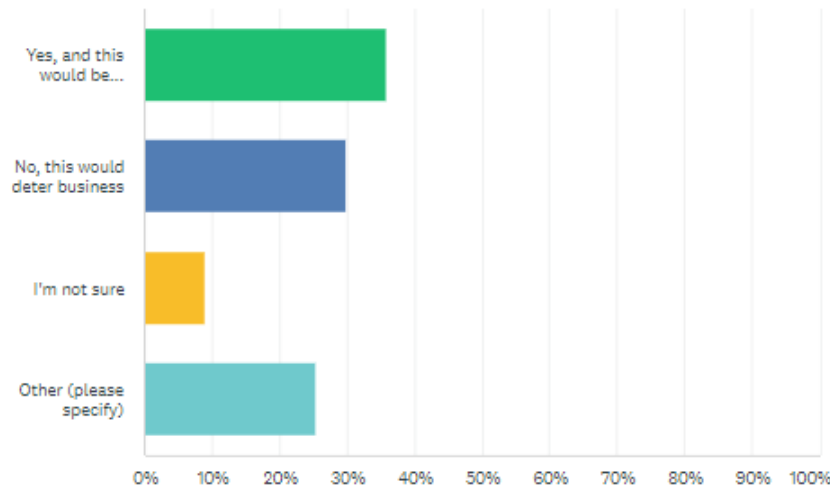
- Liquids and heat cause bags to break
- A paper bag's utility depends on the weight of the product(s) placed in them and the weight of the paper bag.
- paper bags aren't always the sturdiest most take-outs are already in appropriate containers.
- Depends on the weight of the products my clients are purchasing. Similar to grocery stores, I may have to double bag in order to support the weight of the items.
- Some food items may cause bag to dampen and break
- I've provided paper bags for many years!
- heavy items easily tear paper bags
- use reusable bags

- Handles are not strong enough- use more bags with fewer items per bag
- Customers regularly complain
- Paper bags break easily. I bring my own reusable bag. My business doesn't need bags.
- They'll break. Food, grease, moisture will dampen the bag causing tears, spilled food and an overall poor experience

QUESTION 10

Would you be willing to charge customers 10 cents or more for a paper bag for their takeout, good, or takeaway items to offset any financial impact to your business?

Answered: 67 Skipped: 30



ANSWER CHOICES	RESPONSES	
▼ Yes, and this would be helpful as an offset	35.82%	24
▼ No, this would deter business	29.85%	20
▼ I'm not sure	8.96%	6
▼ Other (please specify)	Responses 25.37%	17

STAFF OBSERVATION: About 36% of 67 respondents are okay with charging 10 cents or more for a paper bag. About 30% of 67 respondents feel this will deter business. Concern of cost for supplying paper bags without upsetting customers is raised in comments.

BUSINESS COMMUNITY WRITTEN RESPONSES/COMMENTS:

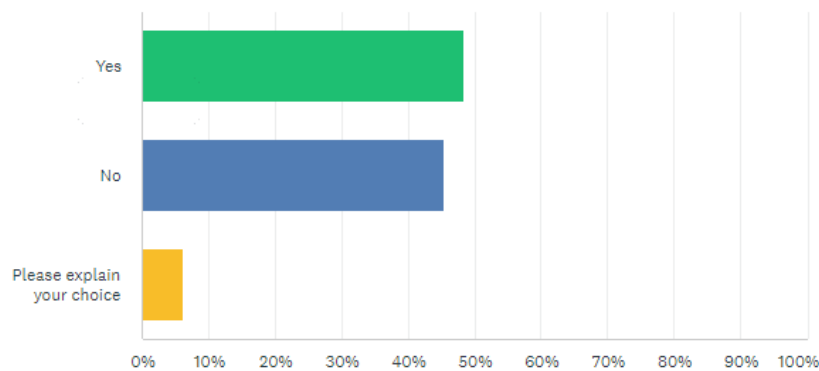
- I don't feel like I would have any other option other than to charge for the bag. As a small business and a small space I don't have the ability to order the bulk size needed to get a lesser price per bag. I don't think .10 per bag would be enough to offset the cost to my business.

- We already are passing on our significant rise in cost of goods to our customers and would prefer to avoid additional reasons to raise our prices--and, we already use paper bags and would prefer to continue to decide where and when to spend our limited funds.
- We have already switched to recycled paper bags and boxes and have folded those costs into our retail pricing. It's simpler and does not make our customers like they are being nickle and dimed

QUESTION 12

The thicker plastic bags in this picture are reusable up to 125 times.
Considering how many times customers may actually be reusing them before disposing, do you consider these bags to be truly reusable?

Answered: 64 Skipped: 33



STAFF OBSERVATION: Respondents are split on the question of thicker film plastic bags being reusable considering the number of time they are actually used before disposal.

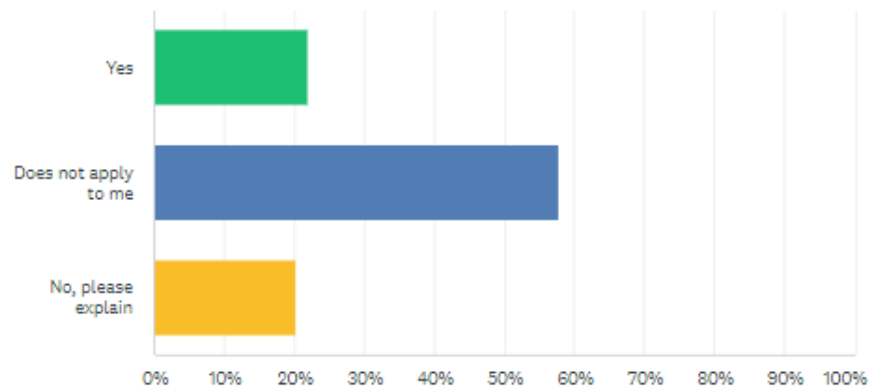
BUSINESS COMMUNITY WRITTEN RESPONSES/COMMENTS:

- I have reused these bags, they have a tendency to "smell"
- Studies show these bags are used less than once before being tossed. Paper is a much more sustainable option
- No. Reusable should not have a limit of 125 times.

QUESTION 13

Would your business be willing to increase the consumer price of these thicker plastic bags in order to discourage their purchase and use?

Answered: 64 Skipped: 33



STAFF OBSERVATION: For the businesses that this question applies to, slightly more businesses are willing to increase the price of thicker plastic bags

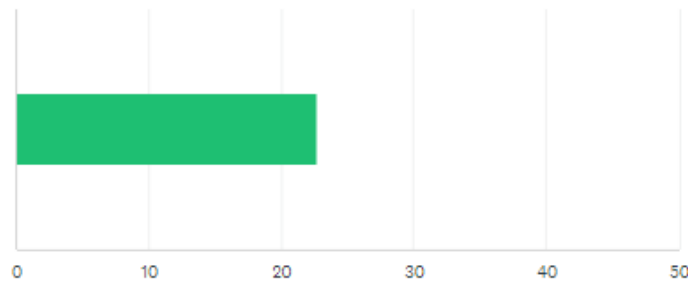
BUSINESS COMMUNITY WRITTEN RESPONSES/COMMENTS:

- People reuse them all the time for all kinds of things
- Let the market decide
- Bad for business
- Thicker plastic is bad for environment and most people don't reuse them anyway. So we do not want to offer the thicker plastic even at the cost to the customer
- has not worked, if you raise the cost, consumers will just not buy them and typically affects how much they purchase. consumers end up purchasing less items so they can carry them without having to purchase a bag.
- It's a business deterrent
- I feel that raising the price of something to deter customers from purchasing that thing is unethical

QUESTION 14

The slider below shows the current price of the thicker reusable plastic bags (10 cents). Using the slider below select what price (in cents) per bag would you be willing to increase the price of these thicker plastic bags to discourage their purchase and use?

Answered: 41 Skipped: 56



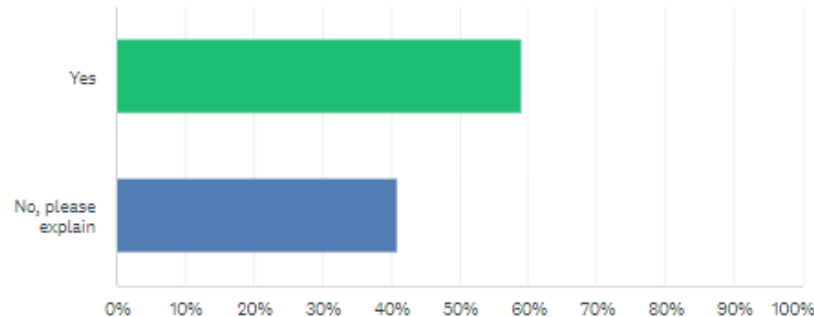
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
Responses	23	930	41
Total Respondents: 41			

STAFF OBSERVATION: Respondents collectively averaged a fee of 23 cents deterring the purchase of thicker film plastic bags. Interesting, San Francisco’s 2019 Ordinance increasing the amount of money charged for checkout bags from \$0.10 to \$0.25 referenced an Irish law, which increased the price of plastic checkout bags from 15 cents to 22 cents, reducing plastic checkout usage by more than 95 percent, as precedent.

QUESTION 15

Would you be comfortable with customers bringing their own to-go cup or tupperware for leftovers at food establishments?

Answered: 61 Skipped: 36



STAFF OBSERVATION: About 60% of respondents are comfortable with customers bringing their own to-go cups and Tupperware. The majority of comments raised concerns with sanitation. One commentator worries it will invite false accusations of food poisoning if the customer's container was not clean in the first.

BUSINESS COMMUNITY WRITTEN RESPONSES/COMMENTS:

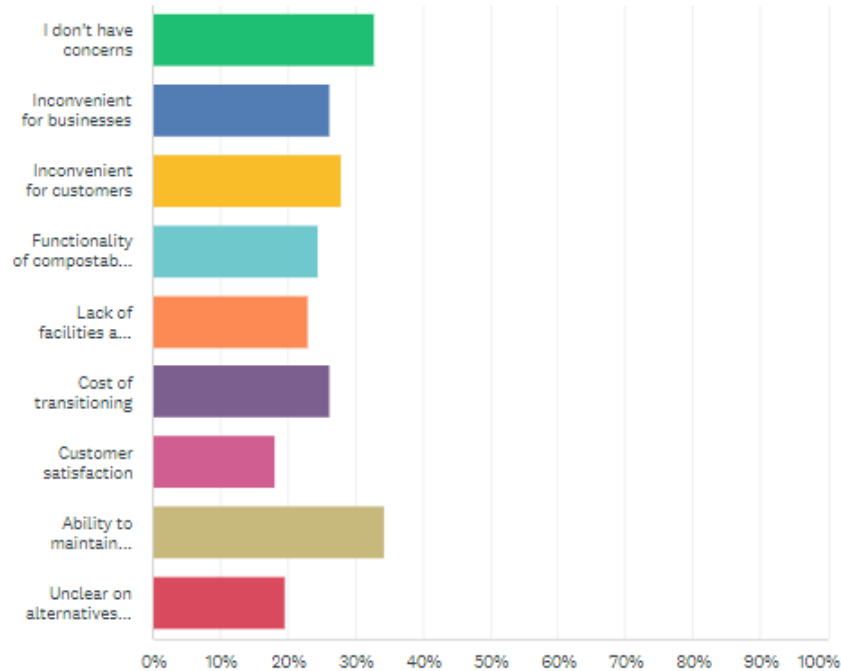
- Contamination
- not sanitary
- It's only going to hurt Pinole businesses. It's not the job of Pinole to make this rule, if it's a state rule then everyone affected evenly. Local rule only hurts Pinole businesses. Why are you trying to hurt Pinole? People will just go to Hercules, Richmond, unincorporated, San Pablo... too many other options. It will only hurt us!
- Could contaminate
- Sanitary issues
- Might have food contamination and establishment blamed
- If someone brings a container that was not properly cleaned and sanitized, they could claim that a business gave them food poisoning because their container was not clean and not that the food business mishandled the food. I think this can present liability or problem.
- Sanitation issue
- Absolutely not, folks have pets. Some folks like myself are allergic.
- that's ridiculous to ask a customer
- I just think it's weird but I guess it's ok
- Does not apply to our service
- Cross contaminating
- contamination due to bacteria
- too unsanitary. unless they have dishwasher in the car.

- contamination of main food from customers Tupperware
- Not applicable
- Cups ok, not food
- Sanitation concerns
- Health reasons
- Not all the customers will bring in clean food ware, it will cause cross contamination.
- ?
- My business doesn't sell food.
- Sanitary issue
- I don't think that is sanitary

QUESTION 16

What concern(s) do you have regarding regulations that require food businesses to only use compostable or reusable foodware?

Answered: 61 Skipped: 36



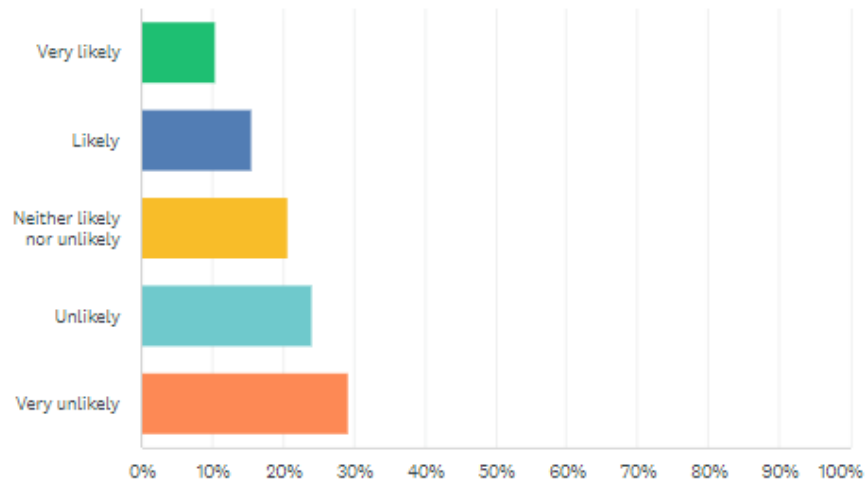
ANSWER CHOICES	RESPONSES
I don't have concerns	32.79% 20
Inconvenient for businesses	26.23% 16
Inconvenient for customers	27.87% 17
Functionality of compostable foodware	24.59% 15
Lack of facilities at business to clean reusable foodware	22.95% 14
Cost of transitioning	26.23% 16
Customer satisfaction	18.03% 11
Ability to maintain hygiene/cleanliness	34.43% 21
Unclear on alternatives/regulations	19.67% 12
Total Respondents: 61	

STAFF OBSERVATION: No answer option received a majority. The main concerns are cost, functionality, and hygiene/cleanliness.

QUESTION 17

How likely would your business participate in a low-cost program where customers could return take out containers to you or other participating locations so they can be reused? A diagram of such a program is below.

Answered: 58 Skipped: 39

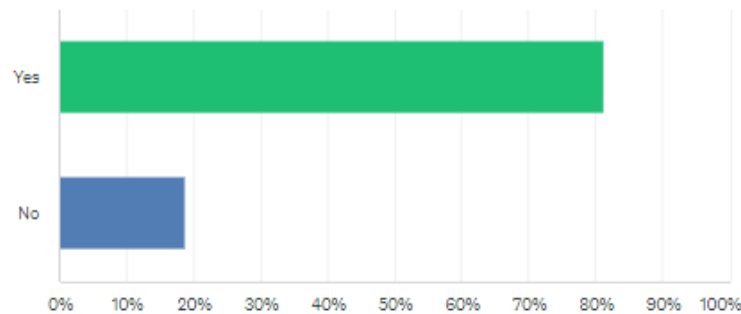


STAFF OBSERVATION: About half of respondents are either open or willing to participate in the returnable, reusable loop.

QUESTION 28

Do you have the ability to wash dishes at your business?

Answered: 16 Skipped: 81



ANSWER CHOICES	RESPONSES	
Yes	81.25%	13
No	18.75%	3
Total Respondents: 16		

STAFF OBSERVATION: This question was only asked of food service businesses. More than 80% of the 16 respondents have the ability to wash dishes at their business, which means they also have the ability to accommodate reusables.

RESIDENT/VISITOR SURVEYS

SNAPSHOT OF RESPONDENTS

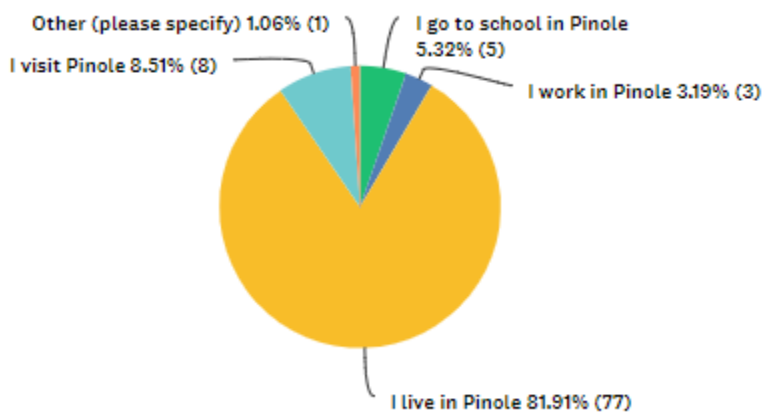
Table 3 below shows the number of responses received from the resident/visitor community by method of survey distribution.

Table 3: Resident/Visitor Survey Respondents by Survey Method

Email invitations	48 responses
Website	32 responses
Flyer posting/distribution	15 responses
Social Media	8 responses
Total Responses	103 responses

94 respondents shared how they are associated with the City of Pinole. Most respondents (over 80%) live in Pinole (see **Chart 6**).

Chart 6: Resident/Visitor Respondent Association with City



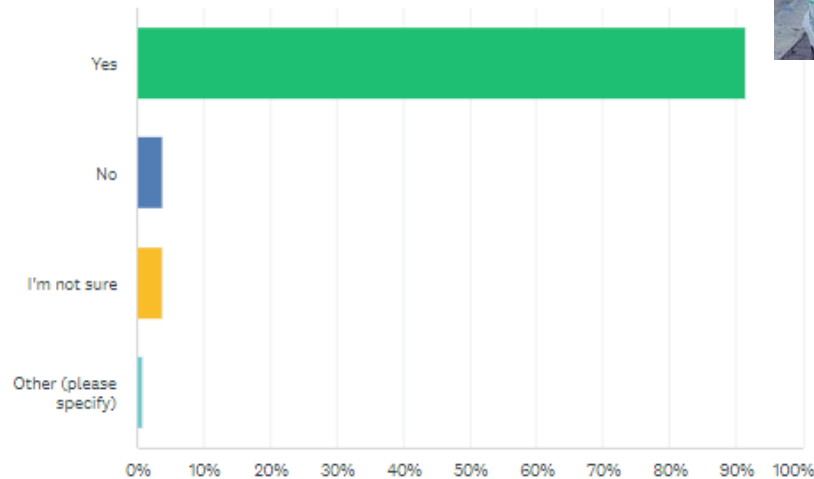
KEY FINDINGS

The following provides key findings from the survey. Full results are in Appendix B.

QUESTION 1

This is photo of single-use plastics in an overflowing garbage can. Single-use plastics include such items like plastic bags, takeout containers, cups, straws and utensils made for a one-time use only and typically end up in landfills, waterbodies and as litter in our communities. Do you worry about the amount of waste created by single-use plastic bags, to-go cups, containers, and other disposable foodware accessories?

Answered: 105 Skipped: 0

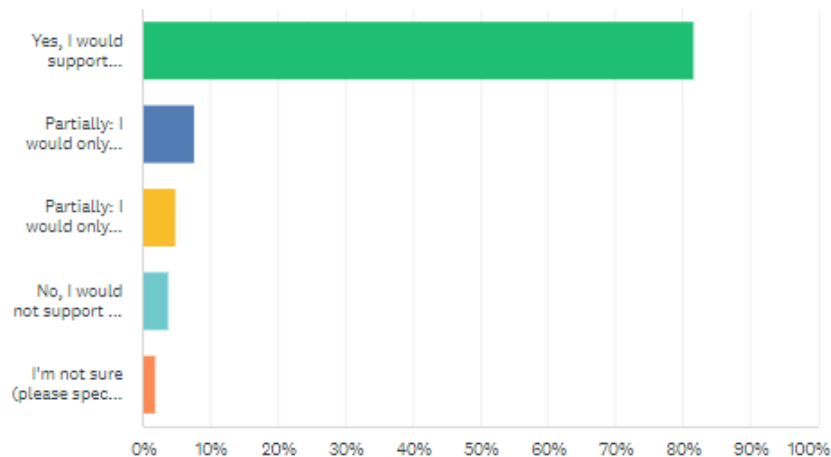


STAFF OBSERVATION: Respondents overwhelmingly answered they are concerned with the number of single-use plastic items disposed.

QUESTION 4

Would you support new regulations in Pinole that would regulate and restrict single-use plastics in the City? For example, reusable bags and food containers would be highly encouraged, all disposable to-go bags and containers would be compostable and all single-use plastics would be banned.

Answered: 104 Skipped: 1



STAFF OBSERVATION: More than 80% of 104 respondents would support regulation on single-use plastic bags and foodware.

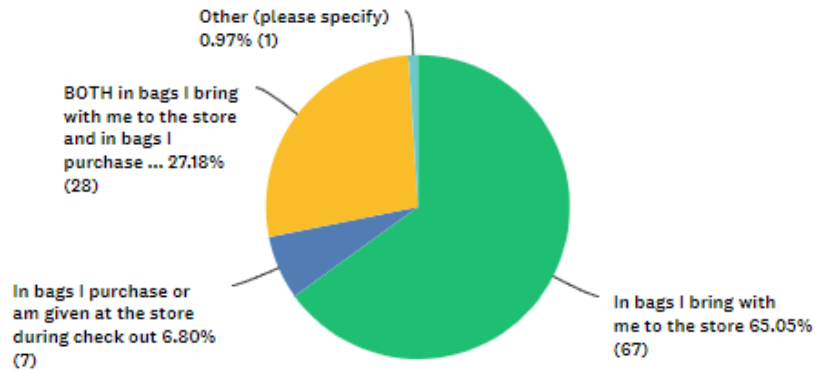
RESIDENT/VISITOR WRITTEN RESPONSES/COMMENTS:

- There is increased cost for the business and it force many small businesses to participate who may not be able to afford this change. Some of my favorite restaurants are small business owners. I would feel better if their needs were also taken into consideration.
- The added costs to struggling businesses is the problem
- Because we the consumer will have to pay for all of this, as retailers will raise their prices to buy the special products

QUESTION 7

How do you typically bring your groceries home? If you order or have groceries delivered, please respond with how you receive your groceries.

Answered: 103 Skipped: 2

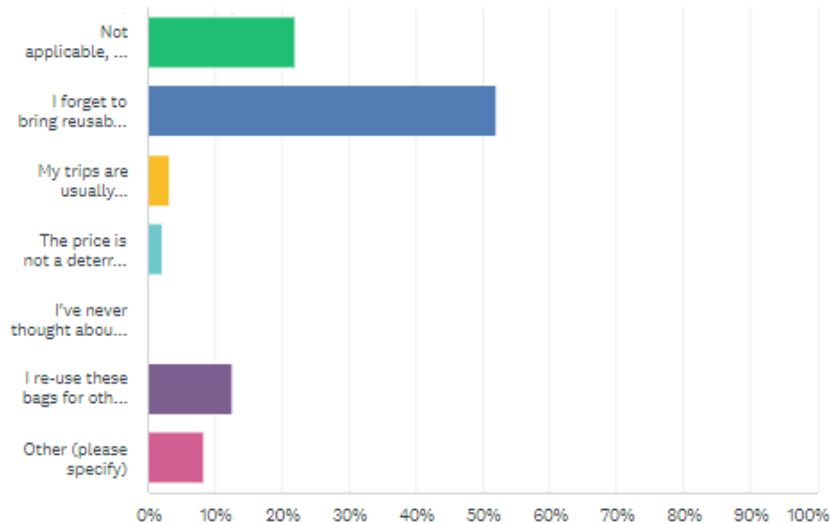


STAFF OBSERVATION: 65% of respondents bring their own bags for groceries

QUESTION 10

If you ever get thicker plastic bags at the grocery store, what's usually the typical reason why you buy them?

Answered: 96 Skipped: 9



ANSWER CHOICES	RESPONSES	
▼ Not applicable, I don't buy these bags	21.88%	21
▼ I forget to bring reusable bags	52.08%	50
▼ My trips are usually spontaneous	3.13%	3
▼ The price is not a deterrent and the bags are convenient	2.08%	2
▼ I've never thought about it	0.00%	0
▼ I re-use these bags for other trips or things	12.50%	12
▼ Other (please specify)	8.33%	8
TOTAL		96

STAFF OBSERVATION: A majority of respondents are only purchasing the thicker film plastic bags because they forgot to bring their own bag. From the comments, it seems online grocery shopping does not have an option to pre-select “bringing my own bag” as online orders are packed in plastic bags.

RESIDENT/VISITOR WRITTEN RESPONSES/COMMENTS:

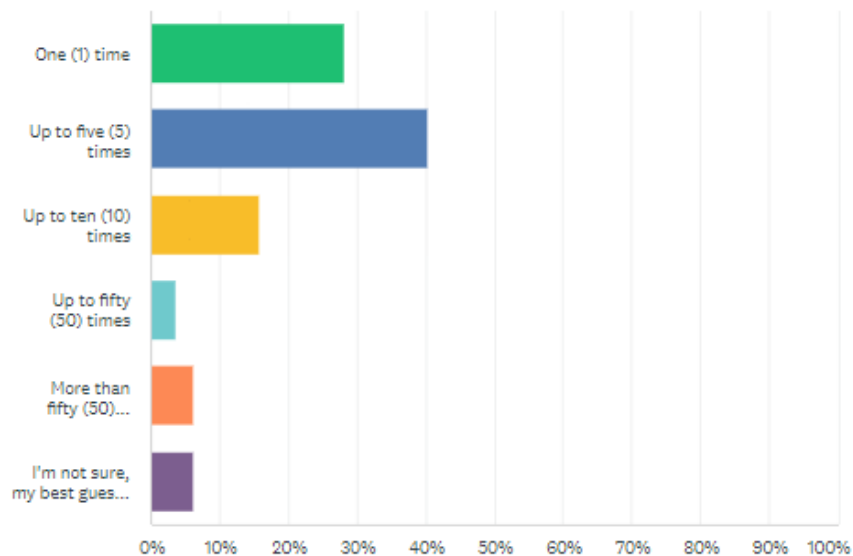
- Its what is available
- I am forced to by your regulations
- I forgot to bring bags and paper bags are not available or I'm not given a choice.

- when I shop online for store pickup, the items are packed in plastic bags
- Drive up, forced upon one
- when using store pick up (someone else has bagged the groceries I purchase ahead of time)
- I don't buy them. Charge way more than to purchase these bags and people will stop using them. Ban them all together.
- It's a drive up order and the bags are automatically loaded with my order with no way to opt out.

QUESTION 13

How many times would you estimate you reuse these thicker reusable bags before you recycle them?

Answered: 82 Skipped: 23

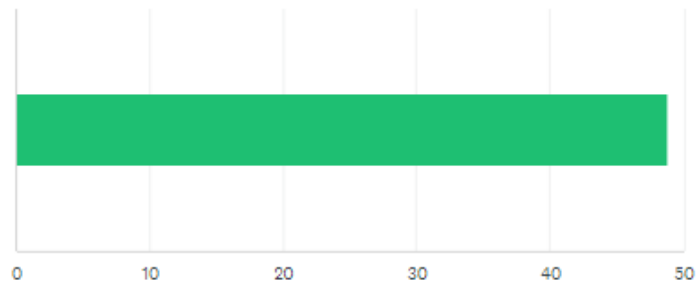


STAFF OBSERVATION: The majority of respondents are reusing thicker plastic bags for only about 1-10 times.

QUESTION 14

The slider below shows the current price of the thicker reusable plastic bags (10 cents) at grocery checkout. Using the slider below select what price (in cents) per bag would deter or stop you from buying thicker plastic bags at grocery checkout?

Answered: 77 Skipped: 28

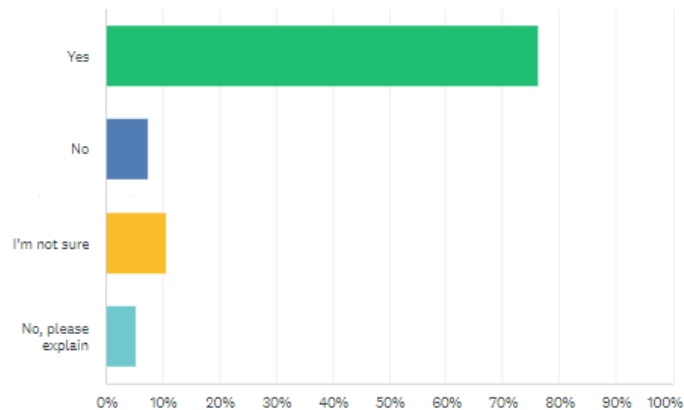


STAFF OBSERVATION: The average of 77 responses led to a result of 49 cents being a price that would deter the purchase of thicker plastic bags

QUESTION 16

Would you be supportive of new regulations in Pinole that may require customers at food businesses to bring their own reusable bag or pay for a paper or reusable bag at checkout in order to carry away to-go items?

Answered: 93 Skipped: 12



STAFF OBSERVATION: About 75% of 93 respondents would support legislation that requires customers to bring their own reusable bag or pay for a paper bag at food businesses.

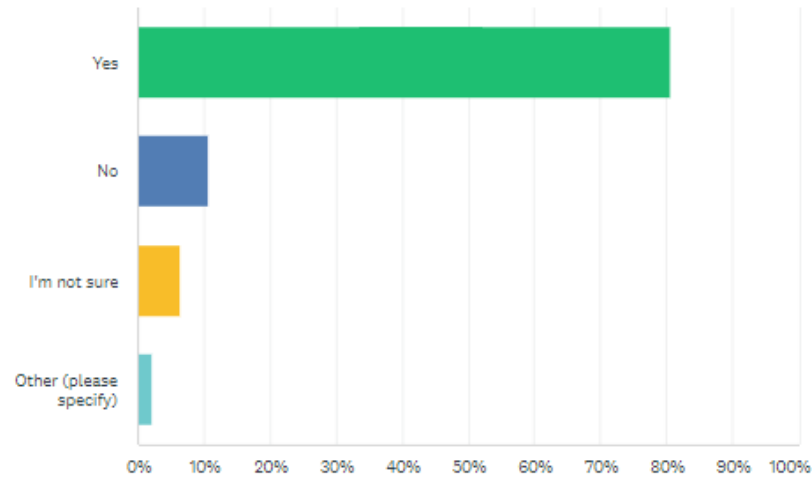
RESIDENT/VISITOR WRITTEN RESPONSES/COMMENTS:

- I will shop in another town if you force your beliefs on customers
- Most to all retailers in Pinole already charge for plastic or paper.
- I will only support this if the funds help support actual recycling programs. Otherwise, it just cost consumer more and we don't know where the extra money is going.
- I can't afford their charges and I bet they'd be ridiculous where they would try to make money off of the consumer, instead of charging what it cost them.
- free paper bag only

QUESTION 17

Would you be supportive of new regulations in Pinole that may require customers at all retail businesses to bring their own reusable bag or pay for a paper or reusable bag for purchased items?

Answered: 93 Skipped: 12

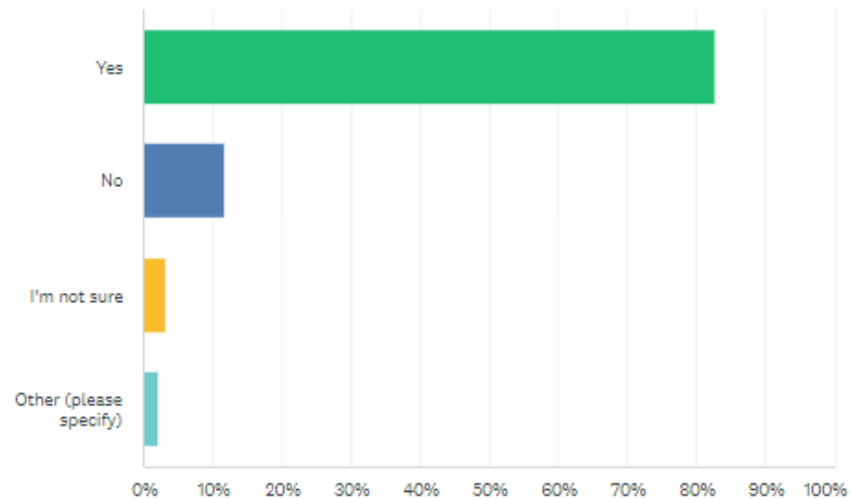


STAFF OBSERVATION: 80% of 93 respondents would support requiring customers to bring their own reusable bag or purchasing a paper bag at all retail businesses.

QUESTION 18

Would you be willing to pay 10 cents for a paper bag if you forgot to bring your own reusable bag to pick up takeout, good, or takeaway items?

Answered: 93 Skipped: 12

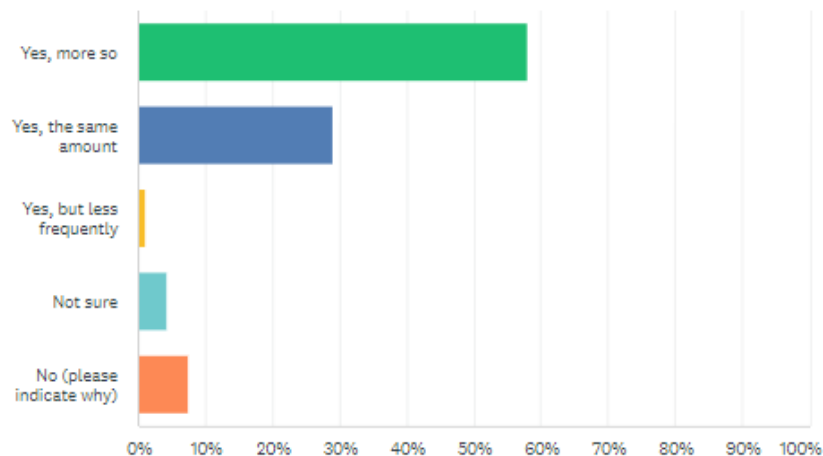


STAFF OBSERVATION: More than 80% of respondents are okay with being charged 10 cents for a paper bag at any food or retail location

QUESTION 19

Would you still eat at eating establishments in Pinole if they replaced their plastic foodware with either reusable (washed and sanitized) or compostable foodware?

Answered: 93 Skipped: 12



STAFF OBSERVATION: More than 80% of 93 respondents would still eat at eating establishments if they switched to compostable or reusable foodware. More than 50% of respondents state reusable or compostable foodware would increase their support of that business.

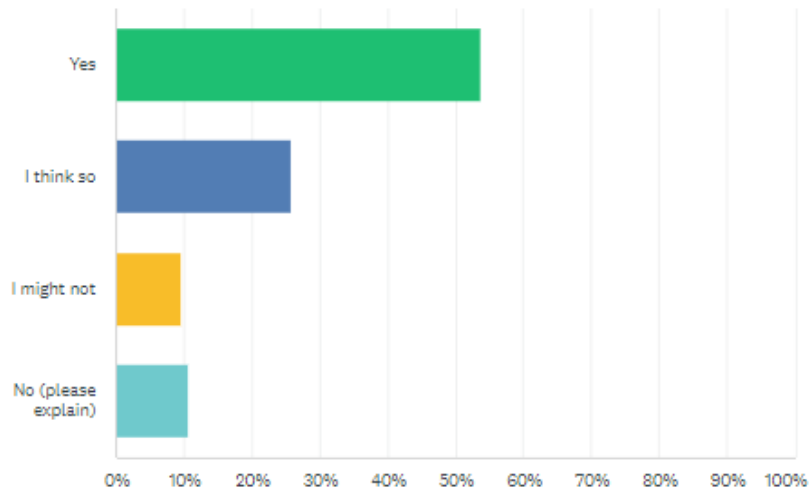
RESIDENT/VISITOR WRITTEN RESPONSES/COMMENTS:

- You are virtue signaling
- I would not eat in the establishment if served on compostable foodware
- not clear, is this for take out or in-house eating. I would not eat at a restaurant without real utensils.
- NA - I don't eat out
- Compostable straws do not work and are not disabled friendly
- Compostable yes, used and sanitized no
- You can't guarantee they are washed or sanitized at an acceptable level

QUESTION 20

Would you still eat at restaurants in Pinole if the price of a meal was slightly increased to help businesses transition from plastic to compostable and/or reusable foodware?

Answered: 93 Skipped: 12



STAFF OBSERVATION: More than 50% of respondents are okay with a slightly increased price of a meal to help businesses switch to reusable or compostable foodware.

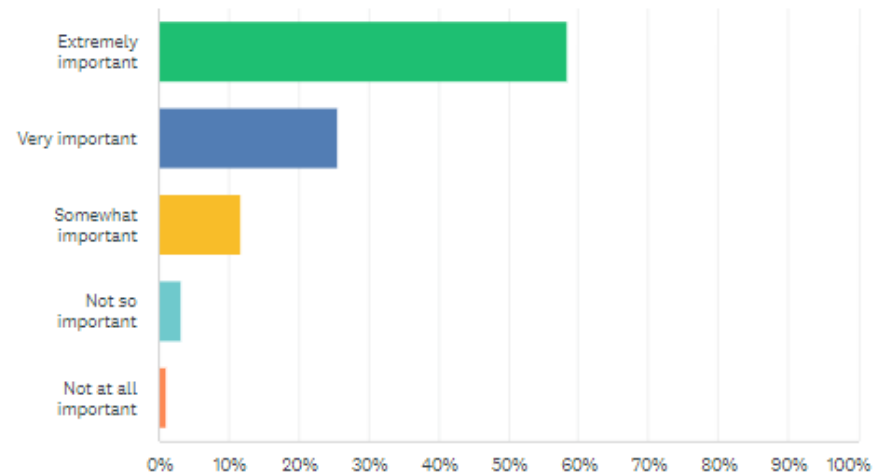
RESIDENT/VISTOR WRITTEN RESPONSES/COMMENTS:

- The cost of reusable eating utensils
- Too many increases already, in so many areas.
- Inflation already has eating out too expensive.
- You are penalizing customers for your agenda
- Why should we pay for a healthier environment
- Food is already high, timing for this is not inline with current inflation
- they'd over charge to make a profit knowing these businesses.
- NA - I don't eat out
- Not a fan of subsidizing these costs
- This is confusing. I'd pay more for take out to help transition or subsidize compostable, but not more for dine in

QUESTION 22

How important is it to you that businesses in Pinole use environmentally friendly practices?

Answered: 94 Skipped: 12

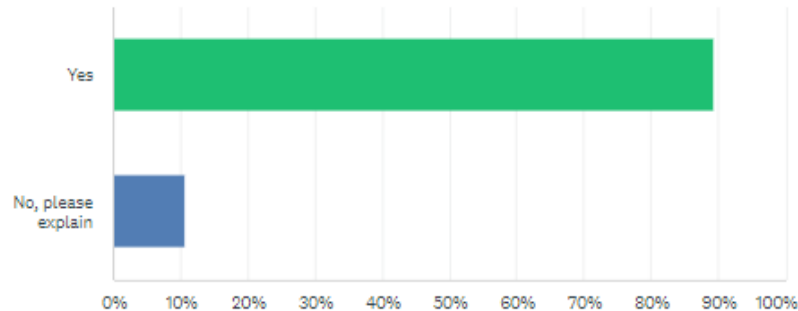


STAFF OBSERVATION: More than 80% of 94 respondents feel it is extremely or very important for Pinole businesses to use environmentally friendly practices

QUESTION 23

Would you be comfortable if you and other customers were allowed to bring their own to-go cup or tupperware for leftovers at food establishments?

Answered: 93 Skipped: 12



STAFF OBSERVATION: About 90% of 93 respondents are okay with other customers bringing their own reusable Tupperware for leftovers. Comments raised sanitation concerns and liability issues for businesses.

RESIDENT/VISITOR WRITTEN RESPONSES/COMMENTS:

- Not sure of cleanliness of foodware that will be brought by resident, potential for liability for business for not using store-supplied containers.
- unsanitary and could open up lawsuits for bad food caused by dirty containers
- I'm happy with the business providing recyclable to go containers
- Inconvenience
- Is this a joke. I think health dept and lawyers would nix this silly idea
- Hygiene issues
- Seems a bit unsanitary and it would be fine in some establishments but not others, like high-end restaurants.
- Sanitary
- not sanitary; too much liability for business
- Sanitary concerns abound

QUESTION 24

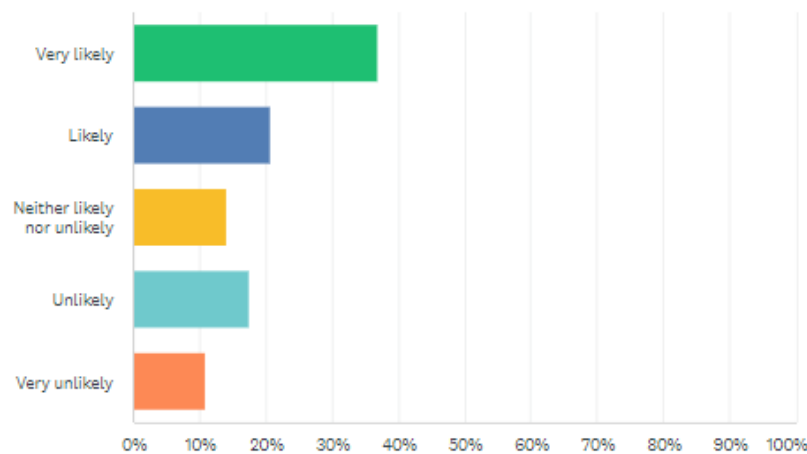
Please list any concerns you may have with the usability or functionality of compostable foodware

STAFF OBSERVATION: A majority of comments raised no concerns with compostable foodware.

QUESTION 25

Imagine you're taking out food from a business in Pinole. How likely would you be to participate in a program where you could return your take out containers to participating locations in or near Pinole so they can be reused?

Answered: 92 Skipped: 13



STAFF OBSERVATION: More than 50% of 92 respondents are likely to participate in a system of returning and exchanging reusable to-go containers.

ALTERNATIVES TO SINGLE-USE PLASTICS EXPO

An Alternatives to Single-use Plastics Expo was fittingly scheduled on April 6, 2023 at the Youth Center in Pinole from 9am - 1pm. This event coincided with Water Week of Earth Month to additionally bring awareness to pollution of water bodies from plastics. The date and time was selected for the expo as the best window of time from a poll that was sent to food businesses.

The expo was open to all – businesses, residents and visitors. The goal of the expo was to provide information regarding the cost and functionality of alternatives to plastic. The expo showcased viable, cost-effective products and systems that can supplant single-use plastic foodware. Three compostable companies, Hay!Straws, Eco Products, and World Centric, as well as a compostable distributor were present. Four reusables companies, Foodware, Sparkl, Encora, and Huskee, were also present. Rethink Disposable, a consulting group, provided a presentation and flyers of case studies of cost savings by providing reusables for dine-in. Republic Services was in attendance to provide education and public information related to recycling and waste disposal.

Pricing for reusables and compostables was made available. Attendees were given the opportunity to test the products with the food and drink at the event. The provided food/beverage was intentionally selected to test the expo products against variables such as heat and liquids. A raffle with reusable prizes was also organized to encourage more attendance at the expo. Two physical exit surveys (one for businesses and one for resident/visitors) were available for guests to complete on their way out. Publicity for the expo was conducted similar to the survey – using social media, emails through community partners, emails to food businesses, flyers, and flyer posting. Additionally, a Facebook event page was created, and a press release was generated. For businesses and residents that could not attend the expo, a mini-interactive expo was set up at City Hall for about 6 weeks. All information about the expo was posted on the PlasticWise Pinole webpage.



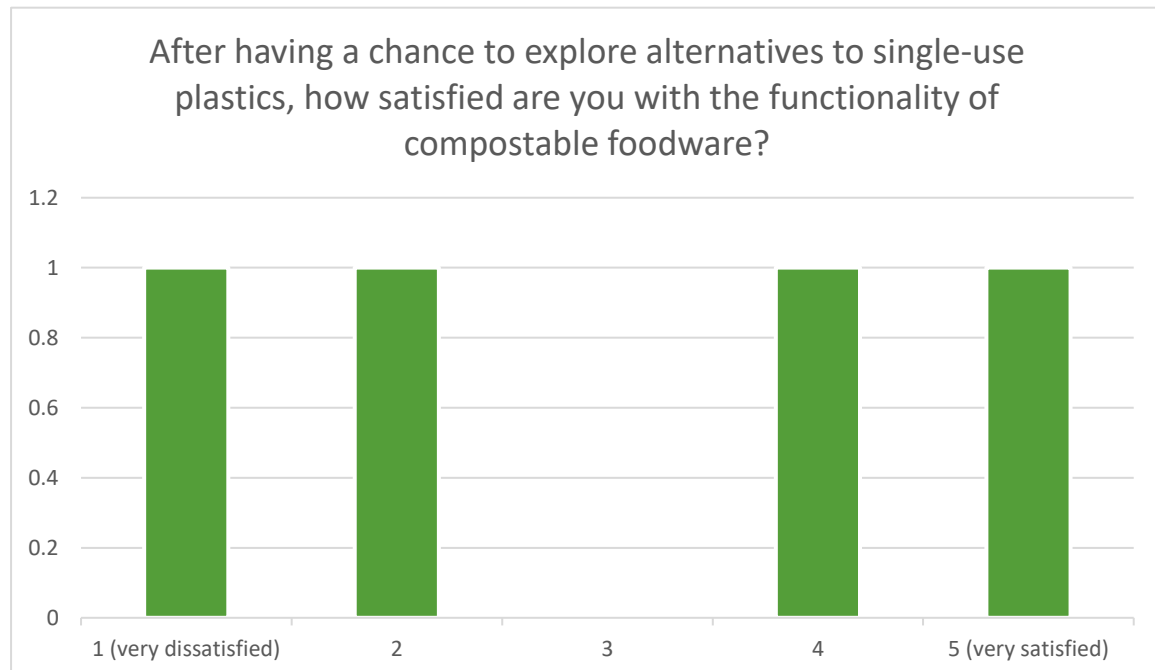
SNAPSHOT OF ATTENDEES

The expo was attended by approximately 30 residents/visitors, three food businesses, and the WCCUSD cafeteria manager.

EXPO EXIT SURVEY RESULTS

EXIT SURVEY RESULTS - BUSINESSES

QUESTION 4



STAFF OBSERVATION: Food business attendees are split on the functionality of compostable foodware

BUSINESS WRITTEN RESPONSES/COMMENTS:

- Quality and price not on par
- Utensil quality poor with bamboo
- Compostable items are a great way we can help save the environments

QUESTION 6

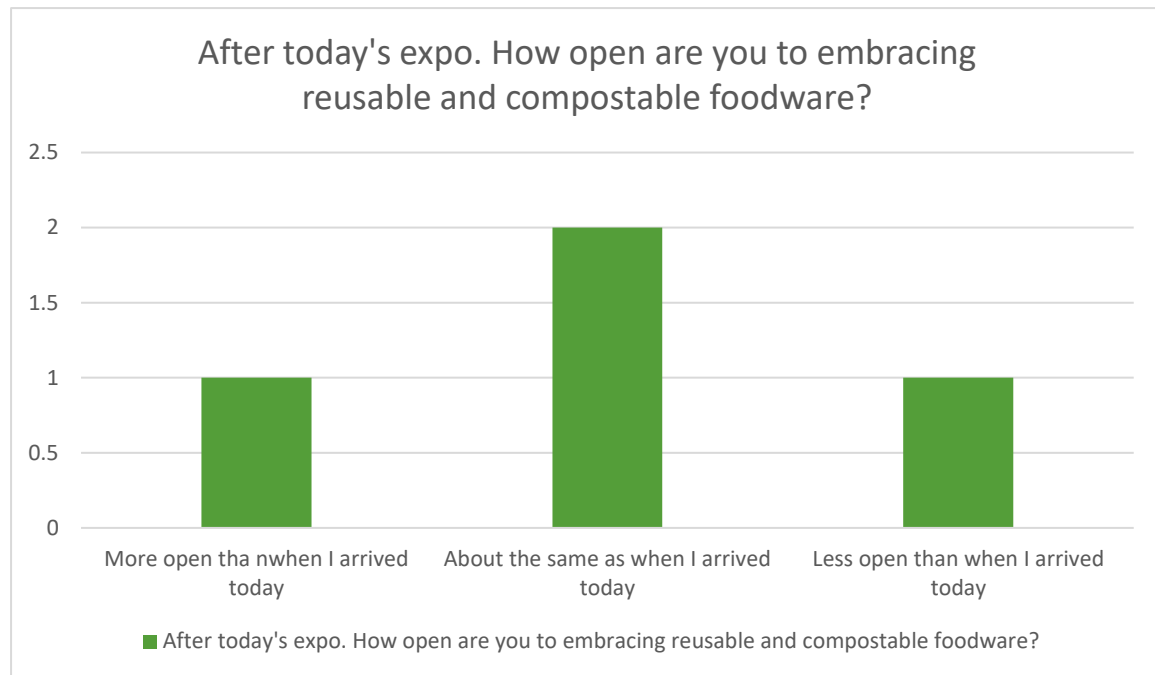


STAFF OBSERVATION: Most food business attendees were not satisfied with the price of compostable foodware.

BUSINESS WRITTEN RESPONSES/COMMENTS:

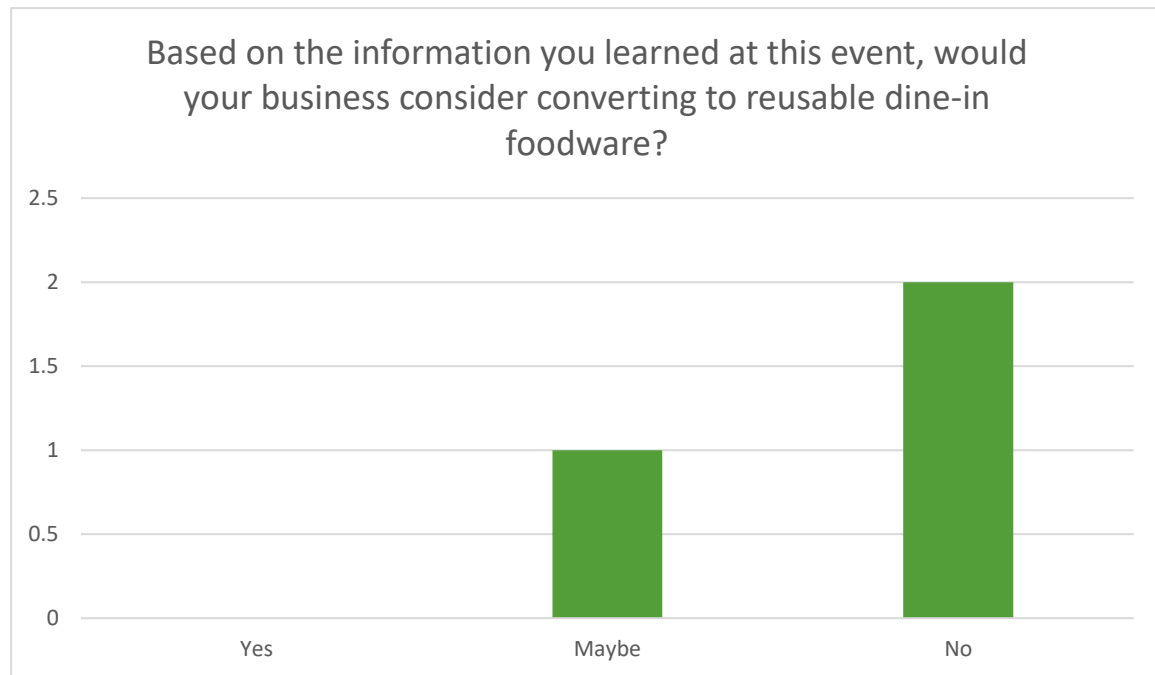
- Too expensive
- Price is a big consideration as it is an addition to the food and labor costs

QUESTION 8



STAFF OBSERVATION: Half of food business attendees were unchanged after the expo on embracing compostable/reusable foodware while one was more open and one was less open.

QUESTION 9



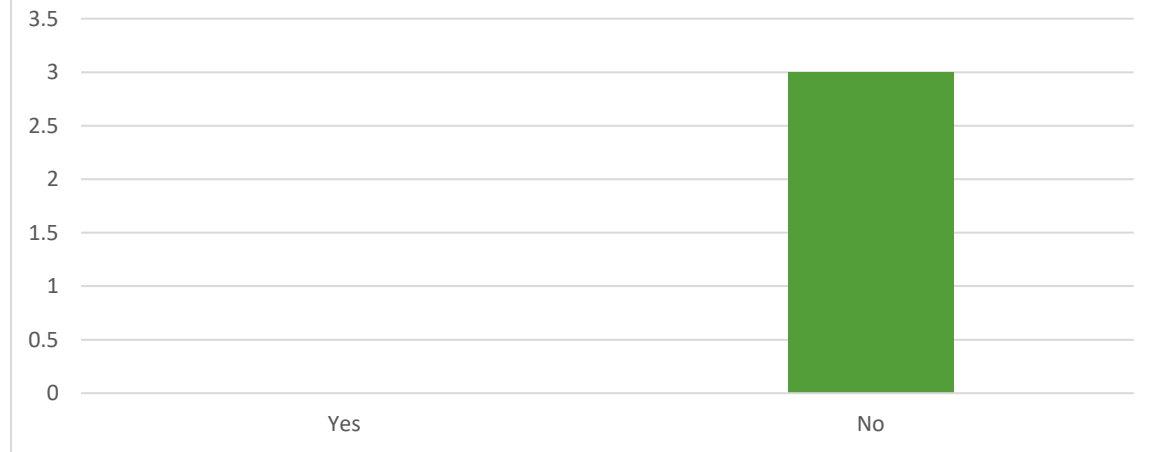
STAFF OBSERVATION: Food business attendees were mainly not open to converting to reusable dine-in foodware.

BUSINESS WRITTEN RESPONSES/COMMENTS:

- Our schools are not equipped currently with an infrastructure for reusable items
- Not sure- complicated. We have our own reusables

QUESTION 10

Based on the the information you learned about trackable, returnable, and reusable to-go foodware at this event, would your business try out subscribing to a trackable, returnable to-go foodware service?



STAFF OBSERVATION: Food business attendees were not open to a trackable, returnable to-go foodware system

BUSINESS WRITTEN RESPONSES/COMMENTS:

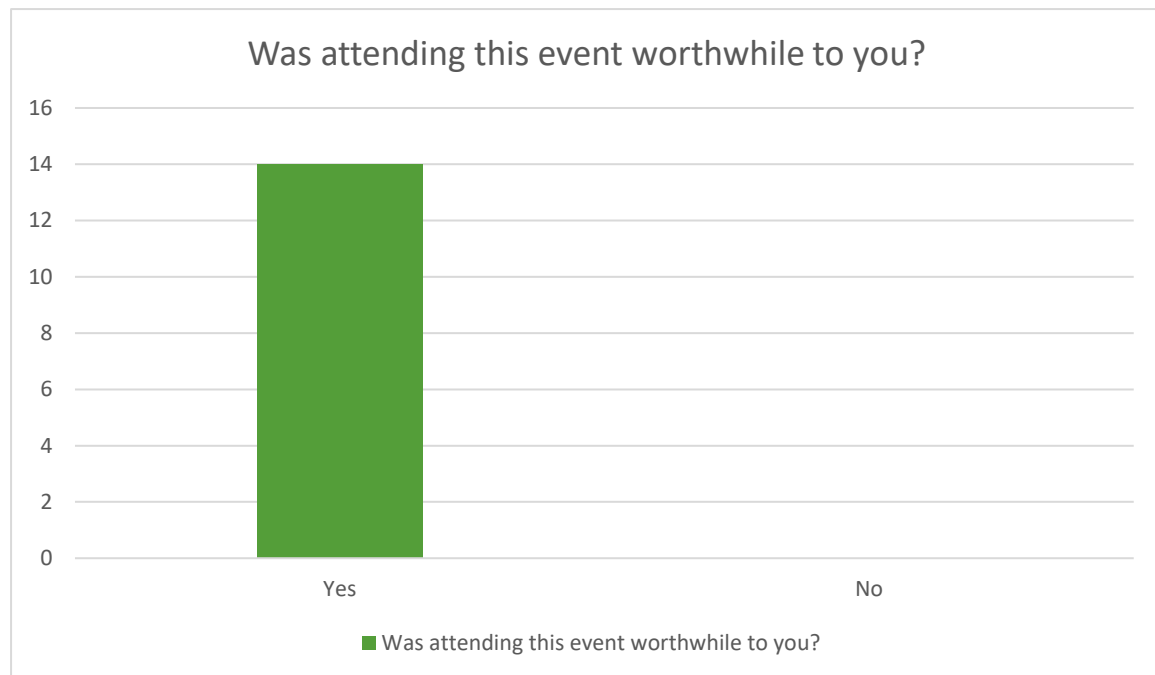
- I did not receive any info and do not want any additional costs
- With students we cannot charge a deposit or fee for lost items
- Most likely not- complicated process for a business of our size

QUESTION 13

Please share any additional thoughts or comments you have related to alternatives to single-use plastics

BUSINESS WRITTEN RESPONSES/COMMENTS:

- Looking for education versus legislation
- Involve the public and businesses prior to deciding

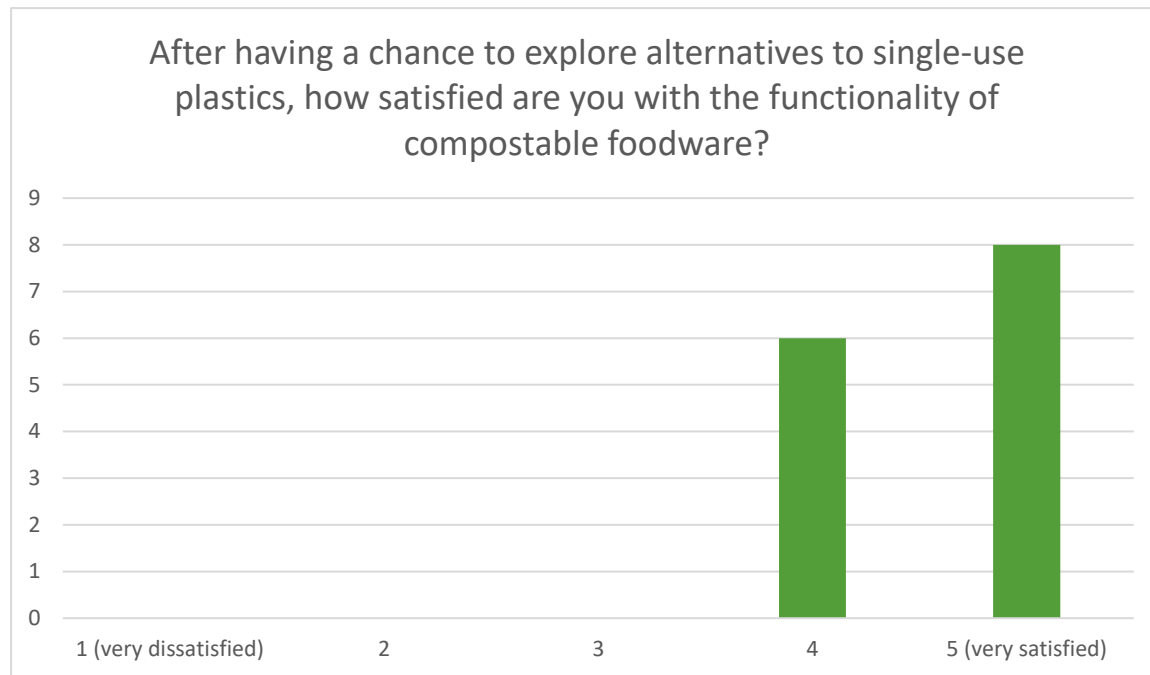
EXIT SURVEY RESULTS - VISITOR/RESIDENTS**QUESTION 2**

STAFF OBSERVATION: All resident/visitor attendees that took the survey found the expo worthwhile

RESIDENT/VISITOR WRITTEN RESPONSES/COMMENTS:

- Learned about new things being implemented to reduce plastic waste

QUESTION 3

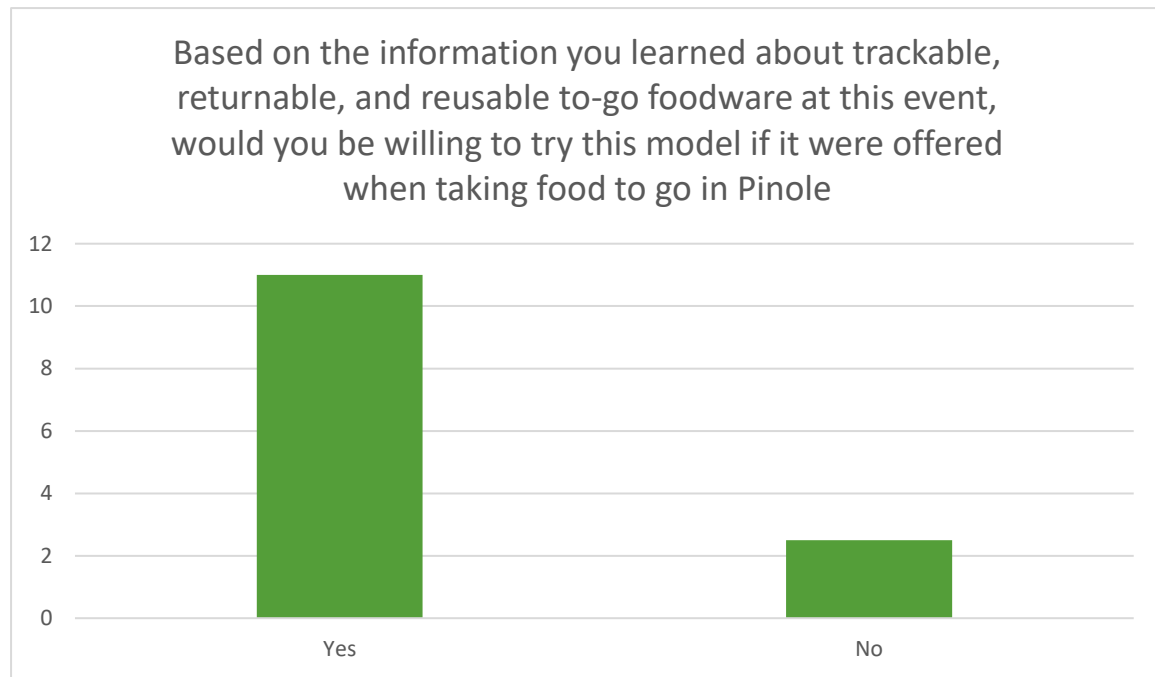


STAFF OBSERVATION: All resident/visitor attendees that took the survey were satisfied or extremely satisfied with compostable foodware.

RESIDENT/VISITOR WRITTEN RESPONSES/COMMENTS:

- Fiber sources- we need to find ways to not destroy new trees; bioplastics still produce micro and nano plastics
- Decrease single-use plastics!!
- Paper straws tend to fall apart
- Vegans like me, want to help save the environment. Recycling and composting helps
- I hope we see more restaurants using recyclable containers
- Best for environment
- I love how everything is to help the earth.

QUESTION 5



STAFF OBSERVATION: About 90% resident/visitor attendees that took the survey were open to trying a returnable reusables foodware program.

RESIDENT/VISITOR WRITTEN RESPONSES/COMMENTS:

- No need...I have compostables and reusable containers at home
- Don't do takeout
- Maybe reusable coffee cups

QUESTION 9

Please share any additional thoughts or comments you have related to alternatives to single-use plastics.

RESIDENT/VISITOR WRITTEN RESPONSES/COMMENTS:

- Requirement to bring your own containers for your leftovers at restaurants
- I find some hard to open since I have arthritis
- Get the restaurants and vendors here; Get that ordinance on the books; We don't want to keep cleaning up plastic Thanks!
- I would like our grocery stores to stock more items in returnable containers milk, juice etc.

- Encourage more food purveyors to use dishes of ceramic and metal utensils and glass glasses
- You guys doing great keep it up!
- I already receive the City Manager report thank you!

ADDITIONAL RESEARCH

FOODWARE/FIREWINGS PILOT

A reusable, returnable foodware pilot in partnership with Foodware and Fire Wings Pinole was launched in June. Reusable to-go containers are currently available at Fire Wings Pinole. Customers can download the Foodware app and can checkout a container for a small deposit, credited back once it is returned. Publicity for this pilot was done through social media, tabling at the Pinole Car Show, posting flyers along the Pinole Creek trail, email communications to businesses, interested parties and community partners, and a press release.

To date, there have been two participants in in the Foodware/Firewings Pilot.

OUTREACH TO PINOLE GROCERS

Outreach to Pinole grocers to gather their feedback on single-use plastics was also conducted. Grocers were hand delivered a letter to request a meeting to discuss single-use plastics and food insecurity issues in Pinole. One-on-one meetings with grocers began in July. Four meetings with grocers have been conducted so far. Staff will continue to meet with the 12 remaining Pinole business that sell grocery products, including CVS, Target, Lucky, Dollar Tree, Sprouts Farmers Market, Walgreens, 7-Eleven and Valley Produce Market.

See **Table 4** for a summary of the conversations to-date related to single-use plastics.

Table 4: Summary of Pinole Grocer's Feedback on Single-Use Plastics

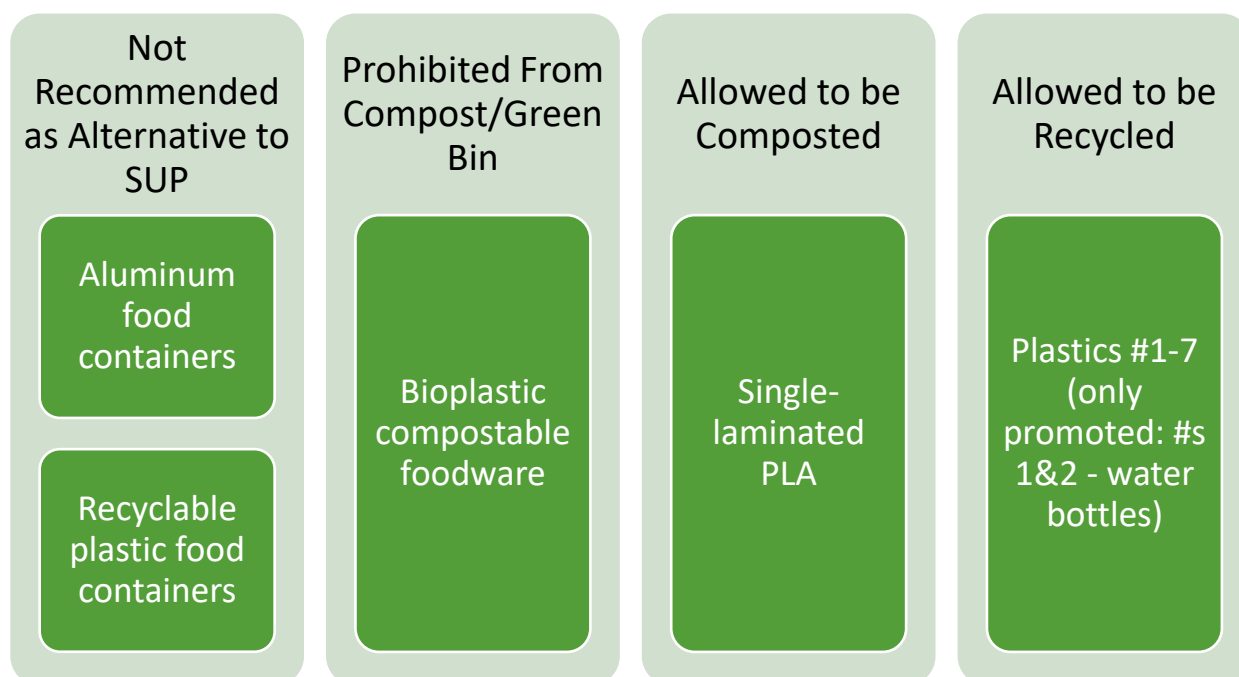
Grocer	Information/Thoughts Shared
Trader Joe's	• About 30% of customers brings their own reusable bags • Does not supply plastic bags • Supportive of not supplying thicker plastic grocery bags
Grocery Outlet	• About 40% of customers bring their own reusable bags • Is willing to increase the price of thicker plastic bags • A price point of 50 cents would deter the purchase of thicker plastic bags

Grocer	Information/Thoughts Shared
	Is willing to participate in a discount program for customers bringing in their own reusable bag if cost-effective
Safeway	- About 25% of customers bring their own bags - Currently has a plastic bag recycling program - Would need to go through corporate and legal to stop the sale of or increase the price of thicker film bags
FoodMaxx	- About 15-20% of customers bring their own reusable bag - There is no store sustainability goal to increase that percentage - Corporate office decides if the Pinole location will no longer provide reusable plastic bags - Corporate decides if the price of reusable bag in the Pinole location can be increased - The store manager feels a price point of 50 cents will deter the purchase of thicker film plastic bags

REPUBLIC SERVICES WASTE HAULER INFORMATION

Republic Services (the City's waste hauler) has provided key information and recommendations with respect to developing policy related to single-use plastics. See **Figure 9** for a graphic representation of the guidance.

Figure 9: Republic Services' Guidance on Single-Use Plastic Foodware Policy Development



NOT RECOMMENDED AS AN ALTERNATIVE TO SINGLE-USE PLASTICS

- Aluminum food containers are not recommended because although they can be incinerated and recycled with food residue, the food residue contaminates other recyclables in a mixed recycle bin
- Recyclable plastic food containers are not recommended because they usually get sent to the landfill



PROHIBITED FROM COMPOST/GREEN BIN

- Republic Services does not allow bioplastic compostable foodware at its compost processing facility.
- Bioplastics also increase the risk of contamination of organic waste collection as bioplastics are difficult to differentiate from regular plastics



ALLOWED TO BE COMPOSTED

- Single-laminated PLA is allowed and can be processed at the compost facility

ALLOWED TO BE RECYCLED

- Plastics #1-7 are accepted by Republic Services, although Republic Services promotes only plastics #1 and #2 (water bottles) since they have the most reliable markets

BAG PRICING

Table 5 provides information from online bag retailers on average bag pricing.

Table 5: Comparative Bag Pricing

Bag type		Unit Price
		8 cents
Thin .55 mil plastic bag		

Bag type	Unit Price
 Thick 2.25 mil plastic bag	24 cents
 100% recycled paper bag	25 cents

FOODWARE (APP-BASED RETURNABLE REUSABLES COMPANY) PRICING

The Foodware program allows for businesses serving to-go food to participate in a reusable program. The program ran via an App. To-go customers receive their take-out in reusable containers which are then brought back to restaurants for collection and cleaning after customer use. The program involves a one-time \$150 fee for set-up, signage and staff training. Containers, labor, water and detergent are additional costs to the business for a monthly fee (see **Table 6** for program pricing by number of containers).

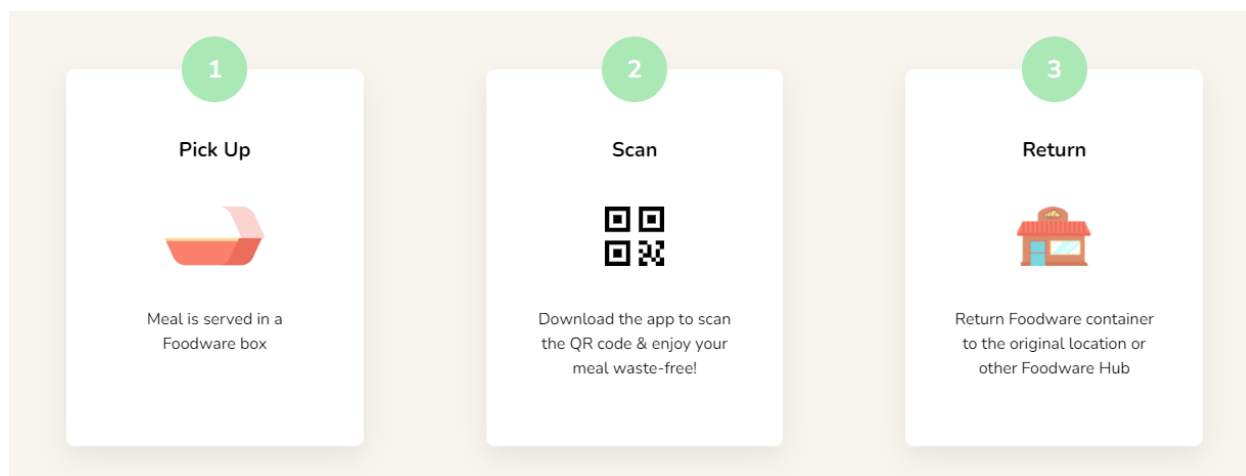


Table 6: Foodware Program Pricing

Number of Containers	Monthly Business Cost
Up to 35	\$35
50	\$45
100	\$88
150	\$128
200	\$168
250	\$208
300	\$246
500	\$400
1000	\$750

CASE STUDY: UNCLE CHUNG'S SZECHUAN (2550 APPIAN WAY)

Tables 7-8 provides information from a case study conducted by Sustainability Fellow, Kapil Amin, in July 2023 at Uncle Chung's Szechuan. The restaurant owners provided the quantity of their current non-compostable foodware, which was then used to be cost compared if the current inventory was replaced with compostables. The study found a 10% increase in foodware cost for the business from \$33,932.34 to \$37,395.02. An interesting finding from this study is the main entrée packaging in a compostable version is 7 cents/unit cheaper given its construction from sustainable bamboo, a natural material that regenerates quickly, and its sleek design.

Table 7: Uncle Chung's Szechuan Case Study: Cost Comparison of Foodware Products

Container type	Unit Price
	30 cents
Plastic 24 oz	

Container type		Unit Price
Plastic	fork	7 cents
		
Plastic	spoon	7 cents
		
32 oz	container	16 cents
		
26 oz	container	14 cents
		
		23 cents
Compostable 26 oz		

Container type		Unit Price
Compostable	fork	3.5 cents
		
Compostable	spoon	3 cents
		
Compostable container	32 oz	20 cents
		
Compostable container	26 oz	18 cents
		

Table 8: Uncle Chung's Szechuan Case Study: Annual Cost Burden to Shift to Compostables

Item and Quantity (annual)	Non-Compostable Price	Compostable Price	Cost Comparison
39,000 containers	24oz \$10,025.60	\$8,969.22	+\$1,056.38

70,200 containers	32 oz	\$11,232.00	\$13,884	-\$2,652.00
70,200 containers	26 oz	\$9,828.00	\$12,948	-\$3,120.00
26,000 spoons		\$1,884.74	\$686.40	+\$1,198
26,000 forks		\$962.00	\$907.40	+54.60
Total Annual Added Cost				\$3,463.02

TOWN OF TRUCKEE GREEN BOX PROGRAM PRICING (NON-APP RETURNABLE, REUSABLE PROGRAM)

The Town of Truckee's Green Box Program seeks to reduce plastic waste with a reusable to-go container program. Participating business receive 100 free boxes with additional boxes costing \$2/each.

Boxes are sold to customers for \$5 to enter the exchange loop. After enjoying their meal, the customer rinses the box and brings it back to any participating restaurant to trade for a clean one with their next order. Currently nine restaurants participate in Truckee's reusables system.



ADDITIONAL COMMENTS

COST SCENARIOS

If a foodware ordinance were adopted, the ideal, cost-effective scenario is feasible for food businesses. Most food businesses have dishwashing capacity. With educational and technical assistance to businesses, making the switch to reusables can be cost-effective proven by countless cases studies by Rethink Disposable. The market is also providing various cost-effective, compliant compostable foodware as seen by the unit price column in San Mateo County's Foodware Aware Purchasing Guide⁸. Although it may upset customers, a takeout fee can additionally offset costs for businesses.

Using the case study of Uncle Chung's Szechuan, if a weekly average of 150 customers were charged a flat takeout fee of 25 cents regardless of the number of containers they take away, the restaurant will offset their annual additional cost of approximately \$3,500 to about \$1,500. Uncle Chung's were to participate in a City-wide reusables program and 30 of their weekly customers participate in the program, they can offset their annual cost by about \$1,100 in purchasing compostables and reduce that cost to only the price of water and detergent. With remaining 120 customers being charged a takeout fee, their total offset would come to about \$2,700, reducing the additional annual cost to about \$800 plus the cost of additional water and detergent to wash takeout containers. Compostable trash bags will also be an additional cost for businesses if offering compostables for dine-in, but they are comparable in price to plastic trash bags.

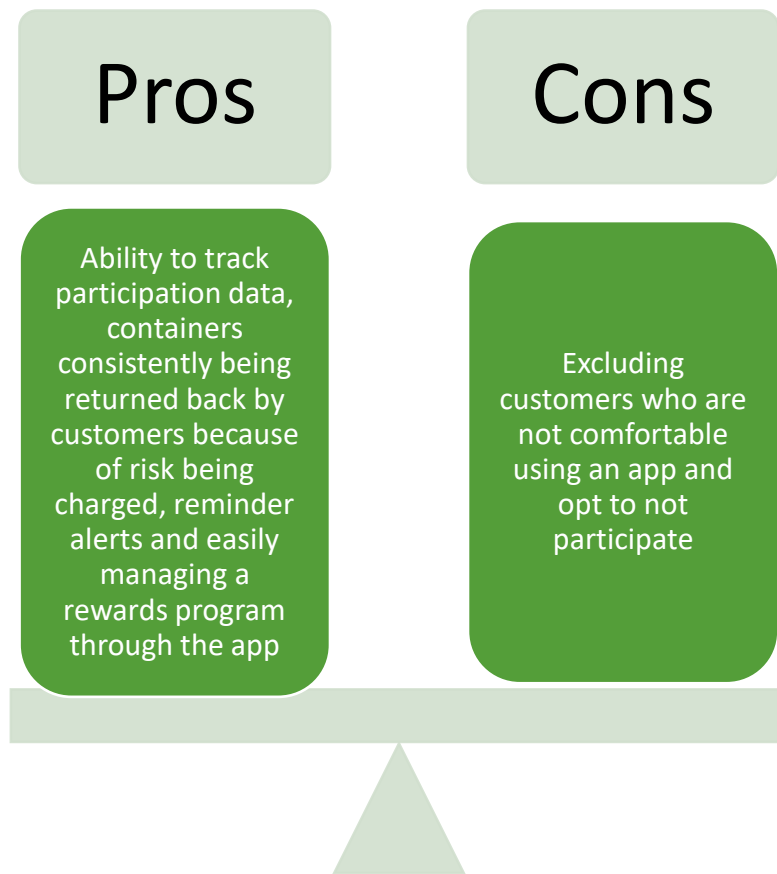
CITY-WIDE REUSABLES PROGRAM

The City could consider a City-wide reusables cup and foodware program, either through a non-app based program such as Town of Truckee's model or an universal app-based reusables program, such as Foodware. The reusables cup design should cater to boba customers as well. Reusables are more sustainable than compostables because they do not rely on constant resource consumption. There are pros and cons to each model type.

For an app-based model, depending on the app customers would need to deposit a small fee to checkout containers or have a credit card on file. The fee is deposited back to customers once the container is returned. **Figure 10** below shows the pros and cons of an app-based model.

⁸ [FOODWARE AWARE PURCHASING GUIDE - County of San Mateo \(updated 2023\) - Google Sheets](#)

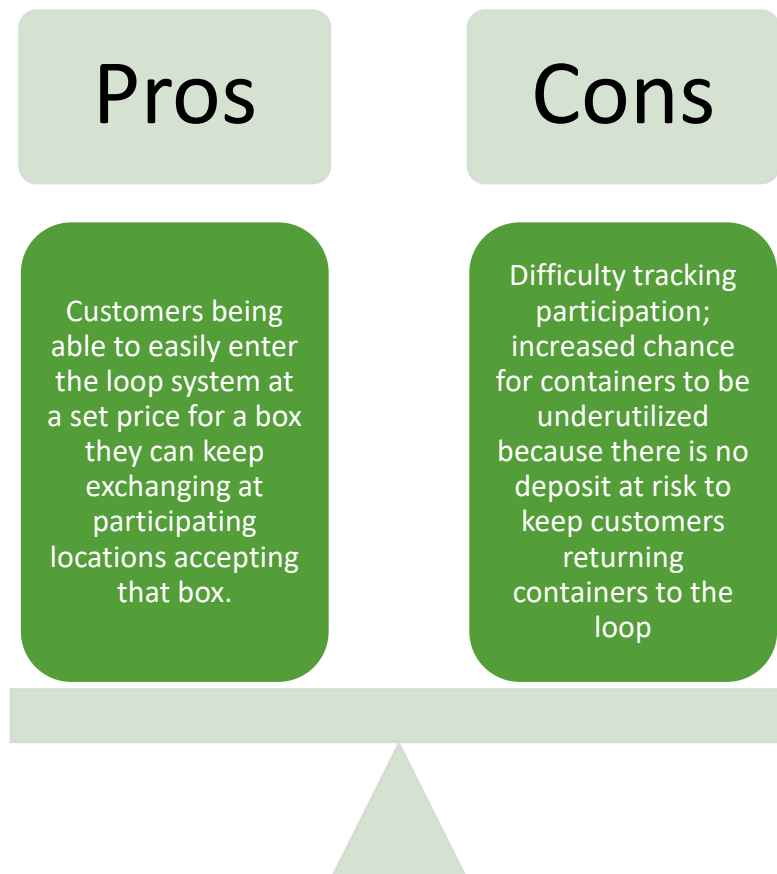
Figure 10: Pros/Cons of App-Based Reusable Foodware Model



As seen by the low participation in the Fire Wings pilot with Foodware, the initial steps of downloading an app and setting up payment may hinder customers to participate, especially if there is no incentive. Depending on the app system in addition to the attentiveness of restaurant staff, customers can also easily evade (unintentionally or intentionally) scanning their container's QR code when returning the container. These unscanned containers will not be accounted for, which can disrupt the loop system.

Figure 11 below shows the pros and cons of a non-app-based model.

Figure 11: Pros/Cons of Non-App-Based Reusable Foodware Model



Considering the persuasive pros and cons in **Figure 11** above, a hybrid program can possibly be negotiated with a reusables company to capture as much participation possible. To get businesses on board, the City may need to act as the catalyst for the reusables program to gain traction. A successful reusables programs means many restaurants are accepting exchanges, which creates a win-win situation for businesses and customers with more containers in circulation.

As an example of cost, the Town of Truckee has spent \$8,500 to date providing 100 free boxes to 9 participating restaurants that can then sell them to customers for \$5 each. For an app-based program, the City can offer interested restaurants a number of free-months to test the system, supported by a robust social media campaign.

Some businesses are leading the reusables loop initiative without regulation. Beginning this month, Starbucks locations in Napa and Petaluma will prepare drinks in either a customer-brought cup or their own “Borrow A Cup”. Customers who borrow a cup, scan and return to the

store. This program will help Starbucks reach its sustainability targets of reducing single-use cups by 2025 and cut its landfill waste in half by 2030.⁹

“TAKEOUT FEE” VERSUS “REWARDS” PROGRAM

A community reusables program will streamline the process for customers to easily return container to multiple locations and minimize the number of purchased containers. As seen by low participation in the Foodware pilot with Fire Wings, when there is no incentive to download an app, most people will forego that option. This is why it is important to consider either a takeout fee or a rewards program to develop and encourage a reusables program.

TAKEOUT FEE

A takeout fee would be an additional fee, collected and retained by the business, applied to takeout orders. A takeout fee can serve two purposes: (1) helping businesses subsidize the cost of compostables and (2) encouraging customers to participate in the reusables program. The City of Richmond allows an optional takeout fee at the businesses’ discretion. The staff at Town of Truckee have weighed both a takeout fee and a rewards program, and found that a mandatory takeout fee of 25 cents per needed container, a heavy mandate, imposed on customers will be more effective in increasing more participation in the reusables program. Although Truckee businesses have shared they would not be comfortable charging that amount per container and cautioned the rise in negative interactions with customers, the Town is hoping offering the \$5 reusable box as an alternative will increase more participation and help businesses mitigate negative interactions with customers.

As fee of per container may ultimately negatively impact business, the City could consider a flat takeout fee regardless of the number of containers. In deliberating whether or not to set a fee, considerations should be given to the right balance between encouraging customers to join the reusable program with an undue burden on customers and/or negative impacts to business. An education campaign could provide some information regarding if the program is “worth it”. For example, it would take 20 meals of paying a 25 cent take out fee to break even on the reusable container. An aforementioned con of the non-app reusables program was people not bringing back containers at an ideal rate. A 25 cent take out fee will remedy this by reminding customers to bring back containers.

From an equity perspective, requiring all businesses to charge a takeout fee means larger businesses also benefitting from the subsidization by customers when these businesses may not be as in need of these subsidies compared to smaller businesses. At the same token, only allowing

⁹ [Starbucks cups: No more disposable cups at select North Bay locations \(kron4.com\)](https://www.kron4.com/story/news/2022/08/18/starbucks-cups-no-more-disposable-cups-at-select-north-bay-locations/7005554002/)

small businesses to benefit from a takeout fee can drive customers away from already fragile businesses and cause them to avoid those businesses.

Another variable around a takeout fee that needs to be considered is making a takeout fee optional. This allows a business to make their own decision on how this imposition might affect customers. Not requiring a takeout fee may hurt participation if the City wants a successful reusables program, which can also help other businesses mitigate costs. It can also drive business away from charging businesses to non-charging businesses.

Since this regulation will result in a shared community benefit, it is important to make a community effort to support businesses with the transition. A takeout fee can allow the public to contribute to the shared benefit of a cleaner City, especially when there is a blurred line of responsibility between businesses and consumers. Another stakeholder that can contribute to the mitigation of costs is the landlord if the food business is leasing. The City can possibly offer to send a letter of support to a landlord to offer a slight relief on the lease amount for the business given the business is contributing to a shared community benefit. The City can also continue to explore grants to mitigate costs for businesses and offer technical/educational assistance.

REWARDS PROGRAM

A takeout fee can be supplanted or enhanced with a rewards program. The rewards system can take any desired form. A rewards system has the potential to encourage more use of reusables, a more sustainable alternative, as well as reduce costs for businesses. An example of a rewards systems for reusables could be a stamp card for every time a reusable container is used. A filled stamp card can be redeemed for a treat or discount at a participating location. An in-app rewards system can also fulfill the same purpose.

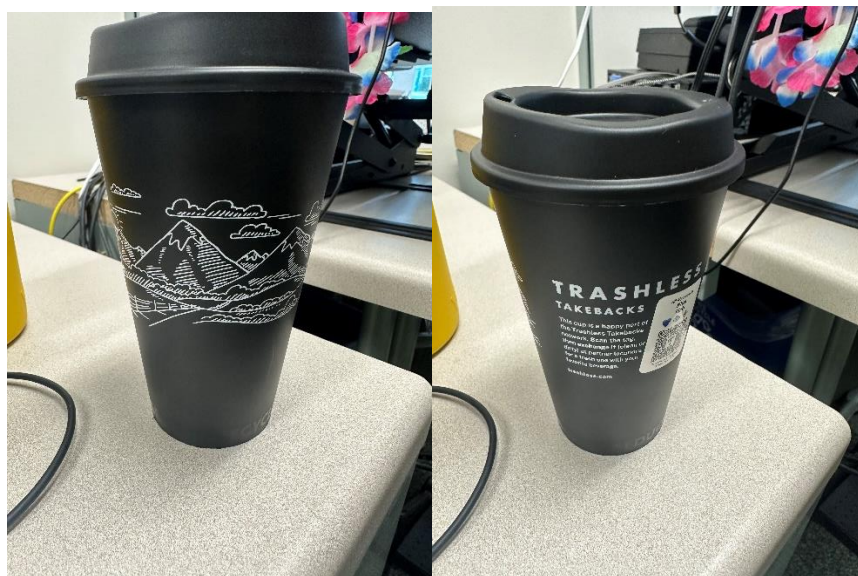
Although a little more complex, the rewards system can be more inclusive of other encouraged behaviors that are assigned a certain number of points. Some behaviors that can be rewarded are opting to dine-in versus taking out at a restaurant with reusables for dine-in, bringing your own container for leftovers rather than asking for compostable containers, and/or bringing your own to-go cups and containers where businesses are following the health department guidelines set in AB 619 for such a system. A certain number of collected points can be redeemed for a treat or discount at a participating location. Taking inspiration from Santa Cruz's policy, a 25 cent discount can be given to customers that bring a City-wide reusables box or their own foodware.

PARTNERSHIP WITH PLASTIC REDUCTION PROJECT

A Pinole local and advocate for single-use plastic reduction, John Bromage, is currently working to bring and build a chapter of Plastic Reduction Project, [Restaurant Rescue \(plasticreductionproject.org\)](http://RestaurantRescue(plasticreductionproject.org)), to the Bay Area. The non-profit offers free education, cost analysis and consultation to businesses to help them transition away from single-use plastics.

Once a group of volunteers is assembled, technical assistance can be provided to food businesses without a cost to food businesses or the City. However, the organization strongly suggests a donation for their efforts.

Mr. Bromage works closely with a reusables company Brite Hoods, <https://britehoods.com/adopt-a-city> , which offers customizable City-wide reusables (pictured below). The Plastic Reduction Project volunteers can also potentially introduce restaurants to reusables program and assist with a rewards program, if that route is selected.



POLICY CONSIDERATIONS

This section provides some key considerations following the outreach efforts related to single-use plastics.

BAGS

REGULATORY CONSIDERATIONS

- Consider pros/cons of the Berkeley approach to post SB 270 ordinance development including environmental review
- Consider concerns with sanitation when allowing customers' reusable bags for picking up takeout at food businesses (can possibly be addressed with a designated pickup station for less concerned patrons with reusable bags)
- Explore a focus on paper bags, which may include the following, pending legal counsel:
 - Requiring paper bags at public eating establishments and retail stores to meet the same requirements as SB 270 (40% or 20% postconsumer recycled material and the ability to be accepted in curbside recycling)

- Requiring paper bags at retail stores to be mandatorily charged to encourage customers to bring their own reusable bags; balance this consideration with encouragement of purchase of thicker plastic bags
- Raising the minimum price of paper bag to be no less than 25 cents, since 10 cents will not be as deterring. A 25-cent fee is also the cost of a 100% recycled content paper bag, which will not financially harm businesses and will encourage customers to bring their own reusable bag.

PROGRAMMATIC CONSIDERATIONS

- Explore developing and funding a reusable bag share program at all grocery or retail stores in Pinole
- Consider developing a campaign encouraging customer-brought reusable bags at any retail stores without prepared food
- Consider developing and funding a reusable bag loyalty program where customers get points for using their reusable bags in Pinole (points could equate to dollars redeemed in local stores)
- Consider providing reusable bags as swag at outreach events
- Consider developing a SUP reduction campaign centered around Pinole Creek. Metrics could include annual creek clean up data to demonstrate progress in SUP reduction
- For businesses regulated under SB 270, such as grocers, where additional bag regulations cannot be imposed in Pinole due to State preemption, consider asking businesses to agree to raise the 10 cent minimum to at least 25 cents or ban the sale of thicker film plastic bags, which is currently the same cost of a sturdy paper grocery bag

FOODWARE

REGULATORY CONSIDERATIONS

- Only allow single-laminated PLA foodware; bioplastic, full PLA foodware should be prohibited (as it is not accepted at the Richmond compost facility)
- Consider allowing only unbleached paper products
- Do not allow PFAS
- Do not restrict products to only BPI certified because a large number of products can compost without that certification (refer to El Cerrito Product Guide: [Foodware Ordinance Product Guide \(el-cerrito.org\)](https://www.elcerrito.org/foodware-ordinance-product-guide))
- Consider developing and funding a reusables program
 - Consider a single-provider for a reusable system (for example, Truckee's program) to ensure that the system is streamlined and successful

- Consider a takeout fee as a (stick-approach) alternative to the resusables program. This takeout fee could be mandatory or optional. Another point of consideration is to consider allowing small businesses (only) to charge a “going-green takeout fee” to help offset costs.
- Consider a rewards program (carrot-approach) to encourage participation in a resusables program.

PROGRAMMATIC CONSIDERATIONS

- Allocate staffing or contract to provide monthly training opportunities for businesses at varied days/times
- Build public awareness by funding and launching a city-wide educational campaign (using social media, banners, information in *The Pulse*, on the City’s website, through press releases, etc)
- Funding, producing and delivering a resource packet to all existing impacted businesses and future businesses (as a part of the business license process) which would include a factsheet, a Compliant Disposable Foodware guide, and sample signage to impacted businesses in January 2023.
- Consider funding and providing a series of educational opportunities for the food-business community to learn about the functionality and costing of alternatives to single-use plastics, build relationships with providers, and receive information from local waste haulers.
- Consider developing and funding a Close the Loop Pinole (1) reusable program (similar to the Truckee model), (2) a City-loyalty program (similar to the San Ramon model) and/or (3) a rewards program to encourage reusables for takeout.
- Consider equity with DBE and small businesses versus big business in enforcement and transition period
- Consider exemptions for products where the market has not caught up (such as boba cups)
- Consider unique alternative programs such as San Ramon’s reusable tumbler program (e.g., a city-wide boba cup program)

TRANSITION PERIOD

A transition period is essential for any single-use plastic reduction regulation. This is to ensure businesses have time to digest the new regulations, develop new relationships with suppliers, test products and eliminate existing inventory. El Cerrito gave more than six months from adoption of ordinance to the effective date of the ordinance. Additionally, enforcement in El Cerrito does not begin until after about 15 months of the effective date to give time for offering free technical assistance and education to businesses.

APPENDIX A: FULL RESULTS OF BUSINESS SURVEY

APPENDIX B: FULL RESULTS OF RESIDENT/VISITOR SURVEY

PHASING OUT SINGLE-USE PLASTICS IN PINOLE

PINOLE BUSINESSES FEEDBACK AND POLICY RECOMMENDATIONS

JANUARY 2024



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COMMONLY USED TERMS IN THIS DOCUMENT

AB	Assembly Bill
BPI	Biodegradable Products Institute
Calfresh	California food benefit program
COVID-19	Coronavirus disease
DBE	Disadvantaged Business Enterprise
EBT	Electronic Benefit Transfer
mil	1/1000 th of an inch
PCRC	Post-consumer recycled content
PFAS	Per- or polyfluoroalkyl substances: a toxic class of fluorine compounds known as “forever chemicals”
PLA	Polylactic acid derived from renewable sources such as cornstarch or sugarcane
SB	Senate Bill
SUP	Single-use plastic
SNAP	Supplemental Nutrition Assistance Program
WIC	Women, Infants and Children Program

INTRODUCTION

Given the detrimental impacts of single-use plastics (SUP) on our health and environment, the City of Pinole initiated an effort, *Plastic Wise Pinole*, to understand the views of residents, visitors and businesses regarding the phase-out of single-use plastic foodware and bags.

The first phase of the project lasted from January – August 2023. A logo and website, www.ci.pinoles.ca.us/plasticwise, were created for the initiative. Staff compiled background information on the topic and synthesized SUP legislation at the federal, state and local levels. Two surveys were distributed to residents/visitors and businesses. Additionally, an interactive, mini-expo to introduce food businesses to alternatives to SUP foodware was organized by City Staff. Additionally, the City kickstarted a reusable foodware takeaway pilot with Fire Wings Pinole and Foodware to introduce a sustainable method of food packaging to residents, visitors, and businesses. A cost analysis case study of a Pinole food business transitioning away from single-use plastic foodware was also performed by the City. The result of this first phase of work is compiled in the report *Phasing Out Single-Use Plastics in Pinole: Issue Summary and Outreach Results* dated August 2023, along with the Supplemental Data for Single-Use Plastics Policy Development report, dated August 25, 2023.

After meeting twice with the Municipal Code Subcommittee in August 2023, and receiving some policy direction, the second phase of the project began in September 2023. The feedback and information gathered from different outreach methods were distilled into two brief 10-question surveys. A SUP foodware survey was distributed to food-based businesses and a SUP bag survey was distributed to all non-food businesses. Surveys were distributed in Chinese, English, Spanish, and Tagalog via email, US mail, and with various return options for feedback. This report examines the Phase 2 survey results and the resulting SUP policy recommendations.

SINGLE USE PLASTIC FOODWARE

METHODOLOGY

Pinole's 68 food businesses were mailed (by US mail) four sets of a 1-page, double-sided letter and 2-page, double-sided hard copy survey in four different languages: Chinese, English, Spanish, and Tagalog. The letter reminded food businesses about the City's SUP reduction initiative, and provided information on potential regulations for foodware and bags. It also provided resources to help understand the cost of transitioning. The letter also informed food businesses to use any or all of the four outlets below to voice their thoughts and concerns on regulation. Food businesses were given about four weeks to submit their feedback. Full survey results are in **Appendix D**.

- **Outlet 1:** Scan the QR code provided in the letter and complete an online survey
- **Outlet 2:** Complete and mail/drop off the attached hard copy survey to City Hall
- **Outlet 3:** Email, mail, or drop off written comments with attention to Sustainability Fellow, Kapil Amin
- **Outlet 4:** Book an in-person meeting using the QR code in the letter with Community Development Director, Lilly Whalen and Sustainability Fellow, Kapil Amin

Survey questions helped gauge a food business's level of support, barriers, as well as needed resources to support the transition to tailor regulation with all types of food businesses in mind.

Email reminders with digital versions of the letters and survey were sent out during the outreach process.

Staff set an ambitious goal of receiving feedback from 80% of businesses. The methods detailed above did not reach the target, and so the City made in-person visits to food businesses that had not submitted a response.

An in-person visit took many shapes depending on the type of business. If a decision maker for the business was present and had time, their responses to the survey questions were recorded by the City. If a decision maker did not have time for the City to record their responses, a hard copy survey and survey QR code with a follow-up date was provided. If a decision maker was not present, a hard copy survey, survey QR code, and follow-up date were provided to a staff member to be relayed to the decision maker. Multiple visits were especially needed for corporate and franchise food businesses with rotating staff members and more complex chains of command in

comparison to independent food businesses. A corporation and franchise can consist of rotating shift leads, day managers, night managers, assistant managers and general managers. Phone calls and emails to corporations collected from corporate webpages were also utilized to elicit more feedback on the survey.

A decision maker can take different shapes dependent on the type of business/chain of command in the ecosystem of food businesses in Pinole. **Appendix A** provides a breakdown of the criteria used to select individuals to survey.

The Landscape of Pinole Food Businesses

68 businesses currently comprise Pinole's food service landscape, shown in **Figure 2** divided into categories by ownership structure. Amongst all food businesses in Pinole there are 10 corporations, 23 franchises and 36 independent businesses.

Survey Response Rate

54 of 68 businesses provided survey responses (80% response rate). Of the 43 food businesses that divulged their business name, 4 were corporate, 13 were franchises, and 26 were independent. Five surveys were completed in Chinese. Four surveys were completed in Spanish. See **Figure 1** below.

Figure 1: Survey Response Rate, Food Businesses

Response Rate by Ownership Type	Number
Total completed surveys received	53
Corporation responses	4
Franchise responses	13
Independent business responses	26
Anonymous food business responses	10

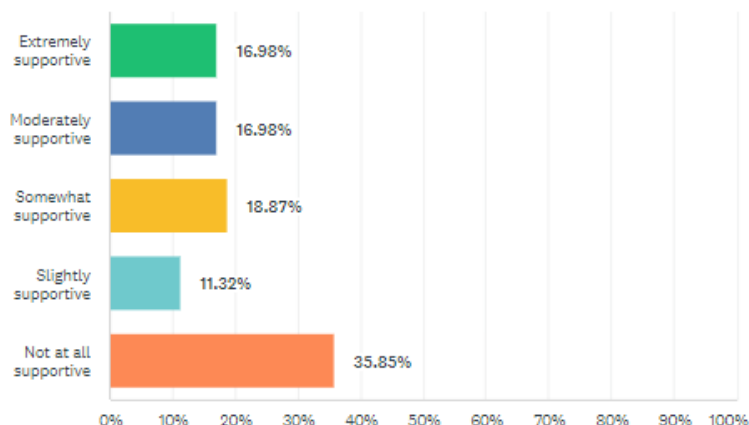
Figure 2: Ownership Structure of Food Businesses in Pinole

Corporations	Franchises	Independent businesses
Chipotle	Applebee's	A La Mode
Mod Pizza	Burger King	Aguililla Taqueria
Noah's New York Bagel	Carl's Jr	Antler's Tavern
Panda Express	Cold Stone Creamery	Bear Claw
Panera Bread	Fire Wings Pinole	Boba Birds
Peet's Coffee	Five Guys	Butter Pecan
Pizza Hut	Ike's Love and Sandwiches	China Delights
Starbuck's	Jamba Juice	China House
The Cheese Steak Shop	Kentucky Fried Chicken	East Bay Coffee Company
The Habit Burger	McDonald's	Famiglia
	Menchie's Frozen Yogurt	Happy Ramen
	Mochinut	Hunan Villa
	Mountain Mike's Pizza	Kimchi House
	Original Mel's	King Valley
	Outback Steakhouse	Kyoto Ramen & Lilikoi
	Pho Hoa	Mint Vietnamese Deli
	Pinole Foster Freeze	Ohana Hawaiian Barbecue
	Quickly	Pear Street Bistro
	Round Table Pizza	Pho Craze
	Taco Bell	Que Onda
	Teaspoon	Rickshaw Restaurant
	Wendy's	Ristorante Due Rose
	Wingstop	Sabor Latino 17
		Sue's Place
		Sweet Pipers
		Tachikawa Japanese
		Tandoor
		Taqueria Morena
		Thai Spice
		The Embers
		The New Deli
		The Original Red Onion
		Tina's Place
		Uncle Chung's Szechuan
		Yummy Gurt

SURVEY RESPONSE RESULTS

Question 1: How supportive are you of new regulations in Pinole that would require all food providers using any disposable foodware to replace all single-use plastic foodware (such as cups, plates, bowls, straws, containers, etc.) with compostable fiber foodware only? The regulations would not allow any plastic products, even if they are marketed as biodegradable or compostable, because these do not break down well in the City's commercial green waste program.

Answered: 53 Skipped: 1

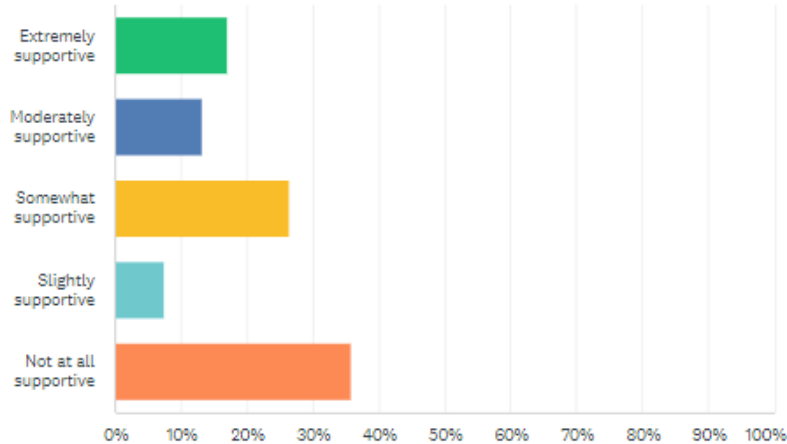


ANSWER CHOICES	RESPONSES	
Extremely supportive	16.98%	9
Moderately supportive	16.98%	9
Somewhat supportive	18.87%	10
Slightly supportive	11.32%	6
Not at all supportive	35.85%	19
TOTAL		53

Question 1 was designed to gauge support from food businesses of regulations that model Berkeley's SUP foodware ordinance. 53% of respondents (28 of 53) were either somewhat, moderately, or extremely supportive of regulation that would require replacing SUP foodware with compostable. 11% of respondents (6 of 53) are slightly supportive. 36% of respondents (19 of 53) are not at all supportive. The majority of "not at all supportive" selections come from independent businesses (13 of 19 total respondents "not supportive at all"). However, the majority of independent businesses responding to the survey were "slightly supportive" to "moderately supportive" of regulation. Franchises and corporate businesses were in the moderate and extreme level of support.

Question 2: How supportive are you of new regulations in Pinole that would require all food providers using any disposable foodware to replace all single-use plastic foodware with recyclable foodware* or compostable fiber foodware only? *recyclable foodware includes aluminum foil food trays but it does not include recyclable plastic such as clamshells.

Answered: 53 Skipped: 1



ANSWER CHOICES	RESPONSES	
Extremely supportive	16.98%	9
Moderately supportive	13.21%	7
Somewhat supportive	26.42%	14
Slightly supportive	7.55%	4
Not at all supportive	35.85%	19
TOTAL		53

Question 2 aimed to assess food businesses' support of regulations similar to Richmond's SUP foodware ordinance. Respondents showed similar support for restricting disposable foodware to compostable fiber only compared to allowing both compostable and recyclable foodware (excluding clamshells). In fact, there were two respondents who demoted their selection from “moderately supportive” of compostable fiber-only regulations to “somewhat supportive” of compostable and recyclable regulations. Only two respondents promoted their selection from “slightly supportive” of compostable fiber-only regulations to “somewhat supportive” of compostable and recyclable regulations.

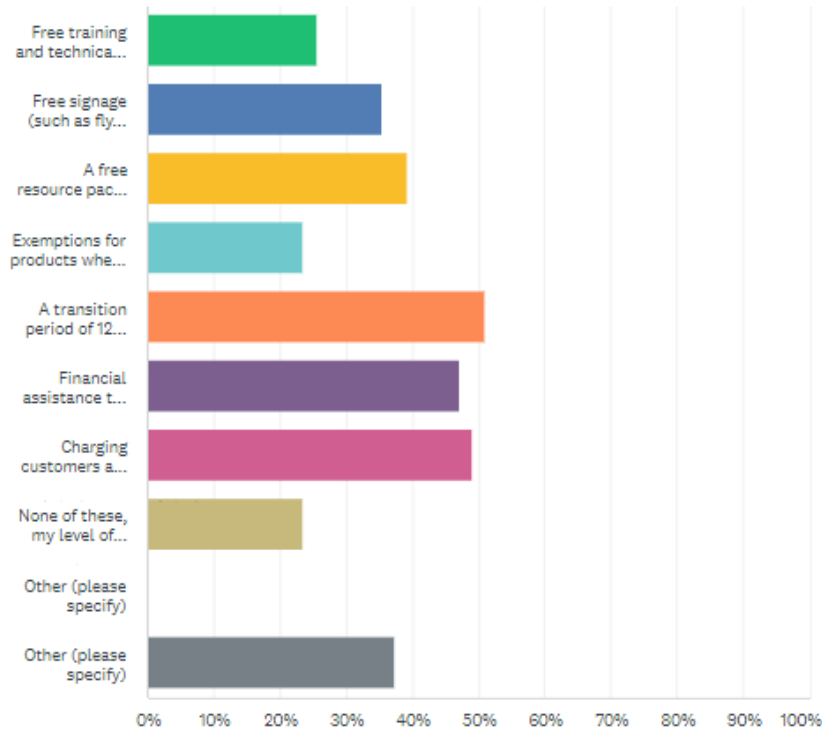
MUNICIPAL CODE SUBCOMMITTEE POLICY GUIDANCE: TYPES OF APPROPRIATE DISPOSABLE FOODWARE PRODUCTS

Based on staff research and survey responses, the Municipal Code Subcommittee should consider the following competing factors in recommending policy related to the types of disposable foodware products allowed:

- Food business respondents didn't have a significant preference either way on allowing aluminum in addition to compostable fiber products.*
- Correspondence with Republic Services revealed that only clean aluminum containers can be recycled, as food-soiled aluminum increases contamination of other clean recyclables, such as cardboard.*
- Rinsing containers relies on consumption of water, a limited resource.*
- If the City does not allow aluminum, an exception for aluminum foil wraps (for, example, burritos) should be allowed per the Berkeley model.*

Question 3: Select all applicable items below that would increase your level of support for these new regulations:

Answered: 51 Skipped: 3



ANSWER CHOICES	RESPONSES
▼ Free training and technical assistance from the City or City partner on the new regulations	25.49% 13
▼ Free signage (such as flyers and window clings) to inform customers of the new City regulations	35.29% 18
▼ A free resource packet including a list of compliant disposable foodware items and where to purchase them	39.22% 20
▼ Exemptions for products where the market has not yet caught up (i.e., boba cups); please indicate in "other" which products you use that don't have an adequate compostable replacement	23.53% 12
▼ A transition period of 12-18 months during which the City would not enforce regulations to allow businesses to establish new supply contacts, exhaust existing inventory, and educate staff	50.98% 26
▼ Financial assistance to purchase compliant disposable and/or reusable products	47.06% 24
▼ Charging customers a takeout fee to help offset cost of compostable foodware	49.02% 25
▼ None of these, my level of support would be the same regardless	23.53% 12
▼ Other (please specify)	0.00% 0
▼ Other (please specify)	Responses 37.25% 19

Question 3 asked about what resources the City could provide that would increase the respondent's level of support for regulations. Of 51 respondents, the top three selected resources that would increase level of support of foodware regulations is a transition period of 12-18 months to deplete current SUP stock and find new suppliers (51%), financial assistance (47%) and charging customers some form of takeout fee (49%). Out of the 51 respondents, the top three resources that would increase the level of support for foodware regulations were:

- A transition period of 12-18 months to use up current SUP stock and find new suppliers (51%)
- Financial assistance (47%)
- Charging customers some form of takeout fee (49%)

Mainly franchises and independent businesses are looking for a transition period of 12 to 18 months which will increase their level of support for regulation. They feel this time is vital in order to deplete their stock, learn new regulation requirements, receive technical assistance, and establish new supply chain connections.

Corporations tended to not indicate that they need any resources or assistance. Their branches in other jurisdictions with SUP foodware regulations have already established supplier relationships. They generally did not indicate they would be seeking financial assistance due to their well-known brand names that attract customers throughout the year.

The majority of responding franchises indicated interest in financial assistance to increase their support of regulation. Franchise owners have a unique blend of characteristics that combine elements of both corporate and independent businesses. They have the marketing advantage of using a trademark household name similar to a corporation to draw in more business. However, they cannot pull from a large bucket of resources like a corporation typically can. Their day-to-day operations are similar to an independent business in that they focus their energy on the success of a sole business location rather than a chain of businesses. Unlike independent businesses, franchises have a competitive edge and, therefore, more financial security with easily identifiable brands.

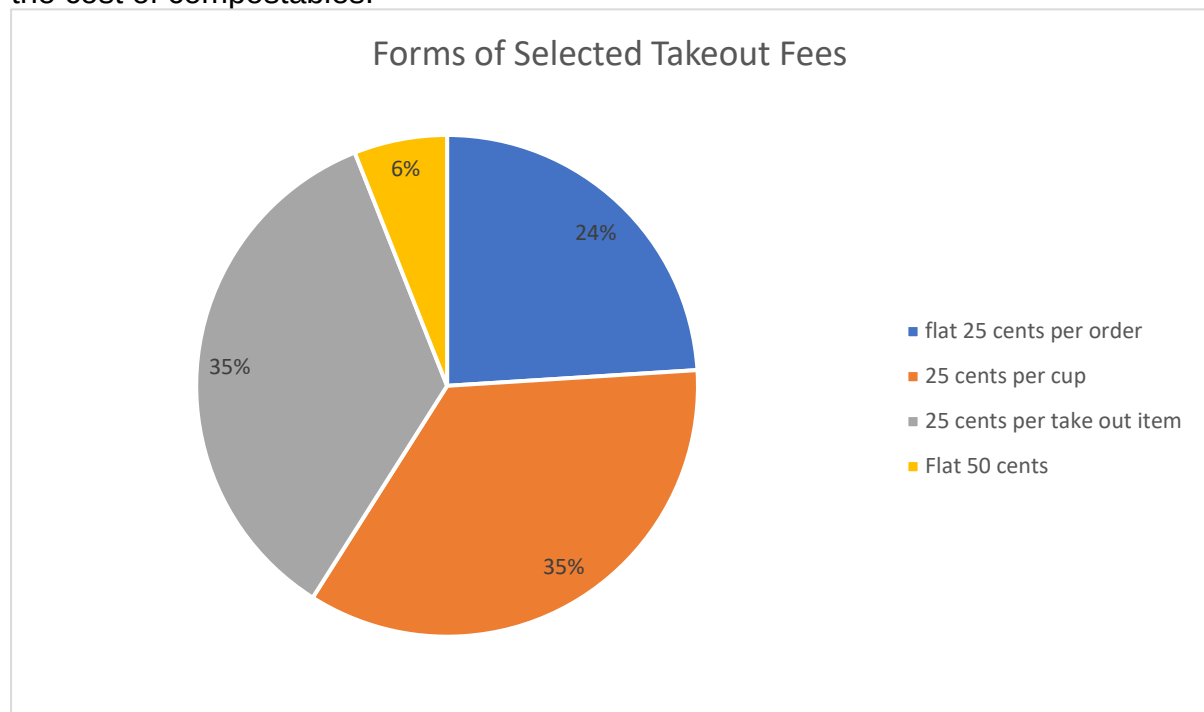
Responses to this question demonstrate that when resources to support foodware regulations are offered, the level of support for these regulations increases almost always. 7 total businesses, mainly independent, reported not supporting the regulations at all while also choosing the option of not receiving any resources. Independent businesses are mainly concerned about the financial impact of regulations. Some of these businesses are still recovering from the impact of the COVID-19 pandemic. Several businesses have expressed their concern about the impact of regulations, particularly in conjunction with the increase in the minimum wage in 2024. They fear that regulations might push them over the edge and force them to close their business.

However, this does not apply to all independent businesses. A few popular independent businesses did not consider financial assistance as a necessary resource to support the transition. Based on staff research, currently the shift to compostables may increase supply costs by 10-15%. However, costs are expected to decrease over time as the market catches up with new regulation. There is split opinion among food businesses on charging customers a takeout fee to mitigate the increased cost of compostables. As discussed below, 49% of respondents (25 of 51) indicated that they would prefer to charge customers a takeout fee to help mitigate costs.

BUSINESS SHOUT OUT!

Tandoor Pinole is extremely supportive of regulation as they already incorporate eco-awareness in their practices. Tandoor uses recycled paper bags and allows customers to bring their own reusable containers for food. They are also excited to test a reusables loop system!

Question 4: Select all the takeout fee types you would be interested in to help offset the cost of compostables.



As indicated in Question 3, 49% of respondents (25 of 51) selected “charging customers a takeout fee” as a resource that would help increase their level of support of regulation.

Question 4 asked respondents what type of takeout fee they might be interested in to help offset the cost of compostables. There was mixed feedback in response to this question. The majority of respondents are split between a charge of 25 cents per cup¹ and 25 cents per takeout item. A flat 25 cents per order was not far behind. Only one business was interested in a flat 50 cent takeout fee.

In-person conversations with food businesses revealed many do not feel comfortable charging customers additional fees. They do not want to put the onus on their customer base who are already frustrated with increased costs due to inflation. Some also reported fears of driving away business.

Other jurisdictions that enforce takeout fees do so to increase uptake of reusables. Berkeley enforces a reusables only for dine-in. Their logic for a 25-cent takeout fee per cup is to potentially encourage customers to consume their beverage at the business rather than for take away. The Town of Truckee enforces a 25-cent fee per takeout item to increase uptake of their Green Box program to encourage customers to participate in the reusables takeaway program.

It is recommended to not mandate reusables only for dine-in as seen in Berkeley's ordinance, and allow compostables for dine-in as well. Many of Pinole's independent businesses are already using reusables for dine-in. Technical assistance and education can help nudge remaining businesses in that direction. Staff found that the Berkeley Chick-Fil-A opted to cease dine-in service to avoid complying with reusable foodware legislation and only operates as a drive-thru. Some faster moving businesses such as fast-food restaurants with limited dishwasher space may not find it feasible to accommodate dine-in guests with only reusables.

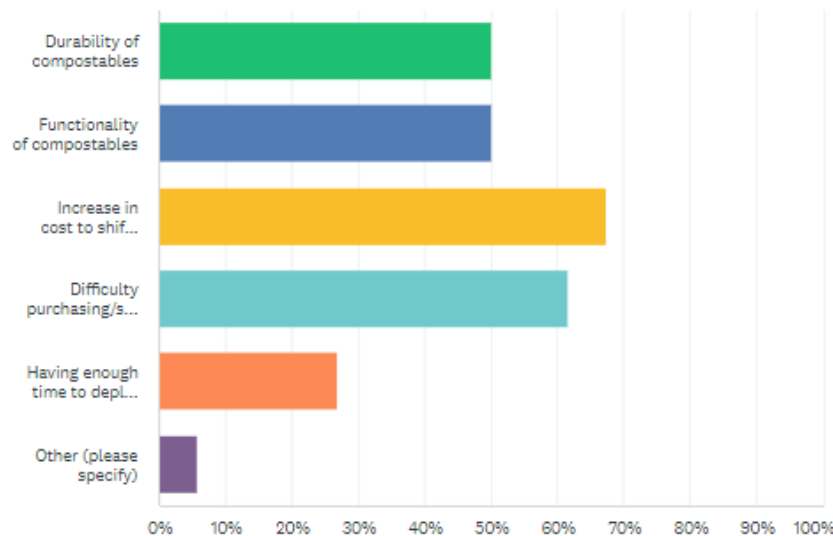
If a reusables takeaway program were pursued by the City, a carrot approach can be taken through a rewards program instead rather than enforcing all businesses to charge customers. A niche demographic of businesses and customers can help take a reusables program off the ground while not deterring others from visiting Pinole and supporting the local economy.

Given there is a split on charging versus not charging, it is not recommended that the City legislate a mandatory take-out fee. If the sole intention of the fee is to mitigate the cost for businesses, consideration could be given for allowing discretion of a business owner to make that choice. Businesses should have the freedom to experiment and trial a takeout fee that may work or not work for their business and pivot based on feedback and reactions from customers.

¹ This option was modeled after Berkeley's ordinance, which mandates reusables for dine-in, and requires that a 25 cent take out fee per cup be charged if compostable cups are made available for dine-in customers.

Question 5: What concerns do you have about shifting to compostable fiber-only products?

Answered: 52 Skipped: 2



ANSWER CHOICES	RESPONSES	
▼ Durability of compostables	50.00%	26
▼ Functionality of compostables	50.00%	26
▼ Increase in cost to shift to compostables	67.31%	35
▼ Difficulty purchasing/supply chain issues	61.54%	32
▼ Having enough time to deplete my existing disposable foodware stock	26.92%	14
▼ Other (please specify)	Responses 5.77%	3
Total Respondents: 52		

Question 5 asked what concerns a business had in shifting to compostable fiber-only products. Increased cost is the number one concern for food businesses shifting to compostables with 67% of respondents (35 of 52). Supply chain issues follows with 62% of respondents (32 of 52). Durability and functionality of compostable foodware are the third biggest concerns each with 52% of respondents (26 of 52). The concern with cost is seen minimally from corporate business structures, split amongst franchises and in the majority of all independent businesses.

A conversation with the City of Berkeley has corroborated that durability and functionality of compostables is still a barrier businesses run into at times. As bioplastics would be banned with new regulation, fiber-based products may not always properly contain hot liquids. During the conversation, it was mentioned that the supply chain may not be able to keep up with the increased demand, which could lead to potential issues.

Some food businesses have expressed that they don't have enough time to search and test the supply chain to find the most suitable product, as they have many other responsibilities to manage while running their business. Some food businesses have struggled to find compliant products due to quality and suitability issues.

A waiver solution might be the most appropriate way to handle these concerns. The City of Berkeley offers a waiver process for businesses unable to find compostable disposable foodware items with substantially similar size, performance and/or utility, or if such an item exists, that costs of using such time would cause undue financial hardship.

In Berkeley, food businesses can fill out a partial or full waiver request and submit to the City for review with the following process requirements:

- City Staff may contact the business to request additional clarification, information, or to schedule an onsite inspection
- Enforcement on the business cannot occur during the review process
- A 2-year maximum exemption can be granted by staff

As Berkeley's ordinance limits food businesses to BPI-Certified compostables only and reusables for dine-in only, waiver request reasons include:

- No BPI-Certified foodware item(s) exist with substantially similar size, performance and/or utility (if cannot be met, must be recyclable)
- The cost of using BPI-certified item(s) would cause undue hardship
- Insurmountable space constraints/inability to store reusables onsite
- Lack of staff available to wash reusables
- Opportunity to describe other reason(s)

Photos, documentation, and good-faith effort to comply must be attached to application for review. See more information regarding the foodware waiver offered to food businesses by the City of Berkeley online².

Franchise businesses often expressed a concern regarding the use of branded foodware packaging which is supplied for purchase by the trademark owner. However, most trademark owners have already modified their supply chain to comply with legislation in other jurisdictions, and therefore, this issue may be resolved with education. For instance, the Taco Bell franchise in Richmond has started using compostable packaging for its customers. During the transition period, trademark owners could be provided with Pinole's foodware ordinance for creating compostables with their branding if they wish to do so.

² <https://berkeleyca.gov/sites/default/files/2022-02/Waiver-Request-Single-Use-Foodware-and-Litter-Reduction-Ordinance.pdf>

It can be challenging for food businesses to reduce their plastic usage, but technical assistance from organizations like Plastic Reduction Project and Rethink Disposable can help (see the sidebar for information on costs). These organizations might also be able to work with multiple businesses to identify common foodware items and negotiate bulk orders from suppliers to reduce costs.

An on-site visit by a technical assistance service can potentially entail providing the following aid to food businesses:

- Waiver request assistance and approval if supply chain issues are supported and/or performance test of compostable packaging fails
- Support with converting to reusables for dine-in if logistically and economically feasible
- Scouring the supply chain for affordable, regenerative (sustainable crop and forestation), optimized compostable food packaging
- Education, training, support and reinforcement of AB 1276 (single-use foodware accessories and standard condiments only upon request and unbundled including for third party delivery services) and AB 619 (allows consumers to bring their own reusables for takeout and leftovers once a food business follows a standard sanitation guidelines)
- City reusables loop onboarding and training
- Finding common compostable foodware items among businesses and help establish bulk order community contracts

TECHNICAL ASSISTANCE OPTIONS AND COSTS TO THE CITY

Plastic Reduction Project

Trains volunteers to work with food businesses; connects businesses with suppliers that offer affordable, compostable alternatives; helps businesses apply for a subsidy to cover the difference in cost. Cost is a \$10,000 suggested donation.

Rethink Disposable

Helps businesses transition to reusable containers for dine-in. Cost varies. Depending on the City size and varying programmatic support, costs can range from about \$20,000 to \$330,000+

- **San Francisco (~\$150,000):** providing training San Francisco's Department of Environment and ongoing program support to replace single-use foodware with reusables to 100 restaurants
- **City of Berkeley (~\$48,000):** five collateral pieces (point-of-sale cards, guide for the City of Berkeley's Foodware Reduction Guide, technical assistance to 10 businesses that signed up, level of compliance surveying of 153 businesses)
- **San Mateo County (~\$330,000):** Bringing approx. 500 food businesses into compliance and creation of the Foodware Purchasing Guide and Foodware Aware website.

- Restaurant business grant application support

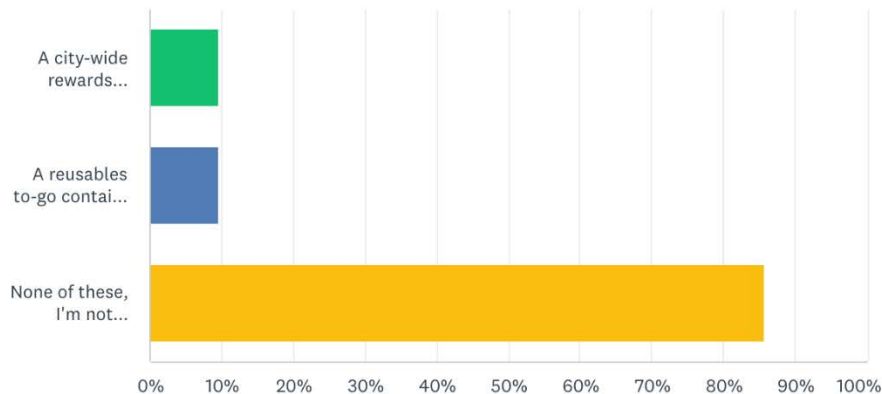
If financially feasible the City should take advantage of the expertise of technical assistance groups than can synergize multiple single-use plastic reduction efforts. Technical assistance organizations could be contracted by the City to verify and sign off on waiver applications, if exemptions for certain products are needed by businesses.

MUNICIPAL CODE SUBCOMMITTEE POLICY GUIDANCE: RESOURCES AND TECHNICAL ASSISTANCE TO BUSINESSES

Based on staff research and survey responses, the Municipal Code Subcommittee should consider the following competing factors in recommending policy related to the types of resources and technical assistance that would be most helpful to businesses:

- *Integrating a transition period of 15-18 months without enforcement is crucial to enable businesses to use their current SUP stock and find new suppliers*
- *Offering financial assistance to independent and franchise businesses to assist in purchasing compliant products is important to consider*
- *Allowing compostables for dine-in (not mandating reusables for dine-in)*
- *Considering a voluntary reusables program*
- *Not imposing a mandatory take-out fee*
- *Considering contracting with technical support organizations for a variety of tasks*

Question 6: Would you be interested in participating in (select all that apply):



ANSWER CHOICES

RESPONSES

	A city-wide rewards program, offering a small discount to customers that bring their reusable cups, straws or cutlery	9.52%	4
	A reusables to-go container program, where the business participates with other businesses in a loop by cleaning and recirculates reusable to-go containers to customers	9.52%	4
	None of these, I'm not interested in a reusables program	85.71%	36

Total Respondents: 42

Question 6 asked respondents if they would be interested in participating in a reusables program. Reusables are the most sustainable option for foodware as they require the least amount of energy consumption and natural resources. The Town of Truckee's green box program is a City-led initiative that encourages businesses to opt-in to the program³. The majority of food businesses responding to the survey (86% of 42 respondents) are not interested in a reusables loop program. However, the City may consider pursuing piloting reusables for takeout with interested responding restaurants (10% of 42 respondents). A successful

BUSINESS SHOUT OUT!

Pinole Starbucks on Pinole Valley Road is a staunch supporter of reusables and even volunteered to be a part of the corporation's pilot of a reusables cups loop system!

³ Town purchases takeaway container for \$4/each and provides to food businesses who sell to customers for \$5

program would require multiple restaurants to increase the number of exchange hubs for customers to participate in. Creating the foundation of the program with an interested restaurant and customer base can hopefully develop into a robust City-wide program. The City can also pursue grants to install drop-off stations for reusable containers.

Conversations with different reusable container programs shed light in their interest in leasing space in the City to be converted into a commercial dishwashing facility. A public-private partnership could be created to support/subsidize sustainable washing of reusables for takeaway, dine-in, and larger cafeterias with bio-based detergents and reclaimed water. Facilities such as the Senior Center, Tiny Tots, and elementary, middle and high school facilities in Pinole where cost and space of washing reusables may be a barrier are good candidates for program consideration.

A reusables cup system can also be pursued by the City. Multiple Starbucks locations in Napa/Petaluma are piloting a similar returnable cup system. The City could potentially partner and harness the loop system efforts of Starbucks to expand the loop to other food businesses in Pinole.

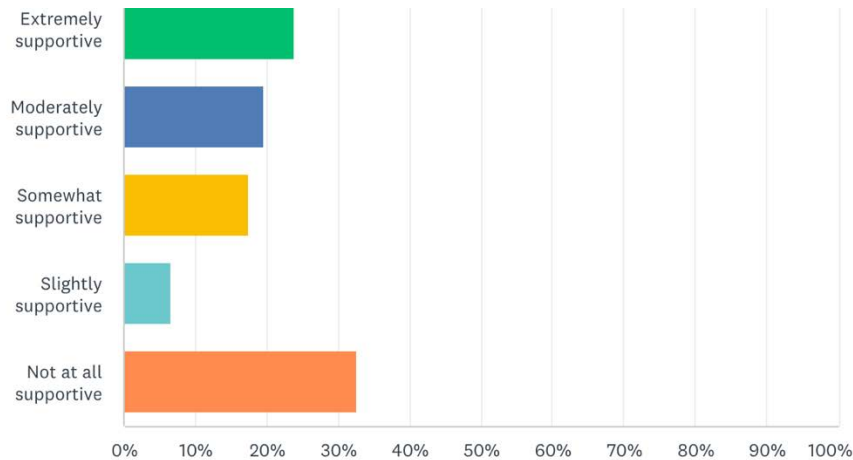


Source: Huskee

The City could also create its own loop system. An example of companies that offer this City-wide service is Huskee cup⁴ with their sleek, stylish, and spill-proof cups. Given the prevalence of Pinole's boba businesses, a potential request to Huskee can be made to incorporate into the cup's design compatibility with boba drinks. As boba businesses purchase a novelty machine that seals plastic lids to plastic cups, an exemption may be needed for these businesses, but a reusable boba cup may help reduce the plastic waste from these cups.

⁴ <https://us.huskee.co>

Question 7: How supportive are you of new regulations in Pinole that would require all food providers to offer paper bags exclusively for to-go orders, and providing plastic bags only upon request from customers?



ANSWER CHOICES	RESPONSES	
Extremely supportive	23.91%	11
Moderately supportive	19.57%	9
Somewhat supportive	17.39%	8
Slightly supportive	6.52%	3
Not at all supportive	32.61%	15
TOTAL		46

Question 7 asked respondents about their support for new regulation requiring paper bags for to-go orders and providing plastic bags only upon request from customers. Together, 61% of 42 respondents selected “somewhat supportive”, “moderately supportive” and “extremely supportive”. Approximately 33% of 42 food businesses are not at all supportive of new regulation requiring paper bags. The following table compares the carrying capacity and cost of a paper vs plastic bag.

Type of Bag	Capacity	Composition	Unit Price
Paper Bag 	20 lbs	100% post-consumer recycled content (PCRC)	\$0.05/unit (the average unit price would decrease if businesses buy a range of paper bag sizes as a 20 lb. paper bag may not be fitting for smaller food items)
		Less green alternative with no PCRC	\$0.08/unit
Plastic Bag 	12 lbs	Standard .5 mil plastic bag	\$0.04/unit

Figure 3: Price comparison of plastic versus paper bags

Cost would not be too big of a burden on businesses as plastic bags and paper bags are comparable in price. If a food business uses 200 plastic bags per week or 10,400 annually, the annual cost increase to shift to recycled content paper bags would be roughly \$100. A 20 lb. capacity bag is also more than sufficient and durable to carry customers' takeaway items. It is not customary for bags to be charged for at restaurants as they are seen as complimentary and is not common practice for customers to bring their own bags to restaurants.

However, functionality and cost of paper bags are the biggest concerns of food businesses. A waiver solution might be the most appropriate way to flexibly handle these concerns. The waiver request can allow businesses to mark financial hardship or functionality defects. Technical assistance organization could also support finding suppliers and establishing bulk community contracts.

RECOMMENDED COMPONENTS OF PINOLE FOODWARE ORDINANCE

Based on staff research, review of other jurisdiction's regulations, and survey results, staff has prepared components of a draft foodware ordinance for the Municipal Code Committee's consideration, below. As technical assistance is a significant component of ensuring success, the draft foodware ordinance components below assume an investment of at least \$20,000-\$50,000 in funding. See **Appendix B** for a summary of Foodware Ordinances in Berkeley, Richmond and El Cerrito.

Applicability:

All food providers (restaurants, deli counters, market vendors, food trucks, caterers etc.) must provide food to customers in reusable or compostable foodware products only. The food provider should make a good-faith effort to maximize reusables where practicable for in-person dining.

Compostable foodware requirements:

- Bioplastics are *not* allowed
- Single-use plastic or recyclable plastic foodware is *not* allowed
- Fiber-based, uncoated paper, and natural (wood, bamboo, etc.) foodware packaging is *allowed* (BPI-Certified and regenerative/recycled content is preferable, but any compostable material accepted in green waste collection is *allowed*)
- Single-sided PLA laminated foodware is *allowed*
- Perfluoroalkyl and polyfluoroalkyl substances (PFAS) in foodware is *not* allowed
- Aluminum foodware is *not* allowed
- Aluminum foil to wrap/form items is *allowed*

Takeout fee:

A takeout fee may be charged at the discretion of the business and is *not* mandatory. Businesses may set their own takeout fee (examples below).

- \$0.25 cents per disposable cup if reusable cups are accepted by business
- \$0.25 cents per takeout item
- \$0.25 cents flat per takeout order
- \$0.25 cents for dine-in customers requesting packaging for leftovers if their own reusables to pack leftovers are allowed

If a business chooses to impose a takeout fee it cannot be charged to customers with WIC or EBT proof.

Receptacles:

If food is served in compostable foodware for dine-in customers and self-bussing is necessary, a receptacle for collecting organic waste must be present at the food business.

Foodware Accessories:

All foodware accessories (utensils, straws, stirrers etc.) are to *not* be bundled at self-serve stations and/or upon request only. If the food provider uses a third-party platform (Doordash, Uber Eats, etc.) staff must remember to only provide utensils if app user requested.

Transition Period:

A transition period of 15-18 months (until all food businesses receive technical assistance) is granted before enforcement due to non-compliance begins.

Technical Assistance:

Technical assistance, signage, and foodware guide will be provided to all food businesses

Bags:

- Bags with any plastic are *not* allowed for customers' takeaway food
- Paper bags with post-consumer recycled content is *required* (if the City finds PCRC paper bags are no longer being supplied at an affordable and sustainable rate, regular paper bags will suffice in the meantime)

A bag fee is at the discretion of the food business and is *not* mandatory. If customer-brought reusable bags are allowed, a business should consider a bag fee to encourage reusable bags.

Unless for delivery, food business staff should ask customers if a bag is required and should not automatically bag food item(s) if the customer feels comfortable without a bag.

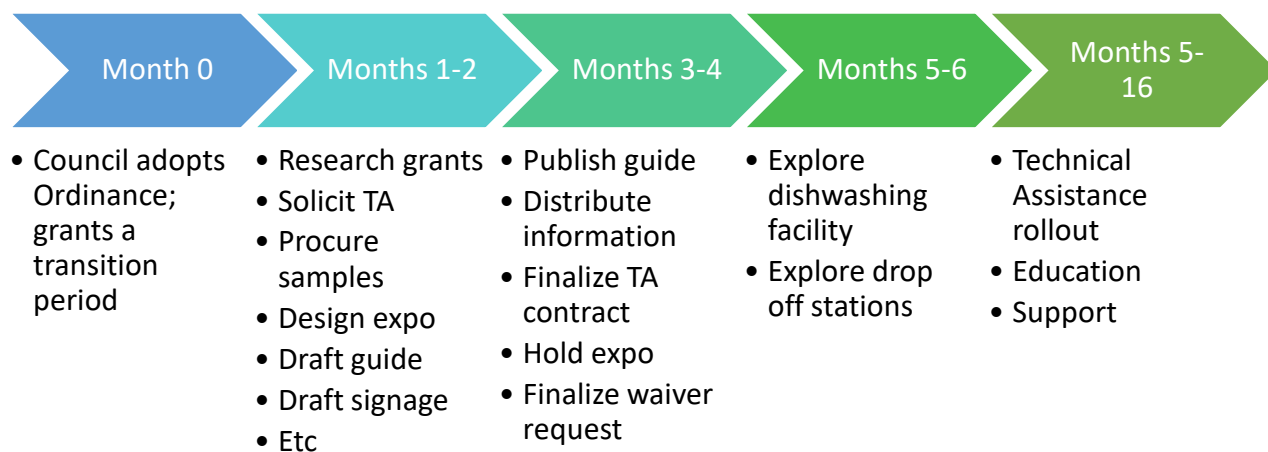
Waivers:

A waiver request form would be available for valid, supported reasons to be exempted partially or fully from the foodware ordinance for up to two years. Municipal Code Subcommittee should consider contracting with a technical support organization to consider business requests for waivers.

TIMELINE AND RESPONSIBILITIES AFTER FOODWARE ORDINANCE ADOPTION

The graphic below represents an example timeline starting with the Foodware Ordinance adoption as Month 0. The narrative below provides detailed responsibilities of the City and technical assistance organizations, if contracted by the City. After a transition period the City will begin enforcement on food businesses for non-compliance of foodware ordinance.

Figure 4: City of Pinole timeline after foodware ordinance adoption



Months 1-2:

- Continue the process of searching/applying for grants to foster programmatic needs of the City and financial/ resource support for food businesses
 - Financial assistance for businesses
 - Drop-off stations for reusables
 - Community reusables dishwashing facility
- Vet and procure the services of technical assistance
- Procure samples of compostables from different companies and various shapes/sizes for technical assistance groups to demonstrate and test functionality for the waiver exemption process
- Begin organization of an interactive expo for food businesses to explore compostables
- Begin preparation of a Foodware Purchasing Guide
- Begin preparation of signage for food businesses of new regulation to inform customers
- Begin procuring green waste receptacles to be dispersed throughout the City on sidewalks and shopping complexes to collect compostable foodware
- Begin procurement process of a reusables loop service or City-led purchasing for distributing
- Begin the procurement process of a community reusables dishwashing facility
- Begin logistics of rolling out technical assistance to food businesses
- Begin process of creating waiver request form
- Begin process of rewards program to encourage participation in customer-brought reusables and/or reusables loop system
- Begin education process of public of collecting organic waste, purchasing biobag liners, and food takeaway package waste sorting at home and place of work

Months 3-4:

- Foodware Purchasing Guide published on website
- New regulation, signage, technical assistance sign-up, and foodware purchasing guide mailed to all food businesses
- Technical assistance contract finalized
- Green waste receptacles contract finalized
- Reusables loop system contract finalized
- Expo for food businesses to meet local distributors and test/learning pricing of compostables
- Utilize expo as an opportunity to create cost-effective, community contracts with supplier by learning what common compostable items are shared by food businesses so they can be ordered in bulk
- Waiver request form finalized
- Rewards program finalized
- City mails letters to independent business leasers requesting a small discount on lease amount to support their lessee going green
- City provides independent businesses with “going green” donation jars

Months 5-6:

- Explore a commercial dishwashing facility for increased reusables loop uptake
- Explore drop-off stations for increased reusables loop uptake

Months 5-18

- Rollout of technical assistance begins in the order of
 - Small, independent businesses
 - Franchises
 - Corporates
- Educate food businesses on new regulation
- Support maximization of reusables where practicable by assisting with feasibility of dishwasher installation, promotion of the City’s reusable loop system to increase uptake, and training on AB 619 sanitation guidelines to allow customer-brought reusables
- Help food businesses search the supply chain cost-effective alternatives to plastic food packaging
- Learn where there is synergy among food businesses packaging to create community contracts for businesses to order from and City discount codes
- Support with business grant application
- Support with testing functionality of foodware with sample compostables
- Support with filling out waiver request forms

SINGLE USE PLASTIC BAGS

METHODOLOGY

To gauge support of SUP bag regulation, Pinole's non-food businesses (690 from the active business license list in 2023) were mailed four sets of a 1-page double-sided letter and a 2-page double-sided hard copy survey in four different languages: English, Spanish, Chinese, and Tagalog. The letter informed businesses of potential regulation on SUP bags if they were not already regulated by SB270. The letter informed businesses about the environmental and health impacts of SUP bags that led to policy development and presented them with the potential costs and benefits of regulation. Businesses were given four outlets to voice their feedback on the regulation within a month. Full survey results are in **Appendix E**.

- Outlet 1: Take a brief 10-question survey online
- Outlet 2: Complete attached hard copy survey
- Outlet 3: Email, mail, or drop off written comments
- Outlet 4: Book an in-person meeting with Lilly Whalen and Kapil Amin

Survey questions helped to tailor potential regulation and gauge level of support, barrier, as well as needed resources to support the transition.

Email reminders with digital versions of the letter and links to the survey were emailed in four languages.

Emails to corporations of Pinole's big box stores were also sent the survey to provide feedback.

Due to the initial low response rate (30 of 688 businesses) of the overall survey, the City sought the assistance of volunteers from the Plastic Reduction Project to gather additional feedback on regulation from non-food businesses. The volunteers were provided with a letter from the City, which granted permission to gather feedback from the businesses. The survey was mainly conducted among store owners and general managers of big box stores, who have a good understanding of the business and can provide valuable insights to help tailor the regulation of SUP bags.

Volunteers strategized soliciting feedback by splitting businesses on Pinole's main roads: e.g., Fitzgerald Drive, San Pablo Ave., Pinole Valley Road, and Appian Way.

SURVEY RESPONSE RATE

Survey responses came from all types of businesses using plastic bags: big box retailers, smaller corporate stores, independent businesses, and businesses regulated under SB270.

Surveys were sent to 688 businesses and responses were received from 91 businesses. See Figure 5. Although this may seem like a small overall response rate, a significant number of the 688 non-food businesses in Pinole, such as insurance brokers, educational services, consulting firms, construction, real estate, gyms, finance/accounting, auto repair, nail salons, and hair salons, do not use plastic bags. If volunteers found a common trend of no bag usage among a certain business category, they would halt visiting businesses in that category to tackle the large volume of non-food businesses in Pinole. Businesses that sell or give away takeaway items and big box stores/corporations such as Michael's and Best Buy use the most plastic bags. Volunteers made sure to visit every business and in between on Pinole's main streets to encompass the randomness of bag usage and business types.

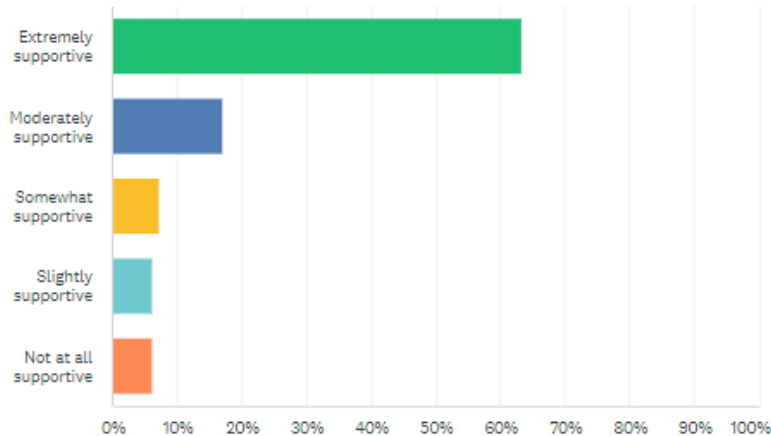
Figure 5: Summary of non-food business respondents to SUP bag regulation survey

Corporate big box stores	Staples Ulta Home Goods Ace Hardware Best Buy Big 5 Michaels	Independent businesses	Solutions for Learning Mike's Appliances Hailie's Haircuts Pinole Valley Lanes Ocean Day Spa Bayeast Insurance I Brow Bar Transitions Salon Fiat Music World Phones Hathcoat Family Dental Serenity Nail Salon Dolans The Treasure Hunt Pinole Beauty Supply Smart Stop General and Implant Dentistry Valley Produce Grip It Golf Repair Smoke n Save Evaluation Focused Consulting Classic Organic Nails Spa Aquinos Care Home Garden of Gems Custom Jewelry ZC for Hair Pinole's Paws Pet Grooming O Connor Physician Group Nurani Institute Flourish Daylillies Westland Gemstones Saving Memories Results Realty My K9 Teacher Sculpting Friends in Hair Cawperthwaite Simple BOIs Petals and Events Square Deal Garage Cortez Tires and Auto Repair Richmond Urological Group Travel Travel Able to Loan Benjamin Rosales DDS Chaton Salon 360 Welding and Fabrication Inc AD Dern Insurance Agency Chamberlux Murrah Molina Therapy The Drill Factory
Corporate small/medium stores	Sally Beauty Bright Now Dental Auto Zone Orangetheory Fitness Sherwin Williams Supercuts T-mobile Mancini's Sleep World Shoe Palace GNC Oreily's Auto David's Bridal Pet Food Express America's Best Contacts and Sunglasses Verizon Cosmo Pro		
SB270-regulated businesses	99 Cents Pinole Vista Liquor Appian Liquors Sprouts		

SURVEY RESPONSE RESULTS

Question 1: How supportive are you of potential regulations in Pinole that would require all businesses (except for restaurants) selling perishable or nonperishable goods to use paper or reusable bags instead of plastic bags for their customer's carryout items?

Answered: 82 Skipped: 9



ANSWER CHOICES	RESPONSES	
Extremely supportive	63.41%	52
Moderately supportive	17.07%	14
Somewhat supportive	7.32%	6
Slightly supportive	6.10%	5
Not at all supportive	6.10%	5
TOTAL		82

An overwhelming number of respondents (63% of 82 respondents) are extremely supportive of regulations of plastic bags. Only 5 of 82 respondents (6%) would not support regulation. 2 businesses are independent and mainly sell small takeaway items such as jewelry and beauty supplies. Other businesses were in the insurance and warehousing sector, which conventionally do not use bags, and did not disclose if they used bags. These

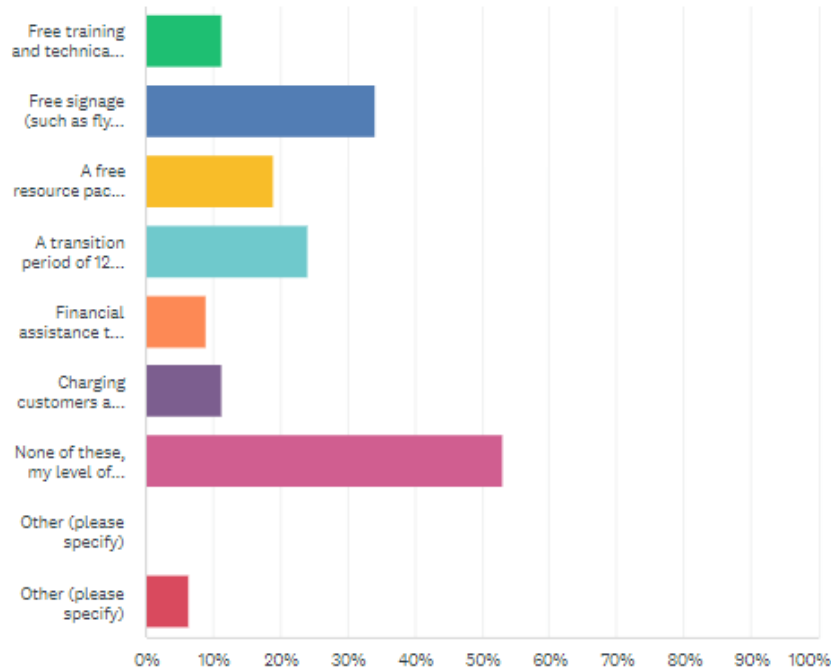
BUSINESS SHOUT OUT!

Sprouts, regulated under SB270, shared their willingness to convert from thicker film plastic bags to paper grocery bags!

businesses were mainly upset with the idea of regulation and did not provide further explanation such as concerns with cost or functionality.

Question 2: Select all applicable items below that would increase your level of support for this potential regulation:

Answered: 79 Skipped: 12



ANSWER CHOICES	RESPONSES
Free training and technical assistance from the City or City partner on the new regulations	11.39% 9
Free signage (such as flyers and window clings) to inform customers of the new City regulations	34.18% 27
A free resource packet including a list of compliant carryout bags and where to purchase them	18.99% 15
A transition period of 12-18 months during which the City would not enforce regulations to allow businesses to establish new supply contacts, exhaust existing inventory, and educate staff	24.05% 19
Financial assistance to purchase carryout bags	8.86% 7
Charging customers a minimum fee to help offset cost of non-plastic carryout bags	11.39% 9
None of these, my level of support would be the same regardless	53.16% 42
Other (please specify)	0.00% 0
Other (please specify)	Responses 6.33% 5
Total Respondents: 79	

Question 2 ask which resources would increase level of support for regulation of sup bags. The number one reply among survey takers (42 of 79 respondents) was “none”. This makes sense, given businesses would only need to phase out one item in their supply chain, The next most selected resource was free signage (27 of 79 respondents) followed by a transition period of 12 to 18 months (19 of 79 respondents).

**MUNICIPAL CODE SUBCOMMITTEE POLICY GUIDANCE:
SUP BAGS**

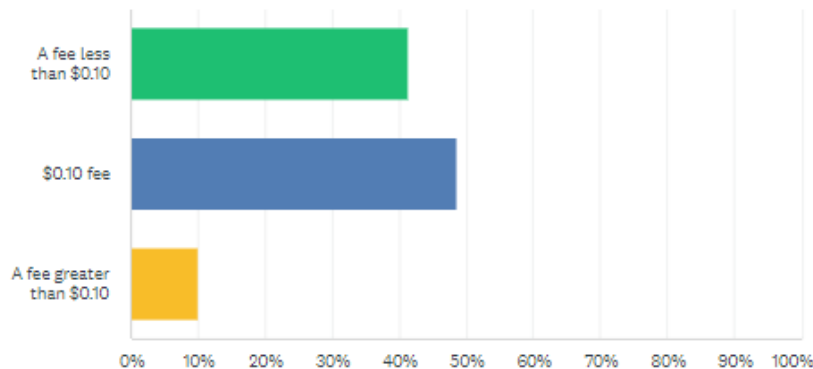
RESOURCES AND TECHNICAL ASSISTANCE TO BUSINESSES

Based on staff research and survey responses, the Municipal Code Subcommittee should consider the following competing factors in recommending policy related to the types of resources and technical assistance that would be most helpful to businesses in phasing out SUP bags:

- *A transition period of 6 months would be sufficient time for business to find a new supplier of bags.*
- *A list of compliant bag suppliers can be provided via email and mail, along with a City contact for further assistance.*
- *During conversations with managers at big box stores, it was revealed that intricate systems are already in place to ship specific bags to stores based on their jurisdiction, making it easy to shift from plastic to paper bags.*

Question 3: Which fee would you be interested in charging customers to offset the cost of paper bags?

Answered: 70 Skipped: 21



ANSWER CHOICES	RESPONSES	
A fee less than \$0.10	41.43%	29
\$0.10 fee	48.57%	34
A fee greater than \$0.10	10.00%	7
TOTAL		70

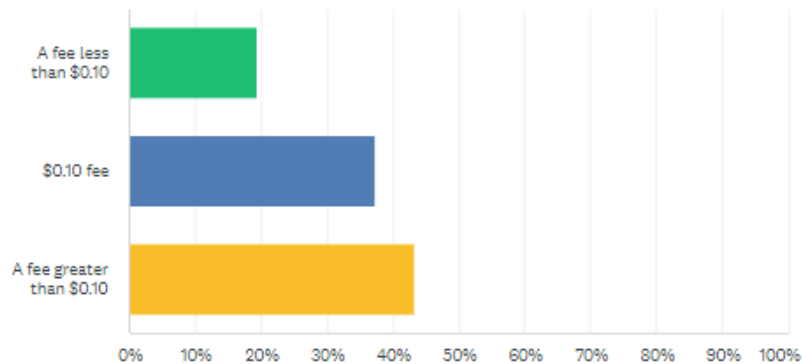
Question 3 asked the bag fee they would be interested in charging customers. Most businesses will avoid charging customers to the extent possible because they feel it is bad for business. 90% of respondents are interested in charging 10 cents or less per paper bag. The cost difference between a plastic versus paper bag is about 15 cents for smaller takeaway items as well as larger grocery bags.

Figure 6: Price comparison of various options of plastic versus paper bag

Non-green	Green	Greener
 .5 mil plastic bag- \$0.04/bag	 0% post-consumer content paper bag- \$0.16/bag	 60% post-consumer content paper bag- \$0.17/bag
 SB270 2.25 mil thick plastic bags- \$0.15/bag	 0% post-consumer content paper bag- \$0.30/bag	 100% post-consumer content paper bag- \$0.25/bag

Question 4: Which fee do you think will incentivize customers to use their own reusable bags?

Answered: 67 Skipped: 24



ANSWER CHOICES	RESPONSES	
▼ A fee less than \$0.10	19.40%	13
▼ \$0.10 fee	37.31%	25
▼ A fee greater than \$0.10	43.28%	29
TOTAL		67

43% of 67 respondents feel a fee greater than 10 cents would discourage store bag use and promote reusable bags. A close second is a 10 cent fee selected by 37% of 67 respondents. Survey results showed that 10 cents tends to dissuade customers from bringing their own reusable bags.

BUSINESS SHOUT OUT!

Best Buy is running through their last stock of plastic bags and have already decided to convert to paper bags after

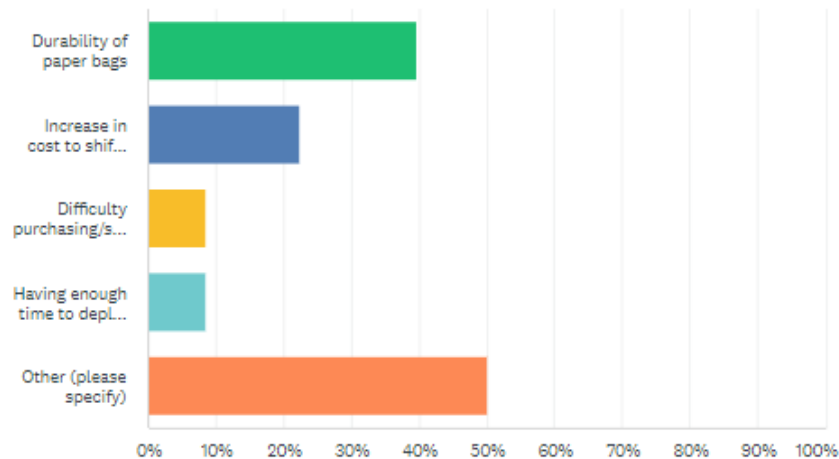
MUNICIPAL CODE SUBCOMMITTEE POLICY GUIDANCE: SUP BAG FEES

Based on staff research and survey responses, the Municipal Code Subcommittee should consider the following competing factors in recommending policy related to the type of SUP bag fee that would be most helpful in phasing out SUP bags:

- *Conversations with businesses regulated under SB270 that charge 10 cents for reusable plastic bags revealed that only about 15% of customers bring their own bags.*
- *Conversations with businesses revealed that 10 cents does not alarm a customer to bring their own bag as that amount seems inconsequential.*
- *15 cents should be considered as the minimum required of businesses to charge customers. This will help businesses break even on the additional cost of paper bags as well as push customers to remember to bring their reusable bag beyond at grocery stores.*

Question 5: What concerns do you have about shifting to paper bags?

Answered: 58 Skipped: 33

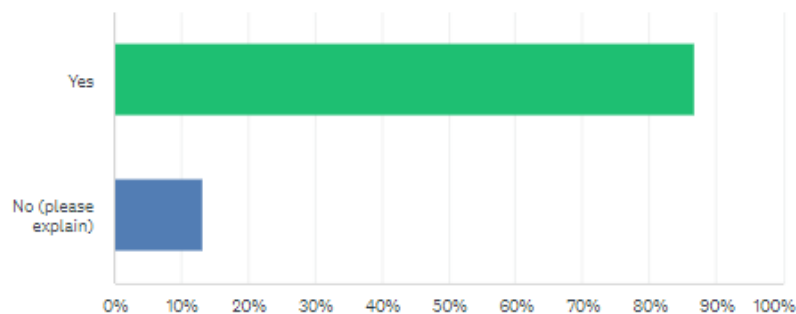


ANSWER CHOICES	RESPONSES	
▼ Durability of paper bags	39.66%	23
▼ Increase in cost to shift to paper bags	22.41%	13
▼ Difficulty purchasing/supply chain issues	8.62%	5
▼ Having enough time to deplete my existing plastic bag stock	8.62%	5
▼ Other (please specify)	Responses 50.00%	29

Question 5 asked what concerns there were for transitioning to paper bags. The other category was the highest selected, where the majority of respondents specified “no concerns” with shifting to paper bags. The next most selected answer is durability of paper bags. .5 mil plastic bags carry about 12 lbs of weight and high performance paper bags can meet and exceed that same standard by looking at the basis weight of the bag which indicates the strength of the paper. If durability is still an issue, businesses can potentially request to demonstrate performance failure with the City through a waiver process.

Question 6: Is your business comfortable with customers using their own reusable bags to carry away items?

Answered: 68 Skipped: 23



ANSWER CHOICES	RESPONSES
Yes	86.76% 59
No (please explain)	13.24% 9

Question 6 asked businesses if they were comfortable with customers bringing their own bags. An overwhelming 59 of 68 businesses are comfortable with customers bringing their own reusable bags to their businesses. Some concerns brought up in comments are increased shoplifting and hygiene concerns. However, these concerns have not been alarming enough to stop grocery stores. The ordinance should require all businesses providing bags to allow customer-brought reusable bags. A waiver request form can be completed with valid reason for exemption.

RECOMMENDED DRAFT PINOLE BAG ORDINANCE

Based on staff research, review of other jurisdiction's regulations, and survey results, staff has prepared components of a draft SUP bag ordinance for the Municipal Code Committee's consideration, below. See **Appendix C** for a summary of SUP Bag Ordinances in Berkeley and San Francisco.

City of Pinole (proposed)

Any Pinole business and vendor (market, food truck, packaging facility) selling perishable and/or nonperishable goods (retail, food, etc.) (some Pinole businesses have packaging facilities (example Best Damn Nuts), but no physical customer store) and is **not regulated by SB270** must comply with the following in replacement all single-use plastic checkout bags and pre-checkout bags (SB 1046 goes into effect 1/1/2025 as well):

- o Recycled-content paper bags (40% minimum) must be provided for customers in place of plastic bags at checkout and pre-checkout

- o BPI-Certified compostable t-shirt bags are acceptable for checkout
- o BPI-Certified compostable produce bags are acceptable for pre-checkout
- o Customer-brought reusable bags are to be accepted at all businesses
- o 15 cents must be charged for medium/large paper/compostable bags
- o Small paper bags are not mandatory to be charged for
- o Food businesses bags are not mandatory to be charged for
- o WIC, SNAP, CalFresh, etc. customers are exempt from charge with valid proof
- o A waiver request form is available for financial hardship, customer-brought reusable bags, and bag performance failure
- o A 6 month transition period will be granted

PLASTIC-FREE DRY CLEANING!

The City should aim to work with Pinole dry cleaning businesses to have standard procedures prior to the 1950s such as an option for customers to bring their own bag, request no bag, or branded reusable loop bags provided by the business. Beyond Plastics has provided a guide to foster this.

TIMELINE AND RESPONSIBILITIES AFTER BAG ORDINANCE ADOPTION

CITY OF PINOLE

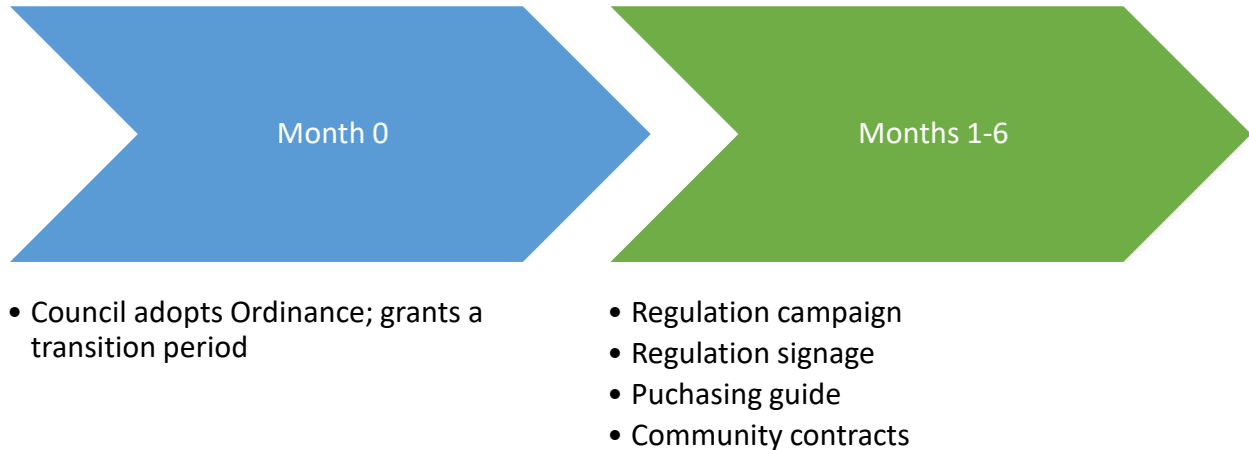


Figure 7: City of Pinole timeline after SUP bag ordinance adoption

Months 1-6

- Campaign to educate businesses and public of new regulation
- Signage mailed to all impacted businesses of new regulation
- Creation of purchasing guide for businesses to purchase from
- Creation of community contracts/discount codes for businesses to purchase from

Campaign idea:

KEEP YOUR 15



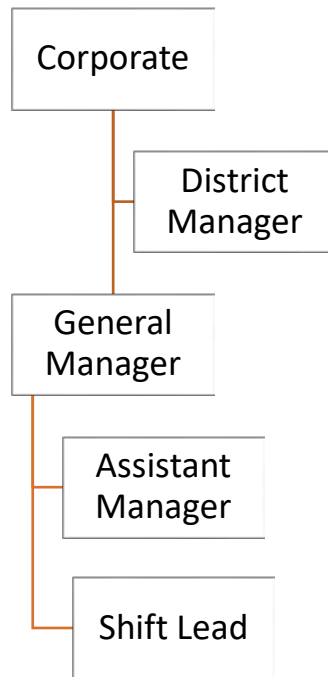
FUN FACT!

The official Earth Day theme of 2024 is...

PLANET VS. PLASTICS

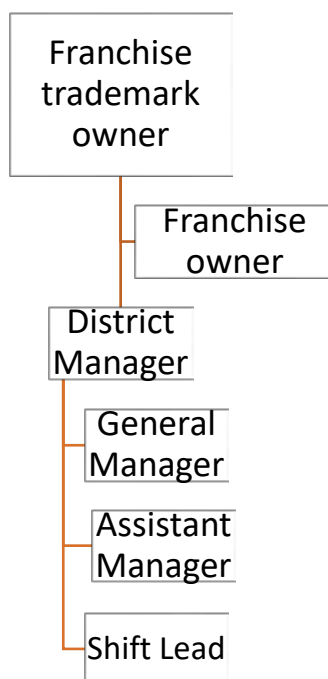
Appendix A: Breakdown of the Food Business Criteria

Corporation



If a food business was categorized as a corporation, a response from the corporate office would be ideal. However, reaching a decision maker at the corporate office became convoluted and elusive quickly. A pivot in strategy to find a decision maker by proxy was necessary. In-person visits at a corporate food business begin with informing the general manager that an attempt to reach corporate was made to no avail. The general manager would then be asked if they understood the financial health of their store/corporation and felt comfortable providing their feedback on behalf of corporate. The general manager was also told a response from their superior, the district manager, would also be sufficient since they have a greater scope of understanding the corporation's health managing multiple branches. More often than not, a general manager of a corporate food business felt comfortable gauging if the food business can financially take on the weaning of SUP. General managers also regularly meet with corporate and district managers and are briefed on corporate sales targets aside from observing daily sales first-hand. Additionally, given the financial structure of corporate food businesses, even if sales of the Pinole branch were under target, corporate can still pull from its overall bucket to support Pinole's transition. All survey responses from general managers and district managers understood the financial health of the food business/corporation and felt comfortable taking on the role of decision maker by proxy.

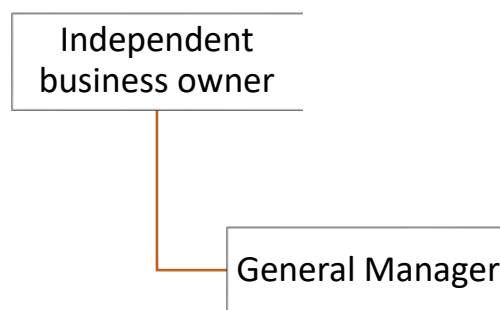
Franchise



Franchise food businesses move differently than corporations. Depending on the business, franchise owners either work as the general managers of their own branch, communicate directly with their store's general manager, or do not communicate with their store's general manager. General managers who do not directly communicate with the franchise owner, speak with their district manager to connect to the franchise owner. Franchise owners take different shapes. They can be a sole individual or an investment company/management company. Overall, it is easier to solicit a response from a sole franchise owner in comparison to a restaurant owned by a group. Direct contact with the franchise owner was made if their contact information was provided to the City's Finance Department. If the franchise owner did not provide a response, an attempt to contact the franchise trademark owner was made. A franchise owner's response would trump the franchise trademark owner's response to uphold equity as a franchise owner would be under more financial constraint than their trademark owner. If a franchise owner's contact information was not known or they were not present at their food business, the City spoke with the food business's general manager. General managers were provided a hard copy survey and survey QR code. Since general managers did not feel comfortable divulging franchise owners' contact information, they were asked to relay the survey at their next check-in, by text, or gathering responses by phone call. If general managers did not directly speak with franchise owners, they were asked to relay to district managers to reach the franchise owner. Some franchises do not have any managers and only rotating staff members that were asked to relay. Multiple visits are required to follow up on the survey response. If after multiple attempts a survey response could not be solicited from a franchise owner, a similar methodology of asking

the general manager or district manager by proxy to take the survey if they felt comfortable and understood the financial health of the food businesses was used. A franchise owner does not have the same luxury of a corporation to pull from, at times, a national bucket of funds to funnel an underperforming branch especially if they are an individual owner. Franchise owners are also under the constraint of the franchise trademark owner's supply chain which can offer competitive pricing but the franchise owner cannot take it upon themselves to look elsewhere even if it may be more cost-effective. If a proxy response was submitted, the City was ensured by the survey taker of their awareness of the financial health of the business. Responses from Pinole franchise food businesses came from franchise owners and general managers.

Independent businesses



Pinole's independent food businesses usually see their owners on site taking care of the business's day to day needs. A handful of them had time for the City to record their responses to their survey in-person. If not, decision makers were provided a hard copy survey, survey QR code, and follow-up date. If English was not the primary language spoken by the owner, a hard copy survey in their desired language was provided. If the business owner was not present, managers were asked to relay the survey to business owners. Survey responses from any independent food business came directly from the food business owner or a family member that works at the business and understood the financial health of the business.

APPENDIX B: SUMMARY OF FOODWARE ORDINANCES IN BERKELEY, RICHMOND AND EL CERRITO

City of Berkeley

Ordinance applies to any business selling prepared food

- o Restaurants, food trucks, cafes, bakeries, grocery stores, drug stores, markets, festivals, theaters, bars

On-site dining requirements

- Reusable foodware to serve customers eating on premises
 - o Exceptions: paper tray liners, paper wrappers, napkins, bioplastic and paper straws are allowed for dining on-premises
 - o Recyclable aluminum foil is allowed for wrapping/forming items

Color-coded recycling and compost bins

- Prepared food businesses that allow self-bussing must provide color-coded receptacles for customers to sort waste: blue (recyclables), green (organic waste), and black/gray (landfill waste)

Takeout Dining Requirements

- All take-out foodware must be BPI-Certified Compostable
- BPI-Certified Exceptions: paper napkins or natural wood accessories

\$0.25 Charge for Disposable Cups

- Vendors must charge 25 cents for every disposable beverage cup provided to incentivize reusable cups
 - o 25 cent charge itemized separately
 - o Proof of Electronic Benefit Transfer card (EBT) or California Special Supplemental Food Program for Women, Infants, and Children (WIC) are exempt from the charge

City of El Cerrito

All food providers (restaurants, food trucks, deli counters etc.) in the City must use compostable or reusable foodware.

- Must be accepted in City's green waste collection program
- Bioplastics are not allowed

- Compostable plastics *not* allowed
- Bundling or wrapping of foodware accessories is *not* allowed (self-serve stations okay)

City of Richmond

All food providers using any disposable foodware for providing prepared food to customers will use

- Compostable (bioplastics allowed) or recyclable (can be sorted, cleansed, and reconstituted and does not include incinerating, converting, or thermally destroying solid waste.)
- Takeout fee at discretion of food provider

APPENDIX C: SUMMARY OF SUP BAG ORDINANCES IN BERKELEY AND SAN FRANCISCO

City of Berkeley

Single-use bags rules apply to all entities that provide or sell goods directly to a customer, such as: grocery stores, markets, festivals, retail stores, convenience stores, and restaurants.

Grocery stores or any entity selling food products (larger than 2,500 sq. ft.) must meet pre-checkout bag (used for produce, bulk goods, etc.)

- o Recycled-content paper or BPI-certified compostable pre-checkout bags may be provided for free
- o Plastic pre-checkout bags may be provided for 10 cents per bag
- o WIC or CalFresh customers are exempt from charge
- o Reasonable effort to sell reusable pre-checkout bags for sale

Restaurants

- o Recycled-content paper bags may be provided for free
- o Plastic carryout bags upon request only by dine-in customers for a charge of 10 cents

All other entities (selling perishable or nonperishable goods)

- o Plastic film carryout bags regardless of thickness are not allowed
- o Recycled-content (minimum 40%) paper carryout bags may be provided for 10 cents per bag
- o WIC or CalFresh customers exempt from charge
- o Non-plastic reusable bags may be provided free or for sale

Exempt bags

- o Dry cleaning bags, packaging film, packages of multiple bags (garbage liners, pet waste, yard waste etc.)

Enforcement and waivers

- o Enforcement is complaint-based only
- o Waiver application form available

City of San Francisco

Beginning July 1, 2020 all food establishments and retail stores must:

1. Offer **BPI-certified, compostable plastic bags, 40% PCRC paper bags, reusable checkout bags** (125 uses and washable) in replacement of single-use plastic checkout bags
2. Charge at least 25 cents per checkout bag and display itemized charge separately (EBT, WIC, SNAP, and food stamp customers exempt)
3. Offer acceptable pre-checkout bag (compostable plastic or recyclable paper)

Appendix D: Full SUP Foodware Survey Results

Appendix E: Full SUP Bag Survey Results

CITY OF PINOLE SINGLE-USE PLASTICS REDUCTION PROPOSED ORDINANCE





 BUSINESS INPUT OPPORTUNITIES

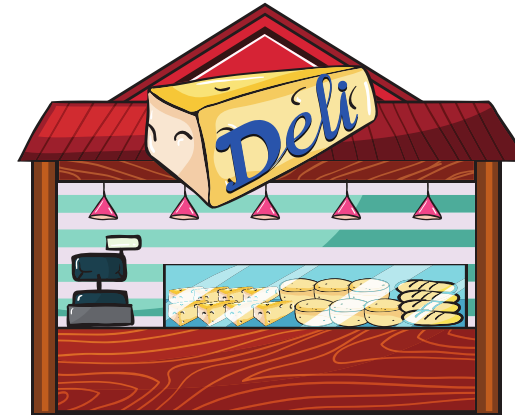
MCSC: MUNICIPAL CODE SUBCOMMITTEE

DEVELOPMENT TIMELINE

WHO WILL BE IMPACTED?

FOOD PROVIDERS

any establishment that sells or otherwise provides prepared food or beverages within the City of Pinole



(NOT EXHAUSTIVE)

RETAILERS

any establishment that sells perishable and/or non-perishable goods that are packaged for customer takeaway and is not currently regulated by SB270



(NOT EXHAUSTIVE)

WHAT WILL FOOD PROVIDERS NEED TO CHANGE?



COMPOSTABLE FOODWARE REQUIREMENTS



NO BIOPLASTIC



ONLY FOIL TO WRAP



NO PFAS



NO BLEACH

OTHER ORDINANCE COMPONENTS FOR FOOD PROVIDERS

TAKEOUT FEES & BAG
SURGHARGE FEES ARE
OPTIONAL

SELF-BUSSING
FOOD ESTABLISHMENTS
MUST PROVIDE CUSTOMERS
3 BINS FOR DIFFERENT
WASTE STREAMS

MAXIMIZE USE OF
REUSABLE FOODWARE
AND ENCOURAGE
REUSABLE BAGS
WHEN/WHERE
FEASIBLE

UNBLEACHED
40% POSTCONSUMER
RECYCLED CONTENT
BAG



WHAT WILL RETAILERS NEED TO CHANGE?



MANDATORY FOR ALL RETAILERS NOT SUBJECT TO SB 270
VOLUNTARY BUT **HIGHLY ENCOURAGED** FOR RETAILERS SUBJECT TO SB 270

ORDINANCE COMPONENTS FOR RETAILERS

CONSUMER-OWNED
BAGS ARE ALLOWED



RETAILERS MUST ISSUE A
15 CENT SURCHARGE FEE
TO CUSTOMERS REQUIRING A
M/L BAG FOR TAKEAWAY
ITEMS



UNBLEACHED AND 40%
POSTCONSUMER
RECYCLED CONTENT
PAPER OR BPI
COMPOSTABLE BAG



PRE-CHECKOUT BAGS
MUST BE COMPOSTABLE



TRANSITION TIMELINE

MAY/JUNE 2024

COUNCIL CONSIDERS ADOPTION

JULY-DECEMBER 2024

EDUCATION/ASSISTANCE TO BUSINESSES

JANUARY 1, 2025

EFFECTIVE DATE OF ORDINANCE;
6-MONTH TIMEFRAME TO COMPLY

WAIVER
TIMELINE TBD

JULY 1, 2025

NON-COMPLIANCE ENFORCEMENT BEGINS

JULY-DECEMBER 2025

6- MONTH EXTENSION OF TIME
(ELIGIBILITY REQUIRED, BUSINESSES MUST APPLY)

JANUARY -JULY 2026

6- MONTH ADDITIONAL EXTENSION OF TIME
(ELIGIBILITY REQUIRED, BUSINESSES MUST APPLY)

TRANSITION PERIOD OF 2+ YEARS FOR ELIGIBLE BUSINESSES

WAIVERS & EXTENSION OF TIME

WAIVERS

- UNDUE FINANCIAL HARDSHIP
- SUPPLY CHAIN ISSUES
- PERFORMANCE
- HEALTH AND SAFETY

EXTENSION OF TIME

- EMPLOY 10 FULL TIME EQUIVALENTS OR LESS
- GROSS ANNUAL RECEIPTS LESS THAN \$500,000

RESOURCES

THE CITY WILL, AT MINIMUM,
PROVIDE SIMPLE TECHNICAL
ASSISTANCE I.E.WEBINARS, IN-
PERSON SUPPORT AND A
RESOURCE PACKET TO ALL
IMPACTED BUSINESSES.....



AND A GOOD-FAITH EFFORT TO SEEK
OUT ADDITIONAL RESOURCES
(PARTNERSHIPS, FINANCIAL ASSISTANCE,
INNOVATIVE TECHNOLOGIES, ETC.) TO
SUPPORT BUSINESSES

THANK YOU!

PROVIDE COMMENTS TO:

KAPIL AMIN, SUSTAINABILITY FELLOW

KAMIN@CI.PINOLE.CA.US

BY THURSDAY, APRIL 18

LIVE WEBINAR W/ Q&A

THURSDAY, APRIL 18

9AM



CITY COUNCIL REPORT

10.C.

DATE: JUNE 4, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: JEREMY CRONE, COMMANDER
ERIC CASHER, CITY ATTORNEY
SUBJECT: MILITARY USE EQUIPMENT POLICY AND CITY ORDINANCE: AB481

RECOMMENDATION

Staff recommends that the City Council conduct a first reading of an ordinance approving and re-adopting a Military Equipment Use Policy as Stated in Chapter 2.60 "Military Equipment Policy" of the Pinole City Municipal Code in compliance with AB 481 and approve the 2023-2024 Pinole Police Department Annual Military Equipment Report.

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 introduced 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. The annual report shall include a summary of each type of military equipment, its intended purpose, how each type of equipment was used by the agency during the preceding year, a summary of any complaints received concerning the equipment, the results of any internal audits pertaining to violations of the military equipment use policy, the total cost for each type of equipment, and quantity possessed.

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 may renew or not renew the authorizing ordinance, disapprove authorization for equipment where standards have not been met, or require modifications to the military equipment use policy based on whether the equipment detailed within the annual report complies with policy and meets specified standards as set forth in California Government Code Section 7071, subdivision (d).

On June 6, 2023, the City Council approved and reaffirmed the Department's Policy (identified as Department Policy 707) finding it met the requirements under AB 481 and introduced and adopted an ordinance adding Chapter 2.60 "Military Equipment Policy" to the Pinole Municipal Code (Ord. 2023-04).

By this ordinance the Department seeks 1) approval of its 2023-2024 annual military equipment report, 2) authority to acquire two (2) DJI Mavic 3 Thermal (M3T) UAS drones defined as "military equipment" under the statute, and 3) renewal of Pinole Police Department Policy 707 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 proposed ordinance. Attachment B 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 C is the Department's military equipment use policy. Attachment D 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. On May 21, 2024, the Department held a well-publicized and conveniently located public meeting, at which the general public was able to discuss and ask questions regarding the annual military equipment report and the law enforcement agency's funding, acquisition, or use of military equipment. The Department heard the communities' concerns regarding the use of the ERV and proposed acquisition of a UAS. The Department maintains previous authorized possession and use of the ERV and the proposed acquisition and implementation of a UAS program is essential to the protection and preservation of life. The annual use report contains all the required elements of Government Code section 7072 (a) set forth above.

The 2023-2024 Annual Report (Attachment B) 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 of 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 an incident with a suspect who had crashed his vehicle, fled, threatened to kill officers, assaulted a police K9 and had 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.

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 previously approved policy is attached to this report (Attachment C). Council must determine, based on the annual military equipment report, whether each type of military equipment identified in the report has complied with the following:

1. The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
2. The policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
3. If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
4. Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

The Department does not anticipate any change in the previously approved policy but does seek approval to acquire additional equipment, only the addition of 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.

Through acceptance of the annual report and renewal of the ordinance, the City Council will authorize the continued use of preexisting equipment considered “military equipment” under AB 481. This includes a Mine Resistant Ambush Protected Vehicle (MRAP) for use as an 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. The Policy also includes a single unmanned, remotely piloted, powered ground vehicle used to enhance peace officer and community safety when encountering potentially dangerous situations by providing first responders with the ability to capture video and still images, and to transport communication equipment or other resources prior to, or in lieu of, sending in personnel into hazardous incidents or environments.

Other items deemed to be “military equipment” under AB 481 include foundational equipment such as rifles and ammunition. These rifles allow peace officers to address lethal threats from a greater distance and with greater precision. The Department also seeks authorization to use four FN 303 MK2 Launcher and projectiles, to limit the escalation of conflict where employment of lethal force is prohibited or undesirable. The projectiles provide 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 equipment allows for more time and opportunity to attempt to deescalate situations and provide for safer tactics to resolve life threatening events in the safest way possible. During the 2023/24 period, the FN 303 MK2 Launcher replaced the legacy technology of the PepperBall VKS launcher that had also reached the end of its serviceable life.

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. Pinole_Ordinance Re-Adopting Military Equipment Use Policy (AB 481) 2024 Updated (CAO Revisions)
- D. Unmanned_Aerial_System__UAS__Operations Policy 607 Updated
- E. Revised Notice Public Hearing (AB 481) 2024 Final



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 MK2 Training - 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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- (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

ORDINANCE NO. 2024-XXXX

**AN ORDINANCE OF THE CITY OF PINOLE APPROVING AND RE-ADOPTING A
MILITARY EQUIPMENT USE POLICY AS STATED IN CHAPTER 2.60 “MILITARY
EQUIPMENT POLICY” OF THE PINOLE MUNICIPAL CODE IN COMPLIANCE
WITH ASSEMBLY BILL 481 (GOVERNMENT CODE SECTION 7070, et. seq.)**

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 relating to the use of military equipment by California law enforcement agencies; and

WHEREAS, Assembly Bill 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used by law enforcement agencies; and

WHEREAS, Assembly Bill 481, codified at California Government Code section 7070, *et. seq.*, requires law enforcement agencies obtain approval of the applicable governing body, by an ordinance adopting a “military equipment” use policy, at a regular meeting held pursuant to open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment. The term “military equipment” is defined in California Government Code section 7070(c); and

WHEREAS, the policy must be a document covering the inventory, description, purpose, use, acquisition, maintenance, fiscal impacts, procedures, training, oversight, and complaint process, applicable to the police department’s use of such equipment; and

WHEREAS, Assembly Bill 481 allows the governing body of a city to approve the military equipment use policy for continued or future funding, acquisition, or use of military equipment within its jurisdiction only if it makes specified determinations specified in Government Code section 7071(d); and

WHEREAS, on May 3, 2022, the City Council adopted Ordinance 2022-02 approving and adopting a military equipment use policy identified as Pinole Police Department Policy 707, having received the information required under Assembly Bill 481 regarding the Pinole Police Department’s use of military equipment as defined in said law and upon a finding of the specified determinations required under Government Code Section 7071(d); and

WHEREAS, On June 6, 2023, the City Council approved and reaffirmed the Department’s Policy (identified as Department Policy 707) finding it met the requirements under AB 481 and introduced and adopted an ordinance adding Chapter 2.60 “Military Equipment Policy” to the Pinole Municipal Code (Ord. 2023-04);and

WHEREAS, Government Code section 7072 provides that a law enforcement agency that receives approval for a military equipment use policy pursuant to Section 7071 shall submit to the governing body an annual military equipment report for each type of military equipment approved by the governing body within one year of approval, and annually thereafter for as long as the military equipment is available for use; and

WHEREAS, the law enforcement agency shall also make each annual military equipment report publicly available on its internet website for as long as the military equipment is available for use; and

WHEREAS, the annual military report shall include the following information for the immediately preceding calendar year for each type of military equipment:

- a. A summary of how the military equipment was used and the purpose of its use;
- b. A summary of any complaints or concerns received concerning the military equipment;
- c. The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response;
- d. 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;
- e. The quantity possessed for each type of military equipment;
- f. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment; and

WHEREAS, Government Code section 7071(d) provides the governing body shall determine, based on the annual military equipment report submitted pursuant to Section 7072, whether each type of military equipment identified in that report has complied with the following standards for approval:

- a. The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety;
- b. The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties;
- c. If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety;
- d. Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance; and

WHEREAS, if the governing body determines that a type of military equipment identified in that annual military equipment report has not complied with the standards for approval set forth

above, the governing body shall either disapprove a renewal of the authorization for that type of military equipment or require modifications to the military equipment use policy in a manner that will resolve the lack of compliance; and

WHEREAS, the governing body shall review any 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 held pursuant to open meeting laws; and

WHEREAS, the Pinole Police Department's annual military equipment report was posted on the department's internet website on April 22, 2024 and conducted a well-publicized public meeting concerning the renewal of the military equipment at issue in compliance with Government Code Section 7072 (b) on May 21, 2024; and

WHEREAS, the Pinole Police Department seeks renewal of Policy 707; and

WHEREAS, the City Council of the City of Pinole, having received the information required under Assembly Bill 481 regarding the Pinole Police Department's renewed use of military equipment as defined in said law, and makes the specified determinations required under Government Code Section 7070, *et. seq.*, deems it to be in the best interest of the City to approve and renew the Pinole Police Department's Military Equipment Funding, Acquisition and Use Policy as set forth in the policy identified as Pinole Police Department Policy 707.

NOW THEREFORE, BE IT RESOLVED, in accordance with Government Code Section 7070 *et. seq.*, and pursuant to the findings stated herein, that the City Council of the City of Pinole hereby finds as follows:

Section 1. Recitals.

The above recitals are true and correct and made a part of this Ordinance.

Section 2. Determinations.

Based on the findings above, in addition to information provided to the City Council at the public meeting, the City Council determines as follows:

1. The military equipment identified in the annual military equipment report has complied with the standards for approval as set forth in Government Code section 7071 subdivision (d).
2. The Pinole Police Department's Military Equipment Use Policy is necessary because there are no reasonable alternatives that can achieve the same objectives of officer and civilian safety.
3. The Pinole Police Department's Military Equipment Use Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

4. The military equipment identified in the Pinole Police Department's Military Equipment Use Policy is reasonably cost effective compared to available alternatives that can achieve the same objectives of officer and civilian safety.
5. Prior military equipment use by the Pinole Police Department complied with the Military Equipment Use Policy although it was not yet in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.
6. The Pinole Police Department's Military Equipment Use Policy, Policy 707, setting forth the City's military equipment use policy is approved and renewed.

Section 3. Severability. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each of every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 4. Effective Date and Duration. This ordinance shall take effect thirty (30) days after its final adoption.

Section 5. Publication. The City Clerk is directed to cause this ordinance to be published in a manner required by law.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on June 18, 2024, the City Council passed this urgency ordinance by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of Pinole on June 18, 2024.

Heather Bell, CMC
City Clerk

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.

Pinole Police Department

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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.

Unmanned Aerial System (UAS) Operations

- To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, immigration status, 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 OF PINOLE
PUBLIC HEARING NOTICE**

Notice is hereby given that on **Tuesday, June 4, 2024**, at or after 5:00 P.M., in the City Council Chambers, 2131 Pear Street, Pinole, California, the **City Council of the City of Pinole** will hold a Public Hearing in the matter of:

**CONSIDERATION OF AN ORDINANCE APPROVING RENEWAL OF THE CITY'S
MILITARY EQUIPMENT POLICY AS STATED IN CHAPTER 2.60 OF THE PINOLE
MUNICIPAL CODE AND REVIEW OF 2023-2024 ANNUAL REPORT**

Assembly Bill (AB) 481 (codified at Govt. Code §§7070 et. seq.) requires that the City of Pinole Police Department obtain City Council approval of a military equipment use policy via adoption of an ordinance before purchasing, raising funds for, acquiring or using "military equipment" as defined in Government Code §7070 (c). On May 3, 2022, the City Council adopted Ordinance 2022-02 approving and adopting a military equipment use policy as stated in Pinole Municipal Code Chapter 2.60 and identified as Pinole Police Department Policy 707. AB 481 requires all law enforcement agencies that have received 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. The City Council must review any ordinance that it has adopted at least annually and, based upon the annual report, vote on whether to renew the ordinance. The City Council most recently approved and reaffirmed the Department's Policy on June 6, 2023 (Ord. 2023-04).

The Pinole Police Department seeks renewal of Policy 707. On May 21, 2024, this City Council is scheduled to review and consider for approval the policy and annual military equipment report for the calendar year 2023, at which time members of the public may discuss and ask questions.

In compliance with AB 481, a copy of the proposed policy and annual report is available to the public in advance of the hearing and available for viewing on the department's website at:
https://www.ci.pinole.ca.us/city_government/police/resources

Instructions on how to join the Zoom Teleconference to provide comments orally during the public hearing are contained in the agenda for the meeting. Copies of the text of the proposed ordinance will be available for public review as part of the City Council agenda and meeting packet no later than May 30, 2024 at 5:00 PM.

If you challenge the action of the City Council on this matter in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered at, or prior to the Public Hearing.

Dated: June __, 2024

/S/ _____
Heather Bell
City Clerk



CITY COUNCIL REPORT

11.A.

DATE: JUNE 4, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: REVISED PROPOSED FY 2024/25 OPERATING AND CAPITAL BUDGET

RECOMMENDATION

City staff recommends that the City Council review the Revised Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget and provide direction to staff for changes to incorporate, including budget balancing strategies, into the next draft of the document, the Final 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 the estimates it contains are as precise as feasible. This resulted in a revised baseline budget.

At its meeting on May 21, 2024, the City Council directed staff to prepare detailed six percent (6%) and ten percent (10%) budget reduction scenarios, indicating the fiscal and operational impacts of these substantial budget cuts. City departments completed the exercise as directed and submitted reductions as shown in Attachments A and B. We want to emphasize that the proposed reductions are only illustrative at this point as no final decisions have been made, and the reductions have not been incorporated into the Revised Proposed budget (Attachment C).

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 has a shortfall of \$1.3 million. This has resulted in a Revised Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget that is not yet structurally balanced.

REVIEW AND ANALYSIS

The Revised 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 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 Revised Proposed budget is not structurally balanced, meaning that ongoing revenues are not sufficient to cover ongoing expenditures. The Revised 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, most of which were budgeted in the FY 2023/24 Operating and Capital Budget but were not completed and have been carried over.

The Revised 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 Revised 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. While there have been no major changes to service or staffing levels, the budget has a structural shortfall of \$1.3 million. This is primarily due to expenditures increasing at a faster rate than revenues. The City maintains a stable revenue base, but it is not enough to sustain the higher growth in expenditures, mostly attributable to increasing required employer contributions to the California Public Employees Retirement System (CalPERS), other post-employment benefits for retired City employees' medical insurance coverage, and labor costs.

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 Revised 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.

Revised Proposed Baseline Budget

As noted above, it is a goal of the City’s Financial Policy on a Structurally Balanced Budget, and public finance best practice, to create a structurally balanced proposed budget. The table below shows the ongoing General Fund revenues and expenditures in the Revised Proposed budget and illustrates.

Table 1 - Revised Proposed Budget

		FY 2024/25 Revised Proposed Baseline Budget
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	545,255
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 has a shortfall of \$1.3 million and City departments needed to make reductions in their ongoing expenditures in the Revised Proposed budget, there is no capacity for City departments to add new ongoing General Fund expenditures to the Revised Proposed FY 2024/25 budget. City departments were asked to prepare 6% and 10% budget reduction scenarios.

Because the baseline General Fund budget for FY 2024/25 has a shortfall and City departments needed to propose reductions in their ongoing expenditures in the Revised 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. Attachment D provides draft job descriptions for each of these positions for Council consideration. The sustainability and economic development work cannot be done by an existing position.

Six Percent (6%) and Ten Percent (10%) Budget Reduction Scenarios

At its meeting on May 21, 2024, the City Council directed staff to prepare 6% and 10% budget reduction scenarios. It is important to note that this exercise is illustrative as no decisions have been made and none of the reductions have been incorporated into the budget. All departments whose operations are supported by the General Fund completed the exercise of determining where to make cuts and the potential impact on operations. As shown in Attachment A, the 6% budget reductions total \$1.3 million and, if implemented, would close the \$1.3 million budget gap. As shown in Attachment B, the 10% budget reductions total \$2.1 million and, if implemented, would close the \$1.3 million budget gap as well as create a surplus in the General Fund. While the budget would be balanced under either of the scenarios, staff anticipate significant impacts on departments' operations as described in the attachments.

At the direction of the City Council, staff developed and launched the FY 2024/25 Community Budget Input Survey using the PublicInput community engagement platform. The purpose of the survey is to give community members an opportunity to provide their input on how to balance the budget, given the 6% and 10% budget reduction scenarios. The survey results will be presented at the June 4, 2024 Council meeting.

One-Time Budget Items and Capital Improvement Projects

The FY 2024/25 Revised 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 one-time, 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	Meeting/Workshop/Mixers	5,000

Development/Economic Development		
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

Budget Balancing Strategies for Consideration

Staff recommends the following budget balancing strategies for Council consideration and recommends that the City Council provide direction on which strategies to implement.

1. Implement the 6% reductions of \$1.3 million, which would balance the budget.
2. Implement the 10% budget reductions of \$2.1 million, which would balance the budget as well as create a surplus of about \$1 million.
3. Freeze one or more of the five vacant positions that are funded in the budget. This would result in savings of about \$430,000, which is net of the total amount budgeted for the vacancies (\$940,000) and the vacancy savings factor (\$510,000) that is already included in the budget. The vacant positions are as follows:
 - Police:
 - Police Sergeant - \$203,831
 - Police Officers (2) - \$356,472
 - Public Works:
 - Capital Improvement Manager - \$200,974
 - Associate Civil Engineer - \$174,890
4. Reduce the City's General Reserve from 50% to 40% of total ongoing General Fund expenditures and move the difference of approximately \$1 million to the General Fund. This would reduce the current balance of \$10.3 million to \$9.3 million. At the 40% level, the General Reserve provides five months of coverage as opposed to six months of coverage at the 50% level. It should be noted that this is a one-time short-term solution that should not be used on an ongoing basis. Also, the Government Finance Officers Association (GFOA) and industry standards recommend 18-25% reserve levels. At the 40% level, the General Reserve will remain significantly higher than the standard level.
5. Implement a combination of the above options or other options.

Next Steps

City staff invites the feedback of the City Council and members of the public on the Revised Proposed budget at the City Council's June 4, 2024 meeting. The City has also developed a Revised 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 Revised Proposed CIP at the City Council's June 4, 2024 meeting.

Following the June 4, 2024 Council meeting, staff will incorporate the Council's feedback as well as additional staff-generated content into a Final Proposed version of the budget that will be presented to the City Council for adoption on June 18, 2024.

FISCAL IMPACT

The City Council's review and direction on the Revised 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 Revised Proposed budget is well described in the budget document itself. The implementation of one or more of the proposed budget balancing measures will result in a structurally balanced budget.

ATTACHMENTS

- A. Six Percent Budget Reduction Scenario
- B. Ten Percent Budget Reduction Scenario

- C. Revised Proposed FY 2024-25 Operating and Capital Budget
- D. Community Development Department Proposed New Positions

City of Pinole
FY 2024/25 General Fund Budget Reduction Scenario
Six Percent (6%)

Department	Baseline Budget	Reduction Needed	Department Proposed Reductions	Description and Impact
City Council	\$ 213,001	\$ 12,780	\$ 12,780	Reduce Council intern program
	Total Reduction	12,780	12,780	
City Treasurer	9,986	599	400	Eliminate office supplies
			110	Eliminate dues and memberships
	Total Reduction	599	510	
City Clerk	692,929	41,576	27,351	Reduce professional services - This will impact records support and minutes transcription
			11,725	Eliminate travel and training
			2,500	Eliminate Board and Commission Appreciation event
	Total Reduction	41,576	41,576	
City Manager	619,937	37,196	6,000	Graphic Design Services - Eliminate professional graphic art services, including graphic design for annual reports, media, print, website moved in-house.
			15,000	Communication & Engagement Consulting - Decreased communication and engagement services
			5,000	Miscellaneous Consulting - Decreased miscellaneous consulting for unanticipated projects
			11,196	Procurement & Research Consulting - Decrease scope for Pinole Community Television (PCTV) Master Plan Request for Proposals (RFP) and project management. Defer feasibility study of a municipal bank RFP and project management.
	Total Reduction	37,196	37,196	
City Attorney	330,035	19,802	19,802	Discontinue Municipal Code Update Subcommittee meetings; and discontinue City Attorney office representative covering Planning Commission Meetings.
	Total Reduction	19,802	19,802	
Finance	853,772	50,932	5,000	Eliminate professional services for the update to the cost allocation plan
			2,100	Eliminate all travel and training
			5,000	Eliminate mass mailing to Pinole residents and businesses regarding City budget matters
			38,832	Reduce 1 FTE to 0.75 FTE, which will significantly impact day to day fiscal operations, including delays in the processing of payroll, business licenses, and vendor payments, and providing support to other City departments and customers
	Total Reduction	50,932	50,932	

City of Pinole
FY 2024/25 General Fund Budget Reduction Scenario
Six Percent (6%)

Department	Baseline Budget	Reduction Needed	Department Proposed Reductions	Description and Impact
Human Resources	933,808	56,028	3,000	Reduce Contingencies - Citywide Employee Learning & Professional Development
			3,000	Reduce Citywide Employee Wellness Workshops
			3,000	Reduce Citywide CPS-HR Employee Learning & Professional Development Workshops
			5,000	Eliminate Supervisors' Academy
			10,000	Eliminate Executive Teambuilding Retreat
			5,000	Reduce Employment Law Advisement (LCW)
			5,000	Reduce Tax & Employee Benefit Advisement
			3,000	Reduce Contingencies - Employee Benefits
			15,000	Reduce Total Compensation Survey & Analysis - Contract w/ GovInvest for savings
			5,000	Eliminate OnDemand Yoga
	Total Reduction	56,028	57,000	
Police	12,590,430	657,619	8,000	Reduce Firearms Range Rental by \$5,000 and State of CA POST by \$3,000 - Reduce departmental training for sworn members to only meet minimal standards
			20,000	Eliminate Smart Guardian (\$10,000); Reduce: Video Surveillance by \$10,000 - Remove training component and eliminate expansion of video surveillance system
			35,000	Correct In-Time Scheduling System from \$43,630 to \$8,000 a year (5 year contract) - Adjustment to reflect annual costs
			500	Eliminate Photo Supplies - Not needed with iPhones and digital cameras
			1,000	Reduce Crime Prevention Vehicle maintenance - Still have \$4,000 for vehicle maintenance
			400	Reduce Fax Machine - Will become general equipment expense when replacement needed
			363,532	Freeze Two (2) Officer Positions (A step) - Prevent movement to modified 4/10 plan and inability to fill COU with officer. Will have significant negative impact on Community Engagement events and programs
			102,826	Freeze one (1) CSO Position (A step) - Reduction in community services (towing abandoned vehicles, cold crime reporting, patrol support)
			130,993	Freeze one (1) Dispatcher Position (A step)- Increase in dispatcher overtime and staffing at minimum
	Total Reduction	657,619	662,251	
Fire	6,428,461	241,712	60,000	Reduce fire abatement from \$120,000 to \$60,000 (Cannot reduce the City's contract with ConFire)
	Total Reduction	241,712	60,000	

City of Pinole
FY 2024/25 General Fund Budget Reduction Scenario
Six Percent (6%)

Department	Baseline Budget	Reduction Needed	Department Proposed Reductions	Description and Impact
Public Works	2,020,201	92,613	73,600	Eliminate Administrator Coordinator position (previously shared with Community Development). This will impact PW ability to address GIS related services to customers. GIS update and all related tasks will be added to other staff's responsibility or a consultant will be engaged to take up these tasks on an as needed basis.
			20,000	Eliminate Professional Engineering Support for Road Maintenance, items will not be available to Public Works operations and maintenance staff if and when necessary. It may affect some of the road repair including road sub-base testing, compaction testing, other road related material testing services.
	Total Reduction	92,613	93,600	
Community Development	514,537	30,872	17,500	This budget funds seasonal assistance for weed abatement activities, specifically supporting a 2-day-per-week contract code enforcement officer from April to October. This officer is crucial for the Code Enforcement Division, providing education and enforcement of weed abatement on private properties during the fire season. The proposed reduction will reduce funding to a 1-day-per-week contract position, which will hinder the City's proactive efforts during fire season, leaving us more reliant on public complaints to enforce the Ordinance, and less support to do so.
			500	This budget funds a new annual postcard sent to all properties in Pinole, emphasizing the critical importance of weed abatement during the summer months. It serves as a crucial reminder for property owners to cut their weeds and comply with City municipal codes, while also providing information on how to report non-compliant properties. The proposed reduction here will revert this postcard to a mailed letter only to properties 1/4 acre or larger or back up onto open space, consistent with practices prior to 2024. Reducing this funding will diminish public education and awareness, undermining our efforts to maintain a safe and fire-resistant community.
			14,715	This budget was originally established to support the economic development coordinator position (0.5 FTE) envisioned in the economic development strategy (EDS). To date, a part-time economic Development Coordinator has not been hired, and this funding is supporting a contract with RSG to help the Community Development Director implement the EDS. Reducing this funding to \$65,285 will make it more difficult to hire an in-house part time coordinator and result in slower implementation of the EDS.
	Total Reduction	30,872	32,715	
Community Services	426,898	25,236	25,236	Reduce library hours from 40 hours per week which will impact community access to library resources
	Total Reduction	25,236	25,236	
Non-Departmental	3,036,737	182,204	154,873	Reduce operating subsidy to Community Services/Recreation which could result in program cuts
			27,331	Reduce operating subsidy to Pinole Community Television (PCTV) which could result in service cuts
	Total Reduction	182,204	182,204	
	Grand Total	\$ 1,449,169	\$ 1,275,802	

City of Pinole
FY 2024/25 General Fund Budget Reduction Scenario
Ten Percent (10%)

Department	Baseline Budget	Reduction Needed	Department Proposed Reductions	Description and Impact
City Council	\$ 213,001	\$ 21,300	\$ 21,300	Reduce Council intern program
	Total Reduction	21,300	21,300	
City Treasurer	9,986	999	400	Eliminate office supplies
			110	Eliminate dues and memberships
	Total Reduction	999	510	
City Clerk	692,929	69,293	27,351	Reduce professional services - Will impact records support and minutes transcription
			11,725	Eliminate travel and training
			2,500	Eliminate Board and Commission Appreciation event
			27,717	Reduce 1 full-time equivalent (FTE) to part time - Significant impact on day to day operations
	Total Reduction	69,293	69,293	
City Manager	619,937	61,994	6,000	Graphic Design Services - Eliminate professional graphic art services, including graphic design for annual reports, media, print, website moved in-house.
			20,000	Communication & Engagement Consulting - Decreased communication and engagement services
			5,000	Miscellaneous Consulting - Decreased miscellaneous consulting for unanticipated projects
			28,000	Procurement & Research Consulting - Decrease scope for Pinole Community Television (PCTV) Master Plan Request for Proposals (RFP) and project management. Defer feasibility study of a municipal bank RFP and project management.
			2,994	Mass Mailing Services - Eliminate one mass mailing campaign (previously two per year): "Wildfire Prevention" brochure or "Year in Review & Look Ahead" report
	Total Reduction	61,994	61,994	
City Attorney	330,035	33,004	33,004	Discontinue Municipal Code Update Subcommittee meetings; and discontinue City Attorney office representative covering Planning Commission Meetings.
	Total Reduction	33,004	33,004	
Finance	853,772	85,377	5,000	Eliminate professional services for the update to the cost allocation plan
			2,100	Eliminate all travel and training
			5,000	Eliminate mass mailing to Pinole residents and businesses regarding City budget matters
			73,277	Reduce 1 FTE to 0.5 FTE, which will significantly impact day to day fiscal operations, including delays in the processing of payroll, business licenses, and vendor payments, and providing support to other City departments and customers
	Total Reduction	85,377	85,377	

City of Pinole
FY 2024/25 General Fund Budget Reduction Scenario
Ten Percent (10%)

Department	Baseline Budget	Reduction Needed	Department Proposed Reductions	Description and Impact
Human Resources	933,808	93,381	6,000	Eliminate Contingencies - Citywide Employee Learning & Professional Development
			6,000	Eliminate Citywide Employee Wellness Workshops
			6,000	Eliminate Citywide CPS-HR Employee Learning & Professional Development Workshops
			5,000	Eliminate Supervisors' Academy
			10,000	Eliminate Executive Teambuilding Retreat
			10,000	Eliminate Employment Law Advisement (LCW)
			10,000	Eliminate Tax & Employee Benefit Advisement
			6,000	Eliminate Contingencies - Employee Benefits
			15,000	Reduce Total Compensation Survey & Analysis - Contract w/ GovInvest for savings
			5,000	Eliminate OnDemand Yoga
			6,050	Eliminate Annual Employee Uniform/Polo Distribution
			3,000	Eliminate Berevement Flowers/Donations
			4,300	Eliminate Employee Engagement Holiday Events/Wellness Fair Luncheon
			1,100	Reduce HR Staff Professional Development/Certification
	Total Reduction	93,381	93,450	
Police	12,590,430	1,095,728	15,000	Reduce Firearms Range Rental by \$5,000 and State of CA POST by \$3,000 - Reduce departmental training for sworn members to only meet minimal standards
			20,000	Eliminate Smart Guardian (\$10,000); Reduce: Video Surveillance by \$10,000 - Remove training component and eliminate expansion of video surveillance system
			35,000	Correct In-Time Scheduling System from \$43,630 to \$8,000 a year (5 year contract) - Adjustment to reflect annual costs
			500	Eliminate Photo Supplies - Not needed with iPhones and digital cameras
			1,000	Reduce Crime Prevention Vehicle maintenance - Still have \$4,000 for vehicle maintenance
			400	Reduce Fax Machine - Will become general equipment expense when replacement needed
			14,976	Eliminate StarChase - Remove tool for officers to safely track fleeing wanted vehicles
			727,066	Freeze Four (4) Officer Positions (A step) - Prevent movement to modified 4/10 plan and inability to fill COU with officer. Will have significant negative impact on Community Engagement events and programs
			102,826	Freeze one (1) CSO Position (A step) - Reduction in community services (towing abandoned vehicles, cold crime reporting, patrol support)
			130,993	Freeze one (1) Dispatcher Position (A step)- Increase in dispatcher overtime and staffing at minimum
			20,158	Eliminate community events involving overtime or not funded through the event
			5,000	Eliminate community events not funded through the event
	Total Reduction	1,095,728	1,072,919	
Fire	6,428,461	402,853	60,000	Reduce fire abatement from \$120,000 to \$60,000 (Cannot reduce the City's contract with ConFire)
	Total Reduction	402,853	60,000	

City of Pinole
FY 2024/25 General Fund Budget Reduction Scenario
Ten Percent (10%)

Department	Baseline Budget	Reduction Needed	Department Proposed Reductions	Description and Impact
Public Works	2,020,201	202,020	73,600	Eliminate Administrator Coordinator position (previously shared with Community Development). This will impact PW ability to address GIS related services to customers. GIS update and all related tasks will be added to other staff's responsibility or a consultant will be engaged to take up these tasks on an as needed basis.
			87,000	Freeze or eliminate Associate Engineer position and stop recruitment efforts. This will in general affect the delivery schedule of all the CIP projects. PW won't able to start any new projects but will continue to work on projects those are currently in progress. Some of the current projects may have to be deferred or PW will need to engage consultants to move/complete current projects.
			20,000	Eliminate Professional Engineering Support for Road Maintenance, items will not be available to Public Works operations and maintenance staff if and when necessary. It may affect some of the road repair including road sub-base testing, compaction testing, other road related material testing services.
			10,000	The line item under Admin Expense/ Special Department -Recommendations of Beautification Ad Hoc Subcommittee can be removed from budget. This fund will not be needed and does not affect any current efforts of PW or CIP projects.
			16,000	Modify the responsibilities of an Analyst role to align with those of an Administrative Assistant position, aiming to conserve funds.
Total Reduction		202,020	206,600	
Community Development	574,537	54,525	35,000	This budget funds seasonal assistance for weed abatement activities, specifically supporting a 2-day-per-week contract code enforcement officer from April to October. This officer is crucial for the Code Enforcement Division, providing education and enforcement of weed abatement on private properties during the fire season. The proposed reduction here will eliminate funding entirely for this contract position, which will hinder the City's proactive efforts during fire season, leaving us solely reliant on public complaints to enforce the Ordinance. Without this support, our community faces increased fire risk and reduced safety, making proactive weed abatement essential.
			500	This budget funds a new annual postcard sent to all properties in Pinole, emphasizing the critical importance of weed abatement during the summer months. It serves as a crucial reminder for property owners to cut their weeds and comply with City municipal codes, while also providing information on how to report non-compliant properties. The proposed reduction here will revert this postcard to a mailed letter only to properties 1/4 acre or larger or back up onto open space, consistent with practices prior to 2024. Reducing this funding will diminish public education and awareness, undermining our efforts to maintain a safe and fire-resistant community.
			19,025	This budget was originally established to support the economic development coordinator position (0.5 FTE) envisioned in the economic development strategy (EDS). To date, a part-time economic Development Coordinator has not been hired, and this funding is supporting a contract with RSG to help the Community Development Director implement the EDS. Reducing this funding to \$60,975 will make it more difficult to hire an in-house part time coordinator and result in slower implementation of the EDS.
Total Reduction		54,525	54,525	

City of Pinole
FY 2024/25 General Fund Budget Reduction Scenario
Ten Percent (10%)

Department	Baseline Budget	Reduction Needed	Department Proposed Reductions	Description and Impact
Community Services	426,898	42,690	42,690	Reduce library hours from 40 hours per week which will impact community access to library resources
Total Reduction		42,690	42,690	
Non-Departmental	3,036,737	303,674	258,123	Reduce operating subsidy to Community Services/Recreation which could result in program cuts
			45,551	Reduce operating subsidy to Pinole Community Television (PCTV) which could result in service cuts
Total Reduction		303,674	303,674	
Grand Total		\$ 2,466,838	\$ 2,105,336	



Fiscal Year 2024/25 **OPERATING AND CAPITAL BUDGET**

Revised Proposed - June 4, 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.

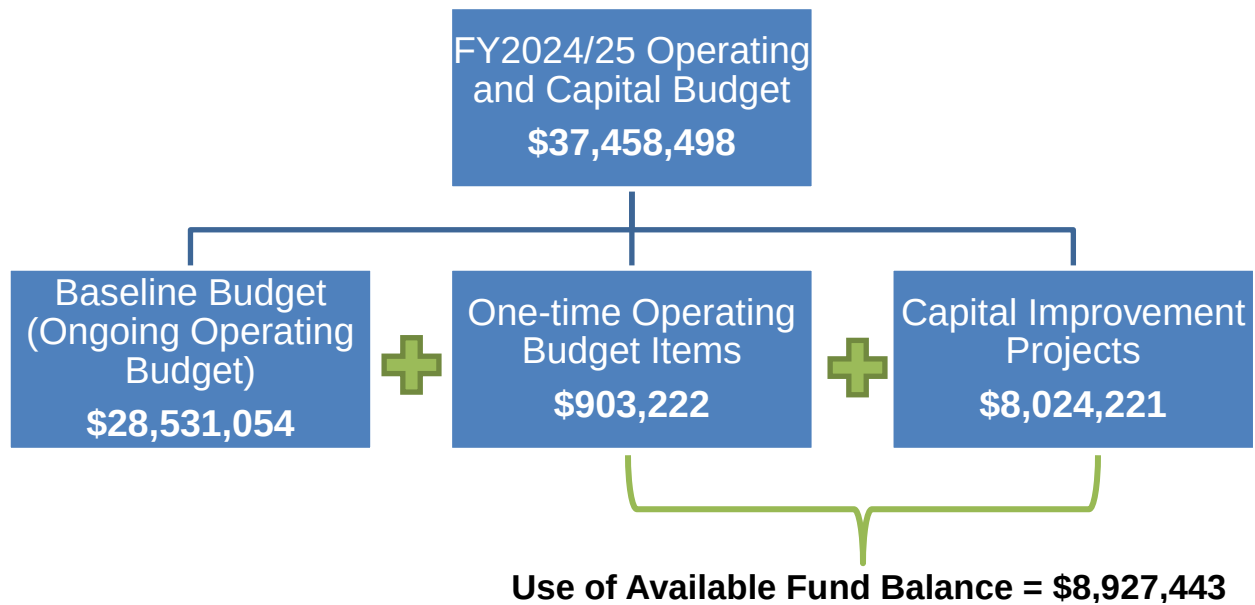


Table 2 – One-Time Budget Items and Capital Improvement Projects (Some are Projects Budgeted in FY 2023/24, but Not Completed, so Carried Forward to FY 2024/25)

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

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

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Background

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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

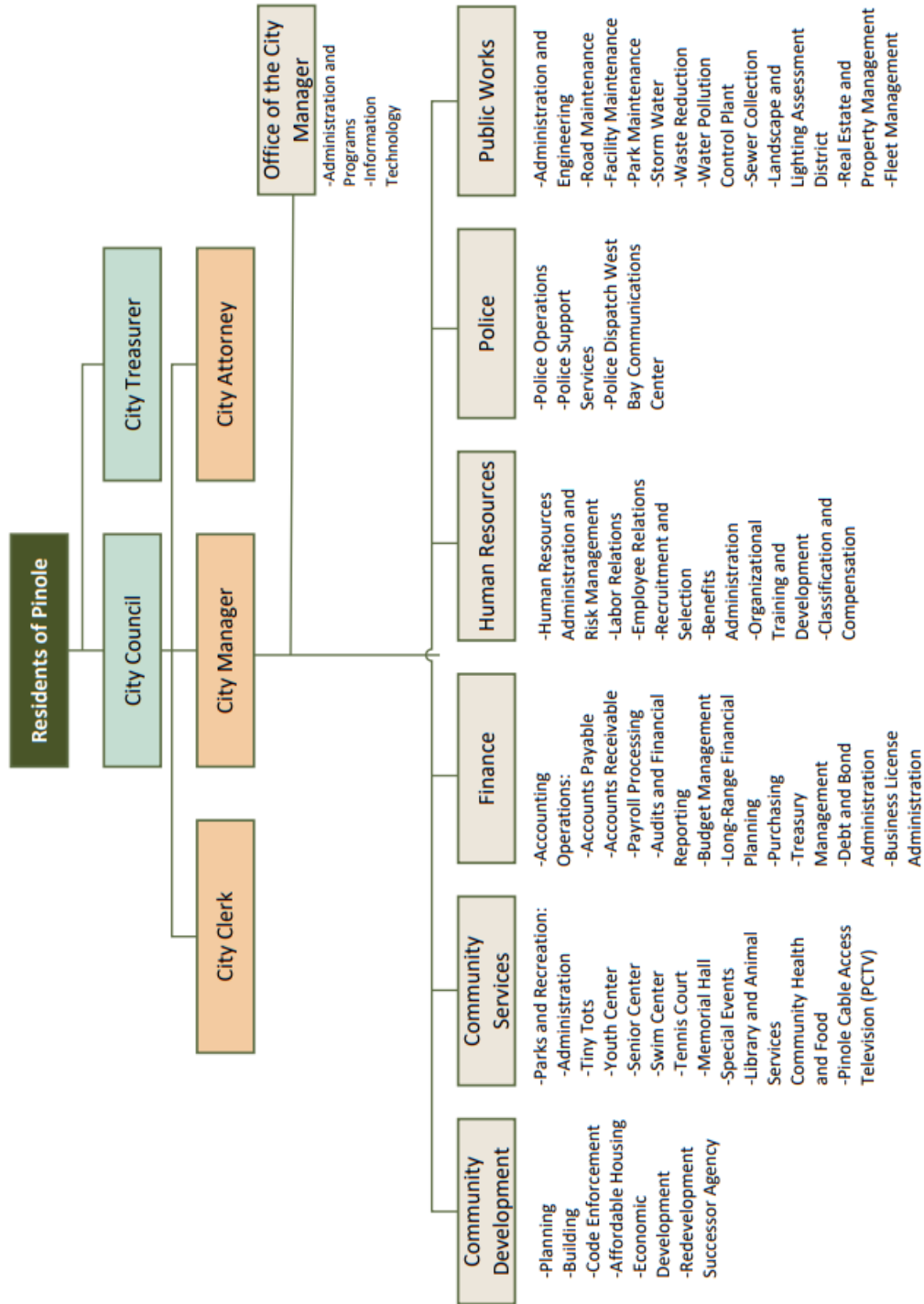
The City is primarily a residential community located in the San Francisco Bay Area on the shores of San Pablo Bay in West Contra Costa County. Highway Interstate 80, which traverses Pinole, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central 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

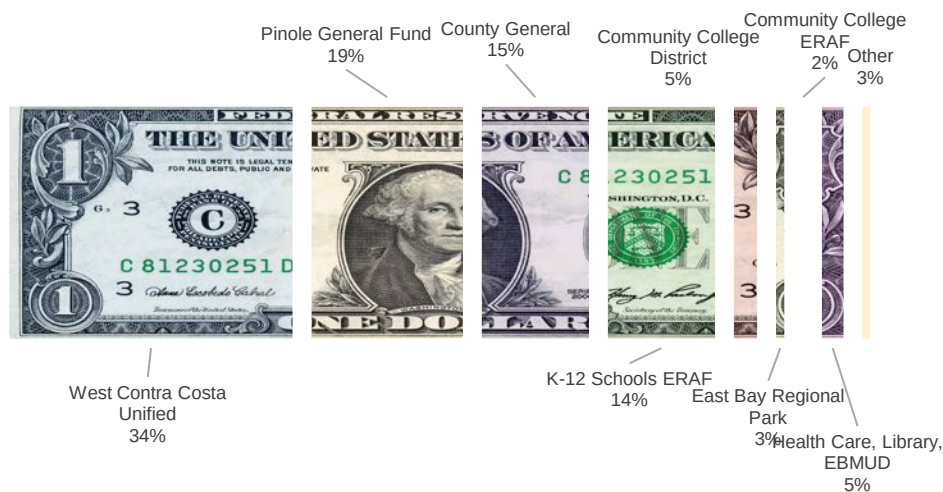
Property tax is an ad valorem tax imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The fixed statutory rate is 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases 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.

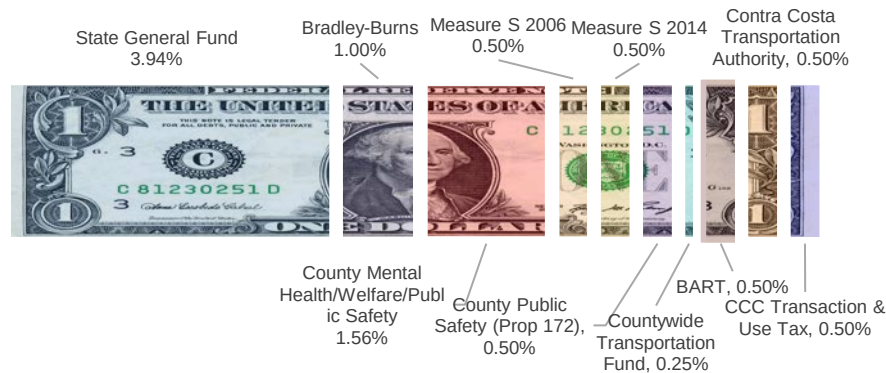
Property Tax Dollar Breakdown



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

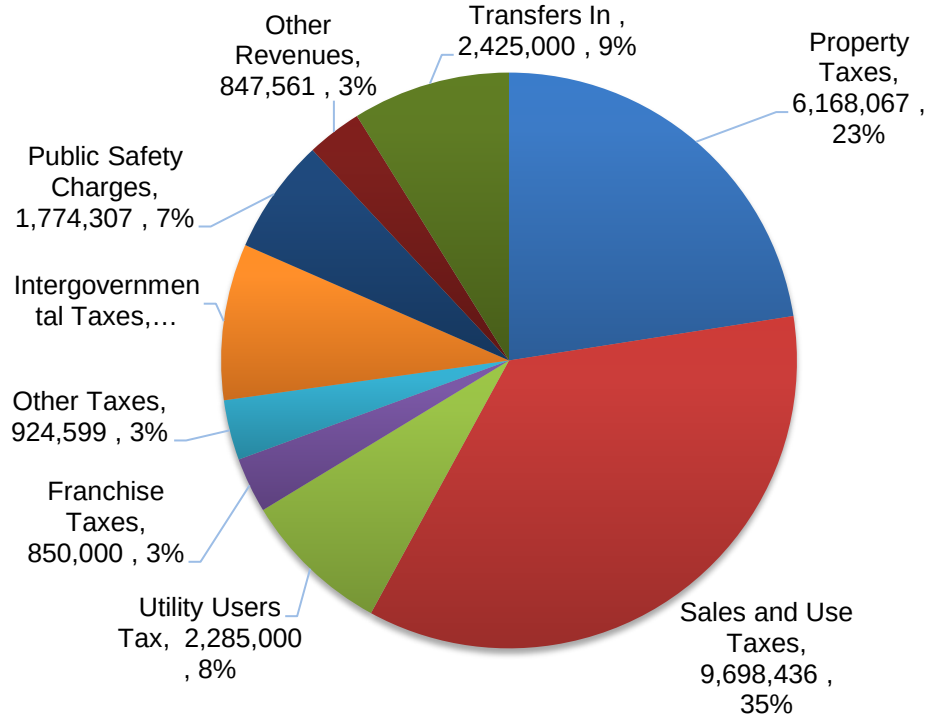
Transfers out includes the transfers from the General Fund and Measure S to other funds to support Recreation programs, Pinole Community Television (PCTV), vehicle and equipment replacement.

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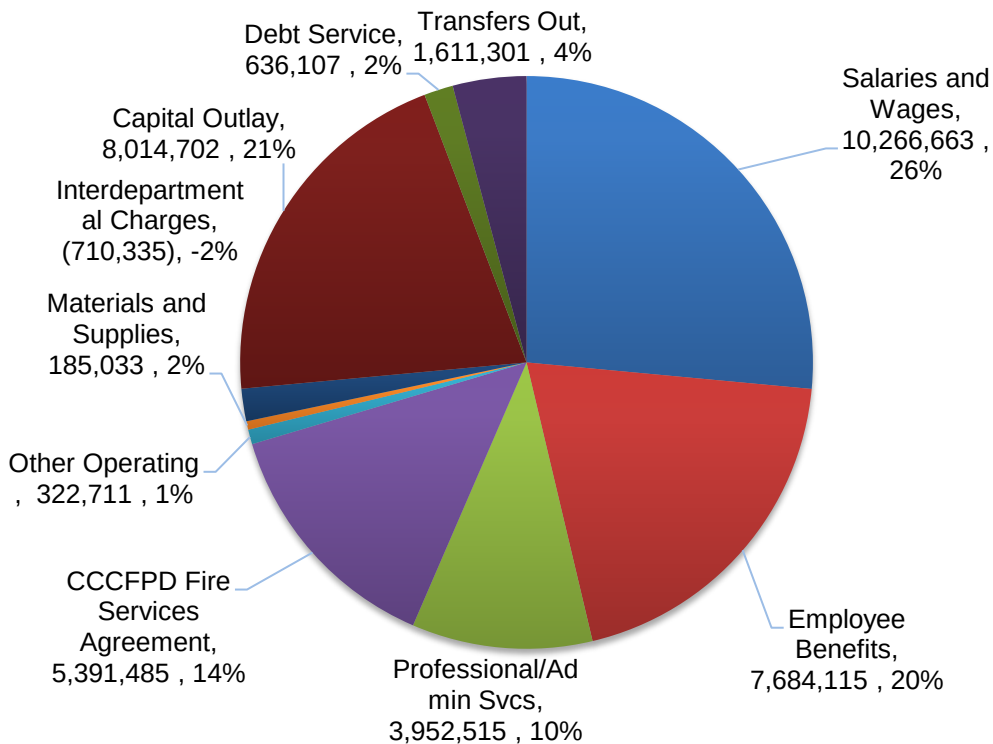
Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – General Fund

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)

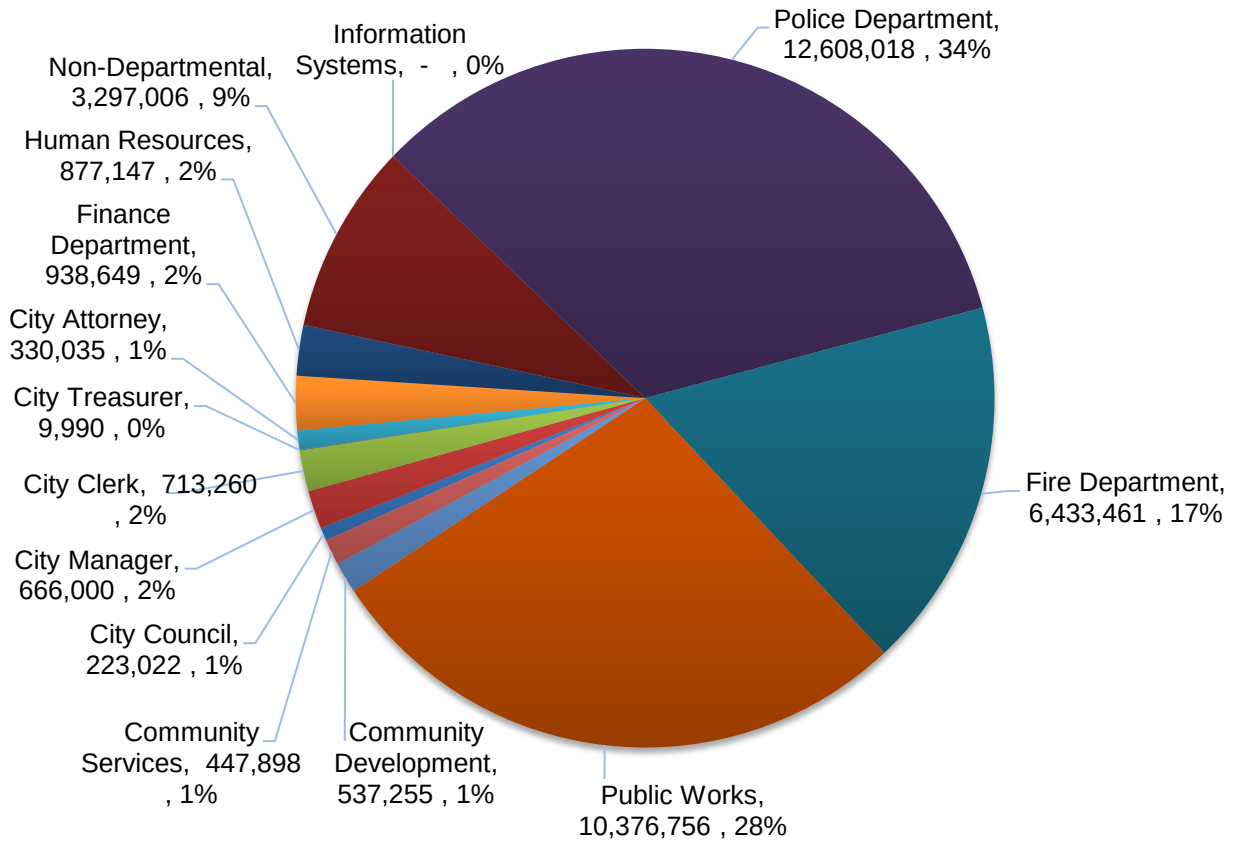
General Fund Revenue by Type: \$27,375,643



General Fund Expenditures by Type: \$37,458,497



General Fund Expenditures 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

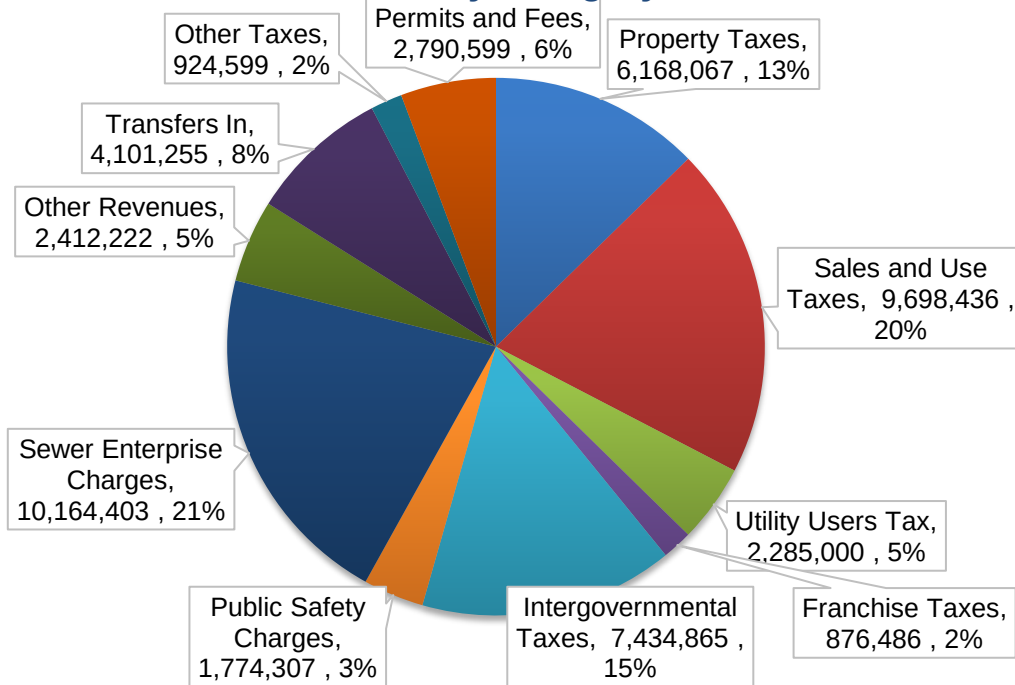
Pension Fund – 700

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.

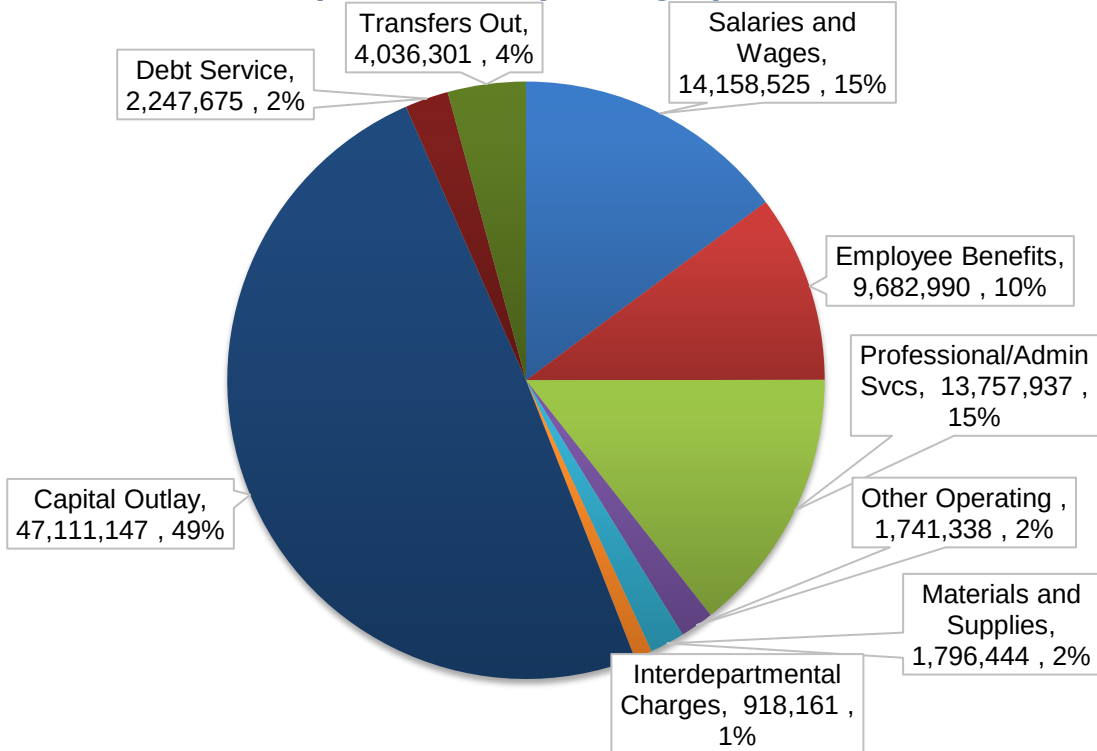
Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

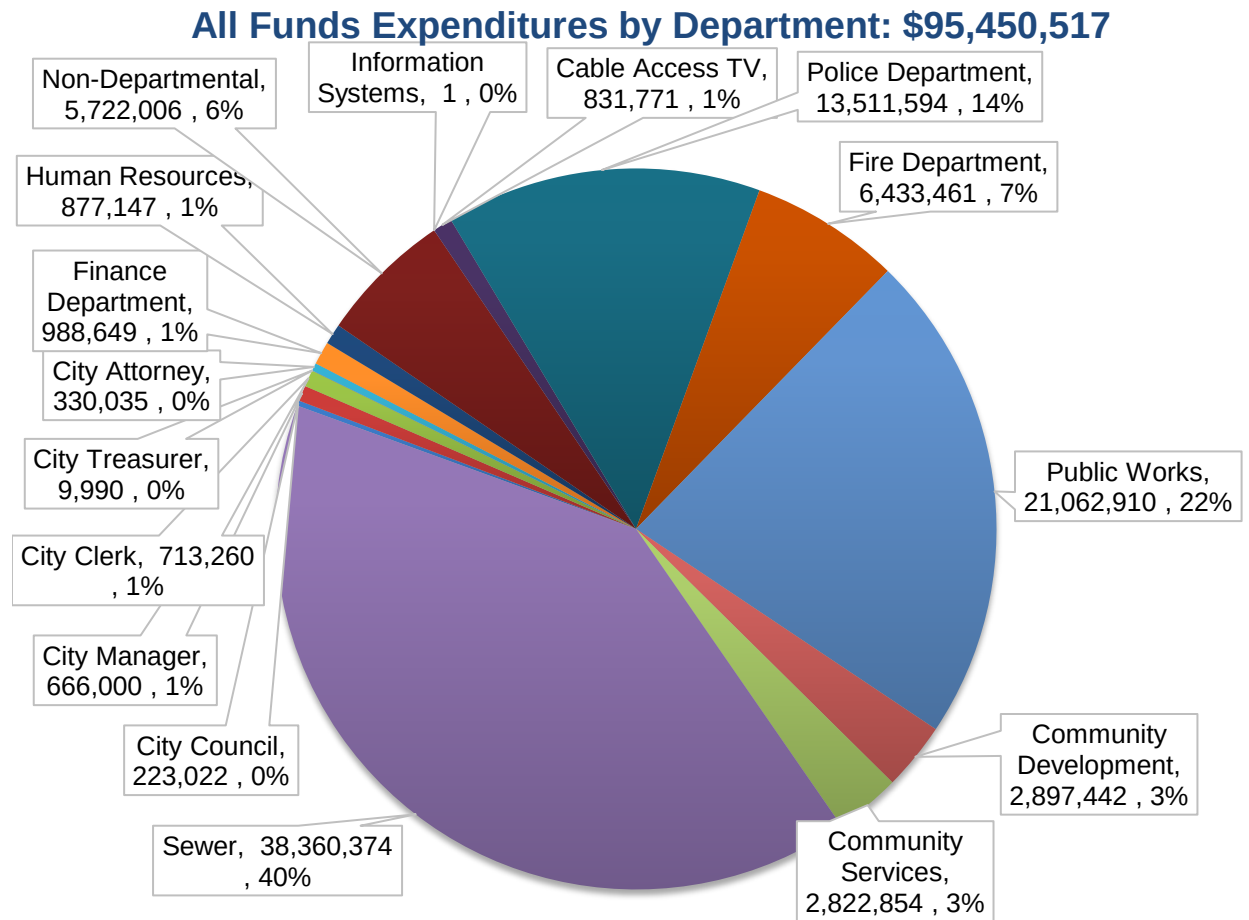
ALL FUNDS	FY 2020/21 Actuals	FY 2021/22 Actuals	FY 2022/23 Actuals	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget
Revenue by Category					
311 - Property Taxes	4,091,345	4,307,208	5,055,790	5,928,211	6,168,067
312 - Sales and Use Taxes	8,927,361	9,613,625	9,328,351	9,443,023	9,698,436
313 - Utility 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	43600	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 Results	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 Results	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
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: 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	

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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: 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	

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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: 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	587,100
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	6,290,688		851,061		4,071,404									
PENSION TRANSFER IN (FY 19/20 alloc)			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	(11,420,801)	184,608	636,084	(1,240,820)	2,277,154	(213,993)	(974,985)	(1,285,163)	(1,690,210)	(2,056,319)	(2,619,803)	(2,906,469)	(6,158,457)	(6,723,796)
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)	(5,515,425)	(5,059,545)	(8,186,661)	(11,620,736)	(18,327,904)	(25,622,561)
General Reserves Adjustment				(949,715)	(650,925)	(764,520)	(451,000)	(469,040)	(487,802)	(507,314)	(527,606)	(548,710)	(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	714,761	773,485	834,084	
Revenues - Transfer In	949,715	650,925	764,520	650,925	764,520	469,040	469,040	469,040	469,040	469,040	469,040	469,040	469,040	
General Reserve Balance, June 30	7,137,963	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													
	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													
GENERAL FUND SUMMARY	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
INCLUDES MEASURE S 2006 & 2014	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
	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
	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
	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
	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
	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
	587,166	604,781	622,925	641,612	660,861	680,687	701,107	722,140	743,805	766,119	789,102	812,775	837,159
	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
	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

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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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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	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Manager

42107 Equipment Maintenance	\$	100	\$	100
	\$	100		

42201 Office Expense	\$	29,055	\$	35,955
Copier Supplies	\$	1,000		
Mass Mailing Services		17,255		
Misc Office Expense		800		
Office Supplies		8,000		
Other Office Expenses		5,000		
Outreach Materials (branded)		3,500		
42203 UPS/FedEx/Misc Shipping		400		

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		

42401 Memberships	\$	3,875	\$	3,875
Bay Area News Group Subscription	\$	550		
CAPIO Membership		200		
CCC Public Managers Association		500		
CCMF Membership		200		
ICMA Membership		2,150		
MISAC Membership		200		
Municipal Management Association (MMANC)		75		

42506 Bonds	\$	350	\$	350
Bonds (CM & ACM)	\$	350		

42514 Special Department Expense	\$	2,800	\$	2,400
Flowers for funerals and Special Occations	\$	300		
Miscellaneous		2,000		
Notary Fees and Supplies		100		

Total Professional/Administrative Services \$ 223,980

4310X Utilities	\$	1,425	\$	1,425
43103 Gas/Electric	\$	1,300		
43102 Water		125		

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%

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – City Clerk

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%
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 (<i>carryover</i>)		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 <i>carryover</i>)		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%

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		\$ 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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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 - 42	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 - 42	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/M 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	

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Community Services

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			1,590,275				
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			783,500				
700	Pension Fund	700-000-49901	2,245,480	100	General Fund	100-117-39901	Transfer from Pension Trust
Subtotal Transfers from other funds			2,245,480				
Grand total Transfers			4,619,255	NOTES:			

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.

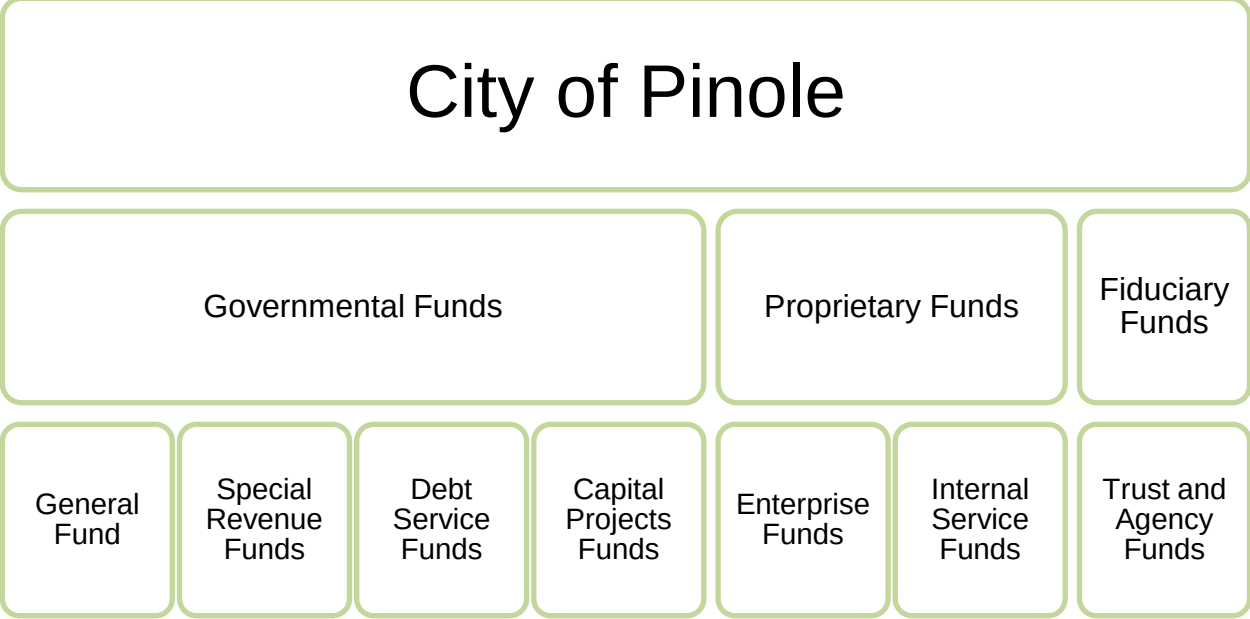
The basis of budgeting is consistent with the basis of accounting discussed above. Appropriations that are budgeted and not expensed at the end of the year lapse and revert to fund balance.

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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Housing and Economic Development Manager – Draft

Description

Under limited direction, the Housing and Economic Development Manager develops, coordinates, and implements the City's housing and economic development programs and related activities; initiates key long-range economic and housing activities based on the City's General Plan, Housing Element, Specific Plan, Economic Development Strategy, and regional initiatives; provides housing and economic data to inform key policy decisionmakers; develops and implements marketing, branding and outreach activities for business engagement; and performs related duties as assigned.

Examples of Duties:

- Assist in the development and implementation of policies and programs pertaining to economic development and housing supply in City.
- Develop programs and plans to implement the General Plan Housing Element and produce housing, especially affordable housing, by means of new construction, rehabilitation or acquisition; evaluate housing development and community benefit proposals and make recommendations to City leaders.
- Ensure compliance with federal and state laws and regulations; ensure consistency with local objectives and community requirements.
- Supervise the preparation and development of applications for public and private funding sources from federal, state, local governments, conventional market, and foundations.
- Develop, supervise and monitor programs, such as fast-track processes, housing rehabilitation, first-time buyer, and the inclusionary housing program.
- Implement and develop neighborhood improvement and engagement strategies.
- Prepare a variety of reports on housing production and preservation, neighborhood improvement, and other related City activities; gather and analyze data; recommend appropriate action.
- Supervise loan monitoring and collections of the division loan portfolio and supervise the City's land held for redevelopment portfolio; provide support to accounting staff for annual changes in loan and land values.
- Identify, develop, and analyze data to assess trends, issues and opportunities affecting businesses and the City. Act as the City's liaison to public and private organizations related to economic development and housing.
- Facilitate the attraction, retention, growth, and success of businesses through active engagement, business assistance, provision of information, marketing, and outreach.
- Create and foster effective business relationships with key stakeholders to facilitate business attraction and retention that will support the development and growth in the Three Corridor Specific Plan area.

Community Development Department Proposed New Positions

- Identify and pursue grant and funding opportunities that leverage city resources for economic development activities and/or community events in the Belmont Village Specific Plan area and other key business and employment districts; oversee administration of economic development grants and contracts.
- Identify and recommend revisions to ordinances and policies that hinder business operations in the Three Corridor Specific Plan area and other business corridors to improve economic conditions, functionality, aesthetics, and public safety.
- Develop and provide information to business representatives and developers regarding the City's development requirements and approval process; establish and maintain a business concierge service pursuant to the Economic Development Strategy by assisting with the facilitation and coordination of entitlement and permit approval process.
- Maintain a high level of public relations with City residents, neighborhood associations, nonprofit organizations, Chamber of Commerce, developers, lenders, and real estate professionals.
- Participates in the development and implementation of goals, objectives, policies, and priorities relating to assigned services and activities; recommends and implements resulting policies and procedures.
- Provides analytical and administrative support to special projects; researches, compiles, and reports data for special projects.
- Prepare staff reports and make presentations for Council, Subcommittees, Ad Hoc Committees, community groups and stakeholders.
- Represent assigned operations and programs at City Council, other boards, and commissions, and at professional and public meetings, as required.
- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of expertise; incorporates new developments as appropriate into programs. Train professional, technical and clerical staff on relevant matters.
- Negotiate and manage contracts and agreements.
- Respond to citizen and business inquiries.
- Assumes additional supervisory responsibilities as assigned in the absence of the Community Development Director.
- Perform related duties as assigned.

Sustainability Coordinator – Draft

Description

Under the general supervision of the Community Development Director, responsible for the development and implementation of the City's sustainability strategy which will involve all aspects of City government as well as perform other duties as assigned.

This position is distinguished by the significant level of responsibility to communicate with a wide variety of City Staff, community leaders, business executives and residents, the complexity of duties which combine technical expertise and organizational skill, and the level of independent decision- making in developing programs anticipated to achieve the City's sustainability objectives.

Examples of Duties:

Duties include, but are not limited to:

- Coordinates all City of Pinole sustainability efforts under the direct supervision of the community development director.
- Utilizes and improves the governance structure for achieving sustainability which has been developed to date.
- Develop mechanisms to ensure that the City's management team is fully engaged in and programs are aligned with the sustainability strategy.
- Identifies and develops responses to challenges and emerging issues faced by the organization.
- Coordinates an interdepartmental team to define and address sustainability and environmental issues and goals.
- Works collaboratively with all City departments to implement the Pinole Climate Action and Adaptation Plan.
- Provides visionary leadership and thoughtful cooperation to facilitate increases in environmental sustainability.
- Develops and maintains a central repository of all City of Pinole sustainable activities, programs, policies and initiatives; makes this repository available to the public through a website.
- Develops and maintains a Sustainability Dashboard to monitor Pinole's sustainability performance and programs.
- Keeps abreast of existing federal, state and county legislation related to sustainability and ensure Pinole's compliance.
- Serves as liaison to the public, City departments, executive leadership, other governmental agencies, environmental advocacy groups, and other key stakeholders regarding Pinole's sustainability issues and efforts.
- Monitors, evaluates, and recommends changes to plans, policies and procedures to achieve compliance and meet goals.

- Recommends and implements new programs and/or recommends modifications to existing programs to ensure compliance with regulatory requirements and create goals to ensure Pinole remains a leader in sustainability efforts and outcomes.
- Performs other related duties as assigned.

Planner I – Draft

Description

The Planner I is the entry level class in the professional planning series and is responsible for successfully completing tasks in the areas of project management, research, data collection analysis, and report preparation. As experience is gained, assignments become more diversified and are performed under more general supervision. This classification is distinguished from the next higher classification of Planner II by the performance of relatively less complex planning functions. Under general supervision, Planner Is perform routine to moderately complex professional land use and urban planning work on current and/or long range planning projects; assist with implementation of the general plan, zoning ordinance, sign ordinance; and perform other duties as required.

Examples of Duties

Duties include, but are not limited to:

- Receives and processes variance, sign, use permit, subdivision, design review, and zoning applications, and reviews applications for business license; responds to questions and concerns from the general public; provides information as is appropriate and resolves service complaints; conducts site visits relative to planning applications.
- Maintains, updates and analyzes demographic and other data required for community planning; participates in the review, development, revision and maintenance of general plan elements, environmental impact analysis, ordinances and other policies and procedures; prepares maps, graphs, charts and other visual aids to illustrate planning issues; develops and prepares materials for pamphlets, brochures and publications.
- Assists in the review of various plans and applications to determine conformity with laws, regulations, policies and procedures; recommends approval or identifies problems and analyzes alternatives.
- Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements, with an emphasis on customer service.
- Drafts proposed local ordinances, policies and procedures.
- Assists in the preparation of meeting agendas for various commissions, boards and community groups; organizes meetings and work sessions ensuring timely notification of appropriate parties; assists in presentations and preparation of material for the City Council, commissions, boards and community groups.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Planner II - Draft

Description

The Planner II is the journey level class in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research and analysis of planning issues, and preparation of planning reports, studies and recommendations. This classification is distinguished from the next higher classification of Planner III in that the latter is the upper journey level class and may supervise subordinate staff.

Under direction, Planner IIs perform professional land use and urban planning work including current and long range planning, implementation of the general plan, review of complex zoning and development applications, and coordination of special projects; and perform other duties as required.

Examples of Duties

Duties include, but are not limited to:

- Plans, organizes and conducts research studies; prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, community needs, housing and environmental issues; recommends the use of land for residential, commercial, industrial and community uses.
- Maintains, updates and analyzes demographic and other data required for community planning; participates in the review, development, revision and maintenance of general plan elements, environmental impact reports, plans, ordinances and other policies and procedures.
- Reviews and processes various plans and applications for subdivision, housing and commercial developments; reviews and processes variances, use permits and business licenses; determines conformity with laws, regulations, policies and procedures; recommends approval or identifies problems and analyzes alternatives.
- Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements.
- Coordinates preparation of meeting agendas for various commissions, boards and community groups, including reviewing draft materials and preparing comments; organizes meetings and work sessions ensuring timely notification of appropriate parties; makes presentations and prepares material for the City Council, commissions, boards and community groups.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Planner III - Draft

Description

Under direction, performs professional land use and urban planning work including current and long range planning, implementation of the general plan, review of complex zoning and development applications, and coordination of special projects; may assist in the organization, supervision or review of subordinates, professional, technical, and office support staff; performs other duties as required.

The Planner III is the upper level journey level class in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research and analysis of planning issues, and preparation of planning reports, studies and recommendations. Responsibility may include planning, organizing and directing the work activities of subordinate division staff and assumes the responsibilities of the Planning Manager in his/her absence. This classification is distinguished from the next higher classification of Planning Manager in that the latter is responsible for overall management of the Planning Division.

Examples of Duties

- Plans, organizes and conducts research studies; prepares reports and recommendations regarding complex land use, zoning, urban design, population trends, transportation, community needs, housing and environmental issues; recommends the use of land for residential, commercial, industrial and community uses with an emphasis on future planning.
- Assists in the management review, development, revision and maintenance of general plan elements, environmental impact reports, plans, ordinances and other policies and procedures.
- Reviews and processes various plans and applications for complex subdivision, housing and commercial developments; determines conformity with laws, regulations, policies and procedures; recommends approval or identifies problems and analyzes alternatives.
- Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements.
- Assists in the management responsibilities for the activities, operations and services of the Planning Division; may direct, coordinate, review or participate in the work of professional and technical employees in data collection, analysis, plan formulation, implementation and maintenance of a wide variety of planning and zoning activities; provides interpretation of the General Plan, zoning, subdivision and sign ordinances; reviews and critiques C.E.Q.A. and planning documents; coordinates activities with other divisions, City departments, outside agencies and organizations.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.



CITY COUNCIL REPORT

11.B.

DATE: JUNE 4, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: REVISED PROPOSED FY 2024/25 FIVE-YEAR CAPITAL IMPROVEMENT PLAN (CIP)

RECOMMENDATION

Staff recommends that the City Council review the Revised Proposed Fiscal Year (FY) 2024/25 through 2028/29 Five-Year Capital Improvement Plan (CIP, attached) and provide feedback and direction for preparation of the final version, the Final Proposed CIP, scheduled for review and adoption on June 18, 2024.

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.

Staff presented a preliminary proposed list of projects to be included in the FY 2024/25 through 2027/28 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 did not direct any changes to the preliminary proposed list of projects. On May 21, 2023, the City Council reviewed the Preliminary Proposed Fiscal Year (FY) 2024/25 through 2028/29 Five-Year Capital Improvement Plan and did not direct any changes.

City staff welcomes the feedback of the City Council and members of the public on the Revised Proposed FY 2024/25 through 2028/29 Five-Year CIP at the City Council's June 4, 2024, meeting. The Planning commission is scheduled to meet on June 14, 2024, to review this Revised Proposed CIP for conformity and consistency with the City's General Plan. Following the June 4, 2024, Council meeting, staff will incorporate the City Council's feedback, Planning commission feedback as well as additional staff-generated content, into the final version, the Final Proposed CIP, which will be presented to the City Council for review and adoption on June 18, 2024.

REVIEW AND ANALYSIS

The Revised Proposed CIP lists 38 planned public improvement projects, 5 infrastructure assessments and 36 unfunded projects.

At the May 21, 2024, Council meeting, the Council directed staff to assign prioritization scores to all projects in the CIP, including unfunded projects. The scores are listed on each project

sheet. The prioritization score criteria do not consider operational needs. City council also directed staff to provide a waterfall chart to understand the current status of all the projects.

Staff used similar criteria to score the unfunded project list. However, there are limitations to scoring projects on the unfunded list. Some projects on the unfunded list require additional resources to determine the scope of work and associated costs. The project dependency/bundling criteria was used to determine the relationship with other projects in the unfunded project list. The grant funding criteria were altered to estimate the possibility of grant funding available for projects on the unfunded list.

FISCAL IMPACT

Projects included in FY 2023/24 that will not be completed by June 30, 2024, are carried over. The unexpended funds that were allocated in the previous year are carried over, and in some cases no additional funding is required. In some cases, additional funds are allocated to these projects in the upcoming fiscal year, either as part of planned project phasing or to cover unanticipated costs. New projects have funding allocations in the first year of activity and funding allocations for the upcoming fiscal year are part of budget adoption.

The City Council's review and direction on the Revised 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 2024-45 through 2028-29
- B. Waterfall Chart for 2 Fiscal Years



CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN

FY 2024/25 – 2028/29

REVISED PROPOSED JUNE 4, 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



PUBLIC WORKS



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:

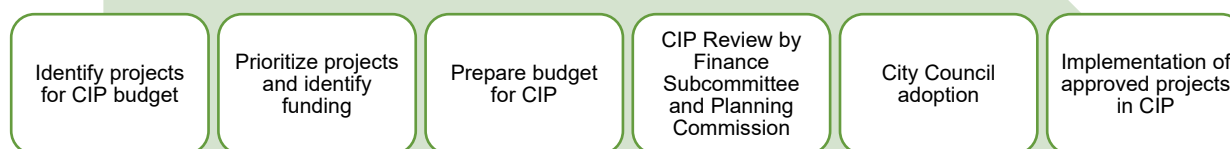
- Project numbers begin with the abbreviation of the project category, followed by the year the project was first programmed, and then a unique sequence number. For example, FA2001 refers to a facilities project which was first programmed in 2020 with a unique sequence number of 01. Unfunded projects 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)
 - 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: RO2303 (County funding), RO1902
 - 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	\$ 1,680,000	\$ 530,000	\$ 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	\$ 19,408,464	\$ 38,510,000	\$ 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	\$ 1,680,000	\$ 530,000	\$ 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	\$ 19,408,464	\$ 9,195,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 45,763,464
Unfunded Total	\$ -	\$ 29,315,000	\$ -	\$ -	\$ -	\$ 29,315,000
Total Sources Required	\$ 19,408,464	\$ 38,510,000	\$ 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		\$19,408,464	\$38,510,000	\$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 : 42		
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	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
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	☐ Expansion	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	
☐ Replacement	☒ Renovation						
☐ Land/Row Acq. Required	☐ Rehabilitation						
Estimated Expenditures to-date	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 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	
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	
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 enhancment 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							
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	

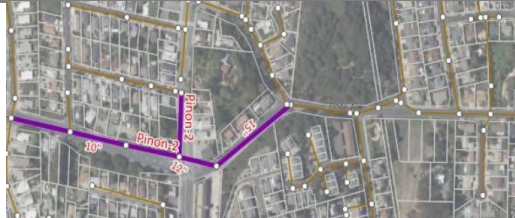
SS2407 - PRIVATE SEWER LATERAL PROGRAM							
Functional Area : Sanitary Sewer		Project Origin : Staff Recommendation				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	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 : 56		
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		\$ -	\$ -	\$ 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	Projected Budget				Project Estimate	
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
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	
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 : 57		
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		\$ -	\$ -	\$ 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 : 57		
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		\$ -	\$ -	\$ -	\$ 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	

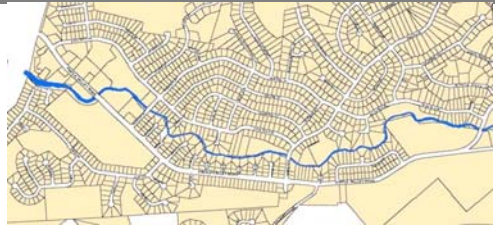
SS2203 - EFFLUENT OUTFALL							
Functional Area : Sanitary Sewer		Project Origin : Regulatory Requirement				Priority Score : 52	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 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
		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	☒ Expansion						
☒ Replacement	☐ Renovation						
☐ Land/Row Acq. Required							
☐ Rehabilitation							
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	
☐ Expansion ☒ Renovation							
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 : 65		
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	\$ -	\$ 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	Projected Budget				Project Estimate	
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
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	

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 : 69		
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	\$ -	\$ 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	Projected Budget				Project Estimate	
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
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
		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	☐ Expansion						
☐ Replacement	☐ Renovation						
☐ Land/Row Acq. Required							
☒ Rehabilitation							
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	☐ Expansion						
☒ Replacement	☐ Renovation						
☐ Land/Row Acq. Required							
☐ Rehabilitation							
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: 58

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: 57

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: 58

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: 59

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: 58

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: 62

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:



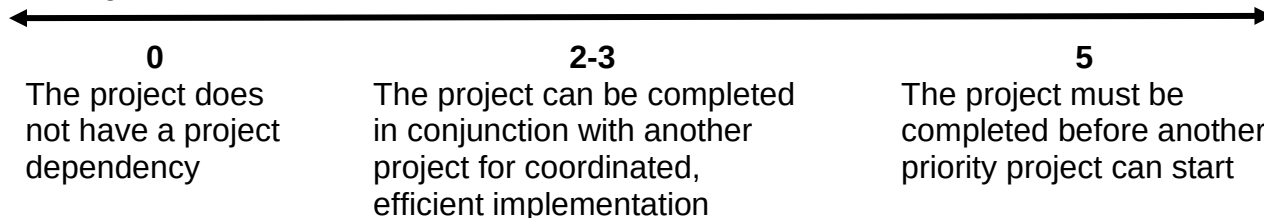
0	2-3	5
The project does not impact the health and/or safety of the community	The project addresses a serious health and/or safety issue that has a limited impact or addresses a less-serious issue but serves the health and or safety of the broader community	The project directly addresses a serious health 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?

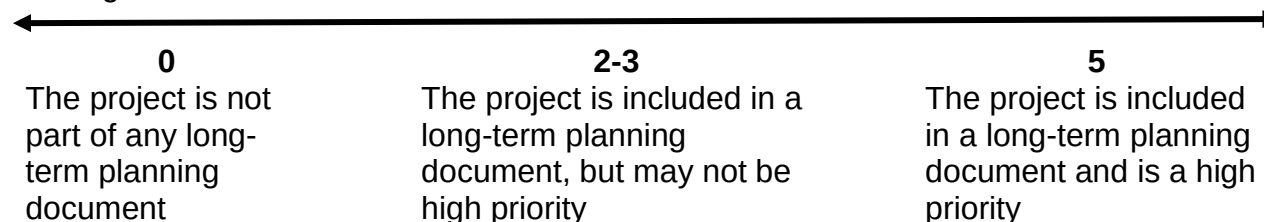
Scoring scale:



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?

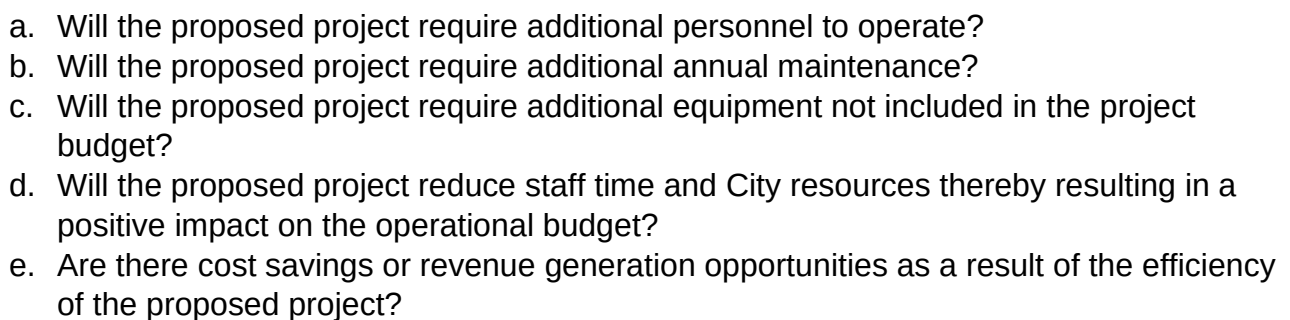
Scoring scale:



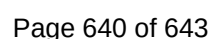
5. **State of Infrastructure** – Projects that address failing infrastructure (i.e., sidewalks, streets, lighting, municipal buildings, recreation facilities) or facilities that have exceeded their useful life. The score should be based on answers to the following example questions:

- 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:

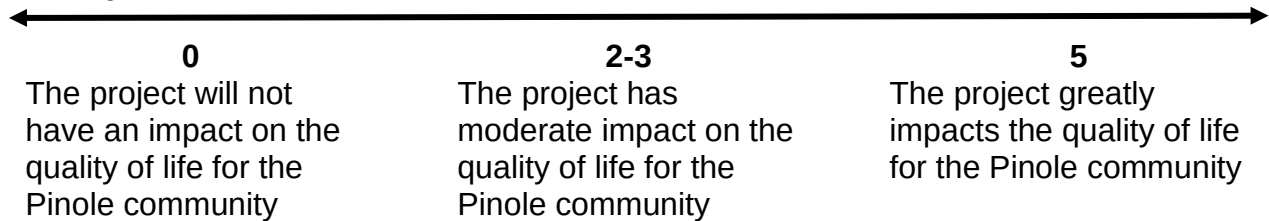


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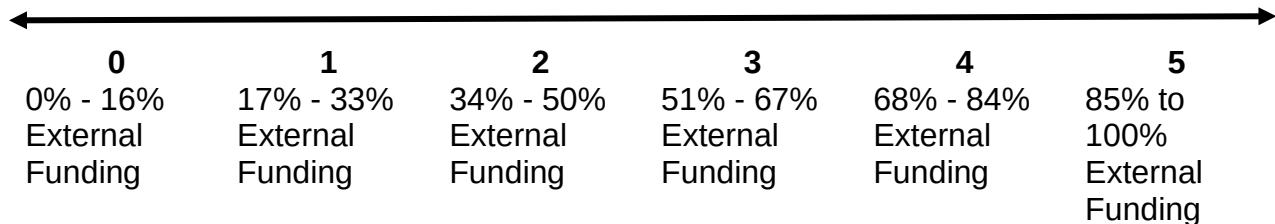
- e. Does the proposed project contribute towards economic development and revitalization efforts?

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.

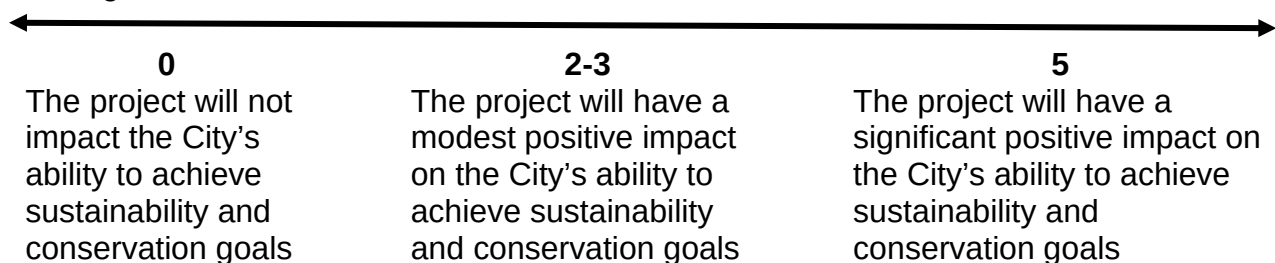
Scoring scale:



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:





CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN WATERFALL CHART: FY 2024-25 THROUGH FY 2025-26

PRJ #	PROJECT	FY 2023-24	FY 2024-25					FY 2024-25				
		Q4	BUDGET	Q1	Q2	Q3	Q4	BUDGET	Q1	Q2	Q3	Q4
FACILITIES												
FA2401	Tiny Tots Flooring and Painting	NS	\$ 50,000	PLN	DES	CON	CON	\$ -				
FA2302	Plum St. Parking Lot Improvements	NS		NS	NS	NS	NS	\$ 80,000	PLN	DES	DES	CON
FA2301	Public Safety Building Modernization	PLN	\$ 300,000	PLN	DES	DES	CON	\$ 350,000	CON	CON		
FA2202	Senior Center Modernization	PLN	\$ 250,000	PLN	DES	DES	CON	\$ 100,000	CON			
FA1901	Senior Center Auxiliary Parking Lot	DES	\$ 1,060,000	DES	DES	CON	CON	\$ 470,000	CON	CON		
FA1703	City Hall Modernization	PLN	\$ 400,000	DES	DES	DES	CON	\$ 300,000	CON	CON	CON	
FA1702	Citywide Roof Repairs and Replacement	PLN	\$ 600,000	DES	DES	DES	CON	\$ 300,000	CON	CON		
PARKS												
PA2402	Mural Preservation	NS	\$ 20,000	NS	PLN	DES	CON	\$ 50,000	CON			
PA2401	Fernandez Park Improvements	NS	\$ 100,000	NS	PLN	DES	DES	\$ 400,000	CON	CON	CON	CON
PA2202	Skatepark Rehabilitation	NS	\$ -	NS	NS	NS	NS	\$ 150,000	NS	PLN	DES	CON
PA1901	Pinole Valley Park Soccer Field Rehabilitation	NS	\$ 200,000	PLN	DES	DES	CON	\$ -				
SANITARY SEWER												
SS2407	Private Sewer Lateral Program	NS	\$ 150,000	PLN	PLN	CON	CON	\$ -	CON	CON	CON	CON
SS2401	Pinon Trunk Sewer Capacity Phase 2	DES	\$ 6,810,000	CON	CON	CON	CON	\$ -				
SS2203 *	Effluent Outfall	PLN	\$ 150,000	DES	DES	DES	DES	\$ 1,000,000	DES	DES	DES	CON
SS2201	Sanitary Sewer Rehabilitation	CON	\$ 1,185,000	CON				\$ -				
SS2101 *	Secondary Clarifier Rehabilitation	PLN	\$ 425,000	PLN	DES	DES	CON	\$ -				
SS2002 *	Water Pollution Control Plan Lab Remodel	PLN	\$ 100,000	PLN	DES	CON		\$ -				
SS1702	Sewer Pump Station Rehabilitation	NS	\$ 100,000	PLN	PLN	PLN	DES	\$ 2,760,000	DES	DES	DES	CON
STORMWATER												
SW2401	Storm Drain Creek Discharge Improvements	PLN	\$ 120,000	DES	CON	DES	CON	\$ 120,000	DES	CON	DES	CON
SW200	Roble Road Storm Drainage Improvements	NS	\$ 700,000	PLN	DES	DES	CON	\$ -				



CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN WATERFALL CHART: FY 2024-25 THROUGH FY 2025-26

PRJ #	PROJECT	FY 2023-24	FY 2024-25					FY 2024-25				
		Q4	BUDGET	Q1	Q2	Q3	Q4	BUDGET	Q1	Q2	Q3	Q4
STREETS & ROADS												
RO2404	Crosswalk Tennent Ave at Prune St	NS	\$ 50,000	PLN	DES	CON		\$ -				
RO2403	Old Town Traffic Calming	NS	\$ 20,000	PLN	PLN	PLN	DES	\$ 550,000	DES	CON	CON	
RO2402	Sidewalk Rehabilitation Program	NS	\$ 150,000	PLN	PLN	DES	CON	\$ -				
RO2401	Road Maintenance Repairs	NS	\$ 350,000	PLN	PLN	DES	CON	\$ 350,000	PLN	PLN	DES	CON
RO2303	Pinole Smart Signals	DES	\$ 154,302	DES	DES	DES	CON	\$ -				
RO2302	Safety Improvements on Arterial Roadways	DES	\$ 275,000	DES	CON			\$ -				
RO2301	Road Rehabilitation	NS	\$ 750,000	DES	DES	CON	CON	\$ 750,000	DES	DES	CON	CON
RO2107	Brandt St. Improvements	NS	\$ -	NS	NS	PLN	PLN	\$ 170,000	TBD	TBD	TBD	TBD
RO2102	Tennent Ave Rehabilitation	DES	\$ 20,000	DES	DES	DES	DES	\$ 735,000	DES	DES	CON	CON
RO2101	Arterial Rehabilitation	DES	\$ 1,990,000	DES	DES	CON	CON	\$ -				
RO1902	Pedestrian Improvements at Tennent Ave. Near RXR	DES	\$ 515,000	DES	DES	DES	CON	\$ 905,000	CON	CON		
RO1710	San Pablo Avenue Bridge Over BNSF Railroad	DES	\$ 1,974,162	DES	DES	DES	DES	\$ 28,800,000	DES	DES	CON	CON
RO1708	Pinole Valley Road Improvements	PLN	\$ 100,000	PLN	DES	CON	CON	\$ -				
INFRASTRUCTURE ASSESSMENTS												
IN2105	Appian Way Complete Streets	NS	\$ 100,000	NS	PLN	PLN	PLN	\$ -				
IN2103	Recycled Water Feasibility	PLN	\$ 60,000	PLN	PLN	PLN	PLN	\$ -				
IN2101	Emergency Power for Critical Facilities	PLN	\$ 30,000	PLN	PLN	PLN	PLN	\$ 170,000	PLN	PLN	PLN	PLN
IN1703	Storm Drain Master Plan	PLN	\$ 150,000	PLN	PLN			\$ -				
LEGEND:												
• Project numbers: FA = Facilities; PA = Parks; SS = Sanitary Sewer; SW = Storm Water; RO = Streets & Roads; IN = Infrastructure Assessments												
• Phases: NS = New or Not Start, PLN = Planning, DES = Design, CON = Construction, TBD = To Be Determined												
* Project cost to be split 50% with the City of Hercules												