



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 18, 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.

None

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

None

B. Presentations

None

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 June 4, 2024.
- B. Receive the June 1, 2024 – June, 14, 2024 – List of Warrants in the Amount of \$1,465,832.64 and the June 7, 2024 Payroll in the amount of \$502,796.67.
- C. Award Construction Contract For Pinon Trunk Sewer Capacity Phase 2 Project (CIP Project No.: SS2401) **Action: Adopt Resolution per Staff Recommendation (Sanjay Mishra)**
- D. Adopt a Resolution Approving a Revised Compensation and Benefits Plan for Management and Confidential Employees **Action: Adopt Resolution per Staff Recommendation (Stacy Shell)**
- E. FY 2024/25 Appropriations Limit **Action: Adopt Resolution per Staff Recommendation (Markisha Guillory)**
- F. Second Reading and Adoption of Electric Vehicle Charging Station Ordinance **Action: Conduct Second Reading and Adopt Ordinance (Eric Casher, Sanjay Mishra)**
- G. California Assembly Bill (AB481) Military Equipment Use Policy and Ordinance, Second Read and Adoption **Action: Waive Second Reading and Adopt Ordinance (Jeremy Crone, Eric Casher)**
- H. Chapter 8.38 "Single-use Plastic Foodware and Bag Reduction", Second Read and Adoption **Action: Conduct Second Reading and Adopt Ordinance (Kapil Amin, Lilly Whalen)**
- I. Call Election For City Council Seats and City Treasurer Seat, Request Consolidation Of The Pinole Municipal Election On November 5, 2024 With Contra Costa County, And Set Specifications Of The Election Order **Action: Adopt Resolution per Staff Recommendation (Heather Bell)**
- J. Adopt Resolution Authorizing The Interim City Manager To Execute The First Amendment To The Agreement With Client First Technology Consulting To Provide Professional Support Services Related To Instant Solar Permitting **Action: Adopt Resolution per Staff Recommendation (Lilly Whalen)**
- K. Adopt a Resolution Authorizing the Interim City Manager to Execute the First Amendment to the Agreement with Strategic Energy Innovations (SEI) to extend the Climate Fellow Contract by Two Months **Action: Adopt Resolution per Staff Recommendation (Lilly Whalen)**

- L. Adopt a resolution authorizing the Interim City Manager to execute an agreement with Client First Technology Consulting to provide professional support services for three years to maintain and to support land management system administration and geographic information system maintenance for the new community development permit tracking and online application system **Action: Adopt Resolution per Staff Recommendation (Lilly Whalen)**
- M. Letter of Support for AB3259 Regarding Transactions and Use Taxes **Action: Consider Approval of Letter per Staff Recommendation (Fiona Epps)**
- N. Placement Of Liens For Delinquent Unpaid Waste Collection Charges Falling Delinquent Between January And April 2024, Considered At An Administrative Hearing On June 6, 2024 **Action: Adopt Resolution per Staff Recommendation (Roxane Stone)**

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: Adopt Resolution per Staff Recommendation (Markisha Guillory)**

11. OLD BUSINESS

- A. Final Proposed FY 2024/25 Operating and Capital Budget **Action: Adopt Resolution per Staff Recommendation (Markisha Guillory)**
- B. Approval Of Fiscal Year (FY) 2024/25 Through 2028/29 Five-Year Capital Improvement Plan **Action: Adopt Resolution per Staff Recommendation (Sanjay Mishra)**

12. NEW BUSINESS

- A. Discussion Of Process For Establishing The Office Of Elected Mayor **Action: Receive report and provide direction. (Eric Casher)**

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 Regular City Council Meeting of July 16, 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

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POSTED: Thursday, July 13, 2024 at 5:30 pm

**CITY COUNCIL MEETING
MINUTES
June 4, 2024**

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

The City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Toms called the Regular Meeting of the City Council to order at 5:17 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

B. STAFF PRESENT

Neil Gang, Interim City Manager/Police Chief
Heather Bell, City Clerk
Eric Casher, City Attorney
Fiona Epps, Assistant to the City Manager
Markisha Guillory, Finance Director
Lilly Whalen, Community Development Director
Sanjay Mishra, Public Works Director
Andrea Dwyer, Community Services Director
Kapil Amin, Sustainability Fellow
Jeremy Crone, Pinole Police Commander

City Clerk Heather Bell announced the agenda had been posted on May 30, 2024 at 5:15 p.m. with all legally required written notices. No written comments had been received in advance of the meeting.

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

4. CONVENE TO A CLOSED SESSION:

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

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Gov. Code §54956.9 (d)(1)

Name of Case: MVP Construction

PUBLIC COMMENTS OPENED

City Clerk Bell reported there were no comments from the public.

PUBLIC COMMENTS CLOSED

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

At 6:09 p.m., Mayor Toms reconvened the meeting into open session and reported there was no reportable action from the Closed Session.

6. CITIZENS TO BE HEARD (Public Comments)

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

Rafael Menis reported on the COVID-19 rate for the State of California from data tracking, with the hospitalization rate a bit above two persons per 100,000 and with a brief spike in the month of May. He also reported that Pinole Pride/Juneteenth would be recognized on Sunday, June 9, 2024 from 12:00 to 3:00 p.m. at Fernandez Park with everyone encouraged to participate.

Janet Wilks reported her property was located within the Pinole-Hercules Wastewater Treatment Plant, with residents having received a letter that a \$62.5 million sewer improvement project had been proposed and which required individual property owners to take on an additional sewer fee burden of \$1,000 per year forever, as opposed to the much lower current rate. She understood the proposal would be approved by the City Council unless more than 50 percent of residents objected in a specific written format. She found the letter she received an example of a lack of transparency and effort by the City Council to ram through a project and rate increase with no consideration for low-income persons, retirees or those with special needs. The letter had not mentioned the total revenue the City Council intended to raise based on the fee increase and how much revenue would go to the stated purpose.

Ms. Wilks reported she had conducted a Google Search on special district ballot rules and found a ballot was required to be mailed with a return envelope, none of which had been included in the letter received by residents. She asked the City Council to suspend the election until a proper ballot could be mailed to residents and suggested by taking the time to engage residents with transparent dialogue, the Council would fulfill its duty in representing the residents of Pinole and give a group of concerned residents time to work with the media to help spread the word to residents.

Debbie Long reported the Rodeo-Hercules Fire Protection District was looking into annexation. As part of a Public Records Act (PRA) Request, she asked whether any Council member had discussions with the County, the Contra Costa County Fire Protection District (CCCFPD) staff and City staff about annexation with the CCCFPD, and whether the City of Pinole had any plans regarding the annexation.

Mayor Toms asked whether Ms. Long had to submit a PRA request in writing, to which City Clerk Bell responded that she did not and she would follow-up with Ms. Long on the request.

7. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Juneteenth

The City Council read into the record a proclamation recognizing June 19, 2024 as Juneteenth.

2. Pride

The City Council read into the record a proclamation recognizing June 2024 as Pride Month.

3. Philippine Independence Day

The City Council read into the record a proclamation recognizing June 12, 2024 as Philippine Independence Day, which was presented to members of the Pinole Valley High School Pinoy Club.

PUBLIC COMMENTS OPENED (Items 7A 1-3)

Shawn Fabia and Phoebe Deza representing Pinole Valley High School Pinoy Club, thanked the City Council for the Philippine Independence Day proclamation.

PUBLIC COMMENTS CLOSED

B. Presentations

1. City Manager Department Update

Fiona Epps, Assistant to the City Manager, provided a PowerPoint presentation on the City Manager Department Update, which included an overview of the City Manager's Office staff and

Council-Manager Organization; full-services and departments overseen by the City Manager's Office; divisions and functions on behalf of the entire City organization; Strategic Plan Strategies accomplished in Fiscal Year (FY) 2023/24 and planned for FY 2024/25; update on the status of the Communication and Engagement Plan; communication and engagement responsibilities of the City Manager's Office; main forms of communication managed by the City Manager's Office and updates on Coffee with the City, the City of Pinole Mobile App, PinoleSpeaks.com and the status of hiring a Media and Communications Intern for summer 2024.

An overview of the Information Technology (IT) Division was also provided, which division maintained the network infrastructure for the City of Pinole along with the major projects completed in FY 2023/24, projects planned for FY 2025/26 and updates on IT projects currently underway. In addition, an overview of Pinole Community Television (PCTV) was provided to highlight PCTV staff; key accomplishments for FY 2023/24 and special projects planned for FY 2024/25.

Responding to questions from the City Council, Ms. Epps explained the City did not currently have the ability to obtain viewership data from City Council meetings, although staff had tried to reach out to Comcast and AT&T in the past. She hoped as the City moved forward with new hardware and software that would allow for Internet streaming, the City would have viewership data and another data set of information to refer to. Staff was aware that members of the public watched City meetings because when the system went down, PCTV staff had been contacted.

Ms. Epps reported the Community Assessment was in the planning stages, she had discussed with the Interim City Manager waiting for the new City Manager to come onboard and also obtain feedback from the City Council on the kinds of questions to be asked of the community in terms of the City's public broadcasts. The hope was to launch the Community Assessment once there was a new City Manager, which would be a key project for PCTV in the next fiscal year.

Ms. Epps also clarified her title was Public Information Officer (PIO) and Assistant to the City Manager; clarified PCTV was not under the purview of the City Manager's Department but she was supervising PCTV temporarily until a new City Manager was onboard and again highlighted the PCTV special projects planned for FY 2024/25. The PCTV Master Plan was a Professional Services budget item in the PCTV budget for the next fiscal year. No work had commenced as yet on the PCTV Master Plan which was due to be executed in the next fiscal year.

Ms. Epps further clarified the City did not have a formal process or system related to the use of Artificial Intelligence (AI) in the IT Department and AI had been built into some of the software programs the City used. Cyber-security could be assessed as part of a penetration test and that could be something staff could ask the IT Department to evaluate. She also clarified that one of the major projects planned for FY 2024/25 for the IT Department was the installation of fiber run to the Pinole-Hercules Wastewater Treatment Plant and Corp Yard and replace Youth Center and Senior Center fiber run. Not an expert on that project, she would defer to Public Works and IT for the project, which she understood would be underground.

Council member Murphy recognized Ms. Epps for her and her team's hard work in the City Manager's Department, work on The Pulse, and her accessibility and vision for the City of Pinole. He found her work to be remarkable and suggested it should not be understated. Council member Murphy otherwise encouraged Ms. Epps to look into pilot programs at Marin Clean Energy (MCE) as a resource and useful framework for streaming City meetings on the

Internet and YouTube, and he would be happy to make those connections with the agency. He also appreciated the change in the City's domain name which improved accessibility for Council members and Ms. Epps' work to modernize City government and make it more accessible.

Mayor Toms also expressed her appreciation for the work of Ms. Epps and her team.

PUBLIC COMMENTS OPENED

Rafael Menis suggested there were potentially significant concerns with the use of AI in public facing government software related to the nature of large language models and their fundamental limitations as they currently existed, including data sourcing and data privacy problems with examples provided, and the information that AI software provided such as AI making things up since it did not have the ability to determine what was true. He asked whether cross checks would be done to ensure whatever AI information was provided whether at the public information level or level of information provided to City staff to assist with preparing minutes and the like was accurate. In terms of public outreach, he noted New York City had a chatbot set up to discuss various services the community could receive, with the chatbot having provided inaccurate information. He asked what safety measures would be in place to protect the City as an entity and to protect the community as users of any City products that may have AI in them from the known and unknown flaws in the AI process.

PUBLIC COMMENTS CLOSED

Council member Tave again thanked the City Manager's Office for the work being done and the progress being made. He commended the work of Ms. Epps, which had taken the City's communication tools to the next level. As to the AI component, he understood more was to come, suggested a policy was needed given the challenges with AI, with peer review and the human element and with checks and balances from staff.

Mayor Toms again thanked Ms. Epps for the presentation and the work being done in the City Manager's Department.

8. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Toms reported she had attended the West County Mayors' and Supervisors' meeting and briefed the City Council on discussions of regional partnerships for public safety and different partnerships in law enforcement. She also reported she had attended a Closed Session of the City Council to interview candidates for City Manager; City of Hercules Cultural Fair and participated in meetings with individuals from the Sierra Club to discuss fuel reduction in open spaces and via Zoom the Mid-Year briefing of the League of California Cities Legislative Update.

B. Mayoral & Council Appointments: None

C. City Council Committee Reports & Communications

Mayor Pro Tem Sasai reported he had attended a meeting of the West Contra Costa Transportation Advisory Committee (WCCTAC), which meeting had been continued to a meeting in June due to a lack of quorum. He planned to join everyone at the Pride/Juneteenth celebrations on June 9 at Fernandez Park from 12:00 to 3:00 p.m.

Council member Murphy highlighted **Billie Thompson**, a student who had written an advocacy letter to Starbucks for a Starbucks on the Ellerhorst Elementary School campus. Starbucks had responded a year after the letter had been written but did not positively respond to the request. He had the opportunity to meet with Ms. Thompson who was able to host her own Starbucks at Ellerhorst Elementary where refreshments had been served. She had also been able to be a business owner for the day, a prime example of how advocacy worked and the importance of economic development. He encouraged members of the public to participate in City meetings and have their voices heard. He thanked the Ellerhorst Elementary PTA for organizing the event and Ms. Thompson for her confidence and for inspiring him to do more for the community.

Council member Murphy also commended Economic Development staff for their strategies and vision and the Community Development Department for improving the City with the opening of new businesses and with residents investing in and supporting local businesses. In addition, he reported he had attended the California LGBTQ+ Legislative Caucus Reception in Sacramento and he looked forward to the June 9 Pride/Juneteenth celebration. He thanked staff for their hard work and for integrating comments from the 2023 event.

Council member Murphy provided an update on the recruitment for a new City Manager, thanked everyone who participated in the City Manager Recruitment survey and those who provided public comment via email and social media. On June 1, 2024, the City Council had met in Closed Session to interview seven candidates, finalized the search to three candidates and with the top three candidates to speak with the City's Executive Leadership Team and a Community Panel. He thanked everyone for their patience during the process and welcomed additional feedback.

Council member Martinez-Rubin reported she had participated in a meeting of the Naming and Memorial Ad Hoc Committee, with the Mayor Pro Tem, members of City staff and representatives from the non-profit Confederated Villages of Lisjan/Ohlone along with a faculty member and students from Pinole Valley High School, to hear a follow-up from a presentation made on November 2023, at which time a proclamation had been presented to honor Indigenous Peoples Day. She hoped to provide a progress report on the status of discussions at a future date.

D. Council Requests for Future Agenda Items

ACTION: Motion by Council member Murphy/Mayor Toms to invite **Billie Thompson to a future City Council meeting to discuss her story and a proclamation for her work on economic development and advocacy.**

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

Council member Murphy commented that oftentimes he had indicated or had made a motion to continue or add an item to a future meeting agenda and he wanted the Mayor and Interim City

Manager to ensure those items were actually on future agendas, particularly since this issue had occurred on more than one occasion. He wanted assurance from the Mayor and the team who meet to prepare the meeting agendas to ensure his concerns were addressed.

ACTION: Motion by Council members Tave/Murphy for a discussion around a policy on the usage of Artificial Intelligence (AI) in the City.

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

E. City Manager Report / Department Staff

Interim City Manager/Police Chief Gang reiterated that Pride/Juneteenth would be held on June 9, 2024; thanked Council member Murphy for the update on the City Manager Recruitment process; thanked Ms. Epps for her work to change the City's domain name and provided an update on the recruitment for Police Chief since he would be retiring this year, date yet to be determined. The City had partnered with Public Sector Search on the Police Chief Recruitment, and was in the process of completing the brochure to proceed with the recruitment process.

Interim City Manager/Police Chief Gang added that several phone lines had been down at City Hall and in the Police Department. AT&T informed the City a service line had been cut and AT&T was working to locate the damage for repairs. Lines had also been cut in the cities of Orinda and San Pablo and appeared to be copper theft. Contra Costa County would provide assistance in answering 911 calls and texting 911 was still working and was available.

In addition, the Human Resources Department was working on an AI Policy and the future agenda item request could be a future presentation when complete.

F. City Attorney Report: None

PUBLIC COMMENTS OPENED (Items 7E through 7F)

City Clerk Bell 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 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 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)**

Council member Martinez-Rubin requested Items 9A and 9C be removed for discussion. For Item 9A, she requested the following revision to the minutes of the May 21, 2024 Regular City Council meeting: references to the Traffic and Pedestrian Safety (TAPS) Commission be revised to read: *Traffic and Pedestrian Safety Committee (TAPS)*.

For Item 9C, Council member Martinez-Rubin understood the crux of the resolution was an amendment to the Joint Exercise of Powers Agreement Between the City of Pinole and WCCTAC and was related to WCCTAC potentially approving compensation to its Board of Directors, which would impact the City's budget and possibly increase dues the City of Pinole must pay. She asked staff to flag whether or not the increase in dues could be built into the budget.

Mayor Toms also referenced Item 9C, and commented the potential stipend for attendees had not been shown in the redline of the agreement but had been shown in the June 4, 2024 staff report. If Item 9C was approved as is, members of WCCTAC would have the ability to vote to be compensated which would result in fewer funds for transportation improvements. She hoped the JPA members took that into consideration given that most committee assignments were voluntary and any compensation was at the City Council level.

PUBLIC COMMENTS OPENED

Rafael Menis provided the following comments on the Consent Calendar:

- Item 9A, Page 34 of 643 of the agenda packet, requested a revision to the third sentence of his comments on the page to read:

As an example, such a reduction may impact the Police Department's plans for the 410 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 410 Policy.
- Item 9B, Page 50 of 643 of the agenda packet, May 18, 2024 through May 31, 2024 List of Warrants, asked for clarification of the warrant listing for Vendor: PGE01 – PG&E and why there were so many different account entries listed for 2131 Pear Street.
- Item 9C, for some of the supporting documentation attached to the document, there was a significant change in the Sub-regional Transportation Mitigation Fee Program (STMP) project funding rising from the estimated total for FY 2022/23 whereas revenues from the STMP fees would drop for FY 2023/24.
- Item 9C, asked why there was a mismatch between the decreased revenue available and increased expenditure required. As to whether or not WCCTAC JPA members should

accept a stipend, if offered, suggested it should be a matter for the individual members to consider as a matter of equity since some members may have access to more resources to travel between meetings than others.

Amy Eubanks, Pinole Police Officer, representing the Pinole Police Employee Association (PEA) President and speaking to Item 9D, expressed concern for the installation of Electronic Vehicle (EV) charging stations and the fact the City allowed users to charge for free, particularly given the budget gap. She also spoke to the fact that users would be charged an 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. every day and only charged a \$30 fee, although the vehicle could be left parked for an indeterminate amount of time with no other financial consequences, which was unfair to other Pinole citizens. The aforementioned provision would also allow someone to start charging the vehicle in the evening and leave the vehicle parked overnight with no financial consequences. The City would have no authority to tow the vehicle since it was an electric vehicle in an EV parking space and the vehicle was taking up spots that could be used by other Pinole citizens, which was a problem.

Officer Eubanks asked that the City Council consider a Pinole Municipal Code (PMC) section that would allow the Police Department to issue parking tickets for vehicles left either overnight or if not charging since it was important to free up to the space for others to use. She referred to someone whose son had left his vehicle charged overnight, was not a Pinole citizen and was allowed to charge for free. She also suggested Section 10.80.010 City-owned Electric Vehicle (EV) Charging Station subsection F should be revised to read: *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 § 2265N.*

Ms. Eubanks further recommended a revision to Section 10.80.010 City-owned Electric Vehicle (EV) Charging Station subsection G (8) to read: Energy fees will be adjusted in accordance with any and all PG&E rate increases. She suggested it was financially irresponsible to install an EV charging station prior to establishing an ordinance for use since the City incurred all debts and could not get them back.

In response to the public comments on Item 9D and in response to the Mayor as to whether revisions to the ordinance could be made, City Attorney Eric Casher advised the EV Charging Ordinance was on the second read, it had not been approved yet and the City Council may propose language changes. If non-substantive edits, the edits could be made concurrently and the ordinance could be approved, although if changing requirements, staff could receive direction from the City Council on language changes and staff would return with a revised ordinance that could be brought back on the Consent Calendar at the next City Council meeting.

Mayor Toms recommended Section 10.80.010 City-owned Electric Vehicle (EV) Charging Station subsection G (4) be revised to read: *Overstay fee of \$1.00 per minute up to 30 minutes, charged after 4 hours and 15 minutes of charging.*

City Attorney Casher suggested that change be brought back as a text amendment to the existing ordinance.

Mayor Toms asked about towing vehicles that were not charging or were overstaying the allowed time period.

City Attorney Casher noted the ordinance allowed for towing if in violation of the ordinance. He expressed the willingness to consult with the speaker and add reference to other Vehicle Code sections that could also be brought back at the next City Council meeting.

Council member Tave recalled the City had spent \$65,000 on the EV charging stations and asked when the City would recover the investment for the costs to install the EV charging stations.

Mayor Toms commented the City was not trying to recover the cost of investment but being made whole on the PG&E charging costs moving forward.

Public Works Director Sanjay Mishra clarified the total dollar value was not only for the chargers but also site improvements that had been done, including an Americans with Disabilities Act (ADA) access ramp, restriping of the parking lot, and a small portion of the parking lot had been repaved. The cost of the EV chargers was around \$12,000 and the cost of the electrical conduit and other site improvements was close to \$45,000.

Council member Tave asked whether or not the Municipal Code Update Subcommittee had discussed the enforcement of this ordinance.

Mayor Toms confirmed the Municipal Code Update Subcommittee had discussed what would occur if someone left a vehicle in the parking space after charging when notifications would be posted on the phone when charging was complete along with notification of the fees increasing per minute during the overage period. She suggested overstaying would likely happen only once since people would learn of the charges for overstaying. She also noted that the equipment would be a Level II charger and in some cases it may take up to six hours to charge a vehicle, although only four hours were being allowed for charging.

City Attorney Casher added if there were means and the ability for code enforcement or law enforcement or anyone to cite the PMC that was the idea. The Municipal Code Update Subcommittee had discussed the value of having some of the penalties be automated and not require someone to monitor the EV charging station, which would create efficiencies from a staffing standpoint. He acknowledged that enforcement would be a challenge for any ordinance in the PMC.

Council member Tave recognized the City would not know how well the ordinance was working and whether the penalty for overage was adequate until the ordinance had been implemented.

Public Works Director Mishra responded to questions from the Council and advised that the fee had been proposed by the City at \$1 per minute, based on similar fee structures adopted by other cities, with a cap of \$30. The idea had been to model the behavior of people to penalize enough and not impose a hefty fine.

Public Works Director Mishra stated the City of Berkeley had a similar fee structure, which was also similar to the fee structure proposed by Contra Costa County, although the County's fees may be a bit more with the cap similar to the fee structure from other cities.

Mayor Pro Tem Sasai reported the Municipal Code Update Subcommittee had recommended the fee structure and cap as a sufficient number. He too recognized the City would not know how well the ordinance was working until it had been implemented and in place for a few months.

Council member Martinez-Rubin asked how to insert language where fees could be increased, particularly since the cost of maintenance increased over time and she did not want to have to amend the ordinance each time to ensure the City was keeping pace.

Public Works Director Mishra noted the ordinance stipulated the City Council would authorize the City Manager to make that change, it would not require the ordinance to come back to the City Council in that the City Manager would be authorized to make those changes.

City Attorney Casher clarified the City Manager would be authorized to change the energy fees (cost of the use) pursuant to the ordinance, with the overstay fee to be a different and separate fee. He recommended Section 10.80.010 City-owned Electric Vehicle (EV) Charging Station subsection G (4) be revised to increase the overstay fee from \$1 to \$2, or that the ordinance provide that every six months the fee could be adjusted by a certain percentage.

Council member Martinez-Rubin emphasized the ordinance would be in place but costs would continue to increase and maintenance be required, with the ordinance to apply to existing and future EV chargers. She would like to offer a motion that would allow enough flexibility to insert the best language to address the potential increases needed.

Mayor Toms suggested the item be continued to the next meeting of the City Council subject to:

- Revision to Section 10.80.010 City-owned Electric Vehicle (EV) Charging Station subsection G (4) to read: *Overstay fee of \$1.00 per minute up to 30 minutes, charged after 4 hours and 15 minutes of charging.*
- Revision to Section 10.80.010 City-owned Electric Vehicle (EV) Charging Station subsection G (8) to read: *Energy fees may be adjusted anytime PG&E increases.*

City Attorney Casher added he would look to other Vehicle Code sections that could be cited within the PMC to provide more authority to tow.

Mayor Toms noted the Municipal Code Update Subcommittee would next meet on Monday, June 10, 2024, and that would provide an opportunity for the City Attorney to check-in.

Motion by Mayor Toms, seconded by Council member Martinez-Rubin to continue the consideration of the EV Charging Ordinance – 2nd Reading and Adoption, until the next meeting of the City Council scheduled for June 18, 2024, with the potential changes, as discussed, and allow the City Attorney to look at the Vehicle Code sections related to enforcement.

On the motion, Mayor Pro Tem Sasai asked whether the motion included the item to be heard by the Municipal Code Update Subcommittee on June 10, with revisions to be considered by the City Council at its June 18, 2024 meeting.

City Attorney Casher reiterated this was the second reading of the ordinance with a discussion of text amendments. It could be brought back as a public hearing or a business item and would still be the second reading.

Council member Tave stated he would vote no on the motion. He found there had been a lot of work with no data behind it and while the direction could prove to better the ordinance, given the work to reach this point he wanted to see what would come out of that rather than revising the ordinance.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Mayor Toms/Council member Martinez-Rubin to continue the consideration of the EV Charging Ordinance – 2nd Reading and Adoption, until the next meeting of the City Council scheduled for June 18, 2024, with the potential changes as discussed.

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

ACTION: Motion by Council member Murphy/Mayor Pro Tem Sasai to approve Item 9A, as amended, and Items 9B and 9C, as shown.

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

10. PUBLIC HEARINGS

- A. FY 2023/24 Utility User's Tax (UUT) Review. **Action: Item to be continued to the June 18, 2024 meeting. (Markisha Guillory)**

ACTION: Motion by Council member Tave/Mayor Pro Tem Sasai to continue FY 2023/24 Utility User's Tax (UUT) review to the City Council meeting of June 18, 2024.

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

- B. Single Use Plastic Foodware and Bag Reduction Ordinance. **Action: Conduct a public hearing. (Kapil Amin, Lilly Whalen)**

Lilly Whalen, Community Development Director, introduced Sustainability Fellow Kapil Amin who provided a PowerPoint presentation on Single Use Plastic Foodware and Bag Reduction Ordinance, which included an overview of the regulation of single-use plastics; development timeline for the ordinance; key survey findings from retail businesses and community feedback; who would be impacted by the ordinance; what food providers would need to change;

compostable foodware requirements; other ordinance components for food providers; what retailers would need to change; ordinance components for retailers; waivers; extension of time; transition timeline and the fiscal impacts to businesses and the City of Pinole.

The City Council was asked to conduct the public hearing and first reading of the ordinance adding Chapter 8.38 "Single-Use Plastic Foodware and Bag Reduction" to the PMC.

Council member Martinez-Rubin asked how the ordinance would apply to City facilities, whether the City was considered to be a food provider and whether any City facilities would be excluded from the ordinance, to which Mr. Amin clarified any prepared food would qualify for the ordinance.

Community Development Director Whalen read into the record section 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.*

Council member Martinez-Rubin understood gross receipts were not available to the City unless there was some compelling legal reason that allowed the City to tap into gross receipts for small eateries. She was surprised to see a reference to gross receipts in Section 8.38.110, Waivers – process to obtain, particularly for those eateries that may require monetary assistance from the City one way or another and that may likely request a waiver.

Community Development Director Whalen understood the intent of Section 8.38.110 had been to acknowledge that smaller businesses may have difficulty complying with the ordinance and that was how the section had come together. She was uncertain how that was verified if by gross receipts less than \$500,000 annually or not.

City Attorney Casher referenced Section 8.38.050 Takeout Food subsection F, which read: *A Food Provider may request, pursuant to Section 8.38.120, to extend the time period to 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 employee equivalents or less; b) Have gross receipts less than \$500,000 annually; c) Provide documentation of good-faith efforts to obtain and comply with provisions of Section 8.38.050 in addition to an explanation of why additional time is needed.* That could be confirmed by a business being asked to provide confirmation that by signing under penalty of perjury the information was accurate and not require submittal of gross receipts.

Council member Martinez-Rubin understood that availability of gross receipts had been a barrier for the City to determine revenue generated for certain eateries that continually needed assistance in some form or another and she asked staff to flag that issue. She also asked about the maximum number of waivers that would be allowed.

Community Development Director Whalen clarified the ability for a business to request a waiver as reflected under Section 8.38.110 Waivers – process to obtain.

Community Development Director Whalen also highlighted Section 8.38.120, Extension of time – process to obtain. She would have to get back to the City Council on the timeline for the waiver of each individual item under Section 8.38.110.

Mr. Amin clarified if the supply chain had not reached certain products, a list was updated every so often with some items removed as the supply chain had caught up with a maximum waiver of two years for certain items. Staff could maintain that list as other cities had done.

Council member Martinez-Rubin asked about the details of the administrative citation and whether there would be any financial consequences.

Community Development Director Whalen reported that administrative citations would be sent via certified mail and begin at \$100 for the first violation, \$200 for the second and \$500 for the third violation for any calendar period of one year. As to whether that could be a potential consequence of obtaining a business license in the City of Pinole, she would have to review the ordinance in conjunction with the administrative citation provisions to see what could happen after the fourth and fifth violation citations had been issued.

Council member Murphy clarified the program around education and technical assistance and verified with Mr. Amin he had looked into ReThink Disposable, a go-to technical assistance program for many local jurisdictions, with the local chapter being the Plastic Reduction Project, which helped to facilitate assistance. The City of Pinole was not currently a member of Rethink Disposable or any entity at this time that provided technical assistance.

Council member Murphy understood the ask was for the approval of additional funds for teaching assistance and education for businesses throughout FY 2024/25 in the amount of \$50,000, and he understood through Mr. Amin that \$10,000 was a suggested donation to the Plastic Reduction Project, which enlisted the support of volunteers to educate businesses and help with inventory conversations. He added that ReThink Disposable could also go up to \$50,000.

Community Development Director Whalen added that ReThink Disposable could also help with waiver and time extension requests and clarified that the budget request had not been included in the current budget.

Council member Murphy understood the ordinance would impact the City's water treatment and asked whether Sewer Enterprise Funds could be used for a technical assistance and education program if the ordinance moved forward.

Finance Director Markisha Guillory was uncertain and suggested more research was needed.

Community Development Director Whalen commented that staff would have to return with a proposal and the costs associated with the proposal and she anticipated that would happen in the July timeframe. If the ordinance was adopted at the June 18, 2024 meeting, staff would start with education to the business community, which could be done in-house with the Sustainability Fellow.

Further responding to Council member Murphy as to how staff reached a high response rate from businesses, Mr. Amin stated that was due to his repeatedly meeting with businesses one-on-one, and meeting with independent business owners and managers of corporations.

Community Development Director Whalen added that outreach also had been done through platforms such as snail mail and surveys in four different languages to businesses, and Mr. Amin had also worked with the Plastic Reduction Project, which volunteered to help achieve the response rate with local businesses.

Council member Tave asked whether the National Pollutant Discharge Elimination System (NPDES) permit for the Pinole-Hercules Wastewater Treatment Plant could be reviewed for a nexus between the waste out through the creek and storm drains during the first flush to the Treatment Plant since the NPDES permit dictated what the City may do.

Mayor Toms noted the two different functions; plastic gets into the storm drains which gets into the creek which was not treated at the Wastewater Treatment Plant.

PUBLIC HEARING OPENED

Rafael Menis read into the record Section 8.38.010, the Council of the City of Pinole finds and declares as follows: subsections A through H in its entirety and highlighted Section 8.38.110 Waivers – process to obtain. He also referenced Page 182 of 643 of the agenda packet, Phasing Out Single-Use Plastics in Pinole, issue Summary and Outreach Results, Republic Services Waste Hauler Information, and the recommendation that aluminum food containers not be used, and he asked why that would be permitted in the ordinance.

Ann Moriarty, Friends of Pinole Creek Watershed, thanked the City for the continued collaboration that benefitted Pinole Creek and the community; and commended City staff including Sarrah Patton, Sanjay Mishra, Fiona Epps, Leticia Andreas, Kapil Amin, and Lilly Whalen and now the City Council who all deserved the community's thanks.

Ms. Moriarty noted the ordinance responded to data gathered by hundreds of volunteers who had cleaned up trash in Pinole's parks, trails, creeks and streets with the overwhelming amount of trash identified in the Single Use Assessment Project, single use plastic, much of which had been generated by local businesses. Single use plastics affected all in the watershed, Bay and ocean. She noted in April 2022 together with Earth Team, Friends of Pinole Creek Watershed presented the data and community response from the Trash Assessment Community Science Project to the City Council, along with a list of requests for follow-up and collaboration, which she highlighted at this time. The codification of the ordinance made clear the City of Pinole would affect positive transformation for the watershed and the greater community of Pinole.

Paula Jarvis supported the comments offered by Ms. Moriarty. She had volunteered for trash clean-ups for years and saw the dramatic improvements as part of those efforts. Having walked the creek daily, she supported the ordinance, suggested it was more than a question of water quality and quality of the environment but protection of the creek and all that resided in the creek area along with civic pride, and taught children how to protect their own backyard and creek.

John Jarvis also a volunteer with Friends of Pinole Creek Watershed who had participated in numerous trash clean-ups, noted the trash in the creek of particular concern were the grocery bags that broke down over time and were almost impossible to remove from the sediment and debris from the creek. Removing those items from their source would significantly improve the creek, which traveled directly to the Bay and fed into the ocean and the City had a responsibility to step up and support the ordinance.

Sherry Engberg, also a member of the Friends of Pinole Creek Watershed concurred with the comments and urged the City Council to adopt the ordinance.

Dr. Win Cowager reported he had the opportunity to work with Friends of the Pinole Creek Watershed on the study referenced and to speak to the City Council a year ago. He supported the ordinance, the great work the City of Pinole was doing, and commented that Pinole offered a ray of hope to the future of a trash free world.

PUBLIC HEARING CLOSED

Council member Martinez-Rubin thanked everyone for the effort on the ordinance.

Mayor Toms concurred and thanked all advocates, staff and Friends of Pinole Creek Watershed.

ACTION: Motion by Council member Tave/Mayor Pro Tem Sasai to conduct the first reading of an ordinance adding Chapter 8.38 "Single-Use Plastic Foodware and Bag Reduction" to the Pinole Municipal Code.

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

City Attorney Casher advised the second reading would be on the next agenda of the City Council and once adopted the ordinance would go into effect January 1, 2025.

C. Military Use Equipment Policy and City Ordinance AB 481. Action: Conduct Public Hearing and Introduce Ordinance on First Read (Jeremy Crone, Eric Casher)

Pinole Police Commander Jeremy Crone provided a PowerPoint presentation on California Assembly Bill 481 "Military Equipment Policy" Public Hearing, which presentation mimicked a presentation to the City Council on May 21, 2024, as part of the public engagement hearing.

Council member Tave asked whether there had been other calls for equipment that had not been met with existing resources.

Commander Crone explained that there had been multiple situations where the Unmanned Aerial System (UAS) would have been used had the City had that equipment. He clarified the intent was to have two drones for redundancy in the event one went down, and he could think of about half a dozen times throughout the year where that resource would have been immediately deployed, if available.

Interim City Manager/Police Chief Gang offered examples where UAS/drones could be used.

Council member Tave understood the UAS/drones would be a great resource for the Police Department and given it was new equipment that would be introduced to the City, he was curious about the possible frequency of use and how it would aid the Police Department.

Interim City Manager/Police Chief Gang commented it was difficult to identify the number of times the UAS would be used and he again offered examples of how the equipment could be used.

PUBLIC HEARING OPENED

Rafael Menis seconded comments made by Anthony Vossbrink during the May 21, 2024 City Council meeting regarding the deployment of the Mine Resistant Ambush Protected Vehicle (MRAP): Emergency Rescue Vehicle (ERV), and that it be deployed on non-grass areas to avoid damaging City parks when deployed during community events. As to the drone policy, he appreciated the explicit segment which spoke to the prohibition of the use of drones and he read into the record that section of the ordinance but expressed concern with the flip side of how people may not see the use of drones as being beneficial. He asked whether a drone could be dedicated to the high school at all times for monitoring purposes of routine conflicts, whether there would be tactical situations where more than one drone was needed since one drone was intended to serve as a backup, and if both drones were used and burned out, there could be an issue. In terms of privacy, he appreciated that "exigent circumstances" had been explicitly added to the language of the policy, but would like more detail included as to what "reasonable precautions" were with more than one example provided along with categories such as the use of thermal imaging that would be worth noting.

Irma Ruport commented she had spoken to a few of her neighbors who had seen the ordinance and who had questioned why this ordinance was needed. From a public safety officer family, she respected the career but questioned there had been no complaints about the military equipment. She reported there had been many complaints on NextDoor, particularly when the military equipment had been deployed to community events and parked on the grass, leaving people nowhere to sit and damaging the grass. She had sent an email to the City Attorney regarding the parking on the grass and the City Attorney had responded that direction must come from the City Council. She asked that the display of military equipment at community events be left off of the grass areas of City parks. She further questioned why this military equipment was needed given the size of the City, efforts to reduce the City budget, and with the equipment used infrequently. She suggested the equipment could be moved to a larger jurisdiction and when needed by the City of Pinole could be available through mutual aid.

Amy Eubanks, Pinole Police Officer, representing the PEA President, spoke to the usage of drones, and explained she had been on the graveyard shift in the last two years and could count several occasions when a drone would have been beneficial and the City did not have access through neighboring agencies. She highlighted two incidents in which she had responded where access to a drone would have been useful. She agreed that deployment of the MRAP-ERV not be on grass considering the navigation of parks to be nice and not require more maintenance. She supported the retention of the MRAP-ERV and suggested the minimal costs of having and maintaining that equipment in the City would be beneficial.

PUBLIC HEARING CLOSED

Council member Murphy offered a motion, seconded by Council member Tave to introduce the ordinance and waive the first reading for Military Use Equipment Policy and City Ordinance: AB481.

Mayor Toms asked whether the Police Department could be directed not to have the MRAP vehicles parked on the grass areas of the parks and whether that could be incorporated into a motion approving the ordinance.

City Attorney Casher reported the City had park rules that had been adopted by resolution and codified in PMC, Chapter 12.08.040, with vehicles not to be placed on lawns within parks in the City, with an exception for public safety/emergency vehicles and the Car Show, but the City Council may provide direction to staff.

Mayor Toms thanked Officer Eubanks for the comments on needing a vehicle in the event of an emergency, and if there was a situation that affected multiple neighboring jurisdictions, the City of Pinole may not have access to that equipment through mutual aid. While she recognized the MRAP-ERV was a concern for some citizens, it was a resource available to the City in the event of an emergency.

ACTION: Motion by Council members Murphy/Tave to conduct the 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 Assembly Bill 481, and approve the 2023/2024 Pinole Police Department Annual Military Equipment Report.

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

ACTION: Motion by Council member Murphy/Mayor Toms that the MRAP-ERV may not park in the park grass areas, with the exception of emergencies.

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

11. OLD BUSINESS

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

Finance Director Guillory provided an extensive PowerPoint presentation on the Revised Proposed FY 2024/25 Operating and Capital Budget and budget balancing strategies for City Council consideration. She stated the revised budget included an overview of the background of the budget discussions: Revised Proposed General Fund and Baseline Budgets; one-time operating budget items; Capital Improvement Projects (CIP); additional budget considerations and Fund Balance Summary. She also presented the budget balancing strategies for consideration based on the 6 and 10 percent budget reductions across all City Departments, which had been detailed in depth in the June 4, 2024 staff report.

The City Council was asked to consider the following: implementation of the 6 percent reduction that would balance the budget; implement the 10 percent reductions that would balance the budget and create a surplus of about \$1 million; freeze one or more of the five vacant positions funded in the budget that would result in savings of about \$430,000, which was the net of the total

amount budgeted for the vacancies (\$940,000), with the vacancy savings factor (\$510,000) that had already been included in the budget. The staff report also detailed the vacant positions in the Police and Public Works Departments.

Additionally, Finance Director Guillory stated the City Council may consider reducing the General Reserve from 50 to 40 percent of the total ongoing General Fund expenditures and move the difference, approximately \$1 million to the General Fund, which would reduce the current balance of \$10.3 million to \$9.3 million. At the 40 percent level, the General Reserve provided five months of coverage as opposed to six months of coverage at the 50 percent level. This would be a one-time short-term solution and should not be used on an ongoing basis. It was noted the Government Finance Officers Association (GFOA) and industry standards recommended 18-25 percent reserve levels. At the 40 percent level, the General Reserve would remain slightly higher than the standard practice. The City Council may implement any of the described options or other options

Finance Director Guillory also highlighted the Community Budget Survey Results and the community budget priorities based on 79 respondents, and items that had been identified as Very/Extremely Important. Input on proposed budget reductions based on the 6 and 10 percent reductions had shown public safety as the priority for the community, with 52 percent of the respondents in support of moving funds from the General Reserve to address the budget shortfall.

In terms of the next steps, the City Council was asked to direct staff on which budget balancing strategy to implement and provide input on the Community Development proposed new positions and incorporate changes into the Final Proposed Budget, to be presented to the City Council at its June 18, 2024 meeting for adoption.

Responding to specific questions from the City Council about the budget, Interim City Manager/Police Chief Gang, Finance Director Guillory, City Clerk Bell, City Attorney Casher, Community Development Director Whalen, Public Works Director Mishra, Community Services Director Dwyer and Commander Crone clarified:

- Clarified CIP Project #FA1901, Senior Center Auxiliary Parking Lot, removal of the additional parking lot from the project would not impact the Baseline Budget since it involved one-time items, with the Baseline Budget being the budget that had the structural imbalance. The Revised Proposed Budget included the Baseline Budget and the One-Time Operating Budget items.

While the removal of the additional parking lot from #FA1901 would provide more funds in the Unassigned Fund Balance, it would not change the Baseline Budget. If some funds from the project were unencumbered, the Unassigned Fund Balance, separate from the General Reserve, would go up. (Murphy)

- Clarified if \$400,000 was unencumbered from #FA1901 and placed into the Unassigned Balance, it could be used to meet the request for funding as outlined in the presentation for the Single Use Plastic Foodware and Bag Reduction Ordinance. (Martinez-Rubin)
- Reductions in the City Clerk's Department would impact Professional Services, such as the transcription of meeting minutes. Given the length of City Council meetings and the level of detail, in order to reduce the budget, significant changes would need to be made to that process. An outside consultant had been used for those services during the

pandemic and during the transition to hybrid meetings, where more support for an accurate record was needed and it had become valuable to staff to have a more detailed transcription, and the City Council seemed to like that shift as well. Prior to that, action style minutes had been prepared since the City Clerk had been hired in 2019 and the City Clerk had prepared the action minutes. To maintain the level of detail in meeting minutes would require a staff person to go back and review the entire meeting and given the length of City Council meetings, there would be significant impacts to the ability of staff to do the additional required work. (Mayor Pro Tem Sasai)

- Clarified the proposed reductions in the City Attorney's Department. The City Attorney was not required legally to staff Planning Commission meetings but attendance had been done to advise on Brown Act issues or zoning code issues, but attendance could be done on an as-needed basis. Reducing the requirement for a staff person from the City Attorney's Office to attend Planning Commission meetings would free up one to two hours and the preparation time for the meeting. The Municipal Code Update Subcommittee also involved time (one to two hours) to prepare staff reports for the meetings and discontinuing those meetings would also provide reductions. (Mayor Pro Tem Sasai)
- Clarified the proposed line-item reduction for the Police Department for the In-Time Scheduling system, with the total five-year contract cost of \$42,000 and annual budget expenditure of \$8,000. The In-Time Scheduling system allowed scheduling of personnel with overlapping shifts, time off, overtime coverage requests, vacation schedules and shift picks and encompassed the entire Police Department organization. Reduction of this program would involve an adjustment/correction and showing the annual budget expenditure of \$8,000. (Mayor Pro Tem Sasai)
- Clarified the City Council proposed reduction for the Council Intern Program, which program was currently budgeted at \$6,000 annually for five interns. A 10 percent reduction would result in the elimination of three interns. (Mayor Pro Tem Sasai)
- Clarified the City Council travel budget had not been proposed to be reduced but staff recognized a recommendation for a reduction in travel and training, with staff clarifying the allocation had been well used over the years and had value to the City Council, which was the reason staff had not recommended a reduction. (Martinez-Rubin)
- Clarified the 6 and 10 percent reductions, with the 6 percent reduction to balance the budget and the 10 percent reduction to provide a surplus. Clarified the 6 percent reduction for the Police Department would involve the freezing of the two officer positions and prevent the Police Department from moving to the 4/10 schedule that would allow for 24/7 police services on the street and a necessity to train as opposed to overtime for training. Noted that the schedule had been proven to be better mentally and physically for employees. (Tave)
- Rotational 12-hour shifts were also highlighted, with a reduction from a 12 to 10-hour shift allowing for more recovery time, more downtime between when a shift ended and when an officer had to report to court and return to work. A 10-hour rotational shift would involve an overlap, allowing officers time to complete reports and not require overtime. (Tave)

- Clarified the General Reserve contribution to stay at the 50 percent mark depended on expenditures. A mid-year review of the budget would allow another look at the budget and consideration of further adjustments. (Tave)
- Clarified for the Community Development Department the recommendation to replace the temporary, outsourced Senior Planner with a Planner I-III Series (\$189,000) to be funded by the Building and Planning Fund and the recommendation to fund a Sustainability Coordinator in the amount of \$115,000 to advance the work of the Climate and Adaptation Plan (CAAP) to be funded through grants only. Economic development work had been budgeted around \$80,000 per year for part-time work done through a contract planning firm. (Tave)
- Acknowledged comments if the City Attorney budget was reduced the work would also be reduced; consider the capacity within the City Attorney's Office budget based on the Council asks of the City Attorney; possibly consider Action Minutes or something more than Action Minutes for the City Council meetings and consider whether or not to continue the volume of mail-outs to the community. Requested clarification of the \$20,000 budgeted for Emergency Operations Training (EOP) training. (Toms)
- Clarified the search program for supplies from the Police Department budget had been included on the one-time list and had not been recommended for reduction. (Martinez-Rubin)

PUBLIC COMMENTS OPENED

Irma Ruport recognized that hard decisions needed to be made. As a retired federal government employee, her job had been eliminated and she had been forced to take a lesser job for lesser pay and when the government had recovered she had been able to get her job back. She recognized everyone would be affected by any reductions. As to the proposed recommended Professional Services reductions in the City Clerk's Office, she pointed out the City had been sued and had poor record keeping in the past. She noted the transcription of notes had started again, there had been one City Clerk in the past who had retired, but there was now more staff in the City Clerk's Office, and she suggested revisiting staff's tasks and descriptions including other consultants who had been hired.

Ms. Ruport also asked about the \$300,000 shown for the City Attorney's Office and what that represented, whether part of the salary for the City Attorney or for lawsuits won or lost. She suggested an Oversight Committee be considered to review some of the accounting items to determine whether some of the tasks were being duplicated in some departments. Having Human Resources Department experience, she suggested that tasks be consolidated in that the City had hired a lot of new staff and had hired a lot of consultants to do staff's jobs. Given the limited time to speak she would provide more comments in writing.

Rafael Menis referenced Page 310 of 643 of the agenda packet, and the proposed reductions for the Police Department, including the primary savings by freezing two Police Officer positions with a reference to the inability to fill COU with an officer. He asked for the definition of COU. For Page 311 of 643 and the recommended reductions for the Community Services Department, reduction of library hours, he was uncertain the library hours could be reduced incrementally and asked why there had been a recommendation for the reduction in the library hours as opposed to

a reduction in animal services given the changes in funding allocations. He also asked whether a reduction in funding for the library could place matching funds for library maintenance and the eventual transfer of the library property to the City at risk.

As to the Reserve Policy reduction from 50 to 40 percent, Mr. Menis understood the reason it would work as opposed to the various one-time reductions was that the reduction would be permanent on an ongoing basis and the ongoing costs would change. He suggested it was worthwhile for the City Council to consider since the biggest cost savings whether at 6 or 10 percent would fall on the Police Department. He asked whether it would be better to not force the Police Department to a 4/10 schedule in order to maintain the potential to deal with a catastrophic fiscal event, which would require six months of reserve or provide a better quality of life for the Police Department to offset some of the costs imposed on the community and have a slightly lower reserve, which would have ongoing impacts in the future.

Amy Eubanks, Pinole Police Officer, representing the PEA President, referenced the Community Budget Survey Results where the priority of the respondents was for no cuts to the Police Department and no reduction in the budget for the Police Department. She also referenced the 10 percent reductions for the Police Department and opposed the recommendation for reductions in training given the many benefits of training, which she described in detail. She also opposed the proposed elimination of Smart Guardian, a video surveillance tool, which was important to lead to suspects in thefts, auto thefts, hit and run cases, and property crimes among other things.

Officer Eubanks also opposed the freezing of positions that would prevent the Police Department from moving to the 4/10 shift, impacting health and wellness and eliminating overtime. Further, she opposed the freezing of a dispatcher position, which also experienced compassion fatigue and noted that existing dispatchers were overworked. She also opposed the elimination of the StarChase tool and highlighted the many benefits the tool provided the Police Department. She emphasized that cutting Police Department funds was not the right way to go.

PUBLIC COMMENTS CLOSED

Council member Tave recognized the City had a deficit, the funds were available to cover the deficit for one time and the City would be in this position yet again. He stated the City had to find a compromise, acknowledged they were waiting for the outcome of the November ballot measure, the polling had been favorable and he was confident residents were ready.

Council member Tave supported a 3 percent reduction with the augment from the Unassigned Fund Balance to be reevaluated in six months. He emphasized the upcoming election season that would be unprecedented and challenging leading to a drop in confidence and confidence in the economy. He wanted to be cautious but not overly cautious, suggesting a 10 percent reduction would be too deep of a cut, and 6 percent was where they may land in January 2025, but at this time based on the information at hand, a 3 percent reduction was reasonable with a close to 7 percent supplement to the budget with the Unassigned Fund Balance.

Council member Tave did not want to touch the General Reserve at this time since that could be considered in January 2025. He was okay with the Unassigned Fund Balance to the degree he described, and suggested Department Directors may reach some sort of compromise pending the hiring of a new City Manager. He recognized that making a drastic decision may not be palatable to the community, but a decision must be made.

Council member Martinez-Rubin commented she had always worked towards sustainable programs in the City to avoid deficits, but she realized there was a deficit since the Unassigned Fund balance had been used for several different projects including CIP projects. She noted the reserves had a high percentage at this point, now at \$10.3 million, and any use of the reserves now would not obligate the City Council to continue that reduction in subsequent years. She suggested borrowing that reserve and considering some of the 6 percent reductions proposed, with the exception of reductions proposed in the Police Department, being responsive to the ongoing interests/requests from the citizenry to prioritize public safety.

Council member Martinez-Rubin commented if she was to go through the budget line by line, she was leaning towards reducing one-time funds and suggested given the options as presented by staff, including the consideration of a reduction in the General Reserve, that would be something to consider for FY 2024/25, which would allow for a balanced structural budget with the amount to be taken from the General Reserve, the equivalent of what was now presented in the 6 percent reduction. She found that CIP projects would cost more in the future whether the City had a tax measure or not, and commented that what was looming over cities was that they may not be able to increase sales taxes after this election cycle, which would also have to be taken into consideration.

Council member Martinez-Rubin suggested taking a look at the proposed 6 percent cuts for all City Departments. She suggested considering that reduction with the exception of any positions in the Police and Public Works Departments, and those amounts could be borrowed from the General Reserve for FY 2024/25.

Council member Martinez-Rubin clarified with the Finance Director the Unassigned Fund Balance was at \$9.3 million with \$8.9 million for one-time CIP projects.

Mayor Pro Tem Sasai did not favor a reduction in the General Fund Reserve from 50 to 40 percent, which was too deep. He suggested considering the reduction scenario and going through the line items to determine what was or was not essential and consider making the cuts and filling the remainder with the General Fund Reserve. He acknowledged this was a sensitive time at City Hall, some of the line items involved staff and he would not consider taking action on cutting current staff since more time was needed to engage employees and the public, which would be a discussion when the Final Proposed Budget returned to the City Council for consideration.

Mayor Toms suggested there were areas where reductions could be made but she was concerned with the Police and Public Works Departments staffing for the vacant positions, and not filling other vacant positions could be something that could put off, with the exception of the Public Works Department given the challenge to make progress on the CIP given the limited staff. She was concerned with Public Works staff being funded solely by the General Fund and asked whether there were other sources of funding to cover some of the Public Works Department.

Finance Director Guillory confirmed there were a number of Public Works positions allocated to other funds and other non-General Fund allocations to staff time.

Mayor Toms recognized the difficulty in filling positions in the Public Works Department. As to whether or not to consider a fund balance or a portion of the General Fund Reserve, she was not willing to go down to 40 percent, but would be willing to consider some combination of unallocated

funds and reserves along with some cuts, but not staff cuts. She pointed out some training opportunities were available free of charge and staff could take advantage of other opportunities, and whether or not that could be revisited at the mid-year budget review would be determined if the measure passed in November, which was the direction she was interested in pursuing.

Council member Tave offered a motion for a 3 percent budget reduction and augment the other 3 percent with the Unassigned Fund balance to balance the budget.

Finance Director Guillory explained that given that the majority of the Unassigned Fund Balance had been earmarked for the CIP, some funds would have to be released.

Mayor Toms suggested any projects that were not started or funded.

Council member Tave suggested any CIP projects not funded. He referenced the waterfall chart which listed the CIP projects, and suggested holding off all CIP projects that were not in the design or planning phase.

Finance Director Guillory clarified the intent to adopt a budget with a structural deficit that would draw down on the Unassigned Balance whatever that number was. She clarified that if taking the 3 percent and applying that to whatever that difference was, to be pulled from the Unassigned Fund balance would show a structural deficit in that amount. She described the accounting process to balance everything.

Council member Tave again referenced the waterfall chart for CIP projects and, as an example, CIP Project #RO2403, Old Town Traffic Calming where funds had been assigned but there had been no activity and those funds had been encumbered as part of the Unassigned Fund Balance. He asked staff to provide clarification.

Finance Director Guillory and Public Works Director Mishra clarified they would have to verify the funds for CIP Project #RO2403.

Council member Martinez-Rubin offered an amendment to the motion and recommended 3 percent reductions, as presented in the tables with the 6 percent reductions, except for the items related to staff and the sum for all the staff positions would be the amount to take from the General Reserve.

Further discussing the motion, Council member Murphy understood in order to have a structural balanced budget the City had to freeze hiring and that could be freezing positions the City currently did not have as opposed to cutting existing positions, which was the best solution and opportunity to explore when considering a ballot measure in November. He suggested the exercise of the 6 and 10 percent reductions was the education the public needed to pass the ballot measure. Given they were halfway through the calendar year, they could revisit the budget mid-year in January/February 2025.

Council member Murphy was challenged by the idea of moving the General Fund Reserve balance from 50 to 40 percent and he did not want to do that, and if freezing the positions, as recommended, he was informed by the Finance Director that would have to be netted against the vacancy savings factor, which had already been shown in the budget at \$510,000.

Council member Murphy found that would get the City halfway to reducing the deficit, as opposed to having a structural deficit, the City could eliminate some items now and revisit the issue in January 2025, when additional funding may be available and Department Directors may at that time request those dollars. He found the need to freeze positions now to close the deficit making the passage of the ballot measure in November all the more important, and he emphasized the importance of educating the public about the ballot measure.

Mayor Toms asked the Public Works Director about the freezing of all positions, which included a CIP Manager at \$200,000 and Associate Civil Engineer at \$174,000. She asked whether either of the two positions could be funded by non-departmental funds.

Public Works Director Mishra explained staff had not recommended freezing the CIP Manager position, which was not funded from the General Fund although the bulk of the Associate Engineer position was funded from the General Fund.

Council member Murphy pointed out these were positions that were not currently filled. He recognized the challenges in the Public Works Department around hiring and commented they were not only talking about the fiscal year, but the calendar year together, and while challenging for everyone, he wanted to maintain existing services. If freezing positions would maintain what currently existed, his hope and goal was in November residents would know in order to maintain the progress made over the past few years, additional revenue was needed, which would impact the Baseline Budget positively.

Council member Martinez-Rubin noted one of the staff recommendations was to reduce the General Fund approximately \$1 million ongoing, but she suggested it be just for the next FY 2024/25 and supplementing a reduction. She found the line items staff had provided for the 6 and 10 percent reductions to be helpful, and she wanted to recognize the positions presented in this budget and years prior that had not been filled, and emphasized that once filled would allow the City to make progress with the CIP. She also supported the public safety positions in the Police Department to maintain the level of services and prevent aspects of damage or harm to the City's quality of life.

Council member Martinez-Rubin again offered a motion for staff to bring back revisions to the Baseline Budget that reflected the use of funds from the General Fund in the amount required to fund the positions presented now as possibly being frozen in the Police and Public Works Departments.

On this motion, Council member Tave asked if the proposal was to freeze the positions but Council member Martinez-Rubin clarified her intent was to keep the positions in the budget and fund them from the General Reserve and was not intended as an ongoing strategy just to balance the Baseline Budget. Council member Tave found that direction to be a contradiction.

Council member Martinez-Rubin noted they would need funds to continue those positions, and consider a sales tax measure in November which would help somehow.

Mayor Toms expressed concern if the positions were kept funded in the budget and staff recruited and filled the positions, the City may have to eliminate filled positions if the ballot measure did not pass. By freezing the positions, it would send the message this was the reality the City was experiencing now.

Council member Tave realized there had to be some reduction. The freezing of positions showed what was needed moving forward and he found they had taken the budget to that point and based on the community surveys, the community had seen what these services looked like and the issue was to maintain services until another revenue source presented itself. He was more comfortable slowing down CIP projects that were funded but not started, continuing with the projects that were currently allocated and then have a discussion in January 2025. He wanted to ensure they were conservatively walking into January 2025 with a balanced budget.

In response to the Mayor Pro Tem, Public Works Director Mishra reiterated that if the vacant positions for the Public Works Department were not filled it would impact all CIP projects not started and some of the current CIP projects may have to be delayed, and part-time consultants may have to be considered to carry through some projects that had been started.

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

Council member Tave offered a motion to freeze the positions pursuant to the recommendation in the PowerPoint presentation, to freeze one or more of the five vacant positions that were funded in the budget, which would result in savings of about \$430,000, and defer all CIP projects that were currently funded but not started in the CIP waterfall diagram and any CIP projects not started in the General Fund.

On this motion, Mayor Toms noted some CIP projects in the waterfall diagram were not funded by the General Fund but by other funds. She saw no reason to stop the work on those projects other than the fact the staff was not available to work on them.

Council member Tave sought an all-stop and stated the City Council could have a discussion again as it understood the budget come January 2025.

Mayor Pro Tem Sasai understood the motion did not include the budget reductions outlined in the 6 and 10 percent scenarios, other than the hiring freezes also included in the 10 percent reduction scenario.

Council member Tave confirmed, his motion would be steering away from operations and just freezing the positions listed in the third staff recommendation.

Mayor Toms commented that it made sense for the Council to consider some reductions in the City Council budget and other low hanging fruit reductions that should be evaluated.

Council member Tave again offered a motion, seconded by Council member Murphy to consider a hiring freeze on the positions listed in the strategies for the third staff recommendation for budget balancing strategies and freeze one or more of the five vacant positions that were funded in the budget, which would result in savings of about \$430,000 and defer all CIP projects that had been funded but not started.

Council member Murphy explained he had seconded the motion with the understanding the action would not cover the budget shortfall.

ACTION: Motion by Council members Tave/Murphy to consider a hiring freeze on the positions listed in the budget balancing strategies to freeze one or more of the five vacant

positions that were funded in the budget, which would result in savings of about \$430,000 and defer all CIP projects that had been funded but not started.

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 City Council meeting to 11:30 p.m.

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

Finance Director Guillory clarified on the discussion that even with the motion the budget deficit would be close to \$800,000 structurally.

Mayor Pro Tem Sasai spoke to the 10 percent reduction recommendation for the City Council budget that would reduce the Council Intern Program, a program he initiated to establish. He was the only Council member in the first term of the program who hosted two interns and had the capacity, and found the program to be a valuable resource. His two interns were well aware of the budget process and had done amazing work in terms of outreach in the community and hosted a workshop at Pinole Valley High School, amongst other tasks. He recognized each Council member had various capacities to host an intern. He asked whether any other Council member was interested in hosting an intern in FY 2024/25.

Council member Tave stated he did not have the capacity to host an Intern.

Council member Murphy was interested in hosting an intern for FY 2024/25.

Mayor Pro Tem Sasai offered a motion, seconded by Council member Tave to move forward with the reduction of the Council Internship Program at the 10 percent reduction rate, to accommodate one intern each for Council member Murphy and Mayor Pro Tem Sasai.

Mayor Toms stated she could not support the motion unless it came out of a budget for each Council member.

Mayor Pro Tem Sasai wanted the program to come out of his budget, which would be fair, and rather than a separate internship program and separate training budget, suggested it be combined as a budget for each Council member and then determine how the funds should be spent. Council member Murphy questioned the opposition to cutting the City Council budget by 10 percent and he asked why there was opposition given some Council members did not have the capacity to host an intern.

Council member Martinez-Rubin commented the interns were City interns, and if each Council member had a budget, they could then determine how to use the funds. She supported a caveat on what the interns would do so the project would be something the entire Council would determine, and while Council member Murphy disagreed, she noted they were not an agency to use public funds to create learning opportunities for specific individuals to serve specific Council members.

While there was disagreement on the Council as to the purpose of the Council Internship Program, Mayor Pro Tem Sasai again highlighted the benefits of the Council Internship Program, the interns' incredible outreach in the community and other tasks and shared an example of one of his intern's working with the City Clerk, who later expressed an interest in being a City Clerk one day. He emphasized the learning opportunity and impacts to the City Council and City as a whole. He stood by the fact there had been positive impacts from the program and he again pointed out he was willing to cut 10 percent of the program.

Council member Murphy also detailed the benefits of the Council Internship Program, with the City Clerk and Human Resources Departments having worked diligently to ensure the program happened, and which program had clear objectives and criteria and process for hiring interns and there was a reason why it was a Baseline Budget item. He pointed out every intern had reached out to each Council member, interns continued to show up at Council meetings and had been accomplices to the work of the City Council. Given that three Council members were not interested in having an intern, he questioned the lack of support for the proposed 10 percent reduction to an efficient program.

Council member Martinez-Rubin explained her comments were a reflection of what other people in the community did not see.

ACTION: Motion by Mayor Pro Tem Sasai/Council member Tave to move forward with the reduction of the Council Internship Program at the 10 percent reduction rate to accommodate one Intern for Council member Murphy and one Intern for Mayor Pro Tem Sasai.

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

In response to Council member Murphy, Finance Director Guillory clarified the new position proposed for the Community Development Department for a Housing and Economic Development Coordinator was not an existing position and not part of the prior motion to consider a hiring freeze of the positions listed in the budget balancing strategies.

Community Development Director Whalen reiterated the Community Development Department budget of \$80,000 for consultant assistance to help with economic development work. Community Development Director Whalen would bring back economic development strategies in year two and what could be done with that funding.

Public Works Director Mishra also detailed 10 percent proposed reductions to the Public Works Department and clarified the recommendation was not to eliminate all Professional Services, but reduce by \$20,000 a line-item for professional engineering support for road maintenance, which may eliminate some testing services needed from time to time. Also, the recommendation to reduce the Analyst role may modify the position of the Admin Analyst and someone may have to be demoted.

Council member Murphy offered a motion to strike the Support Economic Development Coordinator position from the Community Development Department budget; \$20,000 allocation for Professional Engineering support for road maintenance and the line item under Admin Expense and Special Department for recommendations of Beautification Ad Hoc Subcommittee from the Public Works Department budget. He understood the Public Works Department had already made the decision to eliminate the Admin Coordinator position and confirmed with the Finance Director it was not relevant to the Baseline Budget and some of the items were repeat items from prior discussions.

Council member Murphy also suggested all Human Resources Department proposed reductions be included in the motion.

Mayor Toms asked that the motion include all reductions mentioned with the exception of the Public Works maintenance.

Council member Murphy could make the amendment but understood the Public Works Director had provided a proposed reduction which reduced Public Works maintenance a bit.

Mayor Toms commented based on her reviews over the past number of years and in the last weekend, she had seen really dire road conditions and was hesitant to include that in the motion. She seconded the motion.

Council member Murphy commented if he removed the road maintenance item, he would like to strike the entire City Treasurer budget at \$9,000.

Finance Director Guillory was uncertain whether the stipend for the City Treasurer could be reduced and the City Attorney confirmed he would have to check into whether the stipend for the City Treasurer could be removed.

Mayor Toms suggested after the term of the current City Treasurer expired possibly the stipend could be reduced.

Council member Murphy clarified he was not saying the City Treasurer could not serve in office, but the budget could be reduced and the amount could be substituted with road maintenance, and if the PMC allowed for the stipend to be reduced that should be under the authority of the City Council.

City Attorney Casher advised that Section 2.16.010 of the PMC allowed compensation to the City Treasurer, which should be fixed from time to time by resolution of the City Council and the City of Pinole, and he needed to review the resolution to confirm prior to action being taken.

Council member Murphy removed that from his motion pending more information from the City Attorney.

Council member Murphy further clarified with the City Clerk the budget for the City Clerk's Department for the 10 percent reduction scenario would eliminate all travel and training for the City Clerk's Department and he commented that when eliminating things not everything would happen tomorrow. He suggested that \$5,000 could be eliminated now allowing the City Clerk's Department to have some training and then consider a mid-year budget adjustment in January/February, and Finance Director Guillory clarified that could be done.

Council member Murphy asked that his motion also include a reduction of \$6,000 from the City Clerk's Budget for travel and training.

Mayor Toms again seconded the motion and in response to Council member Martinez-Rubin clarified the motion included a reduction in the Human Resources Department in the amount of \$57,000.

Finance Director Guillory clarified that \$57,000 in reductions from the Human Resources Department was under the 6 percent reduction scenario but the reduction would be \$93,000 at the 10 percent reduction scenario.

Council member Murphy clarified he was using the 10 percent reduction scenario as the baseline for reductions in an effort to maintain existing services and not have to cut any City staff.

Council member Murphy suggested a 6 percent reduction in the Human Resources Department as part of his motion.

ACTION: Motion by Council member Murphy/Mayor Toms to:

- **Strike Support Economic Development Coordinator position per the Community Development Department budget 10 percent reduction scenario.**
- **Strike the line item under Admin Expense and Special Department for recommendations of Beautification Ad Hoc Subcommittee per the Public Works Department budget 10 percent reduction scenario.**
- **A reduction of \$6,000 from the City Clerk Budget for travel and training per the 10 percent reduction scenario.**
- **A 6 percent reduction in the Human Resources Department per the 6 percent reduction scenario.**

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

Absent: None

Finance Director Guillory was asked to provide a tally of the reductions based on the actions taken which she provided as the discussion continued.

ACTION: Motion by Council member Murphy/Mayor Pro Tem Sasai to extend the City Council meeting to 12:00 a.m.

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

ACTION: Motion by Mayor Pro Tem Sasai/Mayor Toms to discontinue the Municipal Code Update Subcommittee meetings and discontinue a representative from the City Attorney's Office covering Planning Commission meetings, other than on an on-call basis.

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

The City Council discussed Special Events and Special Department Expenses, as shown on Page 500 of 643 of the agenda packet, and as part of Fiscal Year (FY) 2024/25 Operating and Capital Budget Department Budgets – Community Services, and discussed whether any community events should be eliminated.

Finance Director Guillory clarified on the discussion of Special Events, as shown on Page 500 of 643 of the agenda packet, and as part of Fiscal Year (FY) 2024/25 Operating and Capital Budget Department Budgets – Community Services, that the General Fund transferred funds into the Recreation Fund for those events and if reduced would lower the subsidy to the Recreation Fund.

Council member Murphy wanted to consider the Department Director recommendations as proposed.

Community Services Director Andrea Dwyer clarified that cutting or reducing Special Events had not been offered at his time given the staff direction to consider 6 and 10 percent reductions but Special Events items line-by-line could be considered for reduction.

The City Council discussed Special Events and Special Department Expenses, which had not been identified for reduction and the Mayor commented that some of the community events involved events in the next six months where it made no sense to cut since the City could lose money.

Mayor Toms suggested the General Reserve could be reduced to 45 percent from 50 percent and asked whether that would close the gap.

Council member Murphy suggested some of the recommendations for reductions could have been considered during a Finance Subcommittee meeting.

Mayor Toms and Mayor Pro Tem Sasai explained that the Finance Subcommittee had last met in April and the proposed budget reduction scenarios had not been presented at that time. The Finance Subcommittee had only discussed the preliminary proposed budget.

Mayor Pro Tem Sasai suggested for 2025, this discussion be agendaized for the Finance Subcommittee which could bring forward recommendations for City Council consideration that may reduce the amount of discussion.

Council member Tave agreed the Finance Subcommittee should provide recommendations in the future, which would have been helpful as part of the current discussion.

Council member Murphy spoke to the operating subsidy and his understanding the current budget would be paying \$120,000 for the FY 2024/25 Fourth of July celebration and suggested that cut should be made.

ACTION: Motion by Council member Murphy/Mayor Toms to eliminate \$120,000 from the FY 2024/25 budget for the Fourth of July celebrations.

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

Finance Director Guillory confirmed in response to Council member Murphy that reduction would impact Non-Departmental reductions. She advised the total General Fund subsidy to the Recreation Fund was \$799,000, with the 10 percent in reductions for Non-Department items, as shown, which staff had proposed to reach the 10 percent in reductions. If Council member Murphy sought a reduction in the General Fund subsidy to the Recreation Fund in the amount of \$250,000, as an example, she noted the fund was not fully cost recoverable and the City would have to reduce expenditures in the fund if that was done.

Community Services Director Andrea Dwyer clarified if the City Council sought cuts in recreation and not bodies, it would require a reconfiguration of the expenses such as looking at cuts to the Swim Center, Senior Center, special events or possibly staff positions. She detailed some of the costs associated with some of the Recreation Department events including marketing of programs and branding of events to the community, and she would have to return with a dollar amount showing 10 percent reductions.

Council member Murphy recognized the Non-Departmental and Community Services Department budgets would affect recreation.

Council member Murphy sought more information at the next meeting with line-by-line items to better understand both budgets and to allow the City Council to resource for the rest of the calendar year and then discuss the next part of the Fiscal Year and first part of the calendar year.

Community Services Director Dwyer cautioned that many recreation events had been planned far in advance and if she were tasked to return with more than 10 percent in cuts specifically for recreation it would require a greater evaluation since it would be beyond an event or program.

Finance Director Guillory reported based on the discussions the Council had discussed cuts of \$716,000 with approximately \$438,000 remaining to be identified for reduction, which would bring the General Reserve down to 46 percent.

Mayor Toms summarized the reductions proposed thus far.

Council member Murphy clarified on the discussion when he had discussed the freezing of positions, he was considering the 10 percent reduction scenario not the 6 percent scenario. As an example, one of the proposed Department reductions for the Police Department was to *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.*

Finance Director Guillory explained that she had used the amount for the positions listed in the June 4, 2024 staff report, which may be a bit different, with the positions in the staff report capturing two Officers and a Sergeant (\$430,000), and if considering a 10 percent reduction that would be a higher number that would have to be calculated.

Council member Murphy clarified his motion had been to freeze every position at the 10 percent reduction scenario.

Council member Tave commented he had been calculating at the 6 percent reduction scenario, not the 10 percent reduction scenario, and he was suggesting if freezing positions at 6 percent that was the middle road, but if that did not close the gap, the City may have to consider other options and that may be where they were at.

Finance Director Guillory clarified the number was \$538,000 for the vacancies and they were now at \$816,000, with \$338,000 remaining to be reduced.

Council member Martinez-Rubin asked about the membership dues for the Local Agency Formation Commission (LAFCO), and clarified the City's membership in LAFCO was required.

Council member Tave suggested the City Council consider the General Reserve reduction of 5 percent from 50 to 45 percent and 6 percent reductions in the Police Department. He asked where that would place the deficit.

Interim City Manager/Police Chief Gang clarified the City of Pinole shared dispatch costs with the cities of Hercules and San Pablo.

Finance Director Guillory estimated \$250,000 at 45 percent of the General Reserve, but if expenditures were reduced it would reduce the amount needed at the 50 percent level. Mayor Toms offered a motion for staff to take a look at using the remainder of the delta from the General Reserve.

Council member Tave again suggested considering a reduction of the General Reserve from 50 to 45 percent, along with a discussion of replacing some of what had been taken out.

Mayor Toms withdrew her motion.

Council member Tave offered a motion, seconded by Mayor Toms to reduce the General Reserve from 50 to 45 percent.

On the motion, Council member Martinez-Rubin clarified that the recommendations were for one fiscal year.

Council member Tave suggested that could be discussed in the future. He found that Council member Murphy and the Mayor Pro Tem offered significant reductions with the General Reserve being the last option for a balanced budget moving into the new fiscal year.

Mayor Pro Tem Sasai clarified the motion was to reduce the General Reserve from 50 to 45 percent. He asked if that 5 percent reduction was the delta they were looking for.

Finance Director Guillory explained she would have to do the calculations to reduce the expenditures first and then calculate the 50 percent and then take the delta.

Council member Tave suggested they would have the results of that calculation at the next meeting, which could then be more refined.

Council member Martinez-Rubin clarified with the Finance Director that adoption of the budget had been scheduled for City Council consideration on June 18, 2024.

Council member Tave suggested the point of this exercise was that the City Council, staff, and the public knew what they were looking at going into the next fiscal year and whatever adjustments, savings and revenue that could be generated would be what they should be thinking about when moving into the next fiscal year.

ACTION: Motion by Council member Tave/Mayor Toms to reduce the General Reserve from 50 to 45 percent.

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

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

Public Works Director Mishra suggested the item could be deferred to the June 18, 2024 City Council meeting. He stated there had been no significant changes to the CIP and the budget discussion had been helpful.

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.*

City Clerk Bell reported there were no comments from the public.

14. ADJOURNMENT to the Special City Council meeting of June 5, 2024 in Remembrance of Amber Swartz.

At 12:00 a.m., Mayor Toms adjourned the meeting to a Special City Council meeting on June 5, 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 6/1/2024 - 6/14/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 4LE00 - 4LEAF, INC.					
J0605-24C	104947	06/07/2024	212-462-42101	PLAN REVIEW MARCH 2024	297.43
J1909-06A	104947	06/07/2024	212-462-42101	SENIOR PERMIT TECHNICIAN APRIL 2024	5,341.00
Vendor 4LE00 - 4LEAF, INC. Total:					5,638.43
Vendor: 2699 - AAA BUSINESS SUPPLIES & INTERIORS					
2350463-0	105015	06/14/2024	500-641-42201	OFFICE SUPPLIES WPCP	180.71
Vendor 2699 - AAA BUSINESS SUPPLIES & INTERIORS Total:					180.71
Vendor: 1777 - ACEK9.COM					
280639	104948	06/07/2024	100-221-42514	ACE WATCHDOG SERVICE PD	504.00
Vendor 1777 - ACEK9.COM Total:					504.00
Vendor: ALA08 - ALAMEDA COUNTY SHERIFF'S OFFICE					
290131-0624-8364	105016	06/14/2024	100-221-42301	1-DAY EVOC BASIC SKILLS TRAINING PD	3,240.00
Vendor ALA08 - ALAMEDA COUNTY SHERIFF'S OFFICE Total:					3,240.00
Vendor: 2851 - ALEXANDER REARDON					
06102024	105017	06/14/2024	100-116-42101	REIMBURSEMENT FOR PRE EMPLOYMENT SERVICES	89.00
Vendor 2851 - ALEXANDER REARDON Total:					89.00
Vendor: 2063 - ALLIANT INSURANCE SERVICES, INC.					
2353663	104949	06/07/2024	100-116-42101	INSURANCE SERVICES MAY 2024	2,083.33
2353664	105018	06/14/2024	100-116-42101	BENEFITS CONSULTING FEES JUNE 2024	2,083.37
Vendor 2063 - ALLIANT INSURANCE SERVICES, INC. Total:					4,166.70
Vendor: 2073 - ALLIED FLUID PRODUCTS CORP					
INV53909	105019	06/14/2024	500-641-44306	HOSE TEST AND REPAIRS WPCP	2,723.91
Vendor 2073 - ALLIED FLUID PRODUCTS CORP Total:					2,723.91
Vendor: 2013 - ALTA LANGUAGE SERVICES INC.					
IS721793	105020	06/14/2024	100-116-42101	WRITING, LISTENING AND SPEAKING TEST	121.00
Vendor 2013 - ALTA LANGUAGE SERVICES INC. Total:					121.00
Vendor: AME47 - AMERINATIONAL COMMUNITY SERVICES, INC.					
LPM-23-003059	104950	06/07/2024	285-464-42101	DEFERRED MONITORING	567.50
LPM-23-003059	104950	06/07/2024	750-463-42101	DEFERRED MONITORING	182.50
LPM-24-000157	104950	06/07/2024	285-464-42101	DEFERRED MONITORING	567.50
LPM-24-000157	104950	06/07/2024	750-463-42101	DEFERRED MONITORING	182.50
LPM-24-000392	104950	06/07/2024	285-464-42101	DEFERRED MONITORING	567.50
LPM-24-000392	104950	06/07/2024	750-463-42101	DEFERRED MONITORING	182.50
Vendor AME47 - AMERINATIONAL COMMUNITY SERVICES, INC. Total:					2,250.00
Vendor: 2454 - AMY EUBANKS					
06042024	105021	06/14/2024	100-221-42302	INTERMEDIATE COLLISION INVESTIGATION TRAINING	72.90
06042024	105021	06/14/2024	100-221-42303	INTERMEDIATE COLLISION INVESTIGATION TRAINING	36.00
06042024-1	105021	06/14/2024	100-221-42302	STREET RACING/SIDESHOW VEH MODIFICATION TRAINING	13.94
06042024-1	105021	06/14/2024	100-221-42303	STREET RACING/SIDESHOW VEH MODIFICATION TRAINING	18.00
Vendor 2454 - AMY EUBANKS Total:					140.84

WARRANT LISTING

Payment Dates: 6/1/2024 - 6/14/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2759 - ANABELLE YUMI FRIAS					
MAY 2024	104951	06/07/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MAY 2024	224.75
Vendor 2759 - ANABELLE YUMI FRIAS Total:					224.75
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
8045C	105022	06/14/2024	100-345-42108	PEST CONTROL AT BASEBALL FIELDS FERNANDEZ AND PVR	250.00
Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:					250.00
Vendor: 2852 - ARIA PEREZ					
06102024	105023	06/14/2024	100-116-42101	REIMBURSEMENT PRE EMPLOYMENT SERVICES	35.00
Vendor 2852 - ARIA PEREZ Total:					35.00
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
86273	105024	06/14/2024	100-343-44306	KEYS DUPLICATES	13.16
86298	105024	06/14/2024	100-343-44306	KEYS FOR REC COORDINATOR	9.87
86316	105024	06/14/2024	100-343-44306	KEY FOR PG&E GATE	32.87
Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:					55.90
Vendor: ARM09 - ARMOUR PETROLEUM SVC/EQUP					
WO-26901	105025	06/14/2024	100-343-42108	ANNUAL AIR QUALITY SOURCE TESTING	1,759.70
Vendor ARM09 - ARMOUR PETROLEUM SVC/EQUP Total:					1,759.70
Vendor: ASC03 - ASCAP					
192000404009/10000636515...	105026	06/14/2024	209-551-42101	LICENSE FEE	439.83
Vendor ASC03 - ASCAP Total:					439.83
Vendor: 2616 - ASSA ABLOY ENTRANCE SYSTEMS US, INC.					
06032024	104952	06/07/2024	212-462-34232	RE-ISSUE STALE DATED CHECK 101357	60.00
Vendor 2616 - ASSA ABLOY ENTRANCE SYSTEMS US, INC. Total:					60.00
Vendor: ATT01 - AT&T					
000021739359	104953	06/07/2024	525-118-43101	PHONE PD	3,579.88
Vendor ATT01 - AT&T Total:					3,579.88
Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY					
0001413858	105027	06/14/2024	100-112-42514	LEGAL ADS MAY 2024	72.75
0001413858	105027	06/14/2024	100-112-42514	LEGAL ADS MAY 2024	72.75
0001413858	105027	06/14/2024	100-112-42514	LEGAL ADS MAY 2024	60.14
0001413858	105027	06/14/2024	100-112-42514	LEGAL ADS MAY 2024	129.98
0001413858	105027	06/14/2024	100-112-42514	LEGAL ADS MAY 2024	134.83
0001413858	105027	06/14/2024	100-112-42514	LEGAL ADS MAY 2024	169.75
0001413858	105027	06/14/2024	100-112-42514	LEGAL ADS MAY 2024	228.92
0001413858	105027	06/14/2024	100-112-42514	LEGAL ADS MAY 2024	266.75
0001413858	105027	06/14/2024	100-112-42514	LEGAL ADS MAY 2024	114.46
0001413858	105027	06/14/2024	212-461-42514	LEGAL ADS MAY 2024	329.80
0001413858	105027	06/14/2024	500-642-47201	LEGAL ADS MAY 2024	1,107.74
Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:					2,687.87
Vendor: 2854 - BIGHAM TAYLOR ROOFING CORP.					
06102024	105028	06/14/2024	100-000-31510	OVERPAYMENT OF BL FEES	63.00
Vendor 2854 - BIGHAM TAYLOR ROOFING CORP. Total:					63.00
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
6770207	104954	06/07/2024	209-552-43804	FOOD PROGRAM PSC	1,164.00
6771383	105029	06/14/2024	209-552-43804	FOOD PROGRAM PSC	441.17
6774478	105029	06/14/2024	209-552-43804	FOOD PROGRAM PSC	1,011.88
6779992	105029	06/14/2024	209-552-43804	FOOD PROGRAM PSC	1,158.97
Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:					2,893.68
Vendor: 2783 - BLUETRITON BRANDS, INC.					
04E6708050237	105030	06/14/2024	100-111-42201	WATER FOR CH	123.41
Vendor 2783 - BLUETRITON BRANDS, INC. Total:					123.41

WARRANT LISTING

Payment Dates: 6/1/2024 - 6/14/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CAL04 - CALCON SYSTEMS, INC.					
56670	105031	06/14/2024	500-641-42107	SERVICE CALL WPCP	1,600.00
Vendor CAL04 - CALCON SYSTEMS, INC. Total:					1,600.00
Vendor: CAL97 - CALIFORNIA BUILDING STANDARDS COMMISSION					
Q4 2023	105032	06/14/2024	212-20024	CBSC FEES Q4 2023 (OCT - DEC. 2023)	175.23
Q4 2023	105032	06/14/2024	212-462-34211	CBSC FEES Q4 2023 (OCT - DEC. 2023)	24.57
Vendor CAL97 - CALIFORNIA BUILDING STANDARDS COMMISSION Total:					199.80
Vendor: CAL00 - CALIFORNIA HIGHWAY PATROL					
PD.METP 07-24	104955	06/07/2024	100-221-42301	MOTORCYCLE TRAINING FOR OFFICER EUBANKS	703.80
Vendor CAL00 - CALIFORNIA HIGHWAY PATROL Total:					703.80
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000017557510	105033	06/14/2024	100-117-41004	UNFUNDED ACCRUED LIABILITY IDENTIFIER 674	114,440.25
100000017557518	105033	06/14/2024	100-117-41004	UNFUNDED ACCRUED LIABILITY IDENTIFIER 675	144,002.17
100000017557526	105033	06/14/2024	100-231-41004	UNFUNDED ACCRUED LIABILITY IDENTIFIER 25716	90.25
Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:					258,532.67
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
720096	104956	06/07/2024	500-641-44305	CHEMICALS FOR LAB WPCP	631.75
Vendor CAL01 - CALTEST ANALYTICAL LAB Total:					631.75
Vendor: 2814 - CAMERON SASAI					
06032024	104957	06/07/2024	100-110-42301	REIMBURSEMENT FOR AAPI LEAD SUMMITT	268.61
06032024	104957	06/07/2024	100-110-42302	REIMBURSEMENT FOR AAPI LEAD SUMMITT	482.68
Vendor 2814 - CAMERON SASAI Total:					751.29
Vendor: 2757 - CAMILA AGUILAR					
MAY 2024	104958	06/07/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MAY 2024	224.75
Vendor 2757 - CAMILA AGUILAR Total:					224.75
Vendor: 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC					
24-04_03	104959	06/07/2024	100-221-42101	INVESTIGATION PD	642.00
Vendor 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC Total:					642.00
Vendor: 1635 - CHECKERS GROUP INC					
16,168	104960	06/07/2024	100-221-42107	TOWING UNIT CAR #806 PD	125.00
Vendor 1635 - CHECKERS GROUP INC Total:					125.00
Vendor: 2833 - CIRCUS MODERN, LLC					
INV0049-1	104961	06/07/2024	209-551-42515	REMAINING BALANCE FOR ENTERTAINMENT	2,575.00
Vendor 2833 - CIRCUS MODERN, LLC Total:					2,575.00
Vendor: 2405 - CLIENTFIRST CONSULTING GROUP, LLC.					
16603	104962	06/07/2024	525-118-42101	LAND MANAGEMENT SOLAR PERMITS ASSIST	18,273.75
Vendor 2405 - CLIENTFIRST CONSULTING GROUP, LLC. Total:					18,273.75
Vendor: COM20 - COMCAST					
0050875-05182024	104963	06/07/2024	525-118-43106	CABLE CH	29.87
0210511-05162024	104963	06/07/2024	100-222-43105	CABLE PD	248.85
0413784-05182024	104963	06/07/2024	525-118-43106	INTERNET TINY TOT	160.18
0433782-04242024	105034	06/14/2024	505-119-42514	CABLE AT PCTV SERVICES APRIL 24-MAY 23, 2024	287.16
0433782-05192024	105034	06/14/2024	505-119-42514	CABLE AT PCTV SERVICE MAY 24-JUN 23, 2024	137.21
Vendor COM20 - COMCAST Total:					863.27

WARRANT LISTING

Payment Dates: 6/1/2024 - 6/14/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT					
CCCFP-2024-0000609	104964	06/07/2024	209-551-42515	PERMIT FOR PINOLE CAR SHOW JUNE 2024	632.00
FY2324-JUNE	104965	06/07/2024	100-231-42101	FIRE PROTECTION SERVICES JUNE 2024	295,030.73
FY2324-JUNE	104965	06/07/2024	105-231-42101	FIRE PROTECTION SERVICES JUNE 2024	62,914.11
FY2324-JUNE	104965	06/07/2024	106-231-42101	FIRE PROTECTION SERVICES JUNE 2024	76,395.74
Vendor CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT Total:					434,972.58
Vendor: CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT					
707161	104966	06/07/2024	200-342-42101	TRAFFIC SIGNAL MAINTENANCE NOVEMBER 2023	3,856.02
707161	104966	06/07/2024	310-347-42101	TRAFFIC SIGNAL MAINTENANCE NOVEMBER 2023	183.62
707161	104966	06/07/2024	310-348-42101	TRAFFIC SIGNAL MAINTENANCE NOVEMBER 2023	367.24
707172	104966	06/07/2024	200-342-42101	TRAFFIC SIGNAL MAINTENANCE DECEMBER 2023	5,718.79
707172	104966	06/07/2024	310-347-42101	TRAFFIC SIGNAL MAINTENANCE DECEMBER 2023	734.48
707172	104966	06/07/2024	310-348-42101	TRAFFIC SIGNAL MAINTENANCE DECEMBER 2023	183.62
707183	104966	06/07/2024	200-342-42101	TRAFFIC SIGNAL MAINTENANCE JANUARY 2024	9,660.65
707183	104966	06/07/2024	310-347-42101	TRAFFIC SIGNAL MAINTENANCE JANUARY 2024	773.79
707183	104966	06/07/2024	310-348-42101	TRAFFIC SIGNAL MAINTENANCE JANUARY 2024	183.62
707194	104966	06/07/2024	200-342-42101	TRAFFIC SIGNAL MAINTENANCE FEBRUARY 2024	6,039.12
707205	104966	06/07/2024	200-342-42101	TRAFFIC SIGNAL MAINTENANCE MARCH 2024	5,210.74
707205	104966	06/07/2024	310-347-42101	TRAFFIC SIGNAL MAINTENANCE MARCH 2024	550.86
707205	104966	06/07/2024	310-348-42101	TRAFFIC SIGNAL MAINTENANCE MARCH 2024	183.62
Vendor CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT Total:					33,646.17
Vendor: CON26 - CONTRA COSTA HEALTH SERVICES					
IN0297447	104967	06/07/2024	209-557-42514	HAZMAT CUPA OPERATING PERMIT SWIM CENTER FY24/25	457.00
Vendor CON26 - CONTRA COSTA HEALTH SERVICES Total:					457.00
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
24428	105035	06/14/2024	100-221-42107	CATALYTIC AND GASKET REPAIRS	1,343.64
24485	105035	06/14/2024	100-221-42107	OIL CHANGE PD	60.00
24575	105035	06/14/2024	100-221-42107	FRONT AND REAR BRAKES	1,182.06
Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:					2,585.70
Vendor: 2767 - CRAIG WHITTON CONSULTING					
00060	104968	06/07/2024	100-341-42101	ENGINEERING CONSULTING SERVICES PW	997.50
Vendor 2767 - CRAIG WHITTON CONSULTING Total:					997.50

WARRANT LISTING

Payment Dates: 6/1/2024 - 6/14/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2220 - CRESCO EQUIPMENT RENTALS					
5981038-0010	105036	06/14/2024	100-345-42511	12' CAPACITY BRUSH CHIPPER RENTAL	3,658.50
Vendor 2220 - CRESCO EQUIPMENT RENTALS Total:					3,658.50
Vendor: DAH01 - DAHL-BECK ELECTRIC					
RI24-0425	105037	06/14/2024	209-557-42108	ABB BALDOR MOTOR REPAIR MATERIALS AND LABOR	3,471.90
Vendor DAH01 - DAHL-BECK ELECTRIC Total:					3,471.90
Vendor: 2777 - DETAIL ORIENTED					
DO0106	104969	06/07/2024	100-221-42107	DETAILED PATROL CARS APRIL 2024	660.00
Vendor 2777 - DETAIL ORIENTED Total:					660.00
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
85859337	105038	06/14/2024	100-10601	GASOLINE UNL CY	2,178.27
85872982	105038	06/14/2024	100-10601	GASOLINE UNL CY	2,261.24
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					4,439.51
Vendor: DOL01 - DOLAN'S LUMBER					
MAY 2024	104970	06/07/2024	100-343-44306	INV#313730 CAULK AND CONCRETE CY	13.35
Vendor DOL01 - DOLAN'S LUMBER Total:					13.35
Vendor: 2686 - DXP ENTERPRISES, INC.					
54455169	105039	06/14/2024	500-641-44306	ODOR CONTROL REPAIRS WPCP	2,393.39
Vendor 2686 - DXP ENTERPRISES, INC. Total:					2,393.39
Vendor: 2396 - EAST BAY EDA					
FY24033	104971	06/07/2024	100-466-42401	ANNUAL MEMBERSHIP FY2024-25	3,409.00
Vendor 2396 - EAST BAY EDA Total:					3,409.00
Vendor: EBM01 - EBMUD					
231773-05232024	105040	06/14/2024	100-343-43102	2887 SIMAS AVE IRRIGATION USE ONLY	182.32
556324-05242024	105040	06/14/2024	100-345-43102	3790 PINOLE VALLEY ROAD IRRIGATION USE ONLY	289.48
Vendor EBM01 - EBMUD Total:					471.80
Vendor: 2768 - EDWARD WARREN					
05202024	104972	06/07/2024	100-221-42302	MILEAGE TO POLICE ACADEMY	329.64
Vendor 2768 - EDWARD WARREN Total:					329.64
Vendor: 2853 - EVERON, LLC					
154841591	105041	06/14/2024	209-552-42108	ADT MONTHLY SERVICE PSC 0602-07012024	152.00
155012863	105042	06/14/2024	100-343-42108	INSTALLATION AT CH LABOR AND MATERIALS	4,554.16
Vendor 2853 - EVERON, LLC Total:					4,706.16
Vendor: 2845 - FACILITRON, INC.					
D2ZU4XEX6YZZ	104973	06/07/2024	209-551-42515	RENTAL FEE FOR PINOLE VALLEY HIGH SCHOOL 4T...	1,958.78
Vendor 2845 - FACILITRON, INC. Total:					1,958.78
Vendor: 1612 - FIRST VANGUARD RENTALS & SALES					
1-510216	104974	06/07/2024	100-231-42512	RENTAL PORTABLE CHANGEABLE MESSAGE BOARD	2,505.00
Vendor 1612 - FIRST VANGUARD RENTALS & SALES Total:					2,505.00
Vendor: 2412 - FM3 RESEARCH					
241748	104975	06/07/2024	100-115-42101	CITY OF PINOLE BUDGET PRIORITY SURVEY	34,000.00
Vendor 2412 - FM3 RESEARCH Total:					34,000.00

WARRANT LISTING

Payment Dates: 6/1/2024 - 6/14/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: FOR02 - FORENSIC SERVICES DIVISION					
PINPD-2404	104976	06/07/2024	100-222-42101	BILLABLE SERVICE APRIL 2024 PD	2,355.00
PINPD-2404-SUPP	104976	06/07/2024	100-222-42101	BLOOD WITHDRAWAL SERVICES PD	359.10
Vendor FOR02 - FORENSIC SERVICES DIVISION Total:					2,714.10
Vendor: 2349 - GHD, INC.					
380-0052270-8	104977	06/07/2024	100-342-42101	PROFESSIONAL AND TECHNICAL PLANNING FO...	40,853.90
Vendor 2349 - GHD, INC. Total:					40,853.90
Vendor: GLO08 - GLOBALSTAR					
000000070530567	104978	06/07/2024	525-118-43101	TELECOMMUNICATIONS SERVICES	132.97
Vendor GLO08 - GLOBALSTAR Total:					132.97
Vendor: HAC01 - HACH COMPANY					
14041351	105043	06/14/2024	500-641-44305	ACETATE BUFFER SOLN WPCP	517.99
14045360	105043	06/14/2024	500-641-44305	FILTER GLASS FBR 100PK WPCP	487.29
14052187	105043	06/14/2024	500-641-44303	CHEMICALS FOR LAB WPCP	945.34
Vendor HAC01 - HACH COMPANY Total:					1,950.62
Vendor: 2758 - HELLUDAH KIBROM HADGU					
MAY 2024	104979	06/07/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MAY 2024	62.00
Vendor 2758 - HELLUDAH KIBROM HADGU Total:					62.00
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
MAY 2024	105044	06/14/2024	100-222-42108	CITYWIDE PURCHASES MAY 2024	130.01
MAY 2024	105044	06/14/2024	100-222-42108	CITYWIDE PURCHASES MAY 2024	11.62
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	58.05
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	51.30
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	100.00
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	43.04
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	39.05
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	34.33
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	33.80
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	21.77
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	18.52
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	109.14
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	11.94
MAY 2024	105044	06/14/2024	100-343-44306	CITYWIDE PURCHASES MAY 2024	-11.94
MAY 2024	105044	06/14/2024	100-345-44306	CITYWIDE PURCHASES MAY 2024	16.37
MAY 2024	105044	06/14/2024	100-345-44306	CITYWIDE PURCHASES MAY 2024	173.13
MAY 2024	105044	06/14/2024	100-345-44306	CITYWIDE PURCHASES MAY 2024	80.86
MAY 2024	105044	06/14/2024	200-342-42108	CITYWIDE PURCHASES MAY 2024	16.04
MAY 2024	105044	06/14/2024	209-552-44306	CITYWIDE PURCHASES MAY 2024	16.98

WARRANT LISTING

Payment Dates: 6/1/2024 - 6/14/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
MAY 2024	105044	06/14/2024	209-552-44306	CITYWIDE PURCHASES MAY 2024	104.13
MAY 2024	105044	06/14/2024	209-553-42108	CITYWIDE PURCHASES MAY 2024	87.14
MAY 2024	105044	06/14/2024	209-557-42108	CITYWIDE PURCHASES MAY 2024	276.81
MAY 2024	105044	06/14/2024	209-557-42108	CITYWIDE PURCHASES MAY 2024	45.78
MAY 2024	105044	06/14/2024	209-557-42108	CITYWIDE PURCHASES MAY 2024	11.94
MAY 2024	105044	06/14/2024	209-557-42108	CITYWIDE PURCHASES MAY 2024	1,069.28
MAY 2024	105044	06/14/2024	209-557-42108	CITYWIDE PURCHASES MAY 2024	59.85
MAY 2024	105044	06/14/2024	209-557-42108	CITYWIDE PURCHASES MAY 2024	118.08
MAY 2024	105044	06/14/2024	209-557-42514	CITYWIDE PURCHASES MAY 2024	25.97
MAY 2024	105044	06/14/2024	209-557-44306	CITYWIDE PURCHASES MAY 2024	23.03
MAY 2024	105044	06/14/2024	209-557-44306	CITYWIDE PURCHASES MAY 2024	28.30
MAY 2024	105044	06/14/2024	500-641-44305	CITYWIDE PURCHASES MAY 2024	8.55
MAY 2024	105044	06/14/2024	500-641-44305	CITYWIDE PURCHASES MAY 2024	208.14
MAY 2024	105044	06/14/2024	500-641-44306	CITYWIDE PURCHASES MAY 2024	41.39
MAY 2024	105044	06/14/2024	500-641-44306	CITYWIDE PURCHASES MAY 2024	420.87
MAY 2024	105044	06/14/2024	500-641-44306	CITYWIDE PURCHASES MAY 2024	44.14
Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:					<u>3,527.41</u>
Vendor: 1575 - HUNT & SONS, INC					
518950	105045	06/14/2024	500-641-44306	MISC SUPPLIES WPCP	751.73
Vendor 1575 - HUNT & SONS, INC Total:					<u>751.73</u>
Vendor: IED02 - IEDA, INC.					
24599	105046	06/14/2024	100-116-42101	LABOR RELATIONS FEES JUNE 2024	2,521.66
Vendor IED02 - IEDA, INC. Total:					<u>2,521.66</u>
Vendor: 2662 - INTERNATIONAL ACCREDITATION SERVICE, INC.					
INV0021398	104980	06/07/2024	500-641-44305	ELAP ASSESSMENT WPCP	5,800.00
Vendor 2662 - INTERNATIONAL ACCREDITATION SERVICE, INC. Total:					<u>5,800.00</u>
Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE					
379X10681208	104981	06/07/2024	500-641-44305	DEIONIZATION SERVICE WPCP	549.00
Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:					<u>549.00</u>
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
258642	105047	06/14/2024	100-551-42511	PORTABLE TOILET RENTAL	144.77
Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:					<u>144.77</u>
Vendor: COR15 - JACQUELINE L CORL-SEIDEL					
MAY 2024	105048	06/14/2024	209-552-43802	BALANCE/FLOOR YOGA INSTRUCTOR MAY 2024	589.05
Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:					<u>589.05</u>
Vendor: 1611 - JANICE M. BYER					
MAY 2024	105049	06/14/2024	209-552-43802	INSTRUCTOR MAY 2024 PSC	1,035.00
Vendor 1611 - JANICE M. BYER Total:					<u>1,035.00</u>
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
23458	104982	06/07/2024	209-553-42108	JANITORIAL SERVICES TINY TOTS DEEP CLEANING	650.00

WARRANT LISTING

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
23546	104982	06/07/2024	209-554-42108	JANITORIAL SERVICES PYC JUNE 2024	469.47
23547	104982	06/07/2024	209-552-42108	JANITORIAL SERVICES PSC JUNE 2024	434.45
23549	104982	06/07/2024	209-552-43810	JANITORIAL SERVICE PSC KITCHEN JUNE 2024	417.15
23550	104982	06/07/2024	209-553-42108	JANITORIAL SERVICES TINY TOTS JUNE 2024	501.40
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					2,472.47
Vendor: 2761 - JORDAN SALAK					
MAY 2024	104983	06/07/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MAY 2024	224.75
Vendor 2761 - JORDAN SALAK Total:					224.75
Vendor: 2848 - JORDON NESBITT					
05292024	104984	06/07/2024	100-116-42101	LIVE SCAN SERVICE REIMBURSEMENT	39.73
Vendor 2848 - JORDON NESBITT Total:					39.73
Vendor: 2850 - KELCEY YOUNG					
06102024	105050	06/14/2024	100-116-42101	REIMBURSEMENT FOR INTERVIEW FOR CM	581.11
Vendor 2850 - KELCEY YOUNG Total:					581.11
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000033137	104985	06/07/2024	500-641-44302	SLUDGE REMOVAL WPCP	6,554.69
Vendor KEL09 - KELLER CANYON LANDFILL Total:					6,554.69
Vendor: KUB00 - KUBWATER RESOURCES, INC.					
12473	105051	06/14/2024	500-641-44303	ZETAG 8819 AND ZETAG 8846FS WPCP	25,819.98
Vendor KUB00 - KUBWATER RESOURCES, INC. Total:					25,819.98
Vendor: LAN15 - LANGUAGE LINE SERVICES					
11319538	105052	06/14/2024	100-223-42101	OVER THE PHONE INTERPRETATION	124.08
Vendor LAN15 - LANGUAGE LINE SERVICES Total:					124.08
Vendor: 2756 - LELE NAOMI TOO					
MAY 2024	104986	06/07/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MAY 2024	193.75
Vendor 2756 - LELE NAOMI TOO Total:					193.75
Vendor: 1253 - LIL' FROG CREATIONS					
1067	104987	06/07/2024	209-551-42515	JUNETEENTH SIGNS	653.25
1079	105053	06/14/2024	209-552-43809	NEWSLETTER PRINTING JUNE 2024 PSC	305.90
Vendor 1253 - LIL' FROG CREATIONS Total:					959.15
Vendor: LIN18 - LINCOLN AQUATICS					
D8856145	105054	06/14/2024	209-557-42108	NON SKID BW DEPTH MARKER SWIM CENTER	26.60
Vendor LIN18 - LINCOLN AQUATICS Total:					26.60
Vendor: MAN01 - MANNA FOODS, INC.					
1018234	105055	06/14/2024	209-552-43804	MEAT FOOD PROGRAM PSC	236.18
Vendor MAN01 - MANNA FOODS, INC. Total:					236.18
Vendor: 1152 - MARIA PICAZO					
05282024	104988	06/07/2024	209-551-42515	SNACKS AND DRINKS COMMUNITY SERVICE DAY	117.73
Vendor 1152 - MARIA PICAZO Total:					117.73
Vendor: MCM05 - MCMASTER-CARR SUPPLY CO.					
27254848	105056	06/14/2024	500-641-44306	SUPPLIES FOR REPAIRS AT WPCP	243.12
Vendor MCM05 - MCMASTER-CARR SUPPLY CO. Total:					243.12
Vendor: MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION					
215847	104989	06/07/2024	100-20011	CITY ATTORNEY SERVICES	16,191.03

WARRANT LISTING

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
215849	104989	06/07/2024	100-20011	CITY COUNCIL MEETINGS	2,088.00
215850	104989	06/07/2024	100-20011	RISK MANAGEMENT	198.00
215851	104989	06/07/2024	100-20011	PINOLE SHORES II CR	710.50
215852	104989	06/07/2024	100-20011	GENERAL SERVICES FINANCE	1,111.00
215853	104989	06/07/2024	100-20011	GENERAL SERVICES PW	1,830.26
215854	104989	06/07/2024	100-20011	MVP CONSTRUCTION LLC DISPUTE	31,052.50
215855	104989	06/07/2024	100-20011	GENERAL SERVICES CITY ATTORNEY	222.50
215856	104989	06/07/2024	100-20011	GENERAL SERVICES POLICE	1,048.50
215857	104989	06/07/2024	100-20011	LABOR AND EMPLOYMENT SERVICES	1,669.00
215858	104989	06/07/2024	100-20011	GENERAL SERVICES CE	2,872.00
215859	104989	06/07/2024	100-20011	GENERAL SERVICES COMMUNITY DEVELOPMENT	2,728.00
215860	104989	06/07/2024	100-20011	GENERAL SERVICES FIRE	231.00
215861	104989	06/07/2024	100-20011	GENERAL SERVICES RECREATION	1,430.00
215862	104989	06/07/2024	100-20011	SUCCESSOR AGENCY ADMINISTRATIVE	73.00
215863	104989	06/07/2024	100-20011	HOUSING SUCCESSOR RDA AFFORDABLE	219.00
216912	104989	06/07/2024	100-20011	CITY ATTORNEY SERVICES	3,870.64
216913	104989	06/07/2024	100-20011	CITY COUNCIL MEETINGS	899.00
216914	104989	06/07/2024	100-20011	GENERAL SERVICES PW	94.50
216915	104989	06/07/2024	100-20011	MVP CONSTRUCTION LLC DISPUTE	685.83
216916	104989	06/07/2024	100-20011	GENERAL SERVICES CITY ATTORNEY	267.00
216917	104989	06/07/2024	100-20011	GENERAL SERVICES POLICE	717.00
216918	104989	06/07/2024	100-20011	LABOR AND EMPLOYMENT	344.00
216919	104989	06/07/2024	100-20011	GENERAL SERVICES CE	59.00
216920	104989	06/07/2024	100-20011	GENERAL SERVICES COMMUNITY DEVELOP	449.33
216921	104989	06/07/2024	100-20011	GENERAL SERVICES FIRE	956.50
216922	104989	06/07/2024	100-20011	SUCCESSOR AGENCY ADMINISTRATIVE	474.50
Vendor MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION Total:					72,491.59
Vendor: 1311 - M-GROUP					
2004489	104991	06/07/2024	212-461-42101	ON CALL PLANNING SERVICES APRIL 2024	23,450.00
Vendor 1311 - M-GROUP Total:					23,450.00
Vendor: MYE01 - MYERS STEVENS & TOOHEY CO					
1420969	105057	06/14/2024	100-221-41008	POLICE LTD	504.90
1420969	105057	06/14/2024	100-223-41008	POLICE LTD	287.70
1420969	105057	06/14/2024	105-221-41008	POLICE LTD	59.40
Vendor MYE01 - MYERS STEVENS & TOOHEY CO Total:					852.00
Vendor: 2755 - NATALIE ANNE SZUMLAS					
MAY 2024	104992	06/07/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MAY 2024	224.75
Vendor 2755 - NATALIE ANNE SZUMLAS Total:					224.75
Vendor: 2760 - OLIVIA KATE LIM BERNAL					
MAY 2024	104993	06/07/2024	209-551-42514	YOUTH ANTI-TOBACCO PROGRAM MAY 2024	224.75
Vendor 2760 - OLIVIA KATE LIM BERNAL Total:					224.75
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
MAY 2024	104994	06/07/2024	100-221-42107	CITYWIDE PURCHASES	251.23
MAY 2024	104994	06/07/2024	100-221-42107	CITYWIDE PURCHASES	-22.00
MAY 2024	104994	06/07/2024	100-343-42107	CITYWIDE PURCHASES	60.47
MAY 2024	104994	06/07/2024	100-343-44306	CITYWIDE PURCHASES	78.99

WARRANT LISTING

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
MAY 2024	104994	06/07/2024	100-343-44306	CITYWIDE PURCHASES	27.44
MAY 2024	104994	06/07/2024	100-343-44306	CITYWIDE PURCHASES	59.24
MAY 2024	104994	06/07/2024	100-343-44306	CITYWIDE PURCHASES	8.98
MAY 2024	104994	06/07/2024	100-343-44306	CITYWIDE PURCHASES	29.62
MAY 2024	104994	06/07/2024	100-343-44306	CITYWIDE PURCHASES	30.71
MAY 2024	104994	06/07/2024	100-343-44306	CITYWIDE PURCHASES	42.79
MAY 2024	104994	06/07/2024	500-641-44306	CITYWIDE PURCHASES	22.69
MAY 2024	104994	06/07/2024	500-641-44306	CITYWIDE PURCHASES	191.84
MAY 2024	104994	06/07/2024	500-642-42514	CITYWIDE PURCHASES	-17.49
MAY 2024	104994	06/07/2024	500-642-42514	CITYWIDE PURCHASES	17.49
Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:					782.00
Vendor: OYE02 - OYE PRODUCTIONS					
060924	104995	06/07/2024	209-551-42515	ENTERTAINMENT SERVICES PRIDE AND JUNETEENTH	4,000.00
Vendor OYE02 - OYE PRODUCTIONS Total:					4,000.00
Vendor: LON02 - PATRICIA LONG					
MAY 2024	105058	06/14/2024	209-552-43802	CWLD MAY 2024 PSC	225.05
Vendor LON02 - PATRICIA LONG Total:					225.05
Vendor: PGE01 - PG&E					
0887-05312024	105059	06/14/2024	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	103.73
1093-05312024	105059	06/14/2024	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	697.95
1798-05292024	105059	06/14/2024	200-342-43103	2935 PINOLE VALLEY RD. TRAFFIC SIGNAL	205.85
2182-05312024	105059	06/14/2024	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	95.97
2222-05242024	105059	06/14/2024	100-345-43103	STREET AND HIGHWAY LIGHTING	49.39
2222-05242024	105059	06/14/2024	200-342-43103	STREET AND HIGHWAY LIGHTING	17,138.08
2222-05242024	105059	06/14/2024	310-347-43103	STREET AND HIGHWAY LIGHTING	280.00
2222-05242024	105059	06/14/2024	310-348-43103	STREET AND HIGHWAY LIGHTING	400.00
3879-05282024	105059	06/14/2024	200-342-43103	N COR RAMONA ST AND PINOLE VALLEY RD	179.05
4256-05282024	105059	06/14/2024	500-641-43103	11 TENNANT AVE	77,523.39
6521-05292024	105059	06/14/2024	200-342-43103	IFO 971 SAN PABLO AVE- TRAFFIC SIGNAL CONTROL	141.25
6897-05292024	105059	06/14/2024	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	90.46
7547-05282024	105059	06/14/2024	100-222-43103	880 Tennent Ave-Public Safety Facility	5,848.26
7547-05282024	105059	06/14/2024	100-223-43103	880 Tennent Ave-Public Safety Facility	1,169.65
7547-05282024	105059	06/14/2024	100-231-43103	880 Tennent Ave-Public Safety Facility	4,678.61
9929-05242024	105059	06/14/2024	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	124.89
9961-05282024	105059	06/14/2024	209-552-43103	2500 CHARLES ST-SENIOR CENTER	4,850.88
Vendor PGE01 - PG&E Total:					113,577.41
Vendor: 2809 - PHOEBE DEZA					
MAY 2024	105060	06/14/2024	100-110-42514	INTERN HOURS FOR MAY 2024	326.31
Vendor 2809 - PHOEBE DEZA Total:					326.31
Vendor: 2857 - PINNACLE TRAINING SYSTEMS					
8733	105061	06/14/2024	100-221-42304	WORKSITE WELLNESS BOMENTRICS AND BLOODWORK PD	3,600.00
Vendor 2857 - PINNACLE TRAINING SYSTEMS Total:					3,600.00

WARRANT LISTING

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PIN16 - PINOLE SEALS SWIM CLUB					
06042024	104996	06/07/2024	209-557-42101	2024 SWIM SEASON REIMBURSEMENT 031424- 051924	3,941.04
Vendor PIN16 - PINOLE SEALS SWIM CLUB Total:					3,941.04
Vendor: PIT06 - PITNEY BOWES					
05192024	104997	06/07/2024	525-118-42203	POSTAGE REFILL	1,825.32
Vendor PIT06 - PITNEY BOWES Total:					1,825.32
Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS					
91195	104998	06/07/2024	100-115-42201	CITY OF PINOLE WINDOW ENVELOPES FINANCE	390.98
93471	104998	06/07/2024	100-466-42403	WHERE OPPORTUNITY LIVES BROCHURE	792.09
Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:					1,183.07
Vendor: 2733 - PURPOSE-BUILT TRADE CO.					
3707	105062	06/14/2024	100-116-42514	YP CLASSICS TRUCKER CAPS	496.68
Vendor 2733 - PURPOSE-BUILT TRADE CO. Total:					496.68
Vendor: 2817 - REDWOOD PUBLIC LAW, LLP					
10030	105063	06/14/2024	100-20011	CITY ATTORNEY SERVICES	9,443.67
10031	105063	06/14/2024	100-20011	CITY ATTORNEY CITY COUNCIL MEETINGS	1,566.00
10032	105063	06/14/2024	100-20011	CITY ATTORNEY GENERAL SERVICES CITY CLERK	383.50
10035	105063	06/14/2024	100-20011	CITY ATTORNEY GENERAL SERVICES FINANCE	1,155.00
10036	105063	06/14/2024	100-20011	CITY ATTORNEY GENERAL SERVICES LABOR AND EMPLOY	165.00
10037	105063	06/14/2024	100-20011	CITY ATTORNEY GENERAL SERVICES POLICE LABOR	1,430.50
10038	105063	06/14/2024	100-20011	CITY ATTORNEY GENERAL SERVICES PW LABOR	1,028.50
10039	105063	06/14/2024	100-20011	CITY ATTORNEY GENERAL SERVICES RECREATION LABOR	2,612.00
10040	105063	06/14/2024	100-20011	CITY ATTORNEY PCB LITIGATION LABOR	158.00
10041	105063	06/14/2024	100-20011	CITY ATTORNEY RISK MANAGEMENT LABOR	363.00
10042	105063	06/14/2024	100-20011	CITY ATTORNEY SUCCESSOR AGENCY LABOR	1,332.00
10450	105063	06/14/2024	100-20011	CITY ATTORNEY SERVICES GENERAL LABOR	33,692.17
10451	105063	06/14/2024	100-20011	CITY ATTORNEY CITY COUNCIL MTG LABOR	3,596.00
10452	105063	06/14/2024	100-20011	CITY ATTORNEY FARIA HOUSE DISPOSITION LABOR	175.00
10453	105063	06/14/2024	100-20011	CITY ATTORNEY FIRE LABOR	297.00
10454	105063	06/14/2024	100-20011	CITY ATTORNEY GENERAL SERVICES CITY CLERK LABOR	99.00
10457	105063	06/14/2024	100-20011	CITY ATTORNEY GENERAL SERVICES FINANCE LABOR	3,003.00
10459	105063	06/14/2024	100-20011	CITY ATTORNEY GENERAL SERVICES POLICE LABOR	4,992.50
10460	105063	06/14/2024	100-20011	CITY ATTORNEY GENERAL SERVICES PUBLIC WORKS LABOR	2,725.50
10461	105063	06/14/2024	100-20011	CITY ATTORNEY GENERAL SERVICES RECREATIONAL LABOR	1,694.50
10462	105063	06/14/2024	100-20011	CITY ATTORNEY MVP CONSTRUCTION LCC DISPUTE LABOR	332.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
10463	105063	06/14/2024	100-20011	CITY ATTORNEY PINOLE PD SINGH COMPLAINT LABOR	325.50
10465	105063	06/14/2024	100-20011	CITY ATTORNEY PUBLIC RECORD ACT LABOR	1,449.50
10466	105063	06/14/2024	100-20011	CITY ATTORNEY RISK MANAGEMENT LABOR	99.00
10467	105063	06/14/2024	100-20011	CITY ATTORNEY SUCCESOR AGENCY LABOR	2,154.00
Vendor 2817 - REDWOOD PUBLIC LAW, LLP Total:					74,271.84
Vendor: REG06 - REGIONAL MONITORING PROG.					
3024171	104999	06/07/2024	500-641-44304	ANNUAL FEE RMP 2024 BUDGET MUNICIPAL WPCP	26,356.00
Vendor REG06 - REGIONAL MONITORING PROG. Total:					26,356.00
Vendor: 1225 - REVEL ENVIRONMENTAL MANUFACTURING, INC.					
61966	105000	06/07/2024	207-344-42514	BIOFLEX WOVEN TO REDUCE SOLIDS FROM HEAVY FLOW	1,916.24
Vendor 1225 - REVEL ENVIRONMENTAL MANUFACTURING, INC. Total:					1,916.24
Vendor: 2440 - RINCON CONSULTANTS, INC.					
56601	105001	06/07/2024	212-461-42101	PINOLE CLIMATE ACTION PLAN	15,033.50
Vendor 2440 - RINCON CONSULTANTS, INC. Total:					15,033.50
Vendor: 2847 - RINGCENTRAL, INC.					
CD_000831012	105002	06/07/2024	525-118-43101	PHONE SET UP CITYWIDE	29,409.59
CMA88922	105002	06/07/2024	525-118-43101	REFUND FREE WEEKS OF SERVICE	-7,598.07
Vendor 2847 - RINGCENTRAL, INC. Total:					21,811.52
Vendor: 2855 - ROCKHEAD AND QUARRY LLC					
06112024	105065	06/14/2024	212-20024	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	10.80
06112024	105065	06/14/2024	212-461-34113	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	472.60
06112024	105065	06/14/2024	212-462-33210	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	3,780.80
06112024	105065	06/14/2024	212-462-33211	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	378.08
06112024	105065	06/14/2024	212-462-33212	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	378.08
06112024	105065	06/14/2024	212-462-33213	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	378.08
06112024	105065	06/14/2024	212-462-33215	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	39.00
06112024	105065	06/14/2024	212-462-34116	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	95.00
06112024	105065	06/14/2024	212-462-34211	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	1.20
06112024	105065	06/14/2024	212-462-34410	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	658.08
06112024	105065	06/14/2024	212-462-34410	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	411.63
06112024	105065	06/14/2024	276-000-34403	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	1,425.20

WARRANT LISTING

Payment Dates: 6/1/2024 - 6/14/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
06112024	105065	06/14/2024	276-000-34403	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	2,278.48
06112024	105065	06/14/2024	276-000-34405	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	477.05
06112024	105065	06/14/2024	276-000-34405	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	298.40
06112024	105065	06/14/2024	276-000-34406	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	794.72
06112024	105065	06/14/2024	276-000-34406	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	1,270.54
06112024	105065	06/14/2024	276-000-34407	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	5,764.51
06112024	105065	06/14/2024	276-000-34407	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	9,215.85
06112024	105065	06/14/2024	276-221-34401	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	1,321.29
06112024	105065	06/14/2024	276-221-34401	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	826.47
06112024	105065	06/14/2024	276-231-34402	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	1,056.15
06112024	105065	06/14/2024	276-231-34402	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	1,688.49
06112024	105065	06/14/2024	276-644-34404	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	5,684.45
06112024	105065	06/14/2024	276-644-34404	PERMIT REFUND CANCELLATION OF PROJECT BP22-0087	3,555.62
06112024-1	105065	06/14/2024	212-20024	PERMIT REFUND DUE TO CANCELLATION BP23-0345	7.00
06112024-1	105065	06/14/2024	212-461-34113	PERMIT REFUND DUE TO CANCELLATION BP23-0345	85.00
06112024-1	105065	06/14/2024	212-462-33210	PERMIT REFUND DUE TO CANCELLATION BP23-0345	680.00
06112024-1	105065	06/14/2024	212-462-33215	PERMIT REFUND DUE TO CANCELLATION BP23-0345	19.89
Vendor 2855 - ROCKHEAD AND QUARRY LLC Total:					43,052.46
Vendor: 1450 - RUBENSTEIN SUPPLY COMPANY					
S2600407.001	105066	06/14/2024	100-343-44306	SUPPLIES FOR REPAIRS RESTROOMS CY	586.43
Vendor 1450 - RUBENSTEIN SUPPLY COMPANY Total:					586.43
Vendor: 1204 - S & L BODY AND FRAME					
1	105067	06/14/2024	100-221-42107	BODY WORK ON 2006 FORD RANGER PD	5,379.05
Vendor 1204 - S & L BODY AND FRAME Total:					5,379.05
Vendor: 2786 - S.J. GENERAL BUILDING MAINTENANCE INC.					
06032024	105003	06/07/2024	100-000-31510	OVERPAYMENT BL FEES	10.00
Vendor 2786 - S.J. GENERAL BUILDING MAINTENANCE INC. Total:					10.00
Vendor: 2856 - SAMANTHA TIEGER					
06072024	105068	06/14/2024	209-552-42515	REFUND 2024 SUMMER CRAFT FAIR	45.00
Vendor 2856 - SAMANTHA TIEGER Total:					45.00

WARRANT LISTING

Payment Dates: 6/1/2024 - 6/14/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2849 - SKYRUNNER DRONE LIGHT SHOWS LLC.					
2422-1	105004	06/07/2024	209-551-42515	DEPOSTI FOR 4TH OF JULY DRONE SHOW	5,000.00
Vendor 2849 - SKYRUNNER DRONE LIGHT SHOWS LLC. Total:					5,000.00
Vendor: 2048 - SONIC.NET, LLC					
1008321911	105005	06/07/2024	525-118-43106	SOFTWARE MAINTENANCE	549.00
Vendor 2048 - SONIC.NET, LLC Total:					549.00
Vendor: STE20 - STERICYCLE, INC.					
8007236294	105069	06/14/2024	100-222-42101	MEDICAL WASTE PD	66.30
Vendor STE20 - STERICYCLE, INC. Total:					66.30
Vendor: 2436 - STRATEGIC ENERGY INNOVATIONS					
4951	105006	06/07/2024	212-461-42101	CLIMATE CORPS SUPPORT INTERN	4,900.00
5037	105006	06/07/2024	212-461-42101	CLIMATE CORPS SUPPORT INTERN	4,900.00
Vendor 2436 - STRATEGIC ENERGY INNOVATIONS Total:					9,800.00
Vendor: 1581 - THE PAPE GROUP INC					
19080154	105070	06/14/2024	100-343-42107	MAINTENANCE SERVICE LABOR	285.19
Vendor 1581 - THE PAPE GROUP INC Total:					285.19
Vendor: RAD10 - THE RADAR SHOP, INC.					
RS-13077	105071	06/14/2024	100-221-42107	SERVICE AND REPAIRS TO RADAR PD	394.50
Vendor RAD10 - THE RADAR SHOP, INC. Total:					394.50
Vendor: 2775 - TOWNSEND PUBLIC AFFAIRS, INC.					
21784	105007	06/07/2024	100-115-42101	CONSULTING SERVICES JUNE 2024	4,000.00
Vendor 2775 - TOWNSEND PUBLIC AFFAIRS, INC. Total:					4,000.00
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC.					
263397-202404-1	105008	06/07/2024	525-118-42510	DATA SEARCH SOFTWARE APRIL 2024	162.60
Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC. Total:					162.60
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
14437	105072	06/14/2024	100-343-42108	JANITORIAL SUPPLIES CY	376.49
14437-1	105072	06/14/2024	100-343-42108	JANITORIAL SUPPLIES CY	81.32
14448	105072	06/14/2024	100-222-42108	JANITORIAL SUPPLIES PD	359.89
14449	105072	06/14/2024	100-343-42108	JANOTRIAL SUPPLIES CH	251.61
14449-1	105072	06/14/2024	100-343-42108	JANITORIAL SUPPLIES CH	38.43
525984	105072	06/14/2024	100-343-42108	JANITORIAL SERVICES CH	1,354.00
525985	105072	06/14/2024	100-222-42108	JANITORIAL SERVICES PD PUBLIC SAFETY BLDG.	2,768.00
525986	105072	06/14/2024	209-557-42108	JANITORIAL SERVICES SWIM CENTER	758.00
525987	105009	06/07/2024	500-641-42108	JANITORIAL SERVICES MAY 2024 WPCP	559.00
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					6,546.74
Vendor: USB06 - US BANK					
MAY 2024	105010	06/07/2024	100-20018	CITYWIDE CREDIT CARDS	33,213.30
Vendor USB06 - US BANK Total:					33,213.30
Vendor: 2839 - V3 ELECTRIC INC.					
06032024	105011	06/07/2024	100-000-31510	OVERPAYMENT OF BL FEES	147.00
Vendor 2839 - V3 ELECTRIC INC. Total:					147.00
Vendor: VER02 - VERIZON WIRELESS					
9964230872	105012	06/07/2024	525-118-43101	CITYWIDE CELL PHONES	4,710.03
Vendor VER02 - VERIZON WIRELESS Total:					4,710.03
Vendor: 2828 - VESTIS					
939388000-05312024	105073	06/14/2024	209-552-43804	LAUNDRY SERVICES FOR WPCP AND PSC	180.51

WARRANT LISTING

Payment Dates: 6/1/2024 - 6/14/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
939388000-05312024	105073	06/14/2024	209-552-43804	LAUNDRY SERVICES FOR WPCP AND PSC	180.51
939388000-05312024	105073	06/14/2024	209-552-43804	LAUNDRY SERVICES FOR WPCP AND PSC	220.91
939388000-05312024	105073	06/14/2024	209-552-43804	LAUNDRY SERVICES FOR WPCP AND PSC	180.51
939388000-05312024	105073	06/14/2024	209-552-43804	LAUNDRY SERVICES FOR WPCP AND PSC	180.51
939388000-05312024	105073	06/14/2024	500-641-44410	LAUNDRY SERVICES FOR WPCP AND PSC	476.91
939388000-05312024	105073	06/14/2024	500-641-44410	LAUNDRY SERVICES FOR WPCP AND PSC	476.91
939388000-05312024	105073	06/14/2024	500-641-44410	LAUNDRY SERVICES FOR WPCP AND PSC	476.91
939388000-05312024	105073	06/14/2024	500-641-44410	LAUNDRY SERVICES FOR WPCP AND PSC	476.91
939388000-05312024	105073	06/14/2024	500-641-44410	LAUNDRY SERVICES FOR WPCP AND PSC	476.91
Vendor 2828 - VESTIS Total:					3,327.50
Vendor: FOR05 - W.R. FORDE ASSOCIATES					
2023-18-02R	105074	06/14/2024	106-344-47206	Hazel Street Storm Drain Improvements	16,729.16
2023-18-02R	105074	06/14/2024	276-344-47206	Hazel Street Storm Drain Improvements	2,899.09
Vendor FOR05 - W.R. FORDE ASSOCIATES Total:					19,628.25
Vendor: 2603 - WEST VALLEY CONSTRUCTION CO, INC.					
174311	105013	06/07/2024	500-642-47201	SANITARY SEWER REHABILITATION	7,377.50
Vendor 2603 - WEST VALLEY CONSTRUCTION CO, INC. Total:					7,377.50
Vendor: 2697 - WEST YOST & ASSOCIATES, INC.					
2058443	105014	06/07/2024	106-344-42101	STORM DRAIN MASTER PLAN CONSULTING	4,399.00
2058480	105014	06/07/2024	100-343-42101	WATER REUSE OPPORTUNITIES ASSESSMENT	1,198.50
Vendor 2697 - WEST YOST & ASSOCIATES, INC. Total:					5,597.50
Vendor: 1520 - WEX BANK					
97587757	105075	06/14/2024	100-221-42301	FUEL PD	113.00
Vendor 1520 - WEX BANK Total:					113.00
Grand Total:					1,465,832.64

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	889,456.20
105 - Measure S -2006	62,973.51
106 - MEASURE S-2014	97,523.90
200 - Gas Tax Fund	48,455.75
201 - Restricted Real Estate Maintenance Fund	124.89
207 - NPDES Storm Water Fund	1,916.24
209 - Recreation Fund	41,026.08
212 - Building & Planning	61,906.77
276 - Growth Impact Fund	38,556.31
285 - Housing Land Held for Resale	1,702.50
310 - Lighting & Landscape Districts	3,840.85
500 - Sewer Enterprise Fund	166,142.65
505 - Cable Access TV	424.37
525 - Information Systems	51,235.12
750 - Recognized Obligation Retirement Fund	547.50
Grand Total:	1,465,832.64

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business Lice...	220.00
100-10601	Gas Tanks/Corp Yard	4,439.51
100-110-42301	Travel & Training/Conf-R...	268.61
100-110-42302	Travel & Training/Milea...	482.68
100-110-42514	Admin Exp/Special Depa...	326.31
100-111-42201	Office Expense	123.41
100-112-42514	Admin Exp/Special Depa...	1,250.33
100-115-42101	Prof Svcs/Professional Se..	38,000.00
100-115-42201	Office Expense	390.98
100-116-42101	Prof Svcs/Professional Se..	7,554.20
100-116-42514	Admin Exp/Special Depa...	496.68
100-117-41004	Emp Benefits/PERS Retir...	258,442.42
100-20011	Accounts Payable/Miscel...	146,763.43
100-20018	Accounts Payable/CalCa...	33,213.30
100-221-41008	Emp Benefits/Long Term...	504.90
100-221-42101	Prof Svcs/Professional Se..	642.00
100-221-42107	Prof Svcs/Equipment Ma...	9,373.48
100-221-42301	Travel & Training/Conf-R...	4,056.80
100-221-42302	Travel & Training/Milea...	416.48
100-221-42303	Travel & Training/Meal A..	54.00
100-221-42304	Travel & Training/Officer...	3,600.00
100-221-42514	Admin Exp/Special Depa...	504.00
100-222-42101	Prof Svcs/Professional Se..	2,780.40
100-222-42108	Prof Svcs/Building-Struc...	3,269.52
100-222-43103	Utilities/Electricity & Po...	5,848.26
100-222-43105	Utilities/Cable	248.85
100-223-41008	Emp Benefits/Long Term...	287.70
100-223-42101	Prof Svcs/Professional Se..	124.08
100-223-43103	Utilities/Electricity & Po...	1,169.65
100-231-41004	Emp Benefits/PERS Retir...	90.25
100-231-42101	Prof Svcs/Professional Se..	295,030.73
100-231-42512	Admin Exp/Abatement	2,505.00
100-231-43103	Utilities/Electricity & Po...	4,678.61
100-341-42101	Prof Svcs/Professional Se..	997.50
100-342-42101	Prof Svcs/Professional Se..	40,853.90
100-343-42101	Prof Svcs/Professional Se..	1,198.50
100-343-42107	Prof Svcs/Equipment Ma...	345.66
100-343-42108	Prof Svcs/Building-Struc...	8,415.71

Account Summary

Account Number	Account Name	Payment Amount
100-343-43102	Utilities/Water	182.32
100-343-44306	Other Materials Supp/M...	1,442.45
100-345-42108	Prof Svcs/Building-Struc...	250.00
100-345-42511	Admin Exp/Equipment R...	3,658.50
100-345-43102	Utilities/Water	289.48
100-345-43103	Utilities/Electricity & Po...	49.39
100-345-44306	Other Materials Supp/M...	270.36
100-466-42401	Dues & Pub/Membershi...	3,409.00
100-466-42403	Dues & Pub/Advertising	792.09
100-551-42511	Admin Exp/Equipment R...	144.77
105-221-41008	Emp Benefits/Long Term...	59.40
105-231-42101	Prof Svcs/Professional Se..	62,914.11
106-231-42101	Prof Svcs/Professional Se..	76,395.74
106-344-42101	Prof Svcs/Professional Se..	4,399.00
106-344-47206	Improvements/Storm Dr...	16,729.16
200-342-42101	Prof Svcs/Professional Se..	30,485.32
200-342-42108	Prof Svcs/Building-Struc...	16.04
200-342-43103	Utilities/Electricity & Po...	17,954.39
201-343-43103	Utilities/Electricity & Po...	124.89
207-344-42514	Admin Exp/Special Depa...	1,916.24
209-551-42101	Prof Svcs/Professional Se..	439.83
209-551-42514	Admin Exp/Special Depa...	1,379.50
209-551-42515	Admin Exp/Special Events	14,936.76
209-552-42108	Prof Svcs/Building-Struc...	586.45
209-552-42515	Admin Exp/Special Events	45.00
209-552-43103	Utilities/Electricity & Po...	4,850.88
209-552-43802	Program Cost/Class Fees	1,849.10
209-552-43804	Program Cost/Food Prog...	4,072.81
209-552-43809	Program Cost/Newsletter	305.90
209-552-43810	Program Cost/Center Ma..	417.15
209-552-44306	Other Materials Supp/M...	121.11
209-553-42108	Prof Svcs/Building-Struc...	1,238.54
209-554-42108	Prof Svcs/Building-Struc...	469.47
209-557-42101	Prof Svcs/Professional Se..	3,941.04
209-557-42108	Prof Svcs/Building-Struc...	5,838.24
209-557-42514	Admin Exp/Special Depa...	482.97
209-557-44306	Other Materials Supp/M...	51.33
212-20024	Accounts Payable/CA Sta...	193.03
212-461-34113	Review Fees/Gen-Specifi...	557.60
212-461-42101	Prof Svcs/Professional Se..	48,283.50
212-461-42514	Admin Exp/Special Depa...	329.80
212-462-33210	Permits/Building Permit	4,460.80
212-462-33211	Permits/Electrical Permit	378.08
212-462-33212	Permits/Mechanical Pe...	378.08
212-462-33213	Permits/Plumbing Permit	378.08
212-462-33215	Permit/Seismic (Strong ...	58.89
212-462-34116	Review Fees/Waste Man...	95.00
212-462-34211	Fees/CA State Building F...	25.77
212-462-34232	Fees/Issuance/Processin...	60.00
212-462-34410	Impact Fees/Admin Fee	1,069.71
212-462-42101	Prof Svcs/Professional Se..	5,638.43
276-000-34403	Impact Fees/Facilities & ...	3,703.68
276-000-34405	Impact Fees/Transportat...	775.45
276-000-34406	Impact Fees/Drainage	2,065.26
276-000-34407	Impact Fees/Parks & Rec...	14,980.36
276-221-34401	Impact Fees/Police	2,147.76
276-231-34402	Impact Fees/Fire	2,744.64
276-344-47206	Improvements/Storm Dr...	2,899.09

Account Summary

Account Number	Account Name	Payment Amount
276-644-34404	Impact Fees/Wastewater	9,240.07
285-464-42101	Prof Svcs/Professional Se..	1,702.50
310-347-42101	Prof Svcs/Professional Se..	2,242.75
310-347-43103	Utilities/Electricity & Po...	280.00
310-348-42101	Prof Svcs/Professional Se..	918.10
310-348-43103	Utilities/Electricity & Po...	400.00
500-641-42107	Prof Svcs/Equipment Ma...	1,600.00
500-641-42108	Prof Svcs/Building-Struc...	559.00
500-641-42201	Office Expense	180.71
500-641-43103	Utilities/Electricity & Po...	77,523.39
500-641-44302	Other Materials Supp/SI...	6,554.69
500-641-44303	Other Materials Supp/C...	26,765.32
500-641-44304	Other Materials Supp/Pe...	26,356.00
500-641-44305	Other Materials Supp/La...	8,202.72
500-641-44306	Other Materials Supp/M...	6,833.08
500-641-44410	Safety Clothing	2,384.55
500-642-42514	Admin Exp/Special Depa...	0.00
500-642-43103	Utilities/Electricity & Po...	697.95
500-642-47201	Improvements/Building	8,485.24
505-119-42514	Admin Exp/Special Depa...	424.37
525-118-42101	Prof Svcs/Professional Se..	18,273.75
525-118-42203	Office Exp/Shipping & M...	1,825.32
525-118-42510	Admin Exp/Software Pur...	162.60
525-118-43101	Utilities/Telephone	30,234.40
525-118-43106	Utilities/Internet	739.05
750-463-42101	Prof Svcs/Professional Se..	547.50
	Grand Total:	1,465,832.64

Project Account Summary

Project Account Key	Payment Amount
None	1,395,394.99
10034242101IN2106	40,853.90
10034342101IN2103	1,198.50
10634447206SW1901	16,729.16
20955142514GR2303	1,379.50
27634447206SW1901	2,899.09
50064247201SS2201	7,377.50
	Grand Total:
	1,465,832.64

APPROVED BY: 
 DATE: 6/12/2024



CITY COUNCIL REPORT

9.C.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: AWARD CONSTRUCTION CONTRACT FOR PINON TRUNK SEWER CAPACITY PHASE 2 PROJECT (CIP PROJECT NO.: SS2401)

RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) to:

1. Accept the bid from the lowest responsive and responsible bidder K.J. Woods Construction, Inc. and award a construction contract (Attachment B) for the Pinon Trunk Sewer Capacity Phase 2 Project (CIP Project No.: SS2401, the "Project");
2. Authorize the City Manager to execute the construction contract with K.J. Woods Construction, Inc. for an amount not to exceed \$4,988,048.05;
3. Authorize funds for a construction budget of \$4,988,048.05 and project contingency funds for the construction contract in an amount not to exceed \$498,805; and
4. Authorize the City Manager or designee to issue any necessary change orders to complete additional work within contract authority for the Project.
5. Authorize the Finance Director to amend the adopted CIP budget (FY2023/24-2027/28) to reallocate funds between the Fiscal Years and the phases of the project to match the above recommendation and the Final Proposed FY2024/25 - 2028/29 Capital Improvement Plan budget.

BACKGROUND

Pinon-1 Project. The Project is the second phase of a multi-year project in the City of Pinole's Capital Improvement Plan (CIP) to complete the Pinon-1 capacity improvement project (Pinon 1 Project), as identified in the Sanitary Sewer Collection System Master Plan (Master Plan). The Pinon-1 Project includes replacement of a total of approximately 4,970 LF of existing pipeline along San Pablo Avenue, Roble Avenue, Pinon Avenue, between Pinon Avenue and Orleans Avenue, and along Orleans Avenue to Tennent Avenue. The purpose of the Pinon-1 Project is to increase the capacity of existing sanitary sewer pipeline in order to transport peak wet weather flows (PWWF) and reduce the occurrence and risk of sanitary sewer overflows (SSOs). A § 15282(k) Statutory Exemption for the Pinon-1 Project was adopted by the City Council on December 5, 2023.

Pinon-1 Project Phasing. The design of the Pinon-1 Project and construction of Phase 1 are included in CIP Project No. SS2201 ("SS2201 Project"). The SS2201 Project construction is in progress. Construction of Phase 2 of the Pinon 1 Project is included the new CIP Project No. SS2401 ("SS2401 Project", the "Project").

SS2201 Project Construction Scope and Budget. City Council awarded the construction contract for the SS2201 Project (Pinon-1 Phase 1) on December 5, 2023. During design of Phase 2 of the Pinon-1 Project it was recommended to change the scope of Phase 1 to move a portion of the work from Phase 1 to Phase 2. In May 2024, a change order was executed to revise and reduce the scope of work, terminating Phase 1 construction at the intersection of Orleans Drive and Zoe Court, and reducing the construction contract total amount by \$391,232, for a revised not-to-exceed contract amount after the change order of \$687,166. Completion of construction of the SS2201 is anticipated in July, 2024.

SS2401/Phase 2 Construction. This Project is the construction of Phase 2 of the Pinon-1 Project, replacing approximately 4,673 linear feet (LF) along Orleans Drive from Zoe Court west to the end, between Orleans Drive and Pinon Avenue, along Pinon Avenue, Roble Avenue, and San Pablo Avenue from Roble Avenue to east of Sunnyview Drive. The Project includes replacing existing and installing new sanitary sewer pipelines by open-trench, replacing existing sanitary sewer pipelines by pipe bursting, installing new sanitary sewer casing by pilot tube guided auger bore, sawcutting, excavation, backfill, reconnecting laterals, manhole replacement, manhole and sewer pipe abandonment, asphalt concrete and portland cement concrete restoration, CCTV inspection, traffic control, and bypass pumping.

On May 3, 2024, City staff released the bid on www.publicpurchase.com and also posted contract documents on https://www.ci.pinole.ca.us/city_government/public_works/capital_projects/bids_and_rfps. In accordance with the Public Contract Code, the Notice of Invitation for Bids was published in the West County Times on May 3, 2023 and May 17, 2024, which specified the time and place for opening of sealed bids and described the nature of the Project. Sealed bids were opened on June 4, 2024.

REVIEW AND ANALYSIS

On June 4, 2024, three (3) bids were received and publicly read at 2:00 PM at City Hall. Per the bidding and contract documents, the City award of the contract, if awarded, will be made to the lowest responsive, responsible Bidder whose bid complies with the Contract Documents. The basis of award for this project is the total cost of the Base Bid Schedule only. The following table summarizes the bids received:

Name of Bidder	Total Amount of Base Bid
K.J. Woods Construction, Inc.	\$ 4,988,048.05
Ranger Pipelines Incorporated	\$ 5,384,535.00
Cratus, Inc.	\$ 7,260,700.00

Lowest Responsive, Responsible Bidder. The total cost of the Base Bid Schedule in the apparent lowest bid submitted by K.J. Woods Construction, Inc. is \$4,988,048.05. Staff reviewed K.J. Woods Construction, Inc.'s bid package for compliance with the Contract Documents and recommended the City waive informalities and irregularities in the submitted bid and find the bid responsive. Staff contacted the references for the construction contracts listed in the bid submittal to verify satisfactory completion of the work.

Staff recommends that City Council accept the bid and award the construction contract to K.J. Woods Construction, Inc. as the lowest responsive and responsible bidder for the Project. Staff also recommends that City Council authorize the City Manager to execute a contract with K.J. Woods Construction, Inc. in an amount not to exceed \$4,988,048.05, for the Project. Staff also recommends that City Council authorize funds for a 10% contingency for the construction contract in an amount not to exceed \$498,805. The contingency will allow staff to address any issues that may arise during the work as approved by the City Manager or his designee. Staff also recommends that City Council authorize the City Manager or his designee to issue any necessary change orders to complete additional work within the contract authority for the Project. Staff also recommends that City Council authorize the Finance Director to amend the adopted CIP budget (FY2023/24-2027/28) to reallocate funds between the Fiscal Years and the phases of the project to match the above recommendation and the Final Proposed FY2024/25 - 2028/29 Capital Improvement Plan budget.

Project Labor Agreement. Because this construction contract is in an amount greater than \$1,000,000, the Contractor will also be required to execute an Agreement to be Bound to the City's Project Labor Agreement, see Attachment C.

FISCAL IMPACT

The total budget allocation for SS2401 is \$6,810,000. The Finance Director will amend the adopted CIP budget (FY2023/24-2027/28) to reallocate funds between the Fiscal Years and the phases of the project to match the above recommendation and the Final Proposed FY2024/25 - 2028/29 Capital Improvement Plan budget. There is adequate fund balance in the sewer enterprise funds to fund this project.

ATTACHMENTS

- A. Resolution
- B. Construction Agreement
- C. Project Labor Agreement

RESOLUTION NO. 2024 – xx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, AWARDING A CONSTRUCTION CONTRACT FOR PINON TRUNK SEWER CAPACITY PHASE 2 PROJECT (CIP PROJECT NO.: SS2401) TO K.J. WOODS CONSTRUCTION, INC. IN AN AMOUNT NOT TO EXCEED \$4,988,048.05

WHEREAS, the City of Pinole (“City”) has adopted the FY 2023/24 through FY 2027/28 Capital Improvement Plan (CIP) which includes the Sanitary Sewer Rehabilitation Project (CIP Project # SS2201, the “SS2201 Project”) as a funded project; and

WHEREAS, the SS2201 Project involves various improvements to the Sanitary Sewer collection system, including the Pinon-1 capacity improvement project (“Pinon-1 Project”) as identified in the Sanitary Sewer Collection System Master Plan; and

WHEREAS, the Pinon-1 Project design and construction will be phased and completed over multiple years and construction contracts; and

WHEREAS, on December 5, 2023, City Council authorized the City Manager to execute the construction contract with APB General Engineering for the “SS-2201 Sanitary Sewer Rehabilitation Project (Phase 1)”, in an amount not to exceed \$1,078,398, for construction of Phase 1 of the Pinon-1 Project (“Phase 1 Construction Contract”); and

WHEREAS, on December 5, 2023, City Council authorized funds for a 10% contingency for the Phase 1 Construction Contract in an amount not to exceed \$107,839.80; and

WHEREAS, on December 5, 2023, City Council authorized the City Manager or their designee to issue any necessary change orders to complete additional work within their contract authority under the Phase 1 Construction Contract; and

WHEREAS, during design of Phase 2 of the Pinon-1 Project it was recommended to change the scope of Phase 1 to move a portion of the work from Phase 1 to Phase 2; and

WHEREAS, on April 29, 2024, the Phase 1 Construction Contract was executed with APB General Engineering in an amount not to exceed \$1,078,398; and

WHEREAS, on May 2, 2024, Contract Change Order No. 1 to the Phase 1 Construction Contract was executed to revise and reduce the scope of work to replace a new total of 554 linear feet (LF), terminating Phase 1 construction at the intersection of Orleans Drive and Zoe Court.

WHEREAS, Contract Change Order No. 1 to the Phase 1 Construction Contract decreased the cost by \$391,232, for a revised not-to-exceed contract amount after the change order of \$687,166; and

WHEREAS, after Contract Change Order No. 1 to the Phase 1 Construction Contract, the 10% contingency can be reduced by \$39,123.20, from \$107,839.80 to \$68,716.60; and

WHEREAS, the revised proposed FY 2024/25 through FY 2028/29 Capital Improvement Plan reduced the scope and budget for the SS2201 Project to include completion of design of both phases of the Pinon-1 Project and construction of Phase 1; and

WHEREAS, the revised proposed FY 2024/25 through FY 2028/29 Capital Improvement Plan includes the Pinon Trunk Sewer Capacity Phase 2 Project (CIP Project No.: SS2401, the "SS2401 Project") as a funded project for construction of Phase 2 of the Pinon-1 Project; and

WHEREAS, the SS2401 Project includes sanitary sewer pipeline replacement of approximately 4,673 linear feet (LF) along Orleans Drive from Zoe Court west to the end, between Orleans Drive and Pinon Avenue, along Pinon Avenue, Roble Avenue, and San Pablo Avenue from Roble Avenue to east of Sunnyview Drive. The SS2401 Project includes replacing existing and install new sanitary sewer pipelines by open-trench, replacing existing sanitary sewer pipelines by pipe bursting, installing new sanitary sewer casing by pilot tube guided auger bore, sawcutting, excavation, backfill, reconnecting laterals, manhole replacement, manhole and sewer pipe abandonment, asphalt concrete and portland cement concrete restoration, CCTV inspection, traffic control, and bypass pumping; and

WHEREAS, on May 3, 2024, City staff released the bid for the SS2401 Project on www.publicpurchase.com and also posted contract documents on www.ci.pinole.ca.us/city_government/public_works/capital_projects/bids_and_rfps; and

WHEREAS, the Notice of Invitation for Bids for the SS2401 Project was published in the West County Times on May 3, 2024 and May 17, 2024, which specified the time and place for opening of sealed bids and described the nature of the Project; and

WHEREAS, on June 4, 2024, at 2:00 p.m., Public Works staff publicly opened and examined the sealed bids for the Project; and

WHEREAS, staff has determined that K.J. Woods Construction, Inc. is the lowest responsive, responsible bidder; and

WHEREAS, construction costs for the SS2401 Project are expected to be primarily incurred in FY 2024/25, but some mobilization and materials procurement costs may be incurred in FY 2023/24; and

WHEREAS, the CIP project budget estimate for the completion of the SS2401 Project (Phase 2 of the Pinon-1 Project) is a total of \$6,810,000, including professional services during construction, project administration including railway license and inspection fees, the construction contract, and contingency; and

WHEREAS, the current adopted Capital Improvement Plan budget does not have sufficient funds remaining in the SS2201 Project to award the SS2401 Project construction contract.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Pinole hereby declares as follows:

1. K.J. Woods Construction, Inc.'s bid of \$4,988,048.05 is found to be lowest responsive, responsible bid and is accepted by the City Council at the unit prices set forth in the bid for the Pinon Trunk Sewer Capacity Phase 2 Project (CIP Project No.: SS2401, the "SS2401 Project"). This bid is on file with the Public Works Department and incorporated herein by this reference as though set forth in full.
2. A construction budget of \$4,988,048.05 and project contingency funds in the amount of \$498,804.85 (10% of the bid) are authorized by the City Council.
3. The City Manager is authorized to execute a construction contract with K.J. Woods Construction, Inc. in an amount not to exceed \$4,988,048.05 for the Project in a form to be approved by the City Attorney.
4. The City Manager or his designee is authorized to issue any necessary change orders to complete additional work within contract authority for the Project.
5. The Finance Director is authorized to amend the adopted CIP budget (FY2023/24- 2027/2028) to reallocate funds from SS2201 to SS2401.
6. The Finance Director is authorized to amend the adopted CIP budget to allocate additional funds for the SS2401 Project. This will authorize a total of \$6,810,000 for the SS2401 Project. This is the same as the total amount included in the Final proposed FY 2024/25 through FY 2028/29 Capital Improvement Plan.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 18th day of June 2024 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 18th day of June 2024.

Heather Bell
City Clerk

**CONSTRUCTION SERVICES AGREEMENT BETWEEN
THE CITY OF PINOLE AND _____**

This agreement for Construction Services ("Agreement") is entered into on _____, 2024 between the CITY OF PINOLE, a municipal corporation, with offices located at 2131 Pear Street, Pinole, California ("City") and _____. ("Contractor") (together sometimes referred to as the "Parties").

WITNESSTH:

WHEREAS, Contractor and Contractor's Surety are providing the bonds attached hereto and incorporated by this reference; and

WHEREAS, City desires to contract with Contractor to perform the construction services detailed in this Agreement; and

In consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

- 1. CONTRACT DOCUMENTS.** The Contract Documents referred to herein are incorporated herein by reference as if set forth in full in this Agreement. Work called for in any one Contract Document and not mentioned in another is to be performed and executed as if mentioned in all Contract Documents. The Contract Documents shall include the Notice Inviting Bids, Instructions to Bidders, Bid Forms (including the Bid, Bid Schedule(s), Information Required of Bidder, Bid Bond, and all required certificates, affidavits and other documentation), this Agreement, Performance Bond, Labor and Materials Bond, Maintenance Bond, General Conditions, any Supplementary General Conditions, Special Provisions, Specifications, Drawings, all Addenda, and Change Orders executed pursuant to the provisions of the Contract Documents. The General Conditions shall mean and refer to the current General Conditions of the City which are incorporated herein by this reference as if set forth herein. This Agreement, and the Contract Documents, includes the exhibits to this Agreement, including Exhibit A Minimum Wage Rates (State Prevailing Wage Rates from Bid Documents.)
- 2. AGREEMENT CONTROLS.** In the event of a conflict between the terms and conditions as set forth in this Agreement and the terms and conditions set forth in other Contract Documents, the terms and conditions set forth in this Agreement shall prevail. Unless otherwise specifically provided herein, all works and phrases defined in the General Conditions shall have the same meaning and intent in this Agreement.
- 3. INDEPENDENT CONTRACTOR.** It is specifically understood and agreed by all parties hereto that Contractor is, for the purposes of this Agreement, an independent contractor and not an employee of the City. Accordingly, Contractor shall not be deemed the City's employee for any purpose whatsoever. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever for or against the City.
- 4. ASSIGNMENT.** This Agreement may not be assigned by Contractor, in whole or in part, without prior written consent of the City.
- 5. TERMINATION.** This Agreement may not be canceled by the City at any time without penalty upon thirty (30) days' written notice. In the event of termination without fault of Contractor, the City shall pay Contractor for all services rendered prior to date of termination, and such payment shall be in full satisfaction of all services rendered hereunder.

6. **SCOPE OF CONTRACT.** Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor and material and transportation necessary to perform and complete in a good and workman like manner to the satisfaction of the City, all the work called for, and in the manner designated in, and in strict conformity with the Project entitled:

Project Name: Pinon Trunk Sewer Capacity Phase 2 Project
CIP Project No.: SS2401
Federal Project No.: Not applicable

7. **CONTRACT AMOUNT AND PAYMENTS.** The City agrees to pay and Contractor agrees to accept, in full payment for the above work, _____ (\$_____) as stipulated sum price which Contractor bid in its Bid Form, subject to additions and deductions by Change Order(s) as provided in the General Conditions. Contractor is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

8. **PROGRESS AND FINAL PAYMENTS.** Progress and final payments shall be in accordance with the General Conditions.

9. **RETENTION OF SUMS CHARGED AGAINST CONTRACTOR.** When, under the provisions of this Contract, the City is authorized to charge any sum of money against Contractor, the City may deduct and retain the amount of such charge from the amount of the next succeeding progress estimate, or from any other moneys due or that may become due to the Contractor from the City. If, on completion or termination of the Contract, sums due contractor are insufficient to pay the City's charges against Contractor, the City shall have the right to recover the balance from Contractor or his sureties.

10. **TIME OF COMPLETION.** All work within railroad right-of-way shall be completed within fifty (50) working days from day work starts within the railroad right-of-way. The entire work shall be completed to the satisfaction of the City within one hundred eighty (180) working days, commencing on the date of issuance of the Notice to Proceed. Failure to complete the entire work by the completion date and in the manner provided for by the Contract Documents shall subject Contractor to liquidated damages as hereinafter provided in this Agreement. Time is of the essence in these Contract Documents.

11. **PROJECT SITE.** Contractor shall perform the Services in such a manner as to cause a minimum of interference with City's operations and the operations of other contractors at each Project site and to protect all persons and property thereon from damage or injury. Upon completion of the Services at a Project site, Contractor shall leave such Project site clean and free of all tools, equipment, waste materials and rubbish. Each Project site may include all buildings, offices, and other locations where Services are to be performed, including any access roads. Contractor shall be solely responsible for the safe transportation and packing in proper containers and storage of any equipment required for performing the Services, whether owned, leased or rented. City will not be responsible for any such equipment which is lost, stolen or damaged or for any additional rental charges for such equipment. Equipment left or stored at a Project site, with or without permission, is at Contractor's sole risk. City may assume that anything left on the work site an unreasonable length of time after said work is completed has been abandoned. Any transportation furnished by City shall be solely as an accommodation and City shall have no liability therefore. Contractor acknowledges and agrees that it shall assume the risk and is solely responsible for its use of any City owned equipment and property provided by City for the performance of Services. City shall have no liability to Contractor therefore. In addition, Contractor further acknowledges and agrees that it shall assume the risk and is solely responsible for its owned, non-owned and hired automobiles, trucks or

other motorized vehicles as well as any equipment, tolls, or other property which is utilized by Contractor on each Project site.

12 INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Contractor, at its own cost and expense, shall procure the types and amounts of insurance listed below and maintain that insurance throughout the term of this Agreement. The cost of such insurance shall be included in the Contractor's bid or proposal. Contractor shall be fully responsible for the acts and omissions of its subcontractors or other agents.

12.1 Workers' Compensation. If Contractor employs any person, Contractor shall maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Contractor in the amount required by applicable law. The requirement to maintain Statutory Workers' Compensation and Employer's Liability Insurance may be waived by the City upon written verification that Contractor is a sole proprietor and does not have any employees and will not have any employees during the term of this Agreement.

California Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, the Contractor hereby certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

12.2 General Liability and Automobile Liability Insurance.

12.2.1 General requirements. Contractor, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence and FOUR MILLION DOLLARS (\$4,000,000) aggregate, combined single limit coverage for risks associated with the work contemplated by this Agreement.

12.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition) covering any auto (Code 1), or if Contractor has no owned autos, hired (code 8) and non-owned autos (Code 9). No endorsement shall be attached limiting the coverage.

12.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Commercial General and Automobile Liability Insurance shall cover on an occurrence basis.

- b. City, its officers, officials, employees, agents, and volunteers shall be covered as additional insureds for liability arising out of work or operations on behalf of the Contractor, including materials, parts, or equipment furnished in connection with such work or operations; or automobiles owned, leased, hired, or borrowed by the Contractor. Coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as CG 20 10 11 85, or both CG 20 10 10 01 and CG 20 37 10 01.
- c. For any claims related to this Agreement or the work hereunder, the Contractor's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Contractor's insurance and non-contributing.
- d. The policy shall cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately.
- e. Contractor agrees to give at least 30 days prior written notice to City before coverage is canceled or modified as to scope or amount.

12.3 General Liability/Umbrella Insurance. The coverage amounts set forth above may be met by a combination of underlying and umbrella policies so long as in combination the limits equal or exceed those stated.

12.4 Professional Liability Insurance.

12.4.1 General requirements. Contractor, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence or claim covering the Contractor's errors and omissions.

12.4.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Contractor must provide extended reporting coverage for a minimum of five (5) years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

12.5 All Policies Requirements.

12.5.1 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

12.5.2 Verification of Coverage. Prior to beginning any work under this Agreement, Contractor shall provide City with (1) certified Certification of Liability Insurance that demonstrates compliance with all applicable insurance provisions contained herein; and (2) additional insured endorsement as required for the general commercial and automobile liability policies.

12.5.3 Notice of Reduction in or Cancellation of Coverage. A certified endorsement must be attached to all insurance obtained in accordance with this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Contractor shall provide written notice to City at Contractor's earliest possible opportunity and in no case later than ten (10) working days after Contractor is notified of the change in coverage.

12.5.4 Additional insured; primary insurance. A certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies stating that the City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Contractor, including the insured's general supervision of Contractor; products and completed operations of Contractor, as applicable; premises owned, occupied, or used by Contractor; and automobiles owned, leased, or used by the Contractor in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.

A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

12.5.5 Deductibles and Self-Insured Retentions. Contractor shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. Insurance obtained by the Contractor shall have a self-insured retention or deductible of no more than ONE HUNDRED THOUSAND DOLLARS (\$100,000).

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Contractor may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Contractor

procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

12.5.6 Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

12.5.7 Variation. The City may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City's interests are otherwise fully protected.

12.5.8 Wasting Policies. No policy required herein shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

12.5.9 Excess Insurance. If Contractor maintains higher insurance limits than the minimums specified herein, City shall be entitled to coverage for the higher limits maintained by the Contractor.

12.5.10 Remedies. In addition to any other remedies City may have if Contractor fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Contractor's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Contractor to stop work under this Agreement or withhold any payment that becomes due to Contractor hereunder, or both stop work and withhold any payment, until Contractor demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

12.6 Waiver of Subrogation. Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of City for all work performed by Contractor, its employees, agents and subcontractors.

13 NO WAIVER OF REMEDIES. Neither the inspection by the City or its agents, nor any order or certificate for the payment of money, nor any payment for, nor acceptance of the whole or any part of the work by the City, nor any extensions of time, nor any position taken by the City or its agents shall operate as a waiver of any provision of this Agreement or of any power herein reserved to the City or any right to damages herein provided, nor

shall any waiver of any breach of the Agreement be held to be a waiver of any other or subsequent breach. All remedies provided in this Agreement shall be taken and construed as cumulative; that is, in addition to each and every other remedy herein provided, and the City shall have any and all equitable and legal remedies which it would in any case have.

14 DETERMINATION OF DAMAGES. The actual fact of the occurrences of damages and the actual amount of the damages which the City would suffer if the work were not completed within the specified times set forth are dependent upon many circumstances and conditions and, it is impracticable and extremely difficult to fix the actual damages. Damages which the City would suffer in the event of delay include loss of the use of the project, and, in addition, expenses of prolonged employment of an architectural and engineering staff; costs of administration, inspection, and supervision; and the loss suffered by the public within the City by reasons of the delay in the completion of the project to serve the public at the earliest possible time. Accordingly, the parties hereto agree, and by execution of this Agreement, Contractor acknowledges that he/she understands, has ascertained and agrees, that the amounts set forth herein as liquidated damages shall be presumed to be that amount of damages sustained by the failure of Contractor to complete the entire work within the times specified.

15 LIQUIDATED DAMAGES. The amount of the liquidated damages to be paid by Contractor to the City for failure to complete the entire work in the specified number of Working or Calendar Days (as extended, if applicable) will be:

- | | |
|---------------------------------------|--------------------------------------|
| 1. Work within Railroad Right-of Way | forty-five hundred dollars (\$4,500) |
| 2. Final Completion of Entire Project | two thousand dollars (\$2,000) |

for each **Calendar Day** continuing to the time at which the work is completed. Such amount is the actual cash value agreed upon as the loss to the City resulting from Contractor's delay.

16 TERMINATION AFTER ALLOTTED WORKING OR CALENDAR DAYS. In addition to any rights it may have, the City may terminate this Contract at any time after the allotted number of Working or Calendar Days as adjusted by any extensions of time for excusable delays that may have been granted. Upon such termination, Contractor shall not be entitled to receive any compensation for services rendered by him before or after such termination, and he shall be liable to the City for liquidated damages for all periods of time beyond such termination date until the work is completed.

17 CONTRACT BANKRUPT. If Contractor should commence any proceeding under the Bankruptcy Act, or if Contractor be adjudged a bankrupt, or if Contractor should make any assignment for the benefit of creditors, or if a receiver should be appointed on account of Contractor's insolvency, then the City may, without prejudice to any other right or remedy, terminate the Contract and complete the work by giving notice to Contractor and his surety according to the provisions of Section 1-15 of the General Conditions. The City shall have the right to complete, or cause completion of the work, all as specified in the General Provisions of the Standard Specifications.

18

PERFORMANCE AND PAYMENT BONDS. The Contractor shall, before beginning said work, file two bonds with the City, each made payable to the City. These bonds shall be issued by a Surety Company authorized to do business in the State of California, and shall be maintained during the entire life of the Contract at the expense of the Contractor.

- a) One bond shall be in the amount of one hundred percent (100%) of the Contract and shall guarantee the Faithful Performance of the Contract.
- b) The second bond shall be the Payment Bond required by Part 4, Title 15, Chapter 7, Division Three of the Civil Code of the State of California and shall be in the amount of one hundred percent (100%) of the Contract.

Any alteration or alterations made in any provision of this Contract shall not operate to release any surety from liability on any bond required hereunder and the consent to make such alterations is hereby given, and any surety on said bonds hereby waives the provisions of Section 2819 of the Civil Code.

Bonds shall only be accepted from an "Admitted surety insurer," which means an insurer to which the Insurance Commissioner has issued a certificate of authority to transact surety insurance in this state. **Contractor must submit** the original, or a certified copy, of the unrevoked appointment, power of attorney, bylaws or other instrument entitling or authorizing the person who executed the bond to do so.

All bonds submitted shall include the following:

- 1. Full name and address of the Contractor Surety, and the City;
- 2. Contract Date;
- 3. Exact Contract Sum;
- 4. Project Name and Address;
- 5. Signature of the Contractor
- 6. Corporate Seal, if applicable;
- 7. Signature of Authorized Surety Representative;
- 8. Notarization of the Contractor and Surety;
- 9. Power of Attorney; and
- 10. Local contact for surety, with name, phone number, and address to which legal notices may be sent.

19

SUBSTITUTION OF SECURITIES OF MONEY WITHHELD. At any time prior to final payment, Contractor may request substitution of securities for any money withheld by the City to ensure performance of the Contract. At the expense of the Contractor, securities equivalent to the money withheld may be deposited with the City or with an approved financial institution as escrow agent according to a separate Security Agreement. Securities eligible for substitution shall include those listed in Section 16430 of the Government Code or bank or savings and loan certificates of deposit.

20

GENERAL LIABILITY OF THE CONTRACTOR. Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, light, heat, utilities, transportation and other facilities and services necessary for the execution and completion of the Work in accordance with the Contract Documents and any applicable code or

statute, whether or not specifically described herein, as long as same is reasonably inferable therefrom as being necessary to produce the intended results, whether temporary or permanent, and whether or not incorporated or to be incorporated in the Work. The mention of any specific duty or liability of Contractor and, any reference to any specific duty or liability shall be construed to be for the purpose of explanation.

21

AUTHORITY OF THE CITY. The City will decide all questions regarding the quality and acceptability of materials furnished, work performed, and rate of progress of the Work. The City will decide all questions regarding the interpretation and fulfillment of the Contract on the part of the Contractor, and all questions as to the rights of different prime contractors involved with the Work. The City will determine the amount and quality of the Work performed and materials furnished for which payment is to be made under the Contract.

The City will administer its authority through a duly designated representative identified at the pre-construction conference. The Contractor and City's designated representative (the Owner's Representative) shall make good faith attempts to resolve disputes that arise during the performance of the Work.

Any order given by the City not otherwise required by the Contract to be in writing shall be given or confirmed by the City in writing at the Contractor's request. Such request shall state the specific subject of the decision, order, instruction, or notice and, if it has been given orally, its date, time, place, author and recipient.

Any plan or method suggested to the Contractor by the ENGINEER, or any of the Owner's Representative, but not specified or required in writing, if adopted or followed in whole or in part by the Contractor, shall be used at the risk and responsibility of the Contractor. The City assumes no responsibility.

22

RESPONSIBILITY OF THE CONTRACTOR The Work shall be under the Contractor's responsible care and charge until completion and final acceptance, and the Contractor shall bear the entire risk of injury, loss, or damage to any part by any cause. The Contractor shall rebuild, repair, restore, and make good all injuries, losses or damage to any portion of the Work or the materials occasioned by any cause, and shall bear the entire expense.

The mention herein of any specific duty or responsibility imposed upon the Contractor shall not be construed as a limitation or restriction of any other responsibility or duty imposed upon the Contractor by the Contract, said reference being made herein merely for the purpose of explaining the specific duty or responsibility.

The Contractor shall do all of the work and furnish all labor, materials, tools, equipment, and appliances, except as otherwise herein expressly stipulated, necessary or proper for performing and completing the Work herein required, including any change order work or disputed work directed by the City in conformity with the true meaning and intent of the Contract Documents, within the time specified.

23

INDEMNIFICATION AND CONTRACTOR'S RESPONSIBILITIES. To the fullest extent permitted by law, the Contractor shall indemnify, defend with counsel acceptable to the City, and hold harmless the City, its officers, officials, employees, agents, and volunteers from and against any and all losses, claims, demands, damages, costs, expenses, attorney's fees, or liability of every nature arising out of or in any way connected with the performance or attempted performance of the provisions of this Contract, caused in whole or in part by any negligent or willful act or omission of the Contractor, its officers, employees, or agents, or anyone directly or indirectly acting on behalf of the Contractor, regardless of whether caused in part by a party indemnified hereunder. Nothing contained in the foregoing indemnity provisions shall be construed to require the Contractor to indemnify the indemnified party in contravention of Section 2782 of the Civil Code for the active or sole negligence or willful misconduct of that indemnified party

To the fullest extent permitted by law, the Contractor's duty to defend shall extend, without limitation, to any suit or action founded upon any losses, claims, demands, damages, costs, expenses, attorney's fees, or liability of every nature arising out of or in any way connected with the performance or attempted performance of the provisions hereof, or in any way arising out of or connected with this Contract.

The defense and indemnity obligations expressly extend to and include any and all claims, demands, damages, costs, expenses, or liability occasioned as a result of damages to adjacent property caused by the conduct of the Work.

The defense and indemnity obligations expressly extend to and include any and all claims, demands, damages, costs, expenses, or liability occasioned as a result of the violation by the Contractor, the Contractor's agents, employees, or independent contractors, Subcontractors or suppliers of any provisions of federal, State or local law, including applicable administrative regulations.

The defense and indemnity obligations also expressly extend to and include any claims, demands, damages, costs, expenses, or liability occasioned by injury to or death of any person, or any property damage to property owned by any person while on or about the site or as a result of the Work, whether such persons are on or about the site by right or not, whenever the Work is alleged to have been a contributing cause in any degree whatsoever.

In claims against any person or entity herein indemnified that are made by an employee of the Contractor or an employee of any of the Contractor's agents, independent contractors, Subcontractors or suppliers, a person indirectly employed by the Contractor or by any of the Contractor's agents, independent contractors, Subcontractors or suppliers, or anyone for whose acts the Contractor or any of the Contractor's agents, independent contractors, Subcontractors or suppliers may be liable, the defense and/or indemnification obligation herein shall not be limited by any limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or the Contractor's agents, independent contractors, Subcontractors or suppliers under workers' compensation acts, disability acts, or other employee benefit acts.

The indemnification obligations herein shall not be limited by any assertion or finding that the person or entity indemnified is liable by reason of a non-delegable duty.

The indemnities set forth herein shall not be limited by the insurance requirements set forth in the Contract Documents.

The indemnification requirements herein set forth shall extend to claims occurring after this Contract is terminated as well as while it is in force.

In the event the Contractor enters into any agreement with the owners of any adjacent property to enter upon or adjacent to such property for the purpose of performing this Contract, the Contractor shall fully indemnify, defend and save harmless such person, firm, or corporation, State or other governmental agency which owns or has any interest in the adjacent property. The form and content of the indemnification agreement shall be approved by the City prior to commencement of any work on or about such property. The Contractor also shall indemnify the City and other indemnities identified in this Section as provided in the Contract. These provisions shall be in addition to any other requirements of the owners of adjacent property.

24 **LEGAL REQUIREMENTS.**

24.1 **Governing Law.** The laws of the State of California shall govern this Agreement.

24.2 **Compliance with Applicable Laws.** Contractor and any subcontractors shall comply with all laws applicable to the performance of the work in connection with this Agreement.

24.3 **Licenses and Permits.** Contractor represents and warrants to City that Contractor and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.

24.4 **Nondiscrimination and Equal Opportunity.** In compliance with federal, state and local laws, Contractor shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Contractor under this Agreement.

24.5 **Work Requiring Payment of Prevailing Wages.** The City affirmatively identifies this project as a "public work" as that term is defined by California Labor Code § 1720, and the project is, therefore, subject to prevailing wages under California Labor Code § 1771. In accordance with California Labor Code § 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which these services are to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the services under this Agreement. Contractor and its subcontractors shall fully comply with all the provision of the California Labor Code governing the performance of public works contracts including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records, posting of wages at job site and prohibitions against discrimination.

- 24.6 Unfair Competition.** The following provision is included in this agreement pursuant to California Public Contract Code §7103.5.

"In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assigning to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties."

- 24.7 INCIDENTAL BENEFICIARIES.** It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to the City and Contractor. Nothing contained in the Agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of the City and Contractor that any such person or entity, other than the City and Contractor, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary.

25 MODIFICATION.

- 25.1 Amendments.** Any modification or amendment of any provision of this agreement shall be in writing and must be executed by both parties hereto.
- 25.2 Assignment.** Contractor may not assign this Agreement or any interest therein without the prior written approval of the City.
- 25.3 Subcontracting.** Contractor shall not subcontract any portion of the performance contemplated and provided for herein without prior written approval of the City. Where written approval is granted by the City, Contractor shall supervise all work subcontracted by Contractor in performing the Services; shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work; the subcontracting of any work to subcontractors shall not relieve Contractor from any of its obligations under this Agreement with respect to the Services; and Contractor is obligated to ensure that any and all subcontractors performing any Services shall be fully insured in all respects and to the same extent as set forth under Section 5, to City's satisfaction.
- 25.4 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Contractor shall survive the termination of this Agreement.
- 25.5 Options upon Breach by Contractor.** If Contractor materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:
- 25.5.1** Immediately terminate the Agreement;
- 25.5.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Contractor in accordance with this Agreement;

25.5.3 Retain a different Contractor to complete the Services not finished by Contractor;
or

25.5.4 Charge Contractor the difference between the costs to complete the work at the time of breach and the amount that City would have paid Contractor if Contractor had completed the Work.

26 KEEPING AND STATUS OF RECORDS.

26.1 Records Created as Part of Contractor's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Contractor prepares or obtains in accordance with this Agreement and that relate to the matters covered under the terms of this Agreement shall be the property of the City.

26.2 Contractor's Books and Records. Contractor shall maintain any and all records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Contractor to this Agreement.

26.3 Confidential Information and Disclosure. During the term of this Agreement, either party (the "Disclosing Party") may disclose confidential, proprietary or trade secret information (the "Information"), to the other party (the "Receiving Party"). The Receiving Party shall hold the Disclosing Party's Information in confidence and shall take all reasonable steps to prevent any unauthorized possession, use, copying, transfer or disclosure of such Information. Contractor understands that City is a public City and is subject to the laws that may compel it to disclose information about Contractor's business.

27 MISCELLANEOUS PROVISIONS.

27.1 Attorneys' Fees. If a Party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that Party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

27.2 Venue. In the event that either Party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.

27.3 Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect.

27.4 Binding. This Agreement shall bind and inure to the heirs, devisees, assignees and successors in interest of Contractor and to the successors in interest of the City in the same manner as if such parties had been expressly named herein.

- 27.5 Survivorship.** Any responsibility of Contractor for warranties, insurance, indemnity, record keeping or compliance with laws with respect to this Agreement shall not be invalidated due to the expiration, termination or cancellation of this Agreement.
- 27.6 No Implied Waiver of Breach.** In the event that either the City or Contractor shall at any time or times waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Agreement, whether of the same or any other covenant, condition or obligation. Waiver shall not be deemed effective until and unless signed by the waiving party.
- 27.7 Contract Administration.** This Agreement shall be administered by the City Manager or her designee, who shall act as the City's representative. All correspondence shall be directed to or through the representative.
- 27.8 Notices.** Any written notice to Contractor shall be sent to:
- [INSERT CONTRACTOR CONTACT INFORMATION]
- Any written notice to City shall be sent to:
- Neil Gang, Interim City Manager
City of Pinole
2131 Pear Street
Pinole, CA 94564
- 27.9 Integration; Incorporation.** This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between City and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. All exhibits attached hereto are incorporated by reference herein.
- 27.10 Authority to Execute.** The person or persons executing this Agreement on behalf of the parties hereto warrants and represents that he/she/they has/have the authority to execute this Agreement on behalf of their entity and has/have the authority to bind their party to the performance of its obligations hereunder.
- 27.11 Counterparts.** This agreement may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties at such time as all of the signatories hereto have signed a counterpart of this Agreement. All counterparts so executed shall constitute one Agreement binding on all of the parties hereto, notwithstanding that all of the parties are not signatory to the same counterpart.

The Parties have executed this Agreement as of the date signed by the City.

CITY OF PINOLE

CONTRACTOR

Date: _____

Date: _____

Neil Gang
Interim City Manager

[Insert Name of Signatory]
[Insert Name of Contractor]

Dated: _____

Dated: _____

Attest:

Heather Bell
City Clerk

Dated: _____

Approved as to Form:

Eric Casher
City Attorney

Dated: _____

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EXHIBIT A

Minimum Wage Rates
(State Prevailing Wage Rates from Bid Documents)

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AGREEMENT TO BE BOUND

Date: _____
Neil Gang, Interim City Manager
City of Pinole
2131 Pear Street
Pinole, CA 94564

Re: Project Labor Agreement for the City of Pinole
Agreement to be Bound

Dear Mr. Gang:

The undersigned confirms that it agrees to be a party to and bound by the Project Labor Agreement for the City of Pinole ("Agreement") as such Agreement may, from time to time, be amended by the parties or interpreted pursuant to its terms.

By executing this Agreement to be Bound, the undersigned subscribes to, adopts and agrees to be bound by the written terms of the legally established trust fund documents as set forth in Section 8.1 of the Agreement, as they may from time to time be amended, specifying the detailed basis upon which contributions are to be made into, and benefits made out of, such trust funds, and ratifies and accepts the trustees appointed by the parties to such trust funds. The undersigned agrees to execute a separate subscription agreement(s) for such trust funds when such trust fund(s) require(s) such document(s).

The obligation to be a party to and bound by the Agreement shall extend to all work covered by the Project Labor Agreement for the City of Pinole undertaken by the undersigned. The undersigned shall require all of its subcontractors, of whatever tier, to become similarly bound for all their work within the scope of the Agreement by signing an identical Agreement to be Bound.

This letter shall constitute a subscription agreement, to the extent of the terms of the letter.

CONTRACTOR/SUBCONTRACTOR: _____

California Contractor State License No. or Motor Carrier (CA) Permit No.: _____

Name of Authorized Person (print): _____

Signature of Authorized Person: _____

Title of Authorized Person: _____

Telephone Number of Authorized Person: _____

Address of Authorized Person: _____

State Public Works Registration Number: _____

154905\1411604



CITY COUNCIL REPORT

9.D.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: STACY SHELL, HUMAN RESOURCES DIRECTOR
SUBJECT: ADOPT A RESOLUTION APPROVING A REVISED COMPENSATION AND BENEFITS PLAN FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

RECOMMENDATION

City staff recommends that the City Council adopt a resolution (Attachment A) approving a revised Compensation and Benefits Plan for Management and Confidential Employees.

BACKGROUND

The City Council adopted the City of Pinole Compensation and Benefits Plan for Management and Confidential Employees (the "Plan") on November 17, 2020. On numerous occasions since that adoption date, the City Council has approved revisions to the Plan which provided salary and employee benefit modifications, in addition to classification plan changes as they relate to the work performed by this employee group. Staff is now recommending some additional revisions to the Plan.

REVIEW AND ANALYSIS

City staff has determined that additional modifications to the Plan are necessary to address changes in the City's compensation and benefit matters. Staff recommends that the City Council adopt a resolution (Attachment A) approving a revised version of the Plan (Exhibit A to Attachment A). A redlined copy of the proposed revised version of the Plan is attached as Attachment B.

The proposed revisions to the Plan are as follows:

- Section 12 (Sick Leave – Unused Sick Leave Upon Retirement) – Provide eligible employees with the option to cash out 25% of sick leave accrual upon retirement in lieu of extending years of service credit with CalPERS.
- Section 20 (Section 125 Flexible Benefit Plan) – In accordance with recent IRS regulations, reduce the annual City contribution from \$1200 to \$500 to a health care reimbursement flexible spending account for medical plan subscribers.

- Exhibit “A” (Management Group Salary Ranges)
 1. Update the salary ranges of all Management and Confidential classifications to reflect a 4% cost of living adjustment (COLA) effective July 1, 2024.

FISCAL IMPACT

The total cost of the provisions for this revised Compensation and Benefits Plan for Management and Confidential Employees for FY 2023/24 and FY 2024/25 is estimated at \$283,324. However, the adopted FY 2024/25 Operating and Capital Budget already included a 4% COLA, so the net additional total cost is estimated at \$106,438.

The total costs are spread over various City funds, depending on each employee’s staffing allocation.

ATTACHMENTS

- A. Resolution
- B. Exhibit A - Management Compensation Benefit Plan (June 18 2024) FINAL
- C. Management Compensation Benefit Plan (6-18-24) - REDLINE

RESOLUTION NO. 2024-____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING A REVISED COMPENSATION AND BENEFITS PLAN FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

WHEREAS, the City Council adopted the City of Pinole Compensation and Benefits Plan for Management and Confidential Employees (the “Plan”) on November 17, 2020; and

WHEREAS, since the adoption date, the City Council has approved previous revisions to the Plan which provided salary and employee benefit modifications, in addition to classification plan changes as they relate to the work performed by this employee group; and

WHEREAS, City staff is proposing further revisions to the Plan to provide a sick leave accrual cash out to eligible employees upon retirement and reduce the City contribution to a flexible spending account for medical plan subscribers; and

WHEREAS, City staff is proposing revisions to the Plan’s salary ranges to implement a 4% cost of living adjustment effective July 1, 2024; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Pinole does hereby approve the revised City of Pinole Compensation and Benefits Plan for Management and Confidential Employees, attached hereto as Exhibit A and incorporated herein by this reference, effective June 18, 2024.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 18th day of June 2024 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 18th day of June 2024.

Heather Bell, CMC
City Clerk

CITY OF PINOLE

COMPENSATION AND BENEFITS PLAN

FOR

MANAGEMENT AND CONFIDENTIAL

EMPLOYEES

Effective Date November 17, 2020
Revised June 18, 2024

**CITY OF PINOLE COMPENSATION AND BENEFITS PLAN
MANAGEMENT AND CONFIDENTIAL EMPLOYEES**

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**CITY OF PINOLE
MANAGEMENT AND CONFIDENTIAL EMPLOYEES
COMPENSATION AND BENEFITS PLAN**

ARTICLE ONE: INTRODUCTION

SECTION 1. ESTABLISHMENT AND PURPOSE

The City of Pinole (“City”) wishes to establish and maintain a plan of compensation and benefits for management and confidential personnel of the City. Accordingly, the City sets forth this “Management and Confidential Employees Compensation and Benefits Plan” (also known as the “Plan”).

The purpose of this Plan is to establish the compensation and benefits applicable to the City’s management and confidential employees beyond those already approved in the Personnel Rules or other legislative actions of the City Council. Should there be any conflicting provisions between this Plan and the Personnel Rules, the Plan shall supersede.

SECTION 2. ADMINISTRATION OF THE PLAN

The Plan shall be administered by the City Manager or his/her designee. The City Manager shall have the authority to establish and revise policies and procedures to ensure fair and equitable administration of the Plan.

SECTION 3. CLASSIFICATIONS

The following management and confidential classifications are covered by this Plan.

- Assistant City Manager
- Assistant to the City Manager
- Building Official
- Capital Improvement and Environmental Program Manager
- Community Development Director
- Community Services Director
- Deputy City Clerk
- Development Services Director / City Engineer
- Finance Director
- Fire Battalion Chief
- Fire Chief
- Human Resources Analyst
- Human Resources Director
- Human Resources Specialist
- Human Resources Technician
- Planning Manager
- Police Chief

- Police Commander
- Police Lieutenant
- Public Works Director
- Public Works Manager
- Recreation Manager
- Wastewater Treatment Plant Manager

SECTION 4. AT-WILL STATUS

All employees covered by this Plan are employed on an “at will” basis. Accordingly, both the City and the employee have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause.

SECTION 5. TRANSITION TO THE PLAN

The terms and conditions regarding compensation and benefits for the employees in classifications covered under this Plan have been set forth in individual employment agreements (“IEA”). This Plan and the provisions herein shall replace any and all IEAs upon the expiration of the IEAs. Conversely, employees may elect to voluntarily transition to the Plan prior to the expiration of their IEA and may do so in a written document signed by both the employee and the City Manager. The written document will state that the employee has voluntarily terminated their IEA and will be covered under the Plan going forward. When an employee transitions from an IEA to the Plan, the City Manager shall set the employee’s initial salary under the Plan based on the employee’s attainment of the knowledge and skills required by the classification and the employee’s performance to-date in carrying out the duties of the classification. If an employee’s salary under the IEA is less than the minimum annual salary in the Plan, upon transitioning, the employee’s salary shall be at least the minimum annual salary reflected in the Plan. The salaries of all employees in classifications covered under this Plan shall adhere to the ranges for the employee’s respective classification as set by the Plan regardless of whether or not the employee is covered by an IEA or the Plan.

SECTION 6. EFFECTIVE DATE

This Plan and any revisions will become effective on the Effective Date stated on the Plan’s cover and will continue to be in effect unless otherwise modified by the City Council.

ARTICLE TWO: COMPENSATION

SECTION 7. MANAGEMENT SALARY RANGES

A. Initial Salary

For new employees, the City Manager, or their designee, shall set the salary for individual employees covered by this Plan at the time of their initial appointment, within the established salary range for their classification. New hires may be appointed anywhere within the salary range for their classification.

B. Base Compensation Structure

As provided in Exhibit A, this Plan sets forth the base salary ranges for all classifications covered by this Plan. There shall be no specified or pre-determined “steps” within the salary ranges for employees covered by this Plan. Rather, each classification under this Plan shall be assigned an open salary range containing a 21.6% spread between the minimum and maximum points of the range.

SECTION 8. COST OF LIVING AND PAY RANGE ADJUSTMENTS

At least annually, the City Council will consider a percentage cost of living adjustment to the salary ranges for all classifications covered by this Plan that considers inflationary increases in the cost of living. If the City Council approves a cost-of-living adjustment and an effective date, the minimum and maximum points of each classification’s range shall be increased by the percentage of the adjustment, and the salary of each individual employee covered by the Plan shall be increased by the percentage of the adjustment effective on the first day of the first pay period on or following the effective date set by the City Council.

From time to time, the City Council will authorize a compensation study of benchmark classifications to identify the market rate competitiveness of salary and benefits provided to employees covered by the Plan. If the City Council approves a market rate adjustment and an effective date, the minimum and maximum points of each below-market classification’s range shall be increase by the percentage of the adjustment, and the salary of each employee assigned to the below-market classification covered by the Plan shall be increased by the percentage of the adjustment effective on the first day of the first pay period on or following the effective date set by the City Council.

SECTION 9. MERIT INCREASES AND PERFORMANCE EVALUATIONS

A. Basis for Merit Increases

In addition to the cost-of-living adjustment discussed above, an employee covered by this Plan may receive a merit increase, once per year in relation to their anniversary and annual performance appraisal. Merit increases will be based upon the quality of the employee’s performance in the preceding twelve (12) months. Merit increases shall result in an employee advancing within the established salary range for their classification by the amount of the merit

increase.

B. Performance Evaluation Process

Performance evaluations for all employees covered under this Plan are the responsibility of the City Manager, who normally will delegate the responsibility of performance reviews to the covered employee's department head. The process for performance evaluations shall be conducted in accordance with Section 14 in the Personnel Rules, unless expressly provided otherwise below.

A performance evaluation shall be prepared at least annually on each employee's anniversary date.

The evaluation process shall begin with each employee preparing a self-evaluation of their own performance during the prior year. In addition, the employee shall draft proposed goals and objectives for the coming year.

The employee's supervisor shall then evaluate the employee's performance for the prior year. The evaluations of both the employee and supervisor shall focus on:

- (1) the employee's performance of their regular duties and responsibilities; and
- (2) the employee's attainment of specific goals and objectives established for the employee at the beginning of the review period (i.e. one year earlier).

Following completion of the written evaluations, the employee and their supervisor shall meet to discuss both the quality of the employee's performance of their regular duties and responsibilities and the employee's degree of success in accomplishing the specific goals and objectives set for them the previous year. They shall also review the employee's proposed goals and objectives for the coming year.

C. Merit Adjustment Guidelines

Employees may be granted a merit adjustment of up to five percent each year (5.0%) for exemplary performance.

D. Cap on Merit Increases

If an employee's salary is at the top of the salary range for their classification, the employee shall not be eligible for a merit increase.

If an employee's salary is below the top of the salary range for their classification, the employee may receive a merit increase in accordance with the provisions set forth above. If the amount of the merit increase awarded would cause the employee's salary to exceed the top of his/her salary range, then the employee shall receive as a merit increase only that portion of the merit increase that will bring his/her salary to the top of his/her range.

SECTION 10. EQUITY ADJUSTMENTS

The City Manager may authorize an increase to an individual employee's salary to address internal or external salary equity issues. Any equity adjustment shall consider relevant internal

and external equity data in order to effectuate the intent of this section. Any adjusted salary must adhere to the minimum and maximum amounts of the employee's classification range.

SECTION 11. SEVERANCE PAY

Except as specifically noted otherwise, this section shall apply to all employees covered under this Plan.

In the event that the City terminates the employment of any employee covered by the Plan without cause after the first twelve (12) months of employment, the City shall pay the employee severance, in a sum equal to one (1) month base salary and the value of continuation of health insurance coverage for a period of one (1) month for every year of service, up to a maximum of six (6) months base salary and the value of continuation of health insurance coverage for a period of six (6) months (collectively "Severance"). Such severance is contingent upon the employee signing and delivering a general release of all claims against the City (including without limitation its former and current elected officials, employees, officers and agents). If the employee retires subsequent to separation and receives coverage under the City's retiree health plan within six months of separation, the employee shall reimburse the City for the portion of the Severance associated with the value of continuation of health insurance coverage attributable to post-employment months after which the employee had coverage through the City's retiree health plan. If the employee is terminated for "cause," the City shall not owe any severance under this Plan. The determination of whether there is "cause" for termination shall include but not be limited to those items listed in the Personnel Rules. The term "cause" only relates to the potential to receive severance, and has no bearing on an employee's at-will status.

ARTICLE THREE: BENEFITS

SECTION 12. SICK LEAVE

A. Rate of Sick Leave Earned

Employees covered under this Plan shall accrue ninety-six (96) hours of sick leave per year, accrued incrementally each pay period. Any employee employed in the Fire Battalion Chief classification shall accrue sick leave at 1.4 times the amount above, as the Fire Battalion Chief's normal work schedule is 2,912 hours annually, 1.4 times the normal work schedule of all other employees covered by the Plan, which is 2,080 hours annually.

B. Sick Leave Incentive

An employee's sick leave use shall be reviewed by the City at the end of each calendar year. Employees who do not use any sick leave for six (6) consecutive months within the calendar year shall receive an additional four (4) hours of accrued vacation time (5.6 hours for the Fire Battalion Chief). Employees who do not use any sick leave for the entire calendar year (12 months) will receive an additional eight (8) hours of vacation time (11.2 hours for the Fire Battalion Chief).

C. Other Use of Sick Leave

All other conditions regulating sick leave accruals, usage, and family leave contained within the City's duly adopted Personnel Rules shall apply to all employees covered under this Plan.

D. Unused Sick Leave Upon Retirement

Upon retirement from the City, employees with at least five (5) years of continuous City service shall have the option to cash out 25% of unused sick leave in a non-pensionable, lump-sum payment subject to all applicable payroll withholdings.

The balance of unused sick leave shall be utilized to extend CalPERS retirement service credit.

SECTION 13. HOLIDAYS

A. Holiday Pay

The Fire Battalion Chief covered by this Plan has routine scheduled staffing without regard to holidays, and therefore works on holidays as a part of their normal schedule. The employee shall receive, in lieu of holiday time off, eleven and one- fifth (11.2) hours of Holiday Pay at their straight time basic hourly rate for each holiday set forth in Section 13.B below.

B. Holiday Leave

Employees shall receive the following legal paid holidays:

- January 1 New Year's Day

- | | |
|-------------------------------|-------------------------------|
| • Third Monday in January | Martin Luther King's Birthday |
| • Third Monday in February | Washington's Birthday |
| • Last Friday in March | Caesar Chavez Day |
| • Last Monday in May | Memorial Day |
| • June 19 | Juneteenth Day |
| • July 4 | Independence Day |
| • First Monday in September | Labor Day |
| • November 11 | Veteran's Day |
| • Fourth Thursday in November | Thanksgiving |
| • Fourth Friday in November | Day after Thanksgiving |
| • December 25 | Christmas |

In the event that any of the aforementioned days falls on a Saturday, the preceding Friday shall be considered a holiday for pay and leave purposes. In the event that any of the aforementioned days falls on a Sunday, the following Monday shall be considered a holiday for pay and leave purposes. Every day proclaimed by the President or the Governor as a public fast, Thanksgiving, day of mourning, or holiday shall be observed as a holiday for pay purposes.

The Fire Battalion Chief shall receive 11.2 hours of straight time pay for each holiday listed above in lieu of receiving paid time off.

In addition, employees covered under this Plan shall receive twelve (12) hours of floating holidays each fiscal year. These hours are not vested and must be taken by June 30th of each year or they will be lost. These hours may not be cashed out. The Fire Battalion Chief shall receive 16.8 hours of floating holiday paid time off.

SECTION 14. ADMINISTRATIVE LEAVE

A. Department Heads

The following classifications shall be entitled to receive administrative leave at an accrual rate of ninety-six (96) hours per year, accrued incrementally each pay period, and may cash out no more than sixty-four (64) hours each year. Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

- Assistant City Manager
- Community Development Director
- Community Services Director
- Development Services Director/City Engineer
- Finance Director
- Fire Chief
- Human Resources Director
- Police Chief
- Public Works Director

B. All Other Classifications

Unless otherwise provided under this section, all other classifications covered by this Plan shall

be entitled to receive administrative leave at an accrual rate of sixty (60) hours per year (84 hours for the Fire Battalion Chief), accrued incrementally each pay period, and may cash out no more than forty (40) hours each year (56 hours for the Fire Battalion Chief). Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

- The Human Resources Technician and Human Resources Specialist are not entitled to receive administrative leave due to non-exempt FLSA status.

SECTION 15. OTHER LEAVES

Employee covered by this Plan shall receive all other leaves (Bereavement, Family and Medical, Jury Duty, Military, etc.) as provided to other Miscellaneous City employees.

SECTION 16. VACATION

A. Rate of Vacation Earned

Employees shall accrue vacation at the following rates, up to the following maximums, for continuous years of service performed:

<u>Years of Service</u>	<u>Hours Accrued Per Year</u>	<u>Maximum Accrual (Hours)</u>
0 – 4	96	192
5 – 9	144	288
10 – 15	160	320
16+	192	384

The Fire Battalion Chief shall accrue vacation and have a maximum accrual cap at 1.4 times the amounts of employees in other classifications covered under the Plan.

The City Manager may grant a new employee a higher annual accrual rate based on years of public service with other agencies or other appropriate factors. If a new employee is granted a higher initial rate of annual accrual, the employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step.

Employees covered by the Plan may cash out up to 52 hours of vacation annually, provided that he/she has a minimum of 20 days (160 hours) accumulated. The Fire Battalion Chief may cash out 72.8 hours of vacation annually, provided that he/she has a minimum of 224 hours accumulated.

Employees that transition from IEAs to the Plan shall accrue vacation at the rate that the employee receives under their IEA at the time of transition. The employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step per the table above. Employees that transition from IEAs to the Plan shall not have any cap on maximum accrual.

SECTION 17. MEDICAL BENEFITS

A. Health Insurance

The City shall make the following contributions toward the employee's health premium:

- Effective January 1, 2020, the City's contribution toward the employee's health premium will equal the 2019 Kaiser rate at each level of coverage.
- Effective January 1, 2021, and every January 1 thereafter, the City's contribution toward the employee's health premium will equal the Kaiser rate for the prior calendar year at each level of coverage.

B. Retiree Medical Insurance

The City will contribute toward retiree health premiums as follows:

Existing City retirees and current City employees hired before September 1, 2010, receive a City contribution toward their retiree health premium equal to that provided to current active employees.

Current City employees hired before September 1, 2010, shall be offered the option to opt into the CalPERS Vesting Program upon retirement. If the employee opts-in to the CalPERS Vesting Schedule Program (GC 22893), the decision is irrevocable (permanent) as CalPERS does not allow the employee to opt out later.

Current City employees hired on or after September 1, 2010, will receive a City contribution toward their retiree health premium in an amount as described by the CalPERS Vesting Program (GC 22893), and summarized in the table below.

The CalPERS Vesting Program is regulated by Government Code 22893 and applies to City employees hired on or after September 1, 2010, and retired City employees hired before September 1, 2010, who voluntarily opt in upon retirement.

Every year CalPERS calculates the State contribution rates towards retiree health premiums, referred to as State Annuitant Contribution Rates. If the rate or vested amount does not cover the entire cost of the health premium, the retired employee is responsible for the difference.

A City retiree is eligible to receive a contribution towards the retiree medical premium if:

1. The City retiree has a minimum of ten (10) years of CalPERS earned service credit to receive 50% of the employer contribution.
 - a. Credited service is compensated CalPERS service time earned (G.C. 20069).
 - b. Purchased "Additional Retirement Service Credit (ARSC)" does not qualify as it is not earned service.
2. Five (5) of those ten (10) years of CalPERS earned service credit must be performed at the City of Pinole.
 - a. Each additional CalPERS earned service credit year after the completion of ten years increases the City's contribution percentage by 5% until the completion of 20 years, at which time the retiring employee is eligible for 100% of the State Annuitant Contribution Rate (100/90 formula).

CalPERS Credited Years of Earned Service	Percentage of City Contribution Based On The State's Rate
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

C. Medical In-Lieu

Eligible full-time employees with alternate medical insurance shall be allowed to receive payment in lieu of medical insurance as follows:

- One-party coverage: \$225
- Two-party coverage: \$450
- Family coverage: \$600

An employee must show proof of adequate medical insurance coverage under another health plan before the benefit may be received, and annually thereafter. Employees will be subject to provisions of the City's health plans in the event termination of in-lieu benefits and resumption of medical coverage is desired.

Employees electing the medical in-lieu option shall be entitled to an adjustment in the amount received for this option should their coverage status change. It is the duty of the employee to notify Human Resources of any such changes.

SECTION 18. DENTAL INSURANCE

A. Dental Insurance Provided

The City shall pay for the dental insurance premiums for employees covered by this Plan and their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the City.

The City-provided dental insurance plan provides for a maximum annual dental payout of \$1,500 total for each employee and their eligible dependents.

B. Orthodontic Insurance Provided

The City shall pay for the orthodontic insurance premiums for employees covered by this Plan and their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the City.

The City-provided orthodontic insurance plan provides for a lifetime maximum orthodontic payout of \$1,500 for each employee and for each employee's eligible dependents.

SECTION 19. VISION INSURANCE

A. Vision Insurance Provided

The City agrees to pay the premium for full family vision care coverage that provides for one examination, one set of lenses, and one frame per year. Selection of the carrier shall be at the discretion of the City. The City provided plan shall provide for a \$20 co-payment for examination and a \$20 co-payment for materials.

SECTION 20. SECTION 125 FLEXIBLE BENEFIT PLAN

- A. The City shall establish and pay the costs for administering a flexible benefit plan for this employee group. Selection of the benefit provider shall be at the discretion of the City. Effective the first full pay period in January 2024, the City shall make an annual (January 1 of each year) contribution of \$500.00 to a health care reimbursement flexible spending account for each medical plan subscriber. The annual contribution shall be prorated for newly hired or promoted medical plan subscribers.

SECTION 21. LIFE INSURANCE

A. Life Insurance Provided

The City agrees to provide term life insurance and accidental death and dismemberment insurance in the amount of one times (1x) the employee's annual base wage salary. Selection of the carrier shall be at the discretion of the City.

SECTION 22. DISABILITY INSURANCE

A. Disability Insurance Provided

Effective the first full pay period following May 1, 2024, the City agrees to participate in the California State Disability Insurance (CASDI) program for employees covered by this Plan for short-term disability benefits and shall provide a Long-Term Disability (LTD) benefit to employees as defined below. The costs of the CASDI program are the responsibility of the employee, paid through payroll deductions.

Long-Term Disability

The City shall provide long term disability insurance of two-thirds of salary up to \$6,000 per month (\$4,000 maximum benefit) with a 90-day waiting period.

Effective the first full pay period following May 1, 2024, employees shall pay the monthly long-term disability insurance premium through bi-weekly, after-tax payroll deduction and the City shall issue insured employees with a long-term disability insurance premium reimbursement each pay period.

The City shall make coverage available to Police Safety employees interested in participating in Peace Officers' Research Association of California (PORAC) long-term disability plan in lieu of the City's LTD Plan. Effective the first full pay period following May 1, 2024, Police Safety employees shall pay the monthly PORAC long-term disability insurance premium through bi-weekly, after-tax payroll deductions and the City shall issue insured employees with a long-term disability insurance premium reimbursement each pay period up to the City's LTD Plan premium. Employee is responsible for any monthly premium payment if the PORAC LTD Plan exceeds the cost of the City's LTD Plan.

SECTION 23. DOMESTIC PARTNER MEDICAL COVERAGE

A. Domestic Partnership and Coverage Defined

A Domestic Partnership is defined pursuant to the California Family Code. The City, in accordance with CalPERS regulations, will allow coverage for registered domestic partners of employees, as qualified dependents, under the medical, dental, and vision health care plans. Prior to any coverage being provided, the employee must provide proof of domestic partnership registration with the California Secretary of State.

SECTION 24. INCENTIVE BENEFITS

A. Educational Degree

During the term of this Plan, the City will pay those employees who have earned degrees from accredited college institutions, additional pay as follows:

- Associate of Art/Science Degree \$ 75.00 per month
- Bachelor of Art/Science Degree \$150.00 per month
- Master of Art/Science Degree \$225.00 per month

An employee is only eligible to receive Educational Degree Pay under this section for one degree. An employee is not eligible to receive this pay for multiple degrees and/or disciplines.

This Educational Degree Pay shall only be paid to employees holding a degree beyond that which is required for their classification, as outlined in the classification description, and if a higher degree is determined to be beneficial by the City Manager, which shall not unreasonably be withheld.

B. Bilingual Pay

The City Manager may assign designated employee(s) to receive a monthly bilingual pay stipend of \$200.00 per month. Such assignment shall be in writing and must be renewed on an

annual basis. To be eligible to receive a bilingual pay differential, an employee must:

- Speak the recognized languages spoken in the City service area.
- Agree to utilize their bilingual ability on the job.
- Demonstrate bilingual proficiency satisfactorily to an evaluating agency/individual.
- Agree to maintain the necessary training and certification standards established by the City to continue to receive the bilingual pay stipend.

SECTION 25. RETIREMENT PLAN FOR EMPLOYEES

A. Retirement Plan Defined

The City shall contract with the California Public Employees Retirement System (CalPERS) for the purpose of allowing employees to earn retirement benefits.

B. CalPERS Contract Benefits – Classic Employees

For “Classic” Public Safety (3% @ 55 Plan) and Miscellaneous (2.5% @ 55 Plan) Members, the contract offers the following options:

- Military Buy Back - The choice to participate in the CalPERS Military Buy Back program is solely at the discretion and cost of the employee.
- Third Level 1959 Survivors Benefits
- Single Highest Year Compensation Formula
- Service Credit for Unused Sick Leave

C. CalPERS Employer Contribution Rate Sharing Formula for Classic Employees

The total amount owed by the City to CalPERS related to retirement benefits of City employees and annuitants is composed of the plan total normal cost and the plan total amortized cost, which together are the “Plan Total Cost”. City employees pay an “expected” employee contribution toward the plan total normal cost. Unless otherwise established between the City and employees, the City pays to CalPERS the plan total cost less the expected employee contribution, which is paid to CalPERS by the employee through payroll deduction.

Employees covered under the Plan will pay an amount above the expected employee contribution, calculated as described below.

Public Safety Employees

Employees covered by this Plan that participate in CalPERS as public safety plan Tier 1 (“Classic”) employees will contribute 9% of salary (expected employee contribution) and an additional 12.935% of salary (employee’s share of City rate). In the event the Plan Total Cost for the City’s Tier 1 public safety plan employees, when expressed as a percentage of payroll, increases in excess of 5.0% over the prior year’s contribution rate, the additional amount above the 5.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 7%, then the City will pay 5% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

Effective the full pay period that contains July 1, 2022, the employees' total CalPERS contribution (combined employee's contribution and employee's share of the City's contribution) shall be reduced to fifteen percent (15%).

Miscellaneous Employees

Employees covered by this Plan that participate in CalPERS as Tier 1 ("Classic") employees will contribute 8% of salary (expected employee contribution) and an additional 8.388% of salary (employee's share of City rate). In the event the Plan Total Cost for the City's Tier 1 employees, when expressed as a percentage of payroll, increases in excess of 4.0% over the prior year's contribution rate, the additional amount above the 4.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 6%, then the City will pay 4% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

Effective the full pay period that contains July 1, 2022, the employees' total CalPERS contribution (combined employee's contribution and employee's share of the City's contribution) shall be reduced to fifteen percent (15%).

D. CalPERS Contract Benefits – PEPRAs Employees

Individuals first employed by the City on or after January 1, 2013, who are defined as "new members" by the Public Employees' Pension Reform Act (PEPRA) of 2013, shall be enrolled in the CalPERS.

Employees classified as PEPRA Public Safety members will be enrolled in a 2.7% @ 57 plan. Employees designated as Local Miscellaneous PEPRA members will be enrolled in a 2% @ 62 plan. Employees covered by the Plan enrolled in CalPERS as PEPRA Public Safety or Local Miscellaneous members will be responsible to pay a contribution to CalPERS equal to 50% of the total normal cost for their defined Plan as determined by CalPERS.

SECTION 26. DEFERRED COMPENSATION – 457 PLAN

The City shall make a 457 Plan and ROTH individual retirement account available for employees covered by the Plan to contribute to through payroll deduction.

Effective the full pay period following adoption of this Plan, the City shall provide up to \$100.00 in a dollar for dollar "matching" monthly contribution to the 457 Plan for participating employees.

SECTION 27. CLOTHING AND EQUIPMENT ALLOWANCE

A. Uniform and Safety Equipment Allowance for Public Safety Employees

Fire safety classifications covered by this Plan will receive an annual uniform allowance of \$800 per year for items which are not solely for personal health and safety, to align with the International Association of Firefighters, Local 1230's clothing allowance.

After voluntarily transitioning to this Plan or at the time that an employee's Individual

Employment Agreement expires, Fire safety classifications will be entitled to a clothing allowance of \$1,000 per year.

Police safety employees covered by this Plan shall receive an annual uniform allowance of \$1,000 for the purchase and maintenance of uniforms and accessories.

Effective the first full pay period in January 2024, the uniform allowance will be pro-rated and paid each pay period within the calendar year.

Police employees covered by this Plan shall receive an annual safety equipment allowance of \$255 for the purchase of equipment such as a weapon, holster, duty belt, handcuffs, baton, flashlight, etc. The safety equipment allowance shall be paid in the same fashion as the uniform allowance described above.

B. Safety Shoe Allowance

The classifications listed under this section shall receive a safety shoe allowance in the amount of \$200 per year.

- Public Works Manager
- Wastewater Treatment Plant Manager

The allowance provided under this section will be paid twice annually, one-half (1/2) in June and one-half (1/2) in December.

SECTION 28. AUTO ALLOWANCE

A. Police and Fire

The City shall provide the following classifications with a city-owned automobile for use in discharging their duties, subject to all federal and state tax laws. The City shall also provide all expenses related to gasoline, maintenance and insurance of said vehicle. The classifications covered under this subsection shall have the unrestricted use of said vehicle within the State of California and shall not drive outside the state unless receiving prior approval from the City Manager.

- Police Chief
- Police Lieutenant
- Fire Chief
- Fire Battalion Chief

B. All Other Employees

The City shall provide employees with an automobile allowance in the form of a per mile reimbursement per IRS-approved mileage rates. These payments shall be made in conjunction with the City's normal payroll periods and subject to all federal and state withholding and tax laws. Employees hired on or after November 17, 2020 shall be eligible to receive mileage reimbursement for use of their personal vehicle when conducting City business.

C. Elimination of Auto Allowance

Employees with IEA's who voluntarily transitioned to the Plan, prior to the expiration of their IEA, and who were receiving a monthly auto allowance will continue to receive their monthly auto allowance in lieu of a per mile reimbursement.

SECTION 29. CELLPHONE ALLOWANCE

An employee covered under this Plan has the option to obtain a City-issued cellphone for business purposes. If the employee does not elect to receive a City-issued cellphone, the City shall provide the employee with a \$65 monthly stipend. This stipend shall be payable on one pay period each month and be subject to all federal and state withholding and tax laws.

The employee hereby acknowledges and agrees that receipt of this stipend means that any voicemail, text, or e-mail messages received on his or her device that are related to City business are the property of the City and are subject to disclosure in accordance with the Public Records Act and applicable case law. The employee further hereby confirms that he or she will provide authorization for the City to obtain such records from his or her service provider.

SECTION 30. FIRE BATTALION CHIEF BACKFILL FOR PARTNER AGENCY

The Fire Battalion Chief classification is distinct among the classifications covered by the Plan in that it performs shift work. The City of Pinole is a party, with the Rodeo-Hercules Fire District and the Contra Costa County Fire Protection District, to the Battalion 7 agreement, through which, among other things, each party provides a Fire Battalion Chief on a rotating shift basis to cover the needs of the entire Battalion 7. From time to time, the Pinole Fire Battalion Chief is required to cover a shift as Battalion Chief for Battalion 7 that is additional to the City's normal shifts. When the City's Fire Battalion Chief covers the Battalion Chief duties for another agency, the Fire Battalion Chief shall receive compensation at a rate of one and one-half times his or her basic hourly salary for the hours worked, not to exceed the amount reimbursed by the other agencies.

SECTION 31. LONGEVITY PAY

Effective July 3, 2023, employees in public safety classifications shall be given additional pay computed on their base hourly rate of pay as follows:

- One percent (1%) pay for five (5) full continuous years of City service, or
- Three percent (3%) pay for ten (10) full continuous years of City service.

Effective July 3, 2023, employees in miscellaneous classifications shall be given additional pay computed on their base hourly rate of pay as follows:

- One percent (1%) pay for five (5) full continuous years of City service, or
- Two percent (2%) pay for ten (10) full continuous years of City service, or
- Three percent (3%) pay for fifteen (15) full continuous years of City services.

This benefit shall not compound, nor be compounded by, any other additional compensation.

SECTION 32. PROFESSIONAL DEVELOPMENT

Subject to budgetary constraints, the City will pay for professional memberships, subscriptions, and training subject to the approval of the City Manager. The City will pay the expenses of transportation, food, lodging, and registration for management and confidential employee at meetings and trainings subject to the approval of the City Manager.

EXHIBIT “A”
MANAGEMENT GROUP SALARY RANGES

1% State Disability Insurance Salary Offset, Effective 05/06/2024

<u>Management, eff. 05/06/2024</u>	<u>Minimum Annual</u>	<u>Minimum Hourly</u>	<u>Maximum Annual</u>	<u>Maximum Hourly</u>
Assistant City Manager	\$ 214,866.95	\$ 103.3014	\$ 261,278.22	\$ 125.6145
Police Chief	\$ 214,866.95	\$ 103.3014	\$ 261,278.22	\$ 125.6145
Development Services Director/City Engineer	\$ 204,635.14	\$ 98.3823	\$ 248,836.33	\$ 119.6329
Community Development Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Finance Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Fire Chief	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Human Resources Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Public Works Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Police Commander	\$ 177,077.65	\$ 85.1335	\$ 215,326.42	\$ 103.5223
Community Services Director	\$ 169,029.53	\$ 81.2642	\$ 205,539.91	\$ 98.8173
Building Official	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Fire Battalion Chief (contract for services, eff. 03/01/2023)	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Planning Manager	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Police Lieutenant	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Wastewater Treatment Plant Manager	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Capital Improvement & Environmental Program Manager	\$ 133,040.77	\$ 63.9619	\$ 161,777.57	\$ 77.7777
Public Works Manager	\$ 133,040.77	\$ 63.9619	\$ 161,777.57	\$ 77.7777
Recreation Manager	\$ 118,258.97	\$ 56.8553	\$ 143,802.91	\$ 69.1360
Assistant to the City Manager	\$ 118,258.97	\$ 56.8552	\$ 143,802.69	\$ 69.1359
Human Resources Analyst	\$ 93,778.01	\$ 45.0856	\$ 114,034.07	\$ 54.8241
Deputy City Clerk	\$ 90,374.66	\$ 43.4494	\$ 109,895.58	\$ 52.8344
Human Resources Specialist	\$ 85,252.80	\$ 40.9869	\$ 103,667.40	\$ 49.8401
Human Resources Technician	\$ 77,502.55	\$ 37.2608	\$ 94,243.10	\$ 45.3092

4% Cost of Living Increase, Effective 07/01/2024

<u>Management, eff. 07/01/2024</u>	<u>Minimum Annual</u>	<u>Minimum Hourly</u>	<u>Maximum Annual</u>	<u>Maximum Hourly</u>
Assistant City Manager	\$ 223,461.63	\$ 107.4335	\$ 271,729.35	\$ 130.6391
Police Chief	\$ 223,461.63	\$ 107.4335	\$ 271,729.35	\$ 130.6391
Development Services Director/City Engineer	\$ 212,820.55	\$ 102.3176	\$ 258,789.79	\$ 124.4182
Community Development Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Finance Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Fire Chief	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Human Resources Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Public Works Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Police Commander	\$ 184,160.75	\$ 88.5388	\$ 223,939.48	\$ 107.6632
Community Services Director	\$ 175,790.71	\$ 84.5148	\$ 213,761.50	\$ 102.7700
Building Official	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Fire Battalion Chief (contract for services, eff. 03/01/2023)	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Planning Manager	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Police Lieutenant	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Wastewater Treatment Plant Manager	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Capital Improvement & Environmental Program Manager	\$ 138,362.40	\$ 66.5204	\$ 168,248.68	\$ 80.8888
Public Works Manager	\$ 138,362.40	\$ 66.5204	\$ 168,248.68	\$ 80.8888
Recreation Manager	\$ 122,989.14	\$ 59.1294	\$ 149,554.80	\$ 71.9013
Assistant to the City Manager	\$ 122,989.14	\$ 59.1294	\$ 149,554.80	\$ 71.9013
Human Resources Analyst	\$ 97,529.14	\$ 46.8890	\$ 118,595.43	\$ 57.0170
Deputy City Clerk	\$ 93,989.64	\$ 45.1873	\$ 114,291.41	\$ 54.9478
Human Resources Specialist	\$ 88,662.91	\$ 42.6264	\$ 107,814.10	\$ 51.8337
Human Resources Technician	\$ 80,602.65	\$ 38.7513	\$ 98,012.82	\$ 47.1215

CITY OF PINOLE

COMPENSATION AND BENEFITS PLAN

FOR

MANAGEMENT AND CONFIDENTIAL

EMPLOYEES

Effective Date November 17, 2020

Revised ~~February 20, 2024~~ June 18, 2024

**CITY OF PINOLE COMPENSATION AND BENEFITS PLAN
MANAGEMENT AND CONFIDENTIAL EMPLOYEES**

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**CITY OF PINOLE
MANAGEMENT AND CONFIDENTIAL EMPLOYEES
COMPENSATION AND BENEFITS PLAN**

ARTICLE ONE: INTRODUCTION

SECTION 1. ESTABLISHMENT AND PURPOSE

The City of Pinole (“City”) wishes to establish and maintain a plan of compensation and benefits for management and confidential personnel of the City. Accordingly, the City sets forth this “Management and Confidential Employees Compensation and Benefits Plan” (also known as the “Plan”).

The purpose of this Plan is to establish the compensation and benefits applicable to the City’s management and confidential employees beyond those already approved in the Personnel Rules or other legislative actions of the City Council. Should there be any conflicting provisions between this Plan and the Personnel Rules, the Plan shall supersede.

SECTION 2. ADMINISTRATION OF THE PLAN

The Plan shall be administered by the City Manager or his/her designee. The City Manager shall have the authority to establish and revise policies and procedures to ensure fair and equitable administration of the Plan.

SECTION 3. CLASSIFICATIONS

The following management and confidential classifications are covered by this Plan.

- Assistant City Manager
- Assistant to the City Manager
- Building Official
- Capital Improvement and Environmental Program Manager
- Community Development Director
- Community Services Director
- Deputy City Clerk
- Development Services Director / City Engineer
- Finance Director
- Fire Battalion Chief
- Fire Chief
- Human Resources Analyst
- Human Resources Director
- Human Resources Specialist
- Human Resources Technician
- Planning Manager
- Police Chief

- Police Commander
- Police Lieutenant
- Public Works Director
- Public Works Manager
- Recreation Manager
- Wastewater Treatment Plant Manager

SECTION 4. AT-WILL STATUS

All employees covered by this Plan are employed on an “at will” basis. Accordingly, both the City and the employee have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause.

SECTION 5. TRANSITION TO THE PLAN

The terms and conditions regarding compensation and benefits for the employees in classifications covered under this Plan have been set forth in individual employment agreements (“IEA”). This Plan and the provisions herein shall replace any and all IEAs upon the expiration of the IEAs. Conversely, employees may elect to voluntarily transition to the Plan prior to the expiration of their IEA and may do so in a written document signed by both the employee and the City Manager. The written document will state that the employee has voluntarily terminated their IEA and will be covered under the Plan going forward. When an employee transitions from an IEA to the Plan, the City Manager shall set the employee’s initial salary under the Plan based on the employee’s attainment of the knowledge and skills required by the classification and the employee’s performance to-date in carrying out the duties of the classification. If an employee’s salary under the IEA is less than the minimum annual salary in the Plan, upon transitioning, the employee’s salary shall be at least the minimum annual salary reflected in the Plan. The salaries of all employees in classifications covered under this Plan shall adhere to the ranges for the employee’s respective classification as set by the Plan regardless of whether or not the employee is covered by an IEA or the Plan.

SECTION 6. EFFECTIVE DATE

This Plan and any revisions will become effective on the Effective Date stated on the Plan’s cover and will continue to be in effect unless otherwise modified by the City Council.

ARTICLE TWO: COMPENSATION

SECTION 7. MANAGEMENT SALARY RANGES

A. Initial Salary

For new employees, the City Manager, or their designee, shall set the salary for individual employees covered by this Plan at the time of their initial appointment, within the established salary range for their classification. New hires may be appointed anywhere within the salary range for their classification.

B. Base Compensation Structure

As provided in Exhibit A, this Plan sets forth the base salary ranges for all classifications covered by this Plan. There shall be no specified or pre-determined “steps” within the salary ranges for employees covered by this Plan. Rather, each classification under this Plan shall be assigned an open salary range containing a 21.6% spread between the minimum and maximum points of the range.

SECTION 8. COST OF LIVING AND PAY RANGE ADJUSTMENTS

At least annually, the City Council will consider a percentage cost of living adjustment to the salary ranges for all classifications covered by this Plan that considers inflationary increases in the cost of living. If the City Council approves a cost-of-living adjustment and an effective date, the minimum and maximum points of each classification’s range shall be increased by the percentage of the adjustment, and the salary of each individual employee covered by the Plan shall be increased by the percentage of the adjustment effective on the first day of the first pay period on or following the effective date set by the City Council.

From time to time, the City Council will authorize a compensation study of benchmark classifications to identify the market rate competitiveness of salary and benefits provided to employees covered by the Plan. If the City Council approves a market rate adjustment and an effective date, the minimum and maximum points of each below-market classification’s range shall be increase by the percentage of the adjustment, and the salary of each employee assigned to the below-market classification covered by the Plan shall be increased by the percentage of the adjustment effective on the first day of the first pay period on or following the effective date set by the City Council.

SECTION 9. MERIT INCREASES AND PERFORMANCE EVALUATIONS

A. Basis for Merit Increases

In addition to the cost-of-living adjustment discussed above, an employee covered by this Plan may receive a merit increase, once per year in relation to their anniversary and annual performance appraisal. Merit increases will be based upon the quality of the employee’s performance in the preceding twelve (12) months. Merit increases shall result in an employee advancing within the established salary range for their classification by the amount of the merit

increase.

B. Performance Evaluation Process

Performance evaluations for all employees covered under this Plan are the responsibility of the City Manager, who normally will delegate the responsibility of performance reviews to the covered employee's department head. The process for performance evaluations shall be conducted in accordance with Section 14 in the Personnel Rules, unless expressly provided otherwise below.

A performance evaluation shall be prepared at least annually on each employee's anniversary date.

The evaluation process shall begin with each employee preparing a self-evaluation of their own performance during the prior year. In addition, the employee shall draft proposed goals and objectives for the coming year.

The employee's supervisor shall then evaluate the employee's performance for the prior year. The evaluations of both the employee and supervisor shall focus on:

- (1) the employee's performance of their regular duties and responsibilities; and
- (2) the employee's attainment of specific goals and objectives established for the employee at the beginning of the review period (i.e. one year earlier).

Following completion of the written evaluations, the employee and their supervisor shall meet to discuss both the quality of the employee's performance of their regular duties and responsibilities and the employee's degree of success in accomplishing the specific goals and objectives set for them the previous year. They shall also review the employee's proposed goals and objectives for the coming year.

C. Merit Adjustment Guidelines

Employees may be granted a merit adjustment of up to five percent each year (5.0%) for exemplary performance.

D. Cap on Merit Increases

If an employee's salary is at the top of the salary range for their classification, the employee shall not be eligible for a merit increase.

If an employee's salary is below the top of the salary range for their classification, the employee may receive a merit increase in accordance with the provisions set forth above. If the amount of the merit increase awarded would cause the employee's salary to exceed the top of his/her salary range, then the employee shall receive as a merit increase only that portion of the merit increase that will bring his/her salary to the top of his/her range.

SECTION 10. EQUITY ADJUSTMENTS

The City Manager may authorize an increase to an individual employee's salary to address internal or external salary equity issues. Any equity adjustment shall consider relevant internal

and external equity data in order to effectuate the intent of this section. Any adjusted salary must adhere to the minimum and maximum amounts of the employee's classification range.

SECTION 11. SEVERANCE PAY

Except as specifically noted otherwise, this section shall apply to all employees covered under this Plan.

In the event that the City terminates the employment of any employee covered by the Plan without cause after the first twelve (12) months of employment, the City shall pay the employee severance, in a sum equal to one (1) month base salary and the value of continuation of health insurance coverage for a period of one (1) month for every year of service, up to a maximum of six (6) months base salary and the value of continuation of health insurance coverage for a period of six (6) months (collectively "Severance"). Such severance is contingent upon the employee signing and delivering a general release of all claims against the City (including without limitation its former and current elected officials, employees, officers and agents). If the employee retires subsequent to separation and receives coverage under the City's retiree health plan within six months of separation, the employee shall reimburse the City for the portion of the Severance associated with the value of continuation of health insurance coverage attributable to post-employment months after which the employee had coverage through the City's retiree health plan. If the employee is terminated for "cause," the City shall not owe any severance under this Plan. The determination of whether there is "cause" for termination shall include but not be limited to those items listed in the Personnel Rules. The term "cause" only relates to the potential to receive severance, and has no bearing on an employee's at-will status.

ARTICLE THREE: BENEFITS

SECTION 12. SICK LEAVE

A. Rate of Sick Leave Earned

Employees covered under this Plan shall accrue ninety-six (96) hours of sick leave per year, accrued incrementally each pay period. Any employee employed in the Fire Battalion Chief classification shall accrue sick leave at 1.4 times the amount above, as the Fire Battalion Chief's normal work schedule is 2,912 hours annually, 1.4 times the normal work schedule of all other employees covered by the Plan, which is 2,080 hours annually.

B. Sick Leave Incentive

An employee's sick leave use shall be reviewed by the City at the end of each calendar year. Employees who do not use any sick leave for six (6) consecutive months within the calendar year shall receive an additional four (4) hours of accrued vacation time (5.6 hours for the Fire Battalion Chief). Employees who do not use any sick leave for the entire calendar year (12 months) will receive an additional eight (8) hours of vacation time (11.2 hours for the Fire Battalion Chief).

C. Other Use of Sick Leave

All other conditions regulating sick leave accruals, usage, and family leave contained within the City's duly adopted Personnel Rules shall apply to all employees covered under this Plan.

D. Unused Sick Leave Upon Retirement

Upon retirement from the City, employees with at least five (5) years of continuous City service shall have the option to cash out 25% of unused sick leave in a non-pensionable, lump-sum payment subject to all applicable payroll withholdings.

The balance of unused sick leave shall be utilized to extend CalPERS retirement service credit.

SECTION 13. HOLIDAYS

A. Holiday Pay

The Fire Battalion Chief covered by this Plan has routine scheduled staffing without regard to holidays, and therefore works on holidays as a part of their normal schedule. The employee shall receive, in lieu of holiday time off, eleven and one-fifth (11.2) hours of Holiday Pay at their straight time basic hourly rate for each holiday set forth in Section 13.B below.

B. Holiday Leave

Employees shall receive the following legal paid holidays:

- January 1
- Third Monday in January
- Third Monday in February
- Last Friday in March
- Last Monday in May
- June 19
- July 4
- First Monday in September
- November 11

New Year's Day
 Martin Luther King's Birthday
 Washington's Birthday
 Caesar Chavez Day
 Memorial Day
 Juneteenth Day
 Independence Day
 Labor Day
 Veteran's Day

- Fourth Thursday in November Thanksgiving
- Fourth Friday in November Day after Thanksgiving
- December 25 Christmas

In the event that any of the aforementioned days falls on a Saturday, the preceding Friday shall be considered a holiday for pay and leave purposes. In the event that any of the aforementioned days falls on a Sunday, the following Monday shall be considered a holiday for pay and leave purposes. Every day proclaimed by the President or the Governor as a public fast, Thanksgiving, day of mourning, or holiday shall be observed as a holiday for pay purposes.

The Fire Battalion Chief shall receive 11.2 hours of straight time pay for each holiday listed above in lieu of receiving paid time off.

In addition, employees covered under this Plan shall receive twelve (12) hours of floating holidays each fiscal year. These hours are not vested and must be taken by June 30th of each year or they will be lost. These hours may not be cashed out. The Fire Battalion Chief shall receive 16.8 hours of floating holiday paid time off.

SECTION 14. ADMINISTRATIVE LEAVE

A. Department Heads

The following classifications shall be entitled to receive administrative leave at an accrual rate of ninety-six (96) hours per year, accrued incrementally each pay period, and may cash out no more than sixty-four (64) hours each year. Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

- Assistant City Manager
- Community Development Director
- Community Services Director
- Development Services Director/City Engineer
- Finance Director
- Fire Chief
- Human Resources Director
- Police Chief
- Public Works Director

B. All Other Classifications

Unless otherwise provided under this section, all other classifications covered by this Plan shall be entitled to receive administrative leave at an accrual rate of sixty (60) hours per year (84 hours for the Fire Battalion Chief), accrued incrementally each pay period, and may cash out no more than forty (40) hours each year (56 hours for the Fire Battalion Chief). Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

- The Human Resources Technician and Human Resources Specialist are not entitled to receive administrative leave due to non-exempt FLSA status.

SECTION 15. OTHER LEAVES

Employee covered by this Plan shall receive all other leaves (Bereavement, Family and Medical, Jury Duty, Military, etc.) as provided to other Miscellaneous City employees.

SECTION 16. VACATION

A. Rate of Vacation Earned

Employees shall accrue vacation at the following rates, up to the following maximums, for continuous years of service performed:

<u>Years of Service</u>	<u>Hours Accrued Per Year</u>	<u>Maximum Accrual (Hours)</u>
0 – 4	96	192
5 – 9	144	288
10 – 15	160	320
16+	192	384

The Fire Battalion Chief shall accrue vacation and have a maximum accrual cap at 1.4 times the amounts of employees in other classifications covered under the Plan.

The City Manager may grant a new employee a higher annual accrual rate based on years of public service with other agencies or other appropriate factors. If a new employee is granted a higher initial rate of annual accrual, the employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step.

Employees covered by the Plan may cash out up to 52 hours of vacation annually, provided that he/she has a minimum of 20 days (160 hours) accumulated. The Fire Battalion Chief may cash out 72.8 hours of vacation annually, provided that he/she has a minimum of 224 hours accumulated.

Employees that transition from IEAs to the Plan shall accrue vacation at the rate that the employee receives under their IEA at the time of transition. The employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step per the table above. Employees that transition from IEAs to the Plan shall not have any cap on maximum accrual.

SECTION 17. MEDICAL BENEFITS

A. Health Insurance

The City shall make the following contributions toward the employee's health premium:

- Effective January 1, 2020, the City's contribution toward the employee's health premium will equal the 2019 Kaiser rate at each level of coverage.
- Effective January 1, 2021, and every January 1 thereafter, the City's contribution toward the employee's health premium will equal the Kaiser rate for the prior calendar year at each level of coverage.

B. Retiree Medical Insurance

The City will contribute toward retiree health premiums as follows:

Existing City retirees and current City employees hired before September 1, 2010, receive a City contribution toward their retiree health premium equal to that provided to current active employees.

Current City employees hired before September 1, 2010, shall be offered the option to opt into the CalPERS Vesting Program upon retirement. If the employee opts-in to the CalPERS Vesting Schedule Program (GC 22893), the decision is irrevocable (permanent) as CalPERS does not allow the employee to opt out later.

Current City employees hired on or after September 1, 2010, will receive a City contribution toward their retiree health premium in an amount as described by the CalPERS Vesting Program (GC 22893), and summarized in the table below.

The CalPERS Vesting Program is regulated by Government Code 22893 and applies to City employees hired on or after September 1, 2010, and retired City employees hired before September 1, 2010, who voluntarily opt in upon retirement.

Every year CalPERS calculates the State contribution rates towards retiree health premiums, referred to as State Annuitant Contribution Rates. If the rate or vested amount does not cover the entire cost of the health premium, the retired employee is responsible for the difference.

A City retiree is eligible to receive a contribution towards the retiree medical premium if:

1. The City retiree has a minimum of ten (10) years of CalPERS earned service credit to receive 50% of the employer contribution.
 - a. Credited service is compensated CalPERS service time earned (G.C. 20069).
 - b. Purchased "Additional Retirement Service Credit (ARSC)" does not qualify as it is not earned service.
2. Five (5) of those ten (10) years of CalPERS earned service credit must be performed at the City of Pinole.
 - a. Each additional CalPERS earned service credit year after the completion of ten years increases the City's contribution percentage by 5% until the completion of 20 years, at which time the retiring employee is eligible for 100% of the State Annuitant Contribution Rate (100/90 formula).

CalPERS Credited Years of Earned Service	Percentage of City Contribution Based On The State's Rate
10	50
11	55
12	60
13	65
14	70

15	75
16	80
17	85
18	90
19	95
20 or more	100

C. Medical In-Lieu

Eligible full-time employees with alternate medical insurance shall be allowed to receive payment in lieu of medical insurance as follows:

- One-party coverage: \$225
- Two-party coverage: \$450
- Family coverage: \$600

An employee must show proof of adequate medical insurance coverage under another health plan before the benefit may be received, and annually thereafter. Employees will be subject to provisions of the City's health plans in the event termination of in-lieu benefits and resumption of medical coverage is desired.

Employees electing the medical in-lieu option shall be entitled to an adjustment in the amount received for this option should their coverage status change. It is the duty of the employee to notify Human Resources of any such changes.

SECTION 18. DENTAL INSURANCE

A. Dental Insurance Provided

The City shall pay for the dental insurance premiums for employees covered by this Plan and their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the City.

The City-provided dental insurance plan provides for a maximum annual dental payout of \$1,500 total for each employee and their eligible dependents.

B. Orthodontic Insurance Provided

The City shall pay for the orthodontic insurance premiums for employees covered by this Plan and their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the City.

The City-provided orthodontic insurance plan provides for a lifetime maximum orthodontic payout of \$1,500 for each employee and for each employee's eligible dependents.

SECTION 19. VISION INSURANCE

A. Vision Insurance Provided

The City agrees to pay the premium for full family vision care coverage that provides for one examination, one set of lenses, and one frame per year. Selection of the carrier shall be at the discretion of the City. The City provided plan shall provide for a \$20 co- payment for examination and a \$20 co-payment for materials.

SECTION 20. SECTION 125 FLEXIBLE BENEEFIT PLAN

- A. The City shall establish and pay the costs for administering a flexible benefit plan for this employee group. Selection of the benefit provider shall be at the discretion of the City. Effective the first full pay period in January 2024, the City shall make an annual (January 1 of each year) contribution of \$~~1,250~~00.00 to a health care reimbursement flexible spending account for each medical plan subscriber. The annual contribution shall be prorated for newly hired or promoted medical plan subscribers.

SECTION 21. LIFE INSURANCE

A. Life Insurance Provided

The City agrees to provide term life insurance and accidental death and dismemberment insurance in the amount of one times (1x) the employee's annual base wage salary. Selection of the carrier shall be at the discretion of the City.

SECTION 22. DISABILITY INSURANCE

A. Disability Insurance Provided

Effective the first full pay period following May 1, 2024, the City agrees to participate in the California State Disability Insurance (CASDI) program for employees covered by this Plan for short-term disability benefits and shall provide a Long-Term Disability (LTD) benefit to employees as defined below. The costs of the CASDI program are the responsibility of the employee, paid through payroll deductions.

Long-Term Disability

The City shall provide long term disability insurance of two- thirds of salary up to \$6,000 per month (\$4,000 maximum benefit) with a 90-day waiting period.

Effective the first full pay period following May 1, 2024, employees shall pay the monthly long-term disability insurance premium through bi-weekly, after-tax payroll deduction and the City shall issue insured employees with a long-term disability insurance premium reimbursement each pay period.

The City shall make coverage available to Police Safety employees interested in participating in Peace Officers' Research Association of California (PORAC) long-term disability plan in lieu of the City's LTD Plan. Effective the first full pay period following May 1, 2024, Police Safety employees shall pay the monthly PORAC long-term disability

insurance premium through bi-weekly, after-tax payroll deductions and the City shall issue insured employees with a long-term disability insurance premium reimbursement each pay period up to the City's LTD Plan premium. Employee is responsible for any monthly premium payment if the PORAC LTD Plan exceeds the cost of the City's LTD Plan.

SECTION 23. DOMESTIC PARTNER MEDICAL COVERAGE

A. Domestic Partnership and Coverage Defined

A Domestic Partnership is defined pursuant to the California Family Code. The City, in accordance with CalPERS regulations, will allow coverage for registered domestic partners of employees, as qualified dependents, under the medical, dental, and vision health care plans. Prior to any coverage being provided, the employee must provide proof of domestic partnership registration with the California Secretary of State.

SECTION 24. INCENTIVE BENEFITS

A. Educational Degree

During the term of this Plan, the City will pay those employees who have earned degrees from accredited college institutions, additional pay as follows:

- | | |
|-----------------------------------|--------------------|
| • Associate of Art/Science Degree | \$ 75.00 per month |
| • Bachelor of Art/Science Degree | \$150.00 per month |
| • Master of Art/Science Degree | \$225.00 per month |

An employee is only eligible to receive Educational Degree Pay under this section for one degree. An employee is not eligible to receive this pay for multiple degrees and/or disciplines.

This Educational Degree Pay shall only be paid to employees holding a degree beyond that which is required for their classification, as outlined in the classification description, and if a higher degree is determined to be beneficial by the City Manager, which shall not unreasonably be withheld.

B. Bilingual Pay

The City Manager may assign designated employee(s) to receive a monthly bilingual pay stipend of \$200.00 per month. Such assignment shall be in writing and must be renewed on an annual basis. To be eligible to receive a bilingual pay differential, an employee must:

- Speak the recognized languages spoken in the City service area.
- Agree to utilize their bilingual ability on the job.
- Demonstrate bilingual proficiency satisfactorily to an evaluating agency/individual.
- Agree to maintain the necessary training and certification standards established by the City to continue to receive the bilingual pay stipend.

SECTION 25. RETIREMENT PLAN FOR EMPLOYEES

A. Retirement Plan Defined

The City shall contract with the California Public Employees Retirement System (CalPERS) for the purpose of allowing employees to earn retirement benefits.

B. CalPERS Contract Benefits – Classic Employees

For “Classic” Public Safety (3% @ 55 Plan) and Miscellaneous (2.5% @ 55 Plan) Members, the contract offers the following options:

- Military Buy Back - The choice to participate in the CalPERS Military Buy Back program is solely at the discretion and cost of the employee.
- Third Level 1959 Survivors Benefits
- Single Highest Year Compensation Formula
- Service Credit for Unused Sick Leave

C. CalPERS Employer Contribution Rate Sharing Formula for Classic Employees

The total amount owed by the City to CalPERS related to retirement benefits of City employees and annuitants is composed of the plan total normal cost and the plan total amortized cost, which together are the “Plan Total Cost”. City employees pay an “expected” employee contribution toward the plan total normal cost. Unless otherwise established between the City and employees, the City pays to CalPERS the plan total cost less the expected employee contribution, which is paid to CalPERS by the employee through payroll deduction.

Employees covered under the Plan will pay an amount above the expected employee contribution, calculated as described below.

Public Safety Employees

Employees covered by this Plan that participate in CalPERS as public safety plan Tier 1 (“Classic”) employees will contribute 9% of salary (expected employee contribution) and an additional 12.935% of salary (employee’s share of City rate). In the event the Plan Total Cost for the City’s Tier 1 public safety plan employees, when expressed as a percentage of payroll, increases in excess of 5.0% over the prior year’s contribution rate, the additional amount above the 5.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 7%, then the City will pay 5% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

Effective the full pay period that contains July 1, 2022, the employees’ total CalPERS contribution (combined employee’s contribution and employee’s share of the City’s contribution) shall be reduced to fifteen percent (15%).

Miscellaneous Employees

Employees covered by this Plan that participate in CalPERS as Tier 1 (“Classic”) employees will contribute 8% of salary (expected employee contribution) and an additional 8.388% of salary (employee’s share of City rate). In the event the Plan Total Cost for the City’s Tier 1

employees, when expressed as a percentage of payroll, increases in excess of 4.0% over the prior year's contribution rate, the additional amount above the 4.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 6%, then the City will pay 4% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

Effective the full pay period that contains July 1, 2022, the employees' total CalPERS contribution (combined employee's contribution and employee's share of the City's contribution) shall be reduced to fifteen percent (15%).

D. CalPERS Contract Benefits – PEPRAs Employees

Individuals first employed by the City on or after January 1, 2013, who are defined as “new members” by the Public Employees’ Pension Reform Act (PEPRA) of 2013, shall be enrolled in the CalPERS.

Employees classified as PEPRA Public Safety members will be enrolled in a 2.7% @ 57 plan. Employees designated as Local Miscellaneous PEPRA members will be enrolled in a 2% @ 62 plan. Employees covered by the Plan enrolled in CalPERS as PEPRA Public Safety or Local Miscellaneous members will be responsible to pay a contribution to CalPERS equal to 50% of the total normal cost for their defined Plan as determined by CalPERS.

SECTION 26. DEFERRED COMPENSATION – 457 PLAN

The City shall make a 457 Plan and ROTH individual retirement account available for employees covered by the Plan to contribute to through payroll deduction.

Effective the full pay period following adoption of this Plan, the City shall provide up to \$100.00 in a dollar for dollar “matching” monthly contribution to the 457 Plan for participating employees.

SECTION 27. CLOTHING AND EQUIPMENT ALLOWANCE

A. Uniform and Safety Equipment Allowance for Public Safety Employees

Fire safety classifications covered by this Plan will receive an annual uniform allowance of \$800 per year for items which are not solely for personal health and safety, to align with the International Association of Firefighters, Local 1230's clothing allowance.

After voluntarily transitioning to this Plan or at the time that an employee's Individual Employment Agreement expires, Fire safety classifications will be entitled to a clothing allowance of \$1,000 per year.

Police safety employees covered by this Plan shall receive an annual uniform allowance of \$1,000 for the purchase and maintenance of uniforms and accessories.

Effective the first full pay period in January 2024, the uniform allowance will be pro-rated and paid each pay period within the calendar year.

Police employees covered by this Plan shall receive an annual safety equipment allowance of \$255 for the purchase of equipment such as a weapon, holster, duty belt, handcuffs, baton,

flashlight, etc. The safety equipment allowance shall be paid in the same fashion as the uniform allowance described above.

B. Safety Shoe Allowance

The classifications listed under this section shall receive a safety shoe allowance in the amount of \$200 per year.

- Public Works Manager
- Wastewater Treatment Plant Manager

The allowance provided under this section will be paid twice annually, one-half (1/2) in June and one-half (1/2) in December.

SECTION 28. AUTO ALLOWANCE

A. Police and Fire

The City shall provide the following classifications with a city-owned automobile for use in discharging their duties, subject to all federal and state tax laws. The City shall also provide all expenses related to gasoline, maintenance and insurance of said vehicle. The classifications covered under this subsection shall have the unrestricted use of said vehicle within the State of California and shall not drive outside the state unless receiving prior approval from the City Manager.

- Police Chief
- Police Lieutenant
- Fire Chief
- Fire Battalion Chief

B. All Other Employees

The City shall provide employees with an automobile allowance in the form of a per mile reimbursement per IRS-approved mileage rates. These payments shall be made in conjunction with the City's normal payroll periods and subject to all federal and state withholding and tax laws. Employees hired on or after November 17, 2020 shall be eligible to receive mileage reimbursement for use of their personal vehicle when conducting City business.

C. Elimination of Auto Allowance

Employees with IEA's who voluntarily transitioned to the Plan, prior to the expiration of their IEA, and who were receiving a monthly auto allowance will continue to receive their monthly auto allowance in lieu of a per mile reimbursement.

SECTION 29. CELLPHONE ALLOWANCE

An employee covered under this Plan has the option to obtain a City-issued cellphone for business purposes. If the employee does not elect to receive a City-issued cellphone, the City shall provide the employee with a \$65 monthly stipend. This stipend shall be payable on one pay period each month and be subject to all federal and state withholding and tax laws.

The employee hereby acknowledges and agrees that receipt of this stipend means that any voicemail, text, or e-mail messages received on his or her device that are related to City business are the property of the City and are subject to disclosure in accordance with the Public Records Act and applicable case law. The employee further hereby confirms that he or she will provide authorization for the City to obtain such records from his or her service provider.

SECTION 30. FIRE BATTALION CHIEF BACKFILL FOR PARTNER AGENCY

The Fire Battalion Chief classification is distinct among the classifications covered by the Plan in that it performs shift work. The City of Pinole is a party, with the Rodeo-Hercules Fire District and the Contra Costa County Fire Protection District, to the Battalion 7 agreement, through which, among other things, each party provides a Fire Battalion Chief on a rotating shift basis to cover the needs of the entire Battalion 7. From time to time, the Pinole Fire Battalion Chief is required to cover a shift as Battalion Chief for Battalion 7 that is additional to the City's normal shifts. When the City's Fire Battalion Chief covers the Battalion Chief duties for another agency, the Fire Battalion Chief shall receive compensation at a rate of one and one-half times his or her basic hourly salary for the hours worked, not to exceed the amount reimbursed by the other agencies.

SECTION 31. LONGEVITY PAY

Effective July 3, 2023, employees in public safety classifications shall be given additional pay computed on their base hourly rate of pay as follows:

- One percent (1%) pay for five (5) full continuous years of City service, or
- Three percent (3%) pay for ten (10) full continuous years of City service.

Effective July 3, 2023, employees in miscellaneous classifications shall be given additional pay computed on their base hourly rate of pay as follows:

- One percent (1%) pay for five (5) full continuous years of City service, or
- Two percent (2%) pay for ten (10) full continuous years of City service, or
- Three percent (3%) pay for fifteen (15) full continuous years of City services.

This benefit shall not compound, nor be compounded by, any other additional compensation.

SECTION 32. PROFESSIONAL DEVELOPMENT

Subject to budgetary constraints, the City will pay for professional memberships, subscriptions, and training subject to the approval of the City Manager. The City will pay the expenses of transportation, food, lodging, and registration for management and confidential employee at meetings and trainings subject to the approval of the City Manager.

EXHIBIT “A” **MANAGEMENT GROUP SALARY RANGES**

~~4% Cost of Living Increase, Effective 07/03/2023~~

<u>Management, eff. 07/03/2023</u>	<u>Minimum Annual</u>	<u>Minimum Hourly</u>	<u>Maximum Annual</u>	<u>Maximum Hourly</u>
Assistant City Manager	\$ 212,739.56	\$ 102.2786	\$ 258,691.30	\$ 124.3708
Police Chief	\$ 212,739.56	\$ 102.2786	\$ 258,691.30	\$ 124.3708
Development Services Director/City Engineer	\$ 202,609.05	\$ 97.4082	\$ 246,372.61	\$ 118.4484
Community Development Director	\$ 184,190.98	\$ 88.5534	\$ 223,976.23	\$ 107.6809
Finance Director	\$ 184,190.98	\$ 88.5534	\$ 223,976.23	\$ 107.6809
Fire Chief	\$ 184,190.98	\$ 88.5534	\$ 223,976.23	\$ 107.6809
Human Resources Director	\$ 184,190.98	\$ 88.5534	\$ 223,976.23	\$ 107.6809
Public Works Director	\$ 184,190.98	\$ 88.5534	\$ 223,976.23	\$ 107.6809
Police Commander (eff. 02/20/2024)	\$ 175,324.45	\$ 84.2906	\$ 213,194.59	\$ 102.4974
Community Services Director	\$ 167,355.97	\$ 80.4596	\$ 203,510.39	\$ 97.8415
Building Official	\$ 159,385.82	\$ 76.6278	\$ 193,813.20	\$ 93.1794
Fire Battalion Chief (contract for services, eff. 03/01/2023)	\$ 159,385.82	\$ 76.6278	\$ 193,813.16	\$ 93.1794
Planning Manager	\$ 159,385.82	\$ 76.6278	\$ 193,813.16	\$ 93.1794
Police Lieutenant	\$ 159,385.82	\$ 76.6278	\$ 193,813.16	\$ 93.1794
Wastewater Treatment Plant Manager	\$ 159,385.82	\$ 76.6278	\$ 193,813.16	\$ 93.1794
Capital Improvement & Environmental Program Manager	\$ 131,723.53	\$ 63.3286	\$ 160,175.82	\$ 77.0076
Public Works Manager	\$ 131,723.53	\$ 63.3286	\$ 160,175.82	\$ 77.0076
Recreation Manager	\$ 117,088.09	\$ 56.2924	\$ 142,379.12	\$ 68.4515
Assistant to the City Manager	\$ 117,087.91	\$ 56.2923	\$ 142,378.90	\$ 68.4514
Human Resources Analyst	\$ 92,849.52	\$ 44.6392	\$ 112,905.02	\$ 54.2813
Deputy City Clerk	\$ 89,479.86	\$ 43.0192	\$ 108,807.51	\$ 52.3113
Human Resources Specialist	\$ 84,408.71	\$ 40.5811	\$ 102,640.99	\$ 49.3466
Human Resources Technician	\$ 76,735.19	\$ 36.8919	\$ 93,310.00	\$ 44.8606

1% State Disability Insurance Salary Offset, Effective 05/06/2024

<u>Management, eff. 05/06/2024</u>	<u>Minimum Annual</u>	<u>Minimum Hourly</u>	<u>Maximum Annual</u>	<u>Maximum Hourly</u>
Assistant City Manager	\$ 214,866.95	\$ 103.3014	\$ 261,278.22	\$ 125.6145
Police Chief	\$ 214,866.95	\$ 103.3014	\$ 261,278.22	\$ 125.6145
Development Services Director/City Engineer	\$ 204,635.14	\$ 98.3823	\$ 248,836.33	\$ 119.6329
Community Development Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Finance Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Fire Chief	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Human Resources Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Public Works Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Police Commander	\$ 177,077.65	\$ 85.1335	\$ 215,326.42	\$ 103.5223
Community Services Director	\$ 169,029.53	\$ 81.2642	\$ 205,539.91	\$ 98.8173
Building Official	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Fire Battalion Chief (contract for services, eff. 03/01/2023)	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Planning Manager	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Police Lieutenant	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Wastewater Treatment Plant Manager	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Capital Improvement & Environmental Program Manager	\$ 133,040.77	\$ 63.9619	\$ 161,777.57	\$ 77.7777
Public Works Manager	\$ 133,040.77	\$ 63.9619	\$ 161,777.57	\$ 77.7777
Recreation Manager	\$ 118,258.97	\$ 56.8553	\$ 143,802.91	\$ 69.1360
Assistant to the City Manager	\$ 118,258.79	\$ 56.8552	\$ 143,802.69	\$ 69.1359
Human Resources Analyst	\$ 93,778.01	\$ 45.0856	\$ 114,034.07	\$ 54.8241
Deputy City Clerk	\$ 90,374.66	\$ 43.4494	\$ 109,895.58	\$ 52.8344
Human Resources Specialist	\$ 85,252.80	\$ 40.9869	\$ 103,667.40	\$ 49.8401
Human Resources Technician	\$ 77,502.55	\$ 37.2608	\$ 94,243.10	\$ 45.3092

4% Cost of Living Increase, Effective 07/01/2024

Management, eff. 07/01/2024	Minimum Annual	Minimum Hourly	Maximum Annual	Maximum Hourly
Assistant City Manager	\$ 223,461.63	\$ 107.4335	\$ 271,729.35	\$ 130.6391
Police Chief	\$ 223,461.63	\$ 107.4335	\$ 271,729.35	\$ 130.6391
Development Services Director/City Engineer	\$ 212,820.55	\$ 102.3176	\$ 258,789.79	\$ 124.4182
Community Development Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Finance Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Fire Chief	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Human Resources Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Public Works Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Police Commander	\$ 184,160.75	\$ 88.5388	\$ 223,939.48	\$ 107.6632
Community Services Director	\$ 175,790.71	\$ 84.5148	\$ 213,761.50	\$ 102.7700
Building Official	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Fire Battalion Chief (contract for services, eff. 03/01/2023)	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Planning Manager	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Police Lieutenant	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Wastewater Treatment Plant Manager	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Capital Improvement & Environmental Program Manager	\$ 138,362.40	\$ 66.5204	\$ 168,248.68	\$ 80.8888
Public Works Manager	\$ 138,362.40	\$ 66.5204	\$ 168,248.68	\$ 80.8888
Recreation Manager	\$ 122,989.14	\$ 59.1294	\$ 149,554.80	\$ 71.9013
Assistant to the City Manager	\$ 122,989.14	\$ 59.1294	\$ 149,554.80	\$ 71.9013
Human Resources Analyst	\$ 97,529.14	\$ 46.8890	\$ 118,595.43	\$ 57.0170
Deputy City Clerk	\$ 93,989.64	\$ 45.1873	\$ 114,291.41	\$ 54.9478
Human Resources Specialist	\$ 88,662.91	\$ 42.6264	\$ 107,814.10	\$ 51.8337
Human Resources Technician	\$ 80,602.65	\$ 38.7513	\$ 98,012.82	\$ 47.1215



CITY COUNCIL REPORT

9.E.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: FY 2024/25 APPROPRIATIONS LIMIT

RECOMMENDATION

Adopt a resolution establishing the Fiscal Year (FY) 2024/25 Appropriations Limit.

BACKGROUND

On November 6, 1979, California voters passed Proposition 4 (the "Gann Limit" Spending Initiative), which added Article XIII B to the California Constitution. The purpose of this law is to establish a limit on expenditure appropriations from tax sources that State and local governments are permitted to make in any given year.

Pursuant to Article XIII B, the City is required to establish an annual Appropriations Limit. The appropriations subject to limitation are based on the 1978-79 appropriations adjusted for changes in the cost of living and population.

California Government Code Section 7910 requires each local government to establish its appropriations limit by resolution for each fiscal year. Adoption of the attached resolution will approve the City of Pinole's FY 2024/25 Appropriations Limit at \$170,199,403.

REVIEW AND ANALYSIS

The factors used to compute the annual appropriations limit are: (1) either the percentage change in California per capita personal income or the percentage change in the local property tax assessment roll from the preceding year due to the addition of local nonresidential construction in the City, and (2) either the City's own population growth or the population growth of the entire County.

Each year, the State of California Department of Finance provides data on the percentage change in California per capita personal income and the population growth of all cities and counties (attached).

In 1991, the California State Board of Equalization asked all County Assessors to compute the annual change in nonresidential new construction. For Contra Costa County, the Auditor-Controller's Office provides cities with these figures (attached).

For FY 2024/25, the respective State and County offices have provided the City with the following factors to be used in the Appropriations Limit computation:

- Change in California Per Capita Personal Income 3.62% increase
- Change in Nonresidential New Construction 0.67% increase
- Population Change City of Pinole 0.47% decrease
- Population Change Contra Costa County 0.12% increase

Staff recommends that the change in California per capita personal income and change in Contra Costa County population be used to compute the City's Appropriations Limit, in line with past practice. The FY 2024/25 calculation is:

Per capita personal income converted to ratio: $\frac{3.62 + 100}{100} = 1.0362$

Population change converted to a ratio: $\frac{0.12 + 100}{100} = 1.0012$

Calculation of factor: $1.0362 \times 1.0012 = 1.03744344$

City of Pinole FY 2023/24
Appropriations Limit: \$164,056,561

FY 2024/25 factor: $\times 1.03744344$

FY 2024/25 Appropriations Limit: \$170,199,403

City of Pinole FY 2024/25 Appropriations
Subject to the Limit: \$21,614,591

Total Appropriations Under the Limit: \$148,584,812

The Appropriations Limit applies to most tax revenues including property tax, sales tax, utility users' tax, business license tax, transient occupancy tax, and vehicle in-lieu fee. It does not apply to revenues such as fees that recover operating costs. For FY 2024/25, the City's annual Appropriations Limit is calculated at \$170,199,403 as shown above. By law, the City's allocation of certain types of tax revenue is not allowed to exceed this authorized spending limit. Many of the City's revenues are not subject to the Appropriations Limit. The City of Pinole tax revenues subject to the Appropriations Limit will be approximately \$21,614,591. So, the City's estimated appropriations in FY 2024/25 that are subject to the Appropriations Limit are far below the limit itself.

FISCAL IMPACT

There is no fiscal impact created by the City Council's adoption of this resolution to establish the City's Appropriations Limit for FY 2024/25.

ATTACHMENTS

- A. Resolution
- B. State of California Department of Finance Price Factor and Population Information
- C. City of Pinole Nonresidential New Construction

RESOLUTION NO. 2024-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE CITY OF PINOLE'S APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024/25

WHEREAS, Article XIII B of the Constitution of the State of California requires an Appropriations Limit for governmental agencies to be established annually; and

WHEREAS, the appropriation subject to limitation for each fiscal year shall be based on the 1978-79 appropriation adjusted for changes in the per capita cost of living and population; and

WHEREAS, the implementation of Article XIII B requires the taxing agency to determine the Appropriations Limit according to the State of California; and

WHEREAS, the City of Pinole calculated its Fiscal Year 2024/25 Appropriations Limit based on the percent of change in the population of the Contra Costa County, January 1, 2023 to January 1, 2024, and the change in the State of California's per capita personal income.

NOW THEREFORE, BE IT RESOLVED that the Pinole City Council does hereby resolve:

1. That the growth factor has been calculated as follows:

$$1.0012 \times 1.0362 = 1.03744344$$

2. That said growth factor, 1.03744344, shall be used to adjust the FY 2024/25 Appropriations Limit.

3. That the Appropriations Limit for 2024/25 fiscal year is hereby established as \$170,199,403.

FURTHER, BE IT RESOLVED that the City of Pinole tax allocations for FY 2024/25 will be approximately \$21,614,591, which is \$148,584,812 below the authorized spending limit of \$170,199,403.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 18th day of June 2024 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this **18th** day of **June, 2024**.

Heather Bell, CMC
City Clerk

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2023 to January 1, 2024 and Total Population, January 1, 2024

County	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
City	23-24	1-1-23	1-1-24	1-1-24
Contra Costa				
Antioch	0.30	115,282	115,632	115,632
Brentwood	0.49	64,496	64,811	64,811
Clayton	-0.04	10,687	10,683	10,683
Concord	-0.12	121,663	121,513	121,513
Danville	-0.40	42,736	42,567	42,567
El Cerrito	1.15	25,409	25,700	25,700
Hercules	-0.53	26,202	26,063	26,063
Lafayette	-0.06	24,823	24,808	24,808
Martinez	0.04	36,425	36,439	36,439
Moraga	-0.44	16,858	16,784	16,784
Oakley	1.80	44,929	45,736	45,736
Orinda	-0.21	19,231	19,191	19,191
Pinole	-0.47	18,278	18,192	18,192
Pittsburg	0.47	74,736	75,085	75,085
Pleasant Hill	-0.28	33,447	33,352	33,352
Richmond	-0.34	113,122	112,735	112,735
San Pablo	-0.24	31,163	31,088	31,088
San Ramon	-0.28	82,754	82,525	82,525
Walnut Creek	0.61	69,010	69,433	69,433
Unincorporated	0.15	174,023	174,289	174,289
County Total	0.12	1,145,274	1,146,626	1,146,626

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

THE CITY OF PINOLE

NONRESIDENTIAL NEW CONSTRUCTION

2022/23 TO 2023/24 TAX YEARS - IN PARCEL NUMBER ORDER

Parcel	Use Category	Owner	Prior Year Improvements	Current Year Improvements	Percent Change
360-150-043-6	Commercial	Wan Su Hwa Estate Of	642,359	1,224,000	+ 90.5%
401-142-010-8	Commercial	Dhaliwal Baljit S And Jagjeet K	141,000	429,420	+ 204.6%
401-220-034-3	Institutional	Roman Catholic Wel Cor Oakland	2,287,211	2,372,204	+ 3.7%
402-281-001-6	Commercial	Kirby Petroleum Inc	486,029	501,213	+ 3.1%
4 Parcels Listed			3,556,599	4,526,837	+ 27.3%

This calculation reflects the 2023/24 increase in taxable values for this city due to non-residential new construction as a percentage of the total taxable value **Increase** (as of the 2023/24 lien year roll date). This percentage may be used as an alternative to the change in California per-capita personal income for calculating a taxing agency's annual adjustment of its Appropriation Limit pursuant to Article XIII B of the State Constitution as Amended by Proposition 111 in June, 1990.

Total Change in Non-Residential Valuation Due to New Development	970,238
Less Automatic 2.000% Assessors's Inflation Adjustment	-71,132
<u>Actual Change in Non-Residential Valuation</u>	<u>899,106</u>
<u>Change in Total Assessed Value</u>	<u>133,927,173</u>
= Alternate 2024/25 Appropriations Limit Factor	0.67%



CITY COUNCIL REPORT

9.F.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: ERIC CASHER, CITY ATTORNEY
SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: SECOND READING AND ADOPTION OF ELECTRIC VEHICLE CHARGING
STATION ORDINANCE

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, the 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.

The council convened on June 4, 2024, during a regular session to deliberate on this ordinance. Following discussions, they offered directives to the staff for amendments aimed at addressing public comment and City Council. Subsequently, the City Attorney reviewed and revised the ordinance, presenting it to the Municipal Code subcommittee on June 10, 2024. The attached ordinance displays the proposed alterations as track changes.

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 conducting the first reading of the proposed ordinance attached as Attachment A with direction on a few proposed edits. The proposed changes are reflected as track changes in the attached ordinance and include eliminating the window of time for imposition of an overstay fee, and clarification the charging fees can be adjusted to account for changes in PG&E rates.

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. If approved on second reading, the ordinance will go into effect in thirty (30) days.

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. Revised Electric Vehicle Charging Station Ordinance

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. every day, or as set forth in the City's Master Fee Schedule.~~
5. The City Manager may adjust the energy fees by increments no smaller than one cent (\$0.01) no more than once per fiscal year or in accordance with any PG&E rate increases.
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

9.G.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: JEREMY CRONE, COMMANDER
ERIC CASH, CITY ATTORNEY
SUBJECT: CALIFORNIA ASSEMBLY BILL (AB481) MILITARY EQUIPMENT USE
POLICY AND ORDINANCE, SECOND READ AND ADOPTION

RECOMMENDATION

Staff recommends the City Council waive the second reading and adopt an ordinance approving the renewal of the City's Military Equipment Use Policy as Stated in Chapter 2.60 "Military Equipment Policy" of the Pinole City Municipal Code, based upon approval of the Pinole Police Department's 2023-2024 Annual Military Equipment Report, in compliance with AB 481.

BACKGROUND

California Assembly Bill (AB) 481 (Government Code §7070 *et seq.*) requires the Pinole Police Department ("Department") to obtain City Council approval of a military equipment use policy by ordinance before purchasing, raising funds for, acquiring or using "military equipment" as defined in Government Code §7070 (c). Under AB 481, the City Council may only approve the policy if it makes specific findings regarding the equipment including safeguards, cost effectiveness, reasonableness of use, and fiscal impact.

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 requires 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 Department 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. 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). The City Council most recently approved and reaffirmed the Department's Policy on June 6, 2023 (Ord. 2023-04).

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.

By this ordinance the Department seeks City Council (1) approval of its 2023-2024 annual military equipment report, (2) authority to acquire two DJI Mavic 3 Thermal (M3T) UAS drones 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). If approved on second read, the ordinance and policy will go into effect in thirty (30) days.

On June 4, 2024, at a regularly scheduled City Council Meeting, a public hearing was held. The Department presented its annual use report and proposed policy to the City Council for approval. The City Council also received a presentation and staff report to introduce and conduct a first reading of the proposed ordinance to approve and renew Chapter 2.60 to the Pinole Municipal Code adopting the Policy in compliance with AB 481. The City Council voted 4-1 in support of the proposed ordinance.

REVIEW AND ANALYSIS

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the ordinance.

ATTACHMENTS

- A. Staff Report 2023/2024 Pinole PD Military Equipment Annual Renewal Staff Report For Ordinance (CAO Revisions)
- B. Pinole_Ordinance Re-Adopting Military Equipment Use Policy (AB 481) 2024 Updated (CAO Revisions)
- C. Unmanned Aerial System UAS Operations Policy 607
- D. 2023_2024 PPD Military Annual Report Document
- E. Military Equipment Pinole Police Department Inventory Final



CITY COUNCIL REPORT

XXX

DATE: JUNE 4, 2024

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: COMMANDER JEREMY CRONE

**SUBJECT: PUBLIC HEARING; CONDUCT FIRST READING OF ORDINANCE
APPROVING RENEWAL OF THE CITY OF PINOLE'S MILITARY
EQUIPMENT POLICY AS STATED IN CHAPTER 2.60 OF THE
PINOLE MUNICIPAL CODE; AND REVIEW OF 2023-2024 ANNUAL
REPORT IN COMPLIANCE WITH AB 481**

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing, review and approve the 2023-2024 Pinole Police Department Annual Military Equipment Report, and waive full reading and introduce by title only 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.

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.

DISCUSSION

Annual Report

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. Ordinance of the City Council 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
- B. 2023-2024 Pinole Police Department Annual Military Equipment Report May 2023 – April 2024
- C. Pinole Police Department Military Equipment Funding, Acquisition and Use Policy 707
- D. Pinole Police Department Unmanned Aerial System (UAS) Operations Policy 607

5361507.1

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.

Pinole Police Department

Pinole PD CA Policy Manual

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.

Pinole Police Department

Pinole PD CA Policy Manual

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.



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

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



CITY COUNCIL REPORT

9.H.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: KAPIL AMIN, SUSTAINABILITY FELLOW
LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: CHAPTER 8.38 "SINGLE-USE PLASTIC FOODWARE AND BAG
REDUCTION", SECOND READ AND ADOPTION

RECOMMENDATION

Waive the Second Reading and Adopt Ordinance

BACKGROUND

Single-use plastics have detrimental consequences, not limited to, overwhelming street and Pinole Creek litter, human health impacts, increased reliance on fossil fuels, and unsustainable waste practices. In response, the City Council directed staff to draft an ordinance adding Chapter 8.38 to the Municipal Code to regulate the use of single-use plastic foodware and bags at Pinole businesses. At its regularly scheduled meeting on June 4, 2024, the City Council received a presentation and staff report to conduct a public hearing and a first reading of an ordinance to add Chapter 8.38 "Single-use Plastic Foodware and Bag Reduction" to the Pinole Municipal Code to reduce single-use plastics in the City. See **Attachment A**. The City Council unanimously voted in the affirmative to approve the ordinance on first reading. If approved on second reading, the ordinance will go into effect on January 1, 2025, pursuant to Section 8.38.160 in the draft Ordinance. Following the effective date the Ordinance provides a six-month reprieve from Code Enforcement action, from January 1 - June 30, 2025.

REVIEW AND ANALYSIS

The Ordinance (**Attachment A**) has been modified in three instances on pages 9, 10 and 11 to correct three typographical errors:

- Page 9, Section 8.38.120.B and H's intent is to address extensions of time, where "waivers" was inadvertently indicated instead of "extension of time".
- Page 11, Section 8.38.170.A had a "/" instead of a "1" in reference to Section 8.38.120.

These changes have been made in track changes to highlight the modifications for the Council and public. No changes to the draft policy or intent are proposed.

Questions raised by the Council at the first reading of the ordinance are summarized and addressed below.

1. How many opportunities does the Ordinance provide to a business to extend compliance with the Ordinance?

The Ordinance will become enforceable on July 1, 2025. After that time, all businesses in Pinole must either:

- Be in compliance with the Ordinance; or

- Have requested and received a **waiver** for an individual item; or
- Have requested and received a **time extension** to comply with the Ordinance overall.

As discussed in detail, below, businesses will have the ability to request a waiver of any individual disposable bag or foodware item for a specified term of up to two years, with a final additional two-year waiver period under extraordinary circumstances, **for a total waiver period of up to four total years**. Additionally, businesses will have the ability to request an extension of time to comply with the Ordinance (from the July 1, 2025 compliance deadline), for a term of up to 6-months and a final additional 6-month term under extraordinary circumstances, **for a total time extension of up to one-year**.

Also noted below, the Ordinance provides the authority to the City Manager or their designee, in certain limited and unique circumstances existing prior to adoption of this ordinance, and 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, to grant a waiver or time extension **for a longer specified term**.

Waivers

Pursuant to Section 8.38.050.E, an individual business may request a waiver of any individual disposable bag or footwear item that does not conform to the Disposable Bag and/or Disposable Foodware requirements in Sections 8.38.070 and 8.38.080, respectively.

In order to receive the waiver businesses will be required to demonstrate that no substantially similar items meeting the standards in Section 8.38.80 exist, or that using compliant items would cause undue financial hardship, and that the non-conforming items to be used are recyclable in the City's program, with a preference for aluminum over plastic where feasible. 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, including correspondence with vendors, responses with specifications and pricing, specifications and pricing for the recyclable non-conforming item, and any other verifiable records demonstrating compliance efforts, noting that reasonable added cost alone is not sufficient grounds for a waiver.

Section D of Chapter 8.38.110, "Waivers--process to obtain," allows the City Manager or their designees to grant waivers based on documentation and, if necessary, independent verification, including site visits.

- Waivers may be granted for up to **two years**, during which the Food Provider or Retailer must make diligent efforts to comply with the Ordinance.
- The Ordinance provides a possibility of an additional **two years** under extraordinary circumstances.
- The Ordinance specifies that in unique cases where compliance is deemed permanently infeasible due to economic or other extraordinary circumstances, a longer-term waiver may be granted.
- All waivers will expire if there is a significant remodel exceeding \$60,000 or if the Food Provider or Retailer ceases operations at the location.

Time Extensions

Pursuant to Section 8.38.060.C and 8.38.070.H, an individual business may request to extend the period of time when no administrative citation may be issued for violation of a requirement of the Ordinance. To be eligible for an extension of time the Retailer or Food Provider must:

- Employ 10 full time equivalents or less; and

- Have gross receipts less than \$500,000 annually; and
- 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.

Time extensions may be granted for a specified term of **up to six months**. During the extension 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 time extension term, and with diligent efforts to become compliant, compliance remains infeasible, one **final six month extension** may be granted.

The Ordinance provides some additional flexibility 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.

2. What are the repercussions for a business who violates the Ordinance?

Violations of the ordinance are subject to Chapter 8.25.020 "Administrative Citations" as indicated in the ordinance under Section 8.38.170 "Liability and Enforcement."

- Administrative Citations for the 1st, 2nd, and 3rd violations within the same year are respectively \$100, \$200, and \$500.
- Ultimately, pursuant to PMC Section 5.04.115.A.11, the business license may be revoked for a business in violation of any building, zoning, health, safety, fire, police or other provision of this code or of county, state or federal law which substantially affects the public health, welfare or safety.

3. How will the City verify that a business meets the requirements in Section 8.38.070.H (eligibility requirements to request an extension of time), in particular, that a business has gross receipts less than \$500,000 annually?

The City has consulted with HdL, the consultant firm who provides Business License and Tax services for the City, regarding the City's options to verify gross receipts. They have confirmed that they will be able to provide the City with a confidential list of businesses that meet the eligibility, or provide confidential access to their database to confirm eligibility. Staff therefore recommends to enforce this provision of the Ordinance:

1-Require an affidavit signed by the business owner certifying under penalty of perjury that their gross receipts are less than \$500,000 annually.

2-Staff then verifies with HdL that the business is exempt, in a manner consistent with confidentiality regulations.

4. How does the Ordinance apply to the City of Pinole, its events and facility users?

Section 8.38.150 "City of Pinole - purchases prohibited" prohibits the City or City Facility Users from purchasing 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.

As defined by the Ordinance:

- "City Facility" is *any building, structure, vehicle, land or park owned and operated by the City.*
- "City Facility User" is *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.*
- "City Sponsored Event" is *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.

Following the adoption of the Ordinance, education will be provided to all City staff, especially those involved in purchasing, event organization, and issuing event permits and rental agreements, to ensure compliance with Section 8.38.150. This will help everyone understand the requirements and purpose of the Ordinance. Additionally, the Sponsorship policy and facility rental requirements/agreements will be updated to reflect the provisions of the Ordinance.

FISCAL IMPACT

The adoption of this Ordinance is a crucial step towards our city's sustainability goals. It will require increased staff time on education and enforcement, and potentially, increased costs associated with City procurement of compliant disposable foodware items at all City Facilities.

Staff Time

Code Enforcement staff hours will be required for the proactive and reactive enforcement of this Chapter.

Pursuant to Section 8.38.140 "Duties, responsibilities and authority of the City of Pinole" Sustainability Fellow staff hours will be required to provide simple and limited assistance to businesses 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.

Procurement Costs

The Sustainability Fellow will work with each Department to prepare:

- A list of compliant, affordable compostable and reusable foodware products and local suppliers
- A cost-effective estimate for a full inventory conversion to compostable or reusable foodware

Technical Assistance

Staff recommends that the City Council consider the crucial need for more comprehensive technical assistance, which will foster timely and accurate compliance by businesses as well as alleviate the burden on businesses with limited resources. Staff has circulated a request for proposals to learn the precise cost and scope of work of technical assistance provided to businesses. Staff will return at the July 16, 2024 meeting with a recommendation on a budget to fund this comprehensive technical assistance.

ATTACHMENTS

A. Ordinance

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~~ Extensions of time 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~~ time extension 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~~.120~~.120, 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.



CITY COUNCIL REPORT

9.I.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: HEATHER BELL, CITY CLERK
SUBJECT: CALL ELECTION FOR CITY COUNCIL SEATS AND CITY TREASURER SEAT, REQUEST CONSOLIDATION OF THE PINOLE MUNICIPAL ELECTION ON NOVEMBER 5, 2024 WITH CONTRA COSTA COUNTY, AND SET SPECIFICATIONS OF THE ELECTION ORDER

RECOMMENDATION

Adopt a resolution to consolidate the Pinole General Municipal Election with Contra Costa County to be held on Tuesday, November 5, 2024, for two City Council seats and City Treasurer and set specifications of the election order contained in the resolution.

BACKGROUND

Since the adoption of Ordinance No. 434 in 1982, the City of Pinole has consolidated with Contra Costa County for election services. The Council must adopt a resolution requesting the Contra Costa Board of Supervisors to consolidate the Pinole General Municipal Election with the election to be held on November 5, 2024.

This resolution authorizes the Contra Costa County Registrar of Voters to provide election services, which include ballot preparation, providing precinct personnel, and canvassing the votes. The resolution contains the Specification Order and establishes the obligations of both offices for their respective duties and charges. The County certifies the election results, which are accepted by the City, following the election.

REVIEW AND ANALYSIS

The City Council must deliver a resolution requesting and consenting to consolidation with the Contra Costa County Board of Supervisors no later than July 3, 2024.

The nomination period for obtaining and/or filing election papers from the City Clerk's Office runs from Monday, July 15 through Friday, August 9, 2024. The nomination period is extended (for non-incumbents only) to August 14th if an incumbent fails to file nomination papers. Pinole City Hall is closed on Fridays, however the City Clerk will be available to receive nomination papers until 4:30 pm on Friday, August 9th. Potential candidates will be advised that they must make appointments with the City Clerk to pull and file nomination papers.

The County Clerk must deliver official election results to the City no later than 30 days following the election. Newly elected or re-elected Council members may be installed after receipt and acceptance of the certification of election.

CANDIDATE'S STATEMENT

California Elections Code Section 13307 provides for a candidate statement, which is voluntary, for candidates seeking local elective office. This candidate statement may include the name, age and occupation of the candidates and a brief description, of no more than **250 words**, of the candidate's education and qualifications expressed by the candidate. The section also provides that:

1. The "local governing body of the local agency" (City) may authorize an increase from 250 words to 400 words.

2. The City requires that each candidate filing a candidate statement pay the cost in advance as a condition of having his or her statement published in the voter pamphlet.

The attached resolution follows the long-standing policy for a 250-word Statement of Qualifications. According to the Contra Costa County Elections Department, for this election the cost for a Statement of Qualifications is approximately **\$393.00**. The County has not yet finalized the cost. Final costs for candidate statements will be reflected in the nomination paperwork and candidate guide that is provided by the City Clerk. This fee is based on one 250-word statement, per candidate, in English, Spanish and Chinese, as required by the code. The City of Pinole will collect the cost from each candidate submitting a statement.

TIE VOTE

The resolution references Pinole Ordinance 2004-08, which requires a special election in the event of a tie.

LOCAL VOLUNTARY CANDIDATE EXPENDITURE LIMITS

In 2008, the Council approved, by minute order, a voluntary campaign expenditure limit of \$12,000 per election or election cycle. This is strictly **voluntary** and a candidate can either elect to sign to comply with the limit, or sign that they received the form and elect not to maintain the expenditure limit. The form will be made part of the Candidate Packet.

FISCAL IMPACT

The County's estimate for election services is approximately \$1.75 per registered voter. Pinole's registered voter population, per the February 22, 2024 District Registration Report, is 12,403. Based on that count, the estimated cost would be \$21,446.25 plus other publication and printing costs borne directly by the City of Pinole. The final count will be based on the last certification by the Secretary of State approximately 60 days prior to the election. Staff has budgeted \$22,500 in the preliminary FY 2024/25 budget for election expenses.

ATTACHMENTS

A. Resolution

RESOLUTION NO. 2024-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, REQUESTING AND CONSENTING TO CONSOLIDATION WITH CONTRA COSTA COUNTY FOR THE PINOLE MUNICIPAL ELECTION ON NOVEMBER 5, 2024 AND SETTING SPECIFICATIONS OF THE ELECTIONS ORDER

WHEREAS, Section 1.05.010 of the Pinole Municipal Code provides for a general municipal election to be conducted on the day of the statewide general election, the first Tuesday after the first Monday in November of each even-numbered year; and

WHEREAS, Elections Code Section 10400 provides that the City Council may request the County Board of Supervisors to consolidate said general municipal election with the statewide general election; and

WHEREAS, Elections Code Section 10242 provides that the governing board shall determine the hours of opening and closing the polls; and

WHEREAS, the City Council has ordered a Municipal Election to be held on **Tuesday, November 5, 2024** to fill certain municipal offices; and

WHEREAS, other elections may be held in whole or in part of the territory of the city and it is to the advantage of the City to consolidate pursuant to Elections Code Section 10002; and

WHEREAS, Elections Code Section 10002 requires the City to reimburse the County in full for the services performed upon presentation of a bill to the City by the County Elections Official; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the governing body must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may estimate cost; and determine whether the estimate cost be paid in advance; and

WHEREAS, Elections Code Section 12101 requires the publication of a notice of the election once in a newspaper of general circulation in the city;

WHEREAS, a tie-vote shall be determined by conducting a special runoff election pursuant to Section 15651(b) of the State of California Elections Code, and Pinole Municipal Code Section 1.05.020.

NOW, THEREFORE, BE IT RESOLVED

1. The Pinole City Council hereby calls for a General Municipal Election to be held on Tuesday, November 5, 2024.

2. Pursuant to the provisions of Sections 10400, 10402 and 10403 of the Elections Code of the State of California, it is in the best public interest to consolidate the Pinole General Municipal Election with the Statewide Election to be held on November 5, 2024; and
3. That the Contra Costa County Elections Department is authorized to specify the location for the tally of ballots, and canvass and certify the results to the City Clerk of the City of Pinole.

NOW, THEREFORE, BE IT FURTHER RESOLVED AND ORDERED by the Pinole City Council that an election be held in accordance with the following:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on **Tuesday, the 5th day of November 2024**. The purpose of the election is to choose candidates for the following seats:

Two (2) Council Members

Term: Four (4) years

December 2024 – November 2028*

*Specific dates are dependent on the date of the certification of the election results in 2024

City Treasurer

Term: Four (4) years

December 2024 – November 2028*

*Specific dates are dependent on the date of the certification of the election results in 2024

2. This Pinole City Council hereby requests and consents to the consolidation of this election with other elections, which may be held in whole or in part of the territory of the city, as provided in Elections Code 10002.
3. The City will reimburse the County for the actual cost incurred in conducting the election upon receipt of a bill stating the amount due as determined by the County Elections Official.
4. The Pinole City Council has determined that the Candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to **two hundred fifty (250)** words. As a condition of having a Candidate's Statement published in the voter information guide, the candidate shall pay the cost which is estimated at of \$393.00, at the time of filing.
5. The City of Pinole is responsible to publish the Notice of Election in the East Bay Times, which is a newspaper of general circulation that is published daily in the city.
6. The City Council has determined that the action to be taken in the event of a tie vote is as follows, pursuant to Ordinance 2004-08 approved on August 3, 2004, and codified as Section 1.05.020 of the Pinole Municipal Code:

"1.05.020 Tie Vote.

- a. Whenever an election for the position of Council Member results in a "tie

vote,” defined herein as an occurrence where two or more candidates receive an equal number of votes and the highest number of votes and the number of “tied” candidates exceeds the number of positions available to be filled, the City Council shall conduct a special runoff election pursuant to Section 15651(b) of the Elections Code of the State of California.

b. Pursuant to Section 15651(b), the City Council shall call for the runoff election to be held on a Tuesday not less than forty (40), nor more than one hundred twenty- five (125) days after the administrative or judicial certification of the election that resulted in a tie vote. The City Council shall direct the City Clerk to conduct all necessary steps and expend the funds necessary to conduct the runoff election.

c. If a regular election is to be held within that time period, the special runoff election shall be held on the same day as, and consolidated with, the regular election.”

7. The City directs that a certified copy of this Resolution be forwarded to the Registrar of Voters, and the Board of Supervisors of Contra Costa County.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 18th day of June 2024 by the following vote:

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

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 18th day of June, 2024.

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

9.J.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: ADOPT RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE FIRST AMENDMENT TO THE AGREEMENT WITH CLIENT FIRST TECHNOLOGY CONSULTING TO PROVIDE PROFESSIONAL SUPPORT SERVICES RELATED TO INSTANT SOLAR PERMITTING

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution that:

1. Authorizes the Interim City Manager to execute the first amendment to the Consultant Services Agreement with Client First Technology Consulting to increase the consulting fees for the establishment of Instant Residential Solar pursuant to SB 379 by \$35,000; and
2. Appropriate \$35,000 from the Building and Planning fund to support the project. The entire appropriation will be eligible for reimbursement from the State of California pursuant to the CalAPP grant the City received in 2022 (accepted by the City Council in 2023).

BACKGROUND

The City of Pinole adopted an electronic permit tracking system in 1999. This software tracked building and planning permits, code enforcement cases, and business licenses. In 2018, Central Square Technologies acquired the software and now offers a cloud-based "Community Development Suite" to replace the old system.

On June 7, 2022, the City Council approved contracts to upgrade to this new system, which automates workflows, provides remote access for field staff, and offers 24/7 online access for citizens to manage projects, permits, and licenses.

Since February 2022, Client First Technology Consulting has assisted with contract negotiations, system configuration, and data migration. The new system launched for staff use in November 2023, and the public-facing portal is set to launch in July 2024. The new software will produce faster turnaround times, more efficient staff use, reduced redundancies, and less reliance on paper records.

On January 16, 2024, the City Council authorized the Interim City Manager to execute a Consulting Services Agreement with Client First Technology Consulting for \$100,000 for system administration and GIS maintenance through June 2024 (Attachment C). Part of this

work (\$5,000) includes configuring an automatic online solar permit system to comply with SB 379 by September 2024. The City received a \$40,000 state grant (CalAPP) to support this project.

REVIEW AND ANALYSIS

On September 16, 2022, Senate Bill (SB) 379 was approved by California Governor Gavin Newsom to establish instantaneous plan review practices and create consistent permitting processes at cities and counties for automated permitting of residential solar and energy storage systems. The City has partnered with the software company Symbium (under a no-cost to City agreement) to establish an automated permitting platform that complies with the requirements of SB 379. Contractors and homeowners seeking to pull permits under SB 379 will be able to apply for instantaneous plan review approval via this Symbium portal once the configuration has been completed.

ClientFirst has been working closely with Symbium and City staff to integrate the Symbium system with the City's Community Development system, ensuring a smooth customer experience and efficient staff workflow. They are also helping to develop and implement the revision process for instant solar permits. However, the work needed is more extensive than initially expected, and an additional \$35,000 is required to complete the project. This extra funding is fully covered by the California Automated Permit Processing Program (CalAPP) grant. Initially, only \$5,000 was requested by ClientFirst for this work, so an adjustment is necessary.

FISCAL IMPACT

The total additional cost to increase the contract is \$35,000. These costs will be allocated from the Planning and Building Fund to support ClientFirst's services. The Community Development Department will be fully reimbursed for these expenses through the CalAPP grant. The CalAPP encumbrance deadline is June 30, 2024, which will be met in order to take advantage of the full grant amount.

ATTACHMENTS

- A. Resolution with Exhibit A
- B. Client First Proposal
- C. Original Contract

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING AN AMENDMENT TO THE CONTRACT WITH CLIENT FIRST TECHNOLOGY CONSULTING AND APPROPRIATES \$35,000 FROM THE PLANNING & BUILDING FUND TO SUPPORT INSTANT SOLAR PERMITTING PURUSANT TO SB 379

WHEREAS, the City of Pinole implemented an electronic permit tracking system in 1999, tracking building and planning permits, code enforcement cases, and business licenses, which was subsequently acquired by Central Square Technologies in 2018, offering a cloud-based "Community Development Suite" as a replacement; and

WHEREAS, on June 7, 2022, the City Council approved contracts to upgrade to the new system, facilitating automated workflows, remote access for field staff, and 24/7 online access for citizens to manage projects, permits, and licenses; and

WHEREAS, Client First Technology Consulting has provided assistance since February 2022 with contract negotiations, system configuration, and data migration, resulting in the launch of the new system for staff use in November 2023, with the public-facing portal set to launch in July 2024, promising faster turnaround times, more efficient staff use, reduced redundancies, and less reliance on paper records; and

WHEREAS, on January 16, 2024, the City Council authorized the Interim City Manager to execute a Consulting Services Agreement with Client First Technology Consulting for \$100,000 for system administration and GIS maintenance through June 2024, part of which (\$5,000) includes configuring an automatic online solar permit system to comply with SB 379 by September 2024, supported by a \$40,000 state grant (CalAPP); and

WHEREAS, Senate Bill (SB) 379, approved on September 16, 2022, by California Governor Gavin Newsom, mandates instantaneous plan review practices and consistent permitting processes for automated permitting of residential solar and energy storage systems, leading the City to partner with Symbium with assistance by ClientFirst to establish an automated permitting platform; and

WHEREAS, due to the extensive work required, an additional \$35,000 is necessary to complete the project, fully covered by the California Automated Permit Processing Program (CalAPP) grant, with an adjustment from the initially requested \$5,000 by ClientFirst for this work;

WHEREAS, to support the work of implementation of the instant solar permitting system, additional IT consulting services from Client First is desired in the amount of \$35,000; and

WHEREAS, additional funding from the Planning and Building Fund will be required to support the project and meet the project schedule.

NOW THEREFORE, BE IT RESOLVED, that the above recitals are true and correct and made part of this resolution.

BE IT FURTHER RESOLVED that the City Council of the City of Pinole takes the following actions:

- 1- The Interim City Manager to amend a Consultant Services Agreement with First Client (Exhibit A, herein) in an amount not to exceed an additional \$35,000 for services associated with instant solar permit configuration, in a form approved by the City Attorney; and
- 2- Amend the FY23/24 budget to appropriate \$35,000 from the Planning and Building Fund to support Client First's services.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the ____ day of _____, 20__ by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the ____ day of _____, 20__

Heather Bell, CMC
City Clerk

EXHIBIT A

AMENDMENT No. 1 TO THE CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF PINOLE AND CLIENT FIRST TECHNOLOGY CONSULTING

This Amendment to the Consulting Services Agreement (the "Amendment"), is made by and entered into between the City of Pinole, a California municipal corporation, ("City") and Client First Technology Consulting ("Consultant") (together sometimes referred to as "Parties") as of the date executed below.

RECITALS

WHEREAS, the Parties previously entered into a Consulting Services Agreement dated January 26, 2024 (the "Agreement") with a Scope of Services in Exhibit A and total compensation in Section 2, with the term of the contract to end on June 30, 2024 unless otherwise extended as provided for in Section 8.2 of the Agreement; and

WHEREAS, the Parties now wish to modify the Scope of Services and increase the total compensation in Section 2 by Thirty-Five Thousand Dollars (\$35,000) to a total not to exceed amount of One Hundred and Thirty-Five Thousand (\$135,000); and

NOW, THEREFORE, in consideration of the mutual covenants contained herein and good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Effect of Amendment. The terms and conditions of this Amendment are intended by the Parties to modify the Agreement. To the extent there is any inconsistency between the terms of this Amendment and the terms of the Agreement and/or its Appendix, the terms of this Amendment shall control.

Exhibit A of the Agreement shall be amended to include the Consultant's scope of work listed on page 1 of the Consultant's proposal May 14, 2024 to provide an extension of Land Management System Implementation Services pertaining to instant solar permit applications; and

Section 2 of the Agreement shall be amended to increase the total fee by Thirty-Five Thousand Dollars (\$35,000) to a total not to exceed amount of One Hundred and Thirty-Five Thousand (\$135,000);

With the exception of the foregoing, all other terms and conditions in the Service Agreement, as previously amended, remain in force and effect.

The Parties have executed this Amendment to the Agreement as of the date signed by the City.

City of Pinole

Contractor

Neil Gang, Interim City Manager

Dated: _____

Attest:

Heather Bell, City Clerk

David W. Krout, Managing Partner

Dated: _____

Approved as to Form:

Eric S. Casher, City Attorney

May 14, 2024

Ms. Lilly Whalen
Director of Community Development
City of Pinole
2131 Pear Street
Pinole, CA 94564

**RE: Proposal for an Extension of Land Management System Implementation Assistance
pertaining to Solar Permit Applications**

Dear Ms. Whalen:

Please accept this letter as our proposal for ClientFirst to provide an extension of Land Management System Implementation Assistance Services pertaining to Solar Permit Applications.

Scope of Work

The deliverables for this proposal extend the services included in the Agreement for Services dated December 14, 2023, with the City of Pinole. The existing services are being extended to provide additional assistance to the City specific to the launch of the Solar Permit applications. These services are covered by the California Automated Permit Processing Program (CalAPP) grant for \$40,000; only \$5,000 was originally requested and approved by the City Council.

Fees

Our professional fees are based on the estimated time required to complete the consulting requests and the individuals performing the specific elements of those requests. Travel, if necessary, will be invoiced at cost and will be submitted to the City for approval prior.

This engagement will be billed on a time-and-materials basis using the hourly rates outlined below, which remain at the original contracted rates. Consulting fees for this extension are estimated at \$35,000. This estimation assumes Solar Permit will Go Live and support through the end of June 2023.

Alternative scope changes and fee adjustments are possible and are dependent on specific project needs and staff resources and capabilities. If the nature or scope of our work should change significantly during the project, we would discuss such matters and their effect on our fees and obtain written approval before proceeding.

The following is an estimated hourly rate schedule for consulting services covered by this extension:

Summary Rates Time-and-Materials	
Consultant Level	Hourly Rate
Implementation Project Manager (PM)	\$ 195
Implementation Director (Dir)	\$ 210



Billing Terms

Invoices will be submitted monthly with detailed descriptions of the services rendered and hours invoiced.

Payment is expected within thirty (30) days after the receipt of the invoice.

If you have any questions, feel free to contact me at 951.739.7989 or via email at dkrout@clientfirstcg.com for additional information. We appreciate the continued opportunity to serve the City of Pinole.

Sincerely,

A handwritten signature in blue ink, appearing to read "DKrout", with a long horizontal flourish extending to the right.

David Krout
Managing Partner
Management Consulting Practice Leader

CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF PINOLE AND CLIENT FIRST TECHNOLOGY

THIS AGREEMENT for consulting services is made by and between the City of Pinole ("City") and Client First Technology Consulting ("Consultant") (together sometimes referred to as the "Parties") as of January 26, 2024 (the "Effective Date") in Pinole, California.

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2024, and Consultant shall complete the work described in Exhibit A by that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a professional manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant an amount not to exceed ONE HUNDRED THOUSAND DOLLARS (\$100,000), for all work set forth in Exhibit A and all reimbursable expenses incurred in performing the work as indicated in Section 2.6. In the event of a conflict between this Agreement and Consultant's proposal regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement.

Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 Invoices. Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;
- The Consultant's signature.

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 Final Payment. City shall pay the last 10% of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

2.4 Total Payment. City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the following fee schedule attached hereto as Exhibit B.
- 2.6 **Reimbursable Expenses.** There are no reimbursable expenses.
- 2.7 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.
- 2.9 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in Exhibit C, and only under the terms and conditions set forth therein.

Section 4. INSURANCE REQUIREMENTS. Before beginning any services under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance specified herein and maintain that insurance throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant shall be fully responsible for the acts and omissions of its subcontractors or other agents.

- 4.1 **Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant in the amount required by applicable law. The requirement to maintain Statutory Workers' Compensation and Employer's Liability Insurance may be waived by the City upon written verification that Consultant is a sole proprietor and does not have any employees and will not have any employees during the term of this Agreement.
- 4.2 **Commercial General and Automobile Liability Insurance.**

4.2.1 General requirements. Consultant, Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence and FOUR MILLION DOLLARS (\$4,000,000) aggregate, combined single limit coverage for risks associated with the work contemplated by this Agreement.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition) covering any auto (Code 1), or if Consultant has no owned autos, hired (code 8) and non-owned autos (Code 9). No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Commercial General and Automobile Liability Insurance shall cover on an occurrence basis.
- b. City, its officers, officials, employees, agents, and volunteers shall be covered as additional insureds for liability arising out of work or operations on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work or operations; or automobiles owned, leased, hired, or borrowed by the Consultant. Coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as CG 20 10 11 85, or both CG 20 10 10 01 and CG 20 37 10 01.
- c. For any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and non-contributing.
- d. The policy shall cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately.
- e. Consultant agrees to give at least 30 days prior written notice to City before coverage is canceled or modified as to scope or amount.

4.3 Professional Liability Insurance.

4.3.1 General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence or claim covering the Consultant's errors and omissions.

4.3.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

- 4.4.1 Submittal Requirements.** Consultant shall submit the following to City prior to beginning services:
 - a. Certificate of Liability Insurance in the amounts specified in this Agreement; and
 - b. Additional Insured Endorsement as required for the General Commercial and Automobile Liability Policies.
- 4.4.2 Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- 4.4.3 Deductibles and Self-Insured Retentions.** Insurance obtained by the Consultant shall have a self-insured retention or deductible of no more than ONE HUNDRED THOUSAND DOLLARS (\$100,000).
- 4.4.4 Wasting Policies.** No policy required herein shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).
- 4.4.5 Waiver of Subrogation.** Consultant hereby agrees to waive subrogation which any insurer or contractor may require from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.
- 4.4.6 Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein, and Consultant shall ensure that City, its officers,

officials, employees, agents, and volunteers are covered as additional insured on all coverages.

4.4.7 Excess Insurance. If Consultant maintains higher insurance limits than the minimums specified herein, City shall be entitled to coverage for the higher limits maintained by the Consultant.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option: 1) obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; 2) order Consultant to stop work under this Agreement and withhold any payment that becomes due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof; and/or 3) terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

5.1 General Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and subcontractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its directors, officials, officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by City or its directors, officials, officers, employees, agents or volunteers. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. This Section 5.1 shall survive any expiration or termination of this Agreement.

5.2 PERS Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System

(PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONSULTANT.

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 Consultant No Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing,

Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

- 7.5 Pinole Business License.** Consultant shall obtain a City of Pinole business license according to the terms of Title 5 of the City of Pinole Municipal Code and deliver to City proof of such business license prior to beginning work under this Agreement. Work under this Agreement cannot begin until the City receives proof that Consultant has obtained a City of Pinole business license.
- 7.6 Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall be specified in writing by the City. Consultant understands and agrees that if City issues such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the City, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.

- 8.4 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique professional competence, experience, and specialized professional knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the personal reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City.
- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall included, but not be limited to, the following:
- 8.6.1** Immediately terminate the Agreement;
 - 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
 - 8.6.3** Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
 - 8.6.4** Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.

9.2 Consultant's Books and Records. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

9.3 Inspection and Audit of Records. Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

10.1 Attorneys' Fees. If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 Venue. In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.

10.3 Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

10.4 No Implied Waiver of Breach. The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.5 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.

10.6 Use of Recycled Products. Consultant shall endeavor to prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

- 10.7 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a “conflict of interest,” as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

Consultant will comply with all conflict of interest laws and regulations including, without limitation, City’s Conflict of Interest Code (on file in the City Clerk’s Office). It is incumbent upon the Consultant or Consultant’s firm to notify the City pursuant to section 10.10 Notices of any staff changes relating to this Agreement.

- a. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant(s), unless as indicated in Subsection b., will be performing a very limited and closely supervised function, and, therefore, are unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Consultant, except as indicated in Subsection b.

DS
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Initialed by City Attorney’s Office

- b. In accomplishing the scope of services of this Agreement, Consultant(s) will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant’s work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, the following Consultant(s) shall be subject to the Disclosure Category “1-5” of the City’s Conflict of Interest Code:

-
- 10.8 **Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 10.9 **Contract Administration.** This Agreement shall be administered by The Community Development Director who shall act as the City's representative. All correspondence shall be directed to or through the Community Development Director or his or her designee.
- 10.10 **Notices.** Any written notice to Consultant shall be sent to:
David Krout
1250 Corona Pointe Court
Suite 201
Corona, Ca 92879
Any written notice to City shall be sent to:
City Manager
City of Pinole
2131 Pear Street
Pinole, CA 94564
- 10.1 **Professional Seal.** Where applicable in the determination of the City, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation.
- 10.2 **Integration; Incorporation.** This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. All exhibits attached hereto are incorporated by reference herein.
- 10.3 **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

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The Parties have executed this Agreement as of the Effective Date.

CITY OF PINOLE

DocuSigned by:

77A00877DB08492...
Neil Gang, Interim City Manager

CONSULTANT

DocuSigned by:

42F68BA6DC69478...
David Krout, Managing Partner

Consultant's City of Pinole Business
License #: _____

Attest:

DocuSigned by:

417B39FF517849F...
Heather Bell, City Clerk

Approved as to Form:
DocuSigned by:

9F6C744E193045D...
Eric S. Casher, City Attorney

EXHIBIT A SCOPE OF SERVICES

The Consultant's scope of services will include the scope of work listed on pages 4-7 of the Consultant's proposal of December 14, 2023 (Exhibit D) and any modifications or additions agreed to by the Parties.

EXHIBIT B

COMPENSATION SCHEDULE AND HOURLY FEES

The fees charged by Consultant for work performed on an hourly basis shall not exceed the hourly rates shown in the fee proposal contained on page 8 of the Consultant's proposal of December 14, 2023 (Exhibit D)

EXHIBIT C

CITY-FURNISHED FACILITIES

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

EXHIBIT D

DECEMBER 14, 2023 CLIENT FIRST PROPOSAL



CITY COUNCIL REPORT

9.K.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE THE FIRST AMENDMENT TO THE AGREEMENT WITH STRATEGIC ENERGY INNOVATIONS (SEI) TO EXTEND THE CLIMATE FELLOW CONTRACT BY TWO MONTHS

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution that authorizes the City Manager to execute the first amendment to the Consultant Services Agreement with Strategic Energy Innovations (SEI) to extend the 10-month agreement by two months for continued Sustainability Fellow services through August 2024.

BACKGROUND

In July of 2023 the City Council authorized the City Manager to enter into a contract with Strategic Energy Innovations (SEI), a non-profit with a mission to “inspire and empower to advance solutions for a thriving, healthy planet” to support a Climate Corps Fellow through SEI’s [Climate Corps Program](#). This was the second year that the City partnered with SEI for a Climate Corps Fellow. Climate Corps is an award-winning fellowship program that gives professional development opportunities to emerging leaders through the implementation of sustainability and resiliency projects with local governments, nonprofits, and businesses. The program typically provides 10 months of Fellowship service. However, the contract can be extended if the Fellow is willing. Climate Corps simultaneously addresses climate and sustainability projects and cultivates the next generation of environmental leaders. The primary work of the Pinole Climate Corps Fellow (referred to as Pinole’s Sustainability Fellow) is to help develop the Climate Action and Adaptation Plan (CAAP) and also support a number of other important City sustainability initiatives.

REVIEW AND ANALYSIS

Pinole Sustainability Fellow Kapil Amin was placed in Pinole in September 2022. In working with the City’s Community Development Department along with regional partners, Sustainability Fellow Amin has represented the City on all things related to sustainable planning, from developing an Environmentally Preferable Purchasing Policy to assisting with the development of the Active Transportation Plan.

Fellow Amin has also made great strides in guiding the development of the City’s first CAAP, including data analysis, document review, report drafting, community presentations, social

media development, and communication management. After public review of the draft Plan in April of 2024, the Plan is being brought forward to the Council for adoption on August 6, 2024. Following adoption, the Sustainability Fellow will be responsible for leading implementation efforts of the CAAP.

Additionally, Sustainability Fellow Amin has been leading the City's outreach efforts in the development of regulations related to single-use plastics in the City, including the development and distribution of multiple surveys to residents and businesses, designing and hosting a Single Use Plastics Expo, and developing draft ordinance language. The Council conducted a first read of the Ordinance on June 4, 2024 and is anticipated to consider adoption of the Ordinance on June 18, 2024. Following adoption, the Sustainability Fellow will begin to educate businesses on the new regulations and coordinate technical assistance options.

In order to continue the positive momentum created by Sustainability Fellow Amin and keep projects on track, staff recommends the City Council authorize the City Manager to extend the SEI contract so that Fellow Amin can continue to work with the City under the SEI contract through August 31, 2023.

Staff is currently evaluating the need for a Sustainability Project Manager to carry out the implementation activities discussed above. This would be a limited-term position funded by existing budget funds for the Sustainability Fellow supplemented by Planning and Building funding.

FISCAL IMPACT

The total additional cost to extend the contract by two months is Eleven Thousand Two Hundred and Thirty Dollars (\$11,000). These costs are already allocated in the proposed FY24/25 budget.

ATTACHMENTS

- A. Resolution with Exhibit A
- B. Original Agreement

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING THE CITY MANAGER TO AMEND A CONSULTANT SERVICES AGREEMENT WITH STRATEGIC ENERGY INNOVATIONS (SEI) TO EXTEND THE ASSIGNMENT OF A CLIMATE ACTION FELLOW BY TWO MONTHS (THROUGH AUGUST 2024)

WHEREAS, the City's leading planning document addressing Climate Change is the Sustainability Element of the General Plan, last updated in 2010; and

WHEREAS, in 2016 the State of California adopted Senate Bill 32, which establishes new greenhouse gas emissions targets for 2030 (40% below 1990 levels) and 2050 (80% below 1990 levels) and Senate Bill 379, which requires cities to address climate adaptation and effectively plan for the impacts of climate change; and

WHEREAS, in 2018 Governor Brown issued Executive Order B-55-18, establishing a new statewide goal to achieve carbon neutrality as soon as possible, and no later than 2045, and achieve and maintain net negative emissions thereafter; and

WHEREAS, on October 19, 2021, the City Council adopted Resolution No. 2021-93, which declared a climate emergency, directed staff to complete a greenhouse gas (GHG) emissions inventory, and directed staff to prepare a Climate Action Plan (CAP) that includes GHG emission reduction goals that align with the State's GHG emission reduction goals of SB 32 and Executive Order B-55-18; and

WHEREAS, Climate Corps is an award-winning fellowship program that provides professional development opportunities for emerging leaders through implementation of sustainability and resiliency projects with local governments, nonprofits, and for-profit businesses; and

WHEREAS, Strategic Energy Innovations (SEI), is an environmental nonprofit that offers a Climate Corps program and partners with schools, communities, and businesses to develop a sustainability leadership pathway from elementary school to early career to create thriving, resilient communities; and

WHEREAS, the City entered into a Consulting Service Agreement (the "Agreement") with SEI on September 1, 2023 to support a full time Climate Corps Fellow for 10 months (from September 2023 through June 2024) to augment and provide cost-effective staff support for work related to the development of Climate Action and Adaptation Plan (CAAP) and other sustainability-related initiatives; and

WHEREAS, the City and SEI desires to amend the Agreement to extend the contract term through August 31, 2024; and

WHEREAS, funding to extend the service term by two months in the amount of \$11,000 is budgeted in the draft FY24/25 budget.

NOW THEREFORE, BE IT RESOLVED, that the above recitals are true and correct and made part of this resolution.

BE IT FURTHER RESOLVED that the City Council of the City of Pinole authorizes the City Manager to amend a Consultant Services Agreement with SEI (**Exhibit A**, incorporated herein) in the following manner:

- a. Increase the total compensation in Section 2 in an amount not to exceed an additional Eleven Thousand Dollars (\$11,000), to a total not to exceed amount of Sixty-Thousand Dollars (\$60,000), for the continued engagement with a Climate Action Fellow to implementation of the CEQA-Qualified Climate Action and Adaptation Plan and other sustainability initiatives during FY24/25; and
- b. Extend the term of the Agreement through August 31, 2024

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the **18th** day of **June, 2024** by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the **18th** day of **June, 2024**

Heather Bell, CMC
City Clerk

EXHIBIT A:

AMENDMENT No. 1 TO THE CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF PINOLE AND STRATEGIC ENERGY INNOVATIONS

This Amendment to the Consulting Services Agreement (the "Amendment"), is made by and entered into between the City of Pinole, a California municipal corporation, ("City") and Strategic Energy Innovations (SEI) ("Consultant") (together sometimes referred to as "Parties") as of the date executed below.

RECITALS

WHEREAS, the Parties previously entered into a Consulting Services Agreement dated September 1, 2023 (the "Agreement") with a Scope of Services in Exhibit A and total compensation in Section 2, with the term of the contract to end on June 30, 2024 unless otherwise extended as provided for in Section 8.2 of the Agreement; and

WHEREAS, the Parties now wish to increase the total compensation in Section 2 by Eleven Thousand Dollars (\$11,000) to a total not to exceed amount of Sixty-Thousand Dollars (\$60,000) and extend the term of the Agreement through August 31, 2024; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein and good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Term. Section 1.1 and Exhibit B of the Agreement shall be amended to extend the contract term through August 31, 2024.

2. Compensation. Section 2 and Exhibit B of the Agreement shall be amended to increase the total compensation in Section 2 by Eleven Thousand Dollars (\$11,000) to a total not to exceed amount of Sixty-Thousand Dollars (\$60,000).

3. Effect of Amendment. The terms and conditions of this Amendment are intended by the Parties to modify the Agreement. With the exception of the foregoing, all other terms and conditions in the Service Agreement, as previously amended, remain in force and effect. To the extent there is any inconsistency between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment shall control.

4. Effective Date. This Amendment will become effective June 30, 2024.

The Parties have executed this Amendment to the Agreement as of the date signed by the City.

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City of Pinole

Contractor, SEI

Neil Gang, Interim City Manager

Stephen Miller, Deputy Director

Dated: _____

Dated: _____

Attest:

Approved as to Form:

Heather Bell, City Clerk

Eric S. Casher, City Attorney

CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF PINOLE AND STRATEGIC ENERGY INNOVATIONS

THIS AGREEMENT for consulting services is made by and between the City of Pinole ("City") and Strategic Energy Innovations, a California nonprofit corporation ("SEI" or "Consultant") (together sometimes referred to as the "Parties") as of September 1, 2023 (the "Effective Date") in Pinole, California.

RECITALS

WHEREAS, Consultant is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code. Its mission is to inspire and empower to advance solutions for a thriving, healthy planet.

WHEREAS, as part of its green workforce program, Consultant maintains a Climate Corps fellowship program ("Program") that provides professional development and experiential learning opportunities for emerging climate protection leaders. Consultant recruits, trains, and places Climate Corps fellows (each, a "Fellow") with local governments, nonprofits, educational institutions, and for-profit businesses, where they help implement climate change resiliency projects.

WHEREAS, the City desires to participate in the Program by hosting one or more Fellows as set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual agreements set forth herein, the Parties hereby covenant and agree as follows:

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A, and incorporated herein, at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 **Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2024, and Consultant shall complete the work as described in Exhibit A by that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.
- 1.2 **Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a professional manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.

- 1.3 Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant an amount not to exceed FORTY-NINE THOUSAND DOLLARS (\$49,000.00), for all work set forth in Exhibit A. In the event of a conflict between this Agreement and Consultant's proposal regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement.

Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

- 2.1 Invoices.** Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by

Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;

- The Consultant's signature.

Monthly Payment. City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

- 2.2 Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

- 2.3 Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.4 Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the following fee schedule attached hereto as Exhibit B.

- 2.5 Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit B, and shall not exceed ZERO DOLLARS (\$0.00). Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

- 2.6 Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

- 2.7 Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

- 2.8 Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in Exhibit C, and only under the terms and conditions set forth therein.

Section 4. INSURANCE REQUIREMENTS. Before beginning any services under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance specified herein and maintain that insurance throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant shall be fully responsible for the acts and omissions of its subcontractors or other agents.

4.1 Workers' Compensation. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant in the amount required by applicable law. The requirement to maintain Statutory Workers' Compensation and Employer's Liability Insurance may be waived by the City upon written verification that Consultant is a sole proprietor and does not have any employees and will not have any employees during the term of this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate, combined single limit coverage for risks associated with the work contemplated by this Agreement.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition) covering any auto (Code 1), or if Consultant has no owned autos, hired (code 8) and non-owned autos (Code 9). No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Commercial General and Automobile Liability Insurance shall cover on an occurrence basis.
- b. City, its officers, officials, employees, agents, and volunteers shall be covered as additional insureds for liability arising out of work or operations on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work or operations; or automobiles owned, leased, hired, or borrowed by the Consultant. Coverage can be provided in the form of an endorsement to the

Consultant's insurance at least as broad as CG 20 10 11 85, or both CG 20 10 10 01 and CG 20 37 10 01.

- c. For any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and non-contributing.
- d. The policy shall cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately.
- e. Consultant agrees to give at least 30 days prior written notice to City before coverage is canceled or modified as to scope or amount.

4.3 Professional Liability Insurance.

4.3.1 General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence or claim covering the Consultant's errors and omissions.

4.3.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

4.4.1 Submittal Requirements. Consultant shall submit the following to City prior to beginning services:

- a. Certificate of Liability Insurance in the amounts specified in this Agreement; and
- b. Additional Insured Endorsement as required for the General Commercial and Automobile Liability Policies.

4.4.2 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.3 Deductibles and Self-Insured Retentions. Insurance obtained by the Consultant shall have a self-insured retention or deductible of no more than ONE HUNDRED THOUSAND DOLLARS (\$100,000).

4.4.4 Wasting Policies. No policy required herein shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

4.4.5 Waiver of Subrogation. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

4.4.6 Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein, and Consultant shall ensure that City, its officers, officials, employees, agents, and volunteers are covered as additional insured on all coverages.

4.4.7 Excess Insurance. If Consultant maintains higher insurance limits than the minimums specified herein, City shall be entitled to coverage for the higher limits maintained by the Consultant.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option: 1) obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; 2) order Consultant to stop work under this Agreement and withhold any payment that becomes due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof; and/or 3) terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

5.1 General Indemnification. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful

misconduct of Consultant, its officials, officers, employees, agents, subcontractors and Fellow arising out of or in connection with the performance of the Services, the Program or this Agreement, including without limitation the payment of all consequential damages, attorneys' fees and other related costs and expenses. Consultant shall defend, at Consultant's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its directors, officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Consultant shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by City or its directors, officials, officers, employees, agents or volunteers. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. This Section 5.1 shall survive any expiration or termination of this Agreement.

- 5.2 PERS Indemnification.** In the event that Consultant or any Fellow, employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City during the term of this Agreement, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its Fellow, employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONSULTANT.

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. Consultant hereby acknowledges and agrees that at all times Fellow is an employee of Consultant and further that Fellow or any agent or employee of Consultant shall be deemed at all times to be an independent contractor. Consultant is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, subcontractors and Fellows providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any

and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

- 6.2 Consultant No Agent.** Except as City may specify in writing, Consultant and Fellow shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant and Fellow shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant, Fellow and subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 7.5 Pinole Business License.** Consultant shall obtain a City of Pinole business license according to the terms of Title 5 of the City of Pinole Municipal Code and deliver to City proof of such business license prior to beginning work under this Agreement. Work under this Agreement cannot begin until the City receives proof that Consultant has obtained a City of Pinole business license.
- 7.6 Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws,

policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall be specified in writing by the City. Consultant understands and agrees that if City issues such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the City, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.

- 8.4 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique professional competence, experience, and specialized professional knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the personal reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City.

- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant and indemnity shall survive the termination of this Agreement.

8.6 Options upon Breach by Consultant. If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

- 8.6.1** Immediately terminate the Agreement;
- 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
- 8.6.3** Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
- 8.6.4** Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder, unless specifically excluded as stated in Exhibit A Section 2.5, shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.
- 9.2 Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 Use of Recycled Products.** Consultant shall endeavor to prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of

Government Code §1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

Consultant will comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code (on file in the City Clerk's Office). It is incumbent upon the Consultant or Consultant's firm to notify the City pursuant to section 10.10 Notices of any staff changes relating to this Agreement.

- a. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant(s), unless as indicated in Subsection b., will be performing a very limited and closely supervised function, and, therefore, are unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Consultant, except as indicated in Subsection b.

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Initialed by City Attorney's Office

- b. In accomplishing the scope of services of this Agreement, Consultant(s) will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, the following Consultant(s) shall be subject to the Disclosure Category "1-5" of the City's Conflict of Interest Code:

10.8 Solicitation. Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 Contract Administration. This Agreement shall be administered by the Community Development Director who shall act as the City's representative. All correspondence shall be directed to or through the Community Development Director or his or her designee.

10.10 Notices. Any written notice to Consultant shall be sent to:

Nathan McKenzie, Program Director
100 Smith Ranch Road, Suite 124
San Rafael, CA 94903

Any written notice to City shall be sent to:
City Manager
2131 Pear Street
Pinole, CA 94564

10.11 Professional Seal. Where applicable in the determination of the City, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation.

10.12 Integration; Incorporation. This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. All exhibits attached hereto are incorporated by reference herein.

<u>Exhibit A</u>	Scope of Services
<u>Exhibit B</u>	Compensation Schedule and Hourly Fees
<u>Exhibit C</u>	City Furnished Facilities

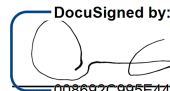
10.13 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

10.14 No Third Party Beneficiaries. This Agreement is for the exclusive benefit of City and Consultant and not for the benefit of any third party, including, without limitation, any Fellow, or any employee, affiliate, vendor, or client of City or Consultant.

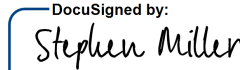
Parties have executed this Agreement as of the Effective Date.

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CITY OF PINOLE

DocuSigned by:

008692C995E4430...
Andrew Murray, City Manager

CONSULTANT

DocuSigned by:

CB261A44FB144E4...
Stephen Miller, Deputy Director

Consultant's City of Pinole Business
License #: E22-10761

Attest:

DocuSigned by:

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Heather Bell, City Clerk

Approved as to Form:

DocuSigned by:

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Eric S. Casher, City Attorney

EXHIBIT A

SCOPE OF SERVICES

1. Program Initiation

1.1 Recruitment and Selection

SEI will recruit, screen, and select a Fellow to serve at City site during the service term set out in the Program Plan ("Service Term"). City will assist in the recruitment and selection of Fellow, including, without limitation, developing a job description specific to City's activities and needs, conducting interviews, and participating in the final selection.

1.2 Employment Relationship

SEI and City acknowledge that Fellow is an employee of SEI. SEI will notify each Fellow that Fellow is not an employee of City.

1.3 Fellow Orientation

At the start of the Service Term, SEI will provide Fellow with an orientation to the Program. City will provide Fellow with an orientation to City's mission, programs, operations, systems, and facilities.

1.4 Fellowship Scope

City will cooperate with SEI to develop a written scope of work ("Fellowship Scope") for each Fellow. The Fellowship Scope will: (a) outline the training plan for the Fellow, (b) describe one to three specific climate change resiliency projects that the Fellow will work on during the Service Term, and (c) define anticipated deliverables and Fellow performance and learning goals. City and SEI will complete the Fellowship Scope within one month after the Fellow's first day of service.

2. Training and Support

2.1 Fellow Training

SEI will train and support the Fellow with a training program that includes: monthly trainings, a mid-year two-day retreat, an end of program symposium, and two professional development assessment reviews. Time spent by the Fellow in this training program will count as training hours under the Program Plan.

2.2 Training Calendar

SEI will provide a calendar of training activities to City and will notify City of any schedule changes in advance.

2.3 Ongoing Support and Assistance

SEI will help City and Fellow develop metrics for evaluating the Fellow's progress. SEI will schedule monthly sessions with Fellow and City to review the Fellow's progress, and will assist the Fellow and City with defining or implementing any changes to the Fellowship Scope or other documents as appropriate.

2.4 City's Program-wide Support

City will carry out Program-wide activities reasonably requested by SEI, such as: (a) sponsoring a venue and staff presentations for a monthly training event for all Fellows, (b) participating in a Program-sponsored training session or professional development event, or (c) accepting informal interview requests from one or more other Fellows in the Program.

2.5 Ownership of Materials

For clarity, SEI owns all training and professional development materials and documents referred to in Sections 2.1 and 2.2. Without limiting the foregoing, City agrees that, as between the Parties, the SEI exclusively owns and shall retain all right, title and interest in and to all curriculum materials created, developed or provided by SEI, including (a) all pre-existing curriculum materials and curriculum materials that are created outside the scope of this Agreement (collectively, the **"Pre-Existing Materials"**), and (b) all Pre-Existing Materials that are modified and adapted for City (the **"Modified Materials"**) and all curriculum materials newly created and developed by or on behalf of SEI for the City (the **"New Materials"** and, together with the Modified Materials, the **"Contract Materials"**).

Subject to the terms of this Agreement, SEI hereby grants to City, a non-exclusive, perpetual, fully paid up, worldwide, royalty-free, license to use and display the Contract Materials for the sole purpose of using such Contract Materials for the conduct of the City's business. Unless otherwise expressly agreed to by the Parties, the SEI shall retain all of its rights, title and interest in all Pre-Existing Materials and Contract Materials as expressed in **Appendix 1: SEI Pre-Existing Consultant Materials**.

3. Fellow Responsibilities, Scheduling, and Supervision

3.1 Fellow Responsibilities

City may assign specific responsibilities to Fellow so long as they are consistent with the Fellowship Scope.

3.2 Payment to Fellow; Additional Funding

SEI will pay a living stipend ("Living Stipend") and end of program award ("End of Program Award") to Fellow during the Service Term. City may provide additional funding for Fellow as may be set out in the Program Plan.

3.3 Hours and Work Schedule

The standard number of service hours for Fellows ("Standard Hours") is set out in the Program Plan. City will provide Fellow with a reasonably consistent schedule during the Service Term so that Fellow can fulfill his or her Target Hours. If a Fellow is required serve as a juror, they will log that time as on-site hours with City and continue receiving a living allowance, healthcare coverage and, if applicable, childcare coverage regardless of any reimbursements for incidental expenses received from the court.

3.4 Fellow Attendance at Climate Corps Events

City will allow Fellow to attend all Program events, including, without limitation, orientation, monthly trainings, retreats, field trips to other Climate Corps partner sites, and the Climate Corps Symposium, so that Fellow can fulfill his or her Program training requirements and enhance his or her professional development. Time spent by the Fellow at these events will count as training hours under the Program Plan.

3.5 Site Supervisor

City will designate a paid staff supervisor ("Site Supervisor") to supervise Fellow's day-to-day activities and performance. The responsibilities of Site Supervisor include, without limitation: (a) guiding Fellow towards achieving the goals set out in the Fellowship Scope, (b) meeting with Fellow one-on-one at least weekly to discuss project(s), and (c) helping Fellow complete monthly reporting to SEI to track the progress made on the project(s). If City changes the Site Supervisor, City will provide SEI with at least thirty (30) days' written notice setting out the name and title of the new Site Supervisor, the reason for the change, and the expected impact, if any, on the Fellowship Scope or Fellow.

4. Reporting and Recordkeeping

4.1 Program Reports

City will complete and submit all Program forms, surveys, assessments, progress reports, Fellow evaluations, and other documents requested by SEI, including a biannual professional development assessment providing feedback on Fellow activities. SEI may share results related to the Program for the purpose of grant reporting, program marketing, and fundraising.

4.2 Site Visits

SEI may visit City sites and film, photograph, and otherwise document Program and Fellow activities during normal business hours and with reasonable advance notice.

4.3 Recordkeeping

SEI and City will each maintain records relating to its Program responsibilities in a manner such that the other can evaluate compliance with this Agreement. SEI and City will make those records available for review by the other on reasonable notice during the term of this Agreement and for a period of three years after its termination.

5. Communication

5.1 Program Contacts

SEI and City will each appoint one individual to act as principal contact person and to coordinate activities in connection with the Program. The initial appointees are identified in the Program Plan. SEI and City each may change its contact person at any time and will so advise the other.

5.2 Cooperation

SEI and City acknowledge Fellow's success in the Program depends in large part on the effectiveness of collaboration between the parties. Both parties will provide timely access to data, information, and personnel, ensure the accuracy and completeness of data and information provided, and promptly notify one another about challenges, concerns, and successes.

5.3 Fellow Performance

SEI cannot guarantee specific performance results for any Fellow. City will notify SEI immediately of any significant problems with Fellow's professional performance or conduct, including, without limitation, failure to report to a site or unprofessional behavior. SEI will work with City to provide assistance or discuss an appropriate response.

6. Publicity

6.1 Publicity by SEI

SEI may, in its sole discretion, identify City as a host site or "program partner" in the Program, and, describe its work with City and Fellow in internal and external communications, including, without limitation, on SEI's website, the Climate Corps website, and in its marketing or outreach materials. SEI may use City's name and logos, as well as photos, videos, and other materials created during site visits under Section 4.2, in connection with these efforts.

6.2 Publicity by City

City may identify itself as a host site or "program partner" in the Program, and, describe its work with SEI and Fellow in internal and external communications, including, without limitation, on its website and in its marketing

or outreach materials. City may use SEI's name and logos, including the Climate Corps name and logos, in connection with these efforts in accordance with guidelines that SEI may provide.

7. Fellow Withdrawal, Replacement, and Refunds

7.1 Fellow Withdrawal

SEI cannot guarantee Fellow's participation in the Program for the full Service Term. If, before the end of the Service Term, Fellow leaves the Program voluntarily, is terminated by either SEI or City for performance-related reasons, or is hired by City as an employee, he or she will be considered withdrawn from the Program, and SEI and City will discuss whether to find a replacement. If SEI or City decide not to replace Fellow, or if SEI fails to find a replacement after reasonable efforts to do so, then this Agreement will terminate effective as of the date of Fellow's withdrawal from the Program.

7.2 Refund to City with Replacement

Following Fellow's withdrawal with replacement, SEI will refund to City a sum equal to the undistributed Living Stipend for the period between withdrawal and replacement.

7.3 Refund to City without Replacement

Following Fellow's withdrawal from the Program without replacement, SEI will: (a) refund to City a lump-sum amount equal to the remaining Living Stipend and End of Program Award that have not been distributed to Fellow at time of withdrawal and (b) if applicable, return to City the remaining balance of any reimbursement account for additional funds as set out in the Program Plan. If Fellow withdraws before any installment of SEI's fee is due, City will have no obligation to pay that installment and SEI will have no obligation to refund any amounts corresponding to the remaining Living Stipend and End of Program Award for the period following the installment due date.

Appendix 1

SEI Pre-Existing Consultant Materials

The training materials below have been developed by and are exclusively owned by the SEI. SEI shall retain all of its rights, title and interest in all Pre-Existing Materials and Contract Materials herein.

1. Home Energy Assessment (SEI copyright 10/21/13)
2. Home Water Assessment (SEI copyright 11/20/13)
3. School Energy Assessment (SEI copyright 2/7/13)
4. School Water Assessment (SEI copyright 1/29/13)
5. Low Flow Toilet Assessment (SEI copyright 10/6/14)
6. School Transportation Assessment (SEI copyright 11/5/14)
7. Eco Audit (SEI copyright 4/24/13)
8. School Solar Analysis (SEI copyright 10/9/13)
9. Home Solar Analysis (SEI copyright 9/10/14)
10. School Energy Use and Solar Monitoring (SEI copyright 10/14/13)
11. Solar USB Charger (SEI copyright 2/12/15)
12. Solar Water Heating (SEI copyright 5/1/15)
13. Aquaponics (SEI copyright 10/28/15)
14. Watersheds & Public Water Systems (SEI copyright 7/24/15)
15. Biomimicry (SEI copyright 10/30/15)
16. Engineering Aquatic Ecosystems (SEI copyright 9/21/15)
17. Climate Change (SEI copyright 12/1/18)
18. Air Quality (SEI copyright 3/3/2020)
19. Sustainability Certificates: Energy (SEI copyright 1/15/13), Green Building (SEI copyright 1/29/13), Green Transportation (SEI copyright 4/11/13), Energy Auditing (SEI copyright 10/29/13), Solar (SEI copyright 11/9/15), Sustainable Enterprise (SEI copyright 10/23/13), and Zero Net Energy (SEI copyright 1/3/16)
20. Energy Conservation Competition Resources: Competition Launch Lesson Plan (High school & Elementary), Student Team Competition Intro Lesson PowerPoint, Competition Participation Guide, SEI Walk-Through Audit Guide, Energy Conservation Action Plan Template, Competition Action Ideas, and PowerPoint Template Energy Competition Presentation to School Community (SEI copyright 2/20/15)
21. Guides: Energy Conservation Guide (SEI copyright 10/17/13), School Zero Waste Guide (SEI copyright 6/26/15), School Sustainability Policy (SEI copyright 9/18/14), and Sustainability Fair Guide (SEI copyright 10/24/13), and Water Conservation Guide (SEI copyright 2/1/16)
22. Elementary & Middle School Resources: School Energy Audit Grades 4-8 (SEI copyright 4/3/12), Protect Your Climate Grade 4-5 (SEI copyright 7/19/12), Sustainability Curriculum Grades K-1 (SEI copyright 7/31/14), and Sustainability Curriculum Grades 2-3 (SEI copyright 10/17/15)
23. Innovations in Green Technology, Energy and Environmental Design, and Sustainable Urban Planning Courses: CTE Energy, Environment, & Utilities courses (SEI copyright 8/15/15)
24. SEI Energy & Solar Monitoring Tool (SEI copyright 8/19/13)
25. Making the Financial Case for Sustainability Investments (SEI copyright 5/31/13)
26. Sustainable Practices Certificate Program (SEI copyright 4/25/2008)
27. Energy Innovation Center Tour Guide (SEI copyright 2/3/2014)
28. Clean Energy Technology Management Certificates and Degree (SEI copyright 5/5/2012)
29. Solar Installation and Integration Course (SEI copyright 7/9/2008)
30. Introduction to Clean Energy Concepts Course (SEI copyright 2/9/2010)
31. Solar Design, Estimation and Sales Course (SEI copyright 3/17/2010)
32. West Valley College Green Building and Energy Auditing Courses (11/9/2009)
33. Climate Corps Program (8/1/2010)
 - a. Including the following Fellow work products

- i. Scope of work
- ii. Monthly progress reports
- iii. Fellow performance reviews
- iv. Skyline College guest lecture
- v. Program metrics
- vi. End of program "Symposium" poster
- vii. Program feedback surveys

EXHIBIT B**COMPENSATION SCHEDULE
AND HOURLY FEES****Program Plan****Fellow service information**

Number of Fellows	1
Service Term	Full Cycle: 10 months from Fellow start date, not to exceed the terms of this agreement unless agreed upon in writing by the Parties herein. Tentative cycle dates: September 1, 2023 to June 30, 2024
Standard Hours	Full Cycle: 1,764 total hours, allocated as follows: • 1,464 hours of on-site service with City ("on-site hours") • 140 hours of training led by SEI ("training hours") • 160 hours of vacation, holiday and sick time (VHS)
Human Resources	0 Fellow(s) will require either a Tuberculosis (TB) Risk Assessment or TB test because they will have contact with vulnerable populations (children, elderly, disabled, etc) as part of their scope of work. Climate Corps Fellows are required to have COVID vaccination Climate Corps Fellows will also complete either a State and/or Federal background check. Partners who require the results of background checks or other background checks may request Fellows to complete a separate background check directly.

Total fee

Amount	\$ 49,000
Timing	• City shall make 10 equal monthly payments of \$4,900, based on invoices received, for base services satisfactorily performed. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

Reimbursable Expenses

There are no reimbursable expenses.

EXHIBIT C CITY-FURNISHED FACILITIES

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

When in-person work is allowed, City will provide Fellow with adequate workspace, a reasonably comfortable work environment, access to a computer with internet connectivity, and other support resources reasonably necessary for Fellow to complete his or her work.

While working remotely, individual Site Supervisors will plan for IT logistics like computer, WiFi, and other technological equipment needed at the Fellows' home, account and software access, and/or setting up remote VPNs. Fellows should alert their Site and Regional Supervisors immediately if they face any logistical hurdles to remote work, such as WiFi challenges, remote account access or VPNs.



CITY COUNCIL REPORT

9.L.

DATE: JUNE 18, 2024

TO: MAYOR AND COUNCIL MEMBERS

FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE AN AGREEMENT WITH CLIENT FIRST TECHNOLOGY CONSULTING TO PROVIDE PROFESSIONAL SUPPORT SERVICES FOR THREE YEARS TO MAINTAIN AND TO SUPPORT LAND MANAGEMENT SYSTEM ADMINISTRATION AND GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE FOR THE NEW COMMUNITY DEVELOPMENT PERMIT TRACKING AND ONLINE APPLICATION SYSTEM

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution that:

- Authorizes the Interim City Manager to execute a Consultant Services Agreement with Client First Technology Consulting to provide System Administration Services and GIS Maintenance Services to Support to support land management system administration and geographic information system maintenance for the new community development permit tracking and online application system; and
- Appropriates \$75,000 annually support these services for three years from the Planning and Building Fund (\$37,000 annually) and the General Fund (\$37,000 annually) to support the services from Client First.

BACKGROUND

The City of Pinole adopted an electronic permit tracking system in 1999. This software tracked building and planning permits, code enforcement cases, and business licenses. In 2018, Central Square Technologies acquired the software and now offers a cloud-based "Community Development Suite" to replace the old system.

On June 7, 2022, the City Council approved contracts to upgrade to this new system, which automates workflows, provides remote access for field staff, and offers 24/7 online access for citizens to manage projects, permits, and licenses.

Since February 2022, Client First Technology Consulting has assisted with contract negotiations, system configuration, and data migration. The new system launched for staff use in November 2023, and the public-facing portal is set to launch in July 2024. The new software will produce faster turnaround times, more efficient staff use, reduced redundancies, and less reliance on paper records.

On May 21, 2024 and June 8, 2024, as a part of budget reduction strategies, Community Development and Public Works Departments recommended defunding one vacant position (Administrative Coordinator) and outsourcing a portion of the work done by the administrative Coordinator related to System Administration and GIS Maintenance of the new permitting and licensing system (ComDev and eTRAKiT). Therefore, there is a need for System Administration and GIS Maintenance support which is critical to ensuring that the permitting and licensing system remains functional to the public and staff.

REVIEW AND ANALYSIS

Client First is uniquely qualified to assist the City with this need due to their specialized systems knowledge of the permitting system and their extensive municipal GIS experience. There are no other consulting firms that staff nor Client First are aware of with this specific combination of knowledge and services. Additionally, through Client First's extensive assistance to the City over the last two years, Client First has gain institutional knowledge of the City regarding existing configuration assessment, business process analysis, module re-configuration with a specific focus on online portal applications, process redesign and documentation, end-user training, scripting of custom report and documents creation, GIS data assessment, GIS data clean up, and maintenance.

The scope of work, as shown in the Proposal in Attachment B, includes:

ComDev System Administration Support

- Routine Daily Needs. These include, but are not limited to:
 1. Configuration updates (adding a status, adding a subtype, adjusting automatic fees, adjusting allowable fees, etc.)
 2. Fee schedule adjustments
 3. Quality assurance of configuration changes across all departments
 4. User issues troubleshooting and resolution
 5. Staff training (on-site or remote)
 6. New reports, letters, scripting, and testing
 7. Existing reports/letters modifications/adjustments
 8. Existing reports/letters issue research and fixes
 9. User rights adjustments (per City ComDev Administrator instruction)
 10. Adding new users (per City ComDev Administrator instruction)
 11. Configuration updates to utilize new functionality
 12. Process redefinition and/or process translation into ComDev configuration
- System Change Needs Assessment: Client First will collaborate with City departments to identify specific needs and system gaps to prioritize, plan resolutions, establish timelines, and set departmental expectations.
- Business Analysis and ComDev Improvements: Client First will collaborate with Functional Leads to identify business process and ComDev configuration gaps. Based on the assessment, we will recommend and assist with ComDev and eTRAKiT improvements, using new functionalities to streamline processes for the public and City staff.
- Integrations: Client First will review current integrations with City teams to identify necessary testing steps for migration validation. These steps will be recorded as a testing script for Functional Leads. Client First can also assist with testing and

documenting any errors or system issues.

- Reports and Forms. ClientFirst, with Functional Leads, will review existing and missing documents to identify those needing updates or creation. We will assess each document to determine if a merge document or SSRS form/report is needed and collaborate on the best delivery method.

GIS Maintenance

Geography and GIS services play a role in nearly every decision the City makes and also provide a graphic representation to aid residents and decision-makers with their needs.

Periodic GIS maintenance will include but is not limited to tracking parcels, updating existing layers, drawing boundaries, capturing and summarizing data, and other activities. Reasons for geo data updates include but are not limited to:

- ADU construction
- Commercial suite changes
- Street name changes
- Property ownership changes
- Zoning changes

FISCAL IMPACT

The total annual cost is not to exceed \$75,000 annually, with annual cost of Land Management System Administration estimated at \$50,000 and GIS Maintenance estimated at \$25,000. As the contract will span three fiscal years, the proposal recognizes that hourly rates are subject to annual increases not to exceed 5% per fiscal year.

Annually, these costs are to be allocated among the Planning and Building Fund (\$37,000) and the General Fund (\$37,000) to support the services from Client First. The specific allocations are as follows per Department on an annual basis:

- Finance (100-115-46124): \$15,000
- Public Works (100-341-46124): \$22,500
- Planning (212-461-46124): \$12,500
- Building (212-462-46124): \$12,500
- Code Enforcement (100-465-46124): \$12,500

ATTACHMENTS

- A. Resolution
- B. Exhibit A - Amendment No. 1 To The Consulting Services Agreement Between The City Of Pinole And Client First Technology Consulting
- C. Client First Proposal

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING AN AMENDMENT TO THE CONTRACT WITH CLIENT FIRST TECHNOLOGY CONSULTING AND APPROPRIATES \$35,000 FROM THE PLANNING & BUILDING FUND TO SUPPORT INSTANT SOLAR PERMITTING PURUSANT TO SB 379

WHEREAS, the City of Pinole implemented an electronic permit tracking system in 1999, tracking building and planning permits, code enforcement cases, and business licenses, which was subsequently acquired by Central Square Technologies in 2018, offering a cloud-based "Community Development Suite" as a replacement; and

WHEREAS, on June 7, 2022, the City Council approved contracts to upgrade to the new system, facilitating automated workflows, remote access for field staff, and 24/7 online access for citizens to manage projects, permits, and licenses; and

WHEREAS, Client First Technology Consulting has provided assistance since February 2022 with contract negotiations, system configuration, and data migration, resulting in the launch of the new system for staff use in November 2023, with the public-facing portal set to launch in July 2024, promising faster turnaround times, more efficient staff use, reduced redundancies, and less reliance on paper records; and

WHEREAS, on January 16, 2024, the City Council authorized the Interim City Manager to execute a Consulting Services Agreement with Client First Technology Consulting for \$100,000 for system administration and GIS maintenance through June 2024, part of which (\$5,000) includes configuring an automatic online solar permit system to comply with SB 379 by September 2024, supported by a \$40,000 state grant (CalAPP); and

WHEREAS, Senate Bill (SB) 379, approved on September 16, 2022, by California Governor Gavin Newsom, mandates instantaneous plan review practices and consistent permitting processes for automated permitting of residential solar and energy storage systems, leading the City to partner with Symbium with assistance by ClientFirst to establish an automated permitting platform; and

WHEREAS, due to the extensive work required, an additional \$35,000 is necessary to complete the project, fully covered by the California Automated Permit Processing Program (CalAPP) grant, with an adjustment from the initially requested \$5,000 by ClientFirst for this work;

WHEREAS, to support the work of implementation of the instant solar permitting system, additional IT consulting services from Client First is desired in the amount of \$35,000; and

WHEREAS, additional funding from the Planning and Building Fund will be required to support the project and meet the project schedule.

NOW THEREFORE, BE IT RESOLVED, that the above recitals are true and correct and made part of this resolution.

BE IT FURTHER RESOLVED that the City Council of the City of Pinole takes the following actions:

- 1- The Interim City Manager to amend a Consultant Services Agreement with First Client (Exhibit A, herein) in an amount not to exceed an additional \$35,000 for services associated with instant solar permit configuration, in a form approved by the City Attorney; and
- 2- Amend the FY23/24 budget to appropriate \$35,000 from the Planning and Building Fund to support Client First's services.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the ____ day of _____, 20__ by the following vote:

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

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the ____ day of _____, 20__

Heather Bell, CMC
City Clerk

EXHIBIT A

AMENDMENT No. 1 TO THE CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF PINOLE AND CLIENT FIRST TECHNOLOGY CONSULTING

This Amendment to the Consulting Services Agreement (the "Amendment"), is made by and entered into between the City of Pinole, a California municipal corporation, ("City") and Client First Technology Consulting ("Consultant") (together sometimes referred to as "Parties") as of the date executed below.

RECITALS

WHEREAS, the Parties previously entered into a Consulting Services Agreement dated January 26, 2024 (the "Agreement") with a Scope of Services in Exhibit A and total compensation in Section 2, with the term of the contract to end on June 30, 2024 unless otherwise extended as provided for in Section 8.2 of the Agreement; and

WHEREAS, the Parties now wish to modify the Scope of Services and increase the total compensation in Section 2 by Thirty-Five Thousand Dollars (\$35,000) to a total not to exceed amount of One Hundred and Thirty-Five Thousand (\$135,000); and

NOW, THEREFORE, in consideration of the mutual covenants contained herein and good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Effect of Amendment. The terms and conditions of this Amendment are intended by the Parties to modify the Agreement. To the extent there is any inconsistency between the terms of this Amendment and the terms of the Agreement and/or its Appendix, the terms of this Amendment shall control.

Exhibit A of the Agreement shall be amended to include the Consultant's scope of work listed on page 1 of the Consultant's proposal May 14, 2024 to provide an extension of Land Management System Implementation Services pertaining to instant solar permit applications; and

Section 2 of the Agreement shall be amended to increase the total fee by Thirty-Five Thousand Dollars (\$35,000) to a total not to exceed amount of One Hundred and Thirty-Five Thousand (\$135,000);

With the exception of the foregoing, all other terms and conditions in the Service Agreement, as previously amended, remain in force and effect.

The Parties have executed this Amendment to the Agreement as of the date signed by the City.

City of Pinole

Contractor

Neil Gang, Interim City Manager

Dated: _____

Attest:

Heather Bell, City Clerk

David W. Krout, Managing Partner

Dated: _____

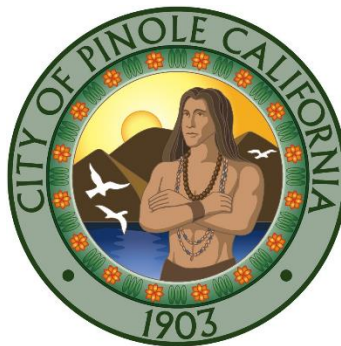
Approved as to Form:

Eric S. Casher, City Attorney

Proposal for

Land Management System Administrative and GIS Maintenance Services

June 7, 2024



Client Locations
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Practice Locations
**California
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www.clientfirstcg.com

CLIENTFIRST
TECHNOLOGY CONSULTING

June 7, 2024

Ms. Lilly Whalen
Director of Community Development
City of Pinole
2131 Pear Street
Pinole, CA 94564

RE: Proposal for Three-Year Land Management System Administrative and GIS Maintenance Services

Dear Ms. Whalen:

ClientFirst appreciates the opportunity to present the City of Pinole with our proposal. Our consultants have decades of experience providing these services to agencies throughout the United States. Key qualifications include:

TRAKiT Experience – Although ClientFirst works with numerous agencies with different types of Land Management systems, the project team assigned to this engagement also has combined experience with over 150 Land Management application projects, over 80 of which are, or were, specifically TRAKiT.

Local Government ONLY Focus – ClientFirst Technology Consulting specializes in helping local government agencies with the evaluation and implementation of enterprise software solutions, including business process requirements, fostering buy-in and consensus across the organization, and providing the best value proposition.

Expertise and Experience – ClientFirst has worked with hundreds of local governments throughout the United States.

Why ClientFirst is the Best Choice

- We pride ourselves on our ability to listen and communicate, affecting positive change at all personnel levels.
- We truly put our client's needs first. You are not just another project to us.
- Our partners are hands-on and do not just provide high-level oversight or project management assistance.
- We not only follow best practices but also educate staff at all levels on best practices in a manner that helps them understand the relevance to their organization and their role within the project.
- We seek to partner with our clients as integrated subject-matter experts and advisors.
- We work to help transform your organization, transfer knowledge, manage change, and ingrain best practices into your processes.

For any questions, feel free to contact me at 951.739.7989 or via email at dkrout@clientfirstcsg.com for additional information. We look forward to the opportunity of serving the City of Pinole as one of our many satisfied clients.

Sincerely,



David W. Krout, CPA (inactive)
Partner
Management Consulting Practice Leader



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Land Management System Administration

Background and Objectives

The City of Pinole has been live with the CentralSquare software called Community Development (or ComDev, formerly also known as TRAKIT) since November 2023 and is taking all its applications live online in July 2024. ClientFirst assisted the City with migration to the new system, the online applications launch, system administration, GIS data administration, and GIS data cleanup. ClientFirst will provide system administration and GIS maintenance services on an annual basis for three fiscal years. ClientFirst will be working with and assisting the Community Development, Public Works, and Finance departments.

The City has limited in-house subject-matter expertise and resources to support this enterprise application system fully. It is, therefore, seeking a third-party land management support specialist with extensive ComDev and GIS experience to assist the City.

City ComDev-related assistance needed includes, but is not limited to:

- TRAKIT/Community Development configuration improvements
- eTRAKIT configuration improvements
- Workflow analysis and reengineering
- Training
- Report development
- Setup and Configuration
- Integrations Issue Resolution

Scope of Work

ComDev System Administration Support

The ComDev system assistance for the City of Pinole will be managed by Tatjana Meser, Cyndi Hoxie, and Michael Truncale. Their extensive TRAKIT/ComDev configuration, training, data conversion, integrations, and project management experience are the best suited to assist the City with its post-go live, public portal, and system administration needs. They will be assisted, if necessary, by other subject-matter experts, including database and technical support consultants. ClientFirst partners will provide quality assurance and oversight as needed.

System Change Needs Assessment

ClientFirst will work with the City departments to identify their specific needs and gaps in the system configuration, integrations, and other issues. Establishing a list of open issues will allow the City and ClientFirst to prioritize issues and map out a path to resolution, establish timelines, and set expectations with each department.

Business Analysis and ComDev Improvements

ClientFirst will work closely with the Functional Leads to review and identify any business process or ComDev configuration gaps. Based on assessment findings, ClientFirst will recommend and assist with ComDev and eTRAKIT improvements by utilizing new functionality to streamline the business process for the public and City staff.



Integrations

Reviewing the current state of all integrations with City teams will allow ClientFirst to identify testing steps the City needs to take to validate each integration during the migration. These testing steps will be recorded and used as a testing script by the Functional Leads. ClientFirst can also assist with testing each integration and documenting errors or incorrect system behavior.

Reports and Forms

ClientFirst, with the assistance of the Functional Leads, will complete a review of the existing and missing forms, correspondences, letters, and reports the City utilizes. This will lead to a clear list of documents that need to be updated or created. ClientFirst will also assess each form, correspondence, letter, and report to determine if a merge document or SSRS form/report needs to be created and work with the Functional Leads to determine how to deliver best the form, correspondence, letter, or report in the Merge Document or SSRS format.

eTRAKiT (Public Portal) Roll Out

The main goal for this phase will be the rollout of online public services like online applications, online payments, inspection scheduling, and data searches. ClientFirst will work closely with the Functional Leads to complete the testing of eTRAKiT and work with the vendor on any issues that may arise before rollout. Process redefinition and streamlining will be the main objectives. ClientFirst will work with the City to recruit beta testers for the public portal for a soft launch and support the full Go Live of the public portal after a successful soft launch has been completed.

System Administration Assistance

The ClientFirst ComDev assistance and system changes include, but are not limited to:

- Configuration updates (adding a status, adding a subtype, adjusting automatic fees, adjusting allowable fees, etc.)
- Fee schedule adjustments
- Quality assurance of configuration changes across all departments
- User issues troubleshooting and resolution
- Staff training (on-site or remote)
- New reports, letters, scripting, and testing
- Existing reports/letters modifications/adjustments
- Existing reports/letters issue research and fixes
- User rights adjustments (per City ComDev Administrator instruction)
- Adding new users (per City ComDev Administrator instruction)
- Configuration updates to utilize new functionality
- Process redefinition and/or process translation into ComDev configuration

Most training will be provided remotely (on-site training can be provided if necessary, considering COVID protocols). Remote training will be conducted via the use of Teams. Agency training attendees will need to have access to PCs and PC or phone headsets. Agency training attendees will also need to be set up with a login to the ComDev Production and Test instances by the Agency ComDev Administrator (or ClientFirst). During the training, ClientFirst will share their screen and conduct a walk-through of the application and process. Agency training participants will be able to follow along on their machines and share their screens with the other training participants, as well as ClientFirst, if questions arise.

We will provide application consulting assistance but will not replace software vendor's technical support or the Agency's ComDev administration role (optional). Our consultants work with



multiple agencies on various similar types of projects, and most activities for this project will be planned and scheduled. Should the City need assistance more urgently, you will have our assigned consultants' cell phones, and our office can also transfer you directly to their cell phones if they are not in the office. They will contact you back as soon as possible, usually the same day. However, even for non-urgent matters, our policy is to respond to the client within 24 hours. Our normal business hours are Monday through Friday, 8:00 am to 5:00 pm PST.



GIS Maintenance

Geographic Information System (GIS) maintenance is a periodic process of parcel, address, and street segment updates. GIS maintenance also includes periodic data cleanup and updates of all land-based data.

Background and Objectives

Periodic GIS maintenance will include but is not limited to tracking parcels, updating existing layers, drawing boundaries, capturing and summarizing data, and other activities. Reasons for geo data updates include but are not limited to:

- ADU construction
- Commercial suite changes
- Street name changes
- Property ownership changes
- Zoning changes

Geography and GIS services play a role in nearly every decision the City makes and also provide a graphic representation to aid residents and decision-makers with their needs.

Scope of Work

GIS Data Cleanup

The City GIS data has been assessed, and a set of data issues identified that need to be resolved.

- GIS data issues include:
 - ◆ Address records with inconsistent address parcing
 - ◆ Parcels with the same address but different parcel numbers
 - ◆ Parcels without a street number

Periodic GIS Data Maintenance

Periodic maintenance will include:

- County parcel data and ownership import
- Data updates for records that need manual updates
- Address data updates based on construction and tenant improvement activities
- Zoning changes
- Other layer updates as needed





Cost Data

Fee Summary

Our professional fees are based on the scope and approach outlined in this proposal, plus travel-related expenses, if necessary. Our standard billing rates for these types of services are dependent on the levels and skill sets of the consultant(s) assigned to specific aspects of the project. This project will logistically span three fiscal years. Hourly rates are subject to annual increases not to exceed 5% per fiscal year. The consulting fees payable based on this agreement shall not exceed \$75,000 annually without City approval and written authorization.

Summary Rates <i>Time-and-Materials or Optional Tasks</i>	
Consultant Level	Hourly Rate
Project & Quality Assurance Director	\$ 210
Applications Consultant/ Project Manager	\$ 195
GIS Consultant	\$ 195

The annual cost of Land Management System Administration is estimated at \$50,000.

The annual cost of GIS maintenance is estimated at \$25,000.

Scope Changes and Management

Alternative scope changes and fee adjustments are possible and are dependent on specific project needs and staff resources and capabilities. Minor changes to the scope and methodology stated above will not result in a change in our fees.

If the nature or scope of our work should change significantly during the project, we will discuss such matters and their effect on our fees and obtain written approval before proceeding.

Additional Services/Purchases by Other Seeking Public Agencies

ClientFirst acknowledges that other public agencies may seek to “piggyback” under the same terms and conditions of a resulting similar services contract and/or purchases being offered in this contract or proposal. ClientFirst has the option to agree or disagree to allow contract piggybacks on a case-by-case basis. ClientFirst agrees to extend the same pricing, terms, and conditions as stated in this contract or proposal to each and every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their own name, make payments, and be liable directly to ClientFirst. The agency shall in no way be involved or responsible to ClientFirst for other entities’ purchases.



TRAKIT/ComDev Experience

Relevant Experience

The project team assigned to this engagement has combined experience with over 150 Land Management application projects, over 80 of which are or were, specifically, TRAKiT/ComDev. Our ComDev experience includes:

- Process Reviews and Workflow Improvements
- Functionality Requirements Definition
- Contract Negotiations
- Hands-on Implementation
- User Training
- Data Conversion Assistance
- Project Management
- Systems Maintenance
- System Updates and Modifications
- Integrations Assistance
- Database Updates

Our specific ComDev module and functionality experience includes, but is not limited to:

- Land Management
- Permitting
- Projects and Planning
- Code Compliance
- CRM
- Entity
- Licensing
- TimeTRAK
- Reports
- Workspace
- eTRAKiT
- iTRAKiT/Mobiles
- GIS Integration
- Electronic Plan Review Process and Integrations
- Online payment integrations
- At the Counter Credit Card Integrations

Experience with Local Governments – Our team's experience working with local governments in California and across the country has provided our staff with the subject-matter expertise to quickly understand operational demands and opportunities and then equate them to beneficial recommendations and improvements.

Stable, Strong, and Growing – We are a financially stable and profitable firm that has been serving local governments for over 18 years. We continue growing in both the addition of personnel, as well as the expansion of new office locations.

Quality of Experience of Our Consultants – Our **Project Support Team** for this project is made up of consultants with over 100 years of collective experience in IT consulting and software administration. The leaders and founders of our company come from IT consulting and management experience at a Top-Five national accounting and consulting firm.

Commitment to the Project – We believe ClientFirst has the expertise and commitment to provide excellent ComDev application and database-related services to the City of Pinole. Our team of consultants all have extensive backgrounds with ComDev and similar Land Management products, including scripting, data extracts, reporting, customization, and workflow improvements, as well as implementation of new modules and software version migrations.



Primary Tasks Experience

Business Process Analysis

The ClientFirst team has a collective 18 years of experience with business process reviews, assessment, and analysis, as well as the documentation of configuration requirements.

Improvements

The assessment of existing configurations, processes, integrations, contracts, and other components of implementations and software, as well as improvement recommendations, is a service that ClientFirst SMEs have offered for over 20 years.

Integrations

ClientFirst has assisted many agencies with custom and standard integration with ComDev and other software solutions. Requirements gathering, review, and specification processes are key in implementing integrations, specifically for custom integrations.

Data Conversion

The ClientFirst team data conversion experience includes writing data conversion script(s), data mapping and analysis, data testing and validation, and data conversion testing training sessions with the project team. ClientFirst can also assist the project team in identifying and documenting any data conversion issues to ensure the resolution of the data conversion problems. The ClientFirst team has completed data conversion and data imports from different types of sources (Access, SQL, CSV, Excel, AS400) into various formats for conversions or interfaces.

Reports and Forms

ClientFirst has assisted many agencies with the review of and classification of forms, correspondences, notices, letters, and permits/business certificates to determine if a merge document or custom SSRS form or report is the best solution. ClientFirst also has extensive experience creating specifications for custom forms and reports, as well as scripting SSRS forms and reports for clients.

The ClientFirst team has experience with the creation and modification of many different report styles, ranging from simple data lists to managerial data summary reports to visual data representation via graphs and charts. We have provided the following types of report services:

- Meetings with stakeholders
- Discussions regarding the stakeholders' reporting need
- Advise and guide stakeholders through data and reporting capabilities
- Document report specifications and layouts
- Report scripting and follow-up communications
- Report delivery and review/training with stakeholders
- Any additional report modifications based on stakeholders' feedback

Testing

The ClientFirst team has assisted with and conducted testing of the ComDev software and integrations to the ComDev software. The team also has extensive experience in test planning and oversight. Hands-on assistance with testing can also be provided by the City if needed.



Training

The ClientFirst team members have participated in and led power-user and end-user training for over 40 agencies across all ComDev modules. Training for data conversion and integration testing is also an area of expertise.

Ability to Work with Multiple Groups

The ClientFirst approach to the review of ongoing implementations and project assessments is all-encompassing for the departments that are stakeholders of the software that is being implemented. Working with all stakeholders across all departments is the key to a successful project and Go-Live.



Related Experience



Larkspur
Est. 1908

City of Larkspur

400 Magnolia Avenue, Larkspur, CA 94939

Dan Schwarz, City Manager

415.927.5110

dschwarz@cityoflarkspur.org

Elise Semonian, Community Development Director

415.927.6713

ESemonian@cityoflarkspur.org



City of Vacaville

650 Merchant Street., Vacaville, CA 95688

Keith McDonald, IT Division Manager

707.449.5495

Keith.Mcdonald@cityofvacaville.com

GeorgeAnne MeggersSmith, Assistant City Manager

707.449.5651

GeorgeAnne.MeggersSmith@cityofvacaville.com



City of Piedmont

120 Vista Avenue, Piedmont, CA 94611

Brendan Galten, IT Manager

707.776.3616

bgalten@cityofpetaluma.org

Ingrid Alverde, Director of Economic Development & Open Government

707.778.4549

IAverde@cityofpetaluma.org



Town of Windsor

9291 Old Redwood Highway, Windsor, CA 95492

Jeneen Peterson, Administrative Services Director

707.838.5003

jpeterson@townofwindsor.com



City of Chico

411 Main Street, Chico, CA 95928

Dale Fletcher, CDD Deputy Director and Chief Building Official

530.638.6560

Dale.Fletcher@chicoca.gov

Will Mansfield, IS Manager

530.896.8400

Will.Mansfield@chicoca.gov



City of San Clemente

100 Avenida Presidio, San Clemente, CA 92672

Brian Brower, Information Technology Manager

949.283.3721

BrowerB@san-clemente.org



Firm Information

Enterprise Applications Consulting Practice Profile

ClientFirst's enterprise applications consulting team has been conducting these specific types of assessments, process reviews, procurements, and implementation assistance for over 20 years, originating within RSM McGladrey, the nation's fifth-largest CPA/Consulting firm.

ClientFirst leverages this experience to the client's advantage through a unique approach to software selection, which considers the vendor's perspective while working with clients to navigate the complexities of software needs assessment, selection, contract negotiation, and implementation.

We identify an organization's strategic, organizational, application, and functional requirements—specific to the client's business processes—to determine which solutions are the best fit for both customer and vendor. Our clients appreciate the honesty and diligence with which we conduct our projects, and many clients continue relying on our services after their first project with us.

The level of risk and the probability of achieving a successful implementation are directly related to the amount of proper due diligence employed. At ClientFirst, we take every possible step to decrease this risk level through best practices.

Applications Consulting Services

PROCESS REVIEWS

Business Case Analysis
Assessment and Recommendations
Process Analysis and Improvement

SOFTWARE SELECTION

Feature/Function Requirements
Implementation Risk Assessment
Change Management
Vendor Analysis and Evaluation
Contract Review and Negotiation

PROJECT OVERSIGHT

Implementation Project Management
Conversion Assistance
Integration / Interface Assistance

APPLICATIONS IMPROVEMENT

Assessment of Current Needs & Gaps
Assessment of Features, Training, Support, & Reporting Issues
Vendor Proposal Review & Demonstration Management
Change Management
Risk Assessments

Departmental / Functional Area Experience

Council/Board
Administration
Building & Safety
City Clerk
Finance
Fire
Library
Utility Billing
Customer Service/Call Centers
Payroll
Human Resources
Planning
Police
Purchasing
Public Works

Parks & Recreation
Engineering
GIS
Water & Waste Water
Sanitation
Field Operations
Laboratories
Environmental Sciences
Facilities
Treatment Plants
Fleet Management
Engineering
Warehousing
SCADA
Information Systems

Because of the level of due diligence that we require, software vendors welcome the opportunity to respond to our RFP documents, giving your organization a chance to find the best functionality fit by evaluating an adequate number of qualified vendor responses.



[Enterprise Application Consulting Services](#)



Consultants' Collective Experience

We understand that the experience of the individual consultants is a significant factor in hiring a firm to conduct the project on your behalf. Our consultants have extensive public-sector experience in their respective careers, including projects with the following agencies:

California

City of Albany
City of Azusa
City of Big Bear Lake
City of Brentwood
City of Brisbane
City of Burbank
City of Calabasas
City of Camarillo
City of Carlsbad
City of Cathedral City
City of Chico
City of Chino
City of Clovis
City of Colton
City of Corona
City of Coronado
City of Dana Point
City of Downey
City of Dublin
City of Emeryville
City of Escondido
City of Fairfield
City of Foster City
City of Glendale
City of Glendora
City of Hawaiian Gardens
City of Healdsburg
City of Hemet
City of La Habra
City of La Puente
City of Laguna Niguel
City of Larkspur
City of Lathrop
City of Lomita
City of Menlo Park
City of Mission Viejo
City of Montclair
City of Mountain View
City of Newark
City of Norco
City of Novato
City of Pacific Grove
City of Pacifica
City of Palm Desert
City of Palmdale
City of Patterson
City of Petaluma
City of Piedmont
City of Pinole
City of Pismo Beach
City of Port Hueneme
City of Rancho Cucamonga
City of Rancho Mirage
City of Redlands
City of Rialto
City of Rohnert Park
City of Rosemead
City of Sacramento
City of Salinas
City of San Clemente
City of San Gabriel
City of San Jacinto
City of San Leandro
City of San Pablo
City of San Rafael
City of Seal Beach
City of Sierra Madre
City of Simi Valley
City of South Gate
City of South Pasadena
City of South San Francisco
City of St. Helena

City of Tracy
City of Tulare
City of Tustin
City of Upland
City of Vacaville
City of West Covina
City of West Sacramento
City of Whittier
County of Butte
County of Lassen
County of Mariposa
County of Mendocino
County of Plumas
County of Riverside
County of San Bernardino
County of Tuolumne
County of Yolo
Fontana Unified School District
Hemet Public Library
Town of Danville
Town of Hillsborough
Town of Truckee
Town of Windsor
Town of Woodside
Town of Yucca Valley
CA-NV American Water Works Association
Castaic Lake Water Agency
Castro Valley Sanitary District
Coachella Valley Mosquito and Vector Control District
Cucamonga Valley Water District
East Bay Regional Park District
El Toro Water District
Fresno Irrigation District
Glendale Water and Power
Hayward Area Recreation and Park District
Irvine Unified School District
Jurupa Community Services District
Las Virgenes Water District
Livermore Area Recreation and Park District
Los Angeles County Development Authority
Midpeninsula Regional Open Space District
Moraga-Orinda Fire District
Newhall County Water District
Piedmont Police and Fire
Ramona Municipal Water District
Rincon del Diablo Municipal Water District
Riverside County Sheriff
Rosamond Community Services District
San Bernardino Municipal Water
San Marino Unified School District
San Mateo Consolidated Fire Department JPA
San Mateo Fire District
Southern California Coastal Water Research
Sweetwater Authority
Walnut Valley Water District

West County Wastewater District
Western Municipal Water District
Colton Joint Unified School District
Irvine Unified School District
Lake Elsinore Unified School District
Menifee Unified School District
Mesa Water District
Mountain View School District
Romoland School District
West Covina Unified School District
Ohlone Community College
San Jose Community College
University of California Berkeley
University of California San Francisco
UCSF Medical Center
Stanislaus Council of Governments
Mechoopda Indian Tribe
Alabama
City of Pelham
Arizona
County of Maricopa
Connecticut
City of Bristol
City of New Haven
Groton Police
Town of Groton
Florida
City of Cape Coral
City of Deerfield Beach
City of Dunedin
City of Fort Lauderdale
City of Oakland Park
City of Pompano Beach
City of Port St. Lucie
City of Riviera Beach
City of Wilton Manors
Collier County Board of County Commissioners
Idaho
City of Sandpoint
Illinois
City of Bloomington
City of Champaign
City of Countryside
City of Crystal Lake
City of Highland Park
City of Joliet
City of Lake Forest
City of Moline
City of Morton Grove
City of Naperville
City of Oakbrook Terrace
City of Orland Park
City of Prospect Heights
City of Rock Island
City of Rockford
City of St. Charles
City of Waukegan
City of Wood Dale
Village of Arlington Heights
Village of Barrington Hills
Village of Cary

Village of Glencoe
Village of Itasca
Village of Kenilworth
Village of Lake Barrington
Village of Libertyville
Village of Lincolnwood
Village of Lisle
Village of Matteson
Village of Morton Grove
Village of Norridge
Village of Northbrook
Village of Northfield
Village of Oak Brook
Village of Oak Park
Village of Orland Park
Village of Oswego
Village of Palos Park
Village of Park Forest
Village of River Forest
Village of Riverside
Village of Westmont
Village of Wheeling
County of DuPage
County of Peoria
County of Sangamon
County of Winnebago
Addison School District
Batavia Public Library
Batavia Public School District
Bloomingdale School District
Bunker Hill School District
Champaign County Forest Preserve District
Four Rivers Sanitation District
Norridge Park District
Park District of Highland Park
Central Community Unit
Indiana
The University of Notre Dame
Indianapolis Public Library
Indianapolis Public Schools
Iowa
City of Ankeny
City of Bettendorf
City of Burlington
City of Cedar Rapids
City of Des Moines
City of New Hampton
City of West Des Moines
County of Johnson
County of Linn
State of Iowa
Burlington Community School District
Cedar Rapids Community School District
Davenport School District
Dubuque Community School District
Knoxville Community School District
Mason City School District
North Scott School District
Des Moines Area Community College
Kansas
City of Emporia
City of Shawnee
Michigan
University of Michigan
Lake Superior State University

Nevada

County of Nye
Town of Pahrump
County of Douglas

New York

City of Batavia
Village of Ossining

North Carolina

City of Burlington
City of Gastonia
City of High Point
City of Kinston
City of Mount Airy
City of Salisbury
Town of Wake Forest
County of Buncombe
County of Cabarrus
County of Davie
County of Orange
Arc of Stanley County
St. Augustine College
Wake Forest University
Eastern Band of Cherokee Indians
Salisbury Rowan Utilities

Ohio

County of Cuyahoga
County of Montgomery

South Dakota

Rapid City Area Schools

Texas

City of Cedar Hill
City of Dallas
City of Farmers Branch
City of Hutto
City of Pflugerville
City of University Park
Corpus Christi Fire
County of Atascosa
County of Denton
Highland Park Police and Fire
North Texas Emergency Communications Center
University of Texas

Utah

Washington County School District

Virginia

Commonwealth of Virginia
City of Manassas Park

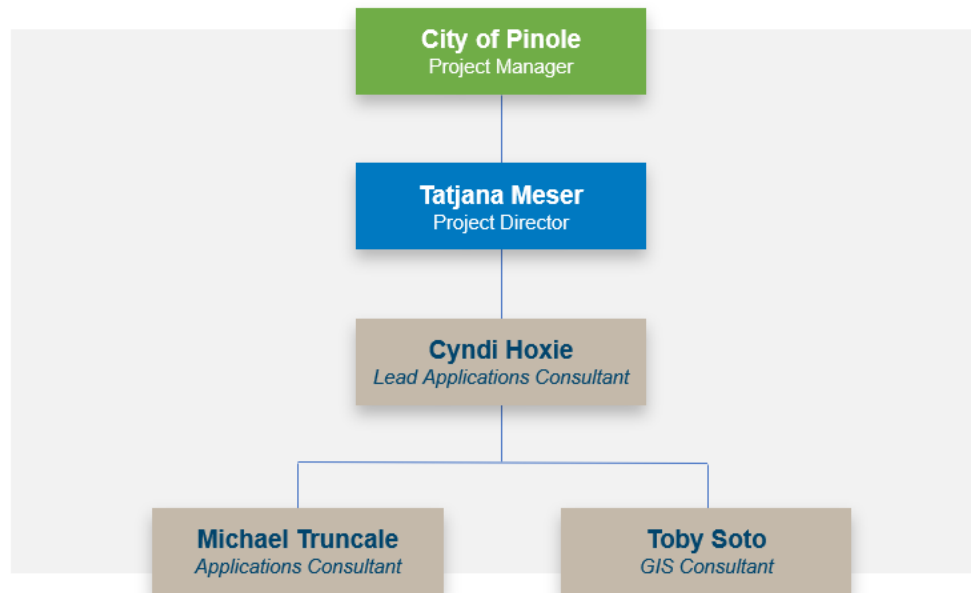
Wisconsin

City of Appleton
City of Brookfield
City of Eau Claire
City of Wauwatosa
City of West Allis
County of Brown
County of Kenosha
County of Milwaukee
County of Waukesha
Village of Hales Corner
HIDTA Milwaukee
Diocese of Madison Catholic Schools
Madison School District
Shorewood School District
Whitnall School District
West Allis School District



Project Organization and Staffing

ClientFirst's primary consultants are employees, not subcontractors, and will be available throughout the project to maintain project continuity. Full resumes for each key personnel can be found in the *Key Personnel* section.



Project & Quality Assurance Director – Tatjana Meser

The Project & Quality Assurance Director assures the support services delivered by ClientFirst's assigned support team meet our standards. This role is *performed by a ClientFirst Director and/or Partner* due to the need for executive-level experience involved in the delivery of our services. This person also directs the ClientFirst project team consultants assigned to the project.

Lead Applications Consultant – Cyndi Hoxie

The Lead Applications Consultant oversees the day-to-day City requests and activities and management of the deliverables. This person also directs the ClientFirst project team consultants assigned to the project and is the primary day-to-day contact for the client.

Application Consultants – Michael Truncale, Toby Soto

ClientFirst assigns two or more Application Consultants to every project for continuity and backup. These consultants perform the business analysis and necessary tasks required to provide the deliverables defined in the project scope of work. The ClientFirst Project Manager directs these consultants described above.



Key Personnel

Tatjana Meser – Director, Enterprise Applications Consulting

Project Role: Project Director/Quality Assurance

Tatjana has over 13 years of experience with local government agency software systems and implementations. Her in-depth experience with TRAKiT/ComDev software configuration, business analysis, and user needs assessment allows Tatjana to successfully configure new modules, oversee software migrations and script reports, and implement customized scripts/integrations, as well as provide TRAKiT support and maintenance. In addition, her portfolio includes assessment, planning, implementations, configuration, integration, upgrades, customizations, testing, and documentation. Tatjana has experience with over 30 different agencies utilizing TRAKiT.

Cyndi Hoxie – Management Consultant, Enterprise Applications Consulting

Project Role: Lead Applications Consultant

Cyndi Hoxie has over 30 years of Public Sector experience, including 19 years with the municipal government in Building and Code Enforcement. Cyndi has spent over 16 years assisting agencies with land management enterprise application systems, including project management, conversion, interfaces, workflow analysis, and systems configuration. Cyndi also has experience with dozens of other agencies utilizing the TRAKiT and ComDev systems. In addition, Cyndi currently provides ongoing TRAKiT/ComDev systems administration assistance to two agencies.

Michael Truncale – Management Consultant, Enterprise Applications Consulting

Project Role: Applications Consultant

Michael has over 17 years of experience with local government agency software systems and implementations. His in-depth experience with software configuration, business analysis, and user needs assessment for over 50 TRAKiT/ComDev implementations allows Michael to successfully configure new modules, oversee software migrations, develop testing and go-live plans, script reports, and implement customized scripts/integrations, as well as provide TRAKiT/ComDev support and maintenance. In addition, Michael currently provides ongoing TRAKiT/ComDev systems administration assistance to two agencies.

Toby Soto – GIS Consultant

Project Role: GIS and Land/Parcel Data Specialist

Toby has in-depth experience with GIS, land/parcel data, data conversion, and interface development for many local government agencies. Toby is also a former municipal IT Manager.



Tatjana Meser

Director, Enterprise Applications Consulting

Tatjana Meser has over 13 years of experience with local government agency software implementations. Her in-depth experience with software configuration, business analysis, and user needs assessment allows Tatjana to oversee project implementations of standard and customized software successfully.

Skilled in all facets of the project life cycle for application software, she has experience with functional and technical requirements development, gap analysis, system analysis, design, specifications, unit and system testing, implementation planning, execution, lessons learned, and system documentation.

These business improvement and process consistency efforts have created significant cost savings through move-efficient business processes and have reduced overall implementation costs.

Having worked with numerous government agencies as a vendor, Tatjana also brings an understanding, perspective, and ability to manage all the parties necessary for delivering lasting operational success.

Highlights

- Project oversight and management services for multiple community development implementations with custom integration to financial, tax, and business licensing systems
- Industry experience includes work with City and County agencies

Agency Experience

City of Batavia
City of Beaumont
City of Carlsbad
City of Cedar Hill
City of Chico
City of Corona
City of Coronado
City of Dana Point
City of Escondido
City of Fairfield
City of Farmers Branch
City of Fontana
City of Glendora
City of Greenville
City of Hesperia
City of Idaho Falls
City of Keller
City of Key West
City of Lakeland
City of Larkspur
City of Mill Valley
City of Mission Viejo
City of Monrovia
City of Newark
City of Novato
City of Oceanside
City of Palm Desert
City of Palmdale
City of Petaluma

City of Piedmont
City of Pinole
City of Pismo Beach
City of Rancho Palos Verdes
City of Rocklin
City of Salinas
City of San Bernardino
City of San Clemente
City of South Gate
City of St. Cloud
City of St. Helena
City of St. Paul
City of Vacaville
City of Vallejo
City of West Covina
City of West Sacramento
City of Wood Dale
Town of Windsor
Town of Woodside
Village of Lincolnwood
Village of Oswego
Village of River Forest
Village of Westmont
County of Butte
County of Calaveras County
County of Mendocino
County of Shasta
County of Yuba
County of Hanover



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Arts in International Studies – UC San Diego
- Project Management Institute Member – Inland Empire Chapter

SPECIALTIES

- Project Management
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- Business Process Redesign
- System Configuration and Training
- Test and Go Live Plan Creation



I just wanted to say that I thought the training sessions were very informative and clear, and I learned a lot from it. I appreciate your time spent to train us. Thank you so much!

—Account Clerk
CA Municipality



Cyndi Hoxie

Management Consultant

Cyndi Hoxie has over 30 years of Public Sector experience, including 15 years in municipal government Building and Code Enforcement. She has spent over 19 years assisting agencies with land management enterprise application systems, with her last position as a product owner of a mid-tier land management software representing the software needs of government agencies nationwide.

Cyndi's applications experience ranges from being a frontline, daily land management software user to extensive applications support and software implementor and project manager of software implementations. Her diverse experiences allowed her to represent clients' needs and drive the development of land management software with the end user in mind. Cyndi now utilizes her vast land management systems knowledge to provide agencies with hands-on applications support, maintenance, data management, reporting writing, training, and consulting advisory.

Highlights

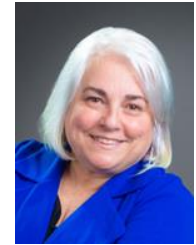
- Experience with planning, permitting, inspections, code enforcement, and tax and licensing processes
- Project oversight and management services for multiple community development implementations
- Experience with custom integrations specifically for financial, tax, and business licensing systems
- Business process gap analysis and workflow documentation
- Extensive knowledge of business and technical processes pertaining to enterprise applications

Agency Experience

City of Aurora
City of Aventura
City of Bakersfield
City of Boynton Beach
City of Brentwood
City of Broken Arrow
City of Carlsbad
City of Cary
City of Champaign
City of College Station
City of Coral Springs
City of Crestview
City of Delray Beach
City of Folsom
City of Fresno
City of Grand Prairie
City of Greenville
City of Gresham
City of Las Vegas
City of Los Altos
City of Manchester
City of Marietta
City of Miami Springs
City of Mission Viejo

City of Newberg
City of Norfolk
City of North Port
City of Novato
City of Oswego
City of Pearland
City of Piedmont
City of Pinole
City of Plano
City of Pompano Beach
City of Rio Rancho
City of St. Cloud
City of St. Helena
City of St. Petersburg
City of Salinas
City of San Bernardino
City of San Clemente
City of Solana Beach
City of Tamarac
City of West Palm Beach
City of Winter Haven

Town of Davie
Town of Lady Lake
Town of Los Altos Hills
Town of Normal
Town of Windsor
Village of Lincolnwood
County of Butte
County of Hanover
County of Mendocino



CREDENTIALS

- Certified Scrum Product Owner

SPECIALTIES

- Project Management
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- System Configuration and Training
- Test and Go Live Plan Creation



Cyndi, Thank you so much for accomplishing this huge task in a short period of time! We would not have been able to do this without you.

—City Manager
CA Municipality



Michael Truncale

Enterprise Applications Senior Management Consultant

Michael Truncale has over 17 years of experience working directly with municipalities and government agencies with software implementations. His experience includes business process assessments, project planning, software implementation, application configuration, custom integrations, scoping customization needs, managing multiple teams across disciplines, process documentation, and project management related to enterprise applications.

Having worked for a leading local government enterprise software provider, Michael brings a strong understanding of software implementation, consulting, process knowledge, and functional knowledge, along with customer needs and concerns throughout and post-implementation.

Michael's in-depth agency process knowledge, technical and functional background, and passion for helping people enable him to easily identify process gaps and quickly provide quantifiable solutions.

Highlights

- Business process gap analysis
- Multi-phased agency-wide software implementations
- Extensive knowledge of business and technical processes pertaining to enterprise applications
- Facilitator between C-level and functional roles

Agency Experience

City of Ann Arbor
City of Bellingham
City of Brentwood
City of Bryan
City of Canton
City of Carlsbad
City of Chico
City of College Station
City of Colleyville
City of East Palo Alto
City of Edmond
City of Emeryville
City of Elk Grove
City of Escondido
City of Gladstone
City of Glendora
City of Golden
City of Greeley
City of Greer
City of Helena
City of Larkspur
City of Medford
City of Norwalk
City of Novato
City of Pearland
City of Pflugerville
City of Piedmont
City of Pinole
City of Poway
City of Prescott

City of Round Rock
City of Sammamish
City of San Bernardino
City of San Clemente
City of San Marcos
City of Tracy
City of Tukwila
City of Vacaville
City of Walla Walla
City of West Covina
City of Westminster
City of Wildwood
Butte County
Glenn County
Hanover County
Lewis and Clark County
Lincoln County
Manatee County
Mendocino County
Nassau County
Spotsylvania County
Summit County
Yuma County
Town of Castle Rock
Town of Flower Mound
Town of Parker
Town of Windsor
Town of Woodside



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Arts in Business Administration – California State University of San Marcos
- Project Management Institute Member – San Diego Chapter

SPECIALTIES

- Project Management
- Implementation Project Management
- Business Process Reviews
- Current System Needs Analysis and Improvement
- Project Management Oversight
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- Business Process Redesign
- System Configuration and Training
- Test and Go-Live Plan Creation



First of all, great work. You are an elite communicator. It's honestly your best skill and to be clear you are top notch in everything else.

—Senior Information Systems Analyst
CA Municipality

Michael...the speed of this delivery is amazing and the deliverable is just so clean. Well done. I'm looking forward to working more with you.

—Senior Information Systems Analyst
CA Municipality



Toby Soto

Senior GIS Consultant

Toby Soto has 26 years of GIS experience in the local government sector. Toby's previous GIS positions in local government provide clients with tremendous GIS implementation and integration experience. He understands the link between Business Unit GIS needs, technical requirements, and a practical, cost-effective GIS strategy. Toby is considered an industry expert in GIS Leadership and Management and regularly publishes GIS-related articles and resources. He also hosts monthly webinars addressing GIS managers' pain points and best practices.



EDUCATION

- CSU Fullerton

SPECIALTIES

- GIS Strategic Planning
- GIS Implementation
- GIS Integration
- GIS Web Development
- GIS Mobile Applications
- Open Data/ Philanthropy

Highlights

- Esri SAG Award with the City of Anaheim GIS
- 2011 Implemented Project ViewFinder Application, saving the City of Anaheim \$100,000 per year in repaving cost
- Extensive GIS presentations at Esri's User Conferences, Meetups, User Groups, Podcasts, and Webinars
- Former Orange County GIS Users Group Coordinator
- Multiple Local Government GIS Implementations and Implementations
- Former IT Manager, City of Lake Elsinore
- Former Chief of Technical Information, Western Riverside County Regional Conservation Authority

Project Experience

- Process Streamlining and Redefinition
- Process Workflow Creation
- Software Configuration and Troubleshooting
- Project Management
- GIS Strategy and Organization Development
- GIS Policy Development
- Open Data Strategy Development
- Business Process Analysis
- Web/Cloud-Based Technology and Workflow Optimization
- GIS ROI Analysis
- GIS Web App Development
- Citizen Access GIS Web Maps Development
- GIS Migration and Workflow Development
- ETL Conversions
- Cognos and Crystal Reports
- GIS Enterprise Application Integrations
- Implementation and Maintenance of Online GIS Services
- Database Administration
- GIS Budget Development
- GIS Leadership Coaching and Mentoring
- Server Management
- Network Analysis and Maintenance
- CIP Project Tracking

Agency Experience

City of Anaheim	City of Pinole	City of Wood Dale	Conservation Authority
City of Azusa	City of Rancho Cucamonga	Town of Whittier	Riverside County Sheriff's Department
City of Brisbane	City of Rancho Mirage	Village of Lincolnwood	Des Plaines School District
City of Carlsbad	City of River Forest	Village of Oswego	Jurupa School District
City of Diamond Bar	City of Riverside	County of Mendocino	Salt Creek School District
City of Farmers Branch	City of Salinas	County of Riverside	Disneyland (GIS Programmer/Analyst – Water/Electric utilities)
City of Lake Elsinore	City of San Clemente	District	
City of Larkspur	City of Sandpoint	El Toro Water District	
City of Mountain View	City of Simi Valley	Four Rivers Sanitation Authority	
City of Newark	City of South Gate	Western Riverside County Regional	
City of Oakland Park	City of Vacaville		
City of Petaluma	City of West Sacramento		
City of Pflugerville	City of Windsor		
City of Piedmont			



David W. Krout, CPA *(Inactive)*

Partner – Enterprise Applications Consulting Practice Leader

David Krout has 25 years of experience assisting local governments with a broad scope of information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

David's unique and diversified background in business management, accounting, and management consulting has allowed him to collaborate with C-level executives and department staff from a practical, business-management perspective to maximize their technology utilization.

Having also worked for a leading local government enterprise software provider, David brings a unique understanding of consulting, client representation, and vendor relationships to the collaboration between the agency and software vendors.

Highlights

- Served on the National Committee for Information Technology for the Institute of Management Accountants
- Former President, Institute of Management Accountants, Inland Empire Chapter
- Former Government IT Consulting Manager for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Featured speaker for the California Society of Municipal Finance Officers (CSMFO), Municipal Information Systems Association of California (MISAC), and Texas Association of Government Information Technology Managers
- Project lead with over 140 public-sector agencies throughout the United States

Agency Experience

City of Batavia	City of Palmdale	Village of Lincolnwood	Rincon del Diablo Municipal Water District
City of Bloomington	City of Pelham	Village of Northfield	Salisbury-Rowan Utilities
City of Brentwood	City of Piedmont	Village of Oswego	San Bernardino Municipal Water
City of Brisbane	City of Rancho Mirage	Village of River Forest	Walnut Valley Water District
City of Burbank	City of Redlands	CA-NV American Water Works Association	West County Wastewater District
City of Burlington	City of Rialto	Castaic Lake Water Agency	Western Municipal Water District
City of Carlsbad	City of Riviera Beach	Castro Valley Sanitary District	Mechoopda Indian Tribe
City of Camarillo	City of Rosemead	Colton Joint Unified School District	Eastern Band of Cherokee Indian
City of Chino	City of Salisbury	Cucamonga Valley Water District	
City of Clovis	City of Sandpoint	Gastonia Water & Power	
City of Colton	City of San Gabriel	Glendale Water and Power	
City of Corona	City of San Jacinto	HIP Housing	
City of Coronado	City of Shawnee	Lake Elsinore Unified School District	
City of Dublin	City of Sierra Madre	Menifee Unified School District	
City of Foster City	City of Simi Valley	Mesa Water District	
City of Gastonia	City of South Gate	Midpeninsula Regional Open Space District	
City of Healdsburg	City of Tustin	Ramona Municipal Water District	
City of Hemet	City of West Covina		
City of Highland Park	City of West Des Moines		
City of Indio	County of Butte		
City of La Habra	County of Buncombe		
City of La Puente	County of Denton		
City of Laguna Niguel	County of Mendocino		
City of Lake Forest	County of Orange		
City of Larkspur	County of Riverside		
City of Lomita	County of San Bernardino		
City of Manassas Park	Town of Danville		
City of Menlo Park	Town of Groton		
City of Mission Viejo	Town of Hillsborough		
City of Murrieta	Town of Truckee		
City of Pacifica	Village of Glencoe		
City of Palm Desert			



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Certified Public Accountant (CPA) (Inactive)
- Bachelor of Science in Business Administration and Accounting – CSU San Bernardino

SPECIALTIES

- Business Process Reviews
- Applications Requirements Definition
- Enterprise Applications Architecture
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Technology Master Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations



Certified Public Accountant

(Inactive)

It has been absolutely key to this project that ClientFirst, especially Dave, knows the governmental environment, its limitations, and its opportunities.

—Director of Administrative Services
CA Municipality



CITY COUNCIL REPORT

9.M.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: FIONA EPPS, ASSISTANT TO THE CITY MANAGER
SUBJECT: LETTER OF SUPPORT FOR AB3259 REGARDING TRANSACTIONS AND
USE TAXES

RECOMMENDATION

Staff recommends that the City Council consider a letter of support for California Assembly Bill (AB) 3259.

BACKGROUND

At its meeting of March 19, 2024 the City Council approved as a future agenda item a letter of support for AB 3259, amended by Assembly Member Wilson. The bill (Attachment B) was introduced in February 2024 and amended in March and April 2024. This bill would authorize the County of Solano or any city therein to impose a transactions and use tax for general purposes, at a rate of no more than 0.5% that, in combination with other transactions and use taxes, would exceed the above-described combined rate limit of 2%, if certain requirements are met. The bill would provide that a transactions and use tax rate imposed pursuant to the bill will not be considered for purposes of the combined rate limit described above. The bill would repeal this authorization on January 1, 2029, if an ordinance proposing the tax has not been approved by that date, as specified.

AB 3259 makes important clarifications to existing law regarding a city or county's ability to levy a transaction and use tax for general or specific purposes, subject to certain limitations and express voter approval requirements. This bill does not in any way alter the existing requirement that any new or additional transactions and use tax be submitted to the voters for approval.

City staff has drafted a letter of support (Attachment A) to consider for the City Council's consideration. The letter of support also includes a request for a further amendment to AB 3259 that would allow other cities, such as the City of Pinole, to increase their sales tax limit.

REVIEW AND ANALYSIS

FISCAL IMPACT

There is no direct fiscal impact to the City created by submitting a position letter on this State legislation.

ATTACHMENTS

- A. AB3259 Letter of Support draft_2024-06-11
- B. AB 3259 Legislative Counsel's Digest



CITY OF PINOLE

2131 Pear Street
Pinole, CA 94564

Phone: (510) 724-9000
FAX: (510) 724-9826
www.ci.pinole.ca.us

June 11, 2024

The Honorable Lori Wilson
California State Assembly
1021 O Street, Suite 8110
Sacramento, CA 95814
14

Re: Letter of Support for Assembly Bill 3259 (Wilson) Transactions and use taxes Support from the City of Pinole

Dear Senator Skinner,

On behalf of the City of Pinole, I would like to thank you for our inclusion into your legislation and express our strong support of Assembly Bill 3259 (Wilson) Transactions and use taxes.

AB 3259 makes important clarifications to existing law regarding a city or county's ability to levy a transaction and use tax for general or specific purposes, subject to certain limitations and express voter approval requirements. This bill does not in any way alter the existing requirement that any new or additional transactions and use tax be submitted to the voters for approval.

The City of Pinole is facing a projected structural budget deficit of \$1.3 million in its General Fund beginning in the upcoming fiscal year (2024/2025), which will impact the City's ability to continue to provide essential services to Pinole residents. Further, the City's twenty-year financial forecast projects annual budget deficits that will grow exponentially over this period if the City is not able to generate additional revenue.

The City conducted research to gauge the community's support for a revenue measure by polling a statistically representative sample of the community. The polling results showed that 62% of respondents would vote in favor of a half-cent sales tax in the November 2024 election. Service priorities identified by respondents include providing safe, clean drinking water, maintaining 911 emergency response times, keeping public areas and parks healthy, safe, and clean, keeping revenues local, maintaining fire protection and response, and maintaining crime prevention programs.

AB 3259 will provide the City of Pinole the tools needed to generate funding for critical services, provides the option as to when any additional transactions and use tax can be submitted to the voters, and in light of the massive economic impacts placed on local government due to

the COVID 19 pandemic hangover, a sluggish economy, and other factors, I strongly support your legislation and commend your leadership during such trying time

Again, the City of Pinole is grateful for the opportunity to be part of this legislation and commends you for your strong leadership on this critical policy topic.

Thank you for your attention to this matter.

Sincerely,

Maureen Toms
Mayor of Pinole

cc: Senator Nancy Skinner
Assembly Member Buffy Wicks
The Honorable Alex Lee (Via email: assemblymember.lee@assembly.ca.gov)
Your Cal Cities Regional Public Affairs Manager (via email)
League of California Cities (Via email: cityletters@calcities.org)

AMENDED IN ASSEMBLY APRIL 22, 2024
AMENDED IN ASSEMBLY MARCH 21, 2024

CALIFORNIA LEGISLATURE— 2023–2024 REGULAR SESSION

ASSEMBLY BILL

NO. 3259

Introduced by Assembly Member Wilson

February 16, 2024

An act to add ~~and repeal~~ Chapter 3.81 (commencing with Section 7294.1) ~~of~~ to Part 1.7 of Division 2 ~~of of, and to repeal Section 7294.1 of~~, the Revenue and Taxation Code, relating to taxation.

LEGISLATIVE COUNSEL'S DIGEST

AB 3259, as amended, Wilson. Transactions and use taxes: County of Solano.

Existing law authorizes cities and counties, subject to certain limitations and approval requirements, to levy a transactions and use tax for general or specific purposes, in accordance with the procedures and requirements set forth in the Transactions and Use Tax Law, including a requirement that the combined rate of all taxes that may be imposed in accordance with that law in the county not exceed 2%.

This bill would authorize the County of Solano or any city therein to impose a transactions and use tax for general purposes, at a rate of no more than 0.5% that, in combination with other transactions and use taxes, would exceed the above-described combined rate limit of 2%, if certain requirements are met. *The bill would provide that a transactions and use tax rate imposed pursuant to the bill will not be considered for purposes of the combined rate limit described above.* The bill would repeal this

authorization on January 1, 2029, if an ordinance proposing the tax has not been approved by that ~~date~~. *date, as specified.*

This bill would make legislative findings and declarations as to the necessity of a special statute for the County of Solano.

Digest Key

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

Bill Text

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Chapter 3.81 (commencing with Section 7294.1) is added to Part 1.7 of Division 2 of the Revenue and Taxation Code, immediately following Chapter 3.8 (commencing with Section 7293), to read:

CHAPTER 3.81. County of Solano Transactions and Use Tax *for General Purposes*

7294.1.

(a) Notwithstanding any other law, the County of Solano ~~or any city therein~~ may impose a transactions and use tax for general purposes at a rate of no more than 0.5 percent that would, in combination with all taxes imposed in accordance with Part 1.6 (commencing with Section 7251), exceed the limit established in Section 7251.1 if all of the following requirements are met:

~~(a)~~

(1) The County of Solano Board of ~~Supervisors, or the city council of any city therein~~, *Supervisors* adopts an ordinance proposing the transactions and use tax by the applicable voting approval requirement.

~~(b)~~

(2) The ordinance proposing the transactions and use tax is submitted to the electorate and is approved by the voters voting on the ordinance by the applicable voting approval requirement in accordance with the California Constitution.

~~(e)~~

(3) The transactions and use tax conforms to the Transactions and Use Tax Law (Part 1.6 (commencing with Section 7251)), other than Section 7251.1.

(b) Notwithstanding Section 7251.1, a transactions and use tax rate imposed pursuant to subdivision (a) shall not be considered for purposes of the combined rate limitation established by Section 7251.1.

(c) If an ordinance proposing a transactions and use tax is not approved pursuant to subdivision (a) before January 1, 2029, this section shall remain in effect only until January 1, 2029, and as of that date is repealed.

7294.2.

(a) Notwithstanding any other law, any city within the County of Solano may impose a transactions and use tax for general purposes at a rate of no more than 0.5 percent that would, in combination with all taxes imposed in accordance with Part 1.6 (commencing with Section 7251), exceed the limit established in Section 7251.1 if all of the following requirements are met:

(1) The city council of any city within the County of Solano adopts an ordinance proposing the transactions and use tax by the applicable voting approval requirement.

(2) The ordinance proposing the transactions and use tax is submitted to the electorate and is approved by the voters voting on the ordinance by the applicable voting approval requirement in accordance with the California Constitution.

(3) The transactions and use tax conforms to the Transactions and Use Tax Law (Part 1.6 (commencing with Section 7251)), other than Section 7251.1.

(b) Notwithstanding Section 7251.1, a transactions and use tax rate imposed pursuant to subdivision (a) shall not be considered for purposes of the combined rate limitation established by Section 7251.1.

(c) This section shall not apply to any city within the County of Solano that has not approved, on or before January 1, 2029, an ordinance proposing a transactions and use tax pursuant to subdivision (a).

~~7294.2.~~

~~If, as of January 1, 2029, an ordinance proposing a transactions and use tax has not been approved as required by Section 7294.1, this chapter shall be repealed as of that same date.~~

SEC. 2.

The Legislature finds and declares that a special statute is necessary and that a general statute cannot be made applicable within the meaning of Section 16 of Article IV of the California Constitution because of the unique fiscal pressures relating to transactions and use taxes imposed within the County of Solano.



CITY COUNCIL REPORT

9.N.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: ROXANE STONE, DEPUTY CITY CLERK
SUBJECT: PLACEMENT OF LIENS FOR DELINQUENT UNPAID WASTE COLLECTION CHARGES FALLING DELINQUENT BETWEEN JANUARY AND APRIL 2024, CONSIDERED AT AN ADMINISTRATIVE HEARING ON JUNE 6, 2024

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the placement of liens for the purpose of collecting outstanding payments for garbage collection services pursuant to PMC Section 8.08.110 (b) and (c).

BACKGROUND

Pursuant to Section 8.08 of the Pinole Municipal Code, an administrative hearing was held on June 6, 2024, regarding unpaid garbage collection services that fell delinquent between January and April 2024. No parties attended the hearing to protest the charges. The administrative hearing was the final step in the process to collect the delinquencies, prior to Council approval to place the liens on the subject properties to recover the full amount owed, including delinquent charges and administrative fees.

REVIEW AND ANALYSIS

N/A

FISCAL IMPACT

The City of Pinole receives an administrative recovery charge for each lien at the time of tax settlement or payment of the lien. There are 86 properties on which liens are being imposed, representing a total of \$32,923.38 in delinquent service charges. The total administrative recovery fee is \$60 per lien; a portion of which is remitted to Contra Costa County. The administrative recovery fees are \$5,590.00; the total lien amount including recovery fees are \$38,513.38.

Following approval by Council, a revised list will be provided to the City Clerk for recording, removing properties where accounts have been brought current since the publication of this report.

ATTACHMENTS

A. Resolution

RESOLUTION NO. 2024-XX

**RESOLUTION OF THE CITY COUNCIL OF PINOLE, CALIFORNIA, PLACING LIENS
ON PROPERTIES SITUATED IN THE CITY OF PINOLE, COUNTY OF CONTRA
COSTA, STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS
UNPAID WASTE COLLECTION CHARGES FROM AN ADMINISTRATIVE HEARING
CONDUCTED JUNE 6, 2024**

WHEREAS, pursuant to the Municipal Code of the City of Pinole, Chapter 8.08, Section 8.08.090, subscription to garbage collection service is required for all premises in the City of Pinole, and the premises described in Exhibit "A" located in the City of Pinole, County of Contra Costa, State of California, were provided with garbage collection services as required by PMC, Chapter 8.08; and

WHEREAS, pursuant to the provisions of Section 8.08.110, the owners of said premises were notified in writing of their requirement to subscribe to and make payment for garbage collection services as provided in said Code Section; and

WHEREAS, the owners of the premises failed to make payment for garbage collection services as required (collection charges fell delinquent between January and April 2024); and

WHEREAS, pursuant to the provisions of Section 8.08.110, a hearing was held on June 6, 2024; and

WHEREAS, as a result thereof, the City of Pinole has incurred expenses for delinquent collection charges and administrative costs as enumerated in Exhibit "A"*, which amounts remain unpaid.

NOW THEREFORE BE IT RESOLVED that pursuant to Section 8.08.110 of the Municipal Code of the City of Pinole, the City Council of the City of Pinole does hereby place a lien against said premises for the amounts as described above and as applicable to each specific premise identified as Exhibit "A" attached hereto and, by this reference, incorporated herein; and

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to record this resolution with the Office of the Recorder of Contra Costa County, California.

PASSED AND ADOPTED this 18th day of June 2024, by the following vote:

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

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 18th day of June 2024.

Heather Bell, CMC
City Clerk

* Exhibit A is not included as an attachment to this resolution that is posted on the City website or disseminated as part of the City Council Agenda Packet. The names of the individuals are confidential until the liens are recorded and become public record.



CITY COUNCIL REPORT

10.A.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: FY 2023/24 UTILITY USERS' TAX (UUT) REVIEW

RECOMMENDATION

It is recommended that the City Council:

1. Conduct the FY 2023/24 Annual Review of the Utility Users' Tax (UUT); and
2. Adopt a Resolution modifying the Household Income eligibility thresholds for exemptions from the Utility Users' Tax for FY 2024/25.

BACKGROUND

In November 1998, voters approved the City of Pinole's Utility Users' Tax (UUT) at a rate of 8% on electricity, gas, and telecommunication services. Voters approved ballot measures to extend the UUT in 2004, 2012, and 2018. The UUT does not have a sunset date. Renewal of the UUT was essential to secure the City's fourth largest General Fund revenue source. Revenue generated by the UUT amounts to approximately 9% of the City's General Fund (excluding transfers in) and remains necessary to fund critical City services.

Currently, Section 3.26.150(A) of the Pinole Municipal Code authorizes the City Council to exempt the following classes of persons from paying UUT: (1) Persons who receive Aid to Families with Dependent Children (AFDC), (2) Persons who receive Veterans' benefits and Veterans' survivor pension benefits, (3) Persons on Supplemental Security Income or State Supplemental Payments (SSI/SSP); and (4) Persons who receive benefits from the Supplemental Nutrition Assistance Program (SNAP).

Additionally, Section B of the Code states: In addition, customers may also qualify for an exemption if their total household income does not exceed household incomes set by resolution of the City Council. Each year, the City Council adopts a resolution setting the household income thresholds. The City has used as the threshold the limits set annually by the California Alternative Rates for Energy (CARE) program, administered by Pacific Gas & Electricity (PG&E).

Pursuant to Section 3.26.170 of the Pinole Municipal Code, in June of every year, as part of the budget process, UUT is required to be reviewed through a report to the City Council. The report shall contain a summary of amounts of UUT realized, which is provided in the subsequent section of this report.

REVIEW AND ANALYSIS

Staff anticipates that the City will close FY 2023/24 with a projected \$2,389,000 in actual UUT collected, which is 3% above the \$2,312,830 collected for FY 2022/23. Although the City continues to see a decline in the taxes collected on telecommunication services, gas and electricity collections continue to increase year-over-year. Table 1 below is a ten-year history of UUT collections.

Table 1 – Ten-Year History of UUT Collections

	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
Gas and Electricity	\$1,290,533	\$1,347,738	\$1,564,702	\$1,452,015	\$1,416,001
% Total UUT	70%	72%	76%	75%	78%
Telecommunications	\$553,085	\$528,580	\$501,921	\$474,780	\$396,843
% Total UUT	30%	28%	24%	25%	22%
Total UUT	\$1,843,618	\$1,876,318	\$2,066,623	\$1,926,796	\$1,812,844
% Change	-1.9%	1.8%	10.1%	-6.8%	-5.9%

					<i>Estimate</i>
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Gas and Electricity	\$1,484,969	\$1,651,216	\$1,797,374	\$2,053,930	\$2,150,000
% Total UUT	82%	85%	87%	89%	90%
Telecommunications	\$324,863	\$288,510	\$266,399	\$258,900	\$239,000
% Total UUT	18%	15%	13%	11%	10%
Total UUT	\$1,809,832	\$1,939,726	\$2,063,773	\$2,312,830	\$2,389,000
% Change	-0.2%	7.2%	6.4%	12%	3%

Utility Users Tax Exemption

Pursuant to Pinole Municipal Code Section 3.26.150(B), the City establishes by resolution the household income limits. The City uses those set by the California Alternative Rates for Energy (CARE) program for exemption from the UUT. PG&E administers the CARE program and confirms customers' eligibility based on IRS income tax returns and certifies continued eligibility every two years.

This is consistent with the process other California cities use as a basis for exemption from the UUT levy. In some cases, agencies rely on PG&E to administer the exemption in which case they automatically do not charge the UUT to customers who are eligible for the CARE program. In other cases, customers apply for the exemption with the agency who verifies eligibility for the CARE program. The City of Pinole relies on PG&E to administer the exemption program for gas and electricity services. PG&E provides a listing of customers who

have received an exemption from UUT on a monthly basis. Eligible customers who meet the same income guidelines as those for UUT exemption from gas and electricity services may receive exemption from UUT on telecommunication services by applying to the City.

Household Income Exemption Thresholds

Staff has obtained the current household income guidelines for the California Alternative Rates for Energy (CARE) program in the PG&E service area and recommends continuing to set the City's household income exemption at the CARE amounts. The current thresholds effective June 1, 2024 through May 31, 2025 are displayed in Table 2 below.

Table 2 – Household Income Exemption Thresholds

Household Size	Current CARE Threshold	Previous CARE Threshold
1-2 Persons	\$40,880	\$39,440
3 Persons	\$51,640	\$49,720
4 Persons	\$62,400	\$60,000
5 Persons	\$73,160	\$70,280
6 Persons	\$83,920	\$80,560
7 Persons	\$94,680	\$90,840
8 Persons	\$105,440	\$101,120
9 Persons	\$116,200	\$111,400
10 Persons	\$126,960	\$121,680
Each additional person, add	\$10,760	\$10,280

FISCAL IMPACT

There is no fiscal impact as a result of this report itself.

ATTACHMENTS

- A. Resolution
- B. PG&E CARE Program Guidelines

RESOLUTION 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA SETTING HOUSEHOLD INCOME LEVELS FOR UTILITY USERS TAX EXEMPTIONS FOR FISCAL YEAR (FY) 2024/25

WHEREAS, Section 3.26.170 (Review) of the Pinole Municipal Code provides for the establishment and modification of classes of exemptions of persons or service from utility users taxes; and

WHEREAS, the City Council held a Public Hearing, on June 18, 2024, to discuss and receive public comment on the tax and whether or not changes to household income levels for utility users tax exemptions should be made; and

WHEREAS, the City Council desires to continue to allow exemptions for telephone users tax, electricity users tax and gas users tax based upon the Household Income Thresholds adopted by the State Public Utilities Commission's California Alternative Rate for Energy (CARE) Program for the 2024/25 budget year.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL of the City of Pinole that, as provided in Section 3.26.150 of the Pinole Municipal Code, utility customers may qualify for exemption from the telephone users tax (P.M.C. Section 3.26.040), electricity users tax (P.M.C. Section 3.26.050) and gas users tax (P.M.C. Section 3.26.060) if their total household income does not exceed the following thresholds:

Household Size	Current CARE Threshold	Previous CARE Threshold
1-2 Persons	\$40,880	\$39,440
3 Persons	\$51,640	\$49,720
4 Persons	\$62,400	\$60,000
5 Persons	\$73,160	\$70,280
6 Persons	\$83,920	\$80,560
7 Persons	\$94,680	\$90,840
8 Persons	\$105,440	\$101,120
9 Persons	\$116,200	\$111,400
10 Persons	\$126,960	\$121,680
Each additional person, add	\$10,760	\$10,280

AND BE IT FURTHER RESOLVED THAT the City Manager or his designee, and the City Attorney are hereby authorized and directed, to make all approvals and take all actions necessary or appropriate to carry out the intent of this Resolution.

PASSED AND ADOPTED by the City Council of the City of Pinole this 18th day of June, 2024, by the following vote to-wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 18th day of **June, 2024**.

Heather Bell, CMC
City Clerk

Reduce your energy bill through the CARE Program

Eligibility requirements

To qualify for CARE, customers must meet the following eligibility and income requirements:

- The PG&E bill must be in your name.
 - If you're a sub-metered tenant, you must have the landlord's energy bill in your name.
- You must live at the address to which the discount applies.
- Another person (besides your spouse) can't claim you as a dependent on an income tax return.
- You must not share an energy meter with another home.
- You must account for all sources of qualifying household income.
- You must meet the program income guidelines.
- You must notify PG&E if your household no longer qualifies for the CARE discount.
- After you enroll, you may need to provide proof of qualifying household income.
 - You may also be required to participate in the Energy Savings Assistance program.
- Your monthly electric usage must not exceed six times the Tier 1 allowance.
 - Tier 1 is the lowest-priced rate tier within PG&E's standard Tiered Base Plan.
- You must renew your eligibility every two years.
 - If you're on a fixed income, you must renew your eligibility every four years.
- Your household income must meet the program income guidelines.
- Qualification is based on the total income of everyone living in the home or participation in qualifying public assistance programs.

CARE Program Guidelines

Qualify through other public assistance programs

You may qualify for the CARE program if you or someone in your household takes part in any of the following public assistance programs:

- Low Income Home Energy Assistance Program (LIHEAP)
- Women, Infants, and Children (WIC)
- CalFresh/SNAP (Food Stamps)
- CalWORKs (TANF) or Tribal TANF
- Head Start Income Eligible (Tribal Only)
- Supplemental Security Income (SSI)
- Medi-Cal for Families (Healthy Families A & B)
- National School Lunch Program (NSLP)
- Bureau of Indian Affairs General Assistance
- Medicaid/Medi-Cal (under age 65)
- Medicaid/Medi-Cal (age 65 and over)

Income guidelines

Your eligibility is based on your household income.

1. Add all household members' incomes from all eligible sources for your total gross annual household income.
2. Compare your total combined gross annual household income against the income guidelines table.
 - **Your household must be at or below the amounts shown in the [income guidelines table](#) below.**

Household income includes all taxable and nontaxable revenues from all people living in the home. It includes, but is not limited to the following sources:

- Wages
- Salaries
- Interest and dividends
- Spousal and child support payments
- Public assistance payments

CARE Program Guidelines

- Social Security and pensions
- Housing and military subsidies
- Rental income
- Self-employment income
- All employment-related, non-cash income

For more income guidelines, [explore the required income documents](#).

Number of Persons in Household	Total Gross Annual Household Income*
1-2	\$40,880 or less
3	\$51,640 or less
4	\$62,400 or less
5	\$73,160 or less
6	\$83,920 or less
7	\$94,680 or less
8	\$105,440 or less
9	\$116,200 or less
10	\$126,960 or less
Each additional person, add	\$10,760

*Before taxes based on current income sources. Valid through May 31, 2025.

<https://www.pge.com/en/account/billing-and-assistance/financial-assistance/california-alternate-rates-for-energy-program.html#accordion-featured-67a0691982-item-d536661c59>.



CITY COUNCIL REPORT

11.A.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: FINAL PROPOSED FY 2024/25 OPERATING AND CAPITAL BUDGET

RECOMMENDATION

City staff recommends that the City Council adopt a resolution approving the Final Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget (Attachment A) and provide direction to staff on any amendments to the Final Proposed budget.

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:

1. Finance Department uses the current FY 2023/24 budget, which incorporates any mid-year changes approved by the City Council, as the starting point;
2. 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.);
3. Departments review and confirm the known and assumed changes incorporated into the baseline budget;
4. Departments submit requests for changes from the baseline budget to address proposed special projects or increased service levels; and
5. Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the City Council's consideration.

City staff presented the baseline General Fund budget to the Finance Subcommittee on April 16, 2024 and to the City Council at a special meeting on April 30, 2024 to receive feedback on the assumptions contained in the baseline budget. The Finance Subcommittee and City

Council did not direct staff to make any changes to the baseline General Fund budget. Staff has reviewed and revised the baseline budget multiple times to ensure that it does not include any one-time revenues or expenditures and that all of the estimates it contains are as precise as feasible. This resulted in a 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, in response to the projected \$1.3 million budget gap. City departments completed the exercise as directed and submitted reductions for Council consideration as well as other potential budget balancing strategies at the June 4, 2024 Council meeting. At the same meeting, Council directed staff to implement a number of balancing strategies in the next version of the budget, the Final Proposed version.

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 initially had a shortfall of \$1.3 million. Staff incorporated budget balancing strategies directed by the City Council. This has resulted in a Final Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget that is structurally balanced.

REVIEW AND ANALYSIS

The Final Proposed budget (Attachment A) contains staff's recommendations regarding revenues and expenditures for FY 2024/25. The total (all funds) revenue budget is approximately \$49.4 million. The City's total (all funds) expenditure budget is approximately \$95.1 million. One-time expenditures are paid for using one-time revenues and other sources, including fund balance, which is why total expenditures can exceed total revenues. The budget projection assumes a net use of fund balance of \$45.6 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 \$27.9 million, and its total expenditure budget is approximately \$36.8 million. The Final Proposed budget is structurally balanced, meaning that revenues are sufficient to cover expenditures. The Final Proposed 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 FY 2024/25 Budget is a status quo budget, meaning that service levels and revenue mechanisms in the budget are essentially the same as those in the current year budget, FY

2023/24. While the budget is balanced, a number of one-time balancing strategies had to be instituted to close the initial \$1.3 million budget gap. The strategies included reducing operating expenditures in several departments' budgets, freezing vacant positions in the Police and Public Works departments, and reducing the General Reserve from 50% to 45% of total General Fund ongoing expenditures to transfer funds into the General Fund. The shortfall 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 increases in expenditures.

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, which 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 Final 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.

Final Proposed Baseline Budget

As noted above, it is a goal of the City's Financial Policy on a Structurally Balanced Budget, and a public finance best practice, to create a structurally balanced proposed budget. The table below shows the ongoing General Fund revenues and expenditures in the Final Proposed budget. The budget is balanced and has a small surplus of \$40,465.

Table 1 – General Fund Baseline Budget

	FY 2024/25
	Final 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 – Pension Trust	2,425,000
Transfer In – General Reserve	514,370
Total Sources	27,890,013
Uses	
By Category	
Salaries & Wages	9,836,668
Benefits	7,230,481
Professional Services	8,420,956
Other Operating	322,711
Materials and Supplies	185,033
Interdepartmental Charges	(492,148)
Asset/Capital Outlay	148,440
Debt Service	636,107
Total Expenditures By Category	26,919,754
Transfers Out	1,561,300
Total Uses By Category	27,849,548
Net Surplus/(Deficit)	\$ 40,465

Budget Balancing Strategies Implemented

In order to address the initial \$1.3 million budget shortfall, the City Council directed each City department to prepare six percent and ten percent budget reduction scenarios. Council also considered eliminating funding for several vacant positions and reducing the General Reserve from 50% to 45% of total General Fund ongoing expenditures and transferring the difference into the General Fund. Table 2 below summarizes the Council-directed budget balancing strategies.

Table 2 – Council-Directed Budget Balancing Strategies

	Department	Description	Amount
--	------------	-------------	--------

1	City Council	Reduce funding for City Council intern program from five to two interns.	\$ 21,300
2	City Clerk	Reduce funding for staff travel & training.	5,860
3	Human Resources	Reduce funding for items listed in the six percent budget reduction scenario, including various professional services and staff travel & training.	57,000
4	City Attorney	Reduce funding for items listed in the ten percent budget reduction scenario, including eliminating the Municipal Code Update Subcommittee and City Attorney office coverage of Planning Commission Meetings, unless needed or required for a City Attorney representative to attend Planning Commission.	33,004
5	CDD/Economic Development	Reduce funding for economic development support to implement the Economic Development Strategy.	19,025
6	Public Works	Eliminate funding for recommendations of the Beautification Ad Hoc Subcommittee.	10,000
7	Public Works	Freeze the vacant Associate Civil Engineer position (also funded by other Non-General Funds).	87,409
8	Public Works	Freeze the vacant Capital Improvement Projects Manager position (also funded by other Non-General Funds).	40,178
9	Police	Freeze the vacant Police Sergeant position.	203,831
10	Police	Freeze two vacant Police Officer positions.	356,472
11	Non-Departmental	Eliminate funding for the Fourth of July event. The amount budgeted for the event was \$50,000, not \$120,000 as referenced during the 6/4/24 Council meeting.	50,000
12	Non-Departmental	Reduce the General Reserve from 50% to 45% and transfer the difference of \$514,370 into the General Fund. After the transfer, the estimated ending balance in the General Reserve is \$10 million.	514,370
Total			\$ 1,398,449

One-Time Budget Items and Capital Improvement Projects

The FY 2024/25 Final 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. Note that only the capital improvement projects that are funded by the General Fund are shown in Table 3. All capital improvement projects and their respective funding sources are detailed in the FY 2024/25 Five-Year Capital Improvement Plan.

Table 3 – 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
CDD/Economic Development	Economic Development Strategy - Final Branding	\$10,000
CDD/Economic Development	Meeting/Workshop/Mixers	5,000
CDD/Economic Development	Tobacco Education Related (Grant Funded)	10,000
CDD/Economic Development	Advertising (General and Industry-Specific)	2,000
CDD/Economic Development	Marketing Materials	5,000
CDD/Economic Development	Business Development/Community Help Reserve	10,000
CDD/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
Community Services	Restroom Walls/Floor Repair	11,000
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	Senior Center Auxiliary Parking Lot	1,530,000
Public Works	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
	Total Capital Improvement Projects	8,014,221
	Total	\$8,917,443

FISCAL IMPACT

The City Council's review and direction on the Final 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 Final Proposed budget is well described in the budget document itself (Attachment A).

ATTACHMENTS

- A. Resolution
- B. Final Proposed FY 2024-25 Operating and Capital Budget
- C. Exhibit A - Budget Summaries
- D. Exhibit B - Budgeted Positions

RESOLUTION NO. 2024-__

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE FINAL PROPOSED FISCAL YEAR (FY) 2024/25 OPERATING AND CAPITAL BUDGET

WHEREAS, the City Manager has presented a Final Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget for the City of Pinole; and

WHEREAS, the City Council has held a public meeting on the matter of the Final Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget and has discussed the individual department and fund budgets with City staff members; and

WHEREAS, the City Council has solicited public input on the Final Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pinole as follows:

Section 1. The Final Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget commencing July 1, 2024 and ending June 30, 2025 is hereby approved and adopted.

Section 2. That appropriations are established by fund as follows:

100	General Fund	\$23,964,194
105	Measure S - 2006 Fund	5,910,968
106	Measure S - 2014 Fund	6,891,797
150	General Reserve Fund	514,370
160	Equipment Reserve Fund	205,000
200	Gas Tax Fund	2,203,073
201	Restricted Real Estate Maintenance Fund	26,000
203	Public Safety Augmentation Fund	547,869
205	Traffic Safety Fund	56,886
206	Supplemental Law Enforcement Svc Fund	295,613
207	NPDES Storm Water Fund	370,304
209	Recreation Fund	2,382,008
212	Building & Planning Fund	2,042,321
213	Refuse Management Fund	167,498
214	Solid Waste Fund	144,796
215	Measure C and J Fund	1,614,881
225	Asset Seizure-Adjudicated Fund	20,544
276	Growth Impact Fund	1,623,000
285	Housing Assets Fund	323,551
310	Lighting & Landscape District Fund	85,175
317	Pinole Valley Caretaker Fund	14,999
324	Public Facilities Fund	70,000
325	City Street Improvements Fund	3,687,304
377	Arterial Streets Rehabilitation Fund	895,000
500	Sewer Enterprise Fund	37,689,718
505	Cable Access TV Fund	830,672

700	Pension Trust Fund	2,475,000
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TOTAL OPERATIONS BUDGET \$95,052,540

Section 3. That the appropriations established for FY 2024/25 by fund shall be allocated to individual departments as presented in Exhibit A (Budget Summaries). In addition, the unspent balance of capital projects, grants, and encumbrances authorized in the prior fiscal year are authorized to be carried over to FY 2024/25.

Section 4. That the control point for expenditures is herein established at the fund department level as set forth in Exhibit A (Budget Summaries).

Section 5. That authority is granted to each department manager under the direction of the City Manager to allocate appropriations within the department control limits among specific line items in the most cost-effective manner that maintains or enhances the delivery of programs and services to the residents of the City of Pinole.

Section 6. That the Finance Director will prepare Quarterly Reports to the City Council reporting the budget performance to the control limits herein established.

Section 7. Estimated revenues and transfers anticipated to fund appropriations for expenditures for the FY 2024/25 Fiscal Year are presented in Exhibit A (Budget Summaries). Any changes to the established control limits will be subject to approval by resolution of the City Council.

Section 8. All positions listed in the “Budgeted Positions (FTE)” (Exhibit B) are hereby authorized positions.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Pinole that any amendments to the Final Proposed FY 2024/25 Operating and Capital Budget authorized by the City Council will be incorporated into the Budget before it is implemented on July 1, 2024.

PASSED AND ADOPTED this 18th day **June 2024**, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 18th day of **June, 2024**.

Heather Bell, CMC
City Clerk



Fiscal Year 2024/25 **OPERATING AND CAPITAL BUDGET**

Final Proposed - June 18, 2024



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June 18, 2024

Dear City Council and Residents -

City staff is pleased to present the Final Proposed Fiscal Year (FY) 2024/25 Operating and Capital Budget ("FY 2024/25 Budget").

City staff is responsible for preparing a proposed budget for City Council's consideration. The FY 2024/25 Budget incorporates input that was provided by the City Council and members of the community through multiple meetings of the Finance Subcommittee, City Council, and other engagement opportunities.

The FY 2024/25 Budget is a status quo budget meaning that service levels and revenue mechanisms in the budget are essentially the same as those in the current year budget, [FY 2023/24](#). While the budget is balanced, a number of one-time balancing strategies had to be instituted to close the initial \$1.3 million budget gap. The strategies included reducing operating expenditures in several departments' budgets, freezing vacant positions in the Police and Public Works departments, and reducing the General Reserve from 50% to 45% of total General Fund ongoing expenditures to transfer funds into the General Fund.

The Pinole community demonstrated incredible resilience while facing the COVID-19 aftereffects and other economic challenges. The City has maintained all core municipal services. As COVID-19 waned, the City began work on and completed a number of special projects and program expansions to improve City operations and community quality of life. The City added a number of new staff positions in FY 2022/23 to add capacity, and also entered a contract with Contra Costa County Fire Protection District (CCCYPD) for fire protection and emergency medical services. The City's accomplishments in 2023 and plans for 2024 are well-summarized in the [City of Pinole 2023 Year in Review and 2024 Look Ahead](#) document, which was recently published.

In FY 2024/25, the City will continue to work on completing the City's [2020 – 2025 Strategic Plan](#) strategies, Capital Improvement Plan (CIP) projects, routine staff work, staff-initiated process improvements, and other Council-directed special projects. These include the completion of the Active Transportation Plan, advancement of a Climate Action and Adaptation Plan (CAAP), development of a Storm Drain Master Plan and Facilities Master Plan, and a feasibility assessment regarding recycled water. It is a thoughtful and ambitious work program that will create improved services and plans for a better future.

Looking to the future, the City completed strategic financial planning efforts which included developing a 20-year financial forecast. The City's long-term financial forecast shows that ongoing City revenues are not expected to be sufficient to cover ongoing routine City services, and existing City revenue mechanisms are not going to be sufficient to address the City's two main unfunded liabilities, which are deferred capital maintenance and other post-employment benefits (medical insurance coverage for retired City employees). The strategic financial planning report illustrates all of the City's mandatory and discretionary future financial obligations and identifies potential measures to address them.

A key goal of the City's is to engage with the community and provide welcoming, high-quality services. City staff looks forward to working with you to make Pinole the best that it can be for current and future generations. Please connect and engage with the City through its numerous platforms.

I would like to thank all of the members of the community that participated in this year's budget development process, as well as the City's Finance Department for preparing the budget.

Sincerely,

Neil Gang
Interim City Manager

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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 City's all funds revenue in the Fiscal Year (FY) 2024/25 Operating and Capital Budget is approximately \$49.4 million, and all funds' expenditures are approximately \$95.1 million. The budget projection assumes a net use of fund balance of \$45.6 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)	\$ 9,470,946	\$ 27,890,013	\$ 36,766,959	\$ (8,876,946)	\$ 594,000
General Reserve Fund	10,215,387	309,000	514,370	(205,370)	10,010,017
Equipment Reserve Fund	231,732	150,000	205,000	(55,000)	176,732
Special Revenue Funds					
Gas Tax Fund	1,326,189	1,046,400	2,203,073	(1,156,673)	169,516
Restricted Real Estate Maintenance Fund	162,237	39,991	26,000	13,991	176,229
Public Safety Augmentation Fund	358,392	249,855	547,869	(298,014)	60,378
Traffic Safety Fund	274,081	46,500	56,886	(10,386)	263,695
Supplemental Law Enforcement Fund	285,497	175,000	295,613	(120,613)	164,884
NPDES Storm Water Fund	(65,529)	253,272	370,304	(117,032)	(182,561)
Recreation Fund	(0)	1,255,656	2,382,008	(1,126,352)	(1,126,353)
Building & Planning Fund	(1,846,664)	1,482,526	2,042,321	(559,795)	(2,406,460)
Refuse Management Fund	42,157	66,060	167,498	(101,438)	(59,281)
Solid Waste Fund	2,525,024	368,000	144,796	223,204	2,748,228
Measure C/J Fund	2,388,533	1,152,257	1,614,881	(462,624)	1,925,909
Rate Stabilization Fund	213,313	-	-	-	213,313
Asset Seizure-Adjudicated Fund	22,386	-	20,544	(20,544)	1,842
Growth Impact Fund	3,461,487	1,039,594	1,623,000	(583,406)	2,878,082
Housing Assets Fund	8,014,224	55,000	323,551	(268,551)	7,745,673
Capital Projects Funds					
Lighting & Landscaping District Fund	27,418	63,911	85,175	(21,264)	6,154
Pinole Valley Caretaker Fund	(983)	15,000	14,999	1	(982)
Public Facilities Fund	471,649	-	70,000	(70,000)	401,649
City Street Improvements Fund	1,926,831	2,064,683	3,687,304	(1,622,621)	304,210
Arterial Streets Rehabilitation Fund	961,137	250,000	895,000	(645,000)	316,137
Parks Grants	21,522	-	-	-	21,522
Enterprise Funds					
Sewer Enterprise Fund	16,889,155	10,364,403	37,689,718	(27,325,315)	(10,436,159)
Cable Access Television (PCTV)	(0)	368,533	830,672	(462,139)	(462,139)
Information Systems Fund	(50)	-	-	-	(50)
Fiduciary/Agency Funds					
Pension Fund	13,430,374	700,000	2,475,000	(1,775,000)	11,655,374
Recognized Obligation Retirement Fund	-	-	-	-	-
Total	\$ 70,806,444	\$ 49,405,654	\$ 95,052,540	\$ (45,646,886)	\$ 25,159,559

The General Fund (including Measure S 2006 and 2014 Funds) revenue is approximately \$27.9 million, and General Fund expenditures are approximately \$36.8 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.

The Fiscal Year (FY) 2024/25 Operating and Capital Budget is structurally balanced but does include one-time budget balancing strategies, including reducing operating expenditures in several departments' budgets, freezing vacant positions in the Police and Public Works departments, and reducing the General Reserve from 50% to 45% of total General Fund ongoing expenditures to transfer funds into the General Fund. The baseline budget reflects a small surplus of \$40,465. The budget does use one-time sources, such as fund balance, for one-time expenditures.

Table 2 – General Fund Baseline Budget

		FY 2024/25 Final 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 – Pension Trust		2,425,000
Transfer In – General Reserve		514,370
	Total Sources	27,890,013
Uses		
By Category		
Salaries & Wages		9,836,668
Benefits		7,230,481
Professional Services		8,420,956
Other Operating		322,711
Materials and Supplies		185,033
Interdepartmental Charges		(492,148)
Asset/Capital Outlay		148,440
Debt Service		636,107
	Total Expenditures By Category	26,919,754
Transfers Out		1,561,300
	Total Uses By Category	27,849,548
	Net Surplus/(Deficit)	\$ 40,465

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 3 in the following section provides a detailed list of the one-time budget items and capital improvement projects. Note that only the capital improvement projects that are funded by the General Fund are shown in Table 3.

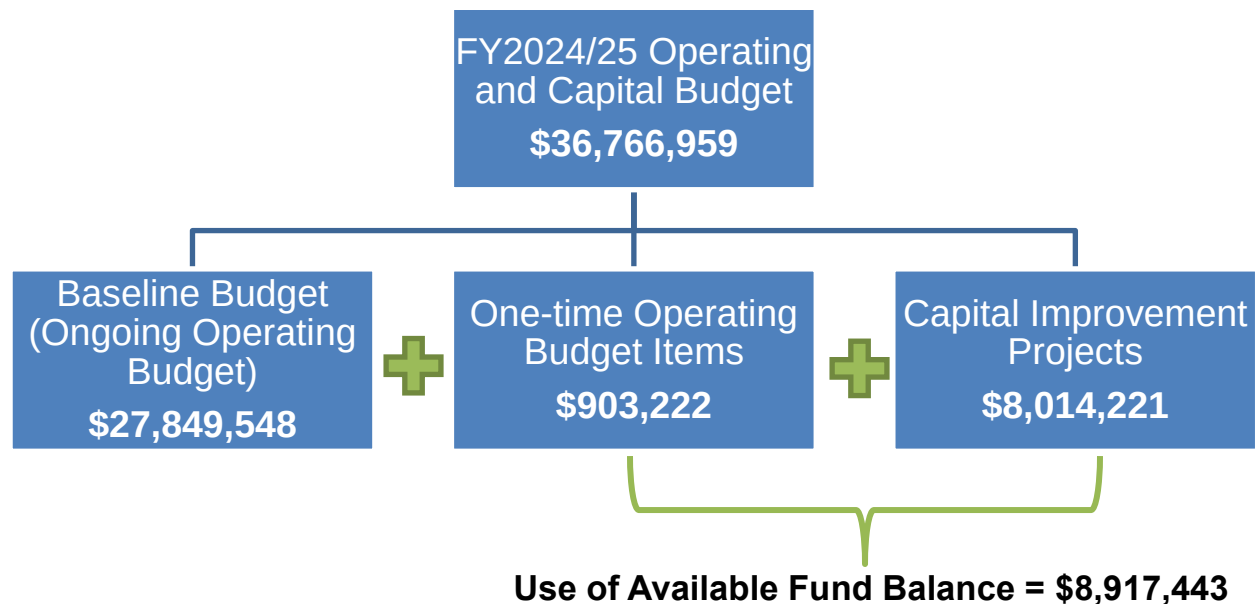


Table 3 – One-Time Budget Items and Capital Improvement Projects (Some are Projects Budgeted in FY 2023/24, but Not Completed, so Carried Forward to FY 2024/25)

Department	One-Time Operating Items	Proposed Budget
CDD/Economic Dev	Economic Development Strategy - Final Branding	\$10,000
CDD/Economic Dev	Meeting/Workshop/Mixers	5,000
CDD/Economic Dev	Tobacco Education Related (Grant Funded)	10,000
CDD/Economic Dev	Advertising (General and Industry-Specific)	2,000
CDD/Economic Dev	Marketing Materials	5,000
CDD/Economic Dev	Business Development/Community Help Reserve	10,000
CDD/Economic Dev	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

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Executive Summary

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
Community Services	Restroom Walls/Floor Repair	11,000
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
	Total Capital Improvement Projects	8,014,221
	Total	\$8,917,443

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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 Martinez-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

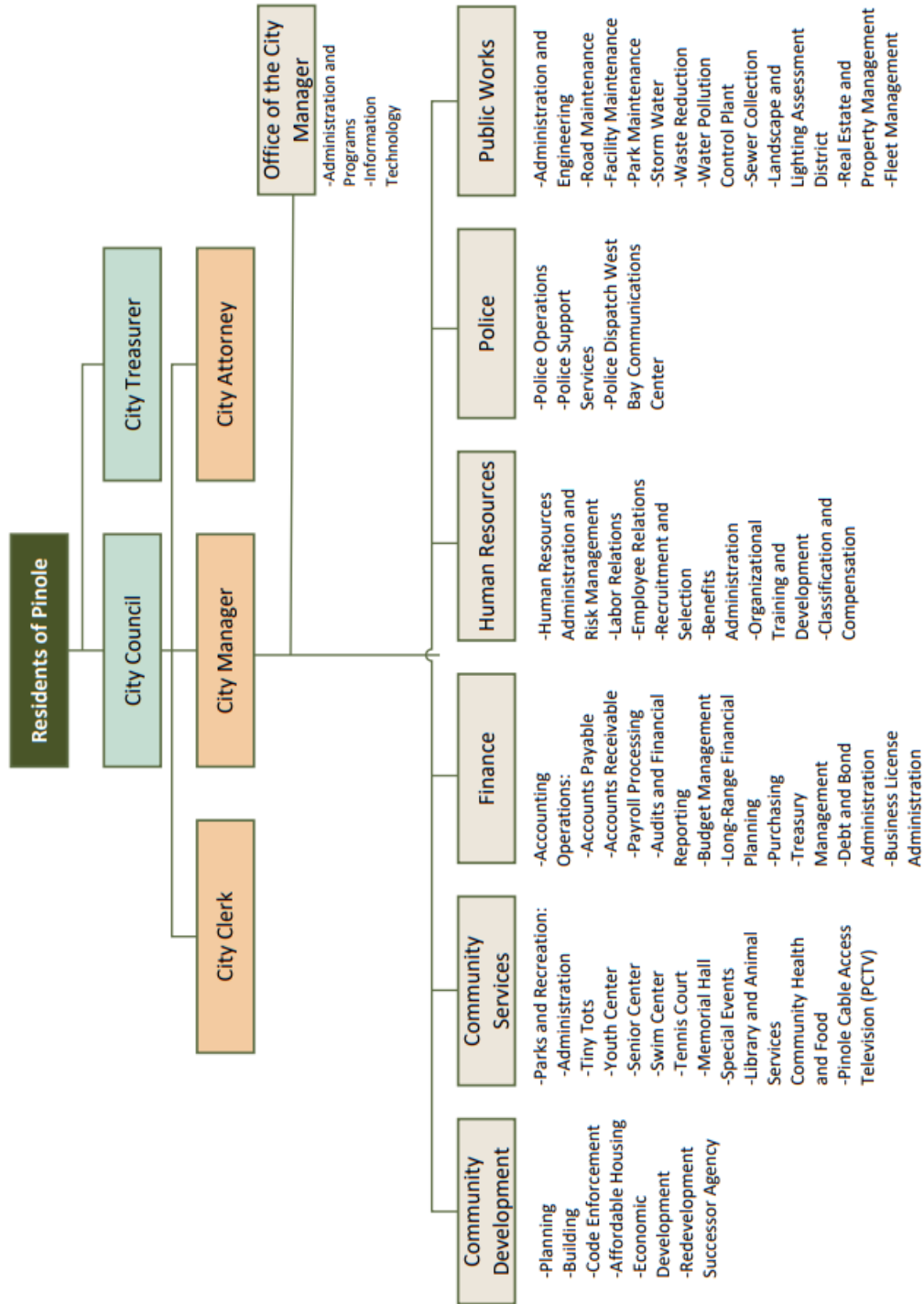
The City is primarily a residential community located in the San Francisco Bay Area on the shores of San Pablo Bay in West Contra Costa County. Highway Interstate 80, which traverses Pinole, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central 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;
- City Manager and Finance Department incorporates any final changes as necessary and submits the Final Proposed Budget to the City Council for adoption.

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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 \$27.9 million, including transfers in, as summarized below.

Revenue Category	FY 2024/25 Budget	% Total Budget
Property Taxes	\$6,168,067	22%
Sales and Use Taxes	4,536,436	16%
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	2,939,370	11%
Total	\$27,890,013	

Property Tax

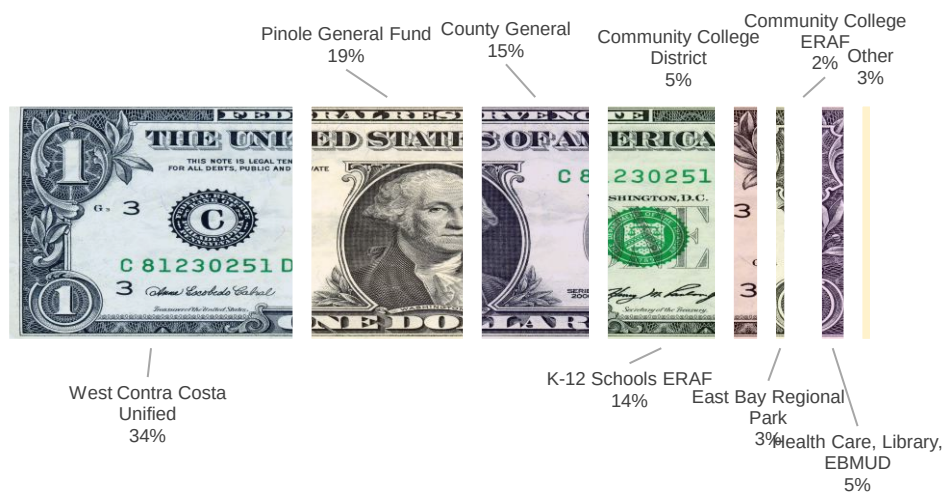
Property tax is an ad valorem tax imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The fixed statutory rate is 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases 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.

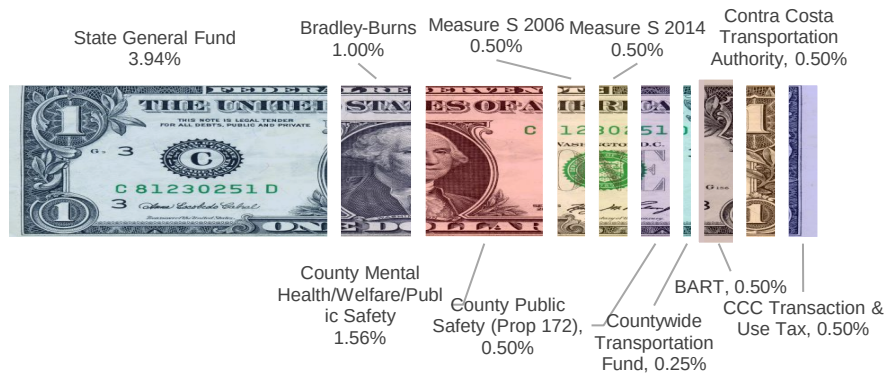
Property Tax Dollar Breakdown



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 6% 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. Additionally, the City Council approved a one-time transfer of \$514,370 from the General Reserve to the General Fund to help balance the budget for FY 2024/25.

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 \$36.8 million, including transfers out, as summarized below.

Expenditure Category	FY 2024/25 Budget	% Total Budget
Salaries and Wages	\$9,836,668	27%
Employee Benefits	7,230,481	20%
Professional/Admin Services	9,482,105	26%
Other Operating	322,711	1%
Materials and Supplies	185,033	1%
Interdepartmental Charges	(492,148)	-1%
Capital Outlay	8,004,702	22%
Debt Service	636,107	2%
Transfers Out	1,561,300	4%
Total	\$36,766,959	

Salaries and Wages

The forecast for salaries and wages is based on the City's staffing level of 109 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 3% 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 \$9.8 million, a 6% increase over the FY 2023/24 revised budget. As part of the budget balancing strategies, vacant positions were frozen in the Public Works department including the Administrative Coordinator, Associate Civil Engineer, and Capital Improvement Projects Manager; and in the Police department including two Police Officers and a Sergeant.

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 \$7.2 million, a 20% increase 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 \$9.5 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

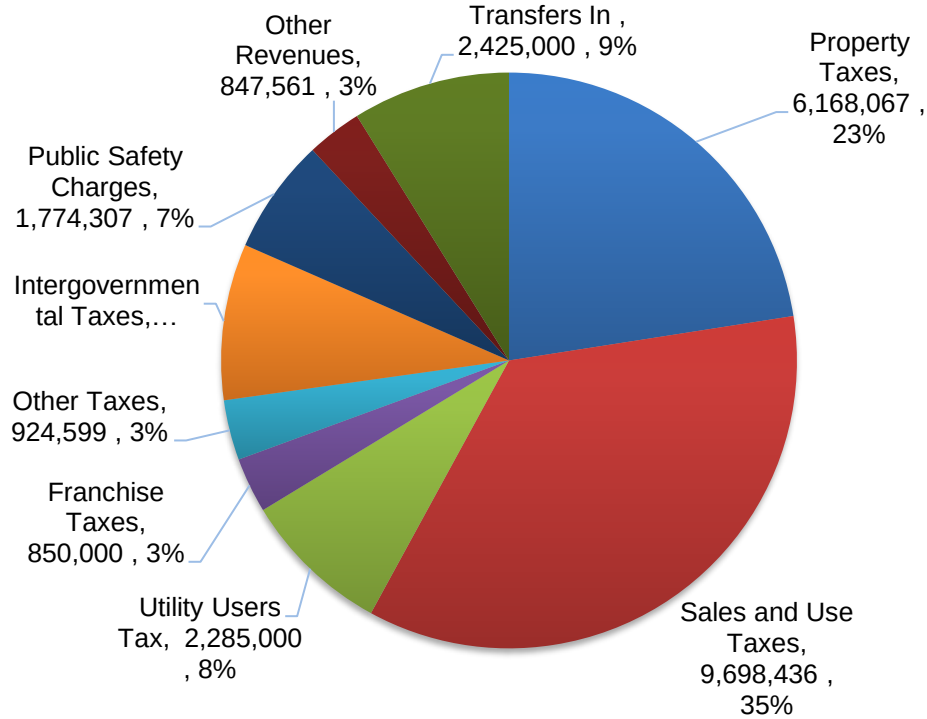
Transfers out includes the transfers from the General Fund and Measure S to other funds to support Recreation programs, Pinole Community Television (PCTV), vehicle and equipment replacement.

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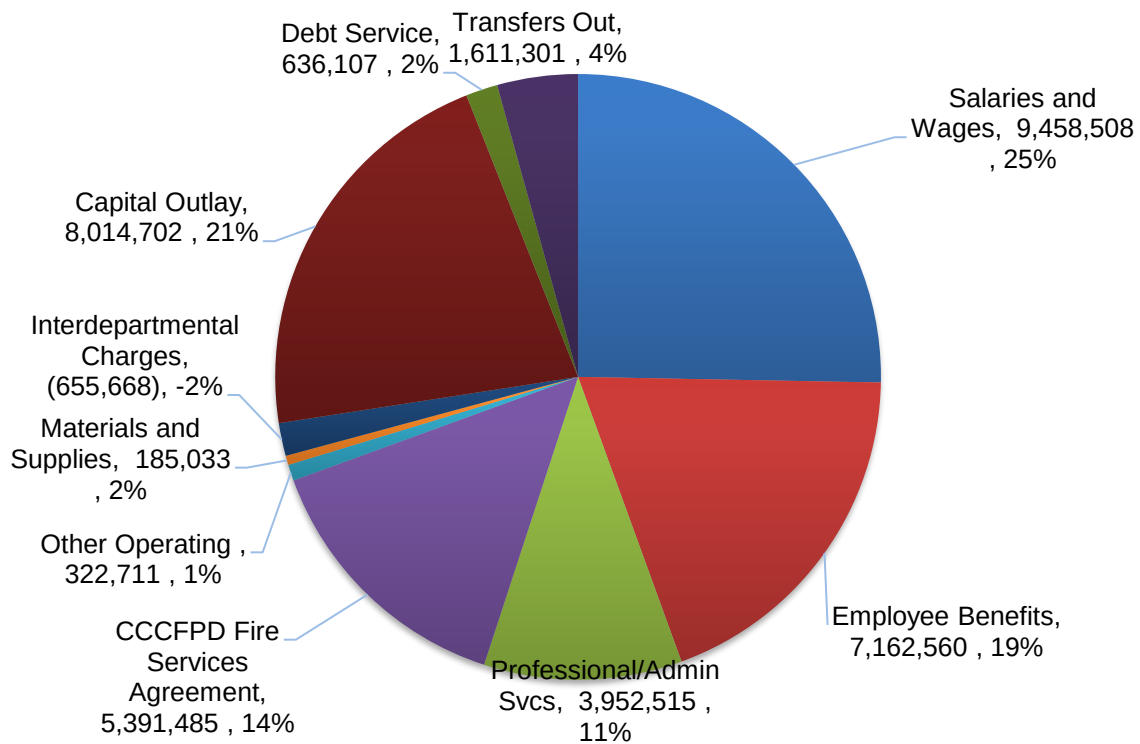
Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – General Fund

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	2,939,370
399 - Transfers In from ARPA Fund	-	-	4,071,404	-	-
Revenue Total	22,046,398	22,867,595	29,418,810	25,809,123	27,890,013
Expenditures by Category					
40 - Salaries and Wages	9,687,549	10,550,396	11,006,433	9,359,141	9,836,668
41 - Employee Benefits	5,492,537	6,030,608	6,884,786	6,219,651	7,230,481
42 - Professional/Administrative Services	3,120,915	4,083,329	5,686,957	10,227,822	9,482,105
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)	(492,148)
47 - Asset Acquisition, Improvement, Disposal	1,397,824	697,550	596,527	6,661,263	8,004,702
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	1,561,300
Expenditures Total	21,410,315	25,058,131	27,591,266	35,222,758	36,766,959
Expenditures by Department					
10 - City Council	221,252	215,904	209,697	215,412	202,459
11 - City Manager	603,505	527,117	567,995	602,710	685,348
12 - City Clerk	243,065	327,468	511,112	624,354	719,241
13 - City Treasurer	8,286	8,375	8,268	8,727	10,159
14 - City Attorney	489,955	406,476	330,354	320,428	297,031
15 - Finance Department	573,555	561,011	661,743	1,037,368	973,400
16 - Human Resources	292,727	377,614	749,748	888,227	890,840
17 - Non-Departmental	3,534,790	5,274,979	4,673,970	4,042,120	3,257,051
18 - Information Systems	-	-	-	3,600	-
22 - Police Department	8,495,554	9,847,359	10,267,281	11,125,612	12,028,566
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	10,247,544
46 - Community Development	173,504	263,181	398,605	619,883	579,694
55 - Community Services	8,727	272,629	365,253	421,736	442,165
64 - Sewer	-	50,563	-	-	-
Expenditures Total	21,410,315	25,058,131	27,591,266	35,222,758	36,766,959
Net Operating Results	636,084	(2,190,536)	1,827,544	(9,413,635)	(8,876,946)

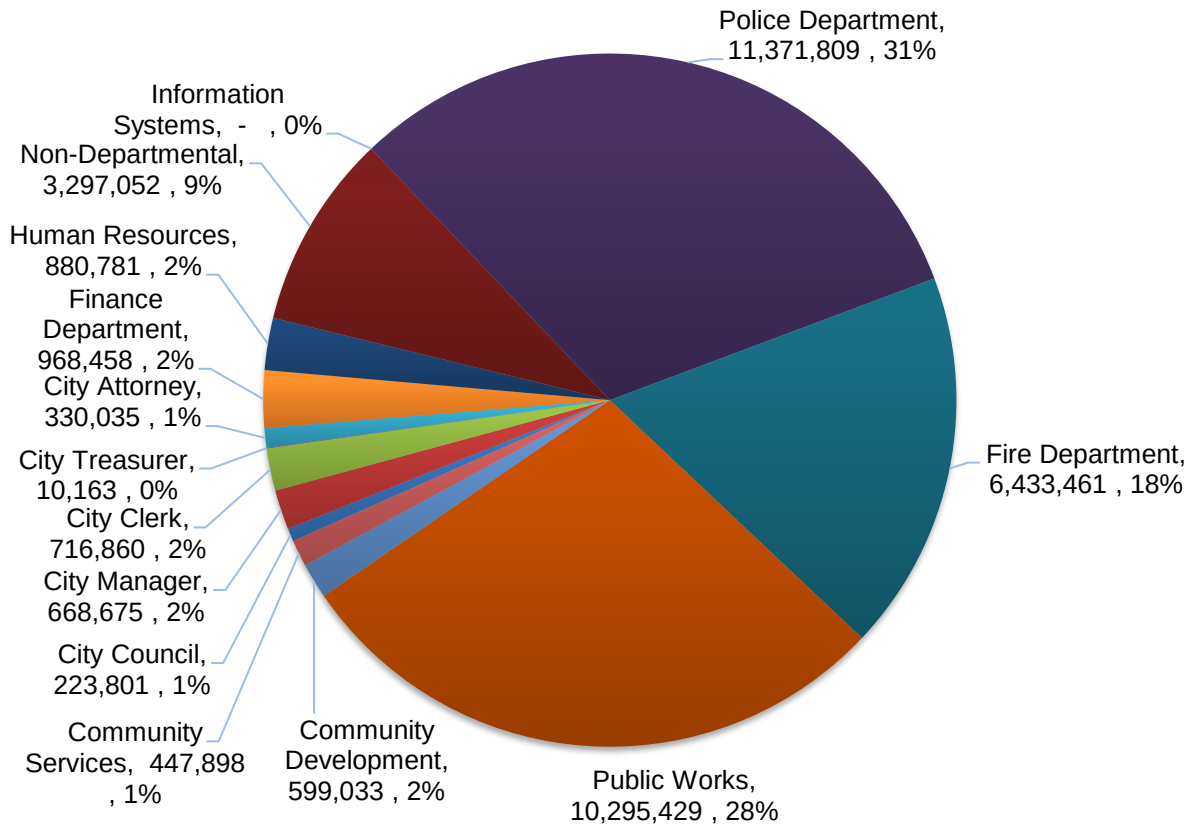
General Fund Revenue by Type: \$27,890,013



General Fund Expenditures by Type: \$36,799,959



General Fund Expendiures by Department: \$36,799,959



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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 \$1.6 million. It is anticipated that approximately \$462,624 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 \$323,551 for housing administration activities. It is anticipated that approximately \$268,551 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 \$37.7 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

\$830,672. It is anticipated that \$462,139 of fund balance will be used to fund several capital projects over the next three fiscal years.

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 \$1.5 million.

Fiduciary Funds

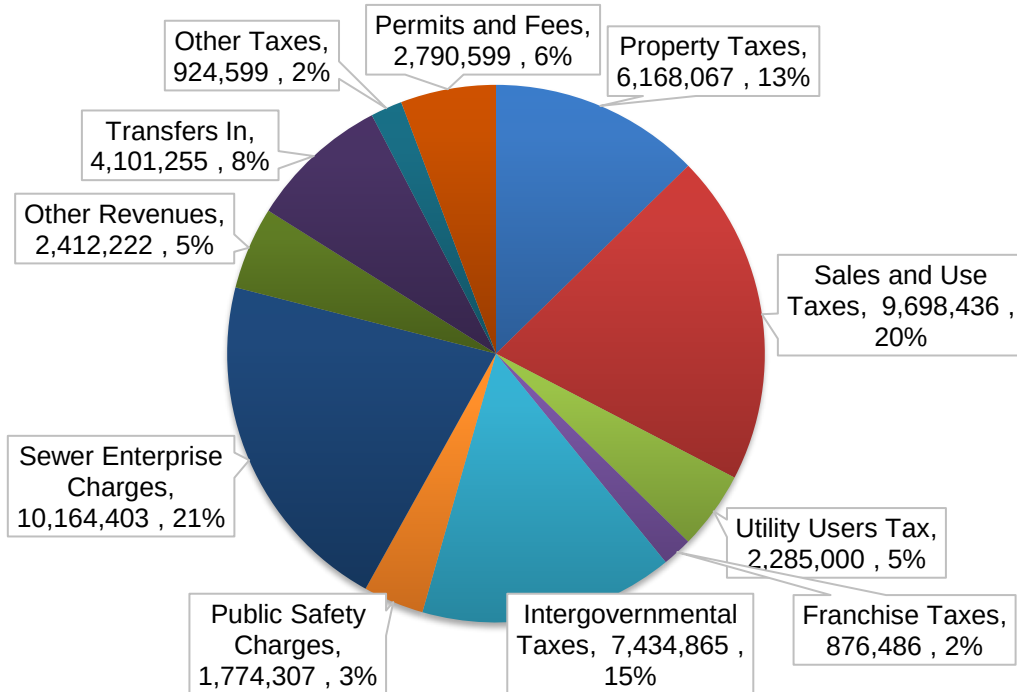
Pension Fund – 700

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. The remaining assets in the trust are invested and earn interest income. The fund is expected to end the fiscal year with a balance of approximately \$11.7 million.

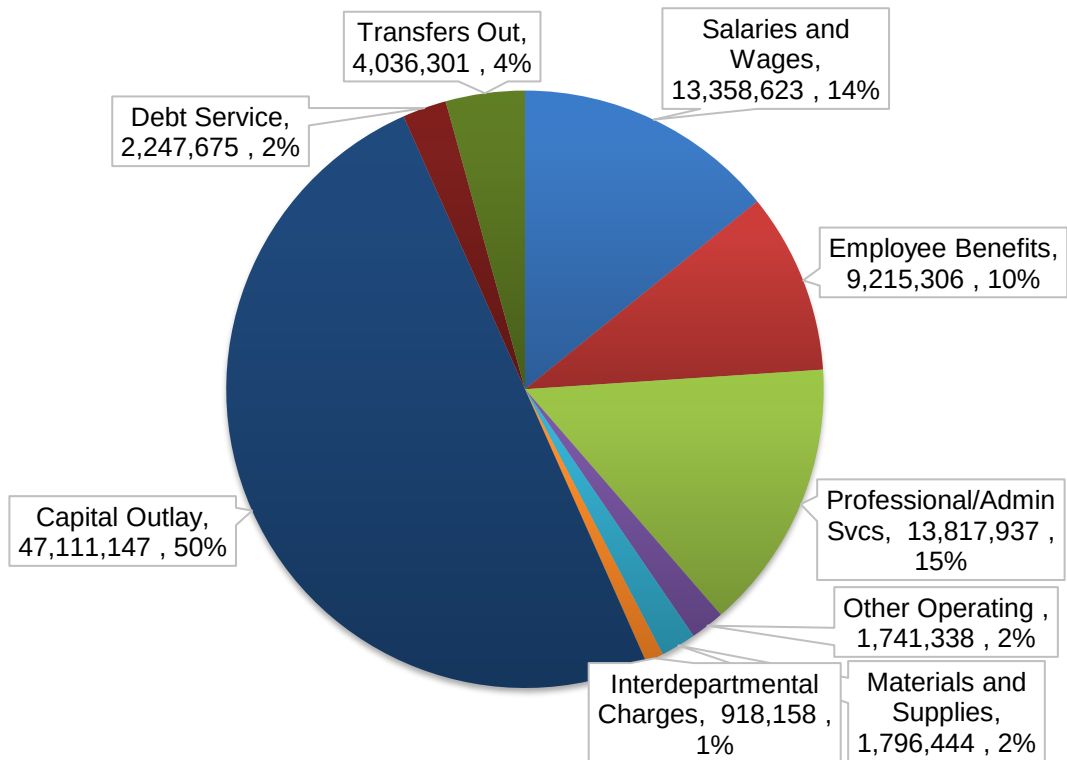
Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

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	1,514,500
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	4,567,670
Revenue Total	37,846,652	38,684,468	52,367,448	47,663,853	49,405,654
Expenditures by Category					
40 - Salaries and Wages	11,508,885	12,977,267	13,990,485	12,933,893	13,741,114
41 - Employee Benefits	6,710,186	7,765,562	7,465,419	7,886,440	9,288,216
42 - Professional/Administrative Services	5,136,136	7,179,480	9,041,346	14,994,157	13,718,649
43 - Other Operating Expenses	1,565,131	1,773,766	1,952,203	1,688,868	1,741,375
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	917,200
47 - Asset Acquisition, Improvement, Disposal	4,629,080	4,711,084	3,294,566	30,351,653	47,101,147
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	4,500,670
Expenditures Total	35,659,404	42,205,053	48,232,508	77,337,860	95,052,490
Expenditures by Department					
10 - City Council	221,252	215,904	209,697	215,412	202,459
11 - City Manager	603,505	527,117	567,995	602,710	685,348
12 - City Clerk	243,065	327,468	511,112	624,354	719,241
13 - City Treasurer	8,286	8,375	8,268	8,727	10,159
14 - City Attorney	489,955	406,476	330,354	320,428	297,031
15 - Finance Department	573,555	561,011	739,907	1,087,368	1,023,400
16 - Human Resources	292,727	377,614	749,748	888,227	890,840
17 - Non-Departmental	5,049,270	7,026,762	10,946,547	6,287,600	6,203,921
18 - Information Systems	-	95,874	77,892	3,600	(50)
19 - Cable Access TV	391,792	439,347	502,606	682,056	830,672
22 - Police Department	8,823,952	10,153,924	10,614,182	12,010,316	12,914,478
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	20,784,574
46 - Community Development	2,093,699	3,154,647	3,887,809	3,506,521	2,950,566
55 - Community Services	824,176	1,630,344	1,940,328	2,689,603	2,816,673
64 - Sewer	6,485,839	7,371,846	6,330,406	24,785,339	38,289,718
	35,659,404	42,205,053	48,232,508	77,337,860	95,052,490
Net Operating Results	2,187,249	(3,520,585)	4,134,940	(29,674,006)	(45,646,836)

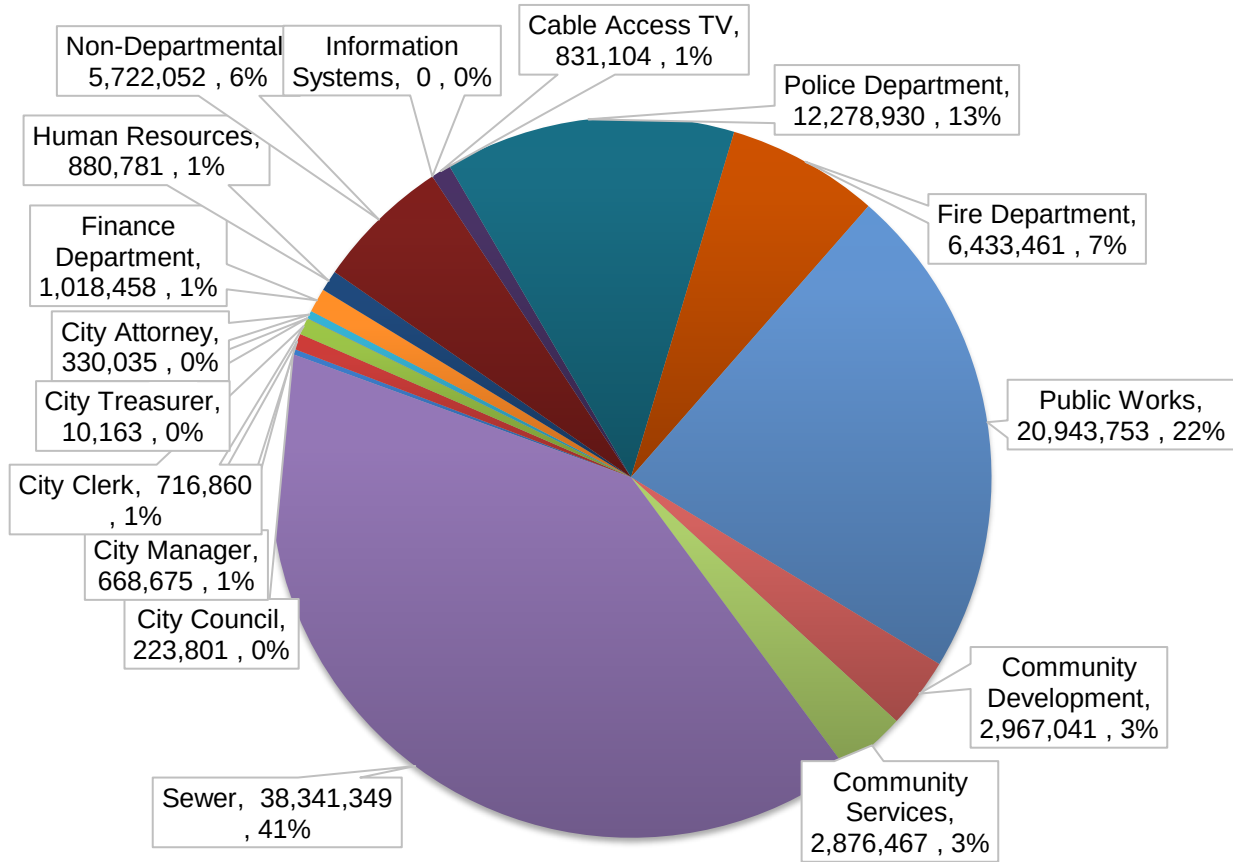
All Funds Revenue by Category: \$49,405,654



All Funds Expenditures by Category: \$95,052,490



All Funds Expenditures by Department: \$95,052,490



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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	3,265,034	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	1,869,611	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	1,869,581	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	1,864,058	2,235,000	2,285,000	5%
314 - Franchise Taxes	751,598	788,146	875,058	794,658	794,658	498,251	794,658	850,000	7%
315 - Other Taxes	795,839	929,466	898,797	890,714	890,714	728,187	897,514	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>460,000</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	31,119	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	315,016	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	108,377	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	18,713	23,890	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	78,796	82,493	11,500	-32%
384 - Other Revenue	3,788	35,606	5,969	7,560	7,560	3,131	10,144	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	16,501,551	24,122,306	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 General Reserve	-	-	4,071,404	-	-	-	-	514,370	0%
Sources Total	22,046,397	22,867,595	29,418,810	25,598,123	25,809,123	16,501,551	26,367,786	27,890,013	8%
Fund: 100 - General Fund									
Expenditures									
Division: 110 - City Council Total:	215,352	215,904	200,496	212,212	215,412	142,717	215,412	202,459	-6%
Division: 111 - City Manager Total:	603,505	527,117	567,995	590,960	602,710	396,116	562,710	685,348	14%
Division: 112 - City Clerk Total:	243,065	327,468	511,112	624,354	624,354	465,065	624,354	719,241	15%
Division: 113 - City Treasurer Total:	8,286	8,375	8,268	8,727	8,727	7,358	8,727	10,159	16%
Division: 114 - City Attorney Total:	489,955	406,476	330,354	320,428	320,428	183,631	320,428	297,031	-7%
<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>453,908</i>	<i>596,245</i>	<i>581,131</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>(270,277)</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	695,657	1,032,468	968,500	-6%
Division: 116 - Human Resources Total:	292,727	377,614	749,748	888,227	888,227	605,322	888,227	890,840	0%
Division: 117 - General Government Total:	1,387,531	1,306,126	1,420,199	990,238	990,238	1,166,930	1,166,548	1,059,644	7%
Administrative Total	3,812,321	3,729,442	4,445,947	4,484,582	4,682,564	3,662,796	4,818,874	4,833,222	3%
Division: 221 - Police Operations Total:	3,802,334	4,433,521	5,034,933	5,440,241	5,440,241	4,720,554	5,440,241	6,610,171	22%
Division: 222 - Police Support Services Total:	1,087,828	1,118,708	1,416,777	1,494,478	1,534,219	1,174,916	1,534,219	1,585,286	3%
Division: 223 - Dispatch WBCC Total:	1,988,812	2,215,114	2,379,569	2,315,202	2,315,202	1,886,142	2,315,202	2,556,181	10%
Division: 231 - Fire Total:	4,604,922	3,992,507	5,045,833	3,842,727	3,867,477	3,144,056	3,867,477	3,582,500	-7%
Public Safety Total	11,483,896	11,759,851	13,877,112	13,092,647	13,157,138	10,925,669	13,157,138	14,334,138	9%
Division: 341 - Administration/Engineering Total:	151,103	219,407	408,987	655,551	629,014	360,576	629,014	621,695	-1%
Division: 342 - Road Maintenance Total:	32,157	62,776	152,163	625,824	625,824	144,046	455,824	486,770	-22%
Division: 343 - Facility Maintenance Total:	513,141	552,239	650,885	1,025,442	1,066,942	514,528	726,942	930,957	-13%
Division: 345 - Park Maintenance Total:	253,021	276,594	291,821	372,315	372,315	247,515	372,315	356,946	-4%
Public Works Total	949,421	1,111,016	1,503,855	2,679,132	2,694,095	1,266,665	2,184,095	2,396,368	-11%
Division: 461 - Planning Total:	10,583	64,712	65,951	16,713	16,713	7,844	16,713	17,204	3%
Division: 465 - Code Enforcement Total:	162,921	198,324	226,172	281,912	273,178	181,812	273,178	393,764	44%
Division: 466 - Economic Development Total:	-	145	106,482	306,992	309,992	174,930	309,992	148,726	-52%
Community Development Total	173,504	263,181	398,605	605,617	599,883	364,587	599,883	559,694	-7%
Division: 551 - Recreation Admin Total:	-	253,414	352,653	43,600	43,600	1,237	13,600	3,500	-92%
Division: 560 - Library Services Total:	-	-	-	182,585	182,585	-	182,585	202,430	11%
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	426,865	8%
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	16,953,989	21,736,983	23,186,394	5%
499 - Transfers Out	921,762	2,667,216	1,936,750	1,590,275	1,657,275	764,520	1,657,275	777,800	-53%
Expenditure Total:	17,899,511	20,392,855	23,113,943	23,459,246	23,797,948	17,718,509	23,394,258	23,964,194	1%

**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	500	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	1,150,326	-32%
Division: 222 - Police Support Services Total:		330,507	-	-	-	-	-	-	0%
Division: 231 - Fire Total:	457,612	682,546	899,363	780,955	780,955	566,669	780,955	1,478,192	89%
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	1,525,708	2,059,670	5,910,968	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	-	-	-	-100%
Administrative Total	674,146	693,076	729,636	789,550	789,550	650,677	785,950	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	126,602	10%
Division: 231 - Fire Total:	367,274	425,909	741,990	948,303	948,303	739,538	948,303	1,372,769	45%
Public Safety Total	540,731	585,760	888,843	1,063,155	1,086,914	852,765	1,086,914	1,499,371	38%
Division: 341 - Administration/Engineering Total:	59,825	70,077	70,569	225,317	373,692	53,821	123,888	107,033	-71%
Division: 342 - Road Maintenance Total:	66,590	153,392	87,133	1,035,210	1,035,210	529,342	605,566	855,156	-17%
Division: 343 - Facility Maintenance Total:	165,352	352,421	229,730	3,356,097	3,668,686	369,671	403,188	1,898,987	-48%
Division: 344 - NPDES Storm Drain Total:	5,562	28,290	2,626	1,332,098	1,332,098	355,515	375,410	1,450,000	9%
Division: 345 - Park Maintenance Total:	88,836	109,297	266,143	610,440	612,065	431,383	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	1,739,732	2,040,912	4,571,176	-35%
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	-	-	-	-100%
Recreation Total	8,727	19,215	12,600	25,850	25,850	-	-	15,300	-41%
Expenditure Total:	1,609,769	2,062,091	2,287,278	8,457,717	8,944,065	3,243,173	3,913,776	6,891,797	-23%
General Fund and Measure S Expenditure Total	21,410,314	25,058,131	27,591,266	34,397,708	35,222,758	22,487,390	29,367,704	36,766,959	4%
General Fund and Measure S Net Results	636,083	(2,190,536)	1,827,544	(8,799,585)	(9,413,635)	(5,985,839)	(2,999,918)	(8,876,946)	
Fund Balance, July 1	12,197,773	12,833,856	10,643,320	12,470,864	12,470,864		12,470,864	9,470,946	
Fund Balance, June 30	12,833,856	10,643,320	12,470,864	3,671,279	3,057,229		9,470,946	594,000	
Fund: 150 - General Reserve Fund									
Revenue									
370 - Interest and Investment Income	35,654	(249,883)	181,770	165,300	165,300	360,570	425,570	309,000	87%
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	1,190,090	309,000	-67%
Expenditures - Transfers Out								514,370	0%
Expenditure Total:								514,370	
Fund: 150 - General Reserve Net Results	35,654	699,832	832,695	929,820	929,820	1,125,090	1,190,090	(205,370)	
Fund Balance, July 1	7,457,116	7,492,770	8,192,601	9,025,297	9,025,297		9,025,297	10,215,387	
Fund Balance, June 30	7,492,770	8,192,601	9,025,297	9,955,117	9,955,117		10,215,387	10,010,017	

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	749,659	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	803,276	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	896,963	2,203,073	11%
Expenditure Total:	1,376,992	489,964	523,854	1,980,986	1,980,986	436,051	896,963	2,203,073	11%
Fund: 200 - Gas Tax Fund Net Results	(570,927)	372,787	402,567	(934,586)	(934,586)	367,225	194,318	(1,156,673)	
Fund Balance, July 1	927,444	356,517	729,304	1,131,871	1,131,871		1,131,871	1,326,189	
Fund Balance, June 30	356,517	729,304	1,131,871	197,285	197,285		1,326,189	169,516	
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	547,869	14%
Expenditure Total:	143,643	154,595	187,468	482,009	482,009	378,292	482,009	547,869	14%
Fund: 203 - Public Safety Augmentation Fund Net Results	45,074	106,275	63,701	(240,156)	(240,156)	(205,245)	(222,498)	(298,014)	
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	60,378	
Fund: 204 - Police Grants Fund									
Revenue									
324 - Other Grants	-	-	-	-	-	-	-	-	0%
384 - Other Revenue	-	-	-	-	-	252	-	-	0%
Revenue Total:	-	-	-	-	-	252	-	-	0%
399 - Transfers In	29,428	-	-	-	-	-	-	-	0%
Sources Total	29,428	-	-	-	-	252	-	-	0%
Expenditures									
Division: 227 - Police Grants Total:	85,999	-	-	-	-	-	-	-	0%
Expenditure Total:	85,999	-	-	-	-	-	-	-	0%
Fund: 204 - Police Grants Net Results	(56,571)	-	-	-	-	252	-	-	
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	
City of Pinole			49						

**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	13,649	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	25,712	57,064	46,500	0%
Expenditures									
Division: 227 - Police Grants Total:	565	9,219	10,028	21,595	21,595	11,028	21,595	21,886	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	56,886	1%
Fund: 205 - Traffic Safety Fund Net Results	27,676	16,848	21,785	(10,095)	(10,095)	14,684	469	(10,386)	
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	263,695	
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	295,613	-13%
Expenditure Total:	98,192	113,750	127,057	339,864	339,864	243,604	339,864	295,613	-13%
Fund: 206 - Supplemental Law Enforcement Svc Fund Net Results	59,615	43,063	48,062	(173,264)	(173,264)	(38,320)	(134,580)	(120,613)	
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	164,884	
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	8,003	-42%
Division: 344 - NPDES Storm Drain Total:	272,838	287,082	293,563	361,076	361,076	279,820	305,258	362,301	0%
Expenditure Total:	275,059	297,082	293,563	374,769	374,769	290,294	318,951	370,304	-1%
Fund: 207 - NPDES Storm Water Fund Net Results	(14,579)	(40,791)	38,938	(121,347)	(121,347)	(145,552)	(65,529)	(117,032)	
Fund Balance, July 1	16,432	1,853	(38,938)	0	0		0	(65,529)	
Fund Balance, June 30	1,853	(38,938)	0	(121,347)	(121,347)		(65,529)	(182,561)	
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	139,570	186,200	196,300	5%
Division: 553 - Tiny Tots Total:	41,022	124,659	123,524	141,596	112,012	72,222	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	49,628	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	304,336	447,268	504,106	1%
399 - Transfers In	624,721	950,998	1,098,343	799,131	799,131	-	1,382,391	751,300	-6%
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	304,336	1,829,659	1,255,406	-3%
Expenditures									
Division: 117 - General Government Total:	7,987	7,549	7,068	-	-	5,379	5,379	7,500	0%
Division: 551 - Recreation Administration Total:	273,358	532,479	538,111	825,617	901,260	519,254	691,147	889,649	-1%
Division: 552 - Senior Center Total:	201,229	399,599	500,492	626,187	653,493	401,801	533,297	662,265	1%
Division: 553 - Tiny Tots Total:	102,241	141,106	159,932	193,758	195,104	147,154	195,104	257,975	32%
Division: 554 - Youth Center Total:	110,557	111,936	149,571	335,802	323,016	158,373	208,428	359,078	11%
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	132,674	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	1,365,692	1,808,623	2,382,008	5%
Fund: 209 - Recreation Fund Net Results	(28,982)	(23,674)	(26,524)	(846,267)	(970,516)	(1,061,356)	21,036	(1,126,602)	
Fund Balance, July 1	58,144	29,162	5,488	(21,036)	(21,036)		(21,036)	(0)	
Fund Balance, June 30	29,162	5,488	(21,036)	(867,303)	(991,552)		(0)	(1,126,603)	

**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: 212 - Building & Planning Fund									
Revenue									
323 - State Grants		-	20,000	40,000	109,795	160,000	250,000	40,000	-64%
332 - Permits	264,128	480,430	496,068	477,883	477,883	521,710	665,290	476,916	0%
341 - Review Fees	205,875	356,319	517,211	404,669	404,669	414,747	517,469	403,275	0%
342 - Other Fees	31,877	65,442	192,423	425,288	425,288	187,962	265,833	433,117	2%
343 - Abatement Fees		-	-	-	-	-	-	-	0%
344 - Impact Fees	1,443	572	402	30,636	30,636	816	1,000	29,218	-5%
351 - Fines and Forfeitures	-	-	8,902	20,000	20,000	25,678	35,378	20,000	0%
370 - Interest and Investment Income	(422)	3,072	(18,196)	7,000	7,000	(2,735)	-	7,000	0%
383 - Reimbursements	-	-	32	-	-	-	-	-	0%
384 - Other Revenue	-	-	-	6,000	6,000	15	100	6,000	0%
Revenue Total:	502,902	905,836	1,216,842	1,411,477	1,481,272	1,308,192	1,735,070	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	1,802,070	1,482,526	-4%
Expenditures									
Division: 461 - Planning Total:	422,064	749,792	1,097,149	926,760	919,026	644,998	851,434	684,934	-25%
Division: 462 - Building Inspection Total:	565,540	1,035,536	1,113,151	1,224,667	1,372,181	955,133	1,271,087	1,357,387	-1%
Expenditure Total:	987,604	1,785,329	2,210,300	2,151,428	2,291,208	1,600,131	2,122,521	2,042,321	-11%
Fund: 212 - Building & Planning Net Results	(292,702)	(398,442)	(993,458)	(739,951)	(742,936)	(291,938)	(320,451)	(559,795)	
Fund Balance, July 1	158,389	(134,313)	(532,755)	(1,526,213)	(1,526,213)		(1,526,213)	(1,846,664)	
Fund Balance, June 30	(134,313)	(532,755)	(1,526,213)	(2,266,165)	(2,269,150)		(1,846,664)	(2,406,460)	
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	121,804	167,498	-4%
Expenditure Total:	210,444	106,591	122,104	174,358	174,358	102,211	121,804	167,498	-4%
Fund: 213 - Refuse Management Fund Net Results	(142,801)	(41,533)	(52,942)	(108,298)	(108,298)	(53,115)	(55,744)	(101,438)	
Fund Balance, July 1	335,177	192,376	150,843	97,901	97,901		97,901	42,157	
Fund Balance, June 30	192,376	150,843	97,901	(10,397)	(10,397)		42,157	(59,281)	
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	74,136	164,381	144,796	-12%
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	74,136	289,381	144,796	-75%
Fund: 214 - Solid Waste Fund Net Results	305,231	199,862	285,590	(221,381)	(221,381)	374,897	176,210	223,204	
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	2,748,228	
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	111,564	-43%
Division: 342 - Road Maintenance Total:	-	10,073	138,839	826,253	826,253	337,670	826,253	1,501,317	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	1,614,881	58%
Fund: 215 - Measure C and J Fund Net Results	235,609	268,266	(183,077)	128,538	128,538	114,641	246,162	(462,624)	
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	15,273	20,544	-50%
Expenditure Total:	-	29,000	22,348	41,236	41,236	14,000	15,273	20,544	-50%
Fund: 225 - Asset Seizure-Adjudicated Fund Net Result	779	(29,766)	(21,479)	(41,236)	(41,236)	(12,438)	(13,711)	(20,544)	
Fund Balance, July 1	86,562	87,341	57,576	36,097	36,097		36,097	22,386	
Fund Balance, June 30	87,341	57,576	36,097	(5,139)	(5,139)		22,386	1,842	
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	29,674	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	179,453	1,039,594	0%
Expenditures									
Division: 343 - Facility Maintenance Total:	-	-	-	425,000	425,000	-	-	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	0%
Expenditure Total:	-	-	-	1,348,000	1,348,000	55,083	58,000	1,623,000	20%
Fund: 276 - Growth Impact Fund Net Results	32,567	2,441,826	638,210	(308,406)	(308,406)	121,898	121,453	(583,406)	
Fund Balance, July 1	227,432	259,999	2,701,824	3,340,034	3,340,034		3,340,034	3,461,487	

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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	47,518	-21%
Division: 464 - Housing Administration Total:	44,092	50,199	558,818	278,881	278,881	61,863	278,881	276,033	-1%
Expenditure Total:	44,092	97,581	609,107	339,254	339,254	105,304	339,254	323,551	-5%
Fund: 285 - Housing Assets for Resale Net Results	15,998	(89,379)	457,585	(284,254)	(284,254)	39,206	(189,744)	(268,551)	
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	7,745,673	
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	-	-	14,999	0%
Expenditure Total:	11,268	656	-	15,002	15,002	-	-	14,999	0%
Fund: 317 - Pinole Valley Caretaker Fund Net Results	(18)	(656)	-	(2)	(2)	-	-	1	
Fund Balance, July 1	(309)	(327)	(983)	(983)	(983)		(983)	(983)	
Fund Balance, June 30	(327)	(983)	(983)	(985)	(985)		(983)	(982)	
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	118,654	1,773,289	0%
332 - Permits	-	-	-	-	-	-	-	-	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	303,502	410,048	2,064,683	0%
Expenditures									
Division: 342 - Road Maintenance Total:	448,469	569,001	182,662	2,232,004	2,232,004	179,322	400,000	3,687,304	65%
Expenditure Total:	448,469	569,001	182,662	2,232,004	2,232,004	179,322	400,000	3,687,304	65%
Fund: 325 - City Street Improvements Net Results	(48,050)	306,126	363,793	(208,715)	(167,321)	124,180	10,048	(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	1,926,831	

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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	50,000	895,000	18%
Expenditure Total:	236,007	1,029,962	80,213	758,624	758,624	8,066	50,000	895,000	18%
Fund: 377 - Arterial Streets Rehabilitation Fund Net Res	13,993	(738,687)	711,250	(508,624)	(508,624)	241,934	200,000	(645,000)	
Fund Balance, July 1	774,582	788,574	49,887	761,137	761,137		761,137	961,137	
Fund Balance, June 30	788,574	49,887	761,137	252,513	252,513		961,137	316,137	
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	11,883,156	21%
Division: 642 - Sewer Collections Total:	1,055,212	1,295,873	1,332,177	12,785,925	12,785,925	1,080,465	4,002,925	24,109,993	89%
Division: 643 - Sewer 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	4,899,758	12,313,219	37,689,718	56%
Fund: 500 - Sewer Enterprise Fund Net Results	1,428,336	1,015,314	2,516,317	(14,931,130)	(14,931,130)	741,191	(2,362,781)	(27,325,315)	
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	(10,436,159)	
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	93,704	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	-	387,924	160,000	0%
Revenue Total:	423,895	437,252	519,414	535,052	508,566	106,733	561,641	368,533	-28%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	423,895	437,252	519,414	535,052	508,566	106,733	561,641	368,533	-28%
Expense									
Division: 119 - Cable Access TV Total:	391,792	306,964	346,275	473,459	473,459	289,524	385,247	830,672	75%
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	429,370	573,222	830,672	22%
Fund: 505 - Cable Access TV Net Results	32,104	(2,095)	16,808	(147,004)	(173,490)	(322,638)	(11,581)	(462,139)	
Fund Balance, July 1	(35,235)	(3,132)	(5,227)	11,581	11,581		11,581	(0)	
Fund Balance, June 30	(3,132)	(5,227)	11,581	(135,423)	(161,909)		(0)	(462,139)	
Fund: 525 - Information Systems Fund									
Revenue									
393 - Debt Proceeds	-	95,874	73,788	-	-	-	-	-	0%
399 - Transfers In	-	196,169	-	-	-	-	4,054	-	0%
Sources Total	-	292,043	73,788	-	-	-	4,054	-	0%
Expense									
Division: 118 - Information Systems Total:	702,008	792,558	1,277,727	1,513,621	1,629,662	1,127,700	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)	(1,529,468)	-6%
Expense Total:	-	95,874	77,892	0	0	6,732	-	(50)	0%
Fund: 525 - Information Systems Net Results:	-	196,169	(4,104)	(0)	(0)	(6,732)	4,054	50	
Fund Balance, July 1	(196,169)	(196,169)	0	(4,104)	(4,104)		(4,104)	(50)	

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	3,774,780	251,177	-	0%
Expense Total:	352,370	1,008,557	669,797	251,177	251,177	3,774,780	251,177	-	0%
Fund: 750 - Recognized Obligation Retirement Fund Net	(70,603)	4,692,309	4,132,182	3,823	3,823	(3,565,645)	67,499	-	

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GENERAL FUND LONG-TERM FINANCIAL FORECAST

The City periodically updates its Long-Term Financial Plan (LTFP). As part of the LTFP, the City creates a long-term forecast of baseline General Fund revenues and expenditures. Below find the twenty-year General Fund forecast that will be incorporated into the next LTFP.

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – General Fund Long-Term Financial Forecast

CITY OF PINOLE LONG-TERM FINANCIAL FORECAST														
GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Revised Budget	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast	2031-32 Forecast
REVENUE														
PROPERTY TAX	3,837,167	4,514,755	4,091,345	4,307,208	5,055,790	5,678,211	6,082,500	6,283,222	6,528,268	6,724,116	6,925,839	7,133,614	7,347,623	7,568,052
SALES TAX	3,994,720	3,788,080	4,303,800	4,612,708	4,396,002	4,621,023	4,724,303	4,853,040	5,004,455	5,160,844	5,315,670	5,475,140	5,639,394	5,808,576
MEAS S 2006 & 2014 LOCAL SALES TAX	4,286,328	3,901,837	4,623,561	5,000,917	4,932,349	4,972,000	5,084,019	5,221,999	5,384,038	5,554,174	5,720,799	5,892,423	6,069,196	6,251,271
UTILITY USERS TAX	1,812,844	1,809,832	1,939,726	2,063,773	2,312,830	2,085,485	2,127,195	2,169,739	2,213,133	2,257,396	2,302,544	2,348,595	2,395,567	2,443,478
FRANCHISE TAX	735,311	750,001	751,598	788,146	813,494	794,658	802,605	810,631	818,737	826,924	835,194	843,545	851,981	860,501
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,034,203	2,108,808	2,247,072	2,319,918	2,388,616	2,459,374	2,532,255	2,607,323	2,684,643	2,764,282	2,846,310	2,930,800
TRANSIENT OCCUPANCY TAX	485,499	444,453	446,105	487,687	456,288	453,200	466,796	480,800	495,224	510,081	525,383	541,145	557,379	574,100
BUSINESS LICENSE TAX	399,258	382,051	349,733	441,779	438,329	450,014	463,514	477,420	506,495	521,690	537,340	553,460	570,064	586,190
CHARGES FOR SERVICES	967,318	1,260,013	1,345,588	1,477,492	1,598,997	1,690,769	1,773,483	1,862,157	1,955,265	2,053,029	2,155,680	2,263,464	2,376,637	2,495,469
OTHER REVENUE	867,167	735,100	778,115	517,341	720,542	558,094	583,318	589,702	596,272	603,035	609,995	617,160	624,534	632,124
LOAN/BOND PROCEEDS	1,500,000	500,000												
Total Revenue	20,722,114	20,038,840	20,718,971	21,805,860	22,971,692	23,623,372	24,496,348	25,208,084	26,019,390	26,803,416	27,597,436	28,416,707	29,262,080	30,134,434
TRANSFERS IN														
PENSION TRANSFER IN (FY 19/20 alloc)	6,290,688			851,061		4,071,404								
PENSION TRANSFER IN			476,366	1,061,736	2,160,519	2,245,480	2,402,664	2,498,770	2,598,721	2,702,670	2,810,777	2,923,208		
Total Sources	27,012,802	20,038,840	22,046,398	22,867,596	29,203,616	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434
EXPENDITURES														
SALARIES	8,595,485	9,182,685	9,687,549	10,550,396	11,006,433	9,722,569	10,075,536	10,398,550	10,731,472	11,074,608	11,428,274	11,792,795	12,168,506	12,555,754
BENEFITS - PERS RETIRE	1,792,259	2,451,411	2,772,015	3,093,184	3,671,621	3,093,085	3,693,080	3,936,823	4,184,843	4,394,085	4,776,371	4,862,345	4,852,621	4,925,410
BENEFITS - OTHER	3,079,458	2,864,033	2,720,522	2,937,424	3,213,165	3,235,361	3,544,576	3,711,379	3,886,134	4,069,225	4,261,053	4,462,040	4,672,626	4,893,276
OPERATIONS AND MAINTENANCE	1,917,711	2,462,533	2,685,146	3,810,724	4,106,001	2,144,196	2,577,587	2,667,912	2,761,602	2,858,791	2,959,619	3,064,232	3,172,781	3,285,423
FIRE SERVICES CONTRACT				1,709,496	1,709,496	5,484,781	5,647,764	5,997,925	6,364,998	6,755,682	7,161,023	7,590,684	8,046,125	8,528,893
DEBT SERVICE	643,846	606,554	558,607	608,736	619,393	611,107	636,100	651,100	721,100	721,100	721,100	721,100	721,100	848,100
CAPITAL OUTLAY	672,010	1,031,960	1,397,824	697,550	596,527	332,990	215,325	118,785	122,348	126,019	129,799	133,693	137,704	141,835
TRANSFERS OUT	21,732,833	1,255,058	1,588,652	2,410,402	2,003,825	1,458,756	1,484,028	1,509,543	1,535,825	1,562,895	1,590,776	1,619,495	1,649,074	1,679,542
Total Expenditures	38,433,603	19,854,232	21,410,315	24,108,416	26,926,462	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232
Surplus/Deficit														
Fund Balance, July 1	(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)
Preliminary Fund Balance, June 30	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)
General Reserves Adjustment	12,057,647	12,242,255	12,878,338	11,485,263	12,812,702	11,947,784	1,379,989	(356,174)	(2,515,425)	(5,059,545)	(8,186,661)	(11,620,736)	(18,327,904)	(25,622,361)
One-Time Items (Capital and Other)				(949,715)	(650,925)	(764,520)	(451,000)	(469,040)	(487,802)	(507,314)	(527,606)	(548,710)	(570,659)	(593,485)
Fund Balance, June 30	12,057,647	12,242,255	12,726,083	10,535,548	12,161,777	2,354,974	928,989	(825,214)	(3,003,226)	(5,566,858)	(8,714,268)	(12,169,447)	(18,898,563)	(26,215,846)
Pension Fund Balance, July 1	16,287,510	17,159,258	18,088,812	19,442,496	16,045,223	14,315,690	12,850,520	11,148,187	9,256,011	7,164,139	4,856,989	2,317,918		
Revenues - Interest	924,669	1,010,988	2,792,382	(2,248,500)	490,986	830,310	745,330	646,595	536,849	415,520	281,705	134,439		
Expenditure - Transfers Out			1,352,111	1,061,736	2,160,519	2,245,480	2,402,664	2,498,770	2,598,721	2,702,670	2,810,777	2,923,208		
Expenditures	52,921	81,434	86,587	87,037	60,000	50,000	45,000	40,000	30,000	20,000	10,000			
Pension Fund Balance, June 30	17,159,258	18,088,812	19,442,496	16,045,223	14,315,690	12,850,520	11,148,187	9,256,011	7,164,139	4,856,989	2,317,918	(470,850)	-	-
Fund Balance, July 1	7,457,116	7,492,770	8,192,602	9,005,297	10,124,792	10,950,203	11,839,211	12,781,819	13,780,894	14,839,443	15,960,627	17,147,763	17,147,763	
Revenues - Interest	35,654	334,975	374,411	419,968	454,807	491,761	530,943	572,473	616,477	663,084	714,763	773,485	834,084	
Revenues - Transfer In	949,715	650,925	764,520	650,925	764,520	469,040	469,040	507,314	527,606	548,710	570,659	593,485		
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	18.00
Sub-total Sworn	28.00	28.00	30.00	30.00	27.00
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	46.25

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – Budgeted Positions

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	0.00
Associate Civil Engineer	0.00	0.00	1.00	1.00	0.00
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
WWTP Senior Operator	0.00	0.00	1.00	1.00	1.00
WWTP Operator	5.00	5.00	4.00	4.00	4.00
Laboratory Analyst II	1.00	1.00	1.00	1.00	1.00
Laboratory Technician I	1.00	1.00	1.00	1.00	1.00
WWTP Senior Maintenance Mechanic	0.00	0.00	0.00	0.00	1.00
WWTP Maintenance Mechanic	1.00	2.00	2.00	2.00	1.00
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	27.73
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
COMMUNITY SERVICES DEPARTMENT					

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Revenue and Expenditure Summaries – Budgeted Positions

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	109.14

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
 - City Council
 - City Treasurer
- Appointed Officials
 - City Manager
 - City Attorney
 - City Clerk
- Administration
 - Finance
 - Human Resources
- Public Safety
 - Police
 - 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	171,528	215,412	202,459	(12,953)	-6%
Measure S 2014 - 106	-	9,202	-	-	-	-	0%
Total	215,904	209,697	171,528	215,412	202,459	(12,953)	-6%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages -401	48,302	45,581	31,287	33,750	33,750	-	0%
Employee Benefits - 410	53,393	42,818	45,414	42,550	57,637	15,087	26%
Total Personnel	101,696	88,399	76,701	76,300	91,387	15,087	17%
Services and Supplies							
Professional & Administrative Services -	135,565	139,226	92,420	140,355	127,555	(12,800)	-10%
Other Operating Expenses -43	921	1,384	1,289	1,030	1,030	-	0%
Total Services and Supplies	136,486	140,609	93,709	141,385	128,585	(12,800)	-10%
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)	(16,769)	(19,675)	(19,825)	(150)	1%
General Liability Insurance - 46201	2,054	2,082	2,887	2,402	2,312	(90)	-4%
Total Indirect Cost Allocations	(22,408)	(19,311)	(13,882)	(17,273)	(17,513)	(240)	1%
Total	215,904	209,697	171,528	215,412	202,459	(12,953)	-6%
EXPENDITURES BY PROGRAM							
City Council - 110	215,904	209,697	171,528	215,412	202,459	(12,953)	-6%
Total	215,904	209,697	171,528	215,412	202,459	(12,953)	-6%

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	\$ 68,190
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 2)	8,700		
West County Mayor's Breakfast meetings	600		
Total Professional/Administrative Services			\$ 127,555
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	9,016	8,727	10,159	1,432	14%
Total	8,375	8,268	9,016	8,727	10,159	1,432	14%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	8,427	7,306	2,793	3,000	3,000	-	0%
Employee Benefits - 410	1,197	2,860	6,983	7,410	7,526	116	2%
Total Personnel	9,624	10,166	9,776	10,410	10,526	116	1%

Services and Supplies

Professional & Administrative Services - 42	911	459	627	760	760	-	0%
Total Services and Supplies	911	459	627	760	760	-	0%

Indirect Cost Allocations

Admin Credits - 46121	(2,341)	(2,542)	(1,644)	(2,656)	(1,333)	1,323	-99%
General Liability Insurance - 46201	182	185	257	213	206	(7)	-3%
Total Indirect Cost Allocations	(2,160)	(2,357)	(1,387)	(2,443)	(1,127)	1,316	-117%

Total	8,375	8,268	9,016	8,727	10,159	1,432	14%
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EXPENDITURES BY PROGRAM

City Treasurer - 113	8,375	8,268	9,016	8,727	10,159	1,432	14%
Total	8,375	8,268	9,016	8,727	10,159	1,432	14%

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	489,309	602,710	685,348	82,638	12%
Total	527,117	567,995	489,309	602,710	685,348	82,638	12%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	362,626	443,050	518,507	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	191,665	324,181	298,206	(25,975)	-9%
Total Personnel	661,777	767,852	714,858	829,883	829,619	(264)	0%
Services and Supplies							
Professional & Administrative Services - 42	175,750	164,870	68,963	200,230	203,980	3,750	2%
Other operating Expenses - 43	1,278	1,892	1,761	1,425	1,425	-	0%
Total Services and Supplies	177,028	166,762	70,724	201,655	205,405	3,750	2%
Indirect Cost Allocations							
Admin Credits - 46121	(338,727)	(396,897)	(338,502)	(464,816)	(386,081)	78,735	-20%
General Liability Insurance - 46201	25,861	29,629	42,230	35,988	36,405	417	1%
Total Internal Cost Allocations	(312,866)	(367,268)	(296,273)	(428,828)	(349,676)	79,152	-23%
Capital Outlay							
Asset Acquisition/Improvement - 47	1,176	649	-	-	-	-	0%
Total Capital Outlay	1,176	649	-	-	-	-	0%
Total	527,117	567,995	489,309	602,710	685,348	82,638	12%
EXPENDITURES BY PROGRAM							
City Manager - 111	527,117	567,995	489,309	602,710	685,348	82,638	12%
Total	527,117	567,995	489,309	602,710	685,348	82,638	12%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 156,750	\$ 154,000
Communication and Engagement Consulting	\$ 40,000	
EOP Training (citywide)	20,000	
DEI Consulting	40,000	
Graphic Art Services	6,000	
Misc. Consulting	20,000	
Procurement and Research Services	28,000	

42107 Equipment Maintenance	\$	100	\$	100
	\$	100		

42514 Special Department Expense		\$	2,800	\$	2,400
Flowers for funerals and Special Occations	\$	300			
Miscellaneous		2,000			
Notary Fees and Supplies		100			

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	1,039,312	(51,002)	-5%
Measure S-2014 Fund - 106	-	-	-	-	-	-	#DIV/0!
Recreation Fund - 209	55,886	70,113	61,834	117,529	131,321	13,792	11%
Building and Planning Fund - 212	46,877	139,817	261,024	227,773	174,734	(53,039)	-30%
Sewer Enterprise Fund - 500	53,850	75,936	74,676	140,834	161,263	20,429	13%
Cable Access TV Fund - 505	23,910	35,051	72,807	92,252	65,903	(26,349)	-40%
Total	729,127	1,222,561	1,148,061	1,668,703	1,572,533	(96,170)	-6%

EXPENDITURES BY CATEGORY

Services and Supplies

Professional & Administrative Services - 42	463,062	716,266	1,091,540	1,213,881	1,169,699	(44,182)	-4%
Other Operating Expenses - 43	197,415	221,846	220,092	201,726	149,966	(51,760)	-35%
Total Services and Supplies	660,476	938,111	1,311,631	1,415,607	1,319,665	(95,942)	-7%

Capital Outlay

Asset Acquisition/Improvement - 47*	107,122	217,868	80,571	217,655	209,754	(7,901)	-4%
Total Capital Outlay	107,122	217,868	80,571	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	32,730	39,042	43,065	4,023	9%
Information Systems (IS) Charges - 46124	(729,127)	(1,222,561)	(1,148,061)	(1,668,704)	(1,572,533)	96,171	-6%
Total Indirect Cost Allocations	(696,684)	(1,199,835)	(1,115,331)	(1,629,662)	(1,529,468)	100,194	-7%

Total	95,874	77,892	276,871	3,600	(49)	(3,649)	0%
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EXPENDITURES BY PROGRAM

Information Systems - 118	800,041	1,300,453	1,424,931	1,672,304	1,572,484	(99,820)	-6%
Total	800,041	1,300,453	1,424,931	1,672,304	1,572,484	(99,820)	-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	429,370	682,056	831,104	149,048	18%
Total	439,347	502,606	429,370	682,056	831,104	149,048	18%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	195,973	225,354	171,732	226,479	248,443	21,964	9%
Overtime - 402	936	1,218	1,248	4,000	4,044	44	1%
Employee Benefits - 410	146,254	172,981	140,915	178,382	228,854	50,472	22%
Total Personnel	343,163	399,553	313,895	408,861	481,341	72,480	15%
Services and Supplies							
Professional & Administrative Services - 42	-174	10,052	1,263	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	6,853	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	65,903	(26,349)	-40%
Legal Charges - 46126	330	784	-	-	-	-	0%
General Liability Insurance -46201	11,442	14,492	18,262	16,402	17,517	1,115	6%
Total Indirect Cost Allocations	68,125	71,816	107,392	134,621	83,420	(51,201)	-61%
Total	439,347	502,606	429,370	682,056	831,104	149,048	18%
EXPENDITURES BY PROGRAM							
Cable Access Television	439,347	502,606	429,370	682,056	831,104	149,048	18%
Total	439,347	502,606	429,370	682,056	831,104	149,048	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, payout 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	183,631	320,428	297,031	(23,397)	-8%
Measure S 2014 - 106	-	-				-	0%
Total	406,476	330,354	183,631	320,428	297,031	(23,397)	-8%
EXPENDITURES BY CATEGORY							
Legal Services							
Attorney Services - 42102	833,500	899,583	456,464	596,245	581,131	(15,114)	-3%
Total Legal Services	833,500	899,583	456,464	596,245	581,131	(15,114)	-3%
Indirect Cost Allocations							
Administrative Credits - 46121	(427,024)	(569,229)	(272,833)	(275,817)	(284,100)	(8,283)	3%
Total Indirect Cost Allocations	(427,024)	(569,229)	(272,833)	(275,817)	(284,100)	(8,283)	3%
Total	406,476	330,354	183,631	320,428	297,031	(23,397)	-8%
EXPENDITURES BY PROGRAM							
City Attorney - 114	406,476	330,354	183,631	320,428	297,031	(23,397)	-8%
Total	406,476	330,354	183,631	320,428	297,031	(23,397)	-8%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42102 Attorney Services - General Fund	\$ 596,245	\$ 581,131
General legal services for FY 2024/25	\$581,131	

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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	569,391	624,354	719,241	94,887	13%
Total	327,468	511,112	569,391	624,354	719,241	94,887	13%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	242,602	334,435	358,239	365,077	403,272	38,195	9%
Employee Benefits- 410	61,021	115,140	162,023	171,849	193,593	21,744	11%
Total Personnel	303,623	449,575	520,263	536,926	596,865	59,939	10%
Services and Supplies							
Professional & Administrative Services -	31,441	67,200	39,169	87,383	93,150	5,767	6%
Other Operating Expenses - 43	1,379	2,052	1,911	1,600	1,600	-	0%
Total Services and Supplies	32,820	69,252	41,079	88,983	94,750	5,767	6%
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)	(37,772)	(43,162)	-	43,162	100%
Admin Debits - 46122	6,949	7,707	-	-	-	-	0%
General Liability Insurance - 46201	15,670	21,672	30,194	25,980	27,626	1,646	6%
Total Internal Cost Allocations	(11,142)	(7,716)	(7,578)	(17,182)	27,626	44,808	162%
Total	327,468	511,112	569,391	624,354	719,241	94,887	13%
EXPENDITURES BY PROGRAM							
City Clerk - 112	327,468	511,112	569,391	624,354	719,241	94,887	13%
Total	327,468	511,112	569,391	624,354	719,241	94,887	13%

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	\$ 6,365
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		
42303 Meal allowance	240		
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			\$ 93,150
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	695,657	1,032,468	963,558	(68,911)	-7%
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	752,994	1,087,368	1,018,458	(68,911)	-7%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	404,079	424,010	339,395	441,479	494,050	52,571	11%
Overtime - 402	17	10	1,062	2,500	2,707	207	8%
Employee Benefits - 410	143,242	178,355	146,385	190,527	169,930	(20,597)	-12%
Total Personnel	547,338	602,374	486,842	634,506	666,687	32,181	5%

Services and Supplies

Professional & Administrative Services - 42	122,478	241,632	238,172	459,445	262,195	(197,250)	-75%
Other Operating Expenses - 43	3,499	5,179	3,433	4,800	4,800	-	0%
Total Services and Supplies	125,976	246,812	241,605	464,245	266,995	(197,250)	-74%

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)	(123,582)	67,528	-55%
Admin Debits - 46122	6,949	7,707	97,878	125,476	155,256	29,780	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	7,475	5,000	10,000	5,000	50%
Insurance General Liability - 46201	24,156	26,554	36,136	30,570	33,459	2,889	9%
Total Indirect Cost Allocations	(112,303)	(109,841)	24,061	(11,383)	84,776	96,158	113%

Total

561,011	739,907	752,994	1,087,368	1,018,458	(68,911)	-7%
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EXPENDITURES BY PROGRAM

Finance - 115	561,011	739,907	752,994	1,087,368	1,018,458	(68,911)	-7%
Total	561,011	739,907	752,994	1,087,368	1,018,458	(68,911)	-7%

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	\$ 2,500
Mass mailing	\$ 2,500		

4230x Travel and Training		\$ 2,100	\$ 1,100
CSMFO annual conference	\$ 1,100		
Staff training	-		

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 \$ 207,295

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		
City of Pinole	102		

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

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	605,322	888,227	880,781	(7,446)	-1%
Total	377,614	749,748	605,322	888,227	880,781	(7,446)	-1%
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	180,971	(33,187)	-18%
Total Personnel	264,201	499,208	478,657	634,547	631,817	(2,730)	0%
Services and Supplies							
Professional & Administrative Services - 42	104,326	189,321	106,759	210,556	202,330	(8,226)	-4%
Other Operating Expenses - 43	1,040	1,532	1,016	1,750	1,750	-	0%
Total Services and Supplies	105,365	190,853	107,775	212,306	204,080	(8,226)	-4%
Capital Outlay							
Asset Acquisition/Improvement - 47	104	1,153	317	-	-	-	0%
Total Capital Outlay	104	1,153	317	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(10,772)	(11,269)	(46,796)	(66,395)	(66,205)	190	0%
Administrative Debits - 46122	-	7,707	6,525	8,365	10,350	1,985	19%
Legal Charges - 46126	2,502	38,404	23,808	30,000	30,000	-	0%
General Liability Insurance - 46201	16,214	23,692	35,036	69,404	70,739	1,335	2%
Total Indirect Cost Allocations	7,944	58,534	18,573	41,374	44,884	3,510	8%
Total	377,614	749,748	605,322	888,227	880,781	(7,446)	-1%
EXPENDITURES BY PROGRAM							
Human Resources - 116	377,614	749,748	605,322	888,227	880,781	(7,446)	-1%
Total	377,614	749,748	605,322	888,227	880,781	(7,446)	-1%

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	\$ 99,400
Annual Performance Evaluations (CM & CC)	\$ 8,000		
Bilingual Evaluation/Testing	1,000		
Contingencies- Employee Benefits	3,000		
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	15,000		
42102 Attorney Services		\$ 50,000	\$ 40,000
Employment Claim Investigations (ERMA) (3)	\$ 30,000		
Employment Law Advisement (LCW)	5,000		
Tax and Employee Benefit Advisement	5,000		
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	\$ 23,880
Citywide EAP Workshops (2)	\$ 3,000		
Citywide Professional Development (2)	3,000		
Contingencies - Citywide Training (2)	3,000		
HR Staff Professional Development	8,500		
Leadership Academy	2,500		
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	\$ 29,650
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		
Total Professional/Administrative Services			\$ 202,330
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	17.00
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	1.00
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	9.00
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	43.25

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	7,781,613	9,289,661	10,150,662	861,001	8%
Measure S 2006 - 105	1,920,165	1,289,148	958,661	1,697,340	1,094,388	(602,952)	-55%
Measure S 2014 - 106	159,851	146,853	113,227	138,612	126,759	(11,853)	-9%
Public Safety Augmentation Fund - 203	154,595	187,468	378,292	482,009	548,214	66,205	12%
Traffic Safety Fund - 205	9,219	10,028	11,028	21,595	21,899	304	1%
Supplemental Law Enforcement Services Fund - 206	113,750	127,057	243,604	339,864	295,772	(44,092)	-15%
Asset Seizure Adjudicated Fund - 225	29,000	22,348	14,000	41,236	41,236	-	0%
Total	10,153,924	10,614,182	9,500,425	12,010,318	12,278,930	268,612	2%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	4,807,220	5,210,349	4,515,632	5,941,404	5,913,199	(28,205)	0%
Overtime - 402	811,266	786,130	430,334	508,041	491,582	(16,459)	-3%
Employee Benefits - 410	2,434,895	2,772,725	2,816,051	3,360,106	3,834,960	474,854	12%
Total Personnel	8,053,381	8,769,204	7,762,017	9,809,551	10,239,741	430,190	4%
Services and Supplies							
Professional & Administrative Services - 42	1,216,780	533,455	525,331	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	91,088	87,000	87,000	-	0%
Total Services and Supplies	1,387,740	760,111	703,161	793,525	790,548	(2,977)	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	104,313	182,488	268,896	417,229	293,973	(123,256)	-42%
Total Capital Outlay	104,313	182,488	268,896	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)	(704,541)	(77,282)	11%
Administrative Debits - 46	362,438	420,019	490,312	627,260	704,542	77,282	11%
IS Charges - 46	251,741	465,249	295,208	516,043	494,585	(21,458)	-4%
Legal Charges - 46	19,057	33,153	17,338	20,000	20,000	-	0%
General Liability Insurance - 46	337,692	385,416	453,804	453,969	440,083	(13,886)	-3%
Total Indirect Cost Allocations	608,490	883,818	766,351	990,013	954,669	(35,344)	-4%
Total	10,153,924	10,614,182	9,500,425	12,010,318	12,278,930	268,612	2%
EXPENDITURES BY PROGRAM							
Police Operations - 221	6,265,935	6,571,166	6,095,267	7,684,585	7,972,072	287,487	4%
Police Support Services -222	1,549,905	1,526,362	1,264,384	1,649,072	1,572,778	(76,292)	-5%
Police West Bay Communications Center - 223	2,215,114	2,379,569	1,886,142	2,315,202	2,416,409	101,207	4%
Police Grants Program - 227	122,970	137,086	254,632	361,459	317,671	(43,788)	-14%
Total	10,153,924	10,614,182	9,500,425	12,010,318	12,278,930	268,612	2%

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	3,769,112	394,676	10%
Overtime - 402	361,587	397,090	257,486	256,322	257,478	1,156	0%
Employee Benefits - 410	1,123,630	1,375,356	1,587,596	1,844,322	2,338,294	493,972	21%
Total Salary & Benefits	4,028,139	4,676,089	4,557,453	5,475,080	6,364,884	889,804	14%
Services and Supplies							
Professional & Administrative Services - 42	473,556	266,383	290,986	221,032	236,032	15,000	6%
Materials & Supplies - 44	78,537	124,942	89,491	85,500	85,500	-	0%
Total Services and Supplies	552,093	391,324	380,477	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)	(704,541)	(77,282)	11%
Legal Charges - 46126	18,196	33,153	17,338	20,000	20,000	-	0%
General Liability Insurance - 46201	184,950	221,822	253,744	256,648	277,119	20,471	7%
Total Indirect Cost Allocations	(159,292)	(165,044)	(219,230)	(350,611)	(407,422)	(56,811)	14%
Total	4,433,521	5,034,933	4,720,554	5,440,241	6,288,234	847,993	13%
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	-	-	-	-	-
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	389,195	(436,180)	-112%
Overtime - 402	93,701	70,836	20,375	104,174	100,913	(3,261)	-3%
Employee Benefits - 410	628,584	607,718	507,173	688,341	567,034	(121,307)	-21%
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	33,996	(32,154)	-95%
Total Measure S-2006 Fund	1,589,658	1,289,148	958,661	1,697,340	1,094,388	(602,952)	-55%
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	396,381	59,005	15%
Asset Acquisition/Improvement - 47	-	-	104,350	124,633	131,833	7,200	5%
City of Pinole			113				

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 Chief's Assn.	800		
County Police Chiefs' Assn.	1,500		
International Assn. of Police Chiefs	200		
National Assn. of Town Watch	35		
Police Executive Research Forum	200		
42514 Special Department Expense		\$ 25,300	\$ 25,300
Ammunition and firearm repair	\$ 9,800		
Crime Scene Processing/Field Testing Supplies	7,300		
Miscellaneous Supplies	8,200		
Total Professional/Administrative Services			\$ 236,032
44301 Fuel		\$ 73,000	\$ 73,000
44410 Safety Clothing		\$ 12,500	\$ 12,500
Part-time employee uniforms	\$ 3,500		
Protective Vests	9,000		
4710X Equipment		\$ 9,240	\$ 9,240
Ballistic Shield (47105)	\$ 2,500		
Patrol Rifle (47105)	1,840		
Tablets and Docking (47106)	4,900		
MEASURE S-2006 FUND - 105			
42107 Equipment Maintenance		\$ 4,050	\$ -
MDC Repairs	\$ -		
Vehicle Maintenance	0		
Vehicle Repairs	0		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Police

42510 Software Purchase	\$ 6,000	\$ -
Lefta systems subscription	\$ -	
42514 Special Department Expense	\$ 3,250	\$ 3,250
Gunshot trauma kits	\$ 700	
Miscellaneous Supplies	2,550	
Total Professional/Administrative Services		\$ 3,250

MEASURE S-2014 FUND - 106

47104 Vehicles	\$ 23,759	\$ -
1 Vehicle	\$ -	
1 Vehicle (carryover)	0	

Public Safety Augmentation Fund - 203

42514 Special Department Expense	\$ 20,000	\$ 20,000
Canine expenses	\$ 20,000	
47101 Equipment	\$ 124,633	\$ 131,833
Axon Body Worn Camera Program	\$ 42,412	
EBRCSA Equipment	20,940	
Radio Encryption Equipment (\$4,200 carryover)	68,481	

GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222

EXPENDITURE SUMMARY

	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual Thru Mar-24	FY 2023/24 Revised Budget	FY 2024/25 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	332,319	411,122	373,109	427,087	402,316	(24,771)	-6%
Overtime - 402	1,989	24,748	23,735	-	53	53	0%
Employee Benefits - 410	163,706	214,557	206,880	242,266	249,659	7,393	3%
Total Salary & Benefits	498,015	650,427	603,724	669,353	652,028	(17,325)	-3%
Services and Supplies							
Professional & Administrative Services - 42	301,293	230,179	201,667	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	275,819	335,035	323,035	(12,000)	-4%
Capital Outlay							
Asset Acquisition/Improvement - 47	729	2,803	1,847	60,141	20,400	(39,741)	-195%
Total Capital Outlay	729	2,803	1,847	60,141	20,400	(39,741)	-195%
Indirect Cost Allocations							
IS Charges - 46124	217,906	422,288	257,660	439,297	422,646	(16,650)	-4%
General Liability Insurance - 46201	21,994	25,510	35,866	30,393	27,910	(2,483)	-9%
Total Indirect Cost Allocations	239,900	447,798	293,526	469,690	450,556	(19,133)	-4%
Total	1,118,708	1,416,777	1,174,916	1,534,219	1,446,019	(88,199)	-6%

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	92,845	102,182	9,337	9%
Employee Benefits - 410	11,878	13,473	12,870	15,912	17,989	2,077	12%
Professional & Administrative Services - 42	49	0	-	1	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	4,315	5,033	6,950	6,095	6,588	493	7%
	100,690	109,585	89,468	114,853	126,759	11,907	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
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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		\$	-	\$	-
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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	1,242,074	28,473	2%
Overtime - 402	353,989	293,456	128,737	147,545	133,138	(14,407)	-11%
Employee Benefits - 410	506,220	560,599	500,505	568,103	660,782	92,679	14%
Total Salary & Benefits	1,918,281	2,095,735	1,617,139	1,929,249	2,035,994	106,745	5%
Services and Supplies							
Professional & Administrative Services - 42	80,882	20,084	15,663	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	29,852	73,121	77,195	4,074	5%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	22,066	16,772	15,324	-	(15,324)	#DIV/0!
Total Capital Outlay	-	22,066	16,772	15,324	-	(15,324)	#DIV/0!
Indirect Cost Allocations							
Administrative Debits - 46122	94,093	105,494	93,079	126,652	137,389	10,737	8%
IS Charges - 46124	33,835	42,960	37,548	76,746	71,938	(4,808)	-7%
Legal Charges - 46126	861	-	-	-	-	-	-
General Liability Insurance - 46201	73,512	77,085	91,753	94,110	93,893	(217)	0%
Total Indirect Cost Allocations	202,301	225,540	222,379	297,508	303,220	5,712	2%
Total	2,215,114	2,379,569	1,886,142	2,315,202	2,416,409	101,207	4%

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 (City of San Pablo)	\$ 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	\$ -
City of San Pablo Replacement	120 \$ 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	1,202	40	0%
Total Salary & Benefits	8,776	9,547	7,339	9,222	9,522	300	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	577	4	0%
Total Indirect Cost Allocations	443	481	689	573	577	4	0%
Total	9,219	10,028	11,028	21,595	21,899	304	0%

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND - 206

Administrative Debits - 46122	113,750	127,057	123,292	163,232	170,772	7,540	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 (CCCFPD) and the Rodeo-Hercules Fire Protection District (RHFPD) to function as a battalion serving this region. CCCFPD 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 CCCFPD through which CCCFPD 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 CCCFPD 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@cccfpd.org
Website: www.cccfpd.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	3,144,056	3,867,477	4,028,531	161,054	4%
Measure S 2006 - 105	682,546	899,363	566,669	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	4,450,264	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	-	0%
Overtime - 402	561,654	275,285	-	-	-	-	0%
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	-	-	-	0%
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	45,428	46,626	-	(46,626)	-100%
Total Capital Outlay	6,614	10,782	45,428	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	4,875	10,000	5,000	(5,000)	-100%
General Liability Insurance - 46	147,249	167,783	-	-	-	-	0%
Total Indirect Cost Allocations	234,965	279,281	13,420	10,000	8,341	(1,659)	-20%
Total	5,100,962	6,687,185	4,450,264	5,596,735	6,433,461	836,726	13%
EXPENDITURES BY PROGRAM							
Fire Operations - 231	5,100,962	6,687,185	4,450,264	5,596,735	6,433,461	836,726	13%
Total	5,100,962	6,687,185	4,450,264	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	-	-	-	-	0%
Overtime - 402	508,715	238,467	-	-	-	-	0%
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	37%
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	45,428	46,626	-	(46,626)	-100%
Total Capital Outlay	6,614	868	45,428	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	100%
Legal Services - 46126	17,659	31,196	4,875	10,000	5,000	(5,000)	-100%
General Liability Insurance - 46201	112,223	127,913	-	-	-	-	0%
Total Indirect Cost Allocations	199,938	239,412	13,420	10,000	8,341	(1,659)	-20%
Total	3,992,507	5,045,833	3,144,056	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	31%
Materials & Supplies - 44	80	-	-	-	-	-	0%
Asset Acquisition/Improvement - 47	-	7,718	-	-	-	-	0%
General Liability Insurance - 46201	22,230	25,712	-	-	-	-	0%
Total	682,546	899,363	566,669	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	26%
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 (WWTP), treats the wastewater of most of the City of Pinole and the City of Hercules. The fully treated effluent is discharged into San Pablo Bay and must meet permit required water quality standards. The Regional Water Quality Control Board regulates wastewater discharges from the WPCP under the National Pollutant Discharge Elimination System (NPDES) program. The City completed a \$50 million dollar

capital improvement 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)

- Filled Maintenance Mechanic position for Water Pollution Control Plant.
- Completed several lingering maintenance and upgrades i.e. Installed Motor Control Center surge protection devices, new variable frequency drive unit for RAS pump #3, two new level indicators in the influent channel of the headworks etc.
- Gravity Thickener was cleaned and inspected. Repairs were made to hydro static valves, and damaged concrete was patched and coated to prevent further damage.
- Headworks Odor Control Unit was repaired and the drain line manhole that incurred hydrogen sulfide damage was coated.
- Hired 3 new Maintenance workers to fill vacancies.
- Installed high-capacity solar trash bins at two select locations.
- Expanded the use of the Beehive asset management system.
- Placed approximately 18 tons of asphalt, crack sealed approximately 2600 linear feet road surface and refreshed approximately 30 locations of pavement markings.
- Place approximately 35 tons of temporary road repair material for pothole repair.

- Purchased and put into service the Spyder remote mower and completed approximately 75 acres of mowing with new mowing equipment.
- Received New hybrid bucket truck.
- Purchased two Chevrolet Bolt EUV all electric vehicles for Fleet augmentation.
- Completed Pavement Condition Report as part of PTAP 24.
- Installed lights in the street trees in Old Town for the 2023 holiday season and installed holiday road swags.

Strategic Plan Strategies

- Continued the Strategic Plan strategy of conducting asset condition assessments of some City capital asset types- Awarded contract to complete a Storm Drain Master Plan and Recycled Water Feasibility Study (Goal 1, Strategy 1) (CIP Project)

Capital Improvement Plan (CIP) Projects

- Continued pedestrian improvement project at railroad crossing at Tennent Ave
- Completed design for Sanitary Sewer Rehabilitation (Phase 1 and Phase 2), Awarded construction for Phase 1
- Continued design work for Senior Center Auxiliary parking lot
- Advanced the San Pablo Avenue bridge project – Obtained approval of Bridge Type from Caltrans
- Completed Safety Improvements at Appian and Marlesta (RO1714)
- Awarded Contract to complete Active Transportation Plan (IN2106)
- Completed Hazel Street Storm Drain Improvements (SW1901)
- Completed Energy Conservation, Generation, & Storage Assessment (IN2201)
- Completed Municipal Broadband Feasibility (IN2102)
- Completed Parks Master Plan (IN1704)
- Completed Safety Improvements at Tennent Ave./Pear & Plum (RO2304)
- Completed Tree Mitigation (PA2301)
- Completed EV Charging Station project.

Other Council-Directed Special Projects

- Continued disposal and/or visioning for surplus City property.
- Completed community engagement for “Community Corner”.
- Adopted citywide project labor agreement (PLA)

FY 2024/25 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Fill Associate Engineer and Capital/Environmental Program Manager positions.
- Negotiate and complete successor waste collection franchise agreement.

- Put Digester #2 back in service.
- Take Digester #4 out-of-service for cleaning and inspection.
- Continue with Cogeneration engine repairs.
- Make repairs to secondary clarifiers.
- Complete the Laboratory Remodel project.
- Select a design engineer for the Effluent Outfall project and begin design work.
- Trialing new YSI Nutrient Probes and investigating options for aeration basin analysis in preparation for future increased NPDES permit regulations for Nutrient removal.
- Taking down the in-service aeration basin for cleaning and inspection and putting the existing standby aeration basin in-service.
- Expand the use and data input of Beehive asset management system.
- Expand permanent asphalt installation to repair existing potholes.
- Expand vegetation management with the use of new mowing equipment.
- Explore the use of biological methods for rodent control.
- Purchase all electric vehicles to replace current inefficient Fleet vehicles.
- Partner with community members and sports organizations to accomplish sports field improvements.

Capital Improvement Plan (CIP) Projects

- Complete Active Transportation Plan
- Appian Way complete streets
- Complete Arterial Rehabilitation
- Pinole Valley road Improvements
- Brandt Street 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
- 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

Other Council-Directed Special Projects

- Disposal and/or visioning for surplus City property.

Significant Special Projects for FY 2025/26 through FY 2028/29

- Continue through to completion the San Pablo Avenue Bridge Replacement
- Complete sewer collection system improvements per Sanitary Sewer Master Plan
- Seek funding opportunities for pavement maintenance and restoration.
- Complete Storm Drain 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.
- Continue and expand 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 2024/25 includes several major CIP projects changes relative to the FY 2023/24 budget. There is no significant change to the operations budget for the department. 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.

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	0.00
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	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
WPCP Operations Supervisor	1.00	1.00	1.00	1.00	1.00
WWTP Senior Operator	0.00	0.00	1.00	1.00	1.00
WWTP Operator	5.00	5.00	4.00	4.00	4.00
Laboratory Analyst II	1.00	1.00	1.00	1.00	1.00
Laboratory Technician I	1.00	1.00	1.00	1.00	1.00
WWTP Senior Maintenance Mechanic	0.00	0.00	0.00	0.00	1.00
WWTP Maintenance Mechanic	1.00	2.00	2.00	2.00	1.00
WPCP Intern	0.48	0.48	0.48	0.48	0.48
Total	23.23	27.73	30.23	30.23	28.73

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	1,266,665	2,694,095	2,403,794	(290,300)	-12%
Measure S 2014 - 105	-	-	-	-	3,280,000	3,280,000	100%
Measure S 2014 - 106	764,039	656,200	1,739,732	7,021,751	4,611,635	(2,410,116)	-52%
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	2,203,055	222,069	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	380,548	5,779	2%
AB939 Refuse Management Fund - 213	106,591	122,104	102,211	174,358	187,586	13,228	7%
Solid Waste Fund - 214	194,241	195,954	74,136	589,381	175,090	(414,291)	-237%
Measure J Fund - 215	129,061	273,454	432,622	1,023,719	1,665,582	641,863	39%
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	14,984	(18)	0%
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	4,882,281	24,185,339	37,741,349	13,556,010	36%
Sewer Enterprise Plant Expansion - 503	709,900	646,924	-	-	-	-	0%
Total	12,179,116	10,458,875	9,498,110	42,814,202	59,285,102	16,470,899	28%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	2,144,445	2,748,180	2,205,061	3,168,561	3,316,945	148,384	4%
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	1,811,832	250,927	14%
Total Personnel	3,890,229	3,289,306	3,434,554	4,770,322	5,168,997	398,675	8%

Services and Supplies

Professional & Administrative Services - 42	944,403	1,225,737	887,393	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	809,335	1,607,500	1,694,500	87,000	5%
Total Services and Supplies	3,190,105	3,690,345	2,648,560	6,098,180	5,394,205	(703,975)	-13%

Capital Outlay

Asset Acquisition/Improvement - 47	3,258,344	1,828,080	2,220,339	29,446,336	46,243,115	16,796,779	36%
Total Capital Outlay	3,258,344	1,828,080	2,220,339	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)	(1,980,829)	78,608	-4%
Administrative Debits - 46	1,647,526	1,801,323	1,462,204	2,359,119	2,252,007	(107,112)	-5%
IS Charges - 46	107,182	167,432	191,930	300,820	300,942	121	0%
Legal Charges - 46	147,172	42,144	22,742	63,600	63,600	-	0%
General Liability Insurance - 46	151,390	188,395	261,769	227,786	231,497	3,711	2%
Total Indirect Cost Allocations	667,639	710,279	676,365	891,888	867,217	(24,672)	-3%

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	9,498,110	42,814,202	59,285,102	16,470,899	28%
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EXPENDITURES BY PROGRAM

Administration & Engineering - 341	408,471	619,060	509,349	1,243,373	928,152	(315,221)	-34%
Road maintenance - 342	2,623,651	1,382,361	1,719,108	7,791,975	11,716,953	3,924,978	33%
Facility Maintenance - 343	924,137	897,725	894,608	5,248,628	5,148,422	(100,206)	-2%
NPDES Storm Water - 344	315,373	296,190	690,418	1,751,174	1,880,535	129,361	7%
Park Maintenance - 345	386,548	764,347	679,081	1,734,181	996,930	(737,251)	-74%
Waste Reduction - 346	106,591	122,104	102,211	174,358	187,586	13,228	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	11,903,965	2,112,027	18%
Sewer Collection - 642	1,346,437	1,332,177	1,080,465	13,385,925	24,740,815	11,354,890	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%
City of Pinole Total	12,179,116	10,458,875	9,498,110	42,814,202	59,285,102	16,470,899	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	691,241	(59,886)	-9%
Overtime - 402	9,756	4,195	125	123	87	(36)	-41%
Employee Benefits - 410	148,234	171,162	146,688	245,592	214,101	(31,491)	-15%
Total Salary & Benefits	533,590	640,145	585,418	996,842	905,429	(91,413)	-10%
Services and Supplies							
Professional & Administrative Services - 42	140,749	92,172	33,136	49,625	56,625	7,000	12%
Materials & Supplies - 44	-	32	-	-	-	-	0%
Total Services and Supplies	140,749	92,204	33,136	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)	(791,128)	112,635	-14%
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	139,679	(20,307)	-15%
Legal Charges - 46126	15,300	25,417	16,534	8,000	8,000	-	0%
General Liability Insurance - 46201	29,902	43,881	63,746	53,462	47,579	(5,883)	-12%
Total Indirect Cost Allocations	(457,544)	(323,904)	(257,978)	(669,953)	(595,870)	74,084	-12%
Total	219,407	408,987	360,576	629,014	618,684	(10,329)	-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	72,240	(78,077)	-108%
Total Measure S - 2014 Fund - 106	70,077	70,569	53,821	373,692	147,240	(226,452)	-154%
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	157,828	(33,238)	-21%
Total Measure J Fund - 215	118,988	134,615	94,952	195,466	162,228	(33,238)	-20%

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	255,473	21,632	8%
Legal Charges - 46126	930	-	-	8,000	8,000	-	0%
Total Indirect Cost Allocations	154,956	188,978	168,825	241,841	263,473	21,632	8%
Total	489,964	518,964	436,051	1,980,986	2,203,055	222,069	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	20,855	3,859	19%
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)	(119,221)	(20,406)	17%
Administrative Debits - 46122	23,641	24,574	21,355	30,320	31,231	911	3%
Legal charges - 46126	-	252	-	-	-	-	0%
General Liability Insurance - 46201	4,619	5,147	9,107	6,599	7,847	1,248	16%
Total General Fund	62,776	152,163	144,046	625,824	486,837	(138,987)	-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	125,038	22,441	18%
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	855,300	(179,910)	-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	8,013	(5,680)	-71%
Total NPDES Storm Water Fund	10,000	-	10,474	13,693	8,013	(5,680)	-71%
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	108,090	10,709	10%
Legal Charges - 46126	35,959	11,804	5,378	-	-	-	0%
Asset Acquisition/Improvement -47*	122,281	88,801	-	-	-	-	0%
Total Solid Waste Fund	194,241	182,952	74,136	164,381	175,090	10,709	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	29,805	5,101	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	1,501,354	675,101	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	504,374	3,516	1%
Total Salary & Benefits	969,431	1,114,955	873,750	1,212,091	1,254,916	42,825	3%
Services and Supplies							
Professional & Administrative Services - 42	131,201	176,916	115,633	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	61,279	73,200	73,200	-	0%
Total Services and Supplies	234,582	288,720	208,043	691,900	536,900	(155,000)	-29%
Capital Outlay							
Asset Acquisition/Improvement - 47*	814	2,119	36	52,000	12,000	(40,000)	-333%
Total Capital Outlay	814	2,119	36	52,000	12,000	(40,000)	-333%
Indirect Cost Allocations							
Administrative Credits - 46121	(694,237)	(801,732)	(625,641)	(940,463)	(924,550)	15,913	-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	52,061	647	1%
Total Indirect Cost Allocations	(652,588)	(754,908)	(567,302)	(889,049)	(872,489)	16,560	-2%
Total	552,239	650,885	514,528	1,066,942	931,327	(135,615)	-15%
MEASURE S -2006 FUND - 105							
Asset Acquisition/Improvement -47	-	-	-	-	1,530,000	1,530,000	100%
Total Mesure 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	94,095	(49,171)	-52%
Asset Acquisition/Improvement - 47*	222,237	94,601	261,033	3,198,420	1,805,000	(1,393,420)	-77%
Total Measure S - 2014 Fund	352,421	229,730	369,671	3,668,686	1,899,095	(1,769,591)	-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 Comm)</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	286,735	11,459	4%
Legal Charges - 46126	150	60	-	6,000	6,000	-	0%
Total Indirect Cost Allocations	236,680	233,276	200,568	281,276	292,735	11,459	4%
Total	287,082	293,563	279,820	361,076	372,535	11,459	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
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IN1703 Storm Drainage Master Plan	\$	150,000		
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<u>47206 Improvements/Storm Drains</u>	\$	1,082,098	\$	1,300,000
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SW2401 Storm Drain Creek Discharge	\$	600,000		
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SW2001 Roble Rd. Drainage Improvements		700,000		
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Growth Impact Fund 276

<u>47206 Improvements/Storm Drains</u>	\$	58,000	\$	58,000
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SW1901 Hazel Street Gap Closure (sunnyview)	\$	58,000		
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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-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	115,205	81,679	91,203	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	12,383	500	500	-	0%
Total Services and Supplies	219,889	198,801	163,545	251,156	251,156	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47*	4,986	-	1,283	-	-	-	100%
Total Capital Outlay	4,986	-	1,283	-	-	-	100%
Indirect Cost Allocations							
Administrative Debits - 46122	50,451	92,834	82,686	121,159	115,790	(5,369)	-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	115,790	(5,369)	-5%
Total	276,594	291,821	247,515	372,315	366,946	(5,369)	-1%
MEASURE S-2014 FUND - 106							
Asset Acquisition/Improvement - 47*	109,297	266,143	431,383	612,065	260,000	(352,065)	-135%
Total Measure S-2014 Fund - 106	109,297	266,143	431,383	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	1,728	3	0%
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Other Operating Expenses -43	656	-	-	466	466	-	0%
General Liability Insurance - 46201	-	-	-	851	830	(21)	-2%
Total PV Park Caretaker Fund - 317	656	-	-	15,002	14,984	(18)	0%
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		

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	162,586	13,228	8%
Legal Services - 46126	-	-	-	2,500	2,500	-	0%
Total Indirect Cost Allocations	106,591	122,104	102,211	151,858	165,086	13,228	8%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	106,591	122,104	102,211	174,358	187,586	13,228	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		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

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	804,903	182,511	23%
Total Personnel	1,934,293	971,056	1,515,976	1,966,444	2,271,745	305,301	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	277,245	(7,796)	-3%
IS Charges - 46124	33,067	45,996	43,330	82,394	82,816	422	1%
Legal Charges - 46126	1,577	-	-	15,000	15,000	-	0%
General Liability Insurance - 46201	61,893	69,389	108,890	95,648	101,748	6,100	6%
Total Indirect Cost Allocations	399,597	332,327	334,430	478,083	476,809	(1,274)	0%
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	11,903,965	2,112,027	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		

City of Pinole 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	265,871	92,529	35%
Total Personnel	410,817	456,449	374,270	464,340	582,039	117,699	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	189,293	11,133,000	22,375,000	11,242,000	50%
Total Capital Outlay	228,142	11,806	189,293	11,133,000	22,375,000	11,242,000	50%
Indirect Cost Allocations							
Administrative Credits - 46121	(99,664)	(111,422)	(93,333)	(116,396)	(145,930)	(29,534)	20%
Administrative Debits - 46122	410,663	437,588	336,703	524,579	523,678	(901)	0%
IS Charges - 46124	20,783	29,940	31,346	58,440	78,446	20,006	26%
Legal Charges - 46126	1,621	-	783	15,000	15,000	-	0%
General Liability Insurance - 46201	15,177	23,650	21,851	19,812	21,432	1,620	8%
Total Indirect Cost Allocations	348,580	379,756	297,350	501,435	492,626	(8,809)	-2%
Depreciation							
Depreciation Expense - 474	137,221	146,498	-	-	-	-	0%
Total Depreciation	137,221	146,498	-	-	-	-	0%
Total	1,295,873	1,332,177	1,080,465	12,785,925	24,140,815	11,354,890	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		

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – Public Works

42107 Equipment Maintenance	\$	20,000	\$	20,000
Vehicle maintenance and repair	\$	20,000		
42108 Maintenance Structure/Imp	\$	2,500	\$	2,500
	\$	2,500		
42201 Office Expense	\$	150	\$	150
Office supplies, includes reprinting of map books.	\$	150		
42301 Travel and Training	\$	1,000	\$	1,000
Technical training programs for sewer maintenance, confined space entry and street safety procedures.	\$	1,000		
42401 Memberships	\$	1,000	\$	1,000
Joint CWEA/WEF membership	\$	765		
Technical publications	\$	235		
42510 Software Purchase	\$	12,000	\$	12,000
Asset Management Software-annual license fee	\$	12,000		
42511 Equipment Rent	\$	5,000	\$	5,000
	\$	5,000		
42514 Special Department Expense	\$	30,000	\$	30,000
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	\$	30,000		
Total Professional/Administrative Services				\$ 656,650
4310X Utilities	\$	13,500	\$	13,500
PG&E	\$	9,000		
EBMUD		4,500		
44301 Fuel	\$	8,000	\$	8,000
44304 Permit Fee	\$	3,000	\$	3,000
SWRCB Permit Fee	\$	3,000		
44410 Safety Clothing	\$	6,000	\$	10,000
Uniforms, coveralls, foul weather gear, gloves	\$	10,000		
47104 Vehicles	\$	-	\$	70,000
PW Operations and Maintenance Service Truck		70,000		
47201 Improvements	\$11,133,000		\$	22,305,000
SS1702 Sewer Pump Rehab	\$7,300,000			
SS2201 Sanitary Sewer Rehabilitation	7,995,000			
SS2402 Pinon 2 Upsizing	2,960,000			
Tennent Trunk Sewer Upsize	4,050,000			
Growth Impact Fund - 276				
47207 Improvements/Sewer Lines	\$	600,000	\$	600,000
City of Pinon 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		
City of Poudre	155	\$ 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	364,587	599,883	579,033	(20,850)	-4%
Measure S 2014 - 106	-	-	-	20,000	20,000	-	0%
Building and Planning - 212	1,785,329	2,210,300	1,600,131	2,291,208	2,039,842	(251,366)	-12%
Housing Assets for Resale - 285	97,581	609,107	105,304	339,254	323,166	(16,088)	-5%
Recognized Obligation Retirement Fund - 750	261,330	324,147	167,916	251,177	-	(251,177)	-100%
Total	2,407,421	3,542,159	2,237,937	3,501,521	2,962,041	(539,481)	-18%
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	400,076	(19,547)	-5%
Total Personnel	689,178	904,058	996,102	1,340,408	1,395,253	54,845	4%
Services and Supplies							
Professional & Administrative Services - 42	1,207,207	1,521,154	574,367	1,497,828	1,099,103	(398,726)	-36%
Other Operating Expenses - 43	6,483	9,672	6,398	8,150	8,150	-	0%
Materials & Supplies - 44	1,090	1,563	2,366	5,500	7,333	1,833	25%
Total Services and Supplies	1,214,780	1,532,389	583,131	1,511,478	1,114,586	(396,893)	-36%
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)	(381,198)	84,258	-22%
Administrative Debits - 46	652,746	533,309	489,321	697,556	498,714	(198,842)	-40%
IS Charges - 46	47,340	145,013	273,151	241,072	180,155	(60,917)	-34%
Legal Charges - 46	125,914	229,874	88,472	100,000	80,000	(20,000)	-25%
General Liability Insurance - 46	42,660	58,684	83,920	70,963	69,031	(1,932)	-3%
Total Indirect Cost Allocations	500,520	709,651	656,643	644,135	446,702	(197,433)	-44%
Total	2,407,421	3,542,159	2,237,937	3,501,521	2,962,041	(539,481)	-18%
EXPENDITURES BY PROGRAM							
Development Services Planning - 461	861,887	1,213,389	696,283	996,113	749,054	(247,059)	-33%
Development Services Building - 462	1,035,536	1,113,151	955,133	1,372,181	1,355,206	(16,975)	-1%
Successor Agency to the Pinole Redevelopment - 463	261,330	324,147	167,916	251,177	-	(251,177)	-100%
Housing Administration - 464	50,199	558,818	61,863	278,881	275,952	(2,929)	-1%
Code Enforcement - 465	198,324	226,172	181,812	273,178	394,026	120,848	31%
Economic Development - 466	145	106,482	174,930	329,992	187,803	(142,189)	-76%
Total	2,407,421	3,542,159	2,237,937	3,501,521	2,962,041	(539,481)	-18%

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	192,907	(27,917)	-14%
Total Salary & Benefits	400,436	552,117	455,529	609,110	608,690	(420)	0%
Services and Supplies							
Professional & Administrative Services - 42	460,915	692,470	248,636	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	251,750	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)	(319,498)	(14,331)	4%
Administrative Debits - 46122	174,800	-	45,814	61,009	61,700	691	1%
IS Charges - 46124	462	(2,601)	33,246	13,299	8,621	(4,678)	-54%
Legal Charges - 46126	16,272	35,741	43,866	25,000	25,000	-	0%
General Liability Insurance - 46201	20,072	22,095	33,204	27,632	28,841	1,209	4%
Total Indirect Cost Allocations	(114,730)	(150,488)	(62,280)	(178,227)	(195,336)	(17,109)	9%
Total	749,792	1,097,149	644,998	919,027	684,636	(234,391)	-34%
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	12,204	491	4%
Total	64,712	65,951	7,844	16,713	17,204	491	3%
Housing Fund - 285							
Administrative Debits - 46122	47,382	50,289	43,440	60,373	47,214	(13,159)	-28%
Total	47,382	50,289	43,440	60,373	47,214	(13,159)	-28%

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	159,907	6,461	4%
Total Salary & Benefits	169,150	294,385	431,104	592,493	641,239	48,746	8%
Services and Supplies							
Professional & Administrative Services - 42	701,670	569,655	163,052	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	325	1,500	1,500	-	0%
Total Services and Supplies	705,432	575,585	167,087	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)	(61,700)	98,589	-160%
Administrative Debits - 46122	124,977	112,096	137,947	198,073	175,103	(22,970)	-13%
IS Charges - 46124	46,415	142,418	227,778	214,475	166,113	(48,362)	-29%
Legal Charges - 46126	12,142	11,017	5,703	10,000	10,000	-	0%
General Liability Insurance - 46201	17,315	29,154	43,264	36,681	33,388	(3,293)	-10%
Total Indirect Cost Allocations	159,045	243,180	354,881	298,940	322,904	23,964	7%
Total	1,035,536	1,113,151	955,133	1,372,181	1,355,206	(16,975)	-1%

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		

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	15,310	20,000	-	(20,000)	-100%
Total Indirect Cost Allocations	235,823	247,215	156,402	226,077	-	(226,077)	-100%
Total	261,330	324,147	167,916	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	52,981	(2,929)	-6%
Legal Charges - 46126	4,401	74,219	4,216	20,000	20,000	-	0%
Asset Acquisition/Improvement - 47	-	396,061	-	-	-	-	0%
Total Indirect Cost Allocations	48,992	518,281	41,446	75,910	72,981	(2,929)	-4%
	-	-	-	-	-		
Total	50,199	558,818	61,863	278,881	275,952	(2,929)	-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	47,262	1,909	4%
Total Salary & Benefits	119,592	57,556	109,469	138,805	145,324	6,519	4%
Services and Supplies							
Professional & Administrative Services - 42	11,507	116,230	29,439	83,145	108,783	25,638	24%
Materials & Supplies - 44	439	409	395	2,500	4,333	1,833	42%
Total Services and Supplies	11,947	116,639	29,834	85,645	113,116	27,471	24%
Indirect Cost Allocations							
Administrative Debits - 46122	41,803	-	3,551	3,779	98,363	94,584	96%
IS Charges - 46124	462	5,196	12,127	13,299	5,421	(7,878)	-145%
Legal Charges - 46126	19,247	39,347	19,378	25,000	25,000	-	0%
General Liability Insurance - 46201	5,273	7,435	7,453	6,650	6,802	152	2%
Total Indirect Cost Allocations	66,786	51,977	42,509	48,728	135,586	86,858	64%
Total	198,324	226,172	181,812	273,178	394,026	120,848	31%

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	102,530	209,370	116,654	(92,716)	-79%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	-	22,575	102,530	209,370	116,654	(92,716)	-79%
Indirect Cost Allocations							
Administrative Debits - 46122	-	83,814	72,401	100,622	51,149	(49,473)	-97%
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	51,149	(49,473)	-97%
Total	145	106,482	174,930	309,992	167,803	(142,189)	-85%
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	\$ 95,000
Economic Development - Staff Support	\$ 80,000		
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		

COMMUNITY SERVICES

The Community Services Department is comprised of the following divisions and subdivisions:

- Administration
 - Special Events
- Parks and Recreation
 - Parks and Recreation Administration
 - Tiny Tots
 - Youth Center
 - Senior Center
 - Swim Center
 - 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
REVENUE / FUNDING SOURCE							
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	1,360,248	2,267,867	2,428,569	160,702	7%
Total	1,630,344	1,940,328	1,483,488	2,689,603	2,876,467	186,864	6%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	641,235	605,263	539,877	861,870	947,223	85,353	9%
Overtime - 402	0	51	0	0	0	-	0%
Employee Benefits - 410	234,216	235,608	235,090	315,516	397,374	81,858	21%
Total Personnel	875,451	840,923	774,968	1,177,386	1,344,597	167,211	12%

Services and Supplies

Professional & Administrative Services - 42	460,485	736,398	401,274	971,609	940,402	(31,207)	-3%
Other Operating Expenses - 43	186,076	238,907	151,392	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	559,755	1,221,124	1,189,295	(31,829)	-3%

Capital Outlay

Asset Acquisition/Improvement - 47	64,830	14,639	20,790	130,294	144,800	14,506	10%
Total Capital Outlay	64,830	14,639	20,790	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	131,321	13,792	11%
Legal Charges - 46	1,836	7,057	9,830	1,750	1,750	-	0%
General Liability Insurance - 46	45,553	49,067	72,660	67,487	64,704	(2,783)	-4%
Total Indirect Cost Allocations	38,389	104,748	128,000	160,799	197,775	11,009	6%

Total

1,630,344	1,940,328	1,483,513	2,689,603	2,876,467	186,864	6%
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EXPENDITURES BY PROGRAM

Recreation Administration - 551	785,893	890,764	520,425	944,860	956,415	11,555	1%
Senior Center - 552	418,749	513,092	401,801	653,493	662,631	9,138	1%
Tiny Tots - 553	141,106	159,932	147,154	210,954	273,467	62,513	23%
Youth Center - 554	137,228	183,132	158,373	333,016	369,415	36,399	10%
Swim Center - 557	137,822	181,576	132,674	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	1,483,488	2,689,603	2,876,467	186,864	6%

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	404,236	32,123	8%
Employee Benefits - 410	113,111	94,250	97,594	144,042	173,952	29,910	17%
Total Personnel	490,187	395,364	375,738	516,155	578,188	62,033	11%
Services and Supplies							
Professional & Administrative Services - 42	29,849	69,877	59,507	267,062	205,766	(61,296)	-30%
Materials and Supplies - 44	-	-	25	-	-	-	0%
Total Services and Supplies	29,849	69,877	59,533	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	131,321	13,792	11%
Legal Charges - 46126	990	2,909	7,023	-	-	-	0%
General Liability Insurance - 46201	20,453	21,338	31,385	26,481	27,540	1,059	4%
Total Indirect Cost Allocations	12,443	72,870	83,918	118,043	158,861	40,818	26%
Total	532,479	538,111	519,188	901,260	942,815	41,555	4%
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	77,846	6,805	9%
Total Personnel	175,947	194,511	167,632	268,586	298,953	30,367	10%
Services and Supplies							
Professional & Administrative Services - 42	23,444	102,225	64,209	70,447	74,654	4,207	6%
Other Operating Expenses - 43	144,819	188,366	128,883	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	196,510	273,014	273,341	327	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	44,443	483	19,985	94,500	74,500	(20,000)	-27%
Total Capital Outlay	44,443	483	19,985	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	15,337	(1,556)	-10%
Total Indirect Cost Allocations	10,296	14,692	17,674	17,393	15,837	(1,556)	-10%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	399,599	500,492	401,801	653,493	662,631	9,138	1%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	0	531	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		
City of Pinole	181		

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 (carryforward)	\$	-		
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 (carryforward)	\$	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	83,259	40,774	49%
Total Personnel	109,235	128,347	118,847	150,587	204,037	53,450	26%
Services and Supplies							
Professional & Administrative Services - 42	21,540	20,893	17,491	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	19,037	35,428	36,002	574	2%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,087	424	200	10,000	9,800	98%
Total Capital Outlay	-	2,087	424	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	7,878	(761)	-10%
Total Indirect Cost Allocations	5,287	5,667	8,845	8,889	8,128	(761)	-9%
Total	141,106	159,932	147,154	195,104	258,167	63,063	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/Meal Allowance		300		

42401 Memberships	\$	234	\$	234
CPRS Membership	\$	165		
NAEYC Membership		69		

42501 Bank Fees	\$	4,200	\$	4,200
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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
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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	201,102	16,992	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	38,431	43,291	41,538	57,948	62,317	4,369	7%
Total Personnel	100,082	122,700	112,751	242,058	263,419	21,361	8%
Services and Supplies							
Professional & Administrative Services - 42	18,934	32,116	25,466	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	29,320	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	13,949	(1,525)	-11%
Total Indirect Cost Allocations	9,884	11,029	15,921	15,974	14,449	(1,525)	-11%
Total	137,163	183,132	158,373	323,016	359,415	36,399	10%
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 (<i>carryforward</i>)	\$ 15,000		
MEASURE S - 2014 FUND - 106			
47201 Improvements/Building		\$ 10,000	✓\$ -
Replace vinyl flooring at Youth Center (<i>carryforward</i>)	\$ -		

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	1,643	500	500	-	0%
Total Indirect Cost Allocations	270	490	1,643	500	500	-	0%
Total	137,822	181,576	132,674	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		

City of Irvine

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	202,430	19,845	10%
Total Services and Supplies	-	-	-	182,585	202,430	19,845	10%
Total	-	-	-	182,585	202,430	19,845	10%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2023/24	FY 2024/25
42101 Professional Services	\$ 182,585	\$ 202,430
Library Services reimbursement agreement - 40 base	\$ 202,430	

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)	(300,000)	210,000	0%
Employee Benefits - 410	(2)	-	264,378	-	(200,000)	(200,000)	0%
Med Insurance/Retirement - 411	1,078,618	1,147,689	1,161,026	1,101,233	1,163,800	62,567	5%
Total Personnel	1,078,616	1,147,689	1,425,404	591,233	663,800	72,567	11%
Services and Supplies							
Professional & Administrative Services - 42	714,110	44,383	7,517	-	-	-	0%
Other Operating Expenses - 43	11,545	16,948	15,478	16,700	16,700	-	0%
Total Services and Supplies	725,656	61,332	22,995	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	386,644	4,339	1%
General Liability Insurance - 46201	20,211	(4,490)	-	-	-	-	0%
Total Indirect Cost Allocations	191,901	243,777	224,444	382,305	386,644	4,339	1%
Operating Transfers Out - 49901	3,360,117	6,726,154	1,414,520	2,440,775	1,561,300	(879,475)	-56%
Total	5,965,026	8,786,029	3,698,395	4,042,120	3,264,551	(777,569)	-24%
EXPENDITURES BY PROGRAM							
General Government - 117	5,965,026	8,786,029	3,698,395	4,042,120	3,264,551	(777,569)	-24%
Total	5,965,026	8,786,029	3,698,395	4,042,120	3,264,551	(777,569)	-24%

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	\$ 777,800
General Reserve	\$ -		
PCTV Operating contribution	105,000		
Recreation operation contribution	600,000		
Recreation: Annual contribution to car show and other City events	72,800		

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

Fiscal Year (FY) 2024/25 Operating and Capital Budget
Department Budgets – General Government

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.

FUND #	DESCRIPTION	TRANSFER-OUT		FUND #	DESCRIPTION	TRANSFER-IN	
		ACCOUNT #	AMOUNT			ACCOUNT #	PURPOSE
100 General Fund		100-117-49901	105,000	505 Cable Television Fund		505-119-39901	Cable Television contribution [1]
100 General Fund		100-117-49901	600,000	209 Recreation Fund		209-551-39901	Recreation operating contribution [1]
100 General Fund		100-117-49901	72,800	209 Recreation Fund		209-551-39901	Recreation contribution for special events
Subtotal Transfers from the General Fund			777,800				
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				
150 General Reserve Fund		150-117-49901	514,370	100 General Fund		100-117-39901	Transfer from General Reserve
Subtotal Transfers from other funds			514,370				
700 Pension Fund		700-000-49901	2,425,000	100 General Fund		100-117-39901	Transfer from Pension Trust
Subtotal Transfers from other funds			2,425,000				
Grand total Transfers			4,500,670				

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
	\$ 2,297,300	\$ 7,432,700

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

<u>\$ 5,980,000</u>	<u>\$ 1,320,627</u>
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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
	<u>\$ 23,426,566</u>	<u>\$ 5,981,400</u>

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.

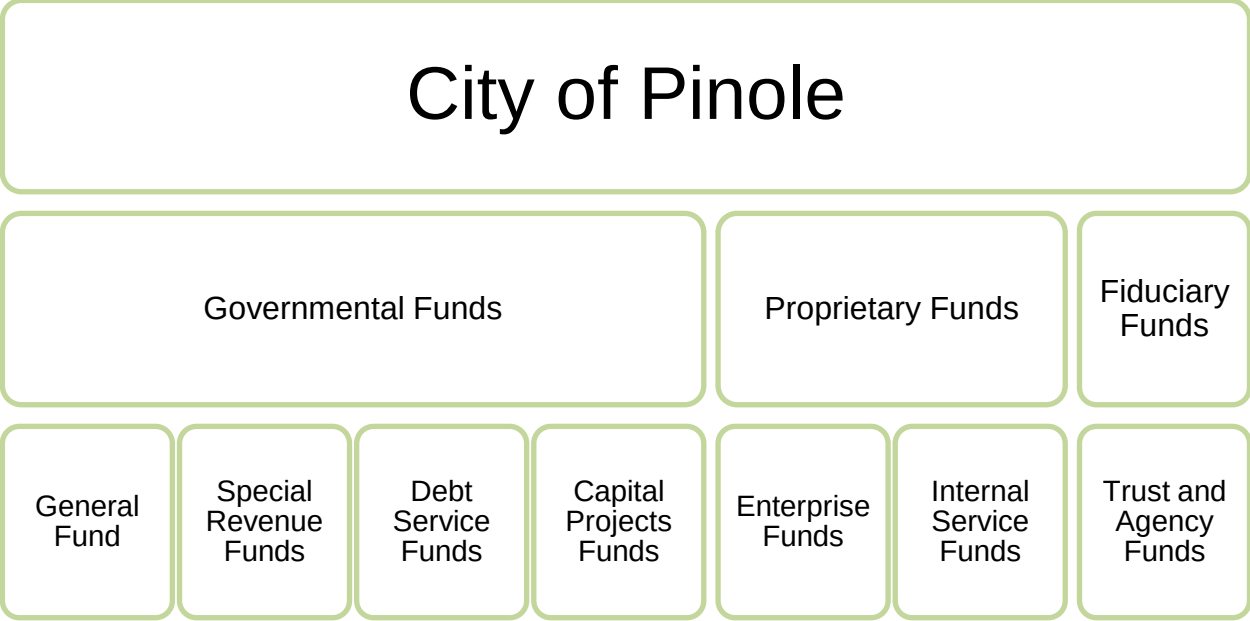
The basis of budgeting is consistent with the basis of accounting discussed above. Appropriations that are budgeted and not expensed at the end of the year lapse and revert to fund balance.

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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	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	3,265,034	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	1,869,611	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	1,869,581	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	1,864,058	2,235,000	2,285,000	5%
314 - Franchise Taxes	751,598	788,146	875,058	794,658	794,658	498,251	794,658	850,000	7%
315 - Other Taxes	795,839	929,466	898,797	890,714	890,714	728,187	897,514	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>460,000</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	31,119	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	315,016	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	108,377	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	18,713	23,890	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	78,796	82,493	11,500	-32%
384 - Other Revenue	3,788	35,606	5,969	7,560	7,560	3,131	10,144	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	16,501,551	24,122,306	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 General Reserve	-	-	4,071,404	-	-	-	-	514,370	0%
Sources Total	22,046,397	22,867,595	29,418,810	25,598,123	25,809,123	16,501,551	26,367,786	27,890,013	8%
Fund: 100 - General Fund									
Expenditures									
Division: 110 - City Council Total:	215,352	215,904	200,496	212,212	215,412	142,717	215,412	202,459	-6%
Division: 111 - City Manager Total:	603,505	527,117	567,995	590,960	602,710	396,116	562,710	685,348	14%
Division: 112 - City Clerk Total:	243,065	327,468	511,112	624,354	624,354	465,065	624,354	719,241	15%
Division: 113 - City Treasurer Total:	8,286	8,375	8,268	8,727	8,727	7,358	8,727	10,159	16%
Division: 114 - City Attorney Total:	489,955	406,476	330,354	320,428	320,428	183,631	320,428	297,031	-7%
<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>453,908</i>	<i>596,245</i>	<i>581,131</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>(270,277)</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	695,657	1,032,468	968,500	-6%
Division: 116 - Human Resources Total:	292,727	377,614	749,748	888,227	888,227	605,322	888,227	890,840	0%
Division: 117 - General Government Total:	1,387,531	1,306,126	1,420,199	990,238	990,238	1,166,930	1,166,548	1,059,644	7%
Administrative Total	3,812,321	3,729,442	4,445,947	4,484,582	4,682,564	3,662,796	4,818,874	4,833,222	3%
Division: 221 - Police Operations Total:	3,802,334	4,433,521	5,034,933	5,440,241	5,440,241	4,720,554	5,440,241	6,610,171	22%
Division: 222 - Police Support Services Total:	1,087,828	1,118,708	1,416,777	1,494,478	1,534,219	1,174,916	1,534,219	1,585,286	3%
Division: 223 - Dispatch WBCC Total:	1,988,812	2,215,114	2,379,569	2,315,202	2,315,202	1,886,142	2,315,202	2,556,181	10%
Division: 231 - Fire Total:	4,604,922	3,992,507	5,045,833	3,842,727	3,867,477	3,144,056	3,867,477	3,582,500	-7%
Public Safety Total	11,483,896	11,759,851	13,877,112	13,092,647	13,157,138	10,925,669	13,157,138	14,334,138	9%
Division: 341 - Administration/Engineering Total:	151,103	219,407	408,987	655,551	629,014	360,576	629,014	621,695	-1%
Division: 342 - Road Maintenance Total:	32,157	62,776	152,163	625,824	625,824	144,046	455,824	486,770	-22%
Division: 343 - Facility Maintenance Total:	513,141	552,239	650,885	1,025,442	1,066,942	514,528	726,942	930,957	-13%
Division: 345 - Park Maintenance Total:	253,021	276,594	291,821	372,315	372,315	247,515	372,315	356,946	-4%
Public Works Total	949,421	1,111,016	1,503,855	2,679,132	2,694,095	1,266,665	2,184,095	2,396,368	-11%
Division: 461 - Planning Total:	10,583	64,712	65,951	16,713	16,713	7,844	16,713	17,204	3%
Division: 465 - Code Enforcement Total:	162,921	198,324	226,172	281,912	273,178	181,812	273,178	393,764	44%
Division: 466 - Economic Development Total:	-	145	106,482	306,992	309,992	174,930	309,992	148,726	-52%
Community Development Total	173,504	263,181	398,605	605,617	599,883	364,587	599,883	559,694	-7%
Division: 551 - Recreation Admin Total:	-	253,414	352,653	43600	43,600	1,237	13,600	3,500	-92%
Division: 560 - Library Services Total:	-	-	-	182,585	182,585	-	182,585	202,430	11%
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	426,865	8%
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	16,953,989	21,736,983	23,186,394	5%
499 - Transfers Out	921,762	2,667,216	1,936,750	1,590,275	1,657,275	764,520	1,657,275	777,800	-53%
Expenditure Total:	17,899,511	20,392,855	23,113,943	23,459,246	23,797,948	17,718,509	23,394,258	23,964,194	1%
Fund: 105 - Measure S 2006 Fund									
Expenditures									
Division: 115 - Finance Department Total:	300	475	1,534	2,450	2,450	377	500	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	1,150,326	-32%
Division: 222 - Police Support Services Total:	-	330,507	-	-	-	-	-	-	0%
Division: 231 - Fire Total:	457,612	682,546	899,363	780,955	780,955	566,669	780,955	1,478,192	89%
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	1,525,708	2,059,670	5,910,968	138%

	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: 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	-	-	-	-100%
Administrative Total	674,146	693,076	729,636	789,550	789,550	650,677	785,950	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	126,602	10%
Division: 231 - Fire Total:	367,274	425,909	741,990	948,303	948,303	739,538	948,303	1,372,769	45%
Public Safety Total	540,731	585,760	888,843	1,063,155	1,086,914	852,765	1,086,914	1,499,371	38%
Division: 341 - Administration/Engineering Total:	59,825	70,077	70,569	225,317	373,692	53,821	123,888	107,033	-71%
Division: 342 - Road Maintenance Total:	66,590	153,392	87,133	1,035,210	1,035,210	529,342	605,566	855,156	-17%
Division: 343 - Facility Maintenance Total:	165,352	352,421	229,730	3,356,097	3,668,686	369,671	403,188	1,898,987	-48%
Division: 344 - NPDES Storm Drain Total:	5,562	28,290	2,626	1,332,098	1,332,098	355,515	375,410	1,450,000	9%
Division: 345 - Park Maintenance Total:	88,836	109,297	266,143	610,440	612,065	431,383	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	1,739,732	2,040,912	4,571,176	-35%
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	-	-	-	-100%
Recreation Total	8,727	19,215	12,600	25,850	25,850	-	-	15,300	-41%
Expenditure Total:	1,609,769	2,062,091	2,287,278	8,457,717	8,944,065	3,243,173	3,913,776	6,891,797	-23%
General Fund and Measure S Expenditure Total	21,410,314	25,058,131	27,591,266	34,397,708	35,222,758	22,487,390	29,367,704	36,766,959	4%
General Fund and Measure S Net Results	636,083	(2,190,536)	1,827,544	(8,799,585)	(9,413,635)	(5,985,839)	(2,999,918)	(8,876,946)	
Fund Balance, July 1	12,197,773	12,833,856	10,643,320	12,470,864	12,470,864		12,470,864	9,470,946	
Fund Balance, June 30	12,833,856	10,643,320	12,470,864	3,671,279	3,057,229		9,470,946	594,000	
Fund: 150 - General Reserve Fund									
Revenue									
370 - Interest and Investment Income	35,654	(249,883)	181,770	165,300	165,300	360,570	425,570	309,000	87%
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	1,190,090	309,000	-67%
Expenditures - Transfers Out								514,370	0%
Expenditure Total:								514,370	
Fund: 150 - General Reserve Net Results	35,654	699,832	832,695	929,820	929,820	1,125,090	1,190,090	(205,370)	
Fund Balance, July 1	7,457,116	7,492,770	8,192,601	9,025,297	9,025,297		9,025,297	10,215,387	
Fund Balance, June 30	7,492,770	8,192,601	9,025,297	9,955,117	9,955,117		10,215,387	10,010,017	
	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	749,659	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	803,276	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	896,963	2,203,073	11%
Expenditure Total:	1,376,992	489,964	523,854	1,980,986	1,980,986	436,051	896,963	2,203,073	11%
Fund: 200 - Gas Tax Fund Net Results	(570,927)	372,787	402,567	(934,586)	(934,586)	367,225	194,318	(1,156,673)	
Fund Balance, July 1	927,444	356,517	729,304	1,131,871	1,131,871		1,131,871	1,326,189	
Fund Balance, June 30	356,517	729,304	1,131,871	197,285	197,285		1,326,189	169,516	
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 Result	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	

	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: 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	547,869	14%
Expenditure Total:	143,643	154,595	187,468	482,009	482,009	378,292	482,009	547,869	14%
Fund: 203 - Public Safety Augmentation Fund Net Result:	45,074	106,275	63,701	(240,156)	(240,156)	(205,245)	(222,498)	(298,014)	
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	60,378	
Fund: 204 - Police Grants Fund									
Revenue									
324 - Other Grants	-	-	-	-	-	-	-	-	0%
384 - Other Revenue	-	-	-	-	-	252	-	-	0%
Revenue Total:	-	-	-	-	-	252	-	-	0%
399 - Transfers In	29,428	-	-	-	-	-	-	-	0%
Sources Total	29,428	-	-	-	-	252	-	-	0%
Expenditures									
Division: 227 - Police Grants Total:	85,999	-	-	-	-	-	-	-	0%
Expenditure Total:	85,999	-	-	-	-	-	-	-	0%
Fund: 204 - Police Grants Net Results	(56,571)	-	-	-	-	252	-	-	
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	
Fund: 205 - Traffic Safety Fund									
Revenue									
351 - Fines and Forfeiture	27,491	28,821	26,111	45,000	45,000	13,649	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	25,712	57,064	46,500	0%
Expenditures									
Division: 227 - Police Grants Total:	565	9,219	10,028	21,595	21,595	11,028	21,595	21,886	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	56,886	1%
Fund: 205 - Traffic Safety Fund Net Results	27,676	16,848	21,785	(10,095)	(10,095)	14,684	469	(10,386)	
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	263,695	
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	295,613	-13%
Expenditure Total:	98,192	113,750	127,057	339,864	339,864	243,604	339,864	295,613	-13%
Fund: 206 - Supplemental Law Enforcement Svc Fund N	59,615	43,063	48,062	(173,264)	(173,264)	(38,320)	(134,580)	(120,613)	
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	164,884	
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	-	-	0%
Division: 342 - Road Maintenance Total:	-	10,000	-	13,693	13,693	10,474	13,693	8,003	-42%
Division: 344 - NPDES Storm Drain Total:	272,838	287,082	293,563	361,076	361,076	279,820	305,258	362,301	0%
Expenditure Total:	275,059	297,082	293,563	374,769	374,769	290,294	318,951	370,304	-1%
Fund: 207 - NPDES Storm Water Fund Net Results	(14,579)	(40,791)	38,938	(121,347)	(121,347)	(145,552)	(65,529)	(117,032)	
Fund Balance, July 1	16,432	1,853	(38,938)	0	0		0	(65,529)	
Fund Balance, June 30	1,853	(38,938)	0	(121,347)	(121,347)		(65,529)	(182,561)	
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	139,570	186,200	196,300	5%
Division: 553 - Tiny Tots Total:	41,022	124,659	123,524	141,596	112,012	72,222	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	49,628	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	304,336	447,268	504,106	1%
399 - Transfers In	624,721	950,998	1,098,343	799,131	799,131	-	1,382,391	751,300	-6%
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	304,336	1,829,659	1,255,406	-3%
Expenditures									
Division: 117 - General Government Total:	7,987	7,549	7,068	-	-	5,379	5,379	7,500	0%
Division: 551 - Recreation Administration Total:	273,358	532,479	538,111	825,617	901,260	519,254	691,147	889,649	-1%
Division: 552 - Senior Center Total:	201,229	399,599	500,492	626,187	653,493	401,801	533,297	662,265	1%
Division: 553 - Tiny Tots Total:	102,241	141,106	159,932	193,758	195,104	147,154	195,104	257,975	32%
Division: 554 - Youth Center Total:	110,557	111,936	149,571	335,802	323,016	158,373	208,428	359,078	11%
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	132,674	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	1,365,692	1,808,623	2,382,008	5%
Fund: 209 - Recreation Fund Net Results	(28,982)	(23,674)	(26,524)	(846,267)	(970,516)	(1,061,356)	21,036	(1,126,602)	
Fund Balance, July 1	58,144	29,162	5,488	(21,036)	(21,036)		(21,036)	(0)	
Fund Balance, June 30	29,162	5,488	(21,036)	(867,303)	(991,552)		(0)	(1,126,603)	

	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	250,000	40,000	-64%
332 - Permits	264,128	480,430	496,068	477,883	477,883	521,710	665,290	476,916	0%
341 - Review Fees	205,875	356,319	517,211	404,669	404,669	414,747	517,469	403,275	0%
342 - Other Fees	31,877	65,442	192,423	425,288	425,288	187,962	265,833	433,117	2%
343 - Abatement Fees	-	-	-	-	-	-	-	-	0%
344 - Impact Fees	1,443	572	402	30,636	30,636	816	1,000	29,218	-5%
351 - Fines and Forfeitures	-	-	8,902	20,000	20,000	25,678	35,378	20,000	0%
370 - Interest and Investment Income	(422)	3,072	(18,196)	7,000	7,000	(2,735)	-	7,000	0%
383 - Reimbursements	-	-	32	-	-	-	-	-	0%
384 - Other Revenue	-	-	-	6,000	6,000	15	100	6,000	0%
Revenue Total:	502,902	905,836	1,216,842	1,411,477	1,481,272	1,308,192	1,735,070	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	1,802,070	1,482,526	-4%
Expenditures									
Division: 461 - Planning Total:	422,064	749,792	1,097,149	926,760	919,026	644,998	851,434	684,934	-25%
Division: 462 - Building Inspection Total:	565,540	1,035,536	1,113,151	1,224,667	1,372,181	955,133	1,271,087	1,357,387	-1%
Expenditure Total:	987,604	1,785,329	2,210,300	2,151,428	2,291,208	1,600,131	2,122,521	2,042,321	-11%
Fund: 212 - Building & Planning Net Results	(292,702)	(398,442)	(993,458)	(739,951)	(742,936)	(291,938)	(320,451)	(559,795)	
Fund Balance, July 1	158,389	(134,313)	(532,755)	(1,526,213)	(1,526,213)		(1,526,213)	(1,846,664)	
Fund Balance, June 30	(134,313)	(532,755)	(1,526,213)	(2,266,165)	(2,269,150)		(1,846,664)	(2,406,460)	
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	121,804	167,498	-4%
Expenditure Total:	210,444	106,591	122,104	174,358	174,358	102,211	121,804	167,498	-4%
Fund: 213 - Refuse Management Fund Net Results	(142,801)	(41,533)	(52,942)	(108,298)	(108,298)	(53,115)	(55,744)	(101,438)	
Fund Balance, July 1	335,177	192,376	150,843	97,901	97,901		(42,157)	42,157	
Fund Balance, June 30	192,376	150,843	97,901	(10,397)	(10,397)		42,157	(59,281)	
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	74,136	164,381	144,796	-12%
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	74,136	289,381	144,796	-75%
Fund: 214 - Solid Waste Fund Net Results	305,231	199,862	285,590	(221,381)	(221,381)	374,897	176,210	223,204	
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	2,748,228	
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	118,998	134,615	195,466	195,466	94,952	195,466	111,564	-43%
Division: 342 - Road Maintenance Total:	-	10,073	138,839	826,253	826,253	337,670	826,253	1,501,317	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	1,614,881	58%
Fund: 215 - Measure C and J Fund Net Results	235,609	268,266	(183,077)	128,538	128,538	114,641	246,162	(462,624)	
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	
Fund Balance, June 30	2,057,182	2,325,448	2,142,371	2,270,909	2,270,909		2,388,533	1,925,909	
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 Results	-	-	-	-	-	-	-	-	
Fund Balance, July 1	-	-	-	-	-		-	-	
Fund Balance, June 30	-	-	-	-	-		-	-	

	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: 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	15,273	20,544	-50%
Expenditure Total:	-	29,000	22,348	41,236	41,236	14,000	15,273	20,544	-50%
Fund: 225 - Asset Seizure-Adjudicated Fund Net Results	779	(29,766)	(21,479)	(41,236)	(41,236)	(12,438)	(13,711)	(20,544)	
Fund Balance, July 1	86,562	87,341	57,576	36,097	36,097		36,097	22,386	
Fund Balance, June 30	87,341	57,576	36,097	(5,139)	(5,139)		22,386	1,842	
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 Results	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	29,674	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	179,453	1,039,594	0%
Expenditures									
Division: 343 - Facility Maintenance Total:	-	-	-	425,000	425,000	-	-	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	0%
Expenditure Total:	-	-	-	1,348,000	1,348,000	55,083	58,000	1,623,000	20%
Fund: 276 - Growth Impact Fund Net Results	32,567	2,441,826	638,210	(308,406)	(308,406)	121,898	121,453	(583,406)	
Fund Balance, July 1	227,432	259,999	2,701,824	3,340,034	3,340,034		3,340,034	3,461,487	
Fund Balance, June 30	259,999	2,701,824	3,340,034	3,031,628	3,031,628		3,461,487	2,878,082	
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	47,518	-21%
Division: 464 - Housing Administration Total:	44,092	50,199	558,818	278,881	278,881	61,863	278,881	276,033	-1%
Expenditure Total:	44,092	97,581	609,107	339,254	339,254	105,304	339,254	323,551	-5%
Fund: 285 - Housing Assets for Resale Net Results	15,998	(89,379)	457,585	(284,254)	(284,254)	39,206	(189,744)	(268,551)	
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	7,745,673	
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	

	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: 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	-	-	14,999	0%
Expenditure Total:	11,268	656	-	15,002	15,002	-	-	14,999	0%
Fund: 317 - Pinole Valley Caretaker Fund Net Results	(18)	(656)	-	(2)	(2)	-	-	1	
Fund Balance, July 1	(309)	(327)	(983)	(983)	(983)		(983)	(983)	
Fund Balance, June 30	(327)	(983)	(983)	(985)	(985)		(983)	(982)	
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	118,654	1,773,289	0%
332 - Permits	-	-	-	-	-	-	-	-	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	303,502	410,048	2,064,683	0%
Expenditures									
Division: 342 - Road Maintenance Total:	448,469	569,001	182,662	2,232,004	2,232,004	179,322	400,000	3,687,304	65%
Expenditure Total:	448,469	569,001	182,662	2,232,004	2,232,004	179,322	400,000	3,687,304	65%
Fund: 325 - City Street Improvements Net Results	(48,050)	306,126	363,793	(208,715)	(167,321)	124,180	10,048	(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	1,926,831	
Fund Balance, June 30	1,246,864	1,552,990	1,916,783	1,708,068	1,749,462		1,926,831	304,210	
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 Results	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	50,000	895,000	18%
Expenditure Total:	236,007	1,029,962	80,213	758,624	758,624	8,066	50,000	895,000	18%
Fund: 377 - Arterial Streets Rehabilitation Fund Net Results	13,993	(738,687)	711,250	(508,624)	(508,624)	241,934	200,000	(645,000)	
Fund Balance, July 1	774,582	788,574	49,887	761,137	761,137		761,137	961,137	
Fund Balance, June 30	788,574	49,887	761,137	252,513	252,513		961,137	316,137	
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	11,883,156	21%
Division: 642 - Sewer Collections Total:	1,055,212	1,295,873	1,332,177	12,785,925	12,785,925	1,080,465	4,002,925	24,109,993	89%
Division: 643 - Sewer 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	4,899,758	12,313,219	37,689,718	56%
Fund: 500 - Sewer Enterprise Fund Net Results	1,428,336	1,015,314	2,516,317	(14,931,130)	(14,931,130)	741,191	(2,362,781)	(27,325,315)	
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	(10,436,159)	

	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: 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	93,704	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	-	387,924	160,000	0%
Revenue Total:	423,895	437,252	519,414	535,052	508,566	106,733	561,641	368,533	-28%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	423,895	437,252	519,414	535,052	508,566	106,733	561,641	368,533	-28%
Expense									
Division: 119 - Cable Access TV Total:	391,792	306,964	346,275	473,459	473,459	289,524	385,247	830,672	75%
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	429,370	573,222	830,672	22%
Fund: 505 - Cable Access TV Net Results	32,104	(2,095)	16,808	(147,004)	(173,490)	(322,638)	(11,581)	(462,139)	
Fund Balance, July 1	(35,235)	(3,132)	(5,227)	11,581	11,581		11,581	(0)	
Fund Balance, June 30	(3,132)	(5,227)	11,581	(135,423)	(161,909)		(0)	(462,139)	
Fund: 525 - Information Systems Fund									
Revenue									
393 - Debt Proceeds	-	95,874	73,788	-	-	-	-	-	0%
399 - Transfers In	-	196,169	-	-	-	-	4,054	-	0%
Sources Total	-	292,043	73,788	-	-	-	4,054	-	0%
Expense									
Division: 118 - Information Systems Total:	702,008	792,558	1,277,727	1,513,621	1,629,662	1,127,700	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)	(1,529,468)	-6%
Expense Total:	-	95,874	77,892	0	0	6,732	-	(50)	0%
Fund: 525 - Information Systems Net Results:	-	196,169	(4,104)	(0)	(0)	(6,732)	4,054	50	
Fund Balance, July 1	(196,169)	(196,169)	0	(4,104)	(4,104)		(4,104)	(50)	
Fund Balance, June 30	(196,169)	0	(4,104)	(4,104)	(4,104)		(50)	0	
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	3,774,780	251,177	-	0%
Expense Total:	352,370	1,008,557	669,797	251,177	251,177	3,774,780	251,177	-	0%
Fund: 750 - Recognized Obligation Retirement Fund Net	(70,603)	4,692,309	4,132,182	3,823	3,823	(3,565,645)	67,499	-	

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	18.00
Sub-total Sworn	28.00	28.00	30.00	30.00	27.00
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	46.25
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

Department	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
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	0.00
Associate Civil Engineer	0.00	0.00	1.00	1.00	0.00
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
WWTP Senior Operator	0.00	0.00	1.00	1.00	1.00
WWTP Operator	5.00	5.00	4.00	4.00	4.00
Laboratory Analyst II	1.00	1.00	1.00	1.00	1.00
Laboratory Technician I	1.00	1.00	1.00	1.00	1.00
WWTP Senior Maintenance Mechanic	0.00	0.00	0.00	0.00	1.00
WWTP Maintenance Mechanic	1.00	2.00	2.00	2.00	1.00
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	27.73
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
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	109.14



CITY COUNCIL REPORT

11.B.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: APPROVAL OF FISCAL YEAR (FY) 2024/25 THROUGH 2028/29 FIVE-YEAR CAPITAL IMPROVEMENT PLAN

RECOMMENDATION

Staff recommends that the City Council adopt a resolution approving the Final Proposed Fiscal Year (FY) 2024/25 through 2028/29 Five-Year Capital Improvement Plan (CIP, attached).

BACKGROUND

As provided by Section 2.04.150 of Title 2 of the Pinole Municipal Code, the City Manager, in collaboration with the Finance Director and Public Works Director, has compiled budget recommendations for City capital projects for the next five (5) fiscal years. The Capital Improvement Plan (CIP) is reviewed and updated annually for capital projects and programs that support the maintenance and expansion of the City's public facilities and infrastructure. The CIP lists the capital projects that the City intends to undertake over the upcoming five-year period and the schedule, cost, and funding source for each.

The Final Proposed FY 2024/25 through 2028/29 Five-Year CIP includes projects that fall into the following broad categories:

- Facilities
- Parks
- Sanitary Sewer
- Stormwater
- Streets and Roads
- Infrastructure Assessments

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.

The Revised Proposed FY 2024/25 through 2028/29 Five-Year CIP was discussed at the City Council's meeting on June 4, 2024. The City Council did not direct any changes.

Staff presented the Revised Proposed FY 2024/25 - 2028/29 Capital Improvement Plan to the Planning commission on June 14, 2024. The Planning commission discussed the CIP for

conformity and consistency with the City's General Plan and determined that all the projects except "FA2302 - Plum St. Parking Lot Improvements" conforms with the General Plan.

REVIEW AND ANALYSIS

The Final Proposed CIP lists 38 planned public improvement projects, 5 infrastructure assessments and 36 unfunded projects. Staff completed priority scoring for all the new projects and the scores are listed on each project sheet. The projects under the Infrastructure Assessment category were not scored for prioritization. The prioritization score criteria do not consider operational needs.

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

The Final Proposed Capital Improvement Plan for Fiscal Years 2024/25 through 2028/29 includes \$73,940,894 for public improvement projects and infrastructure assessments. The FY 2024/25 CIP Budget in the amount of \$18,130,894 is incorporated into and will be a part of the adoption of the Final Proposed FY 2024/25 Operating and Capital Budget. The funding sources for the FY 2024/25 CIP Budget are listed in the table below.

SOURCES BY FUND	FY 2024/25 CIP BUDGET
100 - General Fund	\$ 90,000
105 - Measure S 2006	\$ 1,410,000
106 - Measure S 2014	\$ 2,287,692
200 - Gas Tax	\$ 1,195,000
215 - Grant: TLC	\$ 133,579
215 - Grant: HSIP	\$ 239,040
215 - Grant: OBAG	\$ 464,000
276 - Growth Impact Fees	\$ 1,060,000
325 - City Street Improvements	\$ 750,000
325 - Grant: TDA Article 3	\$ -
325 - Grant: STMP Fees	\$ 1,650,189
325 - Grant: HBP	\$ 41,394
377 - Arterial Streets Rehabilitation	\$ 895,000
500 - Sewer Enterprise Fund	\$ 7,915,000
SOURCES TOTAL	\$ 18,130,894

ATTACHMENTS

A. Resolution

B. Final Proposed FY 2024-45 through 2028-29 CIP

RESOLUTION NO. 2024-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE,
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE
CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2024/25 THROUGH 2028/29**

WHEREAS, staff has prepared the Final Proposed Capital Improvement Plan (CIP) for the City of Pinole for Fiscal Years 2024/25 through 2028/29; and

WHEREAS, the preliminary proposed list of projects in the CIP was reviewed for consistency with the City's General Plan by the Planning Commission at its regular meeting on June 14, 2024, and was found to be consistent except for the FA2302 – Plum St. Parking Lot Improvements; and

WHEREAS, the Final Proposed Capital Improvement Plan for Fiscal Years 2024/25 through 2028/29 includes \$73,940,894 for public improvement projects including infrastructure assessments; and

WHEREAS, the FY 2024/25 CIP Budget in the amount of \$18,130,894 is incorporated into and will be a part of the adoption of the Final Proposed FY 2024/25 Operating and Capital Budget;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Pinole that the Capital Improvement Plan for Fiscal Years 2024/25 through 2028/29 is hereby approved.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 18th day of June, 2024 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 18th day of June 2024.

Heather Bell
City Clerk



CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN

FY 2024/25 – 2028/29

FINAL PROPOSED JUNE 18, 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, PE, TE

CAPITAL IMPROVEMENT & ENVIRONMENTAL PROGRAM MANAGER

Vacant

CONSULTANT PROGRAM MANAGER

Katherine Hayden, PE



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:

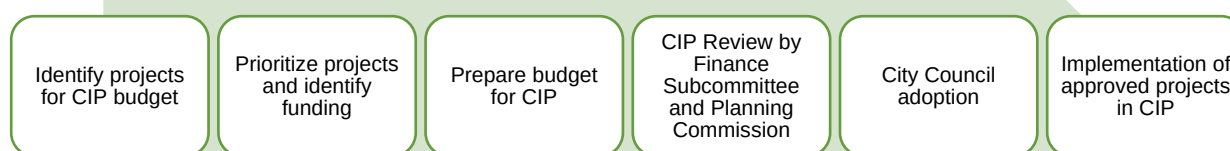
- Project numbers begin with the abbreviation of the project category, followed by the year the project was first programmed, and then a unique sequence number. For example, FA2001 refers to a facilities project which was first programmed in 2020 with a unique sequence number of 01. Unfunded projects 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)
 - o Highway Bridge Program (HBP) – funds to improve bridge structural safety.
 - Project: RO1710
 - o Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
 - Project: RO2302

- West Contra Costa Transportation Advisory Committee (WCCTAC)
 - o Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
 - Projects: IN2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
 - o One Bay Area Grant (OBAG) – policy framework for MTC’s distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
 - Projects: RO2303 (County funding), RO1902
 - o Transportation Development Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
 - Project: None
- Transportation for Livable Communities (TLC) program

TLC program to finance pedestrian, bicycle and streetscape improvements near public transit in cities around the Bay Area. The purpose of TLC is to support community-based transportation projects that bring new vibrancy to downtown areas, commercial cores, neighborhoods and transit corridors, making them places where people want to live, work and visit. Pedestrian- and transit-friendly developments are hallmarks of the program.

 - Project: RO1710

CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2024/25 THROUGH FY 2028/29
FUNDING SUMMARY

SOURCES BY FUND	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	5-Year Total
100 - General Fund	\$ 90,000	\$ 340,000	\$ -	\$ -	\$ -	\$ 430,000
105 - Measure S 2006	\$ 1,410,000	\$ 820,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 3,280,000
106 - Measure S 2014	\$ 2,287,692	\$ 1,670,000	\$ 195,000	\$ 120,000	\$ 120,000	\$ 4,392,692
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	\$ 1,060,000	\$ 550,000	\$ 400,000	\$ -	\$ -	\$ 2,010,000
325 - City Street Improvements	\$ 750,000	\$ 1,071,507	\$ -	\$ -	\$ -	\$ 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	\$ 7,915,000	\$ 3,847,411	\$ 7,445,000	\$ 4,995,000	\$ 2,835,000	\$ 27,037,411
Sources Total	\$ 18,130,894	\$ 9,335,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 44,625,894
Unfunded Total	\$ -	\$ 29,315,000	\$ -	\$ -	\$ -	\$ 29,315,000
Total Sources Required	\$ 18,130,894	\$ 38,650,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 73,940,894



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	\$ 2,287,692	\$ 1,670,000	\$ 195,000	\$ 120,000	\$ 120,000	\$ 4,392,692
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	\$ 1,060,000	\$ 550,000	\$ 400,000	\$ -	\$ -	\$ 2,010,000
325 - City Street Improvements	\$ 750,000	\$ 1,071,507	\$ -	\$ -	\$ -	\$ 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	\$ 7,915,000	\$ 3,847,411	\$ 7,445,000	\$ 4,995,000	\$ 2,835,000	\$ 27,037,411
Sources Total	\$ 18,130,894	\$ 9,335,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 44,625,894
Unfunded Total	\$ -	\$ 29,315,000	\$ -	\$ -	\$ -	\$ 29,315,000
Total Sources Required	\$ 18,130,894	\$ 38,650,000	\$ 8,390,000	\$ 5,465,000	\$ 3,305,000	\$ 73,940,894

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	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 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	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000
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	\$ -	\$ 570,000	\$ -	\$ -	\$ -	\$ 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	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
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	\$ 1,915,894	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,715,894
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		\$18,130,894	\$38,650,000	\$8,390,000	\$5,465,000	\$3,305,000	\$73,940,894

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	\$ -	\$ -	\$ -	\$ 50,000
Project Start 7/1/2025			Estimated Completion 6/30/2026				
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 ☐ 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	\$ -	\$ -	\$ 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	
☐ Expansion ☒ Renovation							
Estimated Expenditures to-date	\$ -	\$ 300,000.00	\$ 350,000	\$ -	\$ -	\$ -	\$ 650,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
To extend the useful life of the Public Safety building, there are several items that require attention including but not limited to replacement of the HVAC system, carpet, flooring, water heaters, light fixtures, fans, etc. In addition, the building requires painting (interior and exterior), and the locker rooms also require renovation.							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.2, Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design		\$ 50,000				\$ 50,000	
Construction	\$ 270,000	\$ 270,000				\$ 540,000	
Contingency	\$ 30,000	\$ 30,000				\$ 60,000	
TOTAL USES	\$ 300,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 650,000	
SOURCE(S)							
106 - Measure S 2014	\$ 85,000	\$ 350,000				\$ 435,000	
276 - Growth Impact Fees	\$ 215,000					\$ 215,000	
TOTAL FUNDS	\$ 300,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 650,000	

FA2202 - SENIOR CENTER MODERNIZATION							
Functional Area : Facilities		Project Origin : Staff Recommendation				Priority Score : 37	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
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 : 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	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
Project Start 7/1/2025					Estimated Completion 6/30/2026		
Description							
Preservation and enhancement of murals in the City							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CC.1, Policy CC.1.3; Goal CC.5, Policy CC.5.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design							
Construction		\$ 70,000				\$ 70,000	
Contingency							
TOTAL USES	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000	
SOURCE(S)							
276 - Growth Impact Fees		\$ 70,000				\$ 70,000	
TOTAL FUNDS	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000	

PA2401 - FERNANDEZ PARK IMPROVEMENTS							
Functional Area : Parks		Project Origin : Staff Recommendation			Priority Score : 24		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures To-Date	\$ -	\$ 100,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 900,000
Project Start 7/1/2024					Estimated Completion 6/30/2026		
Description							
Renovations to the baseball field to decrease water and energy usage and increase accessibility and safety.							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.1, Policy CS.1.1, Policy CS.1.3; Goal CS.3, Policy CS.3.1; Goal CS.9, Policy CS.9.1, Goal SE.4, Policy SE.4.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 70,000	\$ 5,000				\$ 75,000	
Construction	\$ 30,000	\$ 360,000	\$ 360,000			\$ 750,000	
Contingency		\$ 35,000	\$ 40,000			\$ 75,000	
TOTAL USES	\$ 100,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 900,000	
SOURCE(S)							
276 - Growth Impact Fees	\$ 100,000	\$ 400,000	\$ 400,000			\$ 900,000	
TOTAL FUNDS	\$ 100,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 900,000	

PA2202 - SKATEPARK REHABILITATION							
Functional Area : Parks		Project Origin : Council Request				Priority Score : 34	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description							
The ramps at the skatepark have settled and need to be replaced.							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.2, Goal CS.3, Policy CS 2.6 & 3.1, Policy GM.4.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design							
Construction	\$ -	\$ 135,000				\$ 135,000	
Contingency	\$ -	\$ 15,000				\$ 15,000	
TOTAL USES	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	
SOURCE(S)							
106 - Measure S 2014	\$ -	\$ 150,000				\$ 150,000	
TOTAL FUNDS	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	

PA1901 - PINOLE VALLEY PARK SOCCER FIELD REHABILITATION							
Functional Area : Parks		Project Origin : Council Request				Priority Score : 33	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Project Start 7/1/2024		Estimated Completion 6/30/2025					
Description There are two soccer fields at Pinole Valley Park which are utilized on an annual basis, the Wright Avenue Soccer Field at the southerly end, and Savage Avenue Soccer Field at the northern end. Both fields are heavily used by soccer leagues and the general public. The Savage Avenue Soccer Field requires substantial rehabilitation which includes: upgrading the irrigation system and ongoing turf maintenance. Turf maintenance includes mowing, fertilizing, aeration, overseeding, and topdressing.							
							
History, Status, or Impact if Delayed This project has been delayed pending the development of a Park Master Plan (CIP Project# SS2401).							
General Plan Goals/Policies Goal CS.1, Goal CS.3, Policy CS 3.1, Policy GM.4.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
Planning		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Design							
Construction	\$ 180,000					\$ 180,000	
Contingency	\$ 20,000					\$ 20,000	
TOTAL USES	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
SOURCE(S)							
276 - Growth Impact Fees	\$ 200,000					\$ 200,000	
TOTAL FUNDS	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	

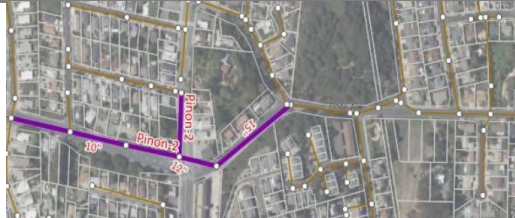
SS2407 - PRIVATE SEWER LATERAL PROGRAM							
Functional Area : Sanitary Sewer		Project Origin : Staff Recommendation				Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures To-Date	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Project Start 7/1/2024					Estimated Completion 6/30/2029		
Description Revolving fund to complete private sewer lateral improvements under a reimbursement agreement with residents. 							
History, Status, or Impact if Delayed This program will support the City's sewer collection system and treatment plant regulatory compliance through a reduction in flows from infiltration and inflow (I&I). I&I reduction will reduce treatment costs and may reduce the scope of or need for future capacity improvements.							
General Plan Goals/Policies Goals HS.2, Policy HS.2.5; Goal HS.7, Policy HS.7.6; Goal CC.2, Policy CC.2.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design							
Construction	\$ 150,000					\$ 150,000	
Contingency							
TOTAL USES	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 150,000					\$ 150,000	
TOTAL FUNDS	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	

SS2406 - WPCP SOLAR AND BATTERY							
Functional Area : Sanitary Sewer		Project Origin : Master Plan			Priority Score : 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	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design			\$ 170,000	\$ 170,000		\$ 340,000	
Construction				\$ 3,370,000		\$ 3,370,000	
Contingency				\$ 340,000		\$ 340,000	
TOTAL USES	\$ -	\$ -	\$ 170,000	\$ 3,880,000	\$ -	\$ 4,050,000	
SOURCE(S)							
500 - Sewer Enterprise Fund			\$ 170,000	\$ 3,880,000		\$ 4,050,000	
TOTAL FUNDS	\$ -	\$ -	\$ 170,000	\$ 3,880,000	\$ -	\$ 4,050,000	

SS2404 - WPCP BOILER REPLACEMENT							
Functional Area : Sanitary Sewer		Project Origin : End of Life Cycle			Priority Score : 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	

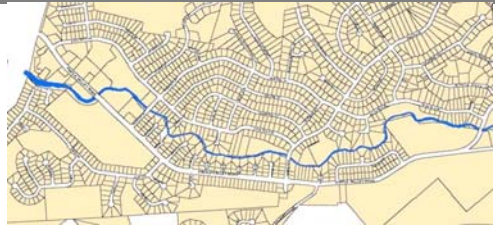
SS2203 - EFFLUENT OUTFALL							
Functional Area : Sanitary Sewer		Project Origin : Regulatory Requirement				Priority Score : 52	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 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
☐ 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	\$ 975,882.60	\$ 160,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,135,883
Project Start 7/1/2022					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	\$ 20,000					\$ 20,000	
Construction	\$ 71,283					\$ 71,283	
Contingency	\$ 68,717					\$ 68,717	
TOTAL USES	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 160,000	\$ -				\$ 160,000	
276 - Growth Impact Fees	\$ -						
TOTAL FUNDS	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 160,000	

SS2101 - SECONDARY CLARIFIER REHABILITATION							
Functional Area : Sanitary Sewer		Project Origin : End of Life Cycle				Priority Score : 46	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 425,000.00	\$ -	\$ -	\$ -	\$ -	\$ 425,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description The Water Pollution Control Plant (WPCP) has five secondary clarifiers which slow the flow to allow the microorganisms and other solids to settle to the bottom of the clarifier where they can be returned to aeration tanks to continue treating waste.							
							
History, Status, or Impact if Delayed Secondary Clarifiers 1 and 2 (SC1 and SC 2) were constructed in the early 1970s and are peripheral feed clarifiers. Secondary Clarifiers 3 and 4 (SC 3 and SC 4) were constructed in the early 1980s and are center feed clarifiers. Secondary Clarifier 5 (SC 5) was constructed in early 2000 and is a center feed, flocculator clarifier. In the first quarter of FY 2022-23, a preliminary inspection of the center column of the SC 5 was completed to examine the current condition and determine the scope of work for rehabilitation. In the second quarter of FY 2022-23, it was determined that SC 3 & SC 4 also require rehabilitation. Previously, this project was titled, "Secondary Clarifier - Center Column Rehabilitation" which only focused on the rehabilitation work required for SC 5.							
General Plan Goals/Policies Goal CS.1, Goal CS.6, Policy CS.6.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Design							
Construction SC 5	\$ 315,000					\$ 315,000	
Construction SC 3, SC 4	\$ 67,500					\$ 67,500	
Contingency	\$ 42,500					\$ 42,500	
TOTAL USES	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 425,000					\$ 425,000	
TOTAL FUNDS	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000	

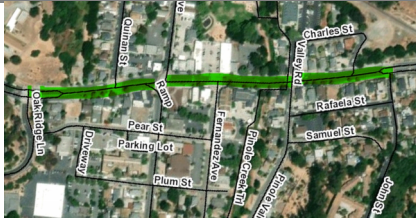
SS2002 - WATER POLLUTION CONTROL PLAN LAB REMODEL							
Functional Area : Sanitary Sewer		Project Origin : Regulatory Requirement			Priority Score : 49		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole - Hercules WPCP. The 2019 ELAP inspection results indicated the lab apparatus, countertops, and the fume hood are past their useful life and recommended replacement.							
							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Policy GM.4.1, Goal CS.1, Policy CS.2.6							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 6,000					\$ 6,000	
Construction	\$ 85,000					\$ 85,000	
Contingency	\$ 9,000					\$ 9,000	
TOTAL USES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 100,000					\$ 100,000	
TOTAL FUNDS	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	

SS1702 - SEWER PUMP STATION REHABILITATION							
Functional Area : Sanitary Sewer		Project Origin : End of Life Cycle			Priority Score : 50		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☒ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 100,000.00	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ 7,300,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description							
The City owns and operates two lift stations to convey flow from low lying areas to high elevations where the flow continues by gravity to the wastewater treatment plant. Both pump stations have reached the end of their useful life and need to be rehabilitated. The two pump stations are located on San Pablo Ave. and Hazel St. In FY 2019/20, this project was renamed to include both pump stations. Previously, this project was titled, "Hazel Street Sewer Pump Rehabilitation." This project also includes the San Pablo Lift Station Force Main, approximately 640 feet of existing 6-inch will be replaced with 8-inch diameter force main.							
History, Status, or Impact if Delayed							
The City recently completed a Sanitary Sewer Master Plan. In the first fiscal year of construction, the Hazel Street Lift Station will be replaced, followed by the replacement of the San Pablo Ave. Lift Station. The Hazel Street Lift Station will be replaced in coordination with RO2301.							
General Plan Goals/Policies							
Policy GM.4.1, Goal CS.6, Policy CS.6.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning	\$ 100,000					\$ 100,000	
Design		\$ 230,000	\$ 370,000			\$ 600,000	
Construction		\$ 2,300,000	\$ 3,700,000			\$ 6,000,000	
Contingency		\$ 230,000	\$ 370,000			\$ 600,000	
TOTAL USES	\$ 100,000	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ 7,300,000	
SOURCE(S)							
500 - Sewer Enterprise Fund	\$ 100,000	\$ 2,760,000	\$ 4,440,000			\$ 7,300,000	
TOTAL FUNDS	\$ 100,000	\$ 2,760,000	\$ 4,440,000	\$ -	\$ -	\$ 7,300,000	

SW2401 - STORM DRAIN CREEK DISCHARGE IMPROVEMENTS							
Functional Area : Stormwater		Project Origin : End of Life Cycle			Priority Score :		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation ☐ Expansion ☐ Renovation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 120,000.00	\$ 120,000	\$ 120,000	\$ 120,000.00	\$ 120,000.00	\$ 600,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description Condition assessments have identified a number of storm drain pipelines that are structurally deteriorated and failing where they discharge into Pinole Creek. A systematic rehabilitation or replacement of failing storm drain infrastructure will be prioritized as part of the Storm Drain Master Plan.							
							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.7, Policy CS.7.1; Goals OS.1, Policy OS.1.2; Goal CC.2, Policy CC.2.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	
Construction	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 450,000	
Contingency	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	
TOTAL USES	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000	
SOURCE(S)							
106 - Measure S 2014	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000	
TOTAL FUNDS	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000	

SW2001 - ROBLE ROAD STORM DRAINAGE IMPROVEMENTS							
Functional Area : Stormwater		Project Origin : Staff Recommendation				Priority Score : 33	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ -	\$ 700,000.00	\$ -	\$ -	\$ -	\$ -	\$ 700,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description The existing system appears to have capacity issues at Roble Ave. and Encina Ave. that warrant review and upgrade. This project will assess the collection system for capacity and hydraulic profile and upgrade the system as necessary. 							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Policy GM.4.1, Goal CS.7, Policy CS.7.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 135,000					\$ 135,000	
Construction	\$ 500,000					\$ 500,000	
Contingency	\$ 65,000					\$ 65,000	
TOTAL USES	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000	
SOURCE(S)							
106 - Measure S 2014	\$ 700,000					\$ 700,000	
TOTAL FUNDS	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000	

RO2404 - CROSSWALK TENNENT AVE AT PRUNE ST							
Functional Area : Streets & Roads		Project Origin : Council Request				Priority Score : 65	
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	\$ -	\$ -	\$ -	\$ 50,000
Project Start 7/1/2025			Estimated Completion 6/30/2025				
Description							
High visibility crosswalks Tennent Ave at Prune St							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CS.10, Policy CS.10.2; Goal SE.8, Policy SE.8.8; Goal HS.6, Policy HS.6.1; Goal CE.4; Goal CS.2, Policy CS.2.6							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design		\$ 5,000				\$ 5,000	
Construction		\$ 45,000				\$ 45,000	
Contingency							
TOTAL USES	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	
SOURCE(S)							
106 - Measure S 2014		\$ 50,000				\$ 50,000	
TOTAL FUNDS	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	

RO2403 - OLD TOWN TRAFFIC CALMING							
Functional Area : Streets & Roads		Project Origin : Council Request			Priority Score : 58		
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	\$ -	\$ -	\$ 570,000	\$ -	\$ -	\$ -	\$ 570,000
Project Start 7/1/2025			Estimated Completion 6/30/2026				
Description Assess feasibility of and alternatives for, and design and construct traffic calming measures on San Pablo Avenue between John St and Oak Ridge Rd. Consider addition of overhead decorative lighting on San Pablo Ave in the Old Town Area.							
							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal GM.2, Policy GM.3.3, Policy GM.3.7; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CE.4, Policy CE.4.5; Goal CE.5; Goal CS.10, Policy CS.10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning		\$ 20,000				\$ 20,000	
Design		\$ 35,000				\$ 35,000	
Construction		\$ 465,000				\$ 465,000	
Contingency		\$ 50,000				\$ 50,000	
TOTAL USES	\$ -	\$ 570,000	\$ -	\$ -	\$ -	\$ 570,000	
SOURCE(S)							
325 - City Street Improvements		\$ 55,000				\$ 55,000	
Unfunded		\$ 515,000				\$ 515,000	
TOTAL FUNDS	\$ -	\$ 570,000	\$ -	\$ -	\$ -	\$ 570,000	

RO2402 - SIDEWALK REHABILITATION PROGRAM							
Functional Area : Streets & Roads		Project Origin : Staff Recommendation				Priority Score : 49	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
☐ Expansion ☒ Renovation							
Estimated Expenditures to-date		\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
This project involves removing barriers to accessibility for persons using wheelchairs or other personal assistance devices and improving pedestrian accessibility and safety by reconstructing or upgrading curb ramps at various locations throughout the City.							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CE.4, Policy CE.4.5; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CS.2, Policy CS.2.6; Goal CS.10, Policy CS 10.2; Goal H.3, Policy H.3.1; Goal GM.3, Policy GM.3.7; Goal HS.6, Policy HS.6.1							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design							
Construction	\$ 135,000					\$ 135,000	
Contingency	\$ 15,000					\$ 15,000	
TOTAL USES	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
SOURCE(S)							
106 - Measure S 2014	\$ 150,000					\$ 150,000	
TOTAL FUNDS	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	

RO2401 - ROAD MAINTENANCE REPAIRS							
Functional Area : Streets & Roads		Project Origin : Staff Recommendation			Priority Score : 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 FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ -						
Construction	\$ 320,000	\$ 320,000	\$ 320,000	\$ 320,000	\$ 320,000	\$ 1,600,000	
Contingency	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	
TOTAL USES	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000	
SOURCE(S)							
105 - Measure S 2006	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000	
TOTAL FUNDS	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000	

RO2303 - PINOLE SMART SIGNALS							
Functional Area : Streets & Roads			Project Origin : Staff Recommendation			Priority Score : 33	
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
X	New		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	
	Replacement						
	Land/Row Acq. Required						
	Rehabilitation						
Estimated Expenditures to-date		\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
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 of \$154,302 was paid in FY 2023/24. A contingency is budgeted for potential obligations for changes in construction that may be requested by the City.							
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		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Design							
Construction							
Contingency	\$ 100,000					\$ 100,000	
TOTAL USES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
SOURCE(S)							
106 - Measure S 2014	\$ 100,000					\$ 100,000	
TOTAL FUNDS	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	

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 ☐ 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	\$ -	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description Provide improvements on Brandt St. including application of pavement treatments based on type and severity of distresses on existing pavement. 							
History, Status, or Impact if Delayed							
General Plan Goals/Policies							
Goal CE.4, Goal CS.10, Policy CS.10.2, Policy GM.3.3, Goal CS.10							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design		\$ 30,000				\$ 30,000	
Construction		\$ 120,000				\$ 120,000	
Contingency		\$ 20,000				\$ 20,000	
TOTAL USES	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000	
SOURCE(S)							
100 - General Fund		\$ 170,000				\$ 170,000	
TOTAL FUNDS	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000	

RO2102 - TENNENT AVE REHABILITATION							
Functional Area : Streets & Roads		Project Origin : Pavement Management Program			Priority Score : 43		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ 37,805.00	\$ 20,000.00	\$ 735,000	\$ -	\$ -	\$ -	\$ 792,805
Project Start 7/1/2024					Estimated Completion 6/30/2025		
Description							
The construction impacts from the WPCP upgrade project resulted in pavement deterioration. This project will rehabilitate Tennent Ave. from San Pablo Ave. to WPCP. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.							
History, Status, or Impact if Delayed							
In preparation of this project, the City retained a consultant to perform internal CCTV on this section of roadway. The inspection was completed in early 2021. Coordinating collection system improvements with street resurfacing projects ensures that sewer improvements are made prior to the resurfacing so that manholes and valve covers may be properly realigned, and repairs and replacements are made in a cost-effective manner. This also avoids cutting and patching recently paved streets. The City of Hercules will reimburse \$86,430 for this project. In addition, this project is being coordinated with RO1902 for efficient implementation.							
General Plan Goals/Policies							
Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 20,000	\$ 80,000				\$ 100,000	
Construction		\$ 623,000				\$ 623,000	
Contingency		\$ 32,000				\$ 32,000	
TOTAL USES	\$ 20,000	\$ 735,000	\$ -	\$ -	\$ -	\$ 755,000	
SOURCE(S)							
200 - Gas Tax		\$ 381,082				\$ 381,082	
500 - Sewer Enterprise Fund	\$ 20,000	\$ 87,411				\$ 107,411	
325 - City Street Improvements		\$ 266,507				\$ 266,507	
TOTAL FUNDS	\$ 20,000	\$ 735,000	\$ -	\$ -	\$ -	\$ 755,000	

RO2101 - ARTERIAL REHABILITATION							
Functional Area : Streets & Roads		Project Origin : Pavement Management Program			Priority Score : 37		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ 58,480.00	\$ 1,990,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,048,480
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description The project is currently in the design phase and aims to maximize the funding available to complete rehabilitation work beginning at the southern city limit on Pinole Valley Road to the bridge west of Savage Ave. The project will include replacement, modification, or installation of a ADA compliant curb ramps, road rehabilitation, and striping. 							
History, Status, or Impact if Delayed Based on the 2019 P-TAP report, various segments were recommended for treatment by StreetSaver®. The recommendations were further validated through a comparative pavement analysis and coring samples to explore additional treatment options which are not discussed in the P-TAP report. This will allow the City to optimize the available funding. The section of roadway selected based on the analysis was Pinole Valley Road from the southern city limits.							
General Plan Goals/Policies Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 10,000					\$ 10,000	
Construction	\$ 1,800,000					\$ 1,800,000	
Contingency	\$ 180,000					\$ 180,000	
TOTAL USES	\$ 1,990,000	\$ -	\$ -	\$ -	\$ -	\$ 1,990,000	
SOURCE(S)							
200 - Gas Tax	\$ 1,095,000					\$ 1,095,000	
377 - Arterial Streets Rehabilitation	\$ 895,000					\$ 895,000	
TOTAL FUNDS	\$ 1,990,000	\$ -	\$ -	\$ -	\$ -	\$ 1,990,000	

RO1902 - PEDESTRIAN IMPROVEMENTS AT TENNENT AVE. NEAR RXR							
Functional Area : Streets & Roads		Project Origin : Staff Recommendation			Priority Score : 50		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☒ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation		Year 1 FY 2024-25	Year 2 FY 2025-26	Year 3 FY 2026-27	Year 4 FY 2027-28	Year 5 FY 2028-29	
Estimated Expenditures to-date	\$ 55,300.00	\$ 515,000.00	\$ 905,000	\$ -	\$ -	\$ -	\$ 1,475,300
Project Start 7/1/2024			Estimated Completion 6/30/2025				
Description In 2018, the East Bay Regional Park District completed a trail link to connect Pinole Shores Regional Shoreline to Bayfront Park trail. There remains one very small gap on Tennent Ave. from Bayfront Park to Railroad Ave. Improvements to Tennent Ave. at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians. Since project inception, the scope of work has evolved to include improvements that would maximize parking on Railroad Avenue for park users. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.							
							
History, Status, or Impact if Delayed WCCTAC held its STMP Call for Projects in 2018 which committed \$100k in funding for preliminary engineering from the 2006 STMP program for this project. City staff also submitted an OBAG 3 application in July 2022 to compete for funding for this project. If awarded, the City will need a match of \$345k.							
General Plan Goals/Policies Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2							
Summary of Capital Cost							
USE(S)	Budget FY 2024-25	Projected Budget				Project Estimate FY 2024 - 2029	
		FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29		
Planning							
Design	\$ 45,000					\$ 45,000	
Construction	\$ 425,000	\$ 825,000				\$ 1,250,000	
Contingency	\$ 45,000	\$ 80,000				\$ 125,000	
TOTAL USES	\$ 515,000	\$ 905,000	\$ -	\$ -	\$ -	\$ 1,420,000	
SOURCE(S)							
325 - Grant: STMP Fees	\$ 51,000	\$ 99,000				\$ 150,000	
215 - Grant: OBAG	\$ 464,000	\$ 556,000				\$ 1,020,000	
106 - Measure S 2014		\$ 250,000				\$ 250,000	
TOTAL FUNDS	\$ 515,000	\$ 905,000	\$ -	\$ -	\$ -	\$ 1,420,000	

RO1710 - SAN PABLO AVENUE BRIDGE OVER BNSF RAILROAD							
Functional Area : Streets & Roads		Project Origin : End of Life Cycle			Priority Score : 55		
Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate FY 2024 - 2029
☐ 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	\$ 1,169,005.00	\$ 1,915,894.00	\$ 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	Projected Budget				Project Estimate	
	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2024 - 2029	
Project Management	\$ 133,579	\$ 4,150,000				\$ 4,283,579	
Planning & Design	\$ 1,782,315					\$ 1,782,315	
Construction	-	\$ 24,650,000				\$ 24,650,000	
Contingency	-						
TOTAL USES	\$ 1,915,894	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,715,894	
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	\$ 241,732					\$ 241,732	
Unfunded		\$ 28,800,000				\$ 28,800,000	
TOTAL FUNDS	\$ 1,915,894	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,715,894	

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:



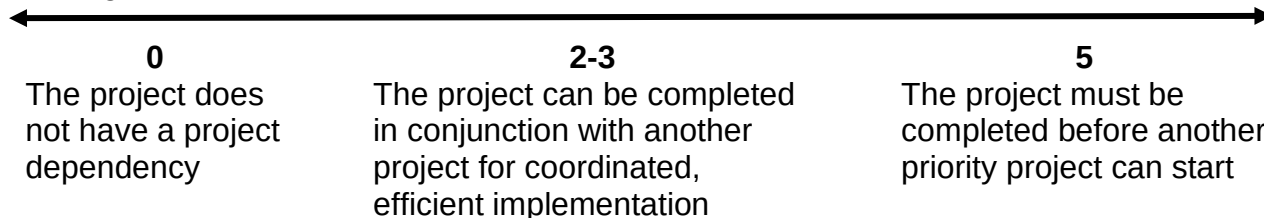
0	2-3	5
The project does not impact the health and/or safety of the community	The project addresses a serious health and/or safety issue that has a limited impact or addresses a less-serious issue but serves the health and or safety of the broader community	The project directly addresses a serious health 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?

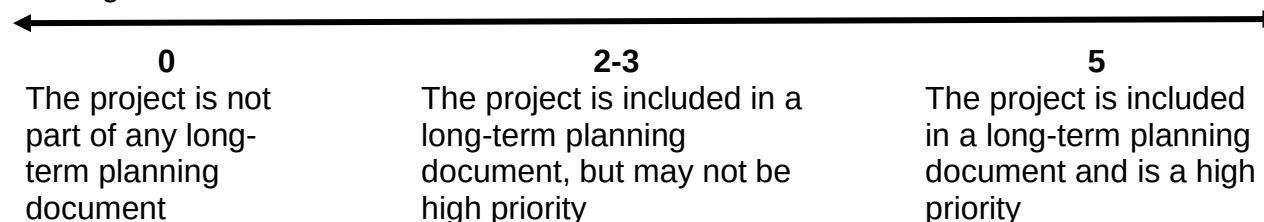
Scoring scale:



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?

- c. Will the proposed project address a facility that is outdated or exceeded its useful life?
- d. Is the proposed project supported by a life cycle analysis of repair versus replacement and a master plan for that type of asset?

Scoring scale:

		
0	2-3	5
The project maintains existing infrastructure at current service levels	The project extends the service life of an existing asset or adds new infrastructure to support growth	The project addresses existing infrastructure which has reached the end of its useful life and is supported by a life cycle analysis of repair vs. replacement

6. **Operating Budget Impact** – Some proposed projects may impact the operating budget for the next few years or for the life of the facility. Some proposed projects can offer cost savings or revenue generation opportunities. The score should be based on answers to the following questions:

- a. Will the proposed project require additional personnel to operate?
- b. Will the proposed project require additional annual maintenance?
- c. Will the proposed project require additional equipment not included in the project budget?
- d. Will the proposed project reduce staff time and City resources thereby resulting in a positive impact on the operational budget?
- e. Are there cost savings or revenue generation opportunities as a result of the efficiency of the proposed project?

Scoring scale:

		
0	2-3	5
The project will have a negative impact on the budget. It will require additional money to operate	The project will not impact the operating budget as it is cost/revenue neutral	The project will have a positive impact on the budget. It will result in significant savings in staff time, materials, or offer revenue generation

7. **Quality of Life** – Projects that provide widespread economic prosperity, recreational and cultural activities, environmental benefits, beautify Pinole, and attract new residents and visitors. The score should be based on answers to the following example questions:

- a. Does the proposed project help to create a beautiful and clean community?
- b. Does the proposed project encourage participation in recreational and cultural activities?
- c. Does the proposed project attract new residents, businesses, or visitors?
- d. Does the proposed project increase environmental stewardship?



CITY COUNCIL REPORT

12.A.

DATE: JUNE 18, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: ERIC CASHER, CITY ATTORNEY
SUBJECT: DISCUSSION OF PROCESS FOR ESTABLISHING THE OFFICE OF ELECTED MAYOR

RECOMMENDATION

Receive Report and Provide Direction

BACKGROUND

At the May 21, 2024 City Council meeting, the Council approved Councilmember Murphy's request for a future agenda item and staff presentation on the process for establishing an elected mayor in the City of Pinole.

The City of Pinole's City Council is currently comprised of five (5) members elected at large to four-year terms. The position of Mayor is rotated among the City Council on a yearly basis. The Council has a long-standing tradition of prioritizing the council member who received the highest number of votes in the prior election to serve in the role of Mayor. The process for setting the Mayoral rotation schedule was adopted by City Council in Resolution 2010-87, and is based on the number of votes received by each member in the prior election.

REVIEW AND ANALYSIS

Procedural Requirements

California Government Code Sections 34900 et seq. sets forth the requirements for establishing an elected Mayor. The Government Code requires the position of elected mayor to be established through a voter-approved ballot measure. Section 34900 provides that at any general municipal election the city council may submit to the electors the question of whether electors shall thereafter elect a mayor and four city council members and whether the mayor shall serve a two-year or four-year term. The provisions of Code Section 34901 control the form of the ballot measure. It states the questions printed on the ballot should read:

"Shall the electors elect a mayor and four city council members?"

"Shall the term of office of mayor be two years?"

"Shall the term of office of mayor be four years?"

The words "Yes" and "No" and "two years" and "four years" shall be so printed on the ballots

that the voters may express their choice. The term of office of mayor shall be that preferred by a majority of those voting on the proposition.

The provisions of Code Section 34902 set forth procedures for designating a council seat as the mayor's seat and filling of that seat by subsequent election. If a majority of the votes cast are in favor of an elective office, one seat on the council is designated as the office of the mayor at the next general municipal election held in the city.

In order to initiate the process of transitioning to an elected mayor, the City Council must adopt a resolution calling for a measure to be added to the November 5, 2024 ballot. Submission of the ballot measure to the County must occur at least eighty eight (88) days prior to the election, or no later than August 9, 2024. The ballot measure would then be published and filed with the County.

Powers of Elected Mayor

An elected mayor is a member of the City Council and has all the powers and duties of a member of the City Council. For the most part, an elected mayor has the same powers as an appointed mayor. State law designates some additional powers of elected mayors in general law cities.

An appointed or "selected" mayor has powers and duties that include presiding at City Council meetings, administering oaths and affirmations and certifying affidavits and/or acknowledging documents which are executed by the City and required to be acknowledged, and directing a sufficient number of peace officers to attend public meetings at which in his or her opinion a breach of peace could occur.

The only additional power a general law city elected mayor is afforded is the power to make appointments to boards, commissions, and committees, subject to the approval of the City Council. Furthermore, an elected mayor may collect a salary in addition to the salary established for council members if approved by the electorate or by ordinance adopted by the City Council.

Neighboring City Elected Mayors

There are a few cities in Contra Costa County with elected mayors. The charter of the City of Richmond has an elected mayor whose duties include making appointments and removals from all city boards and commissions subject to council approval, preparing an annual budget for submission to the council, and publishing an annual report regarding the affairs of the city. Additionally, the City of San Ramon has an elected mayor, who is compensated more than the rest of the council and afforded the same benefits as city employees. The City of Brentwood, California also has an elected mayor.

FISCAL IMPACT

The estimated cost to place one ballot measure on the November 5, 2024 ballot is \$30,000. Additional costs from staff time, consultants, and legal experts may be incurred during the

process however the exact fiscal impact is unknown at this time.

ATTACHMENTS

A. 2010-87 CC Reso Reaffirming Mayoral Rotation Schedule

RESOLUTION 2010-87
PROCEDURES FOR SELECTING MAYOR & MAYOR PRO TEM
REAFFIRMATION OF THE MAYORAL ROTATION SCHEDULE APPROVED IN 2003

WHEREAS, the City Council of the City of Pinole adopted Resolution 3211 on February 6, 1996 concerning the procedure for selecting the Mayor and the Mayor Pro Tempore; and:

WHEREAS, the City Council of the City of Pinole adopted Resolution 3285 on December 17, 1996, concerning the procedure for selecting the Mayor and the Mayor Pro Tempore; and

WHEREAS, the City Council of the City of Pinole adopted Resolution 109-2000 on February 15, 2000, concerning the procedure for selecting the Mayor and the Mayor Pro Tempore; and

WHEREAS, the City Council of the City of Pinole adopted Resolution 179-2003, amending the procedure for selecting the Mayor and the Mayor Pro Tempore; and

WHEREAS, the City Council of the City of Pinole adopted a minute order action on January 19, 2009 concerning the procedure for selecting the Mayor and the Mayor Pro Tempore; and

WHEREAS, the City Council of the City of Pinole intends to adopt a single resolution to ratify the actions and reaffirm the former procedure (Resolution 109-2000) for selection of the Mayor and Mayor Pro Tempore;

NOW, therefore, the City Council of the City of Pinole does hereby resolve as follows:

It is in the best interest of the City of Pinole that the councilmembers that shall serve as Mayor and Mayor Pro Tempore are selected by the City Council annually according to a system of succession that permits the Mayor and Mayor Pro Tempore to gain sufficient experience prior to assuming their respective offices. It is appropriate to base such succession on rotation, seniority and election results in accordance with the following:

1. Mayoral List. The City Clerk shall maintain a Mayoral List in accordance with this Resolution. The City Clerk shall update the Mayoral List for Council affirmation, following each council election and council vacancy that occurs. The Mayoral List in effect as of the adoption date of this Resolution is attached as Exhibit A to this Resolution.
2. Succession Generally. When a position on the Mayoral List is vacated for any reason, except as otherwise provided in this Resolution, the next councilmember listed on the Mayoral List shall succeed to the vacant position in accordance with the Mayoral List and this Resolution.
3. Succession to Mayor. When the office of Mayor is vacated for any reason, the Mayor Pro Tempore listed on the then-current Mayoral List shall succeed to the office of Mayor.
4. Succession to the Office of Mayor Pro Tempore. When the office of Mayor Pro-tempore is vacated for any reason, the next councilmember listed on the then-current Mayoral List shall succeed to the office of Mayor Pro Tempore.

5. Placement of the Outgoing Mayor on the Mayoral List. The name of the outgoing Mayor shall be placed at the end of the Mayoral List, unless the outgoing Mayor is re-elected (in that election year), in which case, Section 6 shall apply.

6. Placement of Newly Elected Councilmembers on the Mayoral List. The names of the highest vote getters among newly elected councilmembers (incumbent or non-incumbent) shall be placed on the Mayoral List after incumbent councilmembers in order of most votes received, but before the outgoing Mayor unless the outgoing mayor is re-elected at the same election, in which case the outgoing Mayor shall also be placed on the list in order of votes received.

7. Placement on the Mayoral List of Non-Incumbent Councilmembers Newly Elected or Appointed to Fill Vacancies. Non-incumbent councilmembers newly elected or appointed to fill vacancies on the City Council shall be placed last on the Mayoral List, ~~but above the outgoing Mayor, if any,~~ at the time the vacancy is filled.

8. Councilmembers' Right to Decline the Offices of Mayor and Mayor Pro Tempore. Councilmembers may decline to succeed to the office of Mayor or Mayor Pro Tempore pursuant to the Mayoral List and this Resolution. When a councilmember so declines to succeed to such office, such office shall pass to the next councilmember listed on the Mayoral List that is eligible pursuant to this Resolution to succeed to such office. The names of councilmembers that so decline to succeed to the office of Mayor or Mayor Pro Tempore shall be placed on the Mayoral List immediately following the name of the councilmember that succeeds to such office, notwithstanding any other provision of this Resolution.

9. Removal of Mayor by Council Vote. Councilmembers that have succeeded to the office of Mayor in accordance with the Mayoral List and this Resolution may be removed from that office by a majority vote of the full Council. Such removed Mayor shall be treated the same as an outgoing Mayor for purposes of the Mayoral List and this Resolution.

This resolution supercedes Resolutions 3211 and 3285, 109-2000, and 179-2003, and any prior minute order actions, which are hereby repealed and of no further force or effect.

THE FOREGOING RESOLUTION WAS ADOPTED this 19th day of **October 2010**, by the following vote:

AYES:	COUNCILMEMBERS:	Banuelos, Fujita, Long, Murray, Swearingen
NOES:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None



Patricia Athenour, MMC
City Clerk

EXHIBIT A to Resolution 2010-87
MAYOR ROTATION LIST
October 19, 2010

Current Status

<u>LONG</u> (2 nd place vote recipient in Feb 08 Vacancy /Recall Election)	<u>SWEARINGEN</u> (2 nd highest vote recipient in Nov 4, 2008 Election- 1 time switch with Murray per 1/13/2009 minute order)	<u>MURRAY</u> (Outgoing Mayor in 12/2008, & highest vote recipient in Nov 4, 2008 Election)	<u>FUJITA</u> Served ½ year term as Mayor in May 2008, when Horton resigned as Mayor	<u>BANUELOS</u> Appointed August 18, 2008, fill vacancy from Horton's Council resignation 7/21/08
December 2009-2010	December 2010-2011	December 2011 - 2012	December 2011-2012	December 2012-2013

POST NOVEMBER 2, 2010 ELECTION

<u>SWEARINGEN</u> (2 nd highest vote recipient in Nov 4, 2008 Election- 1 time switch with Murray per 1/13/2009 minute order)	<u>MURRAY</u> (Outgoing Mayor in 12/2008, & highest vote recipient in Nov 4, 2008 Election)	<u>New member</u> Highest vote getter in 2010 election Term Dec 2010-Dec 2014	<u>New member</u> 2 nd Highest vote getter in 2010 Election Term Dec 2010-Dec 2014	2 NEWLY ELECTED MEMBERS FROM NOVEMBER 2012 ELECTION ADDED TO CHART FOR ROTATION BEGINNING DECEMBER 2014	<u>New member</u> 3 rd Highest vote getter in 2010 election – will never ascend to Mayor unless re-elected in Nov 2012 as 1 st or 2 nd highest Term Dec 2010-Dec 2014
December 2010-2011	December 2011 - 2012	December 2012-2013	December 2013-2014		December 2014-2015