

**CORONAVIRUS ADVISORY
INFORMATION:**

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CITY COUNCIL

Norma Martínez-Rubin, Mayor
Vincent Salimi, Mayor Pro Tem
Devin Murphy, Council Member
Anthony Tave, Council Member
Maureen Toms, Council Member

**PINOLE CITY COUNCIL
MEETING AGENDA**

**TUESDAY
NOVEMBER 2, 2021
VIA ZOOM TELECONFERENCE**

6:00 P.M.

DUE TO THE STATE OF CALIFORNIA'S DECLARATION OF EMERGENCY – THIS MEETING IS BEING HELD PURSUANT TO
AUTHORIZATION FROM GOVERNOR NEWSOM'S EXECUTIVE ORDERS – CITY COUNCIL AND COMMISSION MEETINGS
ARE NO LONGER OPEN TO IN-PERSON ATTENDANCE.

How to Submit Public Comments:

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.

To Participate in Public Comment During the Meeting:

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.
- 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.

WAYS TO WATCH THE MEETING

LIVE ON CHANNEL 26. They are retelecast the following Thursday at 6:00 p.m. The Community TV Channel 26 schedule is published on the city's website at www.ci.pinole.ca.us.

VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE, www.ci.pinole.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 Iopu at (510) 724-8928 or hiopu@ci.pinole.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.pinole.ca.us. You may also contact the City Clerk via e-mail at hiopu@ci.pinole.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

1. United Against Hate Week

B. Presentations / Recognitions

None

8. 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 Meeting of October 9, 2021

B. [Receive the October 16, 2021 – October 29, 2021 List of Warrants in the Amount of \\$951,973.66 and the October 29, 2021 Payroll in the Amount of \\$.445,266.70](#)

- C. Resolution Confirming Continued Existence of Local Emergency [**Action: Adopt Resolution per Staff Recommendation (Casher)**]
- D. Receive the Quarterly Investment Report for the First Quarter Ending September 30, 2021 [**Action: Receive Report per Staff Recommendation (Guillory)**]
- E. Receive the Fiscal Year (FY) 2021-22 First Quarter Financial Report [**Action: Receive Report per Staff Recommendation (Guillory)**]
- F. Receive the Quarterly Report on Implementation of the Strategic Plan for Fiscal Year (FY) 2021-22 First Quarter [**Action: Receive Report (Murray)**]
- G. Fiscal Year (FY) 2021/22 First Quarter Report on Implementation of Capital Improvement Plan (CIP) Projects [**Action: Receive Report per Staff Recommendation (Kaur)**]
- H. Placement of Liens for Delinquent Unpaid Waste Collection Charges Falling Delinquent Between May 2021 & August 2021, Considered at an Administrative Hearing on October 7, 2021 [**Action: Adopt Resolution per Staff Recommendation (Iopu)**]
- I. Award Construction Contract for the San Pablo Avenue Rehabilitation Project (CIP Project # RO1801) [**Action: Adopt Resolution per Staff Recommendation (Kaur)**]
- J. Resolution Directing Staff to Suspend Collection of the Building Permit Fees From November 3, 2021 Through April 30, 2022 [**Action: Adopt Resolution per Staff Recommendation (Guillory)**]
- K. Approve and Authorize the City Manager to Execute a Settlement Agreement Between the City of Pinole and Police Department Employees [**Action: Adopt Resolution per Staff Recommendation (De La Rosa)**]

9. 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.

None

10. OLD BUSINESS

- A. Plans for Annual Holiday Tree Lighting Event in 2021 [**Action: Discuss and Provide Direction per Staff Recommendation (De La Rosa)**]
- B. Update on Measure X And the County Fire Chiefs' Request for Funding for Fire and Emergency Services [**Action: Receive Report (Wynkoop)**]

11. NEW BUSINESS

None

12. 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

13. ADJOURNMENT to the Special City Council Workshop of November 6, 2021 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, on the City's website, not less than 72 hours prior to the meeting date set forth on this agenda.

POSTED: October 28, 2021 at 4:00 P.M.

Heather Iopu, CMC
City Clerk



City of Pinole, CA

8B WARRANT LISTING By Vendor Name

Payment Dates 10/16/2021 - 10/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 3SI00 - 3SI SECURITY SYSTEMS INC					
INV933401	97412	10/22/2021	100-222-42514	TRACKING SERVICE	228.00
Vendor 3SI00 - 3SI SECURITY SYSTEMS INC Total:					228.00
Vendor: 4LE00 - 4LEAF, INC.					
J3681A8	97413	10/22/2021	100-231-42101	FIRE INSPECTION SERVICE AUG 2021	16,800.00
J3681A9	97413	10/22/2021	100-231-42101	FIRE INSPECTION SERVICES SEPT 2021	17,640.00
J1909A40	97413	10/22/2021	212-462-42101	BLDG INSPECTOR III/PERMIT TECHNICIAN SEPT 2021	26,210.06
Vendor 4LE00 - 4LEAF, INC. Total:					60,650.06
Vendor: 1748 - AERZEN USA CORP					
SEPCM-21-00217	97414	10/22/2021	500-641-42107	SALES RETURN ITEM CORRECTION SRO-21-000069	-245.00
SEPI-21-004611	97414	10/22/2021	500-641-42107	ONSITE PM BLOWER SERVICE AND PARTS	546.32
SEPI-21-004612	97414	10/22/2021	500-641-42107	ONSITE PM BLOWER SERVICE AND PARTS	5,600.00
Vendor 1748 - AERZEN USA CORP Total:					5,901.32
Vendor: AIR10 - AIRGAS USA, LLC					
9983273554	97415	10/22/2021	100-231-42107	FD RENT CYL MED LARGE AIR	91.00
Vendor AIR10 - AIRGAS USA, LLC Total:					91.00
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
5025519 100621	97416	10/22/2021	500-641-42201	WWTP DRINKING WATER SERVICE 9/21/21	157.23
5025531 100621	97416	10/22/2021	100-343-44306	CORP YARD DRINKING WATER SERVICE SEPT 2021	103.21
Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:					260.44
Vendor: 2171 - ALIQUOT ASSOCIATES, INC					
21749	97456	10/29/2021	750-463-42101	PLAT REVISIONSSAN PABLO AVE	1,084.35
Vendor 2171 - ALIQUOT ASSOCIATES, INC Total:					1,084.35
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
4601C	97457	10/29/2021	100-345-42108	PV/FERNANDEZ PARK BIMONTHLY PEST CONTROL	250.00
Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:					250.00
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
093021 860022857	97417	10/22/2021	100-222-44410	PD UNIFORM SERVICE AUG/SEP 2021	68.46
093021 86015970	97417	10/22/2021	100-343-44410	CORP YARD UNIFORM SERVICE SEPT 2021	1,805.30
093021 939388000	97417	10/22/2021	100-231-42107	WPCP/SENIOR CENTER/FD UNIFORM SERVICE SEPT 2021	264.90
093021 939388000	97417	10/22/2021	209-552-43804	WPCP/SENIOR CENTER/FD UNIFORM SERVICE SEPT 2021	422.94
093021 939388000	97417	10/22/2021	500-641-44410	WPCP/SENIOR CENTER/FD UNIFORM SERVICE SEPT 2021	1,712.82
Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:					4,274.42
Vendor: ATT01 - AT&T					
000017154787	97419	10/22/2021	525-118-43101	MIS AT&T CALNET SERVICE 9/10-10/9/21	1,880.74
000017158305	97458	10/29/2021	525-118-43101	PW AT&T CALNET SERVICE 9/11-10/10/21	817.66

WARRANT LISTING

Payment Dates: 10/16/2021 - 10/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
000017158306	97458	10/29/2021	525-118-43101	ADMIN AT&T CALNET SERVICE 9/11-10/10/21	2,672.87
000017158307	97458	10/29/2021	525-118-43101	REC DEPT AT&T CALNET SERVICE 09/11-10/10/21	862.08
000017158308	97458	10/29/2021	525-118-43101	CDD AT&T CALNET SERVICE 9/11-10/10/21	237.39
000017158310	97458	10/29/2021	525-118-43101	EOC AT&T CALNET SERVICE 9/11-10/10/21	175.47
000017158833	97458	10/29/2021	525-118-43101	AP AT&T CALNET SERVICE 9/11- 10/10/21	210.64
0100017158299	97458	10/29/2021	525-118-43101	FD AT&T CALNET SERVICE 9/11- 10/10/21	784.82
312921943 093021	97418	10/22/2021	525-118-43101	PINOLE SWIM CENTER INTERNET OCT 2021	100.94
Vendor ATT01 - AT&T Total:					7,742.61
Vendor: 1144 - AXON ENTERPRISE, INC.					
INUS022072	97459	10/29/2021	100-221-42106	EVIDENCE.COM LICENSES/STORAGE	14,976.00
Vendor 1144 - AXON ENTERPRISE, INC. Total:					14,976.00
Vendor: BAY04 - BAY AREA BARRICADE SVC.					
0025630	97460	10/29/2021	500-641-44410	KNEE BOOT 13 ONGUARD	39.46
R-92822	97460	10/29/2021	325-342-47205	BARRICADE TYPE 1	2,012.03
R-92845	97460	10/29/2021	100-551-42515	WATER BARRIER	678.03
Vendor BAY04 - BAY AREA BARRICADE SVC. Total:					2,729.52
Vendor: ESP01 - BELINDA ESPINOSA					
102821	97461	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICARE REIMBURSEMENT	437.30
Vendor ESP01 - BELINDA ESPINOSA Total:					437.30
Vendor: 2093 - BEST BEST & KRIEGER LLP					
917439	97420	10/22/2021	100-116-42101	CALPERS SERVICES SEPT 2021	715.00
Vendor 2093 - BEST BEST & KRIEGER LLP Total:					715.00
Vendor: BOU01 - BOUND TREE MEDICAL, LLC					
84234632	97462	10/29/2021	100-231-42104	C4 MIDAZOLAM 5MG	84.92
Vendor BOU01 - BOUND TREE MEDICAL, LLC Total:					84.92
Vendor: 1654 - BRINK'S INCORPORATED					
11712474	97463	10/29/2021	100-115-42101	TRANSPORTATION SERVICE OCTOBER 2021	205.26
Vendor 1654 - BRINK'S INCORPORATED Total:					205.26
Vendor: CAL97 - CALIFORNIA BUILDING STANDARDS COMMISSION					
7/1-9/30/21 FEE REPORT	97421	10/22/2021	212-462-34211	BLDG STANDARDS ADMIN SPECIAL REVO FUND 7/1- 9/30/21	145.80
Vendor CAL97 - CALIFORNIA BUILDING STANDARDS COMMISSION Total:					145.80
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000016570493	97464	10/29/2021	100-117-41004	ANNUAL UNFUNDED ACCRUED LIABILITY PLAN ID 674	109,319.58
100000016570503	97464	10/29/2021	100-117-41004	ANNUAL UNFUNDED ACCRUED LIABILITY PLAN ID 675	128,085.42
100000016570511	97464	10/29/2021	100-117-41004	ANNUAL UNFUNDED ACCRUED LIABILITY PLAN ID 25716	234.00
100000016570520	97464	10/29/2021	100-117-41004	ANNUAL UNFUNDED ACCRUED LIABILITY PLAN ID 25717	691.33
100000016570527	97464	10/29/2021	100-117-41004	ANNUAL UNFUNDED ACCRUED LIABILITY PLAN ID 27205	429.50
Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:					238,759.83
Vendor: CAR30 - CAROLLO ENGINEERS INC					
0197268	97422	10/22/2021	500-641-42101	WPCP PLANT UPGRADE CM MARCH 2021	546.00
FB14901	97422	10/22/2021	500-641-42101	WPCP PLANT UPGRADE CM AUG 2021	819.00

WARRANT LISTING

Payment Dates: 10/16/2021 - 10/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
FB15583-8	97422	10/22/2021	500-642-47201	SANITARY SEWER COLLECTION SYSTEM MASTER PLAN	16,996.50
Vendor CAR30 - CAROLLO ENGINEERS INC Total:					18,361.50
Vendor: CCP03 - CCP INDUSTRIES					
IN02856329	97465	10/29/2021	100-343-44410	PREMIUM EAR MUFFS	224.93
IN02856715	97465	10/29/2021	100-343-44410	N95 MASKS/NITRILE POWDER FREE GLOVES	709.57
IN02857632	97423	10/22/2021	500-641-44410	NITRILE POWDER FREE EXAM GLOVES	565.15
IN02858066	97465	10/29/2021	100-343-44410	FLUORESCENT YELL/GRN JACKETS/PANTS	141.08
IN02858929	97465	10/29/2021	500-641-44305	KIMWIPES DELICATE TASK WPR	129.47
IN02858929	97465	10/29/2021	500-641-44306	KIMWIPES DELICATE TASK WPR	129.48
Vendor CCP03 - CCP INDUSTRIES Total:					1,899.68
Vendor: 2254 - CERRELL ASSOCIATES, INC.					
19022	97424	10/22/2021	100-111-42101	STRATEGIC COMMUNICATIONS AUG 2021	1,073.25
19056	97424	10/22/2021	100-111-42101	STRATEGIC COMMUNICATIONS SEPT 2021	5,197.25
Vendor 2254 - CERRELL ASSOCIATES, INC. Total:					6,270.50
Vendor: CIT08 - CITY MECHANICAL, INC					
74544	97466	10/29/2021	209-552-42108	SENIOR CENTER HVAC T&M SERVICE CALL	389.91
76125	97466	10/29/2021	100-343-47201	CITY HALL HVAC PROGRESS BILLING	4,500.00
76413	97466	10/29/2021	100-222-42108	SAFETY BLDG HVAC QUOTED	1,669.00
Vendor CIT08 - CITY MECHANICAL, INC Total:					6,558.91
Vendor: 1190 - CITY OF BERKELEY					
21-WPPPINOLE-0003	97467	10/29/2021	106-231-42301	PAYMENT 2 OF 3 FOR PINOLE FD RECRUITS FOR ACADEMY	15,000.00
Vendor 1190 - CITY OF BERKELEY Total:					15,000.00
Vendor: FAI04 - CITY OF FAIRFIELD					
4924	97468	10/29/2021	100-221-42511	RANGE USE FEES JUNE 2021	1,478.00
Vendor FAI04 - CITY OF FAIRFIELD Total:					1,478.00
Vendor: COM20 - COMCAST					
092321TINYTOTS	97425	10/22/2021	525-118-43101	TINY TOTS BUSINESS INTERNET 9/23-10/22/21	230.10
100121FD74	97425	10/22/2021	100-231-42201	FD STATION 74 BUSINESS INTERNET 10/4-11/3/21	110.15
100921FD	97425	10/22/2021	100-231-43105	FD BUSINESS CABLE 10/14- 11/13/21	10.67
Vendor COM20 - COMCAST Total:					350.92
Vendor: CON56 - CONCENTRA MEDICAL CENTERS					
72843954	97426	10/22/2021	100-116-42101	DOT PHYSICAL/RECERT	79.50
Vendor CON56 - CONCENTRA MEDICAL CENTERS Total:					79.50
Vendor: CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT					
704316	97427	10/22/2021	200-342-42101	TRAFFIC SIGNALL MAINTENANCE AUGUST 2021	4,268.16
704316	97427	10/22/2021	310-347-42101	TRAFFIC SIGNALL MAINTENANCE AUGUST 2021	474.24
704316	97427	10/22/2021	310-348-42101	TRAFFIC SIGNALL MAINTENANCE AUGUST 2021	158.08
Vendor CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT Total:					4,900.48
Vendor: CCC16 - CONTRA COSTA COUNTY SHERIFF'S OFFICE					
21-61	97428	10/22/2021	100-222-42101	L. COLLINS-WISCONSIN	485.00
Vendor CCC16 - CONTRA COSTA COUNTY SHERIFF'S OFFICE Total:					485.00

WARRANT LISTING

Payment Dates: 10/16/2021 - 10/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CON95 - CONTRA COSTA COUNTY TREASURER					
ASD M7088	97429	10/22/2021	100-551-42101	ANIMAL CONTROL SERVICES OCT-DEC 2021	33,109.74
Vendor CON95 - CONTRA COSTA COUNTY TREASURER Total:					33,109.74
Vendor: CON26 - CONTRA COSTA HEALTH SERVICES					
101921 INVOICE	97469	10/29/2021	100-222-42101	SART EXAM BILLING AUGUST 2021	1,700.00
Vendor CON26 - CONTRA COSTA HEALTH SERVICES Total:					1,700.00
Vendor: 1539 - CORDICO PSYCHOLOGICAL CORPORATION					
5255	97470	10/29/2021	100-221-42101	PRE EMPLOYMENT PSYCH EVAL T.FODOR	400.00
Vendor 1539 - CORDICO PSYCHOLOGICAL CORPORATION Total:					400.00
Vendor: COR12 - CORELOGIC SOLUTIONS LLC					
82100990	97430	10/22/2021	525-118-42510	REALQUEST GEOGRAPHIC PACKAGE SEPT 2021	728.41
Vendor COR12 - CORELOGIC SOLUTIONS LLC Total:					728.41
Vendor: CP501 - CPS- HR CONSULTING					
SOP53802	97471	10/29/2021	100-116-42514	ONLINE EXAM PROCTOR/MAINTENANCE	665.00
Vendor CP501 - CPS- HR CONSULTING Total:					665.00
Vendor: CSG01 - CSG CONSULTANTS INC.					
38912	97472	10/29/2021	212-20342	CDD CITY PLANNING SERVICES AUGUST 2021	935.00
38912	97472	10/29/2021	212-20343	CDD CITY PLANNING SERVICES AUGUST 2021	1,742.50
38912	97472	10/29/2021	212-461-42101	CDD CITY PLANNING SERVICES AUGUST 2021	697.50
38912	97472	10/29/2021	212-461-42101	CDD CITY PLANNING SERVICES AUGUST 2021	9,902.50
39094	97472	10/29/2021	100-341-42101	PW STAFF AUGMENTATION SERVICES AUG 2021	18,515.25
Vendor CSG01 - CSG CONSULTANTS INC. Total:					31,792.75
Vendor: 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC					
2109051	97431	10/22/2021	377-342-47205	PRELIMINARY ENGINEERING AND DESIGN SERVICES SEP 21	1,887.00
2109052	97431	10/22/2021	325-342-47205	PRELIMINARY ENGINEERING AND DESIGN SERVICES SEP 21	1,002.00
2109053	97431	10/22/2021	325-342-47205	PRELIMINARY ENGINEERING AND DESIGN SERVICES SEP 21	10,171.00
Vendor 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC Total:					13,060.00
Vendor: COO13 - DANA COOK					
102821	97473	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICARE REIMBURSEMENT	514.83
Vendor COO13 - DANA COOK Total:					514.83
Vendor: HUG01 - DANNY HUGHES					
102821	97474	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICAL REIMBURSEMENT	90.30
Vendor HUG01 - DANNY HUGHES Total:					90.30
Vendor: DAS02 - DASH MEDICAL GLOVES, INC.					
INV1247011	97475	10/29/2021	100-222-42514	VITALGARD NITRILE EXAM GLOVES	185.36
Vendor DAS02 - DASH MEDICAL GLOVES, INC. Total:					185.36
Vendor: DEP02 - DEPARTMENT OF CONSERVATION					
7/1-9/30/21 FEE REPORT	97432	10/22/2021	212-462-33215	STRONG MOTION INSTRUMENTATION/SEISMIC MAPPING	295.98
Vendor DEP02 - DEPARTMENT OF CONSERVATION Total:					295.98

WARRANT LISTING

Payment Dates: 10/16/2021 - 10/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
84206321	97476	10/29/2021	100-10601	CORP YARD UNLEADED GAS 600 GALLONS 9/28/21	2,522.75
84219689	97476	10/29/2021	100-10601	CORP YARD UNLEADED GAS 402 GALLONS 10/7/21	1,716.93
84228384	97476	10/29/2021	100-10601	CORP YARD UNLEADED GAS 475 GALLONS 10/13/21	2,076.34
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					6,316.02
Vendor: 2255 - DURAN'S AUTO GLASS					
5694	97477	10/29/2021	100-222-42107	PD WINDSHIELD FORD FUSION	214.00
Vendor 2255 - DURAN'S AUTO GLASS Total:					214.00
Vendor: 2257 - ELECTRONIC SENSORS, INC.					
31896	97478	10/29/2021	100-231-42107	CELL AIRTIME & WEB POSTING	120.00
Vendor 2257 - ELECTRONIC SENSORS, INC. Total:					120.00
Vendor: FAS02 - FASTENAL					
CAS1722575	97433	10/22/2021	500-641-44306	WPCP SUPPLIES	128.73
Vendor FAS02 - FASTENAL Total:					128.73
Vendor: 2256 - FASTSIGNS - 65001					
I503-54657	97479	10/29/2021	100-112-42514	BALLOT BOX SIGNICADE DELUXE W/INSERTS	730.79
Vendor 2256 - FASTSIGNS - 65001 Total:					730.79
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
NOV 2021 LEASE PAYMENT	97480	10/29/2021	201-343-42513	NOV 2021 1340 FITZGERALD DRIVE LEASE PVC	100.00
Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:					100.00
Vendor: KEN14 - GREG KENNEDY RN					
99	97481	10/29/2021	100-231-42101	EMS CQI DUTIES SEPT 2021	2,000.00
Vendor KEN14 - GREG KENNEDY RN Total:					2,000.00
Vendor: H&R02 - H & R PLUMBING AND DRAIN CLEANING, INC.					
2351	97482	10/29/2021	500-641-42108	INJECTION GROUTING	7,000.00
Vendor H&R02 - H & R PLUMBING AND DRAIN CLEANING, INC. Total:					7,000.00
Vendor: HAC01 - HACH COMPANY					
12662021	97483	10/29/2021	500-641-44305	STERILE PIPETS	224.67
12663051	97483	10/29/2021	500-641-44305	NITRIFICATION INHIBITORS/STERILE PIPETS	665.81
12668075	97483	10/29/2021	500-641-44303	PAO STD SOLN 1000ML	184.67
12671164	97483	10/29/2021	500-641-44305	PAO STD SOLN 1000ML/SULFURIC ACID 1000ML	179.28
12677557	97483	10/29/2021	500-641-44305	IODINE TD SOLN 1000ML	43.85
12677587	97483	10/29/2021	500-641-44303	IODINE STD SOLN 1000ML	43.85
Vendor HAC01 - HACH COMPANY Total:					1,342.13
Vendor: HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC					
006M7590	97484	10/29/2021	500-641-44306	CLEAR PVC BRAIDFLEX TUBING	209.77
Vendor HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC Total:					209.77
Vendor: HIL03 - HILLTOP FORD					
FOCS356715	97485	10/29/2021	100-231-42107	FD F-550 TRUCK REPAIRS	819.20
Vendor HIL03 - HILLTOP FORD Total:					819.20
Vendor: IED02 - IEDA, INC.					
23535	97486	10/29/2021	100-116-42101	LABOR RELATIONS CONSULTING FEES OCT 2021	2,354.00
Vendor IED02 - IEDA, INC. Total:					2,354.00
Vendor: IMA01 - IMAGE SALES, INC.					
0071148-IN	97487	10/29/2021	100-222-42201	ID CARD/BADGES FOR K. MCPHERSEON	21.89
Vendor IMA01 - IMAGE SALES, INC. Total:					21.89

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
234728	97434	10/22/2021	100-117-42511	PORTABLE TOILET RENTAL 9/23-10/20/21	137.77
235208	97434	10/22/2021	100-551-42515	CAR SHOW PORTABLE TOILET RENTAL	402.98
235209	97434	10/22/2021	100-551-42515	CAR SHOW PORTABLE TOILET RENTAL	993.40
Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:					1,534.15
Vendor: MELO5 - JAMES MELVIN					
102821	97488	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICAL REIMBURSEMENT	141.50
Vendor MELO5 - JAMES MELVIN Total:					141.50
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
8417	97489	10/29/2021	209-554-42108	PYC MONTHLY JANITORIAL SERVICES OCTOBER 2021	456.00
8418	97489	10/29/2021	209-552-42108	SENIOR CENTER MONTHLY JANITORIAL SERVICES OCT 2021	422.00
8419	97489	10/29/2021	209-552-43810	SENIOR CENTER KITCHEN MONTHLY JANITORIAL OCT 2021	405.00
8420	97489	10/29/2021	209-553-42108	TINY TOTS MONTHLY JANITORIAL SERVICES OCT 2021	377.00
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					1,660.00
Vendor: 1488 - JENNIFER WITSCHI					
101921 REIMBURSEMENT	97490	10/29/2021	100-221-42302	HOTEL FOR ADVANCED CPED NOV 14-18, 2021	341.15
Vendor 1488 - JENNIFER WITSCHI Total:					341.15
Vendor: HAR29 - JOHN HARDESTER					
102821	97491	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICARE REIMBURSEMENT	207.90
102821 NOV	97491	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICARE RX REIMBURSEMENT	12.30
102821 OCT	97491	10/29/2021	100-117-41101	OCTOBER 2021 RETIREE MEDICARE RX REIMBURSEMENT	12.30
102821 SEPT	97491	10/29/2021	100-117-41101	SEPTEMBER 2021 RETIREE MEDICARE RX REIMBURSEMENT	12.30
Vendor HAR29 - JOHN HARDESTER Total:					244.80
Vendor: 1410 - JON ROBERTS					
092721 REIMBURSEMENT	97492	10/29/2021	100-221-42303	MEALS FOR INTERNAL AFFAIRS COURSE 10/18-10/20/21	207.00
Vendor 1410 - JON ROBERTS Total:					207.00
Vendor: MIS01 - JULIAN MISRA					
102821	97493	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICARE REIMBURSEMENT	437.30
Vendor MIS01 - JULIAN MISRA Total:					437.30
Vendor: ROG06 - JUSTIN ROGERS					
092721 REIMBURSEMENT	97494	10/29/2021	100-221-42303	MEALS FIREARMS INSTRUCTOR COURSE 10/18-10/21/21	276.00
Vendor ROG06 - JUSTIN ROGERS Total:					276.00
Vendor: 1790 - JUSTINE SIDIE					
101421 REIMBURSEMENT	97435	10/22/2021	100-465-42303	MEAL REIMBURSEMENT/TRAINING 10/4 & 10/6/21	68.00
Vendor 1790 - JUSTINE SIDIE Total:					68.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000030539	97436	10/22/2021	500-641-44302	WPCP SLUDGE REMOVAL 10/1-10/15/21	4,844.96
Vendor KEL09 - KELLER CANYON LANDFILL Total:					4,844.96
Vendor: COP02 - KENETH COPPO					
102821	97495	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICAL REIMBURSEMENT	1,203.65
Vendor COP02 - KENETH COPPO Total:					1,203.65
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
21-012B	97437	10/22/2021	207-344-42101	MANAGEMENT COMMITTEE COVID IMPACTS	170.25
21-091	97437	10/22/2021	100-341-42101	2875 WRIGHT	233.00
21-117	97437	10/22/2021	207-344-42101	ANNUAL REPORT	2,531.50
21-126	97496	10/29/2021	100-341-42101	CITY SURVEYOR SEPT 2021	2,388.25
21-129	97496	10/29/2021	212-20342	APPIAN WAY MAPS/VISTA WOODS SWCP SEPT 2021	291.25
21-129	97496	10/29/2021	212-20343	APPIAN WAY MAPS/VISTA WOODS SWCP SEPT 2021	815.50
21-129	97496	10/29/2021	212-462-42514	APPIAN WAY MAPS/VISTA WOODS SWCP SEPT 2021	233.00
21-130	97496	10/29/2021	207-344-42101	ANNUAL REPORT SEPT 2021	1,790.75
Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:					8,453.50
Vendor: KUB00 - KUBWATER RESOURCES, INC.					
10625	97438	10/22/2021	500-641-44303	ZETAG TOTES	28,926.45
Vendor KUB00 - KUBWATER RESOURCES, INC. Total:					28,926.45
Vendor: BRE09 - KYLE BRECKENRIDGE					
092721 REIMBURSEMENT	97497	10/29/2021	100-221-42303	MEALS FOR INTERNAL AFFAIRS COURSE 10/18-10/20/21	207.00
Vendor BRE09 - KYLE BRECKENRIDGE Total:					207.00
Vendor: LAN15 - LANGUAGE LINE SERVICES					
10343227	97439	10/22/2021	100-223-42101	LANGUAGE LINE SERVICE SEPTEMBER 2021	104.34
Vendor LAN15 - LANGUAGE LINE SERVICES Total:					104.34
Vendor: LAR04 - LARRY WALKER ASSOCIATES					
00243.11-7	97440	10/22/2021	500-641-42101	NPDES PERMIT ASSISTANCE AUG 2021	499.75
Vendor LAR04 - LARRY WALKER ASSOCIATES Total:					499.75
Vendor: 1450 - LIKIBER INC. -RUBENSTEIN SUPPLY COMPANY					
S2283442.002	97498	10/29/2021	100-343-44306	INSTANT HOT WATER TANK	287.84
S2284576.001	97498	10/29/2021	100-343-44306	HAWS WYE STRAINER/PASCO BRASS NIPPLE	294.39
Vendor 1450 - LIKIBER INC. -RUBENSTEIN SUPPLY COMPANY Total:					582.23
Vendor: CUR03 - LN CURTIS & SONS					
INV533604	97499	10/29/2021	100-231-44410	TWILL WILDLAND TACTICAL PANTS	213.67
Vendor CUR03 - LN CURTIS & SONS Total:					213.67
Vendor: DRA01 - MARY DRAZBA					
102821	97500	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICARE REIMBURSEMENT	314.22
Vendor DRA01 - MARY DRAZBA Total:					314.22
Vendor: ROB21 - MARY ROBERTS					
102821	97501	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICARE REIMBURSEMENT	220.20
Vendor ROB21 - MARY ROBERTS Total:					220.20
Vendor: 1057 - MAUREEN TOMS					
101521 REIMBURSEMENT	97441	10/22/2021	100-112-42302	HOTEL/PARKING/MEALS LEAGUE OF CA CITIES CONFERENCE	432.98

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
101521 REIMBURSEMENT	97441	10/22/2021	100-112-42303	HOTEL/PARKING/MEALS LEAGUE OF CA CITIES CONFERENCE	34.00
Vendor 1057 - MAUREEN TOMS Total:					466.98
Vendor: 1311 - M-GROUP					
2002680	97502	10/29/2021	212-20344	ON CALL PLANNING SERVICES JULY 2021	36.25
2002680	97502	10/29/2021	212-461-42101	ON CALL PLANNING SERVICES JULY 2021	9,026.25
2002682	97442	10/22/2021	212-20344	PVR ENVIRONMENTAL SERVICES JULY 2021	3,742.50
2002690	97442	10/22/2021	212-20343	VISTA WOODS CEQA ANALYSIS AUG 2021	20,131.00
2002715	97442	10/22/2021	212-20344	PVR ENVIRONMENTAL SERVICES AUG 2021	4,241.50
2002726	97442	10/22/2021	212-461-42101	ON CALL PLANNING SERVICES AUG 2021	11,455.00
Vendor 1311 - M-GROUP Total:					48,632.50
Vendor: 1115 - MICHELLE FITZER					
102821	97503	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICARE REIMBURSEMENT	220.20
Vendor 1115 - MICHELLE FITZER Total:					220.20
Vendor: MUN10 - MUNICIPAL EMERGENCY SERVICES INC.					
IN1625331	97504	10/29/2021	100-231-42107	SCBA FLOW TEST/ENERGIZER INDUSTRIAL AA	59.15
Vendor MUN10 - MUNICIPAL EMERGENCY SERVICES INC. Total:					59.15
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
INV001991 B	97505	10/29/2021	100-110-41009	50% OF WORKERS COMP DUE 11/1/2021	632.31
INV001991 B	97505	10/29/2021	100-111-41009	50% OF WORKERS COMP DUE 11/1/2021	7,960.40
INV001991 B	97505	10/29/2021	100-112-41009	50% OF WORKERS COMP DUE 11/1/2021	4,823.28
INV001991 B	97505	10/29/2021	100-113-41009	50% OF WORKERS COMP DUE 11/1/2021	56.21
INV001991 B	97505	10/29/2021	100-115-41009	50% OF WORKERS COMP DUE 11/1/2021	7,435.68
INV001991 B	97505	10/29/2021	100-116-41009	50% OF WORKERS COMP DUE 11/1/2021	4,991.03
INV001991 B	97505	10/29/2021	100-221-41009	50% OF WORKERS COMP DUE 11/1/2021	54,729.46
INV001991 B	97505	10/29/2021	100-222-41009	50% OF WORKERS COMP DUE 11/1/2021	6,769.99
INV001991 B	97505	10/29/2021	100-223-41009	50% OF WORKERS COMP DUE 11/1/2021	22,627.83
INV001991 B	97505	10/29/2021	100-231-41009	50% OF WORKERS COMP DUE 11/1/2021	33,093.20
INV001991 B	97505	10/29/2021	100-341-41009	50% OF WORKERS COMP DUE 11/1/2021	9,204.31
INV001991 B	97505	10/29/2021	100-342-41009	50% OF WORKERS COMP DUE 11/1/2021	1,421.53
INV001991 B	97505	10/29/2021	100-343-41009	50% OF WORKERS COMP DUE 11/1/2021	11,917.55
INV001991 B	97505	10/29/2021	100-465-41009	50% OF WORKERS COMP DUE 11/1/2021	1,623.19
INV001991 B	97505	10/29/2021	105-221-41009	50% OF WORKERS COMP DUE 11/1/2021	16,153.41
INV001991 B	97505	10/29/2021	105-231-41009	50% OF WORKERS COMP DUE 11/1/2021	6,842.73
INV001991 B	97505	10/29/2021	106-222-41009	50% OF WORKERS COMP DUE 11/1/2021	1,328.19
INV001991 B	97505	10/29/2021	106-231-41009	50% OF WORKERS COMP DUE 11/1/2021	3,938.92

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Payment Dates: 10/16/2021 - 10/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
INV001991 B	97505	10/29/2021	205-227-41009	50% OF WORKERS COMP DUE 11/1/2021	136.39
INV001991 B	97505	10/29/2021	209-551-41009	50% OF WORKERS COMP DUE 11/1/2021	6,295.58
INV001991 B	97505	10/29/2021	209-552-41009	50% OF WORKERS COMP DUE 11/1/2021	3,130.32
INV001991 B	97505	10/29/2021	209-553-41009	50% OF WORKERS COMP DUE 11/1/2021	1,553.53
INV001991 B	97505	10/29/2021	209-554-41009	50% OF WORKERS COMP DUE 11/1/2021	3,042.30
INV001991 B	97505	10/29/2021	212-461-41009	50% OF WORKERS COMP DUE 11/1/2021	6,178.39
INV001991 B	97505	10/29/2021	212-462-41009	50% OF WORKERS COMP DUE 11/1/2021	5,329.67
INV001991 B	97505	10/29/2021	317-345-41009	50% OF WORKERS COMP DUE 11/1/2021	224.07
INV001991 B	97505	10/29/2021	500-641-41009	50% OF WORKERS COMP DUE 11/1/2021	19,051.41
INV001991 B	97505	10/29/2021	500-642-41009	50% OF WORKERS COMP DUE 11/1/2021	4,671.67
INV001991 B	97505	10/29/2021	505-119-41009	50% OF WORKERS COMP DUE 11/1/2021	3,521.95
Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:					248,684.50
Vendor: 1262 - NATASHA VALDEPENA					
101921 REIMBURSEMENT	97506	10/29/2021	100-221-42302	HOTEL FOR ADVANCED CPTD NOV 14-18, 2021	341.15
Vendor 1262 - NATASHA VALDEPENA Total:					341.15
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
092821 1083841	97443	10/22/2021	100-343-44306	CITY WIDE AUTO PARTS ACCOUNT PAID IN FULL	385.62
092821 1083841	97443	10/22/2021	209-557-44306	CITY WIDE AUTO PARTS ACCOUNT PAID IN FULL	198.21
092821 1083841	97443	10/22/2021	500-642-44306	CITY WIDE AUTO PARTS ACCOUNT PAID IN FULL	6.28
Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:					590.11
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100400550473	97507	10/29/2021	209-554-42108	PYC ELEVATOR MAINTENANCE SVC NOV 2021	172.29
100400551019	97507	10/29/2021	100-343-42108	CITY HALL ELEVATOR MAINTENANCE SVC NOV 2021	116.86
100400551057	97507	10/29/2021	100-222-42108	PD SAFETY BLDG ELEVATOR MAINTENANCE SVC NOV 2021	116.81
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					405.96
Vendor: 1555 - OWEN EQUIPMENT					
00054116	97444	10/22/2021	207-344-44306	1 INCH FEMALE COUPLER	20.90
Vendor 1555 - OWEN EQUIPMENT Total:					20.90
Vendor: PAC41 - PACIFIC ECORISK					
17712	97508	10/29/2021	500-641-44305	WPCP NPDES ACUTE WET TESTING	1,046.00
17713	97508	10/29/2021	500-641-42109	WPCP NPDES CHRONIC TOXICITY TESTING	6,400.00
Vendor PAC41 - PACIFIC ECORISK Total:					7,446.00
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
60965	97509	10/29/2021	100-222-42108	MONTHLY LANDSCAPE MAINTENANCE OCT 2021	122.50
60965	97509	10/29/2021	100-231-42108	MONTHLY LANDSCAPE MAINTENANCE OCT 2021	327.50
60965	97509	10/29/2021	100-343-42108	MONTHLY LANDSCAPE MAINTENANCE OCT 2021	174.40
60965	97509	10/29/2021	100-345-42108	MONTHLY LANDSCAPE MAINTENANCE OCT 2021	5,619.33

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
60965	97509	10/29/2021	200-342-42108	MONTHLY LANDSCAPE MAINTENANCE OCT 2021	326.00
60965	97509	10/29/2021	201-343-42108	MONTHLY LANDSCAPE MAINTENANCE OCT 2021	532.60
60965	97509	10/29/2021	209-552-42108	MONTHLY LANDSCAPE MAINTENANCE OCT 2021	198.00
60965	97509	10/29/2021	209-553-42108	MONTHLY LANDSCAPE MAINTENANCE OCT 2021	206.00
60965	97509	10/29/2021	209-557-42108	MONTHLY LANDSCAPE MAINTENANCE OCT 2021	206.00
60965	97509	10/29/2021	310-347-42108	MONTHLY LANDSCAPE MAINTENANCE OCT 2021	60.00
60965	97509	10/29/2021	310-348-42108	MONTHLY LANDSCAPE MAINTENANCE OCT 2021	65.00
Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:					7,837.33
Vendor: ATH02 - PATRICIA ATHENOUR					
102821	97510	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICARE REIMBURSEMENT	220.20
Vendor ATH02 - PATRICIA ATHENOUR Total:					220.20
Vendor: CLA17 - PAUL CLANCY					
102821	97511	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICAL REIMBURSEMENT	463.25
Vendor CLA17 - PAUL CLANCY Total:					463.25
Vendor: PGE01 - PG&E					
101021-1801	97445	10/22/2021	209-553-43103	2454 SIMAS AVE REC CTR & POOL	12.17
101221-4157	97445	10/22/2021	100-222-43103	809 CITY HALL	13.75
101321-0498	97445	10/22/2021	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	770.72
101321-0883	97445	10/22/2021	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	690.70
101321-0883	97445	10/22/2021	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	138.14
101321-0883	97445	10/22/2021	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	552.56
101321-1156	97445	10/22/2021	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	20.76
101321-1156	97445	10/22/2021	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	31.14
101321-1462	97445	10/22/2021	209-552-43103	2500 CHARLES ST SENIOR CENTER	127.72
101321-6043	97445	10/22/2021	100-231-43103	3790 PINOLE VALLEY RD	27.47
101321-7186	97445	10/22/2021	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	7.85
101321-8716	97445	10/22/2021	500-641-43103	SEWAGE PLNT-FT OF TENNENT	2,768.72
Vendor PGE01 - PG&E Total:					5,161.70
Vendor: 1009 - PRECISION IT CONSULTING					
11867	97446	10/22/2021	525-118-42101	PRECISION 360 GOLD AGREEMENT NOV 2021	14,500.00
11867	97446	10/22/2021	525-118-42105	PRECISION 360 GOLD AGREEMENT NOV 2021	1,815.00
11867	97446	10/22/2021	525-118-42106	PRECISION 360 GOLD AGREEMENT NOV 2021	364.70
11879	97446	10/22/2021	525-118-42510	PRECISION 360 OFFICE 365 AGREEMENT NOV 2021	2,820.00
Vendor 1009 - PRECISION IT CONSULTING Total:					19,499.70
Vendor: RED05 - RED CLOUD, INC.					
44953	97447	10/22/2021	100-231-44306	IMPRESS LI-ION BATTERIES	1,135.91
Vendor RED05 - RED CLOUD, INC. Total:					1,135.91

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: STE19 - ROBERT F. STELLA					
102021 PAYMENT	97512	10/29/2021	100-231-44410	GOLD LEAF HELMET SHIELDS	780.00
Vendor STE19 - ROBERT F. STELLA Total:					780.00
Vendor: ROS08 - RSG, INC.					
I007624	97448	10/22/2021	285-464-42101	AFFORDABLE HOUSING RFP/DEVELOPER SELECTION AUG2021	495.00
I007630	97448	10/22/2021	750-463-42101	REAL ESTATE OPEN LISTING BROKER SERVICES AUG 2021	2,224.38
I007793	97513	10/29/2021	285-464-42101	AFFORDABLE HOUSING RFP/DEVELOPER SELECTION SEP2021	90.00
I007797	97513	10/29/2021	750-463-42101	REAL ESTATE OPEN LISTING BROKER SERVICES SEPT 2021	3,847.50
I007798	97513	10/29/2021	285-464-42101	COMPLIANCE MONITORING YEAR 5 SEPT 2021	312.50
Vendor ROS08 - RSG, INC. Total:					6,969.38
Vendor: J&O01 - RUBBER DUST INC.					
143466	97449	10/22/2021	207-344-42107	FLAT TIRE REPAIR CORP YARD SWEEPER	268.05
143587	97449	10/22/2021	207-344-42107	TIRE REPAIR CORP YARD SWEEPER	608.06
Vendor J&O01 - RUBBER DUST INC. Total:					876.11
Vendor: 1714 - SHERRI D. LEWIS					
PC03PINOLE-FY2021/22	97450	10/22/2021	212-461-42514	PREPARE PLANNING COMMISSION MINUTES 9/27/21	637.50
Vendor 1714 - SHERRI D. LEWIS Total:					637.50
Vendor: 2048 - SONIC.NET, LLC					
1003210298	97514	10/29/2021	525-118-43101	NOVEMBER 2021 ETHERNET SERVICE	449.00
Vendor 2048 - SONIC.NET, LLC Total:					449.00
Vendor: SQU00 - SQUARE DEAL GARAGE					
36706	97515	10/29/2021	100-221-42107	PD 1997 FORD EXPEDITION HEATER CORE/WW PUMP/AC REP	3,397.43
36847	97515	10/29/2021	100-221-42107	PD 2021 FORD INTERCEPTOR UNIT 803 OIL CHANGE	52.32
Vendor SQU00 - SQUARE DEAL GARAGE Total:					3,449.75
Vendor: STA56 - STAILING S&S RV REPAIRS					
6839	97516	10/29/2021	100-231-42107	FD INSTALL NEW RADIO SYSTEM/RADIO CHARGER/LIGHTS	542.50
6840	97516	10/29/2021	100-231-42107	FD SERVICES-REMOVE RADIO SYSTEM/GPS SYSTEM/ANTENNA	465.00
Vendor STA56 - STAILING S&S RV REPAIRS Total:					1,007.50
Vendor: KRI01 - TERRI KRIEGER					
102821	97517	10/29/2021	100-117-41101	NOVEMBER 2021 RETIREE MEDICARE REIMBURSEMENT	220.20
Vendor KRI01 - TERRI KRIEGER Total:					220.20
Vendor: OFF11 - THE OFFICE CITY					
093021 STATEMENT	97451	10/22/2021	500-641-42201	WPCP OFFICE SUPPLIES	153.54
Vendor OFF11 - THE OFFICE CITY Total:					153.54
Vendor: TRA01 - TRANS BAY INSURANCE					
4255	97452	10/22/2021	100-113-42506	INSURANCE PREMIUM POLICY 65325190 R. SWEARINGEN	250.00
4256	97452	10/22/2021	100-112-42506	INSURANCE PREMIUM POLICY 65328319 H. IOPU	175.00
Vendor TRA01 - TRANS BAY INSURANCE Total:					425.00

WARRANT LISTING

Payment Dates: 10/16/2021 - 10/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: UNI38 - UNIVAR USA INC					
49500774	97453	10/22/2021	500-641-44303	SOD HYPO 12.5% LIQUICHLOR K2 BULK NSF LIQ	3,800.39
49522881	97518	10/29/2021	500-641-44303	SOD BISULFITE 25% BULK NSF LIQ	6,619.03
Vendor UNI38 - UNIVAR USA INC Total:					10,419.42
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
493210	97519	10/29/2021	100-343-42108	CITY HALL MONTHLY JANITORIAL SERVICES SEPT 2021	1,151.00
493211	97519	10/29/2021	100-222-42108	PD SAFETY MONTHLY JANITORIAL SERVICES SEPT 2021	2,352.00
493212	97519	10/29/2021	209-557-42108	SWIM CENTER MONTHLY JANITORIAL SERVICES SEPT 2021	1,270.00
493213	97519	10/29/2021	100-231-42108	FD MONTHLY JANITORIAL SERVICES SEPT 2021	146.00
493220	97519	10/29/2021	500-641-42108	WPCP MONTHLY JANITORIAL SERVICES SEPT 2021	508.00
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					5,427.00
Vendor: 2050 - VSS INTERNATIONAL, INC.					
20018687	97454	10/22/2021	325-342-47205	PINOLE 20-21 ADD'L RESIDENTIAL SLURRY SEAL	31,095.12
Vendor 2050 - VSS INTERNATIONAL, INC. Total:					31,095.12
Vendor: WAT20 - WATSON MARLOW, INC.					
SI177323	97520	10/29/2021	500-641-44306	MARPRENE TUBING 6.4 MM BORE	514.50
Vendor WAT20 - WATSON MARLOW, INC. Total:					514.50
Vendor: 1520 - WEX BANK					
74806911	97455	10/22/2021	100-221-42301	PD FUEL PURCHASES 10/6/21	65.01
Vendor 1520 - WEX BANK Total:					65.01
Grand Total:					951,973.66

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	574,104.08
105 - Measure S -2006	22,996.14
106 - MEASURE S-2014	20,267.11
200 - Gas Tax Fund	4,594.16
201 - Restricted Real Estate Maintenance Fund	632.60
205 - Traffic Safety Fund	136.39
207 - NPDES Storm Water Fund	5,389.51
209 - Recreation Fund	18,913.58
212 - Building & Planning	102,047.15
285 - Housing Land Held for Resale	897.50
310 - Lighting & Landscape Districts	757.32
317 - Pinole Valley Caretaker Fund	224.07
325 - City Street Improvements	44,280.15
377 - Arterial Streets Rehabilitation Fund	1,887.00
500 - Sewer Enterprise Fund	115,487.76
505 - Cable Access TV	3,553.09
525 - Information Systems	28,649.82
750 - Recognized Obligation Retirement Fund	7,156.23
Grand Total:	951,973.66

Account Summary

Account Number	Account Name	Payment Amount
100-10601	Gas Tanks/Corp Yard	6,316.02
100-110-41009	Emp Benefits/Workers C...	632.31
100-111-41009	Emp Benefits/Workers C...	7,960.40
100-111-42101	Prof Svcs/Professional Ser...	6,270.50
100-112-41009	Emp Benefits/Workers C...	4,823.28
100-112-42302	Travel & Training/Mileage...	432.98
100-112-42303	Travel & Training/Meal Al...	34.00
100-112-42506	Admin Exp/Bonds	175.00
100-112-42514	Admin Exp/Special Depart	730.79
100-113-41009	Emp Benefits/Workers C...	56.21
100-113-42506	Admin Exp/Bonds	250.00
100-115-41009	Emp Benefits/Workers C...	7,435.68
100-115-42101	Prof Svcs/Professional Ser...	205.26
100-116-41009	Emp Benefits/Workers C...	4,991.03
100-116-42101	Prof Svcs/Professional Ser...	3,148.50
100-116-42514	Admin Exp/Special Depart	665.00
100-117-41004	Emp Benefits/PERS Retir...	238,759.83
100-117-41101	Retiree Benefits/Medical...	4,727.95
100-117-42511	Admin Exp/Equipment Re...	137.77
100-221-41009	Emp Benefits/Workers C...	54,729.46
100-221-42101	Prof Svcs/Professional Ser...	400.00
100-221-42106	Prof Svcs/Software Maint...	14,976.00
100-221-42107	Prof Svcs/Equipment Mai...	3,449.75
100-221-42301	Travel & Training/Conf-Re...	65.01
100-221-42302	Travel & Training/Mileage...	682.30
100-221-42303	Travel & Training/Meal Al...	690.00
100-221-42511	Admin Exp/Equipment Re...	1,478.00
100-222-41009	Emp Benefits/Workers C...	6,769.99
100-222-42101	Prof Svcs/Professional Ser...	2,185.00
100-222-42107	Prof Svcs/Equipment Mai...	214.00
100-222-42108	Prof Svcs/Building-Structu...	4,260.31
100-222-42201	Office Expense	21.89
100-222-42514	Admin Exp/Special Depart	413.36
100-222-43103	Utilities/Electricity & Pow...	704.45
100-222-44410	Safety Clothing	68.46

Account Summary

Account Number	Account Name	Payment Amount
100-223-41009	Emp Benefits/Workers C...	22,627.83
100-223-42101	Prof Svcs/Professional Ser...	104.34
100-223-43103	Utilities/Electricity & Pow...	138.14
100-231-41009	Emp Benefits/Workers C...	33,093.20
100-231-42101	Prof Svcs/Professional Ser...	36,440.00
100-231-42104	Prof Svcs/Paramedic Servi...	84.92
100-231-42107	Prof Svcs/Equipment Mai...	2,361.75
100-231-42108	Prof Svcs/Building-Structu...	473.50
100-231-42201	Office Expense	110.15
100-231-43103	Utilities/Electricity & Pow...	1,350.75
100-231-43105	Utilities/Cable	10.67
100-231-44306	Other Materials Supp/Ma...	1,135.91
100-231-44410	Safety Clothing	993.67
100-341-41009	Emp Benefits/Workers C...	9,204.31
100-341-42101	Prof Svcs/Professional Ser...	21,136.50
100-342-41009	Emp Benefits/Workers C...	1,421.53
100-343-41009	Emp Benefits/Workers C...	11,917.55
100-343-42108	Prof Svcs/Building-Structu...	1,442.26
100-343-44306	Other Materials Supp/Ma...	1,071.06
100-343-44410	Safety Clothing	2,880.88
100-343-47201	Improvements/Building	4,500.00
100-345-42108	Prof Svcs/Building-Structu...	5,869.33
100-465-41009	Emp Benefits/Workers C...	1,623.19
100-465-42303	Travel & Training/Meal Al...	68.00
100-551-42101	Prof Svcs/Professional Ser...	33,109.74
100-551-42515	Admin Exp/Special Events	2,074.41
105-221-41009	Emp Benefits/Workers C...	16,153.41
105-231-41009	Emp Benefits/Workers C...	6,842.73
106-222-41009	Emp Benefits/Workers C...	1,328.19
106-231-41009	Emp Benefits/Workers C...	3,938.92
106-231-42301	Travel & Training/Conf-Re...	15,000.00
200-342-42101	Prof Svcs/Professional Ser...	4,268.16
200-342-42108	Prof Svcs/Building-Structu...	326.00
201-343-42108	Prof Svcs/Building-Structu...	532.60
201-343-42513	Admin Exp/Rent	100.00
205-227-41009	Emp Benefits/Workers C...	136.39
207-344-42101	Prof Svcs/Professional Ser...	4,492.50
207-344-42107	Prof Svcs/Equipment Mai...	876.11
207-344-44306	Other Materials Supp/Ma...	20.90
209-551-41009	Emp Benefits/Workers C...	6,295.58
209-552-41009	Emp Benefits/Workers C...	3,130.32
209-552-42108	Prof Svcs/Building-Structu...	1,009.91
209-552-43103	Utilities/Electricity & Pow...	127.72
209-552-43804	Program Cost/Food Progr...	422.94
209-552-43810	Program Cost/Center Mai...	405.00
209-553-41009	Emp Benefits/Workers C...	1,553.53
209-553-42108	Prof Svcs/Building-Structu...	583.00
209-553-43103	Utilities/Electricity & Pow...	12.17
209-554-41009	Emp Benefits/Workers C...	3,042.30
209-554-42108	Prof Svcs/Building-Structu...	628.29
209-554-43103	Utilities/Electricity & Pow...	20.76
209-557-42108	Prof Svcs/Building-Structu...	1,476.00
209-557-44306	Other Materials Supp/Ma...	198.21
209-558-43103	Utilities/Electricity & Pow...	7.85
212-20342	Developer Deposit/Dr's H...	1,226.25
212-20343	Developer Deposit/Vista ...	22,689.00
212-20344	Developer Deposit/2801 P..	8,020.25
212-461-41009	Emp Benefits/Workers C...	6,178.39

Account Summary

Account Number	Account Name	Payment Amount
212-461-42101	Prof Svcs/Professional Ser...	31,081.25
212-461-42514	Admin Exp/Special Depart	637.50
212-462-33215	Permit/Seismic (Strong M...	295.98
212-462-34211	Fees/CA State Building Fee	145.80
212-462-41009	Emp Benefits/Workers C...	5,329.67
212-462-42101	Prof Svcs/Professional Ser...	26,210.06
212-462-42514	Admin Exp/Special Depart	233.00
285-464-42101	Prof Svcs/Professional Ser...	897.50
310-347-42101	Prof Svcs/Professional Ser...	474.24
310-347-42108	Prof Svcs/Building-Structu...	60.00
310-348-42101	Prof Svcs/Professional Ser...	158.08
310-348-42108	Prof Svcs/Building-Structu...	65.00
317-345-41009	Emp Benefits/Workers C...	224.07
325-342-47205	Improvements/Streets	44,280.15
377-342-47205	Improvements/Streets	1,887.00
500-641-41009	Emp Benefits/Workers C...	19,051.41
500-641-42101	Prof Svcs/Professional Ser...	1,864.75
500-641-42107	Prof Svcs/Equipment Mai...	5,901.32
500-641-42108	Prof Svcs/Building-Structu...	7,508.00
500-641-42109	Prof Svcs/Compliance Ins...	6,400.00
500-641-42201	Office Expense	310.77
500-641-43103	Utilities/Electricity & Pow...	2,768.72
500-641-44302	Other Materials Supp/Slu...	4,844.96
500-641-44303	Other Materials Supp/Ch...	39,574.39
500-641-44305	Other Materials Supp/Lab...	2,289.08
500-641-44306	Other Materials Supp/Ma...	982.48
500-641-44410	Safety Clothing	2,317.43
500-642-41009	Emp Benefits/Workers C...	4,671.67
500-642-44306	Other Materials Supp/Ma...	6.28
500-642-47201	Improvements/Building	16,996.50
505-119-41009	Emp Benefits/Workers C...	3,521.95
505-119-43103	Utilities/Electricity & Pow...	31.14
525-118-42101	Prof Svcs/Professional Ser...	14,500.00
525-118-42105	Prof Svcs/Network Maint...	1,815.00
525-118-42106	Prof Svcs/Software Maint...	364.70
525-118-42510	Admin Exp/Software Purch	3,548.41
525-118-43101	Utilities/Telephone	8,421.71
750-463-42101	Prof Svcs/Professional Ser...	7,156.23
Grand Total:		951,973.66

Project Account Summary

Project Account Key	Payment Amount
None	951,973.66
Grand Total:	951,973.66

Approved By:



Date:

10/28/2021



CITY COUNCIL REPORT

8C

DATE: NOVEMBER 2, 2021

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

**SUBJECT: RESOLUTION CONFIRMING CONTINUED EXISTENCE OF LOCAL
EMERGENCY**

RECOMMENDATION

Staff recommends that the City Council adopt a resolution confirming the continued existence of a local emergency.

BACKGROUND

On March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local emergency pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32. The emergency declaration was based on public health and safety concerns for persons and property within the City as a consequence of the global spread of novel coronavirus 2019 ("COVID-19"), including confirmed cases in Contra Costa County, as well as, the Contra Costa County Department of Health's shelter in place order dated March 16, 2020. The City Council subsequently adopted a resolution affirming the City Manager's emergency declaration.

The California Emergency Services Act requires the City Council to review the need for continuing the local emergency at least once every sixty (60) days. Although the local emergency does not end until terminated by the City Council, the Pinole Municipal Code requires the City Council to review the need for continuing the local emergency every fourteen (14) days.

The City Council has confirmed the continued existence of the local emergency repeatedly since the emergency was first declared, including most recently on October 19, 2021. This staff report discusses the current status of the COVID-19 pandemic and the emergency declaration, and whether the local emergency declaration should continue.

DISCUSSION

Current Case & Vaccination Trends

There have now been over 98,500 cases of COVID-19 within the County and approximately 1016 deaths, which is an approximately 5% increase from two weeks ago. The case rate within the County for vaccinated individuals is approximately 2 new case per day per 100,000 people. The case rate within the County for unvaccinated individuals is approximately 16 cases per day per 100,000. These rates are approximately the same as two weeks ago.

In Pinole, the rate of new cases over the last 14 days is approximately 72 new cases per 100,000 people. This is approximately the same rate as two weeks ago. This pattern is consistent with trends throughout Contra Costa County and California of case rates declining from extreme highs that occurred in late August.

Administration of the COVID-19 vaccine has been very successful in Contra Costa County, but progress has mostly stopped. The County estimates that over 88.25% of residents over the age of 12 have now received the first dose of the vaccine, and around 83.5% are fully vaccinated. Over 1.76 million vaccinations have already been administered in the County. These numbers have only increased slightly over the last month.

Everyone over the age of 12 is eligible to receive a COVID-19 vaccine in California. Appointments can be made through the County at cchealth.org/coronavirus or by calling 1-833-829-2626, as well as at <https://myturn.ca.gov/>. In addition, individuals can make appointments through their health care provider or certain local pharmacies, including Walgreens and CVS.

Role of Emergency Declaration

Under State law and the Pinole Municipal Code, the City may declare an emergency to respond to conditions of disaster or of extreme peril to the safety of persons and property within Pinole. There are three main reasons for a City to adopt an emergency declaration, each of which is addressed below. First, an emergency declaration gives the City the power to adopt emergency rules and waive certain otherwise applicable procedural requirements. For example, the City has used this power to allow businesses to obtain temporary use permits to operate outside without going through the normal process established by the Zoning Code. The City also used these powers to adopt an eviction moratorium, prior to the enactment of a similar moratorium by the County and State.

Second, an emergency declaration is usually necessary for the City to access certain types of State and Federal emergency funding. This requirement is common for natural disasters and other types of localized emergencies. Because of the widespread nature of the COVID-19 pandemic, State and Federal financial assistance related to COVID-19 has been provided without a requirement that the City maintain a general emergency declaration.

Third, an emergency declaration sends a message to the public that unusual conditions exist that actively threaten the public health, safety or welfare in the

community. Both the State and County's emergency declarations remain in effect, and there have been no indication that either order will be terminated soon. Continuing to renew the emergency declaration helps communicate to the public that the COVID-19 emergency persists and that it remains necessary to continue to take safety precautions.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the resolution ratifying a local emergency.

ATTACHMENTS

- A. Resolution Confirming Continued Existence of Local Emergency

3876311.1

RESOLUTION NO. 2021-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE
CONFIRMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY DUE
TO COVID-19**

WHEREAS, Government Code Section 8630 and Pinole Municipal Code Section 2.32.060 authorize the Director of Emergency Service to proclaim a local emergency when conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of a city exist if the City Council is not in session and provides that the City Council shall ratify the proclamation within seven days thereafter; and

WHEREAS, in accordance with Government Code Section 8630 and Pinole Code Section 2.32.060, the Director of Emergency Services proclaimed the existence of a local emergency caused by the Novel Coronavirus (COVID-19), a respiratory disease first identified in China that may result in serious illness or death that is easily transmissible from person to person, on March 18, 2020; and

WHEREAS, on March 24, 2020, the City Council ratified and confirmed the proclamation of the existence of a local emergency issued by the Director of Emergency Services; and

WHEREAS, pursuant to Government Code Section 8630 and Pinole Municipal Code Section 2.32.060, the City Council must periodically review the need for continuing the local emergency; and

WHEREAS, the conditions that prompted the original declaration of a local emergency continue to exist; and

WHEREAS, the recitals contained in Resolution No. 2020-13, adopted by the City Council on March 24, 2020, are incorporated into this Resolution as if stated herein; and

WHEREAS, there have now been over 98,500 cases of COVID-19 and approximately 1016 deaths within the County; and

WHEREAS, the case rate within the County for vaccinated individuals is approximately 2 new case per day per 100,000 people and the case rate within the County for unvaccinated individuals is approximately 16 cases per day per 100,000; and

WHEREAS, case rates have been steady over the last two weeks; and

WHEREAS, in order to maintain progress in containing the spread of COVID-19, the public must continue to practice appropriate safety measures; and

WHEREAS, the public health and safety concerns for persons and property within the

City as a consequence of the global spread of COVID-19 continue to exist; and

WHEREAS, the health, safety, and welfare of Pinole residents, businesses, visitors, and staff is of utmost importance to the City and additional future measures may be needed to protect the community; and

WHEREAS, the City may require additional assistance in the future, and a formal declaration of emergency allows the City to access resources in a timely manner in a timely fashion; and

WHEREAS, the City Council finds that conditions of extreme peril to the safety of persons and property within the territorial limits of the City related to COVID-19 pandemic continue in existence; and

WHEREAS, the City Council finds that extraordinary measures are required to protect the public health, safety, and of persons and property within the City that are or are likely to be beyond the control or capability of the services, personnel, equipment, and facilities of the City; and

WHEREAS, the City Council have continued existence of a local emergency periodically since it was first declared on March 18, 2020; and

WHEREAS, the City Council desires to confirm the continued existence of a local emergency within Pinole due to COVID-19.

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

1. The local emergency declared by Resolution No. 2020-13 due to the COVID-19 Pandemic continues to exist within the City of Pinole.
2. During the existence of the declared local emergency, the powers, functions, and duties of the City Manager, acting as Director of Emergency Services, and the emergency organization of this City shall be those prescribed by State law and by ordinances and resolutions of the City of Pinole.
3. The declaration of local emergency shall remain in effect until such time that the Council determines that the emergency conditions have been abated.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 2nd day of November, 2021, 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 the 2nd day of November, 2021.

Heather Bell, CMC
City Clerk

3876314.1



CITY COUNCIL REPORT

8D

DATE: NOVEMBER 2, 2021

TO: MAYOR AND COUNCIL MEMBERS

**FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
ROY SWEARINGEN, CITY TREASURER**

**SUBJECT: RECEIVE THE QUARTERLY INVESTMENT REPORT FOR THE FIRST
QUARTER ENDING SEPTEMBER 30, 2021**

RECOMMENDATION

Staff recommends that the City Council receive the Quarterly Investment Report for the first quarter ending September 30, 2021.

BACKGROUND

The City of Pinole Investment Policy requires that a Quarterly Investment Report be submitted to the City Council. The attached Investment Report for the quarter ending September 30, 2021 conforms to the City's Investment Policy as well as all applicable State and federal requirements, particularly California Government Code Section 53646.

The funds that the City invests, and which are reported in the Quarterly Investment Report, are comprised of cash and investment balances across all City funds. The cash and investment balances across all City funds are "pooled" for investment purposes, with the exception of the General Reserve, which is discussed further below. Interest earned on investments is allocated to the various funds based on the cash and investments balances of those funds.

The City also maintains a Pension Section 115 Trust that was established for the purpose of setting aside resources to offset anticipated significant increases in future City pension costs. The cash and investments in the Trust are designated as restricted fund balance in the City's General Fund. These funds are invested according to the policy objectives and guidelines of the City's Pension Investment Policy, which is separate from the City's general Investment Policy under which pooled cash is invested.

REVIEW AND ANALYSIS

All investments held at September 30, 2021 conform to the City's Investment Policy and all applicable State and federal requirements. The City's investment objectives, in order of priority, shall be safety, which is investing in the highest quality securities, liquidity, which is the ability to convert the investment to cash as necessary to meet cash flow requirements, and yield, which is earning a higher return.

First Quarter Investment Summary

As of September 30, 2021, the balance of the funds in total decreased by \$5,498,209 from the previous quarter, from \$55,083,638 to \$49,585,429. Typically, the City experiences swings in cash inflow and outflow due to the seasonality of large receipts, such as property taxes and large disbursements like debt service payments that are due at the beginning of the fiscal year. The City will have sufficient cash flow to meet the next six months of estimated expenditures.

Most pooled cash is invested in the State of California's Local Agency Investment Fund (LAIF). The LAIF balance increased by \$3,517,429, from \$29,440,298 to \$32,957,727. The increase was due to \$3,500,000 of idle cash being transferred from the City's money market account to LAIF. For July through September, LAIF earned an average yield of 0.206%, down from an average yield of 0.262% for April through June.

Activity in the General Reserve fund, which holds longer term investments, included several maturities and purchases in July through September. Two certificates of deposit (Capital One Bank and Everbank) and one medium-term corporate note (Wells Fargo Bank) matured and were redeemed for a total of \$877,313. Two investment instruments were purchased, a certificate of deposit (Synchrony Bank) and a medium-term corporate note (Apple Inc.), for a total of \$1,249,000.

The total investment portfolio yielded 0.916% for the first quarter, down from the 1.018% yielded in the previous quarter.

Investment Instruments

The Finance Director, in consultation with the City Treasurer, selects the instruments in which to invest the City's funds, in order to best meet the objectives laid out in the City's Investment Policy. The balances held in different investment instruments at September 30, 2021 are noted in Attachment A. The bulk of the City's investment funds are invested in the State of California's Local Agency Investment Fund (LAIF), because of the safety and liquidity of the investment pool.

Funds in the City's General Reserve are maintained in an account that is separate from the rest of the pooled funds. This enables the Finance Director to implement a directed investment plan for the General Reserve funds. The City's practice has been to invest these funds in instruments with longer duration, thereby yielding greater investment earnings.

Investment Yield and Duration

The aggregate yield of the City's investment portfolio for the quarter ended September 30, 2021 is summarized in Attachment A. LAIF yields have decreased over the past year and are lower than long-term investment yields in most cases. Earnings on investments held until maturity typically fluctuate with market conditions and are considered "unrealized" prior to maturity. The City expects to yield a gain on all investments at maturity.

The Federal Reserve has kept interest rates relatively unchanged since March 2020. The Federal Funds yield has historically been similar to LAIF's yield. Currently, the Federal Funds yield is higher than LAIF.

Investment Strategy

The City utilizes a passive investment management approach by buying and holding securities until maturity. A "laddered maturity" investment strategy is applied to the long-term portion of our investment portfolio. A laddered portfolio is structured with securities that have different maturity dates. As securities are called or mature, proceeds are reinvested in a new security with another long term at the end of the ladder. Laddering helps to minimize interest-rate risk, increase liquidity, and diversify credit risk.

Staff continues to monitor rates of return on City funds invested and make modifications to best achieve the objectives laid out in the Investment Policy.

Pension Section 115 Trust

The Pension Section 115 Trust comprises a diversified portfolio of investments consistent with the Trust's objectives and liquidity requirements. The funds are invested on behalf of the City by Public Agency Retirement Services (PARS). The portfolio summary for the quarter ending September 30, 2021 is included in attachment (B) to this report.

FISCAL IMPACT

There is no fiscal impact as a result of receiving the Quarterly Investment Report.

ATTACHMENTS

A- Investment Report - Quarter Ending September 30, 2021

B- Pension Section 115 Trust Investment Report – Quarter Ending September 30, 2021

ATTACHMENT A

CITY OF PINOLE INVESTMENT REPORT SEPTEMBER 2021 PORTFOLIO SUMMARY

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	Yield	Weighted Average Maturity
Investment Pool - LAIF	32,961,891	32,957,727	32,957,727	69.94%	1	0.206	1
Investment Pool - CalTrust	3,368,484	3,368,484	3,368,484	7.15%	1	0.160	0
Money Market Savings	3,328,027	3,328,027	3,328,027	7.06%	1	0.025	0
Mutual Funds	1,134,233	1,134,233	1,134,233	2.41%	1	0.995	0
Certificates of Deposit	3,470,000	3,525,239	3,525,239	7.48%	787	1.499	4
Medium-Term Corporate Notes	2,250,000	2,310,798	2,310,798	4.90%	818	2.120	17
Federal Agency Securities	500,000	497,875	497,875	1.06%	1,349	0.680	14
Subtotal Investments	\$ 47,012,635	\$ 47,122,381	47,122,381	100.00%	493	0.916	6

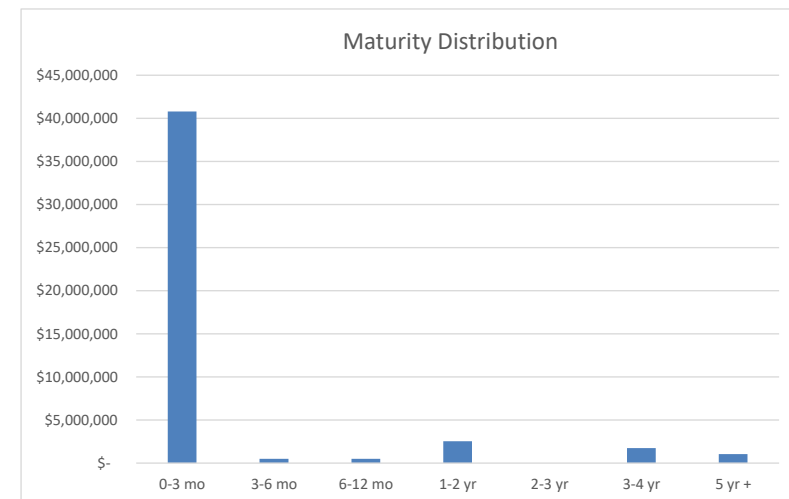
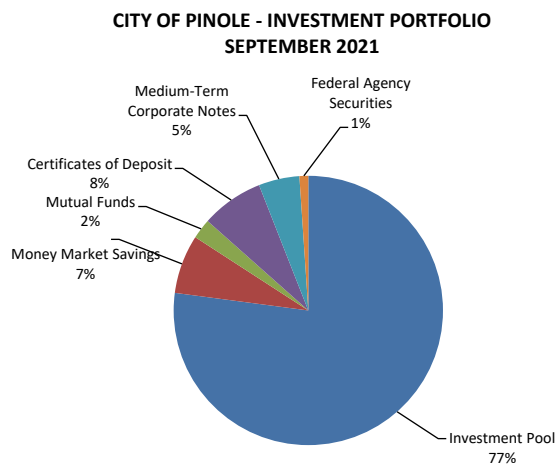
Average Years: 1.4

Cash				
Mechanics Bank - Vendor Checking *	1,348,554	1,348,554	1,348,554	1
Bank of the West - Payroll Checking *	707,065	707,065	707,065	1
Bank of the West - Checking (Credit Card Clearing) *	407,429	407,429	407,429	1
Subtotal Cash	2,463,047	2,463,047	2,463,047	1

Total Cash and Investments \$ 49,475,682 \$ 49,585,429 \$ 49,585,429

*Not included in yield calculations

The above investments are consistent with the City's Investment Policy and allowable under current legislation of the State of California. Investments were selected using safety, liquidity and yield as the criteria. The source of the market values for the investments are provided by US Bank in accordance with the California Government Code requirement. The City has sufficient cash flow to cover anticipated expenditures through the next six months.



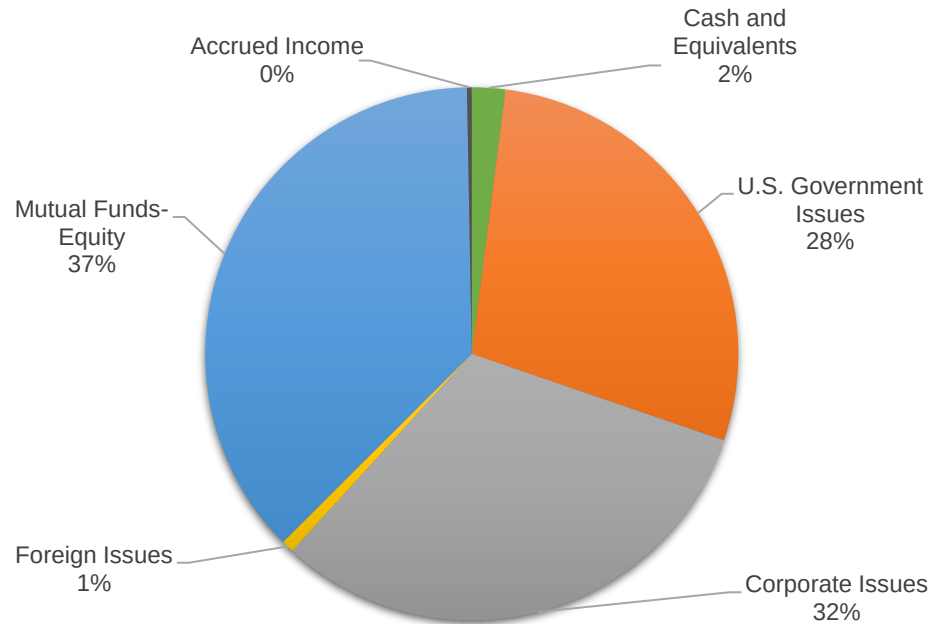
**CITY OF PINOLE
INVESTMENT REPORT SEPTEMBER 2021
PORTFOLIO DETAILS**

Type / Account Number	CUSIP	Issuer	Investment Description	Manager	GL Acct #	Par Value	Market Value	Book Value	Rate	Yield	Days to Maturity	S&P Rating	Maturity Date	Weighted Average Maturity
Investment Pool														
		Local Agency Investment Fund (LAIF)	Pooled Treasury - State of California	LAIF	999-10201	32,961,891	32,957,727	32,957,727	0.206	0.206	1	N/A		1
		CalTrust - Short Term Fund (City)	Pooled Treasury - Joint Power Financing Authority	CalTrust	999-10202	24,545	24,545	24,545	0.090	0.090	1	N/A		0
		CalTrust - Medium Term Fund (City)	Pooled Treasury - Joint Power Financing Authority	CalTrust	999-10203	3,343,938	3,343,938	3,343,938	0.230	0.230	1	N/A		0
			Subtotal and Average			36,330,375	36,326,211	36,326,211	0.175	0.175	1			0
Money Market Savings														
		Mechanics Bank	Money Market Savings (City)	City	999-10102	3,220,258	3,220,258	3,220,258	0.040	0.040	1	N/A		0
		Bank of the West	Money Market Savings - Police Evidence Trust	City	999-10104	107,769	107,769	107,769	0.010	0.010	1	N/A		0
			Subtotal and Average			3,328,027	3,328,027	3,328,027	0.025	0.025	1			0
Mutual Funds														
19-516680		U.S. Bank	Accrued Income - City Reserve	US Bank	150-10110	14,064	14,064	14,064	1.980	1.980	1	N/A		0
19-516680	31846V203	1st American Government Obligation Fund	Mutual Fund Shares - Class "D" - City Reserve	US Bank	150-10110	1,120,169	1,120,169	1,120,169	0.010	0.010	1	N/A		0
			Subtotal and Average			1,134,233	1,134,233	1,134,233	0.995	0.995	1			0
Certificates of Deposit														
19-516680	02007GLR2	Ally Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	250,999	250,999	1.800	1.770	347	N/A	9/12/2022	2
19-516680	064520BG3	Bank of Princeton	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	248,595	248,595	0.500	0.500	1,187	N/A	12/30/2024	6
19-516680	05580ATL8	Bmw Bank North America	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	251,878	251,878	1.800	1.760	439	N/A	12/13/2022	2
19-516680	38149MAY9	Goldman Sachs BK USA New York	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	255,569	255,569	2.600	2.500	613	N/A	6/5/2023	3
19-516680	58404DFE6	Medallion Bk Salt Lake City	Certificates of Deposit - City Reserves	US Bank	150-10110	249,000	252,855	252,855	1.700	1.670	354	N/A	9/19/2022	2
19-516680	59013KCZ7	Merrick Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	249,000	255,384	255,384	1.650	1.610	729	N/A	9/29/2023	4
19-516680	61690UGW4	Morgan Stanley Bank Na	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	255,584	255,584	2.600	2.500	614	N/A	6/6/2023	3
19-516680	61760AF46	Morgan Stanley Private Bk Natlassin	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	255,584	255,584	2.600	2.500	614	N/A	6/6/2023	3
19-516680	70212VAB4	Partners Bk helena Ark	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	245,861	245,861	0.600	0.600	1,369	N/A	6/30/2025	7
19-516680	84223QAN7	Southern Bankcorp Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	248,810	248,810	0.500	0.500	1,121	N/A	10/25/2024	6
19-516680	856283N51	State Bk Indiana Chicago Ill	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	249,673	249,673	1.000	1.000	1,365	N/A	6/26/2025	7
19-516680	85916VDN2	Sterling Bank of Poplar Bluff	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	253,269	253,269	1.650	1.610	718	N/A	9/18/2023	4
19-516680	87164WC71	Synchrony Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	249,000	249,000	249,000	0.650	0.650	1,096	N/A	9/30/2024	6
19-516680	949495AF2	Wells Fargo Bank Natl Bk West	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	252,177	252,177	1.850	1.810	456	N/A	12/30/2022	2
			Subtotal and Average			3,470,000	3,525,239	3,525,239	1.536	1.499	787			4
Medium-Term Corporate Notes														
19-516679	037833DN7	Apple Inc.	2.05% Corporate MTN 9/11/26 - City Reserves	US Bank	150-10110	1,000,000	1,040,610	1,040,610	2.050	1.970	1,807	AA+	9/11/2026	40
19-516680	478160BT0	Johnson Johnson	2.05% Corporate MTN 3/1/23 - City Reserves	US Bank	150-10110	750,000	767,393	767,393	2.050	2.000	517	AAA	3/1/2023	8
19-516680	594918BW3	Microsoft Corp	2.40 % Corporate MTN 02/06/22- City Reserves	US Bank	150-10110	500,000	502,795	502,795	2.400	2.390	129	AAA	2/6/2022	1
			Subtotal and Average			2,250,000	2,310,798	2,310,798	2.167	2.120	818			17
Federal Agency Securities														
19-516680	3133ELH80	Federal Farm Credit Bks	.680% Agency Bond 6/10/25	US Bank	150-10110	500,000	497,875	497,875	0.680	0.680	1,349	AA+	6/10/2025	14
			Subtotal and Average			500,000	497,875	497,875	0.680	0.680	1,349			14
Investment Portfolio Total and Average						\$ 47,012,635	\$ 47,122,381	\$ 47,122,381	0.930	0.916	493			6
													Average Years :	1.4

ATTACHMENT B

CITY OF PINOLE
INVESTMENT REPORT SEPTEMBER 2021
PENSION TRUST SECTION 115 PORTFOLIO SUMMARY

Investments	Market Value	Book Value	% of Market	Yield
Cash and Equivalents	390,926	390,926	2.03%	0.020
U.S. Government Issues	5,447,414	5,389,174	28.24%	1.930
Corporate Issues	6,074,543	6,028,399	31.49%	3.240
Foreign Issues	147,377	135,469	0.76%	4.720
Mutual Funds-Equity	7,173,763	5,575,570	37.19%	1.090
Total Assets	19,234,023	17,519,539	99.71%	2.010
Accrued Income	55,257	55,257	0.29%	
Grand Total	\$ 19,289,280	\$ 17,574,796	100%	





CITY COUNCIL REPORT

8E

DATE: NOVEMBER 2, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

**SUBJECT: RECEIVE THE FISCAL YEAR (FY) 2021-22 FIRST QUARTER
FINANCIAL REPORT**

RECOMMENDATION

Staff recommends that the City Council receive the Fiscal Year (FY) 2021/22 First Quarter Financial Report.

BACKGROUND

The quarterly financial report is intended to provide the City Council, City staff, and the public a general update on the financial activities and budget condition of the City.

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

The First Quarter Financial Report covers financial activity for the period of July 1, 2021 through September 30, 2021.

REVIEW & ANALYSIS

General Fund Analysis

The FY 2021/22 budget originally adopted on June 29, 2021 included the use of General Fund unassigned fund balance in the amount of \$2.46 million. During the first quarter of FY 2021/22, the City Council approved additional appropriations of \$138,130 from fund balance for professional services. This increased the budgeted use of unassigned fund balance to \$2.60 million. The following table shows the ending fund balance of \$3.34 million for the General Fund.

General Fund, Measure S 2006, and Measure S 2014	FY 2021/22 Original Budget	FY 2021/22 Current Budget	FY 2021/22 YTD Actuals	FY 2021/22 YTD Actuals w/ Encumb.	% of Budget	Projected Year-End
Revenues	\$ 17,290,542	\$ 17,290,542	\$ 1,388,664	\$ 1,388,664	8%	17,290,542
Expenditures	19,754,153	19,892,283	4,132,292	4,152,056	21%	19,892,283
Net surplus/deficit	(2,463,611)	(2,601,741)	\$ (2,743,627)	\$ (2,763,391)		(2,601,741)
Beginning Fund Balance	5,937,352	5,937,352				5,937,352
Ending Fund Balance	\$ 3,473,741	\$ 3,335,611				3,335,611

The following table shows the ending fund balance of \$8.14 million for the General Fund, Measure S 2006, and Measure S 2014 funds combined.

General Fund, Measure S 2006, and Measure S 2014	FY 2021/22 Original Budget	FY 2021/22 Current Budget	FY 2021/22 YTD Actuals	FY 2021/22 YTD Actuals w/ Encumb.	% of Budget	Projected Year-End
Revenues	\$ 21,627,288	\$ 21,627,288	\$ 1,772,920	\$ 1,772,920	8%	21,627,288
Expenditures	26,149,670	26,287,800	4,878,258	4,924,524	19%	26,287,800
Net surplus/deficit	(4,522,382)	(4,660,512)	\$ (3,105,337)	\$ (3,151,603)		(4,660,512)
Beginning Fund Balance	12,803,691	12,803,691				12,803,691
Ending Fund Balance	\$ 8,281,309	\$ 8,143,179				8,143,179

General Fund Revenue

For the first quarter, General Fund revenue was \$1.39 million, or 8% of budget. General Fund revenues are not received evenly throughout the fiscal year, so first quarter revenue is not expected to be at 25% of the annual budget. For comparison, General Fund revenue for the first quarter of FY 2020/21 was 11% of budget.

Category	FY 2021/22 Original Budget	FY 2021/22 Current Budget	FY 2021/22 YTD Actuals	% of Budget	Projected Year-End
Property Taxes	\$ 4,230,122	\$ 4,230,122	\$ 28,007	1%	\$ 4,230,122
Sales and Use Taxes	4,224,661	4,224,661	370,740	9%	4,224,661
Utility Users Tax	1,915,000	1,915,000	348,650	18%	1,915,000
Franchise Taxes	779,000	779,000	56,915	7%	779,000
Other Taxes: TOT	418,000	418,000	79,196	19%	418,000
Other Taxes: Business License	382,000	382,000	44,445	12%	382,000
Intergovernmental Taxes	2,082,883	2,082,883	-	0%	2,082,883
Public Safety Charges	1,339,796	1,339,796	389,457	29%	1,339,796
Total Other Revenue	1,065,394	1,065,394	71,254	7%	1,065,394
Revenue Total:	16,436,856	16,436,856	1,388,664	8%	16,436,856
Transfer In from Section 115 Trust	853,686	853,686	-	0%	853,686
Revenue/Sources Total:	\$ 17,290,542	\$ 17,290,542	\$ 1,388,664	8%	\$ 17,290,542

General Fund revenue, including Measure S 2006 and Measure S 2014, was \$1.77 million, or 8% of budget.

Category	FY 2021/22 Original Budget	FY 2021/22 Current Budget	FY 2021/22 YTD Actuals	% of Budget	Projected Year- End
Property Taxes	\$ 4,230,122	\$ 4,230,122	\$ 28,007	1%	\$ 4,230,122
Sales and Use Taxes	4,224,661	4,224,661	370,740	9%	4,224,661
Measure S 2006 & 2014	4,336,746	4,336,746	384,256	9%	4,336,746
Utility Users Tax	1,915,000	1,915,000	348,650	18%	1,915,000
Franchise Taxes	779,000	779,000	56,915	7%	779,000
Other Taxes: TOT	418,000	418,000	79,196	19%	418,000
Other Taxes: Business License	382,000	382,000	44,445	12%	382,000
Intergovernmental Taxes	2,082,883	2,082,883	-	0%	2,082,883
Public Safety Charges	1,339,796	1,339,796	389,457	29%	1,339,796
Total Other Revenue	1,065,394	1,065,394	71,254	7%	1,065,394
Revenue Total:	20,773,602	20,773,602	1,772,920	9%	20,773,602
Transfer In from Section 115 Trust	853,686	853,686	-	0%	853,686
Revenue/Sources Total:	\$ 21,627,288	\$ 21,627,288	\$ 1,772,920	8%	\$ 21,627,288

Sales Tax

Sales tax is the City's largest revenue stream for the General Fund and Measure S Funds combined. For the first quarter, sales tax revenue was \$754,996, or 9% of budget. There is typically a delay in the timing of sales tax receipts. The actuals are only for one month, July 2021. Despite the economic impact of COVID-19, sales tax receipts continue trending higher than initially predicted, especially in the countywide pool for online sales.

Property Tax

Property tax is the City's second largest revenue stream. It is received in December, April, and June of each year, so the actual revenue collected is not significant at this point. Property tax revenue includes the basic 1% property tax of \$2.76 million and the Redevelopment Property Tax Trust Fund (RPTTF) of \$1.16 million. This is revenue that has resulted from the dissolution of the former Pinole Redevelopment Agency and represents the shift from the Agency receiving tax increment revenue to the various taxing entities receiving the tax revenue. The RPTTF revenue will convert to "normal" property tax revenue when all the former Agency's outstanding debt is paid off and the Successor Agency is formally dissolved. Dissolution is currently expected to occur sometime after the final debt service payment in FY 2023/24.

All Other General Fund Revenue

Utility Users Tax (UUT), which is levied on telecommunication, electricity, gas, and mobile phones, and is received monthly. For the first quarter, revenues were \$348,650 or 18% of budget.

Franchise Tax is levied on gas, electricity, cable, and refuse. It is received monthly or quarterly depending on the segment. Revenues were \$56,915, or 7% of budget.

Other Taxes include Transient Occupancy Tax (TOT) and Business License. The majority of business license revenue is received in December and January. Total revenues were \$123,641, or 16% of budget.

Intergovernmental taxes, including the Property Tax In-Lieu of Motor Vehicle License Fee (VLF), is received in two equal installments, in December and May.

Public safety charges, including police dispatch services for Hercules and San Pablo, were \$389,457, or 29% of budget. Payments are remitted to the City quarterly.

This category also includes permits, fees, fines and forfeitures, rental income, investment income, and grants. All revenues in this category totaled \$71,254, or 7% of budget. These sources of revenue fluctuate throughout the fiscal year.

The transfer from the City's Section 115 Pension Trust to the General will be completed at the end of the fiscal year. The amount of the transfer will be based on actual PERS expenditures.

General Fund Expenditures

For the first quarter, General Fund expenditures were \$4.15 million, or 21% of budget. At this point, it is expected that expenditures are about 25% of budget. There were not any notable variances other than in the debt service category, which was at 100% of budget. The reason is that the annual payment for the City's one General Fund debt, the 2006 pension obligation bonds, is paid in full at the beginning of the fiscal year.

The following tables summarize the General Fund activity for the first quarter by expenditure category and by department.

Category	FY 2021/22 Original Budget	FY 2021/22 Current Budget	FY 2021/22 YTD Actuals	FY 2021/22 YTD Actuals w/ Encumb.	% of Budget	Projected Year- End
Salaries & Wages	\$ 9,084,353	\$ 9,084,353	\$ 1,752,271	\$ 1,752,271	19%	\$ 9,084,353
Benefits	5,829,863	5,829,863	1,024,726	1,024,726	18%	5,829,863
Professional/Admin Services	3,482,541	3,535,671	473,863	473,863	13%	3,535,671
Other Operating	286,311	286,311	46,060	46,060	16%	286,311
Materials and Supplies	184,200	184,200	60,926	80,689	33%	184,200
Interdepartmental Charges	(1,313,357)	(1,313,357)	196,425	196,425	-15%	(1,313,357)
Asset/Capital Outlay	921,180	921,180	1,929	1,929	0%	921,180
Debt Service	576,107	576,107	576,091	576,091	100%	576,107
Other Financing Uses/Transfers Out	702,955	787,955	-	-	0%	787,955
Expenditure Total:	\$ 19,754,153	\$ 19,892,283	\$ 4,132,291	\$ 4,152,054	21%	\$ 19,892,283

Department	FY 2021/22 Original Budget	FY 2021/22 Current Budget	FY 2021/22 YTD Actuals	FY 2021/22 YTD Actuals w/ Encumb.	% of Budget	Projected Year- End
City Council	\$ 176,609	\$ 176,609	\$ 48,823	\$ 48,823	28%	\$ 176,609
City Manager	562,708	575,838	163,990	163,990	28%	575,838
City Clerk	450,393	450,393	57,184	57,184	13%	450,393
City Treasurer	8,693	8,693	1,707	1,707	20%	8,693
City Attorney	310,200	310,200	48,048	48,048	15%	310,200
Finance Department	554,891	554,891	112,802	112,802	20%	554,891
Human Resources	553,626	553,626	60,620	60,620	11%	553,626
Non-Departmental	2,676,149	2,761,149	691,772	691,772	25%	1,397,087
Police Department	7,609,879	7,609,879	1,766,115	1,766,115	23%	7,609,879
Fire Department	3,925,759	3,965,759	851,674	851,674	21%	3,965,759
Public Works	2,128,337	2,128,337	257,938	277,701	13%	2,128,337
Community Development	369,885	369,885	38,510	38,510	10%	369,885
Community Services	427,025	427,025	33,110	33,110	8%	427,025
Expenditure Total:	\$ 19,754,153	\$ 19,892,283	\$ 4,132,292	\$ 4,152,055	21%	\$ 19,892,283

Measure S 2006 Fund (Fund 105) and Measure S 2014 Fund (Fund 106)

Measure S 2006 is a voter-approved general purpose use tax levied at 0.5% on all retail sales. Revenue from Measure S 2006 has historically been allocated by the City Council to fund public safety programs. For first quarter, revenues were \$191,406, or 9% of budget; this represents one month of sales tax. There is typically a delay in the timing of this revenue source. Expenditures were \$557,062, or 22% of budget.

Measure S 2014 is a voter-approved general purpose use tax also levied at 0.5% on all retail sales. Revenue from Measure S 2014 has historically been allocated by the City Council to address some of the City's operational and deferred capital improvement needs. For the first quarter, revenues were \$192,851, or 9% of budget; this represents one month of sales tax. There is typically a delay in the timing of this revenue source. Expenditures plus encumbrances were \$581,063, or 18% of budget.

Other Funds Analysis

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

Gas Tax Fund (Fund 200)

The Gas Tax Fund accounts for revenue from State excise taxes on gasoline and diesel fuel sales (referred to as the Highway Users Tax Account (HUTA)) as well as revenue from the Road Repair and Accountability Act of 2017 (SB1) (referred to as the Road Maintenance and Rehabilitation Account (RMRA)). Gas Tax Fund resources are restricted for use in the construction and maintenance of public streets. These funds support both annual operating and capital projects. For the first quarter, revenues were \$171,416, or 19% of budget. There is typically a delay in the distribution of the Gas Tax RMRA revenue. Expenditures were \$96,910, or 11% of

budget. Actual expenditures are trending lower than budgeted due to the timing of capital projects.

Public Safety Augmentation Fund (Fund 203)

The Public Safety Augmentation Fund (PSAF) accounts for monies allocated by the County Auditor-Controller under Proposition 172 from the statewide 0.5% sales tax based on a share of statewide taxable sales. These funds are used exclusively for public safety. The receipt of these funds is conditioned on Maintenance of Effort using base year FY 1992/93. For the first quarter, revenues were \$38,821, or 22% of budget. Expenditures, primarily for sworn staff time, were \$41,685, or 20% of budget.

Traffic Safety Fund (Fund 205)

The Traffic Safety Fund accounts for traffic fines and forfeitures received by the City. These funds are used exclusively for official traffic control devices, the maintenance thereof, equipment and supplies for traffic law enforcement and traffic accident prevention, and for the maintenance, improvement, or construction of public streets, bridges, and culverts within the City. The fund may be used to pay the compensation of part-time school crossing guards. For the first quarter, revenues were \$9,503, or 20% of budget. Expenditures, primarily for part-time staff, were \$1,437, or 7% of budget.

Supplemental Law Enforcement Services Fund (206)

The Supplemental Law Enforcement Services Fund (SLESF) accounts for funds received from the County under AB 3229, which enacted the Citizens Option for Public Safety (COPS) Program, through which the City receives \$100,000 annually. In addition to the \$100,000 annual payment, the City receives a Growth Allocation payment. The funds are used to partially offset officer personnel costs. For the first quarter, revenues were \$68,970, or 44% of budget. Expenditures were \$21,028, or 20% of budget.

NPDES Storm Water Fund (Fund 207)

The NPDES Storm Water Fund accounts for assessments collected by the County via property tax bills in December, April, and June, and provided to the City for stormwater programs pursuant to the National Pollutant Discharge Elimination System (NPDES) regulations, a federally mandated program. Assessments are levied at \$35 per Equivalent Runoff Unit (ERU). For the first quarter, expenditures were \$66,057, or 16% of budget.

Recreation Department Fund (Fund 209)

The Recreation Department Fund accounts for funds received from fees for participation in recreational programs. The Recreation Department was dramatically impacted by the COVID-related shelter in place (SIP) order. For the first quarter,

revenues were \$73,866, 6% of the current budget. Expenditures were \$250,730, or 16% of budget. The Recreation Department Fund will receive transfers in from the General Fund and Measure S Fund to support operations and close the budget gap. The transfers will be processed later in the fiscal year based on need.

Building & Planning Fund (Fund 212)

The Building & Planning Fund accounts for funds received from fees and permits for building and planning services. Fees are collected to recover the cost primarily related to inspections and plan checks performed. For the first quarter, revenues were \$232,542, 14% of the current budget. Revenues are lower because they are not received evenly. Expenditures were \$215,927, or 12% of budget.

Refuse Management Fund (Fund 213)

The Refuse Management Fund accounts for resources received from the City's franchise waste hauler, Republic Services, from a monthly fee imposed under AB 939 on all residential customers in Pinole. These revenues are restricted to programs and activities that promote recycling of solid waste and source reduction. For the first quarter, revenues were \$15,477, or 23% of budget. Expenditures were \$26,848, or 19% of budget.

Solid Waste Fund (Fund 214)

The Solid Waste Fund accounts for funds received from Republic Services from a monthly fee it assesses on customer rates for solid waste services. These funds are set aside for future solid waste capital projects and for a rate stabilization fund. For first quarter, revenues were \$1,000, less than 1% of the current budget. Actual revenues were mostly from interest earnings; the main revenues are received quarterly. Expenditures plus encumbrances were \$213,066, or 28% of budget.

Rate Stabilization Fund (Fund 216)

The Rate Stabilization Fund was created to account for the excess revenues from the solid waste post collection contract with Republic Services. Twenty-five percent (25%) of the surplus funds, generated from prior years' rate increases, are set aside to offset year-over-year rate fluctuations; thereby, leveling the annual rates paid by consumers. Per Resolution 2013-91, the City was required to establish a rate stabilization fund, separate from the Solid Waste Fund (214), for the excess revenues collected. For the first quarter, revenues were minimal and there were not any expenditures. Because the fund was recently created, the revenues were not budgeted. Transfers in from the Refuse Management Fund (213) and the Solid Waste Fund (214) will be processed later in the fiscal year.

Measure J Fund (Fund 215)

The Measure J Fund accounts for special sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program to receive these funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula that considers both population and road mileage. For the first quarter, revenues were \$39,416, or 10% of budget. The actuals reflect a grant reimbursement for the San Pablo Ave. bike improvements. Expenditures were \$26,855, or 3% of budget. Actual expenditures are trending lower than budgeted due to the timing of capital projects.

American Rescue Plan Act Fund (217)

The American Rescue Plan Act Fund accounts for the \$4.61 million allocated to the City from the federal government from the American Rescue Plan Act of 2021. The City received its first tranche of \$2.31 million in July 2021 and will receive the second tranche one year later. The funds are restricted for specific uses and will be appropriated later, following Council adoption of an expenditure plan.

Housing Assets for Resale Fund (285)

The Housing Assets for Resale Fund accounts for activities associated with administering housing programs of the former Pinole Redevelopment Agency, use of Housing Set Aside funds, and the provision of affordable housing within the community. For the first quarter, revenues were \$2,279, less than 1% of budget. Revenues received were from interest earnings. Proceeds from the Successor Agency loan repayment will be received later in the fiscal year. Expenditures were \$9,949, or 4% of budget.

Lighting and Landscape District Fund (Fund 310)

The Lighting and Landscape District Fund accounts for assessments to property owners to maintain median lighting and landscaping within the Pinole Valley Road North and South areas. Revenue is received in December, April, and June with property tax payments. For the first quarter, no revenues were received due to the timing of property tax receipts. Expenditures were \$6,076, or 10% of budget.

City Street Improvement (Fund 325)

The City Street Improvements Fund accounts for an annual \$250,000 transfer from Measure S 2014 for street improvement projects. For the first quarter, revenues were \$132,634, or 35% of budget. This was a grant reimbursement from for the San Pablo Ave. bike improvements. The transfer from Measure S was not processed until the second quarter. Expenditures plus encumbrances were \$704,071, or 62% of budget.

Arterial Streets Rehabilitation (Fund 377)

The Arterial Streets Rehabilitation Fund accounts for an annual \$250,000 transfer from Measure S 2014 for street rehabilitation projects. For the first quarter, actual revenues are not reflected because the transfer from Measure S was not processed until the second quarter. Expenditures plus encumbrances were \$42,408, or 5% of budget.

Sewer Enterprise Fund (Fund 500)

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Wastewater Treatment Plant, which serves the Pinole and Hercules areas. Revenues are received with the property tax payments in December, April, and June. For the first quarter, revenues were \$437,750, or 6% of budget, due to the timing of property tax receipts. Expenditures were \$1.56 million, or 22% of budget.

Cable Access TV Fund (Fund 505)

The Cable Access TV Fund accounts for revenue received from cable franchise fees, video production and broadcast charges, and Public, Educational, and Governmental (PEG) access fees. PEG access fees are designated for equipment purchases. Transfers from the General Fund also help support the operating costs. For the first quarter, revenues were \$29,755, or 6% of budget. The amount of revenue received at this point in the fiscal year aligns with expectations because franchise and PEG fees are received quarterly, approximately one month after the close of the quarter. Expenditures were \$93,304, or 17% of budget.

Information Systems Fund (Fund 525)

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. For the first quarter, revenues and expenditures were both \$1.01 million, or 17% of budget.

The FY 2021/22 budget and actual revenue, expenditures, and ending fund balance for each City fund is detailed in Attachment A.

FISCAL IMPACT

There is no financial impact as a result of receiving the First Quarter Financial Report.

ATTACHMENTS

A – FY 2021/22 First Quarter Financial Report Summary by Fund



City of Pinole, CA

For FY2021/22 Period Ending: 9/30/21

	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 100 - General Fund										
Revenue										
Property Taxes	4,230,122	4,230,122		4,230,122	28,007		28,007	(4,202,115)	1%	4,230,122
Sales and Use Taxes	4,224,661	4,224,661		4,224,661	370,740		370,740	(3,853,921)	9%	4,224,661
Utility Users Tax	1,915,000	1,915,000		1,915,000	348,650		348,650	(1,566,350)	18%	1,915,000
Franchise Taxes	779,000	779,000		779,000	56,915		56,915	(722,085)	7%	779,000
Other Taxes: TOT	418,000	418,000		418,000	79,196		79,196	(338,804)	19%	418,000
Other Taxes: Business License	382,000	382,000		382,000	44,445		44,445	(337,555)	12%	382,000
Intergovernmental Taxes	2,082,883	2,082,883		2,082,883	-		-	(2,082,883)	0%	2,082,883
Public Safety Charges	1,339,796	1,339,796		1,339,796	389,457		389,457	(950,339)	29%	1,339,796
Total Other Revenue	1,065,394	1,065,394		1,065,394	71,254		71,254	(994,140)	7%	1,065,394
Revenue Total:	16,436,856	16,436,856	-	16,436,856	1,388,664		1,388,664	(15,048,192)	8%	16,436,856
Penison Trust 115 Transfer	853,686	853,686		853,686	-		-	(853,686)	0%	853,686
Sources Total	17,290,542	17,290,542	-	17,290,542	1,388,664	-	1,388,664	(15,901,878)	8%	17,290,542
Expenditures										
City Council Total:	176,609	176,609		176,609	48,823		48,823	127,786	28%	176,609
City Manager Total:	562,708	575,838		575,838	163,990		163,990	411,848	28%	575,838
City Clerk Total:	450,393	450,393		450,393	57,184		57,184	393,209	13%	450,393
City Treasurer Total:	8,693	8,693		8,693	1,707		1,707	6,986	20%	8,693
City Attorney Total:	310,200	310,200		310,200	48,048		48,048	262,152	15%	310,200
Finance Department Total:	554,891	554,891		554,891	112,802		112,802	442,089	20%	554,891
Human Resources Total:	553,626	553,626		553,626	60,620		60,620	493,006	11%	553,626
Non-Departmental Total:	1,397,087	1,397,087		1,397,087	115,681		115,681	1,281,406	8%	1,397,087
Total Administrative:	4,014,207	4,027,337	-	4,027,337	608,854	-	608,854	3,418,483	15%	4,027,337
Police Department Total:	7,609,879	7,609,879		7,609,879	1,766,115		1,766,115	5,843,764	23%	7,609,879
Fire Department Total:	3,925,759	3,965,759		3,965,759	851,674		851,674	3,114,085	21%	3,965,759
Total Public Safety:	11,535,638	11,575,638	-	11,575,638	2,617,789	-	2,617,789	8,957,849	23%	11,575,638
Public Works Total:	2,128,337	2,128,337		2,128,337	257,938	19,763	277,701	1,850,636	13%	2,128,337
Community Development Total:	369,885	369,885		369,885	38,510		38,510	331,375	10%	369,885
Community Services Total:	427,025	427,025		427,025	33,110		33,110	393,915	8%	427,025
Debt Service:	576,107	576,107		576,107	576,091		576,091	16	100%	576,107
Operating Transfer Out:	702,955	787,955		787,955	-		-	787,955	0%	787,955
General Fund Total:	19,754,153	19,892,283	-	19,892,283	4,132,291	19,763	4,152,054	(15,740,229)	21%	19,892,283
General Fund Net Results	(2,463,611)	(2,601,741)	-	(2,601,741)	(2,743,627)	(19,763)	(2,763,390)	(161,649)	106%	(2,601,741)
Fund Balance July 1, 2021	5,937,352	5,937,352		5,937,352	5,937,352					
Estimated Fund Balance June 30, 2022	3,473,741	3,335,611		3,335,611	3,193,725					
Fund: 105 - Measure S -2006										
Revenue										
Sales and Use Taxes	2,142,000	2,142,000		2,142,000	190,469		190,469	(1,951,531)	9%	2,142,000
Interest and Investment Income	20,000	20,000		20,000	936		936	(19,064)	5%	20,000
Total Other Revenue	1,746	1,746		1,746	-		-	(1,746)	0%	1,746
Revenue Total:	2,163,746	2,163,746	-	2,163,746	191,406		191,406	(1,972,340)	9%	2,163,746
Penison Trust 115 Transfer	-	-		-	-		-	-	0%	-
Sources Total	2,163,746	2,163,746		2,163,746	191,406	-	191,406	(1,972,340)	9%	2,163,746
Expenditures										
Finance Department Total:	2,450	2,450		2,450	-		-	2,450	0%	2,450
Police Department Total:	1,844,668	1,844,668		1,844,668	394,415		394,415	1,450,253	21%	1,844,668
Fire Department Total:	681,234	681,234		681,234	162,647		162,647	518,587	24%	681,234
Expenditures Total:	2,528,352	2,528,352	-	2,528,352	557,062		557,062	1,971,290	22%	2,528,352
Measure S -2006 Net Results:	(364,606)	(364,606)		(364,606)	(365,656)		(365,656)	(1,050)	100%	(364,606)
Fund Balance July 1, 2021	2,385,431	2,385,431		2,385,431	2,385,431					
Estimated Fund Balance June 30, 2022	2,020,825	2,020,825		2,020,825	2,019,775					



	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 106 - Measure S-2014										
Revenue										
Sales and Use Taxes	2,142,000	2,142,000		2,142,000	190,461		190,461	(1,951,540)	9%	2,142,000
Interest and Investment Income	30,000	30,000		30,000	2,390		2,390	(27,610)	8%	30,000
Reimbursements	1,000	1,000		1,000	-		-	(1,000)	0%	1,000
Revenue Total:	2,173,000	2,173,000		2,173,000	192,851		192,851	(1,980,149)	9%	2,173,000
Penison Trust 115 Transfer	-	-		-	-		-	-	0%	-
Sources Total	2,173,000	2,173,000		2,173,000	192,851	-	192,851	(1,980,149)	9%	2,173,000
Expenditures										
City Council Department Total:	5,900	5,900		5,900	-		-	5,900	0%	5,900
Finance Department Total:	2,450	2,450		2,450	-		-	2,450	0%	2,450
Information Systems Total:	102,600	102,600		102,600	-		-	102,600	0%	102,600
Police Department Total:	305,807	305,807		305,807	24,338		24,338	281,469	8%	305,807
Fire Department Total:	445,249	445,249		445,249	100,290		100,290	344,959	23%	445,249
Public Works Total:	2,205,709	2,205,709		2,205,709	64,276	392,158	456,435	1,749,274	21%	2,205,709
Community Development Total:	20,000	20,000		20,000	-		-	20,000	0%	20,000
Community Services Total:	63,950	63,950		63,950	-		-	63,950	0%	63,950
Expenditures Total:	3,151,665	3,151,665		3,151,665	188,905	392,158	581,063	2,570,602	18%	3,151,665
Operating Transfer Out:	715,500	715,500		715,500	-		-	715,500	0%	715,500
Measure S-2014 Net Results:	(1,694,165)	(1,694,165)		(1,694,165)	3,946	(392,158)	(388,212)	1,305,953	23%	(1,694,165)
Fund Balance July 1, 2021	4,480,908	4,480,908		4,480,908	4,480,908					
Estimated Fund Balance June 30, 2022	2,786,743	2,786,743		2,786,743	4,484,854					
Fund: 150 - General Reserve										
Revenue Total:	-	-		-	(16,528)		(16,528)	(16,528)	0%	149,855
General Reserve Net Results:	-	-	-	-	(16,528)		(16,528)	(16,528)	0%	149,855
Fund Balance July 1, 2021	7,492,770	7,492,770		7,492,770	7,492,770					
Estimated Fund Balance June 30, 2022	7,492,770	7,492,770		7,492,770	7,476,242					
Fund: 160 - Equipment Reserve										
Revenue										
Fire Department Total:	-	-		-	-		-	-	0%	-
Public Works Total:	80,000	80,000		80,000	-	-	-	(80,000)	0%	80,000
Community Development Total:	5,000	5,000		5,000	-	-	-	(5,000)	0%	5,000
Revenue Total:	85,000	85,000	-	85,000	-		-	(85,000)	0%	85,000
Expenditures										
Public Works Total:	274,000	274,000		274,000	36,476	103,429	139,904	134,096	51%	274,000
Community Development Total:	5,000	5,000		5,000	-		-	5,000	0%	5,000
Expenditures Total:	279,000	279,000		279,000	36,476		139,904	139,096	50%	279,000
Equipment Reserve Net Results:	(194,000)	(194,000)		(194,000)	(36,476)		(139,904)	54,096	72%	(194,000)
Fund Balance July 1, 2021	243,408	243,408		243,408	243,408					
Estimated Fund Balance June 30, 2022	49,408	49,408		49,408	206,932					
Fund: 200 - Gas Tax Fund										
Revenue Total:	919,303	919,303		919,303	171,416		171,416	747,887	19%	919,303
Expenditures Total:	895,365	895,365		895,365	96,910		96,910	798,455	11%	895,365
Gas Tax Fund Net Results:	23,938	23,938		23,938	74,507	-	74,507	50,569	311%	23,938
Fund Balance July 1, 2021	356,517	356,517		356,517	356,517					
Estimated Fund Balance June 30, 2022	380,455	380,455		380,455	431,024					
Fund: 201 - Restricted Real Estate Maintenance Fund										
Revenue Total:	39,991	39,991		39,991	475		475	39,516	1%	39,991
Expenditures Total:	26,000	26,000		26,000	3,727		3,727	22,273	14%	26,000
Restricted Real Estate Maint Fund Net Results:	13,991	13,991		13,991	(3,252)		(3,252)	(17,243)	-23%	13,991
Fund Balance July 1, 2021	181,183	181,183		181,183	181,183					
Estimated Fund Balance June 30, 2022	195,175	195,175		195,175	177,932					



	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 203 - Public Safety Augmentation Fund										
Revenue Total:	172,766	172,766		172,766	38,821		38,821	(133,945)	22%	172,766
Expenditures Total:	204,574	204,574		204,574	41,685		41,685	162,889	20%	204,574
Public Safety Augmentation Fund Net Results:	(31,808)	(31,808)		(31,808)	(2,863)		(2,863)	28,945	9%	(31,808)
Fund Balance July 1, 2021	410,914	410,914		410,914	410,914					
Estimated Fund Balance June 30, 2022	379,106	379,106		379,106	408,051					
Fund: 205 - Traffic Safety Fund										
Revenue Total:	46,500	46,500		46,500	9,503		9,503	(36,997)	20%	46,500
Expenditures Total:	20,261	20,261		20,261	1,437		1,437	18,824	7%	20,261
Traffic Safety Fund Net Results:	26,239	26,239		26,239	8,066		8,066	(18,173)	31%	26,239
Fund Balance July 1, 2021	234,979	234,979		234,979	234,979					
Estimated Fund Balance June 30, 2022	261,218	261,218		261,218	243,045					
Fund: 206 - Supplemental Law Enforcement Svc Fund										
Revenue Total:	158,327	158,327		158,327	68,970		68,970	(89,357)	44%	158,327
Expenditures Total:	104,188	104,188		104,188	21,028		21,028	83,160	20%	104,188
Sup Law Enforce Svc Fund Net Results:	54,139	54,139		54,139	47,942		47,942	(6,197)	89%	54,139
Fund Balance July 1, 2021	328,953	328,953		328,953	328,953					
Estimated Fund Balance June 30, 2022	383,092	383,092		383,092	376,895					
Fund: 207 - NPDES Storm Water Fund										
Revenue Total:	324,128	324,128		324,128	(9)		(9)	(324,137)	0%	324,128
Expenditures Total:	420,685	420,685		420,685	66,057		66,057	354,628	16%	420,685
NPDES Storm Water Fund Net Results:	(96,557)	(96,557)		(96,557)	(66,066)		(66,066)	30,491	68%	(96,557)
Fund Balance July 1, 2021	1,853	1,853		1,853	1,853					
Estimated Fund Balance June 30, 2022	(94,704)	(94,704)		(94,704)	(64,213)					
Fund: 209 - Recreation Fund										
Revenue Total:	519,922	519,922		519,922	73,866		73,866	(446,055)	14%	519,922
Operating Transfers In:	673,331	673,331		673,331	-		-	(673,331)	0%	673,331
Sources Total	1,193,253	1,193,253	-	1,193,253	73,866	-	73,866	(1,119,386)	6%	1,193,253
Expenditures Total:	1,542,048	1,542,048		1,542,048	250,730		250,730	1,291,318	16%	1,542,048
Recreation Fund Net Results:	(348,795)	(348,795)		(348,795)	(176,864)		(176,864)	171,931	51%	(348,795)
Fund Balance July 1, 2021	29,162	29,162		29,162	29,162					
Estimated Fund Balance June 30, 2022	(319,634)	(319,634)		(319,634)	(147,702)					
Fund: 212 - Building & Planning										
Revenue Total:	1,605,700	1,605,700		1,605,700	232,542		232,542	(1,373,158)	14%	1,605,700
Operating Transfers In:	-	85,000		85,000	-		-	(85,000)	0%	85,000
Sources Total	1,605,700	1,690,700		1,690,700	232,542	-	232,542	(1,458,158)	14%	1,690,700
Expenditures Total:	1,727,753	1,812,753		1,812,753	215,927		215,927	1,596,826	12%	1,812,753
Building & Planning Net Results:	(122,053)	(122,053)		(122,053)	16,615		16,615	138,669	-14%	(122,053)
Fund Balance July 1, 2021	(134,313)	(134,313)		(134,313)	(134,313)					
Estimated Fund Balance June 30, 2022	(256,366)	(256,366)		(256,366)	(117,697)					
Fund: 213 - Refuse Management Fund										
Revenue Total:	66,060	66,060		66,060	15,477		15,477	(50,583)	23%	66,060
Expenditures Total:	140,858	140,858		140,858	26,848		26,848	114,010	19%	140,858
Refuse Management Fund Net Results:	(74,798)	(74,798)		(74,798)	(11,371)		(11,371)	63,427	15%	(74,798)
Fund Balance July 1, 2021	192,376	192,376		192,376	192,376					
Estimated Fund Balance June 30, 2022	117,578	117,578		117,578	181,005					



	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 214 - Solid Waste Fund										
Revenue Total:	368,000	368,000		368,000	1,000		1,000	(367,000)	0%	368,000
Expenditures Total:	761,445	761,445		761,445	124,649	88,417	213,066	548,379	28%	761,445
Solid Waste Fund Net Results:	(393,445)	(393,445)		(393,445)	(123,650)		(212,066)	181,379	54%	(393,445)
Fund Balance July 1, 2021	1,863,362	1,863,362		1,863,362	1,863,362					
Estimated Fund Balance June 30, 2022	1,469,917	1,469,917		1,469,917	1,739,712					
Fund: 215 - Measure C and J Fund										
Revenue Total:	398,147	398,147		398,147	39,416		39,416	(358,731)	10%	398,147
Expenditures Total:	937,189	937,189		937,189	26,855		26,855	910,334	3%	937,189
Measure C and J Fund Net Results:	(539,042)	(539,042)		(539,042)	12,561		12,561	551,603	-2%	(539,042)
Fund Balance July 1, 2021	2,057,182	2,057,182		2,057,182	2,057,182					
Estimated Fund Balance June 30, 2022	1,518,140	1,518,140		1,518,140	2,069,743					
Fund: 216 - Rate Stabilization Fund										
Revenue Total:	-	-		-	101		101	101	0%	403
Expenditures Total:	-	-		-	-		-	-	0%	-
Rate Stabilization Fund Net Results:	-	-		-	101		101	101	0%	403
Fund Balance July 1, 2021	184,676	184,676		184,676	184,676					
Estimated Fund Balance June 30, 2022	184,676	184,676		184,676	184,777					
Fund: 217 - American Rescue Plan Act Fund										
Revenue Total:	-	2,302,505		2,302,505	2,302,505		2,302,505	-	0%	2,302,505
Expenditures Total:	-	-		-	-		-	-	0%	2,302,505
American Rescue Plan Act Fund Net Results:	-	2,302,505		2,302,505	2,302,505		2,302,505	-	0%	-
Fund Balance July 1, 2021	-	-		-	-					
Estimated Fund Balance June 30, 2022	-	2,302,505		2,302,505	2,302,505					
Fund: 225 - Asset Seizure-Adjudicated Fund										
Revenue Total:	-	-		-	48		48	48	0%	192
Expenditures Total:	86,562	86,562		86,562	9,000		9,000	77,562	0%	86,562
Asset Seizure-Adjudicated Fund Net Results:	(86,562)	(86,562)		(86,562)	(8,952)		(8,952)	77,610	0%	(86,370)
Fund Balance July 1, 2021	87,341	87,341		87,341	87,341					
Estimated Fund Balance June 30, 2022	779	779		779	78,389					
Fund: 226 - CASp Certification and Training Fund										
Revenue Total:	-	-		-	1,348		1,348	1,348	0%	5,392
Expenditures Total:	-	-		-	-		-	-	0%	-
CASp Certification and Training Fund Net Results:	-	-		-	1,348		1,348	1,348	0%	5,392
Fund Balance July 1, 2021	27,417	27,417		27,417	27,417					
Estimated Fund Balance June 30, 2022	27,417	27,417		27,417	28,765					
Fund: 275 - Parkland Dedication Fund										
Revenue Total:	-	-		-	58		58	58	0%	232
Expenditures Total:	-	-		-	-		-	-	0%	-
Parkland Dedication Fund Net Results:	-	-		-	58		58	58	0%	232
Fund Balance July 1, 2021	104,448	104,448		104,448	104,448					
Estimated Fund Balance June 30, 2022	104,448	104,448		104,448	104,506					
Fund: 276 - Growth Impact Fund										
Revenue Total:	229,834	229,834		229,834	78		78	(229,756)	0%	229,834
Expenditures Total:	258,000	258,000		258,000	5,555		5,555	252,445	2%	258,000
Growth Impact Fund Net Results:	(28,166)	(28,166)		(28,166)	(5,477)		(5,477)	22,689	19%	(28,166)
Fund Balance July 1, 2021	141,492	141,492		141,492	141,492					
Estimated Fund Balance June 30, 2022	113,326	113,326		113,326	136,015					



City of Pinole, CA

For FY2021/22 Period Ending: 9/30/21

	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 285 - Housing Land Held for Resale										
Revenue Total:	1,733,692	1,733,692		1,733,692	2,279		2,279	(1,731,413)	0%	1,733,692
Expenditures Total:	228,798	228,798		228,798	9,949		9,949	218,849	4%	228,798
Housing Land Held for Resale Net Results:	1,504,894	1,504,894		1,504,894	(7,670)		(7,670)	(1,512,564)	-1%	1,504,894
Fund Balance July 1, 2021	7,835,513	7,835,513		7,835,513	7,835,513					
Estimated Fund Balance June 30, 2022	9,340,407	9,340,407		9,340,407	7,827,842					
Fund: 310 - Lighting & Landscape Districts										
Revenue Total:	62,268	62,268		62,268	-		-	(62,268)	0%	62,268
Expenditures Total:	62,125	62,125		62,125	6,076		6,076	56,049	10%	62,125
Lighting & Landscape Districts Net Results:	143	143		143	(6,076)		(6,076)	(6,219)	-4252%	143
Fund Balance July 1, 2021	35,953	35,953		35,953	35,953					
Estimated Fund Balance June 30, 2022	36,095	36,095		36,095	29,877					
Fund: 317 - Pinole Valley Caretaker Fund										
Revenue Total:	15,000	15,000		15,000	-		-	(15,000)	0%	15,000
Expenditures Total:	14,755	14,755		14,755	1,606		1,606	13,149	11%	14,755
Pinole Valley Caretaker Fund Net Results:	245	245		245	(1,606)		(1,606)	(1,851)	-655%	245
Fund Balance July 1, 2021	(327)	(327)		(327)	(327)					
Estimated Fund Balance June 30, 2022	(82)	(82)		(82)	(1,932)					
Fund: 324 - Public Facilities Fund										
Expenditures Total:	70,000	70,000		70,000	-		-	70,000	0%	70,000
Public Facilities Fund Net Results:	(70,000)	(70,000)		(70,000)	-		-	70,000	0%	(70,000)
Fund Balance July 1, 2021	541,649	541,649		541,649	541,649					
Estimated Fund Balance June 30, 2022	471,649	471,649		471,649	541,649					
Fund: 325 - City Street Improvements										
Revenue Total:	-	-		-	132,634		132,634	132,634	#DIV/0!	132,634
Operating transfers in Total:	250,000	250,000		250,000	-		-	(250,000)	0%	250,000
Sources Total:	250,000	250,000	-	250,000	132,634		132,634	(117,366)	53%	382,634
Expenditures Total:	1,133,105	1,133,105		1,133,105	71,591	632,480	704,071	429,034	62%	1,133,105
City Street Improvements Net Results:	(883,105)	(883,105)	-	(883,105)	61,043	632,480	(571,437)	311,668	65%	(750,471)
Fund Balance July 1, 2021	1,246,864	1,246,864		1,246,864	1,246,864					
Estimated Fund Balance June 30, 2022	363,759	363,759		363,759	1,307,907					
Fund: 327 - Park Grants (Measure WW)										
Revenue Total:	-	-		-	14		14	14	0%	57
Expenditures Total:	189,758	189,758		189,758	-		-	189,758	0%	189,758
Park Grants (Measure WW) Net Results:	(189,758)	(189,758)		(189,758)	14		14	189,772	0%	(189,701)
Fund Balance July 1, 2021	25,521	25,521		25,521	25,521					
Estimated Fund Balance June 30, 2022	(164,237)	(164,237)		(164,237)	25,535					
Fund: 377 - Arterial Streets Rehabilitation Fund										
Operating transfers in Total:	250,000	250,000		250,000	-		-	(250,000)	0%	250,000
Expenditures Total:	775,297	775,297		775,297	203	42,205	42,408	732,889	5%	775,297
Arterial Streets Rehabilitation Fund Net Results:	(525,297)	(525,297)		(525,297)	(203)	42,205	(42,408)	482,889	8%	(525,297)
Fund Balance July 1, 2021	788,574	788,574		788,574	788,574					
Estimated Fund Balance June 30, 2022	263,277	263,277		263,277	788,371					
Fund: 500 - Sewer Enterprise Fund										
Revenue Total:	7,897,500	7,897,500		7,897,500	437,750		437,750	(7,459,750)	6%	7,897,500
Penison Trust 115 Transfer	-	-		-	-		-	-	0%	-
Sources Total	7,897,500	7,897,500		7,897,500	437,750	-	437,750	(7,459,750)	6%	7,897,500
Expenditures Total:	9,265,093	9,265,093		9,265,093	1,564,364	511,248	2,075,612	7,189,480	22%	9,265,093
Sewer Enterprise Fund Net Results:	(1,367,593)	(1,367,593)	-	(1,367,593)	(1,126,614)	(511,248)	(1,637,862)	(270,270)	120%	(1,367,593)
Fund Balance July 1, 2021	21,399,210	21,399,210		21,399,210	21,399,210					
Estimated Fund Balance June 30, 2022	20,031,618	20,031,618		20,031,618	20,272,596					



	Original Budget	Current Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 503 - Plant Expansion Fund										
Revenue Total:	-	-		-	505		505	505	0%	2,020
Expenditures Total:	-	-			159,677		159,677	(159,677)	0%	638,707
Plant Expansion Fund Net Results:	-	-		-	(159,172)		(159,172)	(159,172)	0%	(636,687)
Fund Balance July 1, 2021	2,365,557	2,365,557		2,365,557	2,365,557					
Estimated Fund Balance June 30, 2022	2,365,557	2,365,557		2,365,557	2,206,385					
Fund: 505 - Cable Access TV										
Revenue Total:	374,928	374,928		374,928	29,755		29,755	(345,173)	8%	374,928
Operating transfers in Total:	160,124	160,124		160,124	-		-	(160,124)	0%	160,124
Sources Total	535,052	535,052		535,052	29,755	-	29,755	(505,297)	6%	535,052
Expenditures Total:	570,765	570,765		570,765	94,304		94,304	476,461	17%	570,765
Cable Access TV Net Results:	(35,713)	(35,713)		(35,713)	(64,549)		(64,549)	(28,836)	181%	(35,713)
Fund Balance July 1, 2021	(3,132)	(3,132)		(3,132)	(3,132)					
Estimated Fund Balance June 30, 2022	(38,845)	(38,845)		(38,845)	(67,681)					
Fund: 525 - Information Systems										
Expenditures Total:	1,011,526	1,011,526		1,011,526	(169,283)		(169,283)	(1,180,809)	-17%	1,011,526
Indirect cost allocations Total:	(1,011,526)	(1,011,526)		(1,011,526)	169,283		169,283	1,180,809	-17%	(1,011,526)
Information Systems Net Results:	0	0			-		-	0	0%	-
Fund Balance July 1, 2021	(196,169)	(196,169)		(196,169)	(196,169)					
Estimated Fund Balance June 30, 2022	(196,169)	(196,169)		(196,169)	(196,169)					
Fund: 700 - Pension Fund										
Revenue Total:	-	-		-	(130,610)		(130,610)	(130,610)	0%	771,572
Expenditures Total:	-	-			22,583		22,583	(22,583)	0%	90,332
Pension Fund Net Results:	-	-		-	(153,193)		(153,193)	(153,193)	0%	681,240
Fund Balance July 1, 2021	19,442,495	19,442,495		19,442,495	19,442,495					
Estimated Fund Balance June 30, 2022	19,442,495	19,442,495		19,442,495	19,289,302					
Fund: 750 - Recognized Obligation Retirement Fund										
Revenue Total:	250,000	250,000		250,000	4,679		4,679	(245,321)	2%	250,000
Expenditures Total:	194,899	194,899		194,899	41,910		41,910	152,989	22%	194,899
Recognized Obligation Retirement Fund Net Results:	55,101	55,101		55,101	(37,231)		(37,231)	(92,332)	-68%	55,101



CITY COUNCIL REPORT

8F

DATE **NOVEMBER 2, 2021**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **ANDREW MURRAY, CITY MANAGER**

SUBJECT: **RECEIVE THE QUARTERLY REPORT ON IMPLEMENTATION OF THE
STRATEGIC PLAN FOR FISCAL YEAR (FY) 2021-22 FIRST QUARTER**

RECOMMENDATION

City staff recommends that the City Council receive the quarterly report on implementation of the Strategic Plan.

BACKGROUND

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan identified four goals for the City (safe and resilient, financially stable, vibrant and beautiful, and high performance) and 22 individual strategies (special projects) to complete over a five-year timeframe.

In August 2020, the City created the Strategic Plan Implementation Action Plan (IAP), which identified the timeframe on which each Strategic Plan strategy would be implemented. The City Council revisited the IAP in January 2021 and approved an updated version, which specified completion dates for each of the strategies (attached). During the January 2021 discussion of the IAP, staff recommended that staff provide a quarterly report on the status of the implementation of the Strategic Plan strategies, akin to the quarterly reports that staff provides to the Council on the City budget and City investments. Council agreed to this recommendation.

REVIEW & ANALYSIS

Below find a table listing the four goals and 22 strategies contained within the Strategic Plan, along with the start and completion dates for each agreed upon in the January 2021 IAP. Each strategy has been coded with a green, yellow, or red dot to indicate whether the City is on track to achieve the beginning and completion dates specified in the January 2021 IAP. Green indicates that the City is on track to achieve the beginning and completion dates; yellow indicates that the City is on track to achieve either the beginning or completion date; and red indicates that the City is not on track to achieve either the beginning or completion date. The City is on track, as of the first quarter of FY 2021-22, to achieve the beginning and completion dates of almost all of the strategies.

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	FY 2021-22 First Quarter Status	Notes on Status
Goal 1: Safe and Resilient Pinole				
Strategy 1. Conduct a citywide asset condition assessment.	Year 1	Year 5		The City is in the midst of multiple asset condition assessments and master plans. At the end of Year 5, the City will have current assessments for all major capital assets.
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	Year 1	Year 1		A draft updated EOP is expected from consultant in FY 2021-22 Q3.
Strategy 3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.	Year 3	Year 3		Staff expects to initiate and complete this effort on schedule.
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	Year 1	Year 2		City staff presented its assessment of the fire study and its recommendations regarding next steps to bolster fire service in April 2021. City Council approved staff's recommendations, which staff is now implementing.
Goal 2: Financially Stable Pinole				
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	Year 1	Year 1	 Complete	The City adopted a LTFP in June 2021.

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	FY 2021-22 First Quarter Status	Notes on Status
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	Year 1	Year 2		The Finance Department issued an RFP in October 2021 to engage a firm to conduct a comprehensive cost allocation plan and fee study. The cost allocation plan and fee study are expected to be completed in March 2022, which may result in proposed changes to City fees. City staff is exploring various options for online payments.
Strategy 3. Establish a program to evaluate grant opportunities and capacity.	Year 2	Year 2		City staff will complete this project in FY 2021-22.
Strategy 4. Explore an array of revenue generation opportunities to recover costs.	Year 2	Year 3		This is an ongoing effort in which staff is currently engaged, and of which the fee study is a component.
Strategy 5. Develop a disciplined approach to funding infrastructure maintenance and improvements.	Year 1	Year 5		This is an ongoing effort in which staff is currently engaged, and which involves the asset condition assessments, master plans, and annual capital planning process.
Goal 3: Vibrant and Beautiful Pinole				
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	Year 1	Year 4		Staff has begun work to update these plans. Staff expects these efforts to accelerate when the new Community Development Director is aboard.
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	Year 4	Year 4		Staff expects to initiate and complete this effort on schedule.

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	FY 2021-22 First Quarter Status	Notes on Status
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	Year 1	Year 1	 Complete	The City has partnered with nonprofit housing organizations to explore and develop affordable housing projects, particularly the Satellite Affordable Housing Associates (SAHA) project at 811 San Pablo Avenue. Although this is an ongoing effort, it was scheduled as a one-year project in the IAP, and is therefore marked as complete.
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	Year 1	Year 2		The City engaged a consultant in September 2021 to prepare an economic development strategy for the City. The project is now being initiated, and staff expects the consultant to complete the strategy in FY 2021-22.
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians.	Year 2	Year 4		The City is engaged in a number of collaborations with other jurisdictions and agencies to enhance transportation.
Strategy 6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community amenities, business districts, and nuisance abatement.	Year 1	Year 1		This is an ongoing effort. City staff is continually updating code enforcement policies and procedures. Investment in community amenities is a responsibility of the capital improvement plan and the potential creation of business districts will be addressed in the forthcoming economic development strategy.
Goal 4. High Performance Pinole				

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	FY 2021-22 First Quarter Status	Notes on Status
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City's classification and compensation system and update as needed.	Year 1	Year 2		Staff have begun to develop an employee attraction, retention, and development plan. Staff have conducted a number of classification and compensation studies. Staff expects these efforts to accelerate when the new Human Resources Director is aboard, and to complete an attraction, retention, and development plan in FY 2021-22.
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	Year 1	Year 1	 Complete	The City completed a citywide organizational review (assessment) in March 2021.
Strategy 3. Review citywide implementation of best practices and improve processes.	Year 2	Year 5		This is an ongoing effort in which staff is currently engaged
Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	Year 1	Year 2		The City engaged a consultant in August 2021 to create a communication and engagement plan for the City. City staff expects to receive the plan from the consultant in Q3 FY 2021-22.
Strategy 5. Develop a public engagement plan. a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore opportunities for meaningful youth participation in city and community life. c. Develop a robust volunteer and internship program.	Year 1	Year 2		The City engaged a consultant in August 2021 to create a communication and engagement plan for the City. City staff expects to receive the plan from the consultant in Q3 FY 2021-22.

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	FY 2021-22 First Quarter Status	Notes on Status
Strategy 6. Develop a comprehensive information technology Strategic Plan.	Year 1	Year 1		City staff has received a revised draft of the IT Plan from the City's IT consultant. City staff expects to receive a final plan in Q2 FY 2021-22.
Strategy 7. Develop an interagency legislative advocacy program.	Year 2	Year 2		Staff expects to initiate and complete this effort on schedule.

FISCAL IMPACT

There is no fiscal impact related to receiving this report.

ATTACHMENTS

Attachment A Implementation Action Plan, January 2021



City of Pinole

Strategic Plan 2020 – 2025

Implementation Action Plan

August 2020
Revised January 2021

City of Pinole Strategic Plan 2020 – 2025 Implementation Action Plan (IAP)

This Implementation Action Plan is a living document and serves as the blueprint to implement the Strategic Plan. This document is a tool that should be updated on a regular basis. Management Team members may choose to review progress on a scheduled basis, and periodically report progress to the City Council, employees, and other stakeholders. Prudent implementation requires “circling back” and fine-tuning the plan based on experience. It contains the key steps, prioritization, time frame, team, and success indicators to implement the Strategic Plan elements.

The categories within this IAP are:

- o Year to begin the strategy (Year 1, 2, 3, 4, or 5)
 - o Year 1 is FY 2020-21
 - o Year 2 is FY 2021-22
 - o Year 3 is FY 2022-23
 - o Year 4 is FY 2023-24
 - o Year 5 is FY 2024-25
- o Updated year to begin strategy
- o Updated year to complete strategy
- o Key implementation steps
- o Lead staff position for the strategy
- o Other team members involved for the strategy
- o Whether resources (dollars or staff time) are available to complete strategy
- o Success indicators and comments

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 1: Safe and Resilient Pinole								
Strategy 1. Conduct a citywide asset condition assessment.	Year 1	Year 1	Year 5	- Acquire asset management software - underway - Complete/review inventory of all city assets (facilities, property, equipment, etc.) - Conduct condition assessments - Review results with Executive Team - Distribute condition assessment report to staff - Create Long-Term Capital Asset Management Plan and integrate with Capital Improvement Plan	Development Services Director / City Engineer	Public Works Manager, Senior Project Manager	Yes (funding appropriated for some related expenses, but not all)	- Establish maintenance standards - Report annually on the condition of city assets - Create long-term plan for capital asset management
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	Year 1	Year 1	Year 1	- Review the city's emergency preparedness and response plan - Revise/update the plan based on best practices - Attach the condition assessment report to the plan	Fire Chief	Police Chief	Yes (funds in current budget for this project estimated at \$50,000)	- Publish an updated Pinole EOP - Establish tabletop schedule and track drills
Strategy 3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.	Year 3	Year 3	Year 3	- Assess and document the city's needs for the CERT program - Establish and implement preferred approach (e.g., city operated, volunteer-based, partnership with other agency) - Identify resources that are needed to restore the program (funding, staff, training materials, volunteers, equipment, etc.)	Fire Chief	Police Chief	Yes	- Inventory CERT across the City - Schedule and conduct drills

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	Year 1	Year 1	Year 2	- Review the results and recommendations of the 2019 fire service study (planned for September 2020) - Provide City staff recommendations to Council - Identify resources needed to implement top priorities - Develop an implementation action plan for the recommendations - Provide updates to implementation	Fire Chief	City Manager	Yes (resources are available to review the results and recommendations, but no funding has been appropriated to implement any service expansions)	Implementation of Council-approved recommendations

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 2: Financially Stable Pinole								
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	Year 1	Year 1	Year 1	- Create project plan to develop LTFP - Prepare 10-year financial forecast - Identify budget and organizational strategies for long-term sustainability - Engage community (education and strategies, service levels) - Engage executive team on developing plan - Based on best practices, include policies for managing the city's reserves and liabilities - Present LTFP to Council for adoption	Finance Director	Potential consultant support Executive Team	Yes	- LTFP adopted by council - Making decisions consistent with plan - Report on annual compliance with financial reserves and liabilities' policies - Ability to live within the forecast - Update plan every two years
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	Year 1	Year 1	Year 2	- Collect sample fee schedules from peer agencies - Analyze cost of providing fee-based services (including completing updated overhead cost allocation plan and incorporating that data) - Calculate and document fully burdened in-house service costs for each fee - Review and update, if appropriate, the City's financial policy on fee-based services and cost recovery - Update fees, based on the city's cost-recovery goals - Distribute new fee schedule to staff and upload to the city's website	Finance Director	Executive Team	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	NOTES: Development Services – need nexus study first Recreation, PCTV Fire completed

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 3. Establish a program to evaluate grant opportunities and capacity.	Year 2	Year 2	Year 2	- Determine organizational structure/home and process for evaluating and pursuing grant opportunities - Identify priority service areas for pursuing grants - Determine staff assignments - Review grant application and administration best practices - Develop criteria for determining whether to pursue grants - Prepare annual report summarizing grants to pursue and the status of administration	City Manager	Executive Team	Yes	- Total dollars awarded - Administration cost by percent of total grant - Grant funded projects completed - Monetary value of benefits/outcomes created directly by grant and indirectly as a result of grant
Strategy 4. Explore an array of revenue generation opportunities to recover costs.	Year 2	Year 2	Year 3	- Determine revenue needs to cover city expenditures (see goal 2, strategy 1) - Identify options (see goal 2, strategy 1 and strategy 2) - Prioritize pursuit of revenue options - Determine ease of implementation - Bring recommendations to Council	Finance Director	Executive Team	Yes	Periodically review costs for services and the percent of costs recovered through fees and charges.
Strategy 5. Develop a disciplined approach to funding infrastructure maintenance and improvements.	Year 3	Year 1	Year 5	Create Long-Term Capital Asset Management Plan and integrate with Capital Improvement Plan	Development Services Director / City Engineer	Finance Director	Yes	- CIP implementation - CIP gaps

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 3: Vibrant and Beautiful Pinole								
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	Year 1	Year 1	Year 4	- Updating the Housing Element in FY 2020 – 2021 - Update the residential housing design guidelines - Recommend changes as needed - Review updates with the executive team - Finalize updates	Development Services Director / City Engineer		Yes (received a grant to fund the Housing Element and residential design guidelines update)	Adopted plan documents
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	Year 4	Year 4	Year 4	- Review current process for rehabilitating and re-using undeveloped or underdeveloped properties - Identify and remove process delays and steps that lack value - Update city policies as needed	Development Services Director / City Engineer and Assistant City Manager		Yes	Track redevelopment and reuse timeframes

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	Year 1	Year 1	Year 1	- Identify and meet with potential partner housing organizations - Collaborate on developing housing units, both through financial assistance and zoning requirements, consistent with state and regional targets - Work closely with neighborhoods to vet housing proposals and plan to construction to ensure consistency with neighborhood character.	Development Services Director / City Engineer and Assistant City Manager		Yes (staff is available to work on this strategy, but the City has limited financial resources to contribute toward the construction of new housing)	- Track the number of new housing partners - Track the number of housing units created

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	Year 1	Year 1	Year 2	- Identify the city's economic development lead staff person - Create project plan to create economic development strategy - Identify the city's economic development goals with City Council and potential subcommittee with key partners (including funding resources that will be needed to achieve each economic development goal and strategy) - Document strategies related to each goal - Specify ways to enhance the city's signage and branding	Assistant City Manager	City Manager, Development Services Director / City Engineer, and Planning Manager	Yes (staff is available to work on this strategy, but no funds have been appropriated for consulting services that might be needed to complete the strategy)	- Track tax dollars - Track square footage of business industry by type

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians.	Year 2	Year 2	Year 4	• Cultivate and actively engage partnerships on bike and ped planning activities • Identify the City's transportation circulation goals and review and update City transportation and circulation plans as needed • Determine how regional partners can assist with improvement - MTC, WCCTAC and WESTCAT • Evaluate the effectiveness of these partnerships • Make adjustments as needed	Development Services Director / City Engineer		Yes	Actively involved with WCCTAC

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community amenities, business districts, and nuisance abatement.	Year 1	Year 1	Year 1	- Review the city's code enforcement and property maintenance programs - Develop recommendations including proactive enforcement based on Council priorities - Prioritize the rental property maintenance program and inspection process - Review recommended updates with the executive team - Finalize updates - Communicate updates to staff and the public	Planning Manager	City Attorney	Yes (new FTE approved by Council in FY 2019-2020)	- Track complaints - Track number of blighted properties improved - Develop and track business district condition inventories - Timeframe to open and close a case (determine metric and close cases in a timely fashion)

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 4. High Performance Pinole								
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City's classification and compensation system and update as needed.	Year 1	Year 1	Year 2	• Create project plan to create employee attraction, retention, and development plan • Consider incorporation of succession planning component • Document the city's goals for employee attraction, retention, and development • Identify strategies to attract and retain talent • Identify what works in departments • Develop key performance indicators to track success • Monitor and report on results • Conduct a citywide classification and compensation study • Identify compensation improvements and prioritize recommendations • Evaluate compensation recommendations against the LTFP	Human Resources Director	Executive Team	Yes	• Workforce satisfaction and productivity

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	Year 1	Year 1	Year 1	- Solicit proposals from qualified consultants - Conduct a citywide organizational review - Analyze organizational structure, breadth of City activities, staffing and resource levels, and span of control - Identify opportunities to streamline operations, and optimize efficiency and effectiveness - Distribute results to staff - Prioritize recommendations - Implement changes	City Manager	Consultant	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	Implement recommended changes
Strategy 3. Review citywide implementation of best practices and improve processes.	Year 2	Year 2	Year 5	- Establish framework through which all City activities and each department's policies, procedures, and services are reviewed on a recurring basis relative to best practices and improvement opportunities - Identify and prioritize policies and procedures to review and update (dept/citywide)	City Manager	Executive Team	Yes	- Document and track efficiencies - Ongoing – touches all areas (i.e. personnel rules). Share and report on updates as occurs.

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	Year 1	Year 1	Year 2	- Define the purpose and goals of a communication plan - Assign staff to create communication plan - Solicit input from key stakeholder groups (internal and external) - Create draft plan and review the plan with city leadership - Adopt the plan - Distribute the plan to city staff	City Manager	Development Services Director / City Engineer’s team and an analyst (PD to implement plan to start)	Yes	- Track “good” news stories - Survey the community about their knowledge City information

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 5. Develop a public engagement plan. a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore opportunities for meaningful youth participation in city and community life. c. Develop a robust volunteer and internship program.	Year 1	Year 1	Year 2	• Create project plan to create engagement plan • Review existing tools and engagement practices • Establish a policy adopting public engagement principles • Develop a volunteer and youth engagement approach • Implement engagement across the organization based on the principles	City Manager	City Clerk	Yes	• Track number of participants and hours of public engagement annually.

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Develop a comprehensive information technology Strategic Plan.	Year 1	Year 1	Year 1	- Assess the city's current use of technology - Obtain feedback from city staff about technology needs (through surveys, focus groups, etc.) - List the most critical challenges facing the city, to determine technological priorities - Research possible solutions and associated costs for each priority - Document priorities, solutions (both products to purchase and services to outsource), and costs - Review the technology plan with staff	Assistant City Manager	IT service providers	Yes	Implementation of IT Plan recommendations (Note: Plan will have a 3-5-year timeframe)
Strategy 7. Develop an interagency legislative advocacy program.	Year 2	Year 2	Year 2	- Identify the City's legislative policy goals on an annual basis - Work with a lobbyist and implement legislative priorities consistent with the City's interests and Strategic Plan - Monitor results	City Manager		Yes	Track legislation opposed and supported annually.



CITY COUNCIL REPORT

8G

DATE: NOVEMBER 2, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MISHA KAUR, SR. PROJECT MANAGER

SUBJECT: FISCAL YEAR (FY) 2021/22 FIRST QUARTER REPORT ON
IMPLEMENTATION OF CAPITAL IMPROVEMENT PLAN (CIP)
PROJECTS

RECOMMENDATION

Staff recommends that the City Council receive the Fiscal Year (FY) 2020/21 First Quarter Report on implementation of Capital Improvement Plan (CIP) projects.

BACKGROUND

The CIP is a multi-year tentative plan/forecast of the City's capital improvement projects. The first year of the CIP is the proposed capital project plan and capital budget for that fiscal year.

The City creates an updated CIP each year based on the condition of the City's current capital assets, the desire for new capital assets, and available funding. Projects in the CIP address the City's major types of capital assets: facilities, parks, sewer collection and treatment, stormwater, and roads. The condition of current assets and the need for new capital assets is usually determined through the creation of a master plan for each major type of asset. Below is a list of the current status of master planning for each major type of asset:

Asset	Master planning	Status
Facilities	Beehive - Asset Management Software	Execution
Parks	Park Master Plan	Planning
Sanitary Sewer	Sanitary Sewer Collection Master Plan	Execution
	Sanitary Sewer Management Plan	Execution
Stormwater	Storm Drain Master Plan	Programmed for FY 2022/23
Roads	Local Road Safety Plan	Execution
	Active Transportation Plan	Initiation
	StreetSaver – Pavement Management	Execution

CIP projects usually have five major phases of their lifecycle, described below.

- **Initiation:** Projects in the CIP are selected and prioritized based on specific criteria such as consistency with master plans and policies, regulatory requirements, health and safety impacts, and community benefits. The funding is identified for projects and a capital budget is presented to Council for consideration. Once the CIP is adopted by City Council, staff is responsible for project implementation. The initiation phase involves determining whether the project will be managed by City staff or a consultant, assigning the project to a manager, and assembling the project team.
- **Planning:** The assigned project manager develops the scope, preliminary schedule, and funding requirements, and identifies stakeholders.

Construction projects can be completed through several delivery methods, including design-build and design-bid-build. In design-build, the same firm/team of firms is selected to design and build the project, whereas in design-bid-build one firm designs the project, then the construction is bid, and a construction firm builds the project. Depending on the delivery method, a construction project can involve several steps which may include design, bid, award, construction, and closeout.

For non-construction projects such as master planning, staff defines the initial project by identifying major goals and objectives.

Throughout the project lifecycle, coordination and engagement with various stakeholders is necessary. Stakeholders can include the community, business owners, utilities, funding partners, and other interested and affected parties.

- **Execution:** For construction projects, the project plans and specifications, and preliminary costs estimates, are prepared. Typically, there are three levels of design review which allow opportunity for coordination and input with stakeholders, utilities, funding partners, and regulatory agencies. The design review usually occurs at 35, 65, and 90 percent of design completion. As the design progresses through each level, the cost estimate becomes more precise. The completed design is reviewed and approved by the City Engineer.

For a design-bid-build project, the final approved design goes out to bid. The project cost estimate and source of project funding govern which procurement policies and procedures will apply. The City's procurement policy establishes the standards for purchase of goods, services, and supplies. Projects involving federal or state grant funds typically involve stricter and more formalized procedures. In addition, high value public works projects must adhere to processes established in the California Public Contract Code. A contract is awarded to the most qualified and responsible vendor.

After a contract is awarded and executed with the appropriate insurance and bonds, project construction can begin. The project size and complexity dictate the length of the construction phase.

For master plans, stakeholders are engaged, and links are identified among other infrastructure plans, the General Plan, and other applicable City plans. Next, solutions including conceptual alternatives are developed. Viable solutions are evaluated to ensure they meet the goals and needs of the project. The master plan is a final document which contains a recommended program and/or capital project list.

- **Monitoring:** Throughout the project lifecycle, staff oversees and monitors the project. Construction projects involve construction management, contract compliance, and project management services which include technical and administrative tasks. Staff is also responsible for grant administration for projects that are funded by grants.
- **Closure:** Once construction projects are complete, the as-built drawings are filed for future reference. Closeout activities involve completing project related paperwork including filing the notice of completion with the Contra Costa County Recorder's office. For master plans, the final plan is presented to City Council.

The Administration and Engineering Division in the Public Works Department is responsible for identifying and completing City capital projects. In FY 2020/21, the City began providing a quarterly report on the status of implementation of the capital projects contained in the CIP.

REVIEW & ANALYSIS

The City's adopted CIP (Attachment A) contains mostly construction projects and a few master planning projects. The master plans included in the CIP will aid the City in identifying and prioritizing construction projects and will identify funding opportunities for future projects.

Attachment B is a summary of the phase and status of each project programmed for FY 2021/22 in the CIP as of the end of the first quarter of FY 2021/22.

First Quarter CIP Highlights

- Staff initiated dialogue with an on-call consultant to expedite delivery of various CIP projects which are pending initiation and/or time sensitive due to funding constraints.
- There was significant progress on the design of the Senior Center auxiliary parking lot (CIP Project # FA1901) and staff will return to City Council at a future meeting to seek direction on the project.

- The West Contra Costa Transportation Advisory Committee (WCCTAC) Board adopted a resolution authorizing the Executive Director to execute a Cooperative Funding Agreement with the City of Pinole for the Appian Way Complete Streets Project (CIP Project # RO2105). The funding agreement provides \$100,000 in Sub-Regional Transportation Mitigation Program (STMP) funds for preliminary engineering and design. Staff will return to City Council at a future meeting to seek approval of the funding agreement.
- City staff has been working with Marin Clean Energy's (MCE's) Energy Efficiency program to explore opportunities for energy conservation and generation at City owned facilities. The program provides no-cost energy assessments, and rebates to offset project costs. Most recently, MCE evaluated energy storage options for the Pinole Youth Center. This location was a candidate for energy storage because there is existing rooftop solar. If a feasible project is identified, staff will return to City Council at a future meeting to seek direction.
- The City received grant funds from the Metropolitan Transportation Commission (MTC) Pavement Management Technical Assistance Program (P-TAP) to utilize MTC's consultant, to perform the required analysis to recertify the City's Pavement Management Program. The P-TAP Consultant began the pavement condition survey on approximately 52.4 centerline miles of roadway pavement.
- City staff released the bid for the San Pablo Avenue Rehabilitation Project (CIP Project # RO1801).
- A project website, www.pinoletrsp.com, for the Local Road Safety Plan (CIP Project # RO2104) was launched to provide project information and gather input from the community about traffic safety concerns in Pinole.

FISCAL IMPACT

Projects have budgeted sources of funds which have been previously approved by City Council. There is no fiscal impact associated with this status update and deferring master plans to future fiscal years.

ATTACHMENT(S)

- A. Adopted Capital Improvement Plan for FY 2021/22 through FY 2025/26
- B. Project Status Sheet

CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN

FY 2021/22 - 2025/26



AMENDED
JUNE 29, 2021



CAPITAL IMPROVEMENT PLAN

FY 2021/22 - 2025/26

CITY COUNCIL

Norma Martinez-Rubin, Mayor

Vincent Salimi, Mayor Pro Tem

Anthony L. Tave, Councilmember

Devin Murphy, Councilmember

Maureen Toms, Councilmember

CITY MANAGER

Andrew Murray

DEVELOPMENT SERVICES DIRECTOR

Tamara Miller



CAPITAL IMPROVEMENT PLAN: FY 2021/22 THROUGH FY 2025/26
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Introduction

The Capital Improvement Plan (CIP) is a multi-year planning tool used to identify and implement the City's capital needs over the upcoming five-year period. The CIP aligns the needs with appropriate funding, scheduling, and implementation. This document is a working blueprint for building and sustaining publicly funded physical infrastructure. Capital improvements refer to physical assets and include the design, purchase, construction, maintenance, or improvement of public resources (i.e. parks public infrastructure, equipment, public spaces). These improvements influence Pinole's built and natural environment and help guide the trajectory of future growth or change.

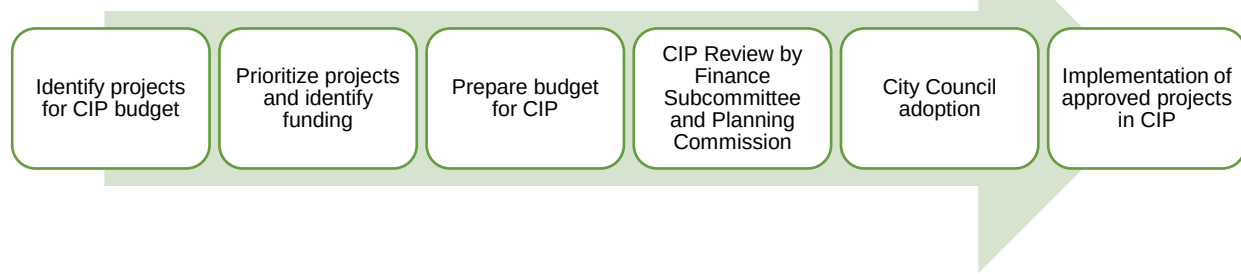
The projects in the CIP fall into the following broad categories: facility maintenance, parks, sewer collection and treatment, stormwater, streets and roads. These projects are developed in collaboration with department heads, and division managers under the direction of the City Manager to ensure all department needs are represented.

The CIP is reviewed and updated annually for capital projects and programs that support City goals and objectives including priorities identified in the 2020-2025 Strategic Plan of developing a disciplined approach to funding infrastructure maintenance and improvements. The City seeks to enhance its focus on the state of the infrastructure throughout the community by first 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. This work effort has already commenced with the development of a Sanitary Sewer Collection System Master Plan which includes an asset inventory of the collection system, capacity analysis, and condition analysis. In FY 2021-22 we will follow with the development of various plans including a Park Master Plan, Local Road Safety Plan, Active Transportation Plan, Storm Drain Master Plan, Recycled Waster Master Plan, and Muncipal Broadband Master 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 Finance Subcommittee also reviews and analyzes all aspects of the CIP and makes recommendations. Project priority and selection is based on specific criteria, such as:

- Consistency with community plans and policies;
- Regulatory compliance;
- Public and political support;
- Sustainability;
- Cost savings or revenue generation;
- Project demand, determined by inventory of existing land, equipment, and facility conditions;
- Economic, environmental, aesthetic or social impacts; and
- Public health, safety or other legal concerns.

The process for developing the CIP involves the following steps:



Next Steps in City Capital Planning

The City will complete condition assessment of all the City's capital assets and 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 page 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.
215	Measure J (roads only)	Accounts for special sales tax revenues collected by Contra Costa Transportation Authority (CCTA) and reapportioned to cities for local street projects. This fund also accounts for return to source funds and grant funds.
PGE	Rule 20A (undergrounding projects)	Through Rule 20A, the California Public Utilities Commission requires Pacific Gas and Electric (PG&E) to set aside funds annually to finance the undergrounding of overhead electrical facilities located on public streets within the City of Pinole.
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.
327	Park Grants (parks only)	Accounts for grants and reimbursements from the state and federal government and other agencies related to parks.
377	Arterial Street Rehabilitation (roads only)	Accounts for funds set aside by the City of Pinole to fund arterial street rehabilitation 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. Road projects listed in the CIP receive grant funding from a variety of sources such as:

- California Department of Transportation (Caltrans)
 - Highway Bridge Program (HBP) – funds to improve bridge structural safety.
 - Project: RO1710
 - Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
 - Project: RO2104
- West Contra Costa Transportation Advisory Committee (WCCTAC)
 - Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
 - Projects: RO2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
 - One Bay Area Grant 2 (OBAG2) – policy framework for MTC’s distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG2 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: RO1801, and RO1714
 - Transportation Development Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
 - Project: RO1714

The receipt of certain grants and reimbursements typically follow the award of contracts; therefore, other City funding is programmed for front-end financing of the total estimated project costs.

Overview of Recommended Capital Budget

The FY 2021/22 – 2024/25 CIP contains 39 projects which includes 16 new projects. The CIP also contains information for 25 unfunded and unprogrammed 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.

CIP projects fall into the following categories: Facilities, Parks, Sanitary Sewer, Stormwater, and Roads. 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
Roads	RO
Unfunded	UF

In FY2021/22, there are 31 projects programmed for funding, including 13 new projects. Below is a summary of the various funding sources based on project category.

FY 2021/22		PROJECT CATEGORIES					FY 2021/22 TOTALS BY FUND
Funding Sources	Fund	Facilities FA	Parks PA	Sanitary Sewer SS	Storm- water SW	Roads RO	
General Fund	100	\$200,000		\$200,000		\$245,000	\$645,000
Measure S 2014	106	\$904,207	\$160,242		\$302,000	\$176,300	\$1,542,749
Gas Tax	200					\$509,445	\$509,445
Solid Waste	214		\$425,000				\$425,000
Measure J	215					\$706,000	\$706,000
PG&E – Rule 20A						\$511,532	\$511,532
Growth Impact Fees	276				\$78,860	\$200,000	\$278,860
City Street Improvements	325					\$969,185	\$969,185
Park Grants	327		\$189,758				\$189,758
Arterial Street Rehabilitation	377					\$819,689	\$819,689
Sewer Enterprise	500			\$801,257		\$28,398	\$829,655
FY 2021/22 TOTALS BY PROJECT CATEGORY		\$1,104,207	\$775,000	\$1,001,257	\$380,860	\$4,165,549	\$7,426,873



CITY OF PINOLE
FY2021-22 THROUGH 2025-26
FIVE-YEAR CAPITAL IMPROVEMENT PLAN

SOURCES BY FUND	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	5-Year Total
100 - General Fund	\$ 645,000	\$ -	\$ -	\$ -	\$ -	\$ 645,000
106 - Measure S 2014	\$ 1,563,609	\$ 997,406	\$ -	\$ -	\$ -	\$ 2,561,015
200 - Gas Tax	\$ 509,445	\$ -	\$ -	\$ -	\$ -	\$ 509,445
214 - Solid Waste	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000
215 - Measure J	\$ 706,000	\$ -	\$ -	\$ -	\$ -	\$ 706,000
PGE - Rule 20A	\$ 511,532	\$ -	\$ -	\$ -	\$ -	\$ 511,532
276 - Growth Impact Fees	\$ 258,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 458,000
325 - City Street Improvements	\$ 969,185	\$ 261,586	\$ 1,139,618	\$ 560,000	\$ 890,000	\$ 3,820,390
327 - Park Grants	\$ 189,758	\$ -	\$ -	\$ -	\$ -	\$ 189,758
377 - Arterial Streets Rehabilitation	\$ 819,689	\$ 550,000	\$ -	\$ -	\$ -	\$ 1,369,689
500 - Sewer Enterprise Fund	\$ 829,655	\$ 90,597	\$ 1,200,000	\$ -	\$ -	\$ 2,120,252
Sources Total	\$ 7,426,873	\$ 2,099,589	\$ 2,339,618	\$ 560,000	\$ 890,000	\$ 13,316,080
Unfunded Total			\$ 2,096,240			\$ 2,096,240
Total Sources Required	\$ 7,426,873	\$ 2,099,589	\$ 4,435,858	\$ 560,000	\$ 890,000	\$ 15,412,320

FACILITIES									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
FA2101	Emergency Power for Critical Facilities	\$200,000					100-343-47201	\$200,000	General Fund
FA2102	Municipal Broadband Master Plan	\$60,000					106-118-47201	\$60,000	Measure S 2014
FA2001	Post Office Maintenance	\$80,000					106-343-47201	\$80,000	Measure S 2014
FA2002	Electric Vehicle Charging Stations	\$20,000					106-343-47201	\$20,000	Measure S 2014
FA1901	Senior Center Auxiliary Parking Lot formerly known as Fowler House lot reuse	\$182,207	\$432,406				106-343-47201	\$182,207	Measure S 2014
FA1902	Energy Upgrades	\$220,000					106-343-47201	\$220,000	Measure S 2014
FA1702	Citywide Roof repairs and replacement	\$272,000	\$140,000				106-343-47201	\$272,000	Measure S 2014
FA1703	Paint City Hall	\$70,000					106-343-47201	\$70,000	Measure S 2014
PARKS									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
PA2101	Installation of high capacity trash bins	\$425,000					214-345-47203	\$425,000	Solid Waste Fund
PA2001	Bocce Ball Court	\$250,000					106-343-47201	\$60,242	Measure S 2014
							327-345-47203	\$189,758	Park Grants
PA1901	Pinole Valley Park Soccer Field Rehabilitation		\$200,000				106-345-47203	\$0	Measure S 2014
PA1704	Park Master Plan	\$100,000					106-345-47203	\$100,000	Measure S 2014
SANITARY SEWER									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
SS2101	Secondary Clarifier - Center Column Rehabilitation	\$350,000					500-641-47201	\$350,000	Sewer Enterprise
SS2102	Air Release Valve Replacements	\$50,000					500-641-47201	\$50,000	Sewer Enterprise
SS2103	Recycled Water Master Plan	\$200,000					100-341-42101	\$200,000	General Fund
SS2001	Sanitary Sewer Collection System Master Plan	\$301,257					500-642-47201	\$301,257	Sewer Enterprise
SS2002	Water Pollution Control Plant Lab Remodel	\$100,000					500-642-47201	\$100,000	Sewer Enterprise
SS1702	Sewer Pump Station Rehabilitation			\$1,200,000			500-641-47201	\$0	Sewer Enterprise
STORMWATER									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2020-21 Funds	Funding Source
SW2001	Roble Road Drainage Improvements		\$200,000				276-344-47206	\$0	Growth Impact Fees
SW2002	Adobe Road Repair and Drainage Improvements		\$150,000				106-344-47206	\$0	Measure S 2014
SW1901	Hazel Street Gap Closure (Sunnyview)	\$380,860					106-344-47206	\$322,860	Measure S 2014
							276-344-47206	\$58,000	Growth Impact Fees
SW1703	Storm Drainage Master Plan		\$75,000				106-344-42101	\$0	Measure S 2014
ROADS									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
RO2501	Residential Slurry Seal					\$890,000	325-342-47205	\$0	City Street Improvements
RO2401	Cape Seal				\$560,000		325-342-47205	\$0	City Street Improvements
RO2301	Residential Slurry Seal			\$890,000			325-342-47205	\$0	City Street Improvements
RO2101	Arterial Rehabilitation	\$42,205	\$550,000				377-342-47205	\$42,205	Arterial Rehabilitation
RO2102	Tennent Ave. Rehabilitation	\$409,480	\$257,918				500-641-47201	\$28,398	Sewer Enterprise
							200-342-47205	\$381,082	Gas Tax - RMRA
RO2103	Pedestrian Bridge Repair	\$55,700					106-344-47206	\$55,700	Measure S 2014
RO2104	Local Road Safety Plan	\$33,447					325-342-47205	\$33,447	Caltrans - HSIP
RO2105	Appian Way Complete Streets Project	\$100,000					325-342-47205	\$100,000	WCCTAC - STMP Fees
RO2106	Active Transportation Plan	\$75,000					100-341-47205	\$75,000	General Fund
RO2107	Brandt St. Improvements	\$170,000					100-342-47205	\$170,000	General Fund
RO1902	Pedestrian Improvements at Tennent Ave. near R X R	\$43,380		\$661,250			325-342-47205	\$43,380	WCCTAC - STMP Fees
RO1801	San Pablo Ave. Rehabilitation	\$1,363,484					377-342-47205	\$777,484	Arterial Rehabilitation
							215-342-47205	\$586,000	MTC/(OBAG 2)
							276-344-47205	\$150,000	Developer
RO1802	Hazel Street Gap Closure (Sunnyview)	\$200,000					276-344-47205	\$50,000	Growth Impact Fees
RO1708	Pinole Valley Road Improvements	\$100,000					200-342-47205	\$100,000	Gas Tax - RMRA
RO1709	Pinole Valley Road Underground District	\$539,895					200-342-47205	\$28,363	Gas Tax - RMRA
							Rule20A	\$511,532	Rule 20A Credits
RO1710	San Pablo Ave. Bridge over BNSF Railroad**	\$630,735	\$94,265	\$1,684,608			325-342-47205	\$75,000	WCCTAC - STMP Fees
							325-342-47205	-\$35,853	City Street Improvements
							325-342-47205	\$591,588	Caltrans - HBP
							325-342-47205	\$32,223	City Street Improvements
RO1714	Safety Improvements at Appian Way & Marlesta Rd. formerly known as HAWK at Appian Way and Marlesta	\$402,223					215-342-47205	\$120,000	MTC/OBAG2
							325-342-47205	\$129,400	MTC/TDA Article 3
							106-344-47206	\$120,600	Measure S 2014
	Uses by Project Total	\$7,426,873	\$2,099,589	\$4,435,858	\$560,000	\$890,000			

LEGEND:

- Items highlighted in blue are unfunded projects.
- Items highlighted in orange indicate a project or project funding is carried over from prior fiscal year.
- Items highlighted in purple are new projects, or new funding allocations in FY 2021-22.
- Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Roads.

**Caltrans funded total project cost is \$38 million and extends beyond the proposed Plan years.

FACILITIES

FA2101 - Emergency Power for Critical Facilities

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



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.

Supplemental Information: The Public Safety Building, Fire Station 74, and the Water Pollution Control Plant have stand by generators.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	100		\$ 200,000				
	Subtotal		\$ 200,000				
	Total Cost Estimate: \$ 200,000						

FACILITIES

FA2102 - Municipal Broadband Master Plan

Initial Project Start: July 1, 2023
Initial Project Completion: June 30, 2024
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



Description: Development of a Broadband Master Plan will provide an inventory of current and future needs of Pinole and develop a blueprint for Pinole to ensure the availability of affordable, reliable high-speed internet access. The Master Plan will incorporate strategies to manage the public right-of-way and assets therein, identify networks to deliver government services, find opportunities for public works projects to incorporate cost-effective installation of telecommunications infrastructure, find partnership opportunities with local and regional utilities for joint trench and cost sharing opportunities, identify strategies to facilitate competition and encourage universal access and address digital divide, and establish incremental plans for growth and evolution of telecommunications services in Pinole.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	106		\$ 60,000				
	Subtotal		\$ 60,000				
	Total Cost Estimate:		\$ 60,000				

FACILITIES

FA2001 - Post Office Maintenance

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Lease Agreement
Multi-year Project: No



Description: The City of Pinole owns certain property located at 2101 Pear Street (APN: 401-163-003) and since 1960, the United States Post Office (USPO) has leased 2101 Pear Street from the City serving as a Post Office. On September 2, 2014, City Council adopted Resolution 2014-51 to execute a five year lease agreement (with Two 5-Year Options) with the USPO for the use of 2101 Pear Street. Under the terms and conditions of the lease, the City is responsible for maintaining the existing facility, including the heating and air conditioning system, electrical systems, light fixtures, and landscaping. The terms of the lease also stipulate that the City must paint all and exterior previously painted no later than six (6) months following the start of the lease, or at least once every five (5) years during the continuance of the lease unless required more often because of damage from casualties. This project involves satisfying the painting clause in the lease agreement.

Supplemental Information: The current lease period is from 09/01/2020 - 08/31/2025.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 80,000				
	Subtotal		\$ 80,000				
	Total Cost Estimate: \$ 80,000						

FACILITIES

FA2002 - Electric Vehicle Charging Stations

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	
Revised Project Completion:	June 30, 2022
Project Origin:	Council Request
Multi-year Project:	No



Description: Installation of electric vehicle (EV) charging stations at City facilities to support increased adoption and use of zero emission vehicles. An assessment of City facilities coupled with grant funding opportunities dictate the most suitable locations for installation of charging stations. In October 2020, the City reserved a charging rebate with Marin Clean Energy (MCE) for the installation of charging infrastructure and project technical assistance. The technical assistance provided by MCE covers: a site assessment which includes a review of ADA and options for charging station placement, a load study to understand the proposed site's electrical capacity, and an EV charger planning report. City staff worked with the technical assistance provider to select a publicly accessible site where installation of charging infrastructure was feasible. A load study was conducted at the public parking lot serving the Public Safety Building located at 880 Tennent Ave. The results of the load study indicated that the site could support charging infrastructure. This project will install charging infrastructure at the Public Safety Building. City staff will release a Request for Proposals to select a qualified vendor to supply and install charging station infrastructure in the City of Pinole.

Supplemental Information: City staff continue to assess other public locations throughout Pinole for opportunities to incorporate EV charging infrastructure.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 20,000				
	Subtotal		\$ 20,000				
	Total Cost Estimate: \$ 20,000						

FACILITIES

FA1901 - Senior Center Auxiliary Parking Lot

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	
Revised Project Completion:	June 30, 2023
Project Origin:	Fowler Lot Re-Use Committee
Multi-year Project:	Yes



Description: 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. 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.

Supplemental Information: 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.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	106	\$ 9,448	\$ 182,207				
Construction	106			\$ 432,406			
	Subtotal	\$ 9,448	\$ 182,207	\$ 432,406			
	Total Cost Estimate: \$624,061						

FACILITIES

FA1902 - Energy Upgrades

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: End of life cycle
Multi-year Project: No



Description: The heating, ventilation, and cooling (HVAC) systems at City Hall and Senior Center have reached the end of their useful life and need to be replaced. A portion of the roof at the Senior Center will also need to be replaced.

Supplemental Information: In October 2020, City staff began working with Marin Clean Energy's (MCE's) Energy Efficiency program to explore opportunities for energy conservation and generation at City owned facilities by replacing the HVAC systems and upgrading streetlights. It was determined that the MCE program could not incentivize HVAC replacement project or the upgrade of the streetlights. This project was formerly known as FA1706 and FA1801.

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 220,000				
	Subtotal		\$ 220,000				
	Total Cost Estimate: \$ 220,000						

FACILITIES

FA1702 - Citywide Roof repairs and replacement

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: End of life cycle
Multi-year Project: Yes



Description: 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. The roof inspection identified several roofs which need to be repaired or replaced. The roofs at City hall and the Public Safety building need to be replaced.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 272,000	\$ 140,000			
	Subtotal		\$ 272,000	\$ 140,000			
	Total Cost Estimate: \$412,000						

FACILITIES

FA1703 - Paint City Hall

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: End of life cycle
Multi-year Project: No



Description: The interior and exterior surfaces of City Hall require repainting as the paint system has reached the end of its useful life. Exterior painting is necessary to maintain external protection from the environment. Fading, chipping paint, along with water and mildew damage necessitates the painting project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 70,000				
	Subtotal		\$ 70,000				
	Total Cost Estimate: \$ 70,000						

PARKS

PA2101 - Installation of high capacity trash bins

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Beautification Ad Hoc Committee
Multi-year Project: No



Description: Installation of high capacity, solar powered compacting trash bins at City parks.

Supplemental Information: In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to the Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the installation of high capacity, solar powered compacting trash bins at City parks.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	214		\$ 425,000				
	Subtotal		\$ 425,000				
	Total Cost Estimate: \$ 425,000						

PARKS

PA2001 - Bocce Ball Court

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



Description: Installation of a Bocce Ball court to provide recreational opportunities to the Pinole community. City staff has identified a list of potential sites for the court. The City intends to utilize the State of California Department of Parks and Recreation Per Capita Grant Program funds for this project.

Supplemental Information: There has been interest by the community and Council to provide the opportunity to play Bocce Ball year around. In 2004, the Pinole Rotary Club identified the construction of bocce ball courts in Pinole as its Centennial Project. At the time, several sites were considered and Fernandez Park was identified as a possible location. The current location of the horseshoe pits, adjacent to the public patio, was deemed the best option, and a schematic design was prepared. In 2009, the Community Services Commission recommended various park and recreational facility projects including bocce ball courts to be funded by East Bay Regional Park District Measure WW funds. On July 9, 2009, the City Council approved a list of projects for Measure WW funding which included bocce ball court installation. However, the available grant funding exceeded the cost estimate of the recommended projects. In 2020, the Fowler Lot Re-Use Committee evaluated possible uses for 2548 Charles Ave. and deemed the installation of a bocce ball at the site as an attractive recreational opportunity but concluded that it would come with increased parking demand in an area that is already affected by limited parking. The Committee encouraged staff to seek other suitable locations for a bocce ball court.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	327		\$ 189,758				
	106		\$ 60,242				
	Subtotal		\$ 250,000				
	Total Cost Estimate: \$ 250,000						

PARKS

PA1901 - Pinole Valley Park Soccer Field Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Council Request
Multi-year Project: No



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.

Supplemental Information: This project has been delayed pending the development of a Park Master Plan (CIP Project# PA1704).

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106			\$ 200,000			
	Subtotal			\$ 200,000			
	Total Cost Estimate: \$ 200,000						

PARKS

PA1704 - Park Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Staff Recommendation
Multi-year Project: No



Description: Preparation of a park master plan will aid the City in developing a strategic approach to park maintenance and operation. The master plan will allow the City to quantify and qualify the existing park system, identify deficiencies, and develop a financial analysis of the cost to maintain and operate park assets.

Supplemental Information: This project was added to the CIP in 2017 as an unfunded project; Council approved funding in 2020.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	106		\$ 100,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

SANITARY SEWER

SS2101 - Secondary Clarifier—Center Column Rehabilitation

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: End of life cycle
Multi-year Project: No



Description: The Secondary Clarifier #5 has reached the end of its useful life. The project will involve removal and replacement of catwalk, drive mechanism, center column, and rake arm.

Supplemental Information: The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 350,000				
	Subtotal		\$ 350,000				
	Total Cost Estimate: \$ 350,000						

SANITARY SEWER

SS2102 - Air Release Valve Replacement

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: No



Description: There are four air relief valves at various locations on the WPCP Effluent Pipeline between the WPCP and the Rodeo treated water discharge point. This project includes removal and replacement of the pipe saddle, short pipe section, isolation valve, and air relief valve.

Supplemental Information: The four locations are: 1) across from the WPCP at 11 Tennent Ave., near the entrance of the SF Bay Trail, 2) On the SF Bay Trail near the corner of Santa Fe and Railroad Ave., 3) At the intersection of Mariposa St. and Railroad Ave. (Rodeo), 4) Outside the gate of Rodeo Sanitary District at 800 San Pablo Ave. (Rodeo). The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 50,000				
	Subtotal		\$ 50,000				
	Total Cost Estimate: \$ 50,000						

SANITARY SEWER

SS2103 - Recycled Water Master Plan

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



Description: Development of a Recycled Water Master Plan will allow the City to plan and phase the construction of future recycled water distribution system infrastructure. The Master Plan 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.

Supplemental Information: Recycled water delays or eliminates the need to construct more potable water facilities, sustains the economy with increased water supply reliability, protects the environment, safeguards investments in parks and landscaping with drought proof or drought resistant water supply, and contributes to a green and healthy environment. In 2019, East Bay Municipal Utility District (EBMUD) prepared an Updated Recycled Water Plan which considered the potential for potable reuse in EBMUD's water service area. The development of a new recycled water supply for the Phillips 66 refinery in Rodeo using effluent from the Pinole-Hercules and Rodeo wastewater treatment plants was among the recommended non-potable reuse projects. This project is estimated to deliver up to 3.67 MGD of recycled water to the refinery for use in their boilers and cooling towers. The combined final disinfected effluent from both plants would be pumped at the Rodeo Pump Station to the refinery for treatment a new advanced recycled water treatment plan. This project was recommended by EBMUD because it would deliver a large amount of water to a single customer, with comparatively few pipelines required due to the short distance between the sources of wastewater and the Phillips 66 Refinery

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	100		\$ 200,000				
	Subtotal		\$ 200,000				
	Total Cost Estimate: \$ 200,000						

SANITARY SEWER

SS2001 - Sanitary Sewer Collection System Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Staff Recommendation
Multi-year Project: Yes

PREPARED FOR
 CITY OF PINOLE
 Sanitary Sewer Master Plan Update
 (Collection System)



Description: In September 2020, the City Council awarded a contract to Carollo Engineers, Inc. to develop a Sanitary Sewer Collection System Master Plan (Plan). The Plan will provide a condition assessment of the sewer collection assets to inform capital planning and effectively serve the wastewater needs of residents and businesses. This plan will also provide a capacity analysis to identify pipes that need to be upsized.

Supplemental Information: Master planning is critical to identify when and where infrastructure upgrades or improvements will be needed to accommodate growth.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	500	\$ 147,743	\$ 301,257				
	Subtotal	\$ 147,743	\$ 301,257				
	Total Cost Estimate: \$ 449,000						

SANITARY SEWER

SS2002 Water Pollution Control Plant Lab Remodel

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	July 1, 2021
Revised Project Completion:	June 30, 2022
Project Origin:	Regulatory Requirement
Multi-year Project:	No



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.

Supplemental Information: The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

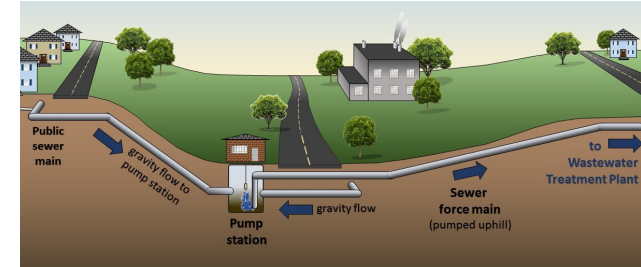
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 100,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

SANITARY SEWER

SS1702 - Sewer Pump Station Rehabilitation

Initial Project Start: October 1, 2020
Initial Project Completion: August 31, 2022
Revised Project Start: July 1, 2023
Revised Project Completion: June 30, 2024
Project Origin: End of lifecycle
Multi-year Project: No



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.

Supplemental Information: The two pump stations are located on San Pablo Ave. and Hazel St

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	500				\$ 22,500		
Engineering	500				\$ 150,000		
Construction	500				\$ 884,000		
Contingency	500				\$ 143,500		
	Subtotal				\$ 1,200,000		
	Total Cost Estimate: \$1,200,000						

STORMWATER

SW2001 - Roble Road Storm Drainage Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Staff Recommendation
Multi-year Project: No



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.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	276			\$ 20,000			
Construction	276			\$ 160,000			
Contingency	276			\$ 20,000			
	Subtotal			\$ 200,000			
	Total Cost Estimate: \$ 200,000						

STORMWATER

SW2002 - Adobe Road Storm Drainage Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Staff Recommendation
Multi-year Project: No



Description: Adobe Road experienced a failure due to drainage impacts. Installation of a culvert will be required to control the drainage in the area. The area will then be regraded and the road surface will be restored. This road serves only as a service access route.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	106			\$ 15,000			
Construction	106			\$ 120,000			
Contingency	106			\$ 15,000			
	Subtotal			\$ 150,000			
	Total Cost Estimate: \$ 150,000						

STORMWATER

SW1901 - Hazel Street Storm Drain Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Development Driven
Multi-year Project: Yes



Description: The existing stormwater collection is an open trench system and needs to be converted to an underground conveyance system to facilitate construction of a through road. This project will include connecting the existing storm drain network within Hazel Street between 1087 Hazel St (eastern limits) and 1081 Hazel St. (western limits). In January 2020, the City contacted with Schaff and Wheeler to prepare the preliminary design which includes plan and profile of the pipe and technical specifications.

Supplemental Information: This conversion also aids in compliance with the MSP4 by reducing the potential of contaminants including litter from entering the stormwater system.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	106	\$ 19,120	\$ 20,860				
Construction	106		\$ 302,000				
	276		\$ 8,000				
Contingency	276		\$ 50,000				
	Subtotal	\$ 19,120	\$ 380,860				
	Total Cost Estimate: \$ 399,980						

STORMWATER

SW1703 - Storm Drainage Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start: July 1, 2022
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: No



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.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	106			\$ 75,000			
	Subtotal			\$ 75,000			
	Total Cost Estimate: \$ 75,000						

ROADS

PAVEMENT MAINTENANCE AND REHABILITATION PROGRAM

Street Network: The City of Pinole is responsible for the repair and maintenance of approximately 52.22 centerline miles of city streets, divided into approximately 351 pavement management sections. The City's street network replacement value is estimated at \$131.4 million.

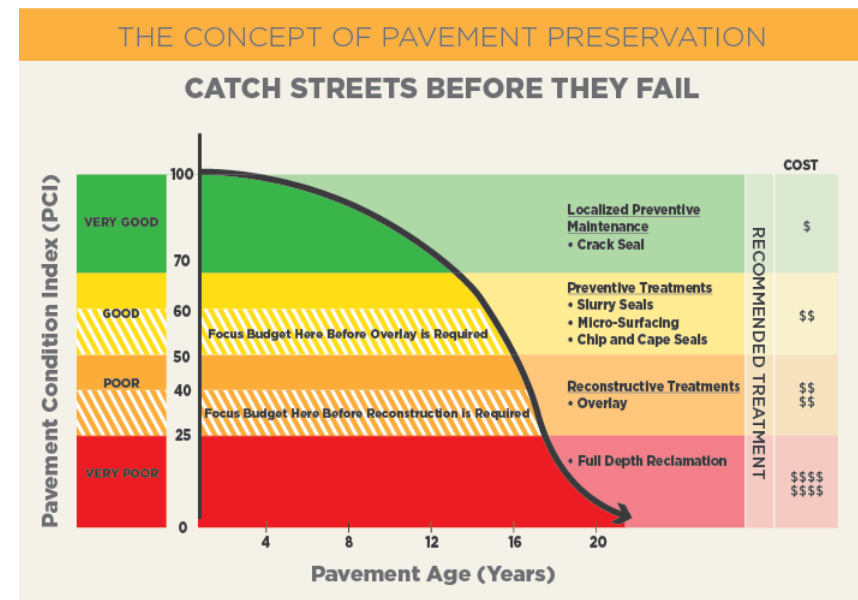
Organize & Analyze: The Pavement Management and Rehabilitation Program is a set of tools and policies designed to manage the maintenance and rehabilitation activities of the street network. The goal of the Program is to maintain the city's pavement network in the best condition possible given the available funding. The City participates in the Metropolitan Transportation Commission (MTC) Pavement Technical Assistance Program (P-TAP) which provides grant funding to utilize a computerized Pavement Management Program called StreetSaver® to strategize the most cost effective method to extend pavement life and provides funding for a consultant to prepare a P-TAP Budget Options Report. StreetSaver® allows the City to:

- Inventory the street pavement
- Record pavement inspection data, maintenance, and rehabilitation activities
- Assess pavement conditions
- Prioritize street maintenance
- Estimate costs of treatments and rehabilitation
- Forecast budget needs
- View the impacts of funding on City-wide pavement conditions over time

Functional Class	Total	Centerline	Lane miles
Arterial	25	7.26	24.97
Collector	23	7.30	18.75
Residential/Local	303	37.66	75.32
Total	351	52.22	119.04

The most recent P-TAP report was completed by a consultant (Quality Engineering Solutions, Inc.) in March 2019. To prepare the Budget Options Report, the consultant's team visited Pinole to visually assess the conditions of the pavement sections and assigned an index score. The data collected in the field was imported into the StreetSaver® database which generates a scoring of the condition of each segment. This score is known as the Pavement Condition Index (PCI) and based on a scale of 0 to 100 (poor to excellent condition), depending on the severity of pavement distress.

Strategy: The City uses a "Fix-it-First" approach of performing preventative maintenance has been proven to extend the life of the pavement effectively and is less costly than reconstruction. The City's pavement management program relies on gas tax revenue and \$500k of annual funding from Measure S 2014 to maintain the road network. To learn more pavement preservation and upcoming projects, visit www.ci.pinoles.ca.us/pavement



ROADS

RO2501 - Residential Slurry Seal

Initial Project Start: July 1, 2025
Initial Project Completion: June 30, 2026
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: No



Description: Based on the most current P-TAP report various segments will be recommended for slurry seal treatment. A slurry seal functions as a topcoat to existing asphalt pavement to preserve and protect the pavement. It is best suited for pavements with mild to moderate damage, such as narrow cracks, but not for severe damage such as potholes.

Supplemental Information:

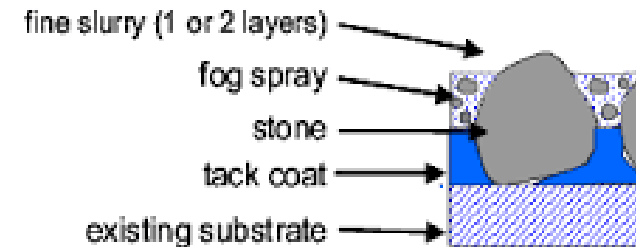
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325						\$ 10,000
Construction	325						\$ 800,000
Contingency	325						\$ 80,000
	Subtotal						\$ 890,000
Total Cost Estimate: \$ 890,000							

ROADS

RO2401 - Cape Seal

Initial Project Start: July 1, 2024
Initial Project Completion: June 30, 2025
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: No



Description: Based on the most current P-TAP report, various pavement segments will benefit from a cape seal. A cape seal is applied when a slurry seal or micro-surfacing will not adequately address the pavement deterioration. Cape seals are a multi-layered treatment pavement preservation treatment which can extend the life of a pavement by 6-8 years.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325					\$ 10,000	
Construction	325					\$ 500,000	
Contingency	325					\$ 50,000	
	Subtotal					\$ 560,000	
Total Cost Estimate: \$ 560,000							

ROADS

RO2301 - Residential Slurry Seal

Initial Project Start: July 1, 2023
Initial Project Completion: June 30, 2024
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: No



Description: Based on the most current P-TAP report various segments will be recommended for slurry seal treatment. A slurry seal functions as a topcoat to existing asphalt pavement to preserve and protect the pavement. It is best suited for pavements with mild to moderate damage, such as narrow cracks, but not for severe damage such as potholes.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325				\$ 10,000		
Construction	325				\$ 800,000		
Contingency	325				\$ 80,000		
	Subtotal				\$ 890,000		
	Total Cost Estimate: \$ 890,000						

ROADS

RO2101 - Arterial Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: Yes



Description: Based on the 2019 P-TAP report, various segments were recommended for treatment by StreetSaver®. The recommendations will be further validated through a comparative pavement analysis to explore additional treatment options which are not discussed in the P-TAP report. This will allow the City to optimize the available funding. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information:

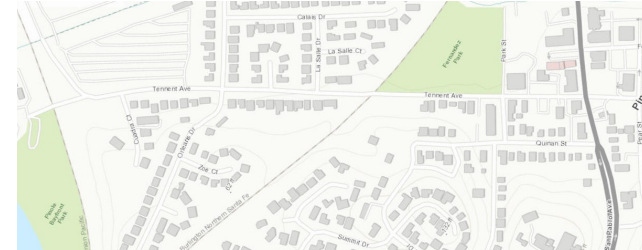
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	377	\$ 16,275	\$ 42,205				
Construction	377			\$ 500,000			
Contingency	377			\$ 50,000			
	Subtotal	\$ 16,275	\$ 42,205	\$ 550,000			
	Total Cost Estimate: \$ 608,480						

ROADS

RO2102 - Tennent Ave. Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: Yes



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.

Supplemental Information: 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.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325	\$ 12,986					
	500	\$ 12,421	\$ 12,398				
Construction	200		\$ 381,082				
	500			\$ 74,597			
	325			\$ 167,321			
Contingency	500		\$ 16,000	\$ 16,000			
	Subtotal	\$ 25,407	\$ 409,480	\$ 257,918			
	Total Cost Estimate: \$ 692,805						

ROADS

RO2103 - Pedestrian Bridge Repair

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: Yes



Description: This project will complete preventative maintenance and repairs recommended in the Pedestrian Bridge Inspection Reports prepared by a consultant.

Supplemental Information: On July 27, 2020, the City released a Request for Proposals to solicit the assistance of an engineering consulting firm to provide safety inspection services and repair/rehabilitation recommendations on the City's seven pedestrian bridges. On October 26, 2020 a consultant was awarded a contract to conduct field inspections, structural and civil engineering analysis and evaluation, develop conceptual repair details and strategies, perform cost estimation, and value engineering. The seven bridges are: Pinole Valley Park Bridge, Amber Swartz Park Bridge, Pinole Valley Shopping Center Bridge, Prune Street Bridge, Wastewater Treatment Plan Bridge, Bay Trail Bridge, and Senior Center Bridge.

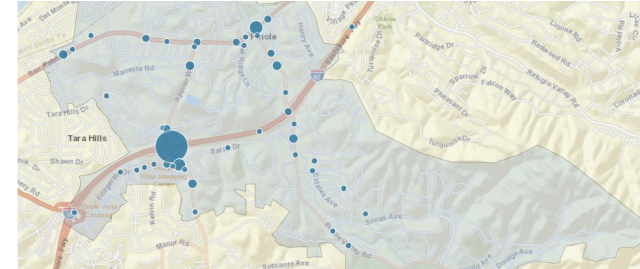
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Inspection	106	\$ 44,300					
Maintenance	106		\$ 55,700				
	Subtotal	\$ 44,300	\$ 55,700				
	Total Cost Estimate: \$ 100,000						

ROADS

RO2104 - Local Road Safety Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: Yes



Description: Development of a Local Road Safety Plan (LRSP) which will include an existing conditions assessment, development of traffic measures in areas of engineering, education, encouragement, enforcement, emerging technologies along with associated evaluation. The LRSP will include a prioritized list of roadway infrastructure improvements.

Supplemental Information: In July 2020, staff submitted a grant application to Caltrans for funding to develop and implement an LRSP for the City of Pinole. LRSP's allow local governments to identify, analyze, and prioritize roadway safety improvements on roads within their jurisdiction. In the future, an LRSP or its equivalent, will be required for agencies to apply for federal Highway Safety Improvement Plan funds. In October 2020, the City was selected for funding and implementation of an LRSP. In December 2020, the City released a Request for Proposals to seek professional services from licensed engineering firms to develop a LRSP. A contract was awarded to a consultant in April 2021.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	325	\$ 6,215	\$ 33,447				
	Subtotal	\$ 6,215	\$ 33,447				
	Total Cost Estimate: \$ 39,663						

ROADS

RO2105 - Appian Way Complete Streets Project

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: No



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. The City will seek 2019 STMP funds from West Contra Costa Transportation Advisory Committee (WCCTAC) to develop the preliminary design for this project.

Supplemental Information: 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.

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325		\$ 100,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

ROADS

RO2106 - Active Transportation Plan

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: TAPS
Multi-year Project: No



Description: Development of an Active Transportation Plan will act as a guide for active mobility within and around Pinole. The Plan will identify an integrated network of walkways and bikeways that connect Pinole neighborhoods and communities to employment, education, commercial, recreational, and tourist destinations. The plan will prioritize a set of connected projects, that when fully implemented, will increase active transportation opportunities and make it safe and more convenient for people to walk, bike, and use non-auto forms of travel.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	100		\$ 75,000				
	Subtotal		\$ 75,000				
	Total Cost Estimate: \$ 75,000						

ROADS

RO2107 - Brandt St. Improvements

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



Description: Provide improvements on Brandt St. including application of pavement treatments based on type and severity of distresses on existing pavement.

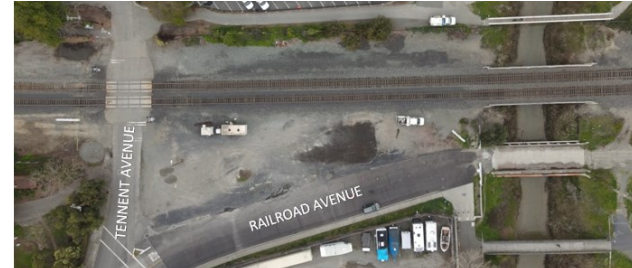
Supplemental Information:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	100		\$ 50,000				
Construction	100		\$ 120,000				
	Subtotal		\$ 170,000				
	Total Cost Estimate: \$170,000						

ROADS

RO1902 - Pedestrian Improvements at Tennent Ave. near RxR

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2024
Project Origin: Staff Recommendation
Multi-year Project: Yes



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.

Supplemental Information: 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. This project is eligible to respond to future STMP Call for Projects to compete for funding to advance the project through construction.

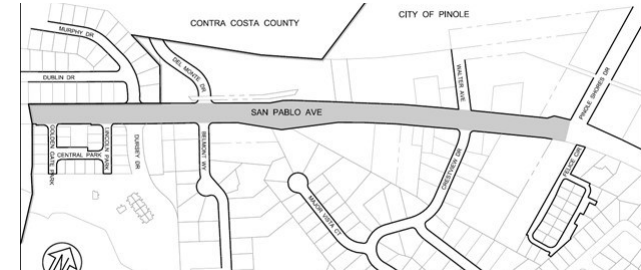
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	325	\$ 11,920	\$ 43,380				
Construction	325				\$ 44,700		
	UF				\$ 530,300		
Contingency	UF				\$ 86,250		
	Subtotal	\$ 11,920	\$ 43,380		\$ 661,250		
	Total Cost Estimate: \$ 716,550						

ROADS

RO1801 - San Pablo Avenue Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: Yes



Description: San Pablo Ave. is an arterial street that carries the major portion of trips entering and leaving the urban area and majority of through movements desiring to bypass the central City. To maintain the PCI of San Pablo Ave., the section from the westerly city limits to Pinole Shores Drive will need rehabilitation to reset the deterioration process and extend pavement life. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information:

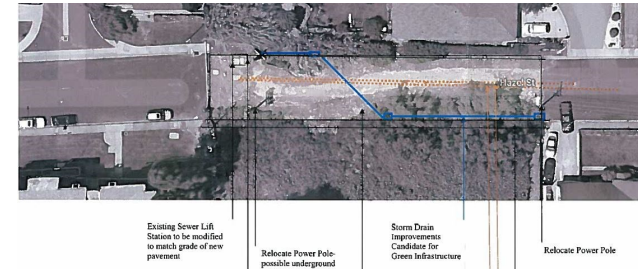
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	377	\$ 37,970	\$ 34,911				
Construction	OBAG2		\$ 586,000				
	377		\$ 637,547				
Contingency	377		\$ 105,026				
	Subtotal	\$ 37,970	\$ 1,363,484				
	Total Cost Estimate: \$1,401,454						

ROADS

RO1802 - Hazel Street Gap Closure (Sunnyview)

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Development Driven
Multi-year Project: No



Description: A developer has proposed to develop on a vacant lot identified as APN 402-013-060 at the end of Hazel Street. The project proposes the subdivision of the lot into four new parcels and development of single family residences on each new parcel, and execution of a development agreement to make public improvements, including the extension of Hazel Street for roadway connection to Sunnyview Drive - West end of Hazel St.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	276		\$ 50,000				
	Developer		\$ 150,000				
	Subtotal	\$ -	\$ 200,000				
	Total Cost Estimate: \$ 200,000						

ROADS

RO1708 - Pinole Valley Road Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: June 1, 2021
Revised Project Completion: June 30, 2022
Project Origin: Council Request
Multi-year Project: No



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.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	200		\$ 5,000				
Construction	200		\$ 87,000				
Contingency	200		\$ 8,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

ROADS

RO1709 - Pinole Valley Road Underground District

Initial Project Start: July 1, 2017
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: Council Request
Multi-year Project: Yes



Description: The underground district will allow the City of Pinole to use Rule 20A credits, funds paid by PG&E to the PUC, to underground overhead utility lines. As part of the underground project, the City will need to add a streetlight that must be funded outside the Rule20A program. Project RO1708 will follow this project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	PGE	\$ 2,046,126	\$ 511,532				
	200		\$ 28,363				
	215	\$ 315,552					
	Subtotal	\$ 2,361,678	\$ 539,895				
	Total Cost Estimate: \$2,901,573						

ROADS

RO1710 - San Pablo Avenue Bridge over BNSF Railroad

Initial Project Start: July 1, 2017
Initial Project Completion: Beyond 5 year term
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: End of life cycle
Multi-year Project: Yes



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 and Unprogrammed project list as Project UF027.

Supplemental Information: 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.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 & FY2025-26	Beyond Proposed
PM	STMP	\$ 205,265	\$ 75,000	\$ 50,000	\$ 13,208		
Planning & Design	325	\$ 168,480	\$ (35,853)				
	STMP				\$ 191,710		
	HBP	\$ 154,720	\$ 591,588	\$ 44,265			
	UF				\$ 1,479,690		
Construction	STMP						\$ 1,078,025
	UF						\$34,102,975
	Subtotal	\$ 528,465	\$ 630,735	\$ 94,265	\$ 1,684,608		\$35,181,000
	Total Cost Estimate: \$38,119,073						

ROADS

RO1714 - Safety Improvements at Appian Way and Marlesta Rd. formerly known as HAWK at Appian Way and Marlesta Rd.

Initial Project Start: July 1, 2024
Initial Project Completion: June 30, 2025
Revised Project Start: July 1, 2020
Revised Project Completion: June 30, 2022
Project Origin: TAPS
Multi-year Project: Yes



Description: The key elements affecting the safety of pedestrians and cyclists at the Appian Way and Marlesta Way intersection is speed and reduced visibility of approaching traffic due to the topography of the project area. Safety improvements are required to improve crossing conditions for pedestrians and bicyclists. In February 2021, the City selected a Consultant to complete the preliminary engineering for this project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	325	\$ 2,114	\$ 32,223				
Construction	OBAG2		\$ 120,000				
	TDA		\$ 129,400				
	106		\$ 83,600				
Contingency	106		\$ 37,000				
	Subtotal	\$ 2,114	\$ 402,223				
	Total Cost Estimate: \$ 404,337						

**FIVE-YEAR CAPITAL IMPROVEMENT PLAN: FY 2021-22 THROUGH FY 2025-26
UNFUNDED AND UNPROGRAMMED PROJECTS**

#	Unfunded/Unprogrammed 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	Bridge Maintenance
UF013	Installation of High intensity Activated crossWALK (HAWK)
UF014	Pavement Maintenance
UF015	I-80/Pinole Valley Rd. Interchange Improvements
UF016	Shale Hill Retaining wall and sidewalk gap
UF017	Sidewalks gaps
UF018	Signal System Upgrades
UF019	San Pablo Sewer Lift Station Upgrade
UF020	Sewer Collection Systemwide Rehabilitation
UF021	Tree Master Plan
UF022	San Pablo Avenue Bridge over BNSF Railroad
UF023	Installation of Solar at City Facilities
UF024	All weather access roads
UF025	San Pablo Avenue Bridge over BNSF Railroad

UF001 - Railroad Avenue Bridge Removal and Replacement

Project Information

The Contra Costa County Flood Control and Water Conservation District has advised removal of the Railroad Avenue Bridge. The bridge is a flood barrier. The first step is to determine if the City of Pinole is the responsible agency for this project.

Origin: Staff Recommendation

Budget Unit: Roads/Sanitary Sewer/Stormwater

Cost Estimate:

Potential Funding Sources:

UF002 - Electric Vehicle Charging Stations in City lots

Project Information

The City desires to promote and encourage the use of electric vehicles. With increased adoption of alternative fuel vehicles, the need for charging infrastructure is growing. The City wishes to install charging stations in city owned parking lots. The first step is to complete a load study at City owned parking lots to determine the electrical capacity at each site. There may be significant electrical upgrades necessary to install charging stations. Electrical capacity and siting determine ultimately determine the cost of each project. There are incentives available for the charging equipment.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources: Bay Area Air Quality Management District, West Contra Costa Transportation Authority, Marin Clean Energy

UF003 - Parking lot resurfacing

Project Information

This project is to maintain and enhance existing City owned parking facilities and infrastructure, to increase parking supply, and to support ongoing multi-modal and streetscape improvements. Improvements include saw cutting and demolition, pavement removal, earthwork, pavement installation, curb and gutter, striping, and signage.

Origin: Staff Recommendation

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources: Economic stimulus funding

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.

Origin: LLAD Report

Budget Unit: LLAD

Cost Estimate:

Potential Funding Sources: Fund 345 & 348

UF005 - Dog Park Restroom Replacement

Project Information

The existing restroom located at the Dog Park is beyond its useful life and requires replacement.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources: -

UF006 - Dog Park resurfacing and fencing improvements

Project Information

Resurfacing and fencing improvements

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF007 - Eucalyptus Grove Restoration

Project Information

The open space located between the Old Town area between John St. and Pinole Valley Road is forested with Eucalyptus trees. In 2014, a Safety Inspection was conducted by a consultant. A total of 8 trees were recommended for removal, and root crown excavation was recommended for 3 trees. 2 trees were determined to be hollow and recommended for further investigation to evaluate the level of internal decay. In 2018, the City hired a company to remove 20 Eucalyptus trees in the area. There are still many trees left and many of the prior trees were felled with the trunks remaining on site. This project will remove the remaining trees, both standing and, on the ground, and regreen this area with native trees.

Origin: Council Request

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF008 - Fernandez Park Baseball grandstand improvement

Project Information

The current grandstand is aging and requires increased maintenance to maintain its serviceability.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

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.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF010 - ADA Ramps

Project Information

This project involves removing barriers to accessibility for persons using wheelchairs or other personal assistance devices and improving pedestrian accessibility and safety by reconstructing or upgrading curb ramps at various locations throughout the City.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF011 - Appian Complete Streets

Project Information

This project will provide continuous side-walks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante to about 1500 lineal feet north of the city limit within the City of Pinole. The City will seek 2019 STMP funds from West Contra Costa Transportation Authority for preliminary design.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$970,000

Potential Funding Sources: -

UF012 - Bridge Maintenance

Project Information

Maintenance of vehicular and pedestrian bridges as identified in the Caltrans Bridge Inspection Reports and Pedestrian Bridge Inspection Reports completed by Quincy Engineering, Inc.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF013 - Installation of High intensity Activated crossWALK (HAWK)

Project Information

A High Intensity Activated crossWALK (HAWK) beacon is a traffic control device used to stop road traffic and facilitate pedestrians to cross more safely. HAWKS are candidate treatments for roads with three or more lanes and generally have an annual average daily traffic above 9,000. HAWKS are considered for all midblock and intersection crossings where roadway speed limits are equal or greater than 40 mph. The safety of various crossings can be improved in Pinole through the installation of a HAWK.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF014 - Pavement Maintenance

Project Information

The City uses a pavement management software known as StreetSaver to strategize the most cost effective method to extend the pavement life. Pavement Maintenance is necessary to maintain the City's pavement network. Deferred maintenance results in increased costs over time.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$42,000,000

Potential Funding Sources: Fund 200 and Fund 106

UF015 - I-80/ Pinole Valley Rd. Interchange Improvements

Project Information

This project will widen Pinole Valley Road ramp terminal intersections at I-80 to provide a dedicated right turn lane to the eastbound and westbound I-80 on ramps. This project will also provide crossing enhancements at the Pinole Valley Road and I-80 intersection.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$10,959,000

Potential Funding Sources:

UF016 - Shale Hill Retaining wall and sidewalk gap

Project Information

Shale Hill is located on San Pablo Ave. near Oak Ridge Road. The cut slope above the pavement is comprised of shale which is loose and sloughs onto the road. There is no sidewalk in this area because the toe of the embankment is uncontrolled and there is inadequate space to accommodate a sidewalk. Staff has not been successful in securing grant funds for this project.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF017 - Sidewalk gaps

Project Information

This project will address sidewalk gaps by installing public sidewalks where sidewalks are missing on one or both sides of the street. This work will be coordinated with other construction projects. Sidewalk gaps often exist in places with site constraints (i.e. right of way, grade/slopes, or utility conflicts) or are adjacent to properties that have been required to provide sidewalks in the past due to land uses or ownerships. Locations for repair will be selected based on site conditions, pedestrian safety, and adjacent property attributes.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF018 - Signal System Upgrades

Project Information

This project will upgrade various aspects of the City's traffic signal system including: traffic signal controller equipment, vehicle detection, traffic signal arms and heads, battery backup systems, and communications systems to reduce congestion and improve safety for the Pinole community.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF019 - San Pablo Sewer Lift Station Upgrade

Project Information

This project involves upgrading the structural and electrical needs of the San Pablo Ave. lift station to address the safety and operational deficiencies.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate:

Potential Funding Sources:

UF020 - Sewer Collection Systemwide Rehabilitation

Project Information

In 2020, the City contracted with a consultant to prepare a sanitary sewer collection system master plan. The Master Plan will provide condition assessment of sewer collection assets that will inform capital planning.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate:

Potential Funding Sources:

UF021 - Tree Master Plan

Project Information

In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the development of a Tree Master Plan to inventory the existing trees, and to develop a plan for managing the tree inventory, including finding tree planting opportunities.

Origin: Beautification AdHoc Committee

Budget Unit:

Cost Estimate: \$375,000

Potential Funding Sources: Cal Fire Urban and Community Forestry Grant Program

UF022 - San Pablo Avenue Bridge over BNSF Railroad

Project Information

This project will replace the existing thirteen span reinforced concrete span structure over the Burlington Northern Santa Fe Railroad adjacent to San Pablo Avenue at the easterly limits of the City. On 02/18/20, Council awarded a contract to a Consultant to begin the preliminary engineering (PE) for this project (CIP Project RO1710). The PE will be completed in two phases due to funding limitations. The first phase was necessary to develop a final cost estimate to facilitate pursuing additional funding required to complete all phases including construction.

Origin: End of life cycle

Budget Unit: Roads

Cost Estimate: \$35,582,665

Potential Funding Sources: Fund 213, Fund 214, and Economic Stimulus funds.

UF023 - Installation of Solar at City Facilities

Project Information

This project involves procurement and installation of solar panels at City owned facilities to offset the City's electricity consumption and reduce the greenhouse gas impacts.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources:

UF024 - All access weather roads

Project Information

The General Plan, Chapter 8 discusses improvement of open space management to reduce wildfire risks. There is a desire to have improved, all-weather access roads through open space to improve access to and from Hercules and El Sobrante to shorten response times and improve mutual aid.

Origin: General Plan

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF025 - Faria House Renovations

Project Information

The City has discussed the use and economic viability of the Faria House. Significant renovations are required to utilize the property for any purpose. In 2019, the City awarded a contract to a consultant to prepare design and specifications. The scope of work includes development of drawings and schematics of interior improvements, specifications for bidding, an evaluation of the structural engineering for the installation of an elevator for ADA access, and mechanical, electrical, plumbing design as part of the schematics. The consultant will provide the City with improvement costs.

Origin: Council Request

Budget Unit: Facilities/Economic Development

Cost Estimate:

Potential Funding Sources:

ATTACHMENT B

FISCAL YEAR (FY) 2021/22 FIRST QUARTER REPORT ON IMPLEMENTATION OF CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS				
CATEGORIES	PRJ #	USES BY PROJECT	PHASE	STATUS
FACILITIES	FA1702*	Citywide Roof repairs and replacement	Initiation	
	FA1703*	Paint City Hall (Inside and Outside)	Initiation	
	FA1901*	Senior Center Auxiliary Parking Lot (Fowler House lot reuse)	Execution	
	FA1902*	Energy Upgrades	Execution	
	FA2001*	Post Office Maintenance	Execution	
	FA2002*	Electric Vehicle Charging Stations	Planning	
	FA2101	Emergency Power for Critical Facilities	Initiation	
PARKS	PA1704*	Prepare a Park Master Plan	Initiation	
	PA2001*	Bocce Ball Court	Initiation	
	PA2101	Installation of high-capacity trash bins	Initiation	
SANITARY SEWER	SS2001*	Sanitary Sewer Collection System Master Plan	Execution	
	SS2002*	Water Pollution Control Plant Lab Remodel	Planning	
	SS2101	Secondary Clarifier – Center Column Rehabilitation	Initiation	
	SS2102	Air Release Valve Replacements	Planning	
STORM WATER	SW1901*	Hazel Street Drainage Improvements	Execution	
ROADS	RO1708*	Pinole Valley Road Improvements	Initiation	
	RO1709*	Pinole Valley Road Underground District	Execution	
	RO1710*	San Pablo Avenue Bridge over BNSF Railroad	Execution	
	RO1714*	Safety Improvements at Appian Way & Marlesta Rd.	Execution	
	RO1801*	San Pablo Avenue Rehabilitation	Execution	
	RO1802*	Hazel Street Gap Closure (Sunnyview)	Initiation	
	RO1902*	Pedestrian Improvements at Tennent (Engineering and planning Only) - Bay Trail Gap	Execution	
	RO2101	Arterial Rehabilitation	Execution	
	RO2102	Tennent Ave. Rehabilitation	Execution	
	RO2103	Pedestrian Bridge Repair	Execution	
	RO2104	Local Road Safety Plan	Execution	
	RO2105	Appian Way Complete Streets	Planning	
	RO2106	Active Transportation Plan	Initiation	
	RO2107	Brandt St. Improvements	Initiation	

FIRST QUARTER UPDATE – CIP

STATUS:  On Schedule  >2-month delay

*A project or project funding is carried over from a prior fiscal year.



CITY COUNCIL REPORT

8H

DATE: NOVEMBER 2, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: HEATHER IOPU, CITY CLERK

**SUBJECT: PLACEMENT OF LIENS FOR DELINQUENT UNPAID WASTE
COLLECTION CHARGES FALLING DELINQUENT BETWEEN
MAY 2021 & AUGUST 2021, CONSIDERED AT AN
ADMINISTRATIVE HEARING ON OCTOBER 7, 2021**

RECOMMENDATION

It is recommended 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 October 7, 2021 regarding unpaid garbage collection services that fell delinquent between May 2021 and August 2021. 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.

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 110 properties on which liens are being imposed, representing a total of \$41,090.66 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 \$6,600.00; the total lien amount including recovery fees are \$47,690.66.

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.

ATTACHMENT

A. Resolution

RESOLUTION NO. 2021-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 OCTOBER 7, 2021**

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 May 2021 and August 2021); and

WHEREAS, pursuant to the provisions of Section 8.08.110, a hearing was held on October 7, 2021; 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 2nd day of **November 2021**, 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 2nd day of November 2021..

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

81

DATE: NOVEMBER 2, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MISHA KAUR, SR. PROJECT MANAGER

SUBJECT: AWARD CONSTRUCTION CONTRACT FOR THE SAN PABLO AVENUE
REHABILITATION PROJECT (CIP PROJECT # RO1801)

RECOMMENDATION

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

1. Accept the lowest responsive and responsible bid from MCK Services Inc. and award a construction contract (Attachment B) for the rehabilitation of San Pablo Avenue from the western city limits to Pinole Shores Drive (CIP Project # RO1801, the "Project");
2. Authorize the City Manager to execute a construction contract (Attachment B) with MCK Services Inc. in an amount not to exceed \$1,088,008.90 (including a 10% contingency) for the Project; and
3. Authorize the City Manager or his designee to issue any necessary change orders to complete additional work within contract authority for the Project.

BACKGROUND

The Project is an approved project in the City of Pinole's current adopted Capital Improvement Plan (CIP) and involves roadway rehabilitation of San Pablo Avenue from the western city limits to Pinole Shores Drive. The Project includes installation of curb ramps, a pedestrian island median, retaining wall, pavement stripes and markings, base failure repairs, and asphalt pavement grinding overlay.

On July 20, 2021, City Council adopted plans and specifications for the Project which were later revised. The revised plans and specifications were adopted by the City Council on September 21, 2021. Subsequently, on September 29, 2021, City staff released the bid on www.publicpurchase.com and also posted contract documents on www.ci.pinole.ca.us/bids. In accord with the Public Contract Code, the Notice Inviting Sealed Bids was published in the West County Times on October 4, 2021, and October

12, 2021, which specified the time and place for opening of sealed bids and described the nature of the Project. Sealed bids were opened on October 25, 2021.

REVIEW & ANALYSIS

On October 25, 2021, seven (7) bids were received and publicly read at 10:00 AM at City Hall. Per project bid documents, the City will base the Project award on the lowest responsive, responsible total bid. The following table summarizes the bids received:

Name of Bidder	Amount Bid
MCK Services Inc.	\$989,099.00
Azul Works, Inc.	\$1,023,206.48
Bay Cities Paving & Grading, Inc.	\$1,128,730.00
Ghilotti Bros., Inc.	\$1,177,348.28
Ghilotti Construction Company	\$1,184,228.40
Granite Rock Company	\$1,187,807.00
Maggiora & Ghilotti, Inc.	\$1,272,772.00

The engineer's estimate for the Project construction is \$1,055,255.00 and the lowest bidder MCK Services Inc.'s bid is \$989,099.00, which is \$66,156.00 less than the engineer's estimate.

Staff evaluated MCK Services Inc.'s bid package, insurance, bonding, and determined MCK Services Inc.'s bid to be responsive. Staff contacted various construction references listed in the bid submittal and the references indicated that MCK Services Inc. has satisfactorily completed their contracts of similar size and scope. Staff believes that MCK Services Inc. has the experience and professional competency that will result in a satisfactory product for the City.

MCK Services Inc.'s bid proposal documentation is complete, and staff has determined them to be the lowest responsive and responsible bidder. Staff recommends the City Council accept the bid and award the construction contract to MCK Services Inc. for the Project. Furthermore, staff recommends that City Council authorize the City Manager to execute a contract with MCK Services Inc. in an amount not to exceed \$1,088,008.90 (including a 10% contingency) for the Project. The contingency will allow staff to address any issues that may arise during the work as approved by the City Manager or his designee. In addition, staff recommends that City Council authorize the City Manager or his designee to issue any necessary change orders to complete additional work within contract authority for the Project.

FISCAL IMPACT

The current adopted capital budget includes \$1,363,484 for the Project. This funding is comprised of \$586,000 in grant funds from One Bay Area Grant Program (OBAG 2) Local

Streets and Roads Preservation Program and the remainder \$777,484 is from Measure S-2014 (Fund 377).

ATTACHMENT(S)

- A. Resolution
- B. Construction Contract

RESOLUTION NO. 2021 – xx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, AWARDED A CONSTRUCTION CONTRACT FOR THE SAN PABLO AVENUE REHABILITATION PROJECT (CIP PROJECT # RO1801) AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT WITH MCK SERVICES INC. IN AN AMOUNT NOT TO EXCEED \$1,088,008.90 AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO ISSUE ANY NECESSARY CHANGE ORDERS TO COMPLETE ADDITIONAL WORK WITHIN CONTRACT AUTHORITY

WHEREAS, the City of Pinole (“City”) has adopted the FY 2021/22 through FY 2025/26 Capital Improvement Plan (CIP) which includes the San Pablo Avenue Rehabilitation Project (CIP Project # RO1801, the “Project”) as a funded project; and

WHEREAS, the Project involves roadway rehabilitation of San Pablo Avenue from the western city limits to Pinole Shores Drive and includes installation of curb ramps, a pedestrian island median, retaining wall, pavement stripes and markings, base failure repairs, and asphalt pavement grinding overlay; and

WHEREAS, on July 20, 2021, City Council adopted plans and specifications for the Project which were later revised; and

WHEREAS, the revised plans and specifications were adopted by City Council on September 21, 2021; and

WHEREAS, City staff released the bid on www.publicpurchase.com and also posted contract documents on www.ci.pinoles.ca.us/bids; and

WHEREAS, the Notice Inviting Sealed Bids was published in the West County Times on October 4, 2021, and October 12, 2021, which specified the time and place for opening of sealed bids and described the nature of the Project; and

WHEREAS, on October 25, 2021, at 10:00 a.m., the Public Works staff publicly opened and examined the sealed bids for the Project; and

WHEREAS, staff has determined that MCK Services Inc. is the lowest responsive and responsible bidder.

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

1. MCK Services Inc.’s bid of \$ \$989,099.00 is found to be lowest responsive and responsible bid and is accepted by the City Council at the unit prices set forth in the bid for the rehabilitation of San Pablo Avenue from western city limits to Pinole Shores Drive (CIP Project # RO1801, the “Project”). This bid is on file with the Public Works Department and incorporated herein by this reference as though set forth in full.

ATTACHMENT A

2. A construction budget of \$ \$989,099.00 and project contingency funds in the amount of \$98,909.90 (10% of bid) are authorized by the City Council at the unit prices set forth in MCK Services Inc.'s bid.
3. The City Manager is authorized to execute a construction contract with MCK Services Inc. in an amount not to exceed \$1,088,008.90 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.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 2nd day of November 2021 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 2nd day of November 2021.

Heather Bell, CMC
City Clerk

CITY OF PINOLE

CONTRACT

For

San Pablo Avenue Pavement Rehabilitation

THIS AGREEMENT is made and entered this 3rd day of November, 2021, by and between the CITY OF PINOLE, hereinafter referred to as "City" and MCK Services Inc., hereinafter referred to as "Contractor."

WITNESSETH:

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 services detailed in this contract, including the Proposal, and

WHEREAS, Contractor has represented that it is fully qualified to assume and discharge such responsibility;

NOW, THEREFORE, the parties hereto do agree as follows:

1. Scope of Services. City hereby employs Contractor to perform the work and provide the services and materials for the project identified as: San Pablo Pavement Rehabilitation Project, as described in these Plans and Specifications, attached hereto and incorporated herein by this reference, including miscellaneous appurtenant work. Such work shall be performed in a good and workmanlike manner, under the terms as stated herein and in these Plans and Specifications. In the event of any conflict between the terms of this agreement and any of the above-referenced documents, the terms of this agreement shall be controlling.
2. Compensation. In consideration of the services rendered hereunder, Contractor shall be paid \$989,099.00 dollars in accordance with the prices as submitted on the Bid Sheet of the Proposal, attached hereto as a part of these Plans and Specifications and in accordance with the Special Provisions.
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 City.
4. Assignment. This agreement may not be assigned by Contractor, in whole or in part, without the prior written consent of City.
5. Termination. This Agreement may be canceled by City at any time without penalty upon thirty (30) days' written notice. In the event of termination without fault of Contractor, 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. Worker's Compensation Insurance. 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 under take 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."

7. Prevailing Wages and General Rate of Per Diem Wages. Pursuant to the Labor Code of the State of California, the Director of Industrial Relations has determined the general prevailing rate of wages and employer payments for health and welfare, vacation, pension and similar purposes applicable to the work to be done. This rate and scale are on file with the CITY ENGINEER and copies will be made available to any interested party on request. The Contractor to whom the contract is awarded, and the subcontractors under him must pay not less than these rates for this area to all workers employed in the execution of this contract.
8. Dispute resolution is subject to the provision of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the California Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the contractor, for the response to such claims by the contracting public agency, for a mandatory meet and confer conference upon the request of the contractor, for mandatory non-binding mediation in the event of litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This contract hereby incorporates the provisions of Article 1.5 as though fully set forth herein.
9. Suit: Recovery of Attorney Fees & Costs. Should either party bring any action to protect or enforce its rights hereunder, the prevailing party in such action shall be entitled to recover, in addition to all other relief, its reasonable attorney's fees and court costs.
10. Severability. If any term or provision or portion of a term or provision of this contract is declared invalid or unenforceable by any court of lawful jurisdiction, then the remaining terms and provisions or portions of terms or provisions will not be affected thereby and will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed the within Agreement the day and year first above written.

CITY OF PINOLE

CONTRACTOR: MCK SERVICES INC.

Andrew Murray, City Manager

John A. Moffat, Vice President

Date: _____

Date: _____

Attest:

Heather Iopu, City Clerk

Date: _____

Approved as to Form:

Eric Casher, City Attorney

Date: _____

City Attorney

CITY OF PINOLE

INSTRUCTIONS FOR EXECUTION OF INSTRUMENTS

THIS IS INSTRUCTION ONLY - IT IS NOT TO BE SIGNED OR USED IN CONJUNCTION WITH THE AGREEMENT OR ANY OTHER FORMS THAT MUST BE TURNED INTO THE CITY OF PINOLE - IT IS SIMPLY A FORMAT TO USE WHEN FILLING OUT DOCUMENTS.

1. By an Individual. The individual must sign the instrument, and if he/she is doing business under a fictitious name, the fictitious name must be set forth. The signature must be acknowledged before a Notary Public, using the proper form of acknowledgment.
2. By a Partnership. The name of the partnership must be set forth followed by the signatures of less than all of the partners will be acceptable only if submitted with evidence of authority to act on behalf of the partnership. The signatures must be acknowledged before a Notary Public, using the proper form of acknowledgment.
3. By a Corporation. The name of the corporation must be set forth, followed by the signatures of the President or Vice President and Secretary or Assistant Secretary. The signatures must be acknowledged before a Notary Public, using in substance the following form of acknowledgment.
4. By a Surety. The name of the surety must be set forth, followed by an authorized signature. The signatures must be acknowledged before a Notary Public, using the proper form of acknowledgment.

STATE OF _____)
) SS.
COUNTY OF _____)

On _____, 20____, before me, the undersigned, appeared _____ known to me to be the President or Vice President and known to be to be the Secretary or Assistant Secretary of the corporation that executed the within instrument, and acknowledged to me that such corporation executed the within instrument pursuant to its by-laws or a resolution of its City Council.

WITNESS my signature and seal.

Notary Public

(Seal)

INSURANCE REQUIREMENTS FOR CITY OF PINOLE

Public Works Contract

The Contractor shall at all time during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company admitted to do business in California and approved by the City (1) a policy or policies of broad-form comprehensive general liability insurance with minimum limits of \$1,000,000.00 combined single limit coverage against any injury, death, loss, or damage as a result of wrongful or negligent acts by the Contractor, its officers, employees, agents, and independent contractors in performance of services under this Agreement; (2) property damage insurance with a minimum limit of \$1,000,000.00; (3) automotive liability insurance with a minimum combined single limits coverage of \$1,000,000.00; and (4) worker's compensation insurance with a minimum limit of \$1,000,000.00 or the amount required by law, whichever is greater. The City, its officers, employees, attorneys, and volunteers shall be named as additional insureds on the policy(ies) as to comprehensive general liability and property damage.

1. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving the City thirty (30) day's prior written notice thereof. The Contractor agrees that it will not cancel, reduce or otherwise modify said insurance coverage.
2. The Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, and such insurance is available at a reasonable cost, the City may take out the necessary insurance and pay the premium thereon, and the repayment thereof shall be deemed an obligation of the Contractor and the cost of such insurance may be deducted, at the option of the City, from payments due the Contractor.
3. The Contractor shall submit to the City (1) insurance certificates indicating compliance with the minimum worker's compensation insurance requirements above, and (2) insurance policy endorsements above, not less than one (1) day prior to beginning of performance under this Agreement. Endorsements must be executed on the City's appropriate standard forms entitled "Additional Insured Endorsement," copies of which are attached hereto.

INTENTIONALLY LEFT BLANK

Bond No. _____

**PAYMENT BOND
(LABOR AND MATERIALS)**

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the _____ (A
Public Agency), has awarded to _____

(Name and address of Contractor)
(Principal), a contract (the Contract) for the work described as follows:

San Pablo Avenue Pavement Rehabilitation

WHEREAS, Principal is required under the terms of the Contract and the California Civil Code to secure the payment of claims of laborers, mechanics, materialmen, and other persons as provided by law.

NOW, THEREFORE, we, the undersigned Principal, and _____

(Name and address of Surety)
(A Surety) a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the Public Agency in the penal sum of _____

Dollars (\$_____), this amount being not less than 100% of the total contract price, in lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal, his, her or its heirs, executors, administrators, successors or assigns, or subcontractors shall fail to pay any of the persons named in Section 3181 of the California Civil Code, or any amounts due under the Unemployment Insurance Code with respect to work or labor performed under the Contract, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Principal and subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to work or labor performed under the Contract, the Surety will pay for the same in an amount not exceeding the penal sum specified in this bond; otherwise, this obligation shall become null and void.

This bond shall inure to the benefit of any of the persons named in Section 3181 of the California Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon the bond. In case suit is brought upon this bond, Surety further agrees to pay all court costs and reasonable attorneys' fees in an amount fixed by the court.

Further, the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, addition or modification to the terms of the Contract, or of the work to be performed

thereunder, or the specifications for the same, shall in any way affect its obligations under this bond, and it does hereby waive notice of any such change, extension of time, alteration, addition, or modification to the terms of the Contract or to the work or to the specifications thereunder. Surety hereby waives the provisions of California Civil Code sections 2845 and 2849.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: _____

Principal

Surety

By: _____

Its

By: _____

Its

By: _____

Its

By: _____

Its

(Seal)

APPROVED AS TO SURETY AND
PRINCIPAL AMOUNT

By: _____

Insurance Administrator

Note: This bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached.

Bond No. _____

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the _____
(Public Agency), has awarded to _____

(Name and address of Contractor)
(Principal), a contract (the Contract) for the work described as follows:

San Pablo Avenue Pavement Rehabilitation

WHEREAS, Principal is required under the terms of the Contract to furnish a bond for the faithful performance of the Contract.

NOW, THEREFORE, we, the undersigned Principal, and _____

(Name and address of Surety)
(A Surety) a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the Public Agency in the penal sum of _____

Dollars (\$ _____), this amount being not less than the total contract price, in lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal, his, her or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform all the undertakings, terms, covenants, conditions and agreements in the Contract and any alteration thereof made as therein provided, on the Principal's part to be kept and performed, all within the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and hold harmless the Public Agency, its officers, agents, and others as therein provided, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

In case suit is brought upon this bond, Surety further agrees to pay all court costs and reasonable attorneys' fees in an amount fixed by the court.

FURTHER, the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, addition or modification to the terms of the Contract, or of the work to be performed thereunder, or the specifications for the same, shall in any way affect its obligations under this bond, and it does hereby waive notice of any such change, extension of time, alteration, addition, or modification to the terms of the Contract or to the work or to the specifications thereunder. Surety hereby waives the provisions of California Civil Code 2845 and 2849. The City is the principal beneficiary of this bond and has all rights of a party hereto.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: _____

Principal

Surety

By: _____
Its

By: _____
Its

By: _____
Its

By: _____
Its

(Seal)

APPROVED AS TO SURETY AND
PRINCIPAL AMOUNT

By: _____
Insurance Administrator

Note: This bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached.

WORKER'S COMPENSATION CERTIFICATE OF INSURANCE

WHEREAS, the City of Pinole has required certain insurance to be provided by:

NOW THEREFORE, the undersigned insurance company does hereby certify that it has issued the policy or policies described below to the following named insureds and that the same are in force at this time:

1. This certificate is issued to:

City of Pinole
City Hall
2131 Pear Street
Pinole, California 90275

2. The insureds under such policy or policies are:

-
3. Worker's Compensation Policy or Policies in a form approved by the Insurance Commissioner of California covering all operations of the named insureds as follows:

<u>Policy Number</u>	<u>Effective Date</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Said policy or policies shall not be canceled, nor shall there be any reduction in coverage or limits of liability, unless and until thirty days' written notice thereof has been served upon the City Clerk of the City of Pinole

By: _____
Its Authorized Representative

INTENTIONALLY LEFT BLANK

AGREEMENT TO COMPLY WITH

CALIFORNIA LABOR LAW REQUIREMENTS

[Labor Code Sections 1720, 1773.9, 1773.11, 1775, 1776, 1777.5, 1813, 1860, 1861, 3700]

The undersigned Contractor certifies that it is aware of and hereby agrees to fully comply with the following provisions of California law:

1. Contractor acknowledges that this contract is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and the awarding public agency (Agency) and agrees to be bound by all the provisions thereof as though set forth in full herein.
2. Contractor agrees to comply with the provisions of California Labor Code Section 1773.9 which requires the payment of per diem wages to each worker needed to execute the work to the extent required by law, as well as California Labor Code Section 1773.11, which requires payment of holiday and overtime wages to each worker needed to execute the work to the extent required by law.
3. Contractor agrees to comply with the provisions of California Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Contractor shall, as a penalty to the Agency, forfeit not more than fifty dollars (\$50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for any public work done under the contract by Contractor or by any subcontractor.
4. Contractor agrees to comply with the provisions of California Labor Code Section 1776 which require Contractor and each subcontractor to (1) keep accurate payroll records, (2) certify and make such payroll records available for inspection as provided by Section 1776, and (3) inform the Agency of the location of the records. The Contractor is responsible for compliance with Section 1776 by itself and all of its subcontractors.
5. Contractor agrees to comply with the provisions of California Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that Contractor is responsible for compliance with Section 1777.5 by itself and all of its subcontractors.
6. Contractor agrees to comply with the provisions of California Labor Code Section 1813 concerning penalties for workers who work excess hours. The Contractor shall, as a penalty to the Agency, forfeit twenty-five dollars (\$25) for each worker employed in the execution of the contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code.
7. 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, 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.

Date _____

Signature _____

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
AND WAIVER OF SUBROGATION AND CONTRIBUTION**

Contract/Agreement/License/Permit No. or description: _____

Indemnitor(s) *(list all names)*:

To the fullest extent permitted by law, Indemnitor hereby agrees, at its sole cost and expense, to defend, protect, indemnify, and hold harmless the City of Pinole and its elected officials, officers, attorneys, agents, employees, volunteers, successors, and assigns (collectively Indemnitees) from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith (collectively Liabilities), arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to any act, failure to act, error, or omission of Indemnitor or any of its officers, agents, servants, employees, subcontractors, materialmen, suppliers or their officers, agents, servants or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to the above-referenced contract, agreement, license, or permit (the Agreement) or the performance or failure to perform any term, provision, covenant, or condition of the Agreement, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent active or passive negligence by Indemnitees and shall operate to fully indemnify Indemnitees against any such negligence. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law. Payment is not required as a condition precedent to an Indemnitee's right to recover under this indemnity provision, and an entry of judgment against an Indemnitee shall be conclusive in favor of the Indemnitee's right to recover under this indemnity provision. Indemnitor shall pay Indemnitees for any attorney's fees and costs incurred in enforcing this indemnification provision. Notwithstanding the foregoing, nothing in this instrument shall be construed to encompass (a) Indemnitees' sole negligence or willful misconduct to the limited extent that the underlying Agreement is subject to Civil Code 2782(a) or (b) the contracting public agency's active negligence to the limited extent that the underlying Agreement is subject to Civil Code 2782(b). This indemnity is effective without reference to the existence or applicability of any insurance coverages which may have been required under the Agreement or any additional insured endorsements which may extend to Indemnitees.

Notwithstanding the foregoing, to the extent that this Agreement includes design professional services under Civil Code Section 2782.8, as may be amended from time to time, such duties of Consultant to indemnify shall only be to the full extent permitted by Civil Code Section 2782.8.

Indemnitor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Indemnitor regardless of any prior, concurrent, or subsequent active or passive negligence by the Indemnitees.

In the event there is more than one person or entity named in the Agreement as an Indemnitor, then all obligations, liabilities, covenants and conditions under this instrument shall be joint and several.

Indemnitor

Name_____

By:_____

Name_____

By:_____

ADDITIONAL INSURED ENDORSEMENT COMPREHENSIVE GENERAL LIABILITY

Name and address of named insured (Named Insured):

Name and address of Insurance Company (Company):

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured:

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the Policy) or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ (Public Agency), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.
2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.
3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.
4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.
5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.
6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereof. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.
7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with

regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

TYPE OF COVERAGES TO WHICH
THIS ENDORSEMENT ATTACHES

POLICY PERIOD
FROM/TO

LIMITS OF
LIABILITY

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

Contractual Liability
Owners/Landlords/Tenants
Manufacturers/Contractors
Products/Completed Operations
Broad Form Property Damage
Extended Bodily Injury
Broad Form Comprehensive
General Liability Endorsement

Explosion Hazard
Collapse Hazard
Underground Property Damage
Pollution Liability
Liquor Liability

12. A deductible or self-insured retention (*check one*) of \$ _____
applies to all coverage(s) except: _____ (*if none, so state*).
The deductible is applicable per claim or per occurrence (*check one*).

13. This is an occurrence or G claims made policy (*check one*).

14. This endorsement is effective on _____ at 12:01 a.m. and forms a part of
Policy Number _____.

I, _____ (*print name*), hereby declare under penalty of perjury
under the laws of the State of California, that I have the authority to bind the Company to this
endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20_____

Signature of Authorized Representative
(*Original signature only; no facsimile signature or
initialed signature accepted*)

Telephone No.: (_____) _____

ADDITIONAL INSURED ENDORSEMENT AUTOMOBILE LIABILITY

Name and address of named insured (Named Insured):

Name and address of Insurance Company (Company):

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured:

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the Policy) or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ (Public Agency), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the Additional Insureds under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.
2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.
3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.
4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.
5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.
6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.
7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with

regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

CITY ENGINEER
City of Pinole
2131 Pear Street
Pinole, California 94564

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

TYPE OF COVERAGES TO WHICH OF <u>THIS ENDORSEMENT ATTACHES</u>	POLICY PERIOD <u>FROM/TO</u>	LIMITS <u>LIABILITY</u>
--	---------------------------------	----------------------------

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

Any Automobiles
All Owned Automobiles
Non-owned Automobiles
Hired Automobiles
Scheduled Automobiles

Truckers Coverage
Motor Carrier Act
Bus Regulatory Reform Act
Public Livery Coverage

Garage Coverage _____

12. A G deductible or G self-insured retention (*check one*) of \$ _____ applies to all coverage(s) except: (*if none, so state*). The deductible is applicable G per claim or G per occurrence (*check one*).

13. This is a G occurrence or G claims made policy (*check one*).

14. This endorsement is effective on _____ at 12:01 a.m. and forms a part of Policy Number _____.

I, _____ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20_____

Signature of Authorized Representative

*(Original signature only; no facsimile signature or
initialed signature accepted)*

Telephone No.: (____) _____

ADDITIONAL INSURED ENDORSEMENT EXCESS LIABILITY

Name and address of named insured (Named Insured):

Name and address of Insurance Company (Company):

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured:

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the Policy) or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ (A Public Agency), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the AAdditional Insureds) under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought, except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named

Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

City Manager
City of Pinole
2131 Pear Street
Pinole, California 94564

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

<u>TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES</u>	<u>POLICY PERIOD FROM/TO</u>	<u>LIMITS OF LIABILITY</u>
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Following Form
Umbrella Liability

11. Applicable underlying coverages:

<u>INSURANCE COMPANY</u>	<u>POLICY NO.</u>
<u>AMOUNT</u>	

12. The following inclusions, exclusions, extensions or specific provisions relate to the above coverages:

13. A deductible or self-insured retention (*check one*) of \$ _____ applies to all coverage(s) except: _____ (*if none, so state*). The deductible is applicable G per claim or G per occurrence (*check one*).

14. This is an occurrence or claims made policy (*check one*).

15. This endorsement is effective on _____ at 12:01 a.m. and forms a part of Policy Number _____.

I, _____ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20_____

Telephone No.: (_____)

Signature of Authorized Representative
(*Original signature only; no facsimile
signature or initialed signature accepted*)

CITY OF PINOLE CHECKLIST FOR EXECUTION OF CONSTRUCTION CONTRACT

TO BE SUBMITTED BY SUCCESSFUL BIDDER:

- ___ Two Executed Notarized Copies of the Contract
- ___ Payment Bond in 100% of the Amount of Contract – one original
- ___ Performance Bond in 100% of the Amount of Contract – one original
- ___ General Liability Insurance Certificate in the Amount of \$1 Million, naming the City as an additional insured
- ___ Property Damage Insurance (\$1 Million minimum), naming the City as an additional insured
- ___ Automobile Insurance Certificate in the Amount of \$1 Million, naming the City as an additional insured
- ___ Workers Compensation Certificate (\$1,000,000 minimum)
- ___ Agreement to Comply with California Labor Law Requirements
- ___ Indemnification and Hold Harmless Agreement
- ___ Additional Insured Endorsement – Comprehensive (Commercial) General Liability
- ___ Business License with the City of Pinole

Note: The above documents must remain valid during the life of the contract.

- ___ Exhibit 15-G Construction Contract DBE Commitment
- ___ Exhibit 15-H Proposer/Contractor Good Faith Efforts



CITY COUNCIL REPORT

8J

DATE: NOVEMBER 2, 2021

TO: MAYOR AND COUNCIL MEMBERS

**FROM: ANDREW MURRAY, CITY MANAGER
MARKISHA GUILLORY, FINANCE DIRECTOR**

**SUBJECT: RESOLUTION DIRECTING STAFF TO SUSPEND COLLECTION OF
THE BUILDING PERMIT FEES FROM NOVEMBER 3, 2021 THROUGH
APRIL 30, 2022**

RECOMMENDATION

Staff recommends that the City Council adopt a resolution directing staff to suspend collection of the building permit fees from November 3, 2021 through April 30, 2022 to allow for a user fee study to be completed and new fees to be established if appropriate.

BACKGROUND

In August 2021, it was brought to the City's attention that its building permit fees appear to be materially higher than the fees assessed by some of Pinole's neighboring jurisdictions. The City determined that it would be appropriate to complete a user fee study to evaluate the building permit fee structure and to establish new fees based on that study if appropriate. Coincidentally, City staff was separately preparing to release a request for proposals (RFP) to complete an updated cost allocation plan and comprehensive user fee study, which is a Strategic Plan strategy.

Staff recommends suspending collection of the building permit fee temporarily while the user fee study is being conducted.

REVIEW AND ANALYSIS

The City's building permit fees are statutorily authorized in the Master Fee Schedule (MFS), which is adopted by the City Council. The building permit fees listed in the current MFS were established in 2012 and were based on the Planning, Building, and Engineering User Fee Study completed in 2008. The fees have not changed since then. There is some concern that Pinole's building permit fees are higher than those of some neighboring jurisdictions.

Recognizing that all City user fees, including building permit fees, are due for review and update, staff is leading a comprehensive user fee study that will be conducted over the next several months. One major goal of the study is to ensure that fees are set at levels necessary to recover the full cost of providing specific service, consistent with the City's

User Fees and Charges Revenue Policy. The results of the study will be used to update the existing building permit fees if appropriate.

Staff recommends suspending collection of the fee temporarily while the user fee study is being conducted. At the conclusion of the study and establishment of the new fees, applicants will be responsible for payment of all services rendered in connection with issuing building permits. Applicants will be required to sign agreements reflecting this arrangement. Applicants that do not want to sign the agreement have the option of paying the existing fees.

FISCAL IMPACT

There is no fiscal impact as a result of adopting this resolution. Staff expects cash flow in the Building and Planning Fund (212) to be impacted temporarily while collection of the building permit fee is suspended. However, the costs incurred during the suspension period are expected to be fully recovered, after the user fee study is completed and the new Building Permit fees are assessed.

ATTACHMENT

A- Resolution to Suspend Collection of the Building Permit Fees

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, DIRECTING STAFF TO CONDITIONALLY SUSPEND COLLECTION OF THE BUILDING PERMIT FEES FROM NOVEMBER 3, 2021, THROUGH APRIL 30, 2022

WHEREAS: the City of Pinole's Building Permit fees were updated in 1998; and

WHEREAS, the City Council approved the Planning, Building, and Engineering User Fee Study establishing a new fee included in the Pinole Municipal Code in August of 2008; and

WHEREAS the City Council adopted Resolution 2012-130 amending the 2008 Fee Study to better reflect new development service processes adopted in 2010 and recover the cost associated with providing development services; and

WHEREAS the City Council later approved Resolution 2017-12 amending the Planning and Engineering fees based off of the 2008 Planning, Building, and Engineering User Fee Study; and

WHEREAS the City Council now believes the Planning, Building and Engineering User Fees Study needs to be updated.

WHEREAS the Pinole Municipal Code Chapter 15.02.060 provides that construction permit fees, including building permit fees, shall be set by the City Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby directs staff to update the Master Fee Schedule and Building Permits Fees. The City Council hereby directs staff to conditionally suspend the collection of Building Permit Fees from November 3, 2021, through April 30, 2022 to allow for completion of a nexus fee study. And the City of Pinole hereby finds, determines, and resolves as follows:

1. The current building permit fee is higher than some jurisdictions within close geographic proximity to the City of Pinole.
2. The current building permit fee has not been updated since 2012.
3. The proposed conditional suspension of fees will allow the City to complete an updated User Fee Study for the Planning, Building, Engineering Section of the Master Fee Schedule.
4. As a part of the conditional suspension of collection of fees, the Community Development Department will continue to process, and issue permits under an agreement that will require applicants to repay building fees after the new fee is in place. Applicants that do not wish to sign the agreement may pay the existing applicable Building Permit Fees and receive a refund in the event that the new 2022 Building Permit Fees are a lesser amount.
5. That all Building Permit fees that have been conditionally suspended shall be paid within ninety (90) days of the approval of the new 2022 Building Permit Fees.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the **2nd** day of **November** by the following vote:

ATTACHMENT A

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 2nd day of November 2021.

Heather Bell, CMC
City Clerk

ATTACHMENT A

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the **2nd day of November 2021.**

Heather Iopu, CMC
City Clerk



CITY COUNCIL REPORT

8K

DATE: NOVEMBER 2, 2021

TO: CITY COUNCIL

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

**SUBJECT: APPROVE AND AUTHORIZE THE CITY MANAGER TO EXECUTE A
SETTLEMENT AGREEMENT BETWEEN THE CITY OF PINOLE AND
POLICE DEPARTMENT EMPLOYEES**

RECOMMENDATION

Staff recommends that the City Council approve and authorize the City Manager to execute a Settlement Agreement between the City of Pinole and Police Department employees.

BACKGROUND

The current Memorandum of Understanding (MOU) between the City and the Pinole Police Employees Association (PPEA) covers the term July 1, 2020 through June 30, 2022. During the negotiations of that MOU, the PPEA expressed that it thought that the City's Personnel Rules, excerpted below, were ambiguous regarding when an employee is eligible for a step increase and that there had been inconsistencies in the City's past application of step increases.

12.1 Salary Plan

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

Advancement within a salary range is based on performance and requires the approval of the City Manager and shall be effective at the beginning of a pay period. Employees are eligible to be considered for a salary range advancement after either six (6) months or after twelve (12) months following appointment/promotion and a determination of satisfactory service. Thereafter, an employee with satisfactory service may advance within the salary range every twelve (12) months. The City Manager, with the recommendation of the Department Head, and based upon meritorious service may provide an employee with a salary range advancement more frequently than every twelve (12) months or a salary range increase greater than one (1) salary step.

To address PPEA's concerns, a new article, 4.03, shown below, was incorporated into the current MOU, which clarified the step increase timeline.

4.03 Salary Plan/Increments Within Range (Sworn)

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

Advancement within a salary range, following new hire appointment, is based on performance, requires the approval of the City Manager, and shall be effective at the beginning of a pay period. Employees are eligible for their first salary range Advancement

- After completion of their FTO training and upon a determination of satisfactory service.
- Thereafter, an employee with satisfactory service may advance within the salary range upon successful completion of their 18-month probationary period; and after every twelve (12) months of satisfactory service performance until they reach the top of the salary range.

The City Manager, with the recommendation of the Department Head, and based upon meritorious service under exceptional circumstances may provide an employee a salary range increase greater than one (1) salary step.

On May 3, 2021, the President of the PPEA requested a meeting with the City Manager to discuss the timing of newer officers' step increases. According to the PPEA President, prior to 2014, officers received a step increase after six months of employment with a second step increase at eighteen months, the end of the employee's probationary period. PPEA claimed that this practice changed in 2014 and officers were no longer receiving a step increase after six months of employment.

The PPEA President acknowledged that with the approval of the MOU dated July 1, 2020 the issue of when an employee is eligible to receive a step increase was clarified, moving forward. However, between 2014 and 2019, the PPEA stated that there were five active officers who were not provided a step increase consistent with the City's past practice of providing an increase after six months of employment. The PPEA requested that the five employees be compensated to reflect a step increase at their six month employment date.

REVIEW & ANALYSIS

As stated in the City's Personnel Rules Section 12.1, employees are eligible "to be considered" for a salary range advancement after either six months or twelve months following appointment..." Advancement to the next step after six months is at the discretion of the department manager.

The Human Resources Department conducted a search between the year of 2001 and 2019 to determine if employees had received step increases after six months of employment. Of the sixteen active and eight inactive officers who were first employed during 2001 to 2019, the Human Resources Department confirmed that prior to 2014 police sworn employees were provided a step increase after six months of employment.

Staff believes that, due to the latitude provided by the Personnel Rules, prior to 2014 it was the City's practice of routinely providing police officers with their first step increase at six months. Moreover, per the Personnel Rules, the City actions of providing officers with their first step increase after eighteen months of employment between the years of 2014 and 2020, is defensible. However, City staff does recognize that certain police officers were treated differently and disadvantaged by not receiving a step increase at six months. City staff feels it would be reasonable to compensate the impacted employees for lost past earnings. Compensating impacted employees will encourage retention of employees and continue positive employer-employee working relationships.

On July 19, 2021, the City received a settlement proposal (attached) from Rains, Lucia, Stern, Phalle, and Silver (RLS), the law firm representing the PPEA. The settlement proposal lists the names of the employees who were impacted due to non-advancement and estimates the earnings lost by the employees, which totals \$40,000. The PPEA is requesting that the City pay the employees the amount that they believe each lost as well as advance those employees that are not already at the top step of the pay range one step. That would result in an increased annual salary cost to the City of \$9,800.

Staff is requesting Council authority to settle this matter by paying the employees the \$40,000 requested as well as advancing the identified employees one step in the salary range.

FISCAL IMPACT

The budget impact of agreeing to the settlement agreement would be \$49,800 this fiscal year. No funding was included in the FY 2021-22 budget for this settlement; however, staff anticipates sufficient funds are available in the Police Department budget due to unfilled positions resulting in saving of salary, overtime, and other benefit cost. Therefore, if the Council approved the settlement agreement, no additional appropriation would be required.

ATTACHMENTS

Attachment A – Letter dated July 19, 2021 - RLS – Settlement Proposal
Attachment B – Resolution
Exhibit A – Settlement Agreement

RLS RAINS LUCIA STERN ST. PHALLE & SILVER, PC

Jim Bickert
Labor Relations Representative
JBickert@RLSlawyers.com

July 19, 2021

VIA ELECTRONIC MAIL & FIRST CLASS MAIL

Andrew Murray, City Manager
City of Pinole
2131 Pear St.
Pinole, CA 94564

Re: Merit/Step Increase Resolution

Dear Mr. Murray,

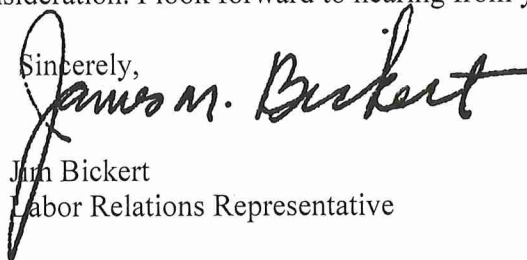
Pursuant to discussions surrounding the issues relating to advancement through the five merit steps of the Police Officer salary scale between 2017 and 2019, the Pinole Police Employees Association (PPEA) would like to offer a settlement proposal. This settlement proposal, if accepted, would serve to resolve this issue and the PPEA would consider the matter closed.

There are five PPEA members impacted to varying degrees by this issue. All members are in the Police Officer classification. Those members, and the amounts/actions proposed to resolve this issue, are listed below.

EMPLOYEE	HIRE DATE	LUMP SUM	MOVE TO NEXT HIGHER STEP
Jennifer Witschi	7/10/2017	\$12,500	No
Frank Dalao	12/11/2017	\$10,000	Yes (depending on timing)
Jason Dean	12/17/2018	\$7,500	Yes
Sean Delgado	5/27/2019	\$5,000	Yes
Caroline Powell	6/24/2019	\$5,000	Yes

Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,



Jim Bickert
Labor Relations Representative

cc: Gregory Ramirez, IEDA
Jon Roberts, Pinole Police Employees Association

RESOLUTION NO. 2021-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE,
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA APPROVING AND
AUTHORIZING THE CITY MANAGER TO EXECUTE A SETTLEMENT AGREEMENT
BETWEEN THE CITY AND THE PINOLE POLICE EMPLOYEES ASSOCIATION
(PPEA) IN THE AMOUNT NOT TO EXCEED \$49,800 RELATED TO EMPLOYEES'
ADVANCEMENT THROUGH THE CITY'S SALARY RANGE SYSTEM**

WHEREAS, the City of Pinole Personnel Rules Section 12.1 – Salary Plan, includes language stating that employees are eligible to be considered for a salary range advancement after either six (6) months or after twelve (12) months following appointment/promotion and a determination of satisfactory service; and

WHEREAS, the PPEA stated that prior to 2014, officers received a step increase after six months of employment with a second step increase at eighteen months, the end of the employee's probationary period; and

WHEREAS, PPEA claimed that this practice changed in 2014 and officers were no longer receiving a step increase after six months of employment; and

WHEREAS, the current Memorandum of Understanding (MOU) between the City and the PPEA, which went into effect on July 1, 2020, includes a new article, 4.03, which clarifies the step increase timing; and

WHEREAS, following the addition of the new clarifying language into the MOU, the PPEA stated that there were five active officers who were not provided a step increase consistent with the City's past practice of providing an increase after six months of employment between 2014 and 2019, before the addition of Article 4.03. The PPEA requested that the five employees be compensated to reflect a step increase at their six-month employment date; and

WHEREAS, the Human Resources Department confirmed that prior to 2014 sworn police employees were provided a step increase after six months of employment; and

WHEREAS, in an effort to resolve the issues raised by the PPEA, City staff thinks it would be reasonable to compensate the impacted employees due to non-advancement after six months of employment and to also advance the impacted employees, if not already at the top step of the pay range, one step; and

WHEREAS, the City's chief negotiator and PPEA mutually agreed to a settlement of their disputes. This Settlement is full and complete, resolving all current and potential grievances, disputes, controversies, claims and possible actions between them arising out of this matter; and

WHEREAS, it is estimated that the total amount to settle this matter is \$49,800, \$40,000 to retroactively account for non-advancement of five sworn officers after six months of employment and \$9,800 for advancement of identified employees one step in the salary range.

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

Section 1: Approve the Settlement Agreement and General Release between the City of Pinole and Police Department employees attached hereto as Exhibit A and made a part hereof; and

Section 2: Authorize the City Manager to execute the Settlement Agreement and General Release.

Section 3: The City Manager is hereby authorized and directed to execute the proposed settlement agreement, with such minor changes as approved by the City Attorney, and take such action as is necessary to effectuate the intent of this Resolution.

PASSED AND ADOPTED this 2nd day of November 2021, 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 2nd day of November, 2021.

Heather Bell, CMC
City Clerk

SETTLEMENT AGREEMENT

This Settlement Agreement ("Agreement") is made by and between the Pinole Police Employees' Association ("Association") and the City of Pinole ("City") (collectively, "Parties").

Recitals

A. On July 19, 2021, the Association raised concerns about the step placement for multiple Police Officers; and

B. The Parties now hereby desire to settle all claims and potential claims and grievances regarding the step placement for employees in the Pinole Police Employees Unit prior to the execution of this Agreement.

Agreement

1. **CITY'S OBLIGATIONS.** In consideration for the waiver with prejudice, of all potential grievances and claims regarding the step placement for employees in the Pinole Police Employees Unit, the City agrees to:

a. Pay the amounts to the individuals identified below, less lawful deductions and applicable withholdings. These payments shall be made within twenty-one (21) days after the Parties execute this Agreement as follows:

- Jennifer Witschi \$12,500
- Frank Dalao \$10,000
- Jason Dean \$7,500
- Sean Delgado \$5,000
- Caroline Powell \$5,000

b. Place the individuals at the identified steps in the Police Officer Pay Schedule effective August 30, 2021:

- | | | |
|-------------------|--------|----------|
| • Jason Dean | Step D | \$652.89 |
| • Sean Delgado | Step C | \$773.30 |
| • Caroline Powell | Step C | \$581.21 |

2. **ASSOCIATION'S OBLIGATIONS.** In consideration for the Association hereby agrees to release and discharge the City and any past and/or present officers, officials, agents, employees, attorneys and representatives, and each of them, from any and all causes of action, actions judgments, liens, indebtedness, damages, losses, claims, liabilities, and demands of whatsoever kind or character, know or unknown, suspected to exist or not suspected to exist, arising from, related to the step placement for any employee in the Pinole Police Employees Unit, as well as the terms and conditions set forth in this Agreement. This includes a waiver of any claims the Association has under the MOU or any law, City rule or procedure. The

Association further understand and acknowledge that this release extends to all rights granted under Section 1542 of the California Civil Code, which provides as follows:

Section 1542. Certain Claims Affected By General Release. A General Release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, which if known by him or her, must have materially affected his or her settlement with the Debtor or Released Party.

3. NO PRECEDENT. This Agreement does not establish a precedent, nor does it interpret any employee right under any City policy and/or procedure.

4. NO CONSIDERATION ABSENT EXECUTION OF THIS AGREEMENT. The Parties agree that no consideration or obligation shall arise as to any party unless each and every party to this Agreement signs the Agreement and fulfills the promises made in this Agreement.

5. NO ADMISSIONS. The Parties agree that neither this Agreement nor the furnishing of the consideration for this Agreement shall be deemed or construed at any time for any purpose as an admission by the City or the Releases of wrongdoing or evidence of any liability or unlawful conduct of any kind.

6. COSTS. Each PARTY will bear its own costs and attorneys' fees.

7. INTERPRETATION. The language in this entire Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against any party. This Agreement has been jointly negotiated by the Parties.

8. ENTIRE AGREEMENT. Except for the terms of this Agreement, no party has relied upon any statement or representation, written or oral, made by any party, or any of their respective agents, attorneys or any other person, regarding any matter including but not limited to any federal or state income tax consequences of this Agreement to any Party. This Agreement is fully integrated and constitutes the entire agreement and understanding between the Parties. All prior understandings, terms or conditions are deemed merged into this Agreement.

9. BINDING AGREEMENT. This Agreement shall be binding upon each party to it and upon each of such party's heirs, administrators, representatives, insurers, executors, successors and assigns, and shall inure to the benefit of each other party and of Releasees and each of them, and to their heirs, administrators, representatives, insurers, executors, successors and assigns.

10. ACKNOWLEDGMENT. Each party has had the opportunity to review this Agreement with counsel before executing it and has voluntarily decided to sign this Agreement. Each party acknowledges that by signing below that he decision to sign this Agreement was that

Party's own decision, made after consulting with counsel as the party was advised by this writing to do, and not induced through coercion, fraud or misrepresentation.

11. BREACH, WAIVER AND AMENDMENT. No breach of this Agreement or of any provision herein can be waived except by an express written waiver executed by the Party waiving such breach. Waiver of any one breach shall not be deemed a waiver of any other breach of the same or other provisions of this Agreement. The Agreement may be amended, altered, modified or otherwise changed in any respect or particular only by a writing duly executed by the Parties hereto or their authorized representatives.

12. EFFECTIVE DATE. This Agreement shall be effective on the last day following execution by all of the Parties, on the latest date appearing below.

13. EXECUTION IN COUNTERPARTS. This Agreement may be executed in counterparts, each of which will be treated as an original and all of which together are to be considered one and the same agreement. Facsimile or scanned copies of signatures are binding.

[ADD SIGNATURE BLOCKS]



CITY COUNCIL REPORT

10A

DATE: NOVEMBER 2, 2021

TO: MAYOR AND COUNCILMEMBERS

FROM: MARIA PICAZO, RECREATION MANAGER

THROUGH: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: PLANS FOR ANNUAL HOLIDAY TREE LIGHTING EVENT IN 2021

RECOMMENDATION

Staff recommends that the City Council receive a report regarding plans for the annual holiday tree lighting event in 2021 and provide direction as appropriate.

BACKGROUND

Since 1998, the City has coordinated an annual holiday tree lighting event that has involved illuminating decorative lights hung on a large holiday tree placed in a visible public location and festive activities for all ages. The event has historically taken place on the first Saturday in December and been held at Fernandez Park, the parking lot at the Park View shopping center, and the Senior Center. Booths spaces have been offered for rent to local non- and for-profit organizations as a means to generate revenue to offset the cost of the event. The magnitude of the event and activities have varied throughout the years.

In recent years, the event, which has been mainly held at the Senior Center, offered a variety of activities, including arts and crafts, photos with Santa, cookie decorating, holiday refreshments, and performances from local groups and organizations, concluding with the lighting of a holiday tree, which has been located at the corner of San Pablo and Tennent Ave for the past five years. Activities have also sometimes taken place in the Bank of Pinole building and Fernandez Park. For comparison purposes, attached is the 2019 Holiday Tree Lighting Schedule and the 2021 Holiday Tree Lighting Schedule.

In 2020, due to the pandemic, the event was organized, as a drive-through event in front of the Public Safety Building, where holiday cookie kits were distributed to the community. A total of 200 kits were distributed in 2020.

Over the years, many organizations have contributed to the event as performers and volunteers or sponsors, as described below. This is a partial list and there are likely many other organizations that have contributed over the past 20 years that are not listed below.

Performers and Volunteers

- Pinole Valley High School Band
- Pinole Valley High School Choir
- Pinole Tiny Tots Program
- Pinole Senior Center Choir Group
- The Pinole branch library reading and storytelling corner
- Pinole Valley High School's Interact group help in the arts and crafts booths and event set up and take down

Sponsors

- Sequoia Real Estate has purchased the 25-foot holiday tree
- Mechanics Bank has made financial contributions to sponsor the children's activities.
- Starbucks, Trader Joes, Bear Claw Bakery, Sprouts, and Safeway have donated the holiday refreshments
- Pinole History Museum provided all refreshments in 2019
- East Bay Coffee donated the lights for the holiday tree in 2016
- Bay Front Chamber of Commerce hosted a cookie decorating station in 2019

The event is coordinated by the Parks and Recreation Division. Parks and Recreation staff have set up and worked the arts and crafts stations. Other City departments and officials have participated as described below.

- Council Members have been invited to attend the event. In years past, the Mayor or Mayor Pro Tem have had the honor of turning on the lights on the Holiday Tree. Some Council Members have also assisted by serving as the master of ceremonies introducing the groups performing.
- PCTV records the festivities and compiles the footage into a segment that is aired on the community television channel during the month of December.
- Public Works staff oversees the installation and decoration of the holiday tree. They ensure all lights are working and properly cover all electrical outlets and cords. Post event, staff takes the tree down and stores the decorations.
- The Planning Department reviews and approves the Temporary Use Permit for the holiday tree. In addition, they coordinate the inspection of the tree.
- The Police Department provides support on the day of the event by assisting with traffic control during the tree lighting. The Police Department was heavily involved in the 2020 drive-through event, which the Parks and Recreation Division and Police Department co-hosted.
- The Fire Department has provided transportation to Santa Claus via their fire truck in previous years.

The purpose of this event is to offer families a safe and enjoyable venue to celebrate the joy of the holiday season. Staff has received accolades from the public.

REVIEW AND ANALYSIS

Planning for this event normally takes four months commencing in August, which includes coordinating with sponsors, creating marketing materials (Attachment A - 2021 Holiday Tree Lighting flyer), and allowing for sufficient lead time to purchase the tree. The tree species is white fur and has been purchased from Snowy Peak Tree for the last several years.

Due to the pandemic and the ever-changing guidelines and restrictions of large group gatherings, including the advance lead time needed to plan the tree lighting event, the Parks and Recreation Division plans to host a modified outdoor event in Fernandez Park this year.

The event will be held on Saturday, December 4th from 3:00 pm-5:00 pm in Fernandez Park. The tree lighting countdown will start at 5:30 pm at the community corner (San Pablo and Tennent Ave.). The details are still being finalized but the event will include a visit from Mr. and Mrs. Claus, arts and crafts booths, balloon twisters, face painters, and holiday refreshments. Pinole Valley High School's Interact group, Parks and Recreation staff, and Police Department staff will lead games and arts and crafts activities. The Pinole Library will offer literacy activities. The City will contract with an outside vendor to provide the face painters and balloon twisters. The Senior Center Cook will prepare the holiday refreshments.

The event will not include any live or musical performances, however PCTV will provide piped holiday music during the event. At sunset, a procession will be led to the community corner, where the Mayor or Mayor Pro Tem will light the tree, which will conclude the event.

The event will be promoted through the City's website and social media pages. In addition, the event will be promoted with the local schools and community groups.

FISCAL IMPACT

Historically, the event cost upwards of \$2,700. The cost of the event would be much higher if it wasn't for the monetary donations and donated supplies from sponsors. Funding from Measure S 2014, in the amount of \$2,500, has been included in the Parks and Recreation annual budget to cover the costs of entertainment and supplies. In the past, staff has also solicited and received annual funding from Mechanics Bank for this event and the holiday tree from Sequoia Real Estate.

Sequoia Real Estate has offered to once again support the event in 2021 through the purchase of the tree at a cost of \$1,000, and Mechanics Bank has offered to donate \$750 to support the children's activities this year.

Due to limiting the activities for this year's event, additional funding will not be required from either the city or additional businesses/sponsors.

ATTACHMENT

Attachment A – 2021 Tree Lighting flyer

Attachment B – 2021 Holiday Tree Lighting Schedule of Events

Attachment C – 2019 Tree Lighting Schedule of Events (for comparison purposes)

City of Pinole

Holiday Tree Lighting

SATURDAY, DECEMBER 4, 2021

**FERNANDEZ PARK
595 TENNENT AVE.
3pm-5pm**

Join the City of Pinole as we spread some holiday cheer at Fernandez Park. Children's activities include holiday crafts, face painting, balloon twisting and a special visit from Santa and Mrs. Claus.

The tree will be turned on at 5:30pm, join the procession at Fernandez Park or meet us at the Community Corner.
(San Pablo Ave and Tennent Ave.)

Children's activities sponsored by Mechanics Bank
and holiday tree sponsored by Sequoia Real Estate.

Questions: email recreation@ci.pinole.ca.us or call 510-724-9062

ATTACHMENT B

Tree Lighting Schedule 2021

Fernandez Park-Children's Activities

Time	Activity/Location	Contact Person	Notes
3:00-5:00PM	Holiday Refreshments-Playground picnic tables	Tara Shaia	(set up 1pm)
2:30-5:00PM	Balloon Twister -BBQ Area tables	Cynthia Hoover	(set up 2pm)
3:00-5:00PM	Face Painting-BBQ Area tables	Donna Now Cynthia Hoover	(set up 2pm)
3:00-5:00PM	Children's Art Activities- BBQ Area tables	Dottie Almajose-Daffon Tiffany Pina	(set up 1pm)
3:00-5:00PM	Children's Games and Crafts- Basketball Court	Natasha Valdepena	(set up 1pm)
3:00-5:00PM	Children's Reading Activities- Grass Area	Michelle Josette Krasowski	(set up 2pm)
3:00-5:00PM	Pictures with Santa and Mrs.Claus-Gazebo	Santa and Mrs. Claus	(arrives at 3pm)
*Recreation staff and volunteers will decorate the park from 12pm-3pm and take down the event from 5pm-6pm.			

ATTACHMENT C

Tree Lighting Performance Schedule 2019

Senior Center -- Emcee: Peter Murray

Time	Performer	Contact Person	Sound Needs
2:30-2:45	Tiny Tot Children	Christine Murray	no music-all 3 STAGES NEEDED
2:45-3:00	<i>Transition</i>		
3:00-3:30	Pinole Senior Center Choir	Patsy 510-245-7662 or Betty 510-915-6258	piano on right side-back facing performers and 2 microphones All 3 STAGES NEEDED-* 6-7 chairs in front of stage
3:30-3:40	<i>Transition</i>		
3:40-4:10	Concert Choir	Joseph Lim	No music-will use SC piano and needs 2-3 microphones NO STAGE
4:10-4:20	<i>Transition</i>		
4:20-4:40	PVHS Dance Club	Joseph Lim	Will send music-NO STAGE
4:40-4:50	<i>Transition-End of event</i>		

Children's Activities

Time	Activity/Location	Contact Person	Notes
2:30-4:00PM	Face Painting-Room 112	Donna Now 510-734-1100 Milinia Yuzon 510-672-2611	(set up around 1:30pm)
2:30-5:00PM	Children's Art Activities- Arts and Craft Room 109	PYC-Cristina Ahlstrand 510-418-0313	(set up around 1:30pm)
3:00-5:00PM	Pictures with Santa and Ms. Claus-Front Lobby	Betty Butons-707-246-0435 Santa 916-439-6322	(save two parking spaces)
2:30-5:00PM	Holiday Storytelling-Fireplace Area	Michelle Josette Krasowski	(will arrive at 1:30 to set up)
2:30-5:00PM	Balloon Twister -Main Lobby	Elaine Bulawin 707-390-0768	(will arrive at 1:30 to set up)

Corner of Tennent and San Pablo

Time	Activity/Location	Contact Person	Notes
4:45-5:20	Conclusion of PVHS Marching Band Procession	Eric Radkiewicz cell: 510.593.0209	
5:20-5:40ish	Mayor, Peter Murray facilitation of Tree Lighting		



CITY COUNCIL REPORT

10B

DATE: NOVEMBER 2, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: CHRIS WYNKOOP, FIRE CHIEF

**SUBJECT: UPDATE ON MEASURE X AND THE COUNTY FIRE CHIEFS' REQUEST
FOR FUNDING FOR FIRE AND EMERGENCY SERVICES**

RECOMMENDATION

City staff recommends that City Council receive an update from staff regarding Contra Costa County Measure X and the County Executive Fire Chiefs' request for funding to address critical community fire and emergency services needs.

INTRODUCTION

On May 19, 2021, the Contra Costa County Executive Fire Chiefs presented a request to the County Measure X Advisory Board for \$28.85M (and \$27.35M annually thereafter) in County Measure X funding to:

- Reopen five (5) closed fire stations and add 45 firefighters countywide
- Mitigate extreme wildfire danger
- Address aging facilities and infrastructure
- Improve training facilities
- Update communications/emergency operations centers
- Improve emergency preparedness/planning
- Support diversity and inclusion in the workforce

In July of 2021, Council submitted a letter (Attachment A) to the Advisory Board supporting the County Chiefs' proposal.

The Contra Costa County Board of Supervisors was scheduled to discuss allocation of Measure X funds, based on the Advisory Board's recommendations, at their meeting on November 2, 2021. At the Pinole City Council meeting on October 19, 2021, Council requested an agenda item asking City staff to update Council on the Board of Supervisors' discussion. The Board of Supervisors subsequently rescheduled the item for their next meeting on November 16, 2021. Staff will therefore give a brief update and return to Council with a more detailed update on November 16th following the County Board of Supervisors' meeting.

BACKGROUND

Contra Costa County Measure X, which passed in the November 2020 election, is a ½ cent sales tax, exempting food sales, providing an estimated \$81M annually for 20 years to (per the text of the measure) *“keep Contra Costa’s regional hospital open and staffed; fund community health centers; provide timely fire and emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services.”*

The Measure X Community Advisory Board was established by the Board of Supervisors on February 2, 2021 to advise the Board of Supervisors on the use of Measure X transactions and use tax funds. The County Chiefs made their presentation requesting Measure X funds at the Advisory Board’s May 19, 2021 meeting. The attached letter from Council, in support of the County Chiefs’ proposal, is addressed to the Advisory Board.

DISCUSSION

A robust fire service delivery model is a top priority for our citizens in Pinole, especially given the designated Very High Fire Hazard Severity Zone (VHFHSZ) in which many of our residents live. Moreover, the scarcity of West County hospital emergency room services since the closure of Doctor’s Medical Center in Pinole, resulting in reliance on firefighters as first-line medical assistance for many of our underserved citizens, underscores Pinole’s local concern within the broader context of the regional risk reduction strategy proposed by the County Chiefs.

It is also noteworthy that, in addition to serving our local citizens, the Pinole Fire Department (along with Richmond FD) serves the County’s interests by responding to the emergency needs of residents in the Tara Hills, Montalvin Manor, and Bay View unincorporated County areas. Council agrees that the County Chiefs’ regional approach represents an equitable and sustainable solution to the issue of providing critical life-saving emergency response services countywide, and that these measures will reduce countywide community risk through:

- Improved response times
- Increased services for underserved communities
- Equitable distribution of services
- Operational and administrative efficiencies

FISCAL IMPACT

There is no immediate fiscal impact associated with this update. However, if Measure X funding is approved per the proposal, \$2M annually would be allocated toward the reopening of Pinole Station 74 as part of a broader County fire agency integration effort.

ATTACHMENTS

Attachment A	Council Letter of Support for Measure X Funding for Fire and Emergency Services
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CITY OF PINOLE

City Hall
2131 Pear Street
Pinole, CA 94564

Phone: (510) 724-9000
FAX: (510) 724-9826
www.ci.pinole.ca.us

Date: July 6, 2021

To: Contra Costa County Measure X Advisory Board

From: Pinole City Council

Subject: Support of the Contra Costa County Executive Fire Chiefs' Request for Measure X Funding to Address Critical Community Fire and Emergency Services Needs

Dear Board Members,

The Pinole City Council submits this letter supporting the Contra Costa County Executive Fire Chiefs' request for \$28.85M (and \$27.35M annually thereafter) in County Measure X funding to:

- Reopen five (5) closed fire stations and add 45 firefighters countywide
- Mitigate extreme wildfire danger
- Address aging facilities and infrastructure
- Improve training facilities
- Update communications/emergency operations centers
- Improve emergency preparedness/planning
- Support diversity and inclusion in the workforce

Council shares the County Chiefs' confidence that these measures will reduce countywide community risk through:

- Improved response times
- Increased services for underserved communities
- Equitable distribution of services
- Operational and administrative efficiencies

A robust fire service delivery model is a top priority for our citizens in Pinole, especially given the designated Very High Fire Hazard Severity Zone (VHFHSZ) in which many of our residents live. Moreover, the scarcity of West County hospital emergency room services since the closure of Doctor's Medical Centers in Pinole and San Pablo, resulting in reliance on firefighters as first-line medical assistance for many of our underserved citizens, underscores Pinole's local concern within the broader context of the regional risk reduction strategy proposed by the County Chiefs.

In addition to serving our local citizens, the Pinole Fire Department (along with Richmond FD) serves the County's interests by responding to the emergency needs of residents in the unincorporated County areas of Tara Hills, Bay View, and Montalvin Manor. With regard to the Advisory Board's commitment to equity, Montalvin Manor, as defined in SB 1000, is a "Disadvantaged Community" as is Rodeo, which the Pinole FD serves in support of the Rodeo-Hercules Fire Protection District through our County Battalion 7 automatic aid agreement.

Council agrees that this regional approach represents an equitable and sustainable solution to the issue of providing critical life-saving emergency response services countywide, and we urge the Measure X Advisory Board to approve the County Chiefs' proposal as requested.

Sincerely,

A handwritten signature in blue ink, reading "Norma Martínez-Rubin". The signature is fluid and cursive, with the first name "Norma" and last name "Rubin" being more prominent than the middle name "Martínez".

Norma Martínez-Rubin
Mayor
City of Pinole

cc. Honorable Members of the Contra Costa County Board of Supervisors
 County Administrator Nino
 County Finance Director Driscoll
 Contra Costa County Executive Fire Chiefs